

Family Safety Planning

*A training manual by Catholic
Legal Immigration Network, Inc.
(CLINIC)*



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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:

- Name Tags
- Pens, Markers
- Flip Chart

Materials:

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

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

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.

- Thank everyone for coming.
- Explain that you understand that with the increased ICE enforcement that this is a difficult time for the participants and their families.
- Explain that you are excited to see everyone because this training will give you important information.
- 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.

- **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.

- **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.
- **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.
- **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.

- **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.

- **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.
- **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.
- **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.)
- **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.

- **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.
- **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.

- **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.
- **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.
- **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.
- **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.
- **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.

- **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.
- **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.

- **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.

- **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.

- **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.
- **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.
- **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.**

- **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.
- **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.
- **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.
- **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.
- **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. Dígales a sus parientes o amigos de confianza donde tiene guardado los documentos importantes.

4. **Haga un Plan para Su Familia**

- **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. Dígales 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.
- **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.

- **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.
- **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.
- **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.
- **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.

- **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.

- **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.
- **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

- **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)



Emergency Telephone Numbers and Information

Emergency Telephone Numbers

In case of a serious emergency, call 911

Numbers of Insurance Policies

Health Insurance:

Company:

Telephone:

Policy Number:

Car Insurance:

Company:

Telephone:

Policy Number:

Home Insurance:

Company:

Telephone:

Policy Number:

Police (from the house):

Police (from work):

Police (from school):

Fire Department:

Mayor's Office:

Consulate of my country:

Family/Important Contacts in the U.S.

Important Medical Information

Name:

Telephone (Home):

Work:

Relationship:

Name:

Telephone (Home):

Work:

Relationship:

Name:

Telephone (Home):

Work:

Relationship:

Family/Important Contacts in my Country

Name:

Telephone (Home):

Work:

Relationship:

Name:

Telephone (Home):

Work:

Relationship:

Name:

Telephone (Home):

Work:

Relationship:

Doctor (Name):

Telephone:

Doctor (Name):

Telephone:

Pediatrician (Name):

Telephone:

Clinic

Name & Address:

Telephone:

Hospital

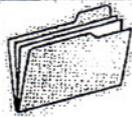
Name & Address:

Telephone:

Pharmacy

Name & Address:

Telephone:



Important Records of your Family

Use this form in order to have all important information in the same, accessible place. Put the originals of each document in a safe place (for example, in a lock box).

<u>Important Work Numbers</u>	<u>Important Numbers of School and Daycare</u>
Employer #1	School # 1
Name:	Name of child:
Telephone:	Name of school:
Supervisor:	Name of teacher:
Telephone of Supervisor:	Telephone:
Union Representative:	School identification number:
Telephone:	School #2
Employer #2	Name of child:
Name:	Name of school:
Telephone:	Name of teacher:
Supervisor:	Telephone:
Telephone of Supervisor:	School identification number:
Union Representative:	School #3
Telephone:	Name of child:
Employer #3	Name of school:
Name:	Name of teacher:
Telephone:	Telephone:
Supervisor:	School identification number:
Telephone of Supervisor:	<i>You should attach any policy or plan for disasters existing in the school of your children.</i>
Union Representative:	
Telephone:	
You should attach any information about the places where you work.	
Important Information of your Vehicles	Social Security Numbers or ITIN
Vehicle 1 - license plate number:	Name:
Identification number:	Number:
Car loan:	Name:
Insurance:	Number:
Vehicle 2 - license plate number:	Name:
Identification number:	Number:
Car loan:	Name:
Insurance:	Number:
Attach a copy of the registration of each vehicle and a photograph of each vehicle.	Attach a copy of each social security card.



**Medical information and identification of
your family**

Attach a copy of his or her birth certificate, records of
vaccination, and a photograph of each member of your family.

Family Member 1

Name:

Date of Birth:

Organ Donor:

Yes

No

Allergies:

Medications:

Medical conditions & medical history:

Family Member 2

Name:

Date of Birth:

Organ Donor:

Yes

No

Allergies:

Medications:

Medical conditions & medical history:

Family Member 3

Name:

Date of Birth:

Organ Donor:

Yes

No

Allergies:

Medications:

Medical conditions & medical history:

Family Member 4

Name:

Date of Birth:

Organ Donor:

Yes

No

Allergies:

Medications:

Medical Conditions & medical history:

Family Member 5

Name:

Date of Birth:

Allergies:

Medications:

Medical conditions & medical history:



Medical information and identification of your family

Attach a copy of his or her birth certificate, records of vaccination, and a photograph of each member of your family.

Family Member 6			
Name:			
Date of Birth:	Organ Donor:	Yes	No
Allergies:			
Medications:			
Medical conditions & medical history:			
Family Member 7			
Name:			
Date of Birth:	Organ Donor:	Yes	No
Allergies:			
Medications:			
Medical conditions & medical history:			

<u>Persons who CAN pick up my children from school/ day care</u>	<u>Persons who CANNOT pick up my children</u>
Name:	Name:
Date of Birth:	Name:
Telephone (Home):	Name:
Telephone (Work):	
Relationship:	
Name:	<p>*Be sure to inform personnel at your children's school that the persons listed in these sections have permission to pick up your children or do not have permission and have the most up to date and complete information.</p> <p>*If there is a restraining order, attach a copy of this order and file another copy with the school or day care of your children.</p>
Date of Birth:	
Telephone (Home):	
Telephone (Work):	
Relationship:	
Name:	
Date of Birth:	
Telephone (Home):	
Telephone (Work):	
Relationship:	



Contacts for Legal Problems, Identity Theft, and Fraud

For your security, DO NOT NOTE the numbers of your credit cards or account numbers on this document

Credit Card Companies

Contacts for your Financial Affairs

Card # 1

Company:
Number (toll-free):
Names on card:

Checking Account #1

Bank:
Number (toll-free):
Persons with access to account:

Card # 2

Company:
Number (toll-free):
Names on card:

Checking Account # 2

Bank:
Number (toll-free):
Persons with access to account:

Card # 3

Company:
Numbers (toll-free):
Names on card:

Savings Account # 3

Bank:
Number (toll-free):
Persons with access to account:

Savings Account # 4

Bank:
Number (toll-free):
Persons with access to account:

Remember to report any theft of credit cards immediately.

Frequent Contacts

Civil Legal Assistance

Attorney:

Legal Assistance:

Public Prosecutor:

Civil Attorney:

Program for Domestic Violence:

Criminal Attorney:

Place to report child abuse:

Victims' Defense:

Other important & necessary numbers:



Emergency Care for Pets

Attach a photograph of each pet.

Pet 1

Name:

Date of Birth:

Breed:

Description:

Registration Number:

Medications:

Medical Problems:

Pet 2

Name:

Date of Birth:

Breed:

Description:

Registration Number:

Medications:

Medical Problems:

Veterinarian

Name:

Telephone:

Emergency Telephone:

Emergency Veterinarian

Name:

Telephone:

Address:

Emergency Housing for Pets/ Humane Society

Name:

Telephone:

Address:

Other Notes:



Números de Teléfono de Emergencia En caso de una emergencia grave, marque el 911	Números de emergencia e información
	Números de las Pólizas de Seguro
Policía (desde la casa):	Del Hogar:
Policía (desde el trabajo):	Compañía:
Policía (desde la escuela):	Número:
Bomberos:	Número de Póliza:
Alguacil mayor:	Auto:
Consulado de mi país:	Compañía:
	Número:
	Número de Póliza:
	Salud:
	Compañía:
	Número:
	Número de Póliza:
Familia/Contactos importantes en los EEUU:	Datos Médicos Importantes
Nombre:	Doctor (Nombre):
Teléfono(Casa):	Teléfono:
Trabajo:	
Parentesco:	Doctor (Nombre):
Nombre:	Teléfono:
Teléfono(Casa):	
Trabajo:	(Pediatra) Nombre:
Parentesco:	Teléfono:
Nombre:	
Teléfono(Casa):	Equipo Medico:
Trabajo:	Nombre:
Parentesco:	Teléfono:
Familia/Contactos importantes en mi país:	Número de Cuenta:
Nombre:	
Teléfono(Casa):	Farmacia
Trabajo:	Nombre:
Parentesco:	Teléfono:
Nombre:	Hospital
Teléfono(Casa):	Nombre:
Trabajo:	Teléfono:
Parentesco:	



Records Importantes de su Familia

Use este formulario para tener toda esta información importante en el mismo lugar accesible. Ponga los originales de cada documento en un lugar seguro (por ejemplo, en una caja fuerte)

Números importantes del Trabajo

Números importantes de la Escuela y de la Guardería

Empleador #1

Escuela #1

Nombre:

Nombre del niño(a):

Teléfono:

Nombre de la Escuela:

Supervisor:

Nombre del Maestro(a):

Teléfono del Supervisor:

Número de teléfono:

Representante del Sindicato:

Número de identificación escolar:

Número de Teléfono

Escuela #2

Empleador #2

Nombre del niño(a):

Nombre:

Nombre de la Escuela:

Teléfono:

Nombre del Maestro(a):

Supervisor:

Número de teléfono:

Teléfono del Supervisor:

Número de identificación escolar:

Representante del Sindicato:

Escuela #3

Número de Teléfono

Nombre del niño(a):

Empleador #3

Nombre de la Escuela:

Nombre:

Nombre del Maestro(a):

Teléfono:

Número de teléfono:

Supervisor:

Número de identificación escolar:

Teléfono del Supervisor:

Debería adjuntar cualquier política o plan para desastres que existe en la(s) escuela(s) de su hijo(s)

Representante del Sindicato:

Números de Seguro Social o ITIN

Número de Teléfono

Nombre:

Debería adjuntar cualquier reglamento o información sobre los lugares en dónde usted trabaja.

Número:

Información importante de los Vehículos

Nombre:

Vehículo 1- Número de placa:

Número de identificación (VIN):

Número:

Préstamo:

Nombre:

Seguro:

Número:

Vehículo 2- Número de placa:

Número de identificación (VIN):

Nombre:

Préstamo:

Número:

Seguro:

Adjunta una copia del registro de cada vehículo y una foto de cada uno.

Adjunte una copia de cada tarjeta del seguro social.



Información médica e identificación de su familia

Adjunte una copia de su acta de nacimiento, records de vacunación, y foto para cada miembro de su familia.

Miembro de la Familia 1

Nombre:

Fecha de Nacimiento:

Número de licencia de conducir:

Donador de Órganos: SI NO

Alergias:

Medicamentos:

Condiciones Médicas y historia:

Miembro de la Familia 2

Nombre:

Fecha de Nacimiento:

Número de licencia de conducir:

Donador de Órganos: SI NO

Alergias:

Medicamentos:

Condiciones Médicas y historia:

Miembro de la Familia 3

Nombre:

Fecha de Nacimiento:

Número de licencia de conducir:

Donador de Órganos: SI NO

Alergias:

Medicamentos:

Condiciones Médicas y historia:

Miembro de la Familia 4

Nombre:

Fecha de Nacimiento:

Número de licencia de conducir:

Donador de Órganos: SI NO

Alergias:

Medicamentos:

Condiciones Médicas y historia:



Información médica e identificación de su familia
 Adjunte una copia de su acta de nacimiento, records de vacunación, y foto para cada miembro de su familia.

Miembro de la Familia 5

Nombre:

Fecha de Nacimiento:

Número de licencia de conducir:

Donador de Órganos: SI NO

Alergias:

Medicamentos:

Condiciones Médicas y historia:

Miembro de la Familia 6

Nombre:

Fecha de Nacimiento:

Número de licencia de conducir:

Donador de Órganos: SI NO

Alergias:

Medicamentos:

Condiciones Médicas y historia:

Personas que SI pueden recoger a mi(s) hijo(s) de la escuela / guardería	Quien NO Debe recoger a mi(s) hijo(s):
Nombre:	Nombre:
Teléfono(Casa):	Nombre:
Trabajo:	Nombre:
Parentesco:	<p>*Asegure de informar al personal de la escuela de sus hijos que las personas listadas en estas secciones tienen el permiso que recoger a sus hijos o que no lo tienen y que tengan la información mas completa y al día.</p> <p>*Si existe una orden de protección, ajunte una copia de esa orden y archive otra copia con la escuela o guardería de su(s) hijo(s).</p>
Nombre:	
Teléfono(Casa):	
Trabajo:	
Parentesco:	



Problemas Jurídicos, Robo de Identidad, y Contactos para Fraude

por su seguridad, NO APUNTE los números de su tarjeta de crédito o números de cuentas en este documento.

Compañías de las Tarjetas de Crédito

Nombre:

Número (número gratuito):

Nombre:

Número (número gratuito):

Nombre:

Número (número gratuito):

Nombre:

Número (número gratuito):

Recuerde que debe reportar cualquier robo de tus tarjetas de crédito de inmediato.

Contactos de Frecuencia:

Actuario(a):

Fiscal:

Programa de Violencia Domestica:

Lada para reportar abuso contra los niños:

Contactos para sus Asuntos Financieros

Cuenta de Cheques #1:

Banco:

Número (gratuito):

Cuenta de Cheques #2:

Banco:

Número (gratuito):

Cuenta de Ahorros #1:

Banco:

Número (gratuito):

Cuenta de Ahorros #2:

Banco:

Número (gratuito):

Ayuda Jurídica Civil

Asistencia Jurídica:

Abogado Civil:

Abogado Criminal:

Defensor(a) para victimas

Otros números importantes y necesarios:



Cuidado de Emergencia de Mascotas

Adjunte una foto de cada mascota.

Mascota 1

Nombre:

Fecha de Nacimiento:

Raza:

Descripción:

Licencia/Numero de registro:

Medicamentos:

Problemas médicos:

Mascota 2

Nombre:

Fecha de Nacimiento:

Raza:

Descripción:

Licencia/Numero de registro:

Medicamentos:

Problemas médicos:

Veterinario

Nombre:

Teléfono:

Numero de emergencia:

Albergues de emergencia para mascotas/ "Humane Society"

Nombre:

Teléfono:

Dirección:

Veterinario de emergencia

Nombre:

Teléfono:

Dirección:

Otras Notas:

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):

- Minor's certified **U.S. birth certificate** with **both** parents' names
- Minor's certified **Foreign Birth Certificate** with **both** parents' names*
- Minor's **Report of Birth Abroad** with **both** parents' names
- Adoption Decree** with **adopting** parents' names*
- Court Order** establishing custody
- 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):

- 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)

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:

<p>Both Parents MUST:</p>	<ul style="list-style-type: none"> • Appear in person with the minor • Sign Form DS-11 in front of an Acceptance Agent
<p>One Parent MUST:</p>	<ul style="list-style-type: none"> • 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)
<p>One Parent (with sole legal custody) MUST:</p>	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • <ul style="list-style-type: none"> ○ Minor's certified U.S. or foreign birth certificate listing only the applying parent ○ Consular Report of Birth Abroad (Form FS-240) or Certification of Birth Abroad (Form DS-1350) listing only the applying parent ○ Court order granting sole custody to the applying parent (unless child's travel is restricted by that order) ○ Adoption decree (if applying parents is <i>sole</i> adopting parent) ○ Court order specifically permitting applying parent's or guardian's travel with the child ○ Judicial declaration of incompetence of non-applying parent ○ Death certificate of non-applying parent <p>NOTE: If none of the above documentation is available, the applying parent must submit Form DS-3053 stating why the non-applying parent/guardian's consent cannot be obtained</p>

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.

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**:
 - Uniforms should **not** be worn in photographs except religious attire that is worn daily
 - Do **not** wear a hat or headgear that obscures the hair or hairline
 - If you normally wear prescription glasses, a hearing device, wig or similar articles, they **should** be worn for your picture
 - 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:

- Vending machine photos are not generally acceptable
- See [Digitized Passport Photos](#) for information on acceptable digital photos
- 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



U.S. Department of State
APPLICATION FOR A U.S. PASSPORT

PLEASE DETACH AND RETAIN THIS INSTRUCTION SHEET FOR YOUR RECORDS.

I applied: **Place:** _____

Date: _____

FOR INFORMATION, QUESTIONS, AND INQUIRIES: Please visit our website at travel.state.gov. In addition, you can contact the National Passport Information Center (NPIC) toll-free at **1-877-487-2778** (TDD: **1-888-874-7793**) or by e-mail at NPIC@state.gov. Customer Service Representatives are available M-F, 6AM-12 Midnight Eastern Time (excluding federal holidays). Automated information is available 24/7.

U.S. PASSPORTS, EITHER IN BOOK OR CARD FORMAT, ARE ISSUED ONLY TO U.S. CITIZENS OR NON-CITIZEN NATIONALS. EACH PERSON MUST OBTAIN HIS OR HER OWN PASSPORT BOOK OR PASSPORT CARD. THE PASSPORT CARD IS A U.S. PASSPORT ISSUED IN CARD FORMAT. LIKE THE TRADITIONAL PASSPORT BOOK, IT REFLECTS THE BEARER'S ORIGIN, IDENTITY, AND NATIONALITY AND IS SUBJECT TO EXISTING PASSPORT LAWS AND REGULATIONS. UNLIKE THE PASSPORT BOOK, THE PASSPORT CARD IS VALID ONLY FOR INTERNATIONAL TRAVEL BY LAND OR SEA BETWEEN THE UNITED STATES, CANADA, MEXICO, THE CARIBBEAN AND BERMUDA. IT IS NOT GLOBALLY INTEROPERABLE AND IS NOT VALID FOR TRAVEL BY AIR TO OR FROM ANY FOREIGN DESTINATION.

APPLICANTS WHO HAVE HAD A PREVIOUS U.S. PASSPORT BOOK AND/OR U.S. PASSPORT CARD

If your most recent passport book and/or passport card was issued less than 15 years ago and you were over 16 years old at the time of issuance, you may be eligible to use Form DS-82 (mail-in or electronic application). Please inquire about eligibility when you apply, visit our website, or contact NPIC. Address any requests for the addition of visa pages to a Passport Agency or a U.S. consulate or embassy abroad. In advance of your departure, check for any visa requirements with consular officials of the countries you will be visiting.

SPECIAL REQUIREMENTS FOR CHILDREN

• **AS DIRECTED BY PUBLIC LAW 106-113 AND 22 CFR 51.28:**

To submit an application for a child under age 16 both parents or the child's legal guardian(s) must appear and present the following:

- Evidence of the child's U.S. citizenship,
- Evidence of the child's relationship to parents/guardian(s), **AND**
- Parental/guardian identification.

IF ONLY ONE PARENT APPEARS YOU MUST ALSO SUBMIT ONE OF THE FOLLOWING:

- Second parent's notarized written statement consenting to passport issuance for the child,
- Primary evidence of sole authority to apply, **OR**
- A written statement (made under penalty of perjury) explaining the second parent's unavailability.

• **AS DIRECTED BY REGULATION 22 CFR 51.21 and 51.28:**

Each minor child applying for a passport book and/or passport card must appear in person.

WHAT TO SUBMIT WITH THIS FORM:

1. PROOF OF U.S. CITIZENSHIP (Evidence of U.S. citizenship that is not damaged, altered, or forged will be returned to you.)
2. PROOF OF IDENTITY
3. TWO RECENT COLOR PHOTOGRAPHS, **AND**
4. FEES (Please visit our website at travel.state.gov for current fees.)

WHERE TO SUBMIT THIS FORM:

Please complete and submit this application in person to one of the following acceptance agents: a clerk of a Federal or State court of record or a judge or clerk of a probate court accepting applications; a designated municipal or county official; a designated postal employee at an authorized post office; or an agent at a Passport Agency (by appointment only) in Boston, Chicago, Aurora CO, Honolulu, Houston, Los Angeles, Miami, New Orleans, New York, Norwalk CT, Philadelphia, San Francisco, Seattle, or Washington DC; or a U.S. consular official at a U.S. embassy or consulate, if abroad. To find your nearest acceptance facility, visit our website or contact the National Passport Information Center.

See Instruction Page 2 for detailed information on the completion and submission of this form.

WARNING: False statements made knowingly and willfully in passport applications, including affidavits or other documents submitted to support this application, are punishable by fine and/or imprisonment under the provisions of 18 USC 1001, 18 USC 1542, and/or 18 USC 1621. Alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under the provisions of 18 USC 1543. The use of a passport in violation of the restrictions contained therein or of the passport regulations is punishable by fine and/or imprisonment under 18 USC 1544. All statements and documents are subject to verification.

1. PROOF OF U.S. CITIZENSHIP

- a. **APPLICANTS BORN IN THE UNITED STATES:** Submit a previous U.S. passport or **certified** birth certificate. A birth certificate must include your full name, the full name of your parent(s), date and place of birth, sex, date the birth record was filed, and the seal or other certification of the official custodian of such records.
- 1) **If the birth certificate was filed more than 1 year after the birth:** It must be supported by evidence described in the next paragraph.
 - 2) **If no birth record exists:** Submit a registrar's notice to that effect. Also submit a combination of the following: an early baptismal or circumcision certificate, hospital birth record, early census, school, or family Bible records, or newspapers or insurance files. Notarized affidavits of persons having knowledge of your birth may be submitted in addition to at least one record listed above. Evidence should include your given name and surname, date and place of birth, and the seal or other certification of the office (if customary) and the signature of the issuing official. Visit travel.state.gov for details.
- b. **APPLICANTS BORN OUTSIDE THE UNITED STATES:** Submit a previous U.S. passport, Certificate of Naturalization, Certificate of Citizenship, Report of Birth Abroad, **or** evidence described below.
- 1) **If You Claim Citizenship Through Naturalization Of Parent(s):** Submit the Certificate(s) of Naturalization of your parent(s), your foreign birth certificate, **and** proof of your admission to the United States for permanent residence.
 - 2) **If You Claim Citizenship Through Birth Abroad To One U.S. Citizen Parent:** Submit a Consular Report of Birth (Form FS-240), Certification of Birth (Form DS-1350 or FS-545), **or** your foreign birth certificate, proof of citizenship of your parent, your parents' marriage certificate, **and** an affidavit showing all of your U.S. citizen parent's periods and places of residence/physical presence in the United States and abroad before your birth.
 - 3) **If You Claim Citizenship Through Birth Abroad To Two U.S. Citizen Parents:** Submit a Consular Report of Birth (Form FS-240), Certification of Birth (Form DS-1350 or FS-545), **or** your foreign birth certificate, parents' marriage certificate, proof of your parents' citizenship, **and** an affidavit showing all of your U.S. citizen parents' periods and places of residence/physical presence in the United States and abroad before your birth.
 - 4) **If You Claim Citizenship Through Adoption by a U.S. Citizen Parent(s):** Submit evidence of your permanent residence status, full and final adoption, **and** your U.S. citizen parent(s) evidence of legal and physical custody. (Please note: Acquisition of U.S. citizenship for persons born abroad and adopted only applies if the applicant was born on or after 02/27/1983.)
- c. **ADDITIONAL EVIDENCE:** When necessary, we may ask you to provide additional evidence to establish your claim to U.S. citizenship.

2. PROOF OF IDENTITY

You must establish your identity to the satisfaction of the acceptance agent.

You may submit items such as the following containing your signature AND physical description or photograph that is a good likeness of you: previous or current U.S. passport book; previous or current U.S. passport card; driver's license (not temporary or learner's license); Certificate of Naturalization, Certificate of Citizenship; military identification; or federal, state, or municipal government employee identification card or pass. **Temporary or altered documents are not acceptable.** When necessary, we may ask you to provide additional evidence to establish your identity.

IF YOU CANNOT PROVIDE DOCUMENTARY EVIDENCE OF IDENTITY as stated above, you must appear with an IDENTIFYING WITNESS who is a U.S. citizen, non-citizen U.S. national, or permanent resident alien who has known you for at least 2 years. Your witness must prove his or her identity and complete and sign an Affidavit of Identifying Witness (Form DS-71) before the acceptance agent. You must also submit some identification of your own.

3. TWO RECENT COLOR PHOTOGRAPHS

Submit two identical color photographs of you alone, sufficiently recent to be a good likeness of you (taken within the last six months), and 2x2 inches in size. The image size measured from the bottom of your chin to the top of your head (including hair) should not be less than 1 inch and not more than 1-3/8 inches. The photographs must be color, clear, with a full front view of your face, and printed on thin paper with plain light (white or off-white) background. The photographs must be taken in normal street attire, without a hat, head covering, or dark glasses unless a signed statement is submitted by the applicant verifying the item is worn daily for religious purposes or a signed doctor's statement is submitted verifying the item is used daily for medical purposes. Photographs retouched so that your appearance is changed are unacceptable. Snapshots, most vending machine prints, and magazine or full-length photographs are unacceptable. Digitized photos must meet the previously stated qualifications and will be accepted for use at the discretion of Passport Services. (Visit our website for details.)

4. FEES

- a. **If you are 16 years of age or older:** Your passport will be valid for 10 years from the date of issue except where limited by the Secretary of State to a shorter period. (See information below about the additional cost for expedited service.)
- b. **If you are under 16 years of age:** Your passport will be valid for 5 years from the date of issue except where limited by the Secretary of State to a shorter period. (See information below about the additional cost for expedited service.)

BY LAW, THE PASSPORT FEES ARE NON-REFUNDABLE. PLEASE VISIT OUR WEBSITE AT TRAVEL.STATE.GOV FOR CURRENT FEES.

- **The passport processing, execution, and security fees may be paid in any of the following forms:** Checks (personal, certified, traveler's); major credit card (Visa, Master Card, American Express, and Discover); bank draft or cashier's check; money order (U.S. Postal, international, currency exchange), or if abroad, the foreign currency equivalent, or a check drawn on a U.S. bank. All fees should be payable to the "U.S. Department of State" or if abroad, the appropriate U.S. embassy or U.S. consulate. **When applying at a designated acceptance facility, the execution fee will be paid separately and should be made payable to the acceptance facility. NOTE: Some designated acceptance facilities do not accept credit cards as a form of payment.**
- **For faster processing,** you may request expedited service. Please include the expedite fee in your payment. Our website contains updated information regarding fees and processing times for expedited service. Expedited service is available only in the United States.
- **If you desire OVERNIGHT DELIVERY SERVICE** for the return of your passport, please include the appropriate fee with your payment.
- An additional fee will be charged when, upon your request, the U.S. Department of State verifies issuance of a previous U.S. passport or Consular Report of Birth Abroad because you are unable to submit evidence of U.S. citizenship.
- **For applicants with U.S. Government or military authorization for no-fee passports,** no fees are charged except the **execution fee** when applying at a designated acceptance facility.
- If you choose to provide your e-mail address in Item #8 on this application, Passport Services will only use that information to contact you in the event there is a problem with your application or if you need to provide additional information to us.

FEDERAL TAX LAW

Section 6039E of the Internal Revenue Code (26 U.S.C. 6039E) requires you to provide your Social Security Number (SSN), if you have one, when you apply for a U.S. passport or renewal of a U.S. passport. If you have not been issued a SSN, enter zeros in box #5 of this form. If you are residing abroad, you must also provide the name of the foreign country in which you are residing. The Department of State must provide your SSN and foreign residence information to the Department of Treasury. If you fail to provide the information, you are subject to a \$500 penalty enforced by the IRS. All questions on this matter should be directed to the nearest IRS office.

NOTICE TO CUSTOMERS MAKING PAYMENT BY CHECK

If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually occur within 24 hours, and will be shown on your regular account statement.

You will not receive your original check back. We will destroy your original check, but we will keep the copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to two times and we will charge you a one-time fee of \$25, which we will also collect by EFT.

REMITTANCE OF FEES

31 U.S.C. 7701 requires persons "doing business" with a federal agency to provide their Social Security Numbers to that agency. Because the Department of State collects fees for the provision of passport services to you, you are considered a person "doing business" with the Department. Passport service fees are established by law and regulation (see 22 U.S.C. 214, 22 CFR 22.1, and 22 CFR 51.50–56) and are collected at the time you apply for the passport service. If the Department fails to receive full payment of the applicable fees, because, for example, your check is returned for any reason or you dispute a passport fee charge to your credit card, the Department of State will take action to collect the delinquent fees from you under 22 CFR Part 34 and the Federal Claims Collection Standards (see 31 CFR Parts 900–904). In accordance with the Debt Collection Improvement Act (Pub.L. 104–134), if the fees remain unpaid after 180 days and no repayment arrangements have been made, the Department will refer the debt to the Department of Treasury for collection. Debt collection procedures used by Treasury may include referral of the debt to private collection agencies, reporting of the debt to credit bureaus, garnishment of private wages and administrative offset of the debt by reducing or withholding eligible Federal payments (e.g. tax refunds, social security payments, federal retirement, etc.) by the amount of your debt, including any interest penalties or other costs incurred.

In addition, non-payment of passport fees may result in the invalidation of your passport. An invalidated passport cannot be used for travel.

OTHER USES OF SOCIAL SECURITY NUMBERS

In addition to reporting your Social Security Number to Treasury and using it in connection with debt collection, the Department checks Social Security Numbers against lists of persons ineligible or potentially ineligible to receive a U.S. passport.

PAPERWORK REDUCTION STATEMENT

You are not required to provide the information requested on this form unless the form displays a currently valid OMB number. We try to create forms and instructions that can be easily understood. Often this is difficult to do because our citizenship laws are very complex. The estimated burden time for this information collection is 85 minutes, which includes the time required to search existing data sources, gather the necessary data, complete and review this form, and provide and submit the form and any additional information required. If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to us at: U.S. Department of State (A/ISS/DIR) Washington, DC 20520.

IMPORTANT NOTICE TO APPLICANTS WHO HAVE LOST OR HAD A PREVIOUS PASSPORT BOOK AND/OR PASSPORT CARD STOLEN

A United States citizen may not normally bear more than one valid or potentially valid U.S. passport book or more than one valid or potentially valid U.S. passport card at a time. Therefore, when a valid or potentially valid U.S. passport book or U.S. passport card cannot be presented with a new application, it is necessary to submit a Form DS-64, Statement Regarding a Lost or Stolen Passport. Your statement must detail why the previous U.S. passport book and/or U.S. passport card cannot be presented.

The information you provide regarding your lost or stolen U.S. passport book or U.S. passport card will be placed into our Consular Lost/Stolen Passport System. This system is designed to prevent the misuse of your lost or stolen U.S. passport book or U.S. passport card. Anyone using a passport book or passport card reported as lost or stolen may be detained upon entry into the United States. Should you locate the U.S. passport book or U.S. passport card reported lost or stolen at a later time, report it as found and submit it for cancellation. It has been invalidated. You may not use that passport book or passport card for travel.

PROTECT YOURSELF AGAINST IDENTITY THEFT

REPORT YOUR LOST OR STOLEN PASSPORT BOOK OR PASSPORT CARD!

For more information or to report your lost or stolen passport book or passport card by phone, call NPIC or visit our website at travel.state.gov.

ACTS OR CONDITIONS

(If any of the below-mentioned acts or conditions have been performed by or apply to the applicant, the portion which applies should be lined out, and a supplementary explanatory statement under oath (or affirmation) by the applicant should be attached and made a part of this application.) I have not, since acquiring United States citizenship/nationality, been naturalized as a citizen of a foreign state; taken an oath or made an affirmation or other formal declaration of allegiance to a foreign state; entered or served in the armed forces of a foreign state; accepted or performed the duties of any office, post, or employment under the government of a foreign state or political subdivision thereof; made a formal renunciation of nationality either in the United States, or before a diplomatic or consular officer of the United States in a foreign state; or been convicted by a court or court martial of competent jurisdiction of committing any act of treason against, or attempting by force to overthrow, or bearing arms against, the United States, or conspiring to overthrow, put down, or to destroy by force, the Government of the United States.

PRIVACY ACT STATEMENT

AUTHORITIES: Collection of the information solicited on this form is authorized by Titles 8, 22, and 26 of the United States Code, whether or not codified, including specifically 22 U.S.C. 211a et seq.; 26 U.S.C. 6039E, Section 236 of the Admiral James W. Nance and Meg Donovan Foreign Relations Authorization Act, Fiscal Years 2000 and 2001; Executive Order 11295 (August 5, 1966); and 22 CFR parts 50 and 51.

PURPOSE: The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a U.S. passport.

ROUTINE USES: The information solicited on this form may be made available as a routine use to other government agencies to assist the U.S. Department of State in adjudicating passport applications and requests for related services, and for law enforcement and administrative purposes. The information may be made available to foreign government agencies to fulfill passport control and immigration duties. The information may also be provided to foreign government agencies, international organizations and, in limited cases, private persons and organizations to investigate, prosecute, or otherwise address potential violations of law or to further the Secretary's responsibility for the protection of U.S. citizens and non-citizen nationals abroad. The information may be made available to private U.S. citizen 'wardens' designated by the U.S. embassies and consulates. For a more detailed listing of the routine uses to which this information may be put, see the Prefatory Statement of Routine Uses and the listing of routine users set forth in the system descriptions for Overseas Citizen Services Records (State-05) and Passport Records (State-26) published in the Federal Register.

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: With the exception of your Social Security Number (see Federal Tax Law statement on Instruction Page 3), you are not legally required to provide the information requested on this form. However, failure to do so may result in Passport Services' refusal to accept your application or result in the denial of a U.S. passport.

ELECTRONIC PASSPORT STATEMENT

The State Department has begun issuing a new type of passport book containing an embedded electronic chip and called an "Electronic Passport". The new passport book continues to be proof of the bearer's United States citizenship/nationality and identity, and looks and functions in the same way as a passport without a chip. The addition of an electronic chip in the back cover enables the new passport book to carry a duplicate electronic copy of all information from the data page. The new passport book is usable at all ports-of-entry, including those that do not yet have electronic chip readers.

Use of the electronic format provides the traveler the additional security protections inherent in chip technology. Moreover, when used at ports-of-entry equipped with electronic chip readers, the new passport book provides for faster clearance through some of the port-of-entry processes.

The new passport book does not require special handling or treatment, but like previous versions should be protected from extreme bending and from immersion in water. The electronic chip must be read using specially formatted readers, which protects the data on the chip from unauthorized reading.

The cover of the new passport book is printed with a special symbol representing the embedded chip. The symbol  will appear in port-of-entry areas where the electronic passport book can be read.

NOTICE TO APPLICANTS FOR OFFICIAL, DIPLOMATIC, OR NO-FEE PASSPORTS

You may use this application if you meet all of the provisions listed on Instruction Page 2, however you must CONSULT YOUR SPONSORING AGENCY FOR INSTRUCTIONS ON PROPER ROUTING PROCEDURES BEFORE FORWARDING THIS APPLICATION. Your completed passport will be released to your sponsoring agency for forwarding to you.



APPLICATION FOR A U.S. PASSPORT

OMB APPROVAL NO. 1405-0004
EXPIRATION DATE: 12-31-2010
ESTIMATED BURDEN: 85 MIN

Attention: see WARNING on page two of instructions

Please select the document (or documents) for which you are applying:

U.S. Passport Book U.S. Passport Card

The U.S. passport card may only be used for international travel by land or sea between the United States, Canada, Mexico, the Caribbean and Bermuda. Please visit our website for detailed information.

1. Name Last _____

First & Middle _____

R D O DP

End. # _____ Exp _____

2. Date of Birth (mm/dd/yyyy) _____

3. Sex **4. Place of Birth (City & State or City & Country as it is presently known)** _____

M F **5. Social Security Number** _____

6. Mailing Address: Street/RFD # or P.O. Box _____

Apartment or unit # _____

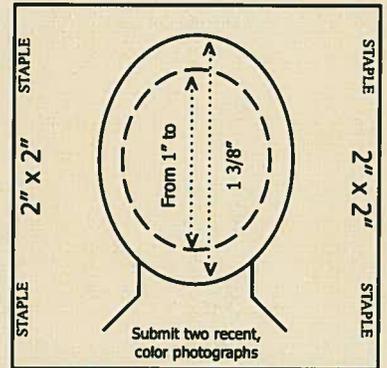
City _____ State _____ Zip Code (Zip + 4 if known) _____ In Care Of or Country, if applicable _____

7. Contact Phone Number _____ **8. Email Address (Optional)** _____

Home Cell
 Work

9. Have You Ever Used A Different Name (Maiden, Previous Marriage, Legal Name Change)? If yes, please complete. (Attach additional pages if needed)

1. _____ 2. _____



10. Parents' Information

Father's Name - First & Middle _____ Last _____

Date of Birth (mm/dd/yyyy) _____ Father's Place of Birth _____ U.S. Citizen? Yes No

Mother's Name - First & Middle _____ Last (Maiden) _____

Date of Birth (mm/dd/yyyy) _____ Mother's Place of Birth _____ U.S. Citizen? Yes No

CONTINUE TO PAGE 2

DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY PERSON ADMINISTERING OATH.

I declare under penalty of perjury all of the following: 1)I am a citizen or non-citizen national of the United States and have not, since acquiring U.S. citizenship or nationality, performed any of the acts listed under "Acts or Conditions" on the reverse side of this application (unless explanatory statement is attached); 2)the statements made on the application are true and correct; 3)I have not knowingly and willfully made false statements or included false documents in support of this application; 4)the photograph submitted with this application is a genuine, current, photograph of me; and 5)I have read and understood the warning on page two of the instructions to the application form.

Identifying Documents - Applicant or Father (if identifying minor)

Applicant's Signature - age 16 and older _____

Driver's License Passport Military Other _____

Issue Date _____ Expiration Date _____ Place of Issue _____

Name _____ ID No _____

Identifying Documents - Mother (if identifying minor)

Father's/Legal Guardian's Signature (if identifying minor) _____

Driver's License Passport Military Other _____

Issue Date _____ Expiration Date _____ Place of Issue _____

Name _____ ID No _____

Mother's/Legal Guardian's Signature (if identifying minor) _____

Acceptance Agent (Vice) Consul USA Passport Services Staff Agent

Subscribed and sworn to (affirmed) before me: _____ Facility Name/Location _____

(Seal) _____ Date _____

Signature of person authorized to accept applications _____

PPT Fee _____ EF _____ Postage _____ Other _____

Facility/Agent ID Number _____

DS 11 10 2007 1

Name of Applicant (Last, First & Middle)

Date of Birth (mm/dd/yyyy)

11. Height

12. Hair Color

13. Eye Color

14. Occupation

15. Employer

16. Additional Contact Phone Numbers

Home Cell
 Work

Home Cell
 Work

17. Permanent Address: Street/RFD # (No P.O. Box)

Apartment or unit #

City

State

Zip Code

18. Emergency Contact - Provide the information of a person not traveling with you to be contacted in the event of an emergency.

Name

Address: Street/RFD # or P.O. Box

Apartment or unit #

City

State

Zip Code

Phone Number

Relationship

19. Travel Plans

Date of Trip (mm/dd/yyyy)

Length of Trip

Countries to be visited

20. Have you ever been married? Yes No If yes, complete the remaining items in #20.

Current spouse's or most recent former spouse's name

Place of birth

Date of marriage (mm/dd/yyyy)

Date (mm/dd/yyyy)

Widowed?
Divorced?

21. Have you ever been issued a U.S. Passport Book? Yes No If yes, complete the remaining items in #21.

Your name as listed on your most recent passport book

Most recent passport book number

Status of your most recent passport book

In My Possession Stolen Lost Other _____

Approximate date your most recent passport book was issued or date you applied (mm/dd/yyyy)

22. Have you ever been issued a U.S. Passport Card? Yes No If yes, complete the remaining items in #22.

Your name as listed on your most recent passport card

Most recent passport card number

Status of your most recent passport card

In My Possession Stolen Lost Other _____

Approximate date your most recent passport card was issued or date you applied (mm/dd/yyyy)

STOP! PLEASE DO NOT WRITE BELOW THIS LINE

FOR ISSUING OFFICE ONLY

Sole Parent Both

Name as it appears on citizenship evidence

Birth Certificate SR CR City Filed/Issued:

Report of Birth 240 545 1350 Filed/City:

Naturalization / Citizenship Certificate A# Date Acquired:

Passport Issue Date:

Other:

Attached:



DS 11 10 2007 2

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 **non-applying** 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.



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](#).



STATEMENT OF CONSENT OR SPECIAL CIRCUMSTANCES:
ISSUANCE OF A PASSPORT TO A MINOR UNDER AGE 16

WARNING: False statements made knowingly and willfully on passport applications, including affidavits or other supporting documents submitted therewith, may be punishable by fine and/or imprisonment under the provisions of 18 U.S.C. 1001, 18 U.S.C. 1542, and/or 18 U.S.C. 1621.

FORM INSTRUCTIONS

- 1. Complete items 1, 2, and 3.
2. Complete item 4a, Statement of Consent, only if you are a non-applying parent or guardian consenting to the issuance of a passport for your minor child. NOTE: Your signature must be witnessed and notarized in item 4b.
3. Complete item 5, Statement of Special Circumstances, only if you are an applying parent or guardian and the written consent of the non-applying parent or guardian cannot be obtained.

1. MINOR'S NAME

Last First Middle

2. MINOR'S DATE OF BIRTH (mm/dd/yyyy) 3. YOUR RELATIONSHIP TO MINOR

Blank space for date and relationship information.

4a. STATEMENT OF CONSENT To be completed by the non-applying parent or guardian when he or she will not be present at the time the applying parent or guardian submits the minor's application.

I, _____, give my consent to the issuance of a United States passport to my minor child named on this application.
OATH: I declare under penalty of perjury that all statements made in this supporting document are true and correct.
Signature of Parent or Guardian Date (mm/dd/yyyy)

4b. STATEMENT OF CONSENT NOTARIZATION

Name of Notary Location Commission Expires Signature of Notary Date of Notarization Identification Presented by Non-Applying Parent or Guardian: Driver's License Passport Military Identification Other (specify) Place of Issue Issue Date ID Number
NOTARY SEAL

5. STATEMENT OF SPECIAL CIRCUMSTANCES To be completed by applying parent or guardian when the written consent of the non-applying parent or guardian cannot be obtained. (Use back of form if additional space is needed.)

OATH: I declare under penalty of perjury that all statements made in this supporting document are true and correct.
Signature of Parent or Guardian Date (mm/dd/yyyy)

CONTINUATION OF STATEMENT OF SPECIAL CIRCUMSTANCES:

FOR INFORMATION, QUESTIONS, AND INQUIRIES:

Please visit our website at travel.state.gov. In addition, contact the National Passport Information Center (NPIC) toll-free at **1-877-487-2778** (TDD: **1-888-874-7793**) or by e-mail at NPIC@state.gov. Customer Service Representatives are available M-F, 6AM-12AM ET (excluding federal holidays). Hours and days may be extended in relation to call volume. Automated information is available 24/7.

PRIVACY ACT STATEMENT

AUTHORITIES: The information solicited on this form is requested pursuant to 22 U.S.C. 211a, 212, 213, and Section 236 of the Admiral James W. Nance and Meg Donovan Foreign Relations Authorization Act, Fiscal Years 2000 and 2001; Executive Order 11295 (August 5, 1966); and 22 CFR 51.28.

PURPOSE: The primary purpose is to document the notarized written consent of a parent or legal guardian to the issuance of a U.S. passport to a child under sixteen years of age, or, alternatively, to document the existence of exigent or special family circumstances, when the parent or legal guardian is not present when an application is made for issuance of a U.S. passport for the child.

ROUTINE USES: The information solicited on this form may be made available as a routine use to other government agencies to assist the U.S. Department of State in adjudicating passport applications and requests for related services, and for law enforcement and administrative purposes. The information may be made available to foreign government agencies to fulfill passport control and immigration duties. The information may also be provided to foreign government agencies, international organizations and, in limited cases, private persons and organizations to investigate, prosecute, or otherwise address potential violations of law or to further the Secretary's responsibility for the protection of U.S. citizens and non-citizen nationals abroad. The information may be made available to private U.S. citizen 'wardens' designated by the U.S. embassies and consulates. For a more detailed listing of the routine uses to which this information may be put, see the Prefatory Statement of Routine Uses and the listing of routine users set forth in the system descriptions for Overseas Citizen Services Records (State-05) and Passport Records (State-26) published in the Federal Register.

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: You are not legally required to provide the information requested on this form. However, failure to do so may result in Passport Services' refusal to accept your application or result in the denial of a U.S. passport.

PAPERWORK REDUCTION ACT STATEMENT

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. You do not have to provide the information unless this collection displays a currently valid OMB number. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: U.S. Department of State (A/ISS/DIR) Washington DC 20520.

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:

- It lists the documentation used to create it (preferably early public records) **and**
- 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:

- Your **name**
- Your **date of birth**
- The **years** for which a birth record was **searched**
- 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:

- Must be notarized**
- Must be submitted in person with Form DS-11**
- Must be submitted together with early public records**
- Must be completed by an affiant who has personal knowledge of birth in the U.S.**
- Must state briefly how the affiant's knowledge was acquired**
- 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:

- Your foreign birth certificate
- Evidence of citizenship of your U.S. citizen parent
- Parents' marriage certificate
- 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	<i>Does Not Apply</i>	\$75.00
Passport Book (Under Age 16)	Minors under age 16 must use Form DS-11		
Passport Card (Age 16 & Older)	\$20.00	<i>Does Not Apply</i>	\$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

Passport Card (Age 16 & Older)	<i>Does Not Apply</i>
Passport Card (Under Age 16)	<i>Does Not Apply</i>

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

This Family Safety Planning Training Curriculum was developed and produced by the Catholic Legal Immigration Network, Inc. It is intended for educational and non-commercial purposes only. Any commercial use of this curriculum, without the permission of the Catholic Legal Immigration Network, Inc. is strictly prohibited.

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.