



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

MEMORANDUM CIRCULAR NO. 014

TO : All Undersecretaries and Assistant Secretaries
The Acting Prosecutor General and All Chiefs of
Prosecution Offices in National Capital Region (NCR)
All Chiefs of Services and Programs, DOJ Proper

SUBJECT : Firearms Registration/LTOPF/Permit to Carry Applications

DATE : 02 July 2018

In connection with the undersigned's Memorandum dated 05 June 2018 regarding arrangement for LTOPF/PTCFOR applications, please be informed that a composite team from the Philippine National Police (PNP) will come to Department of Justice (DOJ) Proper on July 23-24, 2018, to accept and process applications for registration of firearms, license to own and possess firearm (LTOPF), permits to carry (PTC), and renewals thereof. The composite team will likewise conduct neurological and drug tests, process NBI and PNP clearances, and issue seminar certificates, among others. The general requirements, including the various fees payable and other documentary requirements from your end, are listed in the several attachments to this memorandum. Please note that there is no need to bring into the DOJ Proper premises the actual firearms.

The registration and processing of applications will be done at the OSEC Executive Lounge starting at 9:00 o'clock in the morning.

For those who intend to renew their expired LTOPF, please be advised that only those licenses which expired beginning 2013 will be processed. Those whose licenses had expired prior to 2013 will have to wait for any gun amnesty before they could apply for renewal.

For your information and guidance.

MENARDO I. GUEVARRA

Department of Justice
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REQUIREMENTS FOR NEW PURCHASE LTOPF APPLICATION

1. One (1) copy Notarized Application Form
2. MTC and RTC Clearance of NBI Clearance
3. DI Clearance/Municipal Police Clearance
4. Validated NP Test with receipt from PNP HS or its duly accredited center/s
5. Drug Test result from PNP Crime Lab (CL) or its accredited testing center/s
6. NSO Birth Certificate of Passport
7. Certificate of Gun Safety and Responsible Gun Ownership Seminar (GSRGO) administered by the PNP
8. Proof of Billing / DOJ issued ID with address shown
9. Two (2) valid ID's
10. Proof of Income /DOJ issued ID to show that the applicant is a regular employee of DOJ
11. Two (2) pcs. 2x2 colored ID pictures

REQUIREMENTS FOR RENEWAL OF LTOPF APPLICATION

1. Two (2) copies Notarized Application Forms
2. MTC and RTC Clearance of NBI Clearance
3. Neuro-Psychiatric Test with receipt
4. City/Municipal Police or DI Clearance
5. Drug test result
6. Two (2) pcs. 2x2 colored ID pictures

I. LTOPF FEES

FEES AND CHARGES (Php)		APPLICANTS			
		LEAs	GOVERNMENT EMPLOYEE	PRIVATE INDIVIDUAL	SENIOR
A. TYPE OF FIREARMS	PARTICULAR				
1. SMALL ARMS	One (1) Unit)	800	800	1,600	1,280
2. LIGHT WEAPON	One (1) Unit)	2,000	2,000	4,000	3,200
B. TYPE OF LICENSE	No. of FAs				
1. TYPE 1	Max of 2	500	500	1,000	800
2. TYPE 2	Max of 5	1,000	1,000	2,000	1,600
3. TYPE 3	Max of 10	1,500	1,500	3,000	2,400
4. TYPE 4	Max of 15	2,500	2,500	5,000	4,000
5. TYPE 5	More than 15	5,000	5,000	10,000	8,000
C. ADDITIONAL					
1. SPORTS SHOOTER		500	500	1,000	800
2. ANTIQUE FA COLLECTOR		1,000	1,000	2,000	1,600
3. GUN COLLECTOR		2,500	2,500	5,000	4,000

II. OTHER FEES

PERMIT TO CARRY	200	200	6,200	200
NEURO TEST	900	900	900	900
DRUG TEST	300	300	300	300
GUN SAFETY SEMINAR	800	800	800	800

