

Supporting a Loved One in ICE Detention

Resources for people detained at immigration centers in Pennsylvania.

This package was prepared for educational purposes only, it is not intended as legal advice.



How to find someone in ICE detention?

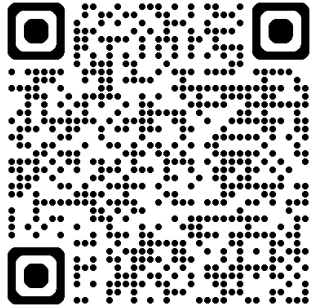
- Use the QR code or link below to locate your friend/family member if they have been detained by ICE: <https://locator.ice.gov/odls/#/search>.
 - Search by either A# & country of birth, or person's biographical information.



- To watch a video with step-by-step guidance visit: <https://www.youtube.com/watch?v=OW7ipcSlpjQ&t=74s> (English).
- For more information visit the National Immigrant Justice Center at <https://immigrantjustice.org/for-immigrants/know-your-rights/what-do-if-you-or-loved-one-detained/> (English, Spanish, Haitian Creole, French, and Arabic).



How to Contact Someone in a Detention Facility



Once you know the location where the person you are looking for is being detained, you can contact the facility directly.

- Each facility has its own rules for phone calls, mail, and visits.
- Most detainees can make collect calls, but it may take time for them to have access to phones.
- If you plan to visit, review the facility's visitation schedule and requirements in advance. Some centers require appointments or limit visits to immediate family and legal representatives.

To find a list and contact information for detention facilities in Pennsylvania visit

<https://www.ice.gov/detention-facilities?state=31&office=&name=>

FILTER BY

Pennsylvania

Field Office

Search by Facility Name...

Apply

Reset



Clinton County Correctional Facility

Philadelphia Field Office
58 Pine Mountain Road
McElhattan, PA 17748



FCI Lewisburg

Philadelphia Field Office
2400 Robert F. Miller Drive
Lewisburg, PA 17837



FDC Philadelphia

Philadelphia Field Office
700 Arch Street
Philadelphia, PA 19106



Moshannon Valley Processing Center

Philadelphia Field Office
555 GEO Drive
Philipsburg, PA 16866



Pike County Correctional Facility

Philadelphia Field Office
175 Pike County Blvd.
Lords Valley, PA 18428

This is the list of detention facilities in Pennsylvania (Please note that if you are not a US Citizen or Lawful Permanent Resident you should consider the risks of attempting to visit a detention center).

- [Clinton County Correctional Facility](#)
- [Moshannon Valley Processing Center](#)
- [Pike County Correctional Facility](#)
- [FCI Lewisburg](#)
- [FDC Philadelphia](#)



CLINTON COUNTY CORRECTIONAL FACILITY



Website

<https://www.ice.gov/detain/detention-facilities/clinton-county-correctional-facility>.

Address:

58 Pine Mountain Road
McElhattan, PA 17748



Phone Number (for general information only)

- Call (570) 547-6903 between the hours of 8 a.m. and 4 p.m.
- When you call, please have the individual's A# number or biographical information ready, including first, last and hyphenated names, any aliases he or she may use, date of birth and country of birth.
- Urgent message, you must call (570) 769-7680 and leave the detainee's full name, alien registration number and your name and telephone number where you can be reached.

Commissary Deposits

For deposit use:

- Kiosk: Money can be placed on the Kiosk 7 days a week between the hours of 7 a.m. to 10 p.m.
- Online: JailATM on the web: <https://deposits.jailatm.com/webdeposits/>.
- By mail: United States Postal Money Order through the mail.

Phone Calls, Text Messages, Video Calls & Tablets

To contact someone detained by phone, text messages or video calls, create an account with: <https://www.smartjailmail.com>.

Smart Communications Home How It Works Support Contact Us

Bringing Families and Friends Together

SmartInmate™ by Smart Communications connects family and friends with incarcerated individuals through an easy-to-use online communications system. When using SmartInmate™ you can connect in just minutes and correspond every day in near real time instant communication with your loved ones. Sign up and connect now, it's quick, easy and free to sign up!

[Sign Up](#) [Log In](#)

Service Information

SmartEvo™ Telephone Service	Trust Account Deposits
Electronic Messaging	SmartVisit™ Video Visitation
Electronic Photo Delivery	MailGuard™ Postal Mail Processing

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Privacy Policy - Terms of Service - View In English or Español



Contacting the Deportation Officer

ERO Williamsport Sub-office to obtain that information at (570) 244-4380.



P.O. Box 8688, Philadelphia, PA 19101



<https://hiaspa.org/>



215-832-0900

CLINTON COUNTY CORRECTIONAL FACILITY

Hours of Visitation

For additional information visit: [General Rules, Guidelines and Visitation Schedule for Visiting.](#)

- The phone number for scheduling a visit is: (570) 769-7680 ext. 3600.
- The Visitation Officer will schedule the visit based on the designated housing unit schedule and availability.
- Visitors MUST arrive 10 minutes prior to the scheduled visit to check-in or they will NOT receive their visit.
- Only one (1) visit will be scheduled for each time slot.

Sending Letters to Detainees

For more information visit: [General Rules and Guidelines for Incoming and Outgoing Mail at the Clinton County Correctional Facility.](#)

Detainee Name & Facility I.D. Number
c/o Smart Communications
PO Box 1907
Pinellas Park, FL 33780



The following items will NOT BE ACCEPTED at the address listed above:

- Legal Mail.
- Approved Packages.
- US Postal Service Money Orders (no letter included).

The items listed directly above will continue to be mailed directly to the facility.

Items for Travel or Release from Custody

For more information visit: [General Rules and Guidelines for Incoming and Outgoing Mail at the Clinton County Correctional Facility.](#)

Before sending packages to detainees, contact the Warden at:

Clinton County Correctional Facility
58 Pine Mountain Road
McElhattan, PA17748

Note that detainees being removed from the United States are allowed one small piece of luggage.

- If a detainee does not have such baggage, such luggage can be sent/delivered after receiving approval from the Supervisory Deportation Officer.
- Please be advised that for security reasons, no electronic devices (cell phones, electric razors, laptop computers, radios, etc.) will be accepted.



MOSHANNON VALLEY PROCESSING CENTER



Website

<https://www.ice.gov/detain/detention-facilities/moshannon-valley-processing-center>.

Address:

555 GEO Drive
Philipsburg, PA 16866



Phone Number (For general Information Only)

- Call (717) 767-2300 between the hours of 8 a.m.–4 p.m. When you call, please have the individual's A# number or biographical information ready, including first, last and hyphenated names, any aliases he or she may use, date of birth and country of birth.
- Urgent message, you must call (814) 768-1200 and leave the detainee's full name, alien registration number and your name and telephone number where you can be reached.

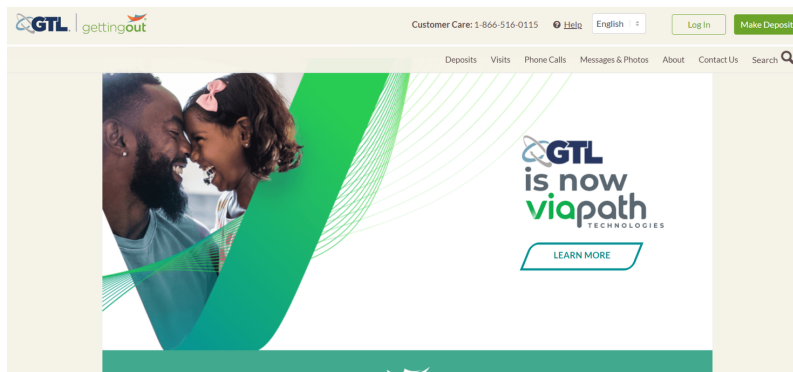
Commissary Deposits

Money can be deposit by:

- Phone: Money can be placed on the detainee's account by calling Access Corrections at 1-866-345-1884.
- Online: www.accesscorrections.com.
- By mail:
Moshannon Valley Processing Center,
555 GEO Drive,
Philipsburg, PA 16866
- Reference detainee name on money order.

Phone Calls, Text Messages, Video Calls & Tablets

- Create an account with: <https://www.gettingout.com/>.



MOSHANNON VALLEY PROCESSING CENTER

- For video tutorials visit: <https://www.gettingout.com/help/video-tutorials/>.
- OPTIONAL - The Getting Out App: Additionally (optional) you can download the GTL Getting out app for your phone or tablet through Google Play or the Apple App Store (app is green with white insert). We have found the App to be much more glitchy than the website in terms of "locating" detained individuals via their software or adding funds to your account.
- Download the GTL GettingOut App through the Apple App store or Google Play. From here you can: Make deposits, Send and receive messages, Share photos and videos, and manage contacts.
- The help line at the Getting Out website is 1-866-516-0115.

Contacting the Deportation Officer

Contact Philadelphia.Outreach@ice.dhs.gov to obtain information.

Hours of Visitation

- To schedule a visit, call at (717) 767-2300 in advance or email schedulemvpc@geogroup.com.
- Seven (7) days a week 8 a.m. – 8 p.m.
- Visit sessions will normally be a minimum of two hours, dependent upon the number of visitors and staff availability. More time may be authorized by the Staff Duty Officer for family members traveling significant distances.
- A maximum of two adults (18 years or older) and two children (17 years or younger) may visit at any one time.

Sending Letters to Detainees

- Letters sent to detainees must include:
 - the last four digits of the detainee's A-number (File Number),
 - plus, the sender's name and address.
- Mailing Address:
Moshannon Valley Processing Center
555 GEO Drive
Philipsburg, PA 16866

Items for Travel or Release from Custody

Please contact this facility to coordinate delivery of packages.

- Detainee property is NOT accepted through the mail.
- Any property for the purpose of removal must be brought to the facility in person.
- Detainees are allowed one small piece of property under 40lbs.
- The size of the property should be equal to a carry-on sized luggage on an aircraft.



PIKE COUNTY CORRECTIONAL FACILITY



Website

<https://www.ice.gov/detain/detention-facilities/pike-county-correctional-facility>.

Address:

175 Pike County Blvd.
Lords Valley, PA 18428



Phone Number (For general information only)

- Call (570) 775-5500 between the hours of 8 a.m. and 4 p.m.
- When you call, please have: the individual's A# number or biographical information ready, including first, last and hyphenated names, any aliases he or she may use, date of birth and country of birth.
- Urgent message, you must call (570) 775-5500 and leave the detainee's full name, alien registration number and your name and telephone number where you can be reached.

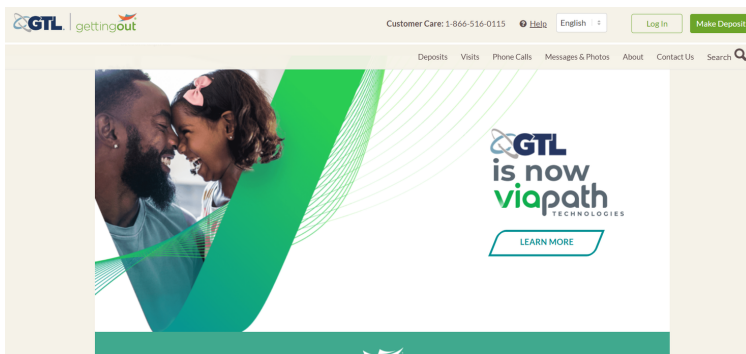
Commissary Deposits

Money can be deposit by:

- Online: To deposit funds into an inmate/ detainee's inmate trust account and commissary, use www.accesscorrections.com.
- By Phone: Telephone Number is 1-866-345-1884.
- In person: Kiosk Machine is located in lobby for cash or credit card deposits.

Phone Calls, Text Messages, Video Calls & Tablets

- Create an account with: <https://www.gettingout.com/>.



PIKE COUNTY CORRECTIONAL FACILITY

- For video tutorials visit: <https://www.gettingout.com/help/video-tutorials/>.
- OPTIONAL – The Getting Out App: Additionally (optional) you can download the GTL Getting out app for your phone or tablet through Google Play or the Apple App Store (app is green with white insert). We have found the App to be much more glitchy than the website in terms of “locating” detained individuals via their software or adding funds to your account.
- Download the GTL GettingOut App through the Apple App store or Google Play. From here you can: Make deposits, Send and receive messages, Share photos and videos, and Manage contacts.
- The help line at the Getting Out website is 1-866-516-0115.

Contacting the Deportation Officer

ERO Pike Sub-office to obtain that information at (272) 252-1050.

Hours of Visitation

- General Population – Housing Units A, G Saturday – 8:30 a.m. to 11:30 a.m. and 12:45 p.m. to 2:45 p.m. and Sunday – 8:30 a.m. to 11:30 a.m.
- All visitors are subject to search while in the facility.
- Visitors are not allowed to pass or attempt to pass any items to detainees.
- Visitors are not allowed to carry any items into the visitation area.

Sending Letters to Detainees

ONLY send personal mail such as letters, pictures, and drawings.

- Your inmate’s mail must now be addressed to:

Name of facility, State

Inmate Name, OCA#

P.O. Box 247

Phoenix, MD 2113

- Legal documents should be mail to:

Full Name

Alien Registration Number (A-Number)

Pike County Correctional Facility

175 Pike County Blvd.

Lords Valley, PA 18428

Items for Travel or Release from Custody

A detainee may receive items at the following address that are determined to be of necessity for the sole purpose of travel or release from agency custody with approval of the ICE Deportation Officer:

DHS/ICE/ERO

175 Pike County Blvd.

Lords Valley, PA 18428.

Note that detainees being removed from the United States are allowed one small piece of luggage under 20 pounds.

Approval is required before mailing or dropping off. For security reasons, no electronic devices (cell phones, electric razors, laptop computers, radios, etc.) will be accepted.



FCI LEWISBURG (UNITED STATES PENITENTIARY)



Website

<https://www.bop.gov/locations/institutions/lew/>.

Address:

2400 Robert F. Miller Drive
Lewisburg, PA 17837



Phone Number (for general information only)

- Call (570) 523-1251.
- When you call, please have the alien's A# number or biographical information ready, including first, last and hyphenated names, any aliases he or she may use, date of birth, country of birth and BOP Register Number.

Commissary Deposits

Inmates can receive funds at a BOP-managed facility, which are deposited into their commissary accounts. To learn more visit:

<https://www.bop.gov/inmates/communications.jsp#money>.

MoneyGram's:

- Locate the nearest agent by calling 1-800-926-9400 or visiting: www.moneygram.com.
- You'll need to complete a MoneyGram Express Payment Blue Form. See a sample form: https://www.bop.gov/inmates/docs/moneygram_form_2012.pdf.
- You can pay with cash.

By phone:

- Call 1-800-634-3422 and choose option 2. A credit/debit card will be required.

By Mail:

- Select how you will send money through the mail - we only accept money orders, U.S. government checks, certified/cashier's checks, or a bank draft. Please do not send cash or personal checks, they will not be accepted.

Phone Calls, Text Messages, Video Calls & Tablets

- An inmate requests to exchange electronic messages with a person in the community.
- They place that person on their contact list, which must be approved by staff. To watch video tutorial visit: <https://www.youtube.com/channel/UCHEAiZTKJbI77E48TIF5P2Q>.
- Receive an Invitation: An inmate must first add your email address to their TRULINCS contact list. Once they do this, you will receive a system-generated email from Corrlinks with instructions on how to create your account.



FCI LEWISBURG (UNITED STATES PENITENTIARY)

- **Register for an Account:** Click on the link provided in the email to start the registration process. You will need to enter your email address, create a password, and input the authorization code from the email.
- **Complete the Registration:** Follow the prompts to complete your registration. You may need to verify your email address by clicking on a verification link sent to your email.
- **Log in to Your Account:** Once your account is created and verified, log in to Corrlinks using your email and password. You can now manage your contacts and start exchanging messages with the inmate.
- **Add Inmates to Your Contact List:** After logging in, you can send a request to the inmate to add them to your contact list. Once they accept your request, you will be able to communicate with them through the Corrlinks system.

Contacting the Deportation Officer

Contact the Philadelphia Field Office, Williamsport Sub-Office at (570) 244-4380.

Hours of Visitation

For more information visit: <https://www.bop.gov/inmates/visiting.jsp>.

- You can only visit an inmate if they have placed you on their visiting list by completing this form https://www.bop.gov/policy/forms/BP_A0629.pdf. Then the form is mailed to you to complete all remaining fields.
- Return the form and wait to be cleared by the BOP.
- Visitation hours are Fridays from 8 a.m. to 11 a.m. and Holidays from 8 a.m. to 11 a.m.

Sending Letters to Detainees

- Letters sent to detainees must include: the last four digits of the detainee's A-number, plus the sender's name and address.
- To enhance the safety of the facility, all incoming mail is subject to screening for contraband. Detainees are not permitted to seal mail.
- All incoming mail will be delivered to the detainee, and outgoing mail will be routed to the proper postal office within 24 hours of receipt by facility staff.
- A mail pick-up and delivery schedule are posted in all housing units. Detainees may send mail from the facility.

Address for writing to a detainee:

ICE Detainee Name & Register Number
FCI Lewisburg
Federal Correctional Institution
P.O. Box 1000
Lewisburg, PA 17837

Items for Travel or Release from Custody

- Note that detainees being removed from the United States are allowed one small piece of luggage.
- If a detainee does not have such baggage, such luggage can be sent/delivered after receiving approval from ICE Deportation Officer.
- Please be advised that for security reasons, no electronic devices (cell phones, electric razors, laptop computers, radios, etc.) will be accepted.
- To coordinate delivery of luggage, contact ERO Williamsport Sub Office at (570) 244-4380.



FDC PHILADELPHIA (FEDERAL DETENTION CENTER)



Website

<https://www.bop.gov/locations/institutions/phl/>.

Address:

700 Arch Street
Philadelphia, PA 19106



Phone Number (For general information only)

- Call (215) 521-4000.
- When you call, please have the A# number, biographical information ready, including first, last and hyphenated names, any aliases he or she may use, date of birth and country of birth.

Commissary Deposits

Inmates can receive funds at a BOP-managed facility, which are deposited into their commissary accounts. To learn more visit:

<https://www.bop.gov/inmates/communications.jsp#money>.

MoneyGram's:

- Locate the nearest agent by calling 1-800-926-9400 or visiting: www.moneygram.com.
- You'll need to complete a MoneyGram Express Payment Blue Form. See a sample form: https://www.bop.gov/inmates/docs/moneygram_form_2012.pdf.
- You can pay with cash.

By Phone:

- Call 1-800-634-3422 and choose option 2. A credit/debit card will be required.

By Mail:

- Select how you will send money through the mail - we only accept money orders, U.S. government checks, certified/cashier's checks, or a bank draft. Please do not send cash or personal checks, they will not be accepted.

Phone Calls, Text Messages, Video Calls & Tablets

- An inmate requests to exchange electronic messages with a person in the community.
- They place that person on their contact list, which must be approved by staff. To watch video tutorial visit: <https://www.youtube.com/channel/UCHEAiZTKJbI77E48TIF5P2Q>.
- Receive an Invitation: An inmate must first add your email address to their TRULINCS contact list. Once they do this, you will receive a system-generated email from Corrlinks with instructions on how to create your account.



FDC PHILADELPHIA (FEDERAL DETENTION CENTER)

- **Open the Email:** Check your email inbox for the invitation from Corrlinks. Make sure to check your spam or junk folder if you do not see it in your inbox. The email will contain an authorization code needed for account creation.
- **Register for an Account:** Click on the link provided in the email to start the registration process. You will need to enter your email address, create a password, and input the authorization code from the email.
- **Complete the Registration:** Follow the prompts to complete your registration. You may need to verify your email address by clicking on a verification link sent to your email.
- **Log in to Your Account:** Once your account is created and verified, log in to Corrlinks using your email and password. You can now manage your contacts and start exchanging messages with the inmate.
- **Add Inmates to Your Contact List:** After logging in, you can send a request to the inmate to add them to your contact list. Once they accept your request, you will be able to communicate with them through the Corrlinks system.

Contacting the Deportation Officer

- Email inquiries to the Philadelphia Field Office public-facing email inbox at Philadelphia.Outreach@ice.dhs.gov or call (215) 656-7164.

Hours of Visitation

- For more information visit: <https://www.bop.gov/inmates/visiting.jsp>.
- You can only visit an inmate if they have placed you on their visiting list by completing this form https://www.bop.gov/policy/forms/BP_A0629.pdf. Then the form is mailed to you to complete all remaining fields.
- Return the form and wait to be cleared by the BOP.
- Visitation hours are Fridays from 8 a.m. to 11 a.m. and Holidays from 8 a.m. to 11 a.m.

Sending Letters to Detainees

- For more information visit: <https://www.bop.gov/inmates/communications.jsp#mail>.
- Address for writing to a detainee:
INMATE NAME & REGISTER NUMBER
FDC Philadelphia
FEDERAL DETENTION CENTER
P.O. BOX 562
PHILADELPHIA, PA 19105.
- To enhance the safety of the facility, all incoming mail is subject to screening for contraband. Detainees are not permitted to seal mail.

Items for Travel or Release from Custody

- Note that detainees being removed from the United States are allowed one small piece of luggage.
- Please be advised that for security reasons, no electronic devices (cell phones, electric razors, laptop computers, radios, etc.) will be accepted.



HOW TO FIND LEGAL REPRESENTATION FOR SOMEONE DETAINED BY ICE?



If your loved one is detained in Pennsylvania and cannot afford an immigration lawyer, you might be able to find legal immigration by contacting the resources below.

Pennsylvania Immigrant Family Unity Project (PAIFUP)

You might be able to get free legal representation through the Pennsylvania Immigrant Family Unity Project (PAIFUP). To determine your eligibility for services through PAIFUP call or email:

- Hotline number: [267-765-6912](tel:267-765-6912).
- Email: PAIFUP@philadefender.org.

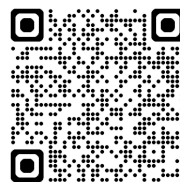
Please have the following information ready:

- Name (and potential different spellings of name).
- Country of Origin.
- Date of Birth.
- A# (if known).
- Brief circumstances of arrest.
- When/how did the person enter the United States (year, location/manner of entry).
- Have they ever had any encounters with ICE?
- Have they ever been deported before/do they have a deportation order?
- Who is an outside contact person we can get in touch with for more information (name, relationship, best language, phone number & email address).
- Does the person have any applications pending? If so, do you have a copy of those applications (or if with USCIS, the receipt #).

Immigrant Legal Service Organizations in Pennsylvania

For a list of non-profit organizations that offer immigration legal services visit:

[Legal Immigration Resources in Pennsylvania](#).



Rapid Response Networks in Pennsylvania

Rapid response networks are groups of trained community members, advocates, and allies who assist immigrants during and after immigration enforcement actions, such as raids, detentions, or ICE visits.

These networks aim to protect dignity, ensure access to rights, and connect people with resources across Pennsylvania.

For a list of rapid response networks in Pennsylvania, visit: [Rapid Response Networks in Pennsylvania](#).

Legal Resources outside Pennsylvania

- Immigrant Advocates directory: <https://www.immigrationadvocates.org/legaldirectory/>.
- American Immigration Lawyers Association directory: <https://ailalawyer.com/>.



FIVE THINGS PARENTS DETAINED BY ICE SHOULD KNOW



Here are five things for parents to know about the policy:

You have the right to make decisions about the care and custody of your child at the time of arrest.

You have the right to be kept near your child and stay in touch with them while detained.

You can ask for help in most detention centers to help you make plans for your children.

You can be part of your child's welfare court case while you are in ICE detention.

You can decide whether your child will remain in the U.S. and make alternative care arrangements.

Parents have a right to make decisions about the care and safety of their children, even while in Immigration and Customs Enforcement (ICE) custody.

- The National Immigration Law Center and Center for Law and Social Policy jointly have developed resources for immigrant parents which details the rights that parents have while being apprehended and detained.
- To learn more visit: <https://www.nilc.org/resources/know-your-rights-five-things-parents-detained-by-ice-should-know/> (available in English, Spanish, Haitian Creole, Portuguese and Korean).



HOW TO PREVENT NOTARIO FRAUD IN IMMIGRATION CASES/COMPLAINT FOR CIVIL LIBERTIES VIOLATIONS



Notarios are NOT lawyers, and they are not qualified to provide legal advice or immigration services. In some cases, Notarios are people in the community that speak your language, but immigration law is complex and it is very important to get information and legal help from trusted and qualified sources.

Unfortunately, many immigrant families are targeted by scams or people who pretend to offer legal help but are not authorized to practice immigration law.

To watch videos and learn about Notarios and immigration scams visit: <https://www.miracoalition.org/immigration-scams-and-notario-fraud-information/> (video available in English, Spanish, Haitian Creole, Portuguese and Chinese).

To download a flyer visit: <https://www.globalrefuge.org/the-wrong-help-can-hurt/> (English, Spanish, Haitian Creole, Ukrainian, Russian, Dari and Pashto).

File a Complaint for Civil Liberties Violations

ACLU: If you or someone you know believes ICE or other law enforcement officers violated someone's civil rights, you can get in touch with the American Civil Liberties Union ACLU-PA by filling this intake form:

<https://www.aclupa.org/our-work/courts/file-complaint/>
<https://www.aclupa.org/our-work/courts/file-complaint/>



ACLU Pennsylvania Online Form To Request Legal Assistance

ACLU PENNSYLVANIA ONLINE FORM TO REQUEST LEGAL ASSISTANCE

REQUEST FOR LEGAL ASSISTANCE

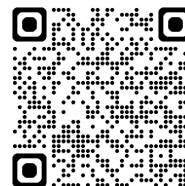
PLEASE BE ADVISED: The purpose of this intake form is for the ACLU of Pennsylvania (ACLU-PA) to assess whether it can provide you with assistance or representation. Filling out this form does not create an attorney/client relationship between you and the ACLU-PA. The ACLU-PA does not represent you unless you and the ACLU-PA have both signed a written retainer agreement. **You are solely responsible** for any and all statutes of limitations or other deadlines applicable to your specific situation. To protect your rights, please consult with a private attorney to determine deadlines applicable to your case. **Do not wait to hear from the ACLU-PA before proceeding with your matter.**

Please be sure to read about the kinds of cases the ACLU of Pennsylvania accepts before filling out this form.

There may be deadlines that could affect your lawsuit or grievance. If you are concerned about whether the time for bringing your complaint is about to pass, you should not rely on filing an ACLU complaint to protect you; you should consult with an attorney of your choice.

If you would like to request legal assistance, fill out the form below.

* Indicates the required fields.



P.O. Box 8688, Philadelphia, PA 19101



<https://hiaspa.org/>



215-832-0900

IMPORTANT DOCUMENTS THAT YOUR LAWYER MIGHT NEED TO REPRESENT YOU IF YOU ARE DETAINED BY ICE



Following is a list of documents and information that an immigration attorney may ask for when seeking to try to get someone released from detention.

Important documents of the person detained by ICE. To get a list of important documents that you should have visit: [List of Important Documents](#).

- Passport(s) (from country of origin) and U.S. passport for children (if applicable).
- Birth certificates for yourself and children (include English translations if needed).
- Marriage certificate / Divorce decree (if applicable).
- Driver's license and/or other identification card.
- Copies of Social Security card(s) or Social Security/ITIN Number information.
- Copies of medical records for children (and yourself) including allergies, medications, insurance and physician contact info.
- Copies of pay stubs, tax returns, lease/mortgage documents, utility bills (to show residence and ties).

Immigration Documents of the person detained by ICE

- Your alien Registration number and copies of all immigration documents: For example, I-94 arrival record (if available), Visa stamp(s), refugee/asylee documentation, green card (Permanent Resident Card), EAD/work permit, etc.
- Copies of prior immigration filings, petitions, appeals, or removal proceedings records.
- Copies of any approval notices, receipt notices, or Notices to Appear (NTA) in immigration proceedings and other documents provided to you by USCIS, ICE, immigration court or CBP at the border (if applicable).
- Documents showing long-term residence or community ties in the U.S. (utility bills, leases, membership in community groups, letters of support from employers, family and friends).
- Copies of any criminal arrest records / certified court dispositions (if applicable).

Additionally, your attorney might request letters of support for your case. Here are templates that you can use to gather the information that is needed.

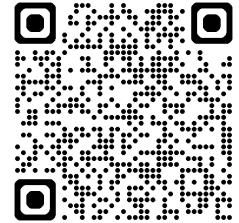
- Sample [Letter of support](#) from community members for bond hearing requests.
- Sample [Letter from Sponsor](#) for bond hearing or parole request.
- Sample [Affidavit/Statement](#) for bond hearing or parole request.



OTHER RESOURCES



HIAS PA Know Your Rights:
[https://hiaspa.org/the-issues/know-your-rights/\(multiple languages\)](https://hiaspa.org/the-issues/know-your-rights/(multiple%20languages))



- Family Law Pennsylvania Immigration Coalition (Rapid Response Resources) visit:
[https://www.paimmigrant.org/rapid-response-information.](https://www.paimmigrant.org/rapid-response-information)
- Pennsylvania Immigration Resource Center:
[https://www.pirclaw.org.](https://www.pirclaw.org)
- NIJC Know Your Rights Manual for People in Detention:
[https://immigrantjustice.org/know-Your-Rights/Detained-Pro-Se-Manual.](https://immigrantjustice.org/know-Your-Rights/Detained-Pro-Se-Manual)
- NIPNLG: [What Am I Signing When I Sign My Deportation.](#)
- NIPNLG: [Habeas Explainer & Pro Se Filing Instructions.](#)
- NIJC “Know Your Rights” resources:
[https://immigrantjustice.org/KnowYourRights.](https://immigrantjustice.org/KnowYourRights)
- Immigration Court self-help materials:
[https://www.justice.gov/eoir/self-help-materials.](https://www.justice.gov/eoir/self-help-materials)
- ACLU: [What to Do When Interacting with ICE:](#)
[https://www.wehaverights.us/.](https://www.wehaverights.us/)
- Global Refugee: Ensuring Immigration Cases Are Handled by Professionals: [https://www.globalrefuge.org/the-wrong-help-can-hurt.](https://www.globalrefuge.org/the-wrong-help-can-hurt)

