

ISSUANCE OF TRAVEL CLEARANCE FOR MINORS TRAVELING ABROAD

It refers to the issuance of Travel Clearance for minors traveling abroad for minors, who are below 18 years old, who want to travel abroad alone, without any his/her parent or legal guardian.

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| Office or Division | Minor Travelling Abroad Section |
| Classification | Simple |
| Type of Transaction | G2C – Government to Citizen |
| Who may avail | Filipino Minors Travelling Abroad |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| For minors travelling alone to a foreign country for the first time | |
| Duly accomplished Application Form | DSWD Field Offices or can be downloaded via www.dswd.gov.ph |
| LSWDO/SWAD Social Worker's Assessment when necessary | Local Social Welfare and Development where the minor resides |
| PSA issued Birth Certificate of Minor | Philippine Statistics Authority (PSA) |
| Photocopy of PSA Issued Marriage Contract of minor's parents/ Copy of Court issued Legal Guardianship / Tallaq or Fasakh Certification from the Shariah Court or any Muslim Bgy or religious leader | Philippine Statistics Authority; court which handled the Legal Guardianship petition; Shariah Court or Religious Leader |
| Notarized Affidavit of Consent or Written Consent of both parents/ legal guardian/ solo parent whichever is applicable. Photocopy of valid passport and valid visa or ID issued abroad, if parents are working abroad. | Law Office and Notarized at the place where the minor resides/Philippine Embassy (if minors parent/s are abroad) |
| Two (2) original colored passport size photo of the minor (in White, Red or Blue background) taken within the last 6 months. No scanned picture is allowed. | Applicant |
| Affidavit of Support and Certified copy of evidence to show financial capability of sponsor e.g. Certificate of Employment, Latest Income Tax Return, Bank Statement, etc | Applicant |
| Certified True Copy of the Death Certificate (for deceased parent/s of SECPA | Applicant |
| Unaccompanied Minor Certificate from the Airlines | Airline Company where ticket is obtained |
| Waiver from the parents releasing DSWD from any liability/responsibility in case of untoward incident during the travel of the child. | Applicant |
| For succeeding travel of unaccompanied minor or travelling alone | |
| Duly accomplished Application Form | DSWD Field Offices or can be |

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| | downloaded via www.dswd.gov.ph |
| Notarized Affidavit or Written Consent of both parents, the Solo parent and the legal guardian, whichever, is applicable, with copy of valid ID with signature, | Law Office and Notarized at the applicants place of residents |
| Original copy of the previous Travel Clearance issued. | Applicant |
| Two (2) original colored passport size photo of the minor (in White, Red or Blue background) taken within the last 6 months. No scanned picture is allowed. | Applicant |
| Unaccompanied Minor Certificate from the Airlines. | Airline Company |
| Waiver from the parents releasing DSWD from any liability/responsibility in case of untoward incident during the travel of the child. | Applicant |
| Minor travelling for the FIRST TIME with persons other than the parents or legal guardian | |
| Duly accomplished Application Form | DSWD Field Offices or can be downloaded via www.dswd.gov.ph |
| Copy of the PSA issued birth certificate of the minor | Philippine Statistical Authority |
| Notarized affidavit or written consent of both parents or solo parent or legal guardian, attached with valid identification card with specimen signature | Law Office and Notarized at the applicants place of residents |
| Copy of Marriage Certificate for Minor's parents (SECPA), Solo Parent ID, for solo parents, Court Decree of Separation, Annulment or Divorce, for illegitimate minors, CENOMAR from PSA in case of deceased parent/s copy of the Death Certificate | PSA, Local Science Welfare and Development Office (for the Solo Parents ID); Family Court |
| Two (2) original colored passport size photo of the minor (in White, Red or Blue background) taken within the last 6 months. No scanned picture is allowed. | Applicant |
| Photocopy of the passport of the travelling companion. | Minor's Traveling companion |
| Minors travelling subsequently with persons other than the parents or legal guardian | |
| Duly accomplished Application Form | DSWD Field Offices or can be downloaded via www.dswd.gov.ph |
| Original copy of the previous Travel Clearance issued | Applicant |
| Notarized affidavit or written consent of both parents or solo parent or legal | Applicant |

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| guardian attached with valid identification card with specimen signature | |
| Two (2) original colored passport size photo of the minor (in white, red or blue background) taken within the last 6 months. No scanned picture is allowed. | Applicant |
| Photocopy of the passport of the travelling companion | Minor's travelling companion |
| Additional requirements under special circumstances | |
| For Filipino Minors Migrating To Another Country | |
| Visa petition approval | Applicant |
| For Minors Studying Abroad | |
| Acceptance or certificate of Enrolment or Registration from the school where minor is to be enrolled | Applicant |
| For Minors Who Will Attend Conference, Study Tours, Competition, Student Exchange Program, Summer Camp, Pilgrimage, World Youth Day And Other Related Activities | |
| Certificate from sponsoring organization | Sponsoring Organization |
| Affidavit of undertaking of companion indicating the safety measures undertaken by the sports agency (for sports competition) | Sports Agency |
| Signed Invitation from the Sponsoring agency/ organization abroad with itinerary of travel and list of participants and duration of the activity/ travel | Sponsoring Organization |
| For Minors going Abroad For Medical Purposes | |
| Medical Abstract of the minor | Attending Physician |
| Recommendation from the attending physician that such medical procedure is not available in the country | Attending Physician |
| Letter from the Sponsors | Sponsor |
| For Minors going abroad for Inter-country Adoption | |
| Placement Authority Issued by ICAB | Inter-Country Adoption Board |
| Authority to escort issued by ICAB | Inter-Country Adoption Board |
| Minors Under Foster Care | |
| Notarized Affidavit of Undertaking by the Foster Parents | Foster Parent |
| Notarized Affidavit of Consent from the Regional director or Authorized Representative | Officer-in-Charge |
| Photocopy of Placement Authority | Applicant |
| Photocopy of Foster Care License of the Family | Applicant |
| DSWD Certification of the CDCLAA except those under Kinship Care | DSWD |
| Return Ticket | Applicant |

| For minor's Under Legal Guardianship | | | | |
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| Certified True copy of the Court Order on Legal Guardianship | | Court | | |
| For a minors whose Parent/s are Seafarers | | | | |
| Certification from the Manning Agency attesting to the parents employment | | Applicant | | |
| Photocopy of the Seaman's Book of parents | | Applicant | | |
| For minor with alleged missing parent/s | | | | |
| Social Case Study Report executed by a Licensed Social Worker of the Local government unit. | | Local Social Welfare and Development Office | | |
| Blotter report from either the local police or barangay certification from the locality or the last known address of the alleged missing | | Local Police or Barangay of the alleged missing parent/s last known address | | |
| One (1) returned registered mail to the last known address of the alleged missing parent(s) or known relative(s) | | Applicant | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESING TIME (RA 11032) | RESPONSIBLE PERSON |
| 1. Fill up Application Form | 1.1. Issuance of Service Sequence Number | None | 2 minutes | Officer of the Day |
| | 1.2. Encoding of the client's information in the Online Spread sheet | None | 3 minutes | Officer of the Day |
| 2. Submit documents to the Social Worker to ensure completeness of documents | 2. Screening of Documents /Check the presented documentary requirements are complete. If not the client will be asked to comply. | None | 5 minutes | Social Worker |
| 3. Provide necessary detail/information for verification of the Social Worker | 3. Interviews and conduct assessment of the application | None | 5 minutes | Social Worker |
| | 3.1. Recommend approval or disapproval of the application by the Signing Authority | None | 5 minutes | Social Worker |
| 4. Await for the disposition of the application | 4. Approve/ disapprove the application | None | 5 minutes | Social Worker/Supervis or |
| | 4.1. If approved, | None | 1-3 working | Social Worker |

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| | issue Claim Stub schedule of release (minimum of 1 day processing and maximum of 3 days processing | | days | |
| | 4.1.1. If disapproved, counselling/explain reason for disapproval of application. Note: CO-PMB shall be notified on the dis- approved application | None | 15 minutes | Social Worker |
| | 4.1.2. If exempted, prepares Certificate of Exemption for approval of the Regional Director | None | 10 minutes | Social Worker |
| 5. Pay and receive official receipt of payment | 5. Receive payment and issue official receipt to the applicant on payment received | Php 300.00 for 1 year validity Php 600.00 for 2 years validity | 3 minutes | Cashier |
| | 5.1. Sign/approve the Clearance or Certificate of Exemption for exempted applicants | None | 5 minutes | Officer-in- Charge |
| 6. Receive Travel Clearance Certificate or Certificate of Exemption | 6. Release Travel Clearance Certificate or Certificate of Exemption | None | 5 minutes | Administrative Staff |
| | TOTAL | Php 300.00 for 1 year validity Php 600.00 for 2 years validity | 1 hour and 3 minutes | |

* Social worker may require additional documents from the applicants as basis of assessment whether or not the minor's travel will not constitute trafficking, exploitation and abuse

Feedback and Complaints

| FEEDBACK AND COMPLAINTS MECHANISMS | |
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| How to send feedback | <p>Kindly accomplish the Client Satisfaction Measurement Form available at the Office of the Minor's Traveling Abroad or at the (PACD) Desk located at DSWD Field Office No. 02 lobby.</p> <p>Telephone: (078) 304 – 1004 Email: fo2@dswd.gov.ph</p> |
| How feedbacks are processed | <p>Every end of the month, feedbacks are consolidated by the designated PACD Focal Person. Feedbacks requiring answers/clarifications shall be forwarded to appropriate Division for immediate resolution, within 3 working days.</p> <p>For status of query/clarification, please contact the following:</p> <p>Telephone: (078) 304 – 1004 Email: fo2@dswd.gov.ph</p> |
| How to file a complaint | <p>Kindly accomplish the Client Satisfaction Measurement Form available at the PACD Desk located at DSWD Field Office No. 02 lobby.</p> <p>You may also file your complaint through telephone or via email with the following details:</p> <ul style="list-style-type: none"> • Your Name and contact details • Transaction with Minor Travelling Abroad Section • Name of Person complained of • Reason for complaint • Evidence/s, if any <p>For the status of your complaint/s, you may contact us thru:</p> <p>Telephone: (078) 304 – 1004 Email: fo2@dswd.gov.ph</p> |
| How complaints are processed | <p>Every end of the month, complaints are consolidated by the designated PACD Focal Person. Feedbacks requiring answers/clarifications shall be forwarded to appropriate Division for immediate resolution, within 3 working days.</p> <p>Proper investigation shall be conducted and a report shall be filed by the designated PACD Focal Person.</p> <p>Client concerned shall be informed of the response.</p> <p>For the status of your complaint, you may contact us thru:</p> <p>Telephone: (078) 304 – 1004 Email: fo2@dswd.gov.ph</p> |