

Securing Travel Clearance for Minors Traveling Abroad

I. OFFICE OR DIVISION

PROTECTIVE SERVICES DIVISION - MTA

II. SCHEDULE OF AVAILABILITY OF SERVICE

MONDAY- FRIDAY (8:00 AM-5:00 PM)

III. WHO MAY AVAIL OF THE SERVICE

FILIPINO MINORS TRAVELLING ABROAD

WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
Issuance of Travel Clearance Certificate	
A. For Minors Traveling Alone to a Foreign Country for the First Time	
1. Duly accomplished Application Form (1 original)	DSWD Field Offices or at download form at www.dswd.gov.ph
2. LSWDO/SWAD Social Worker’s assessment, when necessary (1 original)	Local Social Welfare and Development Office where the minor resides
3. PSA issued Birth Certificate of Minor (1 original and 1 photocopy)	Philippine Statistics Authority (PSA)
4. 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 / PSA issued CENOMAR for illegitimate minors on SECPA (1 original and 1 photocopy)	Philippine Statistics Authority (PSA); Court who handled the Legal Guardianship petition; Shariah Court or Religious Leader
5. Notarized Affidavit of Consent or Written Consent of both parents/ legal guardian/solo parent, whichever is applicable (1 original)	Law Office and Notarized at the place where the minor resides/ Philippine Embassy (if minors parent/s are abroad)
6. Valid passport and valid visa or valid ID issued abroad, if parents are working abroad (1 photocopy)	Applicant
7. Colored passport size photos of the minor (in White, Red or Blue Background) taken within the last 6 months. No scanned picture is allowed (2 original)	Applicant
8. Affidavit of Support (1 original)	Supporting Person/organization
9. Evidence to show financial capability of sponsor e.g Certificate of Employment, Latest Income Tax Return, Bank Statement, etc) (1 certified true copy)	
10. Death Certificate (for deceased parent/s) on SECPA (1 certified true copy)	Applicant
11. Unaccompanied Minor Certificate from the Airlines (1 original)	Airline Company where ticket is obtained
12. Waiver from the parents releasing DSWD from any liability/responsibility in case of untoward incident during the travel of the child (1 original)	Applicant

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WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
Additional Requirements for Minors Under Special Circumstances:	
For Filipino Minors Migrating to Another Country	
1. Visa Petition Approval (1 original and 1 photocopy)	Applicant
For Minors Studying Abroad	
13. Acceptance or Certificate of Enrollment or Registration from the School where the minor is to be enrolled (1 original and 1 photocopy)	Applicant
For Minors who will attend Conference, Study Tours, Competition, Student Exchange Program, Summer Camp, Pilgrimage, World Youth Day and Other Related Activities:	
13. Certification from Sponsoring Organization (1 original)	Sponsor Organization
14. Affidavit of Undertaking of Companion indicating safety measures undertaken by the Sports Agency (1 original)	Sports Agency
15. Signed Invitation from the Sponsoring Agency/Organization abroad with itinerary of travel and list of participants and duration of the activity/travel (1 original)	Sponsoring Organization
Minors going Abroad for Medical Purposes	
13. Medical Abstract of the Minor (1 original)	Attending Physician
14. Recommendation from the Attending Physician that such medical procedure is not available in the country (1 original)	
15. Letter from the Sponsor (1 original)	Sponsor
Minors going Abroad for Inter-Country Adoption	
13. Placement Authority issued by ICAB (1 original)	Inter-Country Adoption Board (ICAB)
14. Authority to Escort issued by ICAB (1 original)	Inter-Country Adoption Board (ICAB)
Minors under Foster Care	
13. Notarized Affidavit of Undertaking by the Foster Parents (1 original)	Foster Parent
14. Notarized Affidavit of Consent from the Regional Director or Authorized Representative (1 original)	DSWD Regional Director
15. Photocopy of Foster Placement Authority (1 original)	Applicant
16. Photocopy of Foster Care License of the Family (1 original)	Applicant
17. DSWD Certification of the CDCLAA Except those under Kinship Care (1 original)	DSWD
18. Return Ticket (1 original and 1 photocopy)	Applicant
Minors Under Legal Guardianship	
13. The Court Order on Legal Guardianship (certified true copy)	Court
For Minors whose parents are Seafarers	
13. Certification from the Manning Agency attesting to the parents employment (1 original)	Applicant
1. Seaman's Book of Parent/s (1 photocopy)	Applicant

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WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
For Minors with alleged missing parent/s	
13. Social Case Study Report from the LSWDO where the alleged missing parent’s last known address (1 original)	Local Social Welfare and Development Office
14. Blotter Report from either local police or Barangay Certification from the Locality of the last known address of the alleged missing parent (1 original)	Local Police or Barangay of the alleged missing parent/s last known address
1. Returned registered mail to the last known address of the alleged missing parent/s known address (1 original)	Applicant
B. For Succeeding Travel of Unaccompanied minor or Traveling ALONE	
1. Duly accomplished Application Form	DSWD Field Office/ DSWD website: www.dswd.gov.ph
2. Notarized Affidavit or Written Consent of both parents, the Solo parent and the legal guardian, whichever is applicable (1 original)	Law Office and Notarized at the applicants place of residence
3. Valid ID with signature (1 photocopy)	
4. Previous Travel Clearance issued (1 original)	Applicant
5. Two (2) colored passport size pictures of the minor (in white, red or blue background) taken within the last 6 months. No scanned pictures will be accepted.	
6. Unaccompanied Minor Certificate from the Airline	Airline Company
7. Waiver from the parents releasing DSWD from any liability in case of untoward incident during the travel of the child.	Applicant
Additional Requirements for Minors Under Special Circumstances:	
For Filipino Minors Migrating to Another Country	
8. Visa Petition Approval (1 original and 1 photocopy)	Applicant
For Minors Studying Abroad	
8. Acceptance or Certificate of Enrollment or Registration from the School where the minor is to be enrolled (1 original and 1 photocopy)	Applicant
For Minors who will attend Conference, Study Tours, Competition, Student Exchange Program, Summer Camp, Pilgrimage, World Youth Day and Other Related Activities:	
8. Certification from Sponsoring Organization (1 original)	Sponsor Organization
9. Affidavit of Undertaking of Companion indicating safety measures undertaken by the Sports Agency (1 original)	Sports Agency
10. Signed Invitation from the Sponsoring Agency/Organization abroad with itinerary of travel and list of participants and duration of the activity/travel (1 original)	Sponsoring Organization
Minors going Abroad for Medical Purposes	
8. Medical Abstract of the Minor (1 original)	Attending Physician
9. Recommendation from the Attending Physician that such medical procedure is not available in the country (1 original)	
10. Letter from the Sponsor (1 original)	Sponsor

Securing Travel Clearance for Minors Traveling Abroad

WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
Minors going Abroad for Inter-Country Adoption	
8. Placement Authority issued by ICAB (1 original)	Inter-Country Adoption Board (ICAB)
9. Authority to Escort issued by ICAB (1 original)	Inter-Country Adoption Board (ICAB)
Minors under Foster Care	
8. Notarized Affidavit of Undertaking by the Foster Parents (1 original)	Foster Parent
9. Notarized Affidavit of Consent from the Regional Director or Authorized Representative (1 original)	DSWD Regional Director
10. Photocopy of Foster Placement Authority (1 original)	Applicant
11. Photocopy of Foster Care License of the Family (1 original)	Applicant
12. DSWD Certification of the CDCLAA Except those under Kinship Care (1 original)	DSWD
13. Return Ticket (1 original and 1 photocopy)	Applicant
Minors Under Legal Guardianship	
8. The Court Order on Legal Guardianship (certified true copy)	Court
For Minors whose parents are Seafarers	
8. Certification from the Manning Agency attesting to the parents employment (1 original)	Applicant
8. Seaman’s Book of Parent/s (1 photocopy)	
For Minors with alleged missing parent/s	
8. Social Case Study Report from the LSWDO where the alleged missing parent’s last known address (1 original)	Local Social Welfare and Development Office
9. Blotter Report from either local police or Barangay Certification from the Locality of the last known address of the alleged missing parent (1 original)	Local Police or Barangay of the alleged missing parent/s last known address
10. Returned registered mail to the last known address of the alleged missing parent/s known address (1 original)	Applicant
C. Minor Travelling for the FIRST TIME with persons other than the Parents or Legal Guardian	
1. Duly accomplished Application Form (1 original)	DSWD Field Office/ DSWD website: www.dswd.gov.ph
2. PSA issued birth certificate of the minor (1 original and 1 photocopy)	Philippine Statistics Authority (PSA)
3. Notarized affidavit or written consent of both parents or solo parent or legal guardian (1 original)	Applicant
4. Valid identification card with specimen signature (1 photocopy)	

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WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
1. Marriage Certificate of minors 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 (1 original and 1 photocopy)	PSA, Local Social Welfare and Development Office (for the Solo Parents ID); Family Court.
2. Colored passport size pictures of the minor (in white, red or blue background) taken within the last 6 months. No scanned pictures will be accepted (2 original)	Applicant
3. Passport of the traveling companion (1 original and 1 photocopy)	Minor’s travelling companion
Additional Requirements for Minors Under Special Circumstances:	
For Filipino Minors Migrating to Another Country	
4. Visa Petition Approval (1 original and 1 photocopy)	Applicant
For Minors Studying Abroad	
8. Acceptance or Certificate of Enrollment or Registration from the School where the minor is to be enrolled (1 original and 1 photocopy)	Applicant
For Minors who will attend Conference, Study Tours, Competition, Student Exchange Program, Summer Camp, Pilgrimage, World Youth Day and Other Related Activities:	
8. Certification from Sponsoring Organization (1 original)	Sponsor Organization
9. Affidavit of Undertaking of Companion indicating safety measures undertaken by the Sports Agency (1 original)	Sports Agency
10. Signed Invitation from the Sponsoring Agency/Organization abroad with itinerary of travel and list of participants and duration of the activity/travel (1 original)	Sponsoring Organization
Minors going Abroad for Medical Purposes	
8. Medical Abstract of the Minor (1 original)	Attending Physician
9. Recommendation from the Attending Physician that such medical procedure is not available in the country (1 original)	
10. Letter from the Sponsor (1 original)	Sponsor
Minors going Abroad for Inter-Country Adoption	
8. Placement Authority issued by ICAB (1 original)	Inter-Country Adoption Board (ICAB)
9. Authority to Escort issued by ICAB (1 original)	Inter-Country Adoption Board (ICAB)

Securing Travel Clearance for Minors Traveling Abroad

WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
Minors under Foster Care	
8. Notarized Affidavit of Undertaking by the Foster Parents (1 original)	Foster Parent
9. Notarized Affidavit of Consent from the Regional Director or Authorized Representative (1 original)	DSWD Regional Director
10. Photocopy of Foster Placement Authority (1 original)	Applicant
11. Photocopy of Foster Care License of the Family (1 original)	Applicant
12. DSWD Certification of the CDCLAA Except those under Kinship Care (1 original)	DSWD
13. Return Ticket (1 original and 1 photocopy)	Applicant
Minors Under Legal Guardianship	
8. The Court Order on Legal Guardianship (certified true copy)	Court
For Minors whose parents are Seafarers	
8. Certification from the Manning Agency attesting to the parents employment (1 original)	Applicant
9. Seaman’s Book of Parent/s (1 photocopy)	
For Minors with alleged missing parent/s	
7. Social Case Study Report from the LSWDO where the alleged missing parent’s last known address (1 original)	Local Social Welfare and Development Office
8. Blotter Report from either local police or Barangay Certification from the Locality of the last known address of the alleged missing parent (1 original)	Local Police or Barangay of the alleged missing parent/s last known address
8. Returned registered mail to the last known address of the alleged missing parent/s known address (1 original)	Applicant
Additional Requirements for Minors Under Special Circumstances:	
For Filipino Minors Migrating to Another Country	
9. Visa Petition Approval (1 original and 1 photocopy)	Applicant
For Minors Studying Abroad	
8. Acceptance or Certificate of Enrollment or Registration from the School where the minor is to be enrolled (1 original and 1 photocopy).	Applicant
For Minors who will attend Conference, Study Tours, Competition, Student Exchange Program, Summer Camp, Pilgrimage, World Youth Day and Other Related Activities:	
8. Certification from Sponsoring Organization (1 original)	Sponsor Organization
9. Affidavit of Undertaking of Companion indicating safety measures undertaken by the Sports Agency (1 original)	Sports Agency
10. Signed Invitation from the Sponsoring Agency/Organization abroad with itinerary of travel and list of participants and duration of the activity/travel (1 original)	Sponsoring Organization

Securing Travel Clearance for Minors Traveling Abroad

WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
Minors going Abroad for Medical Purposes	
8. Medical Abstract of the Minor (1 original)	Attending Physician
9. Recommendation from the Attending Physician that such medical procedure is not available in the country (1 original)	
10. Letter from the Sponsor (1 original)	Sponsor
Minors going Abroad for Inter-Country Adoption	
8. Placement Authority issued by ICAB (1 original)	Inter-Country Adoption Board (ICAB)
9. Authority to Escort issued by ICAB (1 original)	Inter-Country Adoption Board (ICAB)
Minors under Foster Care	
8. Notarized Affidavit of Undertaking by the Foster Parents (1 original)	Foster Parent
9. Notarized Affidavit of Consent from the Regional Director or Authorized Representative (1 original)	DSWD Regional Director
10. Photocopy of Foster Placement Authority (1 original)	Applicant
11. Photocopy of Foster Care License of the Family (1 original)	Applicant
12. DSWD Certification of the CDCLAA Except those under Kinship Care (1 original)	DSWD
13. Return Ticket (1 original and 1 photocopy)	Applicant
Minors Under Legal Guardianship	
1. Certified True Copy of the Court Order on Legal Guardianship (Certified True Copy)	Court
For Minors whose parents are Seafarers	
1. Certification from the Manning Agency attesting to the parents employment (1 original)	Applicant
2. Photocopy of Seaman’s Book of Parent/s (1 photocopy)	
For Minors with alleged missing parent/s	
1.Social Case Study Report from the LSWDO where the alleged missing parent’s last known address (1 original)	Local Social Welfare and Development Office
2. Blotter Report from either local police or Barangay Certification from the Locality of the last known address of the alleged missing parent (1 original)	Local Police or Barangay of the alleged missing parent/s last known address
3. One (1) returned registered mail to the last known address of the alleged missing parent/s known address. (1 original)	Applicant

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WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
D. Minors Traveling subsequently with a Person Other than the Parents of Legal Guardian	
1. Duly accomplished Application Form (1 original)	DSWD Field Office/ DSWD website: www.dswd.gov.ph
2. Copy of the Travel Clearance previously issued by the DSWD Field Office (1 original)	Applicant
3. Notarized Affidavit of Consent from biological parent/s, legal guardian authorizing a particular person to accompany the child in his/her travel abroad (1 original)	Applicant
4. Valid identification card with specimen signature (1 photocopy)	
5. Colored passport size photos of the minor taken within the last six (6) months. No scanned pictures will be accepted (2 original)	Applicant
5. Photocopy of the Passport of the traveling companion (1 original and 1 photocopy)	Minor's traveling companion
Additional Requirements for Minors Under Special Circumstances:	
For Filipino Minors Migrating to Another Country	
6. Visa Petition Approval (1 original and 1 photocopy)	Applicant
For Minors Studying Abroad	
6. Acceptance or Certificate of Enrollment or Registration from the School where the minor is to be enrolled (1 original and 1 photocopy)	Applicant
For Minors who will attend Conference, Study Tours, Competition, Student Exchange Program, Summer Camp, Pilgrimage, World Youth Day and Other Related Activities:	
6. Certification from Sponsoring Organization (1 original)	Sponsor Organization
7. Affidavit of Undertaking of Companion indicating safety measures undertaken by the Sports Agency (1 original)	Sports Agency
8. Signed Invitation from the Sponsoring Agency/Organization abroad with itinerary of travel and list of participants and duration of the activity/travel (1 original)	Sponsoring Organization
Minors going Abroad for Medical Purposes	
6. Medical Abstract of the Minor (1 original)	Attending Physician
7. Recommendation from the Attending Physician that such medical procedure is not available in the country (1 original)	
8. Letter from the Sponsor (1 original)	Sponsor
Minors going Abroad for Inter-Country Adoption	
6. Placement Authority issued by ICAB (1 original)	Inter-Country Adoption Board (ICAB)
7. Authority to Escort issued by ICAB (1 original)	Inter-Country Adoption Board (ICAB)

Securing Travel Clearance for Minors Traveling Abroad

WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
Minors under Foster Care	
6. Notarized Affidavit of Undertaking by the Foster Parents (1 original)	Foster Parent
7. Notarized Affidavit of Consent from the Regional Director or Authorized Representative (1 original)	DSWD Regional Director
8. Photocopy of Foster Placement Authority (1 original)	Applicant
9. Photocopy of Foster Care License of the Family (1 original)	Applicant
10. DSWD Certification of the CDCLAA Except those under Kinship Care (1 original)	DSWD
11. Return Ticket (1 original and 1 photocopy)	Applicant
Minors Under Legal Guardianship	
6. Certified True Copy of the Court Order on Legal Guardianship (Certified True Copy)	Court
For Minors whose parents are Seafarers	
6. Certification from the Manning Agency attesting to the parents employment (1 original)	Applicant
7. Photocopy of Seaman’s Book of Parent/s (1 original)	
For Minors with alleged missing parent/s	
6. Social Case Study Report from the LSWDO where the alleged missing parent’s last known address (1 original)	Local Social Welfare and Development Office
7. Blotter Report from either local police or Barangay Certification from the Locality of the last known address of the alleged missing parent (1 original)	Local Police or Barangay of the alleged missing parent/s last known address
8. One (1) returned registered mail to the last known address of the alleged missing parent/s known address. (1 original)	Applicant

Securing Travel Clearance for Minors Traveling Abroad

CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Registration	None	5 minutes	<i>Admin Assistant</i>
2. Submission of Application and Documentary Requirements	None	5 minutes	<i>CHERRY ANN M. VERCIDE</i> <i>Social Welfare Assistant/Social Welfare Officer II</i> Provincial SWAD Offices
3. Screening of Application Form and documentary requirements	None	5 minutes	<i>CHERRY ANN M. VERCIDE</i> <i>Social Welfare Assistant/Social Welfare Officer II</i> Provincial SWAD Offices
4. Interview/Assessment*	None	20 minutes	<i>CHERRY ANN M. VERCIDE</i> <i>Social Welfare Assistant/Social Welfare Officer II</i> Provincial SWAD Offices
	None	5 Minutes	<i>SHALAINE MARIE S. LUCERO</i> <i>Regional Director /</i> <i>ROSEMARIE S. SALAZAR</i> <i>PSD Chief</i>
	None	5 Minutes	<i>Social Welfare Assistant/Social Welfare Officer II</i> Provincial SWAD Offices
	None	10 Minutes	<i>CHERRY ANN M. VERCIDE</i> <i>Social Welfare Assistant/Social Welfare Officer II</i> Provincial SWAD Offices

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CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Payment of: Php 300.00 for 1 year validity; Php600.00 for 2 years validity	Php300.00 for 1year validity; Php600.00 for 2 years validity	3 minutes	<i>Collecting Officer</i>
6. Issuance of the travel clearance certificate/exemption certificate	None	10 Minutes	<i>Social Welfare Assistant/Social Welfare Officer II or Admin Officer</i> Provincial SWAD Offices
	None	5 Minutes	<i>Regional Director or PSD Division Chief</i>
7. Receipt of the Travel Clearance Certificate and Submission of the Filled Up CSS Form and Signs the Logbook for the Received Travel Clearance/Certificate of Exemption	None	5 Minutes	<i>Social Welfare Assistant/Social Welfare Officer II</i> Provincial SWAD Offices
	PHP 300.00 for 1 year validity Or PHP 600.00 for 2 years validity	1 hour and 19 minutes	

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VI. FEEDBACKS AND COMPLAINTS MECHANISM

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<p>Client Satisfaction Measurement Form is administered to clients who availed the service. This survey measures the client’s satisfaction in the delivery of service.</p> <p>Feedback can also be sent through mta.fo7@dswd.gov.ph or proserv.fo7@dswd.gov.ph</p>
How feedbacks are processed	<p>The Minors Travelling Abroad Focal Person or Officer In-charge verifies the nature of feedback or queries received through Client Satisfaction Measurement Form or official e-mail address within three (3) working days upon receipt. The client will be notified through phone call or e-mail on the appropriate actions taken.</p>
How to file a complaint	<p>To file a complaint against Minors Travelling Abroad, provide the following details:</p> <ul style="list-style-type: none">· Full name and address of the complainant· Narrative of the complaint· Evidences· Name of the person being complained· Contact Number <p>Send all complaints to: Director Shalaine Marie S. Lucero DSWD Field Office VII MJ Cuenco Corner Gen. Maxilom Ave. Carreta, Cebu City Or email at ord.fo7@dswd.gov.ph Complaints with incomplete details as indicated above shall not be entertained.</p>
Contact info of ARTA, PCC and CCB	<p>Tel No. 8847-5093 Email Add: complaints@arta.gov.ph</p> <p>Hotline: 8888 Email Add: pcc@malacanang.gov.ph</p> <p>Contact Center ng Bayan (CCB) email@contactcenterngbayan.gov.ph 0908-881-6565</p>

Securing Travel Clearance for Minors Traveling Abroad

LIST OF OFFICES

OFFICE	ADDRESS	CONTACT INFORMATION
SWAD Office Cebu	M.J. Cuenco Avenue Corner General Maxilom Avenue Extension, Barangay Carreta, Cebu City, Philippines, 6000	(032) 232-9505 loc. 17146 swadcebu.fo7@dswd.gov.ph
SWAD Office Bohol	Pob. III 206 Miguel Parras St. Tagbilaran, Cebu City	(038) 427 1405 swad-bohol.fo7@dswd.gov.ph
SWAD Office Negros Oriental	Nicolas K. Solon Bldng., door 11, Hibbard Avenue, Bantayan, Dumaguete City, Negros Oriental	035 (527-4734)-PLDT 035 (415-6220)- Globe swad-negor.fo7@dswd.gov.ph
SWAD Office Siquijor	Tacdog, Siquijor, Siquijor	(035) 542 6605 swad-siq.fo7@dswd.gov.ph