

COMPLETE LTOPF GUIDE FOR NEWBIES

If you have questions, you can contact us at
questions@pbdionisio.com

YOU WANT TO BUY A FIREARM IN THE PHILIPPINES.

You have your reasons: for home security, for concealed carry or for competition.

You ask yourself, "What are the steps to own a firearm?"



Here's what you need to know:

In 2013, the Philippine government passed Republic Act NO.10591 (RA No.10591) or also known as the “Comprehensive Firearms and Ammunition Regulation Act” (Gun Law). The following year, the Philippine National Police (PNP) implemented the rules and regulations for RA No.10591.

As a citizen of the Republic of the Philippines, what does RA No.10591 provide you? It gives you the right to legally own and possess a firearm.

What are in the rules and regulations implemented by the PNP? There are 3 important things to keep in mind:

1. You need a license to own and possess a firearm.
2. Each firearm you own needs to be registered.
3. You need to be at least 21-years-old to get a license.

Before the Gun Law, each firearm you owned needed its own firearm license. Today, you first need the “License to Own and Possess a Firearm” (LTOPF) before you can buy a firearm. Each firearm you buy needs to be registered. This is similar to you having a driver's license and registering each vehicle you own.

Pro-Tips



To legally own and possess a firearm in the country, you must be a citizen of the Republic of the Philippines and at least 21-years-old.



To own and possess an air gun, you do not need a LTOPF. You need to be at least 18-years-old and register the air gun with the PNP.



Having a LTOPF means you can own a firearm. You need to individually register each firearm you own. Registration is a separate procedure not covered in this guide. Also, having a LTOPF does not give you the right to carry the firearm outside your residence. You need a Permit to Carry Firearm Outside Residence (PTCFOR).

BEFORE YOU CAN
OWN A FIREARM
YOU NEED TO GET YOUR
FIREARM LICENSE
OR ALSO KNOWN AS
L.T.O.P.F.

LICENSE TO OWN AND POSSESS FIREARM

STEP 1

PREPARE YOUR DOCUMENTS

CHOOSE YOUR QUALIFICATION:



PRIVATE EMPLOYEE

- NSO Birth Certificate or valid Philippine Passport
- NBI clearance
- National Police Clearance
- Proof of Latest Billing
- 2 valid ID's
- 7 pcs of 2x2 pictures
- Income Tax Return (ITR)
- Certificate of Employment



PROFESSIONAL

- NSO Birth Certificate or valid Philippine Passport
- NBI clearance
- National Police Clearance
- Proof of Latest Billing
- 2 valid ID's
- 7 pcs of 2x2 pictures
- Income Tax Return (ITR)
- Professional Tax Receipt (PTR)
- Professional Regulatory
- Commission ID (PRC)



SINGLE PROPRIETOR BUSINESS

- NSO Birth Certificate or valid Philippine Passport
- NBI clearance
- National Police Clearance
- Proof of Latest Billing
- 2 valid ID's
- 7 pcs of 2x2 pictures
- Income Tax Return (ITR)
- Business Permit



CORPORATION

- NSO Birth Certificate or valid Philippine Passport
- NBI clearance
- National Police Clearance
- Proof of Latest Billing
- 2 valid ID's
- 7 pcs of 2x2 pictures
- Income Tax Return (ITR)
- S.E.C. Articles of Incorporation



OVERSEAS FILIPINO WORKER

- NSO Birth Certificate or valid Philippine Passport
- NBI clearance
- National Police Clearance
- Proof of Latest Billing
- 2 valid ID's
- 7 pcs of 2x2 pictures
- Income Tax Return (ITR)
- SEC Articles of Incorporation



RETIRED BUSINESSPERSON OR RETIRED PROFESSIONAL OR PRIVATE SENIOR CITIZEN

- NSO Birth Certificate or valid Philippine Passport
- NBI clearance
- National Police Clearance
- Proof of Latest Billing
- 2 valid ID's
- 7 pcs of 2x2 pictures
- Bank account certificate or Retirement Order or Certificate of Pension or Agricultural Land Title or any proof of any source of income



GOVERNMENT EMPLOYEE

- NSO Birth Certificate or valid Philippine Passport
- NBI clearance
- National Police Clearance
- Proof of Latest Billing
- 2 valid ID's
- 7 pcs of 2x2 pictures
- Copy of Appointment Order or Oath of Office / Retirement Order or any appropriate document (Retired)



MILITARY RESERVIST

- NSO Birth Certificate or valid Philippine Passport
- NBI clearance
- National Police Clearance
- Proof of Latest Billing
- 2 valid ID's
- 7 pcs of 2x2 pictures
- J9 Clearance

Pro-Tips



Must be a valid, government issued, photo ID.



Driver's License



UMID



Voter's ID



Postal ID

Pro-Tips



Example of S.E.C. Articles of Incorporation.



Please be aware of the validity of your documents.
For example, NBI Clearance is good for one year while
Police Clearance is good for 6 months.

ACKNOWLEDGEMENT

Republic of the Philippines)
S.S.
([ANILLA])

BEFORE ME, a Notary Public in and for _____ Philippines, this day of 08/2/2022, personally appeared:

Name	Community Tax Certificate No.	Date & place Issued
Juan S. Dela Cruz	0228610 14226467	09-04-12/Manila
Christian B. Go	0228612 14226418	08-04-12/Manila
John F. Francisco	0228612 14226423	09-04-12/Manila
Mary Maria H. Cruz	0228610 14226459	09-04-12/Manila
Jeffrey X. Lopez	022 2003 14226483	01-04-12/Manila

all known to me and to me known to be the same persons who executed the foregoing Articles of Incorporation and they acknowledged to me that the same is their free and voluntary act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal on the date and at the place first above written.

NOTARY PUBLIC
Date: [Signature] 21, 20

Dist. No. [Signature]
Page No. [Signature]
Book No. [Signature]
Series of [Signature]

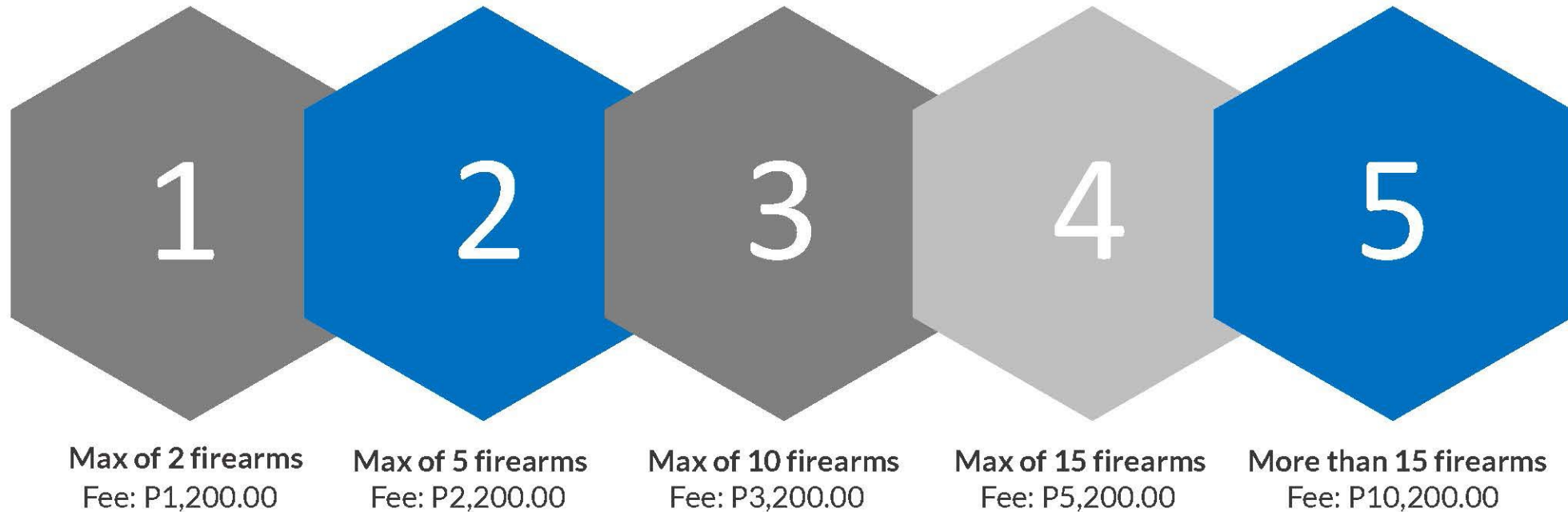
[Signature]
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STEP 2

SELECT YOUR LTOPF TYPE

Similar to a driver's license, you need to select a type for your LTOPF. The type determines the maximum number of firearms you can own.

Select from 5 types:.



Pro-Tips



The fees may change without prior notice.



Think about the number of firearms you want to own. You can always upgrade your LTOPF to a higher type, but it will cost more and take time to complete.



Do not select "Gun Collector" and save P5,000.00.

STEP 3

ATTEND A GUN SAFETY SEMINAR

You will need to take a Gun Safety Seminar at a Gun Club Accredited by the PNP. The seminar will usually take 2 to 3 hours to complete. You will be given a certificate for attending the seminar.

Pro-Tips



Do not lose the Gun Safety Certificate. You need this for Step 6.



STEP 4

CREATE YOUR FEO ONLINE ACCOUNT

The Firearms and Explosives Office (FEO) is the division of the PNP that handles the application and processing of your LTOPF. You will submit all your requirements and documents to them.

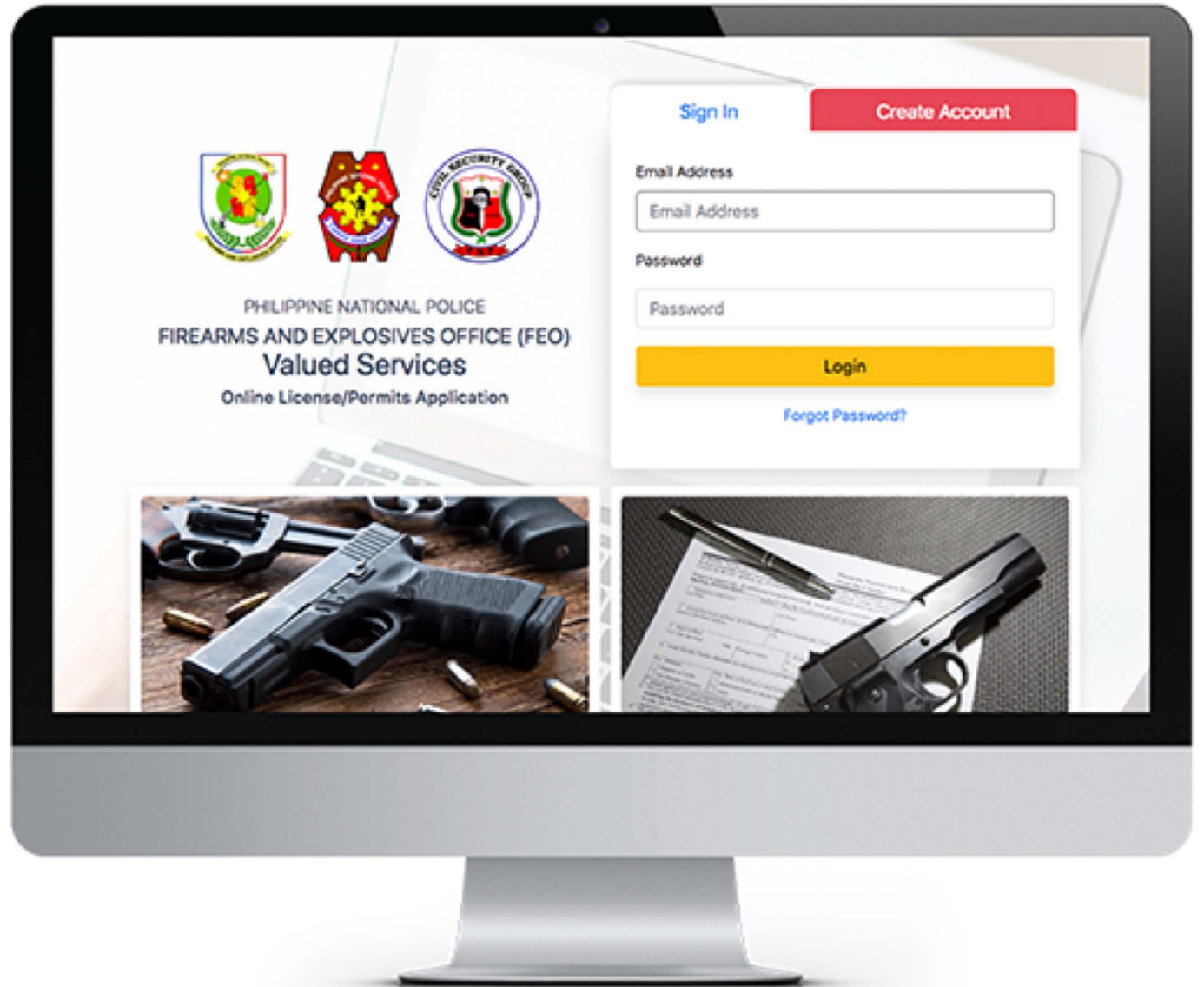
Today, the FEO has an online system to allow you manage your LTOPF. Since this is the first time you are getting your LTOPF, you first need to create an FEO Online Account.

You can sign-up here: <https://www.feo-system.com/>

Pro-Tips



Protect your username and password of your FEO Online Account. If you lose access to your account, then you will be unable to use your LTOPF.



Pro-Tips



Sign-up. Make sure to use a valid e-mail address. The current FEO Online system does not verify your e-mail address.

JUAN SANTOS DELA CRUZ
qwerty@yahoo.com

[PROFILE](#) [FIREARMS](#) [PROFILE EDIT](#) [HELP](#) [SELECT SERVICES](#)

Personal Information [Save Changes](#)

Change Photo

First Name: JUAN Middle Name: SANTOS Last Name: DELA CRUZ Qualifier (JR, SR, E...): - N/A -

Birth Date (mm/dd/yyyy): 08/25/1980 Gender: MALE Civil Status (Required): Select...

Mobile Number (Required): Mobile Number Telephone Number: (2) Telephone Number TSN: TSN

Next of Kin (Applicant's closest living blood relative or relative)

First Name (Required): Middle Name: Last Name (Required):

Qualifier (Jr, Sr, E...): - N/A - Mobile Number (Required): Mobile Number

Pro-Tips



Set "Transaction Type" to "NEW"

SELECT SERVICES

LTOPF APPLICATION FIREARMS REGISTRATION

Transaction Type
NEW

Select your address for LTOPF
123 RIZAL ST BRGY DIMAKITA, QUEZON CITY, NCR

Applicant Type
Select...

Antique Firearms Collector
Licensed citizen who owns and possess firearm manufactured at least seventy five (75) years prior to the current date but not including replicas. Firearm which is certified by the National Museum of the Philippines to be curio or relic of museum intent.

Processing Office/Branch
Select...
FEO
RCSU1
RCSU 2
RCSU 3
RCSU 4B
RCSU 4A

STEP 5

CHOOSE YOUR
PROCESSING
OFFICE OR
BRANCH

Pro-Tips



Select that "Processing Office / Branch" serves you best. This is the location you will need to go to for Step 7 and Step 9.

SELECT SERVICES

LTOPF APPLICATION FIREARMS REGISTRATION

Transaction Type
NEW

Select your address for LTOPF
123 RIZAL ST BRGY DIMAKITA, QUEZON CITY

Applicant Type
Select...

Antique Firearm Collector
Licensed citizen who owns and possess firearm manufactured at least seventy five (75) years prior to the current date but not including replica firearm which is certified by the National Museum of the Philippines to be curio or relic of museum intent.

Processing Office/Branch
Select...
PEO
RCSU 1
RCSU 2
RCSU 3
RCSU 4B
RCSU 4A



STEP 6

UPLOAD YOUR DOCUMENTS

After you have created your FEO Online Account, you need to upload all the documents you have collected.

Pro-Tips



Scan your documents and upload them into your FEO Online Account.



Pro-Tips



Once you uploaded all the documents from Step 1, this message will appear: "Waiting for Neuro / Drug Test"

STEP 7

TAKE YOUR NEURO-PSYCHIATRIC and DRUG TEST

Next, you will need to submit to a Drug Test and complete a Neuro-Psychiatric Test. You can complete these at a "Processing Office / Branch" you selected in Step 5.

The results will be available after seven working days. After completing each test, you will be informed when you can return to pick up the results. Bring the receipts as proof of payment.



Pro-Tips



You are required to make an appearance to complete these tests.



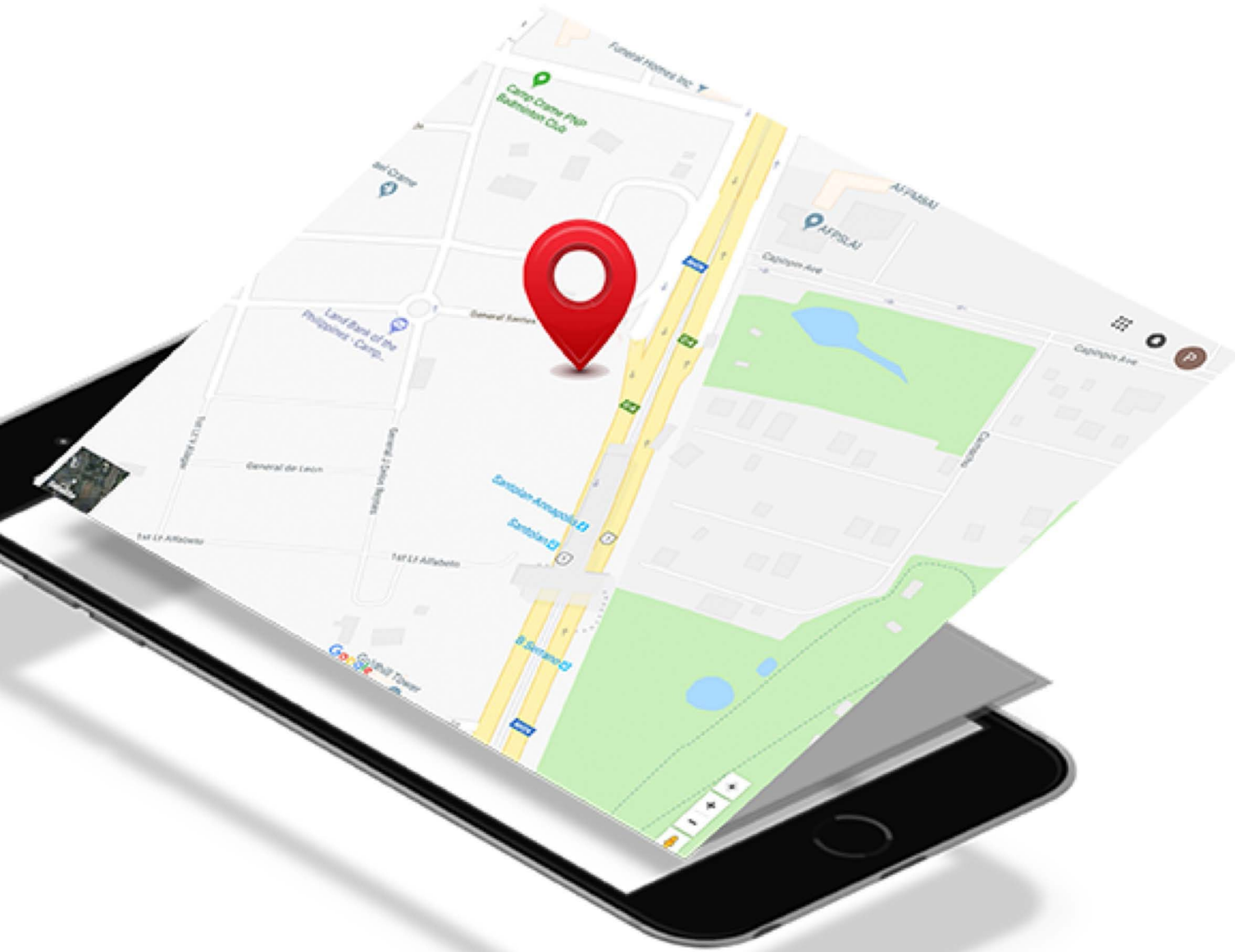
Plan ahead. It will take half-a-day.



Prepare to pay P900.00 for Neuro-Psychiatric Exam, P300.00 for Drug Test.



When you go take the tests, make sure to bring your 2×2 photos, a pen, a pencil, a valid government ID and the payment receipt of the tests.



Pro-Tips



If you chose FEO as your “Processing Office/ Branch”, you go to the One Stop Shop in Camp Crame:

<https://goo.gl/maps/RyZQ32JiWL52>

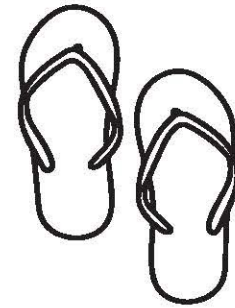
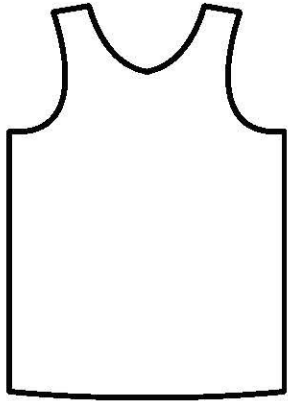


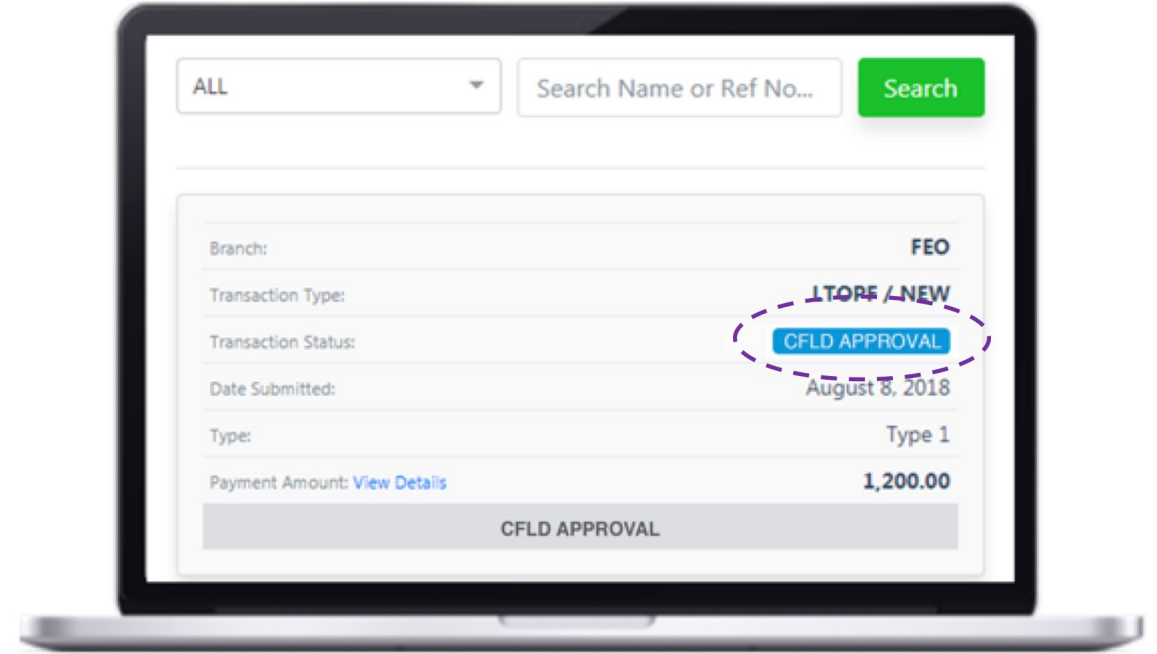
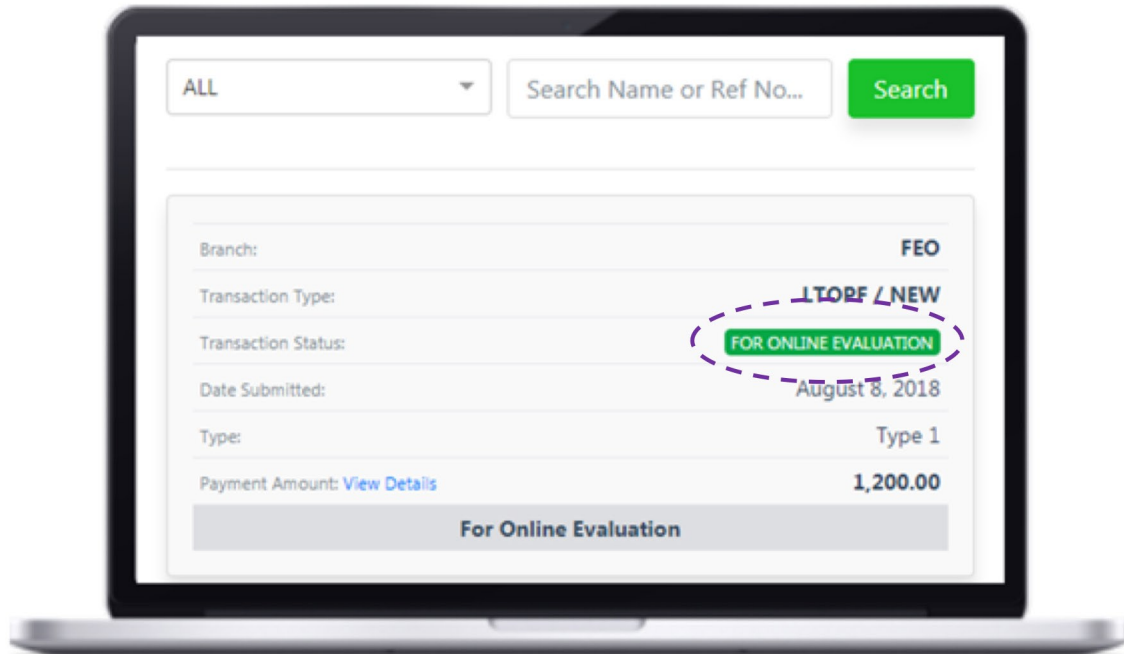
Parking is limited. We recommend you take Public transportation.

Pro-Tips



Observe the dress code. No wearing of sando, shorts and slippers.





Pro-Tips



After seven (7) working days is when you find out you've passed your tests. You can check your FEO Online account and verify the "Transaction Status" field. The value will change from "FOR ONLINE EVALUATION" to "CFLD APPROVAL".



When the "Transaction Status" is "CFLD APPROVAL", proceed to Step 8.

STEP 8

PAY THE LTOPF FEE AT LANDBANK

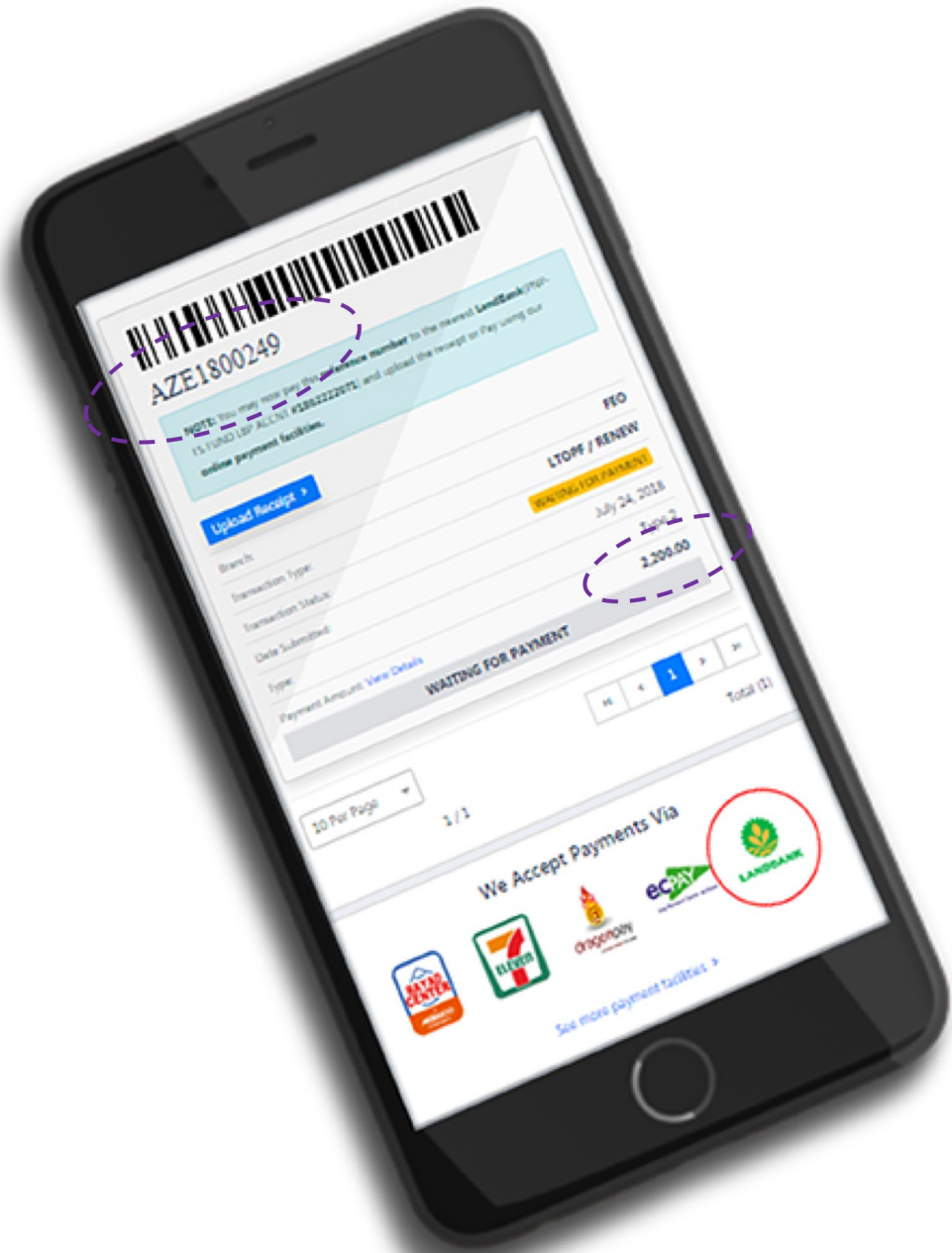
You will receive an e-mail message informing you to pay for your LTOPF. Or, you can check your FEO Online Account.

Using this, [reference number](#), you must pay this [amount](#) to the nearest LandBank: PNP-FS FUND LBP ACCNT, Account # 1862222071.

Pro-Tips



Payment is done through Landbank only.



STEP 9

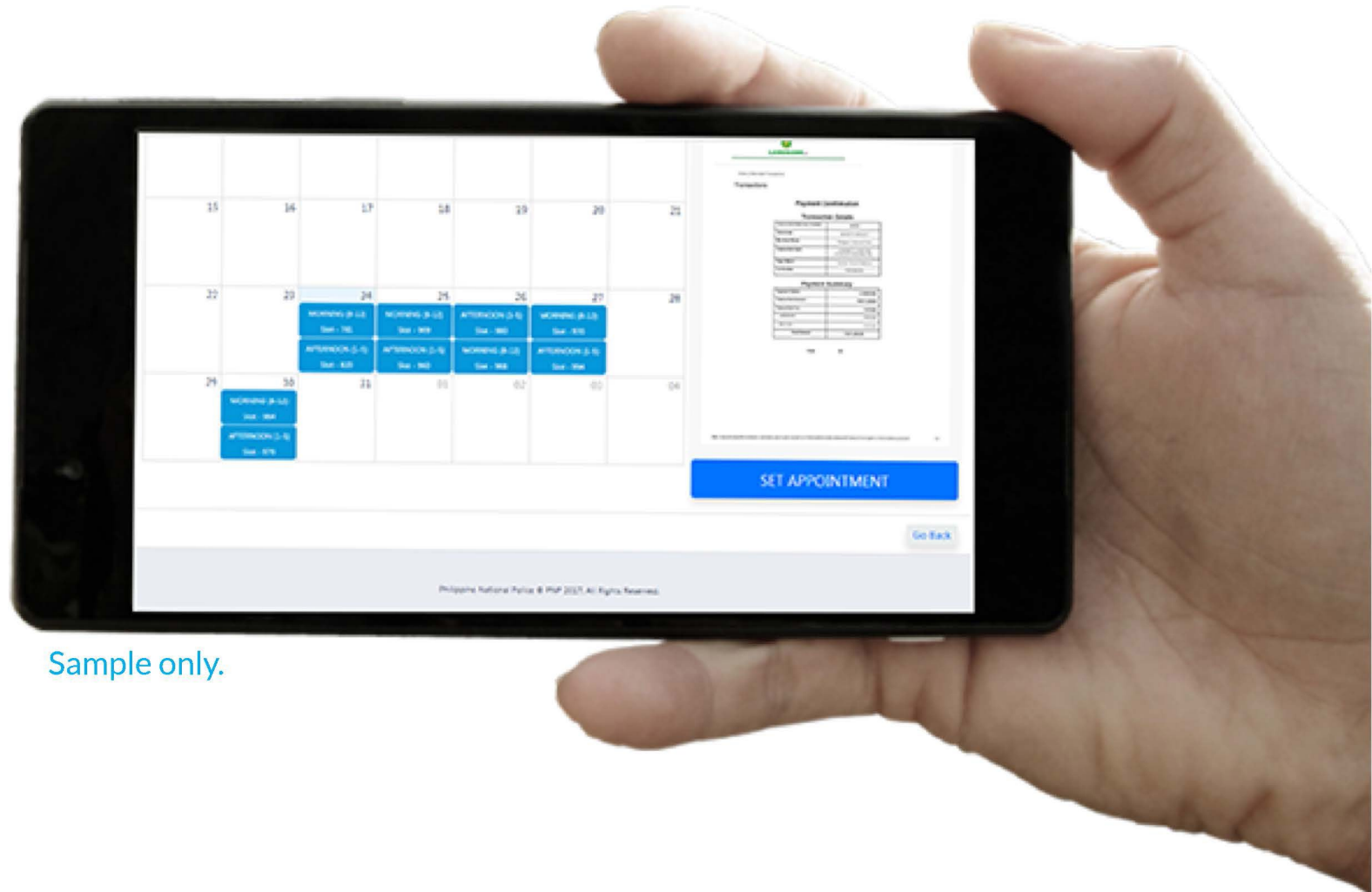
SUBMIT YOUR APPLICATION TO FEO

Right after you uploaded the deposit slip into your FEO Online Account, you need to select a date and time to personally submit your application to the "Processing Office / Branch" you selected in Step 5.

Pro-Tips



Bring all your documents and receipts.

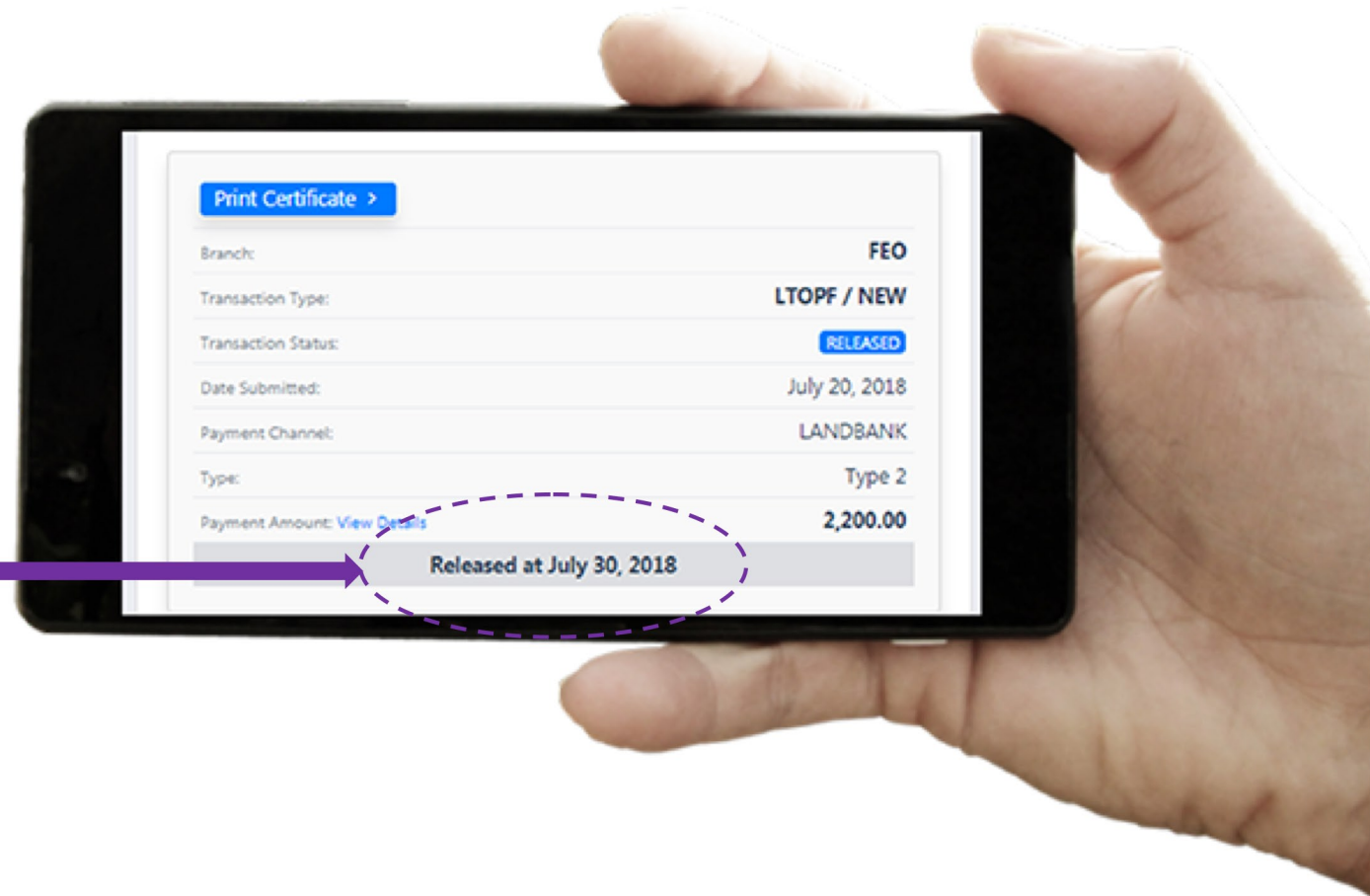


Sample only.

STEP 10

CHECK YOUR FEO ONLINE ACCOUNT TO FIND OUT WHEN YOUR LTOPF IS READY

Right after you uploaded the deposit slip into your FEO Online Account, you need to select a date and time to personally submit your application to the Processing Office / Branch you previously selected.



Pro-Tips



The approval time may take up to 2 weeks.

CONGRATULATIONS!

You are now allowed to own and possess a firearm in the Philippines.



Pro-Tips



LTOPF must be renewed every 2 years.

QUESTIONS?

If you have questions, you can contact us at
questions@pbdionisio.com

www.pbdionisio.com

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