



PUTNAM COUNTY CLERK'S OFFICE

County Office Building  
40 Gleneida Avenue  
Carmel, New York 10512  
Tel. (845) 808-1142  
Fax (845) 225-3953

MICHAEL C. BARTOLOTTI  
*County Clerk*

JAMES J. McCONNELL  
*First Deputy County Clerk*

**PROCEDURE FOR CHANGE OF PISTOL LICENSE RESTRICTION**

**EFFECTIVE AUGUST 8, 2022**

1. A completed Firearms License Amendment Form. Transaction Type would be "other" and indicate "Change in Restriction" and the type of restriction requested in the space provided (restrictions are listed on the rear of this form).
2. In addition to the completed Firearms License Amendment Form, you must submit:
  - a. **Copy of the front and back of your pistol permit.**
3. Upon receipt of your request, the Licensing Officer may require additional information such as:
  - a. ***Proof of live fire instruction.*** The instruction must be completed within six months of your request. The certificate must indicate "live fire" and must have the date of instruction. **Please note; the Putnam County Sheriff's Department does not offer live fire instruction and does not make referrals.**
  - b. ***Proof of safe.*** The safe must be bolted to the floor or a wall and must have a combination lock or biometric scan (i.e. fingerprint) lock. Please include pictures of the "**secured**" safe with both the door opened and closed. **You must also include a detailed description of the safe's location in the residence and how it is secured** (i.e. "the safe is bolted to the floor of the closet in the master bedroom", or "the safe is bolted to the wall in my home office"). The safe may be subject to inspection by the Putnam County Sheriff's Department.
4. Submit the above to Putnam County Clerk's Office, 40 Gleneida Avenue, Room 100, Carmel, New York 10512 ATTN: Pistol Permits.
5. Requests that are complete will be forwarded to the Licensing Officer.
6. **Any incomplete requests will be returned.**