



New York City Police Department

License Division
One Police Plaza
New York, NY 10038
Tel: (646) 610-5551
Fax: (646) 610-6399

Mr. Corbett

Date: 12/24/2015

Applicant,

My name is Police Officer Barberio, and this letter is to inform you that I have recently been assigned to investigate your application for a handgun license with the New York City Police Department, License Division.

Attached you will find a list of all the necessary documents needed to proceed in the processing of your application.

Please give me a call after you have gathered **ALL** the required documents. We **must** set up an appointment for you to come into my office for an interview. You can contact me Monday through Friday from 9 AM to 2 PM at (646) 610-5551. Please schedule your interview before Friday February 12th, 2016.

Thank you for your cooperation.

Sincerely,

PO Barberio



New York City Police Department
Pistol Licensing Division
One Police Plaza, Room 110A
New York, NY 10038
Tel: (646) 610 - 5551
Fax: (646) 610 - 6399

DATE: 12/24/2015	APPLICATION # 2015 [REDACTED]
NAME: Mr. Corbett	INVESTIGATOR: P.O. Barberio

You must bring the original plus (1) copy of all documents requested and ALL statements you provide MUST be typed.

At your interview, you must provide your Investigator with the following checked items:

- 1. Proof of Birth (Birth Certificate, Alien Card, Naturalization Papers, or Valid US Passport).
- 2. Copy of your Social Security Card.
- 3. Non-Citizens residing in the USA for less than 7 years must submit a "Good Conduct Certificate".
- 4. Your Driver's License showing your current address. If the license does not show your current address, then you must submit the INTERIM LICENSE from the NEW YORK STATE DEPARTMENT OF MOTOR VEHICLES. PO BOX addresses are NOT acceptable and must be changed to reflect your current address.
- 5. A current utility bill (Telephone, Con Edison, Cable) (ONLY) from your home and **business**, showing your current address and the **business address**, date and name. NOTE: If the bill is not in your name, you must submit a typed, NOTARIZED STATEMENT from the person whose name appears on the bill indicating that you reside/work with them and that they are aware you have applied for a pistol license, along with the original utility bill. You must also submit an article of mail in your name. (A cable bill is only accepted if there is a telephone connection also.)
- 6. If you are employed as a City/State/Federal employee, you must provide a typed statement from yourself indicating you will never bring the weapon(s) to your place of employment.
- 7. Copy of NYS Driver's License/Non-Driver ID - Security Guard License - Out of State Gun License - NYC Rifle/Shotgun License - Marriage License - Divorce Documents - Name Change Documents - Any Other City/State Issued License or ID Card. Also submit a typed statement indicating license number and expiration date for all licenses possessed. Include at the end of the statement "I affirm the above statement is true".
- 8. A typed statement listing all handguns/rifles/shotguns you possess and how and where they are safeguarded. If your firearms were disposed of, indicate to who (Name, Address, License State and Number) and provide proof (Bill Of Sale, Voucher, etc.). Include at the end of the statement "I affirm the above statement is true".
- 9. Three (3) NOTARIZED character reference letters, acknowledging that they are aware you are applying for a pistol license as well as attesting to your good character, written by anyone who has known you for five (5) or more years. Family members and non-citizens are excluded from providing the required letters on your behalf. If your letter is written by your employer, clergyman or any other prominent person, it must be on their letterhead. **ALL LETTERS MUST HAVE A PHONE NUMBER AND ADDRESS THAT THE WRITER CAN BE REACHED AT, ALONG WITH THE BEST TIME TO CONTACT THEM.**
- 10. A typed, NOTARIZED statement from your spouse/domestic partner, parent(s)/guardian(s), anyone over 18 living in the home attesting to the fact that they are aware of you applying for a pistol license and have no objections to a firearm in the home OR complete a CO-HABITANT FORM for all people living in your home who are over 18 years old.

11. A typed, NOTARIZED statement from the person who is going to safeguard your firearm in case of your death or disability indicating that they are aware of their responsibilities. Their name, address and telephone number must be indicated on the letter OR have them complete a *SAFEGUARD FORM*.
12. A typed statement why the residence indicated on your application is different from the documents submitted. Include at the end of the statement "I affirm the above statement is true".
13. A typed statement indicating when you changed your residence. Include at the end of the statement "I affirm the above statement is true".
14. A typed statement about any information pertaining to ANY crimes against the business or the applicant, including dispositions, precinct of occurrence, dates and times. Include at the end of the statement "I affirm the above statement is true".
15. A typed statement indicating you have read and understand Penal Law Articles 35 (use of deadly force), 265 (criminal possession of a weapon), and 400 (responsibilities of a handgun licensee). This statement is in addition to the *AFFIRMATION OF FAMILIARITY WITH RULES AND LAW* form.
16. Original Court Disposition for ANY ARREST OR SUMMONS you were EVER involved in or received (Must Provide Original Seal on the Document).
17. A typed statement explaining in detail (who, what, where, when, why, how) the circumstances of ANY and ALL arrests/summons you were EVER involved in. Include at the end of the statement "I affirm the above statement is true".
18. Provide a copy of any past or present Orders of Protection placed against you or placed by you against someone else along with a typed statement detailing the circumstances in relation to the order of protection.
19. Military Paperwork (DD214). If discharge is anything other than Honorable, provide a typed statement indicating the reason why. If you served in the armed forces of any other country, provide any paper work you have and a typed statement indicating country and dates served along with your status upon discharge of service.
20. A letter from your Doctor on letterhead indicating the type of illness you have and his/her approval/medical clearance for you to possess a firearm.
21. Provide (2) photos of the safe and the surrounding area inside the business where the firearm is to be safeguarded when not in use and proof of purchase if possible.
22. A copy of your DMV Abstract if you have ever received a traffic summons other than parking violations. Include a statement indicating: Date, Time, Charge(s), Disposition, Court and Police Agency.
23. Original and photocopy of the Certificate of Incorporation.
24. Original and photocopy of the filing receipt from the SECRETARY OF STATE.
25. Original and photocopy of the latest minutes of the corporation meeting listing the name and titles of the officers of the corporation. It should be noted a corporate meeting must be held yearly.
26. Original and photocopy of the Business Certificate with receipt from the County Clerk's Office.
27. Original and photocopy of the assume name certificate for the business or the (DBA) Doing Business As Certificate.
28. Letter of Necessity (typed, signed and notarized) by the owner or an official Officer of the Corporation.
29. Copy of the latest Federal Corporate Taxes, filed with extension (if applicable).
30. Last two (2) copies of the sales tax report (ST 100's).
31. Employer's Quarterly Federal Tax Return (Form 941).

NOTE : ALL TAX FORMS MUST BE SIGNED BY THE OWNER, THE ACCOUNTANT WHO PREPARED THEM AND HIS/HER SIGNATURE MUST BE NOTARIZED.

32. Original and photocopy of 6 months of deposit/withdrawal (ATM businesses) slips and the corresponding bank statements. NOTE: DEPOSIT SLIPS MUST BE IN CHRONOLOGICAL DATE ORDER AND SPECIFY BETWEEN CASH OR CHECK TRANSACTIONS.
33. Letter from bank supporting cash deposits and/or cash payroll, must be on bank's letterhead and show branch location and contact info. NOTE: LETTER MUST ALSO STATE THEY ARE FAMILIAR WITH YOU AND THAT YOU HANDLE THE BANK TRANSACTIONS FOR YOUR BUSINESS.
34. Certificate of Authority for the business.
35. Photocopies of any license(s), registration(s), certificate(s), needed to operate your business.
36. Two (2) photos of the outside of your business, showing address and street name.
37. Copies of Deed(s) to ALL building(s) owned and/or at which you collect rent(s).
38. Letter from the Administrator of the hospital you are affiliated with stating they are aware you will possess a handgun and that you will safeguard it in the hospital facility while conducting business.
39. Letter from three (3) companies in NYC in which you do business with. Must be on company's letterhead with their name, address and telephone number indicated.
40. A typed statement explaining in detail ALL "YES" answers on your application. Include at the end of the statement "I affirm the above statement is true".
41. See Attached or Other:

Some items marked off my not apply to your business. If so, please disregard. Please provide a detailed letter of necessity demonstrating proper cause for a carry license as required by law.

***PRIVATE INVESTIGATORS OR WATCHGUARD APPLICANTS ONLY. SUBMIT THE FOLLOWING:**

1. Contract(s) or 3 letters of intent from customer(s) who currently or plan to use your services stating they intend to hire you for specified services that you will be performing for them in the NYC area which will require the carrying of a handgun.
2. Workmen Compensation Insurance VALUED AT ONE HUNDRED THOUSAND DOLLARS.
3. Surety Bond VALUED AT TEN THOUSAND DOLLARS.
4. Liability Insurance for the business.
5. Watch Guard and Patrol License OR Private Investigator License, showing current license.

***WHOLESALE DISTRIBUTOR APPLICANTS ONLY. SUBMIT THE FOLLOWING:**

1. List of at least five (5) customers to include name, address and telephone number.
2. Contract between yourself and the supplier or manufacturer.
3. Proof of purchase of route.
4. Vehicle registration and the insurance card.

707 [Signature]

FAILURE TO RESPOND TO THIS NOTICE OF REQUEST OF ADDITIONAL DOCUMENTS WILL RESULT IN DISAPPROVAL OF YOUR PISTOL LICENSE.