

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
FIELD OFFICE - NCR # 389 San Rafael St cor Legarda, Manila  
APPLICATION FOR MINORS TRAVELLING ABROAD

Date/Time release: \_\_\_\_\_

Name of Minor : \_\_\_\_\_ Sex \_\_\_\_\_

Age : \_\_\_\_\_ Date and Place of Birth : \_\_\_\_\_

Address : \_\_\_\_\_

Local Phone No. : \_\_\_\_\_ Phone No. Abroad : \_\_\_\_\_

Address Abroad : \_\_\_\_\_

Status of Birth : Legitimate \_\_\_\_\_ Illegitimate \_\_\_\_\_

If Adopted or Under legal Guardianship, please Indicate Special Proceeding No. : Court \_\_\_\_\_

**PARENTS**

Father: \_\_\_\_\_ Age: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Mother: \_\_\_\_\_ Age: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

**TRAVELLING COMPANION**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Passport No. \_\_\_\_\_

Address : \_\_\_\_\_

**SPONSOR**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship : \_\_\_\_\_ Income: \_\_\_\_\_ Telephone No. \_\_\_\_\_

**DESTINATION :** \_\_\_\_\_

Length of Travel (Inclusive date) \_\_\_\_\_

Reason / for Travel Abroad (Inclusive reason for bringing minor) \_\_\_\_\_

Reason why parents or legal guardian cannot accompany minor \_\_\_\_\_

Where does minor intend to stay during his/her travel and with whom (please indicate names, complete Address and phone numbers) \_\_\_\_\_

*I hereby certify that the information given above are true and correct. I further understand that any misrepresentation that I may have made will subject me to criminal and civil action provided for by existing laws.*

CTC No. \_\_\_\_\_  
(TCS concern)

Signature Over Printed Name \_\_\_\_\_

Date applied \_\_\_\_\_

Relationship to the Minor/s \_\_\_\_\_

This portion is to filled up by the Social Worker:

**Remarks:**

- YES  
 NO

**Assessed by:**

Social Worker \_\_\_\_\_

Date Assessed: \_\_\_\_\_

Validity:  1 year  
 2 years

Reviewed by/Date reviewed/Designation: \_\_\_\_\_

**CHECKLIST AND ASSESSMENT FORM FOR TRAVEL CLEARANCE OF MINOR TRAVELLING ABROAD  
For First Time Applicant**

Name of travelling Minor/s: \_\_\_\_\_  
Date and Time of Application: \_\_\_\_\_

DOCUMENTS	Available	Not Available	Remarks
Duly Accomplished Application Form			
Birth Certificate of Travelling Minor on security paper (SECPA Copy) from PSA (Original/Photocopy)			
-Legitimate minor on time registration			
-Legitimate delayed registration			
-Illegitimate on time registration			
-Illegitimate delayed registration			
For Delayed Registered Birth Certificate, additional documents of any of the following:			
-Baptismal Certificate			
-School Records/Form 137			
-Immunization Record			
Marriage Certificate of Parents if Travelling child is legitimate (SECPA Copy from PSA or Certified true copy from Local Civil Registry)			
CENOMAR of mother (SECPA Copy) from PSA if Travelling child is illegitimate			
Certificate of No Record of Marriage from the Local Civil Registry in case of fictitious marriage			
SECPA Copy of Death Certificate from PSA of deceased parent			
Certified True Copy of Certificate of Legal Guardianship from the Court			
Notarized (at the place of residence) Affidavit of Consent that include name of minor/s, name of travelling companion/unaccompanied, country of destination and the purpose of travel by the following as applicable:			
-Both parents			
-Mother if illegitimate child			
-Legal Guardian duly appointed by the court			
-Solo parent			
Valid ID with seen signature/passport and visa if abroad of the following as applicable:			
-Both parents			
-Mother, if illegitimate child			
-Legal Guardian duly appointed by the court			
-Valid solo parent ID			
Latest two (2) passport size pictures of minor/s taken within the last six months			
Photocopy of the valid passport of the travelling companion and Notarized Affidavit of Undertaking if Travelling Companion is a family friend and from any group/organization			
Certificate of participation and list of participants from the local organization, in case the travel is sponsored by an organization and Invitation Letter from International Organization/Inviter (with letterhead and signature of official)			
<b>OTHERS DOCUMENTS AS MAYBE REQUIRED BY THE SOCIAL WORKER:</b>			
-Based on Monitoring list			
-Applied by:			

Assessed by:

\_\_\_\_\_  
Social Worker

Approved by:

\_\_\_\_\_  
OIC/Section Head