

## INSTRUCTIONS FOR “NEW” DEALER AND GUNSMITH APPLICATIONS

In compliance with Section 400.00 of the NYS Penal Law, this office is the only legally authorized agency to obtain fingerprints for the application. After all of the forms are completed you **must call 435-2037 TO SET UP AN APPOINTMENT. Dealer licenses will always EXPIRE January 1<sup>st</sup> two years from the issue date. It is advisable to start the process no later than November.**

- 1 - **APPLICANT MUST BE 21 YEARS OF AGE AND A CITIZEN OF THE UNITED STATES. THE LICENSE MUST BE FOR A LOCATION IN ONONDAGA CO. COPY OF FFL IS REQUIRED.**
- 2- COMPLETE THE FORMS THAT YOU ARE GIVEN.
- 3- YOU MUST APPLY FOR A DEALER AND/OR GUNSMITH LICENSE AT THE SAME TIME .
- 4- APPLICANT MUST APPEAR IN PERSON TO PROCESS.
- 5- REFERENCES MUST BE OVER 21 YEARS OF AGE AND RESIDENTS OF ONONDAGA CO. **NO FAMILY MEMBERS OR RESIDENTS OF THE SAME HOUSEHOLD MAY BE USED.**  
\*ON A FULL SIZE SHEET OF PAPER, LIST THE NAMES AND ADDRESSES OF EACH REFERENCE. LIST YOUR NAME, DATE OF BIRTH AND SS# ON TOP OF SHEET.

### **FEES FOR THE “NEW” APPLICATION**

- \$94.25** CASH/M.O./ MC/VISA – STATE MANDATED FEE FOR THE PROCESSING OF YOUR FINGERPRINTS.
- \$35.00** CASH/ M.O./ MC/ VISA FEE FOR A DEALER LICENSE ONLY.
- \$35.00** CASH/ M.O./ MC/ VISA FEE FOR A GUNSMITH LICENSE ONLY.
- \$45.00** CASH/ M.O./ MC/ VISA FEE FOR BOTH: DEALER AND GUNSMITH

### INSTRUCTIONS FOR DEALER/GUNSMITH LICENSE “RENEWAL”

You must complete the application paperwork and set up an appointment to be fingerprinted as soon as possible. It is advised that you start the renewal process in early September by scheduling an appointment. You must be fingerprinted by mid December at the very latest. If you wait till the end of December, we can not guarantee that processing will be complete before the expiration date. Be sure to have your four references sign your RENEWAL paperwork. **NO FAMILY MEMBERS MAY BE USED AS REFERENCES.** Supply this office with the additional sheet showing your references in mailing address form.

\* When a firm, partnership or corporation applies or renews, each member must sign the application and complete appropriate areas. Copy of valid FFL is required.

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| <b>FEES FOR “RENEWAL”:</b> | <b>\$35.00 -</b> | <b>Cash/M.O./ MC/ VISA for Dealer Only</b>   |
|                            | <b>\$35.00 -</b> | <b>Cash/M.O./MC / VISA for Gunsmith Only</b> |
|                            | <b>\$45.00 -</b> | <b>Cash/M.O./ MC/ VISA for Dealer/Gunsm</b>  |

**ANY RENEWAL PAPERWORK/FINGERPRINTS NOT PROCESSED BY THE END OF DECEMBER WILL BE TREATED AS A “NEW LICENSE” AND ALL “NEW” LICENSE FEES WILL BE APPLICABLE.**

**PLEASE CALL 435-2037 FOR YOUR APPOINTMENT AND ANY QUESTIONS.**