



ORGANIZE IMPORTANT DOCUMENTS

Identity documents

- Passport(s) (from country of origin) and U.S. passport for children (if applicable).
- Driver's license or state ID card.
- Birth certificates, include English translations if needed.
- Marriage certificate / Divorce decree (if applicable).
- Social Security card(s) or Social Security/ITIN Number information.

Immigration Documents

- I-94 arrival record (if available), Visa stamp(s), refugee/asylee documentation, green card (Permanent Resident Card), EAD/work permit.
- Any approval notices, receipt notices, or Notices to Appear (NTA) in immigration proceedings and other documents provided at the border (if applicable).
- Alien Registration Number ("A-Number"), G-28 signed, Affidavit and letters of support).
- Any criminal arrest records / court dispositions (if applicable) and associated immigration consequences documents.

Child Care Documents

- Caregiver Authorization Affidavit for childcare or school/medical decisions (as applicable). legal custody documents if applicable.
- School enrollment records, immunization records, school ID numbers for children. After-school program information, daycare authorization.
- Medical records for children (and yourself) including allergies, medications, insurance and physician contact info.
- Child's birth certificate and passports (if U.S. citizen child or child born abroad).

Financial Documents

- Power of attorney for financial matters (Asset Protection Plan).
- Bank account numbers, routing numbers, safe deposit box information.
- Pay stubs, tax returns, lease/mortgage documents, utility bills (to show residence and ties).
- Prepaid phone card (so someone detained can make contact).
- Prepaid debit card available to trusted contact for emergencies.



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Detention Preparedness Documents

- Signed blank (or partially pre-filled) form G-28 Notice of Entry of Appearance by Attorney (so your attorney is already authorized).
- List of your attorney(s) contact info, case numbers, pro bono referral organizations.
- Documents showing long-term residence or community ties (utility bills, leases, membership in community groups).
- Copies of prior immigration filings, petitions, appeals, or removal proceedings records.
- Letters of support from community members (employer, church, friends, other).
- Detention facility locator tool info (e.g., ICE Detainee Locator) and checklist for detainee rights and steps upon detention.
- Know Your Rights card(s) or wallet card: your rights during encounters with ICE or law enforcement.

Other Helpful Documents

- Copies of keys to home (or instructions for access) given to trusted contact.
- Insurance cards (health, auto, home/rental) and policy numbers.
- Income verification or employment documents (job letter, pay stub).
- Medical insurance & prescription records.

Emergency Contact

- Emergency contact list: names, phone numbers, email addresses (family, caregiver, attorney, advocacy organization). To complete a list visit: <https://drive.google.com/file/d/1rhENhXRapouzYT01KzJyxF9YwaLwTBW6/view?usp=sharing>
- Digital access information: passwords, two-factor backup codes, cloud storage instructions
- Safe copy: physical binder (kept with trusted contact) + digital encrypted folder
- Pet Care/food/medications /routine/

