

Nassau County



Police Department

EDWARD P. MANGANO
COUNTY EXECUTIVE

1490 Franklin Avenue
Mineola, New York 11501
(516) 573-7559

THOMAS C. KRUMPTER
ACTING COMMISSIONER

Pistol License Renewal Instructions

Renew your Pistol License at: www.pdcn.org

As per Penal Law § 400.00(10) failure to renew your pistol license within 30 days after the expiration date will result in the cancellation of your pistol license.

A. Online Instructions for all License Types:

1. Go to www.pdcn.org and select **PISTOL LICENSE RENEWAL**.
2. You will need the following:
 - a. MasterCard, Visa or Discover credit card.
 - b. Valid email address.
 - c. Digital passport type photo on your computer that you can upload **OR**
Mobile phone with a camera that can be used to email a passport type photo **OR**
Appear in person to have your photo taken.

B. When Renewing In Person:

1. Verify the pre-printed information on both sides of the form.
2. Print any corrected or missing information in the space provided.
3. If you are taking any prescription medication, you must attach a separate statement detailing what medication you are taking and the reason for that prescription. This statement must be notarized.
4. The two hundred dollar (\$200.00) renewal fee may be paid by personal check or money order made payable to NCPD. Checks returned for insufficient funds may result in the suspension of your pistol license and will incur a \$20.00 returned check fee. NYS Penal Law Section 400.00(14) exempts qualified Retired Law Enforcement Officers from paying pistol license application and renewal fees.
5. Failure to answer all questions truthfully will result in the revocation of your pistol license.
6. Handguns will no longer be inspected when a pistol license is renewed, however, you must be able to produce all handguns on your license when requested.
7. You must supply a digital passport type photo in one of the following three ways:
 - a. go to the web site listed above and upload a photo from your computer.
 - b. email a photo from a smart phone.
 - c. appear in person to have your photo taken.
8. For Armed Guard and Armored Car Guard Licenses, go to **Section C**.
9. For Business Licenses, go to **Section D**.
10. For Target/Hunting and Retired Law Enforcement Licenses, go to **Section E**.

C. Specific Instructions for Armed Guard and Armored Car Guard Licenses

1. If you own a business or are employed within Nassau County and live within the Suffolk County Police District, [CLICK HERE](#) for additional information.
2. Provide a copy of your certificate of completion of the 8 hour recertification course.
3. Provide a copy of your valid NYS ID Card.
4. Provide proof of employment. Submit a notarized letter from your employer on company letterhead, recently signed, with telephone number.
5. Go to **Section E**.

D. Specific Instructions for Business Licenses (Business Licenses must be renewed in person)

1. If you own a business or are employed within Nassau County and live within the Suffolk County Police District, [CLICK HERE](#) for additional information.
2. All owners of the business must submit a notarized letter of no objection to the renewal your business pistol license.
3. The most recently completed business tax return showing gross income.
4. Submit a new notarized letter of necessity on business letterhead.
5. Submit a copy of the current Certificate of Incorporation for the business.
6. Submit proof of address for the business. This may be a utility bill, not more than 60 days old in the name of the business or a lease in the name of the business.
7. If the business or employment requires a license or permit from a government agency, e.g. Private Investigator, Watch Guard Agency, Banking License, etc., you must submit a copy of the license or permit.
8. If the business address is your residence, submit a current letter of no objection from the Township, City, or Incorporated Village that you live in stating that operating a business in your residence is not in violation of any local laws or ordinances.
9. Go to **Section E**.

E. If you are not renewing online you must, submit the following when you appear in person:

1. Renewal Application.
2. Check or money order for \$200.00. The fee is not applicable to Retired Law Enforcement Officers.
3. Prescription medication statement, if applicable.
4. Digital photo. See Section B, number 7.
5. Any requested documentation specific to your license type.
6. Appear in person at:

Nassau County Police Department
Pistol License Section
1490 Franklin Avenue
Mineola, N.Y. 11501

7. When all of the required renewal documentation is received, a new Pistol License will be given to you.

NOTE: If you do not intend on renewing your pistol license, please advise this office immediately in order to avoid being in possession of any unlicensed handguns.

Pistol License Section Hours of Operation

Monday and Friday	8:00 A.M. to 5:00 P.M.
Tuesday and Thursday	9:00 A.M. to 7:00 P.M.
Wednesday	CLOSED