

Minors Travelling Abroad (MTA) Checklist

DOCUMENTARY REQUIREMENTS

1. Duly accomplished DSWD Travel Clearance Application Form;
2. Photo copy PSA issued Birth Certificate of minor/s (Photocopy of passport & previous travel, school id or COE, Ticket – if necessary)
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; - with White or Blue, or Red background
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. Social Workers Assessment from DPEO/FIELD OFFICE III
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

TRAVEL CLEARANCE FEE: P300.00/CHILD FOR ONE YEAR EXPIRATION AND P600.00/CHILD FOR 2 YEARS EXPIRATION

NOTE: NO MINOR BELOW 13 YEARS OLD SHALL BE ALLOWED TO TRAVEL ALONE – THEY WILL BE ALLOWED IF ACCOMPANIED BY AN ADULT PERSON

ADDITIONAL REQUIREMENTS FOR MINOR/S UNDER SPECIAL CIRCUMSTANCES:

- 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 Undertaking 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 (g) Affidavit of Undertaking for Non-Relative Traveling Companion		
6) For minor/s under Legal Guardianship – Certified true copy of the Court Order on Legal Guardianship		
7) For abandoned minor with alleged missing parent, if parents are married, the following shall be the requirements:		
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)		
Notarized Consent (includes) ✓ Present address of parent/s ✓ Who is the travelling companion? ✓ Relationship to the travelling companion ✓ Purpose of Travel ✓ Destination ✓ Duration of stay		Email Address: tc.fo3@dswd.gov.ph