<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Documentary Requirements</th>
</tr>
</thead>
</table>
| **Proof of Citizenship** | **Filipino Citizen**
  1. Philippine passport; or
  3. Birth Certificate from the Local Civil Registry;
  4. Certificate of Naturalization; or
  5. Identification Certificate issued by the Bureau of Immigration. |
| **Proof of Income, Profession, Business or Occupation** | 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** | 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** | 1. Certificate issued by the PNP; |
### Ownership Seminar

1. Certificate issued by Authorized Gun Club;
2. 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;
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

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

<table>
<thead>
<tr>
<th>Bond Requirements for Type 3 to 5 Licensee</th>
<th>Firearm License Bond Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection Requirements for Type 3 to 5 Licensee</td>
<td>Certificate of Inspection issued by the CSG-FEO</td>
</tr>
</tbody>
</table>

### For Type 5 Licensee

<table>
<thead>
<tr>
<th>Bond Requirements for Type 5 Licensee</th>
<th>Gun Collector's Certificate</th>
</tr>
</thead>
</table>
### Amendment of Schedule of Fees for Republic Act No. 10591

<table>
<thead>
<tr>
<th>Type of License</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For Individual</strong></td>
<td></td>
</tr>
<tr>
<td>Type 1</td>
<td>Php1,000.00</td>
</tr>
<tr>
<td>Type 2</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Type 3</td>
<td>3,000.00</td>
</tr>
<tr>
<td>Type 4</td>
<td>5,000.00</td>
</tr>
<tr>
<td>Type 5</td>
<td>10,000.00</td>
</tr>
<tr>
<td>Antique Firearm Collector's License</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Certificate of Gun Collector</td>
<td>5,000.00</td>
</tr>
<tr>
<td><strong>For Juridical Entities</strong></td>
<td></td>
</tr>
<tr>
<td>Type 1</td>
<td>Php1,000.00</td>
</tr>
<tr>
<td>Type 2</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Type 3</td>
<td>3,000.00</td>
</tr>
<tr>
<td>Type 4</td>
<td>5,000.00</td>
</tr>
<tr>
<td>Type 5</td>
<td>10,000.00</td>
</tr>
<tr>
<td>Antique Firearm Collector’s License</td>
<td>2,000.00</td>
</tr>
<tr>
<td><strong>Registration</strong></td>
<td></td>
</tr>
<tr>
<td>Small Arms</td>
<td>Php1,600.00</td>
</tr>
<tr>
<td>Class A Light Weapons</td>
<td>4,000.00</td>
</tr>
<tr>
<td>Extra Barrel</td>
<td>800.00</td>
</tr>
</tbody>
</table>
ANNEX C

GUIDELINES IN CARRYING FIREARMS FOR MEMBERS OF THE PNP, AFP AND OTHER LAW ENFORCEMENT AGENCIES (LEAs)

Members of the Philippine National Police (PNP), Armed Forces of the Philippines (AFP) and other Law Enforcement Agencies (LEAs) shall strictly observe the following guidelines in carrying firearms outside residence:

1. In lieu of Permit to Carry Firearms Outside Residence (PTCFOR), the Letter Order (LO) for the PNP and Mission Order (MO) for the AFP and other Law Enforcement Agencies (LEAs) will be issued to allow their respective members to carry their government-issued firearms in furtherance of official duties and functions within and outside their area of responsibilities (AOR) for a period not exceeding three (3) months.

2. LO or MO shall be issued to members of PNP, AFP, and other LEAs with regular plantilla position under his/her supervision and control. Such order shall indicate the purpose of the mission, name of the employee, the firearm information, the specific duration and shall be strictly limited to the law enforcement mandate of the agency concerned.

3. However, in furtherance of official duties and functions, members of the PNP, AFP, and other Law Enforcement Agencies (LEAs) may carry their registered privately-owned firearm with PTCFOR.

4. Members of the PNP, AFP, and other Law Enforcement Agencies must apply for a PTCFOR in order to be authorized to carry their registered privately-owned firearm outside of residence.

5. Police Regional Directors, Directors of National Support Unit or their equivalent in the AFP and other law enforcement agencies, shall endorse to the C, PNP all applications for PTCFOR.

6. The application must be accompanied by the original or authenticated copy of License to Own and Possess Firearm (LTOPF) and Firearm Registration/Certificate of Registration.

7. The following guidelines on the carrying of registered privately owned or government issued firearms shall be observed:

   a. When carried while in agency-prescribed uniform, handgun shall be placed in a holster securely attached to the belt, except for military pilots in flying uniforms and crew of armored vehicles who may carry their firearms in shoulder holster.

   b. When the agency-prescribed uniform does not include a holder or for those authorized to carry firearms outside residence or official station in civilian attire, the firearms shall be concealed unless actually used for legitimate purpose. Displaying firearms when not used for a legitimate purpose is prohibited.

   c. Rifles and shotguns categorized as small arm and light weapon must only be carried in the agency-prescribed uniform.

8. The following are authorized to issue mission orders and letter orders with provisions which may entitle the bearer thereof to carry his issued firearm and...
ammunition for the duration of such mission.

a. For officers, non-officers and Non-Uniformed Personnel of the Philippine National Police (PNP):

1) C, PNP;
2) Deputy Chief, PNP for Administration;
3) Deputy Chief, PNP for Operations;
4) Chief Directorial Staff;
5) Directors, Directorate Offices;
6) Directors, National Support Units (NASU/NOSU);
7) Chiefs, FEO and SOSIA;
8) Regional Directors, Police Regional Offices (PRO);
9) District Directors of NCRPO;
10) Inspector General of IAS;
11) Provincial Directors/City Directors;
12) Public Mobile Forces Commanders (SAF, RMFB, PMFC/CMFC; and
13) Chief of Police.

b. For officers, men and regular civilian employees of the Armed Forces of the Philippines (AFP):

1) Chief of Staff, AFP;
2) Chiefs of the General/Special/Technical and Personal Staff;
3) Commanders of the AFP Major Services including the Chiefs of their respective General/Special/Technical and Personal Staff;
4) Commanders and Chiefs of Staffs of AFPWSSUs and major commands/units of the AFP and the Major Services;
5) Commanders of the battalions and higher units and their equivalent in the Philippine Air Force and Philippine Navy;
6) Commanders of AFP intelligence units from GHQ AFP down to regional command levels; and
7) Detachment commanders in remote areas whose higher commanders are not easily available to issue such orders.

c. Philippine Coast Guard (PCG)

1) Commandant, PCG;
2) Deputy Chief of Staff for Intelligence, Security and Law Enforcement; and
3) District Commanders.

d. For members of the National Bureau of Investigation (NBI):

1) Director;
2) Assistant Director;
3) Deputy Directors; and
4) Regional Directors.

e. For agents of the National Intelligence and Coordinating Authority (NICA):

1) Director-General, NICA; and
2) Regional Directors.
f. For members of Bureau of Jail Management and Penology (BJMP):
   1) Chief, BJMP;
   2) Deputy Chief, BJMP for Administration;
   3) Deputy Chief, BJMP for Operations;
   4) Chief, Directorial Staff;
   5) Directors, Directorial Staff; and
   6) Regional Directors.

g. Department of Environment and Natural Resources (DENR)
   1) Secretary, DENR;
   2) Undersecretaries;
   3) Assistant Secretaries, Field Operations; and
   4) Directors, Bureau.

h. Bangko Sentral ng Pilipinas (BSP): Head of the Security Investigation and Transport Department (SITD);

i. For Other Law Enforcement Agencies:
   1) Department Head/Bureau Head;
   2) Deputy/Deputies of the Department; and
   3) Heads of Regional Offices.
ANNEX D

DOCUMENTARY REQUIREMENTS FOR REGISTRATION OF FIREARM/S

The applicant shall submit the original or authenticated copy of the following:

1. Requirements for Firearm Registration for Licensed Citizen:
   a. Duly accomplished application form;
   b. Firearms Stencil and Test Certificate from PNP Crime Laboratory for new purchase;
   c. Copy of Bond Policy for Type 3 to Type 5 License;
   d. Inspection Report for Type 3 to Type 5 License;
   e. Deed of Sale/Donation (for transfer);

1.1. Requirements for Firearm Registration under Section 26 of this Revised IRR:
   a. Duly accomplished application form;
   b. Firearms Stencil and Test Certificate from PNP Crime Laboratory for new purchase;
   c. Copy of Bond Policy for Type 3 to Type 5 License;
   d. Inspection Report for Type 3 to Type 5 License; and
   e. Affidavit of Self-Adjudication or Extra-judicial settlement with publication or Court Order (judicial settlement).

2. Requirements for Firearm Registration for Juridical Entities maintaining their own security forces, and Security Agencies;
   a. Duly accomplished application form;
   b. Firearm Stencil and Test Certificate from PNP Crime Laboratory for new purchase;
   c. Latest Inventory of firearms certified by the authorized bonded firearms custodian;
   d. Authority to Purchase (ATP) issued by SOSIA;
   e. Deed of Absolute Sale/Donation (for transfer).

3. Requirements for Firearm Registration for Local Government Units:
   a. Duly accomplished application form;
   b. Board Resolution from the concerned Sanggunian authorizing the LGU to procure/accept donation of firearms and ammunition;
   c. Deed of Sale/Donation (for transfer);
   d. Firearm Stencil and Test Certificate from PNP Crime Laboratory for new purchase; and
   e. Latest inventory of firearms certified by the authorized bonded firearms custodian.

4. Requirements for Firearm Registration for the NGA maintaining Government Guard Units:
   a. Duly accomplished application form;
   b. Firearm Stencil and Test Certificate from the PNP Crime Laboratory for new purchase;
   c. Proof of acquisition: Contract/Purchase Order for new procured firearms or Deed of Donation for transfer; and
   d. PNP Certificate of Registration of Government Guard Unit issued by the C, PNP through Director, CSG and Chief, SOSIA.
ANNEX E

DOCUMENTARY REQUIREMENTS FOR ISSUANCE OF LICENSE TO MANUFACTURE AND DEAL IN FIREARMS AND AMMUNITION

I. The following documentary requirements shall be submitted to acquire License to Manufacture Firearms and Ammunition and to include its succeeding renewal:

1. For New Application:

The applicant shall submit a duly accomplished application to the FEO that must be accompanied by the original or authenticated copy of the following requirements:

a. Undertaking that the applicant will abide by all firearms rules, laws, and regulations;

b. Location map of the factory showing distance from the nearest police headquarters;

c. Floor plan of the factory and pictures of its interior and exterior view as well as the storage area of the firearms and ammunition;

d. Certificate of Registration of the firm with the Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA) or Charter creating the entity;

e. Name of owner or any of its officers who will actually manage the factory in case of sole proprietorships/partnerships; or, its president or by any of the following: vice president, treasurer, or corporate secretary in case of corporations, including their respective NBI Clearance;

f. Proof of paid-up capital such as Articles of Incorporation or Bank Certificate in the following amount:

<table>
<thead>
<tr>
<th>License To Manufacture</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firearms, Firearm Parts and Ammunition</td>
<td>Php5,000,000.00</td>
</tr>
<tr>
<td>Firearm and Parts</td>
<td>2,500,000.00</td>
</tr>
<tr>
<td>Ammunition</td>
<td>2,000,000.00</td>
</tr>
</tbody>
</table>

g. Certification from the Provincial Director/City Director (PD/CD) or Chief of Police (NCRPO) that the site for the operation of the factory is safe and secure from insurgents/terrorists;

h. PNP Inspection Report;

i. Local Business/Mayor's Permit and/or Philippine Economic Zone Authority (PEZA) Certificate of Registration; and

j. Tax Identification Number (TIN).

2. For Renewal

The applicant shall submit a duly accomplished application to the FEO that must be accompanied by the original or authenticated copy of the following requirements:

a. Mayors Permit to Operate Business from the City/Municipality where the licensee operates;

b. Name of Owners, Incorporators and Proprietors/Managers who will actually manage the factory including their respective NBI Clearance;

c. Summary of transactions made during the validity of the License to Manufacture for firearms and major parts only;

d. Storage Fee; and

e. PNP Inspection Report;
II. The following documentary requirements shall be submitted to acquire License to Deal in Firearms and Ammunition and to include its succeeding renewal:

1. For New Application

The applicant shall submit a duly accomplished application to the FEO that must be accompanied by the original or authenticated copy of the following requirements:

a. Undertaking that the applicant will abide by all firearms laws, rules, and regulations;

b. Location of the gun store showing distance from the nearest police stations;

c. Floor plan of the gun store and pictures showing the location of gun store including its interior and exterior view and its vaults;

d. The size of the vault shall be enough to accommodate the firearms and ammunitions at the gun store at any given period;

e. Certificate of Registration of the firm with the Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA);

f. Name of Owners, Incorporators and Proprietors/Managers who will actually manage the store/dealership including their respective NBI Clearance;

g. Authorized capital stock such as Articles of Incorporation or Bank Certificate in the following amount;

<table>
<thead>
<tr>
<th>License To Deal</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firearms, Firearm Parts and Ammunition</td>
<td>Php1,000,000.00</td>
</tr>
<tr>
<td>Firearm Parts and Ammunition</td>
<td>500,000.00</td>
</tr>
<tr>
<td>Ammunition Reloading Machine and Components</td>
<td>500,000.00</td>
</tr>
<tr>
<td>Ammunition</td>
<td>500,000.00</td>
</tr>
</tbody>
</table>

h. Certification from the Provincial Director/City Director (PD/CD) or Chief of Police (NCRPO) that the site is safe and secure from insurgents/terrorists for the operation of the store;

i. PNP Inspection Report;

j. Local business permit/Mayor’s Permit; and

k. Tax Identification Number (TIN).

2. For Renewal

The applicant shall submit a duly accomplished application to the FEO that must be accompanied by the original or authenticated copy of the following requirements:

a. Mayors Permit to Operate Business from the City/Municipality where the licensee operates;

b. Name of the owner of any of its officers who will actually manage the store/dealership in case of sole proprietorships/partnerships; or, its president or by any of the following: vice president, treasurer, or corporate secretary in case of corporations including their respective NBI Clearance;

c. Summary of transactions made during the validity of the License to Deal for firearms and major parts only;

d. Storage Fee; and

e. PNP Inspection Report.
ANNEX F

DOCUMENTARY REQUIREMENTS FOR ISSUANCE OF LICENSE FOR GUNSMITH

The following documentary requirements shall be submitted to acquire Gunsmith's License and to include its succeeding renewal:

1. For individual:

5.1.1. For new application:

1) Duly accomplished application form;
2) Certificate of Employment as a gunsmith from previous employer and/or Gunsmith’s Training Certificate;
3) NBI Clearance;
4) DI or Police Clearance;
5) Neuro-psychiatric clearance issued by the PNP Health Service or PNP accredited psychologist or psychiatrist;
6) A certification that the applicant has passed the drug test conducted by a PNP accredited and authorized drug testing laboratory or clinic;
7) Proposed list of the equipment, tools and/or instrument to be purchased for customization and/or repair of the firearms or list of the existing equipment, tools and/or instrument to be used for customization and/or repair of the firearms;
8) Location map of the gunsmith facility showing distance from the nearest police station (in meters);
9) Floor plan of the facility and pictures of its interior and exterior view as well as the storage area of the firearms and ammunition; and
10) PNP Inspection Report.

5.1.2. For renewal:

1) Duly accomplished application form;
2) NBI Clearance;
3) DI or Police Clearance;
4) Neuro-psychiatric clearance issued by the PNP Health Service or PNP accredited psychologist or psychiatrist; and
5) A certification that the applicant has passed the drug test conducted by a PNP accredited and authorized drug testing laboratory or clinic.

2. For entity:

a. For new application:

1) Duly accomplished application form;
2) Certificate of Registration of the firm with the Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA);
3) Name of the Owner/Proprietor/Manager who will actually manage the facility including his/her NBI Clearance, DI or Police Clearance, Neuro-psychiatric clearance and Drug Test;
4) Location map of the gunsmith facility showing distance from the nearest Police Station (in meters);
5) Floor plan of the facility and pictures of its interior and exterior view as
well as the storage area of the firearms and ammunition;

6) Certification from the Provincial Director/City Director (PD/CD) or Chief of Police (NCRPO) that the site is safe and secure from insurgents/terrorists for the operation of the facility;

7) Proposed list of the equipment, tools and/or instrument to be purchased for customization and/or repair of the firearms or list of the existing equipment, tools and/or instrument to be used for customization and/or repair of the firearms;

8) List of employees; and

9) PNP Inspection Report.

b. For renewal:

1) Duly accomplished application form;

2) Name of the Owner/Proprietor/Manager who will actually manage the facility including his/her NBI Clearance, ID or Police Clearance, Neuropsychiatric clearance and Drug Test; and List of Employees.