



## Rensselaer County Clerk's Office

**Frank J. Merola**

County Clerk

Deputy County Clerks

Gregory J. DeJulio

Paul J. Santandera

105 Third Street  
Troy, New York 12180  
Tel.: (518) 270-4080  
Fax: (518) 271-7998

1600 Seventh Avenue  
Troy, New York 12180  
Tel.: (518) 270-2600  
Fax: (518) 270-2612

**Applications must be done in PDF format on the New York State Police website [www.troopers.ny.gov](http://www.troopers.ny.gov) in DUPLICATE and NOTARIZED.**

**HANDWRITTEN APPLICATIONS CANNOT BE ACCEPTED.**

**TWO** passport quality photos are required. They must have been taken within the past 30 days. You must be 21 years of age to apply for permit.

You must include **1** photocopy of your birth certificate, 1 copy of your drivers' license and 1 copy of your social security card.

If you are a veteran, you must attach a copy of your armed forces discharge.

If you live in the Town of East Greenbush, contact Stephanie at (518) 479-2525 for filing fee information and submit your completed application to the East Greenbush Police Department.

Applicants from any other city or town in Rensselaer County must contact Deputy Ryan Condo from the Rensselaer County Sheriff's Department at (518) 266-1986 to make an appointment for submission of your application. **The fee is \$36.00 and must be a postal money order** made payable to the Rensselaer County Sheriffs Department. The Rensselaer County Sheriff's Department is located at 4000 Main Street, Troy, NY 12180. At the time of your application submission, you will be given instructions on how to obtain your fingerprint appointment.

Carry Concealed applications require a NYS 18 - hour course certificate. Contact your local gun club to schedule a safety course.

**INCOMPLETE APPLICATIONS WILL BE RETURNED**