



(RENEWAL EVERY 2 YEARS)

LICENSE TO OWN AND POSSESS FIREARMS (LTOPF)

IMPORTANT:

1. Please make sure that ALL ORIGINAL & PHOTOCOPIES OF DOCUMENTS submitted are VERY CLEAR
2. Use BLACK INK for filling up all forms, including BLACK INK FOR THUMBMARKS (not light)
3. All requirements needing thumbmarks and signatures should have clear thumbmarks and signatures.

IF NOT, THEY WILL NOT BE PROPERLY SCANNED & YOUR LTOAPF APPLICATION WILL NOT BE APPROVED.

SUPPLEMENTAL OPTIONS ON LTOPF REQUIREMENTS

1. Create an Online LTOPF Account; Please log-in at www.feo-system.com.ph then click Service.
2. Two (2) copies Application Form – Form provided by Trust Trade or maybe downloaded from our website
3. Original Copy of NBI Clearance
4. Original PNP National Police Clearance for Metro Manila or DI Clearance or Municipal/City Police Clearance for Provinces
5. Neuro Psychiatric Clearance from PNP Health Service (result linked from HS to FEO System)
6. Drug Test Result from PNP Crime Laboratory (result linked from CL to FEO System)
7. Original Copy of NSO Birth Certificate or Photocopy of Passport or Birth Certificate from the Local Civil Registry
8. Original Gun Safety and Responsible Gun Ownership Seminar Certificate (FED-Accredited Center)
9. Photocopy of Proof of Billing or Original Barangay Clearance for LTOPF Purposes
10. Photocopy of two (2) Valid Government ID
11. 4 pcs 2x2 ID Picture (*for LTOPF form, NP, DT and GSRGO*)

ADDITIONAL REQUIREMENTS:

Proof of Income (ANY ONE ONLY, NOT ALL):

Businessman

1. Photocopy of Income Tax Return or Business Permit or SEC Registration Certificate or DTI

Private Employee/ OFW

1. Photocopy Income Tax Return (ITR) or Original Copy of Certificate of Employment and Company ID
2. Photocopy of Latest or Previous Contract and Seaman's Book

Active Government Employee/ Government Official/ Elected Official

1. Photocopy of Appointment Order or Oath of Office and Government ID

Retired Private/ Government Employee/ Elected Official

1. Photocopy of Retirement Order or Appropriate Document

Military Reservist

1. J9 Clearance

PNP/ AFP & other Law Enforcement Agency (LEA)

1. Photocopy of Appointment Order and Certificate of Duty Status and Non-Pending Case Certificate

Senior Citizen

1. Photocopy of Senior Citizen ID

Others

1. Bank Certificate of Deposit
2. Land Title or Certification from Barangay Chairman & COP for proof of livelihood (*for farmers*)
3. Other documents that may prove source of income
4. Personal Appearance in One Stop Shop or FEO or RSAU or Caravan

TYPES OF LICENSES ISSUED TO INDIVIDUALS

1. Type 1 License – Maximum of two (2) firearms
2. Type 2 License – Maximum of five (5) firearms
3. Type 3 License – Maximum of ten (10) firearms
4. Type 4 License – Maximum of fifteen (15) firearms
5. Type 5 License – More than fifteen (15) firearms

Downgrade/Upgrade:

1. Certification from the FEO that the Licensee is clear of any Derogatory Record
2. Previous License to Own and Possess Firearms
3. Updated Registration of Firearms
4. Inspection Report (for upgrading to Type 3 to 5 License)

Sport Shooter's License:

1. Copy of License to Own and Possess Firearms
2. Certification from the President of a recognized Gun Club or Sports Shooting Association
3. Written Authority of Consent from Parents/Guardian (for minors)

Gun Collector's License:

1. Copy of License to Own and Possess Firearms
2. Certification of updated Firearm Registration

Antique Firearms Collector's License:

1. Copy of License to Own and Possess Firearms
2. Certification from the National Museum that the FA is Antique