

# Preparedness Check-List

## LIST OF IMPORTANT DOCUMENTS & INFORMATION

This list of documents will help prepare immigrant families before a crisis such as detention or deportation occurs. This list can also serve other purposes such as medical emergencies, sudden death, and/or other life emergencies. Preparing rather than attempting to get all the documents together when the emergency strikes is important.

We recommend putting these documents into a bright-colored folder or binder and leaving it in a place that is easy for your friends or family to find.



## ESSENTIAL DOCUMENTS & INFORMATION

### IDENTIFY YOUR TEAM

- List five trusted contacts your children/family should contact in case of an ICE apprehension (some examples of who to include on your list are sister, brother, neighbor, organizer, and advocate).
  - Include phone numbers, addresses, and email addresses.

### CAREGIVER AUTHORIZATION AFFIDAVIT

- Check with the Local School District or Local Pro-Immigrant Organization for the approved form. Notarization recommended is applicable

### ACCOUNT INFO

- Bank Account and/or Electronic Cash Transfer Account Info (e.g. Zelle, Venmo, CashApp, Paypal)
- A#\_ \_ \_ \_ \_ (if applicable) The A-Number is a seven- to nine-digit number assigned by USCIS for immigration proceedings and appears on USCIS correspondences

### FAMILY PLAN INFORMATION

- Name, phone numbers, and the date of birth of everyone living in the household
- Copies of birth certificates, passports, marriage certificates, and government-issued identification cards and/or driver's licenses for each family member
- Social security cards (if applicable)
- Copies of immunization cards and medical records of children
  - List of allergies for each child
  - List of medications for each child
- Phone number of an Immigration Attorney who is already aware of your situation
- Phone number for the Consulate of your country of origin

## ADDITIONAL DOCUMENTS

- Copy of Title for Property/ Rental Agreement
- Mortgage statements
- Receipts for rent payments
- Car registration(s)
- W-2 forms
- Tax documents (if applicable).
- Academic Transcripts
- Certificates of any accomplishments or awards
- List of school leadership roles, i.e. PTA, Local School Leadership Council, community organizing, school sports team and
- Report cards (all grades)
- Family photos
- Current Letters of reference (updated every two years)
  - Employment references
  - Affidavits from teachers
  - Letters from community leaders testifying to moral character and contributions to the community
  - (i.e. Church leaders, community organizations, etc)
  - Scholarship letters
- Thank you cards from others for something caring you did (speaks to moral character)

## IMPORTANT NOTE

**Individuals should memorize the phone numbers of at least two family members or friends.**