DEPARTMENT OF SOCIAL WELFARE AND DEVLOPMENT

FIELF OFFICE CORDILLERA

**REQUIREMENTS FOR TRAVEL CLEARANCE**

**FOR MINOR/S TRAVELLING TO A FOREIGN COUNTRY**

**FOR THE FIRST TIME**

1. Duly accomplished Application Form;
2. Assessment report from the Local Social Welfare and Development Office (LSWDO) or SWOII off the Social Welfare and Development (SWAD) Team when necessary;
3. Birth certificate on security paper (SECPA) from PSA
4. Photocopy of the marriage certificate on security paper (SECPA) of the minor’s parents or the Court Decision on Legal Guardianship of the minor, or Tallaq or Fasakh Certification from the Shariah Court or any Muslim barangay or religious leader
5. In case of illegitimate minor, a certificate of no marriage (CENOMAR) of the minor’s mother from the Philippine Statistics Authority (PSA) on Security paper (SECPA)
6. Notarized (at the place of residence) affidavit or notarized written consent of both parents, the solo parent and the legal guardian, whichever is applicable, permitting the minor to travel to a foreign country. Indicates the following:

* Acknowledge that you are parent/ Legal Guardian
* Residential Address
* Name of travelling companion
* Country of destination
* Purpose/reason for travel

\*Parent/s who live/work abroad needs to get their **AFFIDAVIT OF CONSENT AND SUPPORT** at the Consulate Office of the Philippines Embassy

1. Visa of parents if working abroad
2. Consent of maternal grandparents (illegitimate or non-marital child)
3. Two (2) original colored passport size photos (white, red or blue background) of the minor taken within the last six (6) months from the time of application. No scanned picture is allowed.
4. Affidavit of Support and certified copy of any evidence to show financial capability of sponsor (parents/legal guardian or other person/ agency shouldering the expenses) such as:
5. Certificate of Employment
6. Latest Income Tax Return
7. Bank Statement, etc.
8. In case either or both parents of the minor are deceased, certified true copy of the Death Certificate/s of each of the parents on security paper (SECPA)
9. Unaccompanied Minor Certificate from the Airlines
10. Waiver from the parents releasing DSWD from any liability/responsibility in case of untoward incident during the travel of the child
11. Photocopy of the passport of the travelling companion
12. Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MINOR/S TRAVELLING SUBSEQUENTLY WITH A PERSON OTHER THAN THE PARENTS OR LEGAL GUARDIAN:**

* Duly accomplished Application Form;
* Original copy of the previous Travel Clearance issued;
* Notarized affidavit or notarized written consent of both parents, the solo parent and the legal guardian. Whichever is applicable, with a copy of the valid identification card with specimen signature;
* Two (2) original colored passport size photos (white, red or blue background) of the minor taken within the last six (6) months from the time of application. No scanned picture will be accepted.
* Photocopy of the passport of the travelling companion
* Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All minors travelling abroad are required to secure a travel clearance **EXCEPT** for the following:

1. the minor/s is/are travelling with both parents if (legitimate child/ren)
2. the minor/s is/are travelling with her/his father or mother (if legitimate child/ren)
3. the minor/s is/are illegitimate child travelling with his/her mother.
4. the minor/s is/are travelling with his/her legal guardian.
5. the minor/s is/are holding a valid pass such as a dependent’s visa/pass/identification card which serve as proof that he/she is living with parents abroad and their travel does not constitute child trafficking.
6. the minor/s is/are holding a valid permanent resident visa/pass/immigrant visa/identification card which serve as proof that he/she is living with parents abroad and their travel does not constitute child trafficking.
7. a minor/s whose parents is/are in Foreign Service holding diplomatic/ official passport such as Ambassador/ General/ Consul

* ALL DOCUMENTS ARE PHOTOCOPIES/XEROS BUT ORIGINAL DOCUMENTS SHOULD BE PRESENTED FOR VERIFICATION
* PROCESSING/RELEASE OF TRAVEL CLEARANCE IS WITHIN THREE (3) WORKING DAYS
* OTHER DOCUMENTS MAYBE REQUIRED IF NECESSARY
* Fee of P300.00 per applicant valid for one (1) year or P600.00 per applicant valid for two (2) years

**ADDITIONAL REQUIREMENTS FOR MINOR/S UNDER SPECIAL CIRCUMSTANCES FRO FILIPINO MINOR MIGRATING TO ANOTHER COUNTRY**

* Visa petition

**FOR MINOR WHO WILL STUDY ABROAD**

* Acceptance or certification of Enrollment or Registration from the school where minor is to be enrolled

**FOR A MINOR WHO WILL ATTEND CONFERENCE, STUDY TOURS, COMPETITION, STUDENT EXCHANGE PROGRAM, SUMMER CAMP, PILGRIMAGE, WORLD YOUTH DAY AND OTHER RELATED ACTIVTITES**

* Certification from sponsoring organization
* Affidavit of undertaking of companion indicating the safety measures undertaken by the sports agency( for sports competition)
* Signed invitation from the sponsoring agency/organization abroad with itinerary of travel and list of participants and duration of the activity/ travel

**FOR MINOR GOING ABROAD FOR MEDICAL PURPOSESES**

* Medical abstract of the minor
* Recommendation from the attending physician that such medical procedure is not available in the country, letter from the sponsor

**FOR MINOR UNDER LEGAL GUARDIANSHIP**

* Certified True Copy of Court Order on Legal Guardianship for minor/s whose parent/s are seafarers
* A certification from the manning agency attesting to the parents employment

**FOR ABONDONED MINOR WITH ALLEGED MISSING PARENT, IF PARENTS ARE MARRIED, THE FOLLOWING SHALL BE THE REQUIREMENTS**

* Social Case Study Report (SCSR) executed by a licensed social worker of the local government unit
* Blotter report from either the local police or barangay certification from the locality or the last known address of the alleged missing
* One 91) returned registered mail to the last known address of the alleged missing parent/s or known relatives

**Note: BELOW 13 YEARS OLD IS NOT ALLOWED TO TRAVEL ALONE**

**FOR MORE INQUIRIES AND INFORMATION, YOU MAY EMAIL US AT mta.focar@dswd.gov.ph**