




**A PRIMER  
ON MINORS  
TRAVELLING  
ABROAD**



## **CHILD TRAFFICKING**

---

It is an act of trading and dealing with children, including but not limited to, the buying and selling of children for money, or for any other consideration, or barter. Reports show that child trafficking is used for exploitative labor, commercial sexual exploitation or illegal adoption. Cases of child trafficking documented by the DSWD involve children who are brought out of the country by the alleged mother or other individuals and given to childless couples for a fee and other material/services or by syndicates. Cases of some of these children have reached the welfare agencies abroad and the Philippine embassies. Many more similar cases may have happened but unknown to authorities here and abroad.

The Department of Social Welfare and Development (DSWD) is mandated to protect minors against trafficking, abuse, exploitation and other conditions prejudicial to their physical, mental, emotional, social and moral development. Hence, one of the measures instituted to prevent child trafficking is the issuance of travel clearance for minors.

## **WHAT IS A TRAVEL CLEARANCE?**

---

It is a document issued by the Department of Social Welfare and Development (DSWD) Field Offices or its attached agency, the Inter-Country Adoption Board (ICAB), whichever is applicable, to a Filipino minor who is below 18 years of age travelling outside of the Philippines, unaccompanied by his/her parents or those exercising parental authority and legal custody of the child. It certifies that a minor is authorized to travel abroad for valid reasons based on the assessment of the social worker.

## **WHAT IS A PARENTAL TRAVEL PERMIT?**

---

It is a written permission executed by anyone of the biological parents or legal guardian who will be left behind or not in the company of the child when he/she leaves the country, allowing the concerned minor to travel abroad with the other parent/guardian.

## **WHAT ARE THE LEGAL BASES OF SECURING A TRAVEL CLEARANCE?**

---

*A clearance for unaccompanied minors travelling abroad is required in response to international commitments and legislation.*

1. **UN Convention on the rights of the child**
  - Mandates States Parties to take measures to combat the illicit transfer and non-return of children abroad (Article 11) and to take appropriate national, bilateral and multilateral measures to prevent the abduction of, the sale of or traffic in children for any purpose or in any form (Article 35).
2. **P.D. 603 or the Child and Youth Welfare Code**
  - Recognizes the right of every child for protection against exploitation, improper influences, hazards and other conditions or circumstances prejudicial to his physical, mental, emotional, social and moral development (Article 3, #8)
3. **R.A. 7610 or the Special Protection of Children Against Abuse, Exploitation and Discrimination Act**
  - Mandates the DSWD to issue a travel clearance to unaccompanied minors travelling abroad or written permit or justification from the child's parents or legal guardians. (Article IV, Sec. 8, a) as a measure to protect children and prevent child trafficking.
4. **R.A. 8239 or the Philippine Passport Act of 1996**
  - Requires the applicant (below 18 years old), to submit an affidavit of consent from the parent or those exercising parental authority and legal custody, if the minor is travelling with either one of them; and a clearance from the DSWD, if the minor is travelling with a legal guardian or a person other than a parent, before the issuance of a passport (Sec. 5f).

## **WHY IS TRAVEL CLEARANCE ISSUED?**

---

**A travel clearance is issued to:**

- Protect the child from abuse and exploitation while abroad
- Prevent child trafficking
- Ensure that the travelling companion is duly authorized and able to look after the welfare of the minor
- Ensure that the sponsor has the capability to protect and support minor's needs while abroad

## **WHO IS REQUIRED TO SECURE A TRAVEL CLEARANCE?**

---

**A Filipino child/minor (a person below 18 years old) travelling abroad who is in any of the following circumstances:**

- Travelling alone
- Travelling with a person other than anyone of his/her parents or those exercising parental authority and legal custody of the child
- Travelling for the purpose of adoption abroad (inter-country adoption)
- An illegitimate child travelling with his /her father. ~~X~~

*mother? not required.*  
**A Filipino child with both his/her parents is not required to secure a travelling clearance.**

## **WHO CAN FILE FOR A TRAVEL CLEARANCE?**

The following can file an application for a travel clearance:

- A minor who is 13 – 17 years of age
- The minor's parents or legal guardian
- The minor's travelling companion
- Authorized representative of parent/legal guardian

## **WHERE DOES ONE APPLY FOR A TRAVEL CLEARANCE?**

The application shall be filed in any of the following:

- DSWD Field Office which has jurisdiction over the residence of the minor
- Inter-country Adoption Board (ICAB) for children who will be adopted abroad

Address: #2 Chicago St., corner Erwin Garcia  
Brgy. Pinagkaisahan, Cubao,  
Quezon City

Tel. No.: 721-9781/82; 726-4568

## **WHEN DOES ONE APPLY FOR A TRAVEL CLEARANCE?**

An application for travel clearance must be filed at least seven days before the scheduled departure of the minor or even earlier if the minor still has to get a passport.

## **WHAT ARE THE REQUIREMENTS FOR SECURING A TRAVEL CLEARANCE?**

The requirements for minors travelling for the first time:

1. Birth Certificate on security paper (SECPA) of the minor
2. Certified copy of marriage certificate of minor's parents, if appropriate
3. Notarized affidavit of consent from parent/guardian authorizing a particular person to accompany the child in his/her travel abroad
4. Certified copy of any evidence to show financial capability of the person or sponsor to shoulder the travel expenses of the minor such as:
  - Certificate of Employment
  - Latest Income Tax Return
  - Bank Statement, etc.
5. Two passport size pictures of minor
6. Photocopy of passport of travelling companion.

## **ADDITIONAL REQUIREMENTS**

1. **For immigrant minors:**
  - Visa petition approval
2. **For minors who will study abroad:**
  - Acceptance from the school where minor is to be enrolled
3. **For minors who will attend conferences, study tours, etc:**
  - Certification from sponsoring organization
4. **For minors going abroad for medical purposes**
  - Medical certificate of the minor
5. **For adopted minors:**
  - Certified copy of Adoption Decree
  - Clearance from the Office of the Solicitor General (OSG), if adoption was promulgated less than 15 days when application for clearance to travel was made
6. **For minors going abroad for adoption**
  - Placement Authority
  - Authority to Escort
7. **For minors under legal guardianship:**
  - Certified copy of Letter of Guardianship/Court Order
8. **For minors who are 13 years old and above travelling alone:**
  - Affidavit executed by parents or legal guardian stating that minor shall be fetched at the airport by the sponsor
  - Certification from airlines that they will be responsible for the minor while on travel.
9. **For subsequent travels, the following are the only documents required:**
  - Travel clearance previously issued by DSWD
  - Duly accomplished application form
  - Notarized affidavit of consent from parents/guardian authorizing a particular person to accompany the child in his/her travel abroad
  - Photocopy of passport and visa of travelling companion

## **WHAT ARE THE PROCEDURES FOR THE ISSUANCE OF A TRAVEL CLEARANCE?**

1. Applicant shall submit the supporting documents listed under the requirements to DSWD Field Office or Inter-country Adoption Board (ICAB) seven days before the travel.
2. The social worker shall conduct an in-depth interview of the minor and/or parent and review the submitted, accomplished application form and documents.
3. Social worker shall prepare an assessment report and if favorable, shall recommend approval for issuance of travel clearance. If not favorable, the social worker shall immediately discuss the reasons with applicant and render a report for the DSWD Field Director.

At the same time, the Field Office shall prepare a request to the Bureau of Immigration that the minor be placed in their watch list on a case to case basis depending on the evaluation of the social worker.

4. The Regional Director/ICAB Director or his/her authorized representative shall approve the issuance of a travel clearance using the prescribed form, "Travel Clearance for a Minor," and affix his/her signature thereon.

## **WHO IS REQUIRED TO SECURE A PARENTAL TRAVEL PERMIT?**

A Filipino minor who is travelling with only one parent/guardian is required to present a Parental Travel Permit to the DSWD Field Office.

## **WHAT ARE THE PROCEDURES IN FILING A PARENTAL TRAVEL PERMIT?**

1. Applicant shall submit requirements and file a Parental Travel Permit executed by a parent who will be left behind or is in a foreign country seven days before travel.
2. Social Worker shall review and examine/validate the circumstances and entry indicated in the supporting documents and Parental Travel Permit.
3. Social Worker shall issue the original copy of the duly stamped Parental Travel Permit.
4. In case of unfavorable findings, DSWD shall request the Bureau of Immigration to place the minor in its hold departure list and shall notify the parent of the child of the said action.

## **WHAT ARE THE REQUIREMENTS FOR MINORS TRAVELLING WITH ONE PARENT?**

The requirements are:

1. Duly notarized Parental Travel Permit
2. Birth Certificate on security paper (SECPA) of the minor
3. Certified copy of marriage certificate of minor's parents
4. Photocopy of passport and visa of accompanying parent

For subsequent travels the following are the only documents required:

1. Previous Parental Travel Permit duly stamped by DSWD
2. Photocopy of passport and visa of accompanying parent
3. Duly notarized Parental Travel Permit

**NOTE: DSWD and ICAB are charging ₱300 for the processing of Travel Clearance.**

**WHAT ARE THE REQUIREMENTS FOR MINORS WHO ARE RESIDING ABROAD, WHOSE PARENTS ARE IN THE FOREIGN SERVICE OR DIPLOMATIC CORPS, OVERSEAS EMPLOYMENT OR ARE IMMIGRANTS?**

---

The requirements are:

1. Pertinent entries in the passport or previous records of arrival/departure of the minor
2. Sworn affidavit of parent/s on the circumstances of the minor's travel
3. Visa petition approval of the minor
4. Other documents:
  - For minors studying abroad, study visa
  - For minors whose parents are in the foreign service, a certification from the Department of Foreign Affairs (DFA) attesting to the parent's employment
  - For minors whose parents are Overseas Filipino Workers (OFW), a certification from the employer attesting to the parent's employment

**WHAT ARE THE PROCEDURES FOR THE ISSUANCE OF A TRAVEL CLEARANCE TO MINORS RESIDING ABROAD?**

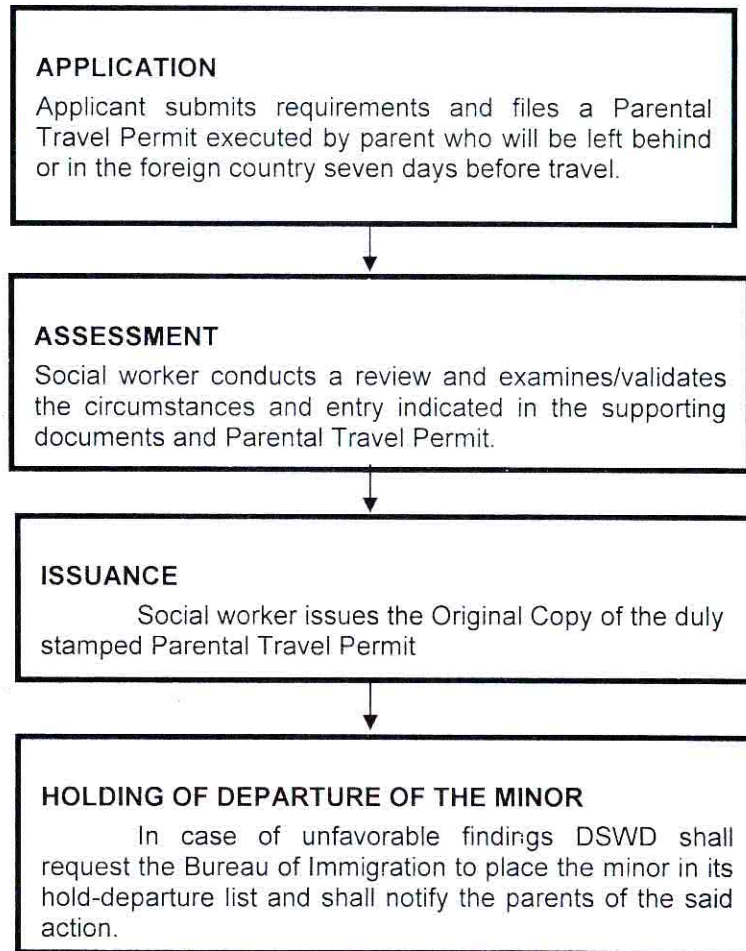
---

1. A minor travelling to be reunited with both parents abroad shall only submit any documentary evidence mentioned in the required documents to prove his/her purpose of travel and present circumstances.

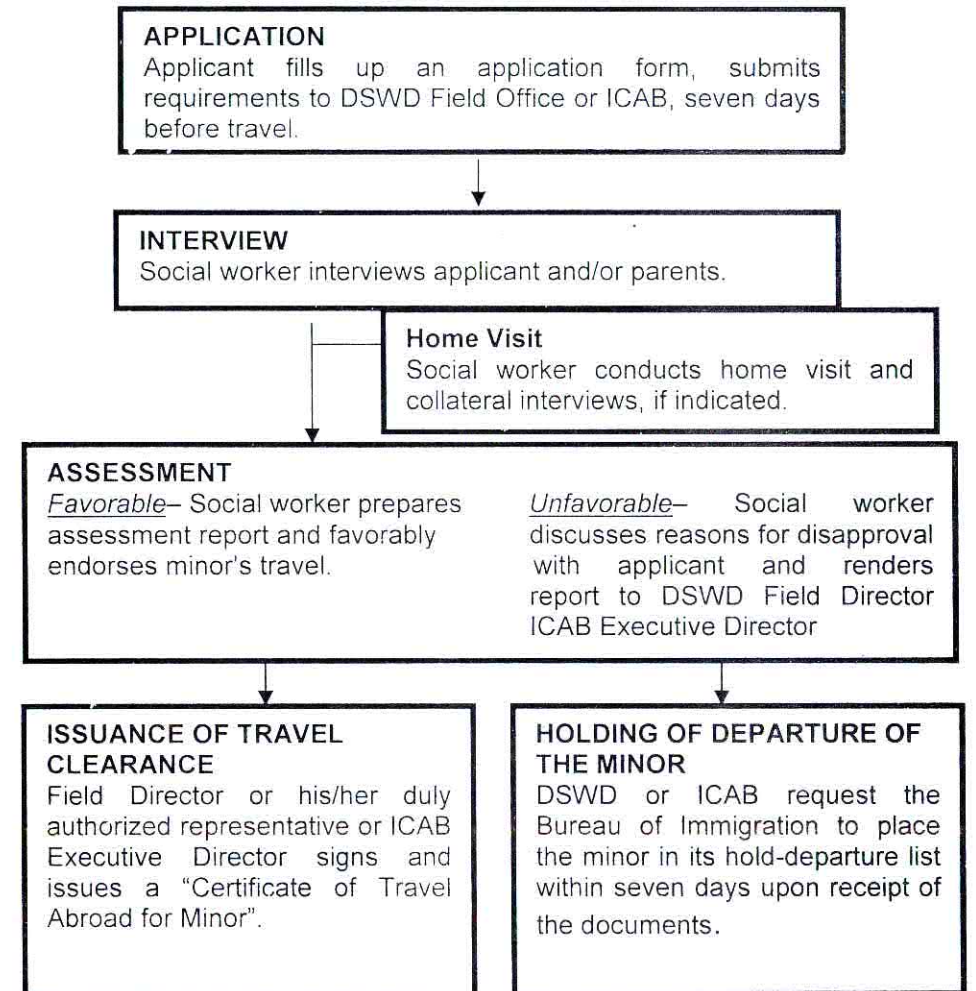
The above provision is not applicable if one parent will be left behind in the Philippines. It should either be the minor is accompanied by one parent and they are to join the other spouse abroad, or both parents are already residing/working abroad.

2. The social worker shall conduct an in-depth interview of the minor and/or parent/guardian and review the travel documents of the minor and his/her travelling companion.
3. The social worker shall prepare and recommend issuance of travel clearance after a favorable evaluation and verification of the validity of the minor's travel.
4. The only approved Travel Clearance for the minor shall be issued within one hour of the same day of application provided the supporting papers are in order.
5. The Travel Clearance issued shall be usable for multiple travels abroad and will remain valid for one year.

**FLOW CHART ON FILING OF THE PARENTAL TRAVEL PERMIT**



**FLOW CHART ON FILING OF A TRAVEL CLEARANCE**



**Note:** The processing of Travel Clearance requires 2-3 days. However, during the months of February – June and September – December which are considered as peak seasons for travelling abroad, the processing takes about 5-6 days.




**DSWD FIELD OFFICE DIRECTORY**

Office/ Address	Officials	Tel./Fax/Email
<b>FIELD OFFICE I</b> Quezon Avenue, San Fernando City, La Union	<b>CONSOLACION D. ARAFILES</b> Director IV <b>PUREZA R. PACIS</b> OIC/ Director III	<b>AREA CODE (072)</b> Tel. No.: 888-6196 Fax No.: 888-2184, 888-4184 Email: dswwdrfo1@lu.csi.com.ph
<b>FIELD OFFICE II</b> Carig, Tuguegarao, Cagayan	<b>FLORA N. PINAROC</b> Director IV <b>LEONARDO C. REYNOSO</b> OIC-Asst. Regional Director	<b>AREA CODE (078)</b> Tel. No.: 844-1636 Fax No.: 844-5482 Email: dswwdfo02@cag.pworld.net.ph
<b>FIELD OFFICE III</b> Government Center, Maimpis, San Fernando, Pampanga	<b>FLORITA R. VILLAR</b> Director IV <b>ADELINA S. APOSTOL</b> OIC-Asst. Regional Director	<b>AREA CODE (045)</b> Tel. No.: 961-2143 Fax No.: 961-1346 Email: dswwd3@comclark.com
<b>FIELD OFFICE IV</b> Alabang Zapote Rd., Muntinlupa City, Metro Manila	<b>THELSA P. BIOLENA</b> OIC Regional Director <b>ARNEL GARCIA</b> Asst. Regional Director	<b>AREA CODE (02)</b> Tel. No.: 807-7102 Email: dswwd4msa@psdn.org.ph
<b>FIELD OFFICE V</b> Buragwis, Legaspi City	<b>ELISEO C. COPIAN</b> OIC Regional Director <b>TERESITA S. ROSALES</b> OIC-Asst. Regional Director	<b>AREA CODE (052)</b> Tel. No.: 214-3114 Fax No.: 214-3115 Email: dswwdfov@digitelone.com
<b>FIELD OFFICE VI</b> Molo St., Iloilo City	<b>ZENAIDA A. MABUGAT</b> Director IV <b>DELIA T. JIMENEA</b> Asst. Regional Director	<b>AREA CODE (033)</b> Tel. No.: 366-5438; 366-5425 Fax No.: 335-0771 Email: dswwdfovi@skynet.net
<b>FIELD OFFICE VII</b> Cuenco St., cor. Maxilom Ave., Cebu City	<b>TEODULO R. ROMO, JR.</b> Director IV <b>EVELYN MACAPOBRE</b> Asst. Regional Director	<b>AREA CODE (032)</b> Tel. No.: 232-9507 Fax No.: 231-3172 Email: dswwdro7@cvis.net.ph
<b>FIELD OFFICE VIII</b> Magsaysay Ave., Tacloban City	<b>JIM N. REBUSTILLO</b> OIC Regional Director <b>LETICIA CORILLO</b> OIC-Asst. Regional Director	<b>AREA CODE (053)</b> Tel. No.: 321-3322, 321-2040 Fax No.: 321-1007 Email: dswwd8@mail.evis.net.ph

**DSWD FIELD OFFICE DIRECTORY**

Office/ Address	Officials	Tel./Fax/Email
<b>FIELD OFFICE IX</b> Gen. Alvarez St., Zamboanga City	<b>GERALDINE A. VALBUENA</b> Director IV	<b>AREA CODE (062)</b> Tel. No.: 991-1326 Fax No.: 993-0652
<b>FIELD OFFICE X</b> Km. 5 Upper Canitoan, Cagayan de Oro City	<b>ESTER A. VERSOZA</b> Director IV <b>GREGORIO MAGSAYO</b> Asst. Regional Director	<b>AREA CODE (088)</b> Tel. No.: 858-8134 Fax No.: 858-6333 Email: dswwd10@cdo.webling.com
<b>FIELD OFFICE XI</b> Suazo St., cor. Magsaysay Ave., Davao City	<b>MERCEDITA P. JABAGAT</b> OIC Regional Director <b>MINDA BRIGOLI</b> OIC-Asst. Regional Director	<b>AREA CODE (082)</b> Tel. No.: 227-1435 Fax No.: 227-1964 Email: dswwdxi@microweb.com.ph
<b>FIELD OFFICE XII</b> Koronadal City, South Cotabato	<b>ZORAYDA TAHA</b> Director IV	<b>AREA CODE (064)</b> Tel. No.: 421-1241 Fax No.: 421-9171 Email: dswwdxii@microweb.com.ph
<b>CORDILLERA ADMINISTRATIVE REGION (CAR)</b> #40 North Drive, Baguio City	<b>PORFIRIA M. BERNARDEZ</b> Director IV <b>EDITA C. JUNIO</b> OIC-Asst. Regional Director	<b>AREA CODE (074)</b> Tel. No.: 442-8619 Fax No.: 442-7917 Email: dswwdcar@bgo.csi.com.ph
<b>CARAGA</b> Capitol Compound, Butuan City	<b>ATTY. ARACELLI SOLEMILLO</b> OIC Regional Director	<b>AREA CODE (085)</b> Tel. No.: 342-5619 Fax No.: 342-5620 Email: dswwd_caraga@skynet.net
<b>NATIONAL CAPITAL REGION (NCR)</b> #389 San Rafael St., cor. Legarda St., Manila	<b>ALICIA R. BALA</b> Director IV <b>HONORITA B. BAYUDAN</b> OIC-Asst. Regional Director <b>NELLY C. MIRANDA</b> OIC-Asst. Regional Director	<b>AREA CODE (02)</b> Tel. No.: 734-8649, 734-8647 Fax No.: 734-8652 Email: dswwd-ncr@easycall.com.ph

**TRAVEL CLEARANCE**

  
 Department of Social Welfare & Development  
 Field Office

**TRAVEL CLEARANCE FOR A MINOR**

Pursuant to Article IV, Section 3 (a) of Republic Act 7610, the Department of Social Welfare and Development poses no objection to the travel:

of \_\_\_\_\_ born on \_\_\_\_\_  
(name of child) (date of birth)

of \_\_\_\_\_  
(child's address)

minor is the son/daughter of \_\_\_\_\_  
(name of parent)

of \_\_\_\_\_  
(address of parent)

This certification is based on the favorable evaluation of the purpose of the minor's travel abroad who shall be under the care of his/her duly authorized travelling companion referred to at the back page.

Director

CTC No. \_\_\_\_\_

**PARENTAL TRAVEL PERMIT**

**ANNEX B**

**PARENTAL TRAVEL PERMIT**

I, \_\_\_\_\_ of legal age \_\_\_\_\_  
(status)  
 and a resident of \_\_\_\_\_  
(Citizenship)  
 and with tel # \_\_\_\_\_ and TIN No \_\_\_\_\_ after  
 having been duly sworn to in accordance to law do hereby depose and say:

1. That I am the biological mother/father and/or person exercising parental authority of minor \_\_\_\_\_ born on \_\_\_\_\_ and residing in \_\_\_\_\_
2. That my child will travel to \_\_\_\_\_ for \_\_\_\_\_
3. That said child will be leaving on \_\_\_\_\_ (date) and will stay in \_\_\_\_\_ (address) for a period of \_\_\_\_\_ and will be taken care of by \_\_\_\_\_
4. That I cannot personally travel with my child/children due to \_\_\_\_\_
5. That I am giving my full consent to the travel of the aforementioned child abroad and to be accompanied by my spouse \_\_\_\_\_
6. That this affidavit was executed for the purpose of attesting to the truth of the facts above stated and for whatever legal purpose it may serve.

Affiant further saith naught

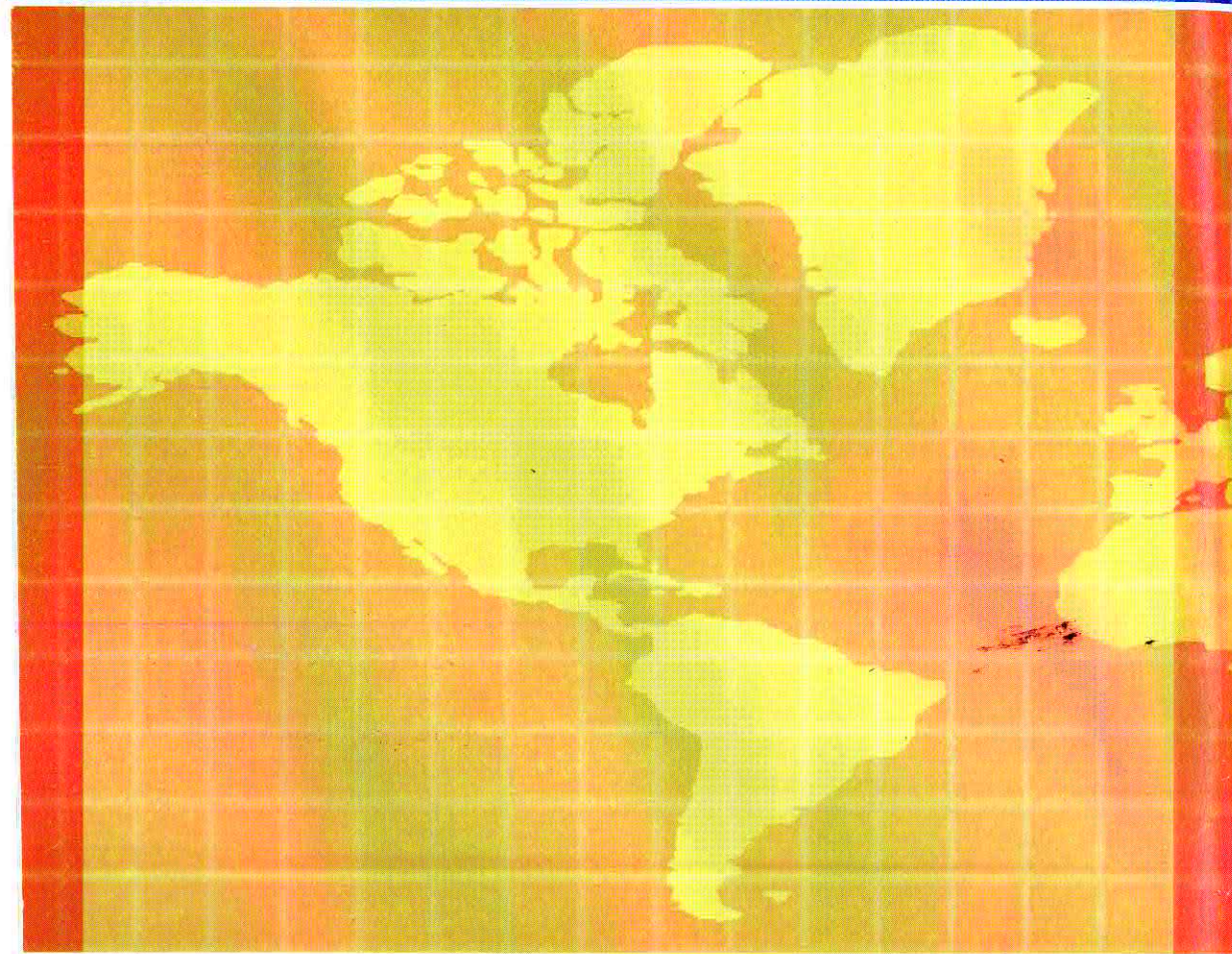
\_\_\_\_\_  
 Signature of Affiant  
 Over Printed Name

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ in the City of \_\_\_\_\_

**For Application/Inquiries**  
 Metro Manila residents may apply at:

Travel Clearance Unit  
 1680 F. Tirona Benitez St.,  
 Malate, Manila  
 Tel. Nos. 523-9117 or 525-2445

Non-Metro Manila residents may apply at  
 DSWD Field Offices in their respective regions.



Produced by  
Public Affairs and Liaison Service  
in coordination with the  
Programs and Projects Bureau  
National Operations Office  
**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
Batasan Complex, Constitution Hills, Quezon City  
Tel Nos. 931-8101 to 07 loc. 115/126/113/102  
931-8144; 951-7438