



GUARDIANSHIP FORM

Information and Instructions

FEDERAL LAW REQUIREMENT:

All minors (under 18) traveling internationally must have a guardianship form completed if they are traveling without one or both parents.

WHO NEEDS A GUARDIANSHIP FORM?

A minor traveling with one parent: Both parents must fill out the form. The traveling parent should be designated as the child's guardian for the duration of the trip.

A minor traveling without both parents: Both parents must fill out the form and designate another adult traveler as the child's legal guardian for the duration of the trip.

A minor traveling with both parents: The guardianship form IS NOT NECESSARY.

REQUIREMENTS

- Each guardianship form must be completed and notarized.
- Both parents must be present when the form is notarized. (See FAQ's for common exceptions)
- It is **illegal** to make changes to the form after it has been notarized.
- The designated guardian should keep the ORIGINAL NOTARIZED guardianship form with him or her at all times while traveling.

MINOR / GUARDIANSHIP GUIDELINES

- Guardians must be with minors at all times during the trip
- If a minor has to stay at the hotel for any reason the guardian must also stay back & vice versa.

SUGGESTIONS

- Parents should designate more than one guardian for each minor.
- One person should not be designated as the only guardian for each minor in the group.
- Take care of the all guardianship forms at one time! Have a meeting with all parents of minors to fill out the forms. Invite a notary to come and notarize everyone's forms at the meeting.

GUARDIANSHIP FORMS - FAQ's

1. Why should parents designate more than one guardian for their child?

In the case that one guardian is sick and stays back at the hotel, the minor can still go to the work site under the guardianship of another designated adult.

2. Why can't one person be the sole guardian for each minor on the team?

The designated guardian must be with the minor at all times. If one person is the guardian for a group of minors and a minor gets sick, the guardian must stay back with the minor. If that adult is the guardian for the entire group, he/she must always be with the entire group and therefore the entire group must stay back.

3. What should I do if I am bringing a large group of minors?

For large groups of minors, we suggest that each parent designate all of the adult leaders as a guardian for their child. There is no limit as to the number of adults that can be designated as guardians on the Guardianship Form. If there are 5 adult leaders, those 5 names can be listed on each student's Guardianship form.

Please note: Parents should feel comfortable with those whom are designated as guardians for their child.

4. Mom and Dad are divorced but one has sole custody.

If one parent has sole custody, the other parent is not required to complete the guardianship form or to be present at the notary. In this case, evidence of sole custody must be shown to the notary and the guardian must carry a copy of the evidence with the guardianship form while traveling.

5. Mom and Dad are divorced and share custody.

In this case, both parents must complete the guardianship form and both must be present when the form is notarized. If one parent lives in another state but shares custody, both still must be present at the notary.

6. The minor is a foster child.

Check with the placement agency.

7. The minor is adopted.

The adoptive parents may complete the form but must bring evidence of the legal adoption to the notary.

8. One or both parents are deceased.

If one parent is deceased, the living parent must fill out the guardianship form and present a copy of the death certificate of the other parent. This copy must also be carried by the guardian while traveling. If both parents are deceased, the legal guardian of the minor must complete the guardianship form and present copies of both death certificates and evidence of legal guardianship. The guardian must also carry the copies of the death certificates and evidence of legal guardianship while traveling.

9. The minor lives with a legal guardian other than his or her parents.

The legal guardian may complete the guardianship form and must present evidence of legal guardianship. The guardian must carry a copy of this evidence while traveling.

10. Unique circumstances or more questions

Call us at the number below or email our Missions Coordinator at missions@operationserve.org

Download a Guardianship Form from our website: <http://www.operationserve.org/html/pdfs/>

Operation Serve International ...P.O. Box 18070 Fairfield, OH 45014....513-939-2000....www.operationserve.org



Guardianship Form

Operation Serve International

I, _____ and I, _____
Legal Parent / Guardian Legal Parent / Guardian
give permission for our child, _____ to go to
Name of Child
_____ as a member of an Operation Serve International Team,
City and Country
under the care and supervision of _____, departing
Designated Legal Guardian
from _____ on _____, 20 _____ and
City and State of Departure Month, Day, and Year of Departure
returning on _____, 20 _____.
Month, Day, and Year of Return

Custodial Parent / Guardian

Date Signed

Parent / Guardian

Date Signed

The State of _____

County } SS

Sworn and subscribed in my presence this _____ day of _____, 20 _____

(Seal)

My Commission Expires _____ Notary Public _____
(Month, Day, Year)

This form is an international travel requirement.

This form must be notarized. Both parents are required to sign.

If one parent is deceased, a death certificate must accompany this form.