



NYPD LICENSE DIVISION



Handgun License Required Documents Checklist

THE FOLLOWING ARE MANDATORY DOCUMENTS THAT YOU MUST UPLOAD TO YOUR APPLICATION

TO RECEIVE THE QUICKEST REVIEW OF YOUR APPLICATION, ENSURE THAT YOU HAVE ALL OF THESE DOCUMENTS READY AND UPLOADED TO YOUR APPLICATION **BEFORE** YOU SUBMIT IT.

FAILURE TO SUPPLY DOCUMENTS PRIOR TO YOUR INTAKE APPOINTMENT WILL RESULT IN APPLICATION PROCESSING DELAYS. If you are experiencing difficulty uploading documents, bring original documents to your intake appointment.

For ALL License & Permit Types:

- Valid State or Federal Photo Identification:** State drivers or non-drivers identification or a passport.
- Proof of Date of Birth.** Choose one (1) of the following:
 - Birth certificate
 - U.S. Passport
 - U.S. Military Record
- Social Security Card**
- Proof of citizenship or legal United States Residence.** Choose one (1) of the following:
 - Passport
 - Naturalization documents
 - Alien Registration Card. If you have resided in the country for less than 7 years, also submit:
 - Certificate of good conduct, or equivalent thereof, from your country of origin (consulate)
- Proof of residence.** Choose one (1) of the following:
 - Current utility bill. Acceptable utilities are:
 - Electric
 - Landline Telephone
 - Cable/Internet
 - Gas
 - Copy of a current residential lease or document indicating ownership shares in a cooperative or condominium, **AND** signed and filed New York State Income Tax Return with matching address.
- DMV Lifetime Abstract** – <https://dmv.ny.gov/dmv-records/get-my-own-driving-record-abstract>
- Affidavit of Co-Habitant Form (Notarized)** – One for every person over the age of 18 who lives with you.
- Acknowledgment of Person Agreeing to Safeguard Firearms Form** - Must be completed by the safeguard
 - **AND** a copy of their State or Federal issued photo identification
- Affirmation of Understanding of NYS Penal Law Article 35, Article 265 and Article 400.**
- Two (2) notarized character reference letters** – References must be lawful U.S. residents. No relatives.
- Proof of Name Change, IF APPLICABLE.**
- All other currently held firearms licenses, IF APPLICABLE.** Including:
 - Other licenses or permits issued by New York City and/or New York State
 - Licenses or permits issued by other States
 - HR 218 card, pursuant to 18 U.S.C. 926(C)
- Arrest information, IF APPLICABLE.** Submit ALL of the following for EACH Arrest, Criminal Court Summons, OATH Summons, and/or Transit Adjudication Bureau Summons:
 - **Certificate of Disposition** showing the offense and disposition of the charges.
 - **Certificate of Relief from Disabilities** - If your conviction or guilty plea is for a felony or a serious offense, as defined in New York State Penal Law § 265.00(17), an original, signed Certificate of Relief from Disabilities must be submitted.
 - **Detailed written statement** describing the circumstances surrounding each arrest or summons. **You must do this even if the case was dismissed, the record sealed or the case nullified by operation of law.**

- Domestic Incident Report Statement, *IF APPLICABLE*:** Submit a statement pertaining to EACH domestic incident in which you were involved which was reported to the police. Include a description of the incident, the date, the address, the names of the people involved, and their relationship to you.
- Order of Protection (OOP), *IF APPLICABLE*:** Submit ALL of the following for EACH OOP to which you were a party:
 - **Copy of the OOP** – If unavailable, list: date and court of issuance, date of expiration, all named parties.
 - **Detailed written statement** indicating the reason for issuance, and your relationship to all other parties named on the OOP
- Military discharge, *IF APPLICABLE*.** If you served in the United States armed forces, you must submit:
 - Your separation papers (DD 214), and
 - Your discharge papers.
- Other:** _____

“Premise Business” Licenses (in *addition* to documents listed above)

- New York State Filing Receipt**
- Certificate of Incorporation or business certificate or partnership agreement**
- All applicable business licenses, permits, certificates, and/or registrations**
- Proof of Business.** Choose two (2) of the following:
 - Bank Statement with business address
 - Signed and filed New York State or Federal Corporate Tax Return with business name & address
 - Current signed and dated lease (if applicable)
 - Current utility bill. Acceptable utilities are:

<input type="radio"/> Electric	<input type="radio"/> Landline Telephone
<input type="radio"/> Cable/Internet	<input type="radio"/> Gas
- Photographs of Business** – Name and address of business must be clearly displayed
- Photographs of Safe** – Two (2) color photos of the safe, one with the door open and one with the door closed. Photos may not be stock images, and must depict the entirety of the safe, not merely a portion thereof.

“Concealed Carry” and/or “Special Carry” Licenses (in *addition* to documents listed above)

- Proof of Completion of DCJS Approved 16-hr Training Course** – Must be administered by a “duly authorized instructor” pursuant to P.L. 265.00(19)
- Two (2) additional notarized character reference letters** - References must be lawful U.S. residents
- List of Current & Former Social Media Accounts for the Last Three (3) Years**
- Front and Back of Active New York State County License**

“Carry Guard” Licenses (in *addition* to documents listed above)

- Proof of Completion of State Approved 47-hr Firearms Course**
- 20-hour Worksheet**
- Letter of Necessity from your employer**
- Child Support Certification Form**