ISSUANCE OF TRAVEL CLEARANCE FOR MINORS TRAVELING ABROARD

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.

Office or Division	Minor Travalling	Abroad Section	
Classification	Minor Travelling Abroad Section		
Type of Transaction	Simple G2C – Government to Citizen		
Who may avail	Filipino Minors Travelling Abroad		
	CHECKLIST OF REQUIREMENTS WHERE TO SECURE		
	, = =	country for the first time	
For initions travelling a	ione to a foreign	DSWD Field Offices or can be	
Duly accomplished Appl		downloaded via www.dswd.gov.ph	
LSWDO/SWAD Social Worker's		Local Social Welfare and Development	
Assessment when neces		where the minor resides	
PSA issued Birth Certific		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 Appl	ication Form	DSWD Field Offices or can be	

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Night and American American	downloaded via <u>www.dswd.gov.ph</u>		
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 wit	h persons other than the parents or		
legal guardian	T D D W D S: 11 0 ##		
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		

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. Photocopy of the passport of the travelling companion Additional requirements under special circumstances For Filipino Minors Migrating To Another Country Visa petition approval For Minors Studying Abroad Acceptance or certificate of Enrolment or Registration from the school where minor is to be enrolled 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 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 Minors going Abroad For Medical Purposes Medical Abstract of the minor Recommendation from the attending physician that such medical procedure is not available in the country Letter from the Sponsors For Minors going abroad for Inter-country Adoption Placement Authority Issued by ICAB Minors Under Foster Care Notarized Affidavit of Undertaking by the Foster Parents Notarized Affidavit of Consent from the Regional director or Authorized Representative Photocopy of Placement Authority Photocopy of Placement Authority Photocopy of Placement Authority Photocopy of Foster Care License of the Family DSWD Certification of the CDCLAA except those under Kinship Care		T		
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Letter from the Sponsors Sponsor		Jan 1 g ya a a		
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 Notarized Affidavit of Consent from the Regional director or Authorized Representative Photocopy of Placement Authority Applicant Photocopy of Foster Care License of the Family DSWD Certification of the CDCLAA except those under Kinship Care	•	Sponsor		
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 Notarized Affidavit of Consent from the Regional director or Authorized Representative Photocopy of Placement Authority Applicant Photocopy of Foster Care License of the Family DSWD Certification of the CDCLAA except those under Kinship Care Inter-Country Adoption Board Inter-Country Adoption Boar				
Authority to escort issued by ICAB Minors Under Foster Care Notarized Affidavit of Undertaking by the Foster Parents Notarized Affidavit of Consent from the Regional director or Authorized Representative Photocopy of Placement Authority Photocopy of Foster Care License of the Family DSWD Certification of the CDCLAA except those under Kinship Care Inter-Country Adoption Board Foster Parent Officer-in-Charge Applicant Applicant Applicant DSWD				
Minors Under Foster Care Notarized Affidavit of Undertaking by the Foster Parents Notarized Affidavit of Consent from the Regional director or Authorized Representative Photocopy of Placement Authority Photocopy of Foster Care License of the Family DSWD Certification of the CDCLAA except those under Kinship Care Foster Parent Foster Parent Applicant Applicant Applicant Applicant DSWD	Authority to escort issued by ICAB	Inter-Country Adoption Board		
Foster Parents Notarized Affidavit of Consent from the Regional director or Authorized Representative Photocopy of Placement Authority Photocopy of Foster Care License of the Family DSWD Certification of the CDCLAA except those under Kinship Care Poster Parent Officer-in-Charge Applicant Applicant Applicant DSWD		•		
Foster Parents Notarized Affidavit of Consent from the Regional director or Authorized Representative Photocopy of Placement Authority Photocopy of Foster Care License of the Family DSWD Certification of the CDCLAA except those under Kinship Care Poster Parent Officer-in-Charge Applicant Applicant Applicant DSWD		Factor Darant		
Regional director or Authorized Representative Photocopy of Placement Authority Photocopy of Foster Care License of the Family DSWD Certification of the CDCLAA except those under Kinship Care	,	Foster Parent		
Regional director or Authorized Representative Photocopy of Placement Authority Photocopy of Foster Care License of the Family DSWD Certification of the CDCLAA except those under Kinship Care	Notarized Affidavit of Consent from the	Officer-in-Charge		
Representative Photocopy of Placement Authority Applicant Photocopy of Foster Care License of the Family DSWD Certification of the CDCLAA except those under Kinship Care	Regional director or Authorized	Ŭ		
Photocopy of Foster Care License of the Family DSWD Certification of the CDCLAA except those under Kinship Care Applicant DSWD	_			
Photocopy of Foster Care License of the Family DSWD Certification of the CDCLAA except those under Kinship Care Applicant DSWD	•	Applicant		
DSWD Certification of the CDCLAA DSWD except those under Kinship Care				
DSWD Certification of the CDCLAA DSWD except those under Kinship Care				
		DSWD		
	except those under Kinship Care			
		Applicant		

For minor's Unde	er Legal Guardianship	`			
		, 			
Certified True copy of the Court Order on Legal Guardianship		Court	Court		
	ose Parent/s are Seaf	arers			
	the Manning Agency				
attesting to the pa		Applican	Applicant		
Photocopy of the					
parents	Scaman 3 Book of	Applican	Applicant		
•	leged missing parent	·/e			
Social Case Study Report executed by a Licensed Social Worker of the Local		Local So	Local Social Welfare and Development		
government unit.	ornor or the Local	Office	Office		
	either the local police				
	cation from the locality	Local Po	lice or Baranga	v of the alleged	
0,	address of the alleged		Local Police or Barangay of the alleged missing parent/s last known address		
missing					
	egistered mail to the				
last known addres		Applican	Applicant		
	or known relative(s)				
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESING	RESPONSIBLE	
		BE PAID	TIME	PERSON	
			(RA 11032)		
1. Fill up	1.1. Issuance of	None	2 minutes	Officer of the	
Application Form	Service Sequence Number			Day	
	1.2. Encoding of the	None	3 minutes	Officer of the	
	client's information in	. 101.0		Day	
	the Online Spread				
	sheet				
2. Submit	2. Screening of	None	5 minutes	Social Worker	
documents to the	Documents /Check				
Social Worker to	the presented				
ensure completeness of	documentary requirements are				
documents	complete. If not the				
doddinonto	client will be asked to				
	comply.				
	. ,				
3. Provide	3. Interviews and	None	5 minutes	Social Worker	
necessary	conduct assessment				
detail/information	of the application				
for verification of					
the Social Worker	3.1. Recommend	None	5 minutes	Social Worker	
	approval or	INOITE	J Hilliutes	Social Worker	
	disapproval of the				
	application by the				
	Signing Authority				
4. Await for the	4. Approve/	None	5 minutes	Social	
disposition of the	disapprove the			Worker/Supervis	
application	application		1.0	or	
	4.1. If approved,	None	1-3 working	Social Worker	

	1	1	1	,
	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 disapproved 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	1 hour and 3 minutes	
		Php 600.00 for 2 years validity		

^{*} 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		
How to send feedback	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.	
	Telephone: (078) 304 – 1004 Email: fo2@dswd.gov.ph	
How feedbacks are processed	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.	
	For status of query/clarification, please contact the following:	
	Telephone: (078) 304 – 1004	
How to file a complaint	Email: fo2@dswd.gov.ph Kindly accomplish the Client Satisfaction Measurement Form available at the PACD Desk located at DSWD Field Office No. 02 lobby.	
	You may also file your complaint through telephone or via email with the following details:	
	 Your Name and contact details Transaction with Minor Travelling Abroad Section Name of Person complained of Reason for complaint Evidence/s, if any For the status of your complaint/s, you may contact us thru: 	
	Telephone: (078) 304 – 1004 Email: <u>fo2@dswd.gov.ph</u>	
How complaints are processed	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.	
	Proper investigation shall be conducted and a report shall be filed by the designated PACD Focal Person.	
	Client concerned shall be informed of the response.	
	For the status of your complaint, you may contact us thru:	
	Telephone: (078) 304 – 1004 Email: fo2@dswd.gov.ph	