



Immigrant Family Preparedness Toolkit

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Prepared by the NC Justice Center, ACLU of North Carolina, Faith Action International, and El Pueblo

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English

Family Planning Guide for Immigration Emergencies



This guide is intended to help immigrant families prepare for the possibility that a family member may be unexpectedly separated from their home due to their immigration status.

Steps to be prepared

1. **Know your rights.** Make sure everyone in your family knows what to do and say when faced with the police or an immigration agent.
2. **Make a plan with your family** about what to do in case a family member is arrested or deported.
3. **Find an immigration lawyer** who can help you in the event of an emergency.
4. **Review your options with an attorney** to determine if you are eligible for any immigration relief.
5. **Get an ID.** Establishing your identity is essential, especially when interacting with law enforcement.
6. **Make a plan for your children.** Decide who will take care of your children in the event of an emergency.
7. **Make a plan for your property and finances.** Choose a person you trust completely and give him or her instructions on what to do with your money and property.
8. **Discuss with an attorney** whether to make a power of attorney for someone you trust to make decisions about your finances and care of your children.
9. **Set aside an emergency fund** for rent, food, medications, and other necessities.
10. **Make copies of important documents** for your family members and store them in a safe place.
11. **Make a plan for your pets.** Decide who will care for your pets and find out what you need to bring them back to your home country.
12. **Complete an emergency contact sheet** and decide who they should call and in what order if you are detained.
13. **Learn about available resources.** Contact local community groups or organizations that provide assistance to immigrants.

And you? Are you prepared?

By following these steps, you'll be much better prepared in the event of an emergency. On the following pages you'll find more detailed information on how to complete these steps and helpful forms to fill out.

Know Your Rights



Regardless of your immigration status, you have rights that are guaranteed by the Constitution of the United States. In this section, you can learn more about your rights, how to exercise them, and what to do in any encounter with law enforcement or immigration officers. *These are recommendations and not legal advice! Seek advice from an attorney if you have questions.*

Do I need to identify myself?



North Carolina law does not require you to provide your name or other identifying information to the police if they are on the street, at your home, or if you are traveling as a passenger in a vehicle. However, if you are the driver, you are required to show your driver's license or identification to the police.

Depending on the circumstances, if you refuse to identify yourself to local or state police (not ICE) you could be charged with resisting, delaying, or obstructing an officer in the performance of his duties. If a police officer insists on knowing your name or other identifying information, you can politely say that the law does not require you to provide that information and ask why it is requested.

Depending on how the officer responds, you can decide if you provide the information. But even if you give your name, you don't have to answer other questions.

If you're stopped by the police or ICE on the street

- Stay calm. Do not run, argue, or resist or obstruct the officer or officers.
- Keep your hands up or where they can be seen.
- Do not lie or submit false documents.
- You have the right to remain silent. If you wish to exercise that right, say it out loud.
- You do not have to give your consent for them to search you or your belongings, but the police can pat down your clothing if they suspect you have a weapon.
- You do not have to answer questions about where you were born, if you are a U.S. citizen, or how you entered the country.

If they stop you in a vehicle

- Stop in a safe place as soon as possible. Turn off the engine, turn on the interior light, partially open the window, and place your hands on the steering wheel.
- If requested, show the police your driver's license, vehicle registration, and proof of insurance.
- The police may also ask you to write your name and address or the name and address of the vehicle owner; however, you do not have to answer questions about your immigration status.
- Both the driver and the passengers have the right to remain silent.
- If you are a passenger, you can ask if you are free to leave. If the officer says yes, leave calmly.
- If an immigration officer or agent asks to search the interior of your vehicle, you can refuse to give your consent. The police can search it without your consent only if there is evidence of a crime clearly visible.

If the police or ICE come to your house

- Stay calm and keep the door closed. You have the right to remain silent, even if the officer has a court order.
- Ask: "Who are you? Why are you here?"
- Ask the agent or officer to show you a badge or identification through the window or peephole.
- Ask if they have a warrant signed by a judge. If they tell you yes, ask them to slide it under the door or show it to you through a window so that you can inspect it.
- Do not open the door unless ICE shows you a search or arrest warrant naming a person in your residence and showing the address where the police are trying to serve the warrant. If they do not show you a court order, keep the door closed. Say: "I do not give my consent for you to enter my house."
- If the agents force their way in, do not resist. If you wish to exercise your rights, say: "I do not give my consent for you to enter or to search my house. I am exercising my right to remain silent. I wish to speak with a lawyer as soon as possible."
- Do not lie or present any false documents. Don't sign anything without first speaking to a lawyer.



PLEASE NOTE!

- You don't have to let the police or ICE in to your home unless they have a court order signed by a judge that explicitly allows them access to your home.
- ICE administrative orders or an Order of Removal or Deportation (Form I-205) do not allow officers to enter your home without your consent. If you see "Department of Homeland Security" on the top of the document, it is likely an ICE administrative warrant and does not allow them to enter your home.
- If you are on probation, the police can enter your home and search it.
- See the difference between a court order signed by a judge and an administrative order with the examples to the left.

Have a "red card"

The Immigrant Legal Resource Center (ILRC) created these red cards to help non-English speaking immigrants exercise their rights when interacting with immigration agents. If possible, keep a copy of these cards with you to slip to the officers under the door if they come to your home. You can print cards or order copies at www.ilrc.org/red-cards-tarjetas-rojas.

I do not wish to speak with you, answer your questions, or sign or hand you any documents based on my 5th Amendment rights under the United States Constitution.

I do not give you permission to enter my home based on my 4th Amendment rights under the United States Constitution unless you have a warrant to enter, signed by a judge or magistrate with my name on it that you slide under the door.

I do not give you permission to search any of my belongings based on my 4th Amendment rights.

I choose to exercise my constitutional rights.

These cards are available to citizens and noncitizens alike.

constitucionales:

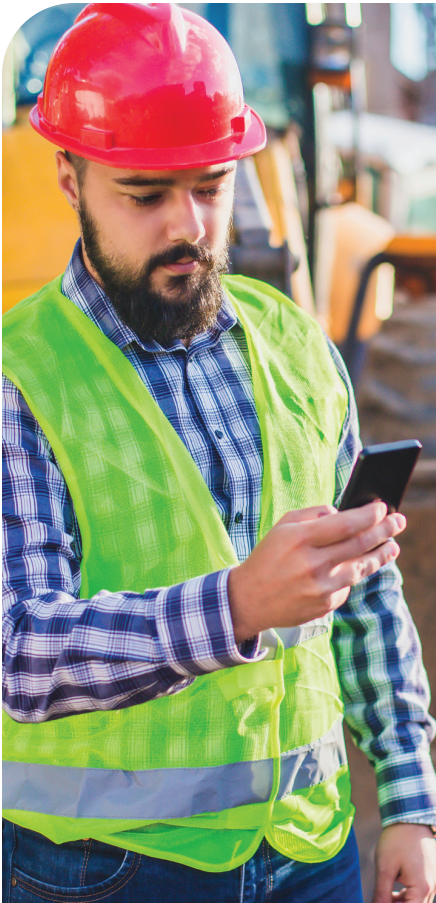
inmigración está tocando la

de un agente de inmigración si

derecho a guardar silencio.

abogado. Usted tiene el

- Si usted está fuera de su casa, pregúntele al agente si tiene la libertad de irse y si le dice que sí, váyase con tranquilidad.
- ENTRÉGUELE ESTA TARJETA EL AGENTE. Si usted está dentro de su casa, muestre la tarjeta por la ventana o pásela debajo de la puerta.



If the police or ICE come to your workplace/job site

- Ask if you can leave. If they say yes, walk away calmly.
- If you are told you cannot leave, you have the right to ask to speak to your lawyer and to remain silent.
- You do not have to answer questions about your immigration status (such as where you were born), if you are a citizen, or how you entered the country.
- You have the right to refuse to give your consent to be searched.
- Do not sign anything or hand over false documents.

What to do if you are arrested

- Say you want to remain silent and ask for a lawyer right away. Do not give explanations or excuses.
- While you are in jail, an immigration agent may visit you. Don't say anything, sign anything, or make any decisions without a lawyer!
- If you are arrested by the police, you have the right to make a local phone call. The police cannot listen to your conversation if you call a lawyer.
- If you were arrested by ICE, you have the right to contact your consulate or ask an officer to notify your consulate about your arrest.
- Read all documents you are given completely. If you do not understand them or cannot read them, tell the officer that you need an interpreter.
- Do not discuss your immigration status with anyone other than your lawyer.

If they ask you about your immigration status

- You have the right to remain silent and do not have to speak about your immigration or citizenship status with the police, immigration agents, or other officials. Everything you say to an officer can be used against you in an immigration court.
- Do not lie about your status or provide false documents.
- If you are not a U.S. citizen but have or are in the process of obtaining immigration status and an immigration agent asks for your immigration documents, you must show them if you have them with you.
- If an immigration officer asks if they can search you, you have the right to say no. They do not have the right to search you or your belongings without your consent or probable cause that a crime has been committed.
- If you are over 18 years old, carry your documents with you at all times. If you don't have them, tell the officer that you wish to remain silent or that you want to consult with a lawyer before answering any questions.

Your right to interpretation with ICE

- If you are in ICE custody, and one of their agents communicates with you about your legal rights or legal procedures, and you do not fully understand English, they must provide an interpreter at no cost.
- If they do not have an interpreter, they must provide the documentation related to your legal rights and procedures in a language that you can understand.
- If you do not understand the ICE officer or agent, you should say so clearly and request an interpreter in your preferred language at no cost to you in situations that require communication about understanding your rights, procedures, or outcomes.
- Before signing any document, make sure that the document is available in your language or that the officer serving you reads it in your language. Do not sign anything without fully understanding its contents.

If you believe your rights have been violated

- Write down everything you remember, including the officers' badges, license plates and the numbers on their vehicles or patrol cars, which agency the officers belonged to, and any other details.
- Obtain contact information for witnesses.
- If you are injured, seek medical attention immediately and take photographs of your injuries.
- File a written complaint with the agency's Internal Affairs Division or Civilian Complaint Board. In most cases, you can file your complaint anonymously if you wish.
- For more information, visit [WeHaveRights.us](https://www.WeHaveRights.us), where you will find detailed guidance, videos, and other tools to help you understand your rights and how to handle encounters with law enforcement and ICE.

ICE is not required to provide you with an interpreter in (1) private conversations with your attorney or in (2) personal communications unrelated to legal or procedural matters.



House Bill 10 and the Cooperation Between ICE and N.C. Sheriffs



A new North Carolina law requires state sheriffs to notify Immigration and Customs Enforcement (ICE) when they cannot determine the immigration status of individuals who have been detained for certain crimes. The legislation, known as HB 10 by the name of the original bill, came into effect on December 1, 2024, and only applies to arrests made after that date.

House Bill 10

What does the law require?

- Requires sheriffs to verify the immigration status of individuals in their custody who have been arrested for certain serious crimes, including possession of controlled substances, rape and other sexual offenses, aggravated or simple assaults, gang-related crimes, and violations of protection orders for domestic violence. If immigration status cannot be determined, the sheriff must notify ICE.
- Requires sheriffs to comply with ALL detainers issued by ICE. This is the most problematic provision because it could apply to people detained for any reason, including a traffic violation. Under this provision, the sheriff is required to bring the individual before a magistrate and obtain a court order to hold him or her in custody for up to 48 hours from the time the ICE detainer was received.

What does the law not require?

- DOES NOT apply anywhere outside of a jail. For example, police officers have no duty under HB 10 when they stop people who are driving or walking down the street, or when they answer calls or reports about a crime.
- DOES NOT allow the police to discriminate against you based on your racial profile. Local or state law enforcement officers cannot stop you based on the color of your skin or on suspicions about your immigration status.
- DOES NOT allow a police officer to detain you for immigration reasons. Local and state police can only detain you if they believe you have committed a crime based on specific facts.

If you believe you have been detained or discriminated against by the police due to your race, there are organizations you can contact for help, such as the American Civil Liberties Union of North Carolina. To request help, complete the form by scanning this QR code with your phone:



What to do if a loved one is detained by ICE

If ICE detains your loved one in North Carolina or its surroundings, they are most likely to be held in a local jail and then transferred to the Stewart Detention Center in Lumpkin, Georgia.

How to find them

- To confirm that your loved one is in custody and find out where they are, use the ICE locator at: locator.ice.gov
- To search, you will need the detainee's alien number or "A number" and their country of origin, or you can also search for them using their first name, last name, country, and date of birth.
- You can also call the ICE information line Monday through Friday at 1-888-351-4024.

If your loved one calls you

If your loved one calls you while in police custody or from a detention center, you should ask them the following questions and make sure to record their answers carefully and in as much detail as possible:

- Do you have an immigration lawyer? If so, what is their name?
- Where are you?
- Have you spoken with your lawyer?
- Do you need medical attention or medication?
- Have they told you what's going to happen to you?



Where to Get Help



Find a lawyer

- The U.S. government does not provide attorneys for immigrants facing deportation.
- If you or someone in your family is at risk of being detained and deported by ICE, make an effort to contact an immigration attorney in advance and make sure that he or she will be able to represent you in an emergency.
- Try to memorize or carry with you the name and phone number of the attorney, and make sure that your family has that information.
- If you do not have an attorney and your loved one is detained, we recommend that you find an immigration attorney as soon as possible.
- You can see more about where to find an attorney on page 29.



Contact an organization that defends the rights of immigrants

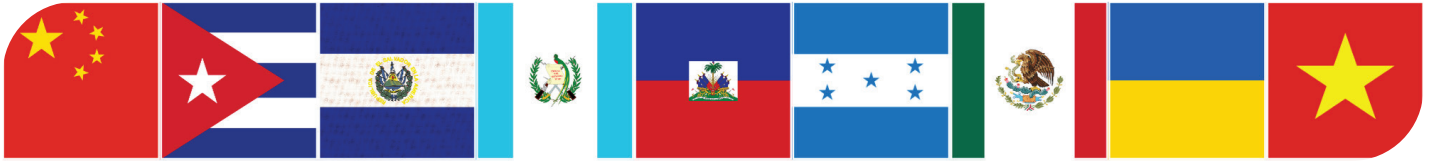
North Carolina is home to many immigrants and there are many organizations and community groups across the state that serve and advocate for them and their rights.

We encourage you to find one in your area to get connected and access resources, information, assistance, and much more.

To find a list of some of these organizations, please contact El Pueblo at 919-835-1525 or elpueblo.org/contact.

Contact your consulate

Foreign consulates in the United States offer documentation, assistance, and protection services to the citizens of their respective countries. Although they cannot intervene in judicial processes, they can ensure that the rights of their citizens detained by U.S. authorities are respected.



Consulates in North Carolina

China

3505 International Place NW,
Washington, DC 20008
Tel: 202-495-2216
Fax: 202-495-2138
Notification fax: 202-495-2057
Email: washington_lb@csm.mfa.gov.cn

Cuba

2639 16 St NW, Washington DC,
20009
Tel: 202-797-8515-18
Email: repcion@usadc.embacuba.cu

El Salvador

520 West Boulevard, Suite C Charlotte,
NC 28208
Tel: 888-301-1130
consuladosalvador.com/charlotte

Guatemala

6050 Six Forks Rd, Raleigh, NC 27609
Tel: 984-200-1601
Email: consraleigh@minex.gob.gt

Haiti

2311 Massachusetts Ave NW,
Washington, DC 20008
Tel: 202-332-4090
Assistance hotline: 240-641-0359
Fax: 202-745-7215
haiti.org

Honduras

5820 E.W.T. Harris Blvd Suite 3118-G/J,
Charlotte, NC 28215
Tel: 980-339-7850
citaconsularhn.com/charlotte

Mexico

431 Raleigh View Rd, Raleigh, NC 27610
Tel: 919-615-3653
Legal advice: 919-615-3653
consulmex.sre.gob.mx/raleigh

Ukraine

3350 M Street NW, Washington DC,
20007
Tel: 202-349-2963
Fax: 202-333-0817
Email: emb_us@mfa.gov.ua
General: consul_us@mfa.gov.ua
usa.mfa.gov.ua/en

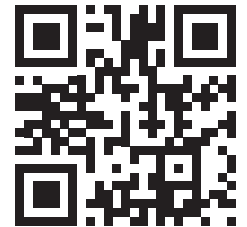
Vietnam

1233 20th St NW, Ste 400, Washington,
DC 20036
Consular procedures: 202-861-0737 /
866-675-6888
Regular visa: 202-989-8160
Fax: 202-861-0917
Consular portal: vnmconsular-assistant.web.app
Visa portal: vnmvisa-assistant.web.app
Email: dcconsular@vietnamembassy.us



Don't see your country listed here?

If your country is not listed here or does not have a consulate in North Carolina, you can locate the nearest consular office by visiting your embassy's website. Scan the following QR code to find your embassy:



PLEASE NOTE:

If you have a pending application for asylum, we recommend that you **do not visit your consulate without first consulting with your attorney** about the risks to your immigration case.

Get an Identity Document



Establishing identity is essential but remains a significant challenge for many immigrants who are not eligible for official government-issued identification because of their immigration status. However, there are alternative IDs that can provide similar benefits to official IDs, helping immigrants interact with their communities and local police. This is especially important considering the anti-immigrant laws in place in North Carolina. In this section you will find some of the most common forms of identification available in North Carolina and how to obtain them.

Driver's license and state identification

Driver's licenses and state-issued IDs for non-drivers issued by the North Carolina DMV are the most common and accepted forms of official identification by state authorities.

Although undocumented immigrants are not eligible to obtain these documents, those with temporary or limited status, such as a student visa, work visa, or TPS, can do so. However, in that case, please note that the IDs will expire on the same date as your immigration status.

You can view the requirements for obtaining a license or state ID on the DMV website: [ncdot.gov/dmv](https://www.ncdot.gov/dmv)

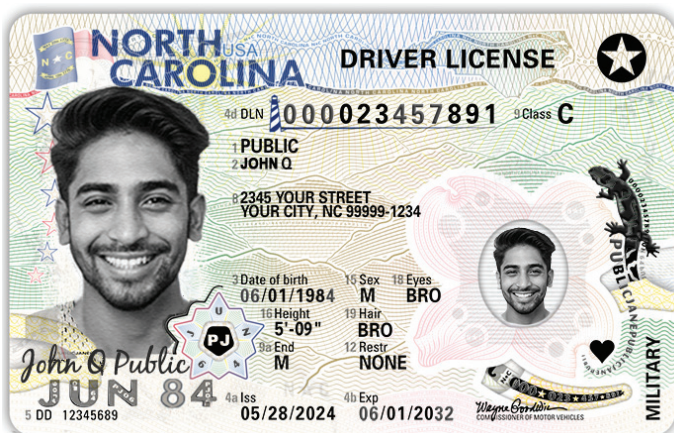
If you are eligible for a driver's license, but do not speak English, you can request an interpreter to take the test. Learn more here: [ncdot.gov/dmv/license-id/driver-licenses/Pages/interpreter-services.aspx](https://www.ncdot.gov/dmv/license-id/driver-licenses/Pages/interpreter-services.aspx)



Foreign passports

For many undocumented immigrants, a foreign passport issued by their home country is the only form of identification available to them. Requirements for obtaining one depend on each country, but in general, you need proof of your identity, proof of your nationality, and proof of your current residence in the United States. See page 11 for a list of consulates in North Carolina.

In North Carolina, you may present your valid foreign passport as identification to government officials. However, depending on your immigration status, it is best to evaluate the risks with an immigration attorney.



Consular documents and foreign identification cards

Consular identification cards, such as the Mexican Matrícula Consular, are issued by foreign consulates to their citizens living in the United States, regardless of their immigration status.

Possession of a consular identification does not confer legal status in the United States, nor does it grant you any other benefits.

In North Carolina, government officials are prohibited from accepting foreign documents “issued by a consulate or embassy,” such as a Matrícula Consular, to determine a person’s identity or residency. However, all agencies may accept a foreign passport as identification.

If you have a valid foreign ID that has not been issued by a consulate, such as a foreign voter ID card, foreign driver’s license, foreign military ID, or foreign citizen ID, you may continue to use those types of IDs and government officials may accept them for identification purposes depending on the circumstances.

Community IDs

Immigrants ineligible for official government-issued IDs may obtain community ID cards issued by local organizations, such as the FaithAction ID, or municipal IDs.

These community documents may be accepted as an identification tool by certain local agencies or law enforcement under specific agreements, but they cannot be used as valid identification for official purposes.

However, law enforcement officers anywhere in the state may accept community IDs as proof of identity or residency if it is the only proof available to them.

If this is the only form of identification you have, it is important to understand its limitations and seek legal advice as needed.



FaithAction International House IDENTIFICATION CARD

FAIH ID #: FA - # - ####



John Public

123 Street Address

City, NC 12345

Date of birth: 01/01/2000

Expires: 01/01/2026



FaithAction ID

If you would like to obtain a FaithAction ID in Wake County, please visit the EIPueblo website here: elpueblo.org/communityactionid

You can find a map of all locations that offer FaithAction IDs here: faithaction.org/faithaction-id-program-and-network

Make a Plan for Your Children



One of the most important decisions you need to make when preparing for an emergency is deciding who will take care of your children in case of your absence due to detention or deportation.

Take actions to safeguard your children

- We recommend that you choose someone you trust as their caregiver, preferably one who is not at risk of deportation. If it is someone without immigration status, also designate another person as a backup.
- Choose people you trust, who live close to the school, and who can be available on short notice. Ideally, you should try to find someone with legal status who can pick up your children.
- Contact your child's school now and make sure that the selected caregiver has the authority to pick up your child. Do not wait for the emergency to occur to do so. You should also add other people to the list as backups.
- Write down all the important information about your children (names, immigration status, documentation, school and health data, etc.) on a piece of paper and give a copy to the designated caregiver. You can fill out the form on pages 16-19 for each of your children.
- Talk to a lawyer to see if you need to sign any legal documents, such as a power of attorney, to make sure your children are cared for by the person you designate in case of an emergency. See information about powers of attorney on page 26.
- If you are detained or arrested and your child has another parent in the U.S., that person will have the right to care for your child unless there is already a court order stating otherwise. Parents do not need any power of attorney or other legal document to care for their own children.
- Register your child as a citizen of their country of origin or their parents' country at their respective consulate. This will facilitate the family's return to their country and the enrollment of the children in school.
- Make sure your children have their passports up to date, whether they were born in the United States or in another country.
- You can find the requirements for the U.S. passport in this guide: [ncjustice.org/emergency-guide-2017](https://www.ncjustice.org/emergency-guide-2017)
And check with your country's consulate if your children are not U.S. citizens. (See the list of local consulates on page 11.)
- Make sure your children's birth certificates accurately show the names of both parents. If they don't, please consult a family law lawyer, as there are ways to add a missing parent to the birth certificate.



Please understand that this form is not a legal document.

In the case that I am not here and available to care for my children, it is my desire that my children be cared for by this person:

Name: _____

Relation: _____

Phone Number: _____

Address: _____

Email: _____

My second choice:

Name: _____

Relation: _____

Phone Number: _____

Address: _____

Email: _____



Information on my children in the United States *(complete one set for each child)*

A. CHILD'S NAME: _____

Boy or girl? _____ Does the child have a passport? Yes No

Date of Birth: _____ Social Security: _____

Mother's name: _____

Is Mother's name on birth certificate? Yes No

Father's name: _____

Is Father's name on birth certificate? Yes No

If parents are not living together, location of absent parent: _____

Phone number/email of absent parent: _____

Have there been any custody orders issued by a court? (If so, attach copies) _____

Medical History: _____

Allergies: _____

Doctor: _____ Dentist: _____

Therapist or counselor? _____

School: _____

School Address/Telephone: _____

Grade: _____ How do they get to and from school? _____

Does your child have an IEP? Yes No

Are they in after-school activities? _____

Babysitter: _____

Other Information: _____

Information on my children in the United States *(complete one set for each child)*

B. CHILD'S NAME: _____

Boy or girl? _____ Does the child have a passport? Yes No

Date of Birth: _____ Social Security: _____

Mother's name: _____

Is Mother's name on birth certificate? Yes No

Father's name: _____

Is Father's name on birth certificate? Yes No

If parents are not living together, location of absent parent: _____

Phone number/email of absent parent: _____

Have there been any custody orders issued by a court? (If so, attach copies) _____

Medical History: _____

Allergies: _____

Doctor: _____ Dentist: _____

Therapist or counselor? _____

School: _____

School Address/Telephone: _____

Grade: _____ How do they get to and from school? _____

Does your child have an IEP? Yes No

Are they in after-school activities? _____

Babysitter: _____

Other Information: _____

Information on my children in the United States *(complete one set for each child)*

C. CHILD'S NAME: _____

Boy or girl? _____ Does the child have a passport? Yes No

Date of Birth: _____ Social Security: _____

Mother's name: _____

Is Mother's name on birth certificate? Yes No

Father's name: _____

Is Father's name on birth certificate? Yes No

If parents are not living together, location of absent parent: _____

Phone number/email of absent parent: _____

Have there been any custody orders issued by a court? (If so, attach copies) _____

Medical History: _____

Allergies: _____

Doctor: _____ Dentist: _____

Therapist or counselor? _____

School: _____

School Address/Telephone: _____

Grade: _____ How do they get to and from school? _____

Does your child have an IEP? Yes No

Are they in after-school activities? _____

Babysitter: _____

Other Information: _____

Information on my children in the United States *(complete one set for each child)*

D. CHILD'S NAME: _____

Boy or girl? _____ Does the child have a passport? Yes No

Date of Birth: _____ Social Security: _____

Mother's name: _____

Is Mother's name on birth certificate? Yes No

Father's name: _____

Is Father's name on birth certificate? Yes No

If parents are not living together, location of absent parent: _____

Phone number/email of absent parent: _____

Have there been any custody orders issued by a court? (If so, attach copies) _____

Medical History: _____

Allergies: _____

Doctor: _____ Dentist: _____

Therapist or counselor? _____

School: _____

School Address/Telephone: _____

Grade: _____ How do they get to and from school? _____

Does your child have an IEP? Yes No

Are they in after-school activities? _____

Babysitter: _____

Other Information: _____

Dual citizenship

Having dual citizenship means being a citizen of the United States and another country at the same time.

Children born in the United States are automatically U.S. citizens regardless of their parents' immigration status.

American children can also obtain citizenship in one or both of their parents' home countries, if they recognize dual citizenship with the United States.

Contact your country's embassy or consulate to find out if they recognize dual citizenship with the United States and find out how to obtain dual citizenship for your child. Mexico, Guatemala, Honduras, and El Salvador recognize dual citizenship. Therefore, if one or both parents of the U.S. citizen child are citizens of these countries, they can apply for dual citizenship for their children.

You can find specific information on how to obtain dual citizenship as a Mexican citizen here: consulmex.sre.gob.mx/raleigh/index.php/servicios-para-mexicanos

For other countries, please contact your nearest consulate. See the list of local consulates on page 11.

Traveling abroad with a child

Before planning a trip abroad, it is important to find out what the rules are for both the United States and the other country. The rules may be different, but you should know the following:

- All children need a passport.
- If the child is with one parent, you will need written permission from the other parent.
- If neither parent is with the child, both parents must give written permission.
- If one parent has sole custody, you may not need the other parent's written permission.
- Your letter of permission, preferably in English and notarized, from the other parent (if the child is traveling with one custodial parent) or signed by both parents (if the child is traveling with a guardian or alone) should say: "I acknowledge that my child is traveling outside the country with [the name of the adult] with my permission."
- Before planning a trip abroad, it is important to find out what the rules are for both the United States and the other country. More information is available here: usa.gov/travel-documents-children



Plans for Pets, Finances, Properties, and Emergency Contacts



Make a plan for your pets

If you have pets, decide who will care for them in case you are detained or deported. It is important that you give the person in charge all of your pets' information, such as their medical history, vaccinations, and the name of your veterinarian. Also check with your consulate to find out what you would need if you have to travel with your pet to your home country. You can see a list of consulates in North Carolina on page 11.

Please fill out the form below for each of your pets (include photos) and give a copy to the person designated to care for them.



A. PET NAME: _____

Gender: _____ Date of Birth: _____

Type of Pet (dog, cat, etc.): _____ Breed: _____

Description: _____

Medical History: _____

Allergies: _____

Instructions: _____



B. PET NAME: _____

Gender: _____ Date of Birth: _____

Type of Pet (dog, cat, etc.): _____ Breed: _____

Description: _____

Medical History: _____

Allergies: _____

Instructions: _____

Make a plan for your finances and properties

It is important that you write down information about your household's financial situation and leave clear instructions so that your loved ones or someone you trust will know what to do with your bank accounts, home, vehicles, and other assets if you are detained.

You should also consult with a lawyer about preparing a **power of attorney** to make it easier for your loved ones or the person you designate as your agent to carry out your instructions.

Keep in mind that a power of attorney is a very powerful legal document that could cause you great harm if you give it to the wrong person, so you should seek legal advice before signing it. You should consult a licensed attorney about completing a power of attorney. Do not consult a "notary public" or simply print a power of attorney off the internet. A document provided by a non-lawyer may not comply with North Carolina law or accomplish what you think it is supposed to accomplish.

To help you make a plan for your property and finances, you can fill out the form below, but understand that the form below is not a legal document or a contract. This merely helps you share information with your loved ones about your property and finances in case they need it.

Do not share this personal information with anyone, unless it is someone you trust, and keep the form in a safe place. Keep the property documents for your assets (titles, contracts, etc.) in a safe place where your family members or your agent can find them. You may want to keep them in the same place where you keep your power of attorney documents, if you have them.

BANKING INFORMATION

Bank name, location, account number(s): _____

Instructions: _____

MORTGAGE OR RENT ACCOUNT INFORMATION

Do you own or rent your home? _____

If you own your home, do you have deed to the home in your name already? Yes No

Rental/mortgage/trailer company: _____

Address: _____

Phone: _____ Account number: _____

Monthly payment amount: _____ Due date: _____

Is your home a **mobile home**? Yes No

> If yes, is the mobile home in your name? Yes No

> If the mobile home is not in your name, whose name is the title in? _____

> Make of mobile home: _____ Model: _____ Year: _____

> Current value: _____

Instructions for your home or mobile home: _____

UTILITIES

Electricity Company: _____

Telephone account information: _____

Cable, satellite account information: _____

Instructions for your bills: _____

INSURANCE ACCOUNT INFORMATION (HOME INSURANCE, AUTO INSURANCE, LIFE INSURANCE)

Company: _____

Account number: _____

Instructions for your insurance: _____

INFORMATION ABOUT MY CAR

Do you own a car? Yes No

Is it in your name? Yes No

> Make: _____ Model: _____ Year: _____ Current value: _____

> Make: _____ Model: _____ Year: _____ Current value: _____

> Are you making payments? Yes No If so, name of company: _____

Instructions for your car: _____

FURNITURE AND OTHER BELONGINGS

Furniture, belongings: _____

Instructions: _____

OTHER INFORMATION ABOUT MY FINANCIAL AFFAIRS OR PROPERTY

Make a contact list

One of the important things to do in a family emergency plan is to make a list of people who should be contacted in case someone in your family is arrested or deported. Make sure that all family members have a copy of this list and know who to call and in what order.

IMMIGRATION LAWYER

Phone: _____ Email: _____

Address: _____

Consulate of: _____ Phone: _____

Address: _____

PRIEST OR PASTOR OF YOUR CHURCH

Name: _____

Phone: _____ Email: _____

Address: _____

COMMUNITY ORGANIZATIONS

Name: _____ Agency: _____

Phone: _____ Email: _____

Address: _____

FAMILY OR TRUSTED FRIENDS

Name: _____ Relationship or kinship: _____

Phone: _____ Email: _____

Address: _____

Name: _____ Relationship or kinship: _____

Phone: _____ Email: _____

Address: _____

CLOSE FAMILY OR FRIENDS IN YOUR COUNTRY OF ORIGIN

Name: _____ Relationship or kinship: _____

Phone: _____ Email: _____

Address: _____

Keep copies of your important documents

Gather all important documents, make copies for all family members, and store them in a safe place.

Make sure a trusted friend or family member who does not live with you knows where you keep these documents or make a set of copies for them.

List of important documents

- Immigration documents (records, notices, pending cases, etc.)
- Birth certificates for all family members (translated into English)
- Marriage certificates (translated into English)
- Work permit
- Copies of identification
- Passports
- Social Security cards
- U.S. criminal records (if applicable)
- U.S. tax records
- Proof of residence in the United States (rental agreements, pay stubs, school records, bank statements, utility bills, medical bills, and other documents proving your residency in the country). This is especially important to have on hand if you have lived in the United States for two years or more.
- Names and contact information for attorneys who have represented you in the past
- Important information about your children (pages 15-19)
- Important information about your finances and assets (pages 22-23)
- Emergency contact list (page 24)



Powers of Attorney

What is a power of attorney and why do I need it?

A power of attorney is a legal document in which you grant a person of your choice the authority to make decisions on various matters, such as your finances, your property, or the care of your children in your absence.

This document can allow, for example, a friend or family member to close your bank account, sell your car, or make decisions about your children's medical care or school enrollment after you are detained or deported.

What types of power of attorney should you consider?

There are four types of powers of attorney that you should consider:



A "general power of attorney" used to have your agent decide about financial matters and some child welfare issues.



A power of attorney to give someone the authority to make decisions about your children's education.



A power of attorney that specifically gives someone the power to make decisions about your children's health.



A power of attorney required by the North Carolina DMV that allows your agent to sell your car or mobile home.

Please note that **a power of attorney does not grant legal custody of your children to your agent.** You can only transfer legal custody of your children to another person through a court order.

Who should I choose as my agent?

- You should choose a person who is 18 years of age or older and make sure that he or she is mature enough to handle your personal and financial affairs.
- It is advisable to choose a person who is not at risk of deportation, but if you have no other option, you could add an additional person to act only in case your first representative is not available.
- It is advisable to choose a person with whom you do not share your workplace, since if you are arrested in a raid at your workplace, it is possible that your undocumented colleagues will also be arrested.

Can I cancel my power of attorney?

Yes, it is possible to cancel or revoke a power of attorney when you no longer need it. In addition, your agent can resign if he or she no longer wants to be your agent. You must revoke the document in writing. Consult an attorney about this.

Is a power of attorney the same thing as a custody order?

No. The power of attorney does not give legal custody of your children to the agent. You can only transfer legal custody of your children to someone else by a court order. The power of attorney will help the agent be able to make health care decisions and educational decisions for your children. If your goal is to have your children live long-term with a caregiver in the United States, you should consult the advice of a family law attorney about what steps would need to be taken to transfer custody of your children to that person in the future if that is what you desire. There are a lot of factors to consider in this decision, and a family law attorney can help you make those decisions.

Can my child's other parent take my child if I get deported?

A power of attorney form does not take away the parental rights of either of the child's parents. If you are a single parent, divorced or separated, and you currently do not have a formal custody order for your child, you may want to consult with a family law attorney to get more advice about your situation. If you have concerns about your child living with, or being cared for by, his or her other parent, we recommend that you talk to a family law attorney about getting a court order.

In a family or couple, should both parents fill out a power of attorney?

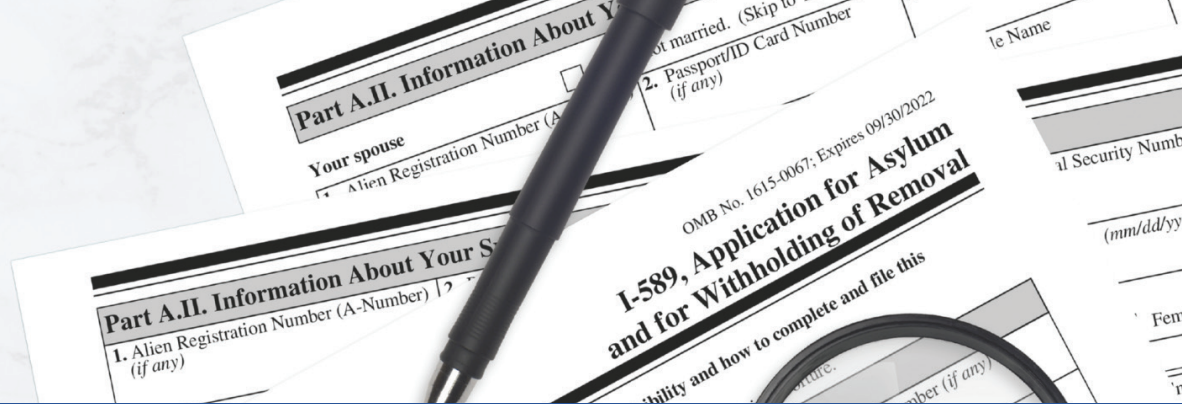
Yes, it's important for all the adults in the family to have their own power of attorney. Both parents should fill out their own separate forms.

Do I need a power of attorney to take my children with me if I'm deported?

Yes, even though you might want to bring your children to your home country, it is still important to have a power of attorney. It will help you arrange your financial affairs. Also, it's possible that there will be a period when you are in detention, and you will need someone to care for your children during this time. Review the information about traveling with a minor included on page 20.





Evaluate Your Immigration Relief Options





There are different ways that immigrants in the United States can obtain legal status to remain in the United States. It is important to speak with a reputable immigration attorney about your specific case to find out if you may be eligible for any immigration relief.

Many factors affect an immigrant's ability to obtain immigration relief, including how they entered the country, their length of stay, whether they have had a deportation order, their criminal record, the status of their family members, and others.

The following are just some of the most common possible avenues for immigration relief:

Immigration Relief Option	Description	
Asylum	Immigrants in the United States who fled their countries because they were persecuted or feared persecution because of their race, religion, nationality, political affiliation, or being part of a specific social group may be eligible for asylum.	
T Visa	Immigrants who are or were victims of a severe form of human trafficking may apply for a T visa if they are willing to cooperate with law enforcement. Human trafficking means you performed any type of labor due to force, fraud, or coercion, or that you were a victim of sex trafficking under force, fraud, or coercion, or that you were involved in commercial sex work and you were under 18 years of age. You can read more about T visas in English and Spanish on the USCIS website or by scanning the QR code.	
U Visa	Immigrants who have been victims of certain qualifying crimes while in the United States may apply for a U visa if they cooperate with law enforcement in the investigation and prosecution of those crimes. You can read more about U visas on the USCIS website or by scanning the QR code.	
Cancellation of removal for certain non-permanent residents	The immigrants who are eligible are those who have been continuously present in the United States for ten or more years and who have a child, spouse, or parent who is a U.S. citizen or lawful permanent resident who would suffer extreme hardship if the applicant were deported.	
Cancellation of deportation for legal permanent residents	Immigrants who are already lawful permanent residents (have green cards) may also be placed in deportation proceedings if they commit certain crimes or violate other immigration laws. If that is the case for you, you may be able to apply for cancellation of those deportation proceedings if you have had a green card for at least five years, have been in the country legally for seven or more years, and have not committed certain crimes.	

Immigration Relief Option	Description	
Special Immigrant Juvenile Status (SIJS)	Immigrants under the age of 21 who have been abandoned by one or more of their parents may apply for special immigrant juvenile status. You can read more about SIJS on the USCIS website or by scanning the QR code.	
Temporary Protected Status (TPS)	TPS is a temporary immigration status for people from certain countries designated by the U.S. government that are experiencing problems that make it difficult or unsafe for their citizens to return. The countries for which TPS is available change often and the status is limited. It does not currently give access to permanent residency, although it does provide beneficiaries with work authorization. You can read more about TPS on the USCIS website or by scanning the QR code.	
Family-based adjustment of status	Immigrants who have certain family members who are U.S. citizens, such as spouses, parents, children over 21, or siblings, can apply for a green card if a visa is available for them. Generally, these types of cases are complicated, and we recommend speaking with an immigration lawyer.	
Violence Against Women Act (VAWA)	Immigrants who have suffered domestic violence at the hands of a U.S. citizen or lawful permanent resident spouse may be eligible for protection under VAWA. This may be available for immigrants facing deportation proceedings or undocumented immigrants who are not in the process of deportation.	

Seeking reliable legal assistance

If you believe you may qualify or want to know if you are eligible for any form of immigration relief, it is important to consult with an immigration attorney or a legal representative accredited by the Department of Justice.

Notarios are not lawyers and are not qualified to give legal advice!

BE CAREFUL! In times of uncertainty and vulnerability, they may try to take advantage of immigrants and attempt to convince them to apply for something they may not be eligible for or something that doesn't even legally exist. Make sure that the attorney who provides guidance or assistance with your immigration case is qualified to practice immigration law and provide immigration legal services.



Where to look for legal assistance?



Private attorneys — American Immigration Lawyers Association (AILA): ailalawyer.com

Free or low-cost legal help — Immigration Advocates Network: immigrationadvocates.org/legaldirectory

Free Legal Advice Program (PALE) Mexican Consulate: gob.mx/sre/acciones-y-programas/programa-de-asistencia-juridica-a-mexicanos-a-traves-de-asesorias-legales-externas-en-los-estados-unidos-de-america-pale

Did You Complete All the Steps?



Use the checklist below to make sure you have completed all the steps necessary to prepare your family in the event of an immigration emergency.



- Know your rights.
- Make a plan with your family.
- Find an immigration lawyer.
- Review your immigration options.
- Get an ID.
- Make a plan for your children.
- Make a plan for your property and finances.
- Evaluate whether to make a power of attorney.
- Set aside an emergency fund.
- Make copies of important documents.
- Make a plan for your pets.
- Complete an emergency contact sheet.
- Learn about available resources and assistance.



This toolkit is intended to help immigrant families who are concerned about the possibility that a family member may be unexpectedly separated from their home due to their immigration status. It is not intended to provide specific legal advice.

To view a digital version of this preparedness toolkit, please visit the NC Justice Center's website: ncjustice.org/publications/emergency-preparedness

To view an emergency planning guide in Spanish, please visit El Pueblo's website: elpueblo.org

Contact Us



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