

## C. FOR MINOR/S TRAVELLING FOR THE FIRST TIME WITH A PERSON OTHER THAN THE PARENTS OR LEGAL GUARDIAN:

1. Duly Accomplished MTA Application Form;
2. photocopy of the Birth Certificate printed on security paper (SECPA) from PSA;
3. Notarized Affidavit or written consent of both parents/solo parent or legal guardian, whichever is applicable, with a copy of the passport or valid identification card/ ID with specimen signature;
4. A photocopy of the Marriage Certificate on security paper (SECPA) of the minor's parents or a Certificate of Legal Guardianship, in the case of solo parent, a photocopy of the Solo Parent identification card from 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 (CENOMAR) of the mother from PSA. In case of a deceased parent, a photocopy of the death certificate;
5. Two (2) original colored passport size photo;
6. Photocopy of the VALID Passport of the Minor's Travelling Companion;
7. In case of deceased parent, a photocopy of the death certificate (PSA).

## D. FOR MINOR/S TRAVELLING SUBSEQUENTLY WITH A PERSON OTHER THAN HIS/HER PARENTS OR LEGAL GUARDIAN

1. Duly Accomplished MTA Application Form;
2. Original copy of the Previous Travel Clearance issued;
3. Notarized Affidavit or written consent of both parents/solo parent or legal guardian, whichever is applicable, with a copy of the passport or valid identification card/ ID with specimen signature. In the Parental Consent Form please indicate the following:
  - Acknowledge that you are the Parent/Legal Guardian
  - Residential Address;
  - Two (2) original colored passport size photo;
  - Photocopy of the VALID passport of the Minor's Travelling Companion.

## ADDITIONAL REQUIREMENTS FOR MINOR/S UNDER SPECIAL CIRCUMSTANCES.

### For Filipino minor migrating to another country:

- Visa petition approval.

### For a minor who will study abroad:

- Acceptance or Certificate of Enrollment or Registration from the school where the minor is to be enrolled; or a minor who will attend conference, study tour, competition, student exchange program, summer camp, pilgrimage, world youth day and other related activities;
- Certificate of participation with list of participants from the school or local organization with letter head and signature of official head;
- 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 duration of the activity/travel.

### For minor going abroad for medical purposes:

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

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

- A certification from the manning agency attesting to the parent's employment
- Photocopy of the Seaman's Book

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

- Social Case Study Report executed by a licensed social worker of the local government unit (LGU);
- Blotter report from either the local police or barangay certification from the locality or the last known address of the alleged missing; and
- One (1) returned registered mail to the last known address of the alleged missing parent(s) or known relative(s).

### For Filipino minor going abroad for inter-country adoption:

- Placement Authority issued by the ICAB
- Authority to Escort issued by the ICAB

### For Filipino minor under Foster Care:

- Notarized affidavit of undertaking by the Foster Parent/s indicating the purpose of travel, destination, duration of travel and a provision stating the commitment of the Foster Parent on the personal appearance of child and foster parent to the Regional Director or his/her duly authorized representative, within 5 days upon return to the country.
- Notarized affidavit of consent from the Regional Director or authorized representative.
- Foster Placement Authority (Original and Photocopy)
- Foster Care License of the Family (Original and Photocopy)
- DSWD Certification of Child Declaring Legally Available for Adoption
- (CDCLAA) except those under Kinship Care wherein their parents did not relinquish the minor for adoption.
- Return tickets.

### For Filipino minor under Legal Guardianship:

- Certified true copy of Court Order on Legal Guardianship.

### For Filipino minor who is the subject of an ongoing adoption case:

- No adoptee shall be issued a travel clearance unless a decree of adoption and certificate of finality is issued by the court. Further, no minor who was issued Pre-Adoption Placement Authority (PAPA) shall be issued travel clearance unless a court order is issued allowing the minor to travel with the Prospective Adoptive Parent.

**NOTE: "The social worker may require additional documentary requirements during the assessment of the Travel Clearance application to make sure that no child shall be trafficked and that the child's best interest and welfare is ensured"**

**FOR MORE INFORMATION AND QUERIES PLEASE FREE TO CONTACT THE OFFICE AT TEL. NO. (072) 678-8000 LOC 241 MONDAY-FRIDAY (8:00 AM - 5:00 PM) OR AT EMAIL ADDRESS: MTA.FO1@DSWD.GOV.PH**



**#BawatBuhayMahalagaSaDSWD**



# DSWD Field Office 1 Travel Clearance Unit



## WHAT IS A TRAVEL CLEARANCE?

- A travel clearance is a document issued by the DSWD to a Filipino child (below 18 years of age) travelling abroad alone or with someone other than his/her parents.

## WHO IS A MINOR?

- Minor (also referred to 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.

## WHO NEEDS A TRAVEL CLEARANCE?

- A minor travelling alone to a foreign country;
- A minor travelling to a foreign country accompanied by other person; and
- A non-marital child travelling to a foreign country without the company of the mother.

## HOW MUCH IS THE PROCESSING FEE FOR A TRAVEL CLEARANCE ISSUED TO A MINOR?

- The DSWD shall collect a processing fee for each travel clearance issued to minors travelling abroad under the following options:
- Php 300.00 with validity of one (1) year.
- Php 600.00 with validity of two (2) years.

## WHERE CAN MINOR FILE THE APPLICATION?

- The application for travel clearance, together with the supporting documents and requirements required shall be submitted at the DSWD Field Office that has jurisdiction over the minor's residence.



## WHO DOES NOT NEED TRAVEL CLEARANCE?

- A legitimate minor travelling to a foreign country with either parent or with his or her solo parent or legal guardian;
- A minor travelling abroad whose parents are in the Foreign Service or living abroad or are immigrants, provided he/she is holding a valid pass such as a dependents visa/ pass/ identification card or permanent resident visa/ pass/ identification card which serves as proof that he/she is living with parents abroad and their travel does not constitute child trafficking;
- A minor with permanent residency card or holding a foreign passport;
- A non-marital child travelling abroad with his/her mother;
- A minor travelling with his/her adoptive parents granted with adoption decree & Certificate of Finality.

## WHAT ARE THE LEGAL BASIS FOR THE IMPLEMENTATION OF THE TRAVEL CLEARANCE FOR MINOR?

**The implementation of the travel clearance for minors is in pursuant to the following laws and declaration:**

1. UN Convention on the Rights of a Child
2. The Hague Convention on the Civil Aspects of International Child Abduction
3. Republic Act No. 7610 entitled "Special Protection of Children Against Abuse Exploitation and Discrimination Act"
4. Republic Act No. 8239 entitled "Philippine Passport Act of 1996"
5. Republic Act No. 9208 entitled "Anti-trafficking in Person Act 2003"

**The Department issued the following guidelines for the implementation of the program:**



DSWD Administrative Order No. 149 Series of 2001 entitled "Omnibus Guidelines for Minors Travelling Abroad".



DSWD Administrative Order No. 12 Series of 2017 entitled "Omnibus Guidelines for Minors Travelling Abroad".



## REQUIREMENTS

### A. DOCUMENTARY REQUIREMENTS - FIRST TIME ALONE FOR MINOR/S TRAVELLING ALONE TO A FOREIGN COUNTRY FOR THE FIRST TIME:

1. Duly Accomplished MTA Application Form;
2. Assessment Report from the Local Social Welfare and Development Office (LSWDO) or SWO II of the Social Welfare and Development (SWAD) Team when necessary;
3. A photocopy of the Birth Certificate printed on security paper (SECPA) from PSA;
4. A photocopy of the Marriage Certificate on security paper (SECPA) of the minor's parents or a Certificate of Legal Guardianship, in the case of solo parent, a photocopy of the Solo Parent identification card from 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 (CENOMAR) of the mother from PSA, if applicable in case of deceased parent, a photocopy of the death certificate;
5. Notarized (notarized at the place of residence) affidavit of consent of both parents/solo parent/legal guardian, whichever is applicable, permitting the minor to travel to a foreign country;
6. Waiver from the parent/s releasing DSWD from any liability/responsibility in case of untoward incident during the travel of the child;
7. Two (2) original colored passport size photo (white, red or blue background) of the minor taken within the last 6 months from the time of application. No scanned picture is allowed;
8. Affidavit of support and certified copy of any evidence to show financial capability of sponsor (parents/legal guardian or other person shouldering the expenses) such as: 1. Certificate of Employment 2. Latest Income Tax 3. Bank Statement, etc.;
9. Unaccompanied Minor Certificate from the Airlines.

**NOTE: "No minor below 13 years of age shall be allowed to travel alone. Also, certificate from the airlines is needed"**

### B. FOR SUCCEEDING TRAVEL OF UNACCOMPANIED OR TRAVELLING ALONE TO A FOREIGN COUNTRY

1. Duly Accomplished MTA Application Form;
2. Notarized Affidavit or written consent of both parents/solo parent or legal guardian, whichever is applicable, with a copy of the passport or; a valid identification card/ ID with specimen signature.
3. Original copy of the Previous Travel Clearance issued;
4. Two (2) original colored passport size photos;
5. Unaccompanied Minor Certificate from the Airlines;
6. Waiver from the parent/s releasing DSWD from any; liability/responsibility in case of untoward incident during the travel of the child.