

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

| Qualifications | Documentary Requirements |
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| | 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; |

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| 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 |
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| 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 |