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#### REQUIREMENTS AND GUIDELINES 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](http://www.feo-system.com.ph); then click vServices.
2. One (1) copy of Application Form - *Form provided by Trust Trade or maybe downloaded at [www.trusttrade.com.ph](http://www.trusttrade.com.ph)*
3. Original PNP National Police Clearance; Please log-in at <https://pnpclearance.ph>
4. Affidavit of Undertaking
5. Neuro Psychiatric Clearance from PNP Health Service (result linked from Health Service (HS) to FEO System)
6. Drug Test Result from PNP Crime Laboratory (result linked from Crime Laboratory (CL) to FEO System)
7. Original Gun Safety and Responsible Gun Ownership Seminar Certificate (FEO-Accredited Center)
8. Original Copy of NSO Birth Certificate or Photocopy of Passport or Birth Certificate from the Local Civil Registry
9. Photocopy of Proof of Billing or Original Barangay Clearance for LTOPF Purposes
10. Photocopy of one (1) Valid Government issued ID (GSIS/ SSS /Driver's License/Passport/TIN/Postal ID)
11. 2 pcs 2x2 ID Picture with white background (*for LTOPF form and Neuro Psychiatric Test*)
12. Proof of Income (One (1) of any from the list)
  - Businessman
    1. SEC Registration Certificate w/ Articles of Incorporation or Business Permit and DTI Business Name Registration
  - Private Employee/ OFW
    1. Original Copy of Certificate of Employment, Payslip & Company ID
    2. Photocopy of Latest or Previous Contract and Seaman's Book
  - Professional
    1. Professional Regulation Commission (PRC) ID or Integrated Bar of the Philippines (IBP) ID
    2. Professional Tax Receipt (PTR)
  - Active Government Employee/ Government Official/ Elected Official
    1. Photocopy of Appointment Order or Oath of Office and Office ID
  - Retired Private/ Government Employee/ Elected Official
    1. Photocopy of Retirement Order or Pension Paper
  - Military Reservist
    1. J9 Clearance
  - PNP/ AFP & other Law Enforcement Agency (LEA)
    1. Photocopy of Appointment Order and Certificate of Duty Status and Certificate of Non-Pending Case and Unit ID
  - Senior Citizen
    1. Photocopy of Senior Citizen ID
  - Others
    1. Bank Certificate of Deposit

#### REQUIREMENTS FOR NEW APPLICATION OF FIREARM REGISTRATION

1. Application Form - *Form provided by Trust Trade or maybe downloaded at [www.trusttrade.com.ph](http://www.trusttrade.com.ph)*
2. Copy of Valid License to Own and Possess Firearm (LTOPF)

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

1. Application Form - *Form provided by Trust Trade or maybe downloaded at [www.trusttrade.com.ph](http://www.trusttrade.com.ph)*
3. Original PNP National Police Clearance; Please log-in at <https://pnpclearance.ph>
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 issued ID (GSIS/ SSS /Driver's License/Passport/TIN/Postal ID)
7. Photocopy of Expired LTOPF
8. 2 pcs 2x2 ID Picture with white background (*for LTOPF form and Neuro Psychiatric Test*)

#### REQUIREMENTS FOR RENEWAL OF FIREARM REGISTRATION (FR)

1. Application Form - *Form provided by Trust Trade or maybe downloaded at [www.trusttrade.com.ph](http://www.trusttrade.com.ph)*
2. Copy of Valid License to Own and Possess Firearm (LTOPF)
3. Copy of expired Firearm License Card or Firearm Registration

#### REQUIREMENTS FOR PERMIT TO CARRY OUTSIDE RESIDENCE (PTCFOR)

1. Application Form
2. Copy of Valid License to Own and Possess Firearm (LTOPF)
3. Copy of Valid Firearm Registration
3. Copy of expired PTCFOR ID card (if renewal)
4. Photocopy of one (1) Valid Government issued ID (GSIS/ SSS /Driver's License/Passport/TIN/Postal ID)
5. 1 pc. 2x2 picture with white background
- 6 Copy of Appointment Order or Plantilla or Oath of Office (if Government Employee or ELECTED Official)
7. Copy of Office ID (if Government Employee or Elected Official)
8. Picture holding latest newspaper or Calendar