

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
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| Duly Accomplished Application Form (1 Original Copy or Electronic Copy) | Field Office (FO) / Provincial Operations Office (POO) |
| Birth Certificate of the minor (original and clear photocopy) | Philippine Statistics Authority (PSA) |
| If parents are married - Marriage Certificate (1 original and clear photocopy) | Philippine Statistics Authority (PSA) |
| If parents are unmarried – Certificate of No Marriage “CENOMAR” of the mother (1 original and clear photocopy) | Philippine Statistics Authority (PSA) |
| If in case of deceased parent – Death Certificate (1 original and clear photocopy) | Philippine Statistics Authority (PSA) |
| Notarized Affidavit of Support and Consent (original copy) -from both parents, if parents are married -from the mother only, if unmarried parents | Notarized at the place of residence for parent/s living in the Philippines. Acquire the template of the document at FO/POO or email us – mta.fo1@dswd.gov.ph Embassy / Consulate General of the Philippines for parent/s who is currently abroad |
| Valid ID of parent/s with seen signatures (clear photocopy) | Parent/s |
| If parents are working abroad: valid passport with seen signatures and visa (clear photocopy) | Parent/s |
| If parent/s is seafarer, certification from the manning agency and a copy of the seaman’s book | Parent/s |
| Colored pictures of the minor (2 cleared copies) -passport size, white/red/blue background -latest within the last six (6) months -scanned picture is not allowed | Minor |
| If with travelling companion: -valid passport of the minor’s travelling companion -Notarized affidavit of undertaking if travel companion is a non-relative of minor | travelling companion travelling companion |
| If travelling alone: -Unaccompanied minor certificate -waiver from the parent/s releasing DSWD from any liability/responsibility in case of untoward incident during the travel of minor | Airline Parent/s |
| Notarized Affidavit of Support and certified true copy of any evidence to show the financial capability of sponsor (Bank Statement, Latest Income Tax Return, Certificate of Employment, etc.) | Sponsor or the person who will defray all the financial expenses of minor during the travel |
| For minors visiting a relative abroad: -signed letter of invitation/support and guarantee (copy) | Relative abroad |
| School ID of the minor / Certificate of enrollment -to establish their residence | School where the minor was enrolled |
| Only if available: -passport of minor (clear photocopy) -visa of minor (clear photocopy) -Ticket of minor (clear photocopy) | Minor |

Important Notes:

- ✓ 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.
- ✓ For minors with previously issued travel clearance in DSWD – FO 1, there is no need to present the following:
 - Minor’s Birth Certificate
 - Marriage Certificate of Parents
 - CENOMAR of mother
- ✓ Payment for travel clearance:
 - PhP300.00 – 1 year
- ✓ Minors below 13 years of age are not allowed to travel abroad unaccompanied/alone
- ✓ The application for travel clearance shall be submitted/filed manually in the DSWD Field Office that has jurisdiction over the residence of minor
- ✓ Persons allowed to file application for travel clearance:
 - Minor’s parent/s;
 - Minor’s travelling companion;
 - Legal Guardian
 - A duly authorized representative of the parent/s within the 4th degree of consanguinity or affinity, supported by an authorization letter and valid ID
- ✓ Service Hours: 8:00 AM to 5:00 PM; Monday to Friday (Except Holidays)
- ✓ Releasing of Travel Clearance Certificate is within the day if requirements are complete

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ADDITIONAL REQUIREMENTS FOR MINOR/S UNDER SPECIAL CIRCUMSTANCES

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|--|
| For Filipino minor migrating to another country (for Certificate of Exemption) -visa petition approval -residence visa/immigrant visa/dependent visa/resident identity card/foreign passport | -Parent who filed for the permanent residency of the minor |
| For a minor who will study abroad: -Acceptance or Certificate of Enrollment and/or Registration from the school where the minor is to be enrolled | - Applicant (School where the minor is to be enrolled) |
| For a minor who will attend conference, study tours, competition, student exchange program, summer camp, pilgrimage, world youth day, and other related activities: -Certification from Sponsoring Organization -Notarized Affidavit of Undertaking of companion indicating the safety measures undertaken by the School, Sports agency, or Organization -Signed Invitation Letter with itinerary of travel and list of participants and duration of the activity / travel | -Sponsoring Organization -Travelling companion -School, Sports Agency, or Sponsoring Organization |
| For Filipino Minor going abroad for medical purposes: -Medical abstract of the minor (1 Original Copy) -Recommendation from the attending physician that such medical procedure is not available in the country (if applicable) -Letter from the sponsor (if applicable) | -Attending Physician -Attending Physician -Sponsoring Person |
| For Minors going Abroad with pending petition for Inter-Country or Domestic Adoption: -Placement Authority issued by the NACC-RACCO -Consent to Travel issued by NACC-RACCO -Notarized Affidavit of Undertaking from the Prospective Adoptive Parent/s (1 Original) -Court Order (for those with Pending Court Petition) | - National Authority for Child Care (NACC) - National Authority for Child Care (NACC) - Applicant -RTC who has jurisdiction over the case |
| For a minor under Foster Care: -Notarized Affidavit of Undertaking by the Foster Parent/s -Consent to Travel issued by NACC-RACCO | -Foster parent/s -National Authority for Child Care (NACC) |
| For Filipino minor under Legal Guardianship who will be unaccompanied by their Legal Guardian -Court Order on Legal Guardianship (1 Certified True Copy) | -Court |
| For Minors whose parents are Seafarers -Certification form the Manning Agency attesting that the parent/s is on board employment (1 Original or 1 Electronic Copy) -Seaman's Book of Parent/s (1 Photocopy) -Parent/s Written Consent (1 Electronic Copy) | -Applicant |
| 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) (1 Original) -Blotter Report from either the Local Police or Barangay Certification from the locality or the last known address of the alleged missing spouse (1 Original) -Returned registered mail from the last known address of the alleged missing parent/s known address (1 Original, if available) | -Local Social Welfare and Development Office -Local Police or Barangay of the alleged missing parent/s last known address -Applicant |

Reference: **ADMINISTRATIVE ORDER NO. 12 SERIES OF 2017**

Otherwise known as the "**Omnibus Guidelines for Minors Travelling Abroad**"

Below are the minors who are exempted from securing travel clearance certificate;

1. The minor is/are travelling with both parents.
2. The minor is/are a legitimate child travelling with his/her mother or father
3. The minor is/are an illegitimate child travelling with his/her mother.
4. The minor is/are travelling with his/her legal guardian/adoptive parents
5. The minor is/are holding a valid pass such as a dependent's visa/pass/identification card which serves as proof that he/she is living with parents abroad and their travel does not constitute child trafficking.
6. The minor is/are holding a valid permanent resident visa/pass/immigrant visa/ identification card which serves as proof that he/she is living with parents abroad and their travel does not constitute child trafficking.
7. A minor/s whose parents are in the Foreign Service holding diplomatic/ official passport such as Ambassador/General/Consul
8. Minor/s is/are a foreign national
9. Minors is/are a holder of a foreign passport