



Office of the Sheriff County of Madison



Allen Riley, Sheriff

John E. Ball, Undersheriff

ATTENTION NYS FIREARMS PERMIT HOLDERS - READ THIS concerning the NYS Firearms License Request for Public Records Exemption Form & Instructions

**To keep your information private - YOU MUST SUBMIT THIS FORM
BEFORE MAY 15, 2013!!!**

NYS Firearms License Request for Public Records Exemption Form & Instructions

You can type directly into the form

**YOU MUST SUBMIT THIS FORM TO THE MADISON COUNTY CLERK'S
OFFICE
BY OR BEFORE MAY 15, 2013!!!**

NY SAFE Act FAQs are online here www.nysafeact.com

The information below is copied from
http://www.troopers.ny.gov/Firearms/Public_Records_Exemption/

The NYSAFE Act protects the privacy of pistol license holders by permitting them to notify a County Clerk that they do not wish for their information to be released publicly.

Under the law, current licensees and new applicants may make this notification to their licensing officer using a form approved by the Superintendent of the New York State Police.

Questions applicants may have in filling out the form may include:

Q: Where do I get the FOIL form? [Click HERE for form](#)

A: The forms will be available through your licensing office, either on paper or online. For more information, check with your county clerk's office. The form is also available on the New York State Police website at www.troopers.ny.gov/optoutfoil or the NY SAFE Act website at www.nysafeact.com

Q: How do I complete the form?

A: In the first section, you will need to fill out your name, date of birth, address and the county in which you are applying.
If you hold a firearms license, there is a space for you to provide the license number as well.
In the second section, check the box that best describes the reason your information should not be publicly disclosed.
To complete the form, sign and date it.

ACCOUNTABILITY

INTEGRITY

PROFESSIONALISM

Q: Once I've completed the form, how do I submit it?

A: To submit your form, take or mail it to the Madison County Clerk's Office, PO Box 668, Wampsville, NY 13163.

Q: Once the form is completed, how long does it take to become effective?

A: Pistol permit information held by the county is currently exempt from FOIL and will be until May 15, 2013. At that time, those who have submitted the form will remain exempt from the FOIL provisions unless the licensing authority has refused to grant the exemption. Those wishing to apply for the exemption should do so by May 15, 2013, to avoid any disclosure.

Q: If I do not file the form by May 15, 2013, will I be able to file in the future?

A: You may file the form anytime. However, after May 15, 2013, if you have not yet filed an exemption form, your information may be subject to release under FOIL. If you file a form in the future and your request is granted, your information will once again be exempt from FOIL.