If you have a child under the age of 18 who is accompanying a group on a trip outside of the US you will need to create a **Parent Consent/Permission Letter** for your child for the following situations.

**The letter should be Notarized. You should also attach a copy of the children’s birth certificate.**

1. You are a 2 Parent Home and 1 Parent is accompanying the group
2. You are A Single Parent Home and you are not accompanying the group
3. You are 2 Parent Home and neither parent is accompanying the group.

If you are a 2 parent home and both parents will be on the trip, a consent form is not necessary as both parents would be present at border/passport control stops.

The following are example letters that can be used as a guide. Answer the questions, Who, What Where and When (and Why if applicable- church group, etc.).

**EXAMPLE 1: A Child Traveling with One Parent Outside the USA**

**DATE: July 20, 2019**

I, **Jane M. Doe**, acknowledge that my **daughter**, **Susan Rachel Doe**, is traveling with my **husband**, **John Forrest Doe**, on a group trip to **Czech Republic**, from **July 25, 2018 until July 31, 2018**, and has my permission to do so. I am aware they will be visiting **Prague** during their trip. You may reach me at: **1234 First St. Anywhere, NC 12121** or by phone at **555-555-5555**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**EXAMPLE 2: A Minor Traveling with a Group or Adult other than a Parent Outside the USA**

**Date: July 20, 2019**

We, **Jane M. Doe** and **John F. Doe**, acknowledge that our **daughter**, **Susan Rachel Doe**, is traveling with a group trip to **Czech Republic**, with the group leader, **Lyn Adams, Jr**, from **July 25, 2018 until July 31, 2018**, and has our permission to do so. We are aware the group will be visiting **Prague** during their trip. You may reach us at: **1234 First St. Anywhere, NC 12121** or by phone at **555-555-5555**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Parent 1 Signature Parent 2

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date