



*Office of the*  
**SARATOGA COUNTY SHERIFF**  
*Jeffrey R. Brown, Sheriff*

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6012 County Farm Road, Ballston Spa, 12020 518-885-6761

**AMENDMENT INSTRUCTIONS** Note: We need the original signature on all amendments.

**Under the law, you must file an amendment when:**

1. Your address changes.
2. You buy or sell a handgun.
3. You lose a handgun or have one stolen. Lost or stolen handguns must immediately be reported to the Police.

**There is a \$3.00 fee per each transaction** except duplicates and transfer out of County.

Duplicate fee is \$20.00.

**When buying a handgun, the completed amendment form must be accompanied by the original gun dealer's receipt.**

- Private sales between individuals are permitted only between "Immediate Family" defined as Spouses, Domestic Partners, Children and Step-Children. This relationship must be set forth in a "Bill of Sale" that contains; Seller's name, address, pistol license number, and the County and date of issue of the Seller's pistol license. The make, caliber, model, serial number of the handgun(s) and whether it is a Revolver or Automatic. An affirmation as to the relationship between the Seller and the Buyer.
- **The Seller's notarized signature.**
- If you are acquiring a handgun from the Executor of the Estate of a deceased permit-holder, you must have a notarized statement from the Executor giving you permission to take possession of the handgun. In addition, you must be the "Immediate Family" of the deceased permit-holder (defined above).

**Do not possess or use handgun that is not registered to you.**

You register a handgun by filing an amendment to add it to your permit. After the amendment form is signed by the Issuing Officer, you will receive a copy of the signed amendment form and the Purchase Coupon. You turn the Purchase Coupon over to the Gun Dealer to take possession of the gun.

**Handguns purchased or sold out of state must be shipped in or out of state from Gun Dealer to Gun Dealer.**

**Amendment Checklist** -You can mail or bring to the office Tuesday-Friday 9-4.

1. The completed amendment form(s). Make sure you answered the question at the bottom of the page and signed where indicated.
2. The completed NICS Check Information Sheet.
3. The original gun dealer's receipt if you are buying a handgun.
4. The transaction fees.
5. **A self-addressed stamped envelope.**