



**POLICE DEPARTMENT, COUNTY OF SUFFOLK, N.Y.**  
**PISTOL LICENSING BUREAU**  
**30 YAPHANK AVENUE YAPHANK NEW YORK 11980**  
PHONE: 631-852-6311 FAX: 631-852-6670 SUFFOLK COUNTY WEBSITE: [www.suffolkcountyny.gov](http://www.suffolkcountyny.gov)  
OFFICE HOURS: MONDAY TO FRIDAY 9:00 AM TO 4:30 PM



PDCS-4022

## **SECURITY LICENSE APPLICATION REQUIREMENTS**

If you wish to amend your current Suffolk County Pistol License to be endorsed to work as an armed security guard, the following information must be submitted to the SCPD Pistol Licensing Bureau, in person, with a five (5) dollar check or money order.

1. A letter from your employer indicating:
  - A) Licensee's name
  - B) Licensee's address
  - C) Licensee's pistol license number
  - D) Working full or part time and number of hours per week
  - E) Unique ID# from New York State
  - F) Indicate if working in Civilian or uniform attire
2. Copy of the forty-seven (47) hour firearms training course certificate or a Conditional letter of authority\*.

\* Conditional letter of authority is a notice from New York State allowing someone to work in an armored car guard capacity prior to taking the forty-seven (47) hour firearms training course. This letter gives the licensee 180 days from the date of the issuance of the letter to take the forty-seven (47) hour course.

3. Eight (8) hour refresher course certificate required annually after the issuance of the forty-seven (47) hour course.