



**ST. LAWRENCE COUNTY  
OFFICE OF THE COUNTY CLERK**

48 Court Street, County Courthouse  
Canton, New York 13617-1198  
Telephone (315) 379-2237 Fax (315) 379-2302

**Sandra W. Santamoore**  
St. Lawrence County Clerk  
**Melissa Friedel**  
St. Lawrence Deputy County Clerk

**Instructions for Changing Your Name on your  
Pistol Permit by Mail**

Please mail the following items to our office:

- Original filled out amendment form
- A copy of your entire pistol permit (including firearm cards)
- Payment of \$5 - 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.

**\*\*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

PPB-5 (REV. 02/17)

STATE OF NEW YORK  
**PISTOL / REVOLVER LICENSE AMENDMENT**

NYSID #           1          

Date:           2          

Amendment form for (check one):

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

Name <span style="float: right;">3</span>	Date of Birth <span style="float: right;">4</span>	NY Driver's License No. (or NY Non-Driver ID No.) <span style="float: right;">5</span>
Physical Address (street, city, state, zip) <span style="float: right;">6</span>		
Mailing Address (if different) <span style="float: right;">7</span>		

Pistol License Number           8            
 Duplicate License Number \_\_\_\_\_  
 Transfer License Number \_\_\_\_\_  
 Transferred From \_\_\_\_\_

Date Issued           9            
 Date Issued \_\_\_\_\_  
 Date Issued \_\_\_\_\_  
 Transferred To \_\_\_\_\_

You need to fill out the following fields to complete your amendment for an address change

1. Check the “Name Change” box under “Transaction Type”
2. Fill in the “New Name” with your new name
3. 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.
4. Sign on the line that says “Signature of Licensee”

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

1

- Acquired  
  Address Change  
  Deceased  
  Disposed  
  Duplicate  
  Lost / Stolen Firearm  
  Name Change  
 Revoked  
  Surrendered  
  Suspended  
  Transfer  
  Other \_\_\_\_\_

**AMEND LICENSE FOR THE FOLLOWING**

- 2.1. New Name \_\_\_\_\_
2. New Physical Address \_\_\_\_\_
3. New Mailing Address (If different) \_\_\_\_\_
4. Following Weapon(s) Acquired From: (Name, Address) \_\_\_\_\_

Manufacturer	Pistol / Revolver / Single Shot	Model	Frame Only	Caliber(s)	Serial Number
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

5. Following Weapon(s) Disposed to: (Name, Address) \_\_\_\_\_

Manufacturer	Pistol / Revolver / Single Shot	Model	Frame Only	Caliber(s)	Serial Number
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

6. Following Weapons(s) has been:  Lost    Stolen    Destroyed  
 Law Enforcement Agency Reported To: \_\_\_\_\_

Manufacturer	Pistol / Revolver / Single Shot	Model	Frame Only	Caliber(s)	Serial Number
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

- 3 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.

4

\_\_\_\_\_  
Licensing Officer

\_\_\_\_\_  
Signature of Licensee

STATE OF NEW YORK  
**PISTOL / REVOLVER LICENSE AMENDMENT**

NYSID # Not all permits will have this

Date: REQUIRED

Amendment form for (check one):

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

Name <b>REQUIRED</b>	Date of Birth <b>REQUIRED</b>	NY Driver's License No. (or NY Non-Driver ID No.) <b>REQUIRED</b>
Physical Address (street, city, state, zip) <b>REQUIRED - this is the address currently listed on your permit, even if it is incorrect.</b>		
Mailing Address (if different) <b>If your mailing address is different then your physical address, fill this line out.</b>		

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):

Check name change box

- Acquired  Address Change  Deceased  Disposed  Duplicate  Lost / Stolen Firearm  Name Change  
 Revoked  Surrendered  Suspended  Transfer  Other \_\_\_\_\_

**AMEND LICENSE FOR THE FOLLOWING**

- New Name REQUIRED - put your new name here
- New Physical Address \_\_\_\_\_
- New Mailing Address (if different) \_\_\_\_\_
- Following Weapon(s) Acquired From: (Name, Address) \_\_\_\_\_

Manufacturer	Pistol / Revolver / Single Shot	Model	Frame Only	Caliber(s)	Serial Number
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

- Following Weapon(s) Disposed to: (Name, Address) \_\_\_\_\_

Manufacturer	Pistol / Revolver / Single Shot	Model	Frame Only	Caliber(s)	Serial Number
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

- Following Weapons(s) has been:  Lost  Stolen  Destroyed  
 Law Enforcement Agency Reported To: \_\_\_\_\_

Manufacturer	Pistol / Revolver / Single Shot	Model	Frame Only	Caliber(s)	Serial Number
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

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.

\_\_\_\_\_  
 Licensing Officer

**REQUIRED, SIGN HERE**  
 \_\_\_\_\_  
 Signature of Licensee

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