

EMERGENCY PLANNING GUIDE FOR FAMILIES IN IDAHO

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Every family should be prepared in case of an emergency. Parents may want to plan for their children's care in the case that they are detained, deported, incapacitated, or unavailable for any period of time. Families may want to allow others to access their money or property in the case of an emergency. Everyone needs to know their rights and responsibilities.

PREPARED IN FEBRUARY 2018 BY:

**IDAHO ORGANIZING PROJECT, ANDRADE LEGAL, & UNIVERSITY OF
IDAHO COLLEGE OF LAW IMMIGRATION CLINIC**

CAUTION: THE CONTENTS OF THIS PACKET DO NOT CONSTITUTE LEGAL ADVICE. FOR QUESTIONS OR ADVICE ON DELEGATING CONTROL OVER YOUR CHILDREN AND PROPERTY OR ABOUT YOUR IMMIGRATION SITUATION, YOU SHOULD SPEAK WITH AN ATTORNEY

TABLE OF CONTENTS

INTRODUCTION 2

- i. What is a Safety Plan?..... 2
- ii. Why Should I Have a Safety Plan?..... 2
- iii. Three Main Parts of the Guide..... 2

I. HOW ICE FINDS PEOPLE AND WHAT HAPPENS WHEN THEY DO 4

II. KNOW YOUR RIGHTS..... 9

- i. Introduction..... 9
- ii. Your Rights 9
- iii. Your Responsibilities 9
- iv. If You are Questioned About Your Immigration Status.....10
- v. If You are Stopped on the Street, Gas Station, Bus, Store, etc. by ICE or the Police..... 11
- vi. If You are Stopped in Your Car by ICE or the Police 12
- vii. If ICE or the Police Come to Your Home 15
- viii. If You are Arrested by the Police..... 18
- ix. If ICE Comes to Your Workplace.....20
- x. If You are Detained by ICE.....23
- xi. If You Feel Your Rights Have Been Violated24

III. HOW TO FIND SOMEONE WHO IS IN DETENTION..... 25

IV. HOW TO GET BOND 27

V. CRITICAL DOCUMENTS TO OBTAIN AND PRESERVE 31

VI. HOW TO PLAN AHEAD? 33

- i. Introduction.....33
- ii. Planning for Minors and People with Special Needs.....34
- iii. Information About a Power of Attorney Delegating Parental Powers35
- iv. Instructions: How do I fill-out the Power of Attorney Form?37
- v. How to Revoke the Delegation of Parental Powers.....40
- vi. Child’s Birth Certificate42
- vii. Child’s Passport46
- viii. Child’s Social Security Card.....50
- ix. Ensuring Your Family Can Access Money52
- x. Instructions for Filling out the Financial Power of Attorney53
- xi. Important Information for the Agent55
- xii. Instructions for Revoking Financial Power of Attorney59
- xiii. Making Plans for Your Car61

VII. HOW TO FIND THE RIGHT IMMIGRATION ATTORNEY 65

VIII. APPENDICES: RESOURCES AND SAMPLE FORMS..... 67

INTRODUCTION*

This document is designed to provide a step-by-step guide to what you need to know about immigration policing in Idaho and how you can plan for your family. We provide information about different situations that commonly face immigrant families in Idaho and a range of forms and resources that can help you plan ahead. You may not need every page in this document. Use the Table of Contents and Appendix to find what your family needs.

i. **WHAT IS A SAFETY PLAN?**

A Safety Plan means thinking about what you want for your family and your property in case you are detained or deported. This plan involves deciding who will look after your children, deciding who can access your money, writing down information about your family so that someone can take care of their needs, and collecting important documents.

ii. **WHY SHOULD I HAVE A SAFETY PLAN?**

A safety plan allows you to have some control when faced with a bad situation. It can be difficult and expensive to talk with others if you are detained. It is even harder to complete and mail documents, which makes a bad situation worse. When a safety plan is created, you and your family know what will happen with children, money, cars, pets, schools, doctors, medications, and be able to easily locate critical information and documents.

iii. **THIS GUIDE IS DIVIDED INTO 3 MAIN PARTS**

1. General information about immigration enforcement in Idaho and how you can prepare now (Pages 3-31)
2. Step-by-Step instructions and sample forms to help you make a plan for the care of your children, pets, cars, and money (Pages 32-66)
3. An appendix with blank forms and instructions that you can fill out and use. (Beginning at page 67)

*This guide was prepared by immigration attorney Maria Andrade and by University of Idaho College of Law students Andrew Augustine and David Delyea under the supervision of Associate Professor Kate Evans.

What Might Happen to Me or My Family?

I. HOW ICE FINDS PEOPLE AND WHAT HAPPENS WHEN THEY DO

How does ICE find people?

ICE can make contact with individuals in many different settings. Sometimes, ICE looks for a particular person, and may have information about that person's residence or workplace. Other times, ICE receives information or "tips" from other organizations or individuals. Below is a discussion of the most common ways in which individuals are discovered by ICE in Idaho and a reference to the page number that explains your rights in that situation. This information reflects the collective experience of immigration law attorneys who practice throughout Idaho.

- Jails, prisons, court appearances by *defendants*.

When an individual is booked into a jail, they are fingerprinted. The fingerprint (or "biometric") data is sent to the Federal Bureau of Investigations ("FBI") who shares the information with an ICE database. If the ICE database returns a "hit" for the data, indicating the person is a non-citizen, that "hit" is communicated to ICE. ICE may then decide whether to make contact with that individual by phone, in person at the jail, or simply file paper called an "immigration detainer" or "immigration hold," which tells the local sheriff that ICE is interested in the person. Other times, ICE will look at the names of individuals who are booked at jails and prisons to find familiar names or names that the officer thinks indicate that the individual may not be a United States Citizen to decide who to contact. Sometimes, ICE notices that an individual is charged with a crime that might make the individual deportable if they are convicted or get a particular sentence. In those cases, it is common for ICE to follow the criminal case until it is completed, and contact the individual after the conviction. (See Page 18: Know Your Rights: If You are Arrested by the Police).

- Probation officer's office.

Unfortunately, sometimes an individual who is required to report to their probation officer find that ICE agents are at the probation office. This is a difficult position for people because if an individual is ordered to report to probation, she must do so or risk violating a court order and facing additional jail time or new criminal charges as a result. Individuals who are required to report to probation and are concerned about ICE contact should talk with their criminal defense lawyers *before* pleading guilty to a particular crime. (See Page 18: Know Your Rights: If You are Arrested by the Police).

- Driving.

One of the most common ways in which people have contact with ICE is when they are in a vehicle. Police officers may stop a vehicle for a traffic violation and then ask questions about the driver and passenger's identity. Some police officers are more likely to call ICE when they

find somebody that they think is undocumented. This may be because of the policies of a particular police department and/or the particular beliefs of the officer. They might call in ICE to translate, but ICE will also investigate immigration status. It is very important to understand your legal *obligations* and your legal *rights* during an encounter with law enforcement. (See Page 12: Know Your Rights: If You are Stopped in Your Car).

- Home.

Regrettably, many non-citizens encounter ICE agents at their home. ICE often will look for an individual at their home if they have address information of somebody they are specifically looking for. ICE will often go looking for a person who has failed to appear for a court hearing, has disobeyed a court order, or has broken a promise with ICE. There are also times where ICE states that they “recognize” a person that they have previously deported. Sometimes, the address is old and the person ICE is looking for no longer lives there. When this happens, ICE will often arrest whomever they find at the house who is undocumented. (See Page 15: Know Your Rights: If the Police or ICE Agents Come to Your Home).

- At the work site.

In years past, ICE would frequently conduct raids on work-sites. There was a lot of criticism of those actions and there haven't been any in Idaho in recent years. However, ICE has begun to visit businesses and asked to review their employee files to see if the documents that the business has accepted as proof that the employee has permission to work in the United States are valid. This can sometimes lead the employer to request new documents from their employees or result in criminal charges against a non-citizen for using a false social security card or other government document. You have rights, even at the workplace. (See Page 20: Know Your Rights: If You are Contacted by ICE at Your Workplace).

- Street and other public places.

There are times when ICE may approach an individual when they are in a public place. This tends to happen during focused enforcement actions in particular areas and sometimes in cooperation with law enforcement. In the past ICE agents set up “checkpoints” on the highway, and would go to areas like bus stations. In the last 5-6 years, there have been fewer reports of this type of ICE activity. There have been reports of ICE stopping people at gas stations and on bus lines saying that they are looking for a specific person and asking everyone for identification. (See Page 11: Know Your Rights: If You are Stopped on the Street, Gas Station, Bus, Store, Etc. by ICE or the Police).

Once ICE makes contact with a person, what happens next?

After ICE makes contact with an individual, the ICE agent decides if they have enough information to start a deportation case in immigration court.

If ICE wants to start an immigration case against you, you will receive a Notice to Appear. You must go to court. Otherwise, you will be ordered deported even if you are not there.

U.S. Department of Homeland Security **Notice to Appear**

In removal Proceedings under section 240 of the Immigration and Nationality Act:

Subject ID: _____ FIN #: _____ File No: _____
 DOB: _____ Event No: _____

In the Matter of: _____
 Respondent: _____ currently residing at: _____
 (Number, Street, city and ZIP code)

1. You are an arriving alien.
 2. You are an alien present in the United States, who has not been admitted or paroled.
 3. You have been admitted to the United States, but are removable for the reasons stated below.

The Department of Homeland Security alleges that you:

on _____ at _____ to show why you should not be removed from the United States based on the charge(s) set forth above. _____
 (Date) (Time) (Signature and Title of Issuing Officer)

Date: _____ (City and State)

Form I-862

U.S. Department of Justice **Notice of Custody Determination**
 Immigration and Naturalization Service

File No: _____
 Date: _____

Pursuant to the authority contained in section 236 of the Immigration and Nationality Act and part 236 of title 8, Code of Federal Regulations, I have determined that pending a final determination by the immigration judge in your case, and in the event you are ordered removed from the United States, until you are taken into custody for removal, you shall be:

detained in the custody of this Service.
 released under bond in the amount of \$ _____
 released on your own recognizance.

You may request a review of this determination by an immigration judge.
 You may not request a review of this determination by an immigration judge because the Immigration and Nationality Act prohibits your release from custody.

 (Signature of judicial officer)

 (Title of judicial officer)

 (His office location)

I do do not request a redetermination of this custody decision by an immigration judge.
 I acknowledge receipt of this notification.

 (Signature of detainee)

RESULT OF CUSTODY REDETERMINATION

On _____, custody status/conditions for release were reconsidered by:

Immigration Judge District Director Board of Immigration Appeals

The results of the redetermination/reconsideration are:

No change - Original determination upheld. Release - Order of Recognizance
 Detain in custody of this Service. Release - Personal Recognizance
 Bond amount reset to _____ Other: _____

 (Signature of officer)

Form I-286 (Rev. 4-1-97)

Once ICE identifies you, determines your immigration and criminal history, and learns your personal circumstances, ICE will decide whether to release you or not. ICE could decide to release you while your case is resolved, only release you if you pay a bond, or deny release completely. (See Page 27 on How to Get Bond, and Appendix 14 for ICE’s contact info.) That decision is written on a Form I-286, Notice of Custody Determination

If the person is not released or is offered a bond and does not pay the bond, the person will be sent to an immigration detention center. ICE may choose to send a person to any detention center in the United States. Right now, they are sending most people arrested in Idaho to Tacoma, Washington. If you are arrested in Eastern Idaho, you could be sent to Salt Lake City, Utah. (See Contact information for ICE detention centers in Appendix 14).

NOTE: Sometimes, a person will not be sent to the detention center, because another agency might want to prosecute an individual for a *criminal charge* before they are sent to the immigration detention center. In this case, the person is typically held in a local jail in Idaho until the criminal case is finished.

After the person arrives at the detention center, the person can ask an Immigration Judge to review the decision by ICE not to release them, or to review the amount of bond ICE set.

At the same time as the person is trying to get a bond, or a lower bond, the Immigration Court will set the case for its first hearing.

At the end of the ICE encounter you should have these documents: (1) Warrant for Arrest (form I-200), (2) Custody determination (form I-286), (3) Document charging you are deportable (form I-862 or form I-871 or form I-851)

NOTE: Some people are not eligible for release on bond. This is true for people with serious criminal convictions or who have been deported before. In addition, some people are not eligible to see an immigration judge. This is true for people who have been deported before, have arrived in the U.S. recently, or have certain more serious criminal convictions. If one of these situations applies to you and you are afraid you will be harmed if you are deported to your home country, you must tell ICE over and over that you are scared to go back and need protection.

Know Your Rights



II. KNOW YOUR RIGHTS

i. INTRODUCTION

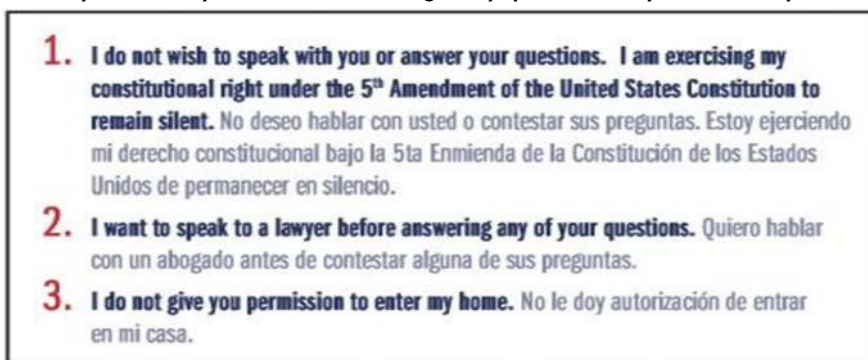
Do you know your rights? Most people do not know what they are allowed to do or say to police officers or immigration agents. We rely on police to keep us safe and treat us all the same. But sometimes you may be forced into contact with police or immigration agents. How you react during these encounters is very important to protecting your safety and your legal options in the future.

ii. YOUR RIGHTS

- Regardless of your citizenship or immigration status, you have constitutional rights.
- You have the right to remain silent. If you want to stay silent, say so out loud.
- You have the right to refuse to consent to a search of yourself, your car, or your home.
- If you are not under arrest, you have the right to calmly leave.
- You have the right to a lawyer if you are arrested. Ask for one immediately.

iii. YOUR RESPONSIBILITIES

- Do stay calm and be polite.
- Do not interfere with or get in the way of the police.
- Do not lie or use false documents.
- Do prepare yourself and your family in case you are arrested.
- Do remember the details of the encounter.
- Do file a written complaint or call an attorney if you feel your rights have been violated.
- Carry proof of lawful immigration status **if** you are lawfully present, in the U.S.
- Prepare yourself and your family in case you are arrested. Memorize the phone numbers of your family and your lawyer. Make emergency plans for your family.



(See Appendix 13 for copies of a card you can carry with you.)

iv. IF YOU ARE QUESTIONED ABOUT YOUR IMMIGRATION



The current government has a very strict immigration policy. They want to arrest and deport as many people as they can. You could be stopped and asked about your immigration status by lots of different people in lots of different places. If law enforcement is asking for your name, your identification, your status, it is important that you know your rights and use them.

YOU HAVE THE RIGHT TO REMAIN SILENT

You have the right to remain silent. You do not have to discuss your immigration or citizenship status with police, immigration agents, or any other officials. Do not answer questions about where you were born, whether you are a U.S. citizen, or how you entered the country. (Separate rules apply at international borders and airports, and for individuals on certain nonimmigrant visas, including tourists and business travelers.)

PRESENT IDENTIFICATION FROM THE U.S. IF YOU HAVE IT

If you are not a U.S. citizen and an immigration agent requests your immigration papers, you must show them if you have them with you. If you are over 18, carry your immigration documents with you at all times. After providing your documents, you can say you want to remain silent.

If you do not have immigration status, you can say you want to remain silent. Do not carry a foreign identification card. It will be used against you in your immigration case. You might get arrested if you cannot show identification or lawful immigration status, but it can be better for your immigration case to say nothing than if you give police or ICE information about you and your status, that can be used to deport you.

DO NOT LIE

Do not lie about your citizenship status or provide fake documents.

v. IF YOU ARE STOPPED ON THE STREET, GAS STATION, BUS, STORE, ETC. BY ICE OR THE POLICE

Places such as gas stations, grocery stores, restaurants, and courthouses are common areas for ICE to patrol. It is possible to be stopped by law enforcement officials almost anywhere. Officers can be in uniform or not. It is very important that you are prepared and know your rights.

STAY CALM

Do not run. Do not argue. Do not keep the police from doing what they are trying to do. Even if you are innocent or the authorities are violating your rights, stay calm. Keep your hands where they can be seen.



ASK IF YOU ARE FREE TO LEAVE

If the officer says yes, calmly and silently walk away. If they say no, you have a right to know why you are being stopped.

DO NOT RESIST

Do not fight back, even if you believe the arrest is wrong.

YOU HAVE THE RIGHT TO REMAIN SILENT

You cannot be punished for not answering questions. If you wish to remain silent, tell the officer out loud. In Idaho, the law does not require you to give your name, but it is possible you would be arrested if you do not. Your name can be used to start deportation proceedings. If you do not want to give your name, you can say you are remaining silent and want to talk to an attorney.



YOU DO NOT HAVE TO CONSENT TO A SEARCH

You do not have to consent to a search of yourself or your possessions. Police may "pat down," touch the outside, your clothing if they suspect you have a weapon. You should not physically resist, but you have the right to refuse any further search.

vi. IF YOU ARE STOPPED IN YOUR CAR BY ICE OR THE POLICE

Getting pulled over in your car by law enforcement is common. If possible, **the easiest and only way to avoid this is to not drive**. Use other forms of transportation such as the bus, Lyft, Uber, taxi, or bicycle to avoid receiving a ticket or being arrested by law enforcement for driving without permission. See www.apta.com (search Idaho). If you are arrested, it can easily lead to deportation. Even if you believe you have followed the law, it is still easy for a law enforcement officer to find a reason to pull you over in a car. Here are the top 10 things you should do while driving to avoid being pulled over:



1. DO NOT DRINK AND DRIVE:

If you are stopped for this, ICE will almost always arrest you, and it will be VERY difficult to get a bond to get out of detention.

2. Signal for at least five seconds before changing lanes.
3. Take off plastic license plate covers.
4. Don't drive with ball hitches. It might hide your license plate.
5. Use your turn signal when you turn out of a parking lot, and come to a full stop before entering the street or sidewalk when leaving the parking lot.
6. Use your turn signal when you pull into traffic from a stopped position (stopped along the road).
7. Focus on your driving to make sure you do not make wide turns.
8. Turn into the closest lane of traffic—don't turn across multiple lanes.
9. Stay in your lane and don't weave.
10. Check all of your lights, including whether your turn signals blink, every time you get in your car.

If you are stopped, it is very important that you *stay calm*. Also, you need to know what your rights are and how to stay safe. Follow these steps if you are stopped:

STOP THE CAR

Stop the car in a safe place as quickly as possible. Turn off the car. Turn on the internal light. Open the window enough to talk through. And place your hands on top of the steering wheel. *Do not* move your hands from the wheel without the permission of the officer. Ask the permission of the officer before you reach for anything. (For example: Officer, may I reach for my glove compartment, where my information is stored?)

DO NOT RESIST

Do not resist arrest, even if you believe the arrest is wrong.

YOU DO NOT HAVE TO CONSENT TO A SEARCH

If an officer or immigration agent asks to look inside your car, you have the right to refuse. If police believe your car has evidence of a crime, your car can be searched without your permission.

YOU DO NOT HAVE TO TALK, YOU CAN REMAIN SILENT

Both drivers and passengers have the right not to speak or answer questions. If you are a passenger, you can ask if you are free to leave. If the officer says yes, sit silently or calmly leave. Even if the officer says no, you can say that you are choosing to remain silent.

DRIVING WITHOUT DOCUMENTS IN IDAHO

When you get pulled over, the officer will ask for certain papers. These include your driver's license, proof of vehicle registration, and insurance information for your vehicle. Driving without any of these is against the law, and you will receive a ticket or be arrested. If you are arrested, your fingerprints will be run through an immigration database to see if ICE has a record of you and if they want to deport you.

WHAT SHOULD I DO?

There is no easy answer. It will be up to you to decide what to do when the time comes:

Option 1 – Provide the Police Officer with Limited Personal Information

- An officer could choose to write a ticket instead of arresting you if you provide your personal information. A ticket would avoid giving your fingerprints to ICE and making you a target, but there is always a chance the police officer will share your information with ICE.
- To try to avoid arrest, you want to provide your:
 - Name
 - Address
 - Phone number
 - Social security number if you have one
- Do NOT provide your:
 - Country of birth
 - Nationality
 - Immigration status
 - Or a foreign identification.

You will want to have this information ready on a card in your car. *Before* you try to grab this card to give to the officer, make sure you tell the officer that you are going to reach for it. Do not make any sudden movements. If you do not speak English and cannot ask permission, this may not be an option for you. This may be the best option if you do not have status in the US and have already had contact with ICE so that ICE cannot try to find you in jail.

If you are ticketed:

- Call someone to come help you
- DO NOT return to your vehicle and try to drive it away

Option 2 –Remain Silent and Give the Police Officer a Card that Expresses Your Rights

- Provide your name. Not providing your name will increase the chance of arrest.
- Give a copy of the card in Appendix 13 to the officer along with the vehicle registration and any proof of insurance. You should say out loud that you wish to remain silent.
- Ask for an interpreter if needed, that way you can prevent confusion between you and the police officer.
- Ask to speak to an attorney before you answer any questions the police officer asks you.
- The officer will likely arrest you and take you to the police station.
- Your fingerprints will be sent to ICE to see if they match their immigration records and if they want to try to deport you.
- If you have never had any contact with immigration officials at the border or inside the U.S., your fingerprints will not match any immigration record and ICE officers may not recognize you. BUT, police officers could still call ICE directly and tell them that you are in jail.

If you are arrested:

- After you are arrested, you will have to wait 24-48 hours before you are given an attorney who can walk you through your options. If ICE arrives, they may try to translate for you and will try to get you to say things that will allow them to deport you. Do not sign papers or answer questions before you consult an attorney.
- Do not answer questions about where you were born or what your immigration status is.
- Ask to pay a bail bond so that you can leave jail until your court date if there is no ICE hold already in place. This can reduce the chance that immigration will be contacted.
- You do not need to provide your address to pay a bond. You can provide the address of a friend or family member who has lawful status or provide no address at all.
- A bond company will probably require you to give your address so you may want to have some cash ready to pay a bond quickly and get out of jail.

vii. IF ICE OR THE POLICE COME TO YOUR HOME

Officers can show up at any time of the day. They can be loud, they can be intimidating. In this situation, it is important that you stay calm and know your rights. If they do come by your home, follow these steps:

THEY NEED A WARRANT

If the police or ICE agents come to your home, you do not have to let them in unless they have specific kinds of warrants. (See the next page for an example of each type of warrant.)



WHAT IS A WARRANT?

A warrant is a document issued by a judge that authorizes law enforcement officers to make an arrest, or search the house.

ASK TO SEE THE WARRANT & **DO NOT** OPEN THE DOOR

DO NOT OPEN THE DOOR! ICE OR POLICE MIGHT SAY THINGS TO PERSUADE YOU TO OPEN THE DOOR AND THEY ARE ALLOWED TO LIE TO YOU TO GET YOU TO OPEN THE DOOR. YOU HAVE THE RIGHT NOT TO OPEN THE DOOR OF YOUR HOUSE WITHOUT A WARRANT SIGNED BY A JUDGE.

Ask the officer to slip the warrant under the door or hold it up to the window so you can inspect it. If you open the door (even a little bit), ICE might push their way into your home and say you agreed to them coming in. **If ICE enters your home, they usually arrest everyone there who cannot prove lawful status.** If they enter, you can say you do not consent and ask them to leave.

CHECK IF THE WARRANT IS SIGNED BY A JUDGE

It is important for you to recognize the difference between a warrant that lets the police enter your home and an ICE warrant that does not. A search warrant allows police to enter the address listed on the warrant, but officers can only search the areas and items listed. An arrest warrant allows police to enter the home of the person listed on the warrant if they believe the person is inside.

A warrant of removal/deportation from the Department of Homeland Security (ICE warrant) does not allow officers to enter a home without consent.

ICE WARRANT (ADMINISTRATIVE WARRANT)

U.S. Department of Justice
Immigration and Naturalization Service

Warrant of Removal/Deportation

File No: _____
Date: _____

To any officer of the United States Immigration and Naturalization Service:

_____ (Full name of alien)
who entered the United States at _____ (Place of entry) on _____ (Date of entry)
is subject to removal/deportation from the United States, based upon a final order by:

an Immigration Judge in exclusion, deportation, or removal proceedings
 a district director or a district director's designated official
 the Board of Immigration Appeals
 a United States District or Magistrate Court Judge

and pursuant to the following provisions of the Immigration and Nationality Act:
Section 241(a)(5) of the Immigration and Nationality Act (Act), as amended.

I, the undersigned officer of the United States, by virtue of the power and authority vested in the Attorney General under the laws of the United States and by his or her direction, command you to take into custody and remove from the United States the above-named alien, pursuant to law, at the expense of the appropriation. "Salaries and Expenses Immigration and Naturalization Service 2002," including the expense of an attendant if necessary.

(Signature of ICE Officer)

(Print Name of ICE Officer)

(Date and office location)

Form I-203 (Rev. 4-1-87)(F)

An ICE warrant IS NOT A REAL WARRANT! An ICE warrant is not signed by a judge. It is a form issued by ICE officers that allows employees to arrest individuals who they think are deportable. ICE warrants are for violations of civil immigration law, not criminal law. An ICE warrant does not give ICE officers the power to enter a person's house. ICE officers often say they have a warrant, but usually it is this kind of warrant and you do NOT have to open the door.

A judicial warrant is reviewed and signed off by a judge. If law enforcement officers show up at your door with a judicial warrant, they have the right to enter. If this happens, remain silent and ask for a lawyer. ICE agents almost never have judicial warrants with them.

YOU HAVE THE RIGHT TO REMAIN SILENT
Even if officers have a warrant, you have the right to remain silent. If you choose to speak to the officers, step outside and close the door.

JUDICIAL ("REAL") WARRANT

35 (Rev. 10/09) Search and Seizure Warrant

UNITED STATES DISTRICT COURT
for the
Eastern District of Pennsylvania

In the Matter of the Search of _____)
(Briefly describe the property to be searched)
or identify the person by name and address.))
THE CONTENTS OF THE SERVER ASSIGNED IP ADDRESS) Case No. _____
207.106.6.25 MAINTAINED BY JTM.COM)

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 _____ Eastern District of _____ Pennsylvania _____ (Identify the person or describe the property to be searched and give its location):
THE CONTENTS OF THE SERVER ASSIGNED IP ADDRESS 207.106.6.25 MAINTAINED BY JTM.COM

The person or property to be searched, described above, is believed to conceal (Identify the person or describe the property to be seized):
SEE ATTACHED RIDER.

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property.

YOU ARE COMMANDED to execute this warrant on or before _____ (not to exceed 10 days)

in the daytime 6:00 a.m. to 10 p.m. at any time in the day or night as I find reasonable cause has been established.

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 _____

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) for _____ days (not to exceed 90).
 until, the facts justifying, the later specific date of _____.

Date and time issued: _____

City and state: Philadelphia, PA

Judge's signature

U.S. Magistrate Judge
Printed name and title

IF ICE REFUSES TO LEAVE YOUR PROPERTY

It is possible that ICE will not leave your property for hours and wait for you to finally leave. They might knock on your door for hours at a time over multiple days. If there is someone with lawful immigration status in the home, they can walk outside and ask the officers to leave. If there is no one with status in the home, but you need ICE to leave, you could decide to be arrested voluntarily. This would prevent them from arresting the rest of the people in the home. If you choose one of these two options, ask the officers to step away from the door and that you are coming out. This will help prevent the officers from gaining entrance to your home. Make sure someone inside of the house closes the door and locks it behind the person that walks outside.

viii. IF YOU ARE ARRESTED BY THE POLICE



Arrests do happen. You may believe that the officer was treating you poorly, or that the arrest may be wrong. If you are arrested, the way you behave and handle the situation is very important. If you resist and fight officers, you may make the situation worse. If you are arrested, follow these steps:

DO NOT RESIST

Do not resist arrest, even if you believe the arrest is wrong.

STAY CALM

Don't run. Don't argue or try to stop the police, even if you are innocent or the authorities are violating your rights. Keep your hands where the authorities can see them.

YOU HAVE THE RIGHT TO REMAIN SILENT

Say you wish to remain silent and ask for a lawyer immediately. Then do not speak again. Don't give any explanations or excuses.

YOU HAVE THE RIGHT TO A LAWYER

Ask for a lawyer immediately. If you can't pay for a lawyer, you have the right to a free one. Don't say anything, sign anything, or make any decisions without talking with a lawyer first.

YOU HAVE THE RIGHT TO A PHONE CALL

You have the right to make a local phone call. The police cannot listen to the conversation if you call a lawyer. If you call someone other than a lawyer, such as a family member, the police will monitor your conversation. Be careful of what you say. Simply tell your family member you were arrested and ask them to find you a lawyer.

*****IF YOU ARE NOT A U.S. CITIZEN:**

- Ask your lawyer about the effect of a criminal conviction or admitting you are guilty without going to trial (also called “entering a guilty plea.”)
- Don't discuss your immigration status with anyone but your lawyer.
- Read all papers fully. If you do not understand or cannot read the papers, tell the officer you need an interpreter.
- While you are in jail, ICE may visit you. Do not answer questions or sign anything before talking to a lawyer. This includes ICE officers if they call you or visit you in jail.

NOTE: ICE WILL AUTOMATICALLY KNOW ABOUT YOUR ARREST IF YOU HAVE ANY IMMIGRATION HISTORY

ICE gets records of anyone whose fingerprints are taken. If they can match that person to someone in their immigration records they might come and interview you or ask the police to hold you until they can come get you. (See Page 4 on how ICE finds people). Talk to your lawyer and ask them to contact an immigration attorney to challenge your detention. The police should not hold you after you post bail or finish your criminal case.



ix. IF ICE COMES TO YOUR WORKPLACE



ICE agents may come to your workplace. They may say they are looking for a specific person but they often question, detain, and arrest anyone they think they can deport.

ICE officers are not police officers, but their uniforms often say “Police.” They will be loud, intimidating, and armed with weapons.

DO NOT RESIST

Do not resist arrest, even if you believe the arrest is wrong.

STAY CALM

Do not run. Do not argue. Do not get in their way. Even if you think you are being mistreated stay calm. Keep your hands where they can be seen.



IF YOU OWN A BUSINESS OR ARE A SUPERVISOR, ASK FOR AND INSPECT THE WARRANT

Just because they show up does not mean they have the right to enter the business and snoop around. ICE agents must have a warrant signed by a judge to search private areas at a workplace. If you see ICE officials coming into a private area, tell them that “You need a judicial warrant, signed by a judge, to be here. Do you have one?” Ask for a copy. Make sure it is not an administrative ICE warrant. (See page 16 for examples). ICE may try to trick you by using an ICE warrant.

ICE agents can come into public areas of a workplace just like anyone else. If they start asking questions, ask if you can leave & use your right to remain silent. (See Page 11 on if you are stopped in public places).

YOU HAVE THE RIGHT TO REMAIN SILENT

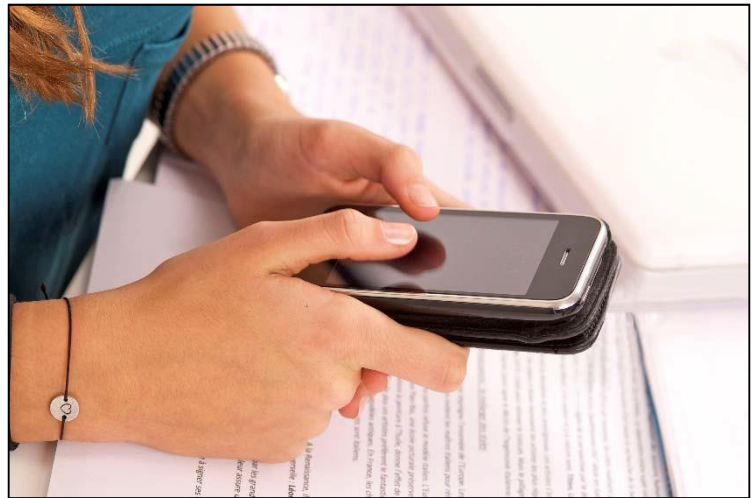
Even if officers have a warrant, you have the right to remain silent. The best way to protect your immigration case is to remain silent and ask to call a lawyer. Do not tell them where you were born or what your status is. If you have a “rights card,” (See Appendix 13) hand the ICE agent your “rights card.”

DO NOT SIGN ANYTHING

ICE officers may ask you to sign some documents. **DO NOT SIGN ANYTHING** without a lawyer present. They may try to get you to sign something that might allow them to deport you right away.

DOCUMENT EVERYTHING

ICE agents may do things that are illegal during raids. Your rights may be violated. If you have a cellphone or a camera, take video and pictures of the raid. After the raid, make notes of what you just saw. Things such as officer actions, the number of officers, time and date, etc. will help your case later if something goes wrong. In addition, ask co-workers to take as many pictures as possible and document as many things possible.



DON'T CARRY FALSE DOCUMENTS OR FOREIGN IDENTIFICATION

Never carry foreign documents that show you are not a US citizen. Do not carry any fake documents on you like fake ids, fake social security numbers, or fake passports. These documents can be used against you later.

CREATE A SOLIDARITY PLAN WITH THE BUSINESS OWNER AND/OR OTHER EMPLOYEES

Choose workers to greet ICE officers when they arrive and speak on behalf of the employees. Train these workers to stay calm and ask for a warrant. Have someone ready to call a lawyer if ICE ever comes. Make sure everyone knows not to let ICE search the private areas of the workplace without a judicial (real) warrant.

ICE will often ask people with work authorization to split up from people who don't. That tells ICE who to question and who to arrest. See if everyone can agree to stay silent and stay together so that ICE has no reason to arrest anyone.



x. IF YOU ARE DETAINED BY ICE

ICE agents may arrest you if they think you have broken the immigration laws. This will be stressful. After being taken into custody, the next steps you take are very important to make sure that you are treated fairly. If you are detained by ICE, follow these steps:



DO NOT RESIST

Do not resist arrest, even if you believe the arrest is wrong.

YOU HAVE THE RIGHT TO REMAIN SILENT

Tell the ICE agent you wish to remain silent. Do not discuss your immigration status with anyone but your lawyer.

DO NOT SIGN ANYTHING WITHOUT A LAWYER

Do not sign anything! ICE's job is to deport people. They will often give you documents and tell you to sign them without explaining what they mean. If you sign, you may be giving up your opportunity to stay in the U.S.



CONTACT YOUR CONSULATE

You have the right to contact the consulate. Many consulates can help contact your family and help you find a lawyer.

FIND A LAWYER

You have the right to a lawyer, but the government does not have to provide one for you. If you do not have a lawyer, ask for a list of free or low-cost legal services. If you have a lawyer, tell ICE to contact your lawyer and send any papers to the lawyer instead of asking you to sign them. (See Appendix 2 for a list of attorneys.)

xi. IF YOU FEEL YOUR RIGHTS HAVE BEEN VIOLATED



REMEMBER: DO NOT CHALLENGE LAW ENFORCEMENT ON THE STREET

Police or ICE misconduct cannot be challenged on the street. Don't physically resist officers or threaten them.

DOCUMENT EVERYTHING

Write down everything you remember, including officers' badge and patrol car numbers, which agency the officers were from, and any other details. Get contact information for witnesses. If you are injured, take photographs of your injuries (seek medical attention first).

FILE A COMPLAINT

File a written complaint with the agency's internal affairs division or civilian complaint board. In most cases, you can file a complaint without giving your name if you wish.



DHS complaints <https://www.dhs.gov/file-civil-rights-complaint>
Idaho Police complaints: <https://isp.idaho.gov/contact/feedback/>

CONTACT SOMEONE WHO CAN HELP

Contact a lawyer or ask to be referred to an attorney that can help you in your situation. The ACLU of Idaho may be able to help:

<https://www.acluidaho.org/contact-us/>



III. HOW TO FIND SOMEONE WHO IS IN DETENTION

The first section of this guide (See Page 4) covers how ICE finds people in Idaho and what happens after they do. If you or a loved one are detained and have not gotten out of custody either because ICE did not set a bond or you cannot pay the bond, then the person will be moved out of state.



There is no “one place” that you can call to find someone in immigration detention. ICE holds detainees in detention centers, state, and county jails. They do this to ensure that the detainees will show up to their immigration court hearings. These cases can take a very long time. ICE will not contact you to let you know that they have taken your loved one into custody. If you know someone who has been detained by ICE, use the followings steps to try to find them.

INFORMATION THAT YOU WILL NEED

1. The full name of the person who was detained;
2. The date of birth of the person who was detained; and
3. The Alien Number (“A” number) of the person who was detained.

WHAT IS AN ALIEN NUMBER (A NUMBER)?

An A number is a nine-digit number that can be found on most immigration documents such as work permits, green cards, deportation orders, notice to appear, and other immigration documents. If a person has never been stopped by immigration, then they do not have an A number. Once someone is detained by ICE, an A number will be issued to them. If you still cannot find the person’s A number, you can try searching online using the person’s name and country of origin (in order for this to work, the name and country of origin must match ICE’s records exactly).



SEARCH USING THE ONLINE LOCATOR

You can use ICE's Online locator (<https://locator.ice.gov/odls/homePage.do>) Search for your loved one by providing the required information. Once you have located the most recent location of your loved one, contact the detention center to confirm that your loved one has not been temporarily moved or transferred to another location. Contact information for all ICE detention centers can be found at <https://www.ice.gov/detention-facilities>. ICE can take several days to update this System, so you may need to make phone calls if your loved one doesn't show up online.

The screenshot shows the ICE Online Detainee Locator System interface. At the top, there is a blue header with the U.S. Department of Homeland Security logo and the text 'U.S. Immigration and Customs Enforcement'. Below the header are navigation links: Home, Who We Are, What We Do, Newsroom, Information Library, and Contact ICE. The main content area is titled 'ERO' and contains a language selector (English), a note about age restrictions, and two search methods: 'Search by A-Number' and 'Search by Biographical Information'. The 'Search by A-Number' section includes a note about age restrictions, a field for A-Number (e.g., 012345678), and a dropdown for Country of Birth. The 'Search by Biographical Information' section includes fields for First Name, Last Name, Country of Birth, and Date of Birth (Month, Day, Year). A sidebar on the right contains 'Related Information' and 'External Links'.

MAKE PHONE CALLS

If you cannot find your loved one online, start making phone calls. The local Boise ICE number is (208) 685-6635. (See Appendix 14 for a list of regional detention centers and ICE offices to call). Other places of interest that could aid in your search include:

1. ICE Detention Facilities;
2. Consulates and Embassies;
3. Local non-profit immigration service providers; and
4. If all else fails, start calling local jails or prisons.
5. Criminal defense lawyers who last worked with your loved one.

IV. HOW TO GET BOND

IMMIGRATION BOND CAN BE GRANTED BY ICE OR AN IMMIGRATION JUDGE

Often, the first thing people want to know after a friend or family member is detained, is how to get them out. When a person is arrested, ICE determines three things: (1) if the person eligible for a bond, (2) if the person is dangerous and (3) if the person is likely to show up at their court hearings if they are released.

People who have not been deported before, and have no criminal records are generally eligible to be released, if they pay a bond (or have another security measure like an ankle monitor or regular check-ins with ICE). People who have prior deportations, or a criminal record are usually held without bond.

If ICE believes that the person is a danger to the community, or if ICE does not believe that the person will show up for their court hearings, ICE may not want to release that person. If the person is not released, the detained person will be sent to an immigration detention facility like the one in Tacoma, Washington. (See Page 25 on How to find someone who is in detention and Appendix 14 for a list of ICE detention facilities). Once there, the person can ask for a “bond hearing” with an immigration judge. The immigration judge can decide if the person is eligible for a bond, can set a bond, or can lower a bond that ICE set that was too high to pay.

DOCUMENTS TO HELP YOU GET BOND

Prepare to get your loved one out of detention by putting together evidence to show that they **are not dangerous to the community** and that they **will show up to all court hearings**.

If your family member has a criminal record, or a history of drug or alcohol abuse, or hurting others, evidence (letters, certificates, receipts, prescriptions, etc.) of the following is helpful:

- That person is peaceful and law abiding (while incarcerated and/or since release).
- That the person learned from taking classes, or therapy.
- That a prior diagnosis has been overcome.
- Proof that person is following all recommended medical/mental health treatment.

Evidence to show that a person has ties to the community and will show up to court:

- Evidence that person has family who are lawfully present in the U.S. This includes copies of immigration documents, birth certificates.
- Proof that person has strong financial ties to the U.S., like an employment history, property or business ownership with paycheck stubs, tax returns, mortgage documents.
- Evidence that person has ongoing responsibilities such as need to care for a family members medical needs. This includes medical documents, letters, evidence of appointments, prescriptions, etc.

(See the list of critical documents to collect on Page 31 for additional suggestions.)

HOW TO ASK FOR BOND FROM ICE OR AN IMMIGRATION JUDGE

The single most important thing to do if ICE detains you, is to ask for a bond. You can talk to ICE or ask your family to call the ICE office.

Even if you or your family do not have all the documents with you at that moment, call the ICE office and explain why you should be released, and offer to prove these reasons with documents as soon as possible. See Appendix 14 for ICE phone numbers. Here's what you should say when you visit ICE or call:

- Identify yourself. State you are calling to request a bond be set for [NAME] who was arrested by ICE on [DATE]. If you know the person's 9-digit "alien number" or their birthdate, state that information.
- Ask to talk to the ICE officer in charge of the case, and for an opportunity to ask them to set a bond.
- State the reasons why a bond should be set and **offer to provide written evidence within [number] of days** and ask how you can deliver that information as soon as possible (fax? Email?).

If the facts you can share show that the person is not dangerous and will not flee, and you can get proof of the facts soon, you might be able to persuade ICE to set a bond. NOTE: It is very uncommon for ICE to offer bonds since January of 2017. When ICE does offer a bond, it can be very high. But you should still ask because it can be a lower bond amount than from an immigration judge.

If the person is already in an immigration detention facility, that person will usually get a bond hearing without asking, but it is important to ask to make sure. Family members can support their loved ones in detention by sending them copies of documents and information they will need for a bond request. Family should send things **as soon as possible** because mail can take a long time at the detention center. (See Appendix 14 for contact information to regional detention centers.) Write the "A" number of the detainee on the envelope if you have it.

HOW TO PAY BOND ONCE IT IS GRANTED

I. Paying the Bond

i. Create a CeBONDS account

Once bond is granted, any person who is a United States Citizen or a Lawful Permanent Resident can pay the bond using CeBONDS Website.

You should receive AND KEEP these forms:

- I-352 Bond Contract
- I-305 Bond Receipt

When you pay the bond, you are called the “bond obligor.”

OR

Use a bond company. They are the “bond obligor.” A bond company charges you a fee, and takes collateral from you, in exchange for them paying the bond to ICE for you. For example, if the bond is \$10,000, the company may charge you a 20% annual fee for each year the bond is “outstanding.” That means that each year the case is going on, you pay \$2,000 to the bond company for that service. That money is never returned to you. In addition, the bond company will want you to give them something that values \$10,000 in case you do not pay them. This might be the title of a car, or right to charge your credit card, or title to a house. If you do not pay the fee, or the person who is in court does not go to court, you could lose the collateral. Any **immigration** bond company in the U.S. can help you. The fees and terms of immigration bond companies vary widely. Ask a friend about bond companies if you can.

II. Release After the Bond is Paid

After the bond is paid, ICE will inform the detention facility that the detainee can be released. Expect the entire process to last at least one hour. In most cases, the detained person will be released the same day as the bond is paid **if the bond is paid before 3:00 p.m. at the location where the person is being detained.**

The person is usually released in the location they are being held. For example, an Idaho resident who was released in Canyon County and transported to Tacoma will be allowed to walk out of the detention center doors in Tacoma. They will not be returned to Idaho. The detention center in Tacoma is located about 2 miles walk from any place with public phones, bathrooms, or hotels. Talk to your family member before they are released, if possible, to set a meeting place so they are not stuck walking.

When the person is released from a very remote facility they might be transported to a nearby city that has bus lines, or airports. For example, detainees in Dilley, are released at San Antonio, Texas bus station.

Sometimes, ICE demands that the detainee provide proof of paid transportation arrangements. They do not do this in Tacoma, but they do in Dilley, and Karnes, Texas. Call ICE and any local non-profits in the area for details.

III. Returning bond money.

After the case is over, the person who paid the bond (the “obligor”) is entitled to return of their money, with interest.

- ICE will notify the bond obligor that either the bond has been “cancelled” or the bond has been “breached.”
- A bond that is “cancelled” means that the case is over, the subject of the bond followed all the requirements for court, and the obligor can get their money back. ICE will use a Form I-391, Notice – Immigration Bond Cancelled to notify the bond obligor and give them the forms *that obligor must file to get the money back*.
- A bond that is “breached” means that ICE thinks that the subject of the bond (the person in immigration court) did not do what they were supposed to, like go to court, or check in with ICE, or avoid committing a crime. ICE tells the bond obligor that they think they can keep the bond money, and demand that the obligor turns in the person. ICE will use Form I-323, Notice – Immigration Bond Breached to notify they bond obligor what they have to do to avoid losing their bond money.
- If you think you are entitled to return of bond money, you can send the Form I-305, I-352 (if you have them), the I-395 ICE mailed you (if you have it) or you can make a formal signed statement of why you should get your money back on Form I-395 (Affidavit in Lieu of Lost Receipt of U.S. ICE for Collateral Accepted as Security) to:

Debt Management Center
Attention: Bond Unit
P.O. Box 5000
Williston, VT 05495-5000

V. CRITICAL DOCUMENTS TO OBTAIN AND PRESERVE

Gather all of these documents and make sure a trusted friend and/or family member knows the location of them so that if you are detained, you and your family will have access to them.

Documents that help prove your identity and your family members:

- Your birth certificate
- Copy of your consular identification
- Copy of your passport
- Copy of any other form of photo ID like a driver's license
- Copy of your marriage certificate
- Copy of any divorce decree
- Birth certificates of your children with your name listed



Documents showing your immigration status:

- Work permit (Employment Authorization Document)
- Anything you have received from immigration court
- Anything that you have received from an immigration office
- Paperwork from ICE
- A copy of any application you have submitted to immigration

Documents that will help you get to see an immigration judge and fight your case:

- Lease agreements for the past two-years in the United States
- Cell phone bills, car insurance, other bills that show you lived in the U.S. for two years
- Paycheck stubs for the past two years
- Documents showing that you own your home for two years
- Receipts or cancelled checks for your rent payments for the last two years

Other documents that will help you seek bond and fight your immigration case:

- List of all places you have lived in in the United States
- Letters from church members, employers, people you have worked with to volunteer in your community
- Criminal records
- Medical records
- Medical records for your family members
- Any legal paperwork
- Police paperwork proving you are a victim of a crime or a witness to a crime and are working with police or attorneys
- Paperwork about a civil rights complaint

at&t.com		Page: 1 of 2	
JOHN G DOE 123 ANY STREET DULUTH GA 30097-1234		Account Number: 678 123-1234 545 1889 Billing Date: Mar 05, 2010 Web Site: att.com	
Monthly Statement			
Bill-At-A-Glance		AT&T Benefits	
Previous Bill	29.05	* Greater TV. Better value. AT&T Unleash™ Thank You! Receive a better value AT&T Unleash™. When you can get monthly discounts and benefits of a better value plan. Plus, you can take advantage of some of our best offers ever. Geographic and service restrictions apply. Call 1.800.251.2278 or go online at att.com/unleashvalue today!	
Payment Received 2-11, Thank You!	29.05	Plans and Services	
Adjustments	.00	Monthly Service - Mar 5 thru Apr 4	
Balance	.00	17.38	
Current Charges	29.05	Burcharges and Other Fees	
Total Amount Due	\$29.05	No. Description Quantity	
Amount Due in Full by	Mar 27, 2010	1 Federal Unleash Service Fee 1 .36	
Billing Summary		1 Federal Unleash Line Charge 1 8.30	
Questions? Visit att.com	Page	Total Burcharges and Other Fees	
Plans and Services	1	7.41	
1 800-757-4000	29.05	Government Fees and Taxes	
PIN: 9999		No. Description Quantity	
Repair Service:	611	1 Federal Service Tax 1.27	
		1 GA - State/Local Tax 1.27	
		1 Oklahoma Green Protection Fee .52	
		1 Telecommunication Relay Ser. Fund 1 .00	
		Total Government Fees and Taxes	
		4.09	
Total Current Charges	29.05	Total Plans and Services	
		29.05	

How to Plan Ahead



VI. HOW TO PLAN AHEAD?

i. INTRODUCTION

It is important to plan ahead for as many situations as you can in case of detention or deportation. One of the biggest fears parents have is about the safety of their children. Another big concern is what will happen to any property (cars, houses, lands, bank accounts). If you or a loved one is detained or deported it may be difficult to obtain the necessary documents to maintain control over these parts of your life. That is why it is necessary to plan ahead. Here are some questions that you should ask yourself:

1. Do I have minor children or family with special needs? If the answer is yes, you might need the following:
 - Power of Attorney Delegating Parental Power (See Page 35)
 - Revocation of Delegation of Parental Power (See Page 40)
 - Child's Birth Certificate (See Page 42)
 - Child's Passport (See Page 46)
 - Child's Social Security Card (See Page 50)

2. Do I have money or property that my family will need to access if I am detained? If the answer is yes, you might need the following:
 - Power of Attorney for Money and Property (See Page 53)
 - Revocation of Financial Power of Attorney (See Page 59)
 - Power of Attorney for Motor Vehicle (See Page 61)

3. Have I seen an immigration attorney to find out about my risks and options? If the answer is no, review the following section and appendix:
 - How do I find an immigration attorney and avoid scams? (See Page 65)
 - Call an attorney to set up an appointment (See Appendix 2 for a list of attorneys in the area)

ii. PLANNING FOR MINORS AND PEOPLE WITH SPECIAL NEEDS

This section contains a list of step-by-step instructions on how to complete or obtain the documents that will help ensure the safety of your children or persons with special needs in your life. If you have minor children it is a good idea to discuss this plan with them so that they will know who will care for them in the case that you are detained or deported.



Definitions of words you will find in this section:

Child Protective Services – A government department that can take children away from their families if necessary.

Delegate – The person that you choose to have power to make decisions for your children, money, or property.

Power of Attorney – A legal form that you have to sign to give someone decision making power.

Parental Power – The power to make legal decisions for your child.

Revocation of Power of Attorney – Taking away the power from someone to make decisions for your children, money, or property.

iii. INFORMATION ABOUT A POWER OF ATTORNEY DELEGATING PARENTAL POWERS



A power of attorney delegating parental powers is just a fancy way of saying that you allow someone else (a delegate) to make decisions for your children or loved one with special needs. By sharing power with someone else, it allows you to decide who can look after your children's needs for health, education, and other care when you cannot.

Why should I create a parental power of attorney?

If you are detained, it will be extremely difficult to talk with the person you wish to look after your children. It will also be difficult to get the signatures you need to complete the forms. This could make it so there is no person with the legal power to make decisions for your children. If this happens then Child Protective Services (CPS) can become involved.

What if I ask a friend to watch my children without a power of attorney?

Then your friend would not be able to make certain decisions that will affect your children. This includes dealing with doctors and schools. It can also lead to disagreements between family and friends about who should be watching the child. All of this could lead to Child Protective Services (CPS) becoming involved.

I have heard about Guardianships, is there a difference between that and a Power of Attorney?

A guardianship requires you to go to court to create it. You also have to go to court to get rid of it. A power of attorney can be given in writing without a court. A power of attorney does not last as long and will go away on its own. If you are deported but want your child to remain in the U.S. a guardianship may be better for you, but it is best to discuss this with an attorney and to let them help you.

What does a delegate do for me?

In addition to caring for the child, they can enroll your child in school, obtain school records, give permission for medical care, and receive medical/health records. A delegate could apply for government benefits on behalf of your child.

Do I lose my rights as a parent when I sign this parental power of attorney form?

No. A parent does not lose their legal rights over their children by signing this form. It only gives another person power to look after your child. You still have full legal rights over your children as their parent.

Can my delegate adopt my child without my consent?

No. This is only temporary, and the rights of the person you choose are limited.

Can I choose someone who is undocumented?

Yes. The person you choose does not need to have lawful status. The most important thing is for you to choose someone you trust. But it could be more difficult for someone without status to be your delegate because they will have to show identification to prove they have the power you gave them and this can be more difficult for people with no immigration status.

Can I take away the power from the person I choose to have the power of attorney?

Yes. All you have to do is tell the person you chose that they no longer have power over your children. You can also fill out a simple form to show that they do not have power to care for your children any more. For more information, See Page 40.

For a sample form that is filled out see Page 39. For a blank form that you can use for your own children see Appendix 4.

iv. INSTRUCTIONS: HOW DO I FILL-OUT THE POWER OF ATTORNEY FORM?

Do I need to fill the form out in English?

Yes. You can use a translation of the form to help guide you in filling the form, but the signed document must be in English so that it can be used in schools, hospitals, and other organizations.

Do both parents need to sign the form?

No. It is not necessary to have both parents sign. But, it is easier if both parents sign so that there are not disagreements or confusion. If only one parent signs because the other parent disagrees or won't cooperate on parenting decisions, the delegation is still good and will allow the delegate to make important emergency decisions and get access to important documents and information about the children. But the signing parent can't give the delegate any powers the signing parent doesn't have. So, for example, if the two parents have a 50/50 custody agreement, the signing parent cannot delegate the other parent's custody time. Also, the non-signing parent might be able to veto decisions made by the delegate.

What name should I use?

Your name on the form must match *exactly* any identification documents that you have. This could include driver's licenses, passports (even passports not from the US), and any other documents that can be used to prove your identity. The same rule applies for the person that you choose. Their name must match *exactly* any identification documents that they have. Include any nicknames or different spellings that you or your delegate uses on other documents (for example, using only one last name on some documents when your passport or license has two last names).

What names should I use for my children?

Their name must match their identification documents *exactly*. Names and birthdates must match any documents that can prove their identity, like their birth certificates or passports. Make sure that you include any different spellings or nicknames that appear on other documents.

How long can I give the delegate power to make decisions for my children?

That depends. If the person is a grandparent, a brother/sister, or an aunt or uncle of the child, then you can give them the right to make decisions for your child for up to three years. The parent can choose a shorter time period than the full three years if they would like. If the person is not one of these relatives, then the form is only good for six months. If you cannot resume caring for your children in those time periods, the person(s) in care of your children could petition for guardianship.

How can I make sure my child has someone looking after them for more than 6 months?

You can sign multiple forms. Make the first one effective immediately and sign it with the current date. Fill out another delegation of parental rights and make that effective six months from the date of your signature on the first form. That form will be good starting in six months and it will be valid for another six months. Then fill out a third delegation. Make that effective beginning on the date that the second one will expire. You can keep filling out forms making them effective on the date that the prior one will expire. Using this method, you can choose someone to look after your child for multiple years, even if they are not related, and fill out several delegation forms so that they will be covered for year to come.

Can I assign two people to be co-delegates (two people having power over my children together)?

No. Only one person may be a delegate at a time, so please choose carefully.

Should I choose someone in the state of Idaho?

Yes. If possible, you should try to choose someone in Idaho. If you choose someone outside of Idaho, additional documents will be required in the other state. Make sure the name of the delegate on the form matches the delegate's identification documents such as passports and/or driver's licenses. Include any different spellings or nicknames that appear on those documents.

If I want my child to be able to leave the country, could the person I choose travel with them outside of the U.S.?

Yes. You have to mark that box on the form. As a parent, you can limit the delegate's ability to travel outside the country with your children. The child will still need a passport to travel. It is important to remember that delegation of parental power is authorized under Idaho law. It is possible that other countries will not accept the power of attorney in their country.

Do I need someone to watch me sign the document?

No. A witness or a notary will help avoid problems if someone tries to say the document is not real or that the person you chose is not the person named in the document. But it is not necessary. Having someone see you sign is also helpful if the delegate plans to travel outside the U.S. with your child. The parent or parents should sign their full name as listed on IDs and at the top of the delegation. The witness should put the date on the form that you are signing the document.

Should I let my child's school and doctor know about the person I chose?

Yes. It is not necessary to tell them, but it makes it easier if you, as the parent, explain that you have created this power of attorney over your children and the identity of the delegate.

POWER OF ATTORNEY DELEGATING PARENTAL POWERS

Juan Perez, Juanita Perez, a parent or guardian
(Typewritten or Printed Name of Parent(s) or Guardian(s))
of the minor child/ren

Juan Perez Jr., born 2/13/2010
[name(s) and birthdate(s)]

_____, born _____
[name(s) and birthdate(s)]

_____, born _____
[name(s) and birthdate(s)]

pursuant to Idaho Code Section 15-5-104, delegates his/her/their parental powers to

Roberto Pueblo, of 123 W. Street Boise, ID
(Typewritten or printed name of parenting delegate) (Current address of delegate)

The delegate named above is a grandparent, sibling of a parent, or sibling of the above minor child/ren. This power of attorney shall remain in full force and effect for three (3) years, unless earlier revoked by me in writing; OR from _____ until _____ unless earlier revoked by me in writing.

The delegate named above is NOT a grandparent, sibling of a parent, sibling of the above minor child/ren. This power of attorney shall remain in full force and effect for six (6) months unless earlier revoked by me in writing.

This delegation includes all powers regarding the care, custody, and property of the minor child/ren except the power to consent to marriage or adoption of the minor child/ren.

This delegation expressly allows my delegate to travel outside the United States with the minor child/ren.

Yes No

This delegation is effective immediately, on the following date 1/1/2018.

Juan Perez (Signature of Parent or Guardian) Juanita Perez (Signature of Parent or Guardian) 8/1/2017 (Signature date)

Optional Witnesses

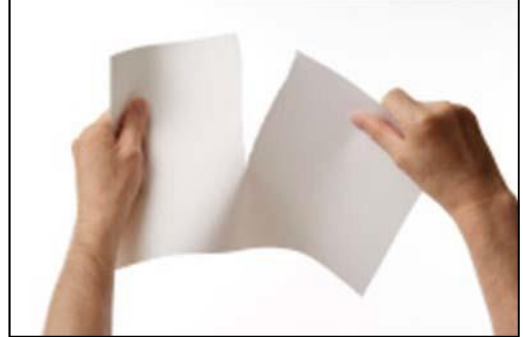
_____ is known to me as the parent of the children listed in the foregoing delegation and signed the delegation and acknowledged to us that s/he executed the same.

(signature of witness) (Date) _____
(signature of witness) (Date)

v. HOW TO REVOKE THE DELEGATION OF PARENTAL POWERS

Can I take away the power from the person I chose to look after my child?

Yes. You can simply tell the person you chose that they no longer have power over your children. But the best way to take away (revoke) their rights is in writing. After signing the revocation, *make a copy*, then give it to the delegate. Have the delegate sign *your copy* to show that they know their rights have been revoked. If you have told the school or doctors about the delegate's rights, you may also want to send them copies of the revocation too.



Should both of the parents sign the revocation?

It depends. If both parents signed the document that gave the other person the power of attorney, then yes. If both parents did not sign the power of attorney, then only the parent that signed the power of attorney must sign the revocation.

Do I have to inform the delegate if I revoke their power?

Yes. While it is not required, it is the best way to protect you and your children. Give a copy of the revocation to your delegate.

For a sample form that is filled out please see Page 41. For a blank Revocation of the delegation of parental power you can use document see Appendix 5.

REVOCATION OF DELEGATION OF PARENTAL POWERS

I, Juan Perez [name], currently residing at 123 S. Street [address] in Boise [City], Idaho, do hereby revoke, annul, cancel and nullify, in its entirety, the delegation of parental powers bestowed to Roberto Pueblo [prior agent], on the 15 day of February, 2018[date prior Parental Delegation was signed]. This revocation is to be effective immediately. All authority, rights and powers previously granted to the aforementioned agent are now rescinded, terminated, and dismissed.

DATED: 2/20/2018

Juan Perez
Signature of Parent 1

DATED: 2/20/2018

Juanita Perez
Signature of Parent 2

Optional Notarization
STATE OF IDAHO)
) :ss.
County of)

On this ____ day of _____, 20__, before me, the undersigned Notary Public, personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument, and he acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have set my hand and seal the day and year as above written.

Notary Public for
Idaho
Residing at:
Commission Expires:

Optional Acknowledgment of Receipt

I Roberto Pueblo, hereby acknowledge that I have received this revocation document and that I understand that the Delegation of Parenting Powers previously bestowed on me by Juan Perez, regarding the following children Juan Perez JR., has been revoked as of this date: 2/25/2018.

Roberto Pueblo
Signature of former parental delegate

vi. CHILD'S BIRTH CERTIFICATE

Why Do I Need a Copy of my Child's Birth Certificate?

Getting your child's birth certificate is important because it shows you have parental rights. If the child is a U.S. citizen, this can help prove how many years you have lived in the United States. This is important because living in the United States for a certain period of time is a requirement for some immigration benefits. Family ties also help get bond and support your immigration case.

You also need your child's birth certificate to get them a passport in the U.S. You will need this to get your child citizenship in your home country if that is possible.



Getting Child's Birth Certificate

The next two pages explain the requirements. In Idaho there are two ways to get your child's birth certificate:

1. Order by Mail

You will need the following information:

- A completed Certificate Request Form;
- A photocopy of the required identifications;
- A check or money order for the certificate fee made out to "Idaho Vital Records"
- Send it all to:

Idaho Bureau of Vital Records and Health Statistics
PO Box 83720
Boise, ID 83720-0036

2. Order Online

Birth certificates can be ordered online through the VitalCheck website at <https://www.vitalchek.com/> for an additional fee.

For more Information Contact:

Bureau of Vital Records & Health Statistics at (208) 334-5988 or IVR@DHW.IDAHO.GOV

For a sample form that is filled out please see Page 45. For a blank Birth Certificate Request Form that you can use see Appendix 6. Here is a link to the PDF fillable form:

[ElectronicFile.aspx](#).



IDAHO DEPARTMENT OF HEALTH & WELFARE
 DIVISION OF PUBLIC HEALTH
 Bureau of Vital Records and Health Statistics

Reset Form

**IDAHO VITAL RECORDS CERTIFICATE REQUEST FORM
 BIRTH**

**!!If you are requesting any type of change to the certificate, please use form Idaho Vital Records Certificate Request - Legal Action!
 WARNING: False application for a certified copy of a vital record is a felony punishable by Title 39, Chapter 2, Idaho Code.**

APPLICANT INFORMATION - ITEMS IN RED* ARE REQUIRED					
<input type="checkbox"/> MAIL ORDER TO APPLICANT ADDRESS			<input type="checkbox"/> MAIL ORDER TO OTHER NAME/ADDRESS		
APPLICANT NAME - FIRST*	APPLICANT NAME - LAST*		MAIL TO NAME - FIRST	MAIL TO NAME - LAST	
APPLICANT STREET ADDRESS*			MAIL TO STREET ADDRESS		
APPLICANT CITY*	APPLICANT STATE*	APPLICANT ZIP CODE*	MAIL TO CITY	MAIL TO STATE	MAIL TO ZIP CODE
APPLICANT DAYTIME CONTACT PHONE NUMBER*			APPLICANT EMAIL ADDRESS*		

Sign this request. Include a copy of both sides of applicant's picture ID with your payment. (See page 2 for ID information)

APPLICANT SIGNATURE*: **X**

CERTIFICATE INFORMATION (Available from 1911)		
Number of ___ Certified Copies (computer generated)	Number of ___ Certified Photocopies (exact image)	
DATE OF BIRTH	CITY OF BIRTH IN IDAHO	STATE OF BIRTH
		IDAHO
FIRST NAME ON CERTIFICATE	MIDDLE NAME ON CERTIFICATE	LAST NAME ON CERTIFICATE

<input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER			
FIRST NAME	MIDDLE NAME	LAST NAME	LAST NAME AT BIRTH
<input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER			
FIRST NAME	MIDDLE NAME	LAST NAME	LAST NAME AT BIRTH

APPLICANT'S RELATIONSHIP TO THE PERSON NAMED ON THE CERTIFICATE (CHOOSE ONE)
DOCUMENTARY PROOF OF RELATIONSHIP MAY BE REQUIRED FOR THE FOLLOWING: <input type="checkbox"/> Self <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Current Spouse <input type="checkbox"/> Brother/Sister <input type="checkbox"/> Grandchild <input type="checkbox"/> Maternal Grandparent <input type="checkbox"/> Paternal Grandparent
DOCUMENTARY PROOF OF RELATIONSHIP WILL BE REQUIRED FOR THE FOLLOWING: - Include with order <input type="checkbox"/> Attorney <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Government Agency <input type="checkbox"/> Other (Specify):

PURPOSE FOR ORDERING THE CERTIFICATE (CHOOSE ONE)
<input type="checkbox"/> ID/Passport <input type="checkbox"/> Personal Records/Use <input type="checkbox"/> School/Sports <input type="checkbox"/> Legal Purposes <input type="checkbox"/> Insurance/Benefits <input type="checkbox"/> Family History
<input type="checkbox"/> Estate Settlement <input type="checkbox"/> Pending Adoption <input type="checkbox"/> Other (Specify):

ORDER TOTALS	
Total number of certificates ordered: ___ @ \$16.00* each	\$ 0.00
Need RUSH service? <input type="checkbox"/> YES if checked, enclose additional \$10.00* and write RUSH on envelope	\$
TOTAL AMOUNT DUE	\$ 0.00

Mail completed form and payment to:
 IDAHO VITAL RECORDS, PO BOX 83720, BOISE, ID 83720-0036
 For questions see our website or email IVR@dhw.idaho.gov



IDAHO DEPARTMENT OF HEALTH & WELFARE
 DIVISION OF PUBLIC HEALTH
 Bureau of Vital Records and Health Statistics

**IDAHO VITAL RECORDS CERTIFICATE REQUEST INFORMATION
 BIRTH**

PLEASE READ THIS INFORMATION CAREFULLY. FAILURE TO DO SO COULD CAUSE A SIGNIFICANT DELAY IN PROCESSING.

A letter will be sent if the certificate you order cannot be located. The \$16.00 search fee will not be refunded per IDAPA 16.02.08 251 02.

Complete this request form and mail it to: IDAHO VITAL RECORDS, PO BOX 83720, BOISE, ID 83720-0036. Remember to sign your request. Enclose the correct fees and a copy of both sides of your signed picture ID.

To order online through VitalChek, please see our website at healthandwelfare.idaho.gov/vitalrecords. Additional charges will apply. All credit card orders are processed through VitalChek.

APPROVED IDENTIFICATION LIST

Current Government Issued Picture Identification with a Signature	OR Two Forms of CURRENT ID - One MUST have a Signature	OR
<ul style="list-style-type: none"> • Driver's License • State ID card • Passport • Tribal ID card • Concealed Weapons Permit • Prison ID card 	<ul style="list-style-type: none"> • Social Security Card with signature • Work ID card with picture or signature • Auto registration with signature • Traffic ticket with signature • Court record with signature • College/School ID with picture 	<ul style="list-style-type: none"> • Matricula card with signature • Insurance record • Auto insurance • Driver Permit • Pay stub • Hunting/Fishing license • Passport card
		<ul style="list-style-type: none"> • Notarized signature on the request (see below) • Have an immediate family member (that has current ID from the approved list) request it for you (Please note: proof of relationship may be required)

If you are unable to provide any of the above approved identification, take this completed form to a Notary Public to complete and sign below:

This instrument was signed or acknowledged before me in the County of _____, State of _____ on _____
 by _____
Printed name of applicant below

Whose identity is either personally known to me or was proven to me through acceptable documentary evidence to be signer below; and they acknowledge to me that they executed this signature for purpose of obtaining a certificate from the Idaho Bureau of Vital Records and Health Statistics.

Applicant Signature:		Notary Stamp/Seal
Notary Signature:		
Residing at:		
My commission expires:		

CERTIFICATE FEES

\$16.00 for each certified copy or search for a vital record. A Certified Copy is computer generated and is valid for most legal purposes. A Certified Photocopy is an exact image of the record on file in our office, and is valid for most legal purposes.

RUSH FEES

\$10.00 one-time charge to RUSH this order. Write **RUSH** on the outside of your envelope.

SHIPPING

There is no shipping charge for regular mail delivery via US mail. If you need faster shipping or order tracking, order online through vitalchek.com. Additional charges will apply. Certificates cannot be sent via email or fax.

PROCESSING TIMES

For current processing times, visit healthandwelfare.idaho.gov/vitalrecords. Most orders take 1-3 weeks to complete once received in our office. Most RUSH orders take 5-7 days once received in our office. **Current workload, staffing levels, missing or incomplete application information, or unresolved legal issues affecting certificates may impact actual processing times.**

SPECIAL HANDLING FEE FOR APOSTILLE

If you want us to send your certificate and completed apostille application to the Idaho Secretary of State, please visit healthandwelfare.idaho.gov/vitalrecords or call 208-334-5980 for instructions **BEFORE** sending the \$10.00 special handling fee.

Make your SIGNED check or money order payable to **Idaho Vital Records**. All Vital Records fees may be combined and paid with **ONE** check or money order. **Please check your total carefully! Overpayments of less than \$10.00 are not refunded unless requested in writing.**

**ACCEPTABLE IDENTIFICATION****IDENTIFICATION IS REQUIRED**

Birth records are legally confidential in Idaho for 100 years. Marriage, death, and divorce records are legally confidential for 50 years. Only **immediate** family members or their legal representatives may receive copies of these records.

The applicant (*person who signs the request*) must provide a photocopy of their current driver's license or other current signed government [state, federal, or tribal] issued picture identification. If this is not available, copies of two other forms of identification are required; one of which **must** have a signature. Please refer to the following list:

ID is accepted upon validity verification by our office

Please note: a legible photocopy of both the **front and back** of the identification must be submitted.

APPROVED IDENTIFICATION:

Picture Identification - with a signature

DRIVER'S LICENSE	STATE IDENTIFICATION CARD
PASSPORT	TRIBAL IDENTIFICATION CARD
CONCEALED WEAPONS PERMIT	PRISON ID CARD

OR:

Two Forms of ID - one must have a signature

SOCIAL SECURITY CARD with signature	HUNTING/FISHING LICENSE
WORK ID CARD with picture or signature	INSURANCE RECORD/AUTO INSURANCE
AUTO REGISTRATION with signature	DRIVER PERMIT
TRAFFIC TICKET with signature	PAY STUB
COURT RECORD with signature	PASSPORT CARD
COLLEGE/SCHOOL ID with picture	MATRICULA CARD with signature

OR:

- Provide notarized signature and proof of identity form - Please email IVR@dhw.idaho.gov for the form
- Have an immediate family member that has a current ID from the suggested list request it for you
Please note that proof of relationship may be required

vii. CHILD'S PASSPORT

If the child is a U.S. citizen, they should have a U.S. Passport. A parent should make sure that all children have valid passports and should store all passports in a safe location. The passport application requires permission from both parents. If there is only one parent available, additional forms must be filled out.

Why does my child need a passport?

- So that he/she can travel outside of the United States and return. For example, if you are deported back to your home country your child will be able to travel internationally with their passport and be reunited with you.

How can I order my Child's passport?

- You will need to fill out a passport application (Form DS-11). You can get this application at any facility that processes passports. You will find a list of facilities in Appendix 8.
- Both parents must authorize getting the child's passport. The best way to do this is for both parents to go with the child in person to apply for the passport.
- It can take more than 8 weeks for a child's passport to process so you should order it soon.

What if one parent is unable to appear in person?

- If one parent cannot go with the child to apply for the passport, they can give permission by completing the Form DS-3053 "Statement of Consent."
- The parent that cannot go with the child must:
 - Sign and date Form DS-3053 in the presence of a notary public, and
 - Submit a photocopy of the front and back side of the ID that they present to the notary public with Form DS-3053.
- Note that if a parent is already detained they will need to sign the DS-3053 and it can be hard to get a signature from them.

What if you cannot locate the other parent?

- You must submit [Form DS-5525 "Statement of Exigent/Special Family Circumstances."](#)
- Passport officials are likely to require additional supporting documentation.

What if I have the Sole Legal Authority of my child?

- You must submit evidence that verifies this, such as:
 - The court order granting you sole legal custody of the child, such as a divorce decree or other custody order;
 - Certified copy of the child's birth certificate listing you as the only parent; or
 - Certified copy of the death certificate of the parent that cannot appear in person.

What if neither parent is able to appear?

- A third party may apply for the child's passport with a notarized statement from both parents giving that third-party permission to apply for the child.
- The statement must include photocopies of the parents' identifications.

Additional Resources

- If your child was born in the United States, visit www.travel.state.gov for more information on how to get a U.S. passport or call 1-877-487-2778.

For a sample form that is filled out please see Page 48. For a blank Passport Request Form that you can use see Appendix 8.



U.S. Department of State
APPLICATION FOR A U.S. PASSPORT

OMB CONTROL NO.: 1405-0004
EXPIRATION DATE: 12-31-2023
ESTIMATED BURDEN: 85 MIN

Use black ink only. If you make an error, complete a new form. Do not correct.

Select document(s) for which you are submitting fees:

- U.S. Passport Book
U.S. Passport Card
Both
Regular Book (Standard)
Large Book (Non-Standard)

1. Name Last
First Middle
D O S NFR
End.# Exp.

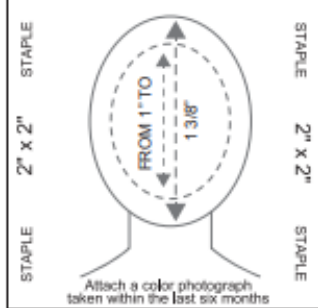
2. Date of Birth (mm/dd/yyyy)
3. Sex M F
4. Place of Birth (City & State if in the U.S. or City & Country as it is presently known.)

5. Social Security Number
6. Email (see application status at passportstatus.state.gov)
7. Primary Contact Phone Number

8. Mailing Address Line 1: (Street/RFD#, P.O. Box or URB)
Address Line 2: (include Apartment, Suite, etc. if applicant is a child, write "In Care Of" of the parent. Example: In Care Of - Jane Doe, mother)
City State Zip Code Country, (if outside the United States)

9. List all other names you have used, (Examples: Birth Name, Maiden, Previous Marriage, Legal Name Change. Attach additional pages if needed.)
A B.

STOP! CONTINUE TO PAGE 2
DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY AUTHORIZED AGENT



- Acceptance Agent (Vice) Consul USA
Passport Staff Agent

Identifying Documents - Applicant or Mother/Father/Parent/Legal Guardian on Second Signature Line (if identifying minor)
Driver's License State Issued ID Card Passport Military Other
Name
Issue Date Exp. Date State of Issuance
ID No Country of Issuance

Identifying Documents - Applicant or Mother/Father/Parent/Legal Guardian on Third Signature Line (if identifying minor)
Driver's License State Issued ID Card Passport Military Other
Name
Issue Date Exp. Date State of Issuance
ID No Country of Issuance

I declare under penalty of perjury all of the following: 1) I am a citizen or non-citizen national of the United States and have not performed any of the acts listed under "Acts or Conditions" on page 4 of the instructions of this application (unless explanatory statement is attached); 2) the statements made on the application are true and correct; 3) I have not knowingly and willfully made false statements or included false documents in support of this application; 4) the photograph attached to this application is a genuine, current photograph of me; and 5) I have read and understood the warning on page 4 of the instructions to the application form.

Signature of person authorized to accept applications
By signing this form, I certify that I have provided the verbal oath and witnessed the applicant's/legal guardian's signature.
Print Facility Name/Location
Name of courier company (if applicable)


Date
Agent ID Number
Facility ID Number

X Applicant's Legal Signature - age 16 and older
X Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)
X Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)



For Issuing Office Only -> Bk Card EF Postage Execution Other

DS 11 C 12 2020 1

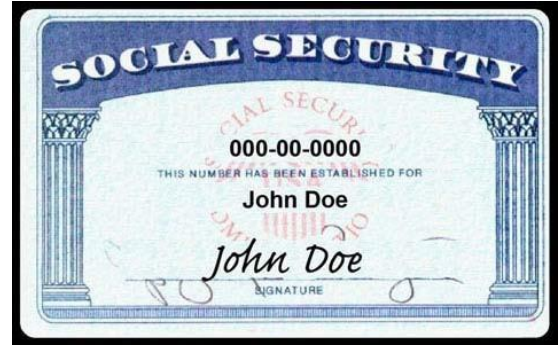
Name of Applicant (Last, First, & Middle)			Date of Birth (mm/dd/yyyy)		
10. Parental Information					
Mother/Father/Parent - First & Middle Name (at Parent's Birth)			Last Name (at Parent's Birth)		
Date of Birth (mm/dd/yyyy)	Place of Birth (City & State if in the U.S. or City & Country as it is presently known)			Sex	U.S. Citizen?
				<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mother/Father/Parent - First & Middle Name (at Parent's Birth)			Last Name (at Parent's Birth)		
Date of Birth (mm/dd/yyyy)	Place of Birth (City & State if in the U.S. or City & Country as it is presently known)			Sex	U.S. Citizen?
				<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Have you ever been married? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>if yes, complete the remaining items in #11.</i>					
Full Name of Current Spouse or Most Recent Spouse (Last, First & Middle)			Date of Birth (mm/dd/yyyy)	Place of Birth	
U.S. Citizen?	Date of Marriage (mm/dd/yyyy)	Have you ever been widowed or divorced?		Widow/Divorce Date (mm/dd/yyyy)	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No			
12. Additional Contact Phone Number			13. Occupation (if age 16 or older)		14. Employer or School (if applicable)
<input type="checkbox"/> Home <input type="checkbox"/> Work					
15. Height	16. Hair Color	17. Eye Color	18. Travel Plans (if no travel plans, please write "none")		19. Permanent Address (Complete if P.O. Box is listed under Mailing Address <u>or</u> if residence is different from Mailing Address. Do not list a P.O. Box)
			Departure Date (mm/dd/yyyy)	Return Date (mm/dd/yyyy)	Countries to be Visited
Street/RFD # or URB					
					Apartment/Unit
City					
				State	Zip Code
20. Your Emergency Contact Provide the information of a person not traveling with you to be contacted in the event of an emergency.					
Name		Address: Street/RFD # or P.O. Box			Apartment/Unit
City	State	Zip Code	Phone Number	Relationship	
21. Have you ever applied for or been issued a U.S. Passport Book or Passport Card? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>if yes, complete the remaining items in #21.</i>					
Name as printed on your most recent <u>passport book</u>		Most recent passport <u>book</u> number	Most recent passport <u>book</u> issue date (mm/dd/yyyy)		
Status of your most recent passport book: <input type="checkbox"/> Submitting with application <input type="checkbox"/> Stolen <input type="checkbox"/> Lost <input type="checkbox"/> In my possession (if expired)					
Name as printed on your most recent <u>passport card</u>		Most recent passport <u>card</u> number	Most recent passport <u>card</u> issue date (mm/dd/yyyy)		
Status of your most recent passport card: <input type="checkbox"/> Submitting with application <input type="checkbox"/> Stolen <input type="checkbox"/> Lost <input type="checkbox"/> In my possession (if expired)					
PLEASE DO NOT WRITE BELOW THIS LINE - FOR ISSUING OFFICE ONLY					
Name as it appears on citizenship evidence _____					
<input type="checkbox"/> Birth Certificate	SR	CR	City	Filed:	Issued: <input type="checkbox"/> Sole Parent
<input type="checkbox"/> Nat. / Citiz. Cert.	USCIS	USDC	Date/Place	Acquired:	A#
<input type="checkbox"/> Report of Birth	Filed/Place:				
<input type="checkbox"/> Passport	C/R	S/R	See #21	#/DOI:	
<input type="checkbox"/> Other:					
<input type="checkbox"/> Attached:					
<input type="checkbox"/> PIC of Citiz <input type="checkbox"/> PIC of ID <input type="checkbox"/> DS-71 <input type="checkbox"/> DS-3053 <input type="checkbox"/> DS-64 <input type="checkbox"/> DS-6520 <input type="checkbox"/> DS-5525 <input type="checkbox"/> PAW <input type="checkbox"/> NPIC <input type="checkbox"/> RL <input type="checkbox"/> Citz W/S					
					 DS 11 C 12 2020 2

viii. CHILD'S SOCIAL SECURITY CARD

If your child is a U.S. citizen, he/she should get a social security number and card. There is no cost to getting a social security card. You can go to your local Social Security field office to get the required application or use the form provided in appendix 7.

How do I order my Child's Social Security Card?

- Gather all required identification (listed below). Please be aware that all documents must be originals or certified copies. Photocopies or notarized copies will not be accepted.
- You must prove Identity of the Child. You can do this by submitting the child's:
 - Birth Certificate,
 - Passport,
 - State ID,
 - Doctor, Clinic, or Hospital records,
 - School ID Card,
 - Religious Records,
 - School day-care center record, **or**
 - Any other document that shows the child's name, age, date of birth, and parents name
- Parents must prove their identity. They can do this by submitting a
 - State ID,
 - Driver's License,
 - Health Insurance Card,
 - Employee Identification Card, **or**
 - Any other document that shows the parent's name, age, and date of birth.
- Please note that if the child is 12 and older they must appear in person



For a sample filled out form see page 51. For a blank form that you can use and a list of Social Security Offices in Idaho see Appendix 7.

Form **SS-5** (12-2024) UF
 Discontinue Prior Editions
 Social Security Administration

Page 5 of 5
 OMB No. 0960-0066

Application for a Social Security Card

1	NAME TO BE SHOWN ON CARD			First	Full Middle Name	Last
	FULL NAME AT BIRTH IF OTHER THAN ABOVE			First	Full Middle Name	Last
	OTHER NAMES USED					
2	Social Security number previously assigned to the person listed in item 1			<input type="text"/>	<input type="text"/>	<input type="text"/>
3	PLACE OF BIRTH (Do Not Abbreviate) City State or Foreign Country			Office Use Only FCI	4	DATE OF BIRTH MM/DD/YYYY
5	CITIZENSHIP (Check One)			<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Legal Alien Allowed To Work <input type="checkbox"/> Legal Alien Not Allowed To Work (See Instructions On Page 3) <input type="checkbox"/> Other (See Instructions On Page 3)		
6	ETHNICITY Are You Hispanic or Latino? (Your Response is Voluntary) <input type="checkbox"/> Yes <input type="checkbox"/> No		7	RACE Select One or More (Your Response is Voluntary) <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> American Indian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Alaska Native <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Asian		
8	SEX			<input type="checkbox"/> Male <input type="checkbox"/> Female		
9	A. PARENT/ MOTHER'S NAME AT HER BIRTH			First	Full Middle Name	Last
	B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER (See instructions for 9B on Page 3)			<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="checkbox"/> Unknown
10	A. PARENT/ FATHER'S NAME			First	Full Middle Name	Last
	B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER (See instructions for 10B on Page 3)			<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="checkbox"/> Unknown
11	Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before? <input type="checkbox"/> Yes (If "yes" answer questions 12-13) <input type="checkbox"/> No <input type="checkbox"/> Don't Know (If "don't know," skip to question 14.)					
12	Name shown on the most recent Social Security card issued for the person listed in item 1			First	Full Middle Name	Last
13	Enter any different date of birth if used on an earlier application for a card			MM/DD/YYYY		
14	TODAY'S DATE MM/DD/YYYY		15	DAYTIME PHONE NUMBER Area Code Number		
16	MAILING ADDRESS (Do Not Abbreviate) Street Address, Apt. No., PO Box, Rural Route No. City State/Foreign Country ZIP Code					
17	YOUR SIGNATURE			18 YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS: <input type="checkbox"/> Self <input type="checkbox"/> Natural Or Adoptive Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other Specify _____		
DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)						
NPN		DOC		NTI		CAN
PBC		EVI		EVA		EVC
EVIDENCE SUBMITTED		PRA		NWR		DNR
						UNIT
				SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW		
				DATE		
				DCL		
				DATE		

ix. ENSURING YOUR FAMILY CAN ACCESS MONEY

A big concern for people at risk of deportation is what will happen to their property (cars, houses, land, money, bank accounts) if they get detained or deported. This section provides resources to help you give someone else control over your money, property, and cars. With this control, they can pay your bills, sell your property, sell a car to raise money for bond, withdraw money to pay for your attorney, or go pick up your paychecks for work that you have done.



Definitions of words you will find in this section:

Principal – You. The person granting the power; the owner of the money and property.

Agent – The person you are giving power to make decisions about your money.

Successor Agent – The person who will take care of your property if the agent cannot.

Revocation of Power of Attorney – Taking away power over your money from the agent.

x. INSTRUCTIONS FOR FILLING OUT THE FINANCIAL POWER OF ATTORNEY

- i. This is a very powerful document and can allow someone to take all your money and your property. You should only give this power to someone you trust will not rob you of your money. *The agent's authority over your property will continue until your death unless you revoke the power of attorney or the agent resigns.*
- ii. This power of attorney does not authorize the agent to make health care decisions for you.
- iii. The person you name as an agent to care for your money and property must be at least 18 years old. Lawful immigration status is not required, but is preferred to make sure that the person you put in charge can stay in the U.S. and take care of your money and other property for you. Someone with lawful status will also have a photo ID issued by a State or federal government. This will make it easier for the agent to use the document.
- iv. The person who you name here will need a picture identification to prove who they are in order to use this document.
- v. This form should be filled out in English. A translated form can be used as a guide, but for the document to be honored at banks and other organizations, the English version must be completed and signed.
- vi. Make sure your name *exactly* matches identification documents such as your drivers' license, passport, and any other financial accounts or titles to your property. Include other spellings and nicknames if they appear on documents used to prove identity. For example, say "Juan Espinoza, aka John Espinosa". This will avoid arguments about whether the accounts the agent is trying to deal with are really your accounts.
- vii. This form provides for designation of one (1) agent. If you wish to name more than one (1) agent, you may name a co-agent in the Special Instructions. Co-agents are not required to act together unless you include that requirement in the Special Instructions.
- viii. You should name at least one "successor agent" in case the first person you name is not able to take care of your money properly. Make sure the name of the agent and successor agent matches identification documents such as passports and/or driver's licenses. Include any different spellings or nicknames that appear on such documents. This will avoid arguments about the identity of the agent.
- ix. The person you identify as the agent has a right to be paid for their time UNLESS you include a SPECIAL INSTRUCTION that the agent MAY NOT be paid for their services.
- x. Under "GRANT of GENERAL AUTHORITY", you should put your initials next to "claims and

litigation” if you want your agent to be able to hire an attorney for you and pay for the attorney from your account. Put your initials next to “Personal and Family Maintenance” to allow the agent to spend money from your account to support your children or other family members. Use the “SPECIAL INSTRUCTIONS” to indicate which family members can be supported.

- xi. The SPECIAL INSTRUCTIONS section is very important.
 - a. Here is where you say if the agent can be paid from your money and how much.
 - b. Here is where you say if you want the agent to be able to hire a lawyer for you.
 - c. If you have children, you should say here that the agent should follow the directions of your delegate in the power of attorney delegating parental powers for the financial needs of your children and that those expenditures for your children are not considered gifts. You should name your children here and name the person who you delegated parental powers.
 - d. Here is where you say when you want the document to go into effect if you do not want it to be effective immediately.
- xii. This power of attorney becomes effective immediately unless you state otherwise in the Special Instructions.
- xiii. Idaho law does not require the document to be notarized unless you are giving the person you name power over your real estate, but the document is much more likely to be respected by banks and other institutions if it is notarized.
- xiv. If possible, give a copy of the power of attorney to your bank and any other institution that has an account for you. If you provide this power of attorney to the businesses that control your money and your property in advance, the bank is more likely to let your agent make decisions about your money and property.
- xv. Keep this in a safe place where your agent can get the document or give them a copy to use only if something happens to you. Because this document is immediately effective, you must trust the person not to use your money or property until necessary.

For a sample filled out form see page 56. For a blank form that you can use see Appendix 9.

xi. IMPORTANT INFORMATION FOR THE AGENT

AGENT'S DUTIES

When the agent accepts the authority granted under this power of attorney, a special legal relationship is created between the agent and the principal (you).

The agent must:

1. Do what the agent knows the principal reasonably expects the agent to do with the principal's property or, if the agent does not know the principal's expectations, act in the principal's best interest;
2. Act in good faith;
3. Do nothing beyond the authority granted in this power of attorney;
4. Keep a record of all receipts and transactions conducted for the principal;
5. Cooperate with any person that has authority to make health care decisions for the principal, or if the agent does not know the principal's expectations, to act in the principal's best interest;
6. Attempt to preserve the principal's estate plan if you know the plan;
7. Disclose your identity as an agent whenever you act for the principal by signing the name of the principal and signing your own name as "agent" in the following manner:

..... (Principal's Name) by (Your Signature)..... as agent

STOPPING THE AGENT'S AUTHORITY

The agent must stop acting on behalf of the principal if the agent learns of any event that terminates this power of attorney or revokes the agents authority under this power of attorney. These include:

1. Death of the principal;
2. The principal revokes the power of attorney or the agent's authority;
3. An event takes place that is stated in the power of attorney as terminating the agent's authority (for example, the principal's release from detention).

**IDAHO STATUTORY FORM POWER OF ATTORNEY
DESIGNATION OF AGENT**

I,Juan Perez....., name the following person as my agent:
(Typewritten / Printed Name of Person signing over Power)

Name of Agent: Roberto Pueblo

Agent’s Address: 123 W. Street Boise, ID 83706

Agent’s Phone Number: 1 (208) 111-1111

DESIGNATION OF SUCCESSOR AGENT(S) (OPTIONAL)

If my agent is unable or unwilling to act for me, I name as my successor agent:

Name of Successor Agent: Juanita Pueblo

Successor Agent’s Address: 123 W. Street Boise, ID 83706

Successor Agent’s Phone Number: 1 (208) 222-2222

If my successor agent is unable or unwilling to act for me, I name as my second successor agent:

Name of Second Successor Agent: _____

Second Successor Agent’s Address: _____

Second Successor Agent’s Phone Number: _____

GRANT OF GENERAL AUTHORITY

I grant my agent and any successor agent general authority to act for me with respect to the following subjects as defined in the uniform power of attorney act, chapter 12, title 15, Idaho Code:

(INITIAL each subject you want to include in the agent’s general authority. If you wish to grant general authority over all of the subjects you may initial “All Preceding Subjects” instead of initialing each subject.)

	(....)	Real Property
	(....)	Tangible Personal Property
	(....)	Stocks and Bonds
	(....)	Commodities and Options
	(....)	Banks and Other Financial Institutions
	(....)	Operation of an Entity or Business
	(....)	Insurance and Annuities
	(....)	Estates, Trusts, and Other Beneficial Interests
	(....)	Claims and Litigation
	(....)	Personal and Family Maintenance
	(...)	Benefits from Governmental Programs or Civil or Military Service
	(....)	Retirement Plans
	(....)	Taxes
JP	(....)	All Preceding Subjects

LIMITATION ON AGENT’S AUTHORITY

An agent that is not my ancestor, spouse, or descendant MAY NOT use my property to benefit the agent or a person to whom the agent owes an obligation of support unless I have included that authority in the Special Instructions.

SPECIAL INSTRUCTIONS (OPTIONAL)

On the following lines you may give special instructions:

The agent may not be paid. The agent is authorized to hire an attorney for me. The agent must follow the directions of Juan Perez to provide financial

xii. INSTRUCTIONS FOR REVOKING FINANCIAL POWER OF ATTORNEY

The relationships we have with other people are constantly changing. If you chose someone to be an agent over your financial matters and that person is no longer available or you do not want the person to care for your money and property any more, you can revoke the power of attorney immediately.

- i. You may revoke your power of attorney any way you need to, as long as you communicate the revocation to your agent. However, the best way to revoke a power of attorney is in writing.
- ii. If possible, this Revocation should be signed by the agent too.
- iii. Be sure to sign the form using the exact same name as on your identification documents and on the original power of attorney.
- iv. If you can sign in front of a notary that will help validate the document but it is not required.
- v. Once the revocation is signed and (possibly) notarized, you must make sure that you give a copy of it to your agent.
- vi. Give copies to anyone who might have been aware of or had a copy of the financial power of attorney. This might include your bank, your employer, your lawyer, other family members, the person who was caring for your child, etc.

For a sample filled out form see page 60. For a blank form see Appendix 10.

xiii. **MAKING PLANS FOR YOUR CAR**

When people are detained they still need money to cover their everyday living expenses and if bond is granted they need money to post bond, which can come from selling a car. But when people are detained they cannot do this. One solution is to sign a limited power of attorney for someone to control your car or truck.

What is a Limited Power of Attorney for Motor Vehicles?

- It is a legal document under Idaho law (Form ITD 3368) that authorizes the owner of a car to give another person “their representative” permission to sell the car.
- The car owner is the “grantor.”
- The person authorized to sell the car is the “representative.”

Instructions for the Limited Power of Attorney for Motor Vehicles (ITD 3368):

- The owner of the vehicle must fill out and sign form ITD 3368.
 - If your name is not on the title of your car, then you do not need a power of attorney for your car. The person named on the title has to sell your car.
 - If the title has two names with an “OR” between them, one party can sign the power of attorney. BUT if the title has two names with an “AND” between them, both parties have to sign the power of attorney.
- Provide the VIN number, title number, year, make, & model of the car in the first section of the form. (All this information can be found on the title itself.)
- For the second section of the form, provide the representative’s full name (as it appears on their picture ID); address, city, state, and zip code.
- For the third and final section of the form you (owner and grantor) will need to provide your full legal name; driver’s license number or social security number; current physical address; mailing address if different, and your phone number.
- This form has to be notarized if the representative is authorized to get a duplicate title in order to sell this car.

What documents will your Representative need in order to sell your car?

- The representative must take a picture ID, the title of the vehicle, and the power of attorney to the motor vehicle department.
 - It is highly recommended for the representative to have lawful immigration because when the representative sells the car they must have a valid picture ID. A foreign identification can raise red flags and make the process harder.

How to get a valid car title in the State of Idaho:

You will need:

- A valid picture ID. Preferably an identification from a state or federal government but if you cannot get an identification in the U.S., you can use your passport from your country of origin.
- Proof that you are an Idaho resident. You can use a pay stub or a utility bill that is in your name.
- A social security number. If you do not have a valid social security number, you can fill out the form ITD 3823 which certifies that you do not have an individual social security number.
- Please note that you do not need to have an Idaho Driver's License to title a vehicle in Idaho but you do need a license to register your vehicle so that it can be driven.

For a blank form that you can use see Appendix 11.



Limited Power of Attorney For Specific Motor Vehicle/Vessel Idaho Transportation Department

ITD 3368 (Rev.10/23)
Supply # 019571504
dmv.idaho.gov

Not valid for odometer disclosures for on-highway
motor vehicles newer than 2010.*

See Page 2 for Instructions

Vehicle or Hull Identification Number (VIN/HIN)		Title Number
Year	Make	Model

Power of Attorney Given To

Name of Business or Individual Representing Vehicle Owner			
Address	City	State	Zip

By my signature below, I hereby appoint the business or individual shown above as my/our attorney-in-fact for the following sole and limited purposes: to endorse, release, or transfer all registration and ownership documents required by Idaho statutes for the above-described/identified vehicle/vessel; and to give full discharge for same, granting to said attorney-in-fact full power of substitution and revocation relating only to the above described/identified vehicle/vessel, hereby ratifying and confirming all that said attorney-in-fact or his substitute shall do or cause to be done by virtue hereof.

Grantor's Signature: If this power of attorney will be used to apply for a duplicate title, it must be notarized.

If grantor is an individual, complete the following

Individual's Full Legal Name (Printed Last, First, Middle)		Individual's Idaho Drivers License No. or SSN	
Address of Owner's Current Legal Residence	City	State	Zip+4
Mailing Address (if different)	City	State	Zip+4
Individual's Signature See **Note for duplicate title application X	Date	Daytime Phone Number	

If grantor is a business, complete the following

Authorizing Business Name	Authorized Representative's Name (Printed)	Business's EIN	
Business Current Legal Address	City	State	Zip+4
Mailing Address (if different)	City	State	Zip+4
Authorized Representative's Signature See**Note for duplicate title application X	Date	Daytime Phone Number	

<p>*Federal regulations prohibit use of this limited power of attorney, ITD 3368 to make an odometer disclosure on behalf of the seller/transferor. For this purpose, dealers must use the secure power of attorney, ITD 3582 for trade-in vehicles. The secure POA may only be used when the title has been lost or is being held by a lienholder. Otherwise, the seller/ transferor must disclose mileage on the title itself when transferring.</p> <p>**Note: If this form is used to grant power of attorney when applying for a duplicate title, the grantor's signature <u>must</u> be notarized.</p>	<p>Subscribed and sworn before me this _____ day of _____, year _____</p> <p>County of _____ State of _____</p> <p>SEAL</p> <p>My Commission Expires _____</p> <p>Notary Public's <u>or</u> ITD Agent's Signature _____</p>
---	---

Instructions for Using This Limited Power of Attorney on Vehicle Title and/or Registration Documents

This limited power of attorney may only be used by the person or firm named as representative on this form. To properly exercise the power of attorney, write the name of the owner followed by the representative's signature.

Example: Sharon Smith by

Jane Doe, POA

Sharon Smith is the owner and Jane Doe is the person named as representative on the power of attorney.

If the named representative is a company, an authorized individual of that company must sign the document.

Example: Sharon Smith by

Morrison's Garage George Morrison, POA

Note: The power of attorney must be exercised on the title or document for which the authority was granted.

This Power of Attorney must be notarized if given for application of a duplicate title.

VII. HOW TO FIND THE RIGHT IMMIGRATION ATTORNEY

If you have not talked to an immigration attorney recently, now is the time. But when you do, be cautious. When searching for an immigration attorney you need to be careful because Notario Fraud is common. There are scammers, who call themselves “notarios” in order to prey upon immigrant communities who may mistake them for lawyers or people with specialized legal training. Notarios in the U.S. are not required to have specialized knowledge and are not allowed to give legal advice if they are not attorneys.



i. Why is it bad to go to a notario for my legal services?

- Notarios do not have legal training or the resources that attorneys have.
- Notarios misrepresent their authority and create immigration problems.
- Notarios lie about the law and submit paperwork that can be bad for your case.
- Notarios do not have the ethical obligation to work for you like attorneys do. An attorney must work to protect you.
- Notarios can put you in deportation proceedings by applying for the wrong immigration relief, letting important dates pass, and making fraudulent claims.
- Notarios might want to just help you fill out the forms, but if the forms are completed wrong you can be deported.

ii. What are typical scams by notarios?

- They say they are a lawyer.
- They say they have “special connections” with immigration that can guarantee certain results.
- They say that an undocumented person qualifies for a green card after living inside the United States for ten years.
- Notarios have submitted fraudulent asylum applications without the consent of the applicant. These applications can result in the person’s deportation.
- Notarios have lied to people about proposed immigration law changes, when nothing has been changed.
- Notarios have claimed if you pay them, you can be a “priority” or be “first in line” for immigration benefits.

iii. What are notarios legally qualified to do?

Notarios are qualified to certify the identity of a signer.

iv. What are warning signs of notario fraud?

- If they ask you to pay only in cash.
- If they request that you sign a blank document.
- If they do not give you, or require you to sign, an attorney-client contract.
- If you never get a copy of your filings in your immigration case.



See Appendix 2 for a list of immigration attorneys.

VIII. APPENDICES: RESOURCES AND SAMPLE FORMS

APPDX 1 – IMPORTANT NUMBERS TO KEEP IN A SAFE PLACE

APPDX 2 – IMMIGRATION SERVICE PROVIDERS & ATTORNEY LIST

APPDX 3 – YOUR NEAREST CONSULATES

APPDX 4 – POWER OF ATTORNEY DELEGATING PARENTAL POWERS

APPDX 5 – REVOCATION OF PARENTAL POWERS

APPDX 6 – FORM TO GET CHILD’S BIRTH CERTIFICATE

APPDX 7 – SOCIAL SECURITY CARD APPLICATION & OFFICES

APPDX 8 – U.S. PASSPORT APPLICATION FORMS & OFFICES

APPDX 9 – POWER OF ATTORNEY DELEGATING FINANCIAL POWER

APPDX 10 – REVOCATION OF FINANCIAL POWER

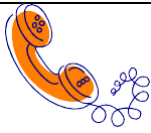
APPDX 11 – LIMITED POWER OF ATTORNEY FOR VEHICLES & CERTIFICATION OF NO SSN

APPDX 12 – REQUIREMENTS TO GET DOCUMENTS FROM MEXICAN CONSULATE

APPDX 13 – MY RIGHTS CARD

APPDX 14 – ICE OFFICES & REGIONAL DETENTION CENTERS

APPENDIX 1
IMPORTANT NUMBERS TO KEEP IN
A SAFE PLACE



Important Telephone Numbers and Information

**Emergency: In case of serious emergency-
CALL 911**

Insurance Information:

Health Insurance

Company:

Police Department:

Phone Number:

Fire Department:

Policy Number:

Consulate of my country:

Car Insurance

Family/Important Contacts in the U.S.

Company:

Name:

Phone:

Home Phone:

Policy Number:

Cell Phone:

Car 1:

Work:

VIN #/Plate #:

Relationship:

Car 2:

Name:

VIN #/Plate #:

Home Phone:

Home Insurance

Cell Phone:

Company:

Work:

Phone:

Relationship:

Policy Number:

Family/Important Contacts in my Country

Important Medical Information

Name:

Doctor Name:

Home Phone:

Phone:

Cell Phone:

Dentist Name:

Work:

Phone:

Relationship:

Pediatrician's Name:

Name:

Phone:

Home Phone:

Hospital:

Cell Phone:

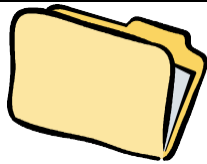
Phone:

Work:

Pharmacy:

Relationship:

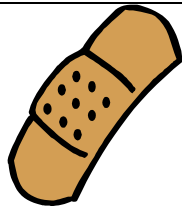
Phone:



Important Family Records

Use this form in order to have all important information in the same place. Put originals of each document in a safe place (e.g. lock box).

<u>Important Work Numbers</u>	<u>Important School/Daycare Numbers</u>
Employer #1	School #1
Name:	Name of Child:
Phone:	Name of School:
Supervisor:	Name of Teacher:
Date Started:	Phone:
Union Rep:	School ID Number:
Phone:	Name of Child:
Employer #1	Name of Teacher:
Name:	School ID Number:
Phone:	School #2
Supervisor:	Name of Child:
Date Started:	Name of School:
Union Rep:	Name of Teacher:
Phone:	Phone:
<u>Important Information about your Vehicles</u>	School ID Number:
Vehicle 1 Make/Model:	Name of Child:
Plate #:	Name of Teacher:
VIN/ID #:	School ID Number:
Car Loan:	<u>Social Security #/ITIN</u>
Insurance:	Name:
Vehicle 2 Make/Model:	Number:
Plate #:	Name:
VIN/ID #:	Number:
Car Loan:	Name:
Insurance:	Number:
<i>Attach a copy of each vehicles registration and insurance and a photograph of each vehicle.</i>	<i>Attach a copy of each social security card.</i>



Family Medical Information and Identification

Attach a copy of birth certificates, records of vaccination, and photos of each family member.

Family Member #1

Name:

Date of Birth:

Organ Donor: **Yes** **No**

Allergies:

Medications:

Medical Conditions & Medical History:

Family Member #2

Name:

Date of Birth:

Organ Donor: **Yes** **No**

Allergies:

Medications:

Medical Conditions & Medical History:

Family Member #3

Name:

Date of Birth:

Organ Donor: **Yes** **No**

Allergies:

Medications:

Medical Conditions & Medical History:

Family Member #4

Name:

Date of Birth:

Organ Donor: **Yes** **No**

Allergies:

Medications/Medical Conditions and history:

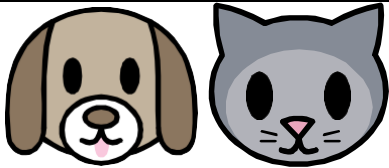
<u>Family Member #5</u>	
Name:	
Date of Birth:	Organ Donor: Yes No
Allergies:	
Medications:	
Medical Conditions & Medical History:	
<u>Family Member #6</u>	
Name:	
Date of Birth:	Organ Donor: Yes No
Allergies:	
Medications:	
Medical Conditions & Medical History:	
<u>Family Member #7</u>	
Name:	
Date of Birth:	Organ Donor: Yes No
Allergies:	
Medications:	
Medical Conditions & Medical History:	
<u>Persons who CAN pick up my children from school/day care</u>	<u>Persons who CANNOT pick up my children</u>
Name:	Name:
Date of Birth:	
Home Phone:	Name:
Cell Phone:	
Work :	Name:
Relationship:	
Name:	*Please inform personnel at your children's school that the persons listed in these sections have permission to pick up your children or do not have permission. *If there is a restraining order, attach a copy of this order and file another copy with the school and/or day care of your children.
Date of Birth:	
Home Phone:	
Cell Phone:	
Work :	
Relationship:	



Contacts for Legal Problems, Identity Theft, and Fraud

*For your security, DO NOT NOTE the numbers of
your credit cards or account numbers on this
document.*

<u>Credit Card Companies</u>	<u>Contacts for your Financial Affairs</u>
Card #1	Checking Account #1
Company:	Bank:
Toll-Free Number:	Toll-Free Number:
Names on Card:	Persons with Access:
Card #2	Checking Account #2
Company:	Bank:
Toll-Free Number:	Toll-Free Number:
Names on Card:	Persons with Access:
Card #3	Savings Account #1
Company:	Bank:
Toll-Free Number:	Toll-Free Number:
Names on Card:	Persons with Access:
<i>Report theft of credit cards IMMEDIATELY!</i>	Savings Account #2
	Bank:
	Toll-Free Number:
	Persons with Access:
<u>Public Agency Contacts</u>	<u>Civil Legal Assistance</u>
Domestic Violence Help:	Legal Aid:
Public Prosecutor:	Immigration Attorney:
Report Child Abuse:	Other Attorney:



Emergency Care for Pets

Pet #1

Name:

Date of Birth:

Breed:

Description:

Registration Number:

Medications:

Medical Problems:

Pet #2

Name:

Date of Birth:

Breed:

Description:

Registration Number:

Medications:

Medical Problems:

Veterinarian

Name:

Phone:

Address:

Emergency Phone:

Emergency Housing for Pets

Name:

Phone:

Address:

Attach a photograph of each pet!

APPENDIX 2
IMMIGRATION SERVICE PROVIDERS & ATTORNEY LIST

ID Immigration Attorneys and Legal Services

Treasure Valley

<u>Name</u>	<u>Contact</u>	<u>Address</u>
Catholic Charities of Idaho – DOJ Recognized <i>Accredited Staff</i> Martha Alejandre Mariza Muñoz Cynthia Gonzalez	(208)345-6031 (208)350-7484 Fax	7255 Franklin Rd. Boise ID 83709
Luis Campo	(208) 913-0067	The Alliance of Idaho 314 S. River St. Ste 201 Hailey, ID 8333
Angela Levesque	(208) 473-2344 (208) 473-2345 Fax	Levesque Law, PLLC 176 E. Calderwood Dr. Suite 150 Meridian, ID 83642
Nicole Derden	(208) 287-4200 (208) 287-4201 Fax	9601 W State St Suite 294 Boise, ID 83714
Monica Salazar Rebeka Rosas	(208) 899-8109 (208) 466-9499 Fax	Salazar Law 132 McClure Ave, Nampa, ID 83651
Maria Andrade	(208) 342-5100	Andrade Legal 132 McClure Ave, Nampa, ID 83651
J.J. Despain	(208)391-2020 1-800-352-7034	Wilner & O'Reilly 950 W Bannock St Suite 1100 Boise, Idaho 83702
Chris Christensen Julianne Donnelly Tzul	(208) 995-2919	3222 W Overland Rd, Boise, ID 83705
Nadege Montagnon	(208) 344-1792	International Rescue Committee 7291 Franklin Rd, Boise, ID 83709
Jannus Inc. Agency for New Americans – DOJ Recognized <i>Accredited Staff</i> Hashmat Nabeel Rabiou Manza	(208) 338-0033	Agency for New Americans 3501 W Elder St Ste 104, Boise, ID 83705
Geoff Heeren Betsaida Chavez-Hermes	(208) 885-6541	University of Idaho College of Law Immigration Clinic 875 Perimeter Dr, Mail Stop 2322, Moscow, ID 83844
Denise Penton	(208) 472-8843	Penton Law 702 W Idaho St #1100, Boise, ID 83702
Alycia Moss Catherine Renshaw	(208) 956-0150	Fennemore Law 233 E Harrison, Cour d' Alene, ID 83814

Rose-Hermance Rony	(208) 453-3107	Familias Unidas 317 Happy Day Blvd, Caldwell, ID 83607
Brandy Perez	(208) 504-6079	Perez Law 5680 East Franklin Road, STE 230 Nampa, ID 83687
Niki Ramirez-Smith Talia Burnett Neal Dougherty Mariella Diaz Abril Anaya Jacob Rourk	(208)461-1883	Ramirez Smith Law 444 W Iowa Ave, Nampa, ID 83686
Yvonne Franco	(208) 917-2982	Franco Legal, PLLC 3332 N Meridian Rd, Meridian, ID 83646
Southern Idaho		
La Posada Inc.	(208) 734-8700	355 4th Avenue West Twin Falls, ID 83301-5816
Amanda Breen	(208) 721-1760	371 Walnut Ave. N. Ketchum, ID 83340
Eastern Idaho		
Kyle G. Hansen	Phone: (208) 522-1212 (208) 904-2777 FAX kyle@kghlegal.com	Law Office of Kyle Hansen 1470 Midway Ave Idaho Falls, Idaho 83406

*The names on this list are not intended as recommendations or endorsements of the attorneys or agencies listed. If you wish to contact other immigration law practitioners, please consult the phone directory, Mexican Consulate (208) 343-6228, or call the ID State Bar at (208) 334-4510.

PY 2025

NV Immigration Attorneys and Legal Services

Las Vegas		
Name	Contact	Address
Sarah I Perez	(702) 818-1818	Hamilton Law 5125 S Durango Dr, Ste C Las Vegas, NV 89113
Hardeep Sull	(702) 953-9500	Sull and Associates, PLLC 3753 Howard Hughes Parkway, Suite 200 Las Vegas, NV 89169
Reza Athari	(702) 727-7777	Reza Athari & Associates, PLLC 3365 Pepper Lane, Suite 102 Las Vegas, NV 89120
Margo Chernysheva	(702) 258-1093	MC Law Group 8942 Spanish Ridge Ave, Suite 1 Las Vegas, NV 89148
Vladimir Goutsaliouk	(702) 676-1436	Immigration Law Office of Vladimir Goutsaliouk 5868 S. Pecos Rd, Suite 200 Las Vegas, NV 89120
Husna Alikhan	(702) 374-6619	Alikhan Law Office, LLC 3650 S. Eastern Ave. STE 210 Las Vegas, NV 89169
Reno		
Liliana Gallelli	(775) 367-3660	K & G Immigration Law 1 E Liberty St Ste 600 Reno, NV 89501
Josette Jacqueline O'Mealia	(775) 348-0780	O'Mealia Law, LTD. 227 CLA Street Reno, NV 89501
Karen S Monrreal-Salazar	(775) 826-2380	Law Offices of Karen S. Monrreal 601 S. Arlington Avenue Reno, NV 89509

*The names on this list are not intended as recommendations or endorsements of the attorneys or agencies listed. If you wish to contact other immigration law practitioners, please consult the phone directory, Mexican Consulate (208) 343-6228, or call the ID State Bar at (208) 334-4510.

WA Immigration Attorneys and Legal Services

Seattle Area

<u>Name</u>	<u>Contact</u>	<u>Address</u>
Richard Jacobs	(206) 780-1114	Richard Jacobs PC P.O. Box 10748 Bainbridge Island, WA 98110
Aimei Xi	(425) 209-0126	Bright Law Firm PLLC 14205 SE 36th St. Suite 100 Bellevue, WA 98006
Elena V. Yushkina	(206)619-0365	Yushkin Law Office, PLLC 500 106th Ave NE Unit 707 Bellevue, WA 98004
Maria Hajar	(206) 566-7211	Law Office of Maria Hajar 10900 NE 4 th ST, Suite 2300 Bellievue, WA 98004
Gabriel Harrison	(360) 899-5098	Harrison and Pai PLLC P.O. Box 952 Suite 600 Bellingham, WA
Leonard D.M. Saunders	(360) 332-7100	The Immigration Law Firm, PLLC 435 Martin Street, Suite 1010 Blaine, WA98230
Holly Pai	(360) 899-5098	Harrison and Pai PLLC 325 Pine Street Suite D Mount Vernon, WA 98273

Kennewick

Alva Guizar	(509) 820-3666	Gizar Law Office 7405 W Grandridge Blvd Suite D Kennewick, WA 99336
Angelita Chavez	(509) 703 5405	1030 North Center Parkway Ste N278 Kennewick, WA 99336
Jonathan Shaklee Andrew J. Oliver	(509) 987-1100	Shaklee & Olivver 5861 W Clearwater Ave Suite 2 Kennewick, WA 99336
Michele N. Carney Mr. Nicholas W. Marchi	(509) 545-1055	Carney and Marchi P.S. 7502 W. Deschutes Pl. Kennewick, WA 99336
Aliya Alisheva	(509) 396-7147	Alisheva Law 5724 W Clearwater Ave Kennewick, WA 99336

Seattle

Lesley Irizarry-Hougan	(206) 838-7628	L.I.H. Law, P.S. 159 Denny Way Ste 107 Seattle, WA 98109
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Emily V.T. Headings	(206) 637-8398	Headings Immigration Law PLLC 4444 Wookland Park Ave N Suite B-101 Seattle, WA 98103
Erin Cipolla	(206) 395-3677	EC Immigration Law PLLC 4444 Wookland Park Ave N Suite B-101 Seattle, WA 98103
Jerri Noe Melendez	(206) 395-9015	Melendez Law PLLC PO Box 9019 Seattle, WA 98109
Jimmy Wu	(206) 464-1520	Jimmy Wu, Esq. 2525 Wells Fargo Ctr 999 Third Avenue Seattle, WA 98104
Emily Lynn Durbin	(206) 814-8739	ERM Immigration Law, PLLC 105 14 th Ave Suite 110 Seattle, WA 98122
Mari Matsumoto	(206) 335-5567	Washington Immigration Defense Group 11050 5 th Ave NE Suite 205 Seattle, WA 98125
Kirsten Snyder Eklund	(206) 622-1604	MacDonold Hoague and Bayless 705 Second Avenue, Suite 1500 Seattle, WA 98104
<u>Robert H. Gibbs</u> <u>Robert Pauw</u> <u>Kelly Vomacka</u> <u>Gagandeep Singh</u> <u>Kelly Vomacka</u>	(206) 682-1080	<u>Gibbs Houston Pauw</u> <u>1000 Second Ave., Suite 1600</u> <u>Seattle, WA 98104</u>
<u>Octavian Jumanca</u>	(425) 312-3871	<u>Westlake Law PLLC</u> <u>1836 Westlake Ave N</u> <u>Suite 302</u> Seattle, WA 98109

*The names on this list are not intended as recommendations or endorsements of the attorneys or agencies listed. If you wish to contact other immigration law practitioners, please consult the phone directory, Mexican Consulate (208) 343-6228, or call the ID State Bar at (208) 334-4510.

PY 2025

APPENDIX 3
YOUR NEAREST CONSULATES

NEAREST CONSULATES

MEXICAN CONSULATE

Boise, ID

454 W. Washington St.

Boise, ID 83712

Phone: (208)343-6228

Fax: (208)343-6228

Email: infoboise@sre.gob.mx

Website: <https://consulmex.sre.gob.mx/boise/>

Salt Lake City, UT

660 S. 200 E., Suite 300

Salt Lake City, UT 84111

Phone: (801)521-8502

Website: <https://consulmex.sre.gob.mx/saltlakecity/>

Portland, OR

1305 SW 12th Avenue

Portland, OR 97201

Phone: (503)274-1442

Email: portland@sre.gob.mx

Website: <https://consulmex.sre.gob.mx/portland/>

PERUVIAN CONSULATE

Salt Lake City, UT

111 E. Broadway, Suite 220

Salt Lake City, UT 84111

Phone: (385)267-1146

Email: conperslc@gmail.com

Denver, CO

6795 E. Tennessee Ave., Suite 550

Denver, CO 80224

Phone: (303)355-8555

Email: conperdenver@consuladoperu.net

Website: <https://www.consulado.pe/es/Denver/Paginas/Inicio.aspx>

San Francisco, CA

870 Market Street, Suite 1075

San Francisco, CA 94102

Phone: (415)362-5185

Email: informacion@conpersf.com

Website: <https://www.consulado.pe/es/SanFrancisco/Paginas/Inicio.aspx>

ARGENTINE CONSULATE

Los Angeles, CA

5055 Wilshire Blvd., Suite 210

Los Angeles, CA 90036

Phone: (323)954-9155

Email: clang@mrecic.gov.ar

Website: <https://clang.cancilleria.gob.ar/es>

ECUADORIAN CONSULATE

Los Angeles, CA

3600 Wilshire Blvd., Suite 1404

Los Angeles, CA 90010

Phone: (323)658-6020

Email: ceculosangeles@cancilleria.gob.ec

Website: <https://www.cancilleria.gob.ec/losangeles/>

PANAMAN CONSULATE

Los Angeles, CA

111 W. Ocean Blvd., Suite 1120
Long Beach, CA 90802
Phone: (562)612-4677
Email: consulate.pty.lax@outlook.com

COSTA RICAN CONSULATE

Los Angeles, CA:

8383 Wilshire Blvd., Suite 641
Beverly Hills, CA 90211
Phone: (323)424-7112
Email: concr-us-ca2@rree.go.cr
Website: <https://calendly.com/consuladocostaricalosangeles>

COLOMBBIAN CONSULATE

San Francisco, CA

456 Montgomery St., Suite 400
San Francisco, CA 94104
Phone: (888)764-3326
Email: csanfrancisco@cancilleria.gov.co
Website: <https://sanfrancisco.consulado.gov.co/>

Los Angeles, CA

8383 Wilshire Blvd., Suite 930
Beverly Hills, CA 90211
Phone: (888)764-3326
Email: closangeles@cancilleria.gov.co
Website: <https://losangeles.consulado.gov.co/>

HONDURAN CONSULATE

Seattle, WA

1107 Grady Way SW, Suite 100
Renton, WA 98057
Phone: (206)420-0947
Email: consuladoseattle@gmail.com

San Francisco, CA

1700 California St., Suite 460
San Francisco, CA 94109
Email: consuladohnsanfrancisco@gmail.com
Website: <https://citaconsular.sreci.gob.hn/citaconsular/pages/layout/CitaConsular.php>

GUATEMALAN CONSULATE

Seattle, WA

18000 International Blvd. South Tower
Suite 1005
Seattle, WA 98188
Phone: (206)888-5319 or (206)888-5320
Email: consseattle@minex.gob.gt
Website: <https://minex-gob-gt.my.site.com/pc/s/citas-consulares>

Denver, CO

1001 S. Monaco St. Pkwy., Suite 101
Denver, CO 80224
Phone: (303)629-9212
Email: consdenver@minex.gob.gt
Website: <https://minex-gob-gt.my.site.com/pc/s/citas-consulares>

San Francisco, CA

659 A. Merchant Street
San Francisco, CA 94111
Phone: (415)563-8319
Email: conssanfrancisco@minex.gob.gt
Website: <https://minex-gob-gt.my.site.com/pc/s/citas-consulares>

SALVADORAN CONSULATE

Salt Lake City, UT

124 S. 400 E., Suite 410
Salt Lake City, UT 84111
Phone: (385)259-0305 or (888)301-1130
Email: consuladosaltlakecity@rree.gob.sv
Website: <https://rree/gob.sv/>

Seattle, WA

Broderick Building, 615 Second Ave., Suite 50
Seattle, WA 98104
Phone: (206)971-7950
Email: consuladoseattle@rree.gob.sv
Website: <https://rree/gob.sv/>

Aurora, CO

1450 S. Havana St., Suite 100
Aurora, CO 80012
Phone: (720)485-5412
Email: consuladoaurora@rree.gob.sv
Website: <https://rree/gob.sv/>

BOLIVIAN CONSULATE

Los Angeles, CA

3701 Wilshire Blvd., Suite 1065
Los Angeles, CA 90010
Phone: (213)388-0475
Email: info@boliviala.org
Website: <https://consulados.cancilleria.gob.bo/los-angeles/>

NICARAGUAN CONSULATE

New York, NY

820 Second Ave., Suite 802
New York, NY 10017
Phone: (212)986-6562

APPENDIX 4
POWER OF ATTORNEY DELEGATING PARENTAL POWERS

POWER OF ATTORNEY DELEGATING PARENTAL POWERS

_____, a parent or guardian
(Typewritten or Printed Name of Parent(s) or Guardian(s))
of the minor child/ren

_____, born _____
[name(s) and birthdate(s)]

_____, born _____
[name(s) and birthdate(s)]

_____, born _____
[name(s) and birthdate(s)]

pursuant to Idaho Code Section 15-5-104, delegates his/her/their parental powers to

_____, of _____
(Typewritten or printed name of parenting delegate) (Current address of delegate)

The delegate named above is a grandparent, sibling of a parent, or sibling of the above minor child/ren. This power of attorney shall remain in full force and effect for three (3) years, unless earlier revoked by me in writing; OR from _____ until _____ unless earlier revoked by me in writing.

The delegate named above is NOT a grandparent, sibling of a parent, sibling of the above minor child/ren. This power of attorney shall remain in full force and effect for six (6) months unless earlier revoked by me in writing.

This delegation includes all powers regarding the care, custody, and property of the minor child/ren except the power to consent to marriage or adoption of the minor child/ren.

This delegation expressly allows my delegate to travel outside the United States with the minor child/ren.
 Yes No

This delegation is effective immediately, on the following date _____

(Signature of Parent or Guardian) (Signature of Parent or Guardian) (Signature date)

Optional Witnesses

_____ is known to me as the parent of the children listed in the foregoing delegation and signed the delegation and acknowledged to us that s/he executed the same.

(signature of witness) (Date) (signature of witness) (Date)

Optional Notarization

STATE OF)
 : ss
County of)

On the _ day of __, 20_, before me, a Notary Public, personally appeared
_____ known or identified to me to be the person whose name is subscribed to the
within or foregoing instrument, and acknowledged to me that s/he executed the same.

Notary Public for
Residing at
Commission expires: _____

APPENDIX 5
REVOCAION OF PARENTAL POWERS

APPENDIX 6
FORM TO GET CHILD'S BIRTH CERTIFICATE



IDAHO DEPARTMENT OF HEALTH & WELFARE
 DIVISION OF PUBLIC HEALTH
 Bureau of Vital Records and Health Statistics

Reset Form

**IDAHO VITAL RECORDS CERTIFICATE REQUEST FORM
 BIRTH**

If you are requesting any type of change to the certificate, please use form Idaho Vital Records Certificate Request - Legal Action!
WARNING: False application for a certified copy of a vital record is a felony punishable by Title 39, Chapter 2, Idaho Code.

APPLICANT INFORMATION - ITEMS IN RED* ARE REQUIRED					
<input type="checkbox"/> MAIL ORDER TO APPLICANT ADDRESS			<input type="checkbox"/> MAIL ORDER TO OTHER NAME/ADDRESS		
APPLICANT NAME - FIRST*	APPLICANT NAME - LAST*		MAIL TO NAME - FIRST	MAIL TO NAME - LAST	
APPLICANT STREET ADDRESS*			MAIL TO STREET ADDRESS		
APPLICANT CITY*	APPLICANT STATE*	APPLICANT ZIP CODE*	MAIL TO CITY	MAIL TO STATE	MAIL TO ZIP CODE
APPLICANT DAYTIME CONTACT PHONE NUMBER*			APPLICANT EMAIL ADDRESS*		

Sign this request. Include a copy of both sides of applicant's picture ID with your payment. (See page 2 for ID information)

APPLICANT SIGNATURE*: _____

CERTIFICATE INFORMATION (Available from 1911)		
Number of ___ Certified Copies (computer generated)	Number of ___ Certified Photocopies (exact image)	
DATE OF BIRTH	CITY OF BIRTH IN IDAHO	STATE OF BIRTH IDAHO
FIRST NAME ON CERTIFICATE	MIDDLE NAME ON CERTIFICATE	LAST NAME ON CERTIFICATE

<input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER			
FIRST NAME	MIDDLE NAME	LAST NAME	LAST NAME AT BIRTH
<input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER			
FIRST NAME	MIDDLE NAME	LAST NAME	LAST NAME AT BIRTH

APPLICANT'S RELATIONSHIP TO THE PERSON NAMED ON THE CERTIFICATE (CHOOSE ONE)
DOCUMENTARY PROOF OF RELATIONSHIP MAY BE REQUIRED FOR THE FOLLOWING: <input type="checkbox"/> Self <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Current Spouse <input type="checkbox"/> Brother/Sister <input type="checkbox"/> Grandchild <input type="checkbox"/> Maternal Grandparent <input type="checkbox"/> Paternal Grandparent
DOCUMENTARY PROOF OF RELATIONSHIP WILL BE REQUIRED FOR THE FOLLOWING: - Include with order <input type="checkbox"/> Attorney <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Government Agency <input type="checkbox"/> Other (Specify):

PURPOSE FOR ORDERING THE CERTIFICATE (CHOOSE ONE)
<input type="checkbox"/> ID/Passport <input type="checkbox"/> Personal Records/Use <input type="checkbox"/> School/Sports <input type="checkbox"/> Legal Purposes <input type="checkbox"/> Insurance/Benefits <input type="checkbox"/> Family History <input type="checkbox"/> Estate Settlement <input type="checkbox"/> Pending Adoption <input type="checkbox"/> Other (Specify):

ORDER TOTALS	
Total number of certificates ordered: ___ at \$16.00* each	\$ 0.00
Need RUSH service? <input type="checkbox"/> YES if checked, enclose additional \$10.00* and write RUSH on envelope	\$
TOTAL AMOUNT DUE	\$ 0.00

Mail completed form and payment to:
 IDAHO VITAL RECORDS, PO BOX 83720, BOISE, ID 83720-0036
 For questions see our website or email IVR@dhw.idaho.gov





IDAHO VITAL RECORDS CERTIFICATE REQUEST INFORMATION BIRTH

PLEASE READ THIS INFORMATION CAREFULLY. FAILURE TO DO SO COULD CAUSE A SIGNIFICANT DELAY IN PROCESSING.

A letter will be sent if the certificate you order cannot be located. The \$16.00 search fee will not be refunded per IDAPA 16.02.08 251 02.

Complete this request form and mail it to: IDAHO VITAL RECORDS, PO BOX 83720, BOISE, ID 83720-0036. Remember to sign your request. Enclose the correct fees and a copy of both sides of your signed picture ID.

To order online through VitalChek, please see our website at healthandwelfare.idaho.gov/vitalrecords. Additional charges will apply. All credit card orders are processed through VitalChek.

APPROVED IDENTIFICATION LIST

Current Government Issued Picture Identification with a Signature	OR Two Forms of CURRENT ID - One MUST have a Signature	OR
<ul style="list-style-type: none"> • Driver's License • State ID card • Passport • Tribal ID card • Concealed Weapons Permit • Prison ID card 	<ul style="list-style-type: none"> • Social Security Card with signature • Work ID card with picture or signature • Auto registration with signature • Traffic ticket with signature • Court record with signature • College/School ID with picture 	<ul style="list-style-type: none"> • Matricula card with signature • Insurance record • Auto insurance • Driver Permit • Pay stub • Hunting/Fishing license • Passport card
		<ul style="list-style-type: none"> • Notarized signature on the request (see below) • Have an immediate family member (that has current ID from the approved list) request it for you (Please note: proof of relationship may be required)

If you are unable to provide any of the above approved identification, take this completed form to a Notary Public to complete and sign below:

This instrument was signed or acknowledged before me in the County of _____, State of _____ on _____
 by _____
Printed name of applicant below

Whose identity is either personally known to me or was proven to me through acceptable documentary evidence to be signer below; and they acknowledge to me that they executed this signature for purpose of obtaining a certificate from the Idaho Bureau of Vital Records and Health Statistics.

Applicant Signature:		Notary Stamp/Seal
Notary Signature:		
Residing at:		
My commission expires:		

CERTIFICATE FEES

\$16.00 for each certified copy or search for a vital record. A Certified Copy is computer generated and is valid for most legal purposes. A Certified Photocopy is an exact image of the record on file in our office, and is valid for most legal purposes.

RUSH FEES

\$10.00 one-time charge to RUSH this order. Write **RUSH** on the outside of your envelope.

SHIPPING

There is no shipping charge for regular mail delivery via US mail. If you need faster shipping or order tracking, order online through vitalchek.com. Additional charges will apply. Certificates cannot be sent via email or fax.

PROCESSING TIMES

For current processing times, visit healthandwelfare.idaho.gov/vitalrecords. Most orders take 1-3 weeks to complete once received in our office. Most RUSH orders take 5-7 days once received in our office. **Current workload, staffing levels, missing or incomplete application information, or unresolved legal issues affecting certificates may impact actual processing times.**

SPECIAL HANDLING FEE FOR APOSTILLE

If you want us to send your certificate and completed apostille application to the Idaho Secretary of State, please visit healthandwelfare.idaho.gov/vitalrecords or call 208-334-5980 for instructions **BEFORE** sending the **\$10.00** special handling fee.

Make your SIGNED check or money order payable to **Idaho Vital Records**. All Vital Records fees may be combined and paid with **ONE** check or money order. **Please check your total carefully! Overpayments of less than \$10.00 are not refunded unless requested in writing.**



IDENTIFICATION IS REQUIRED

Birth records are legally confidential in Idaho for 100 years. Marriage, death, and divorce records are legally confidential for 50 years. Only **immediate** family members or their legal representatives may receive copies of these records.

The applicant (person who signs the request) must provide a photocopy of their current driver's license or other current signed government [state, federal, or tribal] issued picture identification. If this is not available, copies of two other forms of identification are required; one of which **must** have a signature. Please refer to the following list:

ID is accepted upon validity verification by our office

Please note: a legible photocopy of both the **front and back** of the identification must be submitted.

APPROVED IDENTIFICATION:

Picture Identification - with a signature

DRIVER'S LICENSE	STATE IDENTIFICATION CARD
PASSPORT	TRIBAL IDENTIFICATION CARD
CONCEALED WEAPONS PERMIT	PRISON ID CARD

OR:

Two Forms of ID - one must have a signature

SOCIAL SECURITY CARD with signature	HUNTING/FISHING LICENSE
WORK ID CARD with picture or signature	INSURANCE RECORD/AUTO INSURANCE
AUTO REGISTRATION with signature	DRIVER PERMIT
TRAFFIC TICKET with signature	PAY STUB
COURT RECORD with signature	PASSPORT CARD
COLLEGE/SCHOOL ID with picture	MATRICULA CARD with signature

OR:

- Provide notarized signature and proof of identity form - Please email IVR@dhw.idaho.gov for the form
- Have an immediate family member that has a current ID from the suggested list request it for you
Please note that proof of relationship may be required

APPENDIX 7
SOCIAL SECURITY APPLICATION AND OFFICES

Application for a Social Security Card

Applying for a Social Security Card is free!

USE THIS APPLICATION TO:

- Apply for an original Social Security card
- Apply for a replacement Social Security card
- Change or correct information on your Social Security number record

IMPORTANT: You **MUST** provide a properly completed application and the required evidence before we can process your application. We can only accept original documents or documents certified by the custodian of the original record. Notarized copies or photocopies which have not been certified by the custodian of the record are not acceptable. We will return any documents submitted with your application. For assistance call us at 1-800-772-1213 or visit our website at www.socialsecurity.gov.

Original Social Security Card

To apply for an original card, you must provide at least two documents to prove age, identity, and U.S. citizenship or current lawful, work-authorized immigration status. If you are not a U.S. citizen and do not have DHS work authorization, you must prove that you have a valid non-work reason for requesting a card. See page 2 for an explanation of acceptable documents.

NOTE: If you are age 12 or older and have never received a Social Security number, you must apply in person.

Replacement Social Security Card

To apply for a replacement card, you must provide one document to prove your identity. If you were born outside the U.S., you must also provide documents to prove your U.S. citizenship or current, lawful, work-authorized status. See page 2 for an explanation of acceptable documents.

Changing Information on Your Social Security Record

To change the information on your Social Security number record (i.e., a name or citizenship change, or corrected date of birth) you must provide documents to prove your identity, support the requested change, and establish the reason for the change. For example, you may provide a birth certificate to show your correct date of birth. A document supporting a name change must be recent and identify you by both your old and new names. If the name change event occurred over two years ago or if the name change document does not have enough information to prove your identity, you must also provide documents to prove your identity in your prior name and/or in some cases your new legal name. If you were born outside the U.S. you must provide a document to prove your U.S. citizenship or current lawful, work-authorized status. See page 2 for an explanation of acceptable documents.

LIMITS ON REPLACEMENT SOCIAL SECURITY CARDS

Public Law 108-458 limits the number of replacement Social Security cards you may receive to 3 per calendar year and 10 in a lifetime. Cards issued to reflect changes to your legal name or changes to a work authorization legend do not count toward these limits. We may also grant exceptions to these limits if you provide evidence from an official source to establish that a Social Security card is required.

IF YOU HAVE ANY QUESTIONS

If you have any questions about this form or about the evidence documents you must provide, please visit our website at www.socialsecurity.gov for additional information as well as locations of our offices and Social Security Card Centers. You may also call Social Security at 1-800-772-1213. You can also find your nearest office or Card Center in your local phone book.

EVIDENCE DOCUMENTS

The following lists are examples of the types of documents you must provide with your application and are not all inclusive. Call us at 1-800-772-1213 if you cannot provide these documents.

IMPORTANT: If you are completing this application on behalf of someone else, you must provide evidence that shows your authority to sign the application as well as documents to prove your identity and the identity of the person for whom you are filing the application. We can only accept original documents or documents certified by the custodian of the original record. Notarized copies or photocopies which have not been certified by the custodian of the record are not acceptable.

Evidence of Age

In general, you must provide your birth certificate. In some situations, we may accept another document that shows your age. Some of the other documents we may accept are:

- U.S. hospital record of your birth (created at the time of birth)
- Religious record established before age five showing your age or date of birth
- Passport
- Final Adoption Decree (the adoption decree must show that the birth information was taken from the original birth certificate)

Evidence of Identity

You must provide current, unexpired evidence of identity in your legal name. Your legal name will be shown on the Social Security card. Generally, we prefer to see documents issued in the U.S. Documents you submit to establish identity must show your legal name AND provide biographical information (your date of birth, age, or parents' names) **and/or** physical information (photograph, or physical description - height, eye and hair color, etc.). If you send a photo identity document but do not appear in person, the document must show your biographical information (e.g., your date of birth, age, or parents' names). Generally, documents without an expiration date should have been issued within the past two years for adults and within the past four years for children.

As proof of your identity, you must provide a:

- U.S. driver's license; or
- U.S. State-issued non-driver identity card; or
- U.S. passport

If you do not have one of the documents above or cannot get a replacement within 10 work days, we may accept other documents that show your legal name and biographical information, such as a U.S. military identity card, Certificate of Naturalization, employee identity card, certified copy of medical record (clinic, doctor or hospital), health insurance card, Medicaid card, or school identity card/record. For young children, we may accept medical records (clinic, doctor, or hospital) maintained by the medical provider. We may also accept a final adoption decree, or a school identity card, or other school record maintained by the school.

If you are not a U.S. citizen, we must see your current U.S. immigration document(s) and your foreign passport with biographical information or photograph.

WE CANNOT ACCEPT A BIRTH CERTIFICATE, HOSPITAL SOUVENIR BIRTH CERTIFICATE, SOCIAL SECURITY CARD STUB OR A SOCIAL SECURITY RECORD as evidence of identity.

Evidence of U.S. Citizenship

In general, you must provide your U.S. birth certificate or U.S. Passport. Other documents you may provide are a Consular Report of Birth, Certificate of Citizenship, or Certificate of Naturalization.

Evidence of Immigration Status

You must provide a current unexpired document issued to you by the Department of Homeland Security (DHS) showing your immigration status, such as Form I-551, I-94, or I-766. If you are an international student or exchange visitor, you may need to provide additional documents, such as Form I-20, DS-2019, or a letter authorizing employment from your school and employer (F-1) or sponsor (J-1). We **CANNOT** accept a receipt showing you applied for the document. If you are not authorized to work in the U.S., we can issue you a Social Security card only if you need the number for a valid non-work reason. Your card will be marked to show you cannot work and if you do work, we will notify DHS. See page 3, item 5 for more information.

HOW TO COMPLETE THIS APPLICATION

Complete and sign this application LEGIBLY using ONLY black or blue ink on the attached or downloaded form using only 8 ½" x 11" (or A4 8.25" x 11.7") paper.

GENERAL: Items on the form are self-explanatory or are discussed below. The numbers match the numbered items on the form. If you are completing this form for someone else, please complete the items as they apply to that person.

4. Show the month, day, and full (4 digit) year of birth; for example, "1998" for year of birth.
5. If you check "Legal Alien Not Allowed to Work" or "Other," you must provide a document from a U.S. Federal, State, or local government agency that explains why you need a Social Security number and that you meet all the requirements for the government benefit. NOTE: Most agencies do not require that you have a Social Security number. Contact us to see if your reason qualifies for a Social Security number.
- 6., 7. Providing race and ethnicity information is voluntary and does not affect decisions on your application. We request this information for research and statistical purposes, to ensure all our customers receive fair and equal treatment.
- 9.B., 10.B. If you are applying for an original Social Security card for a child under age 18, you **MUST** show the parents' Social Security numbers unless the parent was never assigned a Social Security number. If the number is not known and you cannot obtain it, check the "unknown" box.
13. If the date of birth you show in item 4 is different from the date of birth currently shown on your Social Security record, show the date of birth currently shown on your record in item 13 and provide evidence to support the date of birth shown in item 4.
16. Show an address where you can receive your card 7 to 14 days from now.
17. **WHO CAN SIGN THE APPLICATION?** If you are age 18 or older and are physically and mentally capable of reading and completing the application, you must sign in item 17. If you are under age 18, you may either sign yourself, or a parent or legal guardian may sign for you. If you are over age 18 and cannot sign on your own behalf, a legal guardian, parent, or close relative may generally sign for you. If you cannot sign your name, you should sign with an "X" mark and have two people sign as witnesses in the space beside the mark. Please do not alter your signature by including additional information on the signature line as this may invalidate your application. Call us if you have questions about who may sign your application.

HOW TO SUBMIT THIS APPLICATION

In most cases, you can take or mail this signed application with your documents to any Social Security office. Any documents you mail to us will be returned to you. Go to <https://secure.ssa.gov/apps6z/FOLO/fo001.jsp> to find the Social Security office or Social Security Card Center that serves your area.

PROTECT YOUR SOCIAL SECURITY NUMBER AND CARD

Protect your SSN card and number from loss and identity theft. **DO NOT** carry your SSN card with you. Keep it in a secure location and only take it with you when you must show the card; e.g., to obtain a new job, open a new bank account, or to obtain benefits from certain U.S. agencies. Use caution in giving out your Social Security number to others, particularly during phone, mail, email and Internet requests you did not initiate.

PRIVACY ACT STATEMENT
Collection and Use of Personal Information

Sections 202, 205(c), and 702 of the Social Security Act (Act), as amended, allow us to collect this information, which we will use to assign a Social Security number, issue a Social Security card, and make a timely determination concerning eligibility for Social Security benefits. Providing the information is voluntary, but not providing all or part of the information may prevent us from assisting you. As law permits, we may use and share the information you submit, including with other Federal agencies, contractors, and others, as outlined in the routine uses within System of Records Notices (SORN) 60-0058, 60-0090, 60-0103, and 60-0104, available at www.ssa.gov/privacy. The information you submit may also be used in computer matching programs to establish or verify eligibility for Federal benefit programs and to recoup debts under these programs. The Act also allows us to collect race and ethnicity information, which we will use for research and statistical purposes. Furnishing us this information is voluntary and will not be used in decisions about your application.

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the [Paperwork Reduction Act of 1995](#). You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take between 5 and 60 minutes to read the instructions, gather the facts, and answer the questions. **SEND OR BRING THE COMPLETED FORM TO YOUR LOCAL SOCIAL SECURITY OFFICE. You can find your local Social Security office through SSA's website at www.socialsecurity.gov. Offices are also listed under U. S. Government agencies in your telephone directory or you may call Social Security at 1-800-772-1213 (TTY 1-800-325-0778). You may send comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing this burden to: SSA, 6401 Security Blvd, Baltimore, MD 21235-6401. Send only comments relating to our time estimate to this address, not the completed form.**

DCL

DATE

Application for a Social Security Card

1	NAME TO BE SHOWN ON CARD		First	Full Middle Name	Last
	FULL NAME AT BIRTH IF OTHER THAN ABOVE		First	Full Middle Name	Last
	OTHER NAMES USED				
2	Social Security number previously assigned to the person listed in item 1		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
3	PLACE OF BIRTH (Do Not Abbreviate) City State or Foreign Country			Office Use Only FCI	4
				DATE OF BIRTH	MM/DD/YYYY
5	CITIZENSHIP (Check One)		<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Legal Alien Allowed To Work <input type="checkbox"/> Legal Alien Not Allowed To Work (See Instructions On Page 3) <input type="checkbox"/> Other (See Instructions On Page 3)		
6	ETHNICITY Are You Hispanic or Latino? (Your Response is Voluntary) <input type="checkbox"/> Yes <input type="checkbox"/> No		7	RACE Select One or More (Your Response is Voluntary) <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> American Indian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Alaska Native <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Asian	
8	SEX		<input type="checkbox"/> Male <input type="checkbox"/> Female		
9	A. PARENT/ MOTHER'S NAME AT HER BIRTH		First	Full Middle Name	Last
	B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER (See instructions for 9B on Page 3)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> Unknown		
10	A. PARENT/ FATHER'S NAME		First	Full Middle Name	Last
	B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER (See instructions for 10B on Page 3)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> Unknown		
11	Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before? <input type="checkbox"/> Yes (If "yes" answer questions 12-13) <input type="checkbox"/> No <input type="checkbox"/> Don't Know (If "don't know," skip to question 14.)				
12	Name shown on the most recent Social Security card issued for the person listed in item 1		First	Full Middle Name	Last
13	Enter any different date of birth if used on an earlier application for a card		MM/DD/YYYY		
14	TODAY'S DATE MM/DD/YYYY		15	DAYTIME PHONE NUMBER Area Code Number	
16	MAILING ADDRESS (Do Not Abbreviate)		Street Address, Apt. No., PO Box, Rural Route No.		
		City	State/Foreign Country		ZIP Code
17	YOUR SIGNATURE		18	YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS: <input type="checkbox"/> Self <input type="checkbox"/> Natural Or Adoptive Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other Specify _____	
DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)					
NPN		DOC		NTI	
CAN		ITV			
PBC	EVI	EVA	EVC	PRA	NWR DNR UNIT
EVIDENCE SUBMITTED				SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW	
				DATE	
				DCL	DATE

FACILITIES TO OBTAIN A SOCIAL SECURITY CARD

Facility Name	Street Address	City	State	Zip Code	Public Phone
US Social Security Administration	1249 S Vinnell Way #101	Boise	ID	83709	(855)377-9316
US Social Security Administration	1118 S Kimbal Ave	Caldwell	ID	83605	(877)836-1560
US Social Security Administration	7400 N Mineral Dr Suite 100	Coeur d'Alene	ID	83815	(866)931-2523
US Social Security Administration	2196 Channing Way	Idaho Falls	ID	83404	(866)253-0489
US Social Security Administration	1617 19 th Ave.	Lewiston	ID	83501	(877)405-9796
US Social Security Administration	1437 Fillmore St.	Twin Falls	ID	83301	(866)748-2087
US Social Security Administration	861 Jefferson Ave. Suite B	Pocatello	ID	83201	(866)643-3407

APPENDIX 8
U.S. PASSPORT APPLICATION FORMS AND OFFICES



U.S. Department of State
APPLICATION FOR A U.S. PASSPORT

OMB CONTROL NO. 1405-0004
EXPIRATION DATE: 12-31-2023
ESTIMATED BURDEN: 85 MINUTES

This form is used to apply for a U.S. passport. For information or questions, visit the official Department of State website at travel.state.gov or contact the National Passport Information Center at 1-877-487-2778 (TDD/TTY: 1-888-874-7793) or NPIC@state.gov.

WHAT TO SUBMIT WITH THIS APPLICATION

1. PROOF OF U.S. CITIZENSHIP

Submit an original or certified copy and a photocopy of the front (and back, if there is printed information) with your application. Your evidence will be returned to you if it is not damaged, altered, or forged. Submit one of the following:

- U.S. birth certificate that meets all of the following requirements:
 - Issued by the city, county, or state of birth
 - Lists your full name, date of birth, and place of birth
 - Lists your parent(s)' full names
 - Has the date filed with registrar's office (must be within one year of birth)
 - Has the registrar's signature and the seal of the issuing authority
- Fully-valid, undamaged U.S. passport (may be expired)
- Consular Report of Birth Abroad or Certification of Birth
- Certificate of Naturalization or Citizenship

You must establish your citizenship to the satisfaction of the Department and may be asked to provide additional evidence. If you are claiming citizenship through the naturalization of your parents or if your U.S. birth certificate was filed more than one year after your birth, see instruction page 2. More information can be found on travel.state.gov/citizenship.

2. PROOF OF IDENTITY

Present your original identification and submit a photocopy of the front and back with your application. It must show a photograph that is a good likeness of you. Examples include:

- Previous or current U.S. passport book/card
- Driver's license (not temporary or learner's permit)
- Military identification; federal, state, or city government employee identification
- Certificate of Naturalization or Citizenship

You must establish your identity to the satisfaction of the Department and may be asked to provide additional evidence. More information can be found at travel.state.gov/identification. If you have changed your name, please see instructions on what to submit at travel.state.gov/namechange.

3. A RECENT COLOR PHOTOGRAPH

Submit one color photograph, 2x2 inches in size. Photographs must meet the following requirements (see the full list on travel.state.gov/photos):

- Head must be 1-1 3/8 inches from the bottom of the chin to the top of the head
- Taken less than six months ago
- No glasses or hat/head covering*
- Use a plain white or off-white background
- Head must face the camera directly with full face in view
- Printed on matte or glossy photo quality paper

* Head coverings are not acceptable unless you submit a signed statement verifying that it is part of recognized, traditional religious attire that is customarily or required to be worn continuously in public or a signed doctor's statement verifying its daily use for medical purposes. Glasses or other eyewear are not acceptable unless you submit a signed statement from a doctor explaining why you cannot remove them (e.g., during the recovery period from eye surgery).

4. FEES

Please visit our website at travel.state.gov/passportfees for current fees. For information on optional services, see instruction page 2.

Payment methods:

- If applying at an acceptance facility: Passport fees must be made by check (personal, certified, cashiers, travelers) or money order (U.S. Postal, international, currency exchange) with the applicant's full name and date of birth printed on the front and payable to "U.S. Department of State." The execution fee **must be paid separately** and made payable to the acceptance facility in the form that they accept.
- If applying at a passport agency: We accept checks (personal, certified, cashiers, travelers); major credit cards (Visa, MasterCard, American Express, Discover); money orders (U.S. Postal, international, currency exchange); or exact cash (no change provided). All fees should be payable to the "U.S. Department of State."
- If applying outside the United States: Please see the website of your embassy, consulate, or consulate agency to see what forms of payment they accept.

FOR CHILDREN UNDER 16

To submit an application for a child under age 16, **both parents or the child's legal guardian(s)** must appear and present all of the following:

- Evidence of the child's U.S. citizenship
- Evidence of the child's relationship to parents/guardian(s) (Example: a birth certificate or consular report of birth abroad listing the names of the parent(s)/guardian(s) and child)
- Original parental/guardian government-issued identification and a photocopy of the front and back

If only one parent/guardian can appear, you must also submit one of the following:

- The second parent's notarized written statement or DS-3053 (including the child's full name and date of birth) consenting to the passport issuance for the child. The notarized statement cannot be more than three months old, must be signed and notarized on the same day, and must come with a photocopy of the front and back side of the second parent's government-issued photo identification.
- The second parent's death certificate (if second parent is deceased)
- Evidence of sole authority to apply (Example: a court order granting sole legal custody or a birth certificate listing only one parent)
- A written statement (made under penalty of perjury) or DS-5525 explaining, in detail, why the second parent cannot be reached

FOR CHILDREN AGE 16 OR 17

The Department may request the consent of one legal parent/legal guardian to the issuance of a passport to an applicant who is 16 or 17 years of age. In many cases, the passport authorizing officer may be able to ascertain parental awareness of the application by virtue of the parent's presence when the minor submits the application or a signed note from the parent or proof the parent is paying the application fees. However, the passport authorizing officer retains discretion to request the legal parent's/legal guardian's notarized statement of consent to issuance (e.g., on Form DS-3053).



APPLICATION FOR A U.S. PASSPORT

HOW TO SUBMIT THIS APPLICATION

Complete and submit this application in person to a designated passport acceptance facility, a passport agency (by appointment only), or a U.S. embassy, consulate, or consular agency (if abroad). To find your nearest acceptance facility, visit travel.state.gov or call the National Passport Information Center at 1-877-487-2778 (TDD/TTY: 1-888-874-7793).

OTHER FORMS OF PROOF OF U.S. CITIZENSHIP

APPLICANTS BORN IN THE UNITED STATES

An acceptable U.S. birth certificate must include your full name, date and place of birth, sex, date the birth record was filed, the seal or other certification of the official custodian of such records (state, county, or city/town office), and the full names of your parent(s).

- If the birth certificate was filed more than one year after the birth: It must be supported by evidence described in the next paragraph.
- If no birth record exists: Submit a registrar's notice to that effect. Also, submit a combination of the evidence listed below, which should include your first and last name, date and/or place of birth, the seal or other certification of the office (if customary), and the signature of the issuing official.
 - A hospital birth record
 - An early baptismal or circumcision certificate
 - Early census, school, medical, or family Bible records
 - Insurance files or published birth announcements (such as a newspaper article)
 - Notarized affidavits (or DS-10, Birth Affidavit) of older blood relatives having knowledge of your birth may be submitted in addition to some of the records listed above.

APPLICANTS BORN OUTSIDE THE UNITED STATES

Please note: If we determine that you are a U.S. citizen, your lawful permanent resident card submitted with this application will be forwarded to U.S. Citizenship and Immigration Services.

- If you claim citizenship through naturalization of one or both parent(s), submit all of the following:
 - Certificate(s) of Naturalization of your parent(s)
 - Your foreign birth certificate (and official translation if the document is not in English)
 - Evidence of your admission to the United States for legal permanent residence and proof you subsequently resided in the United States
 - Your parents' marriage/certificate and/or evidence that you were in the legal and physical custody of your U.S. citizen parent, if applicable
- If you claim citizenship through birth abroad to at least one U.S. citizen parent, submit all of the following:
 - Consular Report of Birth Abroad (Form FS-240), Certification of Birth (Form DS-1350 or FS-545), or your foreign birth certificate (and official translation if the document is not in English)
 - Proof of U.S. citizenship of your parent
 - Your parents' marriage certificate
 - Affidavit showing all of your U.S. citizen parents' periods and places of residence and physical presence before your birth (DS-5507)
- If you claim citizenship through adoption by a U.S. citizen parent(s)*, submit all of the following:
 - Evidence of your permanent residence status
 - Evidence of your full and final adoption
 - Evidence that you were in the legal and physical custody of your U.S. citizen parent(s)
 - Evidence you have resided in the United States

*Only applies if the applicant was born on or after 10/05/1978.

You must establish your citizenship to the satisfaction of the Department. We may ask you to provide additional evidence to establish your claim to U.S. citizenship. Visit travel.state.gov/citizenship for details.

OTHER FEE INFORMATION

FEES ARE LISTED ON OUR WEBSITE AT [TRAVEL.STATE.GOV](https://travel.state.gov). BY LAW, THE PASSPORT FEES ARE NON-REFUNDABLE.

Expedited service: Available for an additional fee. Our website travel.state.gov contains updated information regarding fees and processing times for expedited service. Expedited service is only available for passports mailed in the United States and Canada. Please include the appropriate fee with your payment.

1-2 Day Delivery: Available for an additional fee. This service is only available for passport book (and not passport card) mailings in the United States. Please include the appropriate fee with your payment.

Verification of a previous U.S. Passport or Consular Report of Birth Abroad: An additional fee will be charged when, upon your request, we verify issuance of a previous U.S. passport or Consular Report of Birth Abroad because you are unable to submit evidence of U.S. citizenship.

Special Issuance Passports: If you present U.S. government authorization to apply for a special issuance passport (no-fee regular, service, official, or diplomatic), you must pay the execution fee when applying at a designated acceptance facility. No other fees are charged when you apply.



APPLICATION FOR A U.S. PASSPORT

INFORMATION ON HOW YOU RECEIVE YOUR PASSPORT(S)

Separate mailings: You may receive your newly-issued U.S. passport book and/or card and your citizenship evidence in two separate mailings. If you are applying for both a U.S. passport book and passport card, you may receive three separate mailings; one with your returned evidence, one with your newly-issued passport book, and one with your newly-issued passport card.

Passport numbers: Each newly issued passport book or card will have a different passport number than your previous one.

"In care of": If you do not live at the address listed in the "mailing address" section of this application, put the name of the person who does and mark it "In Care Of" in item # 8 on page 1 of 2. **If the applicant is a minor child, please include the "in care of" name of the adult registered to receive mail at this address.**

Moved? If your mailing address changes prior to receipt of your new passport, please contact the National Passport Information Center at 1-877-487-2778 (TDD/TTY: 1-888-874-7793) or NPIC@state.gov.

NOTE: The U.S. Department of State will not mail a U.S. passport to a private address outside the United States or Canada.

WHAT IS THE DIFFERENCE BETWEEN A PASSPORT BOOK AND A PASSPORT CARD?

The U.S. passport card is not valid for international air travel. Unlike the U.S. passport book, the U.S. passport card is valid only for entry at land border crossings and sea ports of entry when traveling from Canada, Mexico, the Caribbean, and Bermuda.

The maximum number of letters provided for your given name (first and middle) on the U.S. passport card is 24 characters. If both your given names are more than 24 characters, you must shorten one of your given names you list on item #1 on page 1 of 2.

Both the passport book and card are U.S. passports. They reflect the bearer's identity and nationality, and they are subject to existing passport laws and regulations. U.S. passports are only issued to U.S. citizens or non-citizen U.S. nationals.

HOW FEES ARE ESTABLISHED AND PROCESSED

Passport service fees are established by law and regulation (see 22 U.S.C. 214, 22 C.F.R. 22.1, and 22 C.F.R. 51.50-56) and are collected at the time you apply for the passport service.

If we fail to receive full payment of the applicable fees (for example, if your check is returned for any reason or you dispute a passport fee charge to your credit card), the U.S. Department of State will take action to collect the delinquent fees from you under 22 C.F.R. Part 34 and the Federal Claims Collection Standards (see 31 C.F.R. Parts 900-904). In accordance with the Debt Collection Improvement Act (Pub.L. 04-134), if the fees remain unpaid after 180 days and no repayment arrangements have been made, we will refer the debt to the U.S. Department of Treasury for collection. Debt collection procedures used by U.S. Department of Treasury may include referral of the debt to private collection agencies, reporting of the debt to credit bureaus, garnishment of private wages and administrative offset of the debt by reducing, or withholding eligible federal payments (e.g., tax refunds, social security payments, federal retirement, etc.) by the amount of your debt, including any interest penalties or other costs incurred. In addition, non-payment of passport fees may result in the invalidation of your passport. An invalidated passport cannot be used for travel.

If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually occur within 24 hours and will be shown on your regular account statement. You will not receive your original check back. We will destroy your original check, but we will keep the copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to two times, and we will charge you a one-time, non-refundable fee of \$25, which we will also collect by EFT.

NOTICE TO APPLICANTS FOR NO-FEE REGULAR, SERVICE, OFFICIAL, OR DIPLOMATIC PASSPORTS

You may use this application if you meet all of the provisions listed; however, you must consult your sponsoring agency for instructions on proper routing procedures before forwarding this application. Your completed passport will be released to your sponsoring agency for forwarding to you.

PROTECT YOURSELF AGAINST IDENTITY THEFT - REPORT YOUR PASSPORT LOST OR STOLEN!

A United States citizen or non-citizen national may not normally have more than one valid or potentially valid U.S. passport book or more than one valid or potentially valid U.S. passport card at a time. Therefore, when a valid or potentially valid U.S. passport book or card cannot be presented with a new application, you must submit a Form DS-64, Statement Regarding a Lost or Stolen U.S. Passport. Your statement must detail why the previous U.S. passport book or card cannot be presented.

The information you provide regarding your lost or stolen U.S. passport book or card will be placed into our Consular Lost or Stolen Passport System. This system is designed to prevent the misuse of your lost or stolen U.S. passport book or card. Anyone using the passport book or card that was reported lost or stolen may be detained upon entry into the United States. **If you find the U.S. passport book or card that was reported lost or stolen, report it as found, and submit it for cancellation. It has been invalidated. You cannot use that passport book or card for travel.**

For more information regarding reporting a lost or stolen U.S. passport book or card, please call the National Passport Information Center at 1-877-487-2778 (TDD/TTY: 1-888-874-7793) or visit travel.state.gov.



U.S. Department of State

APPLICATION FOR A U.S. PASSPORT

WARNING

False statements made knowingly and willfully in passport applications, including affidavits or other documents submitted to support this application, are punishable by fine and/or imprisonment under U.S. law including the provisions of 18 U.S.C. 1001, 18 U.S.C. 1542, and/or 18 U.S.C. 1621. Alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under the provisions of 18 U.S.C. 1543. The use of a passport in violation of the restrictions contained herein or of the passport regulations is punishable by fine and/or imprisonment under 18 U.S.C. 1544. All statements and documents are subject to verification.

Failure to provide information requested on this form, including your Social Security number, may result in significant processing delays and/or the denial of your application.

FEDERAL TAX LAW

Section 6039E of the Internal Revenue Code (26 U.S.C. 6039E) and 22 U.S.C. 2714a(f) require you to provide your Social Security number (SSN), if you have one, when you apply for or renew a U.S. passport. If you have never been issued a SSN, you must enter zeros in box #5 of this form. If you are residing abroad, you must also provide the name of the foreign country in which you are residing. The U.S. Department of State must provide your SSN and foreign residence information to the U.S. Department of the Treasury. If you fail to provide the information, your application may be denied and you are subject to a \$500 penalty enforced by the IRS. All questions on this matter should be referred to the nearest IRS office.

Your Social Security number will be provided to U.S. Department of Treasury, used in connection with debt collection and checked against lists of persons ineligible or potentially ineligible to receive a U.S. passport, among other authorized uses.

ACTS OR CONDITIONS

If any of the below-mentioned acts or conditions have been performed by or apply to the applicant, a supplementary explanatory statement under oath (or affirmation) by the applicant should be attached and made a part of this application.

I have not been convicted of a federal or state drug offense or convicted of a "sex tourism" crimes statute, and I am not the subject of an outstanding federal, state, or local warrant of arrest for a felony; a criminal court order forbidding my departure from the United States; or a subpoena received from the United States in a matter involving federal prosecution for, or grand jury investigation of, a felony.

PRIVACY ACT STATEMENT

AUTHORITIES: Collection of this information is authorized by 22 U.S.C. 211a et seq.; 8 U.S.C. 1104; 26 U.S.C. 6039E, 22 U.S.C. 2714a(f), Section 236 of the Admiral James W. Nance and Meg Donovan Foreign Relations Authorization Act, Fiscal Years 2000 and 2001; Executive Order 11295 (August 5, 1966); and 22 C.F.R. parts 50 and 51.

PURPOSE: We are requesting this information in order to determine your eligibility to be issued a U.S. passport. Your Social Security number is used to verify your identity.

ROUTINE USES: This information may be disclosed to another domestic government agency, a private contractor, a foreign government agency, or to a private person or private employer in accordance with certain approved routine uses. These routine uses include, but are not limited to, law enforcement activities, employment verification, fraud prevention, border security, counterterrorism, litigation activities, and activities that meet the Secretary of State's responsibility to protect U.S. citizens and non-citizen nationals abroad. More information on the Routine Uses for the system can be found in System of Records Notices State-05, Overseas Citizen Services Records and Other Overseas Records and State-26, Passport Records.

DISCLOSURE: Providing information on this form is voluntary. Be advised, however, that failure to provide the information requested on this form may cause delays in processing your U.S. passport application and/or could result in the refusal or denial of your application.

Failure to provide your Social Security number may result in the denial of your application (consistent with 22 U.S.C. 2714a(f)) and may subject you to a penalty enforced by the Internal Revenue Service, as described in the Federal Tax Law section of the instructions to this form. Your Social Security number will be provided to the Department of the Treasury and may be used in connection with debt collection, among other purposes authorized and generally described in this section.

PAPERWORK REDUCTION ACT STATEMENT

Public reporting burden for this collection of information is estimated to average 85 minutes per response, including the time required for searching existing data sources, gathering the necessary data, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: Passport Forms Officer, U.S. Department of State, Bureau of Consular Affairs, Passport Services, Office of Program Management and Operational Support, 44132 Mercure Cir, PO Box 1199, Sterling, Virginia 20166-1199.



U.S. Department of State APPLICATION FOR A U.S. PASSPORT

OMB CONTROL NO.: 1405-0004
EXPIRATION DATE: 12-31-2023
ESTIMATED BURDEN: 35 MIN

Use black ink only. If you make an error, complete a new form. Do not correct.

Select document(s) for which you are submitting fees:

- U.S. Passport Book U.S. Passport Card Both
The U.S. passport card is **not** valid for international air travel. (See Instructions Page 3)
- Regular Book (Standard) Large Book (Non-Standard)
The large book is for frequent travelers who need more visa pages.

1. Name Last

First

Middle

D O S NFR

End. # _____

Exp. _____

2. Date of Birth (mm/dd/yyyy)

3. Sex

M F

4. Place of Birth (City & State if in the U.S. or City & Country as it is presently known.)

5. Social Security Number

6. Email (see application status at passportstatus.state.gov)

7. Primary Contact Phone Number

8. Mailing Address Line 1: (Street/RFD#, P.O. Box or URB)

Address Line 2: (Include Apartment, Suite, etc. If applicant is a child, write "In Care Of" of the parent. Example: In Care Of - Jane Doe, mother)

City

State

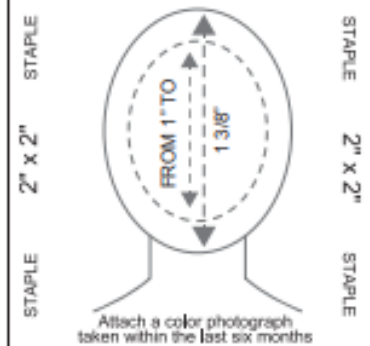
Zip Code

Country, (if outside the United States)

9. List all other names you have used. (Examples: Birth Name, Maiden, Previous Marriage, Legal Name Change. Attach additional pages if needed.)

A

B.



- Acceptance Agent (Vice) Consul USA
- Passport Staff Agent



Signature of person authorized to accept applications

If signing this form, I certify that I have provided the verbal oath and witnessed the applicant's/legal guardian's signature.

Print Facility Name/Location

Name of courier company (if applicable)

Date

Agent ID Number

Facility ID Number

STOP! CONTINUE TO PAGE 2
DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY AUTHORIZED AGENT

Identifying Documents - Applicant or Mother/Father/Parent/Legal Guardian on Second Signature Line (if identifying minor)

- Driver's License State Issued ID Card Passport Military Other _____

Name _____

Issue Date (mm/dd/yyyy)

Exp. Date (mm/dd/yyyy)

State of Issuance

ID No _____

Country of Issuance

Identifying Documents - Applicant or Mother/Father/Parent/Legal Guardian on Third Signature Line (if identifying minor)

- Driver's License State Issued ID Card Passport Military Other _____

Name _____

Issue Date (mm/dd/yyyy)

Exp. Date (mm/dd/yyyy)

State of Issuance

ID No _____

Country of Issuance

I declare under penalty of perjury all of the following: 1) I am a citizen or non-citizen national of the United States and have not performed any of the acts listed under "Acts or Conditions" on page 4 of the instructions of this application (unless explanatory statement is attached); 2) the statements made on the application are true and correct; 3) I have not knowingly and willfully made false statements or included false documents in support of this application; 4) the photograph attached to this application is a genuine, current photograph of me; and 5) I have read and understood the warning on page 4 of the instructions to the application form.

X

Applicant's Legal Signature - age 16 and older

X

Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)


X

Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)



DS 11 C 12 2020 1

For Issuing Office Only → Bk _____ Card _____ EF _____ Postage _____ Execution _____ Other _____

Name of Applicant (Last, First, & Middle)		Date of Birth (mm/dd/yyyy)		
10. Parental Information Mother/Father/Parent - First & Middle Name (at Parent's Birth) Last Name (at Parent's Birth)				
Date of Birth (mm/dd/yyyy)	Place of Birth (City & State if in the U.S. or City & Country as it is presently known)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Mother/Father/Parent - First & Middle Name (at Parent's Birth)		Last Name (at Parent's Birth)		
Date of Birth (mm/dd/yyyy)	Place of Birth (City & State if in the U.S. or City & Country as it is presently known)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Have you ever been married? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>if yes, complete the remaining items in #11.</i> Full Name of Current Spouse or Most Recent Spouse (Last, First & Middle) Date of Birth (mm/dd/yyyy) Place of Birth				
U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Marriage (mm/dd/yyyy)	Have you ever been widowed or divorced? <input type="checkbox"/> Yes <input type="checkbox"/> No	Widow/Divorce Date (mm/dd/yyyy)	
12. Additional Contact Phone Number		13. Occupation (if age 16 or older)	14. Employer or School (if applicable)	
<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell				
15. Height	16. Hair Color	17. Eye Color	18. Travel Plans (if no travel plans, please write "none") Departure Date (mm/dd/yyyy) Return Date (mm/dd/yyyy) Countries to be Visited	
19. Permanent Address (Complete if P.O. Box is listed under Mailing Address <u>or</u> if residence is different from Mailing Address. Do not list a P.O. Box)				
Street/RFD # or URB			Apartment/Unit	
City		State	Zip Code	
20. Your Emergency Contact Provide the information of a person not traveling with you to be contacted in the event of an emergency.				
Name		Address: Street/RFD # or P.O. Box		
City		State	Zip Code	
Phone Number		Relationship		
21. Have you ever applied for or been issued a U.S. Passport Book or Passport Card? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>if yes, complete the remaining items in #21.</i>				
Name as printed on your most recent <u>passport book</u>		Most recent passport <u>book</u> number	Most recent passport <u>book</u> issue date (mm/dd/yyyy)	
Status of your most recent passport book: <input type="checkbox"/> Submitting with application <input type="checkbox"/> Stolen <input type="checkbox"/> Lost <input type="checkbox"/> In my possession (if expired)				
Name as printed on your most recent <u>passport card</u>		Most recent passport <u>card</u> number	Most recent passport <u>card</u> issue date (mm/dd/yyyy)	
Status of your most recent passport card: <input type="checkbox"/> Submitting with application <input type="checkbox"/> Stolen <input type="checkbox"/> Lost <input type="checkbox"/> In my possession (if expired)				
PLEASE DO NOT WRITE BELOW THIS LINE - FOR ISSUING OFFICE ONLY				
Name as it appears on citizenship evidence				
<input type="checkbox"/> Birth Certificate SR CR City Filed:	Issued:			<input type="checkbox"/> Sole Parent
<input type="checkbox"/> Nat. / Citiz. Cert. USCIS USDC Date/Place Acquired:	A#			
<input type="checkbox"/> Report of Birth Filed/Place:				
<input type="checkbox"/> Passport C/R S/R See #21 #/DOI:				
<input type="checkbox"/> Other: <input type="checkbox"/> Attached:				
<input type="checkbox"/> P/C of Citz <input type="checkbox"/> P/C of ID <input type="checkbox"/> DS-71 <input type="checkbox"/> DS-3053 <input type="checkbox"/> DS-64 <input type="checkbox"/> DS-6520 <input type="checkbox"/> DS-5525 <input type="checkbox"/> PAW <input type="checkbox"/> NPIC <input type="checkbox"/> IRL <input type="checkbox"/> Citz W/S		 DS 11 C 12 2020 2		



**STATEMENT OF EXIGENT/SPECIAL FAMILY CIRCUMSTANCES
FOR ISSUANCE OF A U.S. PASSPORT TO A CHILD UNDER AGE 16**

Please print legibly using black ink only. If you make an error, complete a new form. Do not correct.

WHEN TO USE THIS FORM

Passport applications for children under the age of 16 require both parents/legal guardians' signatures unless a notarized, written statement of consent from the non-applying parent/legal guardian is provided. **Use this form only if you cannot obtain the notarized, written consent of a parent or legal guardian with legal custody of the child applicant under 16.**

Your statement in this form must explain the reason why you cannot obtain the notarized statement of consent. You must demonstrate that there are exigent or special family circumstances that make two parent/guardian consent unobtainable.

- **Exigent Circumstance:** Your request may qualify as an exigent circumstance if there is a time-sensitive emergency, and the inability of the child to obtain a passport would jeopardize the child's health or welfare and safety or would result in the child being separated from the rest of his or her traveling party.
- **Special Family Circumstance:** Your request may qualify as a special family circumstance if the child's family situation makes it exceptionally difficult or impossible for one or both child's parents/legal guardians to provide the notarized, written statement of consent.

IMPORTANT

1. **Completing this form does not guarantee the child applicant will be issued a U.S. passport.**
2. **Please answer all questions on this form to the best of your knowledge.** The more information you provide, the faster we may be able to process your child's U.S. passport application. For example, if you are unsure of an exact address, please provide the street name, city, or state if you can. We will consider all the information on the form in its entirety.
3. If you need more space to respond to a question, please use a separate sheet of paper.
4. If you have a current court order showing full/sole legal custody or granting permission to obtain a passport, you may not need to fill out this form. Submit court orders with the child's passport application.
5. If you are unable to get in contact with an incarcerated non-applying parent (e.g., non-applying parent is confined to solitary and not permitted to receive or send mail or have contact with a notary; or non-applying parent is incarcerated overseas where the prison does not have a notary or other amenities), use this form. Otherwise, consent (see Form DS-3053) or a court order is still required.

INFORMATION AND/OR QUESTIONS

For passport and travel information, please visit travel.state.gov. In addition, contact the National Passport Information Center (NPIC) toll-free at 1-877-487-2778 (TDD/TTY 1-888-874-7793) or by email (general information only) at NPIC@state.gov. For information on International Parental Child Abduction, please visit childabduction.state.gov or contact the Office of Children's Issues by telephone at 1-888-407-4747 or by email at PreventAbduction1@state.gov.

WARNING

False statements made knowingly and willfully on passport applications, including affidavits or other supporting documents submitted therewith, may be punishable by fine and/or imprisonment under U.S. law, including the provisions of 18 U.S.C. 1001, 18 U.S.C. 1542, and/or 18 U.S.C. 1621.

PRIVACY ACT STATEMENT

AUTHORITIES: We are authorized to collect this information by 22 U.S.C. 211a et seq.; 8 U.S.C. 1104; 26 U.S.C. 6039E; Executive Order 11295 (August 5, 1966); and 22 C.F.R. parts 50 and 51.

PURPOSE: The primary purpose for soliciting this information is to establish a possible exigent/special family circumstance exception to Public Law 106-113, Section 236, requiring two parent consent for a minor's passport application.

ROUTINE USES: This information may be disclosed to another domestic government agency, a private contractor, a foreign government agency, or to a private person or private employer in accordance with certain approved routine uses. These routine uses include, but are not limited to, law enforcement activities, employment verification, fraud prevention, border security, counterterrorism, litigation activities, and activities that meet the Secretary of State's responsibility to protect U.S. citizens and non-citizen nationals abroad. More information on the Routine Uses for the system can be found in System of Records Notices State-05, Overseas Citizen Services Records and Other Overseas Records and State-26, Passport Records.

DISCLOSURE: Failure to provide the information requested on this form may result in the refusal or denial of a U.S. passport application.

PAPERWORK REDUCTION ACT STATEMENT

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time required for searching existing data sources, gathering the necessary data, providing the information and/or documents required, and reviewing the final collection. Responding to this collection of information is required to obtain a benefit. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: U.S. Department of State, Bureau of Consular Affairs, Passport Services, Office of Program Management and Operational Support, 44132 Mercure Cir, PO Box 1199, Sterling, Virginia 20166-1199.



U.S. Department of State

OMB CONTROL NO. 1405-0216
EXPIRATION DATE: 04-30-2025
ESTIMATED BURDEN: 30 Minutes

**STATEMENT OF EXIGENT/SPECIAL FAMILY CIRCUMSTANCES
FOR ISSUANCE OF A U.S. PASSPORT TO A CHILD UNDER AGE 16**

Please print legibly using black ink only. If you make an error, complete a new form. Do not correct.

RESET

1. Child's Name (Last, First, Middle)		2. Child's Date of Birth (mm-dd-yyyy)	
3. Applying Parent/Legal Guardian's Name (Last, First, Middle)			
4. Non-Applying Parent/Legal Guardian's Information (Complete the information in fields a - e for the non-applying parent below.)			
a) Name (Last, First, Middle)		b) Date of Birth (mm-dd-yyyy)	
c) Other Names Used			
d) Contact Information		Telephone	Email
e) Address			
Street & Apartment Number		City	State/Country
Zip Code			
5. Has any court, either in the United States or abroad, ever issued an order/decreed that references the custody or travel of the child in question? (Example: divorce decree, custody order, protection order, stay away order, restraining order, guardianship order, etc.)			
<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, submit a certified copy of the most recent court order(s)/decree(s) with this form.	
6. Is the non-applying parent/legal guardian currently incarcerated?			
<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, submit evidence of incarceration with this form, such as a letter from the convicting criminal court, a copy of the incarceration court order, or a copy of the online inmate locator page.	
7. When and how was the last time you communicated with the non-applying parent/legal guardian?			
8. Describe your attempts to contact the non-applying parent/legal guardian. (If you need more space, continue on separate sheet of paper.)			
a) Mail:	Number of times:	Approximate Dates:	Result:
b) Phone:	Number of times:	Approximate Dates:	Result:
c) Email:	Number of times:	Approximate Dates:	Result:
d) Social Media:	Number of times:	Approximate Dates:	Result:
e) Other:	Have you tried to contact the non-applying parent/legal guardian through a relative or friend? If so, complete the information below.		
Relative/Friend #1:			
Name	Relationship to non-applying parent <small>Ex: Works with non-applying parent</small>		
Address	Street	City	State/Country
Phone	Approximate Dates	Result	
Relative/Friend #2:			
Name	Relationship to non-applying parent <small>Ex: Works with non-applying parent</small>		
Address	Street	City	State/Country
Phone	Approximate Dates	Result	
9. In detail, explain how you have attempted to obtain consent from the non-applying parent/legal guardian and why you have not been able to. You may use the information provided in questions 5 - 8 to help complete your statement. (If you need more space, continue on separate sheet of paper.)			
10. OATH: I declare under penalty of perjury that all statements made in this supporting document are true and correct.			
Signature of Parent or Legal Guardian:		Date (mm/dd/yyyy):	



STATEMENT OF CONSENT: U.S. PASSPORT ISSUANCE TO A CHILD

Print legibly or type using black ink only. If you make an error, complete a new form. Do not correct.

USE OF THIS FORM

This form is used with a U.S. passport application (Form DS-11) when one or both legal parents and/or legal guardians cannot appear in person with their minor child to apply for their child's U.S. passport. Both legal parents/legal guardians may also use this form to authorize a third party to apply for a child's passport on the parents/guardians' behalf. A separate notarized written statement with all details in this form may be submitted in lieu of this form.

- **Children Under Age 16:** Both legal parents/legal guardians must appear in person with their minor child to apply for a U.S. passport. If one or both parent/guardian(s) cannot appear in person with their child, they must submit this form or a separate statement consenting to passport issuance which must be signed and sworn under oath before a passport authorizing officer or notary.
- **Children Ages 16 and 17:** Parental awareness is required by one legal parent/legal guardian to issue the child a U.S. passport. In many cases, the passport authorizing officer may be able to ascertain parental awareness of the passport application. However, the passport authorizing officer retains discretion to request the legal parent/legal guardian's written consent to passport issuance. Visit travel.state.gov for more details.
- **Institutions or Entities Granted Guardianship to Child:** Submit the documents below with this form or a separate statement and ensure the documents have no conditions placed on the passport's validity period and where the child may travel. If there are conditions in the consent, new consent is required.
 1. A certified court order granting guardianship to the institution/entity. Photocopies are not acceptable.
 2. A signed statement on the institution's/entity's letterhead authorizing a specific person to apply for the child's passport on the child's behalf. The statement must include the child's name and the name of the individual(s) authorized to apply for the passport.
 3. The authorized individual's photocopied employee photo identification verifying employment with the institution/entity.

NOTE: Consent may not be required if the legal parent/legal guardian submits evidence of sole authority to apply for the child's passport such as the other parent's death certificate (if said parent is deceased), court order granting sole legal custody, or birth certificate listing only one parent. The parent may also submit for consideration Form DS-5525 or written statement (made under penalty of perjury) explaining, in detail, why the second parent cannot be reached. Visit www.travel.state.gov for more details.

HOW TO COMPLETE THIS FORM

- ✓ **Sections 1, 2, and 3** are completed by the child's non-applying legal parent(s)/legal guardian(s) also known as the "affiant(s)". Consent is valid for both passport book and card unless specified by writing "issue passport book only" or "issue passport card only" in Section 3.
- ✓ **Stop at Section 4.** The affiant(s) must wait to sign in front of a passport authorizing officer or notary. The signed date of the affiant(s) and passport authorizing officer or notary must match. The passport authorizing officer or notary must not be related to the affiant(s).
- ✓ The affiant(s) must attach with this form a photocopy of the front and back of the valid government-issued photo identification presented and noted on this form or statement by the passport authorizing officer or notary.
- ✓ Consent is valid for 90 days from the passport authorizing officer or notary's signed date. If this consent expires before submitting the U.S. passport application for the said-named child, new consent is required.
- ✓ **Notaries Outside the United States:** In certain countries, this form or statement must be notarized at a U.S. embassy or consulate and cannot be notarized by a local notary public. Go to the U.S. embassy or consulate webpage for more information.

CONTACT INFORMATION FOR PASSPORT SERVICES AND INTERNATIONAL PARENTAL CHILD ABDUCTION

	Website	Email	Phone
Passport Services National Passport Information Center (NPIC)	travel.state.gov	NPIC@state.gov	1-877-487-2778 (TDD/TTY 1-888-874-7793)
International Parental Child Abduction Office of Children's Issues	travel.state.gov/childabduction	PreventAbduction1@state.gov	1-888-407-4747

WARNING

False statements made knowingly and willfully on passport applications, including affidavits or other supporting documents submitted therewith, may be punishable by fine and/or imprisonment under U.S. law, including the provisions of 18 U.S.C. 1001, 18 U.S.C. 1542, and/or 18 U.S.C. 1621.

PRIVACY ACT STATEMENT

AUTHORITIES: We are authorized to collect this information by 22 U.S.C. 211a et seq.; 8 U.S.C. 1104; 26 U.S.C. 6039E; Executive Order 11295 (August 5, 1966); and 22 C.F.R. parts 50 and 51.

PURPOSE: The primary purpose for soliciting the information is to establish two-parent consent for applicants under the age of 16, or one-parent consent when requested by the Department for applicants ages 16 or 17, consistent with Public Law 106-113, Section 236.

ROUTINE USES: This information may be disclosed to another domestic government agency, a private contractor, a foreign government agency, or to a private person or private employer in accordance with certain approved routine uses. These routine uses include, but are not limited to, law enforcement activities, employment verification, fraud prevention, border security, counterterrorism, litigation activities, and activities that meet the Secretary of State's responsibility to protect U.S. citizens and non-citizen nationals abroad. More information on the Routine Uses for the system can be found in System of Records Notices State-26, Passport Records, and State-05, Overseas Citizen Services Records and Other Overseas Records.

DISCLOSURE: Providing information on this form is voluntary. Failure to provide the information requested on this form may cause delays in processing.

PAPERWORK REDUCTION ACT

Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time required for searching existing data sources, gathering the necessary data, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to U.S. Department of State, Bureau of Consular Affairs, Passport Services, Office of Program Management and Operational Support, Attn: Passport Forms Officer, 44132 Mercure Cir, PO Box 1199, Sterling, Virginia 20166-1199.



STATEMENT OF CONSENT: U.S. PASSPORT ISSUANCE TO A CHILD

Print legibly or type using black ink only. If you make an error, complete a new form. Do not correct.

Reset

SECTION 1. CHILD APPLYING FOR A U.S. PASSPORT

Print your child's name as it appears on the passport application (Form DS-11) and child's birthdate.

a. Child's Name (LAST, FIRST MIDDLE) Example: SMITH, JOHN ROBERT	b. Child's Birthdate (MM-DD-YYYY) <input type="checkbox"/> Check box if age 16 or 17

SECTION 2. ADULT APPLYING IN PERSON WITH CHILD UNDER AGE 16

Print name of adult appearing in person to apply for a U.S. passport and relationship to the above-named child.

a. Applying Adult's Name (LAST, FIRST MIDDLE)	b. Applying Adult's Relationship to Child (Check one)
	<input type="checkbox"/> Legal Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Third Party

SECTION 3. STATEMENT OF CONSENT FOR PASSPORT ISSUANCE TO THE CHILD

In blank space 1 (and blank space 2, if applicable) below, print the full name(s) of the legal parent/legal guardian(s) who cannot appear in-person with the minor child to apply for the passport. Then complete the address and contact details in the boxes below.

I/We, 1) _____ and 2) _____, consent to the issuance of a United States passport to the minor child. I/We consent for the adult named in Section 2 to accompany the minor child and to execute the passport application if the minor child is under age 16. This consent is unconditional regarding passport validity and travel. This consent is valid for the issuance of a U.S. passport book and card unless otherwise stated in writing here → Example: "Issue passport book only" or "Issue passport card only"

1) Non-Applying Legal Parent/Guardian Address and Contact Details	2) Non-Applying Legal Parent/Guardian Address and Contact Details <input type="checkbox"/> Check box if same as 1
Street Address: _____ City, State/Country, Zip Code: _____ Phone: _____ Email: _____	Street Address: _____ City, State/Country, Zip Code: _____ Phone: _____ Email: _____

SECTION 4. OATH/AFFIRMATION. STOP HERE! Do not sign this form until requested to do so by a Passport Authorizing Officer or Notary. This section must be signed by the affiant(s) named in Section 3 of this form.

OATH: I solemnly swear (or affirm) that the above information given by me is true and correct to the best of my knowledge and belief.

1) Non-Applying Legal Parent/Legal Guardian Signature _____	2) Non-Applying Legal Parent/Legal Guardian Signature _____
Date _____	Date _____

1) Non-Applying Legal Parent/Guardian Identifying Documents: <input type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Military <input type="checkbox"/> Other _____	2) Non-Applying Legal Parent/Guardian Identifying Documents: <input type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Military <input type="checkbox"/> Other _____
Name: _____	Name: _____
ID Number: _____	ID Number: _____
Place of Issue: _____	Place of Issue: _____
Issue Date: _____ Expire Date: _____	Issue Date: _____ Expire Date: _____

On the date specified above and below, the affiant(s) listed above who is/are not related to me, personally appeared before me and executed this consent for the uses and purposes therein contained. I have properly verified the identity of the affiant(s) by personally viewing the above-notated identification document(s) and matching photocopy(ies).

Passport Authorizing Officer or Notary Signature _____	Date _____	Location (Agency or City, State) _____
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Attach a clear photocopy of the front and back of the valid government-issued photo identification presented to the passport authorizing officer or notary. This consent is valid for 90 days from the passport authorizing officer or notary's signed date. If this consent expires before submitting the U.S. passport application for the above-named child, new consent is required.

**FACILITIES TO OBTAIN US PASSPORTS IN IDAHO
 INSTALACIONES PARA OBTENER PASAPORTE ESTADOUNIDENSE EN IDAHO**

Facility Name	Street Address	City	State	Zip Code	Public Phone
POWER COUNTY CLERKS OFFICE	543 BANNOCK AVE.	AMERICAN FALLS	ID	83211	2082267611
BUTTE COUNTY CLERK OF THE DISTRICT COURT	248 WEST GRAND AVE	ARCO	ID	83213	2085273021
BINGHAM COUNTY CLERKS OFFICE	501 N. MAPLE, SUITE 205	BLACKFOOT	ID	83221	2087823160
USPO - BLACKFOOT	165 W. PACIFIC ST.	BLACKFOOT	ID	83221	2087850333
BOISE STATE UNIVERSITY	2055 CESAR CHAVEZ LANE, #101	BOISE	ID	83725	2084262630
USPO - BOISE MAIN OFFICE	770 S. 13TH ST	BOISE	ID	83708	2084334308
BOUNDARY COUNTY CLERK	6452 KOOTENAI ST.	BONNERS FERRY	ID	83805	2082672242
CASSIA COUNTY RECORDER	1459 OVERLAND AVE, RM 105	BURLEY	ID	83318	2088785240
CANYON COUNTY CLERK	111 11TH AVE, SUITE 330	CALDWELL	ID	83605	2084547555
VALLEY COUNTY CLERK RECORDER	219 NORTH MAIN ST.	CASCADE	ID	83611	2083827100
CUSTER COUNTY CLERK	801 E. MAIN AVE	CHALLIS	ID	83226	2088792360
KOOTENAI COUNTY RECORDER	451 N. GOVERNMENT WAY	COEUR D ALENE	ID	83814	2084461480
USPO - COEUR D ALENE	111 N. 7TH ST	COEUR D ALENE	ID	83814	2087653741
ADAMS COUNTY CLERK	201 INDUSTRIAL AVE.	COUNCIL	ID	83612	2082534561
TETON COUNTY CLERK	150 COURTHOUSE DR, #208	DRIGGS	ID	83422	2083548780
CLARK COUNTY AUDITORS OFFICE	224 W. MAIN	DUBOIS	ID	83423	2083745304
GEM COUNTY CLERKS OFFICE	415 E. MAIN STREET	EMMETT	ID	83617	2083654561
CAMAS COUNTY CLERK	501 SOLDIER RD.	FAIRFIELD	ID	83327	2087642242
GOODING COUNTY CLERK	624 MAIN ST.	GOODING	ID	83330	2089344841
IDAHO COUNTY RECORDER	320 W. MAIN ST, RM 5	GRANGEVILLE	ID	83530	2089832751
BLAINE COUNTY CLERK	206 1ST AVE S, STE 200	HAILEY	ID	83333	2087885505
USPO - HAILEY	820 S. MAIN ST.	HAILEY	ID	83333	2087882276
BOISE COUNTY AUDITOR AND RECORDER	420 MAIN ST.	IDAHO CITY	ID	83631	2083924431
BONNEVILLE COUNTY RECORDER	605 N. CAPITAL AVE	IDAHO FALLS	ID	83402	2085291350
USPO - IDAHO FALLS	605 4TH ST.	IDAHO FALLS	ID	83401	2085252511
JEROME COUNTY RECORDER	300 N. LINCOLN, STE 301	JEROME	ID	83338	2086442714
USPO - KETCHUM	151 4TH ST W.	KETCHUM	ID	83340	2087265161
NEZ PERCE COUNTY AUDITORS OFFICE	1230 MAIN ST.	LEWISTON	ID	83501	2087993020

USPO - LEWISTON	1613 IDAHO ST.	LEWISTON	ID	83501	2087984929
ONEIDA COUNTY COURTHOUSE	10 COURT ST.	MALAD	ID	83252	2087664116
CITY OF MERIDIAN	33 E. BROADWAY, #104	MERIDIAN	ID	83642	2084890387
USPO - MONTPELIER	804 GRANT STREET	MONTPELIER	ID	83254	2088471894
LATAH COUNTY AUDITOR	522 S. ADAMS ST. STE 101	MOSCOW	ID	83843	2088832249
USPO - MOSCOW	220 E. 5TH ST	MOSCOW	ID	83843	2088838464
ELMORE COUNTY RECORDER	150 S. 4TH E. STE 3	MOUNTAIN HOME	ID	83647	2085872130
OWYHEE COUNTY COURTHOUSE	20381 ST. HWY. 78	MURPHY	ID	83650	2084952806
NAMPA CITY CLERKS OFFICE	411 3RD STREET SOUTH	NAMPA	ID	83651	2084659490
LEWIS COUNTY CLERK OF DISTRICT COURT	510 OAK ST., SUITE 1	NEZPERCE	ID	83543	2089372661
CLEARWATER COUNTY AUDITOR - RECORDER	150 MICHIGAN AVENUE, ROOM 106	OROFINO	ID	83544	2084765615
PAYETTE COUNTY CLERK	1130 3RD AVE N. RM 104	PAYETTE	ID	83661	2086426000
BANNOCK COUNTY CLERK	624 E. CENTER ST, RM 211	POCATELLO	ID	83201	2082367340
USPO - POCATELLO	730 E. CLARK ST	POCATELLO	ID	83201	2082352190
FRANKLIN COUNTY CLERK	39 W. ONEIDA	PRESTON	ID	83263	2088521090
MADISON COUNTY CLERK	134 EAST MAIN ST.	REXBURG	ID	83440	2083596200
USPO - REXBURG	140 S CENTER ST.	REXBURG	ID	83440	2083564404
JEFFERSON COUNTY CLERK	210 COURTHOUSE WAY, STE 100	RIGBY	ID	83442	2087457756
MINIDOKA COUNTY RECORDERS OFFICE	715 G STREET	RUPERT	ID	83350	2084369511
USPO - RUPERT	724 F STREET	RUPERT	ID	83350	2084363446
FREMONT COUNTY CLERK	151 W. FIRST N. RM 12	SAINT ANTHONY	ID	83445	2086247332
LEMHI COUNTY COURT	206 COURTHOUSE DRIVE	SALMON	ID	83467	2087562815
BONNER COUNTY RECORDER	1500 HWY 2, STE 335	SANDPOINT	ID	83864	2082651490
USPO - SANDPOINT	204 N. 4TH AVE	SANDPOINT	ID	83864	2082632716
USPO - SHELLEY	244 W. PINE ST.	SHELLEY	ID	83274	2083573550
LINCOLN COUNTY CLERK	111 WEST B STREET, STE. C	SHOSHONE	ID	83352	2088867641
CARIBOU COUNTY COURTHOUSE	159 SOUTH MAIN	SODA SPRINGS	ID	83276	2085474324
BENEWAH COUNTY CLERK OF COURT	701 W. COLLEGE AVE, STE 101	ST. MARIES	ID	83861	2082453212
USPO - ST MARIES	222 S. 7TH ST. STE 2	ST. MARIES	ID	83861	2082452031
TWIN FALLS COUNTY RECORDER	630 ADDISON AVE W	TWIN FALLS	ID	83301	2087364004
USPO - TWIN FALLS	253 2ND AVE, W.	TWIN FALLS	ID	83301	2087367136

USPO - VICTOR	92 S. MAIN ST	VICTOR	ID	83455	2087872232
CLERK OF THE DISTRICT COURT - SHOSHONE COUNTY	700 BANK STREET, STE 120	WALLACE	ID	83873	2087521264
USPO - WEISER	106 W. MAIN ST	WEISER	ID	83672	2085490114
WASHINGTON COUNTY CLERK	256 E. COURT ST	WEISER	ID	83672	2084142092

APPENDIX 9
POWER OF ATTORNEY DELEGATING FINANCIAL POWER

IDAHO STATUTORY FORM POWER OF ATTORNEY
DESIGNATION OF AGENT

I,, name the following person as my agent:
(Typewritten / Printed Name of Person signing over Power)

Name of Agent: _____

Agent's Address: _____

Agent's Phone Number: _____

DESIGNATION OF SUCCESSOR AGENT(S) (OPTIONAL)

If my agent is unable or unwilling to act for me, I name as my successor agent:

Name of Successor Agent: _____

Successor Agent's Address: _____

Successor Agent's Phone Number: _____

If my successor agent is unable or unwilling to act for me, I name as my second successor agent:

Name of Second Successor Agent: _____

Second Successor Agent's Address: _____

Second Successor Agent's Phone Number: _____

GRANT OF GENERAL AUTHORITY

I grant my agent and any successor agent general authority to act for me with respect to the following subjects as defined in the uniform power of attorney act, chapter 12, title 15, Idaho Code:

(INITIAL each subject you want to include in the agent's general authority. If you wish to grant general authority over all of the subjects you may initial "All Preceding Subjects" instead of initialing each subject.)

(...)	Real Property
(...)	Tangible Personal Property
(...)	Stocks and Bonds
(...)	Commodities and Options
(...)	Banks and Other Financial Institutions
(...)	Operation of an Entity or Business
(....)	Insurance and Annuities
(....)	Estates, Trusts, and Other Beneficial Interests
(...)	Claims and Litigation
(...)	Personal and Family Maintenance
(...)	Benefits from Governmental Programs or Civil or Military Service
(...)	Retirement Plans
(...)	Taxes
(...)	All Preceding Subjects

LIMITATION ON AGENT’S AUTHORITY

An agent that is not my ancestor, spouse, or descendant MAY NOT use my property to benefit the agent or a person to whom the agent owes an obligation of support unless I have included that authority in the Special Instructions.

SPECIAL INSTRUCTIONS (OPTIONAL)

On the following lines you may give special instructions:

APPENDIX 10
REVOCACTION OF FINANCIAL POWER

REVOCATION OF FINANCIAL POWER OF ATTORNEY

I, _____ [name], currently residing at
_____ [address] in _____ [City], Idaho, do hereby
revoke, annul, cancel and nullify, in its entirety, the financial power of attorney bestowed to
_____ [prior agent], on the _____ day of _____, 20 [date prior
Power of Attorney was signed]. This revocation is to be effective immediately. All authority,
rights and powers previously granted to the aforementioned agent are now rescinded, terminated,
and dismissed.

DATED: _____

Signature of Principal

Optional Notarization

STATE OF IDAHO)
:SS.
County of _____)

On this _____ day of _____, 20____, before me, the undersigned Notary Public, personally
appeared _____ known to me to be the person whose name is subscribed to the
foregoing instrument, and he acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have set my hand and seal the day and year as above written.

Notary Public for Idaho
Residing at: _____
Commission Expires: _____

Optional Acknowledgment of Receipt

I _____, hereby acknowledge that I have received this revocation document and
that I understand that the Power of Attorney previously bestowed on me by _____,
has been revoked as of this date: _____.

Signature of former principal

APPENDIX 11
LIMITED POWER OF ATTORNEY FOR VEHICLES & CERTIFICATION
OF NO EIN OR SSN



Limited Power of Attorney For Specific Motor Vehicle/Vessel Idaho Transportation Department

ITD 3368 (Rev.10/23)
Supply # 019571504
dmv.idaho.gov

Not valid for odometer disclosures for on-highway
motor vehicles newer than 2010.*

See Page 2 for Instructions

Vehicle or Hull Identification Number (VIN/HIN)		Title Number
Year	Make	Model

Power of Attorney Given To

Name of Business or Individual Representing Vehicle Owner			
Address	City	State	Zip

By my signature below, I hereby appoint the business or individual shown above as my/our attorney-in-fact for the following sole and limited purposes: to endorse, release, or transfer all registration and ownership documents required by Idaho statutes for the above-described/identified vehicle/vessel; and to give full discharge for same, granting to said attorney-in-fact full power of substitution and revocation relating only to the above described/identified vehicle/vessel, hereby ratifying and confirming all that said attorney-in-fact or his substitute shall do or cause to be done by virtue hereof.

Grantor's Signature: If this power of attorney will be used to apply for a duplicate title, it must be notarized.

If grantor is an individual, complete the following

Individual's Full Legal Name (Printed Last, First, Middle)		Individual's Idaho Drivers License No. or SSN	
Address of Owner's Current Legal Residence	City	State	Zip+4
Mailing Address (if different)	City	State	Zip+4
Individual's Signature See **Note for duplicate title application X	Date	Daytime Phone Number	

If grantor is a business, complete the following

Authorizing Business Name	Authorized Representative's Name (Printed)	Business's EIN	
Business Current Legal Address	City	State	Zip+4
Mailing Address (if different)	City	State	Zip+4
Authorized Representative's Signature See**Note for duplicate title application X	Date	Daytime Phone Number	

<p>*Federal regulations prohibit use of this limited power of attorney, ITD 3368 to make an odometer disclosure on behalf of the seller/transferor. For this purpose, dealers must use the secure power of attorney, ITD 3582 for trade-in vehicles. The secure POA may only be used when the title has been lost or is being held by a lienholder. Otherwise, the seller/ transferor must disclose mileage on the title itself when transferring.</p> <p>**Note: If this form is used to grant power of attorney when applying for a duplicate title, the grantor's signature <u>must</u> be notarized.</p>	<p>Subscribed and sworn before me this _____ day of _____, year _____</p> <p>County of _____ State of _____</p> <p>SEAL</p> <p>My Commission Expires _____</p> <p>Notary Public's or ITD Agent's Signature _____</p>
--	--

Instructions for Using This Limited Power of Attorney on Vehicle Title and/or Registration Documents

This limited power of attorney may only be used by the person or firm named as representative on this form. To properly exercise the power of attorney, write the name of the owner followed by the representative's signature.

Example: Sharon Smith by

Jane Doe, POA

Sharon Smith is the owner and Jane Doe is the person named as representative on the power of attorney.

If the named representative is a company, an authorized individual of that company must sign the document.

Example: Sharon Smith by

Morrison's Garage *George Morrison, POA*

Note: The power of attorney must be exercised on the title or document for which the authority was granted.

This Power of Attorney must be notarized if given for application of a duplicate title.



Certification Of No Employer Identification Number (EIN) Or No Individual Social Security Number (SSN)

ITD 3823 (Rev. 10/23)
Supply # 019595095
dmv.idaho.gov

Idaho Transportation Department

For A Business, Trust, Or Other Entity With No EIN

If you have an employer identification number (EIN - taxpayer identification number issued by the IRS), Idaho Code Sections 49-401B and 49-504 require you to provide the EIN for any registration or title transaction. If your business, trust, or other entity does not have, and is not required to have, an EIN, you may complete and submit this form in lieu of providing an EIN.

When a vehicle is being transferred into a trust, sales or use tax is due unless the person(s) transferring the vehicle will remain the beneficial owner(s) of the trust for life.

Type or Print Clearly

Business, Trust, or Other Entity's Full Legal Name			
Physical Address	City	State	Zip
Mailing Address if Different	City	State	Zip

If an EIN has not been provided for the entity listed above, I hereby certify under penalty of perjury pursuant to the law of the State of Idaho all of the following statements:

- I certify that this entity does not have, and is not required to have, an EIN;

Additionally, if the entity for which I am signing is a trust,

- I certify I am the trustee; and
- If no sales tax or use tax is being paid for a vehicle being transferred to the trust, I certify that the owner(s) transferring the vehicle will remain the beneficial owner(s)* of the trust and the trust is paying no consideration for the vehicle.

I understand that making a false statement on this form is a felony under Idaho Code Sections 49-518(5) and 49-456(6).

Business Representative's or Trustee's Printed Name	Daytime Phone Number
Signature X	Date

*"Beneficial Owner" is the beneficiary - the party entitled to receive benefits from the trust.

For a Foreign Citizen With No SSN

If you are not a U.S. citizen and have an Idaho driver's license number or an Idaho identification card number, you are required to provide this or your social security number (SSN) or individual taxpayer identification number (ITIN) for any registration or title transaction. If you do not have any of these numbers, you may complete this section and submit this form in lieu of providing a number if you present a valid foreign passport.

If you are a U.S. citizen and do not have an Idaho driver's license number, Idaho identification card number, SSN or ITIN, you cannot use this form. You must obtain a letter from the Social Security Administration indicating you have no SSN.

Individual's Full Legal Name		Daytime Phone Number	
Physical Address	City	State	Zip
Mailing Address if Different	City	State	Zip

I certify under penalty of perjury pursuant to the law of the State of Idaho that I do not have an SSN, Idaho driver's license number, Idaho identification card number, or ITIN. I understand that making a false statement on this form is a felony under Idaho Code Sections 49-518(5) and 49-456(6).

Signature X	Date
-----------------------	------

APPENDIX 12
REQUIREMENTS FOR DOCUMENTS FROM MEXICAN CONSULATE

Pasaporte Mexicano

Requisitos para tramitarlo:

Primera vez:

1. Acta de nacimiento original.
2. Identificación oficial con fotografía.

Renovación:

1. Presentar el pasaporte anterior.



Costos:

- 3 años \$99.00 dlls
- 6 años \$133.00 dlls
- 10 años \$203.00 dlls

Matrícula Consular de Alta Seguridad

Primera vez:

1. Acta de nacimiento original.
2. Identificación oficial con fotografía.
3. Comprobante de domicilio con su nombre.



Renovación:

1. Matrícula anterior y comprobante de domicilio si existe algún cambio.

Efectuar el pago correspondiente: \$ 27 dólares

Actas de Nacimiento de personas que nacieron en México

1. Presentarse en una Oficina Consular.
2. Llevar una identificación oficial que acredite que es el titular del acta de nacimiento.
3. Efectuar el pago correspondiente: \$ 13 dólares



Requisitos para registro de nacimiento

Para realizar el trámite de registro de nacimiento se deberán presentar los siguientes documentos:

1. Copia certificada de nacimiento original (Birth Certificate) de la persona a registrar (El original de este documento **NO** será devuelto)
2. Acta de nacimiento original de ambos padres.
3. Identificación oficial vigente de ambos padres.
4. Acta de matrimonio de los padres (en caso de estar casados).
5. Dos testigos mayores de edad que cuenten con una Identificación oficial vigente (opcional)

El trámite de registro y la primera acta de nacimiento son gratuitos.

Las actas de nacimiento adicionales tienen costo de \$13 dólares cada una.

Será necesario solicitar una cita, llamando al teléfono: **1-877-639-4835 (1-877-MEXITEL)**

Contacto: Departamento de
Registro Civil (208)343 6228
ext. 203
ventanilla1boi@sre.gob.mx

APPENDIX 13
MY RIGHTS CARD

**I am going to remain silent.
I want to see a lawyer.
I do not consent to any searches.**

**I want to make sure I understand any of your
commands or instructions.
Please provide me an interpreter / translator in
SPANISH**

**I am going to remain silent.
I want to see a lawyer.
I do not consent to any searches.**

**I want to make sure I understand any of your
commands or instructions.
Please provide me an interpreter / translator in
SPANISH**

**I am going to remain silent.
I want to see a lawyer.
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SPANISH**

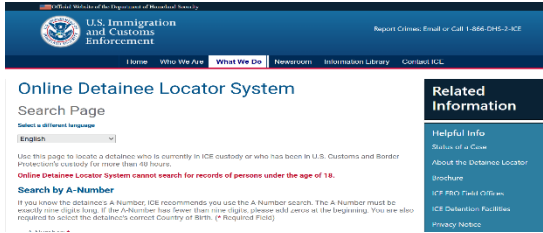
**I am going to remain silent.
I want to see a lawyer.
I do not consent to any searches.**

**I want to make sure I understand any of your
commands or instructions.
Please provide me an interpreter / translator in
SPANISH**

**I am going to remain silent.
I want to see a lawyer.
I do not consent to any searches.**

**I want to make sure I understand any of your
commands or instructions.
Please provide me an interpreter / translator in
SPANISH**

APPENDIX 14
REGIONAL ICE OFFICES & DETENTION CENTERS

CLOSEST ICE DETENTION FACILITIES	
<p>Northwest ICE Processing Center (NWIPC) Seattle Field Office 1623 E J Street, Suite 2 Tacoma, WA, 98421-1615</p>	<p>Henderson Detention Center Salt Lake City Field Office 18 E. Basic Road Henderson, NV 89015</p>
<p>Elmore County Detention Center (Elmore County Jail) Salt Lake City Field Office 2255 E 8th N Mountain Home, ID 83647</p>	<p>Nevada Southern Detention Center Salt Lake City Field Office 2190 E. Mesquite Avenue Pahrump, NV 89048</p>
<p>Washoe County Jail Salt Lake City Field Office 911 E. Parr Blvd. Reno, NV 89512</p>	 <p>The screenshot shows the 'Online Detainee Locator System' search page. It includes a search bar with a dropdown menu set to 'English', a 'Search' button, and a 'Search by A-Number' section. A sidebar on the right contains 'Related Information' links such as 'Helpful Info', 'Status of a Case', 'About the Detainee Locator System', 'Procedure', 'ICE Field Offices', 'ICE Detention Facilities', and 'Privacy Notice'. The top navigation bar includes 'Home', 'Who We Are', 'What We Do', 'Newsroom', 'Information Library', and 'Contact ICE'.</p>

ICE FIELD OFFICES		
Boise Field Office	1185 S. Vinnell Way Boise, ID 83709	(208) 685-6635
Twin Falls Office	212 Deere Street Twin Falls, ID 83301	(208) 737-3820
Idaho Falls Office	207 S N Boulevard Idaho Falls, ID 83402	(208) 535-5100
Seattle Field Office <u>States Covered:</u> Alaska, Oregon, Washington	12500 Tukwila Int'l Blvd. Seattle, WA 98168	(206) 277-2080
Spokane Field Office	411 West Cataldo Ave. Spokane WA 99201	(509) 329-5107
Utah Field Office <u>States Covered:</u> Utah, Idaho, Montana, Nevada	2975 Decker Lake Drive Suite 100 West Valley City, UT 84119	(801) 736-1200