NYPD LICENSE DIVISION

ADDITIONAL INSTRUCTIONS (DETAILED)

1. **SOCIAL SECURITY CARD.**
   If you do not have your social security card, please apply for a new card and upload the confirmation page as a temporary solution. Once you receive your new social security card it **must** be uploaded to your online application.

2. **CO-HABITANT FORM**
   The address on the Co-Habitant form must match the address on your application.
   If you reside alone, please print your name and address on the Co-Habitant form then sign it. The Co-Habitant form does not need to be notarized if you reside alone.

3. **UTILITY BILLS**
   If there are no utility bills in your name, you may use a utility bill from the person listed on your Co-Habitant form.

   If you are renting a home or apartment and there are no utilities in your name or your co-habitant's name, the person who you are renting from, must provide a **notarized letter** stating that you reside at the address and that no utility bills are in your name. The address, name of landlord and tenant should be included in the notarized letter. A utility bill from the landlord will then be acceptable.

4. **DMV LIFETIME ABSTRACT (For NYC/NYS Residents)**
   The DMV **LIFETIME** ABSTRACT **MUST** be provided via the website provided on the "Checklist." If you are unable to retrieve the DMV Lifetime Abstract via the website, you must complete DMV form MV-15 and submit it through the DMV.

   DMV LIFETIME ABSTRACT (For Out of State Residents)
   You must provide a DMV Lifetime Abstract from the state you currently reside **AND** a DMV Lifetime Abstract from the State of NY by filing the MV-15 form from a NY DMV location.

5. **SAFEGUARD FORM**
   ALL CAPTIONS on the form **MUST** be completed. Under the Caption "License/Application Number," please list your **application number**. The name and address of your **SAFEGUARD PERSON** should be entered in the designated space provided. The safeguard person should then sign the form. Any third party witness may sign the form (does not have to be notarized). A photocopy/picture of your safeguard person's **State or Federal Photo Identification** should be provided.

6. **CHARACTER REFERNCE LETTERS**

   There is no template or pre-designed form to use for your character reference letters. The person you choose to be your character reference must freely write their opinion about you, the applicant. There are no guidelines of what to write. Whatever is written on the character reference letter is solely up to the person writing the letter. The character reference letter should include **the name, address, and phone number** of the person writing the letter on the applicant's behalf. ALL CHARACTER REFERENCE LETTERS MUST BE NOTARIZED.

7. **PROOF OF NAME CHANGE**

   If your name has changed due to a marriage or divorce, you must provide your marriage certificate or divorce decree.

   If your name has changed due to legal name change, a signed petition by a judge must be provided.

8. **DCJS APPROVED 16HR COURSE 2HR LIVE FIRE (CARRY APPLICATIONS ONLY)**

   This class may be taken AFTER your fingerprinting/interview appointment. It is not necessary to complete the class before your fingerprinting and interview.

9. **ARRESTS**

   For each arrest, please submit a disposition from the criminal court or county court from which you were arrested. For each disposition, a **WRITTEN SUMMARY** of the incident is also required **by the applicant**. Please ensure that the statement is dated and signed.

10. **"IF APPLICABLE" DOCUMENTS**

    If a document that is required does not apply to you, then you may ignore it, and no further action is needed. If it does apply to you, please proceed with the instructions that follow (as written on the Checklist).