Instructions for Co-Registering a Firearm on your Pistol Permit by Mail

Please mail the following items to our office:

- Original filled out amendment form
- A completed Consent form
- A copy of your entire pistol permit (including firearm cards)
- Payment of $3 - cash or check made out to St. Lawrence County Clerk

Mailing Address:

48 Court Street
ATTN: Pistol Permit Unit
Canton, NY 13617

Upon review and acceptance of these documents, a clerk will mail back an updated permit and a coupon.

**A self-addressed postage paid envelope must be included for the return of the updated permit and coupon.

If you have a plastic permit you are required to dispose of your old permit upon receipt of your new permit.

If you have any questions, contact the St. Lawrence County Clerk’s Office at 315.379.2237.
Instructions on how to fill out an amendment form are on pages 2 and 3 of this packet.

Fill out the following fields:

1. NYSID number leave blank
2. Date you are filling the amendment out
3. Full name on Pistol Permit
4. Date of Birth
5. Driver’s License Number from your NYS Driver’s License or Non Driver ID
6. Address listed on your pistol permit
7. Mailing address if different then physical address, only fill this out if you have previously given us a different mailing address
8. Pistol Permit Number, written in the following format: C00000000
9. Date your permit was issued

<table>
<thead>
<tr>
<th>NYSID #</th>
<th>Date:</th>
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**PISTOL / REVOLVER LICENSE AMENDMENT**

Amendment form for (check one):

- [x] St. Lawrence County
- [ ] County License
- [ ] OR
- [ ] New York State Police Pistol License

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>NY Driver's License No. (or NY Non-Driver ID No.)</th>
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<table>
<thead>
<tr>
<th>Physical Address (street, city, state, zip)</th>
<th>Mailing Address (if different)</th>
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<table>
<thead>
<tr>
<th>Pistol License Number</th>
<th>Date Issued</th>
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<table>
<thead>
<tr>
<th>Duplicate License Number</th>
<th>Date Issued</th>
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<table>
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<tr>
<th>Transfer License Number</th>
<th>Date Issued</th>
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<table>
<thead>
<tr>
<th>Transferred From</th>
<th>Transferred To</th>
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You need to fill out the following fields to complete your amendment:

1. Check the “Acquired” box under “Transaction Type”
2. Fill in the name of the person you are co-registering the gun with including their pistol permit number
3. Fill in the “Manufacturer” field (i.e. Colt, Ruger, S&W)
4. “Pistol/Revolver/Single Shot” field. For Semi-Automatic firearms write “pistol” 5. “Model” field, if your firearm does not have a model put none.
6. “Caliber” field, if your firearm has a conversion kit please list the barrels it currently has, “varies” is not an acceptable response and will be rejected.
7. “Serial Number” field, please write the number clearly to avoid rejection of form
8. Move to the bottom of the page and read the statement starting with “Have you been arrested...” check yes or no. If yes please give details on the back of the amendment form or on an attached sheet of paper.
9. Sign on the line that says “Signature of Licensee”
STATE OF NEW YORK
PISTOL / REVOLVER LICENSE AMENDMENT

NYSID #: Not all permits will have this

Date: REQUIRED

Check amendment form for (check one):

☑ St. Lawrence County County License OR ☐ New York State Police Pistol License

Name: REQUIRED
Date of Birth: REQUIRED
NY Driver's License No. (or NY Non-Driver ID No.): REQUIRED

Physical Address (street, city, state, zip):
REQUIRED - this is the address currently listed on your permit, even if it is incorrect.

Mailing Address (if different):
If your mailing address is different then your physical address, fill this line out.

Pistol License Number: REQUIRED
Date Issued: REQUIRED

Duplicate License Number:
Date Issued:

Transfer License Number:
Date Issued:

Transferred From:

Transferred To:

TRANSACTION TYPE(S): (Check all that apply):

☑ Acquired ☐ Address Change ☐ Deceased ☐ Disposed ☐ Duplicate ☐ Lost / Stolen Firearm ☐ Name Change
☐ Revoked ☐ Surrendered ☐ Suspended ☐ Transfer ☐ Other

AMEND LICENSE FOR THE FOLLOWING

1. New Name

2. New Physical Address

3. New Mailing Address (if different)

4. Following Weapon(s) Acquired From: (Name, Address)

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Pistol / Revolver / Single Shot</th>
<th>Model</th>
<th>Frame Only</th>
<th>Caliber(s)</th>
<th>Serial Number</th>
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<tbody>
<tr>
<td>REQUIRED</td>
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5. Following Weapon(s) Disposed to: (Name, Address)

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<thead>
<tr>
<th>Manufacturer</th>
<th>Pistol / Revolver / Single Shot</th>
<th>Model</th>
<th>Frame Only</th>
<th>Caliber(s)</th>
<th>Serial Number</th>
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6. Following Weapons(s) has been: ☐ Lost ☐ Stolen ☐ Destroyed

Law Enforcement Agency Reported To:

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Pistol / Revolver / Single Shot</th>
<th>Model</th>
<th>Frame Only</th>
<th>Caliber(s)</th>
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Have you been arrested, indicted, or convicted of any criminal offense, been the subject of an order of protection, or been a patient at any mental institution since the above license was issued? ☐ Yes ☐ No If Yes, give details on reverse.

REQUIRED. SIGN HERE

Licensing Officer

Signature of Licensee

Read statement, check yes or no. Sign name on "Signature of Licensee"