

Table of Content

Overview.....2

Methodology.....3

Purpose, Goal, Expected Outcome, Number of Trainers, Number of Participants, Components of the Training, Optimal Time for Training

List of Supplies and Materials.....4

Breakdown of Methodology for Training.....5

Training Curriculum.....7

 Welcome and Review of the Purpose, Agenda, & Goal.....8

 Introductions.....9

 Family Safety Planning10

 Childcare and Financial Issues.....11

 Passports for Children.....14

Questions and Answers.....18

Appendices.....19

 Appendix 1: Family Safety Planning Checklist (English and Spanish).....20

 Appendix 2: Emergency Information Sheets (English and Spanish).....21

 Appendix 3: Sample Letter for Designating a Temporary Caregiver.....22

 Appendix 4: Sample Letter Regarding Pay Checks.....23

 Appendix 5: Special Passport Requirements for Children Under 16.....24

Appendix 6: Form DS-11: Application for a U.S. Passport.....25

Appendix 7: Information and Form DS-3053.....26

Appendix 8: Secondary Evidence Information.....27

Appendix 9: Passport Fees.....28

Appendix 10: National Passport Information Center.....29

Contact Information.....30

Important Note: This Training Curriculum is for educational purposes only. The contents do not constitute legal advice. Consult an immigration lawyer for legal advice.

Overview

The Department of Homeland Security (DHS) has dramatically stepped up enforcement in the interior of the country. DHS agents of the Immigration and Customs Enforcement (ICE) Division are arresting immigrants at their homes, workplaces and on the streets in communities all across the country.

The numbers of immigrants arrested in ICE enforcement operations is staggering. For example, 4,077 workers were swept up in workplace raids and charged with administrative violations in Fiscal Year (FY) 2007. Already this year (through August 2008), roughly 3,900 workers have been arrested and more than 1,000 individuals have been criminally charged. Also, ICE's Criminal Alien Program (CAP) initiated formal removal proceedings against 164,000 immigrants serving prison terms in FY 2007. This number is expected to grow throughout FY 2008 and FY 2009. Additionally, ICE's Fugitive Operations Teams arrested over 30,000 individuals in FY 2007, double the number in FY 2006. These numbers also are expected to be higher in 2008 and 2009 as ICE added 29 new Fugitive Operations Teams to its existing 75 teams in September of 2008.

Given this enforcement environment, it is important for members of our communities to develop a family safety plan if they are at risk of arrest and detention. This training curriculum is designed for trainers that will present Family Safety Planning Training in their communities. Through this training, participants will learn about the issues that they need to think through as well as the paperwork and documents that they need to gather in order to help themselves and their family members.

Special Thanks: CLINIC would like to acknowledge and thank the work of the Immigrant Defense Committee in Chicago, Illinois, which developed excellent and comprehensive training materials that inspired and helped inform CLINIC on the components of an interactive training. Additionally, CLINIC would like to acknowledge and thank the work of Hogar Hispano in Virginia for allowing us to attend their trainings and adapt their materials.

Hogar Hispano's work and materials also inspired and contributed to this training curriculum. Lastly, CLINIC gratefully thanks the National Immigration Project of the National Lawyers Guild, CASA de Maryland, and the Political Asylum/Immigration Representation Project (PAIR) for their expertise and materials.

Methodology

Purpose:

On a daily basis, ICE is carrying out enforcement actions throughout the country. Immigrants and their families are fearful that ICE will come to their homes, neighborhoods and workplaces to arrest and detain them. Given the surge in enforcement and the real fear that immigrants experience every day, it is important that individuals and their families consider developing a family safety plan.

Goal:

Educate participants about the need for a family safety plan if they are at risk for arrest and detention.

Expected Outcome:

Participants decide to develop a safety plan for their family if they are at risk for arrest and detention, including gathering important paperwork, filing out emergency information sheets, working out childcare and financial issues, as well as hiring a lawyer that will assist them if they are arrested and detained.

Number of Trainers:

The training is designed for 2 or 3 trainers. Ideally, at least one of the trainers should be bilingual.

Number of Participants:

The training is designed for any number of participants - both large and small groups will benefit from the information.

The Components of the Training:

Trainers can follow the time line below for the 1 hour training.

1. Review Purpose, Agenda, and Goals of Workshop (5 minutes)
2. Introductions (5minutes)
3. Family Safety Planning (20 minutes)
4. Childcare and Financial Issues (13 minutes)
5. Passports for Children (12 minutes)
6. Questions and Answers (5 minutes)

Optimal Time for Training:

This is a one hour training that focuses exclusively on safety planning for individuals and families. CLINIC also has developed a two hour Community Education Training on "legal rights, "family safety planning" and "detention" that is available on our website at: www.cliniclegal.org.

List of Supplies & Materials

Supplies:

- o Name Tags
- o Pens, Markers
- o Flip Chart

Materials:

You will need to make copies of the following materials. Ideally, all participants will receive one copy.

- o Family Safety Planning Checklist (English and Spanish versions)
- o Emergency Information Sheets (English and Spanish versions)
- o Sample Letter for Designating a Temporary Caregiver
- o Sample Letter Regarding Pay Checks
- o Steps for Submitting Form DS-11
- o Instructions: Special Passport Requirements for Children Under 16
- o Form DS-11: Application for a U.S. Passport
- o Information and Form DS-3053
- o Secondary Evidence Information
- o Passport Fees
- o National Passport Information Center

Breakdown of Methodology for Training

1. Welcome, review of the purpose, agenda, goals and expected outcomes of training.

Time: 5 minutes

Objective: Let participants know what the focus will be and what to expect.

Technique: Presentation by trainer.

Materials: Flip chart with agenda and goals listed.

Procedure: Trainers welcome everyone to the training and covers the purpose, agenda and goals for the training.

2. Introductions

Time: 5minutes

Objective:

.. Let participants get to know who else is attending the training.
.. Participants get a sense that this is a community issue and that they are not alone.

Technique: Group participation.

Materials: None

Procedure: Trainers tell the group that everyone will get the chance to introduce themselves. One trainer starts, she says her name and something about herself and each person follows.

3. Family Safety Planning

Time: 20 minutes

Objectives:

.. Participants learn that it is important to have a safety plan if they are at risk of arrest and/or deportation.

.. Participants learn what information and paper to gather now.
.. Participants learn the importance of hiring a lawyer now.
.. Participants learn the importance of thinking through child care
issues and
financial issues and developing a plan.

Technique: Verbal presentation by trainers.

Materials: (1) Copies of Family Safety Planning Checklist; (2) Copies of
Emergency
Information Sheets

Procedure: Trainers go through checklist with participants. Trainers
emphasize that
participants should go through the checklist with their families at home
and gather
important papers and discuss important issues.

4. Childcare and Financial Issues

Time: 13 minutes

Objectives:

.. Participants learn about the importance of developing a plan for childcare issues and financial issues if they are at risk of arrest and detention.

Technique: Verbal presentation by trainers.

Materials: Copies of Emergency Information Sheets, Sample Letter for Designating a Temporary Caregiver, Sample Letter Regarding Pay Checks

Procedure: Trainers go through materials with participants.

5. Passports for U.S. Citizen Children

Time: 12 minutes

Objective: Ensure that parents understand the importance of obtaining passports for U.S. citizen children so that they can visit the parents' home country but come back and forth to the U.S.

Technique: Verbal presentation by trainers.

Materials: (1) Copies of Steps for Submitting Form DS-11; (2) Copies of Instructions: Special Passport Requirements for Children Under 16; (3) Copies of Form DS-11: Application for a U.S. Passport; (4) Copies of Information and Form DS-3053; (5) Copies of Secondary Evidence Information; (6) Copies of Passport Fees; (7) Copies of National Passport Information Center.

Procedure: Trainers go over the forms and instructions with participants.

8. Questions and Answers

Time: 5minutes

Objective: Give participants an opportunity to ask questions.

Technique: Open discussion.

Materials: None

Procedure: Trainers ask participants if they have any questions. Trainers answer any questions. Trainers thank participants for coming.

Training Curriculum

Welcome and Review of the Purpose, Agenda, & Goal

Time: 5 minutes

Objective: Let participants know what the focus will be and what to expect.

Technique: Presentation by trainer.

Materials: Flip chart with agenda and goals listed.

Procedure:

Trainer welcomes everyone to the training. The idea is to foster hope and not fear.

- o Thank everyone for coming.
- o Explain that you understand that with the increased ICE enforcement that this is a difficult time for the participants and their families.
- o Explain that you are excited to see everyone because this training will give you important information.
- o With this information you will feel better informed and in a position to make decisions that will effect you and your loved ones.

Trainer talks about the purpose of the training.

PURPOSE:

On a daily basis, ICE is carrying out enforcement actions throughout the country. Immigrants and their families are fearful that ICE will come to their homes, neighborhoods and workplaces and arrest and detain them. Given the surge in enforcement and the real fear that immigrants experience every day, it is important that individuals and their families consider developing a family safety plan.

Trainers point to the flip chart and cover the agenda for the training.

(Trainers will have written the agenda and goals on the flip chart ahead of time.)

AGENDA

1. Welcome and Review of Purpose, Agenda and the Goal of the Training
2. Introductions
3. Family Safety Planning
4. Childcare and Financial Issues
5. Passports for Children
6. Questions and Answers

Trainers turn the page to the flip chart and point out the goal of the training.

GOAL: Educate individuals about the need for a family safety plan if they are at risk for arrest and detention.

Introductions

Time: 5minutes

Objective:

.. Let participants get to know who else is attending the training.
.. Participants get a sense that this is a community issue and that they are not alone.

Technique: Group participation.

Materials: None

Procedure:

Trainers tell the group that everyone will get the chance to introduce themselves. One trainer starts, she says her name, where she is from and each person follows.

For example, I am Karen. I live in Washington, D.C. and have been here for the past 7 years.

Another example, I am Karen and I am a student in Ms. Walker's ESL class.

Family Safety Planning

Time: 20 minutes

Objectives:

.. Participants learn that it is important to have a safety plan if they are at risk of arrest and/or deportation.

.. Participants learn what information and paper to gather now.

.. Participants learn the importance of hiring a lawyer now.

.. Participants learn the importance of thinking through child care issues and financial issues.

Technique: Verbal presentation by trainers.

Materials: (1) Copies of Family Safety Planning Checklist; (2) Copies of Emergency Information Sheets.

Procedure:

Trainer: Read and highlight Family Safety Planning Checklist

Trainers will want to cover the entire checklist (all 3 pages). Trainers emphasize that participants should go through the checklist with their families at home.

Trainer: Talk about the Emergency Information Sheets

Trainers will need to explain that the Emergency Information Sheets help families collect important information in one place. Trainers briefly go over some of the categories of information that is collected on the sheets, such as work numbers, school and daycare numbers, vehicle information, medical information, etc. Trainers should encourage families to fill out the Emergency Information Sheets as soon as they can. Keep the Emergency Information Sheets in a safe place. Make sure that a designated temporary care giver knows where these sheets are located.

Note: Participants may be daunted by the six pages. You may want to acknowledge that

you understand that the Emergency Information Sheets are long. However, you will want to explain that not all of the questions will apply to each family. You also will want to emphasize that having this information written down truly will help their families if they are temporarily unavailable or unavailable for a long period of time.

Childcare and Financial Issues

Time: 13 minutes

Objectives:

.. Participants learn about the importance of developing a plan for childcare issues and financial issues if they may be arrested and detained for a short period of time and/or a long period of time.

Technique: Verbal presentation by trainers.

Materials: (1) Copies of Emergency Information Sheets; (2) Copies of Sample Letter for Designating a Temporary Caregiver; (3) Copies of Sample Letter Regarding Pay Checks.

Procedure: Trainer acknowledges that issues of children and finances are particularly difficult for families. Trainer also acknowledges that each families needs around childcare and finances are different and parents will need to figure out what is best for their family.

Child Care Issues:

Trainers should emphasize that parents should consider doing three things if they are at risk of arrest and detention:

(1) Decide who can temporarily take care of their children (temporary caregiver) in the event that they are unavailable for 1-48 hours. This can be anyone that they completely trust, a family member or a close family friend.

(2) Fill out the Sample Letter for Designating a Temporary Caregiver and place it with Emergency Information Sheets.

Trainers to emphasize that parents will need to sit down and tell their children who the temporary caregiver is and the children will need to know how to get in contact with this

person. Also, the temporary care giver will need to know where the Emergency Information Sheets are located.

(3) Fill out the Emergency Information Sheets.

Trainers to emphasize the Emergency Information Sheets are important -- by filling them out, you are helping your children if you are temporarily detained. The information on these sheets gives a temporary caregiver important and needed information.

Trainers should look at the Emergency Information Sheets and point out the following sections that will help a temporary caregiver look after the children.

Page 1: Health Insurance Policy for the child/family

Page 1: Pediatrician's Name, Clinic, Hospital, and Pharmacy that the child/family uses

Page 1: Important Contacts for the child/family in the U.S. and in parents' home country.

Page 2: School and Day Care Numbers

Page 2: Social Security Numbers (families should list the children's too)

Page 3: Medical Information for family members

Page 4: Persons who have permission to pick up children from school and day care

Page 4: Persons that do not have permission to pick up children from school and day care

Trainer to emphasize that because Department of Homeland Security (DHS) has been following a recent policy of releasing one parent (the primary caregiver of children) on humanitarian grounds after a workplace raid, in many cases, children will be without a parent for a short period of time (1-48 hours). Thus, the information contained in the Emergency Information Sheets should (in most case) provide a temporary caregiver with sufficient information to care for the child until the parent(s) is released.

Long Term Childcare Issues

There may be instances where the Emergency Information Sheets are not enough because the parent(s) are being detained for a longer period of time. In those instances, parents may choose to fill out a Special Power of Attorney for Childcare. This type of document can temporarily assign the custody of a child or children to a responsible and trustworthy caregiver in case a parent(s) are detained for a longer period of time.

Trainers can let participants know that this training does not cover Special Power of Attorneys. However, if the participants think this is something that they need, they should consult with them (the trainer) or a trusted community agency for a referral to a lawyer to discuss whether they need this type of document and, if necessary, to prepare the document for a modest fee.

Financial Issues:

Trainers can explain that every family's financial assets and situations are different and discuss some of the topics below that may apply to most families:

Savings: It is absolutely crucial to have money saved to pay for rent, food, supplies,

clothing and utilities if the person who works and pays the bills is arrested and detained.

Families need to save for at least one month's expenses, more if possible.

Bank Account: If the family has a bank account at a bank, it is important that both parents can have access to it. Parents will want to work this financial issue out now.

Parents can consider a joint account or asking the bank if they have a limited power of attorney form that they recommend for access to the bank account if the account holder is not available. (Banks often have their own power of attorney forms.)

Pay Check: It is important that a family member or close friend can pick-up the last paycheck of the family member who is arrested and detained. Individuals will want to find out if they become available if their wife/husband can pick up their pay check for them. If not, they should consider filling out the Sample Letter Regarding Pay

Checks.

Other Financial Issues:

House of Business: If individuals own a house or a business, they will want to receive the advice of a lawyer as to whether or not they should sign a Limited or Special Power of Attorney Form for Specific Financial Matters.

Car: If participants own cars, they will want to check with their local Department of Motor Vehicle (DMV) to see if the DMV has a specific Power of Attorney that they need to sign in order for someone else (their agent) to sell their car for them. If the DMV does not have a specific Power of Attorney form, this is a topic that they may want to discuss with a lawyer.

Trainer can let participants know that this training does not cover Limited Power of Attorneys for financial matters or DMV Power of Attorneys. However, if they think that they might need a limited power of attorney, they should consult with them (trainer) or a trusted community agency for a referral to a lawyer to discuss whether they need this type of document and, if necessary, to prepare the document for a modest fee.

Passports for Children

Time: 12 minutes

Objective: Ensure that parents understand the importance of obtaining passports for U.S. citizen children so that they can visit the parents' home country and come back and forth to the U.S.

Technique: Verbal presentation by trainers.

Materials: (1) Copies of Steps for Submitting Form DS-11; (2) Copies of Instructions: Special Passport Requirements for Children Under 16; (3) Copies of DS-11: Application for a U.S. Passport; (4) Copies of Information and Form DS-3053; (5) Copies of Secondary Evidence Information; (6) Copies of Passport Fees; (7) Copies of National Passport Information Center.

Procedure:

Trainers emphasize the need to get U.S. passports for their U.S. citizen children NOW. This is necessary so that their U.S. citizen children can travel back and forth from the parents' home country to the U.S. It also provides identification if their children need state and/or federal services.

Trainers share the following information with the participants at the training.

Information about a U.S. Passport:

Excellent information about how to obtain a U.S. passport is available on the U.S. State Department's Website at:
http://travel.state.gov/passport/passport_1738.html

This website has all of the forms and the instructions for obtaining a passport.

Questions and Emergencies: Passport questions, travel emergencies, or to make an appointment at one of the Regional Passport Agencies, contact the National Passport Information Center (NPIC). Regional Passport Agencies are located in many large cities in the U.S.

1-877-4-USA-PPT (1-877-487-2778)

TDD/TTY: 1-888-874-7793

Passport Information is available 24 hours, 7 days a week. If you have a general passport question or have not yet applied, you can send an email at: send us an e-mail.
(This is the email for NPIC.)

Note: Report a travel emergency or make an appointment by telephone only.

How to Apply for a Child under Age 16 Passport?

Trainer will need to explain to the participants that he/she will cover how to apply for a U.S. passport for a child under age 16 because there are special rules for children under age 16. For instance, children (also referred to as minors) under age 16 MUST apply for a U.S. passport in person. Also, all children regardless of age, including newborns and infants, MUST have their own passport. Parents and children must not sign the application ahead of time. They must do so in front of the Acceptance Agent.

To obtain a Passport for a Minor child under 16 you must follow three steps.

Step 1: Complete an Application for a U.S. passport -- Form DS-11: Application for a U.S. Passport. This application must be submitted for each U.S. citizen who needs a passport.

Step 2: Gather Additional Required Documentation. (See below for necessary documentation.)

Step 3: Submit Completed Form and Additional Documents in Person.

You must submit Form DS-11 and the additional required documentation IN PERSON at an Acceptance Facility or Passport Agency. Form DS-11 may not be submitted by mail.

Your child must be with you.

Acceptance Facilities are located all across the U.S. at many U.S. Post Offices. To find a passport acceptance facility you can search by your zip code at: <http://iafdb.travel.state.gov/>

Also, you can bring in your completed application and additional documentation to a Regional Passport Agency or a Special Issuance Agency. These agencies are located in a number of large cities in some states. To find out if you have one located near you, please access this website:
http://travel.state.gov/passport/passport_4312.html#.

Basic Steps for Completing Form DS-11 Application for a U.S. Passport

1. Complete and Submit Form DS-11: Application for a U.S. Passport. To submit Form DS-11, the minor (child):

- .. Must apply in person with both parents/guardian(s).
- .. Must provide the additional documentation required by Form DS-11.
- .. Must not sign the application until instructed to do so by the Acceptance Agent.
- .. Must provide his/her Social Security number.

2. Submit Evidence of U.S. Citizenship.

Child's evidence of U.S. citizenship must be submitted with Form DS-11. All documentation submitted as citizenship evidence will be returned to you. These documents will be delivered with your newly issued U.S. passport or in a separate mailing.

Primary Evidence of U.S. Citizenship (Present one of the following.)

- .. Previously issued, undamaged U.S. Passport.
- .. Certified birth certificate issued by the city, county, or state.
- .. Consular Report of Birth Abroad or Certification of Birth
- .. Naturalization Certificate
- .. Certificate of Citizenship

Note: If you do not have primary evidence of U.S. citizenship or your U.S. birth certificate does not meet the requirements, you will need to submit Secondary Evidence of U.S. citizenship. Information about this is located in Appendix 8.

If you cannot present primary identification, you must submit as much secondary identification as possible. Each application is handled by a case-by-case basis. General guidance information is listed below.

3. Submit Evidence of Relationship of Parents with their Minor Applicant.

Evidence of a Relationship (One of the Following):

- .. Minor's certified U.S. birth certificate with both parents' names.
- .. Minor's certified Foreign Birth Certificate with both parents' names. (Foreign documents should be accompanied by an official English translation.)
- .. Minor's Report of Birth Abroad with both parents' names.
- .. Adoption Decree with adopting parents' names.
- .. Court order establishing custody.
- .. Court order establishing guardianship.

4. Present Identification of Parent(s)/Guardian(s).

Both parent(s)/guardian(s) must present acceptable identification at the time of application.

Primary Identification (One of the following):

- .. Previously issued, undamaged U.S. passport.

- .. Naturalization Certificate.
- .. Valid Driver's License.
- .. Current Government Employee Id (city, state or federal).
- .. Current Military ID (military and dependents).

If you do not have primary identification evidence, you must submit secondary evidence.
See Appendix 8 for information about secondary identification evidence.

5. Parents must Provide Parental Consent.

Both parents must provide consent authorizing passport issuance for a child under age 16.
There are different ways to show consent and they are listed on the instructions.

A. Both parents appear in person with the child and sign Form DS-11 in front of the
Acceptance Agent.

B. One parent appears in person with the child and signs Form DS-11 in front of an Acceptance Agent. Also the parent submits the second parent's notarized State of Consent (Form DS-3053).

C. One parent with sole custody submits primary evidence of sole authority to apply for the child with additional documentation.

D. A third party (in Loco Parentis applying on behalf of a minor under the age of 16 must) submit a notarized written statement or affidavit from both parents or guardians authorizing a third-party to apply for a passport. When the statement of affidavit is from only one parent/guardian, the third-party must present evidence of sole custody of the authorizing parent/guardian.

6. Pay the Applicable Fee

Fee for Passport for a Child under age 16 is \$60 application fee and a \$25 execution fee.
Total cost is \$85.

7. Applicant must Provide Two Passport Photos.

Passport photos must accompany the application. The requirements for the photos are specific. They must be: identical; in color; 2 x 2 inches in size; taken within the last 6 months; full face, front view with a plain white or off-white background; between 1 inch and 1 2/8 inches from the bottom of the child to the top of the head; taken in normal street attire.

Questions and Answers

Time: 5 minutes

Objective: Give participants an opportunity to answer any questions that they may have.

Technique: Open discussion.

Materials: None

Procedure: Trainers ask participants if they have any questions.

Trainers answer any questions. Trainers thank participants for coming

Note: You will want to be available after the training to answer any individual questions from participants.

Appendices

Appendix 1

Family Safety Planning Checklist

(English and Spanish)

FAMILY SAFETY PLANNING CHECKLIST

The Catholic Legal Immigration Network, Inc. (CLINIC) strongly recommends that individuals and their families have a family safety plan in place if they are at risk for arrest and deportation.

Below are some things you or your family members may want to do and issues you may wish to consider if you could be arrested and detained by immigration authorities.

1. Know Your Rights.

o Learn and Know Your Rights. Learn about your rights. In the event that you are confronted with immigration agents or the police, you can exercise your rights if you choose to do so. Share rights information with your family and friends. Remember, everyone, regardless of their legal status, has rights.

2. Know What Documents to Carry with You.

o Carry Identification. If possible, carry some legal form of identification issued in the U.S. This could be a driver's license or state ID, permanent resident card ("green card") or Employment Authorization Document (EAD) issued by immigration authorities, employer or school ID, union card or tax payer ID. Do not carry someone else's ID, or an ID from another country. Remember also that an international driver's license does not protect you from being arrested.

o Carry a Rights Card. Think through how you will respond if you will be stopped by immigration agents or local police. Consider carrying a "rights card" that you can give to immigration agents or the police that states that you wish to remain silent and consult with your lawyer at the number listed on the card.

o Memorize or Carry Lawyer's Information. Memorize, if possible, or carry a card with the name, address and phone number of your immigration lawyer, member of the clergy, or community organization that can advise you in case you are arrested and detained. Contact this person as soon as you can, if you feel you are in danger of being detained. If you are detained, you have the right to make a phone call.

3. Safeguard Copies of Immigration Papers and Documents.

o Safeguard Copies of Immigration Paperwork and Documents. Collect all the documents that you have received from or filed with immigration authorities. Keep these documents in a secure but accessible location so that your family or a friend can get access to them. Tell trusted family members or a trusted friend where these important papers are located.

o Know Your "A Number." If you have a pending case with immigration, it is important for you and your family members to know your Alien Registration number ("A number"). This information can help family members locate you if you are detained. The "A number" should be listed on the Notice to Appear, Notice of Custody Determination, and any other document, such as a receipt notice for a pending application, that was issued by the immigration authorities or immigration court.

o Create a List of Lawyers Who Have Represented You. Make a list of the names and contact information of any lawyer who has ever represented you. Keep this list with your immigration paperwork.

o Passports. It is important to have a passport from your home country. (If you are arrested and detained, you may remain in detention for a long time without a passport while your consulate verifies your identity.) Also, obtain U.S. passports for your children born in the U.S. so that they will be able to travel to your home country. (It is much harder to obtain a passport if both parents are not available.)

o Collect Important Documents in One Place. Collect important documents such as your passport, birth certificate, marriage certificate and place them in a secure but easily accessible location. Tell trusted family members or a trusted friend where these important documents are kept.

4. Make a Plan to Care for Your Family.

o Complete Emergency Information Forms. As part of safety planning, complete "Emergency Information Forms" and place them in a secure but accessible location. (Forms are attached.) Tell trusted family members or a trusted friend where these important forms are kept. These Emergency Information Forms gather important and confidential information in one document, such as emergency telephone numbers, work numbers, medical information, childcare and other dependent care information, etc.

o Childcare Safety Plan. If you have children, you need to make a plan for who will take care of them in the event that you are detained. You will need to consider "short-term care" while you may be held in detention, as well as "long-term care" in case you are deported. You may consider preparing a legal document, called a "Special Power of Attorney for Child Care" that temporarily assigns the custody of your children to a responsible and trustworthy caregiver (relative or friend) in case you are detained. Ask a community agency for a referral to a lawyer to discuss whether you need this type of document and, if necessary, to prepare the document for a modest fee. Also, it is important that the person who is taking care of your children know the name(s) and phone number(s) of your children's schools. It is also important that your children know how to contact the person who is caring for them while you are unavailable.

o Financial Safety Plan. As part of safety planning, you may wish to have a financial safety/emergency plan. You will need to consider how to handle your financial affairs in the short term while you may be held in detention, as well as long term in case you are deported. If you have a bank account, a car, a house, and/or other financial and legal matters, you also may consider preparing a legal document, called a "Special Power of Attorney for Financial Matters" that allows a trusted family member or a close friend to handle your financial affairs while you are detained. Ask a community agency for a referral to a lawyer to discuss whether you need this type of document and, if necessary, to prepare the document for a modest fee.

o Have an Extra Set of Car and House Keys. It is important that a family member has a set of house and car keys. If you are detained, they will need access to the house as well as access to the car, especially if the car is located at your worksite.

o Save One Month of Rent and Living Expenses. If you are arrested and detained it is important that your family has money to live on while you are unavailable. Make sure that they have your permission and know how to access your bank account. Also, it is very important that you and your family members save enough money so that they can pay rent and buy food and other essentials if you are detained and unable to work.

o Know Your Medications. If you take a prescription medicine regularly, either carry the prescription with you or carry information from the prescription label that gives the name of the medicine and the dosage. Carry the phone number of the doctor or clinic that prescribed the medicine for you and know why the medicine was prescribed. You can and should demand that any arresting officer, whether police department or immigration agent, permit you to take your medicine or speak to a doctor.

o Know Your Medical Condition. If you are pregnant, nursing an infant, feel ill after being arrested, or have a medical condition that needs attention, make sure you tell the immigration agent or arresting officer and ask to have medical attention provided.

5. Find an Immigration Lawyer.

o Find a Lawyer. If you do not already have an immigration lawyer, find a lawyer who specializes in deportation defense who may be able to represent you if you are detained. In your initial meeting, ask him/her to provide you with a Representation Agreement form (G-28). You can sign a copy of the G-28 and leave it with the lawyer. Keep another signed copy and place it with your Emergency Information Forms in case you are detained. Memorize the name and phone number of your lawyer.

o Post Lawyer's Contact Name and Number. You and your family or close friends should have the names and phone numbers of your lawyer posted near the telephone at home. If you have not hired a lawyer yet, post the names of a number of good immigration lawyers, a member of the clergy member, and/or community organizations near the telephone at home in case you are detained.

6. Review Bond Information.

o Know about Bonds. Only U.S. citizens and lawful permanent residents (LPR) can post a bond at an immigration office. Individuals without immigration status or individuals whose status is still pending before an immigration office should not go to the local ICE office to post bond. If you do not have a citizen or LPR relative, make sure to find a trustworthy friend who can post the bond for you. (Once your immigration case is over, the bond money posted will be returned to the person who posted the bond.)

Note: The information contained in this document is for general informational purposes only. It is not intended to serve as legal advice and it does not substitute for legal counsel. Updated: September 2008.

¿Está Usted en Peligro de Ser

Arrestado, Detenido o Deportado por la Inmigración?

Haga un plan de emergencia

La Red Católica de Inmigración Legal fuertemente recomienda que individuos y sus familias preparen un plan de emergencia si están a riesgo de ser arrestado, detenido o deportado. Debajo hay algunas sugerencias que usted o sus parientes deben seguir si se son arrestados, detenidos o deportados por las autoridades de inmigración.

1. Conozca sus Derechos.

o Aprenda y conozca sus derechos. Aprenda sus derechos. Si usted se encuentra con oficiales de la inmigración o la policía, puede elegir ejercer sus derechos. Hable con su familia y sus amigos de sus derechos. Recuerde, todos tienen derechos a pesar de su estatus de inmigración.

2. Conozca Cuales Documentos Usted Necesita Cargar.

o Cargue Identificación. Si es posible, lleve prueba de identidad expedido legalmente en los EE.UU.. Puede ser una licencia de conducir, una carta de identificación del estado, la tarjeta de residencia permanente ("la tarjeta verde" o "la mica"), el documento de autorización del empleo ("permiso de trabajo") expedido por las autoridades de inmigración, identificación de empleo o

identificación escolar, prueba de membresía a un sindicato, o el número de identificación personal del contribuyente del Servicio de Impuestos Internos ("Individual Tax Identification Number" o "ITIN"). No lleve identificación de otra persona o de otro país. Recuerde que una licencia de conducir internacional no le protege contra arresto.

o Cargue una Tarjeta Declarando sus Derechos. Piense en como respondería si la policía o un agente de inmigración le detenga. Considere cargar con una "tarjeta" declarando sus derechos que pueda presentar a la policía o a un agente de inmigración. La tarjeta debe indicar que desea quedarse en silencio y comunicarse con su abogado nombrado en la tarjeta.

o Memorice o Cargue La Información de Su Abogado. Aprenda de memoria o cargue una tarjeta con la información de contacto para su abogado de inmigración, un miembro de su clero, o una organización en su comunidad que

puede aconsejarle si esté arrestado o detenido. Si usted es detenido, tiene el derecho de hacer una llamada por teléfono.

3. Guarde copias de todos de los documentos de inmigración.
o Guarde copias de los documentos relacionados a su estatus de inmigración.
Junte todos los documentos que usted ha recibido o archivado con las oficinas de inmigración. Guarde copias de estos documentos en un lugar seguro y accesible para que su familia o un amigo pueda recogerlos. Dígale a sus parientes o a un amigo en quien confía donde tiene guardado los documentos importantes.

o Conozca Su Número de extranjero o alien "A Number". Si usted tiene un caso pendiente con la inmigración, es importante que usted y sus miembros de familia sepan su número de registro extranjero (su "A Number"). Esta información puede ayudarle a sus miembros de familia a localizarlo si está detenido. El "A Number" se encuentra en el Aviso de Aparecer ("Notice to Appear"), el Aviso de la Determinación de la Custodia, y cualquier otro documento, tal como un aviso del recibo de una aplicación pendiente, que fue expedido por las autoridades de inmigración o la corte de inmigración.
o Haga una Lista de Todos Los Abogados Que Le Han Representado. Haga una lista de todos los abogados que le han representado y su información de contacto. Ponga esta lista con sus documentos de inmigración.
o Pasaportes. Es importante tener un pasaporte de su país. (Si es arrestado o detenido y no tiene pasaporte, es posible que usted se tenga que quedar detenido hasta que su consulado verifique su identidad.) También obtenga pasaportes estadounidenses para sus hijos nacidos en los Estados Unidos para que pueden viajar y regresar al país. Es más difícil obtener un pasaporte cuando ambos padres no están disponible.
o Ponga Todos Los Documentos Importantes en el Mismo Lugar. Junta los documentos importantes, tal como su pasaporte, partida de nacimiento, y partida

de matrimonio en un lugar seguro y accesible. Dígalos a sus parientes o amigos de confianza donde tiene guardado los documentos importantes.

4. Haga un Plan para Su Familia

o Llene las Formas de Información en caso de Emergencia. Llene las formas de información en caso de emergencia y póngalas en un lugar seguro y accesible.

Dígalos a sus parientes o amigos de confianza donde ha guardado las formas.

Las formas contienen información importante y confidencial, tal como números

de teléfono en caso de emergencia, números de teléfono de empleo, información

médica, e información sobre el cuidado de los niños y otras personas dependientes.

o Plan De Emergencia Para el Cuidado de Los Niños. Si usted tiene hijos, debe

hacer un plan de emergencia para el cuidado de sus niños. Debe pensar en el

cuidado a plazo corto mientras que esté en la detención y cuidado a plazo largo si usted es deportado del país. Debe pensar en preparar un documento jurídico que asigne la custodia temporal de sus niños a un adulto responsable y confiable (pariente o amigo) en caso de emergencia. Este documento se llama "Descarga de Autorizaciones Para El Cuidado de Niños" ("Special Power of Attorney for Childcare"). Pida de una organización comunitaria una recomendación a un agencia o un abogado que le puede asesorar si usted necesita tal documento y que lo pueda preparar a costo bajo. Además, el guardián que nombre para los niños en caso de emergencia debe saber los nombres y los números de teléfono de las escuelas de sus niños. Es recomendable que el guardián sea alguien que esté en el país legalmente. También, es importante que sus niños sepan ponerse en contacto con el guardián de emergencia.

o Plan De Emergencia Financiero. Usted debe tener un plan de emergencia financiero. Debe pensar a quien le va encargar el control de sus asuntos financieros a plazo corto mientras que esté detenido y a plazo largo si resulta que usted es deportado. Si usted tiene una cuenta bancaria, un coche, una casa, u otros asuntos financieros o legales, usted también debe preparar un documento jurídico que le permita a un pariente o un amigo de confianza dirigir sus asuntos financieros mientras que está detenido. Pida de una organización comunitaria una recomendación a un agencia o abogado que se le puede asesorar si usted necesita tal documento y pueda prepararlo a costo bajo.

o Tenga Llaves Adicionales Para su Coche y su Casa. Es importante que un miembro de la familia tenga llaves para su casa y su coche. Si lo arrestan y es detenido, su familia va necesitar tener acceso a la casa y al coche, especialmente si el coche está en su lugar de trabajo.

o Ahorre Dinero Suficiente Para Pagar el Alquiler y los Gastos Por Un Mes. Es importante que su familia tenga dinero suficiente para vivir mientras que esté arrestado o detenido. Asegure que tengan su permiso y que tengan acceso a su cuenta bancaria. También, es muy importante que usted y la familia guarden suficiente dinero para pagar el alquiler y comprar comida y productos de primera necesidad en caso de ser detenido y que no puede trabajar.

o Conozca Sus Medicaciones. Si usted toma un medicamento recetado por un doctor regularmente, lleve la receta o la información del rótulo de la receta que lleva el nombre de la medicina y de la dosificación con usted. Cargue el número de teléfono del doctor o de la clínica que le recetó la medicina. Sepa por qué la medicina fue recetado. Usted debe exigir que cualquier oficial de arresto le

permita tomar su medicamento o hablar con un doctor, no importa si es de la policía, un oficial de inmigración, o de la patrulla de frontera.

o Debe saber Su Condición Médica. Si usted está embarazada, dando a mamar a un infante, sintiéndose mal después de un arrestado, o tiene una dolencia que requiere atención, hay que decirlo al agente de inmigración o al oficial que le ha arrestado y pida atención médica.

5. Consigue un abogado de inmigración.

o Consigue un abogado. Si usted todavía no tiene abogado de inmigración, busque un abogado que especialice en casos de deportación y que le puede representar en caso que usted esté detenido. Durante su encuentro, pide un formulario de representación (g-28) de abogado. Usted puede firmar una copia del formulario y dejarlo con el abogado. Guarde una copia firmada del formulario con sus planillas de información en caso de emergencia si resulta que usted esté detenido. Debe saber de memoria el nombre y el número de teléfono de su abogado.

o Fije el Nombre y el Número de Contacto del Abogado. Usted y la familia o los amigos confiables deben tener los nombres y los números de teléfono importantes cercano al teléfono de la casa. Si usted todavía no tiene un abogado, mantenga cercano al teléfono los nombres de algunos abogados capaces en el área de inmigración, el nombre de un clérigo, o de organizaciones de la comunidad en caso que usted esté detenido.

6. Revise la Información Sobre las Fianzas

o Conozca las Fianzas. Solamente los ciudadanos de los EE.UU. y los residentes permanentes legales ("LPRs") pueden pagar la fianza en una oficina de inmigración. Las personas sin un estatus legal de inmigración (aun si tiene trámites pendientes) no deben ir a una oficina de inmigración (ICE) para pagar una fianza. Si no tiene familiar quien es ciudadano o residente de los Estados Unidos, consiga un amigo confiable quien puede pagar la fianza por usted. (Cuando su pleito termine, el dinero de la fianza será devuelto a la persona quien lo pagó.)

Note: La información contenida en este documento es solamente para los propósitos informativos. No funciona como consejo legal y no sustituye consejo legal. Actualizado: Septiembre 2008.

Appendix 2

Emergency Information Sheets

(English and Spanish)

Appendix 3

Sample Letter for

Designating a Temporary Caregiver

To: Whom It May Concern

From: _____ and _____ (Names of Parents)

Subject: Designation of Temporary Caregiver for Children

Date: _____

We are writing to designate, _____ (Name of Person) to serve as a temporary caregiver for our children _____, _____, _____, _____, _____ in the event that we are unavailable for a short period of time (1-72 hours) to care for our children. The designation of _____ as our temporary caregiver will not exceed a period of 72 hours.

Thank you in advance for your attention to this matter.

Sincerely, _____ and _____

(Names of Parent or Parents)

Date: _____

On _____ (Date) before me _____ and
_____ (Names of Parent or Parents) personally appeared and
proved to
me on the basis of satisfactory evidence, to be the persons whose names
are set forth in
the letter and acknowledged to me that they executed the same in their
authorized
capacity and that by their signature on the letter, they signed the
letter.

Witness my hand and official seal _____ (Signature of
Notary)

Name of the Notary (Print): _____

Date: _____

Appendix 4

Sample Letter Regarding Pay Checks

To: Human Resources Department at _____ (Name of Company/Business)

From: _____ (Name of Worker)

Subject: Permission to Pick-Up Pay Check

Date: _____

I am writing to give permission for my (wife/husband/close friend),
_____,
to pick up my pay check from work if I am unavailable to do and will be
unavailable for
over 48 hours.

Thank you in advance for your assistance in this matter.

Sincerely, _____ (Name of Worker)

Date: _____

On _____ (Date) before me _____ (Name of
Worker)

Personally appeared and proved to me on the basis of satisfactory
evidence, to be the
person whose name is subscribed in the letter and acknowledged to me that
he/she
executed the same in his/her authorized capacity and that by his/her
signature on the
letter, the person signed the letter.

Witness my hand and official seal _____ (Signature of
Notary)

Name of the Notary (Print): _____

Date: _____

Appendix 5

Special Passport Requirements for
Children Under 16

Special Requirements for Children Under Age 16

Before You Start, Please Note:

- Minors under age 16 must apply in person
- All children regardless of age, including newborns and infants, must have their own passport
- There are special requirements for All Minors Ages 16 & 17

STEPS TO SUBMITTING A PASSPORT APPLICATION FOR A MINOR UNDER AGE 16:

Read and understand Steps 1 - 7 before leaving this page.

STEP 1: Complete and Submit Form DS-11: Application For A U.S. Passport

Complete Form DS-11: Application for a U.S. Passport. To submit Form DS-11, the minor:

- Must apply in person with both parents/guardian(s)
- Must provide the additional documentation required by Form DS-11 (See Steps 2-7)
- Must not sign the application until instructed to do so by the Acceptance Agent
- Must provide his/her Social Security number

STEP 2: Submit Evidence of U.S. Citizenship

The minor's evidence of U.S. citizenship must be submitted with Form DS-11. All documentation submitted as citizenship evidence will be returned to you. These documents will be delivered with your newly issued U.S. passport or in a separate mailing.

Primary Evidence of U.S. Citizenship (One of the following):

Previously issued, undamaged U.S. Passport
Certified birth certificate issued by the city, county or state*

Consular Report of Birth Abroad or Certification of Birth
Naturalization Certificate
Certificate of Citizenship

*A certified birth certificate has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth. Some short (abstract) versions of birth certificates may not be acceptable for passport purposes.

NOTE: If you do not have primary evidence of U.S. citizenship or your U.S. birth certificate does not meet the requirements, please see Secondary Evidence of U.S. Citizenship.

STEP 3: Submit Evidence of Relationship

Parent(s)/Guardian(s) must submit evidence of their relationship to the minor applicant.

Evidence of Relationship (One of the following):

check box

Minor's certified U.S. birth certificate with both parents' names check box

Minor's certified Foreign Birth Certificate with both parents' names* check box

Minor's Report of Birth Abroad with both parents' names check box

Adoption Decree with adopting parents' names* check box

Court Order establishing custody check box

Court Order establishing guardianship

*Foreign documents should be accompanied by an official English translation

NOTES:

- Previous U.S. passports are not acceptable as evidence of relationship
- Evidence of a legal name change must be submitted, if the name of a parent/guardian has changed since the original documents were issued (e.g. photocopy of a marriage certificate, etc.)

STEP 4: Present Identification of Parent(s)/Guardian(s)

When applying for a minor under age 16, both parent(s)/guardian(s) must present acceptable identification at the time of application.

Primary Identification (One of the following):

check box

Previously issued, undamaged U.S. passport check box
Naturalization Certificate check box
Valid Driver's License check box
Current Government Employee ID (city, state or federal) check box
Current Military ID (military and dependents)

NOTE: If none of these items are available, please see Secondary Identification.

STEP 5: Provide Parental Consent

Both parents must provide consent authorizing passport issuance for a minor under age

16. See the scenarios below, and follow the instruction that best applies to your circumstance:

Both Parents MUST:

- Appear in person with the minor
- Sign Form DS-11 in front of an Acceptance Agent

One Parent MUST:

- Appear in person with the minor
- Sign Form DS-11 in front of an Acceptance Agent
- Submit the second parents' notarized Statement of Consent (Form DS-3053)

One Parent
(with sole legal
custody)
MUST:

- Appear in person with the minor
- Sign Form DS-11 in front of an Acceptance Agent
- Submit primary evidence of sole authority to apply for the child with one of the following:
 - - o Minor's certified U.S. or foreign birth certificate listing only the applying parent
 - o Consular Report of Birth Abroad (Form FS-240) or Certification of Birth Abroad (Form DS-1350) listing only the applying parent
 - o Court order granting sole custody to the applying parent (unless child's travel is restricted by that order)
 - o Adoption decree (if applying parents is sole adopting parent)

- o Court order specifically permitting applying parent's or guardian's travel with the child
- o Judicial declaration of incompetence of nonapplying parent
- o Death certificate of non-applying parent

NOTE: none

must Form DS-3053

If of the above documentation is available, the applying parent submit stating why the non-applying parent/guardian's consent cannot be obtained

A Third Party
(in Loco Parentis
applying on behalf of a
minor under the age of
16)

MUST:

- Submit a notarized written statement or affidavit from both parents or guardians authorizing a thirdparty to apply for a passport
- When the statement of affidavit is from only one parent/guardian, the third-party must present evidence of sole custody of the authorizing parent/guardian.

STEP 6: Pay the Applicable Fee

Please see Current Passport Fees and methods of payment.

STEP 7: Provide Two Passport Photos

We can help you submit clear and correctly exposed passport photos the first time - especially when applying for the U.S. Passport Card. See Quality Requirements for Passport Book & Passport Card Photographs to avoid photo processing delays.

Your Photographs Must Be:

- Identical
- In color
- 2 x 2 inches in size
- Taken within the past 6 months, showing current appearance
- Full face, front view with a plain white or off-white background
- Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head
- Taken in normal street attire:
 - o Uniforms should not be worn in photographs except religious attire that is worn daily
 - o Do not wear a hat or headgear that obscures the hair or hairline
 - o If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture
 - o Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required)

NOTES:

- o Vending machine photos are not generally acceptable
- o See Digitized Passport Photos for information on acceptable digital photos
- o Professional photographers, see Guidelines for Producing High Quality Photographs for U.S. Travel Documents

NEED A U.S. PASSPORT IMMEDIATELY?

You should make an appointment to be seen at a Regional Passport Agency only if:

- The U.S. passport is needed in less than 2 weeks for international travel
- The U.S. passport is needed within 4 weeks to obtain a foreign visa

Contact the National Passport Information Center to make an appointment or locate a Passport Agency.

Appendix 6

Form DS-11:

Application for a U.S. Passport

Appendix 7

Information and Form DS-3053

Form DS-3053: Statement of Consent or Special Circumstances - Issuance of a Passport to a Minor Under Age 16

SUBMIT FORM DS-3053 IF:

- You are the non-applying parent or guardian providing written consent for your minor child to apply for a U.S. passport (because you are unable to appear in person with your child) or
- You are the applying parent or guardian, and the written consent of the nonapplying parent or guardian cannot be obtained

STEPS TO SUBMITTING FORM DS-3053:

Read and understand Steps 1-3 before leaving this page.

STEP 1: Complete and Print Form

When completing Form DS-3053, do so legibly and in black ink. Make sure that all of the entered information is complete and correct. Illegible applications may delay application processing times.

PRINT A BLANK FORM DS-3053

NOTE: Form DS-3053 can also be obtained from your local Acceptance Facility or a Passport Agency.

STEP 2: Notarize Completed Form

You must sign and date Form DS-3053 in the presence of a Certified Notary Public. Be sure to have both pages of the application completed, if necessary.

STEP 3: Submit Notarized Form DS-3053 + Completed Form DS-11

Form DS-3053 must be submitted with Form DS-11 at an Acceptance Facility or Passport Agency.

NEED A U.S. PASSPORT IMMEDIATELY?

You should make an appointment to be seen at a Regional Passport Agency only if:

- The U.S. passport is needed in less than 2 weeks for international travel
- The U.S. passport is needed within 4 weeks to obtain a foreign visa

Contact the National Passport Information Center to make an appointment or locate a Passport Agency.

World Map

If you are overseas and need to apply for or renew your U.S. passport, please follow the instructions under the U.S. passport section in Tips for Americans Traveling Abroad.

Appendix 8

Secondary Evidence Information

Secondary Evidence of U.S. Citizenship

If you cannot present primary evidence of U.S. citizenship, you must submit secondary evidence of U.S. citizenship. Determine what form of secondary evidence is most appropriate for your situation based on the descriptions below. Each application is handled on a case-by-case basis. The scenarios below are intended as general guidance.

Early Public Records

If you were born in the United States and cannot present primary evidence of U.S. citizenship, you may submit a combination of early public records as evidence of your U.S. citizenship. Early public records must be submitted together with a birth record or Letter of No Record (see below). Early public records should show your name, date of birth, place of birth, and preferably be created within the first five years of your life. Examples of early public records are:

- Baptismal certificate
- Hospital birth certificate
- Census record
- Early school record
- Family bible record
- Doctor's record of post-natal care

Early Public Records are not acceptable when presented alone.

Delayed Birth Certificate

If you were born in the United States and cannot present primary evidence of U.S. citizenship because your U.S. Birth Certificate was not filed within the first year of your birth, you may submit a Delayed U.S. Birth Certificate. A Delayed U.S. Birth Certificate filed more than one year after your birth may be acceptable if:

check image

It lists the documentation used to create it (preferably early public records) and check image

It is signed by the birth attendant or lists an affidavit signed by the parents

If your Delayed U.S. Birth Certificate does not include these items, it should be submitted

together with Early Public Records (see above).

Letter of No Record

If you were born in the United States and cannot present primary evidence of U.S. citizenship because you do not have a previous U.S. passport or a certified U.S. birth certificate of any kind, you must present a state-issued Letter of No Record showing:

check image

Your name check image

Your date of birth check image

The years for which a birth record was searched check image

Acknowledgement that no birth certificate was found on file

A Letter of No Record must be submitted together with Early Public Records (see above).

Form DS-10: Birth Affidavit

If you were born in the United States and cannot present primary evidence of U.S. citizenship, you may submit Form DS-10: Birth Affidavit as additional evidence of your U.S. citizenship. You may be requested to submit Early Public Records when submitting Form DS-10: Birth Affidavit.
The birth affidavit:

check image

Must be notarized check image

Must be submitted in person with Form DS-11 check image

Must be submitted together with early public records check image

Must be completed by an affiant who has personal knowledge of birth in the U.S. check image

Must state briefly how the affiant's knowledge was acquired check image

Should be completed by an older blood relative

NOTE: If no older blood relative is available, the affiant may be the attending physician or any other person who has personal knowledge of the birth

Foreign Birth Documents + Parent(s) Citizenship Evidence

If you claim citizenship through birth abroad to U.S. citizen parent(s), but cannot submit a Consular Report of Birth Abroad or Certification of Birth, you must submit all of the following:

check image

Your foreign birth certificate check image

Evidence of citizenship of your U.S. citizen parent check image

Parents' marriage certificate check image

An affidavit of your U.S. citizen parent showing all periods and places of residence or physical presence in the United States and abroad before your birth

NOTES:

- See Documentation of U.S. Citizens Born Abroad for additional information.
- For information on foreign born children adopted by U.S. citizens, see the Child Citizenship Act of 2000 .

Unacceptable Documents

The following will not be accepted as evidence of U.S. citizenship:

- Voter registration card
- Army discharge paper
- Social Security Card

Secondary Evidence of Identification

If you cannot present primary identification, you must submit as much secondary identification as possible. See the information below to determine what documents to submit as secondary identification. Each application is handled on a case-by-case basis. The information below is intended as general guidance.

A Combination of Signature Documents

If you cannot present primary identification, you should submit a combination of signature documents. These types of documents are not acceptable as ID when presented alone.

Example: Social Security Card + Credit Card + Employee ID + Library Card

An Identifying Witness (Witness must be present at the time of application)

An identifying witness is a person who can swear to your identity. He or she must:

- Have known you for at least 2 years
- Be a U.S. citizen or permanent resident
- Have valid ID
- Fill out Form DS-71: Affidavit of Identifying Witness in the presence of a Passport Agent

NOTE: Form DS-71 is only available at your local Acceptance Facility or a Passport Agency.

Appendix 9

Passport Fees

Passport Fees

As of February 1, 2008

Prevent application processing delays by submitting the correct fees the first time!

Read the information below carefully and entirely to ensure that your payment is correct.

Are You Renewing a U.S. Passport by Mail? See Fee Info Below

FEES WHEN SUBMITTING PASSPORT APPLICATION IN PERSON (FORM DS-11)

The following fees apply when submitting Form DS-11 in person.

What Are You Applying For?

Application Fee

Execution Fee

Total
Amount
You Pay

Passport Book (Age 16 & Older)

\$75.00

\$25.00

\$100.00

Passport Book (Under Age 16)

\$60.00

\$25.00

\$85.00

Passport Card (Age 16 & Older)

\$20.00

\$25.00

\$45.00

Passport Card (Under Age 16)

\$10.00

\$25.00

\$35.00

When applying at a Passport Agency, both the Application Fee and the Execution Fee are combined as one payment to the "Department of State."

When applying at an Acceptance Facility, pay the Application Fee to the "Department of State" and the Execution Fee to the facility where you are applying.

FEES WHEN SUBMITTING PASSPORT APPLICATION BY MAIL (FORM DS-82)

The following fees apply when submitting Form DS-82 by mail.

What Are You Applying For?
(Are You Eligible to Renew?)

Application
Fee

Execution Fee

Total
Amount
You Pay

Passport Book (Age 16 & Older)

\$75.00

Does Not Apply

\$75.00

Passport Book (Under Age 16)

Minors under age 16 must use Form DS-11

Passport Card (Age 16 & Older)

\$20.00

Does Not Apply

\$20.00

Passport Card (Under Age 16)

Minors under age 16 must use Form DS-11

When mailing Form DS-82, include a payment with the appropriate fee amount to the "Department of State." See specific instructions on how to submit your payment on page 2 of Form DS-82.

You May Use Form DS-82 If Your Previous U.S. Passport:

- Was issued when you were age 16 or older and
- Was issued in the last 15 years and
- Is undamaged and can be submitted with your application and
- Was issued in your current name or you can document your legal name change

If you answered no to any of the above statements you are not eligible to use Form DS-82! You must submit Form DS-11 in person and pay the appropriate fees.

OPTIONAL FEES

The following services are optional and include the additional fees described below.

Expedite Service

There is a \$60.00 Expedite Fee for each application requesting Expedited Processing.

Currently, the U.S. passport card is not eligible for Expedited Service.

Note: An application for a passport book and a passport card may be expedited, but the \$60 fee will only serve to expedite the book at this time. The pending production of your passport card, will not delay the issuance or delivery of your passport book or the return of your citizenship evidence.

Expedite Service Fees

What Are You Applying For?

Routine Service Total

Expedite Service Total

Passport Book (Age 16 & Older)

\$100.00

\$160.00

Passport Book (Under Age 16)

\$85.00

\$145.00

Stop Sign

Passport Card (Age 16 & Older)

Does Not Apply

Passport Card (Under Age 16)

Does Not Apply

Overnight Delivery

In order to receive your passport as soon as possible, no matter what you're applying for (first-time application, renewal, additional pages, name change, etc.), we strongly suggest that you use an overnight delivery service to:

1. Send your passport application to the Department of State (See your overnight delivery service provider for fee information)

and

2. Return your newly issued passport from the Department of State (Include a overnight delivery service fee of \$14.85 with each application)

NOTE: The overnight delivery service provider that you use to send your passport application to the Department of State must be capable of delivery to a P.O. Box

Methods of Payment

When applying at a Passport Agency, you may submit your payment using one of the following:

- Credit Cards (VISA, MasterCard, American Express, Discover)
- Debit/Check Cards
- Checks (personal, certified, cashiers', travelers')
- Money Orders (U.S. Postal, international, currency exchange)
- Bank Drafts

When applying at an Acceptance Facility, you may submit your payment using one of the following:

For Passport Application Fee:

- Personal checks, money orders, and bank drafts at all locations
- Exact cash at some locations (verify with the Acceptance Facility)

For \$25.00 Execution Fee:

- Money orders and bank drafts at all locations
- Personal checks and exact cash at some locations (verify with the Acceptance Facility)

- Credit cards at U.S. Postal Facilities and some other locations (verify with the Acceptance Facility)
- When applying by mail, pay the application fee (as well as the expedite and overnight delivery return fee, if applicable) to the "Department of State". There is no execution fee when applying by mail (i.e. Form DS-82)

When applying for a U.S. passport from outside of the United States, you should check with the nearest U.S. Embassy or Consulate for guidance on accepted methods of payment. U.S. Embassies and Consulates accept the foreign currency equivalent to the dollar (\$) amounts listed above.

Appendix 10

National Passport Information Center

National Passport Information Center

Passport questions, travel emergencies, or to make an appointment at one of our Regional Passport Agencies, please contact the National Passport Information Center (NPIC).

1-877-4-USA-PPT (1-877-487-2778)

TDD/TTY: 1-888-874-7793

Passport Information is available 24 hours, 7 days a week.

Speak with a representative Monday-Friday, 8 a.m. to 10 p.m., EST, excluding federal holidays.

Contact Information

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Additionally, the contents of this Family Safety Planning Training Curriculum do not constitute legal advice. Please consult with an immigration lawyer for legal services.

If you have any questions, comments or suggestions please direct them to Karen Herrling at CLINIC. Ms. Herrling can be reached at kherrling@cliniclegal.org or (202) 635-7410.

