

David VanLuven
Town Supervisor

Gina F. Cocchiara
Chief of Police

TOWN OF BETHLEHEM

Albany County - New York
POLICE DEPARTMENT
447 DELAWARE AVENUE
DELMAR, NEW YORK 12054
(518) 439-9973
Fax: (518) 439-6965



Pistol Permit Application Instructions

1. Your application package must include the following documents:
 - a. Two (2) completed New York State Pistol/Revolver Applications*:
<https://troopers.ny.gov/system/files/documents/2025/01/ppb-3-12-24.pdf> - both must be **originals** and **notarized** in the Photo Box prior to appointment
 - b. Driver's License abstract - obtain at NYS DMV (<https://www.dmv.ny.gov/>)
 - c. Character reference Letters – four (4) - *Each document must be printed double-sided
 - d. Pistol safety course – contact local gun/sportsman clubs
 - e. Authorization for Release of Information – must be **notarized** before scheduling appointment
 - f. Supplemental Information form - *Document must be printed double-sided
2. Applicant must fill out pistol permit application, in **BLACK** ink, starting at the line that begins with the request for the applicant's 'Last Name'. Do not fill in any blocks above your name. All information should be filled in. All arrests, including sealed and/or juvenile arrests, must be disclosed. Do not sign the application until it has been notarized.
3. Obtain four (4) character references; they should know you for at least one (1) year before application. Family members cannot be references. References should preferably reside in the New York Capital District. They do not need to be notarized.
4. Obtain two (2) recent photographs (head and shoulders – passport style – CVS, US Post Office). Please do not affix photos to the applications.
5. Complete a pistol safety course; a certificate will be provided upon successful completion of the course to be included with the application. There may be a fee for the course. This document is good for 5 years.
6. A certified copy of your driving record must accompany the application. This is obtained from the NYS Department of Motor Vehicles (<https://www.dmv.ny.gov/>). There is a fee charged to obtain your record.
7. You will need to be fingerprinted. Contact Identogo toll-free at 1-877-472-6915, or on the web at <https://www.identogo.com>. Give them our ORI; which is NY0015100. The fingerprinting fee is approximately \$100.00. Identogo will advise you of the current fee and payment method.
8. When all documents, including fingerprints, are compiled and complete, contact the Bethlehem Police Department at 518-439-9973 to schedule an appointment to initiate the permit process. Do not drop off the paperwork at the dispatcher window.
9. Upon completion of the investigation by the Department, your application will be forwarded to the Albany County Clerk's office. The Clerk's office will notify you by mail of the outcome.
10. Please **do not** call the Police Department or the Albany County Clerk about the status of the investigation. It will not speed up the process.

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