

# YATES COUNTY SHERIFF'S OFFICE



**Ron Spike, Sheriff**

Public Safety Building - 227 Main Street

Penn Yan, New York 14527-1720

## PROCEDURE FOR THE APPLICATION AND ISSUANCE OF PISTOL / REVOLVER LICENSE PERMITS OR A SEMI-AUTOMATIC RIFLE LICENSE (SARL) FOR NON-VILLAGE OF PENN YAN RESIDENTS, THROUGH THE YATES COUNTY SHERIFF'S OFFICE FORMAL APPLICATION (FORM NO. PPB-3 [2022])

1. A FALSE STATEMENT ON ANY APPLICATION WILL VOID THE SAME AND THE APPLICATION WILL NOT BE CONSIDERED FOR PERMIT ISSUANCE. ALSO, APPLICANT MAY BE SUBJECT TO PROSECUTION FOR PERJURY OR MAKING A PUNISHABLE FALSE WRITTEN STATEMENT, EITHER OR WHICH CONSTITUTES A CRIME PUNISHABLE BY FINE, IMPRISONMENT OR BOTH.
2. In order to obtain a pistol/revolver permit, or SARL permit you will need:
  - a) **PRINT THREE (3) COPIES OF THE PISTOL/REVOLVER/SEMI-AUTOMATIC LICENSE APPLICATION. This form MUST be legible (we have made the form fillable for your convenience).**
  - b) To bring in your driver's license.
  - c) To be at least 21 years of age; or honorable discharged from the United States Armed Forces or New York State National Guard. If you are under 21 and so honorable discharged, you will need to provide such documentation with your formal application.
3. Fill in the blanks of formal application Form (PPB-3 – 2022), starting with the last name of PERSONAL INFORMATION down to the character references. Have the character references fill in and sign on all three (3) applications.
4. Fill in required MARITAL STATUS and RELATIONSHIPS if applicable for Concealed Carry license.
5. Fill in SOCIAL MEDIA information if applicable for Concealed Carry license.
6. **PRINT FOUR (4) CHARACTER REFERENCE QUESTIONNAIRES,** which shall be completed by each character reference. (Do not leave questions blank. If question does not apply, indicate with "N/A". The character reference must sign their completed form before a Notary Public or Town Justice.

❖Character references must have known the applicant for at least one year. No Public Officer (an individual required to take an oath of office), or relative of applicant, or relative of any other reference, or member of applicant's household, or two persons from the same household shall be accepted as a character reference. No character reference shall be an employee, business associate or employer of the applicant. All references must be dated within 30 days prior to filing of the formal application.

7. Continue to complete the (PPB-3 – 2022) form questions.

8. At the bottom of the (PPB-3 – 2022) application form; the affidavit must be completed, signed and sworn to before a Notary Public or Town Justice by the applicant.

❖The Departmental Affirmation must also be completed, signed and sworn to before a Notary Public or Town Justice.

9. The make, model, caliber and the serial number of the gun being acquired or purchased must be recorded on the (PPB-3 – 2022) application, if you possess this information.

10. Applicant shall schedule an appointment for electronic fingerprinting by going to the [www.l1enrollment.com](http://www.l1enrollment.com) website or calling their L1 toll free call center at 877-472-6915. Appointment schedule via the website is available 24/7/365. Appointment scheduling via the call center is available 9 A.M. to 9P.M., Monday through Saturday. **The Yates County Sheriff's Office ORI number is NY0610000** which must be given when scheduling with L1 on line or telephone. If the applicant schedules their appointment through the L1 website, it is recommended that they print out the confirmation page and bring it with them to their appointment.

11. The applicant will select the most convenient location to get electronically fingerprinted as [part of making their appointment](#). A list of available locations can be found at [www.l1enrollment.com](http://www.l1enrollment.com). Select "NY", then click on "Locations" to view the listing.

12. Payment options include: personal or business check, government check, certified check, bank check, money order, or credit card. Make payment to "**L1 Enrollment Services**". Fees are subject to review and may be changed by L1 each January and July 1. Request the current fee when you call for your appointment.

13. The applicant will go to the electronic fingerprint location and bring 2 forms of identification, at least one of which must have a photo. When they schedule their appointment, they will be given the options of what forms of identification are considered acceptable. At the electronic fingerprinting location, the identification documents will be reviewed, electronic fingerprints rolled and photos taken. The applicant will be provided two receipts indicating the

applicant's name, electronic fingerprinting site location, date and time, fee paid and reason for electronic fingerprinting. **One of these receipts will need to be presented to the Yates County Sheriff's Office at the time the Permit application is turned in.**

14. The papers should now be returned to the Sheriff's Office together with four small photographs as required in the application. These photos must be:

- a) full face only;
- b) head uncovered;
- c) on plain and contrasting background.

**We recommend that these photos be taken at the Yates County Clerk's Office.**

16. Return the completed package to:

**YCSO Records Division  
Monday through Friday  
between 8:30 AM and 4:00 PM**

17. Your name will also be checked through the Department of Mental Hygiene files in Albany, NY for any record of mental illness.

18. You will be contacted for a personal interview by the County Judge, or by his designee at the Office of Sheriff, Yates County.

19. You will be required to provide proof of the completion of a Firearms Safety Training Course \*\*

- a) This is a 16-hour classroom and 2 hour live firearm safety-training course. Simulated type of ammunition is allowable.

**DULY AUTHORIZED FIRARMS INSTRUCTORS (PER 265.00 SUB 19 NYS Penal Law)**

- Duly commissioned officer of the US Army, Navy, Marine Corps, Coast Guard, or the NYS National Guard
- An adult citizen with certification of a small arms Instructor issued by Army, Navy, Marine Corps, or by the Adjutant General of NYS, \*
- An adult citizen with certification of a small arms instructor by the National Rifle Association of America.
- A person qualified by the NYS Dept. of Environmental Conservation per Section 11-0713 sub 3 C of the ECL as a hunting instructor
- A NYS 4 H certified shooting sports instructor

> Effective July 15, 2023 adds to #2 bullet point above - \* or by the division of criminal justice services.

**The above training is not required if you are applying for  
an “ON-PREMISES” ONLY license or if this application is for a SARL  
License**

TAKE NOTE:

- If you have taken a firearm training course within the past five years **the licensing officer (County Judge) has discretion** whether a portion, or all of it satisfies the required training. If you feel this is applicable to you then attached all documenting material or certification of completion information and submit to the County Clerk’s Office Firearms Permit Clerk.
20. When the background investigation is completed by the Sheriff’s Office the application and all supporting documents will be presented to the County Clerk’s Office for presentation to the Licensing Officer the County Judge for approval or disapproval. You will received notification from the Yates County Clerk’s Firearms Permit Clerk at that time.
21. A fee as determined by the Yates County Clerk’s Office must be paid when applicant is issued a permit by the Yates County Judge.
22. The governing statue (Penal Law Section 400.00 allows six months from presentation for action upon the completed application. In the case of exceptional delay, you will be notified in writing. Likewise, if the process is completed sooner, you will be notified.

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