

## **INSTRUCTIONS FOR NYPD RETIREES WHO RESIDE IN NEW YORK CITY**

**We recommend that approximately three (3) weeks prior to your anticipated retirement date, you submit an on-line handgun license application. Failure to submit your completed application on-line at least three (3) weeks prior to your anticipated retirement date will delay processing of your application.**

As part of your on-line application, you **MUST** upload the following forms/documents. To access required forms, click on the drop-down menu next to your name in the upper-right-hand corner of the screen. Failure to upload required forms/documents will delay processing of your application.

### **Required Forms/Documents**

1. **Passport size photo (no hats or glasses, except religious articles) (upload in “Recent Photograph” field)**
2. **NYS Driver’s License (upload in “Identity Verification” field)**
3. **Front and back of your Active Department ID card (upload in “Identity Verification” field)**
4. **Proof of Date of Birth (upload your driver’s license in “Proof of date of birth” field)**
5. **Proof of Residence (upload your current driver’s license in “Proof of Residence” field)**
6. **Acknowledgement of Person Agreeing to Safeguard Firearms form, and, also, government photo identification of the person agreeing to safeguard firearm(s) (upload in “Safeguard Acknowledgement” field)**
7. **Affidavit of Co-Habitant form (must be notarized) (upload in “Affidavit of Co-habitant (and any other additional documents)” field)**
8. **Affidavit of Familiarity with Rules and Laws (upload in “Affidavit of Co-habitant (and any other additional documents)” field)**
9. **Law Enforcement Firearm Removal Inquiry (upload in “Affidavit of Co-habitant (and any other additional documents)” field)**
10. **If you have more than 4 guns you must upload a photo of your safe open and closed (upload in “Affidavit of Co-habitant (and any other additional documents)” field)**

Any additional forms/documents can be uploaded after you have submitted your application as follows: Click on “Submitted.” Click on your application number. Follow the upload instructions.

**You must bring originals of all uploaded forms and documents when you appear at License Division.**

**ONCE YOUR APPLICATION HAS BEEN SUBMITTED, IT WILL BE REVIEWED. WHEN ALL OF THE REQUIRED DOCUMENTS/FORMS ARE UPLOADED, YOU WILL BE NOTIFIED TO APPEAR AT THE LICENSE DIVISION RETIREE UNIT AT ONE POLICE PLAZA, ROOM 110A, BETWEEN 0900 AND 1500 HOURS, TO BE FINGERPRINTED. THERE IS A ONE TIME FINGERPRINT FEE OF \$88.25 (EIGHTY-EIGHT DOLLARS AND TWENTY-FIVE CENTS). THIS FEE MUST BE PAID BY MONEY ORDER OR CREDIT/DEBIT CARD. PERSONAL CHECKS ARE NOT ACCEPTED.**

**On Your Last work Day:**

First, report to the Police Pension Fund, 233 Broadway, 19th floor, New York, NY.

Next, report to One Police Plaza, 5th floor, to be issued your "Retired" identification card, HR-218 (if applicable) and your "Good Guy letter."

Next, report to the License Division Retiree Unit, One Police Plaza, Room 110A, with your ID card stamped "**Retired.**" Bring the following listed items with you:

1. RETIRED I.D. CARD **WITH NO RESTRICTIONS**
2. PISTOL LICENSE INQUIRY FORM "Good Guy letter"
3. PROPERTY RECEIPT-DISCONTINUANCE OF SERVICE FORM
4. **ORIGINALS OF ALL UPLOADED DOCUMENTS**
5. H.R. 218 CARD IF APPLICABLE

All NYC Police Department retirees must submit their **Pistol License Inquiry Response** form (PD 643-155, a.k.a. "Good Guy letter") and their **Property Receipt/Discontinuance of Service** form (PD 520-013). You are not required to voucher your firearms if you have received a **Law Enforcement Officers Safety Act Firearm Certification Card** (a.k.a. H.R. 218 card) or if your license will be issued on your retirement date. Follow instructions of License Division personnel regarding license issuing procedure.

**A Retired Law Enforcement handgun license will not be issued to you if you did not receive a Pistol License Inquiry Response form (PD 643-155) a.k.a. a Good-Guy letter), or if your ID card is stamped "No Firearms."**