

1. Permit to Carry Firearms Outside Residence (PTCFOR)

Schedule of Availability:

Monday to Friday
8:00 am to 5:00 pm without noon break

Client / Requesting Party:

All lawful firearm holders/owners

Documentary Requirements:

1. Application Form with 2x2 ID picture
2. Letter of request addressed to Chief, PNP (Attention: Chief, PTCFOR)
3. Proof or documents showing that the applicant is under actual threat or his/her life is in imminent danger
4. Photocopy of renewed firearms license
5. Photocopy of expired permit (for renewal)
6. DI (Directorate for Intelligence) Clearance (R2 for provincial applicants)
7. Neuropsychiatric Test
8. Drug Test
9. Gun Safety Seminar with pictures during the seminar and actual proficiency test (firing)

Special requirements are requested from the following:

<ul style="list-style-type: none"> • For Presidential Appointees and High-Ranking Government Officials 	<ol style="list-style-type: none"> 1. Certificate of Non-pending case 2. Appointment Order
<ul style="list-style-type: none"> • For Elected Officials 	<ol style="list-style-type: none"> 1. Certificate of Non-pending case 2. Appointment Order 3. Certificate of Canvass 4. DILG ID 5. Oath of Office

<ul style="list-style-type: none"> PNP/AFP/BJMP/Reservist (Annual Active Duty Training [AADT]) 	<ol style="list-style-type: none"> Certificate of Non-pending case Certificate of Duty Status PNP/AFP/BJMP/Reservist ID
<ul style="list-style-type: none"> PNP/AFP/BJMP (Retired) 	<ol style="list-style-type: none"> Retirement Order PNP/AFP/BJMP ID
<ul style="list-style-type: none"> BFP/Coast Guard/Customs Police/Airport Police 	<ol style="list-style-type: none"> Certificate of Non-pending case Certificate of Duty Status Work ID
<ul style="list-style-type: none"> Government Employees 	<ol style="list-style-type: none"> Certificate of Non-pending case Appointment Order
<ul style="list-style-type: none"> Senior Citizens 	<ol style="list-style-type: none"> Medical Certificate attesting that applicant is fit to possess, handle and carry firearms Senior Citizens ID Card
<ul style="list-style-type: none"> Business/Private Individuals/Professionals 	-none-
<p>Concerned Office: Permit to Carry Firearms Outside Residence Secretariat, OCPNP</p> <p>Duration: 2 working days</p>	

How to Avail the Service:							
Step	Applicant	Service Provider	Office/Person Responsible	Forms	Fees	Processing Time	
1	Fill out an application form located at the PTCFOR building or at the Firearms and Explosives Division Receiving Counter	—	Message Center PNCO	PTCFOR Application Form	None	—	
2	Submit the form together with the required documents (a claim stub will be issued). Return the following day	Verifies documents for completeness	PNCO	—		20 min	
		Verifies documents for authenticity		—		4 hr	
		Recommends approval/disapproval to the Chief, PNP	Chief, PTCFOR	—		30 min	
		Approves or disapproves application	Chief, PNP	—		4 hr	
3	If application is approved, an order of payment will be issued. Go to Land Bank of the Philippines (LBP) and pay the necessary fees	<i>LBP is an entity outside of the PNP organization (work time not included)</i>	LBP Officer	—	P150.00 <ul style="list-style-type: none"> • Presidential Appointees and High-Ranking Government Officials • Elected Officials (Governor and up) • PNP/AFP/Reservist (Annual Active Duty Training [AADT]) • BJMP • Senior Citizens P1,150.00 <ul style="list-style-type: none"> • Elected Officials(Vice-Governor and Down • BFP/Coast Guard/Custom Police, Airport Police P4,150.00 <ul style="list-style-type: none"> • Businessmen/Private Individuals/Professionals/Government Employees 	—	
4	Apply for the PTCFOR ID card	Encodes and scans application	Encoder	—	None	4 hr	
		Processes PTCFOR ID card		—		3 hr	
5	Present claim stub at the Message Center for the release of PTCFOR ID	Releases PTCFOR ID card	Message Center PNCO	—		None	10 min
		Files application forms and attached documents at the Record Storage	Record Custodian	—			
END OF TRANSACTION						TOTAL = 16 hr	

NOTE: Disapproved applications are returned to respective claimant due to various reasons. If disapproved, the applicant will be notified of its disapproval. The application form, attached documents, and payment will be returned to the applicant at the Message Center.

For inquiries, comments, and suggestions, please call or text 0919-4567898.