

**Minors Travelling Abroad (MTS) Checklist**

<b>DOCUMENTARY REQUIREMENTS</b>	
1. Duly accomplished DSWD Travel Clearance Application Form;	
2. Photo copy PSA issued Birth Certificate of minor/s	
3. photocopy of PSA issued marriage contract of the minor's parents/Copy of Court Decision on Legal Guardianship of the minor/Tallaq of Fasakh certification from Shariah Court or any Muslim barangay or religious leader; In case of Illegitimate minor PSA issued CENOMAR in lieu Marriage Contract from PSA	
4. Photo copy of death certificate from PSA, in case of either or both parents of minor are deceased;	
5. Special Power of Attorney and Affidavit of Support and Consent from Minor's parents from the Philippine Embassy/Consulate for parent/s who are working abroad with attached photo copy passport and working permit/visa. For parent/s who worked locally Notarized Affidavit Consent and Support at the place of residence of minor/s parent/s, the solo parent or the legal guardian with valid identification card with specimen signature permitting the minor to travel to a foreign country;	
6. Two (2) original colored passport size photos of the minor taken within the last six (6) months from the time of application. No scanned picture will be accepted;	
7. Photo copy of passport of minor's travelling companion ( if necessary)	
8. Affidavit of Support and certified copy of any evidence to show financial capability of sponsor (e.g. Certificate of Employment or Latest Income Tax Return or Bank Statement, etc.);	
9. LSWDO/SWAD Social Workers Assessment when necessary where the minor resides	
10. Unaccompanied Minor (for 13 above minors) Certificate from the Airlines	
11. Waiver from the parent/s releasing DSWD from any liability/responsibility in case of untoward incident during the child's travel	
12. For a minor/s whose parent/s are seafarers: (A) A certification from the manning attesting to the parent's employment (B) Photocopy of the Seaman's Book	
<b>TRAVEL CLEARANCE FEE: P300.00/CHILD FOR ONE YEAR EXPIRATION AND P600.00/CHILD FOR 2 YEARS EXPIRATION</b>	
<b>NOTE: NO MINOR BELOW 13 YEARS OLD SHALL BE ALLOWED TO TRAVEL ALONE – THEY WILL BE ALLOWED IF ACCOMPANIED BY AN ADULT PERSON</b>	
<b>ADDITIONAL REQUIREMENTS FOR MINOR/S UNDER SPECIAL CIRCUMSTANCES:</b>	
1) For Filipino minor migrating to another country : Visa petition approval	
2) For a minor who will study abroad: Acceptance or certificate of Enrolment or Registration from the school where the minor is to be enrolled.	
3) For a minor who will attend Conference, Study Tours, Competition, Student Exchange Program, Summer Camp, Pilgrimage, World Youth Day and Other related activities: (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.	
4) 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 (C) letter from sponsor	
5) Minor/s under Foster Care (a) Notarized Affidavit Undertaken by the foster parents; (b) Notarized Affidavit of consent from the Regional director or Authorized Representative; (c) Photo copy of Foster Placement Authority; (d) Photocopy of the Foster License of the family; (e) Photocopy of DSWD Certification of the minor/s Legally Available for Adoption (CDCLAA) except those under kinship Care (f) return ticket	
6) For minor/s under Legal Guardianship – Certified true copy of the Court Order on Legal Guardianship	
7) <b>For abandoned minor with alleged missing parent, if parents are married, the following shall be the requirements:</b> a) Social Case Study Report executed by a licensed social worker of the LSWDO where the alleged missing parent's last known address; b) Blotter report from either the local police or barangay certification from the locality or the last known address of the alleged missing; and; c) One returned registered mail to the last known address of the alleged missing parent(s) or known relative(s)	
<b>Exemption for the Issuance of Travel Clearance</b>	
1. Minor/s is/are travelling with both parents (if he/she) is/are legitimate child/ren.	
2. The minor/s is/are travelling with his/her mother or father (if he/she) is/are legitimate child/ren.	
3. The minor/s is/are illegitimate child/ren travelling with his/her mother.	
4. The minor/s is/are travelling with his/her legal guardian/adoptive parent/s.	
5. The minor's father who has been granted sole parental authority or custody by the proper court, if the minor is illegitimate.	
6. The minor/s is/are holding a valid pass such as dependent's visa/pass/identification card which serves as a proof that they are living with parents abroad and his/her travel does not constitute child trafficking.	
7. The minor/s is/are holding a valid permanent resident visa/pass/immigrant visa/identification card which serve as proof that he/she living with parents abroad as his/her travel does not constitute child trafficking.	
8. Minor/s whose parents are in Foreign Service holding diplomatic/official passport such as Ambassador/General/Consul.	
9. Minor/s is/are a holder of a foreign passport.	
<b>REQUIREMENTS FOR RENEWAL OF TRAVEL CLEARANCE</b>	
1) DULY ACCOMPLISHED APPLICATION FORM	
2) <b>Special Power of Attorney and Affidavit of Support and Consent from Minor's parents from the Philippine Embassy/Consulate for parent/s who are working abroad with attached photo copy passport and working permit/visa. For parent/s who worked locally Notarized Affidavit Consent and Support at the place of residence of minor/s parent/s, the solo parent or the legal guardian with valid identification card with specimen signature permitting the minor to travel to a foreign country;</b>	
3) <b>SURRENDER THE ORIGINAL COPY OF THE PREVIOUS TRAVEL CLEARANCE CERTIFICATE</b> issued	
4) TWO (2) pcs. original colored passport size photos (white, red or blue background) of the minor taken for the last six (6) months from the time of application <b>(NO SCANNED PICTURE WILL BE ACCEPTED)</b>	
5) Unaccompanied Minor (for 13 above minors) Certificate from the Airlines	
6) Waiver from the parent/s releasing DSWD from any liability/responsibility in case of untoward incident during the child's travel.	
7) PHOTO COPY OF PASSPORT OF THE MINOR/S WITH HIS/HER PREVIOUS TRAVELS	
8) TRAVEL CLEARANCE FEE OF P300.00 for one year expiration P600.00 for 2 years	
9) Photocopy of PASSPORT of minors travelling companion	
<b>Note: ADDITIONAL REQUIREMENT MAYBE REQUIRED IF NECESSARY</b>	
<b>Notarized Consent (includes)</b> ✓ Present address of parent/s ✓ Who is the travelling companion? ✓ Relationship to the travelling companion ✓ Purpose of Travel ✓ Destination ✓ Duration of stay	