



APPLICATION
RIFLE / SHOTGUN PERMIT
PD 641-040 (Rev. 05-11)

LICENSE DIVISION
RIFLE / SHOTGUN SECTION
120-55 Queens Blvd, B-11
Kew Gardens, New York 11424
718-520-9300

1. Complete each form as directed and answer all questions. All entries must be clearly printed in ink (Blue or Black) or typed.
2. The minimum age to receive a permit is 21.
3. If you were ever arrested for any crime or violation you must submit a certificate of disposition from the court concerned indicating the offense and the final disposition of the charges. You must do this even if the case was dismissed, the record sealed or the case nullified by operation of law (i.e. Youthful Offender status). The New York State Division of Criminal Justice Services will report to us every instance involving the arrest of an applicant. Do not rely on anyone's representation that you need not list a previous arrest. **ANY OMISSION OF A PREVIOUS ARREST MAY RESULT IN THE DENIAL OF YOUR APPLICATION.** You must submit a notarized statement explaining the circumstances of the arrest.
4. If you were ever convicted of a felony, before your application can be considered, you must apply for a Certificate of Relief from Forfeitures and Disabilities from New York State.
5. If you were ever convicted of a Serious Offense you must get a New York State Certificate of Relief from Forfeitures and Disabilities. Serious Offenses are listed in Section 265.00(17) of the Penal Law. They include any offense involving drugs or narcotics, any sex offense, any violation of the laws pertaining to the illegal use or possession of a pistol or other dangerous weapon, possession of burglars tools and receiving stolen property.

To apply for a New York State Certificate of Relief contact either the Division of Probation, the Department of Parole or the Court in which you were convicted.
6. If you served in the Armed Forces of the United States, you must submit your separation papers (DD 214) and your discharge. If you were issued other than an honorable discharge, you must submit a notarized statement explaining the reason for discharge.
7. If your answer to any of Questions 3, 4 or 5 on the application is YES you must submit a letter from a licensed physician stating that he/she has examined you within the last 30 days, that the examination included a review of your past medical history and all pertinent hospital and institutional records, and must conclude that you are capable of possessing a rifle and or shotgun without presenting a danger of harm to yourself (applicant) or to others. Further evidence may be requested.
8. Two separate fees are required. These are payable by certified check, bank check, money order or credit card. All fees are non-refundable.
 - \$140.00 Made payable to New York City Police Department.
 - \$94.25 Made payable to New York City Police Department. (for fingerprints)
9. You will be fingerprinted at the Rifle/Shotgun Section.
10. Four color photographs, (Taken from the chest up, 1½ x 1½), of the applicant must accompany the application. (Taken within last 30 days)
11. You must submit proof of your present address. Proof must consist of a utility bill (gas, electric or phone) showing your name and current address and not more than sixty (60) days old, or a notarized lease. If you do not have a lease or a utility bill in your name, a notarized statement from the person with whom you reside, accompanied by a utility bill in their name showing the same address is acceptable. Further documentation may be required.
12. If you were born in the United States, you must submit your birth certificate. If there is no record of your birth on file with the Department of Health or the Bureau of Vital Statistics, some other proof of your birth date, e.g., a military record, or U.S. Passport must be submitted.
13. If you were born outside of the United States, you must submit your naturalization papers, valid U.S. Passport or other evidence of citizenship if derived from your parents. All other applicants born outside the United States must submit their **ALIEN REGISTRATION CARD.**
14. Submit signed and notarized (where required) statements regarding arrest history, affidavit of familiarity, affidavit of co-habitant and acknowledgment of person agreeing to safeguard firearms along with the application.
15. It is unlawful to possess firearms in New York City without a possession permit issued by the Police Department.

All rifles and shotguns owned by a permit holder must be registered with the Police Department. There is no charge for registering firearms. The registration of a rifle or shotgun can be accomplished by filling out the registration form PD 641-121 and mailing the two top copies (Green) to: License Division, Rifle/Shotgun Section, Room B11, 120-55 Queens Blvd., Kew Gardens, N.Y. 11424.
16. You must bring your original Social Security card with you when you apply.



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LICENSE DIVISION
RIFLE/SHOTGUN SECTION
120-55 Queens Blvd. Room B11
Kew Gardens, New York 11424

PHOTO
FOUR FULL FACE COLOR
PHOTOS OF APPLICANT
MUST ACCOMPANY
THIS APPLICATION

Last Name			First Name			Middle Name	Social Security No.
Legal Address (Number & Street)				City		State	Zip Code
Apt. #	Floor	Res. Pct.	<input type="checkbox"/> CITIZEN <input type="checkbox"/> ALIEN		Alien Registration Number		
Sex	Date of Birth	Height	Weight	Hair Color	Eye Color	Place of Birth	Occupation
Employer		Employer's Address or Place of Business				Bus. Daytime Phone	Res. Phone

1. Have you ever been arrested Yes No. If yes you must list each arrest below. This must be done even if the case was dismissed and/or the record sealed. The law permits the release of sealed records for the purpose of evaluating an applicant's suitability to receive a rifle/shotgun permit.

Date of Arrest	City, State of Arrest	Charge	Disposition or Sentence

2. If disposition of arrest case is not provided by New York State Division of Criminal Justice Services, applicant may be required to obtain a disposition certificate from court that adjudicated case. Do not list minor traffic violations which did not involve physical arrest.

QUESTIONS TO BE ANSWERED BY APPLICANT.

- Have you ever applied for a Rifle/Shotgun permit before? Yes No. Old Permit # _____ Date Exp. _____
- If you were a member of the Armed Services were you discharged under honorable conditions? Yes No (If no explain on a separate sheet.)
- Are you addicted to drugs or alcohol? Yes No
- Have you ever been confined to an institution or treated as an out patient for drug addiction, alcoholism or mental illness? Yes No. (If yes explain on a separate sheet, including name of institution and dates).
- Do you suffer from any physical defect or illness which would interfere with or handicap the use of a firearm? Yes No (If yes explain on a separate sheet.)
- Have you been the subject or recipient of an order of protection or a temporary order of protection? Yes No (If yes explain on a separate sheet.)

THEATRICAL PERMITS: TELEVISION FILM STILL PHOTOS OTHER

Describe Purpose:

Name of Production/Company:

I _____, the applicant, have answered all of the above questions to the best of my ability. I understand that any misstatement or omission of fact will be considered grounds for not issuing a rifle/shotgun permit.

Signature of Applicant



**INFORMATION REQUEST
WAIVER OF CONFIDENTIALITY**
PD 641-030 (Rev. 04-06)

LICENSE DIVISION
RIFLE/SHOTGUN SECTION
120-55 Queens Blvd. Room B11
Kew Gardens, New York 11424

Last Name		First Name			Middle	
Social Security No.		Address (Number and Street)				
Apt./Floor	City			State	Zip Code	
Home Phone		Business (Day Time) Phone		Employer		
Occupation		Employer Address/Place of Business				
Date of Birth	Place of Birth		Height	Weight	Color of Hair	Color of Eyes

I _____ residing at _____

_____ do hereby consent to the release by the State Department of Mental Hygiene, and any of its institutions, employees or agents, of any record regarding my institutionalization or treatment for any psychiatric or mental disease or disability. These records will be for the sole purpose of evaluating my application for a New York City Rifle/Shotgun Permit.

Date

Applicant's Signature

To: The New York State Department of Mental Hygiene

The person described above has applied to the New York City Police Department for a permit to possess a rifle and/or shotgun. In order to determine whether the permit should be issued, additional information about the applicant is needed. It is therefore requested, pursuant to law, that any record concerning the applicants institutionalization or treatment for mental disease be furnished to us.

Rifle/Shotgun Section - License Division
New York City Police Department

For Use By State Department of Mental Hygiene

**RULES AND REGULATIONS
FOR
RIFLE AND SHOTGUN PERMIT HOLDERS**

All New York City Rifle and Shotgun permit holders must be aware of the responsibilities incurred by accepting a permit. They should especially be familiar with the regulations applicable to the possession of a rifle or shotgun or both. The Police Commissioner has developed the following rules and regulations for the proper and safe use of rifles and shotguns. A violation of these provisions may result in suspension or revocation of your rifle or shotgun permit.

- (1) The permit issued to you by the Rifle and Shotgun Section enables you to **POSSESS** only **RIFLES OR SHOTGUNS** that are properly registered under your permit. In order to be able to possess any other type of firearm you must apply for a handgun license with the **LICENSE DIVISION** of the New York City Police Department.
- (2) Your rifle or shotgun can not be loaded in public within New York City at any time except when using it at a licensed rifle and shotgun range.
- (3) If you transport or use your rifle or shotgun, your permit must be on your person at all times. In addition, you must have in your possession the certificate of registration for each firearm you are carrying or using. Upon request of a police officer, you are required to produce your permit and certificate of registration. If you fail to produce these documents, it will then be presumed that you do not legally possess the firearm, and you may be subject to arrest and criminal penalties.
- (4) When you travel to and from an authorized range or hunting area, or transport your firearm for any reason, the firearm must be carried unloaded in a non-transparent case, and the ammunition must be carried separately. If you are transporting your firearm in a vehicle, it should be kept locked in the trunk. **NEVER** leave your firearm in an unattended vehicle.
- (5) You may **never** alter, remove, obliterate or deface any of the following markings that appear on your firearm: (1) name of the manufacturer; (2) model or (3) serial number. This information identifies the rifle or shotgun as legally in your possession.
- (6) You may sell or dispose of your firearm **only** to a licensed dealer in rifles and shotguns; to the holder of a valid rifle and shotgun permit; to an individual who is exempt from permit requirements by law (e.g., Police Officers); or to a non- NYC resident who is not subject to the permit requirements of New York City. When you sell your rifle or shotgun, you must complete a certificate of registration. This form may be obtained from the Rifle and Shotgun Section or the licensed dealer when purchasing your firearm.

- (7) You must take proper safety measures at all times to safeguard your firearm from unauthorized persons-**especially children**. Your rifle or shotgun should be kept unloaded in a secure location in your home. Ammunition should be stored separately from your rifle or shotgun. (**NOTE:** Many firearms that are stolen during residential burglaries are taken from bedroom closets.)

It shall be unlawful for any person or business enterprise to dispose of any weapon which does not contain a safety-locking device.

A safety locking device shall mean a design adaptation or attachable accessory that will prevent the use of the weapon by an unauthorized user, and includes, but is not limited to, a trigger lock, which prevents the pulling of the trigger without the use of a key, or a combination handle, which prevents the use of the weapon without the alignment of the combination tumblers.

While there is no limit in the number of rifles or shotguns you may possess, you should be aware that permit holders who own several firearms are expected to properly safeguard and maintain **each** rifle or shotgun.

- (8) Minors under the age of eighteen may carry or use your rifle or shotgun only in your actual presence. As a permit holder, you will be held responsible to closely supervise any minor using your firearm. The minor, in turn, will be expected to abide by the same rules and regulations as the permit holder.
- (9) It is recommended that new permit holders take advantage of instruction and safety courses in the use of firearms that are offered by rifle ranges and clubs within the New York area. Consult the local consumer telephone directory to find out more about courses offered in your area.
- (10) The NYS Legislature, the City Council or the Police Commissioner may enact new laws or amendments of existing rules and regulations affecting the ownership or use of firearms. As a permit holder, you will be held responsible to know of any modification of the laws or rules governing your permit
- (11) If your permit has been lost or stolen, contact your local precinct and the Rifle/Shotgun Section. If you have any questions concerning your permit or the use of your firearm, contact the Rifle and Shotgun Section, 120-55 Queens Boulevard, Room B11, Kew Gardens, NY 11424. Telephone number (718) 520-9300.

REMINDER: Your permit to possess a rifle or shotgun is valid for three years from the date it was issued. It is your responsibility to renew your permit on or before the day it expires. Failure to renew your permit will result in confiscation of your permit and any firearms you may possess.

Sources: NYC Administrative Code Sections 10-131 et seq. and Title 38 of the Rules of the City of New York.



License Division
Rifle/Shotgun Section
120-55 Queens Boulevard
Room B11
718-520-9300

ALL APPLICATIONS MUST BE
SUBMITTED IN PERSON BY THE
APPLICANT

THERE ARE NO EXCEPTIONS ALLOWED

Additional Application Instructions

Item 11 - Proof of Residence Address

1. Cellular telephone bills, driver’s licenses, bank statements, etc. are not acceptable proof of address.
2. If you do not have a land line telephone bill, utility bill or an all inclusive cable, telephone and Internet bill in your own name, then you must submit a notarized statement from the person with whom you reside along with an acceptable form of proof of address that is no more than sixty (60) days old.
3. The notarized statement of the person with whom you are living should state that you reside with that person and it should include his or her name, your name, the address where you both live and include the statement **“I am aware that a rifle/shotgun permit is being applied for.”**

Item 12 and 13 - Name Verification

If the name on your birth certificate is other than the name that will appear on your Rifle/Shotgun permit, you must submit appropriate legal documents such as a marriage license, passport, court order, adoption papers, etc. which indicate a legal name change.

Required Documents For Non-Citizens

Non-citizens are required to submit the following documents with the application for a Rifle/Shotgun permit:

1. **Resident Alien Card**
2. **Good Conduct Certificate:** If your Alien Registration Card is less than seven (7) years old, you must submit a Good Conduct Certificate from your country of origin. You can obtain a Good Conduct Certificate at your consulate. You are required to submit the original document, written in English, with a seal affixed.
3. **Character Reference Letters:** In addition, you must provide two (2) notarized letters attesting to your good character. An employer, member of the clergy, doctor, lawyer, business owner, or other person(s) known to the community may write the letters. All letters must be written on their company stationery/letterhead stating how long they have known you and that they attest to your good character. The letter must also include their telephone number. Family members and non-citizens are **not** able to attest to your character.
4. This department may request further documentation if needed.

Assault Weapon Ban

On August 16, 1991 the Mayor signed Local Law 78 which banned the possession and sale of certain rifles and shotguns that have been classified as "ASSAULT WEAPONS."

THE FOLLOWING IS THE DEFINITION OF AN ASSAULT WEAPON

- (a) Any semiautomatic centerfire or rimfire rifle or semiautomatic shotgun which has one or more of the following features:
1. Folding or telescoping stock or no stock.
 2. Pistol grip that protrudes conspicuously beneath the action of the weapon.
 3. Bayonet mount.
 4. Flash Suppressor or threaded barrel designed to accommodate a flash suppressor.
 5. Barrel Shroud.
 6. Grenade launcher.
 7. Modifications of such features, or other features determined by rule of the Police Commissioner to be particularly suitable for military and not sporting purposes. In addition, the Police Commissioner may, in such rules, designate specific semiautomatic centerfire or rimfire rifles or semiautomatic shotguns, identified by make, model and/or manufacturer's name, as within the definition of assault weapon, if the Police Commissioner determines that such weapons are particularly suitable for military and not sporting purposes.
- (b) Any shotguns with a revolving cylinder magazine.
- (c) Any part, or combination of parts, designed or intended to readily convert a rifle or shotgun into an assault weapon.

EXAMPLES OF ASSAULT WEAPONS THAT ARE BANNED

ALL AK-47s & All AR-15s
Armalite AR-180
Australian LIAIA & 223SAC
Beretta AR-70, BM-59
Beretta Light 50, 82AL
Calico M-900, M-100
Daewoo Max 1 & 2
DMAX C90, C100, C450
Dragunov Sniper Rifle
Encom, MK-1V
Fabrique FN/FAL, LAR, FNC
Fal Type 1-2-4

Famas Maas-223
Feather AT-9 & AT-22
Federal Eng. Corp XC 220,450, 900 A.C.
Franchi Law Spas 12
Goncz High Tech Carbine
Heckler & Koch 91, 93, 94
Israeli - All UZIs
Iver Johnson PM 30P
Norinco NMD86 Sniper Rifle
Polytech Ind. M-14s
PSG-1 rifles G3, SA

Ruger Mini 14/5F
SIG 57 AMT & PE-57, BM-59
SIG 550, 551 S.P.
Springfield BM-59, SAR 48&58 &3, M-1A
Sterling MK-6
Steyr Daimler Pusch AUG-SA
Valmet Corp. M-76, 78 SA
Weaver Arms Corp. Nighthawk

Any questions regarding the Assault Weapons Law should be directed to 718-520-9300.

Safety Locking Devices Requirement

In order to prevent children and other unauthorized persons from unlawfully gaining access to firearms, the New York City Administrative Code requires that all firearms be rendered inoperable by a Safety Locking Device when out of the owner's immediate possession and control.

A Safety Locking Device is defined as "a design adaptation or attachable accessory that will prevent the use of the weapon by an unauthorized user." Such safety locks may include, but are not limited to, trigger locks requiring a key to open them, or combination handles requiring alignment of combination tumblers, in order for the weapon to be fired.

Pursuant to New York City Administrative Code § 10-312, it is a criminal violation punishable by up to 10 days' imprisonment and/or a fine up to \$250 for any owner or custodian of a weapon to store or otherwise place or leave the weapon in such a manner or under circumstances that it is out of his or her immediate possession or control, without having rendered such weapon inoperable by employing a Safety Locking Device. If the offender has previously been found guilty of this violation, or if the violation is committed **under circumstances which create a substantial risk of physical injury to another person**, the offense is a misdemeanor punishable by up to 30 days' imprisonment and/or a fine up to \$1,000.

Furthermore, when a handgun licensee or a rifle/shotgun permittee **sells or otherwise disposes of a weapon**, he or she must provide an accompanying Safety Locking Device to the recipient. Violation of this law is a misdemeanor punishable by up to 30 days' imprisonment and/or a fine up to \$500.

The use of a Safety Locking Device is of course only one aspect of responsible weapon storage. It should be remembered that any weapon not under the control of the authorized user or owner should be stored unloaded and locked in a location that is both separate from its ammunition and inaccessible to children and any other unauthorized persons.

It is unlawful for any licensed manufacturer, licensed importer, or licensed dealer, to dispose of a weapon in New York City without including the following warning, in conspicuous and legible type in capital letters, printed on a label affixed to the weapon and on a separate sheet of paper included within the packaging: "THE USE OF A LOCKING DEVICE OR SAFETY LOCK IS ONLY ONE ASPECT OF RESPONSIBLE WEAPON STORAGE. ALL WEAPONS SHOULD BE STORED UNLOADED AND LOCKED IN A LOCATION THAT IS BOTH SEPARATE FROM THEIR AMMUNITION AND INACCESSIBLE TO CHILDREN AND ANY OTHER UNAUTHORIZED PERSON."

Procedures for Registering Rifles and Shotguns

All rifles and shotguns stored in New York City must be registered with the Rifle/Shotgun Section.

PERMIT HOLDERS ARE RESPONSIBLE TO ENSURE THAT ALL RIFLES AND SHOTGUNS ARE REGISTERED WITH THE RIFLE/SHOTGUN SECTION. VIOLATIONS WILL BE GROUNDS FOR SUSPENSION OF PERMIT AND SURRENDER OF FIREARM(S).

- (a) If transferring firearms from one permit holder to another, the buyer and seller must check the validity and expiration date of the others' Rifle & Shotgun Permit. It is also the buyer's and seller's responsibility to see if the gun in question has a validated registration form.
- (b) The buyer will submit the new registration form to the Rifle/Shotgun Section. The registration form will be validated and sent back to the buyer. The seller should keep the pink copy and the buyer should keep the white copy for their records. The white and pink forms are not actual registration forms.
- (c) A green registration form must be filled out and signed by both the buyer and seller for each gun bought and sold.
- (d) When a gun is bought from a gun dealer outside New York City, the original bill of sale or a copy must be submitted along with the completed registration form.
- (e) When a gun is purchased from an individual not residing in New York City, a notarized bill of sale from the seller listing the make, model and serial number of the gun, and including the name, address and telephone number of the seller must be submitted, along with the completed registration form.
- (f) If the permit holder has a gun stored in a residence outside of New York City and wishes to register it in New York City, he or she must submit a notarized letter listing the make, model and serial number of the gun and the address where it was stored. The letter must also indicate how the firearm was originally obtained. The permit holder must also complete a registration form and submit it.
- (g) When buying or selling rifles and shotguns from a New York City dealer, a registration form, or disposition report will be issued by the dealer. The dealer will submit a duplicate to the Rifle/Shotgun Section. The permit holder must verify that the Rifle/Shotgun Section has received said registration form or disposition report.
- (h) The buyer and seller should submit photocopies of their Rifle & Shotgun Permits, along with the completed registration form.
- (i) When a permit holder sells a gun to someone outside of the city who does not possess an Rifle & Shotgun Permit, the permit holder will submit the registration form to the Rifle/Shotgun Section. It is referred to as a disposition form.
- (j) All rifles and shotguns brought into New York City for storage must be registered with the Rifle/Shotgun Section within 72 hours of arrival.

Arrest Information

To: All Applicants for Rifle/Shotgun Permits

From: Commanding Officer, License Division

Subject: REQUIREMENT TO DISCLOSE ALL ARREST INFORMATION

If you were ever arrested, indicted, or summonsed for any reason, (excluding summonses for traffic infractions or parking violations), you must answer “yes” to question #1, and submit a certificate of disposition for each arrest indicating the offense and final disposition of the charge, indictment, or summons. You must submit a certificate of disposition even if the case was dismissed, sealed, or nullified by operation of law. The New York State Division of Criminal Justice Services will report to this office every instance involving the arrest of an applicant. **Do not rely on any other person’s representation that you need not list a prior arrest on your application.**

If you answered “yes” to question #1, you must also submit a detailed notarized statement describing the circumstances surrounding each arrest, indictment, or summons along with this form and your completed application packet. If you were never arrested, you should answer “no” to question #1.

All applicants must sign this document before a notary public and submit it along with your completed application packet.

By signing this document, you acknowledge that you understand the requirement to disclose all information relating to your arrest history. Any omission of a previous arrest or any false statements made in relation to your application for a Rifle/Shotgun permit is grounds for denial of a permit.

Signature of Applicant

Date

Sworn to before me this

_____ day of _____

Notary Public

Affidavit Of Familiarity With Rules And Law
38 RCNY §3-02(h)

I, _____,
do hereby agree to be responsible for compliance with all laws, rules, regulations, standards and procedures promulgated by federal, state or local jurisdictions and by federal, state or local law enforcement agencies that are applicable to the permit issued to me.

Signature of Applicant

Date

Sworn to before me this

_____ day of _____

Notary Public

Note: This form must be notarized. Failure to execute this acknowledgment and to have it notarized shall result in disapproval of your application.



Affidavit of Co-Habitant

State of New York

County of _____ ss.:

I, _____, residing at
(Name of person making affidavit)

(Address, including zip code)

in the City of New York, do hereby affirm that the applicant,

_____,
(Name of applicant)

currently resides with me at the above address.

My relationship to the applicant is _____.
(Nature of relationship)

My telephone number is (H) _____

(C) _____

(W) _____

I understand that the applicant has applied for a rifle/shotgun permit or handgun license from the New York City Police Department, and I have no objection to him/her receiving a permit or license and storing firearms in my home.

(Signature)

Sworn to before me this

_____ day of _____

Notary Public



New York City Police Department

License Division

One Police Plaza
New York, NY 10038
(646) 610-5560



Acknowledgement of Person Agreeing to Safeguard Firearm(s)

Name of Applicant / Licensee: _____

Application / License Number: _____

Instruction to Applicant / Licensee: Please ask the person you have designated to safeguard and surrender your firearm(s) in the event of your death or incapacity to complete the information below and sign this acknowledgement before a witness.

(The person you designate must be a New York State resident.)

Print Name: _____
Last First M.I.

Address: _____
Number & Street Name Apt City State Zip

Telephone Numbers: _____
Home Cell Business

I, _____
(Print name of person agreeing to safeguard firearms)

understand that the above-named applicant/licensee has designated me to safeguard and surrender his/her firearm(s) in the event that he/she dies or becomes incapacitated. I agree that upon learning of the death or incapacity of the licensee, I will immediately notify the New York City Police Department's License Division at (646) 610-5871 or (646) 610-5560, or by calling the local police precinct, and will follow their directions to safeguard and surrender his/her firearm(s).

Signature of person agreeing to safeguard firearm(s): _____ Date: _____

Witnessed by (signature) _____

Witness' name (printed) _____

Please retain a copy of this document for your records