

CHECKLIST FOR A FAMILY IMMIGRATION EMERGENCY PLAN



Immigration enforcement actions can happen without warning. Having a family immigration emergency plan in place can help reduce stress, protect your loved ones, and ensure that your children and family responsibilities are cared for in your absence. This checklist is designed to help you gather critical information and documents and prepare your family in case of an immigration-related emergency. Once you have collected this information, store it in a safe, accessible location in your home and share the location with your trusted family members and emergency contacts. By taking these steps now, you can be ready to act quickly, make informed decisions and act confidently.

Use this checklist to proactively prepare your family in case of an immigration enforcement action:

I. Gather Essential Documents and Information

- Family immigration information**
 - ▶ Record your immigration registration number (if applicable)
 - This is a seven- to nine-digit number and is often listed on official immigration documents (e.g., work permits, green cards or immigration court paperwork)
 - Format: A# 000-000-000
- Keep copies of any immigration-related documents, such as:**
 - ▶ Work permits
 - ▶ Green card or DACA approval notice
 - ▶ Pending application receipts
 - ▶ Notice to Appear or court hearing dates
- Documents that prove you've been in the country for more than two years (if applicable). Documents must have your name and date when it was issued.**
 - ▶ W-2 forms
 - ▶ Tax documents
 - ▶ Mortgage, rental or lease agreements
 - ▶ Car title, registration or loans
 - ▶ Driver's license
 - ▶ Doctor's appointments
 - ▶ Utility bills
 - ▶ School IDs/library cards
- Emergency contacts**
 - ▶ List at least three trusted contacts your children or family members can reach out to in case you are detained (e.g., a parent, sibling, neighbor, family friend or advocate)
 - Full name, phone number(s), relationship to you, home address and email address
 - Check your child's school record to make sure they have at least two of the emergency contacts listed

II. Power of Attorney/Caregiver Authorization

- Consider establishing a power of attorney or having a caregiver authorization affidavit in place for an adult to take care of children under the age of 18.** Each state may have its own specific forms or requirements for authorizing a caregiver to make decisions for a minor child. For example, California has a specific Caregiver Authorization Affidavit. Make sure to check with a local immigrant rights organization or trusted attorney who can assist you in determining which form is the correct one for you to use.
 - ▶ Have the form notarized if recommended or required in your state

III. Financial Records and Account Information

This section ensures you have quick access to important financial records in an emergency. It includes information for bank accounts, loans, credit cards and electronic cash apps to help manage financial matters if you are unavailable.

- Bank account information**
 - ▶ Mortgage, checking, savings, loans and credit cards
- Access credentials for electronic cash apps**
 - ▶ Zelle, Venmo, Cash App, PayPal, etc.

IV. Household Information

Keep a detailed list of everyone in your household, along with copies of essential identification documents. Also include children's medical records, allergies and medication details to ensure their safety and care in an emergency.

- Create a list of everyone who lives in the household**
 - ▶ Full name, date of birth, phone number(s) and relationship to you
- Identification documents (keep copies of each)**
 - ▶ Birth certificates
 - ▶ Passports

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- ▶ Marriage certificate (if applicable)
- ▶ Government-issued ID cards or driver's licenses
- ▶ Social Security cards (if applicable)

Children's medical information

- ▶ Immunization records
- ▶ Medical records
- ▶ List of known allergies
- ▶ List of medications and dosage

V. Employment/School Information

List your workplace, supervisor and union contacts so someone can notify them if you're unable to attend work. If you or a family member is in school, include the school's name and a contact person for academic support.

- Name of your employer**
- Supervisor's name and phone number**
- If you belong to a union**, the name of your local and the name of your union representative and their phone number
- Name of your school** (if applicable)
- Academic advisor and or counselor and their phone number** (if applicable)

VI. Legal and Consular Contacts

Have the contact information for an immigration attorney familiar with your case and the consulate of your home country. This ensures you have legal and consular support available if needed.

- Name and phone number of an immigration attorney** who is familiar with your case
- List country of origin and a phone number for the embassy or consulate office closest to you.**

VII. Other Documents

Store copies of personal achievements, community involvement records, letters of reference and family photos. These documents can help demonstrate your community contributions and help friends and family members mount a public awareness campaign requesting your release.

- Certificates of any accomplishments or awards**
- List of community leadership roles** (e.g., church, PTA or other volunteer roles)
- Letters of reference**
 - ▶ Employment
 - ▶ Affidavits from co-workers or community leaders who can speak to your moral character and contributions to the community
- Family photos**

Reminders/Tips

- Discuss the family immigration emergency plan with your family, children and emergency contacts.**
- Store physical copies of all documents in a safe, accessible place.**
- Consider storing digital backups in a secure cloud service.**
- Review and update your plan regularly** (at least every six months).