

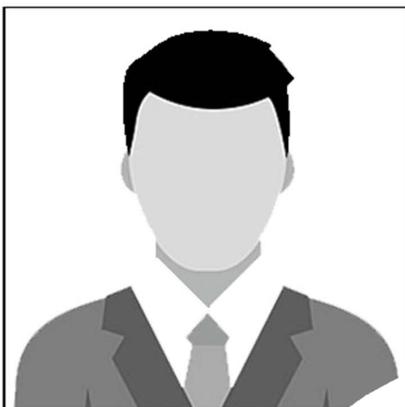


Republic of the Philippines
PHILIPPINE NATIONAL POLICE
 CaCamp BGen Rafael T. Crame, Quezon City

**LICENSE TO OWN AND POSSESS FIREARMS
 (LTOPF)**

Last Name, First Name, Middle Name

DELA CRUZ, JUAN APOLINARIO



LTOPF ID No. : _____
 Qualification : _____
 Date Issued : _____
 Date Expiry : _____
 Other Licenses : _____

Address : _____

Date Printed: _____

THE CHEAT SHEET TO GET YOUR LTOPF

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

Pro Tip



Take advantage of our LTOPF Assistance Program

We at P.B.Dionisio want you to get your LTOPF as quickly as possible. Here is a Cheat Sheet that will save you time.



CHEAT SHEET



Complete your documentation



Give all your documentation to us.



Take your Gun Safety Seminar.



Take your Neuro-Psychiatric Exam and Drug Test.



Get your LTOPF when it's ready.



COMPLETE YOUR DOCUMENTATION

CHOOSE YOUR QUALIFICATION:



PRIVATE EMPLOYEE

- ✓ Notarized LTOPF Application Form
- ✓ PSA Birth Certificate or valid Philippine Passport
- ✓ National Police Clearance
- ✓ Proof of Latest Billing or Barangay Clearance
- ✓ One (1) valid ID
- ✓ 5 pcs of 2x2 pictures
- ✓ Affidavit of Undertaking (for 10 years validity only)
- ✓ Payslip and ITR
- ✓ Certificate of Employment



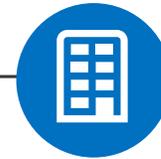
PROFESSIONAL

- ✓ Notarized LTOPF Application Form
- ✓ PSA Birth Certificate or valid Philippine Passport
- ✓ National Police Clearance
- ✓ Proof of Latest Billing or Barangay Clearance
- ✓ One(1) valid IDs
- ✓ 5 pcs of 2x2 pictures
- ✓ Affidavit of Undertaking (for 10 years validity only)
- ✓ Payslip and ITR
- ✓ Professional Tax Receipt (PTR)
- ✓ Professional Regulatory Commission (PRC) ID



SINGLE PROPRIETOR BUSINESS

- ✓ Notarized LTOPF Application Form
- ✓ PSA Birth Certificate or valid Philippine Passport
- ✓ National Police Clearance
- ✓ Proof of Latest Billing or Barangay Clearance
- ✓ One (1) valid IDs
- ✓ 5 pcs of 2x2 pictures
- ✓ Affidavit of Undertaking (for 10 years validity only)
- ✓ Business Permit
- ✓ Income Tax Return (ITR)



CORPORATION

- ✓ Notarized LTOPF Application Form
- ✓ PSA Birth Certificate or valid Philippine Passport
- ✓ National Police Clearance
- ✓ Proof of Latest Billing or Barangay Clearance
- ✓ One (1) valid IDs
- ✓ 5 pcs of 2x2 pictures
- ✓ Affidavit of Undertaking (for 10 years validity only)
- ✓ Income Tax Return (ITR)
- ✓ S.E.C. Articles of Incorporation / DTI



OVERSEAS FILIPINO WORKER

- ✓ Notarized LTOPF Application Form
- ✓ PSA Birth Certificate or valid Philippine Passport
- ✓ National Police Clearance
- ✓ Proof of Latest Billing or Barangay Clearance
- ✓ One (1) valid ID
- ✓ 5 pcs of 2x2 pictures
- ✓ Affidavit of Undertaking (for 10 years validity only)
- ✓ Certificate of Contract or Employment)
- ✓ Payslip



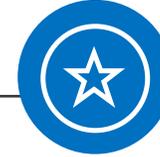
RETIRED BUSINESSPERSON OR RETIRED PROFESSIONAL OR PRIVATE SENIOR CITIZEN

- ✓ Notarized LTOPF Application Form
- ✓ PSA Birth Certificate or valid Philippine Passport
- ✓ National Police Clearance
- ✓ Proof of Latest Billing or Barangay Clearance
- ✓ One (1) valid IDs
- ✓ 5 pcs of 2x2 pictures
- ✓ Affidavit of Undertaking (for 10 years validity only)
- ✓ Retirement Order
- ✓ Land Title / Senior ID / Bank Certificate



GOVERNMENT EMPLOYEE

- ✓ Notarized LTOPF Application Form
- ✓ PSA Birth Certificate or valid Philippine Passport
- ✓ National Police Clearance
- ✓ Proof of Latest Billing or Barangay Clearance
- ✓ One (1) valid ID
- ✓ 5 pcs of 2x2 pictures
- ✓ Affidavit of Undertaking (for 10 years validity only)
- ✓ Appointment Order or Oath of Office from Civil Service
- ✓ Retirement Order or any appropriate document (Retired)



MILITARY RESERVIST

- ✓ Notarized LTOPF Application Form
- ✓ PSA Birth Certificate or valid Philippine Passport
- ✓ National Police Clearance
- ✓ Proof of Latest Billing or Barangay Clearance
- ✓ One (1) valid IDs
- ✓ 5 pcs of 2x2 pictures
- ✓ Affidavit of Undertaking (for 10 years validity only)
- ✓ J9 Clearance



GIVE ALL YOUR DOCUMENTATION TO US.

We will need a valid e-mail address and mobile number to create your FEO Online Account.

You can submit your documents to any P.B.Dionisio Branch.



QUEZON CITY

[\(Click here to see the map\)](#)

No.27 Don A. Roces Avenue Quezon City,
Metro Manila



DAVAO

[\(Click here to see the map\)](#)

G/F Damosa Business Center Km 7 J.P. Laurel Ave.
Brgy. Alfonso Angliongto, Davao City



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.





TAKE YOUR NEURO-PSYCHIATRIC AND DRUG TEST.

We will schedule a time that is convenient for you.
No need to line up for payment. Just show up and take your tests.





GET YOUR LTOPF WHEN IT'S READY

We will notify you when your LTOPF has been approved and ready for pick-up.

Pro Tip



You can check the status of your application anytime using your FEO Online Account.



Your LTOPF and Firearm Registration shall be renewed every five years or ten years, at the option of the licensee, which shall be reckoned from the birthdate of the said licensee, unless sooner revoked or suspended.

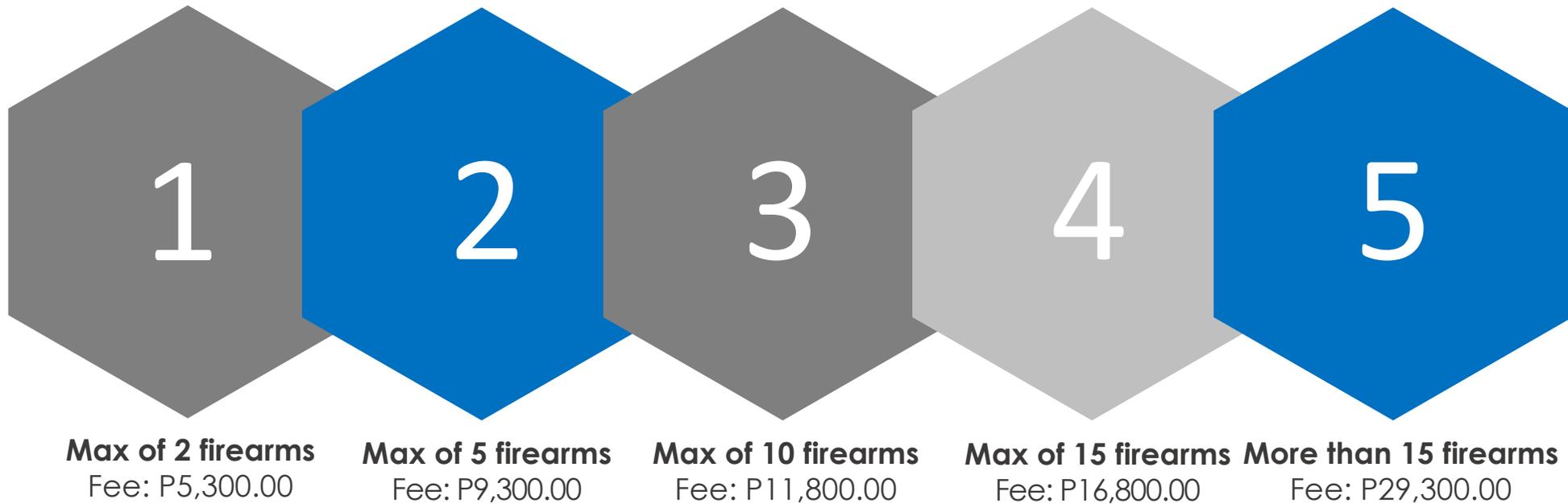




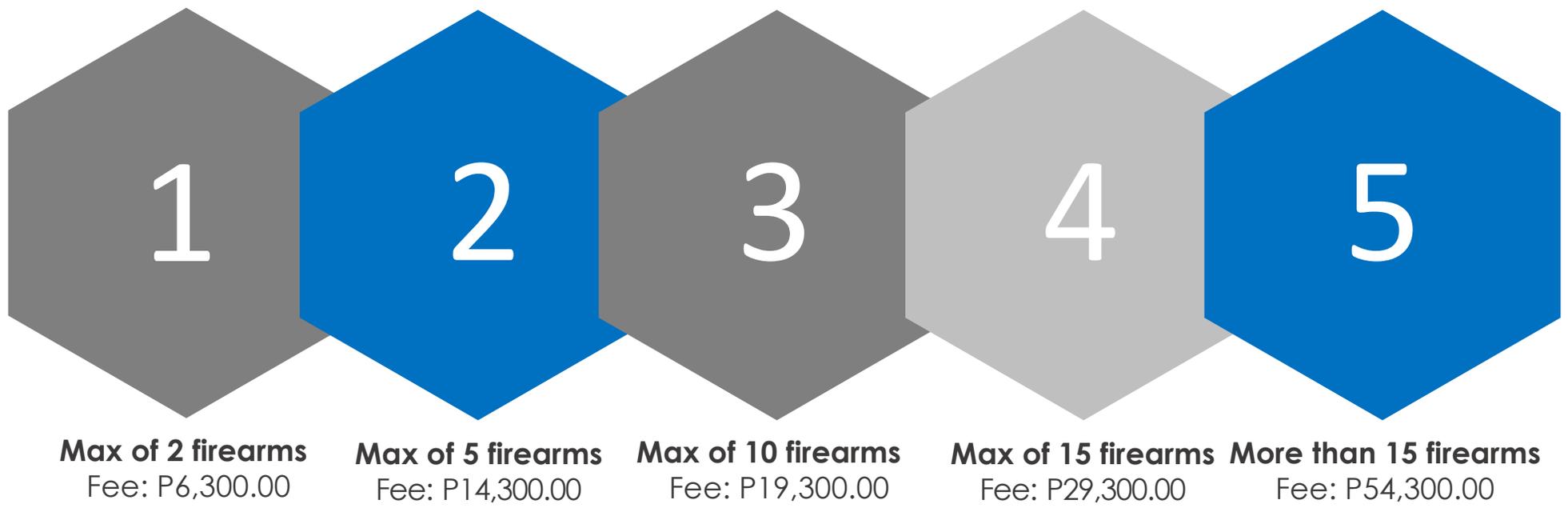
HOW MUCH IS IT WORTH?

Select a LTOPFType to find out how much it is worth:

5 years validity

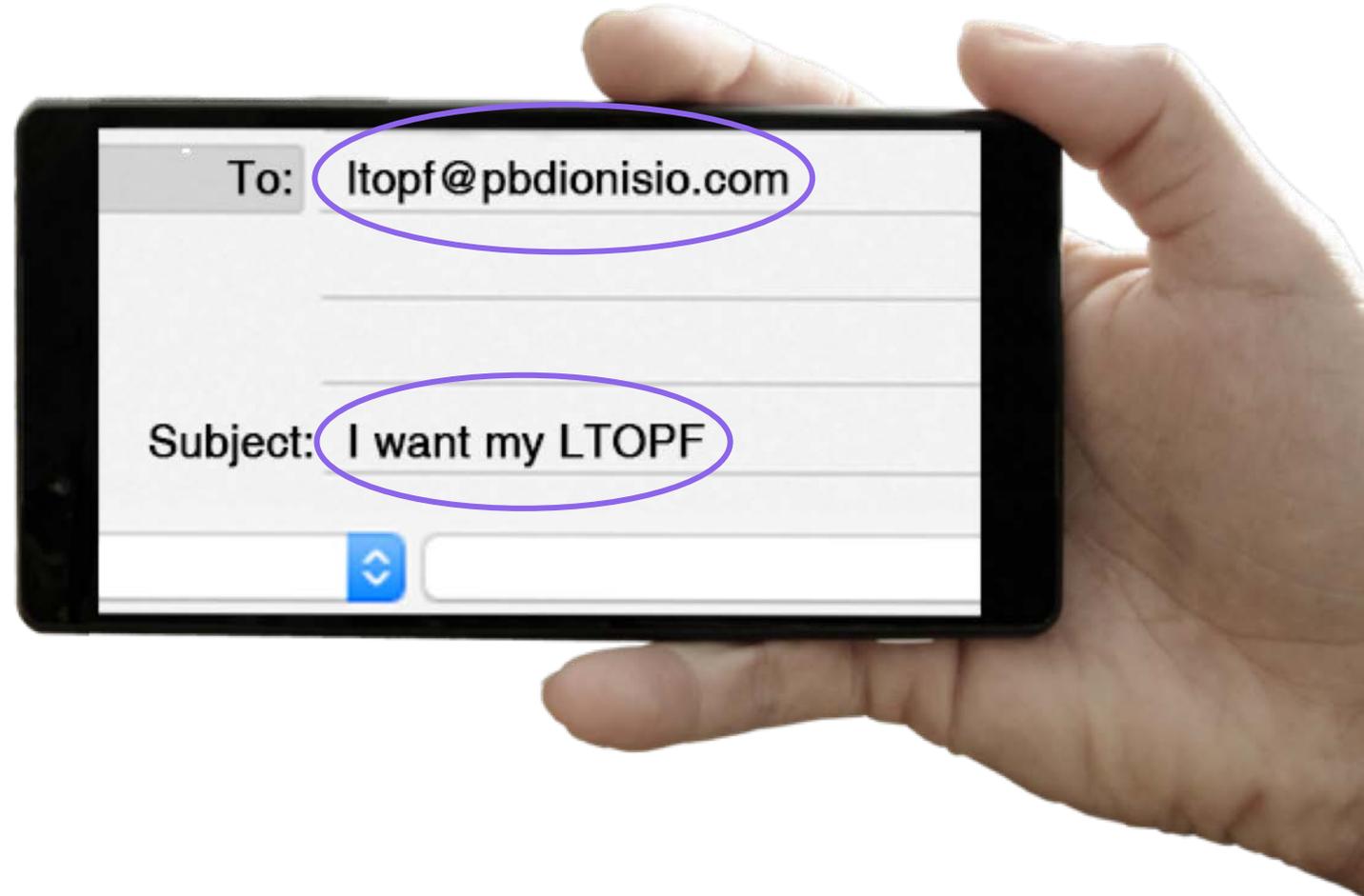


10 years validity



ACT NOW.

Get started by sending an e-mail to ltopf@pbdionisio.com today. Include “I want my LTOPF” in the subject message.



QUESTIONS?

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

www.pbdionisio.com

Stay in touch



Facebook



Instagram



Youtube



Twitter



LinkedIn