

## **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**

**The County Clerk's Office is adding middle names to permits, to assist with the purchasing process. If your pistol permit does not currently include your middle name, please provide that when mailing in your transaction.**

### **Adding a Weapon:**

#### **Option #1 - Weapon already purchased:**

- Print off, complete and sign amendment.
- 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.
- 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.
- 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.
- 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.**