



DONNA G. SILBERMAN
Rockland County Clerk

COUNTY OF ROCKLAND

OFFICE OF THE COUNTY CLERK

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Deputy Clerks
Jamie Graham
Joseph Alongi
William Phillips

Pistol License Application Procedures

1. DOWNLOAD & FILL OUT APPLICATION ONLINE

Open the PDF-fillable Pistol License Application. **Complete on computer and then print:**

- A. 2(two) completed copies of the application.
- B. 1(one) copy each of the Disclosure and Opt-out Forms
- C. 1(one) of each HIPAA form (Authorization to Release of Health Information forms—regular and Montefiore Nyack Hospital)
- D. 1 (one) separate Household Consent form for each adult who resides in your home.
- E. Fingerprint Form

2. COMPLETE, SIGN APPLICATION & HAVE REFERENCES SIGN

- Originally sign both applications and have them notarized. Notary Publics are available at the County Clerk's Office.
- Have your references sign both applications with their original signatures. All must be Rockland County residents, not be related to you by blood or marriage and have known you at least 2 years. A married couple can both be used as references. References names must be spelt correctly.

3. SUBMIT COMPLETED APPLICATION

- Schedule an appointment with the Office of the Rockland County Clerk's (appointments are available Monday through Thursday from 8:00 a.m. to 4:00 p.m. and can be made by calling (845) 638-5075) or visiting our website to schedule your appointment online. At your appointment, you will need to present your Driver's License, a neatly printed self-addressed stamped #10 envelope and the items noted above in Sections 1 A, B, C, D & E. Applications cannot be bent or folded.
- Have your photo taken at the County Clerk's Office.
- For **any** prior arrests, present an original "Certificate of Disposition" for each arrest. Your failure to disclose **any** criminal charge (even if it was labeled a Youthful Offender, dismissed &/or sealed) will be sufficient cause to deny your application.
- Submit a Non-Refundable \$150 fee in CASH or CREDIT CARD (Note: A 2.25% convenience fee will be added to credit card payments).
- Non-US citizens must submit a copy of your valid Alien Registration Card.
- Your application will be reviewed and returned to you, marked "CLEARED FOR FINGERPRINTING" and your receipt and instructions for obtaining a fingerprint appointment will be provided.

4. OBTAIN FINGERPRINTS

- Bring your completed application and receipt to your fingerprint appointment.

5. FINAL STEPS

•Once background and fingerprint checks are conducted. Your application will then be sent to a Judge for approval. The entire process may take 6 months. Questions can be directed via email to:
rocklandcountyclerk@co.rockland.ny.us