

Template from signwren.com. General information, not legal advice. Check your state's rules and adapt it before you use it.

For international travel, US government guidance on USA.gov says it is preferred that this letter is in English and notarized. Contact the embassy or consulate of each country the child will visit to ask about its own consent and entry requirements, and check with your airline. Sign in front of a notary if you notarize; do not sign in advance.

CHILD TRAVEL CONSENT LETTER

Date: [date]

To whom it may concern, including border, immigration, airline and law enforcement officials:

1. The Child

Full name (as on passport): [child's full legal name]

Date of birth: [date]

Place of birth: [city, country]

Passport number: [number] Country of issue: [country]

Passport issued: [date] Expires: [date]

2. Parents or Legal Guardians

Parent or Guardian 1: [full legal name]

Relationship to child: [mother, father, legal guardian]

Address: [street, city, state, ZIP, country]

Phone: [number] Email: [address]

Passport or ID number: [number]

Parent or Guardian 2: [full legal name]

Relationship to child: [mother, father, legal guardian]

Address: [street, city, state, ZIP, country]

Phone: [number] Email: [address]

Passport or ID number: [number]

☐ Only one parent or guardian signs this letter because they have sole legal custody or are the only living parent. A copy of [the custody order / death certificate / other document] is attached.

3. The Adult Traveling With the Child

☐ The child is traveling with Parent or Guardian [1 / 2], named above.

☐ The child is traveling with another adult:

Full name: [full legal name]

Relationship to child: [e.g. grandmother, aunt, family friend, teacher]

Date of birth: [date]

Passport number: [number] Country of issue: [country]

Phone during the trip: [number]

☐ The child is traveling with a group: [name of school, team or organization], led by [name of lead chaperone], phone [number].

☐ The child is traveling alone as an unaccompanied minor, under the airline's program. [Airline and program details.]

4. The Trip

Destination(s): [countries and cities]

Departure date: [date] Return date: [date]

Outbound travel: [airline and flight number, or other transport]

Return travel: [airline and flight number, or other transport]

Where the child will stay:

[Name of host, hotel or residence], [address], [phone]

[Add further stops if the child will stay in more than one place.]

5. Consent

I/We, the parent(s) or legal guardian(s) named above, confirm that the child named in Section 1 is traveling [outside the country / within the United States] with the person or group named in Section 3, with my/our knowledge and permission, for the dates and destinations listed in Section 4.

☐ During the trip, the adult named in Section 3 may make routine day-to-day decisions for the child, such as activities, meals and local travel.

☐ A separate medical consent form authorizing the adult to consent to medical treatment for the child is attached.

This consent covers only the trip described above. It does not change custody or any court order.

6. Contacts During the Trip

Parent or Guardian 1: [phone, available hours, time zone]

Parent or Guardian 2: [phone, available hours, time zone]

Other emergency contact: [name, relationship, phone]

Anyone with questions about this letter may contact either parent or guardian at the numbers above.

7. Attachments

- ☐ Copy of the child's passport ID page
- ☐ Copies of the parents' or guardians' passport or ID pages
- ☐ Copy of the child's birth certificate
- ☐ Custody order or other document mentioned in Section 2
- ☐ Medical consent form
- ☐ Other: [describe]

8. Notarization

- ☐ This letter will be signed in front of a notary. The notary will complete and attach the acknowledgment certificate required in their state. Signers should bring government-issued photo ID.

Signatures

Parent or Guardian 1

Signature: _____

Name: [full name]

Date: [date]

Parent or Guardian 2

Signature: _____

Name: [full name]

Date: [date]