



Chenango County Pistol Permit Holder Procedures and Responsibilities

Hours: Monday to Friday 8:30 AM – 5 PM (Except Holidays)

*Please allow enough time to complete your transaction prior to close.

- 1) **All amendments** (changes to the information on the permit or permit status) **must be done in person by the permit holder. All permit amendments are conducted at the Chenango County Clerk's Office. It is the permit holder's responsibility to maintain the accuracy of the information on their pistol permit.**
- 2) No permit is transferable to any other person, or in the case of a restricted permit, to any other premises.
- 3) Your permit is good until revoked. Your permit is subject to review and could be suspended or revoked for just cause. Please see paragraph 16 for recertification info.
- 4) Your permit is good anywhere in New York State **except** the City of New York where a special permit is required before you enter.
- 5) **If you can no longer claim full-time or part-time residence in New York State then your permit should be surrendered to the County Clerk's Office.**
- 6) You must have your permit whenever you have pistols in your possession. If pistols are found in your possession and you don't have your permit, you are subject to possible fine or jail sentence or both.
- 7) **Each pistol in your possession must be registered to your permit.** Do not have pistols in your possession or carry any pistol which **has not been** registered to you. You may co-register if you would like to have another person's pistols in your possession. **If you do co-register pistols, make sure they are taken off all permits when the owner sells them. (You will need the name and address of the new owner.)**
- 8) Buy and sell only from federally licensed dealers and properly licensed individuals. **Do not take possession of a firearm until you have personally registered it to your permit at the County Clerk's Office.** For all purchases and sales you must bring the **Make, Model, Caliber, Type (revolver, semi-auto, etc.) and Serial Number** of the pistol to the County Clerk's Office. You must also provide the **complete name and address** from whom you are buying or selling the pistol. After providing the required information your permit will be amended accordingly. For all purchases, the County Clerk's Office will issue sealed coupons granting permission to receive the pistol from the seller; coupons are collected by the seller upon exchange of the pistol.

- 9) Report any pistols **sold** or disposed of to the County Clerk's Office in order that we may take them off your record. You need to supply name and address of new owner.
- 10) Report any **change of address** to this office **within ten (10) days**. If a permit holder moves out of Chenango County they may keep their pistol permit record with the Chenango County Clerk's Office or request to have the records transferred to the new home county.
- 11) **Death of a permit holder:** A family member must surrender the deceased's permit to the County Clerk's Office. All pistols registered to the deceased should be located by the family. If they are not currently co-registered then they must be registered to another permit within 15 days of the death or surrendered to the Chenango County Sheriff's Department for safe keeping and compliance with the law. They can be retrieved once they have been registered to another permit and proof is presented to the Sheriff's Department. Please call ahead before surrendering any pistols.
- 12) **When carrying firearms in other states you must abide by their laws.** Check with that state's law enforcement agencies and the US Government regarding regulations on your ability to carry **prior** to your visit.
- 13) It is suggested, for safety purposes, that all guns be secured when not in use. They could be secured in a gun safe or with a restraint device, i.e. cable or trigger lock, etc.
- 14) If it is necessary to leave pistols in your car, be sure the car is locked. **Report stolen pistols to the Chenango County Sheriff's Department or the State Police at once.** If your pistols are stolen you must also report it to the **County Clerk** to make sure your records are corrected.
- 15) It is recommended that you do not take pistols into public places such as taverns or restaurants; do not carry loaded guns in public or leave loaded pistols around where others may touch or handle them.
- 16) All New York State pistol permits must be recertified to the New York State Police every five years. The first recertification must be completed within five years of your issue date. For information about the recertification process please visit **troopers.ny.gov** or call **1-855-529-4867**. Failure to recertify may lead to revocation of the permit.
- 17) Please note that the Chenango County Clerk's Records Unit **only** accepts **cash or checks** for all transactions. Please call the Chenango County Clerk's Office at **(607) 337-1452** if you have further questions.
- 18) **All Chenango County pistol permit holders must abide by all current local, New York State, and Federal gun laws, regulations and responsibilities whether they are included on this list or not. For additional information please call the New York State Police gun hotline at 1-855-529-4867.**