

### Washington County Pistol Permit Amendment Instructions:

- Print **3** copies of the Pistol/Revolver License Amendment Form & fill out completely, with all **3** sheets signed by the permit holder (as copies of your signature are not allowed).
- Copy of current valid NYS Driver's License or ID
- \$5 Money Order Payable to: Washington County Sheriff's Office/OR Cash if dropping off.
- **IF** you have an original Paper Permit (Green), this will need to be sent in with your paperwork.
- Original corresponding dealer receipt for requested transaction, including \*Full 15 character FFL Number listed on receipt  
**\*per Judge McKeighan; effective 01/01/2020, all dealers must include their Full FFL on every receipt or will be rejected**

### Items Needed on Amendment

- Do not fill in NYSID #, that is for us to complete
- Include customer's full phone number on top of 1<sup>st</sup> amendment, so we can call once approved
- Date
- Name
- Date of Birth
- NYS Driver's License Number or ID Number
- Physical Address
- Pistol License Number (shows on Permit)/Date Issued (shows on Permit)
- Transaction Type(s) box(es) checked accordingly (Acquiring if Buying or Disposing if Selling; do not mark as Transfer)
- Complete Corresponding Section for Transaction Type (example Acquired or Disposed)
- Name & Address of Dealer, Manufacturer/Type/Model/Caliber(s)/Serial Number listed for each item on matching receipt
- Be sure to answer the question on the bottom of the first page and check YES Or NO, giving details if YES on the back of each page.
- Permit holder to sign each amendment on the bottom right as the "Licensee".

All 3 Amendments sheets need to be completed in full, legible, and signed, or will not be processed.

\*\*If you are to Co-own a weapon (only allowed between spouses): Be sure the receipt is in both names, or a Firearm Sale Affidavit form will also be required giving permission to the person not named on the receipt.

If this is a new purchase, Amendments will be required for both individuals.

If already owned by one permit holder, the Amendments and Affidavit will be required for the permit holder whose permit we're adding the gun to.

Mail all of the above to: Washington County Sheriff's Office  
399 Broadway attn: Pistol Permits  
Fort Edward, NY 12828

OR We now have a drop box outside our facility, please either paper clip your paperwork together, or put in an envelope before placing it into our drop box. Once approval is back from the judge, we will contact you to arrange a pick-up time of the coupon and updated permit. Thank You