

MONROE COUNTY SHERIFF'S OFFICE
Instructions for License to Sell Firearms Applications

AS MANDATED BY PA. STATE POLICE AND THE REVISED
UNIFORM FIREARMS ACT – INSTANT CHECK SYSTEM (PICS)

You must read and follow the items listed below or your application can not be accepted

- 1.) Certain documents shall be required upon the acceptance of your application. Failure to provide these documents may result in a delay or denial of the application. They are as follows:
 - a.) A copy of your current federal firearms license.
 - c.) You need to possess a state sales tax license number, **Please bring these with you.** in order to assist us with our required background investigation.

- 2.) **The front of the application must be completed in full prior to acceptance at the Sheriff's Office. All questions and blocks must be answered, if a question doesn't apply, write N/A (Not Applicable).**
 - A. Form must be legibly typed / printed with black or blue ball point pen (ONLY).
 - B. Question (# 7), Date of Birth – MONTH/DAY/ COMPLETE YEAR - e.g., - 01/20/1938
 - C. Question (#12), height use three-digit - e.g., - 5'6" would be "506" / 6'0" would be "600"
 - D. Question (#16), Mailing Address, followed by the physical street that you live on.
e.g., - RD 1 Box 345(Old Johnstown Road), Stroudsburg, PA. 18360
PO BOX 100 (Old Johnstown Road), Stroudsburg, Pa. 18360
 - E. Also question (#22), same as question (#16) above. Mailing Address first then Street Location as it applies to your business.

- 3.) In the upper right hand corner of the application, please print or type the Township or Borough in which you reside, not the county.

- 4.) All applicants must submit their completed application to the Sheriff's Office. A non- refundable fee of \$57.00 will be charged as required by law for processing of the application. This office will only except cash or money order. **WE NO NOT EXCEPT CHECKS OF ANY KIND.**

***** **EXPIRATION DATE WILL BE THREE (3) YEARS FROM DATE OF ISSUE.** *****

Check the date on your license for current expiration. As long as Pic's is up it only takes 20 Minutes to process. The Pic's office closes at 3:00Pm, so it's best to come in the morning.

Questions regarding these requirements, can be answered by calling (570) 517-3301 between 8:30 AM and 4:30 PM Monday thru Friday.

Firearms Investigator / Deputy Sheriff

Sheriff of Monroe County