

ANNEX A
DOCUMENTARY REQUIREMENTS FOR APPLICATION OF
LICENSE TO OWN AND POSSESS FIREARM (LTOPF)

Qualifications	Documentary Requirements
	Duly notarized accomplished Application Form
Proof of Citizenship	<p>Filipino Citizen</p> <ol style="list-style-type: none"> 1. Philippine passport; or 2. Philippine Statistics Authority (formerly National Statistics Office) Birth Certificate; 3. Birth Certificate from the Local Civil Registry; 4. Certificate of Naturalization; or 5. Identification Certificate issued by the Bureau of Immigration. <p>Dual Citizen</p> <ol style="list-style-type: none"> 1. Certificate of Retention/ Reacquisition of Philippine Citizenship; 2. Certificate of Registration; or 3. Oath of Allegiance.
Proof of Income, Profession, Business or Occupation	<ol style="list-style-type: none"> 1. ITR for the preceding year indicating income or profession or business or occupation or W2 for government employees or Form 2316 for civilians; 2. Notarized Certificate of Employment, with latest Payslip; 3. Bank Certificate of Deposit or Statement of Account proving existence of the account for the last six months prior to the filing of written application; 4. Barangay Certification of Gainful Work or Occupation; 5. Land Title and/or proof of payment of real property tax; or 6. Certificate of Pension
Clearances	<ol style="list-style-type: none"> 1. National Police Clearance or DI Clearance or Police Clearance; and 2. National Bureau of Investigation Clearance (NBI);
Proof of Qualification despite Pending Case	Certified copy of the Information
Neuro Psychiatric Test	Neuro-Psychiatric Clearance issued by PNP Health Service or PNP Accredited psychologist/psychiatrist
Drug Test	Certificate issued by the PNP Crime Laboratory or a DOH-accredited and authorized drug testing laboratory or clinic
Gun Safety and Responsible Gun	<ol style="list-style-type: none"> 1. Certificate issued by the PNP;

Ownership Seminar	<ol style="list-style-type: none"> 2. Certificate issued by Authorized Gun Club; 3. Certificate issued by Admin Officer/Training Director certifying that active PNP personnel; retired PNP and AFP personnel; and organic members of other Law Enforcement Agencies (LEAs) have undergone equivalent marksmanship training; 4. Authenticated copy of Retirement Order for PNP and AFP retirees; or 5. Medical Certificate for Persons with Disability (PWD), suffering from physical and/or sensory impairment, but not including mental impairment that expressly certifies that the applicant is capable of efficiently, effectively, and safely using the particular firearm/s for which the LTOPF is being applied.
Proof of Residency	<ol style="list-style-type: none"> 1. Proof of latest billing; 2. Proof of mail sent by a government office or a government-owned-or-controlled office; or 3. Residential Lease Agreement/Contract or Barangay Certificate
Proof of Identity	Photocopy of valid Government ID
Bond Requirements for Type 3 to 5 Licensee	Firearm License Bond Policy
Inspection Requirements for Type 3 to 5 Licensee	Certificate of Inspection issued by the CSG-FEO
For Type 5 Licensee	Gun Collector's Certificate

ANNEX B
LICENSE AND REGISTRATION FEES
Amendment of Schedule of Fees for Republic Act No. 10591

Type of License		Fees
For Individual	Type 1	Php1,000.00
	Type 2	2,000.00
	Type 3	3,000.00
	Type 4	5,000.00
	Type 5	10,000.00
	Antique Firearm Collector's License	2,000.00
	Certificate of Gun Collector	5,000.00
For Juridical Entities	Type 1	Php1,000.00
	Type 2	2,000.00
	Type 3	3,000.00
	Type 4	5,000.00
	Type 5	10,000.00
	Antique Firearm Collector's License	2,000.00
	Registration	
Small Arms		Php1,600.00
Class A Light Weapons		4,000.00
Extra Barrel		800.00