

Administrative Order No. 12  
Series of 2017

**SUBJECT: OMNIBUS GUIDELINES FOR MINORS TRAVELLING ABROAD**

**I. RATIONALE:**

In the interest of efficient public service and to give protection to all Filipino minors both accompanied and unaccompanied travelling abroad, pursuant to the provision of existing laws particularly Article IV, Section 8 (a) of Republic Act (RA) No. 7610 and Section 5 (f) of RA No. 8239 otherwise known as the Philippine Passport Act of 1996. Likewise, in order to respond to issues and concerns based on the actual experiences of the field implementers and other stakeholders, the previous Administrative Orders on Minors Travelling Abroad is hereby amended and consolidated for clarity and easy reference and in conformity with the existing requirements of other partner agencies for the same purpose.

Henceforth, this guideline shall provide the direction for the issuance of travel clearance to minors travelling abroad insofar as the specific provisions listed herein are concerned. Therefore, child trafficking will be prevented and ensure smooth implementation of the guidelines for minors traveling abroad (MTA).

**II. LEGAL BASES :**

**A. International Instruments:**

1. United Nations Convention on the Rights of a Child (UN-CRC) – Articles 11 and 35 mandate State Parties to take measures to combat the illicit transfer and non-return children abroad and to take all appropriate national, bilateral and multilateral measures to prevent the abduction of, sale of or traffic in children for any purpose or in any form, respectively.
2. The Hague Convention on the Civil Aspects of International Child Abduction- The Convention was concluded 25 October 1980 and entered into force on 01 December 1983, and governs issues related to parental kidnapping or the removal of children under the age of 16 across international borders and involving the jurisdiction of different countries' courts.

**B. Local Laws**

3. Republic Act No. 8239 otherwise known as the Philippine Passport Act of 1996 – Section 5, under letter f, requires the applicant who has not reached the age of majority (below 18 years old), an affidavit of consent from a parent as indicated in the passport application if the minor is travelling with either parent, and a clearance from the Department of Social Welfare and Development (DSWD), if the minor is travelling with a legal guardian or a person other than the minors parent/s.
4. Republic Act No. 7610 also known as the Special Protection of Children Against Abuse Exploitation and Discrimination Act- Article IV, Section 8 (a) provides that there is an attempt to commit child trafficking “when a child travels alone to a foreign country

without valid reason therefore and without clearance issued by the Department of Social Welfare and Development or written permit or justification from the child's parent or legal guardian".

5. Republic Act 9208 otherwise known as the Anti-Trafficking in Persons Act of 2003 as amended by RA 10364 or the Expanded Trafficking in Persons Act requires the State to give the highest priority to the enactment of measures to eliminate trafficking in persons and to mitigate pressures for involuntary migration. It is considered as qualified trafficking when it involves a child and his/her adoption is for the purpose of prostitution, pornography, sexual exploitation, forced labor, slavery, and involuntary servitude or debt bondage.
6. Republic Act No. 8043 otherwise known as the Inter-Country Adoption Act of 1995 - Article II, Section 4 (a) states that the Inter-Country Adoption Board must protect the Filipino child from abuse, exploitation, trafficking and/or sale or any other practice prejudicial to the child.
7. Republic Act No. 8552 otherwise known as Domestic Adoption Act of 1998 and its Implementing Rules and Regulations – Sec. 29, states that no adoptee shall be issued a travel authority unless a decree of adoption has already become final and executory.
8. Republic Act No. 9523 otherwise known as an Act Requiring the Certification of the DSWD to Declare a "Child Legally Available for Adoption" ", as a prerequisite for adoption proceedings, amending for this purpose certain provisions of RA 8552, otherwise known as the Domestic Adoption Act of 1998. Republic Act 8043, otherwise known as the Inter-country Adoption Act of 1998, Presidential Decree No. 603, otherwise known as the Child and Youth Welfare Code, and for other purposes.

Domestic Adoption Act of 1998, Section 29 of its Implementing Rules and Regulations (IRR), states that *"No adoptees shall be issued a travel authority unless a decree of adoption has already become final and executory.* In this respect, the amended birth certificate shall be presented. If for any valid reason the same cannot be presented, the application for travel authority shall be accompanied by the duplicate original or certified true copy of the decree of adoption and entry of judgement issued by the court which promulgated the decision and a certification from the Office of the Solicitor General that the decision is final and executory and that no appeal there from has been filed by the said office".

9. Republic Act 10165 or An Act To Strengthen and Propagate Foster Care and to Provide Funds therefor, specifically Sec 6 states that Foster Parents shall have the rights, duties and liabilities of persons exercising substitute parental authority, as may be provided under the Family Code over the children under their foster care

10. RA 9775 or the Anti-Child Pornography Act of 2009 states that it shall be unlawful for a parent, legal guardian or person having custody or control of a child to knowingly permit the child to engage, participate or assist in any form of child pornography.
11. RA 10361 or the Kasambahay Law of 2012 states that "The State strongly affirms labor as a primary social force and is committed to respect, promote, protect and realize the fundamental principles and rights at work including, but not limited to, abolition of child labor, elimination of all forms of forced labor, discrimination in employment and occupation, and trafficking in persons, especially women and children.
12. RA 7658 of 1993 or An Act Prohibiting the Employment of children below 15 years of age in Public and Private Undertakes, Amending for this Purpose Section 12, Article VII of RA 7610 specifically, SEC. 12. Employment of Children. – Children below fifteen (15) years of age shall not be employed except when a child works directly under the sole responsibility of his parents or legal guardian and where only members of the employer's family are employed: Provided, however, That his employment neither endangers his life, safety, health and morals, nor impairs his normal development; Provided, further, That the parent or legal guardian shall provide the said minor child with the prescribed primary and/or secondary education, among other conditions cited in the law.
13. RA 9231 - An Act Providing For The Elimination Of The Worst Forms Of Child Labor And Affording Stronger Protection For The Working Child, Amending For This Purpose Republic Act No. 7610, As Amended, Otherwise Known as the "Special Protection Of Children Against Child Abuse, Exploitation And Discrimination Act" - "In the above-exceptional cases where any such child may be employed, the employer shall first secure, before engaging such child, a work permit from the Department of Labor and Employment which shall ensure observance of the above requirements.

### **C. Related Issuances/Guidelines:**

1. **Memorandum Circular 23, series of 2014 or the Guidelines on Foster Care Service** with certain provisions amended by MC 3, s. 2016, specifically under the general rules for the travel of a foster child outside the country, which are as follows:
  - The social worker shall assess the request of the foster family to bring the foster child outside the country. This request shall be approved by the Regional Director.
  - The child is allowed to travel outside the country together with the foster parents only when assessment and recommendation made by the social worker is approved by the Regional Director.
  - The travel clearance permit to be granted shall be limited to one-time travel only provided that the foster child has been issued a certification declaring legally available for adoption.

- The foster parents shall submit an Affidavit to the Regional Director before leaving the country stating that after the travel they will report to DSWD and present the child to the social worker handling the case of Minor Travelling Abroad (MTA) Unit immediately.
- The foster parents shall report to the foster care social worker and Unit Head after their return to the Philippines.
- The managing social worker through the Unit Head and Division Chief shall report to the Regional Director in writing the return of the child to the country within five (5) working days from the date the child was presented to the social worker.

### III. STATEMENT OF POLICY :

The DSWD 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. In compliance with the provisions of the aforementioned legal bases, 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, hence, these guidelines for the effective and proper implementation of issuance of travel clearance.

### IV. DEFINITION OF TERMS :

1. Minor (also referred to herein as "Child") – as defined in RA 7610 refers to a person below eighteen (18) years of age or one who is over eighteen (18) but is unable to fully take care of or protect himself/herself from abuse, neglect, cruelty, exploitation, or discrimination because of physical or mental disability or condition.
  - a. Legitimate or marital Children - refers to children conceived or born during the marriage of the parents
  - b. Legitimated children- refers to children whose birth is legalized by legitimation defined as a remedy by means of which those who in fact were not born in wedlock and should, therefore, be considered illegitimate, are, by fiction, considered legitimate, it being supposed that they were born when their parents were already validly married. (1 Manresa 550, as cited on p. 251, Handbook on Family Code of the Philippines, Alicia V. Sempio-Diy).
  - c. Foster child - refers to a child placed under foster care
  - d. Illegitimate or non-marital children – refers to children conceived and born outside a valid marriage.
  - e. Married minors- as operationally defined in this guideline, refers to persons below 18 years old who by virtue of their cultural and religious affiliations and other tribal or indigenous practices were considered married such as those children whose marriages were arranged at an early age.
2. Travel Clearance is a document issued by the Department of Social Welfare and Development (DSWD) Field Offices or its attached agency, Inter-Country Adoption

Board (ICAB), whichever is applicable to a minor travelling abroad unaccompanied by any of the parent or those persons having parental authority and legal custody over the child.

3. ICAB-issued Travel Clearance- the document issued by the Inter-Country Adoption Board for minors travelling abroad for purposes of inter-country adoption.
4. Renewal/Subsequent Traveller- refers to a situation where minor/s who has/have previously been issued by the Department a travel clearance to travel abroad.
5. Parents - shall refer to biological or adoptive parents of the minor awarded by court through a decree of adoption.
6. Legal Guardian- refers to the “guardian/ custodian” appointed by the court”.
7. Solo Parent - is any person who solely provides parental care and support to a child or children due to the following reasons:
  - a. Death of spouse;
  - b. Incarceration of the spouse for at least one year;
  - c. Physical and/or mental incapacity of either spouse as certified by a public medical practitioner;
  - d. Legal separation or de facto separation from either spouse for at least one (1) year;
  - e. Declaration of nullity or annulment of marriage;
  - f. Abandonment of either spouse for at least one (1) year;
  - g. Giving birth as a result of rape, provided that the mother keeps and raises the child;
  - h. Unmarried mother/father who preferred to keep and rear her/his child/children;
8. “Disinterested Person” – somebody who has no blood relation to the family of the minor that can attest/certify abandonment of either parent/s.
9. Sponsor – refers to the person/organization that provides directly for all the travelling expenses of the minor abroad and other related expenses of the child while in the Philippines.
10. Adoption – is a socio-legal process of providing a permanent family to a child whose parents have voluntary or involuntary relinquished parental authority over the child.
11. Foster Care- refers to the provision of planned temporary substitute parental care to a child by a foster parent
12. Foster Parent- refers to a person duly licensed by the DSWD to provide foster care.

## V. COVERAGE:

1. **Minor/s required to secure travel clearance**
  - a. Filipino minor as defined in this guideline who is traveling alone using the Philippine Passport only for their travel outside the Philippines;
  - b. Filipino minor travelling with prospective adoptive parent/s for purpose of inter-country adoption
  - c. Filipino minor travelling with a person other than his/her parent/s, legal guardian or person exercising parental authority/legal custody over him/her
  - d. Filipino minor who is illegitimate and is travelling with his/her biological father
  - e. For married minors, the same requirement applies to that of unmarried minors travelling abroad.

## VI. GENERAL POLICIES :

1. Person/s allowed to file application for Travel Clearance
  - a. The minor's parent/s or legal guardian;
  - b. The minor's travelling companion;
  - c. A duly authorized representative of the parent/s within the 4<sup>th</sup> degree of consanguinity or affinity, legal guardian supported by an authorization letter with valid ID.
2. The primary objective of the issuance of travel clearance is to protect minors from trafficking, abuse, exploitation or improper influence by person/s engaged in trafficking.
3. Issuance of travel clearance covers only the Filipino minor as defined in this guideline using Philippine passport for their travel outside the Philippines with a person other than his/her parent/s, legal guardian or person exercising parental authority/legal custody over him/her.
4. All minors travelling abroad are required to secure a travel clearance except for the following:
  - a. A minor accompanied by the following:
    - i. Either or Both of the minor's parents, if the minor is legitimate;
    - ii. The minor's biological mother, if the minor is illegitimate;
    - iii. The minor's father who has been granted sole parental authority or custody by the proper court, if the minor is illegitimate;
    - iv. The minor's legal guardian;
    - v. The person, including one of the minor's parents, who was granted sole parental authority or legal custody by the proper court, in which case the court decision should specifically include a statement to this effect, i.e., naming the person to whom sole parental authority or legal custody over the minor has been granted;

- vi. Minor's adoptive parents if the minor is granted with adoption decree & Certificate of Finality
  - b. A minor who is an immigrant or a permanent resident abroad, with foreign passport, or whose parents are in the foreign service holding diplomatic/official passport such as Ambassador/General Consul/Consul/Attaches, provided he/she is holding a valid passport such as dependent visa /identification card which serves as proof that the travel does not constitute child trafficking.
- 5. In any case where an illegitimate/non-marital minor secures a travel clearance, a certificate of no marriage of his/her biological mother from the Philippine Statistics Authority (PSA) is required. This is pursuant to the provision under the Family Code of the Philippines stating that custody over illegitimate children remains with the biological mother.
- 6. A travel clearance certificate shall be valid for a period of one (1) or two (2) years depending on the period applied for, and shall be valid for multiple travels EXCEPT for minors travelling with foster parents in compliance with Memorandum Circular 23, series of 2014 or the Guidelines on Foster Care Service.
  - 6.a Should there be amendments/changes in the issued/used travel clearance, e.g. companion and/or country of destination, changes can be done as long as the travel clearance is within the validity period. No additional fee shall be required for the changes to be made. As such, the following documents must be submitted: issued/used travel clearance, photocopy of minor's passport with marked embarkation and notarized affidavit from parent/s/legal guardian regarding the change of the travelling companion and/or country of destination/return tickets.
- 7. No adoptee shall be issued a travel clearance unless a decree of adoption and certificate of finality is issued by the court. (Sec. 29, IRR-Domestic Adoption Act of 1998). Further, no minor who was issued Pre-Adoption Placement Authority (PAPA) shall be issued travel clearance unless a court order is issued allowing the minor to travel with the Prospective Adoptive Parent.
- 8. For a traveling minor under Foster Care, additional requirements include the foster family's foster care license and a notarized Affidavit of Undertaking stating their responsibility to present the minor to the DSWD Field Office that issued the travel clearance, five (5) days after return to the country.
 

A minor under foster care through kinship care who are not issued Certification Declaring the Child Legally Available for Adoption (CDCLAA) may be allowed to travel with his/her foster parents within the validity of Foster Care License (FCL) and Foster Placement Authority, provided a travel clearance is secured from the DSWD.
- 9. For an abandoned or neglected minor who is voluntarily or involuntarily committed to the DSWD or a licensed/accredited social welfare and development agency or is under foster care, the Regional Director of the DSWD's Field Office or his/her authorized representative is responsible in giving the consent for the minor to travel

abroad for purposes such as medical mission, study tour, sports competition, cultural presentation, and church mission and pleasure trip among others, except when the child is leaving for inter- country adoption.

10. A minor, under the care of a Child Caring Agency (CCA) or a Social Welfare and Development Agency (SWADA) is exempted from travel clearance fees provided such agency has valid Registration and License from the Department.
11. A minor cleared for inter-country adoption by the DSWD and approved by the Inter-Country Adoption Board (ICAB) for inter-country placement shall be issued a travel clearance by ICAB.
12. A minor who is the subject of an on-going/pending custody battle before the court between his/her parents and is travelling abroad with either of his/her parents will not be issued a travel clearance unless a court order is issued allowing him/her to travel with said parent. The family of the minor shall be responsible to file a manifestation in the court for the issuance of a hold departure order, inclusion of the minor's name in the Bureau of Immigration's watch list as well as in the delisting of the name of the minor, once the issue of custody has been resolved by the court.
13. A validation/assessment report of the Local Social Welfare and Development Officer (LSWDO) of the City or Municipality where the minor resides should be required for minor/s who will participate in any cultural presentation, compete in a foreign country, for purposes of fund raising, and to ensure that competition is not harmful to the health and development of the minor.
14. Only one (1) signatory shall appear on the front and back of the travel clearance certificate such as the Regional Director or his/her authorized representative, Assistant Regional Director or the authorized Officer In-Charge (OIC), or the Division Chief (DC) of the Operation Division. In the absence of the latter, the Community-Based Service Unit (CBSU) Head shall sign except in DSWD Field Office NCR where the Travel Clearance Unit Head shall sign in behalf of the DC.
15. Specimen signatures of all the signatories of the travel clearance should be submitted to the Department of Foreign Affairs (DFA) and the Bureau of Immigration Office (BI) for reference.
16. No minor below 13 years of age shall be allowed to travel alone.
17. Cases not covered by these guidelines shall be submitted for resolution by the Secretary.

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

## **VII. DOCUMENTARY REQUIREMENTS:**

### **1. For a minor/s travelling alone to a foreign country for the first time**

- a. Duly accomplished Application Form;
- b. Assessment Report from the Local Social Welfare and Development Office (LSWDO) or SWOII of the Social Welfare and Development (SWAD) Team when necessary;
- c. Birth Certificate on security paper (SECPA) from PSA
- d. A photocopy of the marriage certificate on security paper (SECPA) of the minor's parents or the Court Decision on Legal Guardianship of the minor, or Tallaq or Fasakh certification from the Shariah Court or any Muslim barangay or religious leader;
- e. In the case of illegitimate minor, a certificate of no marriage (CENOMAR) of the minor's mother from the Philippine Statistics Authority (PSA) on Security paper (SECPA);
- f. Notarized (notarized at the place of residence) affidavit or written consent of both parents, the solo parent and the legal guardian, whichever is applicable, permitting the minor to travel to a foreign country. In the absence of both parents or an appointed legal guardian, the relative's consent in the order of preference provided under Article 216 of the Family Code of the Philippines (Executive Order No. 209 as amended) shall prevail and in which case, an Assessment Report by the Social Worker of the LSWDO should also be submitted with a copy of the parent/s/legal guardian's valid identification card with specimen signature, and visa of parents if working abroad (for legitimate children, both grandparents who have the custody of the minor. For illegitimate or non-marital child, consent of maternal grandparents.
- g. Two (2) original colored passport size photos (white, red or blue background) of the minor taken within the last six (6) months from the time of application. No scanned picture is allowed.
- h. Affidavit of Support and certified copy of any evidence to show financial capability of sponsor (parents/legal guardian or other person/agency shouldering the expenses) such as:
  - h.1. Certificate of Employment
  - h.2. Latest Income Tax Return
  - h.3. Bank Statement, etc.
- i. In case either or both parents of the minor are deceased, certified true copy of the Death Certificate/s of each of the parents on security paper (SECPA)
- j. Unaccompanied Minor Certificate from the Airlines
- k. Waiver from the parents releasing DSWD from any liability/responsibility in case of untoward incident during the travel of the child.

2. **For a succeeding travel of unaccompanied or traveling alone minor to a foreign country:**
  - a. Duly accomplished application form;
  - b. Notarized affidavit or written consent of both parents, the solo parent and the legal guardian, whichever is applicable, with a copy of the valid identification card with specimen signature;
  - c. **Original** copy of the previous Travel Clearance issued;
    - i. Two (2) original colored passport size photos (white, red or blue background) of the minor taken within the last six (6) months from the time of application. No scanned pictures will be accepted.
    - ii. Unaccompanied Minor Certificate from the Airlines
    - iii. Waiver from the parents releasing DSWD from any liability/responsibility in case of untoward incident during the travel of the child.
3. **Minor/s travelling for the first time with a person other than the parents or legal guardian :**
  - a. Duly accomplished application form;
  - b. Photocopy of birth certificate of minor (SECPA) ;
  - c. Notarized affidavit or written consent of both parents or solo parent or legal guardian, attached with valid identification card with specimen signature;
  - d. Photocopy of the marriage certificate (SECPA) of the minor's parents or a certificate of legal guardianship, in the case of solo parent, a solo parent identification card from the LSWDO or a certification of being a solo parent (assessment report of the LSWDO as attachment), a court decree of separation, annulment or divorce, in case of illegitimate minor, a certificate of no marriage from the PSA, if applicable; in case of deceased parent, a photocopy of the death certificate;
  - e. Two (2) original colored (white, red or blue background) passport size photos of minor taken within the last six (6) months, No scanned pictures will be accepted;
  - f. Photocopy of the passport of the traveling companion.
4. **Minor/s travelling subsequently with a person other than the parents or legal guardian:**
  - a. Duly accomplished application form;
  - b. **Original** copy of the Travel Clearance previously issued by DSWD Field Office.
  - c. Notarized affidavit of consent from biological parent/s guardian authorizing a particular person to accompany the child in his/her travel abroad, with a copy of the valid identification card with specimen signature;
  - d. Two (2) original colored (white, red or blue background) passport size photos of minor taken within the last six (6) months, No scanned pictures will be accepted;

e. Photocopy of the passport of the travelling companion;

**Additional requirements for minor/s -under special circumstances.**

For Filipino minor migrating to another country

- Visa petition approval

For a minor who will study abroad

- Acceptance or certificate of Enrollment or Registration from the school where minor is to be enrolled

For a minor who will attend conference, study tours, Competition, Student Exchange Program, Summer Camp, Pilgrimage, World Youth Day and Other related activities:

- Certification from sponsoring organization
- Affidavit of undertaking of companion indicating the safety measures undertaken by the sports agency (for sports competition)
- Signed Invitation from the Sponsoring agency/organization abroad with itinerary of travel and list of participants and duration of the activity/travel

For minor going abroad for medical purposes

- Medical Abstract of the minor
- Recommendation from the attending physician that such medical procedure is not available in the country, letter from sponsor

For a minor going abroad for inter-country adoption

- Placement Authority issued by the ICAB
- Authority to Escort issued by the ICAB

For a minor under Foster Care

- Notarized affidavit of undertaking by the Foster Parents indicating 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 parents 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
- Photocopy of Foster Placement Authority; (original copy to be attached for verification)
- Photocopy of Foster Care License of the family; (original copy to be attached for verification)
- DSWD Certification of Child legally available for adoption (CDCLAA), EXCEPT those under Kinship Care wherein their parents did not relinquish the minor for adoption.

- Return Ticket/s

For a minor under legal guardianship

- Certified true copy of Court Order on Legal Guardianship

For minor/s whose parent/s are seafarers

- a certification from the manning agency attesting to the parent's employment
- Photocopy of the Seaman's Book

For abandoned minor with alleged missing parent, if parents are married, the following shall be the requirements:

- Social Case Study Report executed by a licensed social worker of the local government unit.
- Blotter report from either the local police or barangay certification from the locality or the last known address of the alleged missing; and
- One (1) returned registered mail to the last known address of the alleged missing parent(s) or known relative(s).

## **VIII. PROCEDURES:**

### **A. APPLICATION:**

1. The application for travel clearance together with the supporting documents required shall be submitted/filed by the parent or legal guardian or a duly authorized representative at the DSWD Field (regional) Offices who has jurisdiction over the residence of the minor applicant. Application form may be obtained from any DSWD Field (regional) Offices using the attached standard form (see Annex), or may be downloaded from the DSWD website, ([www.dswd.gov.ph](http://www.dswd.gov.ph)).

For ARMM applicants, to apply at either DSWD FO IX, X or XII whichever DSWD Field Office is most accessible to the applicant.

2. The social worker shall review and evaluate the accomplished application form and documents submitted and ensure that it is genuine and valid. An interview shall likewise be conducted and if necessary, additional documents may be required from the applicants and a home visit for assessment, considering the following information:

- a. Purpose of travel
- b. Reason/s why parent/s cannot accompany the minor
- c. Relationship of minor to travelling companion
- d. Destination/s with the name and address of person with whom the child will stay or hotel address and telephone number
- e. Length of stay abroad at each destination and expected date of return when appropriate
- f. Other pertinent information

In the review of documents, the attachments of a red ribbon on the Affidavit of Support/Consent to Travel which was authenticated/notarized by Philippine Embassy abroad is not essential and necessary. The important features of the said document is the signature of the Consul accompanied by the seal of the Philippine Embassy and document/service number.

3. An in-depth interview with the minor, if appropriate, and/or biological parent/s/legal guardian/travelling companion will be conducted. If the submitted documents are complete, favorable and do not necessitate further, validation, the social worker prepares her report and recommends approval for issuance of a travel clearance/travel permit; or if the social worker, after thorough evaluation cannot favourably recommend the minor's travel, she/he shall immediately discuss the reasons with the applicant and render a report to the DSWD Regional Director.

#### **B. ISSUANCE:**

1. The travel clearance may be obtained within three (3) working days upon submission of the required documents.
2. A fee of Php 300 per child with 1 year validity and Php 600 per child with 2 years validity.

#### **IX. MONITORING/REPORTING/DATA BANKING:**

- a. The Protective Services Bureau (PSB), DSWD Field Offices and ICAB are responsible in maintaining a systematized data bank for easy reference.
- b. The production of travel clearance forms and the distribution to the Field Offices shall be managed by the PSB for centralized security coding.
- c. The DSWD Field Office/ICAB shall maintain a system to facilitate and expedite the issuance of travel clearance whichever is applicable for proper control measures.
- d. Field Offices shall submit a summary of the names of disapproved travel clearance applicants to PSB copy furnished the Department of Foreign Affairs and Bureau of Immigration.
- e. The Protective Services Bureau/DSWD Field Offices shall maintain close coordination/linkage with the Bureau of Immigration and the Department of Foreign Affairs to monitor the safe departure and return of the minor to the Philippines.

- e. The Protective Services Bureau/DSWD Field Offices shall maintain close coordination/linkage with the Bureau of Immigration and the Department of Foreign Affairs to monitor the safe departure and return of the minor to the Philippines.
- f. Regular monitoring and technical assistance to the Field Offices shall be conducted by the MTA Focal Person of Protective Services Bureau for effective implementation.

All issuances inconsistent with this Administrative Order are hereby revoked.

Issued this 10<sup>th</sup> day of November 2017.



**EMMANUEL A. LEYCO**  
Officer In-Charge

Certified Copy:



**EMYLOU P. MIRAVALLS**  
OIC-Chief, General Services Division

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
FIELD OFFICE \_\_\_\_\_

Name of Minor: \_\_\_\_\_  
Age: \_\_\_\_\_ Date 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. \_\_\_\_\_

**PARENTS:**

Father: \_\_\_\_\_ Age: \_\_\_\_\_ Occupation: \_\_\_\_\_ TIN: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mother: \_\_\_\_\_ Age: \_\_\_\_\_ Occupation: \_\_\_\_\_ TIN: \_\_\_\_\_  
Address: \_\_\_\_\_

**TRAVELING COMPANION:**

Name of Traveling Companion: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to minor: \_\_\_\_\_

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

Length of Travel (Inclusive Date): \_\_\_\_\_

Reason for Travel Abroad (Reason/s for bringing 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 made will subject me to criminal and civil action provided under existing laws.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Relationship to Minor

\_\_\_\_\_  
This portion is to be filled up by the Social Worker

Remarks to Applicable Documents

Travel Clearance for Minors Traveling Abroad

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 27 th day of July, 2016 in \_\_\_\_\_, Philippines.

\_\_\_\_\_

\_\_\_\_\_

FATHER

MOTHER

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

Notary Public

Date \_\_\_\_\_

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

\_\_\_\_\_,  
\_\_\_\_\_. 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

DSWD LOGO

**CERTIFICATION**

This is to certify that the minor, \_\_\_\_\_, \_\_\_\_\_, year/s old,  
son/daughter of \_\_\_\_\_, residing at  
\_\_\_\_\_

\_\_\_\_\_ is exempted to secure Travel Clearance  
Certificate due to the following reason/s;

- ( ) the minor is travelling with both parents.
- ( ) the minor is travelling with his/her mother or father (if he/she) is a legitimate child.
- ( ) the minor is an illegitimate child travelling with his/her mother.
- ( ) the minor is travelling with his/her legal guardian.
- ( ) the minor is holding a valid pass such as a dependent's visa/pass/identification card which serve as proof that he/she is living with parents abroad and their travel does not constitute child trafficking.
- ( ) the minor is holding a valid permanent resident visa/pass/immigrant visa/ identification card which serve as proof that he/she is living with parents abroad and their travel does not constitute child trafficking.
- ( ) a minor whose parents are in the Foreign Service holding diplomatic/ official passport such as Ambassador/General/Consul

This certification is issued upon request of \_\_\_\_\_ for exemption to  
secure travel clearance certificate purpose only.

Given this \_\_\_\_\_ day of July \_\_\_\_\_ at DSWD FO \_\_\_\_\_.

\_\_\_\_\_

Regional Director