REQUIREMENTS FOR NEW APPLICATION OF LICENSE TO OWN AND POSSESS FIREARMS (LTOPF)

1. Create an Online LTOPF Account; Please log-in at www.feo-system.com.ph; then click vServices.
2. Two (2) copies Application Form - Form provided by Trust Trade or maybe downloaded at www.trustrade.com.ph
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)
12. Proof of Income (ANY ONE ONLY, NOT ALL)
   - Businessman
     1. Photocopy of Income Tax Return or Business Permit or SEC Registration Certificate or DTI
     2. Original Copy of Certificate of License to Own and Possess Firearm (LTOPF)
   - Private Employee/ OFW
     1. Photocopy of Income Tax Return (ITR) or Original Copy of Certificate of Employment and Company ID
     2. Photocopy of Latest and Previous Contract and Seaman’s Book
   - Active Government Employees/ 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
     2. Photocopy of Senior Citizen ID
     3. Bank Certificate of Deposit
     4. Land Title or Certification from Barangay Chairman & COP for proof of livelihood (for farmers)
     5. Other documents that may prove source of income
13. Personal Appearance in One Stop Shop or FEO or RSAU or Caravan

REQUIREMENTS FOR NEW APPLICATION OF FIREARM REGISTRATION

1. Two (2) copies Application Form - Form provided by Trust Trade or maybe downloaded at www.trustrade.com.ph
2. Copy of Valid Certificate of License to Own and Possess Firearm (LTOPF)
3. Ballistic Certificate or Firearm’s Stencil and Test Certificate – c/o Trust Trade

REQUIREMENTS FOR RENEWAL OF LICENSE TO OWN AND POSSESS FIREARMS (LTOPF)

1. Two (2) copies Application Form - Form provided by Trust Trade or maybe downloaded at www.trustrade.com.ph
2. Original Copy of NBI Clearance
3. Original PNP National Police Clearance for Metro Manila or DI Clearance or Municipal/City Police Clearance for Provinces
4. Neuro Psychiatric Clearance from PNP Health Service (result linked from HS to FEO System)
5. Drug Test Result from PNP Crime Laboratory (result linked from CL to FEO System)
6. Photocopy of one (1) Valid Government ID
7. 3 pcs 2x2 ID Picture (for LTOPF form, NP and DT)

REQUIREMENTS FOR RENEWAL OF FIREARM REGISTRATION

1. Two (2) copies Application Form - Form provided by Trust Trade or maybe downloaded at www.trustrade.com.ph
2. Copy of Valid Certificate of License to Own and Possess Firearm (LTOPF)
3. Copy of expired Firearm License Card or Firearm Registration