

How to Apply for a Chenango County Pistol Permit

The Basics

1. Applicants must be residents of Chenango County and at least 21 years of age.
2. Obtain and complete the application papers which are available for free at the Chenango County Clerk's Office located at 5 Court Street Norwich, NY 13815. Detailed instructions are included.
3. Have the required signatures notarized. County Clerk's Office staff will notarize free of charge.
4. Affix a recent photo to the application. Photos can be taken at the County Clerk's Office for \$12.
5. Submit the completed application to the Chenango County Sheriff's Dept. and pay the \$10 fee. The applicant will then be informed how to complete the required finger printing process.
6. Applicants will be told in writing whether their application has been approved or denied.

Frequently Asked Questions

How long does it take to process the applications?

Each application process time varies in length depending on the exact circumstances of the applicant. A thorough background check is performed on each individual who applies. It may take up to six months before an application is approved, or denied.

What are the total fees?

Expect to pay around \$140 for the application fee, finger printing and photos. If approved, an additional \$10 issuance fee is due upon first picking up the new permit. Fees are non-refundable.

How many character references do I need and are there restrictions on who they may be?

You will need 4 character references. References should live in Chenango County and should have known the applicant for a sufficient period of time to certify to the applicants capability to possess a pistol. References should not be related to the applicant or currently be holding an appointed or elected office.

Is there a safety course requirement?

Yes. An approved Basic Safety Course must be completed within one year of the issue date of your permit. Additionally a permit holder may take a Concealed Carry Safety Course to remove the hunting and targeting shooting restriction. Safety courses are to be taken only after an applicant has been approved for their permit and has obtained it from the County Clerk's Office. Please see the Chenango County Court Directive dated October 29, 2013 for more information.

Do law enforcement officers or military personnel have to take a safety course?

Sufficient evidence of present or past employment in law enforcement, the military or other profession that requires firearms training can be submitted with your application along with a request letter to waive the safety course requirements. Each case will be reviewed by the County Judge.

For what purposes are pistol permits issued?

Permits may be issued for hunting, target shooting, personal safety, employment, and collecting. A purpose must be provided on all applications.

What if I have been arrested or convicted of a crime?

A background check will be conducted on each applicant. Any previous criminal acts and their outcomes should be clearly explained in the application.

What if I already possess a handgun?

If you come into possession of a handgun through inheritance or other means and you are not currently a permit holder, please contact that Chenango County Sheriff's Department so that you may surrender the pistol to them until your pistol permit is approved or you find a dealer or other valid permit holder to dispose the pistol to.