

## Tompkins County Sheriff's Office

779 Warren Road  
Ithaca, NY 14850

Derek R. Osborne  
Sheriff



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Jennifer K. Olin  
Undersheriff

### DIRECTIONS FOR CONVERTING TO PLASTIC CARD PERMIT

*PLEASE READ ALL DIRECTIONS THOROUGHLY  
BEFORE COMPLETING THE APPLICATION*

1. Complete the "Plastic Card Conversion" form which is available on our website.
2. Fill out all information accurately and if you are using the handwritten version make sure all information is legible. **Please make sure to include a phone number where you can be reached during the hours of 8:30AM – 4:30PM.**
3. It is recommended that you save your completed form to your desktop and email it to [pistolpermits@tompkins-co.org](mailto:pistolpermits@tompkins-co.org) as an attachment. You may also mail your completed form to the address above. Walk-ins will be accepted, however, the processing may not be able to be completed at that time.
4. Once your form is received, we will verify the firearms you currently have on your permit and begin updating and transferring your information to the plastic card permit system.
6. You will be notified by phone when your plastic card is ready to be picked up.
7. Once you have received a phone call, you will have to come to the Sheriff's Office to finish processing your plastic card permit. At this time we will be taking a photo and capturing your electronic signature and thumbprint. Your new permit will be printed at this time. **You must surrender your paper pistol permit in exchange for your plastic permit.** Please bring the \$15 fee, in cash, as well as your driver's license with you.