

LTOPF APPLICATION

Steps on how to acquire your License To Own and Possess Firearms (LTOPF):

Step 1: Secure documentary requirements.

Basic Requirements	Additional Requirements
<p><u>For Private Employees:</u></p> <ol style="list-style-type: none"> 1. Create your own account at www.feo-system.com. 2. 3 Pcs LTOPF Application form 3. 7 Pcs of 2x2 Picture (White Background) 4. Certificate of Employment (For OFW - Certificate of Contract) 5. NBI Clearance 6. National Police Clearance 7. Two Valid Government IDs (e.g. Driver's License, Passport) 8. Most Recent Proof of Billing 9. PSA Birth Certificate 	<p><u>For Self-Employed Professionals:</u></p> <ul style="list-style-type: none"> ✓ PRC I.D. ✓ Income Tax Return (ITR) ✓ Professional Tax Receipt (PTR)
	<p><u>For Business Owners:</u></p> <ul style="list-style-type: none"> ✓ Business Permit ✓ * Income Tax Return (ITR)
	<p><u>For Corporations:</u></p> <ul style="list-style-type: none"> ✓ S.E.C. Articles of Incorporation
	<p><u>For Active Government Employees:</u></p> <ul style="list-style-type: none"> ✓ Copy of Appointment Order/ Oath of Office
	<p><u>For Military Reservists:</u></p> <ul style="list-style-type: none"> ✓ * J9 Clearance
	<p><u>For Retirees/Senior Citizen:</u></p> <ul style="list-style-type: none"> ✓ * Bank account certificate/ Retirement Order/Certificate of Pension/ Agricultural Land Title

[Download LTOPF Application Form \(PDF\)](#)

IMPORTANT: All documents that you've secured will be uploaded by us, so please don't lose your www.feo-system.com account details.

Step 2: Choose the type of LTOPF you want to go with.

Type 1 LTOPF Maximum of 2 firearms

Type 2 LTOPF Maximum of 5 firearms

Type 3 LTOPF Maximum of 10 firearms

Type 4 LTOPF Maximum of 15 firearms

Type 5 LTOPF More than 15 firearms

Note: Packages include Gun Safety Seminar Certificate, Neuro Testing and Drug Testing.

Step 3: Attend the Gun Safety Seminar.

Our range officers will conduct your gun safety seminar inside our indoor range facility.

Step 4: Drug Test and Neuro-Psychiatric Test

These tests require mandatory appearance in FEO OSS. We will guide and assist you in taking these tests inside FEO, Camp Crame. These may take sometime and we suggest that you plan ahead.

Step 5: Done!

Note: Results May take up to 2 weeks or depending on FEO's current processing capacity. You can always check your www.feo-system.com account regarding the status of your LTOPF.