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

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1. Create an Online LTOPF Account; Please log-in at <https://feo.pnp-csg.org>
2. One (1) copy of Application Form - Form provided by Trust Trade or maybe downloaded at www.trusttrade.com.ph
3. Original PNP National Police Clearance; Please register at <https://pnpclearance.ph>
4. Neuro Psychiatric Clearance from PNP Health Service (HS) (result linked from HS to FEO System)
5. Drug Test Result from PNP Forensics Group (FG) (result linked from FG to FEO System)
6. Original Gun Safety and Responsible Gun Ownership Seminar Certificate (FEO-Accredited Center)
7. Original Copy of PSA Birth Certificate or Photocopy of Passport or Birth Certificate from the Local Civil Registry
8. Photocopy of Proof of Billing or Original Barangay Clearance for LTOPF Purposes
9. Photocopy of one (1) Valid Government issued ID (GSIS/ SSS / Driver's License/ Passport/ National ID/ Postal ID)
10. Two (2) pcs 2x2 ID Picture with white background and name tag (for LTOPF Form and Neuro Psychiatric Test)
11. Proof of Income - Any one (1) from the following
 - Businessman
 1. Photocopy of Income Tax Return (ITR) or SEC Registration Certificate w/ Articles of Incorporation and Business Permit or DTI Business Name Registration and Business Permit
 - Private Employee/ Overseas Filipino Worker
 1. Photocopy of ITR or Original Copy of Certificate of Employment, Pay Slip & copy of 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. Income Tax Return (1701A)
 - 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 Agents (LEA)
 1. Photocopy of Appointment Order
 2. Certificate of Duty Status
 3. Certificate of Non-Pending Case
 4. Unit ID
 - Senior Citizen
 1. Photocopy of Senior Citizen ID
 - Others
 1. Bank Certificate of Deposit
 2. Land Title or COP for Proof of Livelihood (for farmers)
12. Personal Appearance in PNP One Stop Shop, Camp Crame or [Regional Civil Security Unit \(RCSU\)](#) or Caravan

REQUIREMENTS FOR NEW APPLICATION OF FIREARM REGISTRATION (FR)

1. Application Form - Form provided by Trust Trade or maybe downloaded at www.trusttrade.com.ph
 2. Copy of Valid License to Own and Possess Firearm (LTOPF)
- Additional Requirements for Taurus T4 or HPRFL (For LEA)**
3. Photocopy of Appointment Order and Unit ID
 4. Certificate of Duty Status and Certificate of Non-Pending Case (Purpose: To Purchase Taurus T4)

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
3. Original PNP National Police Clearance; Please register at <https://pnpclearance.ph>
4. Neuro Psychiatric Clearance from PNP Health Service (HS) (result linked from HS to FEO System)
5. Drug Test Result from PNP Forensics Group (FG) (result linked from FG to FEO System)
6. Photocopy of one (1) Valid Government issued ID (GSIS/ SSS / Driver's License/ Passport/ National ID/ Postal ID)
7. Photocopy of Expired LTOPF
8. Two (2) pcs 2x2 ID Picture with white background and name tag (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
2. Copy of Valid License to Own and Possess Firearm (LTOPF)
3. Copy of expired Firearm Registration Card or Certificate of Firearm Registration Print Out

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 (FR)
3. Copy of expired PTCFOR ID card (if for renewal)
4. Photocopy of one (1) Valid Government issued ID (GSIS/ SSS / Driver's License/ Passport/ National ID/ Postal ID)
5. One (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