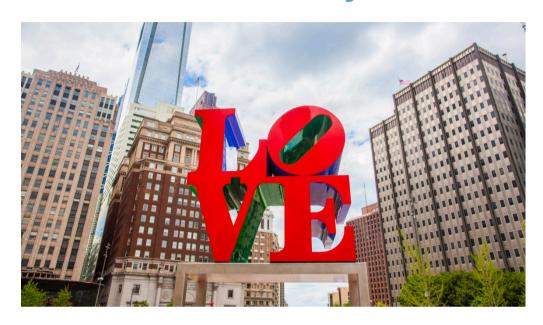
# **Know Your Rights**

# A Guide for Immigrant Families in Pennsylvania



The information in this packet is provided for informational purposes only. With the possibility of changes in immigration law and policy, it's important to be ready! This is a guide to help you understand your rights, to prepare your family, and to help you find resources in Pennsylvania.

This information is not a substitute for professional legal advice. It is important to consult with a qualified immigration attorney to discuss the specifics of your case and obtain appropriate legal guidance.

This information is current as of this date: Feb. 23, 2025













Nationalities Service Center

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# You have rights regardless of your immigration status

KNOW YOUR RIGHTS: Protect Yourself and Your Family

As shifts in U.S. immigration policy take place, INFORMATION IS POWER! Do not wait—learn and prepare to ensure you and your family understand your rights and the legal protections available to you.

Your Rights in the U.S. – Regardless of Immigration Status:

- **Equal Protection**: You have the right to fair treatment under the law and cannot be discriminated against based on national origin.
- Due Process: You have the right to fair legal proceedings.
- **Right to Remain Silent**: You have the right to remain silent when questioned by immigration officials.
- **Right to Privacy:** Under the fourth ammendment, Immigration officials cannot search your home or belongings without a valid judicial warrant.

# How to use a Know Your Rights Card

A "Know Your Rights" card is an essential tool. Here's how it can protect you:

- Right to Stay Silent: You can hand the card to ICE officers to help you assert your right to remain silent.
- Right to speak with an attorney: The card makes it clear you are asking for legal representation.
- Stay Calm: By using the card, you avoid saying anything that could be used against you.
- Carrying this card can help you stay prepared and ensure your rights are respected in a stressful situation.

# **Download and Print Your Know Your Rights Card**

- Visit: <u>CLINIC Legal Resources</u>.
- Scan the QR Code on the right.
- Click the Image the picture to access the link.

Download the Know Your Rights App scan the QR Code on the right. Access information about your rights and legal resources in 16 languages. In the case of an emergency, announce your rights in English and send a text to a preselected list of contacts.



I AM
EXERCISING
MY RIGHT
TO REMAIN
SILENT.

to exercise my right to remain silent. If am also exercising my right to refuse to sign anything until my attorney reviews it. If 1 am detained, I request to contact my attorney immediately. My attorney's contact information is:

Name

Please be informed that I am choosing

Phone

know that...

- I have rights. I have dignity. I am not alone.
- Anything I say can be used against me.
- have the right to speak to my attorney.
- 5 I have the right to remain silent in ANY situation.
- I have the right to refuse to sign anything before my attorney reviews it.
- I can show officials this
  card or say out loud that
  I am remaining silent.





# **Immigration and Customs Enforcement (ICE)**

#### What is ICE?

ICE is a federal law enforcement agency under the U.S. Department of Homeland Security (DHS). Its mission is to enforce immigration laws, protect national security, and investigate illegal activities related to immigration, trade, and customs.

#### What Does ICE Do?

- Enforces Immigration Laws:
  - Identify, arrests, and removes individuals who violate U.S. immigration laws.
- Manages Detention Centers:
  - Oversees facilities where immigrants may be held before deportation or legal proceedings.
- Conducts Enforcement Actions:
  - o Performs workplace raids and other actions to enforce immigration laws.

#### **Key Points for Immigrants:**

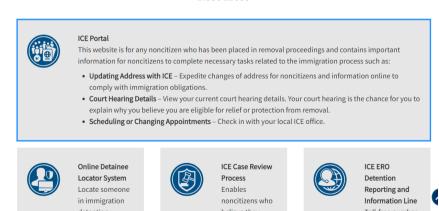
- Understand your rights during encounters with ICE.
- Be prepared with safety plans in case of detention.
- Seek legal advice if you are at risk of enforcement actions.

## For more information visit the ICE portal website where you can:

- Update Your Address
- Schedule or Change an ICE Appointment
- Locate a Detained Person

Scan the QR Code or visit <u>www.ice.gov</u> for more information.

#### Resources





# Who Might Be at Risk Under New Immigration Policies?

Under the new administration, immigration policies may prioritize enforcement against anyone without legal status, even those with no criminal record. This puts many immigrants at higher risk of deportation.

### The Groups Potentially at Risk:

- People Without Lawful Immigration Status:
  - o Those who overstayed a visa.
  - o Individuals who entered the U.S. by crossing a border or arriving by boat.
- People With Lawful Immigration Status Who Have Certain Criminal Convictions:
  - Green card holders.
  - o Asylees.
  - Holders of valid visas (student, work, etc.).
  - TPS recipients, U/T visa holders, DACA beneficiaries, and those on parole.
- People Present in the U.S. After Being Ordered Removed:
  - o Individuals with a final removal or deportation order.

#### What Can You Do?

- Schedule a legal consultation with an immigration attorney to find out if you qualify for an immigration benefit or relief.
- Scan the QR code below to search for a qualified immigration attorney at a non-profit organization or visit: https://www.immigrationadvocates.org/legaldirectory.

Non-profit organization usually have a list of trusted immigration attorneys near you. Ask for a referral list if the non-profit attorneys are not able to take your case.







# How can I avoid immigration fraud?

Seek immigration legal advice only from a licensed attorney or a DOJ-accredited representative. Verify recognized providers at <a href="https://www.justice.gov/eoir">www.justice.gov/eoir</a>. Be cautious of fraudulent services and false promises.

#### **Watch Out for False Promises:**

- Quick or easy green card or employment authorization card offers.
- Immediate work permit or visa guarantees.
- Claims of no risks or consequences.
- Special influence with immigration authorities.

#### What Not to Do:

- Don't pay for government application forms—they are free at www.uscis.gov/forms.
- Don't give original documents—provide copies instead.
- Don't sign incomplete or blank forms.
- Don't sign anything you don't fully understand or which has not been translated.

#### What to Do:

- Ask questions, even if the provider is recommended by someone you trust.
- Ask for proof of a licensed or accredited recognition from your provider.
- Choose providers with a physical location/office.
- Get a written, signed service agreement and keep a copy.
- Request copies of all prepared and signed documents.
- Request a detailed receipt with the provider's name and address.

To watch a video, scan the QR code or visit:

https://www.youtube.com/watch?v=tb8gdPi7ofA

To print a flyer visit **ILRC** webpage.





For more information on avoiding scams, getting the right legal help, and reporting Notarios, visit <a href="https://www.stopnotariofraud.org">www.stopnotariofraud.org</a>.

You can make reports of immigration fraud to:

- The Pennsylvania Attorney General's Office: 717-787-0822.
- The immigration court EOIR Fraud and Abuse Prevention Program: (703) 305-0470 or EOIR.Fraud.Program@usdoj.gov
- The Federal Trade Commission: https://reportfraud.ftc.gov/#

# Prepare for increase in ICE enforcement efforts

## • Know Your Rights:

- o Learn Your Rights. Knowledge is power.
- You have the right to remain silent, to refuse entry to your home without a valid judicial search warrant, and to request to speak with an attorney if detained.

## • Carry a "Know Your Rights" Card:

- Keep a KYR card and the contact information of your immigration attorney.
- You should not carry false documents or documents from your home country.

### • Create a Safety Plan:

- Plan with Family: Decide who will care for children and handle finances if someone is detained.
- Store Documents Securely: Keep passports, birth certificates, and other critical documents in a safe, accessible location.

# • Seek Legal Advice:

- Consult an Immigration Attorney.
- Explore options to adjust your status or apply for immigration protections.
- For legal assistance from Nonprofit Organizations visit:
  - www.immigrationlawhelp.org
  - <u>www.justice.gov/eoir/list-pro-bono-legal-service-providers-map</u>
- If nonprofit organizations are not able to help you, asked them to provide a list of trusted immigration attorneys in your area.

## • Build Your Community:

 Join faith-based or community organizations for support, resources, and a sense of belonging.

#### • Track Your Case Status:

- Check Your USCIS Case Status:
  - Visit <a href="https://egov.uscis.gov/">https://egov.uscis.gov/</a> Enter your Receipt Number (from your immigration forms) or
  - Use your USCIS online account if you have one. To open a USCIS account visit: https://www.uscis.gov/file-online/how-to-create-a-uscis-online-account.
- Check Your EOIR (Immigration Court) Case Status:
  - Call 1-800-898-7180 or visit <a href="https://acis.eoir.justice.gov/en/">https://acis.eoir.justice.gov/en/</a>.
  - Enter your Alien Registration Number (A#).

# • Know Your Alien Registration Number (A#):

If you have an A#, keep it accessible—it's crucial for tracking your case.

Being prepared can help protect you and your family if you are at risk for deportation. Take these important steps.

# **Expedited Removal: What You Need To Know**

# What is Expedited Removal?

It is a process that allows ICE or CBP agents to deport certain undocumented individuals without having to appear before an immigration judge. If the person has suffered persecution or is afraid of suffering persecution if they return to their country of origin, they must inform ICE to determine if there is an exception to expedited removal.

### What Has Changed in 2025?

Expedited Removal can be used anywhere in the U.S. against any:

- Individuals apprehended anywhere in the United States, who have been continuously present in the United States for less than 2 years.
- Individuals apprehended within 100 air miles of a U.S. land border who have been continuously present in the United States for at least 14 days but for less than 2 years.
- Individuals who are in removal proceedings, and/or have active parole status, and are eligible for expedited removal, for whom agents exercise their enforcement discretion to apply expedited removal by seeking dismissal of removal proceedings and/or termination of parole status.

# **How Can You Prepare?**

- **Know Your Rights** You have the right to remain silent, the right to refuse to open your door without a valid judicial warrant and the right to refuse to answer questions from ICE or CBP without an attorney present.
- Carry Proof of U.S. Presence If you have been in the U.S for more than two years, carry copies of documents like rental agreements, school records or other documents to show you have lived in the U.S. for over two years.
- **Avoid Carrying Foreign IDs** Carrying a foreign passport or other foreign documents, could be used against you if you are detained.
- **Keep Proof of Status** Consult with your immigration attorney to determine if you should carry documents to show that you have lawful status or a pending case in the U.S.
- **Fear of Return** If detained by ICE, let them know *if* you have suffered persecution or are afraid of persecution in your country. This information could help ICE determine if you are eligible for an exception under expanded expediated removal policies.
- Ask to speak with an attorney You have the right to refuse to sign any documents without first speaking with an immigration attorney.

# What to do if ICE comes to your home

### • Stay Calm

- ICE can only enter with your permission, or a valid judicial warrant signed by a judge.
- Ask ICE agents to show their ID and a valid judicial warrant through a window or to slip it under the door.
- o ICE administrative warrants alone do not allow entry (See example below).
- If ICE lacks a valid judicial warrant, you have the right to say: "I do not give you permission to come inside. Please leave."

#### • If ICE Enters Your Home

- You Have the Right to Remain Silent when ask about your immigration status.
- Use a KYR Card: Hand officers your Know Your Rights card if you would like help asserting your rights.
- Request to Speak with an immigration Lawyer: You have the right to refuse to sign documents without legal advice.
- When safe, document your encounter with ICE:
  - Officer names and badge numbers.
  - What happened.
  - Get witness contact details.

## For a printable guide scan the QR code or visit

https://www.cliniclegal.org/resources/protecting-your-community/know-your-rights/know-your-rights-guide-your-rights-when



# To watch Know Your Rights videos scan the QR code or visit: https://www.wehaverights.us.





# **Judicial Search Warrants**

### A valid Judicial Search Warrant must:

- Be signed by a Judge within 14 days of law enforcement use.
- State the address of the home to be searched.
- Describe the area to be searched. If officers enter your home, without a judicial warrant say:

"I do not consent to you searching my home."

#### A valid Judicial Arrest Warrant must:

- Be signed by a Judge.
- State the name of the person to be arrested.
- Describe the person to be arrested.

#### What to do:

The person listed on the judicial arrest warrant should go outside to avoid collateral detention of other family members or people in the house.

AO 93 (Rev. 11/13) Search and Seizure Warrant
UNITED STATES DISTRICT COURT  for the  Must be a Judicial  Warrant
In the Matter of the Search of  (Briefly describe the property to be searched ) or identify the person by name and address) ) Case No.
SEARCH AND SEIZURE WARRANT
To: Any authorized law enforcement officer
An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the
address to be searched.
described above, and that such search will reveal (identify the person or describe the property to be seized):  Must describe the
YOU ARE COMMANDED to execute this warrant on or before
Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.
The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to
(United States Magistrate Judge)
Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized (check the appropriate box)  or for days (not to exceed 30) until, the facts justifying, the later specific date of
a Judge
Date and time issued:
Judge's signature
City and state:

# An ICE warrant signed by an ICE agent does not give an officer the right to enter your home.

U.S. DEPARTMENT OF HOMELAND SECURITY Warrant for Arrest of Alien	
File No.	
CE Warrant	
To: Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations	s not a valid Judicial Search
I have determined that there is probable cause to believe that is removable from the United States. This determination is based upon:	Warrant
the execution of a charging document to initiate removal proceedings against the subject;	
the pendency of ongoing removal proceedings against the subject;	
the failure to establish admissibility subsequent to deferred inspection;	
biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks inquigration status or notwithstanding such status is removable under U.S. immigration law; and/or	
☐ statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.  YOU ARE COMMANDED to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.	ICE Agent signature
(Signature of Authorized Immigration Officer)	
(Printed Name and Title of Authorized Immigration Officer)	
Certificate of Service	]
I hereby certify that the Warrant for Arrest of Alien was served by me at	
on, and the contents of this (Name of Alien) (Date of Service)	
notice were read to him or her in the language.	
Name and Signature of Officer Name or Number of Interpreter (if applicable)	]

Watch the video below starting at 7:14 to understand judicial warrants. Scan the QR code or visit: <a href="https://www.youtube.com/watch?">https://www.youtube.com/watch?</a> <a href="https://www.youtube.com/watch?">v=UmHOpMjll5k</a>.





# What to Do if Stopped by ICE in a Public Area

- Stay Calm, Do Not Run or Resist
  - If approached by ICE or police officers stay calm. Running or resisting could complicate your case.
- You Can Ask If You Are Free to Leave
  - Say: "Am I free to go?"
  - o If the answer is yes, walk away calmly.
  - If they say no, ask: "Am I under arrest?"
- You Can Exercise Your Right to Remain Silent
  - Use your Know Your Rights (KYR) card to assert your right to remain silent.
  - o You may need to state your name depending on state laws.
- You have the right to remain silent when asked to reveal your immigration status or birthplace.
  - Carrying false documents or foreign I.D. could be used against your case.
  - Never lie to law enforcement officers.
- You have the right to refuse to sign documents without an attorney.
- If searched, you have the right to say: "I DO NOT CONSENT TO THIS SEARCH."
- If detained, you have the right to request to speak with an attorney.

If stopped in a public area, learn more by scanning the QR code, visiting <u>WeHaveRights</u>. or visit https://www.wehaverights.us/ or click on the video below.





# What to do if you are stopped by ICE in your car.

## • When Stopped:

- Safely pull over and turn off your vehicle.
- o Place your hands on the steering wheel where officers can see them.

# • Communicate Calmly:

- Ask: "Why was I stopped?"
- If you are the driver, provide your license, registration, and proof of insurance if available. Do not provide false documents or lie.

# • Exercise Your Rights:

- You have the right to remain silent:
  - To exercise this right, you can say: "I choose to remain silent," or hand over your Know Your Rights (KYR) card.
  - Avoid using false documents or documents from your home country.

#### • Car Searches:

- If officers try to search your car, you have the right to say: "I do not consent to this search."
- In certain situations, officers can search without consent if they have probable cause.

## • Passenger Rights:

 Passengers have the right to remain silent and to refuse to provide identification by saying: "I do not consent to giving my documents."

If stopped in a car, understand your rights by scanning the QR code or visiting this video: <u>Know Your Rights Video</u>. Key information starts at the 10-minute mark.

You can also visit https://www.youtube.com/watch?v=UmHOpMjll5k&t=605s to watch the video.

#### IN YOUR CAR:

- Different laws apply when you are in your car
- If you are the driver, provide your license, registration, proof of insurance
- Do not lie or provide false documents
- If officers search your car, say "I DO NOT CONSENT TO A SEARCH."
- · You have the right to remain silent





# What to do if ICE enters your workplace?

- Stay Calm & Do Not Run
- ICE Entry Requirements:
  - ICE agents need a valid judicial warrant or consent from the employer to enter private areas of a business.
  - Designate someone at work to request and review a judicial warrant if provided by ICE officers and to take a picture of the warrant to ensure it is valid.

### • Emergency Safety Plan:

- Work with your employer to ensure private areas at your work site have clear signs, e.g. "employees only," "private area," or "only for authorized personnel."
- o Create an emergency plan with co-workers to prepare for potential raids.
- Ensure everyone knows their rights and carries a Know Your Rights (KYR) card.

### • Your Rights and Responsibilities:

- Carrying false documents or documents from your home country can be used against your case.
- Staff at your worksite should not hide or conceal any person, or aid in their escape from the premises. Law enforcement may consider such actions as harboring or obstruction which can lead to criminal charges against them.
- You have the rights to speak with an attorney: Request to speak with an immigration attorney before signing any documents.
- Exercising Your Right to Remain Silent:
  - You can show your KYR card to inform ICE agents that you are choosing to exercise your right to remaining silent when asked information about your immigration status, birthplace, or date of entry into the U.S.
- Memorize Phone Numbers:
  - o Memorize contact numbers for your attorney, family, or consulate.
- If You Are Searched or Detained:
  - You have the right to say: "I do not consent to this search."
- Stay calm, do not resist, and ask to contact your attorney, family, or consulate.

For more information watch the <u>IDP Know Your Rights Presentations</u> staring at 1:37 minutes or scan the QR code below. To download and print a flyer, visit\_<u>CLINIC</u> <u>Legal</u>.

(III) Supple M



# How to safely document an ICE encounter or a raid?

- Legal Ways to Document an ICE Arrest when safe:
  - o Record only if it is safe to do so. If not, take notes when safe.
  - Write down details immediately after the incident.
  - o Gather witnesses' information that watch your encounter with ICE agents.
  - Keep text messages, emails, and voicemails from ICE.
- Legal Right to Record: It is legal to record as long as you do not interfere.
  - Inform the person being detained that you are recording; stop if they request it.
  - Capture law enforcement badges, uniforms, vehicles, license plates, weapons, agent conversations, and any property damage or surveillance tools.
  - Verify Locations by including landmarks, street signs, and buildings in recordings for reference.

#### • Protect Your Device:

- ICE agents cannot legally seize your phone without a valid warrant.
- If challenged, you have the right to say, "I do not consent to you taking my phone."
- Secure your phone with a passcode lock instead of fingerprint, face recognition, or patterns.

# • Best Practices During Violent Incidents:

- Remain calm and quiet so the recording clearly captures key events for legal use.
- To watch a video, scan the QR code below or visit https://www.wehaverights.us/
- To download and print a flyer, visit <u>CLINIC Legal</u>.





# Do you live in a border city?

Border Patrol agents (CBP) can question you within **100 miles of the border**.



### **Your Rights:**

- Use your Right to Remain Silent:
- Detention Rules:
  - o Agents need reasonable suspicion based on specific facts to detain you.
  - You can ask why you are being detained.

#### • Searches:

- Searches of your belongings require either your consent or probable cause.
- Probable cause must be supported by evidence, not based solely on race, ethnicity, or silence.

#### **Document Guidelines:**

- U.S. citizens do not need to carry proof of citizenship.
- Immigrants over the age of 18 with valid documents must carry and present them if requested.
- Avoid presenting false documents and be aware that declining to show documents may lead to further questioning.

# **Expedited Removal:**

- Can be used anywhere in the U.S. against any undocumented person who did
  not enter with a visa or parole or cannot prove they have been in the U.S.
  continuously for two years before the arrest.
- If the person has suffered persecution or is afraid of suffering persecution if they return to their country of origin, they must inform CBP to determine if there is an exception to expedited removal.

To print a flyer, scan the QR code or visit the ACLU page.





# Know Your Rights: What to Do if You are Arrested, in Jail, or in ICE Detention

#### • If You Are Arrested:

- You Have the Right to Remain Silent when ask information about your immigration status, where you were born, or how you entered the U.S.
- Request to speak with an Attorney: You have the right to speak with an immigration attorney before answering any questions or signing documents.
- Phone Call Rights: You have the right to request a phone call to contact a family member, attorney, or trusted emergency contact.
- You have the right to refuse to sign documents without an attorney present.
- Document Copies: Request copies of any documents your attorney submits to immigration court.

#### • If You Are in Jail or ICE Detention:

- **Right to Remain Silent** when ask information about your immigration status, where you were born, or how you entered the U.S.
- You have the right to request a phone call to contact a lawyer or your consulate.
- You have the right to request to speak with an attorney.
- Consulate Notification: You may request assistance from your home country's consulate. Memorize your consulate's phone number.
- Care for Dependents: Notify ICE agents if you are responsible for children and need care arrangements.
- o **Bond Request:** You have the right to request a bond hearing if eligible.
- **Healthcare Rights:** You have the right to mental and physical health care regardless of gender, sexuality, or identity while in detention.
- To watch a video visit: https://www.wehaverights.us/
- To download and print a flyer, visit <a href="CLINIC Legal">CLINIC Legal</a>:



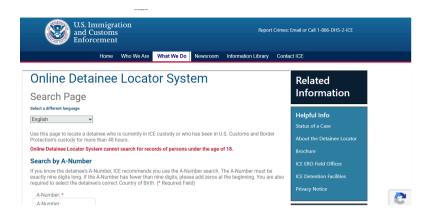


# How to locate a family member that has been detained by ICE?

# Step 1:

Go to the ICE Online Detainee
 Locator System website:
 <a href="https://locator.ice.gov">https://locator.ice.gov</a> or use the OR below.





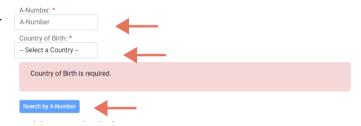
# Step 2:

You can search for an individual using their A# and country of birth.

- The A-Number (Alien Registration Number) is a unique 8- or 9-digit number assigned to individuals in immigration proceedings. It can often be found on immigration documents.
- The individual's country of birth must match the information on their official records.
- Then click "Search by A# Number".

#### Search by A-Number

If you know the detainee's A-Number, ICE recommends you use the A-Number search. The A-Number must be exactly nine digits iong, If the A-Number has fewer than nine digits, please add zeros at the beginning. You are also required to select the detainee's correct Country of Birth. (\* Required Field)



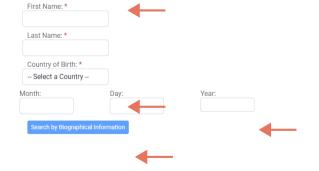
# Step 3:

You can also search for an individual using their Biographical information.

- Full name (first and last) exactly as it appears on immigration documents.
- Date of birth (mm/dd/yyyy).
- Click "Search by Biographical Information".
- Note: Ensure all information is accurate and free of spelling errors, as mismatches can cause search failures.

#### **Search by Biographical Information**

When searching by name, a detainee's first and last names are required and must be an exact match (e.g., John Doe will not find Jon Doe or John Doe-Smith). When inputting a hyphenated last name into the Online Detainee Locator System, please include hyphen in order for the locator to find the individual (e.g., Doe-Smith). You are also required to select the detainee's Country of Birth. (\* Required Field)



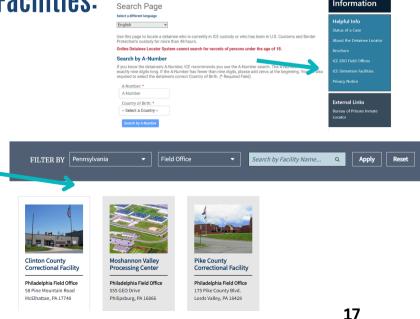
# Step 4:

If you are able to speak with your detained loved one by phone, gather as much information as possible. This will help you locate them, understand their situation, and provide necessary assistance. Here are key questions to ask:

- Do you need medical attention?
- Where are you?
- What is the largest city or town near you?
- What papers have you been given, and what do they say?
  - Find out if they have received any Notice to Appear (NTA) or other official documents.
- Do you have any court dates?
- Have you spoken with an immigration lawyer?
  - o If they have, ask for the lawyer's name and contact information.
- Do you know your A-Number?
  - This 8 or 9-digit Alien Registration Number is critical for tracking their case and location.
  - o If they don't know it, suggest checking any documents they've received.
- Inform them of their rights:
  - Remind them that they have the right to remain silent and request an attorney if questioned by ICE or other officials.
- Share resources if possible:
  - Provide the phone numbers of legal aid organizations or immigrant advocacy groups that can assist.

# **How to locate ICE detention Facilities:**

- Visit the ICE website and click on the "ICE Detention Facilities" tab.
- Search by State: Select the state where you believe the individual is detained.
- Click "Apply" to view a list of detention facilities in that state.
- Use this tool to find facility addresses, contact information, and other details to help you connect with your loved one.



Online Detainee Locator System

Related Information

# **Family Preparedness Plan**

## **Legal Preparation**

- Find and confirm an attorney or accredited representative willing to assist during emergencies.
- Get screened to determine eligibility for other immigration statuses.

## **Community Building:**

- Register with your local consulate for support services.
- Establish a relationship with religious or community centers.

# **Family Preparedness Plan**

- Emergency Communication: Develop a plan for who to call and in what order if a family member is detained.
- Childcare plan to determine your children's care if detained or deported.

## **Preparing Essential Documentation:**

- Make and securely store copies of essential documents: Immigration papers (work authorizations, petitions, receipt notices), IDs, passports, social security cards, and birth/marriage certificates.
- Criminal case documentation and attorney contacts.
- Family health information, including medications.

## **Child Care Planning**

- Designate a Caregiver:
  - Ensure the caregiver has crucial information and discuss signing legal documents like a power of attorney.
- Ensure children born in the U.S. have passports.

## **Financial and Property planning**

- Savings: Set aside funds for essential needs during detention.
- Consider documents authorizing family members to collect paychecks on your behalf.

# **Bond Posting:**

- Identify a U.S. citizen or permanent resident willing to post bond if needed.
- Be aware bond amounts start at \$1,500 or more depending on your case.

# **Rights Awareness:**

 Educate your family about their rights and rehearse your emergency safety plan.

**Create an Emergency Contact list:** With phone numbers of people that can help you if you are detained by ICE.

# **Document Checklist for Immigrant Families**

Immigrant families should prepare and securely store a file containing these critical documents to ensure preparedness in case of detention or deportation. Share the file's location with trusted children, family members, and designated caregivers for emergencies.

# • Identity & Family Documents:

- o Passports (including for children).
- Birth certificates.
- Marriage licenses/certificates (if applicable).
- Caregiver authorization forms.

# Immigration & Residency Records:

- A-number and immigration documents (e.g., work permit, green card, visa, etc.).
- Proof of residence and physical presence in the U.S.

# Personal Identification & Financial Records:

- o Driver's license or identification cards.
- Social Security card or ITIN.

# • Children's Records:

- Registry of birth in parent's home country (if applicable).
- Important child information (such as school details)
- Emergency contact numbers and caregiver information
- Medical information (including health insurance, medication lists, doctor contact).

# • Additional Important Documents:

Any other essential records for quick access.

Having these documents organized ensures smoother navigation through legal and family planning needs in times of crisis.

# **Emergency Contact List**

# Information you must memorize

- Attorney Contact: Memorize and carry the phone number of your attorney.
- Consulate Contact: Memorize and carry your consulate's phone number.
- Family Contact: Memorize key family members' phone numbers.
- Immigration Information:
  - Alien Registration Number (A#): Your identification number from immigration documents.
  - o Date of U.S. Entry: The exact date you entered the country.
  - Entry Status: Your immigration status at the time of entry.
  - Current Immigration Status: Your current legal status.
- Criminal History:
  - Record and remember details of any arrests or charges, outcomes (guilty or innocent), and associated dates.

Know Your Rights: A Guide to Your Rights When Interacting with Law Enforcement

Last Updated: January 27, 2017

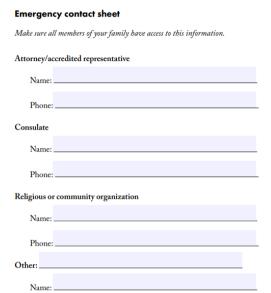
Topics: Know Your Rights. Protecting Your Community

YOU HAVE RIGHTS regardless of your immigration status. You may be at risk of being deported if you are undocumented, if you are a non-citizen with a criminal history, if you are on parole or have a prior deportation order. To protect yourself, your family and your community you must KNOW YOUR RIGHTS. Knowledge is power. Act NOW. Do not wait. Be prepared.

This guide contains

- What you need to know and what to do when encountering immigration agents, the police or FBI in different places
- Information about how to read a warrant
- Internation about now to read warrain or Tweete they are the are they are the they are they are they are they are they are the they are the they are they are they are the they are the they are they are the they are the they are the they are the they
- Your Workplace Planning Checklist





Keeping this information accessible and sharing it with trusted family members can help ensure swift action and support during emergencies.

> For detailed guidance on creating a family safety plan and accessing printable emergency contact forms, refer to CLINIC's Know Your Rights Guide (Page

- https://www.cliniclegal.org/resources/ protecting-your-community/knowyour-rights/know-your-rights-guideyour-rights-when
- "Click Download Resource" to access information in multiple languages.



# **Emergency Phone Numbers that You Should Memorize**

# Family member or friend who will help you if you are detained:

Name:	Phone Number:
Attorney/accredited representative	
Name:	Phone Number:
Alien Registration Number:	Date of entry to the U.S
Name of immigration application pending Consulate (Register with your consulate to If you are from Mexico, download Mi Consulate.  Consulate phone number:	o let officials know if you are detained). Sulmex App to request legal help from
Child's name:	Date of Birth:
Child's Cell Phone Number (if applicable):	
School Name:	Phone Number:
Teacher's Name:	
Afterschool Program (if applicable)	
Name:	Phone number:
Child Medical Conditions/Allergies:	
Medications:	_ Doctor's Phone Number:
Health Insurance Info:	
Emergency Parent/Guardian for your chile	dren if you are detained:
Name:	Cell/Mobile:
Work Phone:	

# Custody Options Available if Parent(s) Are Detained or Deported

## **Non-Court Options**

- Caregiver Designation: Parents may appoint a trusted individual to care for their children temporarily. Caution is advised against using unrecognized forms from notaries. They are not recognized by court.
- **Philadelphia School District Form:** A district-approved form allows caregivers temporary decision-making authority.
- **Public Benefits for Children:** Caregivers may access benefits like TANF or food stamps without a custody order.
- **Medical Authorization**: Some healthcare providers accept a signed delegation of authority for medical decisions.

#### **Pros**:

- Temporary authority for caregivers without court involvement.
- Serves as evidence of parental intent if custody petitions arise.

#### Cons:

- Not enforceable by courts and may not be accepted by schools or doctors.
- Caregivers could gain "in loco parentis" status, allowing them to seek custody independently.

A sample guardianship form can be found here. https://philalegal.org/sites/default/files/attachments/2024-11/Sample%20Guardianship%20Form.pdf



## **Court Options: Formal Custody Agreements**

- Formal Custody Agreements: Parents can enter custody agreements with caregivers, requiring notarized signatures unless prepared by an attorney.
- **Filing for Custody:** Caregivers can file if parents are unavailable, with assistance available at the Family Court Help Center (1501 Arch Street, Philadelphia, PA 19102).
- Pros:
  - o Provides legal authority for critical decisions and travel.
- Cons:
  - Grants caregivers "in loco parentis" status, potentially complicating custody disputes.

#### **Important Notes:**

Immigration status does not bar parents or caregivers from court access. Custody decisions should remain unaffected by immigration status unless detention or deportation proceedings are underway.

For more information visit: https://philalegal.org/resources/planning-custody-informational-guide-immigrant-families



# **Legal Resources in Pennsylvania**

# Many of these organizations service various counties

#### **Catholic Social Services**

222 N 17th St, Philadelphia PA 19103 Website: <a href="https://www.cssimmigration.org">www.cssimmigration.org</a>

Phone: 215-854-7019

Email: immigrationlegalservices@chs-

adphila.org.

# **Esperanza Immigration Legal Services**

4261 N. 5th St. Philadelphia, PA 19140 Website: <a href="https://www.esperanza.us/eils">https://www.esperanza.us/eils</a>

Phone: 347-719-1402 Email: eils@esperanza.us

# **Free Migration Project**

150 Cecil B. Moore Ave., Philadelphia, PA

19122

Website: <a href="https://freemigrationproject.org">https://freemigrationproject.org</a>

Phone: 1-646-441-0741

Email: fmp@freemigrate.org

#### **Justice at Work**

Philadelphia Office: 990 Spring Garden St.,

Suite 300, Philadelphia, PA 19123

Pittsburgh Office: 1010 Western Ave., Suite

300 Pittsburgh, PA 15233

Website:

https://www.justiceatworklegalaid.org

 ${\it Email: jaw@justiceatworklegalaid.org}$ 

Philadelphia : (215) 733-0878 Pittsburgh: (412) 701-4368

Toll Free - No Charge: 800-729-1607 From Mexico: 001-800-51-41-349

#### **HIAS PENNSYLVANIA**

P.O. Box #8688, Philadelphia, PA 19101

Website: https://hiaspa.org\_

Phone: 215-832-0900

#### **Nationalities Service Center**

1216 Arch Street 4th Floor Philadelphia,

PA 19107

Website: https://nscphila.org

Phone: 215-893-8400

# **JFCS Immigration Legal Services**

5743 Bartlett St, Pittsburgh, PA 15217

Website: <a href="www.jfcspgh.org">www.jfcspgh.org</a> Email: info@jfcspgh.org Phone: (412) 422-7200

#### **Aldea PJC**

532 Walnut St, Reading, PA 19601

Website: https://aldeapjc.org

Office: 484-877-8002 Mobile: 484-987-5221

# **Immigration Rights Action**

70 W. Oakland Ave, Suite 200

Doylestown, PA 18901

Website:

https://immigrantrightsaction.org

Phone: 267-910-9030

Email: info@immigrantrightsaction.org

#### **Church World Service**

308 E. King St. Lancaster, PA 17602 Website: https://cwslancaster.org

Email: info@cwsglobal.org

Phone: 717-381-2890

Immigration Legal Services: 717-358-9728

Fax: 717-381-2896

## **Thrive International Programs**

420 Elmira St. Williamsport , PA 17701 202 E. 3rd Street, Williamsport, PA, 17701

Website:

https://thriveip.org/immigration-legalservices/

Phone: 484-202-0533

Consultation

:https://ww7.welcomeclient.com/nggate/i

ntake/general/10936 Email: staff@thriveip.org

# **Equal Access Legal Services**

6703 Germantown Ave. Suite 210 Philadelphia, PA 19119 402 Bethlehem Pike, Erdenheim, PA 19038

Phone: 267-888-6703 Fax: 215-689-1458

Email: info@equalaccesslegal.org

Website:

https://www.equalaccesslegal.org

## **Christian Immigration Advocacy Center**

801 Union Place, Pittsburgh, PA 15212

Website: <a href="https://ciacpgh.org">https://ciacpgh.org</a> Email: general@ciacpgh.org

Phone: 412-532-6181

# Pennsylvania Immigration Resource Center

294 Pleasant Acres Road Suite 202, PO Box #20339 York. PA 17402

Website: https://www.pirclaw.org/

Phone: 717-600-8099

### **Community Justice Project**

https://www.communityjusticeproject.org

### Harrisburg

118 Locust Street Harrisburg, PA 17101

T: 717-236-9486

Toll Free: 800-322-7572

F: 717-233-4088

#### **Hazleton**

101 W. Broad Street Suite 611 P.O. Box 2308 Hazleton, PA 18201 T: 570-501-3356

#### **Scranton**

111 South Main Avenue Scranton, PA 18504 T: 570-354-2741 or 570-880-7698 F: 570-880-7832

#### **Pittsburgh**

100 Fifth Avenue Suite 900 Pittsburgh, PA 15222 T: 412-434-6002

Toll Free: 866-482-3076

F: 412-434-5706

#### Reading

35 North 6th Street Mez 103 Reading, PA 19601 Benita: 610-370-7459

F: 610-370-7556

# **Other Know Your Rights Videos and Resources**

## **Know Your Right Videos**

- We Have Rights, Know Your Rights videos (English, Spanish, Haitian Creole, French, Mandarin, Urdu, Arabic and Russian)- https://www.wehaverights.us/
- Catholic Charities of the Archdiocese of Dubuque- Know Your Rights videos (English, Spanish, French, Pashto, Dari, Swahili and Haitian Creole)
   https://catholiccharitiesdubuque.org/kyr

### **Know Your Rights flyers**

- ACLU: https://www.aclu.org/know-your-rights/immigrants-rights (English, Spanish, Arabic, Chinese, Creole, Farsi, French, Indonesian, Korean, Portuguese, Somali, Tagalog, Urdu, Vietnamese, Hindi, Traditional Chinese, Simplified Chinese)
- iAmerica: <a href="https://iamerica.org/know-your-rights/">https://iamerica.org/know-your-rights/</a> (drop down menu provides translation for Spanish, Amharic, Arabic, Armenian, Bosnian, Chinese, Dutch, French, German, Haitian Creole, Hindi, Italian, Korean, Polish, Portuguese, Russian, Vietnamese)
- Immigrant Defense Project <a href="https://www.immigrantdefenseproject.org/know-your-rights-with-ice/">https://www.immigrantdefenseproject.org/know-your-rights-with-ice/</a> (flyers available in English, Spanish, French, Portuguese, Tagalog, Haitian Creole, Hindi, Bangla, Punjabi, Arabic, Urdu, Simplified Mandarin, Traditional Mandarin, Korean, Russian, Hebrew)
- Indigenous Language Resources- <a href="https://www.mayanleague.org/resources">https://www.mayanleague.org/resources</a> (MAM)

### Know Your Rights cards/Safety and Preparedness for immigrant families

- Catholic legal Immigration Network- <a href="https://www.immigrantdefenseproject.org/emergency-preparedness/">https://www.immigrantdefenseproject.org/emergency-preparedness/</a> (Amharic, Arabic, Chinese, Creole, English, Farsi, Korean, Russian, Spanish, Vietnamese).
- IRLC-https://www.ilrc.org/red-cards-tarjetas-rojas (Arabic, Chinese, English, Farsi, French, Haitian Creole, Hmong, Korean, Pashto, Punjabi, Russian, Spanish, Tagalog, Tigrinya, Ukrainian, Vietnamese).

#### **Workplace Raids resources**

• National Immigration law Center- https://www.nilc.org/resources/a-guide-for-employers-what-to-do-if-immigration-comes-to-your-workplace/ (Spanish, Chinese, Korean, Thai).

## **PA Child Custody for Parents and Caregivers in Pennsylvania**

 Philadelphia Legal Assistance- https://drive.google.com/file/d/1\_RRPmpFCdNT9-vO\_0AMI\_-\_bk60F0zDc/view?usp=sharing

#### For HealthCare providers-

National Immigration Law Center-https://www.nilc.org/resources/healthcare-provider-and-patients-rights-imm-enf/

#### For Teachers and Students

- National Education Associationhttps://drive.google.com/file/d/1aiqaSlpXFKoeep8NFUUOhq4tAN62VuWg/view
- PICC -https://www.lutheranadvocacypa.org/wp-content/uploads/2024/11/Welcoming-Schools- Campaign.pdf
- Arkansas Immigrant Defense- https://aidarkansas.com/wp-content/uploads/2025/01/Preparing-for-ICE-Raids-2024.pdf

## For Non-profit organizations

NYLPI

https://www.nylpi.org/resource/guidance-to-nonprofits-regarding-immigration-enforcement/

# **National Hotline Numbers**

- These national helplines are confidential, have free interpreters, and operate 7 days a week, 24 hours a day.
- If you or someone you know is a victim of domestic violence, human trafficking, child abuse, sexual violence, the national hotlines will help you:
  - Find shelter,
  - Create a safety plan;
  - Connect you with legal and social supports and services;
  - o Other services that can help you access safety.

#### **National Domestic Violence Hotline**



#### **National Sexual Assault Hotline**



If you are in immediate danger, please call 911. You have rights in the United States, regardless of your immigration status.

### **National Human Trafficking Hotline**



### **National Child Abuse Hotline**



### **National Suicide Prevention Hotline**

