



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

1. **PLEASE START WHERE APPLICATION ASKS FOR YOUR LAST NAME.** Application must be completed with **BLACK INK**, in **DUPLICATE**, and **NOTARIZED**. Use original applications only, **DO NOT PHOTOCOPY**.
2. **TWO** passport quality photos are required. They must have been taken within the past 30 days. You must be 21 years of age to apply for permit.
3. You may not use relatives as character references. All references must live in the Capital District. References residing outside New York State are not acceptable. References must be over 5 years or more. Your references must PRINT their information and then sign their signature. References should print clearly and include zip code.
4. You must include **1** photocopy of your birth certificate, 1 copy of your drivers' license and **1** copy of your social security card.
5. If you are a veteran, you must attach a copy of your armed forces discharge.
6. If you live in the Town of East Greenbush, contact Stephanie at (518) 479-2525 for filing fee information and submit your completed application to the East Greenbush Police Department.
7. Applicants from any other city or town in Rensselaer County must contact Deputy Kyle Bourgault from the Rensselaer County Sheriff's Department at (518) 266-1986 to make an appointment for submission of your application. **The fee is \$36.00 and must be a postal money order** made payable to the Rensselaer County Sheriffs Department. The Rensselaer County Sheriff's Department is located at 4000 Main Street, Troy, NY 12180. At the time of your application submission, you will be given instructions on how to obtain your fingerprint appointment.
8. You must submit **1** copy of your Pistol Safety Course Certificate. To sign up for your pre-license safety course please visit <http://www.rcfirearmstraining.us> Or <http://www.hhfishandgame.com>

INCOMPLETE APPLICATIONS WILL BE RETURNED