

**Nassau County**



**Police Department**

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## **Business/Armed Guard/Armored Car Guard Pistol License Renewal Instructions**

**If you have a Business/Armed Guard/Armored Car Guard pistol license, you should enter as much of the renewal information as possible on-line. In order to complete your renewal, you MUST appear in person to provide the documentation needed to support the specific endorsement of your type of license; see below.**

### **A. Specific Instructions for Business Licenses**

1. If you own a business or are employed within Nassau County and live within the Suffolk County Police District, refer to the Suffolk Resident with a Nassau County Business or Security Endorsement Renewal Instructions 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. The previous two months bank statements showing *CASH* deposits.
5. Submit a new notarized letter of necessity on business letterhead; see below.
6. Submit a copy of the current Certificate of Incorporation for the business.
7. 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.
8. 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.
9. 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.

### **B. 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, refer to the Suffolk Resident with a Nassau County Business or Security Endorsement Renewal Instructions 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.

## C. Letter of Necessity

### 1. First Paragraph:

*Must* clearly state the legitimate business necessity for the issuance of a Business License, *providing sufficient proof* as to the existence of *any* of the following circumstances:

- a. The business has been the victim of a crime. Proof *must* be well-documented and shown in the form of a *police department case report*.
- b. A substantial amount of cash or negotiable instruments are held, exchanged, carried, transported, deposited, etc. in the regular course of business.
- c. Valuable merchandise or equipment is held, exchanged, carried, transported, etc.
- d. Physicians, duly registered with the Drug Enforcement Administration, who have, possess, carry or distribute narcotics (Copy of *DEA certificate* must be provided).
- e. Although none of the above-listed circumstances (a through d) apply to a business, there exists another legitimate business necessity for the issuance of a Business License. *Please explain*.

### 2. Second Paragraph:

- a. For an *employee* of a company, a detailed description of his or her position of employment and the specific reason/need for a Business License as it pertains to his or her job description;
- b. A listing of the names and license numbers of all members of the company who also possess a business pistol license for that business.
- c. A statement acknowledging that the firearm must only be carried during the course of business. The statement must also include a declaration that when not being carried for business purposes, the firearm(s) will be secured either in his or her residence, if properly licensed to do so, or in a safe inside the business location which is only accessible to the applicant or the employer/applicant when they are not conducting business;  
**Note:** An applicant may use his or her firearm(s) to target shoot if properly licensed.
- d. A statement acknowledging that the applicant must notify the NCPD Pistol License Section in person within ten (10) business days should their employment cease (to either downgrade his or her pistol license to Target/Hunting or to surrender his or her pistol license and firearm(s) if living outside of Nassau County);
- e. A statement indicating that the applicant has read and understands the provisions of the New York State Penal Law Article 35 (Use of Deadly Force), Article 265 (Criminal Possession, Use and Sale of a Firearm), and Article 400 (Licensing and Other Provisions Relating To Firearms).