



CFC KIDS FOR CHRIST

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13th International Kids Village- Checklist

CFC Kids for Christ is going to Singapore!

It is the first time that CFC Kids for Christ is going outside the Philippines to conduct the 13th International Kids Village that's why we made a checklist for you to be guided on what to prepare for the conference.

Things to Prepare:

Forms:

- Valid Passport
- DSWD Clearance (for those travelling without parent/ guardian)
- Affidavit of support and Consent of Parents

Finances:

- Registration fee
 - o Please see 2nd memo for the details of the registration
- Fare to Singapore (should avail your own ticket)
- Travel / Airport Tax
- Terminal Fee Php. 750.00 (Philippine Airport)

Registration Process Overview:

1. Submit Registration form and Registration Fee to the 13th IKV-Singapore Secretariat. Refer to the 2nd memo for the detailed process.
 2. Secure valid passport. Regular passport process will take about 15-20 working days
 3. Get a DSWD Clearance for children below 18 years old traveling without their parents and get affidavit of support and consent from the child's parent.
 4. Avail a plane ticket to Singapore months before the event. We recommend that you take advantage of the online booking & promos so that you can avail of the cheapest flights possible. (Promo flights are cheaper than group booking discount.)
- In any case that you missed the online promos, you can go direct to the airline companies especially **Cebu Pacific Air** and ask them if they can give you a group package. Airlines like Cebu Pacific can give you a group package discount for a minimum of **15 passengers**.

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How to secure a valid Passport:

PASSPORT REQUIREMENTS FOR FIRST-TIME APPLICANTS:

- ❖ Personal appearance (for first-time applicants)
- ❖ Proof of citizenship - Birth Certificate issued by the National Statistics Office (NSO) or Certified True Copy (CTC) of BC issued by the Local Civil Registrar duly authenticated by NSO.
- ❖ Three passport size photos (province)
- ❖ Passport application form
- ❖ Valid identification cards / Documents
 - PRC / IB ID
 - Marriage Contract
 - Driver's License
 - Voter's ID
 - Baptismal Certificate
 - Government Service Record
- ❖ Payment
- ❖ Additional documents (e.g. minor, late birth registration, etc.)

For Minors (below 18 years old)

- ❖ Personal appearance of either parent (if minor is of legitimate status).
- ❖ **Personal appearance of mother (if minor is of illegitimate status)**

If minor is NOT travelling with either parent:

- ❖ Original and photocopy of DSWD Clearance
- ❖ Affidavit of Support and Consent

If both parents are abroad:

- ❖ Affidavit of support and consent (must be authenticated by the nearest Philippine Embassy or Consulate General if not executed before a Consul).
- ❖ Special Power of Attorney (must be authenticated by the nearest Philippine Embassy or Consulate General if not executed before a Consul designating the representative by name and authorizing him to apply for a passport on behalf of the minor).
- ❖ Passport and photocopy of the passport of the travelling companion of the minor.
- ❖ Identification Card and photocopy thereof of the duly authorized person.

For Easy Access You Can Visit the link below and go through the online application:

<http://www.passport.com.ph/info/requirement>

EASY GUIDE TO AVAIL PASSPORT:

Step 1: Prepare all required documents.

All first-time applicants must present three ID photos sized 4.5 cm x 3.5 cm with a royal blue background. Make sure the pictures are neither over nor under-exposed. If your face or clothes look too bright, the new passport machine may reject it (or at least it would be refused). The background must have no shadows. Your photos must be no more than 6 months old by the time you use it in your passport application.

Step 2: Get an NSO Birth Certificate on security paper.

Get this one by going to the National Statistics Office in person (if you are in the country) or order online via the eCensus web site.

If your NSO birth certificate is unreadable, get a Certified True Copy of your birth record from the Local Civil Registrar where you were born.

Step 3: Get a criminal record clearance.

Obtain this from the NBI or National Bureau of Investigation. For first-time applicants, you must apply in person at an NBI office with valid ID cards.

Obtain a police clearance from all other countries you have lived in as well.

Step 4: Fill out the passport application form.

You can download this from the DFA or Department of Foreign Affairs web site or your local Philippine embassy. Attach your passport photos to the form with a glue.

Step 5: Get additional documents, if needed- Minors: Get travel clearance.

Please see file below.

A) GET YOUR PASSPORT WITHIN THE PHILIPPINES

Step 6: Apply in person at the Department of Foreign Affairs.

Step 7: Present your documents.

Direct yourselves to the passport application window and present your documents. Some of your documents will be returned to you; others, such as your criminal record clearance, will be retained.

Step 8: Pay the fee and get your receipt.

You can go to the air mail booth if you want your passport delivered to you. You will need to pay an additional fee for this. If you choose not to have your passport delivered to you, you must return to the DFA to claim it. Your passport receipt should show the [date](#) you paid and the release date.

B) HOW TO GET YOUR PHILIPPINE PASSPORT OUTSIDE THE PHILIPPINES

Apply in person at the Philippine embassy.

You will need to provide the same documents as for applying in the Philippines. Go to the Philippine consulate with jurisdiction over your place of residence. Ask what their application fee is beforehand since this will be different from the DFA's rates. The embassy will process your passport for you. You will be told when to pick it up or expect it in the mail.

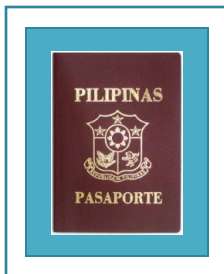
TRAVEL CLEARANCE FOR MINORS

A travel clearance is a document issued by the DSWD to a Filipino child (below 18 years of age) traveling abroad alone or with someone other than his/her parents.

WHO NEEDS A TRAVEL CLEARANCE?

- ❖ A minor traveling alone to a foreign country ;
- ❖ A minor traveling to a foreign country accompanied by a person other than his or her parents.

WHAT ARE THE REQUIREMENTS IN SECURING A TRAVEL CLEARANCE?



Passport Fees

Regular Processing (ePass)
Electronic Passport

- ❖ Duly accomplished application form (See form below)
- ❖ Photocopy of the birth certificate or passport of the minor;
- ❖ A written consent of both parents or the solo parent or the legal guardian permitting the child to travel alone or with someone else to a foreign country;
- ❖ Photocopy of passport of traveling companion, for accompanied minors.

- ❖ As appropriate,
 1. a photocopy of the marriage certificate of the minors parents or;
 2. a photocopy of the certificate of legal guardianship of the minor
 3. in the case of an illegitimate minor, a certificate of no marriage from the local civil registrar;
 4. in the case of a deceased parent, a photocopy of the death certificate;
- ❖ Two colored passport size photos of the minor taken within the last 6 months.
- ❖ S.E.C. Registration Number & Certificate of CFC – **Request a copy from 13th IKV ADMIN, email us at kfadmin@cfckidsforchrist.com**
- ❖ Request letter to DSWD for travel clearance of the delegates (only if needed, please give complete child's name, age and guardians name, age & address) – **Request a copy from 13th IKV ADMIN, email us @ kfadmin@cfckidsforchrist.com**

Note: If a change in condition occurs like a change in traveling companion, a new travel clearance must be obtained.

HOW MUCH IS THE PROCESSING FEE FOR A TRAVEL CLEARANCE ISSUED TO A MINOR?

The DSWD shall collect a processing fee for each travel clearance issued to minors traveling abroad under the following options:

- ❖ Php 300.00 with validity of one (1) year.
- ❖ Php 600.00 with validity of two (2) years.

WHERE CAN ONE FILE THE APPLICATION?

The application for travel clearance, together with the supporting documents required shall be submitted/ filed at any DSWD Field Office. On the appointed date, go to the nearest DSWD Field (regional) office which processed your application to submit the original copy of your supporting documents and pay Php300.00 per travel clearance certificate. The travel clearance certificate will be obtained thereafter.

Travel / Airport Tax

Going to Singapore:

The travel tax is a levy imposed by the Philippine government on the following individuals who are leaving the country irrespective of the place where the air ticket is issued and the form or place of payment.

Processing fee = **Php 200.00**

per Certificate

	First Class Passage	Economy Class Passage
Full rate	PHP 2700	PHP 1620

Going to the Philippines:

For departures from the Singapore Budget Terminal, the following applies:

Airlines:

- ❖ Cebu Pacific
- ❖ Tiger Airways
- ❖ Air Asia
- ❖ Jetstar

Passenger Service Charge	-	S\$7
Passenger Security Service Charge	-	S\$8
Total	-	S\$15

Tiger Airways also charges S\$5 for any booking made through the Internet, as well as a variable fuel surcharge.

All these add-ons - airport tax, booking fee and fuel surcharge - are reflected in the final fare when you buy your air ticket.