

2. Securing Travel Clearance for Minors Traveling Abroad

Travel Clearance is a document issued by the Department of Social Welfare and Development for a minor who is below 18 years old, who wants to travel abroad alone, without any of his or her parent or legal guardian.

Office or Division:	DSWD Caraga XIII (MTA-Protective Services Division)	
Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen	
Who may avail:	Filipino Minors Travelling Abroad	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. For Minors Travelling Alone to a Foreign Country for the First Time		
1. Duly Accomplished Application Form	Download form at www.caraga.dswd.gov.ph	
2. LSWDO/SWAD Social Worker's Assessment, when necessary	Local Social Welfare and Development Office where minor resides	
3. PSA issued Birth Certificate of the minor	Philippine Statistics Authority (PSA)	
4. 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 Brgy. Or Religious leader PSA CENOMAR for illegitimate minors on SECPA;	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/lega guardian/solo parent, whichever is applicable. Photocopy of valid passport and valid visa or valid ID issued abroad, if parents are working abroad	Law Office and Notarized at the place where the minor resides/ Philippine Embassy (If minors parents/s are abroad)	
6. Two (2) original colored passport size photos of the minor (in White, Red or Blue Background) taken within the last 6 months, No Scanned Picture will be accepted	Applicant	
7. 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	
8. Certified True Copy of the Death Certificate (for deceased parent/s) on SECPA	Applicant	

9. Unaccompanied Minor Certificate from the Airlines	Airline Company where ticket is obtained
10. 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	
1. Duly Accomplished Application Form	Download form at www.caraga.dswd.gov.ph
2. 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 valid ID issued abroad, if parents are working abroad	Law Office and Notarized at the place where the minor resides/ Philippine Embassy (If minors parents/s are abroad)
3. Original Copy of the Previous Travel Clearance	Applicant
4. Two (2) original colored passport size photos of the minor (in White, Red or Blue Background) taken within the last 6 months, No Scanned Picture is allowed	Applicant
5. Unaccompanied Minor Certificate from the Airline	Airline Company
6. Waiver from the parents releasing DSWD from any liability/responsibility in case of untoward incident during the travel of the child	Applicant
B. Minor Travelling for the FIRST TIME with persons other than the Parents or Legal Guardian	
1. Duly Accomplished Application Form	Download form at www.caraga.dswd.gov.ph
2. Copy of the PSA issued Birth Certificate of the minor	Philippine Statistics Authority (PSA)
3. 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 valid ID issued abroad, if parents are working abroad	Law Office and Notarized at the place where the minor resides/ Philippine Embassy (If minors parents/s are abroad)
4. Copy of 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	PSA, Local Social Welfare and Development Office (for the Solo Parents ID); Family Court
5. Two (2) original colored passport size photos of the minor (in White, Red or Blue	Applicant

Background) taken within the last 6 months, No Scanned Picture will be accepted	
6. Photocopy of the passport of the travelling companion	Minor's Travelling Companion
C. Minors travelling subsequently with a person other than the Parents or Legal Guardian	
1. Duly Accomplished Application Form	Download form at www.caraga.dswd.gov.ph
2. Original Copy of the Previous Travel Clearance	Applicant
3. 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 valid ID issued abroad, if parents are working abroad	Law Office and Notarized at the place where the minor resides/ Philippine Embassy (If minors parents/s are abroad)
4. Two (2) original colored passport size photos of the minor (in White, Red or Blue Background) taken within the last 6 months, No Scanned Picture will be accepted	Applicant
5. Photocopy of the passport of the travelling companion	Minor's Travelling Companion
Additional Requirements for Minors Under Special Circumstances	
For Filipino Minors Migrating to Another Country	
1. Visa Petition Approval	Applicant
For Minors studying abroad	
2. Acceptance or Certificate of Enrolment or Registration from the school where the minor is to be enrolled	Applicant
For minors who will attend Conference, Study Tours, Sports Competition, Student Exchange Program, Summer Camp, Pilgrimage, World Youth Day and other Related Activities	
1. Certificate from the Sponsoring Organization	Sponsor Organization
2. Affidavit of Undertaking of companion indicating safety measures under taken by the Sports Agency	Sports Agency
3. 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	
1. Medical Abstract of the minor	
2. Recommendation from the Attending Physician that such medical procedure is not available in the country	Attending Physician
3. Letter from the Sponsor	Sponsor
Minors going Abroad for Inter-Country Adoption	
1. Placement Authority issued by ICAB	Inter-Country Adoption Board (ICAB)
2. Authority to escort issued by ICAB	Inter-Country Adoption Board (ICAB)
Minor under Foster Care	
1. Notarized Affidavit of Undertaking by the Foster Parents	Foster Parents
2. Notarized Affidavit of Consent from The Regional Director or Authorized Representative	DSWD Regional Director
3. Photocopy Foster Placement Authority	Applicant
4. Photocopy of Foster Care License of the Family	Applicant
5. DSWD Certification of the CDCLAA except those under Kinship Care	DSWD
6. Return Ticket	Applicant
Minors Under Legal Guardianship	
1. Certified True Copy of the Court Order on Legal Guardianship	Court
Minors whose parents are Seafarers	
1. Certification from the Manning Agency attesting to the parents employment	Manning Agency
2. Photocopy of Seaman's Book of the parent/s	Applicant
Minors with alleged missing parent/s	
1. SCSR from the LSWDO where the alleged missing parent's last known address	Local Social Welfare and Development Office (LSWDO)
2. Blotter Report from either Local Police or Barangay Certification from the locality of the last known address of the alleged missing parent	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	Applicant
Within the Day Transaction	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Registration	1.Issuance of Service Sequence Number and CSS Form		5 minutes	Officer of the Day/Security Guard
2.Screening of documents	2.1 Social Worker will check the presented documentary requirements are complete. If not, the client will be asked to comply		10 minutes	Rhiza L. Abing MTA Focal Person Pearly Jaspy Merontos MTA Social Worker
3.Interview and Assessment	3.1 Social Worker interviews and conducts assessment of the application 3.2 Recommends for the approval or disapproval of the application to the Signing Authority		1 hour	Rhiza L. Abing MTA Focal Person Pearly Jaspy Merontos MTA Social Worker
4. Review and Approval of Application	4.1 Approves/Disapproves the application 4.1a. If Approved: Issuance of claim stub schedule of release (Minimum of 1 day processing and maximum of 3 days processing) 4.1b. If Disapproved 4.2 Counseling and Explanation of the reason for disapproval of application 4.3 Notify the nearby DSWD Field Offices 4.3a. If exempted, Prepares the		2 hours 10 minutes 30 minutes 20 minutes	Jessie Catherine B. Aranas, SWOV Rhiza L. Abing MTA Focal Person Pearly Jaspy Merontos MTA Social Worker -Do-

	Certificate of Exemption for Approval of the Regional Director			-Do-
5.Payment of: Php. 300.00 for 1 year validity; Php.600.00 for 2 years validity	5.1 Receives and Issues Official Receipt to the Applicant on the Payment Received	Php. 300.00 for 1 year validity; Php 600.00 For 2 years validity	30 minutes	Genette Marban Casher
6.Preparation of Travel Clearance	6.1Encodes/Type the details of the Applicant to the Travel Clearance Certificate		10 minutes	Bleza A. Anza AA II
7. Approval of the Regional Director	7.1Signs/Approves the Blue Card or Certificate of Exemption for Exempted Applicants		1 hour	Mari-Flor A. Dollaga-Libang Regional Director
8.Issuance of Travel Clearance/Certificate of Exemption	8.1Releases the Travel Clearance Certificate to the Applicant/ Certificate of Exemption and collect the filled-out CSS		5 minutes	Rhiza L. Abing MTA Focal Person Pearly Jaspy Merontos MTA Social Worker
TOTAL		P 300-600.00	6 hours	

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

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Client will provide feedback through Client Satisfaction Survey Form (CSS) after the release of Blue Card
How feedback are processed	Section Clerk will consolidate CSS monthly and to be approved by DC. Then, the CSS monthly report of the division will be forwarded to HRMD
How to file a complaint	Complaints can be filed thru sending a letter or email at focrg@dswd.gov.ph DSWD Caraga XIII R. Palma St, Dagohoy, Butuan City Tel. No. 085-303-8620
Complainant using 8888	Record Unit will receive the complaint and will be forwarded to PSD Head, if the concern is for MTA, the Focal Person or the concern SW will answer the said complaint/s. DSWD-PSD R. Palma St., Dagohoy, Butuan City Tel. No. 085-303-8620
How complaints are processed	The MTA Unit will conduct a case conference/meeting to discuss the issue/concern. If necessary, to set a meeting with the complainant and discuss the concern. -Internal investigation shall be conducted within the PSD, then provide recommendation and officially send reply letter to the complainant DSWD-PSD R. Palma St., Dagohoy, Butuan City Tel. No. 085-303-8620
Contact information	Through Tel. No. 085-303-8620 Email. Address: focrg@dswd.gov.ph ARTA : complaints@arta.gov.ph PCC: 8888 CONTACT CENTER NG BAYAN: SMS : 0908 881 6565 Call : 165 56 P 5.00 + VAT per call anywhere in the Philippines via PLDT landlines Email : email@contactcenterngbayan.gov.ph Facebook : https://facebook.com/civilservicegovph/ Web : https://contactcenterngbayan.gov.ph/