

Checklist of Important Documents

This is a checklist of important documents to gather in the event that you are detained/deported or unavailable to care for your child(ren). 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. The file should contain important documents for each child, such as the following (Please note that this list is not exhaustive. There may be other documents that would be helpful for your child and some documents on this list may not apply to your family):

- ☐ 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, arts, etc.
- ☐ Obtain each child's **school records, including any important test/assessment documents**. You should have a copy of any Individual Education Plan (IEP) 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.
 - If your child has any mental health needs, obtain those records and include any instructions needed for those needs.
 - List anything that you can think of that may be helpful to care for your child. (for example, if your child needs glasses, dental care, hearing issues, dietary restrictions, reading/learning challenges, favorite toy, book, picture, etc.).
- ☐ 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.
 - Provide contact information of someone in your home county that would know how to contact you if you are returned to that county.
- ☐ Complete the **[Intention of Parents to Care for Minor Child](#)** for each child. One document for each child; do NOT include multiple children on one document.

- This document can be used by authorities to understand the wishes of parents. However, there is no guarantee that your wishes will absolutely be followed.
- ❑ Complete the [**Durable Power of Attorney for Parental Powers**](#) for each child. One document for each child; do NOT include multiple children on one document.
 - Include any other court documents regarding your family (especially anything related to child custody or protection orders) 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 (2 years) from when it is signed or until the child(ren) is 18 years old, whichever happens first. Create a new one to maximize the 24 months.
- ❑ Obtain an **original birth certificate** for each child.
 - Each state in the U.S. has its own method for requesting an original birth certificate. 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. (see [Page 27](#) for instructions on obtaining birth certificates from certain 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. To obtain a new physical social security card for your child, go to <https://www.ssa.gov/number-card/replace-card>.
- ❑ Obtain a **passport** for your child.
 - Apply for a U.S. passport for every family member who is a U.S. citizen. (see <https://travel.state.gov/content/travel/en/passports.html> for instructions.)
 - Obtain a passport for all child(ren) born in another country. You may need to contact the child's country of birth consulate's office to apply for a passport for all members born outside of the U.S. (see [Page 35](#) for instructions on obtaining a passport from certain countries outside of the U.S.)
 - If a child(ren) has dual citizenship, obtain passports for both countries (the U.S. and the other country).
- ❑ Make a list of **important contact information** that the caregiver/agent may need and keep it as updated as possible.
- ❑ Include 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.).