



## Rensselaer County Clerk's Office

**Frank J. Merola**

County Clerk

Deputy County Clerks

Gregory J. DeJulio

Paul J. Santandera

105 Third Street  
Troy, New York 12180

Tel.: (518) 270-4080

Fax: (518) 271-7998

1600 Seventh Avenue  
Troy, New York 12180

Tel.: (518) 270-2600

Fax: (518) 270-2612

- Applications must be filed out on the NYS Police Website:  
**[www.troopers.ny.gov](http://www.troopers.ny.gov)**
- Applications must be done in PDF format
- No handwritten applications can be accepted
- Application must be filled out in duplicate (2 applications)
- Applications must be notarized
- All signatures must be original (No Photocopies)
- Applicants must include two passport quality photos
- All applications must include the following before application submission
  - 1 Copy of driver's license
  - 1 Copy of birth certificate
  - 1 Copy of social security card
  - 1 Copy of the 18-hour NYS training course (for carry conceal applications only)
  - 1 Copy of your DD-214 (for discharged military only)
- Rensselaer County residents must contact Deputy Ryan Condo at the Rensselaer County Sheriff's Office for submission (518) 266-1986. Application submission is by appointment. Application submission fee is \$36.00 money order only and made payable to the Rensselaer County Sheriff's Office. Rensselaer County Sheriff's office is located at 4000 Main St. Troy NY.
- East Greenbush residents should contact Stephanie at the East Greenbush Police Department (518) 479-2525.