



## OFFICE OF THE SHERIFF WASHINGTON COUNTY NEW YORK

**Jeffrey J. Murphy**  
Sheriff

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Undersheriff

*"Community First"*

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### **To obtain a Pistol Permit in Washington County, New York:**

You must be 21 years or older with a valid ID and be a Washington County resident for more than one (1) year in order to pick up a Pistol Permit application. The cost is \$20.00 which can be paid by cash, money order or debit/credit card.

We require you to have 4 Character References. All references must be Washington County residents for one year, have known you for one year, be over 21 years old and NOT related to you in any way. Each Character Reference must complete a character reference form and have that form notarized. Character References will also need to call us to complete a brief over the phone interview.

Unless you are a Corrections Officer, Police Officer or Military member with proof of weapons training, you will need to complete the Handgun Safety Course. The course is given at the Washington County Law Enforcement Center once a month and the cost is \$40.00 which can be paid by cash, money order or debit/credit card.

Once your application packet has been completed, please contact us to set up an appointment time for your fingerprints to be taken at the Washington County Law Enforcement Center. The fee for this is \$120.00 which can be paid by cash, money order or debit/credit card. Even if you have already had your fingerprints taken prior for a job or any other reason, the fingerprint process is still a required part of the application process and must be done at the Washington County Law Enforcement Center.

Along with your completed application packet, please provide us 4 passport sized color photos, which can be taken and purchased at the County Clerk's office or any other location that these are produced.

The Sheriff's Office will complete a mental health background check, verified with Glens Falls Hospital and New York State Mental Health. Criminal background checks will also be done through the Sheriff's Office, as well as local Police Departments.

**We allow 6 months for you to complete your paperwork and application process.**

**\*\*\*\*All Fees are NON-REFUNDABLE\*\*\*\***

### **For private sales between individuals, you will need:**

Your Pistol Permit, Driver's License and Bill of Sale from a Licensed Gun Dealer. There is a \$5.00 fee required to process any Amendment (regardless of the number of guns being added or deleted). Private sales need to go through a Licensed Gun Dealer as outlined in the NYS Safe Act.

According to the State website, people exempt from going through a dealer are: spouses, domestic partners, children and step children. To transfer between family members, an affidavit is required and needs to be signed as well as notarized by BOTH the seller and buyer.

