



**POLICE DEPARTMENT**  
Rifle/Shotgun Section  
120-55 Queens Boulevard  
Room 11-B  
Kew Gardens, NY 11424  
(718) 520-9300

**LICENSE DIVISION  
RIFLE/SHOTGUN SECTION**

**SPECIAL THEATRICAL PERMIT  
INSTRUCTIONS**

**REQUIREMENTS:**

- 1) All applicants must be citizens of the United States.
- 2) All applicants must be over twenty-one (21) years of age.
- 3) All applicants must submit proof of identification (Birth Certificate or U.S. Passport) and proof of address (Gas, Electric, or Telephone Bill).
- 4) All applicants may pay by credit card or Postal Money Order made payable to the New York City Police Department in the amount of one hundred and forty (\$140.00) dollars.
- 5) All applicants must submit four (4) recent color passport type photos.
- 6) All applicants must submit a Notarized Statement signed by an officer or owner of their production company authorizing the applicant to apply for a permit on behalf of the company. The statement must be printed on corporate stationery and state the following:
  - a) How the weapons will be utilized;
  - b) The type and number of weapons to be utilized;
  - c) The length of time that the weapons will be utilized;
  - d) That the applicant is the person responsible for registration and security of the weapons in question.

Please be advised that Special Theatrical Permits are issued for long arms that will be utilized during the course of television, movie, stage or other similar theatrical productions or by a professional photographer during a photography session. This permit is NOT for the personal possession of long arms. The Special Theatrical Permit is valid for up to one year.

Commanding Officer  
Rifle/Shotgun Section