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SECURING TRAVEL CLEARANCE FOR MINORS TRAVELING ABROAD

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REVIEW AND APPROVAL

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SECURING TRAVEL CLEARANCE FOR MINORS TRAVELING ABROAD

1.0 Purpose

To provide a documented system for the application and issuance of Clearance for Minors Travelling Abroad.

2.0 Scope

This procedure applies to the issuance of Clearance for Minors Travelling Abroad required by the Field Office. The procedure covers application, review, down to the issuance of the Certificate.

3.0 Associated References

- 3.1 Administrative Order Number 12 s 2017 or the "Omnibus Guidelines for Minors Travelling Abroad"
- 3.2 Republic Act No. 8239 otherwise known as the Philippine Passport Act of 1996
- 3.3 Republic Act No. 7610 also known as the Special Protection of Children Against Abuse, Exploitation and Discrimination Act
- 3.4 Republic Act No. 9208 known as the Anti-Trafficking in Persons Act of 2003 as amended by RA 10364
- 3.5 Republic Act No. 8043 otherwise known as the Inter-Country Adoption Act of 1995
- 3.6 Republic Act 8552 otherwise known as the Domestic Adoption Act of 1998
- 3.7 Republic Act No. 9523 otherwise known as the Act Requiring the Certification of the DSWD to Declare a "Child Legally Available for Adoption"
- 3.8 Republic Act no. 10165 or an Act to Strengthen and Propagate Foster Care and to Provide Funds
- 3.9 Republic Act 9775 or the Anti-Child Pornography Act of 2009
- 3.10 RA 10361 or the Kasambahay Law of 2012
- 3.11 RA 7658 of 1993 or an Act Prohibiting the Employment of children below 15 years of age in Public and Private Undertakes, Amending for this Purpose Section 12, Article VII of RA 7610 specifically, SEC. 12. Employment of Children.
- 3.12 RA 9231 – An Act Providing for The Elimination of the Worst Forms of Child Labor and Affording Stronger Protection for the Working Child, Amending for this Purpose Republic Act No. 7610, As Amended, Otherwise Known as the "Special



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Protection Of Children Against Child Abuse, Exploitation And Discrimination Act.

3.13 Memorandum Circular 23, series of 2014 or the Guidelines on Foster Care Service

4.0 Definition of Terms

TERM	DEFINITION
Minor (also referred to herein as "Child")	as defined in RA 7610 refers to a person below eighteen (18) years of age or one who is over eighteen (18) but is unable to fully take care of or protect himself/herself from abuse, neglect, cruelty, exploitation, or discrimination because of physical or mental disability or condition.
Legitimate or marital Children	refers to children conceived or born during the marriage of the parents
Legitimated children	refers to children whose birth is legalized by legitimation defined as a remedy by means of which those who in fact were not born in wedlock and should, therefore, be considered illegitimate, are, by fiction, considered legitimate, it being supposed that they were born when their parents were already validly married. (1 Manresa 550, as cited on p. 251, Handbook on Family Code of the Philippines, Alicia V. Sempio-Diy).
Foster child	refers to a child placed under foster care
Illegitimate or non-marital children	refers to children conceived and born outside a valid marriage.
Married minors	as operationally defined in this guideline, refers to persons below 18 years old who by virtue of their cultural and religious affiliations and other tribal or indigenous practices were considered married such as those children whose marriages were arranged at an early age
Travel Clearance	a document issued by the Department of Social Welfare and Development (DSWD) Field Offices or its attached agency, Inter-Country Adoption Board (ICAB), whichever is applicable to a minor travelling abroad unaccompanied by any of the parent or those persons having parental authority and legal custody over the child.
ICAB-issued Travel Clearance	the document issued by the Inter-Country Adoption Board for minors travelling abroad for purposes of inter-country adoption.
Renewal/Subsequent Traveler	refers to a situation where minor/s who has/have previously been issued by the Department a travel clearance to travel abroad.
Parents	shall refer to biological or adoptive parents of the minor

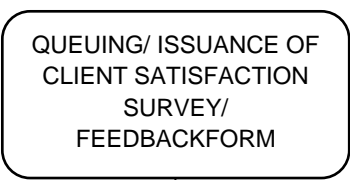

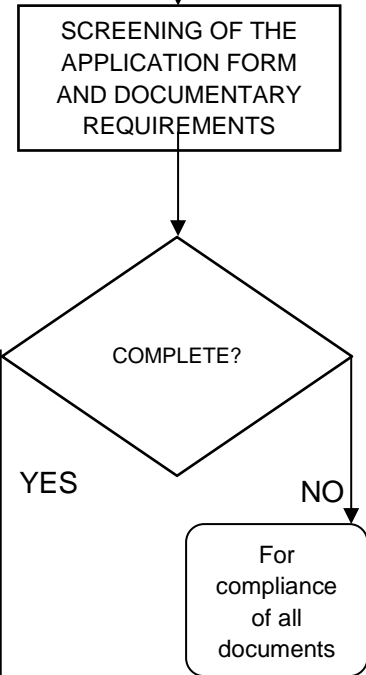
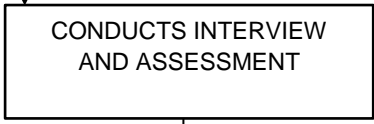


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	awarded by court through a decree of adoption.
Legal Guardian	refers to the "guardian/ custodian" appointed by the court".
Solo Parent	is any person who solely provides parental care and support to a child or children due to the following reasons: a. Death of spouse; b. Incarceration of the spouse for at least one year; c. Physical and/or mental incapacity of either spouse as certified by a public medical practitioner; d. Legal separation or de facto separation from either spouse for at least one (1) year; e. Declaration of nullity or annulment of marriage; f. Abandonment of either spouse for at least one (1) year; g. Giving birth as a result of rape, provided that the mother keeps and raises the child; h. Unmarried mother/father who preferred to keep and rear her/his child/children
'Disinterested Person"	somebody who has no blood relation to the family of the minor that can attest/certify abandonment of either parent/s
Sponsor	refers to the person/organization that provides directly for all the travelling expenses of the minor abroad and other related expenses of the child while in the Philippines.
Foster Care	refers to the provision of planned temporary substitute parental care to a child by a foster parent
Foster Parent	refers to a person duly licensed by the DSWD to provide foster care.

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5.0 Procedure

FLOWCHART	RESPONSIBLE	DETAILS	INTERFACE DOCUMENT
	Officer of the Day/Security Guard	Service Sequence Number and CSS form is issued to the applicant.	Service Sequence Number CSS Form
	On-Duty Social Welfare Officer	Applicant accomplishes (1 copy) MTA application form and present documentary requirements to the on-duty social worker.	<ol style="list-style-type: none"> Accomplished MTA Application Form; and Documentary Requirements
	On-Duty Social Welfare Officer	<p>Checking of the accomplished MTA Application Form and the authenticity and completeness of presented documentary requirements.</p> <p>Refer to table 1-4 for the needed documentary requirements.</p>	Documentary Requirements
	On-Duty Social Welfare Officer/SWAD Social Welfare Officer	The Social Worker conducts interview and prepare his/her assessment of the application. Review and approval of the supervisor of the assessment report.	Assessment Report



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<p>PREPARES TRAVEL CLEARANCE</p>	<p>On-Duty Social Welfare Officer/Admin Staff</p>	<p>The Social Welfare Worker/Admin staff encodes the details of the applicant to the Travel Clearance .</p>	<p>Printed Travel Clearance Certificate</p>
<p>APPROVAL OF THE REGIONAL DIRECTOR/ AUTHORIZED SIGNATORY</p>	<p>Regional Director/Author/ Authorized signatory</p>	<p>Signs/Approves the application or certificate of exemption for exempted applicants</p>	<p>Signed Travel Clearance/Certificate of Exemption Filled up CSS form</p>
<p>ISSUANCE OF TRAVEL CLEARANCE & RECEIPT OF THE FILLED UP CSS FORM</p>	<p>On-Duty Social Welfare Officer/Admin Staff</p>	<p>Releases the travel clearance to the Applicant/certificate of exemption</p> <p>Receipt of filled up CSS form</p> <p>Applicant signs in the Logbook as proof that they have received the Travel Clearance/Certificate of exemption</p>	<p>Signed Travel Clearance/Certificate of Exemption Filled up CSS form Signed logbook of issued MTA clearance.</p>



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6.0 Documentary Requirements

Table 1: Documentary requirements for minor travelling alone for the first time

<ol style="list-style-type: none"> 1. Duly Accomplished Application Form 2. Photocopy of the Birth Certificate of the Minor (SECPA Copy issued by PSA) 3. (a) If parents are married: Photocopy of Marriage Certificate of Child's Parents (SECPA Copy issued by PSA) (b) If parents are not married: Photocopy of Certificate of No Marriage /CENOMAR of child's parents (SECPA Copy issued by PSA) (c) If with Legal Guardianship: Photocopy of the Court Decision on Legal Guardianship of the minor (d) If parents are Muslim: Photocopy of Tallaq or Fasakh Certification from the Shariah Court or any Muslim Barangay or Religious Leader (e) 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) 	<ol style="list-style-type: none"> 4. Notarized (notarized at the place of residence) affidavit or written consent of both parents, the solo parent and the legal guardian, whichever is applicable, permitting the minor to travel to a foreign country. In the absence of both parents or an appointed legal guardian, the relative's consent in the order of preference provided under Article 216 of the Family Code of the Philippines (Executive Order No. 209 as amended) shall prevail. *Visa of parents if working abroad and for illegitimate or non-marital child, consent of maternal grandparents is needed. 5. 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. 6. 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: 7. Certificate of Employment/Latest Income Tax Return/Bank Statement. 8. Unaccomplished Minor Certificate from the Airlines 9. Waiver from the parents releasing DSWD from any liability / responsibility in case of untoward incident during the travel of the child
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Table 2: For a succeeding travel of unaccompanied or travelling alone to a foreign country

<p>1. Duly accomplished application form;</p> <p>1. Notarized affidavit or 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;</p> <p>2. Original copy of the previous Travel Clearance issued;</p>	<p>3. Two (2) original colored passport Travel Clearance issued;</p> <p>4. Unaccompanied Minor Certificate from the Airlines</p> <p>5. Waiver from the parents releasing DSWD from any liability / responsibility in case of untoward incident during the travel of the child.</p>
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Table 3: Minor/s travelling for the first time with a person other than the parents or legal guardian

<p>1. Duly accomplished application form;</p> <p>1. Photocopy of birth certificate of minor (SECPA);</p> <p>2. Notarized affidavit or written consent of both parents or solo parent or legal guardian, attached with valid identification card with specimen signature;</p>	<p>3. Photocopy of the marriage certificate (SECPA) of the minor's parents or a certificate of legal guardianship, in the case of solo parent, a solo parent identification card from the LSWDO or a certification of being a solo parent (assessment report of the LSWDO as attachment) a court decree of separation, annulment or divorce, in case of illegitimate minor, a certificate of no marriage from the PSA, if applicable; in case of deceased parent, a photocopy of the death certificate;</p> <p>4. Two (2) original colored (white, red or blue background) passport size photos of minor taken within the last six (6) months, no scanned pictures will be accepted;</p> <p>5. Photocopy of the passport of the traveling companion.</p>
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Table 4: Minor/s travelling subsequently with a person other than the parents or legal guardian

<ol style="list-style-type: none"> 1. Duly accomplished application form; 2. Original Copy of the travel Clearance previously issued by DSWD Field Office. 3. Notarized affidavit of consent from biological parents/ guardian authorizing a particular person to accompany the child in his/her travel abroad, with a copy of the valid identification card with specimen signature; 4. Two (2) original colored (white, red or blue background) passport size photos of minor taken within the last six (6) months, no scanned pictures will be accepted; 5. Photocopy of the passport of the travelling companion; 	<p><u>Additional requirements for minor/s –under special circumstances.</u></p> <p>For Filipino minor migrating to another country</p> <ol style="list-style-type: none"> a. Visa petition approval
<p><u>For a minor who will attend conference, study tours, Competition, Student Exchange Program, Summer Camp, pilgrimage, World Youth Day and Other related activities:</u></p> <ol style="list-style-type: none"> a. Certification from sponsoring organization b. Affidavit of undertaking of companion indicating the safety measures undertaken by the sports agency (for sports competition) c. Signed Invitation from the Sponsoring agency / organization abroad with itinerary of travel and list of participants and duration of the activity / travel. 	<p><u>For a minor under Foster Care:</u></p> <ol style="list-style-type: none"> a. Notarized affidavit of undertaking by the Foster Parents indicating purpose of travel and a provision stating the commitment of the Foster Parent on the personal appearance of the child and Foster Parents to the Regional Director or his/her duly authorized representative, within 5 days upon return to the country; b. Notarized Affidavit of Consent from the Regional Director or authorized representative; c. Photocopy of Foster Placement Authority (original copy to be attached for verification); d. Photocopy of Foster Care License of the Family (Original copy to be attached for verification)



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For minor going abroad for medical purposes:

- a. Medical Abstract of the minor;
- b. Recommendation from the attending physician that such medical procedure is not available in the country, letter from sponsor.

For minor going abroad for inter-country adoption:

- a. Placement Authority issued by the ICAB;
- b. Authority to Escort issued by the ICAB

For a minor/s whose parent/s are seafarers:

- a. Certification from the manning agency attesting to the parent's employment;
- b. Photocopy of the Seaman's Book

- e. DSWD Certification of Child Legally Available for Adoption (CDCLAA), except those under Kinship care wherein their parents did not relinquish the minor for adoption.
- f. Return ticket/s.

For a minor under Legal Guardianship:

- a. Certified true copy of Court Order on Legal guardianship.

For abandoned minor with alleged missing parent, if parents are married, the following shall be the requirements:

- a. Social case Study report executed by a licensed social worker of the local government unit;
- b. Blotter report from either the Local Police or barangay certification from the locality or the last known address of the alleged missing spouse; and
- c. One (1) returned registered mail to the last known address of the alleged missing parent/s or known relative/s.