



New York City Police Department

License Division
One Police Plaza, Room 110
New York, NY 10038
Office- (646) 610-5536
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INSTRUCTIONS FOR NYPD RETIREES

Please note: these instructions apply to NYPD retirees who are New York City residents **only**.

We recommend that approximately 2 weeks prior to your anticipated retirement processing date that you hand-deliver the following materials to the License Division Retiree Section, One Police Plaza, Room 110A:

- A completed handgun license application form (PD 643-041). This form must be **typed**. There is a form-fillable .pdf file available for download on the License Division Retiree web page for this purpose.
- One (1) recent color passport-type photograph (1 ½ x 1 ½ inches), front view.
- A non-refundable fingerprint fee of \$89.75 which may be paid by credit card or money order (Postal or U.S. Bank). Money orders should be made payable to the “New York City Police Department.” **This fee must be paid by all applicants.**
- The completed **Firearm Removal Inquiry** form, the **Affidavit of Familiarity with Rules and Laws** form, the **Acknowledgement of Person Agreeing to Safeguard Firearms** form and the **Affidavit of Co-Habitant** form.

On Your Retirement Processing Date:

- First, report to the Police Pension Fund, 233 Broadway, 19th floor, New York, NY.
- Next, report to the License Division Retiree Section, 1 Police Plaza, Room 110A, with your ID card stamped “**Retired.**”
- All NYC Police Department retirees must submit their **Pistol License Inquiry Response** form (PD 643-155) and their **Property Receipt/Discontinuance of Service** form (PD 520-013). You are not required to voucher your firearms if you have received a **Law Enforcement Officers Safety Act Firearm Certification Card** or your license will be issued on your retirement date.
- Follow instructions of License Division personnel regarding license issuing procedure.

Important Note: When you deliver your handgun license application documents, you must inform the License Division of your anticipated retirement date.

A retired law enforcement handgun license will not be issued to you if you did not receive a **Pistol License Inquiry Response** form (PD 643-155) a.k.a “good-guy letter,” or if your ID card is stamped “No Firearms.” To obtain a retired law enforcement license, you must have the restriction lifted prior to receiving a license.

If you have any questions concerning your application, please call (646) 610-5536.

Applications must be submitted in person at the license division, Room 110A, Monday through Friday between the hours of 0830 to 1600 hours.