



**NIAGARA COUNTY
PISTOL PERMIT OFFICE**

P.O. BOX 461
LOCKPORT, NY 14095-0461
(716) 439-7184
(716) 439-7035 Fax

JOSEPH A. JASTRZEMSKI
County Clerk

MATTHEW L. PARISH
First Deputy County Clerk

PISTOL PERMIT AMENDMENT INSTRUCTIONS

*Amendments may be done in person, by mail
or by dropping off at any one of the three (3) Niagara County DMV location drop boxes.*

*A separate amendment form is required for EACH DEALER with whom you
purchase/dispose of firearm(s).*

Review each section of the Amendment Form carefully.

- Complete all personal information as is currently on file with our office – including Pistol Permit number and date issued.
Name and/or address changes will be indicated under Amend License section.
- Check appropriate Transaction Type(s) – more than one transaction may be chosen
- Provide information to be amended – numbers 1 thru 7 - being careful to complete correct section(s).
- Answer question above signature line(s)
- Sign as Licensee

REQUIRED DOCUMENTS TO BE PRESENTED WITH COMPLETED AMENDMENT FORM:

- Your Pistol Permit – you will receive a new, updated permit. If you currently hold a paper permit, you will receive a plastic card permit when returned.
- Copy of Bill of Sale/Purchase Receipt
- Copy of your NYS driver's license with current address (mail in, or drop off only)
- A self-addressed, stamped envelope (mail in, or drop off only)
Once amendment has been processed, Pistol Permit staff will return your new, updated pistol permit card(s), a purchase coupon (if acquiring), and your receipt in this envelope.
- Mail all documents and payment (see FEES below) to the address above

Important: If Amendment form is incorrect/incomplete, or required documentation is missing, your documents will not be processed and will be returned to you in the self-addressed, stamped envelope you provide.

FEES: \$3.00 per amendment
\$2.00 card fee (1 card permit)
\$2.00 per each additional card (if you hold a multiple card pistol permit and ALL cards must be reprinted – ex: name/address change and adding a firearm)

FORMS OF PAYMENT: Cash (in person only)
Credit Card (in person only) – Visa, MasterCard, Discover
Check/Money Order – payable to Niagara County Clerk