

Procedures to apply for
Pistol Permit Recommendation
from NYS DOCCS

1. Must request in writing by filling out a Release of Authorization Personnel Procedure 415. Obtain and submit the request to your facilities Deputy Superintendent of Administration or Deputy Superintendent of Security.
2. Facility will review your record and forward information to NYS DOCCS Personnel in Albany.
3. Once received by DOCCS Personnel they will request your personal information from OSI and Labor Relations.
4. After all information is received, DOCCS Personnel will send the original letter, to the agency you are requesting the pistol permit through, and a copy of the letter to you.