POLICE DEPARTMENT
License Division
One Police Plaza Room 152-B
New York, NY 10038
646-610-5872 (MAIN) || 646-610-6558 (RETIREE)
Email: DG_LIC-HandgunRenewals@NYPD.ORG

List of Required Documents/Forms

The following items are general documents **required** to complete your Handgun Renewal Application:

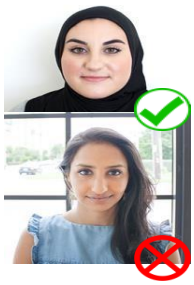
1. **Photo ID:** Valid State-Issued Driver's License, Learner's Permit or Non-Driver's License.
   - **Retired Law Enforcement ONLY:** ALSO submit a copy of the front & back of your Retired Law Enforcement ID

2. **Proof of Residence:**
   - ACCEPTABLE DOCUMENTS: electric, gas, landline/cable/home-internet bill, or a signed rental agreement.
     - landline/cable/home internet bill – must include service details page
     - document must be **entire page** without any redactions & no more than **60 days old**.
     - utility bill must be in good standing – overdue, delinquent or turn off notices **will not** be accepted

   - UNACCEPTABLE DOCUMENTS: property tax, water bill, maintenance, cellphone, credit card, health/life/auto insurance, bank statements, pension statements, notice of property value, mortgage statement.

3. **Proof of Date of Birth:**
   - ACCEPTABLE DOCUMENTS: U.S. birth certificate, valid U.S passport book or card (cannot be expired), U.S. Military documents (DD214), valid Resident Alien Card (Green Card), or Naturalization/Citizenship Certificate.

4. **Color Photograph:** Must meet the requirements of a US Passport, described here: https://travel.state.gov/content/travel/en/passports/how-apply/photos.html
   - **Background** must be uniform, **plain**, **white**, and **free of shadows/glares/texture**.
   - NO hats and headgear, except those worn for religious/medical reasons.
   - NO glasses.
   - Photograph must be a full-face view directly facing the camera with a neutral facial expression and both eyes open. NO facial obstructions.
   - Photograph must be 2"x2" in size. Digital photos **must be** in **.JPEG** file format, at least 600 by 600 pixels, and at least 54 kilobytes in size.



5. **Affidavit of Cohabitant**: This form is available on the website.
   - Signed and **NOTARIZED** by every adult (18 & up) living with the license/permit holder.
     - **MUST BE** an updated Co-habitant form
   - If you live alone or with a minor (under 18), please fill out the lower portion of Cohabitant form. Then sign and date the document (do not notarize).

6. **Safeguard ID:** Your safeguard is the person you have designated to safeguard and/or surrender your firearm(s) in the event of your death or if you become incapacitated.
   - Valid State Driver's License or non-driver's license ID of the person agreeing to safeguard. Passports are **unacceptable** for safeguards.

7. **Current Firearm License:** copy of firearm license **front and back**, as well as any other firearm license or permit issued by any other State, County and/or Jurisdiction (**front & back)**.

ALL CARRY LICENSEE'S, INCLUDING RETIRED LAW ENFORCEMENT

8. **Proof of completion of NYS Training Requirement:**
   - Submit proof of completion of the New York State mandated 16-hour classroom instruction and 2-hour live firing training requirement pursuant to P.L. 400.00(19).
     - Pursuant to 38 RCNY §5-03 sub. a-2: After completion of the NYS mandated Concealed Carry training, licensees are required to submit within 6 months of **each** renewal, a completion of two hours of a live-fire range training course that meets the requirements of §400.19(19)(b) of the Penal Law.
   - Training must be administered by a "duly authorized instructor" pursuant to P.L. 265.00(19) and comply with DCJS standards, which can be found at: gunsafety.ny.gov/frequently-asked-questions-new-concealed-carry-law under the Training Section, proceed to click on the training standards link.
   - HR218/LEOSA card, pursuant to 18 U.S.C. 926(C) must be completed within 6 months from the time of **each** renewal ***(for retirees)***

9. **DMV Lifetime Abstract –** DMV Drivers Record for every State you resided in within the last five (5) years if residing out of the State of New York.

NYPD LICENSE DIVISION

Handgun License Renewal Documents Checklist

THE FOLLOWING ARE MANDATORY DOCUMENTS THAT YOU MUST UPLOAD TO YOUR ONLINE RENEWAL APPLICATION.

TO RECEIVE THE QUICKEST REVIEW OF YOUR APPLICATION, ENSURE THAT YOU HAVE ALL OF THE DOCUMENTS PERTAINING TO YOUR LICENSE TYPE READY AND UPLOADED TO YOUR APPLICATION **BEFORE** YOU SUBMIT IT.

For ALL License & Permit Types:

Have Need

☐ ☐ ***Valid State or Federal Photo Identification:*** State Driver's License, Learner's Permit or NON-Driver's ID.

☐ ☐ ***Proof of Date of Birth.*** *Choose one (1) of the following:*

- Birth Certificate
- Valid Resident Alien Card (Green Card)
- U.S. Military Record
- Valid U.S. Passport
- Naturalization/Citizenship Certificate

☐ ☐ ***Color Photograph*** – Must meet the requirements of a US Passport.

☐ ☐ ***DMV Lifetime Abstract*** – DMV Drivers Record for every state you resided in within the last five (5) years if residence has changed since last application submittal, ***IF APPLICABLE.***

☐ ☐ ***Proof of Residence.*** Choose one (1) of the following:

- Current utility bill, **NO MORE than 60 days old**. Acceptable utilities are:
  - Electric
  - Cable/Home-Internet (include service details page)
  - Landline/Telephone
  - Gas
- Signed rental agreement

☐ ☐ ***Safeguard Identification*** – Valid State Driver's License or Non-Driver's License ID – no passports

☐ ☐ ***Affidavit of Co-Habitant Form (Notarized)*** – One for every person 18 years of age and up who resides with you. (**MUST BE** an updated CO-habitant form)

☐ ☐ ***All other currently held firearms licenses, IF APPLICABLE.*** Including:

- Other licenses or permits issued by New York City and/or New York State
- Licenses or permits issued by other States
- HR 218/LEOSA card, pursuant to 18 U.S.C. 926(C)

☐ ☐ ***Any NEW information since last application, IF APPLICABLE.*** *I.E. Arrest,* Criminal Court Summons, OATH Summons, and/or Transit Adjudication Bureau Summons:

- **Certificate of Disposition** showing the offense and disposition of the charges.

- **Certificate of Relief from Disabilities** - If your conviction or guilty plea is for a felony or a serious offense, as defined in New York State Penal Law § 265.00(17), an original, signed Certificate of Relief from Disabilities must be submitted.
- **Detailed written statement** describing the circumstances surrounding each arrest or summons. You must do this even if the case was dismissed, the record sealed or the case nullified by operation of law.

☐ ☐ ***Any NEW Domestic Incident Report since last application, IF APPLICABLE:*** Submit a **written statement** pertaining to EACH domestic incident in which you were involved which was reported to the police. Include a description of the incident, the date, the address, the names of the people involved, and their relationship to you.

Have Need

☐ ☐ ***Any NEW Order of Protection (OOP) since last application, IF APPLICABLE:*** Submit ALL of the following for EACH OOP to which you were a party:

- **Copy of the OOP** – If unavailable, list: date and court of issuance, date of expiration, all named parties.
- **Detailed written statement** indicating the reason for issuance, and your relationship to all other parties named on the OOP

"Premise Business" Licenses (in *addition* to documents listed above)

Have Need

☐ ☐ ***Certificate of Incorporation or business certificate or partnership agreement***

☐ ☐ ***All applicable business licenses, permits, certificates, and/or registrations*** *(expired documents are **not** acceptable)*

☐ ☐ ***Proof of Business.*** Choose two (2) of the following:

- Signed & filed New York State or Federal Corporate Tax Return with business name & address
- Current signed & dated lease (if applicable)
- Current Business Utility bill, **NO MORE than 60 days old**. Acceptable utilities are:
  - Electric
  - Cable/Internet
  - Landline/Telephone
  - Gas

☐ ☐ ***Photographs of Business*** – Name and address of business must be clearly displayed (if business information such as location and name has changed since last application), as well as photos of the interior of the business.

Concealed Carry" and/or "Special Carry" Licenses (in *addition* to documents listed above)

Have **Need**

☐ ☐ ***Proof of Completion of DCJS Approved 16-hr classroom & 2-hr live fire Training Course*** – Must be administered by a "duly authorized instructor" pursuant to P.L. 265.00(19)

- ***2-hr live fire range training course*** must accompany your three-year renewal. Training must be completed *within the 6 months* of *each* renewal application.
- ***HR218/LEOSA*** (retirees) - obtained during the following dates: **September 1, 2017 – August 31, 2022**, **&** an HR218/LEOSA license completed *within 6 months* from time of renewal.

☐ ☐ ***Front and Back of Active New York State County License –*** *County License must be* ***FULL/UNRESTRICTED*** *carry for* ***Special Carry*** *Licensee holders.*

RENEWAL INSTRUCTIONS

ALL RENEWAL APPLICATIONS MUST BE SUBMITTED ONLINE AT:

HTTPS://LICENSING.NYPDONLINE.ORG

INSTRUCTIONS TO RENEW YOUR APPLICATION ON THE WEBSITE:

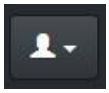
YOU DO NOT NEED A PIN NUMBER. DO NOT REGISTER OR REDEEM AN INVITATION CODE.

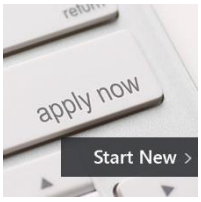
1. Click or copy the link above to get to the License Division website. Locate the 

icon in the upper right-hand corner. Click the icon.

2. You have already created an account in the past. This is only done once. DO NOT create a new account.

3. Log in to with your USERNAME and PASSWORD. Your USERNAME will be the email address with which you INITIALLY registered. If you do not remember your password, click the "Forgot Your Password?" button and follow the steps to reset it. Your new password must be at least 9 characters with one number, one symbol and one capital letter.

4. Locate the  icon on the top right corner of the page. The icon may also contain your name and/or your photo.

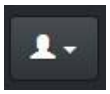
5. Once you are signed in, click on →→→→→→→ 

6. The website will ask if you are renewing an existing license. Answer "Yes." Then click the  magnifying glass icon. The website will locate your license number. Click "select" and begin your renewal.

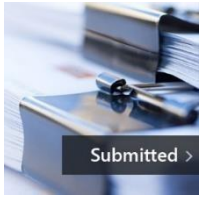
Be aware it will state "NEW APPLICATION," if you have followed these instructions you are completing your renewal

If you need further assistance email us at **DG_Lic-HandgunRenewals@NYPD.org** or call the License Division Renewal Unit at 646-610-5872. At this time, we are not accepting walk-ins.

INSTRUCTIONS TO FIND FORMS ON THE WEBSITE:

1. Log in to the above website with your USERNAME and PASSWORD. Your USERNAME will be the email address you INITIALLY registered with.
2. Locate  the icon on the top right corner of the page. The icon may also contain your name and/or your photo.
3. Click the icon, the select “Forms”.
4. Download the necessary form(s).
5. Complete the form(s).
6. Save the completed form, then follow the instructions below to upload to your application

INSTRUCTIONS TO UPLOAD DOCUMENTS TO THE WEBSITE:

1. Log in to the above website with your USERNAME and PASSWORD. Your USERNAME will be the email address you INITIALLY registered with.
2. Click on →→→→→→→ 

3. Click on YOUR APPLICATION NUMBER, which will take you to a black screen where you can upload all missing documents. Make sure that you select the relevant application number. Documents uploaded do not cross populate to all your applications.
4. The system DOES NOT display the uploaded documents after upload. If you followed these instructions, your document is uploaded. Should anything be missing from your application, your investigator will contact you at the email address associated with your account.

FREQUENTLY ASKED QUESTIONS

Q: Is this website server sensitive?

We recommend you use a recent version of Google or Google Chrome.

Q: I am stuck on Step 15. Is there an issue with the website?

This issue only occurs with users of Apple or MAC products. Once on the proper device you will be directed to a page where you are to affirm and acknowledge that you understand the safety rules by typing your initials in the boxes provided on the left of the screen.

Q: Where do I go when I am already IN PROGRESS?

Log in to the website. Click on IN PROGRESS. Click on your license type (Ex: Retiree (SX), Premise Residence (PR), Concealed Carry (CB) which will bring you to the first page of the application. You must review each page and press "next" to get back to where you left off.

Q: Where I live all utilities are included or are in someone else's name. What do I use as proof of residence?

If all utilities are included in your lease, we will need a copy of your lease and a written, **notarized** statement from the bill payer indicating that they are the owner of the premise and utility bills are included in your rental agreement. If the utility bills are under someone else's name (ex: your spouse, parent) with whom you reside, then we will need a copy of the current utility bill with their name and a NOTARIZED AFFIDAVIT OF COHABITANT form for the bill payer.

Q: I am on "Step 6" — which displays firearms attributed to my license. I see that some of the firearms listed are incorrect or I no longer possess them, but I cannot edit them. What do I do?

If there is an error regarding the make, model, or serial number for a firearm you currently possess please contact the License Division by email DG LIC-IssuingPurchaseOrders@nypd.org. If you see a firearm listed that you have never possessed, please contact the License Division by email at DG_ LIC-Issuing-PurchaseOrders@nypd.org.

Do not worry! The system lists every firearm that you have ever possessed, even if you have lawfully disposed of it, as long as you have owned each firearm listed at some point, you can ignore this page and click "Next."

Q: I am on "Step 7" - the page where you provide the information for safeguarding your firearm. The page will not let me move forward without correcting the address. What do I do? Ensure that the address listed contains "NY" as the State. Do not use lower case letters, periods, or spell out the state. The person you have listed as your safeguard MUST reside in New York State, you cannot edit the State for your safeguard.

Q: I am trying to upload/submit my photo but getting an error message. How do I fix this?

Photographs must be passport-sized color photographs taken in the **last 30 days**.

Photo must be in JPEG format and at least 600 x 600 pixels.

You must fully face the camera with your head centered and only the top of your shoulders visible.

- Ensure that you are compliant with US passport photo requirements. A guide is available here: https://travel.state.gov/content/travel/en/passports/how-apply/photos.html
- To the left of each document listed is a small square. If your photo uploaded successfully, there will be a check in this square. Once all the required documents are checked off, you will be able to move forward to the next page.

Q: I am trying to submit my documents but the website is not accepting them. How do I move forward?

You must upload all required documents before you are able to move forward. To the left of each document listed is a small square. If your document uploaded successfully, there will be a check in this square. Once all the required documents are checked off, you will be able to move forward to the next page. Make sure all documents are in JPEG or PDF format.

- File names **cannot** contain **any symbols or special characters**.
    - Acceptable File Names: smithphoto, smithdriverslic, smithutilitybill
    - Unacceptable File Names: Smithphoto!, smith-driverlic, smithutilitybill#2

Q: Can a Concealed Carry handgun license now have more than two firearms?

Yes. Now a Conceal Carry license can have an unlimited number of firearms. Only one firearm can be carried at a time.

Q: I have a Premise Residence license and a Conceal Carry license. Do I still have to have both licenses?

No. By your request, all firearms can be added to the Concealed Carry from the Premise Residence by submitting a **notarized statement** requesting your firearms from your PR to be moved to your CC. You must list the firearms that are being transferred with the make, model, caliber and serial number. You must note if you are requesting to have your PR license cancelled. Please keep in mind all applications are non-refundable. Also provide a copy of both licenses front and back.

Q: How do I know if I am exempt from the required training? OR I am a retired MOS does the training requirement still apply to me?

If you retired or were issued an HR218 during **September 1, 2017 - August 31, 2022**, then you will be exempt. You must provide a copy of your Retired ID card (front and back) or good guy letter showing the retirement date within that 5-year period OR a copy of at least one HR218 front and back showing the issue date falls within the same 5-year period. If you do not meet the requirements above, then you will be expected to provide proof of completion of the 18-hour Concealed Carry training.

Q: What is the renewal fee?

The renewal fee is $340. **THE RENEWAL FEE IS NONREFUNDABLE.**

Q: How do I pay the renewal fee?

You have the option to pay either online or in person.

- Online payments are processed securely via City Pay with either an electronic check or a credit card. Electronic checks **may** take up to **10 business days** to process, whereas credit card payments will incur a 2% fee and are processed almost instantly.
- In-person payments can be made by credit card, money order, or bank check made payable to the "New York City Police Department."
    - Personal checks **AND/OR** cash are **NOT** accepted.

Q: I paid by e-check, and the website still shows my payment is pending. Is there a problem with my payment?

Payment will be reflected on your bank statement within 24 hours. It takes 10-15 business days to clear an electronic check on our end. Once payment has been cleared, you will receive an email with the subject Acknowledgment of Receipt of Renewal after which your application will be reviewed.

Q: After I have submitted my application how can I keep track of the status?

Sign on to the website with your email and password. Click on SUBMITTED. Here, you will be able to see your application number and application status. The stages are: submitted, investigation, and approved.

Q: After I have a question about the new law that wasn't answered here, how do I get help?

After accessing the website at https://licensing.nypdonline.org you will come to the Home screen of the website where you will find a link at the bottom of the screen titled Recent Legal Amendment-FAQ's.

Q: I need help submitting my renewal. Can I come to the License Division for assistance?

Yes, you must call the office at 646-610-5872 to schedule an appointment. We are not accepting walk-ins at this time.

Q: What is the reason for the error message, "We're sorry but something went wrong. Error ID# [xxxxxxxx-xxxx-xxx]", and how does it get resolved?

It is a default error message that appears when any step/page has been idling for as little as 10 minutes with no activity. You will then be required to sign back into your account and pick up where you left off.