



## **AMENDMENTS TO PISTOL LICENSE**

### ***ADDING/REMOVING FIREARM/CHANGE OF ADDRESS***

#### ***FOR PLASTIC CARD PERMITS ONLY***

#### **DIRECTIONS FOR COMPLETING AND MAILING YOUR AMENDMENT FORM:**

1. Complete Amendment form PPB-5 (REV. 02/17) starting with your Name, Date of Birth, NY Driver's License Number, Street, Town, and County. Add pistol license number and date issued.
2. Check the appropriate transaction.
3. If you are adding a firearm to your license, complete #4 on the amendment form with the appropriate information, which can be found on the Bill of Sale. If you are disposing a firearm, complete #5 on the amendment form.
4. If you are changing your address, complete the appropriate lines. Your previous address should be used in the boxes at the top of the amendment form.
5. Answer the no/yes question at the bottom of the form.
6. ***SIGN IN THE RIGHT HAND BOX***
7. Mail the following to the Pistol Permit Office:
  - a. Completed Amendment form
  - b. A copy of your Pistol License
  - c. A copy of your Bill of Sale/Purchase Receipt
  - d. A copy of your NYS Driver License with current address
  - e. A self-addressed stamped envelope
8. Send in check or money order for fees payable to NIAGARA COUNTY CLERK

#### **FEES:**

- \$3.00 per amendment
- \$2.00 card fee (include card fee for any change to your pistol license).  
(Example: If you are adding one firearm, your total would be \$5.00.)
- A separate amendment is required for each dealer from whom you purchase/dispose a firearm.

#### **SEND COMPLETED FORM AND PAYMENT TO:**

**Niagara County Clerk's Office**

**Attn: Pistol Permits**

**PO Box 461**

**Lockport, NY 14095-0461**

Pistol Permit staff will process the Amendment, print a new Pistol Permit card and return to you along with purchase coupon if acquiring, and a receipt in the SASE you have provided.

***INCORRECT OR INCOMPLETE AMENDMENT FORMS WILL BE RETURNED TO YOU WITHOUT PROCESSING.***