

Pistol Permit COVID-19 Procedures

(Amendment form and pre-approved coupon instructions available on county clerk website)

Mailing Address:

**Cortland County Clerk
46 Greenbush Street, Suite 105
Cortland, NY 13045**

Adding a Weapon:

Option #1 - Weapon already purchased:

- Print off, complete and sign amendment. Check permit for the Judge who approved and is assigned to your pistol permit, to ensure the correct amendment is selected.
- Send amendment form, bill of sale and \$8 to County Clerk (Include a self-addressed, stamped envelope). The \$8 includes the cost for the amendment and to print the updated permit.
- Clerk's office will compare bill of sale to amendment, add the weapon to permit, send a receipt, coupon and new permit. **Your old permit must be destroyed immediately.**

Option #2 - Weapon has not been purchased and need Pre-approved coupon:

- Print off and sign pre-approved coupon instructions. Check permit for the Judge who approved and is assigned to your pistol permit, to ensure the correct amendment is selected.
- Send \$3 and signed pre-approved coupon instructions to County Clerk (Include a self-addressed, stamped envelope).
- Clerk's office will send the coupon to customer.

Once Weapon is purchased/Coupon Used:

- Provide the dealer/seller with coupon.
- Print off, complete and sign amendment. Check pistol permit for the Judge who approved and is assigned to your permit, to ensure the correct amendment is selected.
- Send amendment form, bill of sale and \$5 to the County Clerk (Include a self-addressed, stamped envelope)
- Clerk's office will send new permit to customer. **Your old permit must be destroyed immediately.**

Did not purchase weapon/Coupon Unused

- Return unused coupon to clerk within time frame notated

All other amendments: (change of address, remove a weapon, etc.)

- Print off, complete and sign amendment. Check pistol permit for the Judge who approved and is assigned to your permit, to ensure the correct amendment is selected.
- Send amendment form and \$8 to County Clerk (Include self-addressed, stamped envelope)
- Co Clerk will send new permit to customer. **Your old permit must be destroyed immediately.**

Anytime a permit needs to be printed there is a \$5 fee in addition to the cost for the amendment.