FLOWCHART FOR PROCESSING APPLICATION FOR MINORS TRAVELING ABROAD

Step 1
Get a number from the guard

Step 2
Register in the logbook from the guard

5-10 minutes

Step 3
Wait for number to be called

Peak
30-45 minutes

Non Peak
15-20 minutes

Step 4
Submit requirements to Social Worker(initial screening for completeness and authenticity)

15-20 minutes

Check Documents

with documents

Incomplete → No application form; no supporting documents → Advice the client to comply the needed requirements & return to DSWD with complete requirements

Complete → With application form; with supporting documents → Proceed to Step 5

without documents → Provide application form/checklist

ON LINE → Refer to Social Worker Step 5

Step 5
Interview/Assessment by Social Worker, Determine purpose of travel, vulnerability risk to child investigation

Incomplete
30 minutes

With Problem
45 minutes

If need to Investigate
2 days

Step 6
Approval of Travel Clearance

Disapproved → Explain to him/her the reasons for disapproval. Inform him/her the exact requirements of travel clearance.

Approved → Proceed to Step 7

Step 7
Issuance of Billing Statement & Payment of Clearance fee

Step 8
Issuance of Travel Clearance

Documentary Requirements

A. For first time applicant
1. Duly Accomplished application form.
2. Birth Certificate (NSO)
3. Written consent of both parents/legal guardian.
4. Marriage contract or Certificate of no Marriage (CENOMAR).
5. 2 colored passport size pictures of minor
6. Photocopy of the passport of the traveling companion.

B. Renewal
1. Duly accomplished application form.
2. Photocopy of the previous clearance.
3. Written consent of both parents/legal guardian.
4. 2 colored passport size pictures of minor
5. Photocopy of the passport of the traveling companion.

Note: Additional documents may be required if necessary