



# Immigrant Safety Plan for Youth and Children

January 15, 2021

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## Summary

This document is a collective community resource to help parents plan for the care of their child(ren) (with or without status) in the event that a parent is unable to care for their child, particularly if the parent is detained or deported.

[Legal Counsel for Youth and Children \(LCYC\)](#) worked in close collaboration with the [UNIVERSITY OF WASHINGTON SCHOOL OF LAW LATINA/O STUDENT ASSOCIATION \(UW LLSA\)](#), and UW Law alum, [KATHERINE BRENNAN](#), to create this collective resource for the community. [NORTHWEST JUSTICE PROJECT \(NJP\)](#) and [SEATTLE UNIVERSITY SCHOOL OF LAW LATINX STUDENT ASSOCIATION \(SU LLSA\)](#) also contributed time and resources. LCYC appreciates the collaboration of professionals and students in meeting an immediate community need. We would also like to thank [PERKINS COIE LLP](#) for help editing this document.

For translations and the most current version of this document see <http://www.lcycwa.org/immigration-safety-plan-and-resources>.

### CARE FOR MINOR CHILDREN

This guide does not provide legal advice but is intended to help you and your family if you may be in a situation where you are unable to care for your child(ren), particularly if you are detained and/or deported. If you are at risk of being detained and/or deported, read this guide to learn how to designate a caregiver/agent who has legal authority to care and/or make decisions for your child(ren) during that time, as well as other steps you can take to create a safety plan for your child(ren).

The documents in this guide do not give someone legal custody of the child(ren); only a court order can do that in the state of Washington. Parents and caregivers/agents should consult a family law attorney to pursue legal custody. This document is intended to only help you create a temporary plan and explain your wishes for the care of your child(ren). It can help you gather the important education, medical and identification documents for your child(ren). Parents can also look into a family preparedness plan at <http://www.washingtonlawhelp.org/resource/family-preparedness-plan?ref=Q1Gc6>.

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# Guide to Family Safety Planning

**This information is not a substitute for legal advice.** It is intended to help families who face potential separation, detainment or deportation. This information applies to all parents with children, regardless of status.

*U.S. Legal Permanent Residents (LPR) may also be subject to detention and deportation and there have been cases where U.S. citizens have been unlawfully detained in extreme circumstances. This guide is meant to help your family be prepared in case of emergency situations.*

## Step 1: Create a plan that the whole family knows about.

Identify trusted adults (like a teacher, mentor or extended family member) that your child(ren) can depend on in the event of an emergency and have your child(ren) memorize their contact information. Choose someone you trust to care for your child(ren) in the event of an emergency, detainment, or deportation. Talk to your child(ren) and the potential caregiver/agent about this plan.

*This person should be over the age of 18, a US citizen or have LPR status, and ideally live close enough to pick up your child(ren) on short notice.*

## Step 2: Update and collect important documents.

Keep original documents together in a safe place. Make sure your emergency contact person knows where you keep these documents or has copies of them. This guide identifies the important documents that you should update and collect and provides information on how to obtain documents you are missing.

*Important: Setting up these documents does not guarantee your child(ren) will be placed with the emergency contact, but may guide the courts, law enforcement, and others on your preference as the parent. There is no guarantee.*

## Step 3: You are not alone! Seek the help of others to support and reunite your family.

- Consult a family law attorney to follow up on items, such as changing legal custody.
- Contact community groups about deportation defense.
- Work with advocates to Know Your Rights.
- If your child(ren) were born in the United States, they are U.S. citizens and have the rights to certain benefits.
- Seek mental health support for guidance on these difficult issues.

# Checklist of Important Documents

You should have a separate file for each child and store the file or files in a safe place in your home. Your designated caregiver/agent or others in your household, such as an older child, should know where to find these files in the event that you are detained or deported. The file should contain important documents for each child, such as the following:

- Update each child's **school/daycare emergency contact information** to allow the designated caregiver/agent to pick up your child(ren) from school/daycare if you are unable to do so.
  - This is extremely important! You can ask the administrative office at the school or daycare for this form.
  - You may want to update the emergency contact information for after school activities, including sports.
  
- Obtain each child's **school records**. You should have a copy of any Individual Education Plan or 504 Plan if your child has one.
  
- Obtain **child's immunization and medical records**
  - These may be obtained from the doctor's office, your state health department, or the school or daycare your child attends.
  - Write down instructions if your child has any medical conditions or allergies and/or takes medications.
  
- Include information on **how to contact you if you are detained** (see Tacoma Detention information at <https://www.ice.gov/detention-facility/tacoma-northwest-detention-center>)
  - Write your Alien number down (A#) if you have one.
  - Provide your home consulate's contact information.
  - Write your attorney's contact information down.
  - List your full legal name and birthdate, so that it can be used to find you
  
- Complete the **[Intention of Parents to Care for Minor Child](#)** (page 14 of this document) for each child.
  - This document can be used by authorities to understand wishes of parents. However, there is no guarantee that your wishes will absolutely be followed.
  
- Complete the **[Durable Power of Attorney for Parental Powers](#)** (page 15 of this document) for each child.
  - Include any other court documents regarding your family or your child.
  - This is a legally enforceable document and should be followed when the designated caregiver/agent presents it.
  - This document is limited to maximum 24 months from when it is signed. If it has expired, create a new one.
  
- Obtain an **original birth certificate** for each child.

- Each state in the U.S. has its own method and you may have to visit the child's country of birth consulate's office for an original birth certificate from countries outside of the U.S.
- Obtain a **social security card** for each child if they are eligible for one. If your child is a U.S. citizen, they should have a social security number and card.
- Obtain a **passport** for your child.
  - Apply for a U.S. passport for every family member who is a U.S. citizen and contact the child's country of birth consulate's office to apply for a passport for all members born outside of the U.S.
- Make a list of **important phone numbers** that the caregiver/agent may need and keep it as updated as possible.
- Any other documents you want to be able to quickly find (example: any restraining order you may have against another person, copies of your own license or identification cards, divorce related documents, etc.).

*These documents will give a caregiver/agent temporary legal rights (for example, the durable power of attorney for paternal powers gives authority to consent to medical care, travel and education, etc. is valid for up to a maximum of 24 months). They do NOT transfer legal custody, which is permanent custody that must be done through a court order, usually through family law court. Fill out a separate form for each child and notarize each document. Keep a copy for your records, a copy for the caregiver/agent and an additional copy in your child's backpack (ideally folded in a plastic bag).*

## Need Legal Services?

**This guide does not provide legal advice.** If you need more information about legal services, including how to give someone legal custody of your child(ren), see [www.washingtonlawhelp.org](http://www.washingtonlawhelp.org).

Free or low-cost legal services may also be available through a state or local bar association (e.g., <http://wsba.org/Resources-and-Services/Find-Legal-Help> or <http://www.kcba.org/pbs/legalhelp.aspx>).

If you need to find an organization that provides free or low-cost immigration legal services, see the Immigration Advocates Network National Immigration Legal Services Directory (<https://www.immigrationadvocates.org/nonprofit/legaldirectory/>).

Additional general immigrant resources can be found at <https://www.waisn.org/>.



# Choose A Caregiver/Agent

Parents at risk of detainment or deportation should choose someone who can care for their child(ren) during such time. Such a person is often referred to as a caregiver/agent. Some parents already have such a person in mind, but many parents do not make formal plans to identify this person as the official, or designated, caregiver/agent of their child(ren). It is best if the caregiver/agent is a relative since it is in the best interest of the child(ren) to keep them with their family, but if no relative is available, then you should pick someone that can care for your child(ren). The caregiver/agent should be over 18 years old and ideally, someone with legal status in the US. **It is crucial that this person has legal status so that you are not putting this person at risk and they can work with authorities, if needed.**

**If you do not have a caregiver/agent available that has legal status,** then you may pick a caregiver/agent that is undocumented. However, you should discuss the risks with that potential caregiver/agent. Ultimately, it is a decision between the parent and the caregiver/agent. If the potential caregiver/agent is out of the state, then the parent may create 2 sets of forms - one for the short term (for someone that can pick up the child(ren) quickly) and one for longer term (where the child(ren) will ultimately reside). If the parent has no one that can serve as the caregiver/agent, then it is possible that child protective services will be called if no one picks your child up.

You can choose anyone to be the designated caregiver/agent of your child(ren), such as a family member, like a grandparent, aunt, uncle or other close relative of the child(ren). A caregiver/agent could also be a close friend or neighbor whom you trust to care for your child(ren). If you have more than one child, you could identify different designated caregivers/agents for each child.

The designated caregiver/agent should be a person whom you trust to care for and protect your child(ren) in the event of an emergency, including your possible detainment or deportation. Ideally, this is a person who can pick up and care for the child(ren) immediately if you are taken into custody, so the child(ren) is not referred to child protective services and/or placed in foster care. Remember that the child(ren) may be with the caregiver/agent for years.

You should memorize the phone number of your child(ren)'s caregiver/agent and have your child(ren) memorize it, too. Make sure each of your child(ren) knows who can pick them up from school or daycare, who cannot pick them up, and who will care for them if you are detained, deported or if there is another emergency.

It may be helpful to have a background check for the designated caregiver/agent. In addition, while a designated caregiver/agent will help you care for the child(ren) temporarily, a family law attorney should be consulted for any efforts to change the legal custody of your child(ren). Parents and caregivers/agents should consult a family law attorney if they have any questions about legal custody. For more information on family law, see [www.washingtonlawhelp.org](http://www.washingtonlawhelp.org).



# Talk To The Caregiver/Agent

It is important to talk to the person you will designate as a caregiver/agent, to confirm that they are willing and able to care for your child(ren) for as long as needed. You should discuss your wishes with this person and make sure that they understand what they may need to do if you are detained or deported.

Here are some questions to think about and discuss with the caregiver/agent:

- **Does the caregiver/agent have to do what the parent wishes for them to do when taking care of their child(ren)?**

No, there is no guarantee that the caregiver/agent will do what the parent would like them to do. It is important to pick a caregiver/agent who you trust to make the best decisions possible for your child(ren).

- **Can the caregiver/agent choose to no longer care for the child(ren)?**

Yes, the caregiver/agent can decide to abandon the children. In the event that this happens, the caregiver/agent should try and reach the parent(s) to ask them their wishes, but if they cannot reach the parents, they should call CPS so that the child(ren) can enter foster care.

- **How long will the caregiver/agent be able to take care of your child(ren)?**

It is important to make a plan that assumes the designated caregiver/agent may have to take care of your child(ren) for a long time. If you are detained, the related immigration and family law proceedings could take months or, in some cases, more than a year. In addition, if you are deported, your child(ren) may need to stay in the care of the caregiver/agent for an even longer time. If the caregiver/agent is not willing or able to care for the child(ren) for as long as needed, the child(ren) may end up being referred to child protective services and/or placed in foster care.

- **How much will it cost the caregiver/agent to take care of your child(ren)?**

It is important to plan for the cost of your child(ren)'s care, including food, shelter, transportation, medical care, and personal items like books and clothing. The caregiver/agent might be able to receive public assistance for the child(ren)'s care (including assistance to obtain health insurance if the child(ren) is uninsured). If public assistance is not available, however, you should confirm that the caregiver/agent is financially able to provide for your child(ren). If not, you should confirm if you could set aside money or resources to help the caregiver/agent, or if a relative, friend or church leader could provide financial support on your behalf.

- **Who else is in the caregiver's/agent's household?**

It is important to know who else would live in the caregiver's/agent's home while they care for your child(ren). You should be comfortable with everyone who might have day-to-day contact with your child(ren) while they are living in the caregiver's/agent's household. If a member of the caregiver's/agent's household has a criminal record or has had a case involving the abuse or neglect of a child in the past, the child(ren) might not be allowed to stay in that household and might instead be referred to child protective services and/or placed in foster care.

- **Does the caregiver/agent know of any special medical needs of your child(ren)?**

Make sure to provide written information to the caregiver/agent of any medical conditions or allergies your child(ren) has. The caregiver/agent should know about any required medications for your child(ren), including where the medication is kept, where it may be purchased, and how it should be given. The caregiver/agent should also have the contact information for the child(ren)'s medical provider and copies of the child(ren)'s Medicaid or health insurance cards (if applicable).

- **Does the caregiver/agent know which school or daycare your child(ren) attends?**

You should provide the caregiver/agent with information about where your child(ren) attends school or daycare. You should inform the caregiver/agent that they are on the list of emergency contacts at your child(ren)'s school or daycare, in the case of your detainment, deportation or another emergency. The caregiver/agent needs to be prepared to pick up your child(ren) right away if the school/daycare calls. It is not necessary to provide the school or daycare with any information regarding the parent's situation, but it is up to the parent and/or caregiver/agent.

- **Does the caregiver/agent know how to notify the school and/or daycare that they are now going to be the contact for the child(ren)?**

The caregiver/agent should be ready to talk to the school/daycare in the event that they are now the caregiver/agent of the child(ren). This will include showing the Durable Power of Attorney for Parental Powers to the school/daycare so that it knows that the caregiver/agent has the right to make educational decisions on behalf of the child(ren).

- **What do you do regarding any extracurricular activities of the child(ren)?**

It's important for the child(ren) to remain in activities outside of school. The parent should include a list of extracurricular activities and contact information for the caregiver/agent to get in touch with any instructors, coaches or teachers.

## School/Daycare Emergency Contact Information (EXTREMELY IMPORTANT!)

Each school has an emergency contact information sheet. It may also have a list of authorized people that can visit and/or pick up the child(ren). If there is any individual who you do not want to be authorized to pick up your child(ren) and/or if you have a restraining order against anyone, make sure to provide this information to your child(ren)'s school/daycare.

You should ask the administration office at your child(ren)'s school for these documents. These documents should be updated to reflect a caregiver/agent who will take the child(ren) in the event of an emergency/detainment/deportation. The school/daycare emergency contact person should have legal status in the United States and should ideally be a family member. (If the person is not a family member, the process may become more complicated if child protective services becomes involved.) This person should also be named in the Intention of Parents for Care of Minor Child and the Durable Power of Attorney for Parental Powers. Make sure to notify the caregiver/agent that you have listed them as your emergency contact.

*Important: If a child(ren) can get picked up by the emergency contact, the school or daycare may avoid calling the police if the child(ren) is not picked up. However, while this may help temporarily, a family law attorney should be consulted for a more permanent solution. The caregiver/agent should take the Durable Power of Attorney for Parental Powers and his/her identification when picking up a child(ren).*

## Child's School Records

You should have your child(ren)'s school records all in one place, including name of school, grade of child(ren), and teacher's name. If your child(ren) has any special accommodations (i.e. an IEP or 504 plan), a copy should also be included. If the caregiver/agent must take over the care of the child(ren), he/she should notify the school that the child(ren) is now under their care and present the Durable Power of Attorney for Parental Powers to the school.

## Child's Immunization Records

If you have immunization records for your child(ren) from a country other than the U.S., you should include them with your documents. If you do not have copies of your child(ren)'s immunization records, you can obtain their official immunization record from the following places:

1. The doctor's office or clinic where your child(ren) gets immunizations.

2. Your state health department.
  - a. In Washington state, the records can be found with the Washington State Immunization Information System. You can call 1-866-397-0337 or email [WAISRecords@doh.wa.gov](mailto:WAISRecords@doh.wa.gov) to ask for records using the person's name, date of birth and address. The Washington state website is <https://www.doh.wa.gov/YouandYourFamily/Immunization/ChildProfileHealthPromotion/ForParents/AccessyourFamilyImmunizationInformation>
    - i. Immunization information can also be accessed through the MyIR system on the Washington DOH website. This website is accessible in Spanish.
  - b. Outside of Washington state, you can visit <https://www.cdc.gov/vaccines/programs/iis/contacts-locate-records.html>.
3. The school(s) and/or daycare(s) your child(ren) has attended.

## Your Home Country's Consulate

You may want to keep the contact information for your home country's consulate that is nearest to where you live. Many consulates have an emergency contact number, which you may want to keep in your important documents in case you are detained or deported. Some consulates are more helpful than others.

If your child(ren) was born in the United States, you might consider registering your child(ren)'s birth with your home country's consulate. The consulate might be of assistance in the event of your detainment or deportation, and your child(ren) might be entitled to citizenship status or other benefits in your home country. Contact your consulate for more information.

If you (the parent) do not have updated passports or original birth certificates for yourself or your non-US born child(ren), you should update those records.

## How To Find You If You Are Detained

If you are detained, your family members can use the ICE detainee locator, <https://locator.ice.gov/odls/homePage.do>, to find the detention facility where you are being held. They will need either your A-number (the alien registration number assigned to you on your ICE immigration documents) or your full legal name (as it appears on your birth certificate), country of birth and date of birth (as it appears on your birth certificate). You should provide this information to your family members and emergency contacts, including the designated caregiver/agent for your child(ren). They can find ICE facility locations and visitation hours at <https://www.ice.gov/detention-facilities>, and additional information, including ICE headquarters and field offices, at <https://www.ice.gov/contact/ero#wcm-survey-target-id>. The Tacoma Northwest Detention Center is located at 1623 E J Street, Suite 2, Tacoma WA. The phone number is (253) 779-6000.

# Intention Of Parents For Care Of Minor Child And Durable Power Of Attorney For Parental Powers

The Intention of Parents for Care of Minor Child explains the parents' wishes for the care of their child(ren). The Durable Power of Attorney for Parental Powers gives the caregiver/agent very temporary legal rights (for example, medical, educational and travel) if your child(ren) is placed with them. This does not guarantee that your child(ren) will be placed with the caregiver/agent. However, it is better than having no documents at all. If there are no documents, your child(ren) will most likely be placed in foster care if no one is able to pick them up. In order to go through the process to place a child(ren) in the legal custody of someone other than the parent, a family law attorney should be consulted.

If the caregiver/agent attempts to do something on behalf of the child(ren), they should present these documents, particularly the Durable Power of Attorney for Parental Powers. This should give the caregiver/agent the same powers that a parent has to make decisions on behalf of the child(ren), unless there are limits on the powers given to them.

The Durable Power of Attorney for Parental Powers is effective from the time that the parent(s) sign the documents for up to 24 months. If the caregiver/agent tries to invoke the documents while the parent(s) are still available to parent, the parent(s) can revoke the documents, thus make them void (not enforceable).

**The following pages provide the Intention of Parents and the Power of Attorney. You should complete a set of these documents for each child(ren).**

*Important: Even though these documents state that they do not need to be notarized, they should be notarized. Additionally, these documents should be filled out in English.*

If you have any family court document, such as a divorce decree, a parenting plan or protection order, you should attach it to the agreement. The original signed and notarized documents should be given to the designated caregiver/agent (along with other important documents). You should also keep copies of each document and put another copy (ideally folded in a small plastic bag) in each of your child(ren)'s backpacks. If the child(ren) is old enough to understand, you should let each child know that in the event of an emergency, they should show these documents to the authorities, the teacher or whomever is talking to them about taking them to another home. Hopefully, the authorities will follow your wishes and place the child(ren) with the person designated on the Intention of Parents and Durable Power of Attorney for Parental Powers. However, there is no guarantee and it is possible that child protective services may get involved. If the designated caregiver/agent knows that this has happened, the caregiver/agent should contact an attorney.

## Intention of Parents for Care of Minor Child

I/We, \_\_\_\_\_ [parent 1] and  
\_\_\_\_\_ [parent 2] are the legal  
parent(s) or guardian(s) of \_\_\_\_\_ [name of child],  
born on \_\_\_\_\_ [MM/DD/YYYY].

It is our intention that if one parent is not available to care for the child, the other parent will have custody of our child. If neither parent is available or the child only has one parent and no parent is available, it is the intention(s) of the parent(s) that:

\_\_\_\_\_ the child remain in the residential care of \_\_\_\_\_, who is  
named in the Durable Power of Attorney for Parental Powers. The contact information for this  
person is:

\_\_\_\_\_  
\_\_\_\_\_ (address, phone  
number, email address)

and/or

\_\_\_\_\_ the child be reunited with me wherever I am (including my home country).

Contact info for the for me or of someone that can contact me:

\_\_\_\_\_  
\_\_\_\_\_ (address, phone  
number, email address)

This form does not need to be notarized to be valid.

STATE OF WASHINGTON, COUNTY OF \_\_\_\_\_

On this day personally appeared before me the individuals whose signatures are below, known to me to be the individuals described herein and who executed the within and foregoing instrument, and acknowledged that he/she signed the same as his/her free and voluntary act and deed, for the uses and purposes herein mentioned.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_

Notary Public for the State of Washington residing at \_\_\_\_\_

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

AGREED:

\_\_\_\_\_  
(Parent or Caregiver)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Parent or Caregiver)

Date: \_\_\_\_\_

## Durable Power of Attorney for Parental Powers

### Parents and Children

I am / We are (parent name/s) \_\_\_\_\_.

I am / We are age 18 or older and live in Washington State. I am / we are parent/s of the following child/ren:

*Child's name and Date of Birth*

*Child's name and Date of Birth*

1. \_\_\_\_\_

4. \_\_\_\_\_

2. \_\_\_\_\_

5. \_\_\_\_\_

3. \_\_\_\_\_

6. \_\_\_\_\_

### Agent

I / We appoint (name/s) \_\_\_\_\_

as my / our Agent.

### Powers

I / We give the Agent the following authority and power:

#### 1. Residential Care (Custody)

I/We authorize our child/ren to remain in the residential care of the Agent. The address the child/ren will live at is \_\_\_\_\_  
\_\_\_\_\_

I/We do **not** authorize the children to reside with the Agent.

#### 2. Health Care

**HIPAA Release** – I/We authorize my child/rens' healthcare providers to release all information governed by the Health Insurance Portability and Accountability Act of 1996 (HIPPA) to my Agent.

I/We give authority to the Agent to make the following health care decisions for the child/ren:

Authority to get and provide all necessary health care, including but not limited to evaluations and treatment, emergency and routine medical and dental care, early periodic screening, diagnosis and treatment examinations and immunizations as needed.

Authority to consent to emergent medical care as is necessary to prevent death or serious injury to the child.



- Authority to consent to non-emergent medical treatments, including surgery.
- Authority to consent to mental health care and substance abuse evaluations and treatment as needed and recommended.
- Authority to manage prescribed and over-the-counter medications and to dispense and delegate dispensing.
- Other: \_\_\_\_\_

I/We do **not** authorize health care consent.

**3. Child Care, School, Activities**

I/We authorize the Agent to make decisions on all other issues regarding the child, including but not limited to:

- enrolling the child/ren in child care;
- enrolling the child/ren in school and participating in educational decisions;
- enrolling the child/ren in extracurricular activities, field trips, and camps and signing the necessary releases allowing them to attend;
- making routine day-to-day decisions on behalf of the child, including religious practices, social life, personal care, haircuts, piercings, or tattoos;

I/We do **not** authorize the following: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**4. Travel**

I/We authorize the Agent to do the following travel with the children:

I/We authorize the Agent to take the child/ren out of Washington State for travel with the following restrictions: \_\_\_\_\_  
 \_\_\_\_\_

I/We authorize the Agent to have the right to apply for and renew a passport for the following child/ren: \_\_\_\_\_  
 \_\_\_\_\_

I/We authorize the Agent to take the following child/ren \_\_\_\_\_ across international borders, from the United States to \_\_\_\_\_ with the following restrictions (*example: for vacation or visits only*):  
 \_\_\_\_\_

I/We do **not** authorize the following travel: \_\_\_\_\_  
\_\_\_\_\_

**5. Property**

I/We authorize the Agent to make decisions and receive information about the child/rens' property, benefits, and money, including but not limited to Social Security Administration, any state health or welfare benefits, or child care benefits.

I/We do **not** authorize the Agent to make decisions about the child/rens' property, benefits, and money.

**6. Duration**

The Durable Power of Attorney is effective immediately upon signature of the parent/s and shall continue throughout any later disability or incapacity of the parent/s.

This authorization lasts until *(date up to 24 months ahead)* \_\_\_\_\_, unless I/we revoke it before it expires. If both parents signed, either parent can revoke this Power of Attorney and end this authorization at any time by giving actual notice of the revocation to the Agent.

**7. Parent's Authority**

*Check one:*

Both parents agree and are signing this Power of Attorney.

I am the child's only legal parent.

I have sole decision-making authority from a court-ordered Parenting Plan.

The other parent *(name)* \_\_\_\_\_ has **not** signed this Power of Attorney because:

\_\_\_\_\_  
\_\_\_\_\_

**8. Other:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

▶ \_\_\_\_\_  
*Signature of Parent 1* *Date*

▶ \_\_\_\_\_  
*Signature of Parent 2* *Date*

**Important!** Parent/s must sign in front of a notary **or** two witnesses. Witnesses must:

- Not be related to the parent/s by blood, marriage, or state registered domestic partnership,
- Not be a care provider for the parent/s (in-home or residential facility)

Choose Notary **or** Witnesses (you do not need both)

**Notary**

State of Washington

County of \_\_\_\_\_

I certify that I know or have satisfactory evidence that

(parent/s name/s) \_\_\_\_\_

is / are the person/s who appeared before me. Said person/s acknowledged that they signed this power of attorney and acknowledged it to be free and voluntary act for the uses and purposes stated in this power of attorney.

Signed before me on (date): \_\_\_\_\_

\_\_\_\_\_  
Signature of notary

\_\_\_\_\_  
Print name of notary

Notary Public in and for the  
State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

(Print seal above)

**Witnesses**

We are both age 18 or older and competent to be witnesses. We are **not** related to the parent/s by blood, marriage, or state registered domestic partnership. We are **not** care providers for the parent/s (in-home or residential facility).

We each certify that we know or have satisfactory evidence that

(parent/s name/s) \_\_\_\_\_

is / are the person/s who appeared before us. The parent/s acknowledged that they signed this power of attorney and acknowledged it to be free and voluntary act for the uses and purposes stated in this power of attorney.

Signed before us on (date): \_\_\_\_\_

\_\_\_\_\_  
Signature of Witness 1

\_\_\_\_\_  
Signature of Witness

---

*Print name of Witness 1*

---

*Print name of Witness 2*

**Agent Acknowledgement (Optional)**

I acknowledge receipt of the Power of Attorney and consent to the terms and placement of the children in my care.

▶ \_\_\_\_\_  
*Signature of Agent 1*                      *Date*

▶ \_\_\_\_\_  
*Signature of Agent 2 (if any)*                      *Date*

## Frequently Asked Questions

### **Can I transfer custody to another person by filling out the Power of Attorney?**

No. The only way to give legal custody to someone who is not a parent on the birth certificate of the child is through a court order. This would need to be done through family court.

### **Will my child automatically be placed with the person who I list on the Agreement?**

No. Child protective services may become involved if no one is available to care for the child. Once child protective services become involved, it would need to see the agreement and then run a background check on the caregiver/agent designated. Child protective services should honor the agreement and try to place the child with the named person first. However, there is no guarantee.

### **What if the person I designate has a criminal background?**

Many convictions should not impact whether a child will be placed with someone. If the person has a record of child abuse, neglect, abandonment, or any crimes against a child, that may present a problem. In addition, if someone has crimes of a sexual nature or violent crimes, that person may be disqualified. You can find a list of disqualifying crimes under [WAC 388-113-0020](#).

### **Do the documents have to be notarized?**

No. However, they are stronger if they are notarized. If it is not notarized, then there is no way to prove that the parent was the one who actually signed the document.

### **What if only one parent is available to sign the documents?**

If both parents are on the birth certificate, both parents must sign the document. If one parent is not there to sign, the parents can take the documents to sign later at a location that has notaries, such as a bank. If the other parent is absolutely not available, the forms can still be filled out, but they may not be honored. If a parent is deceased, include a copy of the death certificate to the document, if possible and note that the parent is deceased.

### **What if the other parent is out of the country?**

You can state that on the form, but, if the other parent is listed on the birth certificate and parental rights have not been terminated, the other parent still has the right to parent that child and the child will be placed with the other parent if that parent can be found. If there are court orders (i.e. protection order or parenting plans) that restrict a parent's access, then those documents should be added to the Intention of Parents and Durable Power of Attorney for Parental Powers.

### **Can I list a caregiver/agent who does not have status or is undocumented and/or has DACA or TPS status?**

You can, but they may be at risk if the police become involved or if they themselves are detained. Because the future of DACA is unclear, it would be better to assign someone who has legal status and is at the least risk of having to leave the country.

**What if my child qualifies for dual citizenship, should he/she get two passports?**

If you have the resources to get both, it is always better to have more documentation than less. This may allow your child to receive services in each country. A U.S. passport is critical as it will allow the child to return more easily to the U.S.

**Can I make the placement of my child with a third-party permanent?**

For a more permanent solution, the designated caregiver/agent could adopt the child or file for guardianship of the child. Consult a family law attorney. You may be able to prepare documents ahead of time.

**Can I fill out the documents in a language other than English?**

Documents must be filled out in English so that others can read them. Additionally, if there are any documents, such as a birth certificate, that are in a different language, they should be translated into English and that translation should be attached to the original documents.

**What will happen if I have no one who can take care of my child?**

If you have no one or no one local, then child protective services will likely become involved and the child will likely be placed in foster care, at least temporarily.

**If a step-parent is in the child's life, will my child automatically be placed with them?**

It depends on what the legal status is between the child and the step-parent. The step-parent may or may not have legal rights to act as the parent. The step-parent could be named as the third party in the Intention of the Parents and the Durable Power of Attorney for Parental Powers so that your child is placed with the step-parent if the parents are not available.

# Birth Certificates

Each child should have an original birth certificate. Copies of the birth certificate (paper and electronic) should be made and given to the designated caregiver(s)/agent(s) who may care for the child(ren).

## Washington State Birth Certificates

In the state of Washington, you need the following to get your child's birth certificate:

- Full name of the child
- Birth date of the child
- Birthplace of the child
- Full name of the child's mother
- Full name of the child's father
- Eligibility documentation, if you are not listed on the birth record as the child's parent. Eligibility documentation is not required for parents who are listed on the birth certificate. Examples of eligibility documentation include a copy of vital records or a certified court order linking you to the requested record, such as marriage or divorce from Washington or another state. For more information, follow the link [here](#).
- Copies of your identity document(s). To figure out what documents you need, click [here](#).

### 1. TO ORDER BY MAIL:

- a. Download the form, available at <https://www.doh.wa.gov/Portals/1/Documents/Pubs/422-182-BirthCertificateOrderForm.pdf>. (See form on page 18.)
- b. Pay the \$25 fee. First Class Mail is free, but there are other shipping options for an additional charge. A record problem may cause delays.

The certificate will ship within 3 weeks of receipt, as long as all required documentation is submitted.

### 2. TO ORDER ONLINE:

- a. Go to <https://www.vitalchek.com/>
- b. Pay the \$40.50 fee.

The certificate ships within three business days. A record problem may cause delays.

### 3. TO ORDER BY PHONE:

- a. Call 1-866-687-1464, available 24/7.



- b. Pay the \$40.50 Fee. Payment by credit/debit card.

The certificate ships within three business days. A record problem may cause delays.

**4. TO ORDER IN PERSON (NOT AVAILABLE DURING COVID-19):**

- a. Walk in to your local county Vital Statistics office or the Washington State Vital Statistics Office located at 101 Israel Road SE Tumwater, WA 98501.
- b. Pay the \$25 fee.

## **Birth Certificates From Other U.S. States**

Search at <http://www.cdc.gov/nchs/w2w/index.htm> for more information on each state's process.

**CLEAR FORM**

REGISTER  
VALIDATION SPOT

**MAIL ORDERS TO:**  
Department of Health  
PO BOX 9709  
OLYMPIA WA 98507-9709

## BIRTH CERTIFICATE MAIL ORDER FORM

DO NOT USE ANY UNAPPROVED THIRD PARTY VENDOR TO  
OBTAIN THIS FORM. DO NOT PAY A FEE FOR THIS FORM

**MAKE CHECKS & MONEY ORDERS  
PAYABLE TO: DOH  
NO REFUNDS**

APPLICANT INFORMATION	NAME OF PERSON/COMPANY ORDERING CERTIFICATE (S):			
	ADDRESS SENDING CERTIFICATE (S) TO: (STREET ADDRESS REQUIRED FOR FEDEX ORDERS)			
	CITY:	STATE:	ZIP CODE:	COUNTRY:
	DAYTIME TELEPHONE NUMBER:	EMAIL ADDRESS:		

**To receive a birth certificate, you must indicate your relationship to the registrant below and sign the sworn statement that you are authorized to receive the certificate.**

SELECT RELATIONSHIP:	<input type="checkbox"/> SELF	<input type="checkbox"/> PARENT	<input type="checkbox"/> SIBLING	<input type="checkbox"/> GREATGRANDPARENT	<input type="checkbox"/> AUTHORIZED REPRESENTATIVE
	<input type="checkbox"/> SPOUSE/DOMESTIC PARTNER	<input type="checkbox"/> STEPPARENT	<input type="checkbox"/> GRANDPARENT	<input type="checkbox"/> LEGAL GUARDIAN	<input type="checkbox"/> GOVERNMENT AGENCY
	<input type="checkbox"/> CHILD	<input type="checkbox"/> STEPCCHILD	<input type="checkbox"/> GRANDCHILD	<input type="checkbox"/> LEGAL REPRESENTATIVE	<input type="checkbox"/> COURTS

BIRTH RECORD DETAILS	CERTIFICATE HOLDER FIRST NAME(S):	CERTIFICATE HOLDER FULL MIDDLE NAME(S):	CERTIFICATE HOLDER LAST NAME(S):	
	DATE OF BIRTH:	CITY OF BIRTH:	COUNTY OF BIRTH:	COUNTRY OF BIRTH:
	PARENT/MOTHER FIRST NAME(S):	PARENT/MOTHER MIDDLE NAME(S):	PARENT/MOTHER LAST NAME(S): (PRIOR TO FIRST MARRIAGE)	
	PARENT/FATHER FIRST NAME(S):	PARENT/FATHER MIDDLE NAME(S):	PARENT/FATHER LAST NAME(S):	

**I declare under penalty of perjury under the laws of the state of Washington that the information I have provided is true and correct. Further, be advised that willfully providing a false statement to vital records for a certificate is a gross misdemeanor under Washington law, RCW 70.58A.590(2).**

SIGNATURE (APPLICANT)	DATE SIGNED: (MM/DD/YYYY)
-----------------------	---------------------------

FEES: (Check the box to select order type then enter the quantity.)				
<input type="checkbox"/> Total number of CERTIFIED certificates	0	x	\$25	= \$0
<input type="checkbox"/> Total number of HEIRLOOM certificates	0	x	\$50	= \$0
<input type="checkbox"/> APOSTILLE: (Indicate country requesting document here)	0	x	\$15	= \$0
<input type="checkbox"/> Fee for filing acknowledgement of PARENTAGE	0	x	\$18	= \$0
<input type="checkbox"/> Fee for filing an ADOPTION	0	x	\$15	= \$0
SHIPPING: (expedited shipping does NOT mean expedited processing)				
<input type="checkbox"/> First Class Mail: (No additional charge)	0	x	\$0	= \$0
<input type="checkbox"/> *USPS Express Mail Delivery: (street address or PO Box)	0	x	\$26.35	= \$0.00
<input type="checkbox"/> **FedEx to continental US: (no PO Box)	0	x	\$15	= \$0
<input type="checkbox"/> FedEx to AK/HI/Canada/Mexico: (no PO Box)	0	x	\$25	= \$0
<b>TOTAL AMOUNT DUE</b>				<b>\$0.00</b>
<small>(ADD THE FEE AMOUNT + SHIPPING FOR TOTAL DUE)</small>				

FOR OFFICE USE ONLY				
<input type="checkbox"/> NM	<input type="checkbox"/> NI	<input type="checkbox"/> NR	<input type="checkbox"/> SIE	<input type="checkbox"/> MD
<input type="checkbox"/> MR	<input type="checkbox"/> PP	<input type="checkbox"/> NQ	<input type="checkbox"/> IA	
<input type="checkbox"/> CALLED	DATE:	INITIALS:		
<input type="checkbox"/> EMAILED	DATE:	INITIALS:		
<input type="checkbox"/> LETTER SENT	DATE:	INITIALS:		
OTHER:				
APOSTILLE				
<input type="checkbox"/> VERIFIED	DATE:	INITIALS:		
<input type="checkbox"/> SENT TO SOS	DATE:	INITIALS:		
<input type="checkbox"/> NOTATED IN WHALES	FEE#			
COUNTRY:				

To request this document in another format, call 1-800-525-0127.  
Deaf or hard of hearing customers, please call 711 (Washington Relay) or email [civil.rights@doh.wa.gov](mailto:civil.rights@doh.wa.gov)

## Birth Certificates From Other Countries

If your child was not born in the United States, you should contact the consulate of their country of birth to learn how to obtain a birth certificate. The birth certificate should be translated into English and keep the translation with the original.

<p><b>El Salvador</b></p> <p>Contact the consulate office, which is located at:</p> <p>615 Second Avenue Suite #50 (street entrance) Seattle, WA 98104</p> <p>(206) 971-7950</p>	<p><b>Iraq</b></p> <p>Visit <a href="http://www.iraqiembassy.us/">http://www.iraqiembassy.us/</a> to find the closest consulate office and to find information on how to obtain a birth certificate.</p>	<p><b>Sudan</b></p> <p>Visit <a href="http://www.sudanembassy.org/">http://www.sudanembassy.org/</a> for information on how to obtain a birth certificate.</p> <p>The embassy is located at:</p> <p>Embassy of the Republic of the Sudan 2210 Massachusetts Avenue Washington DC, 20008</p> <p>(202) 338-8565 For questions on services: Extension 230</p> <p>Monday - Friday: 9:00 a.m. - 5:00 p.m.</p>
<p><b>Eritrea</b></p> <p>Contact the <a href="#">Embassy of Eritrea</a>, located at:</p> <p>1708 New Hampshire Ave. N.W. Washington, D.C. 20009</p> <p>(202) 319-1991</p> <p><a href="mailto:embassyeritrea@embassyeritrea.org">embassyeritrea@embassyeritrea.org</a></p>	<p><b>Libya</b></p> <p>Visit <a href="http://embassyoflibyadc.org">embassyoflibyadc.org</a> for information on how to obtain a birth certificate,</p> <p>The embassy is located at:</p> <p>Embassy of Libya 1460 Dahlia Street NW Washington, DC 20012</p> <p>(202) 944-9601 #5 or extension 5</p> <p>Monday - Friday: 10:00 a.m. - 3:00 p.m</p>	<p><b>Syria</b></p> <p>The U.S. State Department has suspended embassy and consulate operations of the Syrian embassy, which was located at 2215 Wyoming Ave NW, Washington, DC 20008.</p>
<p><b>Guatemala</b></p> <p><i>If you have a Código Unico de Identidad (CUI), you can apply for a new birth certificate online at:</i></p> <p><a href="http://eportal.renap.gob.gt/">http://eportal.renap.gob.gt/</a>.</p>	<p><b>Mexico</b></p> <p><i>See below</i></p>	<p><b>Ukraine</b></p> <p>Visit <a href="http://usa.mfa.gov.ua">usa.mfa.gov.ua</a> to schedule an appointment with the consulate office in Seattle. You may also schedule an appointment by contacting the consulate through phone at 425-</p>

<p>If you don't have a CUI, the parents will need to be present at the Registro Nacional de las Personas with your Documento Personal de Identificación (DPI) to apply for a new birth certificate.</p>		<p>209-0209 or email at <a href="mailto:hc@uaconsulate.org">hc@uaconsulate.org</a>. The consulate is located at:</p> <p>600 First Avenue Suite 605 Seattle, WA 90104</p>
<p><b>Honduras</b></p> <p>A parent must go to <a href="#">El Registro Nacional de las Personas in Honduras</a>.</p> <p>If the parent is in detention, the child or another family member should call El Registro Nacional de las Personas (+504 2221-4382). They should be able to send you a new copy of the child's birth certificate.</p> <p>You will also want to contact this organization if you need a new Honduran ID.</p>	<p><b>Russia</b></p> <p><i>See below</i></p>	<p><b>Yemen</b></p> <p>Visit <a href="http://www.yemenembassy.org">www.yemenembassy.org</a> for information on how to obtain a birth certificate. The embassy is located at:</p> <p>Embassy of the Republic of Yemen 2319 Wyoming Ave NW Washington, DC 20008</p> <p>(202) 965-4760 <i>Emergency Contact: (202) 717-1066</i></p> <p>Monday - Friday: 9:00 a.m. - 5 p.m.</p> <p><i>Consular Section open</i> Monday - Thursday: 10:00 a.m. - 1:00 p.m.</p> <p><a href="mailto:Information@yemenembassy.org">Information@yemenembassy.org</a></p>
<p><b>Iran</b></p> <p>Visit <a href="http://www.daftar.org">www.daftar.org</a> for information on how to obtain a birth certificate. (<a href="#">Click here for English.</a>) There is an office for the Interests Section of the Islamic Republic of Iran in the United States in the Pakistani Embassy in Washington D.C.:</p> <p>Iranian Representative Office c/o Embassy of Pakistan 1250 23rd St NW #200 Washington, DC 20037</p> <p>(202) 965-4990</p> <p>Monday - Friday: 8:00 a.m. - 4:30 p.m.</p> <p><a href="mailto:info@daftar.org">info@daftar.org</a></p>	<p><b>Somalia</b></p> <p>The embassy is located at:</p> <p>The Embassy of the Federal Republic of Somalia 1609 22 St NW Washington DC 20008</p> <p>(202) 296-0570, or (202)-853-9164</p> <p><a href="mailto:info@somaliembassydc.net">info@somaliembassydc.net</a></p>	

## Mexico

Individuals can visit the consulate office without appointment:

807 E. Roy St.  
Seattle, WA 98102

(206) 448-3526

Monday - Friday: 8:30 a.m. - 5:00 p.m.

*Fulfill the following requirements:*

1. Make an appointment through Mexitel on the website <https://mexitel.sre.gob.mx> or by phone number 1-877-639-4835.
2. Complete the [form](#) issued at the consulate office.
3. Bring and present identification documents to prove you are the person seeking the child's birth certificate.
4. Present the CURP (Clave Única de Registro de Población/Population registration code), if available.
5. Pay \$14 cost in cash per each certified copy.

You can also request your birth certificate from the consulate website at <https://www.gob.mx/ActaNacimiento/>. Consult this webpage for questions: <https://www.gob.mx/actas/articulos/preguntas-frecuentes-119110>.

## Russia

Visit <https://washington.mid.ru/en/consular-services/citizens-usa/documents-on-demand/> to find the closest consular office and to confirm how to obtain a birth certificate. The embassy website states that foreign nationals have the right to obtain documents regarding their vital records by following the "Documents on Demand" process:

Complete **two** copies of the form "[Questionnaire on Obtaining Documents on Demand](#)." This form must be correctly completed in Russian.

Submit the Questionnaire on Obtaining Documents on Demand with the following documents:

1. Copy of your valid national passport.
2. Copy of a document confirming your relationship or authorization for obtaining the document on demand.
3. If you are acting on behalf of another person requesting the document, a power of attorney authorizing you to act on that person's behalf.
4. A money order payable to the Embassy of Russia in the amount of \$72 per document requested.

Submit the documents described above using one of the following methods:

- a. **Mail** to 2641 Tunlaw Rd. NW, Washington, DC 20007. Include a self-addressed prepaid return envelope showing your account number and yourself as both the shipper and recipient regardless of delivery address. They will not accept waybills marked “bill sender”, “bill third-party”, “bill credit card”, or C.O.D. Specify on the envelope: “Attention Documents on Demand.”
- b. To make a request **in person**, determine which district your state belongs to on the [Consular website](#). Use the contact information provided on the website for in-person appointments.

## Social Security Card

Any person that is a U.S. citizen should have a social security number and a social security card. If your child qualifies but does not have a social security card, you should apply for one (see form on Page 24). For first-time applicants and replacement cards:

1. Gather required documentation listed below. Please note, all documents must be originals or certified copies. Photocopies or notarized copies will not be accepted.
  - a. Citizenship: Birth Certificate or U.S. Passport.
  - b. Identity of the child: State issued non-driver’s ID card; doctor, clinic or hospital records, school ID card, religious record, school daycare center record or any other document that shows the child’s name, age, date of birth and parents’ names. (Birth certificate and Passport are also sufficient for identity purposes.)
  - c. Identity of the parent: State issued non-driver’s ID card or driver’s license; US passport, health insurance card, school ID card, employee identification card or any other document that shows the parent’s name, age, and date of birth.  
*If parents are not from the U.S., they should not be concerned as immigration status should not be relevant to proving identity. If parents are asked about their immigration status, they should refuse to answer and remain silent.*
2. Call 1-800-772-1213 to find your local Social Security Administration office.
3. Bring the documentation and fill out the necessary form (<https://www.ssa.gov/forms/ss-5.pdf>). This form will also be available in person.
4. There is no fee for this process. Processing time is two weeks if approved right away. The Social Security Administration may request additional documentation and verification.





# Passports

A child who is a U.S. citizen should get a passport as soon as possible if he or she does not already have one. If the child is from another country, a passport may still be helpful within that country.

It is very hard for a child to obtain a passport without having a parent sign on the child's behalf. If you are detained or deported and your child needs to travel, including perhaps joining you in your home country, this will be much easier to do if the child has a passport. Furthermore, a child who has a passport can travel outside of the country and return lawfully.

## U.S. Passports

The U.S. passport requires signatures from both parents. If there is only one parent available, another form must be filled out. See details below. This process is very hard to do without a parent present. Applications are also available at the post office.

1. Fill out a passport application ([DS-11](#)) (See form on Page 29, which is also available at <https://travel.state.gov/content/passports/en/passports.html>.)
2. Call 1-877-487-2778 to locate a passport agency and to make an appointment. The line is staffed with Spanish speakers. If it is an after-hours emergency, call 1-202-647-4000.
3. Bring identity documents to the appointment:
  - a. Proof of Citizenship of the child. Must have one of the following:
    - Original or certified copy of the birth certificate (no photocopies or notarized copies)
    - Consular report of birth abroad or certification of birth
    - Certificate of Citizenship
  - b. Social Security Number for the child. (This is required if it has been issued.)

If it has been issued but you do not remember the number, you will need to contact the Social Security Administration for a new card with the Social Security number.

If the child has never had a social security number before, it is okay but you will need to sign and date a statement which says: "I declare under penalty of perjury under the laws of the United States of America that the following is true and correct: I have never been issued a Social Security number by the Social Security Administration."

4. Show parental relationship and consent.
  - a. *If the child is under the age of 16:*

If two parents have custody of the child, then you must show that both parents authorize the child to have a passport. Both parents have to be with the child when they apply for the passport. If they cannot, then you will have to show

that the parent who is not with the child, has given permission or is not able to give permission.

To give permission, the parent who is not able to go with the child must fill out Form [DS-3053](#) "Statement of Consent". This form must be notarized and expires 90 days after the day it was signed. A photocopy of the front and back of the parent's ID must be with the form. If both parents cannot be with the child, they will both have to complete the form.

To prove that the parent asking for the passport cannot get permission from the other parent, the parent can submit Form [DS-5525](#) "Statement of Exigent/Special Family Circumstances." If there are safety concerns for the parent asking for the passport and the child, this form can be used to ask for the passport without the other parent.

If one parent has sole custody of the child, they will need to prove that they have sole custody. This proof can include a birth certificate that lists only one parent, a certified court order granting sole legal custody, a certified divorce decree, a certified adoption decree, a certified certificate of death of the parent who cannot appear or any other certified court order that proves that you have legal custody.

- b. *If the child is 16 or 17 and has his or her own ID*, they can apply without a parent being present, but the passport agencies prefer one parent be with the child or one parent give written consent (a signed statement with a photocopy of the parents ID).
5. Proof of identity. If the child is under 16, the parent must bring an ID. If the child is 16 or 17, they can bring his or her ID or a parent must bring his or her ID. Must bring the original ID and a photocopy of the front and back of each ID you use.
    - a. State issued, valid non-driver ID or driver's license
    - b. Certificate of Naturalization or Citizenship
    - c. Valid or expired, undamaged passport from the US or any other country
    - d. Matricula consular (Consular Identification Card)
    - e. Valid work permit or permanent resident card issued by Department of Homeland Security
  6. A passport style photo of the child.
  7. Fees:
    - a. Regular processing time is 4-6 weeks and costs a total of \$105 (\$80 passport fee, \$25 processing fee).
    - b. Expedited processing in person will take about 8 business days (maybe less depending on need and if you can prove there is an emergency) and costs a

total of \$185.66 (\$80 passport fee, \$25 processing fee, \$60 expedited processing fee, \$20.66 overnight delivery fee).

## Passports From Other Countries

If your child is not a U.S. citizen, you should contact the consulate of his or her country of birth to learn how to apply for a passport and other travel documents that may be needed. Below are brief instructions for how to obtain a passport from certain countries.

<p><b>El Salvador</b></p> <p>Contact the consulate office, which is located at:</p> <p>615 Second Avenue Suite #50 (street entrance) Seattle, WA 98104</p> <p>(206) 971-7950</p> <p><a href="mailto:consuladoseattle@rree.gob.sv">consuladoseattle@rree.gob.sv</a></p>	<p><b>Iraq</b></p> <p>Visit <a href="http://www.iraqiembassy.us/">http://www.iraqiembassy.us/</a> to find the closest consulate office, register as an Iraqi national, or learn more about the passport and/or travel documents that may be obtained for your child.</p>	<p><b>Sudan</b></p> <p><i>See below</i></p>
<p><b>Eritrea</b></p> <p>Passport information and forms can be found at <a href="https://us.embassyeritrea.org/passport/">https://us.embassyeritrea.org/passport/</a>.</p> <p>Contact the Embassy of Eritrea in Washington, DC at</p> <p>Embassy of Eritrea 1708 New Hampshire Ave NW Washington, D.C. 20009</p> <p>(202)319-1991</p> <p><a href="mailto:embassyeritrea@embassyeritrea.com">embassyeritrea@embassyeritrea.com</a>.</p>	<p><b>Libya</b></p> <p>Visit <a href="http://www.embassyoflibyadc.org/">http://www.embassyoflibyadc.org/</a> for information about Libya consulate services. The embassy is located at:</p> <p>Embassy of Libya 1460 Dahlia Street NW Washington, DC 20012</p> <p>(202) 944-9601-5</p> <p><a href="mailto:info@embassyoflibyadc.com">info@embassyoflibyadc.com</a></p> <p>Monday - Friday: 10:00 a.m. - 3:00 p.m.</p>	<p><b>Syria</b></p> <p>The U.S. State Department has suspended embassy and consulate operations of the Syrian embassy, which was located at 2215 Wyoming Ave NW, Washington, DC 20008.</p>
<p><b>Guatemala</b></p> <p><i>See below</i></p>	<p><b>Mexico</b></p> <p><i>See below</i></p>	<p><b>Ukraine</b></p> <p>Visit <a href="http://usa.mfa.gov.ua">usa.mfa.gov.ua</a> to find the closest consular office and to confirm how to obtain a passport.</p>
<p><b>Honduras</b></p> <p><i>See below</i></p>	<p><b>Russia</b></p> <p>Visit <a href="https://washington.mid.ru/en/consular-services/consulate/russian-consulates-in-the-us/">https://washington.mid.ru/en/consular-services/consulate/russian-consulates-in-the-us/</a> to find the closest consular office and to confirm</p>	<p><b>Yemen</b></p> <p>Visit <a href="http://www.yemenembassy.org">www.yemenembassy.org</a> for information about Yemen consulate services. The embassy is located at:</p>

	<p>how to obtain a passport. The embassy website (<a href="https://washington.mid.ru/ru/consular-services/citizens-russia/international-passport/">https://washington.mid.ru/ru/consular-services/citizens-russia/international-passport/</a>) states that “in accordance with Russian legislation, a passport is issued only in person. Passport documents are not accepted by mail. All documents sent by mail for registration of a passport are returned to the applicant without execution.”</p>	<p>Embassy of the Republic of Yemen 2319 Wyoming Ave NW Washington, DC 20008</p> <p>(202) 965-4760 Emergency Contact: (202) 717-1066</p> <p>Monday - Friday: 9:00 a.m. - 5:00 p.m.</p> <p><i>Consular section</i> open Monday - Friday: 10:00 a.m. - 1:00 p.m.</p> <p><a href="mailto:Information@yemenembassy.org">Information@yemenembassy.org</a></p>
<p><b>Iran</b></p> <p>Visit <a href="http://www.daftar.org">www.daftar.org</a> for information about Iran consulate services. (<a href="#">Click here for English.</a>) There is an office for the Interests Section of the Islamic Republic of Iran in the United States in the Pakistani Embassy in Washington D.C. The address is:</p> <p>Iranian Representative Office c/o Embassy of Pakistan 1250 23rd St NW #200 Washington, DC 20037</p> <p>(202) 965-4990</p> <p>Monday - Friday: 8:00 a.m. - 6:00 p.m.</p> <p><a href="mailto:info@daftar.org">info@daftar.org</a></p>	<p><b>Somalia</b></p> <p>Visit <a href="https://somialembassydc.net/consular-services/">https://somialembassydc.net/consular-services/</a> for information about Somalia consulate services. The embassy is located at:</p> <p>The Embassy of the Federal Republic of Somalia 1609 22 St NW Suite 300, Washington DC 20008</p> <p>(202) 296-0570, or (202)853-9164</p> <p><a href="mailto:info@somialembassydc.net">info@somialembassydc.net</a></p>	

## Guatemala

If you need to renew a passport or get one for the first time, you need to make an appointment on the Consulate’s website at <https://consulguatesea.acuityscheduling.com/schedule.php> or call the consulate at (844) 805-1011 or (206)888-5319. You will need to present the following:

*a. If you’re over 18:*

- Documento Personal de Identificación (DPI) or Birth Certificate with CUI number, recent no more than 6 months,

- \$65.00, and
- Your expired passport, if you have one.

**b. If you're under 18:**

- Birth certificate with CUI number,
- Your expired passport, if you have one,
- \$65.00, and
- Your parents will have to accompany you who will have to identify themselves with Documento Personal de Identificación (DPI), Birth certificate, or Cédula de Vecindad.

The consulate address is:

Guatemalan Consulate  
18000 International Blvd - South Tower  
10<sup>th</sup> Floor, Office 1005  
SeaTac, WA 98188

### **Honduras**

Contact the consulate in San Francisco, CA to make an appointment for the application. The consulate address is:

1700 California St. Suite #460  
San Francisco, CA 94109

[www.citaconsular.com](http://www.citaconsular.com)

You will need the following required documents:

1. Current Honduran ID card, or
2. Birth certificate with another document from Honduras that has your photograph: Driver's license, social security card, INJUPEMP card, academic title, or expired passport.

**If the applicant is under 21 years old:**

- They will have to have to appear with both parents at the consulate.
- *If either parent is absent*, the parents will have to fill out an authorization and get it notarized. They will also have to provide a copy of their ID cards or passports.
- *If either parent is deceased*, the applicant has to submit an original copy of the death certificate.

### **Mexico**

1. Make an appointment by calling 1-877-639-4835 or going online (<https://consulmex.sre.gob.mx/seattle/index.php/es/documentos-de-identidad/pasaporte>).

2. Go to the consulate on the day of your appointment and fill out a passport application (<https://consulmex.sre.gob.mx/seattle/index.php/es/tramites/pasaporte-mexicano>).
3. For adults:
  - a. Verify Mexican nationality with any of the following original documents:
    - i. Birth certificate: A certificate that was issued by the civil registry in Mexico must have been issued within the first 3 years after the individual's birth. Otherwise, the individual will have to present additional documents to supplement identity:
      - Matricula consular issued after 5/13/2005
      - Voter's identification card (credencial de elector)
      - Military service card
      - Certificate of primary or secondary school issued by SEP
      - Certified report card of any school year in Mexico, with a photograph
      - Professional credential or identification
      - Current school or university ID that shows date of birth
      - Identification from Mexican social services offices (ISSTE, IMSS, DIF, or Centro de Salud)
      - Work permit or green card issued by the U.S. government
      - Mexican driver's license
      - Official identification card or driver's license from any U.S. state
      - ID issued by the DMV of any U.S. state
      - U.S. passport
    - ii. Matricula consular (issued after 5/13/2005)
    - iii. Certificate of Mexican nationality
    - iv. Declaration of Mexican nationality
    - v. Naturalization letter

Cost per passport (cash only)

- 1 year, cases of consular protection and minors under 3 years old: \$34
- 3 years: \$78
- 6 years: \$107
- 10 years: \$150

People over 60 years of age will pay 50% of the established cost.

4. For minors and people with disabilities:

- a. Both parents must be present with the minor and present the following documents:

Prove Mexican Nationality of Minor

- i. Birth certificate of the minor or disabled individual
- ii. Certificate of Mexican nationality
- iii. Declaration of Mexican nationality by birth
- iv. Letter of naturalization
- v. High security consular registration

- b. Prove the identity of the minor through ORIGINAL documents

- i. School certificate of primary, secondary or high school education issued by the Mexican school authority
- ii. Certified ballot for a school year with a photograph and official seal, issued by a Mexican school authority
- iii. Student credential issued by the local educational institution. In the event that the minor's name on the credential does not faithfully match the birth certificate, they must request from the authorities of the school district where the minor studies, the printing of the document called "transcript", in which it must appear the child's full name and photograph.
- iv. Proof of degree of studies that is being carried out duly stamped by the educational institution and with a photograph of the minor
- v. Official identification issued by the state of Washington, Alaska or Idaho
- vi. Residence Card of the United States of America (Green Card)

For children under 7 years of age, medical records with a photograph and seal of a medical institution or a private doctor of the place where the minor resides are accepted.

If one of the parents cannot be present at the consulate during the appointment because they live in another state, they can issue their consent as follows:

- a. In Mexico: go before any office of the department of external relations (Secretaria de Relaciones Exteriores) and complete the OP7 form or complete it before a notary public.
- b. In another foreign country: request the OP-7 form from your local consulate.



Both parents must prove their identities through any of the following documents:

- a. Matricula consular issued after 5/13/2005
- b. Voter's identification card (credencial de elector)
- c. Military service card
- d. Certificate of primary or secondary school issued by SEP
- e. Certified report card of any school year in Mexico, with a photograph
- f. Professional credential or identification
- g. Current school or university ID that shows date of birth
- h. Identification from Mexican social services offices (ISSTE, IMSS, DIF, or Centro de Salud)
- i. Work permit or green card issued by the U.S. government
- j. Mexican driver's license
- k. Official identification card or driver's license from any U.S. state
- l. ID issued by the DMV of any U.S. state
- m. U.S. passport

For dual citizenship of U.S. minor, either or both parents can present any of the following to prove their Mexican nationality:

- i. Birth certificate: A certificate that was issued by the civil registry in Mexico, must have been issued within the first 3 years after the individual's birth. Otherwise, the individual will have to present additional documents to supplement identity:
  - Matricula consular issued after 5/13/2005
  - Voter's identification card (credencial de elector)
  - Military service card
  - Certificate of primary or secondary school issued by SEP
  - Certified report card of any school year in Mexico, with a photograph
  - Professional credential or identification
  - Current school or university ID that shows date of birth
  - Identification from Mexican social services offices (ISSTE, IMSS, DIF, or Centro de Salud)
  - Work permit or green card issued by the U.S. government

- Mexican driver's license
  - Official identification card or driver's license from any U.S. state
  - ID issued by the DMV of any U.S. state
  - U.S. passport
- ii. Matricula consular (issued after 5/13/2005)
  - iii. Certificate of Mexican nationality
  - iv. Declaration of Mexican nationality
  - v. Naturalization letter

Cost per passport (cash only)

- 1 year, cases of consular protection and minors under 3 years old: \$34
- 3 years: \$78
- 6 years: \$107
- 10 years: \$150

People over 60 years of age will pay 50% of the established cost.

**Sudan**

Visit <http://www.sudanembassy.org/> for information about Sudan consulate services. The embassy is located at:

Embassy of the Republic of the Sudan  
2210 Massachusetts Ave  
Washington DC, 20008

(202) 338-8565

For questions on services: Ext. 230

Monday - Friday: 9:00 a.m. - 5:00 p.m.

All hand-written green Sudanese passports will no longer be accepted as a travel document by the authorities. An Emergency Travel Document must be issued to allow the bearer to travel to Sudan only. The Embassy is expected to receive a team from the Passport Division Ministry of Interior to assist Sudanese expatriates in the U.S. in replacing their hand-written passport. The Embassy will put a further note on this website as soon as we have the information available. Currently, the Embassy is not issuing National ID or Electronic Passports in premises or through the Embassy.

In cases where a person needs a passport for immigration or school purposes, we may renew the green passport only. See the requirements below:

**Requirements:**

1. Filled-out [Renewal Application Form \(ARABIC FORM\)](#)

2. Copy of Sudanese Passport
3. Copy of U.S. Green Card
4. Police report (for lost passport)
5. The normal processing time for renewal is 2-5 business days. Please allow sufficient time to process applications.
6. Applicants submitting their applications through walk-in hours (Mon-Fri Hours: 10:00 AM - 2:00 PM) may bring a self- addressed return envelope with the appropriate stamps for **Express Mail, Priority Mail, FedEx, or UPS with tracking number**, if documents/passports are to be mailed back
7. Applicants sending their applications by mail must furnish the Consular section of the Embassy with a return envelope *with tracking no.* using **Express Mail, Priority Mail, FedEx, or UPS** (postage/shipment paid by the applicant). Failure to send one may cause delay in the return of the passport(s).

*Important: Applicants sending their applications by mail must provide the Consular section of the Embassy with a return envelope with tracking no. (postage/shipment paid by the applicant) using one of the services listed below. Failure to send one may cause delay in the return of the passport (s).*

Send Applications to:

Embassy of the Republic of the Sudan  
2210 Massachusetts Ave, NW  
Washington, D.C. 20008

Telephone number: 202-338-8565  
Fax number: 202-667.2406

The embassy only accepts the following forms of payment:

- a. *If sending applications by mail:*  
U.S. Postal Money Order | Company Check | Cashier's Check
- b. *If dropping applications at the embassy:*  
Cash | U.S. Postal Money Order | Company Check | Cashier's Check

*All payments must be payable to the Embassy of Sudan.*

Remember to write clearly and complete the entire application form. Failure to do so may result in a longer processing time.



# APPLICATION FOR A U.S. PASSPORT

Please Print Legibly Using Black Ink Only

OMB CONTROL NO.: 1405-0004  
EXPIRATION DATE: 1-31-2021  
ESTIMATED BURDEN: 85 MIN

Attention: Read WARNING on page 1 of instructions  
Please select the document(s) for which you are applying:

U.S. Passport Book     U.S. Passport Card     Both  
The U.S. passport card is **not** valid for international air travel. For more information see page 1 of instructions.

Regular Book (Standard)     Large Book (Non-Standard)

**Note:** The large book option is for those who frequently travel abroad during the passport validity period, and is recommended for applicants who have previously required the addition of visa pages.

1. Name Last \_\_\_\_\_  D  O  Dep DOTS \_\_\_\_\_  
First \_\_\_\_\_ Middle \_\_\_\_\_ 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 (Info alerts offered at [travel.state.gov](http://travel.state.gov)) \_\_\_\_\_ 7. Primary Contact Phone Number \_\_\_\_\_

8. Mailing Address: Line 1: Street/RFD#, P.O. Box, or URB. \_\_\_\_\_  
Address Line 2: Clearly label Apartment, Company, Suite, Unit, Building, Floor, In Care Of or Attention if applicable. (e.g., In Care Of - Jane Doe, Apt # 100) \_\_\_\_\_  
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**

Identifying Documents - Applicant or Mother/Father/Parent 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 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, since acquiring U.S. citizenship or nationality, performed any of the acts listed under "Acts or Conditions" on page four 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 one of the instructions to the application form.

Acceptance Agent  (Vice) Consul USA  
 Passport Staff Agent

(Seal)

Name of courier company (if applicable) \_\_\_\_\_ Facility ID Number \_\_\_\_\_

Facility Name/Location \_\_\_\_\_ Agent ID Number \_\_\_\_\_

Signature of person authorized to accept applications \_\_\_\_\_ Date \_\_\_\_\_

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

For Issuing Office Only → Bk \_\_\_\_\_ Card \_\_\_\_\_ EF \_\_\_\_\_ Postage \_\_\_\_\_ Execution \_\_\_\_\_ Other \_\_\_\_\_

\* DS 11 C 09 2013 1 \*

<b>Name of Applicant (Last, First, &amp; Middle)</b>		<b>Date of Birth (mm/dd/yyyy)</b>	
<b>10. Parental Information</b>		Last Name (at Parent's Birth)	
Mother/Father/Parent - First & Middle Name			
Date of Birth (mm/dd/yyyy)	Place of Birth	Sex	U.S. Citizen?
		<input type="checkbox"/> Male <input type="checkbox"/> Yes	<input type="checkbox"/> Yes
		<input type="checkbox"/> Female <input type="checkbox"/> No	<input type="checkbox"/> No
Mother/Father/Parent - First & Middle Name		Last Name (at Parent's Birth)	
Date of Birth (mm/dd/yyyy)	Place of Birth	Sex	U.S. Citizen?
		<input type="checkbox"/> Male <input type="checkbox"/> Yes	<input type="checkbox"/> Yes
		<input type="checkbox"/> Female <input type="checkbox"/> No	<input type="checkbox"/> No
<b>11. Have you ever been married?</b> <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		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	
<b>12. Additional Contact Phone Number</b>		<b>13. Occupation (if age 16 or older)</b>	
<input type="checkbox"/> Home <input type="checkbox"/> Cell			
<input type="checkbox"/> Work			
<b>15. Height</b>	<b>16. Hair Color</b>	<b>17. Eye Color</b>	<b>18. Travel Plans</b>
			Departure Date (mm/dd/yyyy) Return Date (mm/dd/yyyy) Countries to be Visited
<b>19. Permanent Address - If P.O. Box is listed under Mailing Address or if residence is different from Mailing Address.</b>			
Street/RFD # or URB (No P.O. Box)			Apartment/Unit
City		State	Zip Code
<b>20. Emergency Contact - Provide the information of a person not traveling with you to be contacted in the event of an emergency.</b>			
Name		Address: Street/RFD # or P.O. Box	
City		State	Zip Code
Phone Number		Relationship	
<b>21. Have you ever applied for or been issued a U.S. Passport Book or Passport Card?</b> <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 passport book		Most recent passport book number	Most recent passport book 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 passport card		Most recent passport card number	Most recent passport card 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)			
<b>PLEASE DO NOT WRITE BELOW THIS LINE - FOR ISSUING OFFICE ONLY</b>			
Name as it appears on citizenship evidence _____			
<input type="checkbox"/> Birth Certificate	SR CR City Filed:	Issued:	
<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 Per PIERS #/DOI:		
<input type="checkbox"/> Other:			
<input type="checkbox"/> Attached:			
<input type="checkbox"/> P/C of Citiz <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-5520 <input type="checkbox"/> DS-5525 <input type="checkbox"/> PAW <input type="checkbox"/> NPIC <input type="checkbox"/> IRL <input type="checkbox"/> Citiz W/S			
* DS 11 C 09 2013 2 *			

## Other Resources

- [Legal Counsel for Youth and Children](#)
- [Washington Law Help](#)
- [Northwest Immigrant Rights Project](#)
- [Washington Immigrant Solidarity Network](#)
- [Colectiva Legal del Pueblo](#)
- [Women's Refugee Commission](#)
- [Immigrant Legal Resource Center](#)
- [Consejo Counseling and Referral Service](#)
- [SeaMar Community Health Centers](#)