

ANNEX A
APPLICATION FORM

Time in: _____

 Traveling Alone

 1 year validity

Time out: _____

 With Companion

 2 years validity

I. Minor/s Profile:

Name	Age	Sex	Birth Status	Date of Birth	Place of Birth	Status of Application

Minor/s' Address: _____

If issued with Certificate of Finality of Adoption or under Legal Guardianship, please indicate Special Proceeding No: _____
If under Foster Care Placement, please Indicate the Foster Care License and validity period: _____
II. Parents:

Father: _____ Age: _____ Occupation: _____ ID no: _____

Address: _____ Contact No.: _____

Mother: _____ Age: _____ Occupation: _____ ID no: _____

Address: _____ Contact No.: _____

III. TRAVELING COMPANION (not applicable to Minors Traveling Alone):

Name of Traveling Companion: _____

Address: _____ Relationship to Minor: _____

Contact No.: _____

Name of Sponsor: _____ Age: _____ Relationship to minor: _____

Address: _____ Occupation: _____

IV. DESTINATION:

Destination: _____

Length of Travel (*Inclusive Dates*): _____

Reason for Travel Abroad (Reason/s for bringing the minor):

Reasons why parents or legal guardian cannot accompany minor:

Place where the minor intends 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 will subject me to criminal and civil action provided under existing laws.

_____ Date

_____ Signature Over Printed Name

_____ Relationship to Minor & Contact No.

Note to Applicant:

This Form with multiple entries should only be used for siblings with the same set of parents. Please fill up a separate application form for minors with a different set of parents.

This portion is to be filled up by the Social Worker

Remarks to Applicable Documents

- () Travel Clearance for Minors Traveling Abroad
- () Certificate of Exemption

Date Reviewed: _____

Reviewed by: _____

Designation: _____

AFFIDAVIT OF SUPPORT AND CONSENT

I/We _____ and _____
of legal age, _____ (civil status) _____ (nationality) and a resident of _____
_____ and with tel. no. _____
after having been sworn to in accordance with the law do hereby depose and state;

1. That I am/we are the biological father/mother and /or person exercising parental authority over minor(s) _____
_____.
2. That the child/children will travel to _____ (country) for the following reason/s _____
_____.
3. That the mentioned child/children will be leaving on _____
and stay in the said country for a period of _____ and will be taken care of by _____.
4. That I am/we cannot personally travel with my child/children due to the following reason/s _____.
5. That I am/we are giving my/our full consent for the minor child/children to travel abroad accompanied by _____.
6. That I/We personally guarantee the financial support of the child/children in the course of his/her/their travel and stay outside the Philippines and further guarantee that he/she/they will not in any manner become public ward/s of any authority of any country he/she/they may happen to pass **en route** to his/her destination.
7. That this affidavit was executed for the purpose of attesting to the truth of the foregoing facts and for whatever legal purpose it may serve and
8. Affiant further sayeth naught.

IN WITNESS HEREOF, I have hereunto set my hand this ___th day of _____, 20___ in _____, Philippines.

FATHER	MOTHER
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Subscribe and sworn to before me.....)

Notary Public

Date _____

Doc. No. _____

Page No. _____

Book No. _____

Series _____

Date: _____

CONSENT TO TRAVEL

I/We _____ and _____,
of legal age, _____ (civil status), _____ (nationality), and a
resident of _____, and with
tel. no. _____.

I am/We are the father/mother/legal guardian of _____,
_____ and _____.

My/Our child/children will travel to _____,
_____, _____, (country) for the following reason/s
_____. She/ He/ They will be leaving
on _____ and stay in the said country for a period of
_____ and will be taken care of _____.

I am/we cannot personally travel with my child/children due to the following
reason/s_____. I am/we
are giving my/our full consent for the minor child/children to travel abroad accompanied by
_____. I/We
personally guarantee that he/she/they will not in any manner become public ward/s of any
authority of any country he/she/they may happen to pass **en route** to his/her destination.

FATHER

MOTHER

Parental Consent to Travel with Waiver of Liability

I/We, _____ and _____ of legal age, _____ and _____ residing _____ at _____ with telephone no. _____, after having been duly sworn to in accordance with law, do hereby depose and say:

1. That I am/we are the parents of the following child/children:

2. That I am/we are giving full consent for my/our child/children to travel from _____ the _____ Philippines to _____ the _____ for the purpose of () alone/unaccompanied () with travelling companion _____ who is the _____.

3. That the child/children will leave the Philippines on (date) _____ and will stay in the said place of destination for a period of _____ and will be taken care by _____ at address _____.

4. That I/we personally guarantee financial support of the child/children in the course of his/her/their travel and stay outside the Philippines and further guarantee that he/she/they will not in any manner become public ward/s or burden in _____ or any country en route from or to the Philippines.

5. That the **DSWD-NCR** will not be held liable for any unforeseen circumstances that may happen to my child/ children _____, during his/her travel.

6. That this affidavit is executed for the purpose of attesting to the truth of the foregoing facts and for whatever legal purpose it may serve.

FATHER

Signature over printed name

DATE SIGNED _____

MOTHER

Signature over printed name

DATE SIGNED _____

AFFIDAVIT OF UNDERTAKING

I/We _____ and _____ of legal age, _____ (civil status) _____ (nationality) and a _____ resident of _____ and with Foster Care License No. _____ valid on: _____ with Foster Placement Authority No: _____, valid on: _____ and tel. no. _____ after having been sworn to in accordance with the law do hereby depose and state;

1. That I am/we are the foster father/mother and /or person exercising parental authority over _____ minor(s) _____.
2. That the child/children will travel to _____ (country) for the following _____ reason/s _____.
3. That the mentioned child/children will be leaving on _____ and will be staying in the said country for a period of _____ to be accompanied by _____ (name of companion) and the _____ (relationship to minor).
4. That the travel expenses and other needs of the child/children will be shouldered by _____ (name & relationship to the child/children)
5. That I/We take full responsibility in personally presenting the child/children within 5 days upon return from the travel to the DSWD Field Office _____ for post-travel assessment of the social worker pursuant to A.O 12, series of 2017 or the Omnibus Guidelines on Minors Travelling Abroad.
6. That this affidavit was executed for the purpose of attesting to the truth of the foregoing facts and for whatever legal purpose it may serve and

IN WITNESS HEREOF, I have hereunto set my hand this ___th day of _____, 20___ in _____, Philippines.

FATHER_____
MOTHER

Subscribe and sworn to before me.....)
Notary Public

Date _____
Doc. No _____
Page No. _____
Book No. _____
Series _____

Republic of the Philippines

AFFIDAVIT OF UNDERTAKING

I, _____, of legal age, _____, with residence and postal address at _____, after having been duly sworn to in accordance with law hereby depose and state that:

1. I am the companion of minor _____ who together with me will travel to _____ on _____ for the purpose of _____
2. _____
3. That said minor is the _____ of _____ who gave their full consent and permission to me as companion of their minor daughter/son;
4. I am a _____ of _____;
5. I hereby undertake and affirm that I, together with the minor child will return to the Philippines as soon as we finish the duration of our _____ in _____ and promise to inform the Minors Traveling Abroad Section, DSWD-NCR Office 5 days upon arrival;
6. I assume full responsibility over the minor's safety and welfare during the entire duration of our travel and stay at _____ and hold the staff, officers and or any employee of DSWD-NCR free and harmless from all and any liability arising from the travel of the said minor;
7. I executed this affidavit to attest to the truth of the foregoing facts and for whatever legal purpose this may serve.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2021 at _____.

AFFIANT

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 2021 at _____ Affiant exhibited to me her/his _____ No. _____, issued on _____ at _____ thereon as proof of her identity.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

NOTARY PUBLIC

**MINORS TRAVELING ABROAD
DSWD FIELD OFFICE NCR**

DSWD-MTA-001| REV 01/ 07 JULY 2022

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished application form.	Download in the DSWD-NCR Official Website at www.ncr.dswd.gov.ph
Birth Certificate of minor (original and clear photocopy)	Philippine Statistics Authority (PSA)
For late registered birth certificate , include any of the following: - Baptismal certificate - Form 137 - Immunization Record	
Marriage Certificate of parents (original and clear photocopy)	Philippine Statistics Authority (PSA)
Certificate of No Marriage “ CENOMAR ” of the mother (original and clear photocopy)	Philippine Statistics Authority (PSA)
Death Certificate of the deceased parent (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. Download the prescribed forms in the DSWD-NCR Official Website at www.ncr.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 and visa with seen signatures (clear photocopy). If parents are seafarer’s , certification from the manning agency and a copy of the seaman’s book.	Parent/s
Colored pictures of minor (2 cleared copies) - Passport size, White background - Latest, taken within the last six months - Scanned picture is not allowed	Minor
If with traveling companion: - Valid passport of the minor’s travel companion. - Notarized Affidavit of undertaking if travel companion is a non-relative of minor.	- Traveling companion - Traveling companion
If traveling alone: - Unaccompanied Minor Certificate and/or - 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 financial capability of sponsor. (Bank Statement/ Latest ITR/ Cert of Employment)	Sponsor or the person who will defray all the financial expenses of minor during the travel
For minor’s visiting a relative abroad: - Signed letter of invitation/ support and guarantee (copy) - Valid passport and visa of inviter (clear copies)	Relative abroad
ONLY IF AVAILABLE: - Passport of minor (clear photocopy) - Visa of minor (clear photocopy) - Ticket of minor (clear photocopy)	Minor

IMPORTANT NOTES:

- ✓ Additional Requirements maybe required by the social worker upon interview.
- ✓ For minors with previously issued travel clearance in DSWD-NCR, there is no need to present the following:
 - Minor’s Birth Certificate
 - Marriage Certificate of Parents
 - Cenomar of mother
- ✓ **Payment for travel clearance:**
 - Php 300 - 1 year
 - Php 600 - 2 years validity
- ✓ 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 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 traveling companion;
 - A representative of the parent/s supported by an **authorization letter and valid ID of representative.**
- ✓ **Service Hours:** 8:00 am to 5:00 pm; Mondays – Fridays (Except Holidays)
- ✓ Releasing of travel clearance is **(1) day** if COMPLETE requirements.

ADDITIONAL REQUIREMENTS FOR MINOR/S UNDER SPECIAL CIRCUMSTANCES	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For a minor who will attend conference, study tours, competition, student exchange program, summer camp, pilgrimage, world youth day, and other related activities: <ul style="list-style-type: none"> - Certificate of participation signed by the head of organization - Notarized Affidavit of undertaking of companion indicating the safety measures undertaken by the sports agency (for sports competition) - Signed invitation letter with itinerary of travel and list of participants and duration of the activity / travel 	<ul style="list-style-type: none"> - Local organization in the Philippines - Traveling companion - Sponsoring agency/ organization abroad
For a minor who will study abroad: <ul style="list-style-type: none"> - Acceptance or Certificate of Enrolment and/or Registration from the school where minor is to be enrolled. 	<ul style="list-style-type: none"> - School where minor is to be enrolled
For Filipino minor migrating to another country: <ul style="list-style-type: none"> - Visa petition approval 	<ul style="list-style-type: none"> - Parent who petition the minor
For a minor under Foster Care: <ul style="list-style-type: none"> - Notarized Affidavit of Undertaking indicating the purpose of travel, destination, duration of travel and a provision stating the commitment of the Foster Parent on the personal appearance of child and foster parent to the Regional Director or his/her duly authorized representative, within 5 days upon return to the country. - Notarized Affidavit of Consent from the Regional Director or authorized representative. - Foster Placement Authority (Original and Photocopy) - Foster Care License (Original and Photocopy) - DSWD Certification of Child Declaring Legally Available for Adoption (CDCLAA) except those under Kinship Care wherein their parents did not relinquish the minor for adoption. - Return tickets 	<ul style="list-style-type: none"> - Foster parent/s - Regional director or the authorized representative - Foster parent/s - Foster parent/s - Concerned DSWD field office - Foster parent/s
For Filipino minor going abroad for medical purposes: <ul style="list-style-type: none"> - Medical abstract of the minor - Recommendation from the attending physician that such medical procedure is not available in the country. 	<ul style="list-style-type: none"> - Attending physician - Attending physician
For Filipino minor going abroad for inter-country adoption: <ul style="list-style-type: none"> - Placement Authority issued by the ICAB - Authority to Escort issued by the ICAB 	<ul style="list-style-type: none"> - Inter-Country Adoption Board - Inter-Country Adoption Board
For Filipino minor under Legal Guardianship: <ul style="list-style-type: none"> - Certified true copy of Court Order on Legal Guardianship 	<ul style="list-style-type: none"> - Proper court
For abandoned minor with alleged missing parent, if parents are married, the following shall be the requirements: <ul style="list-style-type: none"> - Social Case Study Report executed by a licensed social worker of the Local Government Unit (LGU) - Blotter Report from either the Local Police or Barangay Certification from the locality or the last known address of the alleged missing spouse - Notarized Affidavit of (3) disinterested persons and clear photocopy of their valid ID. 	<ul style="list-style-type: none"> - Local Social Welfare Office of the Local Government Unit - Local police - Barangay Hall - Somebody who has no blood relation to the family of minor that can attest/certify abandonment of either parent.



Available in the QR Code are the following:

- Prescribed forms (Application form, Affidavit of Support and Consent, Consent to travel, Waiver, Affidavit of Undertaking)
- List of minors that are exempted for travel clearance
- List of documentary requirements
- Frequently Asked Questions
- Directory of DSWD Field Offices

Contact information:
 Direct Line: **8-310-1435**
 Trunk Line: **8-733-0010 local 210**
 Email Address: **travelclearance_dswd@yahoo.com**
 Official Website: **www.ncr.dswd.gov.ph**

“In case of loss of the issued travel clearance, new set of requirements should be submitted to the Field Office and will be issued a new travel clearance. This should not be taken as a renewal of travel clearance but a new application.”