

2017-03-051



Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
Manila 1099

MASTER COPY

**MEMORANDUM**

**TO :** All Deputy Commissioners  
District Collector of Customs - POM, MICP and NAIA  
All Others Concerned

**SUBJECT :** Two-Day One-Stop Processing for the Issuance of License to Own and Possess Firearms (LTOPF), Permit to Carry Firearms Outside of Residence (PTCFOR) and Firearm License Card (for New and Renewal Applicants)

**DATE :** 29 March 2017

Please be informed that the PNP-Firearms and Explosives Office (FEO) has already approved our request for the conduct of the above-stated event which will be held on **April 6 and 7, 2017**, from **8:00 A.M. to 5:00 P.M.**, at the **President's Room, 4<sup>th</sup> Floor, POM Building, Bureau of Customs.**

Relative thereto, interested applicants are hereby advised to prepare and bring the documentary requirements listed hereunder, in addition to other requirements which could be secured during the event:

**A. For LTOPF Application**

- i. NSO-issued Birth Certificate or valid Passport (*bring the original and photo copies*);
- ii. Proof of Billing
  - Preferably in the name of the applicant; or
  - If billing is in the name of the spouse, must be supported with a copy of a Certificate of Marriage; or
  - Barangay Clearance for LTOPF Purpose
- iii. Two (2) valid government-issued IDs; and
- iv. Proof of Income (*latest Income Tax Return*)

**B. For PTCFOR Application**

- i. LTOPF Certificate;
- ii. Firearm Registration Certificate;
- iii. Proof of Income (*latest Income Tax Return*);
- iv. Two (2) valid government-issued IDs;
- v. Old Permit to Carry (PTC) (*for Renewal*).

Further queries may be referred to **SP/Lt. Rodolfo D. Gonda Jr., Asst. Chief, Firearms and Explosives Unit, ESS**, thru **Mobile No. 09178691815**. Please ensure the widest dissemination of this Memorandum to your respective AORs.

Be guided accordingly.

  
**NICANOR E. FAELDON**  
Commissioner



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