

Frontline Service: Application for Certification of Minor Travelling Abroad

Clients: Parents or Guardians of the minor who plans to travel abroad

Requirements:

Common Requirements:

1. Duly signed Minor Travelling Abroad (MTA) application form
2. 1 photocopy National Statistics Office (NSO)-certified birth certificate of the minor or 1st page of passport showing personal details
3. Two (2) colored pcs passport size picture of the minor taken within the last six months

Additional Requirements

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| <ul style="list-style-type: none"> - For Minors Traveling Alone to a Foreign Country for the First Time | <ul style="list-style-type: none"> - For Minor Traveling Alone to Another Country Subsequently | <ul style="list-style-type: none"> - For minor Traveling for the First Time with a Person Other Than Parents or Legal Guardian | <ul style="list-style-type: none"> - For Minor Traveling Subsequently with a Person other than the Parents or Legal Guardian |
| <ol style="list-style-type: none"> 1. Duly accomplished (Form about consent) 2. Certificate of the Airline that the Child will be fetched by the parents or guardian at the airport | <ol style="list-style-type: none"> 1. Renewed MTA Clearance | <ol style="list-style-type: none"> 1. Passport of the travelling companion | <ol style="list-style-type: none"> 1. Renewed travelling MTA clearance and passport of the Companion |

Schedule of Availability of Service: Monday to Friday, 8:00 am – 5:00 pm; No noon break

During Ramadan, services are available Monday to Friday, 7:00 am – 3:00 pm, except the Friday prayer from 11:30 am – 1:30 pm

Fees: Free

Total Processing Time: 3 hours and 20 minutes PLUS (travel time from provinces) and (review time when there are major issues)

How to avail of the service:

Step No	Client Step	Agency Action	Responsible Office/ Position	Location of Office	Maximum Duration of Step
1	Submit duly accomplished application form with complete supporting documents to the Provincial or Regional DSWD Office	Receive the documents Check completeness and correctness of the documents submitted If filed at the provincial office SWO II endorse the application to DSWD Regional Office if documents are complete and correct	Travel Clearance Unit / DSWD Provincial Office Social Worker Officer II <i>If applied at the regional office, Child and Youth Specialist / Technical Division</i>	DSWD Provincial Office Ground Floor, Reception and Study Center for Children (RSCC), Regional Social Welfare & Development Center	30 minutes
		Draft and review endorsement letter to DSWD Regional Offices and forward to Office Regional	Travel Clearance Unit / Social Welfare Officer II <i>If applied at the regional office,</i>	DSWD Provincial Office Ground Floor, Sub Center,	1 hour Travel Time BASULTA- 1 day

		Secretary for signature	Child and Youth Specialist / Technical Division	Regional Social Welfare & Development Center	Lanao- 4 hours Maguindanao 1 hour
		<p>Review the endorsement letter</p> <p><i>If there is a an issue, confer with the applicants</i></p> <p><i>If there is no issue, sign the endorsement letter</i></p> <p>Forward the signed endorsement letter to the SW Specialist</p>	<p>Child and Youth Welfare Program Specialist</p> <p>Regional Secretary of the DSWD or Assistant Secretary</p>	<p>Reception and Study Center for Children</p> <p>2nd Floor, Admin Bldg, Office of the Secretary</p>	<p>2 hours</p> <p>Max 2 hours plus corrective measures</p> <p>30 minutes</p>
2	<p>Receive copy of the endorsement letter upon approval and supporting documents.</p> <p>Proceed to DSWD Regional Office 12 for the issuance of the Certificate of Minor Travel Abroad</p> <p><i>BASULTA—Region 9 Lanao or Maguindanao— Region 10 or 12</i></p>	<p>Release copy of the endorsement letter to the client with instructions</p> <p>Issue the Certificate of Minor Travel Abroad</p>	<p>Child and Youth Specialist / Technical Division</p> <p>Travel Clearance Unit</p>	<p>Ground Floor, Sub Center, Regional Social Welfare & Development Center</p> <p>Purok Bumanaag, Brgy Zone 4, Koronadal City</p>	20 minutes

**Department of Social Welfare and development
DSWD-ARMM**

APPLICATION FOR MINOR TRAVELLING ABROAD

Name of Minor :
Age :
Address :
Local Phone No. : Abroad Phone No.
Address Abroad :
Status of Birth : Legitimate () Illegitimate ()
If adopted or under legal guardianship, please indirect Special Proceeding No.

PARENTS:

Father : Age: Occupation:
TIN : Address:
Mother : Age: Occupation:
TIN : Address:
Family Income : Other Assest:

TRAVELLING COMPANION:

Name : Relationship :

SPONSOR:

Name : Relationship: TIN :
Address :
Destination :
Length of Travel (Include Dates):

Reason for travel abroad (Inclusive reason for bringing minor:

Reason why parents or legal guardian cannot accompany:

Where does minor intend to stay during his/her travel and with whom (please indicate names, complete address and phone no.)

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

Signature over printed name

Date

This portion is to be filled up by the Social Welfare

Remarkable for Application Documents:

() Travel Clearance for Minor Travelling Abroad