



# ORANGE COUNTY SHERIFF'S OFFICE

110 WELLS FARM ROAD GOSHEN, NEW YORK 10924-6740

845-291-4033 FAX: 845-294-1590

## SHERIFF CARL E. DUBOIS

KENNETH T. JONES  
UNDERSHERIFF

ANTHONY J. WEED  
ASSISTANT UNDERSHERIFF

DENNIS D. BARRY  
CHIEF DEPUTY

ANTHONY M. MELE  
CORRECTIONS ADMINISTRATOR



[WWW.ORANGECOUNTYGOV.COM](http://WWW.ORANGECOUNTYGOV.COM)

## Pistol Permit Application Frequently Asked Questions

1. Why is the wait so long for an appointment? How long does the entire process take?

Answer: There is a backlog for appointments due to the COVID-19 pandemic and the higher volume in pistol permit applications arising from increased violence around the state and country.

2. How long does the entire process take?

The entire pistol permit process is very involved and begins with your background check here at the Sheriff's Office. Your file is then sent to the Judge who covers your jurisdiction and it is ultimately that Judge who determines if you are or are not granted a permit. We cannot determine how long an individual's process will take as every applicant's file is unique.

3. Is the Orange County Sheriff's Office the only place I can get fingerprinted for a pistol permit application?

Answer: Yes.

4. If my fingerprints are on file (examples: schooling, liquor license etc.), do I have to be printed again for a pistol permit application?

Answer: Yes, because every state transaction requires a new set of prints.

5. Can my character references be related?

Answer: No. One of the stipulations is that they cannot be related to you and they cannot be related to each other, by blood or by marriage. Other stipulations will be discussed at your fingerprint appointment.

- A C C R E D I T A T I O N S -





# ORANGE COUNTY SHERIFF'S OFFICE

110 WELLS FARM ROAD GOSHEN, NEW YORK 10924-6740

845-291-4033 FAX: 845-294-1590

## SHERIFF CARL E. DUBOIS

KENNETH T. JONES  
UNDERSHERIFF

ANTHONY J. WEED  
ASSISTANT UNDERSHERIFF

DENNIS D. BARRY  
CHIEF DEPUTY

ANTHONY M. MELE  
CORRECTIONS ADMINISTRATOR



[WWW.ORANGECOUNTYGOV.COM](http://WWW.ORANGECOUNTYGOV.COM)

6. What qualifies as an arrest?

Answer: An applicant should disclose any negative interaction with law enforcement and the investigator handling their case will determine if the incident should be disclosed an arrest for the pistol permit application. Additionally, applicants should read thoroughly the arrest affidavit, which outlines some commonly confused things regarding arrests and their disclosure.

7. If I answer "Yes" on the arrest affidavit, what do I do next?

Answer: If answering "YES" on the arrest affidavit, the applicant must obtain a certificate of disposition from the court in the town/city/county/village they were arrested in and must provide a separate letter of explanation for each arrest.

8. How do I transfer my pistol permit from another County or State?

Answer: If your permit is issued in a County in New York State, you may have your records transferred from your County to Orange County Clerk's Office. Call (845) 291-3060 to begin the transfer process.

New York State is not a reciprocal state and you must start the application process from the beginning.

9. I am in the military and am currently stationed in NY – can I get a pistol permit?

Answer: In order to obtain a pistol permit you must have a permanent residence in Orange County. If you do not anticipate being stationed in NY for more than one year, it would not be recommended that you begin the process.

10. Where do I pick up my permit? How do I add or remove a gun or make other changes to an existing permit?

Answer: All modifications and amendments to a current permit are made at the County Clerk's Office and that is also where your pistol permit is picked up after being approved by the judge. The County Clerk's Office is located at 255 Main Street in Goshen and the phone number is (845) 291-3060.

- A C C R E D I T A T I O N S -





# ORANGE COUNTY SHERIFF'S OFFICE

110 WELLS FARM ROAD GOSHEN, NEW YORK 10924-6740

845-291-4033 FAX: 845-294-1590

**SHERIFF CARL E. DUBOIS**

KENNETH T. JONES  
UNDERSHERIFF

ANTHONY J. WEED  
ASSISTANT UNDERSHERIFF

DENNIS D. BARRY  
CHIEF DEPUTY

ANTHONY M. MELE  
CORRECTIONS ADMINISTRATOR



[WWW.ORANGECOUNTYGOV.COM](http://WWW.ORANGECOUNTYGOV.COM)

11. What do I need to bring with me to my fingerprint appointment?

Answer: The website [www.orangecountygov.com](http://www.orangecountygov.com) contains four downloadable forms, 2 of which must be notarized. These forms must be brought to the initial fingerprint appointment. Applicants should bring a check or money order for \$108.25 made payable to the Orange County Commissioner of Finance, and Driver's License with your current name and updated county address, if applicable.

12. If my permit is denied by a judge, do I get a refund?

Answer: No.

13. When/where do I take a safety course? How do I sign up for the Sheriff's Office Safety Course or for the LEOSA/HR 218?

Answer: All registrations for Orange County Sheriff's Office Courses can be found online. Additionally, there is a recommended list of instructors on the website. [www.orangecountygov.com](http://www.orangecountygov.com) You may take a course from any certified instructor, however if that instructor is not on the recommended list, the authenticity of the course and course content may be scrutinized by the judge, the licensing authority, which may add additional time to the process.

14. I lost my pistol permit. What do I do?

Answer: Lost permits are handled by the Orange County Clerk's Office. They can be reached at (845) 291-3060.

15. I am moving out of my state and into New York State. What should I do with my firearms?

Answer: Firearms must be turned over to an FFL, who can transfer such firearms to an FFL in Orange County. The firearms must stay with the FFL until your pistol permit application is approved or denied.

- A C C R E D I T A T I O N S -





# ORANGE COUNTY SHERIFF'S OFFICE

110 WELLS FARM ROAD GOSHEN, NEW YORK 10924-6740

845-291-4033 FAX: 845-294-1590

## SHERIFF CARL E. DUBOIS

KENNETH T. JONES  
UNDERSHERIFF

ANTHONY J. WEED  
ASSISTANT UNDERSHERIFF

DENNIS D. BARRY  
CHIEF DEPUTY

ANTHONY M. MELE  
CORRECTIONS ADMINISTRATOR



[WWW.ORANGECOUNTYGOV.COM](http://WWW.ORANGECOUNTYGOV.COM)

16. How do I appeal a denial by the judge?

Answer: All appeals are requested through the County Clerk's Office. They can be reached at (845) 291-3060. The appeals process is subject to change.

17. What is considered an acceptable "utility bill"? I do not have 2 utility bills in my name. What do I do?

Answer: Acceptable utility bills include, electric, gas, telephone and cable. If an applicant does not have 2 utility bills, the billed party with whom they reside can provide 2 utility bills in their name and a notarized letter stating that the applicant resides at their residence.

18. What is the difference between electronic pistol permit fingerprinting and ink printing? What do I need for ink fingerprinting?

Answer: Electronic fingerprinting is only for pistol permit applicants and County employee job applicants.

Ink fingerprints are requested for several reasons. See ink fingerprinting section of the website for more information regarding the ink fingerprinting process.

19. I live outside of Orange County. Can I be ink fingerprinted at the Orange County Sheriff's Office?

Answer: Yes, for ink fingerprints only, not for a pistol permit application, an out of county resident may get ink printed. An ink card and a US Postal Service Money Order for \$25.00 must be provided.

20. I was arrested a long time ago and the court doesn't have the records anymore – do I still need a certificate of disposition?

Answer: An applicant must show due diligence in attempting to get records and in lieu of a certificate of disposition should the record not be located by the court an applicant can provide an official letter from the court stating they have no records of the incident/arrest.

### - A C C R E D I T A T I O N S -





# ORANGE COUNTY SHERIFF'S OFFICE

110 WELLS FARM ROAD GOSHEN, NEW YORK 10924-6740

845-291-4033 FAX: 845-294-1590

## SHERIFF CARL E. DUBOIS

KENNETH T. JONES  
UNDERSHERIFF

ANTHONY J. WEED  
ASSISTANT UNDERSHERIFF

DENNIS D. BARRY  
CHIEF DEPUTY

ANTHONY M. MELE  
CORRECTIONS ADMINISTRATOR



[WWW.ORANGECOUNTYGOV.COM](http://WWW.ORANGECOUNTYGOV.COM)

21. Can my family member notarize my forms? I am a notary. Can I notarize my character reference forms?

Answer: No, the notary cannot be related to you and a notary applying for a permit cannot notarize his/her own forms.

22. What form of payment is acceptable?

Answer: For pistol permits: Check or Money Order. For ink fingerprints: US Postal Money Order.

23. How long is a safety course certificate good for?

Answer: Your safety course certificate must be no older than one year upon submission to the Sheriff's Office.

24. What is the difference between concealed carry and unrestricted?

Answer: Concealed Carry is the way you carry your firearm, not visible on your person. Unrestricted means that you can carry on your person, loaded and in a concealed manner.

### - A C C R E D I T A T I O N S -

