

PROCEDURES FOR MINORS TRAVELING OUTSIDE THE UNITED STATES

All travelers under 18 years of age must carry **TWO** notarized letters (or certificate of consent forms) along with their passport. Both letters/forms need to be signed by *both* parents and notarized.

- *Scenario A:* Even if one parent is accompanying the minor, this letter has to be presented to verify that the *other* parent has given his/her permission for the minor to travel outside the United States.

Sample letter for scenario A:

My son/daughter name has my permission to travel to and from country on dates, 20--. The tour is under the leadership of the Center for Global Education at Augsburg College, Minneapolis, MN.

Sincerely,

Mother's signature

Father's signature

Signed as instrument under seal, this day of month, 20--.

Notary

If neither parent is accompanying the minor, some other adult on the trip must act as a guardian for the minor. In this case, the Center for Global Education needs to have on file before the group leaves, an additional short letter from the guardian indicating their agreement to this arrangement. (see example letters below)

- *Scenario B:* If the minor's parents are divorced, then the minor needs 4 letters: 2 signed and notarized by the mother, 2 signed and notarized by the father to carry with them when traveling.
- *Scenario C:* If one parent is deceased, the minor needs 2 letters from the parent still living and a copy of the death certificate of the deceased parent.

Sample letter if **neither** parent is traveling:

My son/daughter legal name has my permission to travel with the group name group and guardian's name, to and from country name on departure date to returning date. The tour is under the leadership of the Center for Global Education at Augsburg College, Minneapolis, MN.

Sincerely,

Mother's signature

Father's signature

Signed as instrument under seal, this day of month, 20---.

Notary

Sample letter from traveling guardian:

I, Name agree to be the guardian for the following participants under the age of 18 years old with the group name to and from country on departure date to returning date. The tour is under the leadership of the Center for Global Education at Augsburg College, Minneapolis, MN.

(list participant names here)

Sincerely,

Guardian Signature

Signed as instrument under seal, this day of month, 20---.

Notary