

Securing Travel Clearance for Minors Travelling Abroad (MTA)

Travel Clearance is a document issued by the Department of Social Welfare and Development for a minor who is below 18 years old, who is traveling abroad alone or with someone other than their biological parents.

Office or Division:	Minors Travelling Abroad Section – Protective Services Division		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizens		
Who may avail:	Filipino Minors Traveling Abroad		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
A. For Minors Traveling Alone to a Foreign Country for the First Time			
1. Duly accomplished Application Form (1 Original Copy or Electronic Copy)	DSWD Field Office NCR or download form at www.ncr.dswd.gov.ph		
2. LSWDO/SWAD Social Worker’s assessment, in the absence of the biological parent/s or an appointed legal guardian (1 Original Copy)	Local Social Welfare and Development Office where the minor resides		
3. PSA issued Birth Certificate of Minor (1 Original and 1 Photocopy)	Philippine Statistics Authority (PSA)		
4. PSA issued Marriage Contract of minor’s parents/ Copy of Court issued Legal Guardianship/ Tallaq or Fasakh Certification from the Shariah Court or any Muslim Bgy or religious leader, or PSA issued CENOMAR for non-marital minors on SECPA (1 Original and 1 Photocopy)	Philippine Statistics Authority (PSA); Court who handled the Legal Guardianship petition; Shariah Court or Religious Leader		
5. Notarized Affidavit Consent or Written Consent of both parents/ legal guardian/solo parent, whichever is applicable. Photocopy of valid passport and valid visa or valid ID issued abroad, if parents are working abroad. (1 Original)	Law Office and Notarized at the place where the parents resides/ Philippine Embassy (if minors parent/s are abroad)		
6. Original colored passport size photos of the minor (in White, Red or Blue Background) taken within the last 6 months. No scanned picture is allowed. (2 pcs.)	Applicant		
7. Notarized Affidavit of Support and Certified copy of evidence to show financial capability of sponsor e.g., Certificate of Employment, Latest Income Tax Return, Bank Statement, etc.) (1 Original)	Applicant or Sponsoring Person/Agency		
8. PSA issued Death Certificate (for deceased parent/s) on SECPA (1 Original and 1 Photocopy)	Applicant		
9. Unaccompanied Minor Certificate from the Airlines (if available)	Airline Company where ticket is obtained		
10. Waiver from the parents releasing DSWD from any liability/responsibility in	Applicant		

case of untoward incident during the travel of the child.	
B. For Succeeding Travel of Unaccompanied minor or Traveling ALONE	
1. Duly accomplished Application Form (1 Original Copy or Electronic Copy)	DSWD Field Office NCR or download form at www.ncr.dswd.gov.ph
2. Notarized Affidavit of Consent or Written Consent of both parents/ legal guardian/solo parent, whichever is applicable. Photocopy of valid passport and valid visa or valid ID issued abroad, if parents are working abroad. (1 Original)	Law Office and Notarized at the place where the parents resides/ Philippine Embassy (if minor's parent/s are abroad)
3. Original copy of the previous Travel Clearance issued	Applicant
4. Original colored passport size photos of the minor (in White, Red or Blue Background) taken within the last 6 months. No scanned picture is allowed. (2 pcs.)	Applicant
5. Unaccompanied Minor Certificate from the Airline (if available)	Airline Company where ticket is obtained
6. Waiver from the parents releasing DSWD from any liability in case of untoward incident during the travel of the child.	Applicant
C. Minor Traveling for the FIRST TIME with persons other than the Parents or Legal Guardian	
1. Duly accomplished Application Form (1 Original Copy or Electronic Copy)	DSWD Field Office NCR or download form at www.ncr.dswd.gov.ph
2. PSA issued birth certificate of the minor (1 Original and 1 Photocopy)	Philippine Statistics Authority (PSA)
3. Notarized Affidavit of Consent or Written Consent of both parents/ legal guardian/solo parent, whichever is applicable. Photocopy of valid passport and valid visa or valid ID issued abroad, if parents are working abroad. (1 Original)	Law Office and Notarized at the place where the parent/s resides/Philippine Embassy (if minors parent/s are abroad)
4. PSA issued Marriage Contract of minor's parents/ Copy of Court issued Legal Guardianship/ Tallaq or Fasakh Certification from the Shariah Court or any Muslim Barangay or religious leader; or PSA issued CENOMAR for non-marital minors on SECPA; (1 Original and 1 Photocopy)	Philippine Statistics Authority (PSA); Court who handled the Legal Guardianship petition; Shariah Court or Religious Leader
5. Two (2) colored passport size pictures of the minor (in white, red or blue background) taken within the last 6 months. No scanned pictures will be accepted.	Applicant
6. Photocopy of the valid passport of the traveling companion.	Minor's travelling companion
D. Minors Traveling subsequently with a Person Other than the Parents of Legal Guardian	

1. Duly accomplished Application Form (1 Original Copy or Electronic Copy)	DSWD Field Office NCR or download form at www.ncr.dswd.gov.ph
2. Original copy of the Travel Clearance previously issued by the DSWD Field Office	Applicant
3. Notarized Affidavit of Consent or Written Consent of both parents/ legal guardian/solo parent, whichever is applicable. Photocopy of valid passport and valid visa or valid ID issued abroad, if parents are working abroad. (1 Original)	Law Office and Notarized at the place where the parents resides/ Philippine Embassy (if minor's parent/s are abroad)
4. Two (2) original colored passport size photos of the minor taken within the last six (6) months. No scanned pictures will be accepted;	Applicant
5. Photocopy of the valid passport of the traveling companion.	Minor's traveling companion
E. Additional Requirements for Minors Under Special Circumstances:	
<i>For Filipino Minors Migrating to Another Country</i>	
1. Visa Petition Approval	Applicant
<i>For Minors Studying Abroad</i>	
1. Acceptance or Certificate of Enrollment or Registration from the School where the minor is to be enrolled.	Applicant
<i>For Minors who will attend Conference, Study Tours, Competition, Student Exchange Program, Summer Camp, Pilgrimage, World Youth Day and Other Related Activities:</i>	
1. Certification from Sponsoring Organization	Sponsor Organization
2. Affidavit of Undertaking of Companion indicating safety measures undertaken by the Sports Agency	School, Sports Agency, or Sponsoring Organization
3. Signed Invitation from the Sponsoring Agency/Organization abroad with itinerary of travel and list of participants and duration of the activity/travel	School, Sports Agency, or Sponsoring Organization
<i>Minors going Abroad for Medical Purposes</i>	
1. Medical Abstract of the Minor (1 Original Copy)	Attending Physician
2. Recommendation from the Attending Physician that such medical procedure is not available in the country (if applicable)	
3. Letter from the Sponsor (if applicable)	Sponsor Person
<i>Minors going Abroad with pending petition for Inter-Country or Domestic Adoption</i>	
1. Placement Authority issued by NACC-RACCO	National Authority for Child Care (NACC)
2. Consent to Travel issued by NACC-RACCO	National Authority for Child Care (NACC)
3. Notarized Affidavit of Undertaking from the Prospective Adoptive Parent/s (1 Original)	Applicant
4. Court Order (for those with Pending Court Petition)	RTC who has jurisdiction over the case

5. Placement Authority issued by NACC-RACCO	National Authority for Child Care (NACC)			
<i>Minors under Foster Care</i>				
1. Notarized Affidavit of Undertaking by the Foster Parent/s	Foster Parent/s			
2. Consent to Travel issued by NACC-RACCO	National Authority for Child Care (NACC)			
<i>Minors Under Legal Guardianship who will be unaccompanied by their Legal Guardian</i>				
1. Certified True Copy of the Court Order on Legal Guardianship	Court			
<i>For Minors whose parents are Seafarers</i>				
1. Certification from the Manning Agency attesting that the parent/s is on board employment (1 Original or 1 Electronic Copy)	Applicant			
2. Seaman's Book of Parent/s (1 Photocopy)	Applicant			
3. Parent/s Written Consent (1 Electronic Copy)	Applicant			
<i>For Minors with alleged missing parent/s</i>				
1. Social Case Study Report from the LSWDO where the alleged missing parent's last known address (1 Original)	Local Social Welfare and Development Office			
2. Blotter Report from either local police or Barangay Certification from the Locality of the last known address of the alleged missing parent (1 Original)	Local Police or Barangay of the alleged missing parent/s last known address			
3. Returned registered mail to the last known address of the alleged missing parent/s known address (1 Original, if available)	Applicant			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register information in MTA client's logbook	1.1 Issuance of Service Sequence Number	None	5 minutes	Ms. Eden N. Llamanzares SWO III – Minors Travelling Abroad Section
	1.2 Encoding of the client's information in online Spreadsheet			
2. Fill out and Submit Accomplished Application Form and Documentary Requirements for Screening	2.1 Accept and review the accomplished MTA application form and the authenticity of the presented documentary requirements	None	10 minutes	Ms. Eden N. Llamanzares SWO III – Minors Travelling Abroad Section

	<p>If the documents are complete, assigns control number on the application form</p> <p>If the documents are incomplete, request the client to comply with the lacking documents.</p>			
	<p>2.2 Conduct interview and prepare assessment of the application.</p> <p>2.2.1 Review and approval of the supervisor of the assessment report.</p>	None	30 minutes	<p><i>Ms. Eden N. Llamanzares SWO III – Minors Travelling Abroad Section</i></p>
	<p>2.3 Approve/ Disapprove the application</p> <p>If approved, fill-out the payment slip and order of payment and advise the applicant to proceed to the cashier for payment.</p> <p>If disapproved, provide the client with a written explanation stating the reasons of the disapproval</p> <p>If exempted, prepare the Certificate of Exemption for Approval of the Regional Director</p>	None	5 minutes	<p><i>Ms. Eden N. Llamanzares SWO III – Minors Travelling Abroad Section</i></p>
	<p>2.4 Notify the DFA, BI, DSWD-CO on the list of Approved and Disapproved</p>	None	5 minutes	<p><i>Ms. Eden N. Llamanzares SWO III – Minors Travelling Abroad Section</i></p>

	Travel Clearance Applications			
3. Pay the prescribed amount and receives the Official Receipt	3.1 Receive the Order of Payment	Php 300.00 for 1 year validity	5 minutes	Cashier – Finance Management Division
	3.2 Issue Official Receipt to the Applicant on the Payment Received	Php 600.00 for 2 years validity	5 minutes	
4. Present the Official Receipt and Receives the issued Travel Clearance	4.1 Receive the official receipt	None	30 minutes	Ms. Eden N. Llamanzares SWO III – Minors Travelling Abroad Section Dir. Bienvenido Barboza ARD for Operations – Field Office NCR Atty. Michael Joseph J. Lorico Regional Director – Field Office NCR
	4.1.1 Encode the details of the applicant in the Travel Clearance			
	4.1.2 Sign the Travel Clearance			
	4.1.3 Release the travel clearance/ certificate of exemption including the official receipt			
5. Receive the Travel Clearance/Certificate of Exemption and Signs the Logbook	5.1 Issuance of Claim stub schedule of release (Minimum of 1-day processing and maximum of 3 days processing)	None	5 minutes	Ms. Eden N. Llamanzares SWO III – Minors Travelling Abroad Section
	5.1.1 Ask the client to sign the Log Book for the Travel Clearance Certificate			
6. Accomplish and submit the Client Satisfaction Measurement Form (CSMF)	6.1 Receive the Filled up CSMF Form	None	5 minutes	Ms. Eden N. Llamanzares SWO III – Minors Travelling Abroad Section
TOTAL	For 1 year validity	Php300,000	1 hour, 40 minutes	
	For 2 years validity	Php600,000		