
**ORANGE COUNTY SOCIAL SERVICES AGENCY
CFS OPERATIONS MANUAL**

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No.: D-0412

Out-of-Country Travel and Passports for Children

Purpose	To provide guidelines for out-of-country travel and obtaining passports on behalf of children who are the subject of Juvenile Court proceedings.
Approved	This policy was approved by Mike Ryan, Director of CFS, on May 1, 2009. <i>Signature on file.</i>
Background	<p>On occasion, it is necessary for children who are the subject of Juvenile Court proceedings to travel outside the United States (U.S). This may be to vacation with their out-of-home caregivers, visit relatives, or be released to a caregiver in a foreign country. (Refer to CFS Policy and Procedure [P&P] Placement in Foreign Country/Release/ Repatriation [K-0702] for guidelines regarding the release of a child to a caregiver in a foreign country or repatriation.) Authorization of the Juvenile Court is required regardless of the reason for travel.</p> <p>Further, a child must have a valid passport for any travel outside the U.S. as required by the legal mandate outlined below. This P&P details the process to obtain a passport or assist a child's out-of-home caregiver or parent(s) with obtaining a passport on behalf of a child authorized for foreign travel. (Refer to CFS P&P Placement in Foreign Country/Release/Repatriation [K-0702] regarding document requirements, including passports and dual citizenship documentation, for U.S. citizens to be released to a caregiver in a foreign country.)</p>

Legal Mandates Pursuant to the Western Hemisphere Travel Initiative (WHTI), effective January 23, 2007, “All persons, including U.S. citizens, traveling by **air** between the U.S. and Canada, Mexico, Central and South America, the Caribbean, and Bermuda [are] required to present a valid passport....”

Further, pursuant to the WHTI, “As early as January 1, 2008, all persons, including U.S. citizens, traveling between the U.S. and Canada, Mexico, Central and South America, the Caribbean, and Bermuda by **land** or **sea** (including ferries), may be required to present a valid passport or other documents as determined by the Department of Homeland Security.”

POLICY

Authorization for Foreign Travel

Juvenile Court authorization is required for a child to travel to a foreign country for any reason. When considering whether to seek Juvenile Court authorization for a child to travel outside the U.S. to vacation or visit family in a foreign country, the assigned Senior Social Worker (SSW) will:

- A. Evaluate the request for travel, including the:
 - Reason for travel
 - Destination
 - Dates of travel
- B. Consult with the Senior Social Services Supervisor (SSSS), County Counsel, and child’s attorney.

Note: Refer to CFS P&P [Placement in Foreign Country/ Release/ Repatriation \(K-0702\)](#) regarding guidelines for foreign travel by children and CFS staff for the purpose of releasing a child to a caregiver in a foreign country or repatriation.

Upon receiving the approval of the SSSS, County Counsel, and child’s attorney, the assigned SSW will submit an Ex Parte Application and Order to request the authorization of the Juvenile Court for foreign travel.

Note: If the child does not have a valid passport, then the Ex Parte Application and Order must also include a request for orders as outlined below in the United States Passport section of this P&P.

The assigned SSW will provide the person traveling with the child to a foreign country with a copy of the approved Ex Parte Application and Order and advise that person to be prepared to present it when traveling with the child.

**United States
Passport (For
U.S. Citizens
Only)**

A. **Juvenile Court Authorization**

Prior to initiating the process of applying for a U.S. passport, the assigned SSW will submit an Ex Parte Application and Order to the Juvenile Court to request orders indicating that the child is in custody of the Social Services Agency (SSA) and authorizing:

1. The child to travel to a foreign country.
2. County funds to pay for:
 - Passport fees
 - Passport photos
 - Additional fees, as indicated
3. SSA **or** the child's out-of-home caregiver to apply for the passport on the child's behalf.
 - The Ex Parte Application and Order must specify the full name of the out-of-home caregiver

Note: For information regarding Juvenile Court Authorization to obtain dual citizenship status on behalf of a child who is a U.S. citizen, for the purposes of placement or repatriation in a foreign country, refer to CFS P&P [Placement in Foreign Country/Release/ Repatriation \(K-0702\)](#).

B. **Passport Application Requirements**

CFS staff **or** a child's out-of-home caregiver may apply for a U.S. passport on behalf of a child. The following **must** be submitted when applying for a U.S. passport:

1. [Application for a U.S. Passport, DS-11](#). (Passport applications may be submitted at many post offices, clerks of court, public libraries, and other state, county, township, and municipal government offices. The nearest Passport Acceptance Facility is the Orange City Clerk's Office, 300 Chapman Avenue, Orange, (714) 744-5500. The office is open 8 a.m. to 4:30 p.m., Monday through Friday, and is closed on County payday

Friday. A search for other Passport Acceptance Facilities can be completed at [http://iafdb.travel.state.gov/.](http://iafdb.travel.state.gov/))

2. A certified copy of the child's birth certificate (with a raised or embossed Registrar's seal).
3. Two identical, 2 inch by 2 inch, color passport photos with a white background.
4. Fees (as outlined below in Section G).

Each child applying for a passport **must** appear in person and, when possible, be in possession of a form of picture identification (e.g., school identification or driver's license).

C. **Applying for Passport**

In addition to the Passport Application Requirements listed in Section B above, CFS staff submitting a Passport Application on behalf of a child **must** be in possession of:

1. Valid SSA identification.
2. A certified copy (stamped and signed by the Court Clerk) of the Ex Parte Application and Order with the orders outlined above in Section A.

D. **Out-of-Home Caregiver Applies for Passport**

In addition to the Passport Application Requirements listed in Section B above, an out-of-home caregiver submitting a Passport Application on behalf of a child who is the subject of Juvenile Court proceedings **must** be in possession of:

1. Valid identification.
2. A certified copy (stamped and signed by the Court Clerk) of the Ex Parte Application and Order with the orders outlined in Section A above.

Note: The assigned SSW will obtain the approved Ex Parte Application and Order and provide it to the out-of-home caregiver.

E. **Parent Applies for Passport**

In addition to the Passport Application Requirements listed in Section B above, the applying parent(s) must have a form of identification, which may include:

- Driver's License
- Military Card
- Passport
- Naturalization Certificate
- Alien Resident Card

When applying for a passport on behalf of a child under age 14, **both** parents must appear together with acceptable identification. If only one parent is applying for the passport, then that parent must have:

- [Notarized Statement of Consent to a Minor Under Age 14, DS-3053](#) **or**
- Birth certificate listing only one parent **or**
- Court order specifically permitting one parent's travel with the child

F. **Processing Time**

1. Routine service is approximately six weeks.
2. Expedited service **plus** overnight delivery service for sending the application and having the passport sent to the applicant is approximately two weeks. (Expedited service may only be requested when there are plans to travel within two weeks.)
3. An appointment must be scheduled to apply in person at the Los Angeles Passport Agency (877) 487-2778 if a passport is needed within **less** than two weeks.

G. **Passport Fees**

1. With regards to the child, any passport fees (e.g., application, photo, etc.) associated with obtaining a U.S. passport, Mexican passport, or passport for a foreign country other than Mexico, will be paid for with County funds via one of the following methods, depending on the amount requested:

- Petty cash
- A check requested through the SSA Auditor Controller's Office

For passport fees that do not exceed \$250: The assigned SSW will request petty cash, utilizing the [Issuance Memo \(F063-04-57\)](#), as described below:

- a. Complete a separate *Issuance Memo (F063-04-57)* and obtain necessary level of approval as indicated on the form, for each vendor utilized.
- b. Provide *Issuance Memo* and a copy of the signed Minute Order/Ex Parte authorizing use of County funds to the CFS Accounting Support Staff located in CFS Building 122.
- c. Provide the **original** receipt(s) for the passport, passport photos, express mail fees, and expedite fees to the CFS Accounting Support Staff located in CFS Building 122, within **five business days**.

Note: The assigned SSW may request a check via the *Issuance Memo*, however a minimum of one to two business days is required for issuance of the check.

For passport fees that exceed \$250: The assigned SSW will request issuance of a check, utilizing the [Request for Check \(003 F8500-6\)](#), as described below:

- a. Complete a separate *Request for Check* for each vendor utilized, using the template provided in [Attachment 1—Completing Request for Check](#) as a guide.
- b. Forward *Request for Check* and a copy of the signed Minute Order/Ex Parte authorizing use of County funds to the CFS Fiscal Program Manager (PM) in CFS Building 124 for approval.

Note: The CFS Fiscal PM will submit approved requests to the SSA Auditor Controller's Office. Checks will be issued within a minimum of 10-15 business days. To obtain passport fees in excess of \$250 prior to the timeframe allocated for issuance

- of a check, contact the CFS Fiscal Program Manager.
- c. Upon notification of check issuance, pick up check from the CFS Accounting Support Staff in CFS Building 122.
 - d. The assigned SSW will file all **original** receipt(s) for the passport, passport photos, express mail fees, and expedite fees on the child's Placement Acco.
2. Passport fees are as follows:
- a. **Age 16 and older** (Passport valid for 10 years).
 - **Routine Service:** \$97 (\$67 passport application fee paid to the U.S. Department of State and \$30 execution fee paid to the Passport Acceptance Facility at which the application is submitted)
 - **Expedited Service:** \$185.80 (\$97 passport application and execution fees plus \$60 expedite fee and \$28.80 Express Mail fee)
 - b. **Under age 16** (Passport valid for five years).
 - **Routine Service:** \$82 (\$52 passport application fee and \$30 execution fee)
 - **Expedited Service:** \$170.80 (\$82 passport application and execution fees plus \$60 expedite fee and \$28.80 Express Mail fee)
3. Accepted forms of payment for the Passport Application fee and Expedited fee include:
- Personal checks, County-issued checks, money orders, and bank drafts at all Passport Acceptance Facilities
 - Exact cash at some locations (verify with the Acceptance Facility)
4. Accepted forms of payment for the Execution Fee and Express Mail fee include:

- Money orders and bank drafts at all locations
- Personal checks, County-issued checks, and exact cash at some locations (verify with Acceptance Facility)
- Credit cards at U.S. Postal Facilities and some other locations (verify with Acceptance Facility)

**Foreign
Passport**

A U.S. passport will **not** be issued to a child who is not a U.S. citizen. Passports for children who are permanent residents, but not citizens of the U.S., will be applied for at the Consulate for the child's home country. The assigned SSW will contact the Consulate for the child's home country to determine that country's requirements for obtaining a passport, including:

- A. Application.
- B. Who is permitted to apply for the passport on the child's behalf.
- C. Fees.
- D. Required supporting documentation.
- E. Time to process the passport application.
- F. Required Court orders.

The assigned SSW will submit an Ex Parte Application and Order to the Juvenile Court to request the Court orders required to obtain a foreign passport and any additional orders required by the particular country's Consulate where the application for a foreign passport is submitted.

**Mexican
Passport**

The following documents must be provided to the Mexican Consulate when requesting issuance of a Mexican passport for a child being repatriated to Mexico:

- A. Certified copy of Ex Parte Application and Order requesting issuance of passport for child being repatriated to Mexico.
- B. Three front-view, identical, 2 inch by 2 inch, photos of child.
- C. Child's immunization record.
- D. Trip itinerary.

- E. Check or money order in the amount of \$32 payable to Mexican Consulate.
- F. Letter on County of Orange letterhead explaining travel to Mexico is for purpose of repatriating child.

The Mexican Consulate is located at:

828 N. Broadway Street
Santa Ana, CA 92701
Telephone: (714) 835-3069
Fax: (714) 835-3472

Undocumented Children

An undocumented child may **only** travel out of the U.S. when being returned to reside in the child's home country without further CFS or Juvenile Court intervention. Under this circumstance, an undocumented child may fly with a travel document issued by the child's home country's consulate rather than a passport.

Note: This is the **only** circumstance that would not require a child to have a passport.

Refer to CFS P&P [Placement in Foreign Country/ Release/ Repatriation \(K-0702\)](#) regarding guidelines for repatriation of children.

Passport Storage

The PM for the program in which the child's case is assigned will store the child's passport in a locked cabinet when the passport is not in use. The PM will maintain an inventory control list of all stored passports. A photocopy of the same list will be attached to the front cover of the folder containing the passports. A notice will also be placed on the child's service folder indicating that the child has a stored passport.

Passports for SSA Employees

SSA employees are responsible for obtaining and paying for their own passports. SSA will **not** pay for an employee's passport **unless** a PM determines that there are compelling circumstances which require it. Such circumstances may include, but are not limited to:

- Rare language requirement
- Child's behavioral problems
- Child's specialized medical needs

REFERENCES

Hyperlinks

Users accessing this document by computer may create a direct connection to the following references by clicking on them.

- [Attachment 1—Completing Request for Check](#)
- CFS P&P [Placement in Foreign Country/Release/Repatriation \(K-0702\)](#)
- [U.S. Department of State Bureau of Consular Affairs](#)

Other Sources

Other printed references include the following:

None.

REQUIRED FORMS

Online Forms

Required forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

Form Name	Form Number
Request for Check	003 F8500-6
Statement of Consent or Special Circumstances—Issuance of a Passport to a Minor Under Age 16	DS-3053
Application for a U.S. Passport	DS-11

Hard Copy Forms

Forms listed below must be completed in hard copy (including multi-copy NCR forms). **For reference purposes only**, links are provided to view these hard copy forms, where available.

Form Name	Form Number
Issuance Memo	F063-04-57

CWS/CMS Forms

The following required forms may **only** be obtained in CWS/CMS. **For reference purposes only**, links are provided to view these CWS/CMS forms, where available.

Form Name	Form Number
None.	

Brochures

Brochures to distribute in conjunction with this procedure include:

	Brochure Name	Brochure Number
None.		