

# Tompkins County Sheriff's Office

779 Warren Road  
Ithaca, NY 14850

Derek R. Osborne  
Sheriff



TEL: (607) 257-1345  
FAX: (607) 266-5436

Jennifer K. Olin  
Undersheriff

## **Instructions for Pistol Permit Applicants**

### **STEP ONE: FINGERPRINTING**

Fingerprinting can be scheduled either by phone or online:

By Phone - Call 877-472-6915. For the hearing impaired call 877-219-0199.

Online - The website is <https://uenroll.identogo.com>. **Use service code is: 155TZQ**

Be sure to follow all instructions and requirements given by the fingerprint company (Identogo).

At your fingerprint appointment, you will be given 2 receipts. You **MUST** bring one of the receipts to the Sheriff's Office for your appointment when turning in your application.

### **STEP TWO: COMPLETE APPLICATIONS**

Complete both applications.

Use black ink or type only (must be legible).

Do not fill out very top of the applications (that is for official office use); start at Last Name and complete the front side only of both applications.

You must have 4 character references sign both applications in black ink only. References must be (1) residents of Tompkins County, (2) cannot be related to you or to each other, and (3) must have known you for at least one year. At a later date, your references will be required to complete a questionnaire that will need to be notarized.

You must disclose all arrests (except traffic infractions) even if the case was sealed. If the information on your application is not accurate your permit may be denied on the basis that you made a false statement on your application.

### **STEP THREE: APPOINTMENT AT SHERIFF'S OFFICE**

Call the Sheriff's Office at 607-257-1345 to schedule an appointment to bring in your completed applications. Appointments are normally scheduled on Wednesday and Thursday mornings.

SEE BACKSIDE OF PAGE FOR FURTHER INSTRUCTIONS

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## **Instructions for Pistol Permit Applicants Continued**

You must bring to your appointment: both completed applications in black ink or type only, photo ID, one receipt from fingerprinting, and the processing fee (\$18.00 CASH).

At your appointment, your applications will be reviewed to make sure they are completed and properly filled out. We will also take your photograph for the license. You will be given the questionnaire for you references.

You have 120 days from the date of your fingerprinting to fully complete the application process, including returning the questionnaires filled out by your references. If your applications and questionnaires are not received within the time limit you will be required to start back at step one (you will need to be fingerprinted again).

\*Sign the acknowledgment below at your appointment.

I understand the above requirement and agree to its terms:

\_\_\_\_\_ Signature

\_\_\_\_\_ Date