



- Quezon City Unit 1106 Galleria Corporate Centre, EDSA cor Ortigas Ave., \* Tel. (02) 8477.3680/ 81 \* Fax 8584-1855
- Robinsons Galleria Park Ave. (Basement), EDSA cor. Ortigas Ave., Q.C. \* Tel. (02) 8635. 3873 - 75 \* Telefax 8635. 3875  
Cell (0917) 862.1991, (0922) 828.3796, (0919) 452.9723 \*Email inquiry@trusttrade.com.ph
- Davao City Door 2, Villa Abrille Bldg., J.P. Laurel Ave., Bajada \* Tel. (082) 221. 8989  
Cell (0922) 828.3792 \* Email davao@trusttrade.com.ph
- Makati City Unit FB 20-A & 30-A Makati Cinema Square, Chino Roces Ave., \*Telefax (02) 8811. 2711  
Cell (0922) 8156351 \* Email leman59@yahoo.com
- Maboloc City, Cebu Beside APM Centrale, A. Soriano Jr. Ave, North Reclamation Area, \* Telefax (032) 344.2682  
Cell (0917) 321.5057, (0922) 831.2970 \*Email cebustrusttrade@yahoo.com

#### REQUIREMENTS FOR NEW APPLICATION OF LICENSE TO OWN AND POSSESS FIREARMS (LTOPF)

1. Create an Online LTOPF Account; Please log-in at [www.feo-system.com](http://www.feo-system.com); then click vServices.
2. Application Form - *Form provided by Trust Trade or maybe downloaded at [www.trusttrade.com.ph](http://www.trusttrade.com.ph)*
3. Original PNP National Police Clearance; Please log-in at <https://pnpclearance.ph>
4. Neuro Psychiatric Clearance from PNP Health Service (result linked from HS to FEO System)
5. Drug Test Result from PNP Crime Laboratory (result linked from CL to FEO System)
6. Original Copy of NSO Birth Certificate or Photocopy of Passport or Birth Certificate from the Local Civil Registry
7. Original Gun Safety and Responsible Gun Ownership Seminar Certificate (FEO-Accredited Center)
8. Photocopy of Proof of Billing or Original Barangay Clearance for LTOPF Purposes
9. Photocopy of two (2) Valid Government ID
10. 4 pcs 2x2 ID Picture (*for LTOPF form, NP, DT and GSRGO*)
11. Proof of Income (*ANY ONE ONLY, NOT ALL*)
  - Businessman
    1. Photocopy of Income Tax Return or SEC Registration Certificate w/ Articles of Incorporation or Business Permit and DTI Business Name Registration.
  - Private Employee/ OFW
    1. Photocopy Income Tax Return (ITR) or Original Copy of Certificate of Employment, Payslip & Company ID
    2. Photocopy of Latest or Previous Contract and Seaman's Book
  - Active Government Employee/ Government Official/ Elected Official
    1. Photocopy of Appointment Order or Oath of Office and Government ID
  - Retired Private/ Government Employee/ Elected Official
    1. Photocopy of Retirement Order or Appropriate Document
  - Military Reservist
    1. J9 Clearance
  - PNP/ AFP & other Law Enforcement Agency (LEA)
    1. Photocopy of Appointment Order and Certificate of Duty Status and Non-Pending Case Certificate
  - Senior Citizen
    1. Photocopy of Senior Citizen ID
  - Others
    1. Bank Certificate of Deposit
    2. Land Title or Certification from Barangay Chairman & COP for proof of livelihood (*for farmers*)
    3. Other documents that may prove source of income
12. Personal Appearance in PNP One Stop Shop or FEO or RSAU or Caravan

#### REQUIREMENTS FOR NEW APPLICATION OF FIREARM REGISTRATION

1. Application Form - *Form provided by Trust Trade or maybe downloaded at [www.trusttrade.com.ph](http://www.trusttrade.com.ph)*
2. Copy of Valid Certificate of License to Own and Possess Firearm (LTOPF)

#### REQUIREMENTS FOR RENEWAL OF LICENSE TO OWN AND POSSESS FIREARMS (LTOPF)

1. Application Form - *Form provided by Trust Trade or maybe downloaded at [www.trusttrade.com.ph](http://www.trusttrade.com.ph)*
2. Original PNP National Police Clearance; Please log-in at <https://pnpclearance.ph>
3. Neuro Psychiatric Clearance from PNP Health Service (result linked from HS to FEO System)
4. Drug Test Result from PNP Crime Laboratory (result linked from CL to FEO System)
5. Photocopy of one (1) Valid Government ID
6. 3 pcs 2x2 ID Picture (*for LTOPF form, NP and DT*)

#### REQUIREMENTS FOR RENEWAL OF FIREARM REGISTRATION

1. Application Form - *Form provided by Trust Trade or maybe downloaded at [www.trusttrade.com.ph](http://www.trusttrade.com.ph)*
2. Copy of Valid Certificate of License to Own and Possess Firearm (LTOPF)
3. Copy of expired Firearm License Card or Firearm Registration