

Document Checklist

Know Your Rights

- Know Your Rights Card/ Tarjeta Conosca Sus Derechos (1 attachment “the red card”)**
- Know Your Rights Info Packet/ Paquete con Información Sobre sus Derechos (1 attachment “know your rights spanish”)**
- Be Ready advice/ consejos generales (1 attachment “be ready advice-consejos generals”)**
- Template of a Warrant and invalid warrant (3 attachments “Example of invalid warrant 1 and 2, example of valid warrant”)**
- Legal assistance resource sheet (1 attachment “legal assistance resource sheet”)**

Immigration Safety Plan for Youth and Children

- ❖ Parents should choose someone that can care for their child in the event of an emergency/ detention/ deportation. This person should have status and ideally be a family member.
 - ❖ It may be helpful for the future caregiver to have a background check.
 - ❖ Each of these documents should be done specifically for each child.

- Child’s School Emergency Contact Information (no attachments)**
 - ❖ The chosen caregiver should be designated as the school emergency contact person in the event that the parents are unreachable to pick up the child. Ask the administration office for this form and fill it out.
 - ❖ Note: If the child can get picked up by the emergency contact, the school may avoid calling the police if a child is not picked up.

- Child’s Immunization Records (no attachments)**
 - ❖ Give a copy to the caregiver
 - ❖ Places to look for an official immunization record:
 - The doctor’s office or clinic where your child gets immunizations
 - Your state health department. In Washington, the records can be found with the Washington State Immunization Information System. You can call 1-866-397-0337
 - You can also ask schools and/or daycares your child has attended

- Intention of Parents for Care for Minor Child (1 attachment “intentions of parents to care for minor child”)**
 - ❖ Should be filled and notarized.
 - ❖ Give the original to the caregiver, keep a copy for yourself (parent) and put a copy (ideally folded in a small plastic bag) in your child’s backpack. Try to keep an electronic copy if possible, not on your phone.
 - ❖ In the case of an emergency, your child should show this paper to the authorities, teacher.
 - ❖ Form attached. Have it notarized.

- **Temporary Parental Consent Agreement (1 attachment “Temporary parental consent agreement”)**
 - ❖ Should be filled and notarized.
 - ❖ Give the original to the caregiver, keep a copy for yourself (parent) and put a copy (ideally folded in a small plastic bag) in your child’s backpack. Try to keep an electronic copy if possible, not on your phone.
 - ❖ In the case of an emergency, your child should show this paper to the authorities, teacher.
 - ❖ Form attached. Have it notarized.

- **The child’s birth certificate (from US or another country) (1 attachment “Birth certificates”)**
 - ❖ Each child should have an original birth certificate. Copies of the certificate (paper and electronic) should be made and given to others that may care for the child.
 - ❖ Anyone can order a birth certificate as long as they have the following information: Full name of the child, birth date of the child, place of birth, mother’s full name, father’s full name.
 - ❖ To order online go to vitalcheck.com, pay \$31.50 fee, it will be shipped within 2 business days. Can pay an additional fee for expedited processing.
 - ❖ To order by phone call 360- 236-4313. Mon-Fri 9:00am-4:30pm, pay \$31.50, it will be shipped the next business day.
 - ❖ Please look at attached file for requesting birth certificates from Mexico, Honduras and Guatemala.
 - ❖ Do not give a copy to caregiver, let the caregiver know where you’ll safekeep the original.

- **The child’s social security card (1 attachment “social security application”)**
 - ❖ Gather the originals or certified copies of the documents mentioned below:
 - One of the following: State issued non-driver’s ID card, doctor, clinic or hospital records, school ID card, religious record, school daycare center record or any other document that shows the child’s name, age, date of birth and parents names.
 - Identity of parents: State issued non-driver’s ID card or driver’s license; US passport, health insurance card, school ID card, employee identification card or any other document that shows the parent’s name, age and date of birth.
 - ❖ Call 1-800-772-1213 to find your local Social Security Administration office
 - ❖ Bring the required documents and fill out the form that can be found at <https://www.ssa.gov/forms/ss-5.pdf>
 - ❖ There’s no fee for this process. Processing time is 2 weeks if approved right away.
 - ❖ Do not give a copy to caregiver, let the caregiver know where you’ll safekeep the original.

- **The child’s passport (2 attachments “passports and passport application”)**
 - ❖ If a child is a US citizen, he/she should get a passport. The passport required signature from both parents. If only one is available, another form must filled out. If the child has a passport, then he/she can travel outside of the country and return lawfully.
 - ❖ Attached are the specifics on how to process a US Passport, Mexican passport, Salvadorian Passport, Hondurian passport, Guatemalan passport, dual citizenship for Mexican passport

- ❖ Passports are expensive but if a parent can meet ends meet and afford to get a passport they should. In the case parents were to be deported, it is extremely difficult for a child to obtain their passport then, and impossible for the child to travel out of the country without one. Not getting a passport will make it difficult for the child to visit their parents in their native country.
- ❖ Do not give a copy to caregiver, let the caregiver know where you'll safe keep the original.