

# SCHENECTADY COUNTY SEMI-AUTOMATIC RIFLE ENDORSEMENT INSTRUCTIONS

Applicants **who possess a NYS Pistol Permit** and wish to apply for a semi-automatic rifle endorsement:

## **BY EMAIL (Fastest Processing)**

1. Email [CountyClerk@schenectadycounty.com](mailto:CountyClerk@schenectadycounty.com) with your:
  - a. Name
  - b. Schenectady County Pistol Permit ID number
  - c. Indicate that you would like to add the semi-automatic rifle endorsement (NO other changes or amendments can be made by email)
2. You will receive a response from County Clerk staff that your request has been received, and **we will notify you of the day/date** in which you can stop in. No appointment is required for these endorsements, you can arrive any time during the appropriate date. We will be processing amendments on a first come, first served basis. If you have a preference, please indicate which day would be best for you in the email and we will do our best to honor it.
3. Stop into the Clerk's Office at any time on the appropriate date to sign your amendment forms and receive a new permit indicating your endorsement.

## **BY APPOINTMENT**

1. Call the Pistol Permit Desk at (518)388-4225 to schedule an appointment. If you have any additional changes to make to your permit, you **MUST** schedule an appointment to do so.

Applicants **who DO NOT possess a NYS Pistol Permit** and wish to apply for a semi-automatic rifle endorsement:

Please follow the "New Applicant Instructions" linked on the Schenectady County Pistol Permit page.