



Hastings on Hudson Police Department

Firearm Safety Program

Hastings on Hudson Police

Firearm Safety Program Table of Contents

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SECTION 1

GENERAL FIREARM SAFETY GUIDELINES

GENERAL FIREARM SAFETY GUIDELINES:

1. Safe and secure storage of your firearm is a full time responsibility. As a firearm licensee, you must always secure and store your firearm(s) and ammunition so that they are not accessible to unauthorized persons, especially children.
2. Always keep your firearm pointed in a safe direction.
3. Always keep your finger away from the trigger until ready to shoot.
4. Always keep your firearm unloaded until ready to shoot.
5. Read, understand and know how your firearm operates.
6. Be sure your firearm is operating properly.
7. Use only the correct ammunition for your firearm.
8. Store ammunition in a cool, dry place away from fire or sources of heat.
9. Know your target and know what is around it and beyond it.
10. When shooting, wear eye and ear protection.
11. Never use alcohol or drugs before shooting or while shooting.

FIREARM SAFETY GUIDELINES APPLICABLE TO CHILDREN:

1. As a firearm licensee, the safety of children is your primary responsibility.
2. By nature, children are curious about everything, including firearms. If firearms are in your home, children will be tempted to play with them. Prevent this from occurring by keeping firearms in a locked, inaccessible location.
3. Make sure that your children understand that they should never look for any firearm, whether in your residence or someone else's residence.
4. Make sure that your children understand that they should never touch your firearm. Rather, they should leave the firearm alone and tell an adult.
5. Make sure that your children understand that some firearms may look like toys. Make sure that your children understand that if they have any doubt about whether something is a toy or a real firearm, they should never touch it. Rather, they should leave the firearm alone and tell an adult.



FIREARM SAFETY TIPS

TEN TIPS FOR FIREARM SAFETY IN YOUR HOME

- Always keep the firearm's muzzle pointed in a safe direction. A "safe direction" means that the gun is pointed so that even if an accidental discharge occurred, it would not result in injury.
- Always keep your finger off the trigger until you actually intend to shoot. When handling a gun, rest your finger outside the trigger guard or along the side of the gun. Don't touch the trigger until you are actually ready to fire.
- Firearms should be unloaded when not actually in use. Whenever you pick up a gun, such as when removing it from or returning it to storage, remember to point it in a safe direction and make *sure* it is unloaded.
- Be sure you know how your firearm operates: read the manual on your firearm, know how to safely open and close the action of the firearm and know how to safely remove any ammunition from the firearm and its magazine.
- Store your firearms in a locked cabinet, safe, gun vault or storage case when not in use, ensuring they are in a location inaccessible by children and cannot be handled by anyone without your permission.
- Store your ammunition in a locked location separate from firearms.
- Use a gun locking device that renders the firearm inoperable when not in use. A gun lock should be used as an additional safety precaution and not as a substitute for secure storage.
- Make sure young people in your home are aware of and understand the safety guidelines concerning firearms. Have them sign the [Project ChildSafe Pledge for young people](#)—a reminder that if they find an unattended firearm in their home or a neighbor's to not touch it, and tell an adult.
- Always unload, clean and place your firearms in their secure storage location immediately after returning from a hunting trip or a day at the range.
- Educate everyone in your family about firearms safety. Visit the [Project ChildSafe website](#) for safety information and to find out where to get a free firearm safety kit in your area.





These tips and others tools and information about safe and responsible firearm storage are available at www.projectchildsafe.org.

NSSF launched Project ChildSafe in 1998 (prior to 2003 the program was called Project HomeSafe) as a nationwide initiative to promote firearms responsibility and provide safety education to all gun owners. While children are a focus, Project ChildSafe is intended to help young people and adults practice greater firearm safety in the home. The program has provided more than 36 million free firearm safety kits to gun owners in all 50 states and five U.S. territories. That's in addition to the more than 60 million free locking devices manufacturers have included with new firearms sold since 1998 and continue to do so today.

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NSSF is a leading organization promoting firearms safety and responsibility in the U.S. More information about Project ChildSafe is available at www.projectchildsafe.org.



SECTION 2

FIREARM

RESPONSIBILITY AT HOME

FIREARMS RESPONSIBILITY IN THE HOME



NSSF.ORG



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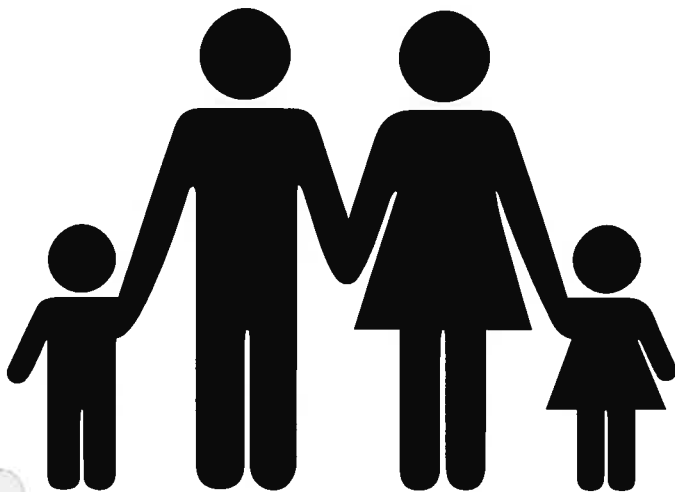
Accidents involving firearms in the home have decreased significantly over the last 20 years, according to the National Safety Council.

By strictly following the common-sense rules listed in this brochure, parents and children can prevent firearms accidents in the home and ensure that this downward trend continues. All you have to do is act responsibly and insist that other members of your family do the same.

Firearms Responsibility In The Home

As a firearms owner, you are responsible for knowing how to properly handle your firearms and how to secure your firearms in a safe manner in your home. This brochure underscores the responsibilities each and every one of us must accept when we bring firearms into our homes.

If for any reason you feel uncomfortable with or are unable to accept these responsibilities, we strongly urge you not to own a firearm.



RULES FOR SAFE STORAGE OF FIREARMS

Always **unload sporting firearms carefully and completely** before taking them into the home, remembering to keep the muzzle pointed in a safe direction. Never load a sporting firearm in the home.



Always **make absolutely sure that firearms in your home are securely stored out of the reach of children and other unauthorized persons.**

Unloaded firearms can be secured with a firearm locking device to make them inoperable. Unloaded firearms also can be stored in a locked cabinet, safe, firearm vault or storage case.



Always **store ammunition in a locked location** separate from firearms and out of the reach of children.



Always **clean and place firearms in their proper storage location** immediately after returning from a hunting trip or a day at the range.



Always **re-check firearms carefully and completely** to be sure that they are still unloaded when you remove them from storage.



Accidents have occurred when a family member has borrowed or loaned a firearm and returned it to storage while it was still loaded.

remember:

You are responsible for making certain the firearms in your home are not casually accessible to anyone — especially curious young people.

FIREARMS ACCIDENTS IN THE HOME can be prevented simply by making sure that firearms are kept unloaded and safely stored, with ammunition secured in a separate location.

SAFE AND SECURE STORAGE OPTIONS

More than 40 million Americans enjoy using rifles, shotguns and handguns for hunting and target shooting. When these firearms are not being used, they must be safely and securely stored. This is where firearms responsibility in the home begins — and ends.

Options to help you safely store your firearms include:

FIREARM CASE



CABLE LOCK



ELECTRONIC LOCK BOX



LOCK BOX



FIREARM SAFE



important:

ALWAYS
*make absolutely
sure that firearms
in your home are
securely stored
and inaccessible to
children.*

A firearm locking device is intended only to **deter access** to a firearm by unauthorized persons, particularly children. A firearm locking device is not intended to withstand forced entry by someone determined to defeat the lock by using tools or other aggressive means.



A firearm locking device should be considered as only **one element** of a safe storage program for firearms.

Securely storing firearms when
not in use is the

no. 1
way to help prevent
accidents.

Check municipal, county, state and federal law for any requirements about safe storage of firearms and ammunition, as well as requirements about having loaded firearms and the discharge of firearms in your community.

FIREARMS KEPT FOR HOME SECURITY

The decision to maintain a firearm

in the home for self-protection is a serious, personal matter. Any added safety benefit gained from owning a firearm depends in large measure on the owner's having appropriate training and clear understanding of safe handling and storage rules. Factors such as individual temperament, reaction to emergency situations, specific family circumstances and support for your having a firearm in the home from other adults in the household must be considered.

If you feel the need for quick access to a loaded firearm in your home, you must take special safety measures. Keeping a firearm to defend your family makes no sense if that same firearm puts family members or visitors to your home at risk.

In keeping a firearm for home security, your objective should be to have the firearm readily available to you, yet not accessible to others. Special lockable cases that can

responsible:

Your most important responsibility is ensuring that children cannot encounter loaded firearms. The precautions you take must be effective. Anything less invites tragedy and is a serious violation of your responsibility as a firearm owner.



**Your home will be as safe
as you choose to make it.**

be quickly opened by authorized individuals are options to consider.

You must exercise full control and supervision over a loaded firearm at all times. This means the firearm must be unloaded and placed in secure storage whenever you leave your home. Secure ammunition separately.



Fatal home firearms accidents can occur when children discover firearms that adults thought were safely hidden or out of reach.

DETERRING ACCESS BY

AT-RISK AND PROHIBITED

PERSONS



Firearms owners who live with a

person who is at-risk or legally prohibited from possessing a firearm may wish to consider upgrading their storage levels to better meet their safe-storage responsibilities. You must be absolutely certain that no firearm can be accessed by an at-risk or prohibited person. Simply hiding a firearm is not secure storage and poses a risk.

Persons considered to be at-risk may include those with symptoms or history of treatment for mental illness, increasing patterns of alcohol/substance abuse, isolation or violent behaviors, or recent experience with a major life event—such as divorce, job loss or financial trouble. It also can be someone who you, the firearms owner, have good reason to believe is likely to do harm to themselves or others.

A person is legally prohibited from possessing a firearm if he or she is a convicted felon, fugitive from justice, unlawful user of any controlled substance, illegal alien, dishonorably discharged from the military, subject to a court restraining order, has been convicted of a crime involving domestic violence, has renounced U.S. citizenship, or who has been deemed mentally incompetent (“a mental defective”) by a court or involuntarily hospitalized for psychiatric care.

In this situation, consider storing firearms not in use in a locked gun safe or other appropriate security device that is resistant to tampering by an adult. If for any reason you as a firearms owner feel uncomfortable with or are unable to accept these safe-storage responsibilities given the circumstance

of having an at-risk or prohibited person living with you, we strongly urge you not to own a firearm.

Temporary off-site storage is an option. Such storage can be effective, for example, if an individual living with you is in emotional crisis or exhibits significant behavior change. Friends who are gun owners might offer storage. Your local firearms retailer may know of options for off-site firearms storage in your area.








Secure storage options for gun owners living with at-risk or prohibited persons include a locked gun safe, gun cabinet, lock box or storage case. For added security, portable storage devices can be secured to a wall or the floor, or both, to prevent removal. In addition to locked storage, unloaded firearms can be secured with a gun-locking device that renders the firearm inoperable. Firearms can also be disassembled, with parts securely stored in separate locations. Please review fully the sections in this booklet titled “Storing Firearms in a Safe Manner” and “Options for Securely Storing Firearms.”

Learn more about at-risk behavior and find resources at the National Institute of Mental Health website: nimh.nih.gov. As a family member or friend, you may be in a position to encourage a person in distress to seek assistance from a qualified provider.

Learn more about persons who are legally prohibited from possessing firearms at the Bureau of Alcohol, Tobacco, Firearms and Explosives website: atf.gov/firearms/how-to/identify-prohibited-persons.html.



SAFE HOME CHECKLIST

-  Firearms kept for security reasons are fully controlled at all times.
-  Firearms are securely stored in a location inaccessible to children and other unauthorized persons.
-  Sporting firearms are unloaded before they are brought into the home and never loaded while in the home.
-  Sporting firearms are immediately cleaned and placed in secure storage when they are returned from hunting or target shooting.
-  When firearms are removed from storage, they are always carefully checked to confirm that they are unloaded.
-  Ammunition is stored under lock and key, separately from firearms.
-  The owner's manual that came with the firearm must be read and understood.

SAFETY TIPS

GENERAL FIREARM HANDLING




Treat every firearm as if it were loaded.

Keep the muzzle pointed in a safe direction.

Keep your fingers off the trigger. Don't rely on your firearm's "safety" device.

Keep the firearm unloaded when not in use.



All members of the household must understand and follow the requirements of *Firearms Responsibility In The Home*.

NOTE TO PARENTS:
Read with your children and have them sign the attached special Kids Message and Contract.

For more information about firearms ownership and storage visit:
projectchildsafe.org



There is one important step you can take right now to prove you are responsible about firearms. Sign this Firearms Responsibility Contract and give it to your parents.

FIREARMS RESPONSIBILITY CONTRACT

I Hereby Promise:

- I will not handle guns without permission from a grown-up that I know.
- I will never play with guns.
- I will not go snooping or allow my friends to go snooping for guns in the house.
- If I find a gun, even if it looks like a toy, I will not touch it; I will tell a grown-up I know right away.
- I will obey the rules of safe gun handling.

Signed _____

Date _____

A message to kids about Firearms Responsibility



Not long ago, in another town, some kids found a firearm. Maybe they were looking for it because of something they saw on television. Maybe one of them dared the other to find it. Maybe they just found a firearm that was left out by mistake. It doesn't matter why they found it. What matters is the firearm was loaded, and they played with it. Now they are very sorry they did. Don't let this happen to you. Always follow these safety rules:

- Don't go looking for firearms, in your house or a friend's house. Don't let other kids look for firearms in your house.
- If you find a firearm in your house — or anywhere else — leave it alone. **Don't touch it!** Don't let anyone else touch it! Tell an adult.
- Even if a firearm looks like a toy — don't touch it! Some real firearms look like toys. Don't take a chance. Tell an adult.



**Remember...if you find a
firearm, don't pick it up.
Just leave it alone and
tell an adult right away.**



11 Mile Hill Road
Newtown, CT 06470-2359
T: 203.426.1320
F: 203.426.1087
nssf.org

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PROMOTE PROTECT PRESERVE

SECTION 3

PROJECT CHILD SAFE



A nationwide program to help ensure safe and responsible firearms ownership and storage, developed and supported by the National Shooting Sports Foundation, the trade association for the firearms and ammunition industry.



⚠ This symbol indicates important safety warning. Read lock installation instructions on pages 2 & 3 carefully.

CABLE-STYLE GUN LOCK INSTALLATION INSTRUCTIONS

This lock consists of an armored steel cable with one end permanently secured to a keyed padlock. When lock is properly installed, the firearm is unloaded and the lock prevents the firearm's action from closing. This safety device meets the requirements of the American Society for Testing and Materials (ASTM) and the California Department of Justice.

The cable-style lock supplied in this Project ChildSafe® safety kit should be used in addition to, and not as a substitute for, safe firearms handling and storage methods. As a firearms owner, it is YOUR RESPONSIBILITY to know how to safely handle and securely store your firearms. Please read the Project ChildSafe safety booklet included in this kit and your firearm's owner's manual for safe handling and storage methods.

GUN LOCK SAFETY TIPS

- Keep cable and lock outside of trigger guard at all times.
- Always push cable into padlock and turn key until securely locked. After removing key, tug on cable to ensure connection is secure.
- Store key to the gun lock and the firearm separately. Be sure to store key in a location inaccessible to unauthorized persons, particularly children.
- Do not work the firearm's action with the lock in place. This may damage the lock and/or the firearm.
- If the lock's protective coating becomes damaged or separated from the steel cable or the lock face, replace the lock.

ABOUT LOCKING DEVICES: No single lock will fit all firearms. The lock supplied in this Project ChildSafe safety kit will fit the actions of many commonly owned firearms (see installation instructions below). If the Project ChildSafe lock does not fit your firearm, we urge you to contact the manufacturer of your firearm to find out the type of lock recommended for it. A local firearms retailer or law enforcement agency can help you as well. Project ChildSafe urges you to find the appropriate locking device for your firearm so you can securely store your firearm in your home.

REMEMBER: No firearm's safety or lock can be a substitute for safe, careful gun handling and storage. This lock is intended to discourage unauthorized access to a firearm, particularly by young children. This lock may be defeated by a determined individual using tools or other aggressive means and may not prevent intentional misuse of a firearm.

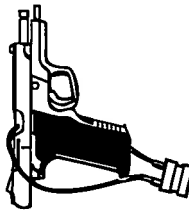
WARNING: Before installing this or any gun lock, be sure the firearm is completely UNLOADED and the safety is on SAFE. When installing the lock, keep your finger off the trigger and always have the firearm pointing in a safe direction.

Below are examples of lock installation procedures on common firearm actions.

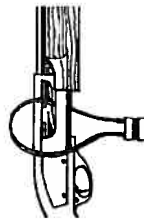
TO UNLOCK: Turn key clockwise. Remove loose end of cable from padlock and thread it through UNLOADED firearm as explained and shown below. **TO LOCK:** Push loose end of cable into padlock until it clicks into locked position. Remove key. Check that cable is secure.

Autoloading Pistols

With the slide locked back and magazine removed, insert the cable through the ejection port and out the magazine well. To lock: Push loose end of cable into padlock until it clicks into locked position. Remove key. Check that cable is secure.



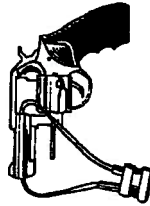
Autoloading and pump-action shotguns



With the bolt in the locked open position, insert the cable through the ejection port and out the loading port. To lock: Push loose end of cable into padlock until it clicks into locked position. Remove key. Check that cable is secure.

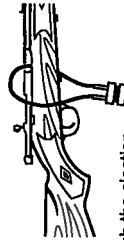
Revolvers

With the cylinder open, insert the cable through the barrel, or through an empty cylinder chamber. To lock: Push loose end of cable into padlock until it clicks into locked position. Remove key. Check that cable is secure.



Bolt Action Rifles

Open the action (lock it open if your firearm has a bolt hold-open device) and remove the magazine. Insert the cable through the ejection port and out the magazine well. To lock: Push loose end of cable into padlock until it clicks into locked position. Remove key. Check that cable is secure.



OR

Remove the bolt from the rifle. Insert the cable through the ejection port and out through the end of the receiver assembly. To lock: Push loose end of cable into padlock until it clicks into locked position. Remove key. Check that cable is secure.



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As a firearms owner, it is your responsibility to know how to properly handle any firearm you own and also to know how to secure your firearm(s) in a safe manner in your home. Project ChildSafe® has been created to help you accomplish these very important safety goals.

If for any reason you feel uncomfortable with or are unable to accept these responsibilities, we strongly urge you not to own a firearm.

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Handling Firearms in a Safe Manner



Firearms safety begins with understanding and carefully following all the rules of safe gun handling.

Before handling any firearm, you should be familiar with the following safety procedures:

- ☒ Be sure you know how the firearm operates. Not all firearms are the same. Know how to safely open and close the action of the firearm and know how to safely remove any ammunition from the gun or from the gun's magazine. The manufacturer's name and location are on every gun – write them for free safety and operating instructions.
- ☒ Always keep a gun pointed in a safe direction, even when handling an unloaded gun. A "safe direction" means that the gun is pointed so that even if it were to fire it would not result in an injury.



☒ Never assume that a firearm is unloaded. Whenever you pick up a gun, the first thing you should do is to point it in a safe direction and make *sure* it is unloaded. Open the action and look into the chamber(s), which should be clear of ammunition. If the gun has a magazine, carefully remove it *before* opening the action. Then open the action to be sure the chamber is clear of ammunition.

☒ Always keep your finger off the trigger, even when handling an unloaded gun. When handling a gun, rest your finger outside the trigger guard or along the side of the gun. The only time you should touch the trigger is when you are at a shooting range or other safe shooting location and you are actually ready to fire.

Remember, nearly all firearms accidents in the home can be prevented simply by making sure that guns are kept unloaded and locked up when not in use, with ammunition secured in a separate location.

Storing Firearms in a Safe Manner



Photo courtesy of Firearm

As a firearms owner, you must make absolutely sure that guns in your home are stored so that they are not accessible to children or other unauthorized persons. Hiding a gun in a closet, drawer or similar location is *not* safe storage. Children are extremely curious and might find a gun in your home that you thought was safely hidden or inaccessible.

As with most aspects of home safety, your objective as a firearm owner is to put in place a series of simple precautions (multiple safeguards) that together help create a secure environment for firearms in the home. Each of these precautions is designed to provide an additional barrier against unauthorized use.

Key guidelines for safe storage include:

☒ Unloaded firearms should be stored in a locked cabinet, safe, gun vault or storage case. Be sure to place a locked storage case in a location inaccessible to children.



☒ Unloaded firearms can also be secured with a gun locking device that renders the firearm inoperable. A gun lock should be used as an additional safety precaution and not as a substitute for secure storage. If firearms are disassembled, parts should be securely stored in separate locations.

☒ Store ammunition in a locked location separate from firearms.

☒ Always re-check firearms carefully and completely to be sure that they are "still" unloaded when you remove them from storage. Accidents could occur if a family member has loaned or borrowed a gun and then carelessly returned it to storage while it was still loaded.

Firearms Kept for Home Security

Photo courtesy of Gun/Vault



The decision to maintain a firearm in the home for self-protection is a serious, personal matter. Unlike passive safety devices, such as alarm systems, firearms used for home protection require

significantly more involvement by the owner. Any added safety benefit that may be derived from a firearm depends in large measure on the owner's commitment to appropriate training and a clear understanding of safe handling and storage rules. Are your security concerns realistic and consistent with local crime rates? Do other adults in your household support the decision to maintain a gun in the home? If they will have access to the firearm, will they join you in a firearms training and safety program? What precautions will be practiced to safeguard children? Do risk factors such as drug and alcohol abuse exist within your household? In addition, issues such as individual temperament, reaction to emergency situations, and specific family circumstances should also enter in the decision.

If you must have quick access to a loaded firearm in your home, you need to take special safety measures. Keeping a gun to defend your family makes no sense if that same gun puts your family members or visitors to your home at risk. Home firearms accidents can occur when unauthorized individuals – often visitors – discover loaded firearms that were carelessly left out in the open.

If you choose to keep a firearm for home security, your objective should be to create a situation in which the firearm is readily available to you, yet inaccessible or inoperative to others. Special lockable cases that can be quickly opened only by authorized individuals are options to consider.

You must exercise full control and supervision over a loaded gun at all times. This means the gun must be unloaded and placed in secure storage whenever you leave the gun in your home or elsewhere. Secure ammunition separately.

Your most important responsibility is ensuring that unsupervised children cannot encounter loaded firearms. The precautions you take must be completely effective. Anything less invites tragedy and is a serious violation of your responsibility as a gun owner.

Detering Access by At-risk and Prohibited Persons



Firearms owners who live with a person who is at-risk or legally prohibited from possessing a firearm may wish to consider upgrading their storage levels to better meet their safe-storage responsibilities. You must be absolutely certain that no firearm can be

accessed by an at-risk or prohibited person. Simply hiding a firearm is not secure storage and poses a risk.

Persons considered to be at-risk may include those with symptoms or history of treatment for mental illness, increasing patterns of alcohol/substance abuse, isolation or violent behaviors, or recent experience with a major life event—such as divorce, job loss or financial trouble. It also can be someone who you, the firearms owner, have good reason to believe is likely to do harm to themselves or others.

A person is legally prohibited from possessing a firearm if he or she is a convicted felon, fugitive from justice, unlawful user of any controlled substance, illegal alien, dishonorably discharged

from the military, subject to a court restraining order, has been convicted of a crime involving domestic violence, has renounced U.S. citizenship, or who has been deemed mentally incompetent (“a mental defective”) by a court or involuntarily hospitalized for psychiatric care.

In this situation, consider storing firearms not in use in a locked gun safe or other appropriate security device that is resistant to tampering by an adult. If for any reason you as a firearms owner feel uncomfortable with or are unable to accept these safe-storage responsibilities given the circumstance of having an at-risk or prohibited person living with you, we strongly urge you not to own a firearm.

Temporary off-site storage is an option. Such storage can be effective, for example, if an individual living with you is in emotional crisis or exhibits significant behavior change. Friends who are gun owners might offer storage. Your local firearms retailer may know of options for off-site firearms storage in your area.

Secure storage options for gun owners living with at-risk or prohibited persons include a locked gun safe, gun cabinet, lock box or storage case. For added security, portable storage devices can be secured to a wall or the floor, or both, to prevent removal. In addition to locked storage, unloaded firearms can be secured with a gun-locking device that renders the firearm inoperable. Firearms can also be disassembled, with parts securely stored in separate locations. Please review fully the

sections in this booklet titled "Storing Firearms in a Safe Manner" and "Options for Securely Storing Firearms."

Learn more about at-risk behavior and find resources at the National Institute of Mental Health website: www.nimh.nih.gov. As a family member or friend, you may be in a position to encourage a person in distress to seek assistance from a qualified provider.

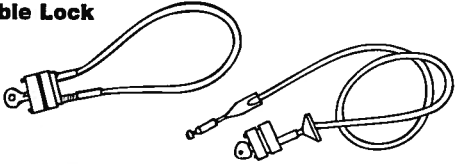
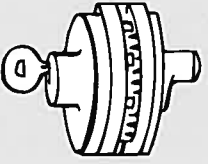
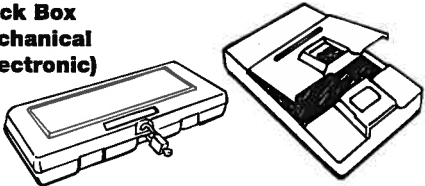
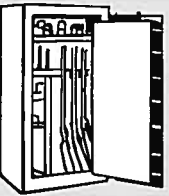

Learn more about persons who are legally prohibited from possessing firearms at the Bureau of Alcohol, Tobacco, Firearms and Explosives website: www.atf.gov/firearms/how-to/identify-prohibited-persons.html.

GENERAL HOME FIREARM SAFETY TIPS

- Keep all firearms locked in a safe place, away from children and other unauthorized persons, when not in use.
- Store ammunition under lock and key, separately from firearms.
- Read and understand the owner's manual that came with your firearm.
- Follow safe gun handling practices: keep muzzle pointed in a safe direction; treat every firearm as if it were loaded; keep fingers off the trigger; and keep the firearm unloaded when not in use.



National Shooting Sports Foundation
11 Mile Hill Road, Newtown, CT 06470-2359
203/426-1320 • Fax: 203/426-1245
www.projectchildsafe.org
www.nssf.org/safety

METHOD	FEATURES	COMMENTS
Cable Lock 	Widely available, can be used on most firearms, can also be used to lock a gun to a solid object.	Be sure to install according to directions, not around trigger!; keys and combinations must be kept away from children; cable can be cut.
Trigger Lock 	Widely available, can block trigger but does not prevent loading.	⚠ Caution: should never be used on a loaded gun because it can cause the gun to fire under certain circumstances; can't be used on lever-action firearms; keys and combinations must be kept away from children and other unauthorized persons.
Lock Box (Mechanical & Electronic) 	Conceals and protects guns.	Provides secure storage for loaded or unloaded firearm, but in electronic models batteries will need replacement; depending on size, locked box can be stolen; keys and combinations must be kept away from children and other unauthorized persons.
Gun Safe 	Most secure storage for multiple guns.	Certain models are heavy, expensive; keys and combination must be kept away from children and other unauthorized persons.
Disassembling Gun 	Creates a condition where gun cannot be fired.	Not practical with all guns; requires knowledge of correct assembly and disassembly procedures; may lose the parts.



A MESSAGE FOR YOUR CHILDREN

Young people are naturally curious about firearms and, as a result, may be tempted to "play" with a firearm they find. Make sure young people in your home are aware of and understand the safety guidelines described below.

1. Don't go looking for guns in your house or a friend's house. Don't let other kids look for guns in your house.
2. If you find a gun in your house – or anywhere else – STOP! Leave it alone. Don't touch it. Don't let anyone else touch it. Leave the area and be sure to tell an adult at once.
3. Even if a gun looks like a toy, don't touch it. Some real guns might look like toy guns, so don't take a chance. Leave the area and immediately tell an adult.

REMEMBER... IF YOU FIND A GUN, DON'T PICK IT UP. JUST LEAVE IT ALONE, AND GO TELL AN ADULT RIGHT AWAY!



PROJECT CHILDSAFE® PLEDGE

I Hereby Promise:

- I Promise, I will not handle guns without permission from a grown-up that I know.
- I Promise, I will never play with guns.
- I Promise, If I find a gun, I will not touch it; I will tell a grown-up right away.
- I Promise, I will obey the rules of safe gun handling, and will never point a gun at anyone.

Signed _____

Date _____

Download pledge at projectchildsafesafe.org.



A program of the
National Shooting
Sports Foundation®



Project ChildSafe® Child's Pledge

I Hereby Promise:

- I will not handle guns without permission from a grown-up that I know.
- I will never play with guns.
- I will not go snooping or allow my friends to go snooping for guns in the house.
- If I find a gun, even if it looks like a toy, I will not touch it; I will tell a grown-up I know right away.
- I will obey the rules of safe gun handling.

My signature _____

Parent's/guardian's signature _____

Date _____

For more information on child safety and responsible ownership visit projectchildsafe.org.

SECTION 4

SAFE FIREARM STORAGE

GUN STORAGE FOR YOUR LIFESTYLE



As a gun owner, you can choose from multiple options for safely storing and protecting your firearms when they're not in use.

Use this guide to determine which mechanism best suits your lifestyle, priorities and environment.

A RANGE OF OPTIONS



CABLE LOCK

Price Range: \$10-\$50

A cable lock can be used on most firearms, allows for quick access in an emergency and offers security from theft. The cable runs through the barrel or action of a firearm to prevent it from being accidentally fired, requiring either a key or combination to unlock it.

- 💰 AFFORDABLE
- ✓ ACCESSIBLE
- 🔒 THEFT DETERRENT



GUN CASE

Price Range: \$10-\$150

For those looking to conceal, protect or legally transport a registered firearm, a gun case is an affordable solution available in a variety of materials including plastic, fabric or metal. Be sure to lock it with an external device for added security.

- 💰 AFFORDABLE
- 👜 PORTABLE
- ⚠️ PROTECTS FROM DAMAGE



LOCK BOX

Price Range: \$25-\$350

With integrated lock, storage boxes provide reliable protection for firearms, and allow gun owners to legally transport them outside of their home.

- 👜 PORTABLE
- ✓ ACCESSIBLE
- ⚠️ PROTECTS FROM DAMAGE



ELECTRONIC LOCK BOX

Price Range: \$50-\$350

Electronic lock boxes are an effective way to store or legally transport firearms, and they also prevent theft since only the person with the code can access the contents. Some electric lock boxes are specially designed for quick access to stored firearms.

- 👜 PORTABLE
- 🔒 THEFT DETERRENT
- ⚠️ PROTECTS FROM DAMAGE



FULL SIZE AND BIOMETRIC GUN SAFES

Price Range: \$200-\$2,500

A gun safe protects its contents from the elements and allows owners to safely store multiple firearms in one place. Gun safes of all sizes are now available with biometric options to ensure only certain people have access.

- 🔒 THEFT DETERRENT
- ⚠️ PROTECTS FROM DAMAGE

PLEASE HELP PREVENT ACCIDENTS. STORE FIREARMS RESPONSIBLY.

These are just a few of the storage options available to firearm owners. For the greatest level of security, consider using a combination of safety mechanisms and educate family members about handling firearms properly.

To learn more about firearm safety, visit ProjectChildSafe.org



STORE YOUR FIREARMS RESPONSIBLY.





Properly securing firearms when not in use is the #1 way to help prevent accidents, thefts and misuse. It's a simple step that can make a real difference in making your home and community safer.

That's why your local law enforcement agency proudly partners with Project ChildSafe® to provide free firearm safety kits, including a cable-style gun lock, to your community.

Questions?

Reach out your local law enforcement department or to the Project ChildSafe team at PCStaff@nssf.org. Firearms retailers and shooting ranges are also good sources of gun safety information.

Visit www.projectchildsafe.org to discover:

-  Local law enforcement agencies in your area that provide free Project ChildSafe safety kits
-  Interactive firearm safety materials, such as pledges, infographics and quizzes
-  Videos such as "How to Talk to Your Kids about Gun Safety"
-  Tools and resources to help you promote firearm safety in your community

HELP PROMOTE FIREARM SAFETY IN YOUR COMMUNITY BY FOLLOWING THESE IMPORTANT GUIDELINES FOR SAFE STORAGE:



Unloaded firearms should be stored when not in use in a locked cabinet, safe, gun vault or storage case. The storage location should be inaccessible to children.



Gun locking devices render firearms inoperable and can be used in addition to locked storage.
If firearms are disassembled, parts should be securely stored in separate locations.



Ammunition should be stored in a locked location separate from firearms.



Thoroughly double check firearms to confirm that they are unloaded when you remove them from storage.



Since 1999, the National Shooting Sports Foundation, through Project ChildSafe, has distributed more than **37 million** free firearm safety kits that include a cable-style gun lock to gun owners in all **50 states** and the five U.S. Territories through partnerships with more than **15,000 local law enforcement agencies**.

Project ChildSafe is a national firearm safety program developed and sponsored by the firearms industry and National Shooting Sports Foundation. Project ChildSafe Inc. is a 501(c)(3) tax-exempt, nonprofit charity whose purpose is to help fund the program's safety initiatives. All donations to the organization are tax deductible to the extent allowed by law.



SECTION 5

FIREARM INJURY STATISTICS

INDUSTRY INTELLIGENCE REPORTSSM

● HELPING OUR MEMBERS MAKE INFORMED DECISIONS

2014 Edition

Firearms-Related Injury Statistics

Highlighting Declining Trends in the United States

Unintentional Firearms Fatalities Remain at Historically Low Levels

Data released by the National Safety Council demonstrates that unintentional firearms-related fatalities continue to remain at historically low levels. In fact, in the last two decades, the number of unintentional firearms-related fatalities has declined by 57 percent — from 1,409 unintentional fatalities in 1992 to 600* in 2012.

Firearms are involved in **fewer than a ½-percent** of all unintentional fatalities in the United States. In a side by side comparison, firearms rank among the lowest causes of injury.

KEY FINDINGS

- Firearms-related fatalities in the U.S. have been decreasing consistently since record keeping began in 1903 and dramatically in the last 20 years.
- In the last 20 years (2002 - 2012), the number of unintentional firearms-related fatalities involving children 14 years of age and under has decreased by 73 percent.
- Unintentional firearms-related fatalities are substantially lower than the number of unintentional fatalities caused by many other forms of injury.
- Firearms are involved in 1.4 percent of unintentional fatalities among children 14 years of age and under and are among the least likely causes of unintentional fatality.
- In the past 10 years, firearms-related fatalities in the home have dropped by 20 percent, and by 60 percent in the last 20 years.
- Firearms are involved in fewer than a ½-percent (0.43-percent) of all unintentional fatalities in the United States.
- Hunting is one of the safest activities in America.
- As firearms safety education programs have increased, the number of unintentional firearms-related fatalities have decreased.
- Over the last decade, the rate of unintentional firearms-related fatalities has declined by 33 percent (from 0.3 in 2002 to 0.2* in 2012).

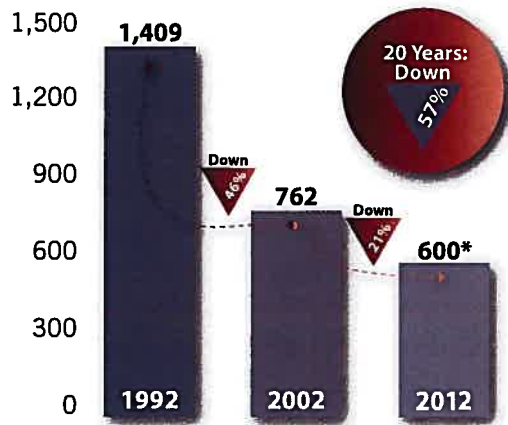
*Preliminary data, subject to change.

Note: The statistics presented in this issue are based on figures from the National Safety Council's Injury Facts® 2014 edition and other sources. For additional source information, please see back cover.

NSSF.ORG



Unintentional Firearms Fatalities Down 57%



* Preliminary

Source: National Safety Council Injury Facts 2014 Edition

Over the last two decades, the number of unintentional fatalities involving firearms (i.e., excludes homicide and suicide), has **dropped by 57 percent**.

This decline is attributed to a number of factors, including educational efforts by groups such as the National Shooting Sports Foundation and National Rifle Association, and state-affiliated hunter education programs. Industry-related initiatives include education programs such as NSSF's Project ChildSafe®, free firearm locking devices voluntarily supplied by firearms manufacturers with new firearms, and technological advances in firearm designs and manufacturing processes.

Unintentional Firearm Fatalities See Highest Rate of Decline

Compared to other principle types of unintentional fatalities in the United States, **firearms continue to show the largest percentage decrease in the past two decades.**

* Preliminary data, subject to change.

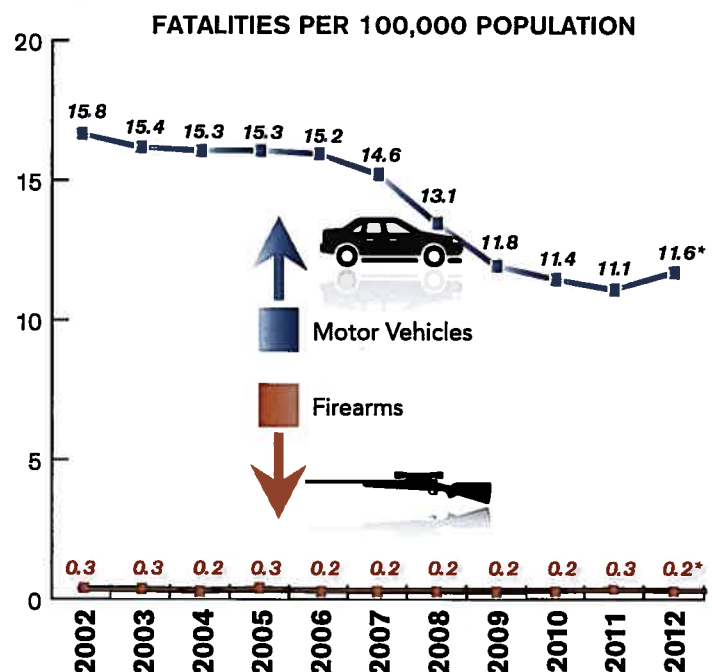
Note: Total includes types of injury not listed in the grid above. Other injury-type comparisons are not available due to changes in year-to-year classifications.

TYPE	1992	2002	2012 *	% change (10 yrs)	% change (20 yrs)
Firearms	1,409	762	600	down 21%	down 57%
Fires, Flames, Smoke	3,958	3,159	3,000	down 5%	down 24%
Motor Vehicles	40,982	45,380	36,300	down 20%	down 11%
Choking	3,182	4,128	4,700	up 14%	up 48%
ALL TYPES**	86,777	106,742	127,200	up 19%	up 47%

Source: National Safety Council Injury Facts 2014 Edition

Unintentional Fatality Rates: Firearms vs Motor Vehicles

- ❖ Unintentional fatality rates involving firearms **remain at their lowest levels in history** — 0.2 per 100,000 population.
- ❖ Over the past 10 years, the unintentional firearm fatality rate per 100,000 population has declined by 33 percent; since the beginning of record-keeping in 1903, **this rate has declined by 94 percent!**
- ❖ The rate of unintentional firearm fatalities is substantially lower than the rate of motor vehicle fatalities.
- ❖ A person is **58 times more likely** to be involved in an unintentional fatality with a motor vehicle than with a firearm.



* Preliminary

Source: National Safety Council Injury Facts 2014 Edition (with 2012 data)

FACTS & FIGURES

Firearms are Involved in 0.4-Percent of All Unintentional Fatalities (For All Ages)

TOTAL U.S. POPULATION (2012): 313,873,685		
Total Unintentional Fatalities	127,792	100%
Poisoning	36,332	28.4%
Motor Vehicle	34,935	27.3%
Falls	28,753	22.5%
Suffocation	6,238	4.9%
Drowning	3,551	2.8%
Fires, Flames & Smoke	2,523	2.0%
Natural / Environmental	1,456	1.1%
Struck By/Against Object	874	0.7%
Transportation (other than land)	855	0.7%
Machinery	627	0.5%
Firearms	548	0.4%
All Other Accidents	11,100	8.7%

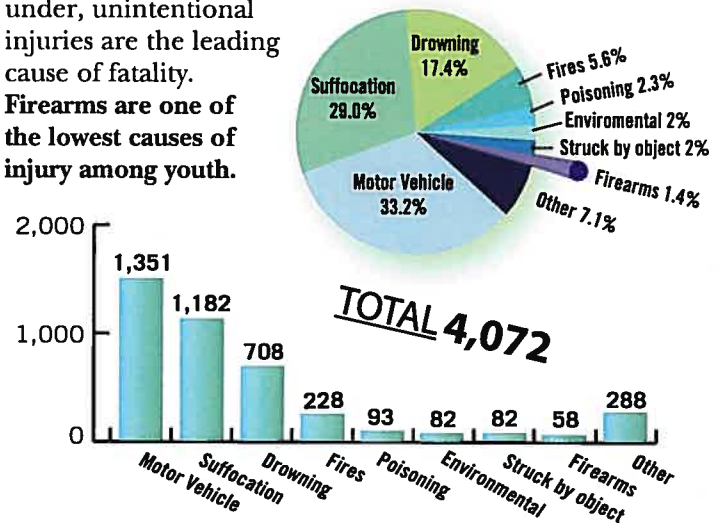
Source: CDC WISQARS 2012 data (data pulled December 2014)

Firearms are Involved in 1.4 Percent of Unintentional Fatalities Among Children

For children and youth 14 years of age and under, unintentional injuries are the leading cause of fatality.

Firearms are one of the lowest causes of injury among youth.

Unintentional Fatalities: (14 years of age and under)



Source: CDC WISQARS 2012 data (data pulled December 2014)

projectchildsafe.org

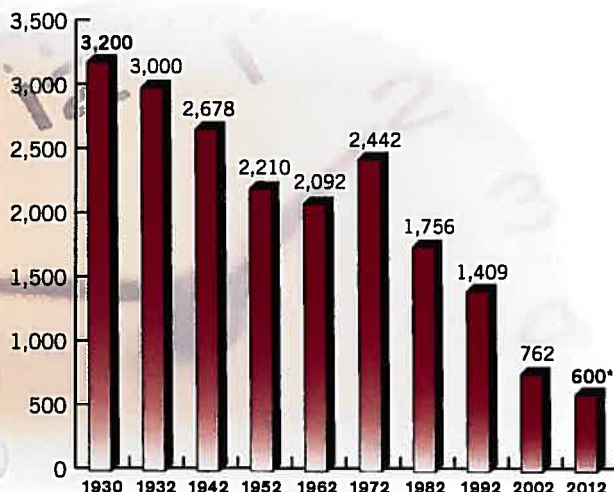
OWN IT?

RESPECT IT. SECURE IT.

HELP SPREAD THE WORD

Historical Flashback

Today, the annual number of unintentional firearms-related fatalities is **down 81.3 percent** from a high of 3,200 in 1930.

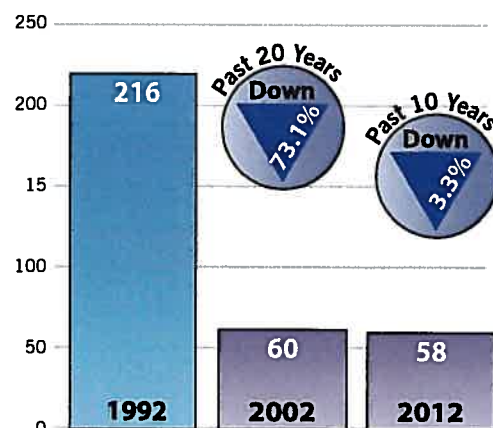


* Preliminary

Source: National Safety Council Injury Facts 2014 Edition

Firearms-Related Fatalities Among Youth Down 73 Percent

Over the last two decades the number of unintentional firearm-related fatalities among youth 14 years of age and under **decreased 73%** while the population for this age group increased **9 percent**.



Source: CDC WISQARS through 2012 data (pulled December 2014)

State Level (2012)

State	# of Unintentional Firearms-related Fatalities*	Population	Crude Rate**
AL	14	4,817,528	0.29
AK	*	730,307	
AZ	*	6,551,149	
AR	10	2,949,828	0.34
CA	30	37,999,878	0.08
CO	11	5,189,458	0.21
CT	*	3,591,765	
DE	*	917,053	
DC	*	633,427	
FL	22	19,320,749	0.11
GA	36	9,915,846	0.36
HI	*	1,390,090	
ID	*	1,595,590	
IL	17	12,868,192	0.13
IN	14	6,537,782	0.21
IA	*	3,076,039	
KS	*	2,885,398	
KY	17	4,379,730	0.39
LA	33	4,802,134	0.72
ME	*	1,328,501	
MD	*	5,884,868	
MA	*	6,845,303	
MI	*	9,882,519	
MN	*	5,379,646	
MS	12	2,986,450	0.4
MO	17	6,024,522	0.28
MT	*	1,005,494	
NE	*	1,855,350	
NV	*	2,764,354	
NH	*	1,321,617	
NJ	*	8,887,749	
NM	*	2,083,540	
NY	*	19,578,125	
NC	29	9,748,364	0.30
ND	*	701,345	
OH	*	11,553,031	
OK	12	3,815,780	0.31
OR	*	3,899,801	
PA	65	12,784,475	0.51
RI	*	1,050,304	
SC	26	4,723,417	0.55
SD	*	701,345	
TN	25	6,454,914	0.39
TX	45	26,060,796	0.17
UT	*	2,854,871	
VT	*	625,953	
VA	11	8,186,828	0.13
WA	*	6,895,318	
WV	*	1,856,680	
WI	*	5,724,554	
WY	*	576,826	
U.S. TOTAL	548	313,873,685	0.17

Source: U.S. Dept. of Health and Human Services, Center for Disease Control and Prevention, National Center for Injury Prevention and Control (NCICP), WISQARS (Web-based Injury Statistics Query and Reporting System) CDC WISQARS Fatal Injury Data (2008 forward) is suppressed where totals are under 10. The figures reported for these states are not available. The National TOTAL reported is the national total and will not equal the numbers supplied in the table.

** Per NCICP, rates based on 20 or fewer fatalities may be unstable. Use with caution.

2012: Types of Unintentional Fatalities in the Home*



Six-tenths of a percent (0.6%) of all fatal accidents at home involve firearms

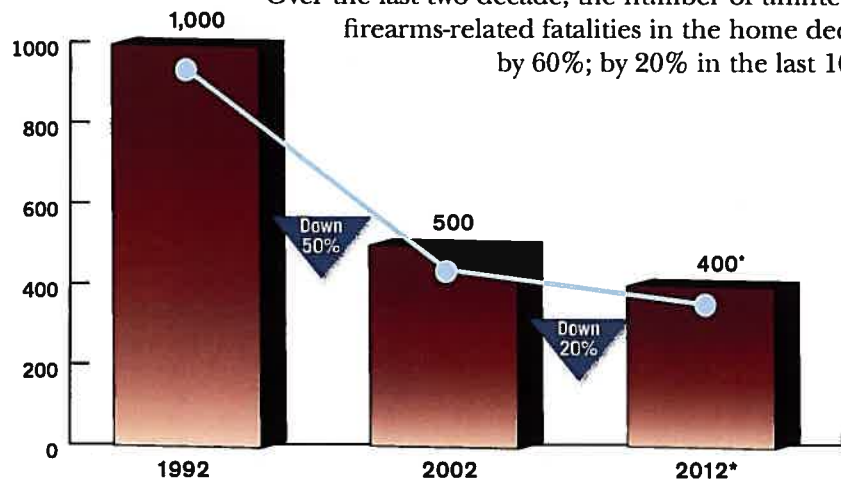
TOTAL HOME	63,000	%
Poisoning	31,800	50.5%
Falls	17,700	28.1%
Fire, Flames, Smoke	2,600	4.1%
Choking	2,300	3.7%
Mechanical Suffocation	1,700	2.7%
Drowning	1,000	1.6%
Natural Heat/Cold	600	1.0%
Firearms	400	0.6%
Other	4,900	8%

* Preliminary data

Source: Home Data: Injury Facts Report from the National Safety Council Injury Facts 2014 Edition (Home, 2012) section

Firearms-Related Home Fatalities Down 60%*

Over the last two decades, the number of unintentional firearms-related fatalities in the home decreased by 60%; by 20% in the last 10 years.



* Preliminary data

Source: National Safety Council Injury Facts 2014 Edition (Home, 2012 section)

Regional Trends

In the past two decades, all four regions of the United States have experienced dramatic declines in the number of unintentional firearms-related fatalities. This is a clear indication that firearms industry safety efforts and regional and state educational programs are working successfully.

Region	1992	2002	2012	10-year % change	20-year % change
Northeast	93	83	78	-6.0%	-16.1%
South	748	435	297	-31.7%	-60.3%
Midwest	276	125	85	-32.0%	-69.2%
West	292	119	88	-26.1%	-69.9%
Total	1,409	762	548	-28.1%	-61.1%

Source: CDC WISQARS (Web-based Injury Statistics Query and Reporting System) Injury Mortality Reports (2012 data)

HUNTING

One of the Safest Activities in America

ACTIVITY (alphabetically)	NUMBER OF PARTICIPANTS(a) 2013	TOTAL INJURIES(b) 2013	INJURIES per 100,000 PARTICIPANTS	ONE (1) INJURY FOR EVERY X PARTICIPANTS
Archery (target)	8,300,000	5,153	62	1,611
Baseball	11,700,000	143,784	1,229	81
Basketball	25,500,000	569,746	2,234	45
Bicycle Riding	35,600,000	521,578	1,465	68
Billiards / Pool	19,500,000	3,698	19	5,273
Bowling	35,200,000	16,982	48	2,073
Camping (Vacation/Overnight)	39,300,000	4,792	12	8,201
Cheerleading	6,700,000	36,311	542	185
Exercising with Equipment	53,100,000	305,251	575	174
Fishing	31,100,000	70,541	227	441
Football (tackle)	7,500,000	420,581	5,608	18
Golf	18,900,000	33,101	175	571
Gymnastics	5,100,000	36,001	706	142
Hockey (ice)	3,500,000	16,871	482	207
Hunting with Firearms	16,300,000	7,302*	45	2,222
In-line rollerskating	5,700,000	46,023	807	124
Lacrosse	2,800,000	19,384	692	144
Mountain Biking (off road)	5,200,000	9,763	188	533
Running / Jogging	42,000,000	29,296	70	1,434
Skateboarding	5,000,000	120,424	2,408	42
Snowboarding	4,500,000	38,630	858	116
Soccer	12,800,000	229,088	1,790	56
Softball	10,000,000	100,010	1,000	100
Swimming	45,500,000	85,469	188	532
Tennis	12,600,000	19,292	153	653
Volleyball	10,100,000	50,845	503	199
Waterskiing	3,600,000	5,114	142	704
Weightlifting	31,300,000	110,188	352	284
Wrestling	3,100,000	42,633	1,375	73

SAFEST ACTIVITIES		PERCENTAGE OF INJURIES PER 100 PARTICIPANTS
1	Camping (vacation/overnight)	0.01%
2	Billiards / Pool	0.02%
3	Hunting with Firearms	0.05%
4	Bowling	0.05%
5	Running / Jogging	0.07%
6	Archery (target)	0.06%
7	Tennis	0.15%
8	Mountain Biking (off road)	0.19%
9	Water Skiing	0.14%
10	Golf	0.18%

FACT: Excise tax collections on items such as firearms and ammunition totaled more than \$2.6 billion from 2009-2013. Approximately \$415 million of these monies were apportioned to states for the purpose of hunter education and safety training. This, along with a strong network of 55,000 dedicated hunter education instructors, helps make hunting one of the safest activities in America.

Sources: USFW & IHEA

LESS SAFE ACTIVITIES		PERCENTAGE OF INJURIES PER 100 PARTICIPANTS
1	Football (tackle)	5.61%
2	Skateboarding	2.41%
3	Basketball	2.23%
4	Soccer	1.79%
5	Bicycle Riding	1.47%
6	Wrestling	1.38%
7	Baseball	1.23%
8	Softball	1.00%
9	Snowboarding	0.86%
10	In-line rollerskating	0.81%

HUNTING VERSUS OTHER ACTIVITIES:

- A person is **12 times** more likely to be injured cheerleading than hunting.
- A person is **22/27 times** more likely to be injured playing softball/baseball than hunting.
- A person is **33 times** more likely to be injured bicycle riding than hunting.
- A person is **40 times** more likely to be injured playing soccer than hunting.
- A person is **50 times** more likely to be injured playing basketball than hunting.
- A person is **54 times** more likely to be injured skateboarding than hunting.
- A person is **125 times** more likely to be injured playing tackle football than hunting.



Sources: (a) Number of Participants: National Sporting Goods Association (NSGA) Sports Participation 2013 estimates.

(b) Total Injuries: Consumer Products Safety Commission (CPSC) National Electronic Injury Surveillance System (NEISS) 2013 estimates. Per CPSC, NEISS injury data may contain both injury and fatality figures for some activities. The majority of injuries are non-fatal, and specific breakouts of injury versus fatality data by activity are unavailable.

* Hunting with firearms total injuries/incidents include CPSC NEISS injury data for tree stands (hunting) as well as estimated injuries from IHEA Hunter Incident Clearinghouse.

SECTION 6

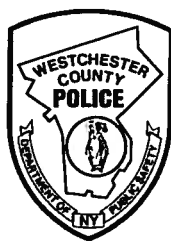
WESTCHESTER COUNTY PERMIT AND SAFETY GUIDLINES

Pistol License Safety and Information Handbook

For
Westchester County

Issued
in compliance with the
Westchester County Handgun Record-Keeping and
Accountability Act
(Penal Law §400.00[4-b])

WESTCHESTER COUNTY POLICE
Department of Public Safety
Commissioner George N. Longworth



Pistol License Unit
110 Dr. Martin Luther King, Jr. Boulevard, Room 340-A
White Plains, New York 10601
Telephone: 914-995-2709
Fax: 914-995-6257

Date of Issue: 01/08/2014

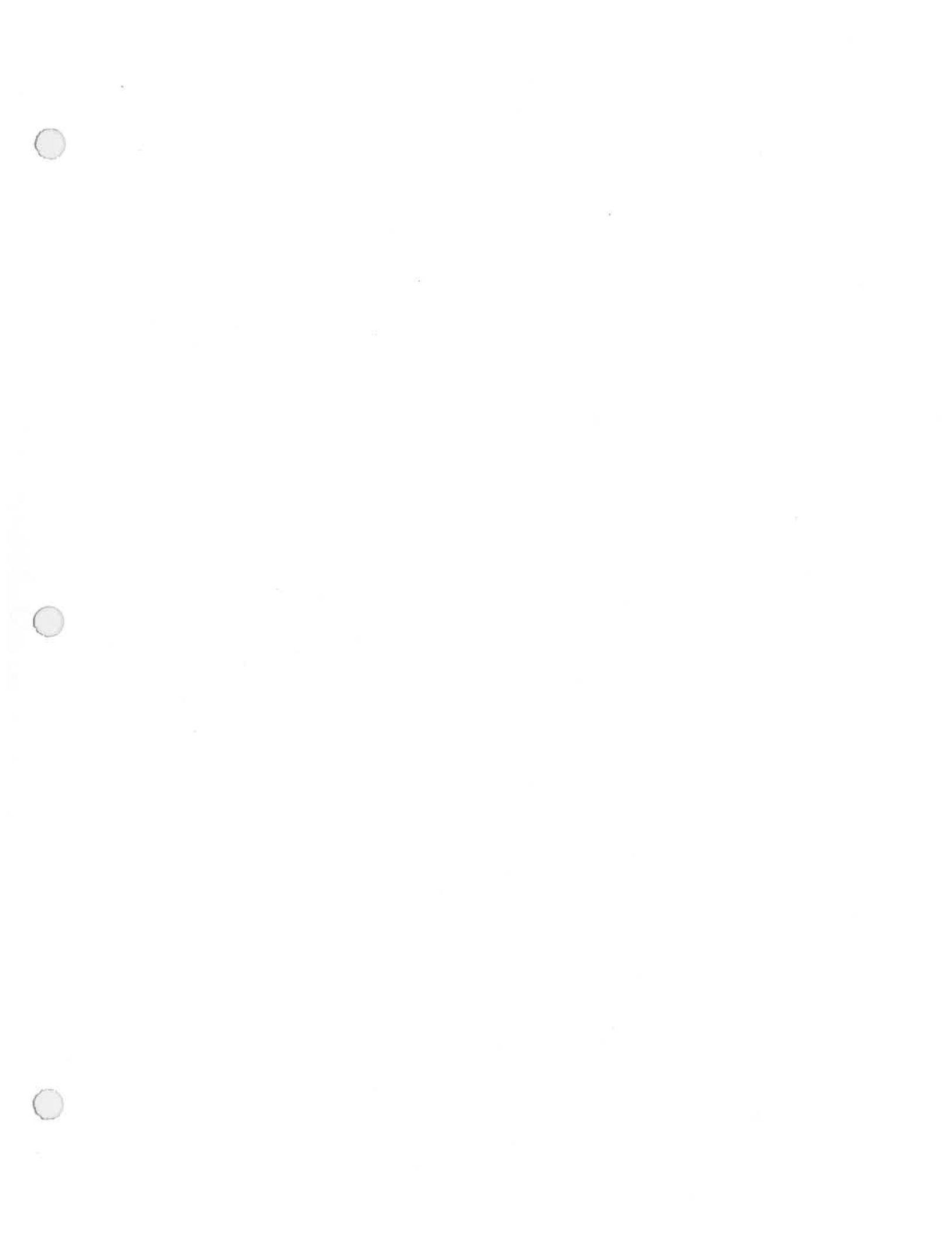


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INTRODUCTION

The New York State Legislature and the Westchester County Board of Legislators have each enacted laws to both improve the process of tracking legally obtained handguns in this County and to ensure that they remain in the hands of responsible individuals. New York State Penal Law §400.00(4-b) requires the licensing officer to provide a safety course booklet to each firearm license applicant. This Pistol License Safety and Information handbook is issued in compliance with that law.

For the purposes of this handbook, the term “firearm” shall mean handguns, pistols or revolvers, and these terms are used interchangeably herein. Unless specifically mentioned, shotguns, rifles and assault weapons (Penal Law §265.22) are excluded from the provisions of this handbook.

Firearm license applicants and holders should refer to this booklet for safety information and other guidance on the rules, procedures, duties and responsibilities of handgun licensees. You should also be familiar with Penal Law Article 265 and Article 400 that govern firearm safety and the administrative procedures concerning the issuance, filing, recertification, cancellation and revocation of licenses to possess, carry and deal in firearms, and Penal Law Article 35, which defines the defense of justification and governs the use of deadly physical force. Pertinent sections of some of these laws are summarized in this handbook. However, the New York State Legislature may, from time to time, amend these laws, without notice to firearm licensees. You are advised to keep abreast of such changes in the law.

In Westchester County, the Licensing Officer is a Judge or Justice of the Supreme or County Court (Penal Law §265.00[10]). The Westchester County Department of Public Safety Pistol License Unit acts as the investigative service to the Court for all firearm license matters. The Westchester County Clerk serves as the Clerk of the Court and is the repository for all firearm license records. Firearm licenses issued by Westchester County are valid for five (5) years.

MESSAGE FROM THE COMMISSIONER OF PUBLIC SAFETY

The men and women of the Westchester County Department of Public Safety work diligently to ensure the safety of all those who live, work and recreate in Westchester County while treating all citizens with respect and dignity in every interaction.

A license to possess or carry a firearm imposes a solemn responsibility on the holder. Since the discharge of a firearm can result in the loss of human life, it is imperative that prospective firearm licensees understand the laws governing the use of deadly physical force and of proper firearm storage. Whenever deadly physical force is exercised through the use of a firearm, the licensed firearm user bears responsibility for its proper use and may be exposed to criminal and civil penalties for misuse. The misuse of a firearm or use of deadly physical force, whether intentional, reckless or negligent, may expose the user to both criminal and civil penalties. You should carefully consider these facts in deciding whether a firearm license is appropriate in your individual circumstances.

CONTACT INFORMATION

Pistol license application procedures are detailed in Chapter 4 of this Handbook. You may obtain a pistol license application package from the Westchester County Department of Public Safety Pistol License Unit at the below listed address during regular business hours, or from the office of the Westchester County Clerk. In addition, you may also contact the Office of the Administrative Judge, Ninth Judicial District, using the contact information below, should you have any questions about the status of your application.

WESTCHESTER COUNTY POLICE Department of Public Safety Commissioner George N. Longworth



Pistol License Unit
110 Dr. Martin Luther King, Jr. Boulevard, Room 340-A
White Plains, New York 10601
Telephone: 914-995-2709
Fax: 914-995-6257

WESTCHESTER COUNTY AND SUPREME COURTS

Honorable Alan D. Scheinkman, J.S.C.
Administrative Judge, Ninth Judicial District



CONTACT:
Office of the Administrative Judge
Ninth Judicial District
111 Dr. Martin Luther King, Jr. Boulevard
White Plains, New York 10601
Telephone: 914-824-5100
Fax: 914-995-4946

CHAPTER 1

SAFETY

I. WESTCHESTER COUNTY FIREARMS SAFETY COURSE:

1. In Westchester County, firearm license applicants are required to successfully complete a firearms safety course prior to issuance of a pistol license (Penal Law §400.00[4-b]). Applicants must complete a course of instruction and test, at their own expense, given by a duly authorized instructor (Penal Law § 265.00[19]). A list of duly authorized instructors in the local area will be provided by the Westchester County Clerk, upon request.

II. WESTCHESTER COUNTY FIREARM SAFETY ACT:

(Laws of Westchester - Ch. 527)

1. All weapons (firearms, rifles, shotguns or machine guns), which are not in the immediate possession or control of their owners or custodians, **MUST** be safely stored, by using either a safety locking device (gun locking device) and/ or by storage in a secure, locked, safe or cabinet. A gun locking device is an integrated design feature or an attachable accessory that is resistant to tampering and is effective in preventing the discharge of such weapon by a person who does not have access to the key, combination or other mechanism used to disengage the device. A gun-locking device must accompany the sale, transfer or delivery of any weapon at the time of sale, transfer or delivery.
2. Every sale, transfer or delivery must be accompanied by a legible typewritten statement, 24 pt, on 8 ½ x 11 inch paper stating the following warning in **bold print**:

WARNING: RESPONSIBLE FIREARM STORAGE IS THE LAW IN WESTCHESTER. FIREARMS MUST BE STORED WITH A SAFETY LOCKING DEVICE OR IN A SAFE STORAGE DEPOSITORY. FIREARMS SHOULD BE STORED UNLOADED AND LOCKED IN A LOCATION SEPARATE FROM AMMUNITION. LEAVING FIREARMS ACCESSIBLE TO A CHILD OR AN UNAUTHORIZED PERSON MAY SUBJECT YOU TO IMPRISONMENT, FINE OR BOTH.

III. SAFE STORAGE OF RIFLES, SHOTGUNS AND FIREARMS:
(New York State Penal Law §265.45)

1. Prohibits a person from storing a rifle, shotgun or firearm that is not securely locked in a safe or other secure container when such person resides with another who he or she knows is prohibited from possessing a firearm due to a felony conviction, an involuntary commitment, an order of protection or a conviction for a domestic violence misdemeanor listed in CPL 370.15. A violation of this law is a class A misdemeanor.

IV. WESTCHESTER COUNTY: PROHIBITION AGAINST EMPLOYEES CARRYING FIREARMS AT WORK: (Executive Order #2000-4, March 23, 2000)

WHEREAS subdivision "2" of Section 400.00 of the New York State Penal Law authorizes the issuance of a license to have and carry a firearm without regard to place of possession; and

WHEREAS certain employees not required to possess a firearm for the performance of their official duties may hold such licenses; and

WHEREAS the maintenance of a safe workplace is of paramount importance; and

WHEREAS the New York State Attorney General has opined that a municipality may prohibit its employees from carrying firearms while on duty;

NOW THEREFORE, I, ANDREW J. SPANO, County Executive of the County of Westchester, do hereby order that all employees of the County of Westchester not required to possess a firearm for the performance of their official duties, and who hold a license authorizing the carrying of a firearm without regard to place of possession, shall not possess such a firearm while performing their duties or while present upon any real property of the County of Westchester unless such an employee has secured the prior written consent of the Commissioner of Public Safety. This Executive Order shall not apply to the employees of those County departments that have adopted a formal, written firearm policy.

This Executive Order shall take effect immediately.

V. GENERAL FIREARM SAFETY GUIDELINES:

1. Safe and secure storage of your firearm is a full time responsibility. As a firearm licensee, you must always secure and store your firearm(s) and ammunition so that they are not accessible to unauthorized persons, especially children.
2. Always keep your firearm pointed in a safe direction.

3. Always keep your finger away from the trigger until ready to shoot.
4. Always keep your firearm unloaded until ready to shoot.
5. Read, understand and know how your firearm operates.
6. Be sure your firearm is operating properly.
7. Use only the correct ammunition for your firearm.
8. Store ammunition in a cool, dry place away from fire or sources of heat.
9. Know your target and know what is around it and beyond it.
10. When shooting, wear eye and ear protection.
11. Never use alcohol or drugs before shooting or while shooting.

VI. FIREARM SAFETY GUIDELINES APPLICABLE TO CHILDREN:

1. As a firearm licensee, the safety of children is your primary responsibility.
2. By nature, children are curious about everything, including firearms. If firearms are in your home, children will be tempted to play with them. Prevent this from occurring by keeping firearms in a locked, inaccessible location.
3. Make sure that your children understand that they should never look for any firearm, whether in your residence or someone else's residence.
4. Make sure that your children understand that they should never touch your firearm. Rather, they should leave the firearm alone and tell an adult.
5. Make sure that your children understand that some firearms may look like toys. Make sure that your children understand that if they have any doubt about whether something is a toy or a real firearm, they should never touch it. Rather, they should leave the firearm alone and tell an adult.

CHAPTER 2

TYPES OF FIREARM LICENSES & LICENSE VALIDITY

- I. LICENSE CATEGORIES: Penal Law §400.00(2) lists the following categories of firearm licenses authorized to be issued in New York State:
1. GUNSMITH: Issued to any person, firm partnership, corporation or company who engages in the business of repairing, altering, assembling, manufacturing, cleaning, polishing, engraving or truing, or who performs any mechanical operation on, any firearm, large capacity ammunition feeding device or machine-gun (Penal Law §265.00[8]; §265.20[10]; §400.00[2]).
 2. FIREARM DEALER: Issued to a any person, firm, partnership, corporation or company who engages in the business of purchasing, selling, keeping for sale, loaning, leasing or in any manner disposing of any assault weapon, large capacity ammunition device, pistol or revolver (Penal Law §265.00[9]; §265.20[10]; §400.00[2]).
 3. PREMISE DWELLING: Issued to have and possess in a householder/licensee's own dwelling (Penal Law §400.00[2][a]).
 4. PREMISE BUSINESS: Issued to a merchant or storekeeper to have and possess in his or her place of business (Penal Law §400.00[2][b]).
 5. BANK COURIER/EXPRESS MESSENGER: Issued to have and carry concealed by a messenger employed by a banking institution or express company while so employed (Penal Law §400.00[2][c]).
 6. JUSTICE OF THE SUPREME COURT 1ST OR 2ND JUDICIAL DEPARTMENTS OR JUDGE OF THE NEW YORK CITY CIVIL OR CRIMINAL COURT: Issued to a Judge or Justice of the named courts to have and carry concealed (Penal Law §400.00[2][d]).
 7. EMPLOYEE OF CORRECTIONS: Issued to a regular employee of a correctional institution, to have and carry concealed while so employed, provided that such application is made by the commissioner, warden, superintendent or head keeper of such institution (Penal Law §400.00[2][e]).
 8. ANTIQUE PISTOL: Issued to have, possess, collect and carry antique pistols which are defined in Penal Law §265.00[14] (Penal Law §400.00[2][g]).

9. FULL CARRY: Issued to have and carry concealed, without regard to employment or place of possession, by any person when proper cause exists for the issuance thereof (Penal Law §400.00[2][f]).
10. *RESTRICTED CARRY: Issued to have and carry concealed, during the course of and strictly in connection with a specific activity or purpose, by any person when proper cause exists for the issuance thereof (Penal Law §400.00[2][f]).

*The following are examples of restrictions that have been imposed by the Licensing Officer:

- 1) Employment
- 2) Target Shooting
- 3) Hunting
- 4) Sports person

II. LICENSE VALIDITY and SPECIAL NEW YORK CITY PERMITS:

Penal Law §400.00(6) govern pistol license validity and provides the following:

1. Any license issued pursuant to Penal Law §400.00 shall be valid notwithstanding the provisions of any local law or ordinance.
2. No license shall be transferable to any other person or premises.
3. A license to carry or possess a firearm, not otherwise limited as to place or time of possession, issued in the County of Westchester, shall be effective Statewide, EXCEPT within NEW YORK CITY unless the following requirements are met:
 - (a) A special permit granting validity is issued by the New York City police commissioner; or
 - (b) The licensee purchased the firearms covered by such license from a licensed dealer within New York City and is transporting the firearms out of the city forthwith and immediately from said dealer by the licensee in a locked container during a continuous and uninterrupted trip; or
 - (c) The licensee is transporting the firearms covered by such license in a locked container and the trip through New York City is continuous and uninterrupted; or
 - (d) The firearms covered by such license are carried by armored car security guards transporting money or valuables in, to or from armored cars, during the course of their employment; or

- (e) The licensee is a RETIRED POLICE OFFICER (Criminal Procedure Law §1.20) or a RETIRED FEDERAL LAW ENFORCEMENT OFFICER (Criminal Procedure Law §2.15), who has been issued a license by an authorized licensing officer (Penal Law §165.20). However, if such license was not issued in the City of New York it must be marked "Retired Police Officer" or "Retired Federal Law Enforcement Officer", and in the case of a retired officer, the license shall be deemed to permit only police or federal law enforcement regulations weapons; or
 - (f) The licensee is a PEACE OFFICER defined in Criminal Procedure Law §2.10 and the license, if issued outside New York City, is marked "New York State Tax Department Peace Officer" and in such case the exemption shall apply only to the firearm issued to such licensee by the department of taxation and finance.
4. A license as GUNSMITH or DEALER in firearms shall not be valid outside the City or County where issued.

CHAPTER 3

ELIGIBILITY

- I. MINIMUM REQUIREMENTS: Under New York State Penal Law §400.00(1), the following is a listing of the minimum requirements for obtaining a license to carry, possess, repair and dispose of firearms:
1. No license shall be issued or renewed pursuant to this section except by the licensing officer, and then only after investigation and finding that all statements in a proper application for a license are true.
 2. The applicant must be twenty-one (21) years of age or older, except no such age restriction shall apply where the applicant has been honorably discharged from any branch of the United States armed forces, or from the National Guard of the State of New York.
 3. The applicant must reside or maintain a principal place of business within Westchester County.
 4. The applicant must be a citizen or naturalized citizen of the United States or a registered alien.
 5. The applicant must be of good moral character.
 6. The applicant must have no prior conviction for a FELONY or SERIOUS OFFENSE (Penal Law §265.00[17]).
 7. The applicant must disclose whether he or she has ever suffered any mental illness or been confined to any hospital or institution, public or private, for mental illness.
 8. The applicant must have never had a firearm license revoked and must not be under a suspension or ineligibility order issued pursuant to the provisions of Criminal Procedure Law §530.14 or Family Court Act §842(a).
 9. In the County of Westchester, the applicant must successfully complete a firearm safety course and test as evidenced by a certificate of completion issued in his/ her name (Penal Law §400.00[4-b]) and endorsed and affirmed under the penalty of perjury by a duly authorized instructor (Penal Law §265.00[19]). Persons who have been honorably discharged from the armed forces of the United States are exempt from this requirement, but must produce military discharge papers.
 10. The applicant must be a person concerning whom no good cause exists for denial of a license.

II. ADDITIONAL MINIMUM REQUIREMENTS: The Federal Gun Control Act of 1968, Public Law 90-618 and amendments, Title 18, United States Code (USC), §922(d), §922(g), list the following minimum requirements for obtaining a license to carry, possess and dispose of firearms:

1. The applicant must not have been convicted of any misdemeanor crime of domestic violence. A misdemeanor crime of domestic violence is defined as:
 - (a) A misdemeanor under any Federal or State statute, and
 - (b) Has as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim. A person shall not be considered to have been convicted of such an offense for purposes of this chapter, unless the person was represented by counsel in the case, or knowingly and intelligently waived the right to counsel in the case; and

III. SPECIAL ELIGIBILITY REQUIREMENTS FOR GUNSMITH OR DEALER IN FIREARMS (Penal Law §265.00[8]; §265.20[10]; §400.00[2]):

1. No person shall engage in the business of gunsmith or dealer in firearms unless licensed pursuant to this section.
2. An applicant to engage in such business shall also be a citizen of the United States.
3. An applicant to engage in such business shall be more than twenty-one (21) years of age.
4. An applicant to engage in such business shall maintain a place of business in the City or County where the license is issued.
5. If the applicant is a firm or partnership, each member thereof shall comply with all of the requirements set forth in this subdivision and if the applicant is a corporation, each officer thereof shall so comply.

CHAPTER 4

APPLICATION PROCEDURES

1. Applicants are encouraged to read the entire contents of this Pistol Safety & Information Handbook prior to applying for any firearm license.
2. Applicants may obtain a pistol license application package during normal business hours at the office of the Pistol License Unit or at the office of the Westchester County Clerk. Applicants must complete all application forms and attachments in full and must provide sufficiently detailed support information for the issuance of a firearm license as directed.
3. All statements that are submitted as part of an application package must be truthful, whether made by an applicant or made on behalf of an applicant. The submission of any false or intentionally misleading information with an application constitutes grounds for denial of the license, and could result in criminal charges against the applicant.
4. Application forms and attachments must be type-written or printed in black ink. The form titled "State of New York- Pistol/ Revolver License Application" must be submitted in triplicate (three original copies of form PPB3/ PPB3A). All application forms and support documents must be notarized (sworn).

<p><u>Note:</u> the space for the signature of "Officer of State" on the Application form refers to the Notary Public who witnessed your signature and execution of the written document.</p>

5. Each applicant must submit four identical photographs of himself/ herself (without sunglasses or hat) showing a full front view of the face. Photographs must be two inches by two inches in size. The applicant must attach one photograph to each original application, using glue, and must submit the single remaining photograph loose. Photographs must have been taken within thirty (30) days of the date of application submission (Penal Law §400.00[3][a]). Unaltered, digital photographs are acceptable.
6. Applicants must disclose all previous arrests, criminal charges and convictions (including any that were dismissed, adjudicated as youthful offender or sealed by the court), regardless of whether they occurred within or outside of New York State.
7. Applicants will be subjected to a fingerprint-based and/or name-based criminal record check through the New York State Division of Criminal Justice Services and through the Federal Bureau of Investigation. This inquiry allows for broad access to criminal records, including sealed records and cases that were previously dismissed by the courts.
8. Applicants are required to complete and sign a "release of information" form allowing access to any information deemed necessary to conduct the required background check, including but not limited to, criminal, employment, financial and medical related records.

9. Applicants must submit notarized letters from four trustworthy persons attesting to the moral character and reputation of the applicant and fitness to possess a firearm. All persons completing such character reference letter on behalf of an applicant must not be related to the applicant by consanguinity (blood or ancestry) or by marriage (in-law) and must have known the applicant for a sufficient period of time to establish that the applicant is a person of good moral character.
10. Applicants must submit proof of completion of a firearm safety course and test given by a duly authorized instructor (Penal Law §400.00[4-b]; Penal Law §265.00 [19]).
11. Fees: All fees paid in connection with a firearm license application, restriction change or amendment must be paid at the time of submission and are non-refundable. The fee associated with the fingerprint based record check must be paid by Money Order only, payable to the "County of Westchester." All other fees must be paid by cash, credit card, check, or postal money, made payable to the "Westchester County Clerk." Refer to the fee schedule for more information.
12. Applicants should review their application and attachments for completeness and correctness, then contact the Pistol License Unit at 914-995-2709 to schedule an appointment to submit the application and be interviewed. If your application is complete, you will be fingerprinted (after payment of the required fee) and an investigation into your background will commence.
13. Upon completion of the background investigation, the application and results of the investigation will be forwarded to the licensing officer for review and determination. The licensing officer shall act upon the application within six months of the date of presentment of such an application to the appropriate authority, except upon good cause with respect to the applicant (Penal Law §400.00[4-a]).

CHAPTER 5

SUPPORTING DOCUMENTATION

I. ALL APPLICANTS:

1. Citizenship:

- (a) All applicants must submit proof of United States citizenship or resident alien status in the United States. This may be established by submission of a copy of birth certificate, naturalization certificate, United States passport, resident alien document or other acceptable documents.

2. Residence:

- (a) All applicants for a pistol license in Westchester County must demonstrate that they reside, are principally employed in, or have a principal place of business as a merchant or storekeeper in Westchester County (Penal Law §400.00[3]). Residency may be established by submission of a copy of voter registration document, utility bill, property deed or other acceptable documents.

II. ADDITIONAL DOCUMENTATION FOR PARTICULAR LICENSE CLASSIFICATIONS:

1. GUNSMITH & FIREARM DEALER:

- (a) Documentation must establish that the gunsmith or firearm dealer business is a legitimate business establishment that is located within Westchester County, and that the applicant actually works at the business (Penal Law §400.00[3][a]). This may be established by the submission of a business license, tax records, payroll records or other acceptable documents.
- (b) The application for gunsmith or firearm dealer shall also state the previous occupation of each individual signing the same and the location of the place of such business, specifying the name of the city, town or village, indicating the street and number and otherwise giving such apt description as to reasonably point out the location thereof (Penal Law §400.00[3][a]).
- (c) If the applicant is a firm, partnership or corporation, its name, date and place of formation and principal place of business shall be stated. The application shall also be signed and verified by each individual composing or intending to compose the firm or partnership, and for such corporation by each officer thereof (Penal Law §400.00[3][a]).

- (d) If the application is for firearm dealer license, the applicant also must submit a current valid Federal Firearm License (FFL).
2. PREMISE DWELLING: Documentation must establish the address or location of the dwelling that will be the subject of the firearm license and the fact that the applicant lives at the dwelling. This information may be established by the submission of rent receipts, utility bills or other documents.
 3. PREMISE BUSINESS: Documentation must establish the address or location of the business that will be the subject of the firearm license, and the applicant's work schedule or presence at the business. This information may be established by the submission of business license, tax records, payroll records or other documents.
 4. BANK COURIER / EXPRESS MESSENGER: Documentation must establish the address or location of the bank/ express messenger company that will be the subject of the firearm license, and the applicant's work schedule. This information may be established by the submission of business license, tax records, payroll records or other acceptable documents.
 5. EMPLOYEE OF CORRECTIONS: The application for license must be made by the administrative head of a correctional facility on behalf of the employee who is seeking a firearm license. Administrative head includes a commissioner, warden, superintendent, head-keeper or any person performing such function.
 6. JUSTICE OF THE SUPREME COURT 1ST OR 2ND JUDICIAL DEPARTMENT, OR JUDGE OF NYC CIVIL OR CRIMINAL COURT: Documentation must establish that the applicant holds or has been assigned to hold a current term as a Justice of the Supreme Court 1st or 2nd Judicial Department or as a Judge of the New York City Civil or Criminal Court.
 7. ANTIQUE PISTOL [P.L. 265.00(14)]: Documentation must establish that the applicant has a substantial and legitimate interest in the collection of antique pistols and must include the address or location where antique pistols will be stored.

Note: Licensing of antique pistols is not required unless the antique pistol is possessed by one who simultaneously possesses ammunition which may be used to discharge such antique pistol [P.L. 265.00(15)].

8. **FULL CARRY:** Documentation must establish proper cause for the issuance of a firearm license that is not restricted with regard to employment or place of possession.

Note: Former Law Enforcement Officers (police officers [Criminal Procedure Law §1.20[34]; federal law enforcement officers [Criminal Procedure Law §2.15; and peace officers [Criminal Procedure Law § 2.10]) seeking this class of firearm license must complete an additional application attachment to establish good standing in former employment and satisfactory use of a firearm.

9. **RESTRICTED CARRY:** Documentation must establish proper cause for the issuance of a firearm license that is restricted to one or more specific activities or purposes. The following are examples of restrictions that have been imposed by the Licensing Officer:
- (a) Employment: Documentation must establish the specific employment related reasons necessitating the issuance of a firearm license, including but not limited to, exceptional danger in employment, the carrying of exceptionally large amounts of cash (documented by three consecutive months of bank statements with the corresponding cash deposits/ withdrawals highlighted and letter of confirmation from the bank), bona fide work as a licensed armed security guard, or other reasons necessitating the carrying of a firearm during employment. All statements must be accompanied by corroborating documentation.
 - (b) Target Shooting: Documentation must establish that the applicant has a substantial and legitimate interest in sport target shooting necessitating the carrying of a firearm.
 - (c) Hunting: Documentation must establish that the applicant has a substantial and legitimate interest in sport hunting necessitating the carrying of a firearm.
 - (d) Sportsperson: Documentation must establish that the applicant has a substantial and legitimate interest in the sports related activities of Target Shooting, Hunting, Hiking, Camping and Fishing necessitating the carrying of a firearm.

III. ADDITIONAL DOCUMENTATION TO MAKE LICENSE VALID IN NEW YORK CITY:

1. RETIRED POLICE OFFICER OR RETIRED FEDERAL LAW ENFORCEMENT OFFICER:

- (a) Documentation establishing that the applicant is a former, retired, or retiring police officer (Criminal Procedure Law 1.20[34]) or federal law enforcement officer (Criminal Procedure Law 2.15) and who as part of his/ her official duties carried or qualified with a firearm and maintained such employment in good standing.
- (b) Documentation should be submitted from the applicant's former employer from an appropriate official on agency letterhead establishing his/her status as a former or retired police officer or federal law enforcement officer, and satisfactory assignment with a firearm.

2. PEACE OFFICER:

- (a) Documentation establishing that the licensee is a current peace officer (CPL §2.10) employed with the New York State Tax Department and the license, if issued outside New York City, is marked "New York State Tax Department Peace Officer". In such case the exemption shall apply only to the firearm issued to such licensee by the NYS Department of Taxation and Finance.

CHAPTER 6

DUTIES OF FIREARM LICENSE HOLDERS

I. ALL LICENSEES:

1. A firearm license is valid only when used for the purpose(s) for which it was issued and in accordance with all applicable laws. Use for any other purpose is unlawful and may constitute grounds for arrest and/or revocation of the license. A firearm license is not transferable by the licensee to any other person or premises.
2. When any change in justification supporting the issuance of a firearm license occurs, all firearms listed on the license must be immediately surrendered to the Pistol License Unit or to another law enforcement agency, or legally transferred to another person or to a licensed dealer. The firearm license must be immediately surrendered to the Licensing Officer or to the Westchester County Clerk. If the licensee wishes to continue to possess firearms, he/she must make the appropriate application for a new or amended firearm license.
3. A licensee may not possess any firearm until a firearm license has been issued or amended.
4. The licensee must be in actual possession of his/ her firearm license at all times while possessing or carrying a firearm (Penal Law § 400.00[8]).
5. When a firearm is authorized to be carried on the person of the licensee, such firearm must be carried concealed, except when the licensee is actually working in a readily recognized and duly issued uniform as a peace officer, constable, auxiliary police officer, security officer, armored car carrier, messenger or in some other official capacity.
6. When a firearm is authorized for carry on the person of a licensee, such firearm shall not be drawn or removed from a concealed position unjustifiably or for the purpose of creating personal or public alarm. Misuse of a firearm is grounds for revocation of a firearm license.
7. A licensee must assure that his/ her firearm(s) are safeguarded from unauthorized persons at all times, especially children. Firearm licensees are required to provide maximum protection for their licensed firearms at all times.

8. Regardless of the type of firearm license held, the licensee may not carry a firearm in or upon any building or grounds used for educational purposes without written permission from a person in charge thereof (Penal Law §265.01[3]). The licensee must have the original copy of the permission document on his/ her person at all times while carrying a firearm on any such educational grounds.
9. Regardless of the type of firearm license held, when a firearm is to be taken into any police facility, into the Pistol License Unit or into the office of the Westchester County Clerk, firearm(s) must be kept unloaded, in a locked box, with ammunition kept separate from the firearm.
10. Regardless of the type of firearm license held, the licensee may legally transport a firearm between the location where the firearm is kept or stored to/ from any place where the firearm will be registered, bought, sold or repaired, or to any place where the licensee will legally use the firearm for familiarization or practice purposes. Unless the licensee holds a carry license, firearm(s) must be kept unloaded, in a locked box, with ammunition kept separate from the firearm.

II. PREMISE DWELLING or PREMISE BUSINESS:

1. Every person licensed to possess a pistol or revolver on particular premises shall have the license on such premises.
2. Upon demand, the license shall be exhibited for inspection to any peace officer, who is acting pursuant to his or her special duties, or police officer.

III. GUNSMITH /FIREARM DEALER:

1. A license as a gunsmith or dealer in firearms shall be prominently displayed on the licensed premises.
2. A gunsmith or firearm dealer is subject to specific record keeping requirements pursuant to Penal Law §400.00(12). Note: Gunsmiths are also referred to Penal Law §400.00(12-a), which pertains to State Police regulations for gunsmiths engaged in the business of assembling or manufacturing firearms.
2. A gunsmith or dealer of firearms may conduct business temporarily at a location other than the location specified on the license if such temporary location is the location for a gun show or event sponsored by any national, state, or local organization, or any affiliate of any such organization devoted to the collection, competitive use or other sporting use of firearms. See Penal Law §400.00[8] for further guidelines.

CHAPTER 7

ADMINISTRATIVE PROCEDURES AND DUTIES

I. NOTIFICATIONS:

1. NAME CHANGE: You must within thirty (30) days of such change notify the Pistol License Unit if your name changes because of marriage or for any other reason, with information necessary to change the firearm license records accordingly.
2. ADDRESS CHANGE: You must within ten (10) days of such change notify in writing the Pistol License Unit and the New York State Police if your residence address changes for any reason, and a record of such changes shall be inscribed by the licensee on the reverse side of the license (Penal Law §400.00[9]).
3. LOSS OR THEFT OF A FIREARM: You must, within 24 hours of the discovery of the loss or theft notify both the local police agency where the incident occurred and the Westchester County Police Pistol License Unit (Penal Law §400.10):
4. LOSS OR THEFT OF FIREARM LICENSE: You must immediately report the loss or theft to both the local police agency where the incident occurred and the Westchester County Police Pistol License Unit.
5. DISCHARGE OR FIRING OF A FIREARM: Other than during the course of legal firearm practice, familiarization, target shooting or hunting, discharge of a firearm must be immediately reported to both the local police agency where the incident occurred and the Westchester County Police Pistol License Unit.
6. If any of the below listed incidents occur, you must immediately notify the Westchester County Police Pistol License Unit:
 - (a) Change of status, or change of justification supporting issuance of your firearm license.
 - (b) Any arrest, criminal charge, indictment, issuance of warrant of arrest or bench warrant, issuance of an order of protection by a court, or conviction of a crime in any jurisdiction (inside or outside New York State).
 - (c) If you have suffered from mental illness, or been confined to any hospital or institution, public or private, for the treatment of mental illness (Penal Law §400.00[1][d]).

- (d) If you have suffered from any incapacitating illness that might preclude you from the proper safeguarding of a firearm.
 - (e) The surrender or confiscation of any licensed firearm by any agency.
7. The licensee is responsible for making any required notification to the Pistol License Unit. Do not assume that another law enforcement agency will make any notification for you. Failure to make any required notification may result in a recommendation that your license be surrendered or revoked.

II. ADD / DELETE / PURCHASE / SELL FIREARM:

1. When you purchase or sell a firearm, you must also add or delete it from your firearm license. To do this, you are required to complete and submit an amendment form in duplicate (two original forms).
2. Submit the amendment forms, a bill of sale listing by make, model and serial number of the firearm(s) that are being transferred and the required fee (see fee schedule), payable to the Westchester County Clerk. The bill of sale must include the New York State Firearm Dealer license number (unless a personal transaction is involved).
3. To purchase a firearm, you must first obtain the make, model, serial number of the handgun, and the name of the current owner or dealer (FFL and NYS firearm dealer license numbers) on a receipt for the firearm that you wish to purchase. You may then apply for a firearm license or amendment to your current firearm license.
4. Do not assume that your application for a firearm license or amendment will be approved. Your purchase of a firearm should be made conditional on approval of your license or amendment. If your application is approved by the licensing officer, the Licensing Officer will provide you with a purchase coupon to bring to the dealer at which point you may receive your firearm (a purchase coupon is not required for private sale). You cannot take possession of any firearm until you receive approval from the Licensing Officer.
5. When the amendment has been processed and approved, your amended firearm license and purchase coupon will be issued by the licensing officer. You may pick up the documents at the Office of the Westchester County Clerk. Your amended firearm license and purchase coupon must be presented to the firearm dealer in order to transfer the firearm.

<p><u>Note:</u> the firearms dealer is required by law to maintain a copy of your firearm license and the purchase coupon to demonstrate the legality of the transfer.</p>
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6. If you are purchasing or selling a firearm on a personal basis with another licensed firearm holder or with a police/ peace officer (defined in the CPL) you are not required to obtain a purchase coupon (one will be provided if requested), however, a bill of sale listing by make, model and serial number the firearm that is being transferred must be presented along with the appropriate amendment forms and required fee.
7. Before completing the sale or transfer of a firearm, the seller or transferor must ensure completion of a National Instant Criminal Background Check (NIC) on the purchaser or transferee by a licensed firearms dealer, importer or manufacturer. See section IV titled National Instant Criminal Record Check for more information.
8. If for any reason you wish to surrender your firearm license or any firearm(s) that you may own, or if your firearm license has expired or has been suspended or revoked, such firearm license and firearm(s) may be surrendered to the Westchester County Police Pistol License Unit, to a local Police Department, or may be legally transferred to another person or to a licensed dealer.

Note: any firearm that has been surrendered to a police agency will, after the statutory holding period of one year has expired, be declared a nuisance and destroyed (Penal Law § 400.05[2]).

III. CONSIGNMENT SALES:

1. Consignment is a method of selling a firearm by loaning it to a licensed gun dealer for the purpose of sale by the dealer. The dealer enters the transaction into the applicable New York State and Federal Dealer records. The dealer must provide the licensee with a receipt for the firearm.
2. A consignment loan is considered to be a transfer of a firearm. The licensee must report the transfer to the Westchester County Clerk within ten (10) days and amend his/ her firearm license to reflect the transfer (see the section “Add/ Delete a Firearm”).
3. If the consignment sale fails (the firearm is not sold by the dealer), the firearm may be transferred from the dealer back to the original licensee (if there are no bars or restrictions that would prevent the original licensee from again taking possession of the firearm). The licensee must report the transfer to the Westchester County Clerk within ten (10) days and amend his/ her firearm license to reflect the transfer (see the section “Add/ Delete a Firearm”).

4. When the amendment to add the firearm has been processed and approved, a new firearm license and a purchase coupon will be issued to the licensee. Your new firearm license and purchase coupon must be presented to the firearm dealer in order for you to take legal possession of the firearm.

IV. NATIONAL INSTANT CRIMINAL RECORD CHECK REQUIREMENT:

1. The United States 'Brady Law' (18 USC 922-t) and New York State General Business Law Article 99-DDD require that all commercial and private sales and transfers of firearms, rifles and shotguns be conducted through a licensed firearms dealer, licensed firearms importer or manufacturer who will perform a National Instant Criminal Record Check (NIC) through the Federal Bureau of Investigation prior to completion of the firearm sale or transfer.

Note: for private firearms transfers, the licensed firearms dealer, importer or manufacturer may charge up to a \$10 fee per transaction for performing the required NIC check.

2. There is an exception to the requirement that a NIC check be performed for private sales and transfers of firearms, rifles and shotguns when the sale or transfer is between immediate family members. The term 'immediate family members' means only Spouses, Domestic Partners, Children and Step-children.
3. A knowing violation of the New York State General Business Law relating to the private sale of firearms, rifles and shotguns is a class A misdemeanor. General Business Law section 898(6).

V. DECEASED FAMILY MEMBER:

1. Penal Law Section 265.20(f) requires the executor or administrator of an estate (or family member) of a deceased person who was also a licensed firearm holder fifteen (15) days to lawfully dispose of the deceased's firearms and other weapons.
2. If firearms or weapons are not legally disposed of within the fifteen (15) day time period, they must be surrendered to the Westchester County Police Pistol License Unit, to a local police department or to a licensed firearms dealer. Any firearm surrendered to a law enforcement agency will be held by the agency for the statutory holding period of one (1) year (Penal Law §265.20[f]). If no request to dispose of such surrendered firearm is received by the law enforcement agency within the one (1) year period, the firearm will be declared a nuisance and destroyed (P.L. § 400.05[2]).

3. If the executor of the estate or family member lawfully disposes of the deceased person's firearm(s) within the statutory fifteen (15) day period, he must then surrender, in person or by mail, the deceased person's firearm license along with a statement explaining the disposition of the firearm(s) and a copy of the deceased person's death certificate. If the weapons are to be sold or transferred to another firearm licensee, the standard amendment procedures must be followed.

VI. RECORDS TRANSFER TO ANOTHER JURISDICTION:

1. If you should relocate from Westchester County to another county within New York State, Penal Law § 400.00[5], allows you to transfer your firearm records to your new County of residence. To do this, you must notify the Pistol License Unit within ten (10) days of your move in writing and request that your records be transferred to your new licensing jurisdiction, file an amendment form and remit the transfer fee to both Westchester County and to the receiving County (both payments must be submitted to Westchester County).
2. Your new licensing jurisdiction may or may not immediately issue you a new firearm license. Please be advised that, until your new licensing jurisdiction issues you a license, Westchester County will continue to be your licensing agency and all firearm related transactions must continue to be done through the Westchester County Police Pistol License Unit (Penal Law § 400.00[9]).

VII. RESTRICTION CHANGE/ AMENDMENT:

1. Firearm licensees may request to add or delete a restriction contained on their firearm license at any time through submission of an amendment application and any additional forms, attachments or documents as deemed appropriate by the licensing officer.

VIII. MULTIPLE FIREARMS:

1. With the addition of a fifth firearm to your license, the licensing officer may require an inspection of your premises to assure that all firearm(s) are properly safeguarded. This inspection will be conducted by an investigator assigned to the Pistol License Unit.
2. All firearm(s) not in the immediate possession of the licensee must be stored in a safe, vault or secure locking gun cabinet.
3. Other factors that will be considered with respect to security of firearms are the type and adequacy of locks on doors and windows and whether or not the premises are equipped with a security alarm system.

IX. FIREARM LICENSE RECERTIFICATION:

1. Firearm licenses issued by Westchester County require recertification every five (5) years. Should you wish to continue your firearm license beyond the recertification date, you must complete a recertification application and have it approved by the licensing officer. A recertification application will be mailed to all firearm license holders at the address of record approximately sixty (60) days prior to the recertification date.
2. To recertify a firearm license, the licensee must provide the following information in the recertification application: 1) name, 2) date of birth, 3) current address, 4) make, model, caliber and serial number of all firearm(s) currently possessed, and 5) any other information required by the licensing officer. Recertification must take place within thirty (30) days of the recertification date listed on the license.
3. A firearm license that is under disability (cancellation or suspension order) must also be recertified by the license holder. In such cases, if the recertification application is approved, the license will be reissued to the licensee when the period of disability has ended.
4. If you do not receive a recertification application at least thirty (30) days prior to your recertification date, or if you anticipate problems in recertifying, i.e. extended vacation, lengthy hospitalization or other extenuating circumstances, notify the Pistol License Unit or the County Clerk of the matter.
5. If you do not wish to recertify your firearm license, you must first legally dispose of all firearms held on your license, then surrender the firearm license to the County Clerk or to the Westchester County Pistol License Unit. Note: if you do not wish to sell or otherwise transfer your firearms, you may surrender them to a local police agency or to a sworn member of the Pistol License Unit.
6. If you fail to recertify your pistol license it will become invalid 30 days after the recertification date and will be referred by the County Clerk to the Licensing Officer for cancellation. If this occurs, you must immediately surrender your firearm license and any firearms that you still own to a licensed firearms dealer, to a local police agency or to a sworn member of the Pistol License Unit.

X. HOW TO CANCEL OR SURRENDER A FIREARM LICENSE:

1. If you are canceling or surrendering your pistol license, you must first legally dispose of all firearms held on your license, then surrender the firearm license to the Pistol License Unit or to the County Clerk. Note: if you do not wish to sell or otherwise transfer your firearms, you may surrender them to a local police agency or to a sworn member of the Pistol License Unit.

2. In all cases, attach a statement briefly describing the reason for the cancellation or surrender of your firearm license and explaining the disposition of your firearms, i.e. bill of sale or receipt from firearm dealer or private person, etc.

XI. INTERSTATE TRANSPORTATION OF FIREARMS:

1. The Federal Gun Control Act of 1968, Public Law 90-618 and amendments, Title 18, United States Code (USC), §926(a), titled "Interstate Transportation of Firearms", provides the following exemption to State firearms control laws:
2. Notwithstanding any other provision of any law or any rule or regulation of a State or any political subdivision thereof, any person who is not otherwise prohibited by this chapter from transporting, shipping, or receiving a firearm shall be entitled to transport a firearm for any lawful purpose from any place where he may lawfully possess and carry such firearm to any other place where he may lawfully possess and carry such firearm if, during such transportation the firearm is unloaded, and neither the firearm nor any ammunition being transported is readily accessible or is directly accessible from the passenger compartment of such transporting vehicle.

Note: In the case of a vehicle without a compartment separate from the driver's compartment, the firearm or ammunition shall be contained in a locked container other than the glove compartment or console.

3. Please note that you cannot rely solely on this handbook to give you authority to transport a firearm outside of New York State. You are required to do your own due diligence before attempting to transport any firearm between New York State and another state.

XII. GROUND FOR FIREARM LICENSE REVOCATION:

1. These are some of the common reasons that may constitute grounds for revocation of a firearm license. Please note that this list is not all inclusive:
 - (a) Improper use of a firearm.
 - (b) Unnecessary display of a firearm.
 - (c) Failure to properly safeguard a firearm.
 - (d) Violation of any law related to the handling or possession of any firearm or weapon.
 - (e) Failure to timely report a lost or stolen firearm.

- (f) Carrying a firearm in violation of any restriction contained in the license.
 - (g) The licensee is arrested, indicted, issued an appearance ticket, is the subject of an arrest warrant or a bench warrant or is the subject of an order of protection or is convicted of any criminal charge (other than a traffic infraction) in any local, state or federal court.
 - (h) Falsification of any document submitted in support of your firearm license application or intentionally false or misleading statement made in connection with such application.
 - (i) Mental illness or admission to any hospital or institution, public or private, for the treatment of mental illness.
 - (j) The illegal use or possession of a controlled substance.
 - (k) The conviction of a felony or serious offense, as defined in Section 265.00[17], definitions, and Section 400.00, subdivision 1(d), of the Penal Law.
 - (l) The conviction of any misdemeanor crime of domestic violence.
 - (m) Entrance into a federal facility or into a courtroom while in possession of firearm (except when employed by or authorized by the court).
 - (n) Change in justification or purpose supporting the original issuance of a firearm license.
2. If a police officer lawfully requests that you surrender your firearm(s) for a violation of law or regulation and you refuse to do so, in appropriate circumstances, you may be arrested and charged with a violation of section Penal Law § 400.00[8] (firearm licensing), and/or Penal Law §195.05 (obstructing governmental administration). Further, said refusal may be considered sufficient cause for the surrender, suspension or revocation of your firearm license.

XIII. FEES:

1. All fees are non-refundable and are subject to change at any time without prior notice (see fee schedule).