Purchase Authorization Instructions for Existing Licensees to Purchase an Additional Firearm

Dear Licensee,

In an effort to reduce the number of trips you need to make to the License Division, we have changed our license "issuing" process. Please use the "Purchase Authorization Request Form" attached to go to a dealer and purchase your firearm of choice that is compliant with New York City specific rules and regulations.

- **Acceptable firearm colors are: black, dark grey, dark green, silver, steel, or nickel.** NYC Admin Code § 10-131(j)(1)
- **You may only purchase a new firearm once every 90 days.** NYC Admin Code § 10-302.1(a)

THE DEALER WILL PROVIDE YOU WITH A BILL OF SALE, BUT WILL NOT RELEASE THE FIREARM TO YOU AT THIS TIME.

If you intend to purchase a firearm from other than a Firearm Dealer, inquire as to special procedures by email at: DG_LIC-Purchaseorders@nypd.org

Once a pistol is purchased, you must email the License Division at: **DG_LIC-Purchaseorders@nypd.org** within **72 hours**, to request that your license be re-printed.

Your email must include a copy/photograph of:

- Completed "Purchase Authorization Request Form" – Dealer will input NICS #
- The Receipt/Bill of Sale for the firearm's purchase
- A minimum of two (2) **color** photographs of the firearm that you purchased:
  - The first photograph must display the entirety of the firearm with accurate color representation,
  - The second photograph must legibly capture the firearm's serial number.
- Proof of ownership of safe storage - Consisting of a Bill of Sale and two (2) color photos of the safe storage, depicting both the interior and exterior of the safe/container. Photos may not be stock images and must depict the entirety of the safe/container, not merely a portion thereof.

Please note that files must be sent ONLY in PDF or JPEG file formats

Once the above items are received, your license, along with your purchase authorization (pink slip) will be mailed via United States Postal Service (U.S.P.S.) to your mailing address of record. **Please allow fourteen (14) business days to receive your documentation.** Once received, you will use this documentation to pick-up your previously purchased firearm from the dealer.

LICENSE DIVISION
License Processing Section
One Police Plaza Room 152B
New York, NY 10038
Tel: (646) 610-5550

PURCHASE AUTHORIZATION REQUEST FORM

Dear Licensee:

You may purchase a new handgun **ONCE EVERY NINETY (90) DAYS**. If it has been **MORE** than 90 days since your last handgun purchase, you may purchase a new handgun.

Fill out the information below:

License #: _____ License Type (CIRCLE ONE): PR / PB / CB / LC / SC

Last Name: _____ First Name: _____ M.I.: ____

ADDRESS: NUMBER/STREET APT. CITY STATE ZIP CODE

E-MAIL ADDRESS PHONE NUMBER

Use this form to purchase a firearm from a Federally Licensed Firearms dealer (FFL). Firearms purchased must comply with NYC Rules & Regulations.

THE DEALER WILL PROVIDE YOU WITH A BILL OF SALE, BUT WILL NOT RELEASE THE FIREARM TO YOU AT THIS TIME.

HAVE THE DEALER WRITE YOUR NICS# HERE: _____

REMEMBER TO TAKE 2 COLOR PHOTOGRAPHS OF YOUR FIREARM!

Once you purchase your firearm, you must email the License Division at:
DG_LIC-Purchaseorders@nypd.org
within 72 hours to request an appointment to pick up your "Handgun Purchase Authorization" and your updated license.

Violations of the rules and regulations associated with your license will result in its suspension or revocation.

By the Direction of,
Hugh Bogle
Inspector Hugh Bogle
Commanding Officer