

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

**AS MANDATED BY PA. STATE POLICE AND THE REVISED**  
**UNIFORM FIREARMS ACT – INSTANT CHECK SYSTEM (PICS)**  
**(EFFECTIVE JULY 01, 1998) / Revised APRIL 2010**

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

1.) Applicant must be at least **21** years of age, with a permanent physical residence /address in Monroe County, PA.

a.) **Non- residents, please refer to section G on page 2 for your requirements.**

2.) **Whether you are applying for the first time OR renewing**, 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. Documents **required** are as follows:

a) A photocopy of your most recent Local 1% Earned Income Tax Form (i.e.-Berkheimer Assoc. /Central Tax Bureau) **NOT** your W-2 form or your property taxes. See below to determine which agency collects this tax for your township. If you are not familiar with this tax, contact the appropriate agency below to register as a tax payer. Request a letter stating you have done so and bring that in upon submission. **Exception** - **Retirees** must provide a copy of their Federal Income Tax Return or Real Estate Taxes reflecting their Monroe County residency and address.

**Berkheimer & Assoc. (570)421-3681**

Barrett	Jackson
Chestnuthill	Stroudsburg
Coolbaugh	East Stroudsburg
Hamilton	Stroud
Middle Smithfield	Mt. Pocono
Price	Tunkhannock
Smithfield	Paradise

**Central Tax Bureau (570)752-3600**

Pocono  
Tobyhanna

**Township Tax Collectors**

Eldred 610-381-4252 ext. 3  
Polk 610-681-2888  
Ross 992-4990

b.) If you are currently on disability, you will need to provide written documentation from your doctor or the Social Security Office as to the specific nature of your disability as well as any medications, if any, you may be taking.

c.) If you were a member of the military, a copy of your DD-214 (Member 4 Copy or Military Discharge) is required.

d.) Upon **personally** submitting your application, we will need to photocopy your Pa. Drivers License or PA. Identification Card and your second form of identification as listed in number 2A above. **Please bring these with you** in order to assist us with our required background investigation.

3.) **With the exception of the signature block, 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).**

\*\*\*\*\* **DO NOT SIGN APPLICATION BEFORE BRINGING TO THE OFFICE** \*\*\*\*\*

- 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

PLEASE BE ADVISED, THE STATE NOW **REQUIRES** THAT A STREET BE LISTED ON ALL DRIVER’S LICENSES THAT HAVE A P.O. BOX ONLY. APPLICANTS WITHOUT A STREET ON THEIR DRIVER’S LICENSE WILL BE REQUIRED TO PROCURE AN UPDATE FROM PENNDOT **PRIOR** TO APPLYING.

E. Question (#24); complete the same as question #16 (explained above in section D). Mailing Address first then Street location as it applies to your employer.

F. **Question #38, if you are not a U.S. Citizen**, you must provide your Alien Identification card. You **MUST** be a resident of Pennsylvania for 90 days prior to application. This date will be determined by your Pennsylvania Driver’s License. In addition to all other necessary paperwork, Pennsylvania law now requires that you provide substantiating documentation that you have continuously resided in Pennsylvania for those 90 days. **Examples of qualifying documentation are:** utility bills, lease agreements, credit card statements and/or pay stubs from the applicant’s place of employment if such documents include your current residential address. Please provide a minimum of 90 days worth of said documentation.

**G. Non-resident requirements – Must complete this application and provide the following:**

1. A full **UNRESTRICTED** permit from your home state
  2. The address of the issuing agency
  3. Two (2) references from your home state
  4. Driver’s license from home state reflecting your current address
  5. DO NOT SIGN THE APPLICATION PRIOR TO SUBMISSION. It must be signed in the presence of a Sheriff’s Office staff member.
- 4.) In the upper right hand corner of the application, please print or type the Township or Borough in which you reside, **NOT** the County.
- 5.) **All references MUST be full time MONROE COUNTY, PA. residents only!** Family members or those who reside at the same address as you are **NOT** acceptable. References can not be related or reside at the same address as one another. You **must** provide their **complete home mailing address** and phone number. If any of your references fail to return the questionnaire within the 45 days, your application will be denied.
- 6.) Upon submission, this application **MUST** be signed in the presence of a Deputy Sheriff or authorized employee upon acceptance - **PLEASE DO NOT SIGN IN ADVANCE.**

7.) All applicants **MUST personally** submit their completed application to the Sheriff's Office.

**This permit will be a paper ONLY. – As Specified by the State**

**The Cost to drop off an application to carry is listed below**

A Non-refundable fee for the following will apply.

\$5.00 Processing application as required by law

\$5.00 State Modernization Fund

\$1.00 State Validation System Fund

**The total fee to drop off an application is \$11.00 (CASH ONLY) This is a Non-Refundable fee.**

8.) If a complete background investigation reveals no history you should receive a post card of approval within forty-five (45) days. If you are denied by the State Police, you will receive a letter and a denial form from the Sheriff's Office regarding the denial and the process you may follow to rectify the matter. If denied for incomplete paperwork (no tax form, no response from reference, etc.) you may reapply. You will be required to again produce ALL documents and fees at the time of re-application.

9.) Upon approval, you will again be required to **personally** appear at the Sheriff's Office to proofread and accept your License to Carry Firearms.

**You will have to pay an additional cost at that time of \$14.00 (CASH ONLY).**

\*\*\*\*\* EXPIRATION DATE WILL BE FIVE (5) YEARS FROM DATE OF ISSUE. \*\*\*\*\*

10.) If approved, this license does **not** authorize / exempt anyone to carry a firearm for employment purposes.

There are exceptions as listed under section 6106 of the Pennsylvania Crimes Code - (Firearms Not to be Carried Without a License). You will be in violation of the law if you carry a firearm for employment purposes unless you are properly certified under Act 235 - Lethal Weapons Training Act. This certification and information can be obtained directly from the Pennsylvania State Police.

11.) All applicants are reminded that furnishing false information to law enforcement is a violation of section 4904 of the Pennsylvania Crimes Code - Title 18 - (Unsworn Falsification to Authorities). Any violation shall be dealt with according to law and prosecuted by this office.

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

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**Firearms Investigator / Deputy Sheriff**

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**Sheriff of Monroe County**