



ORANGE COUNTY SHERIFF'S OFFICE

110 Wells Farm Road, Goshen, New York 10924-6740

CARL E. DUBOIS
SHERIFF

KENNETH T. JONES
UNDERSHERIFF

DOMINICK ORSINO
CORRECTIONS ADMINISTRATOR

SHERIFF'S OFFICE
Telephone (845) 291-4033
FAX (845) 294-1590

CORRECTIONS DIVISION
Telephone (845) 291-4166
FAX (845) 291-7621

NARCOTICS UNIT
Telephone (845) 291-7946
FAX (845) 291-7948

TO:
FROM:
SUBJECT:
DATE:

It is the policy of the Sheriff of Orange County to interview all prospective pistol permit Applicants. Upon receipt of this notice please contact the Sheriff's **Investigations Division** to schedule an appointment for this interview.

Appointments may be made by calling 291-7930, between the hours of 12:00 p.m. and 4:00 p.m. on any Monday or Tuesday.

The **Investigations Division** will have your application on hand at the time of your call, you will be required to provide a daytime telephone number in the event that an Investigator needs to contact you prior to you scheduled interview.

If you have not already provided this Office with proof of you successfully completing a handgun safety course, then you must do so at the time of your interview or the processing of your application will not proceed any further. A certified New York State or federal firearms instructor must conduct this handgun safety course, and said course is a prerequisite by all license issuing Superior Court Judges. A certified U.S. Military DD FORM 214 specifying handgun training is an acceptable alternate.

The Orange County Sheriff's Office does not recommend or endorse firearms' instructors, gun dealers or sportsmen's organizations. Please refer to a telephone directory, local newspaper classified advertisements or local organizations for that information.

If you have not already provided this office with handgun information that is required for permit issuance, you must do so at the time of your interview. Your permit will not be forwarded to the County Clerk's office without handgun information. The information must include the handgun's make, model, type, caliber, serial number and proof of ownership or authorization to possess. The proof of ownership may be a receipt if a deposit was made on a handgun to a licensed dealer or private citizen. It may also be a receipt for safekeeping or a handgun that was previously owned by the applicant and being held by a licensed dealer or law enforcement agency, or other lawful proof designating ownership. If you are placing another person's handgun(s) on your permit, you should obtain a notarized letter signifying such authorization along with the previously described handgun information.

All interviews by this office will be conducted at the Investigations Division office located in the Wells Farm Road complex. Please use the side entrance of the building marked "INVESTIGATIONS".

For the Sheriff Carl E. DuBbis,

Investigator