

Frequently Asked Questions:

1. **What are the requirements to secure an LTOPF for the first time?**

- a) One (1) copy notarized LTOPF Application Form with 2x2 Original I.D. Photo (white background);
- b) Police or DI Clearance;
- c) NBI Clearance or Regional Trial Court Clearance;
- d) Drug Test Clearance from PNP Crime Lab;
- e) Neuro-Psychiatric Clearance from PNP Health Service;
- f) Birth Certificate/Passport;
- g) Proof of Billing or Barangay Clearance;
- h) Validated Certificate of Gun Safety and Responsible Ownership Seminar (for first time applicants);
- i) Proof of Income
 - Private Individuals (Income Tax Return or Certificate of Employment)
 - Government Employees (Appointment Order or Payslip/Oath of Office)
 - Law Enforcement Agency Employee (Appointment Order or Payslip)

2. **What are the requirements to secure a renewal of my existing LTOPF?**

- a) One (1) copy notarized LTOPF Application Form;
- b) Police or DI Clearance;
- c) NBI Clearance or Regional Trial Court Clearance;
- d) Drug Test Clearance from PNP Crime Lab;
- e) Neuro-Psychiatric Clearance from PNP Health Service;

3. **Which among the requirements above may be secured during the IBP-PNP Firearms Licensing Caravan?**

- a) Police or DI Clearance;
- b) Drug Test Results;
- c) Neuro-Psychiatric Examination Results;
- d) Certificate of Gun Safety and Responsible Gun Ownership Seminar (for first time applicants).

4. **Where will the Firearms Licensing Caravan be held?**

The IBP-PNP Firearms Licensing Caravan will be held at the IBP Library, 3rd Floor, IBP Building, Ortigas Center, Pasig City. A limited number of parking slots in the adjacent IBP Tower will be made available for this event.

5. **What are the fees involved in securing an LTOPF or LTOPF Renewal through the IBP-PNP Firearms Caravan?**

ITEM	AMOUNT
Police / DI Clearance	Php 80.00
Drug Testing	Php 300.00
Neuro-Psychiatric Examination Fee	Php 900.00
Notary Fee	Php 300.00
IBP Carrying Fee	Php 500.00
Gun Safety Seminar Fee (for first time applicants)	Php 500.00 + Php 100.00 (Validation)

6. Can I pay the above-mentioned fees during the IBP-PNP Firearms Caravan?

Yes. A payment booth will be set-up in the venue.

7. Once I have secured all the documents needed for my transaction, what is the next step?

These documents must be uploaded to your FEO-SYSTEM.COM account. Please note that your Drug Test and Neuro-Psychiatric result will be electronically transmitted to your online account.

8. What should I do if I do not have a FEO-SYSTEM.COM account yet?

You must open a new one by following the steps below:

1st – Register and log on to www.feo-system.com.

2nd – Create an account and fill in the required information.

3rd – Sign in to your account and fill in the necessary details (please ensure that your ID photo meets the following requirements: a) white background; b) not more than 6 months old; c) not wearing glasses, cap or head gear).

4th – Save your data. If you have an existing LTOPF, encode your existing LTOPF number. For new applications, proceed to next step.

5th – Click on “Select Service” option. For new application, select “New” on the list, upload your requirements then submit. Upon approval of application, a notice of payment will be sent to your account.

6th – Once approved, pay at Landbank or any authorized payment center.

7th – Upload proof of payment and select a date of appointment for submission of original documents to FEO or RCSU.

8th – Upon submission of documents, LTOPF or Firearms Registration Certificate/ID will be issued.

9. Aside from the fees mentioned in number 5, are there any other fees that I will need to pay?

Yes. This amount will be based on the kind of firearm you want to own, the type of license (type 1, type 2, type 3, etc.) and your classification as an applicant. A schedule of the fees will be made available during the IBP-PNP Firearms Licensing Caravan.