



PLEASE READ ALL DIRECTIONS THOROUGHLY BEFORE
COMPLETING THE APPLICATION.

DIRECTIONS FOR CONVERTING TO PLASTIC CARD PERMIT

1. Complete the “**Plastic Card Conversion**” form which is available on the Monroe County Clerk’s website at <http://www.monroecounty.gov/clerk-pistolpermits.php> or in our office.
2. Fill out all information accurately and legibly. Please take inventory of all firearms in your possession to verify serial numbers and information. Additional pages are available for additional firearms. Don’t forget to sign and date your application at the bottom of the page. **Please make sure to include a phone number that you can be reached at during the hours of 9am to 5pm.**
3. Submit your form by emailing to mcpistols@monroecounty.gov **OR** by mailing to:
Monroe County Clerk
Attention: Plastic Card Request
39 West Main Street, Room 101
Rochester, NY 14614
4. Once your request is received, we will begin updating and transferring your pistol permit file to the plastic card permit system. You can still carry your current paper permit until the new permit is issued.
5. When your plastic card permit is ready to be picked up, you will be **notified by phone OR email if you submitted your form by email.**
6. Once you have received a phone call or email, you may visit the Clerk’s Office to finish processing your plastic card permit. Please bring your **\$12 payment** as well as a valid government issued ID with you. At this time we will be taking a digitalized photo and capturing your electronic signature and thumbprint in order to print your plastic card pistol permit. Appointments are not required for this. Your new permit will be printed at this time. ***You must surrender your paper pistol permit in exchange for your plastic permit.***