

Guidelines for traveling with children in foster care

Out of state travel

- ❖ The caregiver may consent for out-of-state travel, **not exceeding 48 hours and accompanied by the caregiver.**
- ❖ **Consent for out-of-state travel, exceeding 48 hours but less than 30 days, must be obtained from the case manager.**
- ❖ **Consent for out-of-state travel, exceeding 30 days, must be obtained from the DCFS guardian or an authorized agent from the Consent Unit.**
- ❖ Submit a CFS 432, Consent of Parent/Guardian for Out-of-State Travel to the DCFS guardian or an authorized agent, legibly completing all sections.
- ❖ Include minor's birth date and DCFS ID number.
- ❖ Emergency contact should be someone that the minor **is not** traveling with.
- ❖ Submit consent within 30 days of the last day of travel.
- ❖ Provide specific information for mode of travel.

Out of country travel

The following must be faxed to the DCFS Consent Unit at 312-814-4128:

- ❖ **Legibly-completed CFS 432-Consent for Out of State Travel/Out of County/Extended Trips request form.**
- ❖ **Certified copy of court order showing youth in care's current legal status.** A certified copy of the temporary custody order or, if Debra Dyer-Webster is named the guardianship administrator, a certified copy of the dispositional order.
- ❖ Court order authorizing the minor to leave the country on the dates indicated on the CFS 432.
- ❖ Specific information must be included: name of caretaker(s) who will travel with youth, travel destination, purpose of travel, duration of travel with a beginning and end date,
- ❖ **Completed application for a U.S. passport (DS-11), if the youth does not already possess one.**
 - All youth regardless of age, including newborns and infants, **must** have their own passport when traveling outside of the United States.
 - The forms can be downloaded at www.travel.state.gov or call the National Passport Information Center at 1-877-487-2778.
 - **Certified court order specifically stating, "Debra Dyer-Webster or her authorized agent is able to apply for and obtain a passport for (name of minor)."**
 - All persons attempting to obtain a passport must have a certified copy of his/her birth certificate. Bring this document and the passport fee with you once you have been given a date to meet with the authorized agent.

- ❖ **A copy of recent travel warning(s) for the country of planned travel.**
 - This information can be obtained from the U.S. Passport website (<https://travel.state.gov/content/passports/en/alertswarnings.html>).
- ❖ Upon receipt of requested documents an authorized agent will be assigned. The authorized agent will contact the caseworker and arrange a date and time to meet the caseworker, foster parent and all youth requiring passports at the following passport office: **Richard J. Daley Center, 50 W. Washington, 12th Floor Chicago, IL 60602 312-603-6457.**
- ❖ **For downstate regions, the meeting will take place at the County Circuit Clerk's Office, the Department of Motor Vehicle (DMV) office or the local post office. Consult with the authorized agent as to where the meeting will take place.**
- ❖ Upon arrival at the passport office and meeting authorized agent, go directly to the check-in information window to verify the appointment date/time, and present the following documents:
 - Passport application
 - Proof of citizenship
 - Two identical 2" x 2" photographs
 - Valid identification
 - Proof of immediate travel must be provided to obtain immediate service (airline tickets, airline generated itinerary)
 - Certified copy of court order showing youth in care's current legal status.
 - Certified court order specifically stating, "Debra Dyer-Webster or her authorized agent is able to apply for and obtain a passport for (name of minor)."
- ❖ Authorized agents must be present to show:
 - State of Illinois DCFS identification
 - Letter from the legal guardian consenting to the youth's travel

Note: If an expedited passport is needed (meaning within 14 days); you must call 1-877-487-2778 and schedule an appointment to bring your application in to the passport office at Chicago Passport Agency, 101 W Congress Pkwy, 9th floor Chicago, IL 60605. There is an additional fee for expedited service.