



# User Manual

## Permission for travelling abroad with a minor

### **Purpose:**

When a parent wants to travel abroad with one or more minor(s) and both parents, the other parent or an institution who have custody of the minor(s), permission is always required of that other parent or institution.

When another person wants to travel with one or more minor(s), the permission of the person or persons who have custody of the minor(s) (one or both parents or an institution) is required. The Royal Netherlands Marechaussee will always ask the person who will travel with the minor(s) at the border checkpoint whether there is permission to travel with the minor(s). The enclosed form enables the parent to prove the permission of the person(s) having custody of the minor(s) to travel abroad.

**Note:** In case of travelling with several minors, a form must be completed and signed per minor.

### **The form:**

Page 1:

At the top of the form the name(s) of the person(s) or institution having custody of the minor, the last name and first name(s) of the minor must be stated for identification purposes.

#### *'Information on travelling minor'*

Here you may state further details of the travelling minor.

#### *'Information on accompanying person'*

Here you may fill in the full details of the person accompanying the minor(s).

#### *'Information on the person/persons giving permission'*

Here you may fill in the full details of the person or persons who have custody.

#### *'Signatures person giving consent and of person who is travelling with the minor'*

The person who is travelling with the minor needs to sign the form and fill in the place and date of the signature. The person(s) giving consent also need to sign the form and fill in the place and date of the signature. A copy of the passport or identity card of the person(s) that has/have signed the form must be enclosed for the verification of the signature(s).

Page 2:

#### *'Contact information during trip'*

Here you may fill in the details regarding the destination place and country, arrival and departure date, flight numbers of the round trip flight and the arrival date in the Netherlands.



#### *'To reside at'*

When the name of the family where the person and the minor will stay is known, the details of this family and the address details, telephone number and email address must be stated. When they stay in a hotel, at a campsite or in an apartment, these address details, telephone number and email address must be filled in. When the person is going to stay at more than one address with the minor, also the details of the other address must be filled in.

#### *'Signatures of persons giving consent'*

When a parent wants to travel abroad with his/her minor and both parents have custody or the other parent has custody, the other parent needs to sign the form and put date and place of the signature. In the case another person than the parent(s) wants to travel, both persons or the parent having custody of the child must sign the form and fill in the place and date of the signature. In case an official body has the custody of the child, the responsible person of this official body must sign the form and state the date and the place of the signature. A copy of the passport or identity card of the person(s) that has/have signed the form must be enclosed for the verification of the signature(s).

#### *'Signature of the person who is travelling with the minor'*

The person travelling with the minor must sign the form and state the date and the place of the signature. This person will have to show his passport or identity card for the verification of the signature.

#### *'Appendices'*

With this form, the Royal Netherlands Marechaussee will ask for a copy of the passport or identity card of the parent or the responsible person of the institution who gives the permission, so that the signature of the person who has signed can be verified. The Royal Netherlands Marechaussee may further ask for a certificate from the Municipal records and/or a birth certificate of the minor. Besides the completed and signed form, the Royal Netherlands marechaussee may always ask proof of custody of the minor. This may be a certificate from the custody register and/or a court order regarding the custody and visitation. If a parenting plan has been drawn up, it is recommended to have a copy with you.