

## Guidance to Getting documents Certified

As part of the preparations for the upcoming trip to Botswana, there are a small number of important documents that must be completed before travel.

For students who will be under 18 at the time of travel, certain documents must be signed and certified by a lawyer or commissioner of oaths. This is a standard requirement for international travel involving minors and confirms that parents or guardians have formally authorised their child to travel.

Certification simply means that the lawyer verifies the identity of the parent/guardian and confirms that the documents and signatures are genuine.

Please follow the steps below carefully.

### **Step 1 — Complete the Affidavit Form**

Please complete the Parental Travel Affidavit Letter print it ready to be signed in front of the lawyer/commissioner of oaths.

### **Step 2 — Prepare the Required Documents**

Take both the original documents and photocopies of the following:

- Child's full birth certificate (long version showing parents' names)
- Child's passport
- Passports of both parents / legal guardians
- Completed Affidavit Form

### **Step 3 — Get the Documents Certified**

Take the documents listed above to a lawyer or commissioner of oaths, who will certify the copies and witness the affidavit.

All of the following documents must be certified:

- Child's passport copy
- Parent/guardian passport copies (both parents)
- Child's birth certificate copy
- Signed affidavit

If helpful, we have arranged for a solicitor who is familiar with these travel requirements:

J Benson Solicitors Ltd  
51 Borough High Street  
London Bridge  
SE1 1NB

You are also welcome to use your own solicitor or commissioner of oaths if preferred.

#### **Step 4 — Upload the Certified Documents**

Once the documents have been certified, please scan and upload the following using the link below:

- Child's passport (certified copy)
- Parent/guardian passports (both certified copies)
- Child's birth certificate (certified copy)
- Signed and certified affidavit

**Upload documents here:**

[Upload](#)

#### **Step 5 — Give the Certified Copies to School**

Please place the certified paper copies in an envelope with your child's name clearly written on the front.

Your child should hand this envelope to the head of trip staff member, as the documents must be carried for airport and border checks.

The envelope should include:

- Certified copy of child's passport
- Certified copies of parent/guardian passports
- Certified copy of child's birth certificate
- Signed and certified affidavit

These safeguarding and travel requirements are standard practice for international youth travel and help ensure smooth border entry and the safety of all students travelling.

If you have any questions, please do not hesitate to contact us.

Kind regards,  
Camps Abroad Team