

## Securing Travel Clearance for Minors Travelling Abroad

The Department of Social Welfare and Development is mandated to provide special protection to children from all forms of abuse, exploitation, trafficking and/or sale or any other practice prejudicial to their development. Thus, a child shall not be allowed to travel alone or be accompanied by a person other than the parent or the legal guardian to a foreign country without a travel clearance issued by the DSWD.

### Service Availability

Mondays to Fridays, 8:00 a.m. to 5:00 p.m. (No Noon Break)

<b>Office or Division:</b>	Minors Travelling Abroad Section (MTAS)/ Protective Services Division (PSD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C –Government to Citizens	
<b>Who may avail:</b>	<p>Filipino minors who are below 18 years old who will travel abroad unaccompanied by any of the parent or those persons having parental authority and legal custody over the child.</p> <p><b>Persons allowed to file application for travel clearance</b></p> <ol style="list-style-type: none"> <li>1. Minor's parent/s or legal guardian;</li> <li>2. Minor's travelling companion;</li> <li>3. A duly authorized representative of the parent/s supported by an authorization letter and valid ID of representative.</li> </ol>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For First Time Applicant:</b>		
Duly accomplished application form.	DSWD Field Offices/ downloadable from the internet thru <a href="https://ncr.dswd.gov.ph/download/TCUFORM2018.pdf">https://ncr.dswd.gov.ph/download/TCUFORM2018.pdf</a>	
Original and Photocopy of minor's Birth Certificate	Philippine Statistics Authority (PSA)	
Marriage Certificate of the minor's parents if legitimate child. If unmarried parents, Certificate of No Marriage (CENOMAR) of the mother (Original and Photocopy)	Philippine Statistics Authority (PSA)	
Death Certificate of the deceased parent (Original and Photocopy)	Philippine Statistics Authority (PSA)	
Notarized affidavit of consent signed by both parents, the solo parent, or the person exercising parental authority or legal custody over the minor	Parents, the solo parent, or the person exercising parental authority or legal custody over the minor	
Valid ID of parents with specimen signatures. Copy of parent's valid	Parents, the solo parent, or the person exercising parental authority or legal custody	

passport and visa if working abroad.	over the minor
Two (2) pieces recent passport size pictures of minor (white/red/blue background).	Minor applicant
Valid passport of the minor's travelling companion. Notarized Affidavit of undertaking if travelling companion is a non-relative of minor.	Travelling companion of minor
Notarized affidavit of support and certified true copy of any evidence to show financial capability of sponsor. (Bank Statement/ Latest ITR/ Cert of Employment)	Sponsor
Certificate of participation with list of participants from the school or local organization with letter head and signature of official head.	Local Organization/ School
Signed invitation from the agency/organization abroad with itinerary of travel.	Organization Abroad
<b>For Renewal:</b>	
Duly accomplished application form.	DSWD Field Offices/ downloadable from the internet thru <a href="https://ncr.dswd.gov.ph/download/TCUFORM2018.pdf">https://ncr.dswd.gov.ph/download/TCUFORM2018.pdf</a>
Original copy of travel clearance previously issued in DSWD NCR	Parents, the solo parent, or the person exercising parental authority or legal custody over the minor
Notarized affidavit of consent signed by both parents, the solo parent, or the person exercising parental authority or legal custody over the minor	Parents, the solo parent, or the person exercising parental authority or legal custody over the minor
Valid ID of parents with specimen signatures. Copy of parent's valid passport and visa if working abroad.	Parents, the solo parent, or the person exercising parental authority or legal custody over the minor
Two (2) pieces recent passport size pictures of minor (white/red/blue background).	Minor applicant
Valid passport of the minor's travelling companion. Notarized Affidavit of undertaking if travelling companion is a non-relative of minor.	Travelling companion of minor
Notarized affidavit of support and certified true copy of any evidence to show financial capability of sponsor. (Bank Statement/ Latest ITR/ Cert of Employment)	Sponsor
Certificate of participation with list of participants from the school or local	Local Organization/ School

organization with letter head and signature of official head.	
Signed invitation from the agency/organization abroad with itinerary of travel.	Organization Abroad

**Note: Additional supporting documents may be required by the social worker upon interview depending on the nature of travel.**

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the screening area of MTAS for registration and fill-out the application form.	1. Provide application form to applicant	None	7 minutes	<i>Frontline Social Welfare Officer</i> MTAS
2. Submit the application form and all documents for review of its completeness at the screening area	<p>2. Check and review the completeness of details provided in the application form and the submitted documents.</p> <p>2.1. If complete, the applicant will be given queuing number for the interview.</p> <p>2.2. If incomplete, the applicant is advised to complete the requirements</p> <p>2. If exempted, issuance of photocopy</p>	None	7 minutes	<p><i>Frontline Social Welfare Officer</i> MTAS</p> <p><i>Admin Aide IV</i> MTAS</p>

	of A.O.#12 series of 2017			
3. Proceed to Social Welfare Officer of MTAS for interview and assessment	<p>3. Interview and assessment of applicant to establish the reasons of securing the travel clearance/ purpose of travel:</p> <ul style="list-style-type: none"> <li>✓ If the child is safe from abuse and exploitation while abroad.</li> <li>✓ If the child will not become victim of child trafficking.</li> <li>✓ If the travelling companion is duly authorized and able to look after the welfare of the minor during the entire travel.</li> <li>✓ If the sponsor of travel has the capability to protect and support the minor's need while abroad.</li> <li>✓ Verification of</li> </ul>	None	25 minutes or depends on the case of the applicant	<i>Social Welfare Officers</i> MTAS

	<p>information in presented documents of applicant.</p> <p>3.1. Reviewing of the documents provided by the applicant and the assessment made by the social worker</p> <p>If <b>approved</b> application, forward to Admin Aide IV to prepare the travel clearance certificate.</p> <p>If <b>disapproved</b>, social worker will conduct the following:</p> <ul style="list-style-type: none"> <li>✓ Counselling of the applicant focused on the reason of disapproval of the application.</li> <li>✓ Notify nearby DSWD FO on the disapproved application for monitoring and reference.</li> <li>✓ Preparation</li> </ul>			<p><i>Officer In-Charge</i> MTAS</p> <p><i>Admin Aide IV</i> MTAS</p> <p><i>Social Welfare Officers</i> MTAS</p>
--	---	--	--	--

	<p>of the matrix of disapproved application to PSB.</p> <ul style="list-style-type: none"> <li>✓ Include name of the minor in the monitoring and watch list.</li> </ul>			
4. Proceed to cashier for payment of approved travel clearance	4. The social worker will give payment slip to the applicant	<p>*Php 300.00 valid for One (1) year</p> <p>Php 600.00 valid for Two (2) years</p>	3 minutes	<i>Cashier</i> Finance Division
5. Waiting for the preparation of the travel clearance certificate	<p>5. The Admin Aide will do the following:</p> <ul style="list-style-type: none"> <li>✓ Type the information in the Blue Card</li> <li>✓ Inclusion in the data banking</li> <li>✓ Forward to OIC for signature</li> <li>✓ Forward to Regional Director for certification.</li> </ul>	None	30 minutes	<i>Admin Aide IV</i> MTAS
6. Receiving/claiming of the travel clearance certificate	6. Releasing of travel clearance certificate	None	3 minutes	<i>Admin Aide IV</i> MTAS
<b>TOTAL:</b>		Php 300.00	<b>1 hour, 15 minutes</b>	

	and Php 600.00		
--	-------------------	--	--

\* Fees Php 300.00 valid for One (1) year and Php 600.00 valid for Two (2) years

<b>FEEDBACK AND COMPLAINTS MECHANISM</b>	
How to send feedback	<ul style="list-style-type: none"> <li>✓ Direct email @ <a href="mailto:travelclearance_dswd@yahoo.com">travelclearance_dswd@yahoo.com</a></li> <li>✓ Answer the feedback form in the office lobby and put it in the feedback and complaints drop box. MTA Contact Info: 8-310-1435</li> </ul>
How feedbacks are processed	<ul style="list-style-type: none"> <li>✓ Upon receiving the feedback, the focal person assigned prepare draft response for input and comments of Protective Service Division Chief &gt; Assistant Regional Director for Operations &gt; Approval of the Regional Director. The client will be informed via email or phone call For follow-ups or queries, the contact information is as follows: 8-310-1535</li> </ul>
How to file a complaint	<ul style="list-style-type: none"> <li>✓ To file a complaint against the Authority, provide the following details via email: <ul style="list-style-type: none"> <li>- Full name and contact information of the complainant</li> <li>- Narrative of the complain</li> <li>- Evidences</li> <li>- Name of the person being complained</li> </ul> </li> <li>✓ Send all complaints against the Authority to <a href="mailto:travelclearance_dswd@yahoo.com">travelclearance_dswd@yahoo.com</a> For follow-ups or queries, the contact information is as follows: 8-310-1435</li> </ul>
How complaints are processed	<ul style="list-style-type: none"> <li>✓ Upon receiving the complaint, the focal person assigned shall verify and investigate the complaints and prepare draft response for input and comments of Protective Service Division Chief &gt; Assistant Regional Director for Operations &gt; Approval of the Regional Director &gt; Send through email to the recipient. the client will be informed via email or phone call For follow-ups or queries, the contact information are as follows: 8-310-1535</li> </ul>
Contact information of CCB, PCC, ARTA	<p><b>ARTA:</b> 8-478-5093 <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a>  <b>PCC:</b> pcc@malacanang.gov.ph 8888  <b>CCB:</b> email@contactcenterngbayan.gov.ph 0908-881-6565</p>

## List of Offices

Office	Address	Contact Information
Minors Travelling Abroad First Floor, Room 105	DSWD – NCR #389 San Rafael St. cor. Legarda St., Sampaloc, Manila	Tel. No: 8-310-1435