



Office of the County Clerk

MONROE COUNTY, NEW YORK

Jamie Romeo
County Clerk

Dear Pistol Permit Applicant:

The Monroe County Clerk's Office is proud to be the lead administrative agency that provides a pass-through for pistol permit applications as they make their way through the authorization process. Due to the number of agencies involved and the tasks required of each of these agencies, according to state and federal law, the **processing of a pistol permit application can take several months.**

The County Clerk's Office facilitates the transfer of the pistol permit file to the Monroe County Sheriff's Office for suburban residents and the Rochester Police Department for City residents. Law Enforcement will conduct a thorough investigation, interview references, and receive comment from the State Department of Mental Hygiene and the State Department of Criminal Justice Services. Thereafter, a recommendation is made to the Court for approval or denial.

Once the County Clerk's Office receives the pistol permit file from the Law Enforcement agency, it is forwarded to a Monroe County Court Judge who will then make a final decision on the applications. Applicants may receive notice of approval or disapproval from a Judge by mail.

Due to the high volume of applications and with the majority of the pistol permit process taking place outside the County Clerk's Office purview, **we ask that you wait at least 9 months from the date of your application to request a status update from our Pistol Permit Division.** Given the State Privacy Laws, staff cannot provide a status or information about an individual's application over the phone or email. Those questions must be posed in-person at the Monroe County Clerk's Office (39 W Main Street, 1st Floor, Rochester 14614).

Finally, if you move at any point during the application process, you must visit the Clerk's Office to update your file. This is imperative as Law Enforcement or the Court may attempt to contact you during the process.

If you have any additional questions related to Pistol Permits, please contact the Pistol Permit Division in the Monroe County Clerk's Office at 585-753-1642 or email [MCPistols@MonroeCounty.gov](mailto: MCPistols@MonroeCounty.gov).

Sincerely,
Jamie Romeo
Monroe County Clerk

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MONROE COUNTY PISTOL PERMIT APPLICATION REQUIREMENTS, INSTRUCTIONS AND ADDITIONAL INFORMATION

REQUIREMENTS:

An applicant must be at least 21 years of age to apply for a pistol permit, unless the applicant has been honorably discharged from the United States Army, Navy, Marine Corps, Air Force or Coast Guard or the National Guard of the State of New York.

An applicant must be a Monroe County resident for at least 6 months.

An applicant must provide 4 character references that must be Monroe County residents that have known you for at least 3 years. These references **may not** be law enforcement, family members or anyone who may be included as a member of your household. This also includes boyfriend/girlfriend and husband/wife.

If you have lived in Monroe County for less than 3 years, you must provide 4 character references from Monroe County residents who have known you for as long as you have lived here; and 3 additional notarized references from persons who live in the state or county where you previously lived. Please contact the Monroe County Clerk's Office to obtain the appropriate Proof of Character forms.

INSTRUCTIONS FOR CITY RESIDENTS (individuals living within the City limits)

1. **Complete applications and all enclosed forms.**

- Print legibly in **black ink**.
- On the applications, start with your last name in the gray shaded area and work down.
- Fill out both copies of the permit application (Pistol/Revolver License Application). Both pages must be an original and we cannot accept copies. NOTE: your references must sign both copies.
- DO NOT sign the application until you are in front of a clerk. Notaries are available in our office.
- Fill out one Applicant & Reference Contact Information form
- Fill out one Department of Mental Hygiene inquiry
- Fill out one Rochester Police Department's Applicant Questionnaire
- Fill out one HIPAA Authorization (if necessary)
- **OPTIONAL:** fill out Request for Public Records Exemption form

2. **Obtain fingerprints from the Rochester Police Department.** The City of Rochester will accept pistol permit applications by appointment only, Monday through Friday from 1:00pm - 2:30 pm. To schedule your appointment, please call (585) 428-7493. Please note that the application must be completely filled out when you bring it to your appointment at the RPD. A valid photo ID with signature is required for identification as well as \$125.00 fee by cash, Postal Money Order or Bank Check payable to the "City Treasurer".

Rochester Police Department

Public Safety Building
185 Exchange Boulevard
Rochester, NY 14614

Hours:

Monday-Friday
1:00 p.m. to 2:30 p.m.

3. **Make an appointment to turn in your application with the Monroe County Clerk's Office.** Go to our website: <https://www2.monroecounty.gov/clerk-pistolpermits.php> to schedule your appointment. Bring the following with you:

- completed application packet with original documents – Copies will NOT be accepted
- \$17.00 (cash, check or charge) payable to the Monroe County Clerk – This fee includes the cost of your permit and photos.

- Your Driver's License

At this point, the Monroe County Clerk's office will take in your application, take your photo and obtain your electronic signature and thumbprint for your permit. We can no longer accept pre-printed photos.

ADDITIONAL INFORMATION

Application fees are not refundable.

If you elect to list a gun on your permit application, an original bill of sale from a Federal Firearms Licensed (FLL) Dealer **must** accompany the application. This must be on the dealer's letterhead and list the address, phone number, FFL number, NYS Drivers License number, and a description of the firearm. Per New York State SAFE Act Law: Effective 2013, ALL private firearms sales/transfers in New York require a background check of the buyer/transferee. Sales or transfers to immediate family members (i.e., spouses, domestic partners, children, and stepchildren) are exempt from this provision. For more information, please visit <https://safeact.ny.gov/> or call 1-855-LAW-GUNS.

Unregistered pistols in your possession or out-of-state pistols must be turned in to law enforcement officials until your permit is issued. If you have an unregistered pistol, please call 911 and request to meet with an officer to surrender the pistol into their custody. You will be given a receipt for the pistol(s), which must be included with your application. You will also need to include a notarized letter explaining how the pistol was obtained and whether it was legally registered elsewhere.

It is not required that you acquire a gun before you apply for a pistol permit.

WHAT DOES ARREST MEAN?

Your pistol permit application specifically states: "Have you ever been arrested, summoned, charged or indicted anywhere for any offense, including DWI (except traffic infractions)?"

You must state all arrests regardless of whether or not you were convicted. Sealed charges must also be listed.

What does arrest mean?

- You were given an appearance ticket by a police officer to appear before a judge for anything from a town/village ordinance on up to a felony.
- You were handcuffed and taken to jail.
- You were fingerprinted and photographed for a criminal matter of DWI by the police.
- A warrant for an arrest was issued for you and you either were directed to turn yourself into a police department or appear before a judge.
- You were directed by a police officer to appear before a judge.

Any omission of fact or any false statement will be sufficient cause to **deny this application** and constitutes a crime punishable by fine, imprisonment or both.

If you appeared in Court, you must provide an official disposition from the Court(s) with your application. We need to know the final outcome of your case(s).

Even if the Court no longer has record of the outcome of your case(s) because it is a very old case(s) or they have destroyed the record or your case(s) were sealed; you still have a criminal record and all New York State Police Departments have full access to this information, even if it was an out-of-state arrest.

The term "sealed record" means that at the time of your last court appearance it was the Judge's decision to seal the case so only authorized persons can view the outcome. Most courts and police departments will not give you this information. It will appear as "no record" when you request a criminal record check at a police department or request dispositions from the courts. This does not mean that you were not arrested or that

you don't have a criminal record.

You must state all arrests even if you do not remember the dates or dispositions, even if you have had multiple arrests over several years. If you appeared before the Judge, you must state it.

REMEMBER: IF YOU DO NOT STATE ALL ARRESTS ON YOUR APPLICATION, YOUR APPLICATION MAY BE TERMINATED FROM FURTHER PROCESSING.

APPLICATION FAQ'S

The application asks for a NYSID and License Number. What is that?

The NYSID, License Number and Date of Issue are all for internal use only. Start the application at the box for "Last Name".

The application asks for arrest information. Where do I get this information?

Contact the police agency where the incident occurred (ie. NYS Police, Sheriff's Department, Police Department, etc).

The application asks me to check a box for a certain type of license. What should I choose?

There are three options to choose from: Carry Concealed, Possess on Premises and Possess/Carry During Employment. **Carry Concealed** is the most commonly chosen and gives you the least amount of restrictions. **Possess on Premises** means that a householder/business owner can have a firearm in his/her dwelling/business but cannot carry a firearm anywhere else. **Possess/Carry During Employment** is used in very limited instances and will only allow you to carry your firearm for work purposes.

Do you take photos in the office?

Photos must be taken by the County Clerk's office in order to be used on your pistol permit.

Does the form need to be notarized before I come in?

Please wait until you are in front of a Clerk to sign your application.

I do not have any medical issues (anxiety, depression, bi-polar disorder, etc.) Do I need to fill out the Release of Medical Information Form?

Only if you answered YES to the last questions on the Questionnaire.

Who can serve as a character reference for my application?

Your references must live in Monroe County and must have known you for at least 3 years. They cannot be your relative (spouse, uncle, brother-in-law, etc.) and cannot be any member of active or retired law enforcement.

Can I have my fingerprints done somewhere else or at a police sub-station?

Your fingerprints MUST be done at the location instructed in your application packet. You cannot go to another police station or sub-station for fingerprints. Likewise, if you have already been fingerprinted for a job or any other reason, you still must be fingerprinted again for your pistol permit.

I've moved and I've already turned in my application. Do I need to notify you?

Yes. Once you move you MUST notify the Clerk's office. This can only be done by visiting our office in person with identification showing your new address. If an agency attempts to contact you by mail and gets no response because you've moved, they can deny your application or seriously delay the process.

Do I need to take a firearms safety course in order to apply?

Monroe County does not require you to take a firearms safety course as a requirement for application. There is information about available courses in this packet and on the County Clerk's website.

How does the pistol permit process work?

The Clerk's Office facilitates the transfer of the permit file to the Monroe County Sheriff's Office for suburban residents and the Rochester Police Department for city residents. Law enforcement will conduct a thorough

investigation on the applicant and will also receive comment from the State Department of Mental Hygiene and the State Department of Criminal Justice Services, both of which are located in Albany. The Captain assigned to the process will make a **recommendation** to the Court for approval or denial. Just because your references were called or the police agency says that your investigation is complete, does NOT mean that your permit is ready.

Once the police agency has completed their investigation and returned your application to the Clerk's Office, it is forwarded to a Monroe County Court Judge who will then make a final decision. Applicants might receive notice of approval or disapproval from a Judge by mail. It is possible that you will not receive any contact during the application process until you receive your permit.

As soon as the County Clerk's Office receives the approved files back from the Court, permit cards are printed and mailed out to the address on file.

Request for Public Records Exemption AKA Opt Out Form

According to NYS Penal Law (Section 400.00 (5)(b)), the name and address of Pistol Permit Holders is considered public information. Therefore, the **NYSAFE Act** created a process to protect the privacy of pistol permit holders to exempt this information from Freedom of Information Law (FOIL) requests.

The form is attached for you to complete **if you so choose**. You are required to check one of the boxes #1-4 or the form will be returned to you for completion.

You can turn this form in with your application or you can drop it off or mail it to our office (39 West Main Street, Room 101, Rochester, NY 14614) at any time. Once you have submitted this form, you do NOT need to re-new this request.

Because you are an applicant and have not yet received your Firearms License Number (Carry number) or your date of issue, you can leave that portion blank when you turn in your opt-out form.

NYS Firearms License Request for Public Records Exemption

Pursuant to section 400.00 (5) (b) of the NYS Penal Law

I am: **an applicant** for a firearms license **currently licensed** to possess a firearm in NYS

Name _____ Date of Birth _____

Address _____ City _____ State _____

Firearms License # (if applicable) _____ Date Issued _____

Licensing Authority / County of Issuance or Application _____

I hereby request that any information concerning my firearms license application or firearms license not be a public record. The grounds for which I believe my information should **NOT** be publicly disclosed are as follows: *(check all that are applicable)*

1. My life or safety may be endangered by disclosure because:

- A. I am an active or retired police officer, peace officer, probation officer, parole officer, or corrections officer;
- B. I am a protected person under a currently valid order of protection;
- C. I am or was a witness in a criminal proceeding involving a criminal charge;
- D. I am participating or previously participated as a juror in a criminal proceeding, or am or was a member of a grand jury;

2. My life or safety or that of my spouse, domestic partner or household member may be endangered by disclosure for some other reason explained below: *(Must be explained in item 5 below)*

3. I am a spouse, domestic partner or household member of a person identified in A, B, C or D of question 1.

(Please check any that apply)

A _____ B _____ C _____ D _____

4. I have reason to believe that I may be subject to unwarranted harassment upon disclosure.

5. *(Please provide any additional supportive information as necessary)*

I understand that false statements made herein are punishable as a class A misdemeanor. I further understand that upon discovery that I knowingly provided any false information, I may be subject to criminal penalties and that this request for an exemption shall become null and void.

Signature

Date

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For applicants under twenty-one years of age only:

Have you been honorably discharged from the United States Army, Navy, Marine Corps, Air Force or Coast Guard, or the National Guard of the State of New York?

YES NO

Photograph
Of Applicant
Taken Within 30 Days

Full Face Only

Knowingly providing false information will be sufficient cause to deny this application and constitutes a crime punishable by fine, imprisonment, or both. I am aware that the following conditions affect any license which may be issued to me:

1. No license issued as a result of this application is valid in the City of New York.
2. Any license issued as a result of this application will be valid only for a pistol or revolver specifically described in the license properly issued by the licensing officer.
3. If I permanently change my address, notice of such change and my new address must be forwarded to the Superintendent of the State Police and in Nassau County and Suffolk County, to the licensing officer of that county, within 10 days of such change.
4. Any license issued as a result of this application is subject to revocation at any time by the licensing officer or any judge or justice of a court of record.

Jurat:

Signed and sworn to before me

This _____ day of _____, 20 _____

at _____, New York

Signature of Applicant

Signature of Officer Administering Oath

Title of Officer

APPLICATION NOT VALID UNLESS SWORN

Fingerprints submitted electronically by:

Name _____ Rank _____ Organization _____

Date Submitted _____

Investigation Report – All information provided by this applicant has been verified:

Name _____ Rank _____ Organization _____

Signature of Investigating Officer

This application is ~~Approved~~ – Disapproved (Strike out one)

The following restriction(s) is (are) applicable to this license:

Title and Signature of Licensing Officer

If Licensing Officer authorizes the possession of a pistol, revolver or single shot firearm(s) at the time of issue of original license, furnish the following information:

Manufacturer	Pistol / Revolver / Single Shot	Model	Frame Only	Caliber(s)	Serial Number	Property Of
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Duplicate of this application must be filed with the Superintendent of State Police within 10 days of issuance as required by Penal Law Section 400.00 SUBD.5.

This form is approved by Superintendent of the State Police as required by Penal Law section 400.00, SUBD. 3.

STATE OF NEW YORK
PISTOL / REVOLVER LICENSE APPLICATION FINGERPRINT FORM

INSTRUCTIONS: Print or type in black ink only

Last Name	Suffix		
First Name	MI	Date of Birth – MM DD YYYY	NY Driver's License (or NY Non-Driver ID) No.

1. RIGHT THUMB	2. RIGHT FOREFINGER	3. RIGHT MIDDLE FINGER	4. RIGHT RING FINGER	5. RIGHT LITTLE FINGER
6. LEFT THUMB	7. LEFT FOREFINGER	8. LEFT MIDDLE FINGER	9. LEFT RING FINGER	10. LEFT LITTLE FINGER

PLAIN IMPRESSIONS TAKEN SIMULTANEOUSLY

LEFT FOUR FINGERS	THUMBS TAKEN TOGETHER	RIGHT FOUR FINGERS

IMPRESSIONS TAKEN BY: _____

NAME

RANK

SHIELD

DATE

APPLICANT'S SIGNATURE AND ADDRESS: _____

Attach this form to your Pistol / Revolver License Application (PPB-3)

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For applicants under twenty-one years of age only:

Have you been honorably discharged from the United States Army, Navy, Marine Corps, Air Force or Coast Guard, or the National Guard of the State of New York?

YES NO

Photograph
Of Applicant
Taken Within 30 Days

Full Face Only

Knowingly providing false information will be sufficient cause to deny this application and constitutes a crime punishable by fine, imprisonment, or both. I am aware that the following conditions affect any license which may be issued to me:

1. No license issued as a result of this application is valid in the City of New York.
2. Any license issued as a result of this application will be valid only for a pistol or revolver specifically described in the license properly issued by the licensing officer.
3. If I permanently change my address, notice of such change and my new address must be forwarded to the Superintendent of the State Police and in Nassau County and Suffolk County, to the licensing officer of that county, within 10 days of such change.
4. Any license issued as a result of this application is subject to revocation at any time by the licensing officer or any judge or justice of a court of record.

Jurat:

Signed and sworn to before me

This _____ day of _____, 20 _____

at _____, New York

Signature of Applicant

Signature of Officer Administering Oath

Title of Officer

APPLICATION NOT VALID UNLESS SWORN

Fingerprints submitted electronically by:

Name _____ Rank _____ Organization _____

Date Submitted _____

Investigation Report – All information provided by this applicant has been verified:

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Signature of Investigating Officer

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Manufacturer	Pistol / Revolver / Single Shot	Model	Frame Only	Caliber(s)	Serial Number	Property Of
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

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This form is approved by Superintendent of the State Police as required by Penal Law section 400.00, SUBD. 3.

STATE OF NEW YORK
PISTOL / REVOLVER LICENSE APPLICATION FINGERPRINT FORM

INSTRUCTIONS: Print or type in black ink only

Last Name	Suffix		
First Name	MI	Date of Birth – MM DD YYYY	NY Driver's License (or NY Non-Driver ID) No.

1. RIGHT THUMB	2. RIGHT FOREFINGER	3. RIGHT MIDDLE FINGER	4. RIGHT RING FINGER	5. RIGHT LITTLE FINGER
6. LEFT THUMB	7. LEFT FOREFINGER	8. LEFT MIDDLE FINGER	9. LEFT RING FINGER	10. LEFT LITTLE FINGER

PLAIN IMPRESSIONS TAKEN SIMULTANEOUSLY

LEFT FOUR FINGERS	THUMBS TAKEN TOGETHER	RIGHT FOUR FINGERS

**IMPRESSIONS
 TAKEN BY:**

NAME RANK SHIELD DATE

APPLICANT'S SIGNATURE AND ADDRESS:

Attach this form to your Pistol / Revolver License Application (PPB-3)

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APPLICANT AND REFERENCE CONTACT INFORMATION:

FORM 1

Name of Applicant _____ DOB ____/____/____

Address _____
(Complete Mailing Address)

Home Phone () _____ Cell Phone () _____ Work () _____

Spouse (If applicable):

Name: _____

Address _____

Home Phone () _____ Cell Phone () _____ Work () _____

Character References:

Name: _____

Address _____

Home Phone () _____ Cell Phone () _____ Work () _____

Name: _____

Address _____

Home Phone () _____ Cell Phone () _____ Work () _____

Name: _____

Address _____

Home Phone () _____ Cell Phone () _____ Work () _____

Name: _____

Address _____

Home Phone () _____ Cell Phone () _____ Work () _____

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City of Rochester

Rochester Police Department
185 Exchange Boulevard, Suite 630
Rochester, New York 14614-2124
www.cityofrochester.gov/publicsafety/police/

La'Ron D. Singletary
Chief of Police

State of New York
Department of Mental Hygiene
44 Holland Avenue
Albany, New York 12225

In order that we may comply with the legislation on the issuance of pistol permits, we would appreciate information concerning the person listed below:

Name: _____

Alias/Maiden Name: _____

Address: _____

Sex: _____ **Date of Birth:** _____

Permit#: _____

Thank you for your Cooperation.

Sincerely,

La'Ron D. Singletary
Chief of Police
Rochester Police Dept.
185 Exchange Blvd
Rochester, NY 14614



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Rochester Police Department, License Investigation Unit, Pistol Permit APPLICANT Questionnaire

Applicant's Name: _____ DOB (Date of Birth): _____

List all AKA's, ALIAS's and other names and DOB's that you have used: _____

Maiden Name (If applicable): _____ Telephone number: _____

****ALL QUESTIONS MUST HAVE A DETAILED RESPONSE AND BE ANSWERED TRUTHFULLY UNDER PENALTY OF PERJURY****

What is your current address? _____

How long have you lived at the address listed above? _____ Years _____ Months

List all parties who reside at the listed address, include DOB's and any cellular or other telephone information for each individual listed: _____

Marital Status: Married Single Divorced Widow(er)

Name of Spouse or Significant Other (includes DOB, telephone or other contact information and address if different than yours): _____

How long have you been with your Spouse or Significant Other: _____ Years _____ Months

Do you have children with your Spouse or Significant Other (if so, list all of the children's names, DOB's, telephone or other contact information and address if different than yours): _____

Within the past 10 years did you have a significant relationship (if so, list the name, DOB, and contact information of that person): _____

Do you have children with your previous significant other (if so, list all of the children's names, DOB's, telephone or other contact information): _____

ARE YOU A UNITED STATES CITIZEN: YES NO

IF YOU ARE NOT A UNITED STATES CITIZEN YOU MUST PROVIDE A COPY OF YOUR PASSPORT, GREEN CARD AND VALID New York STATE DRIVES LICENSE

Describe why you are applying for a pistol permit: _____

Do you currently own or possess any rifles, shotguns, long bows or cross bows, etc? YES NO

If you own any of the above, where do you store them? _____

Have you ever been interviewed by any police officer, sheriff's deputy, or any Law Enforcement official in relationship to any crime (if so, state when, where and the circumstances why you were questioned):

(Exclude Traffic Summons and Violations you are required to include domestic situations, any Traffic misdemeanors, and all other contacts)

Have you ever been terminated from employment (if so, provide contact information from the terminating employer and the reason for your termination): _____

Have you ever been named as a respondent/petitioner in an Order of Protection (if so, provide the court of issuance, date of issue and circumstances surrounding the Order of Protection): _____

Have you used any illegal drugs or abused any type of prescription drugs(if so, provide the name of the illegal drug and date of last use, you are also required to furnish the name of prescription drug you abused, date last used and prescribing doctor):

Do you consume alcohol (if so, provide the type of alcoholic drink you consume, and how often you consume alcohol): _____

Has drinking alcohol ever been a problem for you (if so, state in detail the extent of your alcohol related problem and what steps you have done to correct that problem): _____

Have you ever received drug or alcohol counseling (if so, state when, where and the contact information of the counseling facility): _____

Do you currently take **ANY** medication for anxiety, depression, bi-polar disorder etc (if so, state in detail what medication(s) you are taking, the prescription number and how long you have been taking the medication. In addition, you are required to provide the Prescribing MD contact information):

*****IF YOU ANSWERED YES, YOU MUST COMPLETE A MEDICAL RELEASE FORM*****

Have you **EVER** received counseling/psychological treatment for any reason (if so, state in detail the nature, location, and treatment outcome and contact information of the MD or Therapist): _____

*****IF YOU ANSWERED YES, YOU MUST COMPLETE A MEDICAL RELEASE FORM*****

Has prescription medication ever been a problem for you (if so, state in detail the extent of the issue, dates of when you were on the medication, whether or not you are still on the medication and the contact information of the MD or Therapist who prescribed the medication): _____

Verification by Subscription and Notice

Under Penal Law Section 210.45

It is a crime, punishable as a class A misdemeanor under the laws of the State of New York, for a person, in and by written instrument, to knowingly make a false statement, or to make a statement which such person does not believe to be true.

Affirmed under penalty of perjury this _____ Day of _____ 20____

DO NOT WRITE IN THIS AREA: Section to be completed by Investigating Officer	
Investigating Officer: _____	IBM _____ CR# _____
Attempts to contact applicant:	
Date: _____	Time: _____
Date: _____	Time: _____
Date: _____	Time: _____
Date of Interview: _____	Time: _____

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MAIL COMPLETED FORM TO: **Rochester Police Department
License Investigation Unit
185 Exchange Blvd.
Rochester, New York 14614**

**AUTHORIZATION TO RELEASE MEDICAL, PSYCHIATRIC AND SURGICAL
DATA AND PERSONAL INFORMATION**

I, _____, do hereby authorize the release, review and full disclosure of all records, or any part thereof, concerning myself, to any duly authorized agent of the City of Rochester Police Department, whether the said record(s) are public, private or confidential in nature.

The purpose of this authorization is to give consent for full and complete disclosure of the records of any; educational institutions; public utility companies; Armed Forces of the United States, or any country or any territory, or in the reserve forces of the National Guard; medical, psychological and psychiatric reports of consultation, treatment and evaluation at or any hospital, clinic, private practitioner and the United States Veteran’s Administration.

Federal HIPAA Compliance Authorization

1. Purpose: Pistol permit application submitted to the City of Rochester Police Department.
2. Time Frame and authorization needed: any and all pertinent and up to date medical records.
3. (Leave blank: To be completed by Investigating Officer) ____/____/____
4. The candidate has the right to revoke the authorization in writing. The candidate must be aware that the potential for information disclosed pursuant to this authorization to be subject to re-disclosure by the recipient and no longer protected under this rule.

Employment and pre-employment records, including salary records, background reports, polygraph test questions, answers and reports, pre-employment and promotional examinations; records of complaint, arrest, trial and/or convictions for alleged violations of law, including criminal and/or traffic records and records of complaints of civil nature made by me or against me, whenever located, including the records and recollections of any attorney at law or counsel, whether representing me or another person in any case in which I have been a part or had an interest.



MEDICAL RELEASE FORM - Authorization for Release of Personal Information

It is my specific intent to provide access to personal information and to release copies and abstracts however personal or confidential they may appear to be. The sources of information specifically enumerated herein are for illustrative purposes only and such enumeration shall not be used to deny access to any records not specifically identified herein. The reason for this authorization is to provide full and free access to the background and history of personal life for the specific purpose of conducting a background investigation, which may provide pertinent data for the City of Rochester Police Department to consider in determining my suitability for a pistol permit in the City of Rochester, County of Monroe, State of New York.

In any event my application is disapproved, the sources of any confidential information will not be revealed to me. I agree to indemnify and hold harmless the organization and the person to whom this request is presented as well as their agents and employees from and against all claims, damages, losses and request expenses, including reasonable attorney fees, arising out of or by reason of complying with the request.

I have read and fully understand the contents of the "Authorization for Release of Personal Information".

DOB ____/____/____

Social Security Number ____ - ____ - ____

Dated ____/____/____

Applicant's Signature _____

STATE OF NEW YORK)
COUNTY OF MONROE) ss:
CITY OF ROCHESTER)

On this _____ day of _____ 20____, before me, the subscriber _____ appeared, and personally known to me to be the same person referred to above, duly affixed his/her signature thereto.

NOTARY PUBLIC/COMMISSIONER OF DEEDS

******Failure to provide all medical records may result in disqualification of the applicant******



Dear Pistol Permit Applicant:

If you take any medication for anxiety, depression, bi-polar disorder, post-traumatic stress disorder, etc. or have been to counseling or seen a Psychiatrist or Psychologist for any reason, you **MUST** complete the attached **Authorization for Release of Personal Information**. This will prevent further delays in processing your application. (Being on medication or receiving Mental Health services is NOT an automatic dismissal.)

Note: Please leave the expiration date blank. The investigating Officer will fit it in upon contacting our prescribing MD or counselor.

CONTACT INFORMATION

Prescribing MD, Counselor, Psychiatrist, or Psychologist, etc.

Name/Title: _____

Address: _____

Phone Number: _____ Fax Number: _____

Name/Title: _____

Address: _____

Phone Number: _____ Fax Number: _____

Name/Title: _____

Address: _____

Phone Number: _____ Fax Number: _____

Name/Title: _____

Address: _____

Phone Number: _____ Fax Number: _____



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Questions Continued

Q. I am moving out of state. Will I still be able to keep my NY State pistol permit?

A. In general, once a resident has moved out to another state, his/her pistol permit is void.

Q. Is a pistol permit issued by a licensing officer in an upstate county valid in New York City?

A. No. A pistol permit issued by an upstate county is valid in any county in New York State except New York City.

Q. What section of the Penal Law authorizes the placing of restrictions on pistol permits by the issuing authority?

A. The Penal Law does not specifically authorize the placing of restrictions on pistol permits. However, court decisions have consistently supported the ability of licensing officials to impose these restrictions. Such an imposition is an administrative function of the licensing officer.

Q. I heard that if I put down "self defense or personal protection" on my permit application it will be denied? This is false. Do not be "creative" with the reasons you require a handgun. Be direct and to the point.

Q. My permit has restrictions on it. What can I do?

A. Send a well-written correspondence to the issuing judge detailing your reasons for requesting the lifting of restrictions. Note: This does not guarantee that the judge will lift the restrictions.

Q. How long does it take to get a pistol permit in Monroe County?

A. Generally, the population in a county has a direct affect on the speed in which the permit application and investigation are completed. Monroe County has a large population thus, more applications.

MONROE COUNTY SHERIFF'S OFFICE HOME FIREARMS SAFETY COURSE

This course is a 4 hour informational discussion with participation. The Home Firearms Safety Course covers topics such as:

- Fundamentals of firearm safety
- Safe home storage of firearms
- Pistol permit licensing and permit Q & A
- New York State Penal Law Article 35 (defense of life and property)
- Domestic violence and firearms
- Prohibited locations to carry

The course is pre-scheduled for one Thursday a month and is conducted at the:

Public Safety Training Facility
1190 Scottsville Road Rochester, NY.

For registration information please visit
www.monroecountysheriff.info

Monroe County Sheriff's Office

130 S. Plymouth Ave
Rochester, New York 14614
(585) 753-4178



Police Bureau

Todd K. Baxter
Sheriff

www.monroecountysheriff.info

For reports or emergencies call **911**

MONROE COUNTY SHERIFF'S OFFICE

FIREARMS SAFETY



MONROE COUNTY
SHERIFF

FIREARMS SAFETY STARTS WITH YOU!

DO YOU HAVE FIREARMS IN YOUR HOUSE?

ARE THEY STORED PROPERLY?

DOES YOUR FAMILY KNOW HOW TO HANDLE THEM SAFELY?



BASIC GUN SAFETY RULES

ANYONE TOUCHING A FIREARM SHOULD KNOW:

1. Treat every firearm as if it were loaded.
2. Never allow the muzzle to point at anything you are not willing to see destroyed.
3. Be sure of your target and know what lies behind it.
4. Keep your finger off the trigger until your sights are aligned on target.
5. Be sure your guns are never accessible to unauthorized or untrained individuals.

SUPPLEMENTAL SAFETY RULES

Alcohol & gunpowder don't mix -- Don't shoot or handle firearms after drinking or using psycho-active drugs.

Get training before shooting. The Monroe County Sheriff Office offers a Home Firearms Safety Course.

Learn & follow range rules for the location where you're shooting.

Wear hearing protection and safety glasses.

KEY GUIDELINES FOR SAFE STORAGE INCLUDE:

Unloaded firearms should be stored in a locked cabinet, safe, gun vault or storage case. Be sure to place a locked storage case in a location inaccessible to children.

Unloaded firearms can also be secured with a gun locking device that renders the firearm inoperable. A gun lock should be used as an additional safety precaution and not as a substitute for lock storage. If firearms are disassembled, parts should be securely stored in separate locations.

Rules continued

Store ammunition in a locked location separate from firearms.

Always re-check firearms carefully and completely to confirm that they are "still" unloaded when you remove them from storage.

SAFETY AND STORAGE DEVICES:

If you decide to keep a firearm in your home you must consider the issue of how to store the firearm in a safe and secure manner.

There are a variety of safety and storage devices currently available. Some devices are locking mechanisms designed to keep the firearm from being loaded or fired, but don't prevent the firearm from being handled or stolen. There are also locking storage containers that hold the firearm out of sight. For maximum safety you should use both a firearm safety device and a locking storage container to store your unloaded firearm.

REMEMBER:

Safety and storage devices are only as secure as the precautions you take to protect the key or combination to the lock.



Frequently Asked Questions

- Q. What happens to lawfully possessed firearm belonging to a licensee who has died?
- A. The person designated as the executor or administrator of the deceased's estate may lawfully possess the firearms in question for a period of up to 15 days for the sole purpose of lawfully disposing of the firearms. If this cannot be accomplished within the 15 day time frame, the weapons must be surrendered to a law enforcement agency.
- Q. Are antique handguns subject to the same laws as those applied to modern handguns?
- A. The Penal Law definition of antique firearm is generally applied to muzzle loading black powder firearms, but also applies to pistols or revolvers "that use fixed cartridges which are no longer available in the ordinary channels of commercial trade". Muzzle loading pistols or revolvers do not have to be registered on a pistol permit if the owner never intends to fire them.
- A. If they are possessed in a loaded condition or are simply possessed simultaneously with the components necessary to make them fire, they must first be registered on a valid pistol permit.
- Q. When can a licensing officer revoke a pistol permit?
- A. The New York State Penal Law provides a number of instances which mandate the automatic revocation of a pistol permit, such as conviction for a felony-level crime or a serious offense. The law also provides for the cancellation of a license at any time by a judge or justice of a court of record who decides that a licensee is no longer fit to possess firearms.
- Q. Can a licensee who owns two homes in separate counties obtain pistol permits in both counties?
- A. No. An application for a pistol permit can only be made in the county in which the applicant primarily resides.