



ASIAN AMERICANS
**ADVANCING
JUSTICE**
ATLANTA

Know Your Rights & Family Preparedness Guide

For Georgia Immigrant Families

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INTRODUCTION & GUIDE PURPOSE

[Asian Americans Advancing Justice-Atlanta](#) (“Advancing Justice-Atlanta”) is the first and largest nonprofit legal advocacy organization dedicated to protecting the civil rights of Asian Americans, Native Hawaiian, Pacific Islander (AANHPI) and Arab, Middle Eastern, Muslim, and South Asian (AMEMSA) communities and all immigrants in Georgia and the Southeast. Founded in 2010 as the Asian American Legal Advocacy Center (AALAC), our organization became part of the national Asian Americans Advancing Justice affiliation in 2014. Advancing Justice-Atlanta’s work includes [policy advocacy](#), [civic engagement](#), [impact litigation](#), and [legal services](#).

Advancing Justice-Atlanta provides comprehensive and high quality immigration legal services to immigrant communities in Georgia. Our multilingual legal services team assists low-income immigrants in obtaining lawful status, becoming citizens, and defending against deportation. We also seek to empower immigrants through free immigration legal workshops and community education programs.

When searching for an immigration attorney, please beware of scammers and of people claiming to be attorneys. Make sure you work with a licensed attorney and not a “notary.” In the United States, a notary is someone who has the job of making sure people sign documents and they are not allowed to prepare legal documents or give you any legal advice unless they are also an attorney. It is important to find legal assistance through reputable sources, such as the ones listed below.

For local immigration nonprofits, please see [Immigration Law Help](#) or [Immigration Advocates](#). For private immigration attorneys, please see [AILA's Immigration Lawyer Search](#). For additional resources, please visit our community resource guide found here: [Community Resource Guide — Asian Americans Advancing Justice-Atlanta](#).

*****Please note that this guide is NOT a substitute for independent legal advice. You should consult with an immigration attorney about your case.*** This guide is meant to provide general information and know your rights education for Georgia immigrant communities and families.



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SECTION I: KNOW YOUR RIGHTS WITH ICE & LAW ENFORCEMENT

A. WHO IS ICE?

U.S. Immigration and Customs Enforcement (or ICE) is a federal agency under the U.S. Department of Homeland Security. ICE is responsible for enforcing immigration laws within the United States and ICE has the power to arrest, detain, and deport people in the United States who are in violation of immigration laws.

As of May 2024, a new law in Georgia called the Georgia Criminal Alien Track and Report Act¹ requires local and state law enforcement to identify and notify ICE when someone arrested is an undocumented immigrant. This means that the police will cooperate with ICE and transfer noncitizens who are arrested into ICE custody. It is important to know your rights if you are approached by ICE or law enforcement.

B. WHAT ARE MY CONSTITUTIONAL RIGHTS AS A NONCITIZEN?²

[The Constitution](#) is a document with the fundamental laws governing the United States of America. The Constitution is the “supreme law of the land,” meaning it is the highest law in the country and that all laws and government actions must follow the Constitution. The Constitution was created to protect human rights and ensure fairness and equal protection under the law. Certain rights apply to everyone living within the United States, regardless of their immigration status.³ Below are some of the constitutional protections afforded to both citizens and noncitizens.

1. Right against Unreasonable Searches and Seizures

The Fourth Amendment protects people in the United States against unreasonable searches and seizures by the government. This area of law can be complex, but in general, it provides legal protections against the government conducting unreasonable searches of you, your belongings, or your home. For example, the government cannot enter and search your home without obtaining consent, a valid judicial warrant, or

¹ O.C.G.A. § 42-4-14. *Georgia Criminal Alien Track and Report Act*.

² Clearwater Law Group. (n.d.). *5 rights of undocumented immigrants*. Retrieved January 26, 2025, from <https://clearwaterlawgrouptrcities.com/5-rights-of-undocumented-immigrants/#:~:text=Key%20Takeaway,your%20rights%20in%20greater%20detail>.

³ Andres E. Martinez Millan, *Undocumented Immigrants’ Rights Under the United States Constitution*, Accessible L. (Spring 2021), <https://www.accessiblelaw.utdallas.edu/post/undocumented-immigrants-rights-under-the-united-states-constitution>.



meeting specific legal exceptions, such as probation conditions for certain criminal charges.

Undocumented immigrants (i.e., individuals without legal immigration status) have the same Fourth Amendment protections as U.S. citizens and legal residents. However, there is an exception known as the “border search exception,” which allows federal agents to conduct warrantless searches of people and belongings within a 100-mile radius of any U.S. border, including airports. As a result, individuals—including undocumented immigrants—within this zone may be subject to warrantless searches, though more invasive searches may still require reasonable suspicion or additional legal justification.

2. Right to Due Process

The Fifth and Fourteenth Amendments of the U.S. Constitution guarantee the right to due process, ensuring that no person is deprived of life, liberty, or property without fair legal procedures. This protection extends to all individuals within the United States, including undocumented immigrants. Generally, undocumented immigrants have the right to be informed of the charges against them and to present evidence in their defense. However, they do not have the right to government-appointed counsel in immigration proceedings and must secure legal representation at their own expense or through pro bono services. People who are seeking to enter the United States or have recently entered without permission do not have the same due process rights as people who have been in the United States for longer than two years. The government may deploy “expedited removal,” which allows for rapid deportation of certain individuals without a hearing with an immigration judge. Individuals who express fear of persecution or an intent to apply for asylum may be granted a chance to present their case before an immigration judge. However, as of January 21, 2025, the Department of Homeland Security expanded expedited removal to apply nationwide. Now, any undocumented individual unable to demonstrate continuous physical presence in the U.S. for more than two years may be subject to expedited removal.⁴

⁴ National Immigration Law Center. (n.d.). *Know your rights: Expedited removal expansion*. Retrieved January 24, 2025, from <https://www.nilc.org/resources/know-your-rights-expedited-removal-expansion/>.



3. Right to Remain Silent

The Fifth Amendment protects individuals from having to say anything that could be used against them and that puts them at risk for criminal penalties. The Fifth Amendment states, “No person shall be... compelled in any criminal case to be a witness against himself.” This protects all individuals in the United States from being forced to testify against themselves in a criminal proceeding. Noncitizens, including immigrants and undocumented individuals, are entitled to the same protections as citizens when confronted by law enforcement or facing criminal charges. This means that they have the right to remain silent and cannot be compelled to testify against themselves in criminal matters.

Even though immigration cases are civil in nature, not criminal, noncitizens can still exercise these Fifth Amendment rights when facing civil charges such as immigration deportation if they have reason to believe their words may make them look guilty and lead to charges. Fifth Amendment rights can also be used in proceedings aside from trials, such as if you are being questioned by law enforcement.

4. Right to Legal Counsel

The Sixth Amendment of the Constitution guarantees the right to legal counsel in all criminal proceedings. Under this amendment, “In all criminal prosecutions, the accused shall...have the assistance of counsel for his defense.” The right to legal counsel also applies to deportation defense, but since the case is civil and not criminal, the immigrant facing deportation will have to hire an attorney at his/her own expense.

5. Right to Education

While there is no federal law guaranteeing the right to education, the 14th Amendment of the Constitution comes into play. The Equal Protection Clause of the Fourteenth Amendment prohibits discrimination by the government based on race, ethnicity, or national origin. In a case called [Plyler v. Doe](#), the Supreme Court held that if children who are citizens or legal residents have the right to attend public schools, then undocumented children also have this right. If a child is detained and has no access to a public school, the facilities must then provide education, healthcare, recreation, and other services including hiring qualified teachers, providing adequate classroom space



and materials, and ensuring that the children have access to appropriate education programs.

C. WHO IS AT RISK OF ICE ENFORCEMENT?

ICE has the power to arrest, detain, and deport people in the United States, including anyone without lawful immigration status or people with status with certain criminal convictions. ICE may prioritize people with prior removal orders, people with certain types of criminal convictions (i.e. crimes that pose a threat to public safety), and people who are believed to be a threat to U.S. national security.

As of May 2024, Georgia law enforcement are now required to cooperate with and notify ICE if anyone arrested or being charged with a crime is a noncitizen. If you are undocumented or out of status, have a prior removal order, or have committed a crime; you are at greater risk of ICE enforcement. People with some form of current immigration status, even temporary, who have not been accused or charged of any crime may still be targeted, but the risk may be lower. However, this risk level may change as federal and state administration priorities change within ICE and the government at large.

D. WHERE MIGHT I ENCOUNTER ICE/LAW ENFORCEMENT AND WHAT DO I DO?

You can be approached by ICE or law enforcement anywhere: at your home, on the street, at work, while in transit (car, bus, train, etc.), etc. No matter your immigration status, you have rights under the Constitution (*see Section B*). The following tips below are based on where you may encounter ICE or law enforcement and what to do in various situations.

1. At Home

Generally, ICE or law enforcement does not have the right to enter your home without your permission or without a valid arrest or search warrant signed by a judge. ICE may use a variety of tactics to gain access to your home. They may pretend to be someone else like the police or FBI, or even someone unexpected like a plumber. ICE may come to your home early in the morning. ICE may pretend to have a valid search warrant that



is actually just an ICE administrative document. Be careful and assert your rights! Here is what you can do if ICE or law enforcement shows up at your home:

- **Refuse Entry or Search.** If ICE or law enforcement comes to your home, you have the right to refuse them from entering and searching your home unless they have a valid warrant signed by a judge. You can keep the door closed and speak to the officers through the door. Remember, they need your permission to enter your house and search it if they do not have a valid warrant. Opening the door does not automatically mean you are giving them permission to enter, but it is safer to keep it closed in order to make sure it is clear that they do not have permission to enter.
- **Ask for Identification.** Officers may try to trick or intimidate you to get into your house. Do not be caught off guard and open the door. You still have the right to deny them access if they do not have a valid judicial warrant and you can also ask for their identification. Ask them to see their identification through a window or to slide it under the door.
- **Ask To See A Warrant.** You have the right to ask if the officers have a valid judicial warrant. If the officers say they do have a valid warrant, ask them to slide it under the door or hold it up to a window so you can inspect it. An ICE warrant of removal/deportation (Form I-205) is an administrative document and **does not** allow officers to enter a home without consent.⁵ ICE can lie about this, so it is important to check. Please see this [warrant fact sheet](#) to understand the difference between a judicial warrant and an ICE warrant.⁶ An ICE warrant will state “U.S. Department of Homeland Security” at the top, while a valid judicial warrant will list a court name, the name of the person to be arrested or area to be searched, and will be dated and signed by a judge.
- **An Arrest Warrant.** An arrest warrant is an authorization to arrest and detain someone.⁷ If the police have a valid arrest warrant, they are legally allowed to enter

⁵ American Civil Liberties Union (ACLU). *Know Your Rights: Immigrants' Rights*. Accessed January 8, 2025. <https://www.aclu.org/know-your-rights/immigrants-rights#police-or-ice-are-at-my-home>.

⁶ Project South. *Warrant Fact Sheet*. Accessed January 8, 2025. <https://projectsouth.org/wp-content/uploads/2023/04/Warrant-Fact-Sheet.pdf>.

⁷ American Civil Liberties Union (ACLU). *Know Your Rights*. Accessed January 8, 2025. https://www.aclu.org/sites/default/files/field_toolkit_file/kvr_english_3.pdf.



the home of a person listed on the arrest warrant if they believe that person is inside. A valid arrest warrant must be signed by a judge and must identify the person to be arrested. If the officer has a valid arrest warrant and the person named in the warrant is there, that person should go outside to meet the officer and close the home door behind them. If the person named in the warrant is not there, tell the officer that the person is not there and do not open the door.

- **A Search Warrant.** A search warrant is authorization to search a place for evidence and it is narrower in scope.⁸ If the police have a valid search warrant, they are legally allowed to enter the home and only search the area described in the warrant. A valid search warrant must be signed by a judge, must state the address to be searched, must describe the area to be searched, and the information contained (like the date) must be correct.

Generally, ICE warrants do not allow officers to enter your home without consent, unless an exception applies (for example, being on probation with a search condition would allow officers to enter and search without a warrant).⁹ It is important to understand if such an exception applies to you.

If the officer does not have a valid warrant or consent, you can tell them: “This is not a valid warrant and you may not enter. Please leave.” If officers do have a valid search warrant and they enter your home, you can observe where the officers search and if they search in areas not listed on the warrant, repeat that you do not consent to the search. If an officer takes any of your property, ask for a receipt.¹⁰

- **Right To Remain Silent.** You always have the right to remain silent during interactions with ICE and law enforcement, and you do not have to answer their questions about your immigration status or where you were born, or otherwise. To exercise your right with ICE or the police, you can state “I wish to remain silent” and you can also hand them this [Know Your Rights card](#).

⁸ *Id.*

⁹ American Civil Liberties Union. (n.d.). *Know your rights: Immigrants' rights*. Retrieved January 8, 2025, from <https://www.aclu.org/know-your-rights/immigrants-rights#police-or-ice-are-at-my-home>.

¹⁰ Catholic Legal Immigration Network, Inc. (n.d.). *Know your rights guide: Your rights when interacting with immigration enforcement*. Retrieved January 8, 2025, from <https://www.cliniclegal.org/resources/protecting-your-community/know-your-rights/know-your-rights-guide-your-rights-when>.



- **Do Not Lie or Produce False Documents.** Remember that what you say can be used against you in immigration or criminal proceedings. It is important not to lie or give false documents. Lying to an ICE officer can lead to severe consequences including deportation, permanent bars from re-entering the United States, denial of future immigration applications, and even criminal prosecution, as providing false information to an immigration official is considered a serious offense under U.S. law.
- **Ask to Speak with an Attorney.** You have the right to ask to speak with an attorney even if you do not already have one. You can state this to the officers. Do not sign or agree to anything without an attorney present.

2. In Your Car

It is important to avoid driving without a license because it is a crime and will increase your chances of being arrested. In Georgia, drivers are required by law to stop when a police officer signals them to do so.¹¹ If you are stopped by a police officer, you should do the following:

- **Stop the Car in a Safe Place As Quickly As Possible.** Turn off the car, turn on the internal light, open the window just enough to hand the officer your documents, and place your hands on the steering wheel.
- **Remain Calm and Polite.** It is important not to give the police an excuse to arrest you. They may arrest you if you speak disrespectfully to an officer, so it is important to remain calm and be polite.
- **Show Your Driver's License, Registration, and Proof of Insurance Upon Request.** You do not have to answer a police officer's questions, but you do have to show your driver's license, registration, and proof of insurance when stopped while driving a car. If an officer asks to look inside your car, you can refuse to give permission for the search. However, if police believe your car contains evidence of a crime, your car can be searched without a warrant and without your permission.

¹¹ According to O.C.G.A. 40-6-395, "Drivers must stop when a police officer signals them to do so with their hand, voice, emergency light, or siren. The officer must be in uniform and driving a marked police vehicle."



To protect yourself later, make it clear that you do not agree to a search of your car, but do not physically resist or interfere.

- **Drivers and Passengers have the Right to Remain Silent.** If you are a passenger, you can ask if you are free to leave. Even if the officer says no, you still have the right to remain silent. Officers can ask you to step outside of the car, and they may separate passengers and drivers from each other to question them and compare their answers, but no one has to answer any questions. Repeat that you are exercising your right to remain silent. You can also choose to show them the Advancing Justice-Atlanta [Know Your Rights card](#).
- **Do Not Lie or Produce False Documents.** It is important never to lie or give false documents. Lying to an ICE officer will lead to severe consequences.
- **Do Not Resist or Flee.** Do not argue, resist, run away, interfere with, or obstruct the officer, even if you are innocent or believe the officer is wrong—you can be arrested for it. If you are suspected of driving under the influence and refuse a breath, blood, or urine test, your license can be suspended.
- **Right to An Attorney.** You have the right to ask to speak with an attorney even if you do not already have one. If pressed to answer questions, you can tell the officer that you wish to remain silent and you wish to speak with an attorney.

3. On the Street or in Public

When ICE officers arrest someone in public, it typically happens quickly. They may call your name out loud and ask you to confirm your name and then detain you. Remember that you have the same rights as listed above (such as the right to remain silent), and below are some additional tips when encountering officers on the street or in public.

- **Ask If You Can Leave.** Before you say your name or anything else, ask, “AM I FREE TO GO?” If the officers say YES: you can say, “I don’t want to answer your questions” or “I do not want to speak with you right now” and walk away. If the officers say NO: Use your right to remain silent! Say, “I want to use my right not to answer questions” and then “I want to speak to a lawyer.”



- **Right to Remain Silent.** Remember that you do not have to answer questions including about your immigration status or where you were born, or anything else. They will use any information you provide against you. You can also hand a [Know Your Rights card](#) to the ICE or police officer.
- **Do Not Consent to a Search.** If an officer wants to search you and your belongings, tell them that you do not agree to a search.
- **Do Not Lie or Show False Documents.** It is important not to lie or show false documents. Do not carry papers from another country with you, such as a foreign passport. Such papers could be used against you in the deportation process. Presenting any false documents will harm you in the future.
- **Remain Calm and Polite.** It is important not to give the police an excuse to arrest you. They may arrest you if you speak disrespectfully to an officer, so it is important to remain calm and be polite.
- **Do Not Flee or Resist Arrest.** Do not argue, resist, run away, interfere with, or obstruct the officer, even if you are innocent or believe the officer is wrong—you can be arrested for it.
- **Right to An Attorney.** You have the right to ask to speak with an attorney even if you do not already have one.

4. **At Work**¹²

ICE agents may come to your place of work and they use a number of strategies to enter a workplace. Below are some tips for the workplace:

- **Deny Access to Restricted Areas.** Anyone – including ICE agents – can enter public areas of your business without permission. Public areas include a dining area in a restaurant; parking lot; lobby or waiting area. Being in a public area does

¹² Legal Aid at Work. (n.d.). *Workplace raids and workers' rights*. Retrieved January 8, 2025, from <https://legalaidatwork.org/factsheet/workplace-raids-workers-rights/#:~:text=You%20do%20not%20have%20to,pre%2Dprinted%20cards%20here.>



NOT give ICE the authority to stop, question, or arrest just anyone.¹³ Further, no one can enter a private area of a business without permission or a judicial warrant. If ICE agents try to enter a private area, say: “This is a private area. You cannot enter without a judicial warrant signed by a judge. Do you have a judicial warrant?” It is a good idea to mark private areas with a “Private” sign, keep the doors closed or locked, and have a policy that visitors and the public cannot enter those areas without permission.¹⁴ Workers can deny ICE agents from entering restricted areas of the workplace without a valid search warrant. A worker can say, “*I cannot give you permission to enter. Talk to my employer.*” If you can do so safely, talk to your co-workers in advance of a raid and try to come up with a collective agreement to deny access to restricted areas unless the officers have a valid judicial warrant. Even if they have a valid search warrant, watch the agents carefully and keep track of what they do because they can only search the area that is written on the warrant.

- **Right to Remain Silent.** ICE agents may try to stop, question, or even arrest a worker without the proper authority. Workers can choose not to interact with ICE agents or answer their questions. They can simply state “I wish to remain silent” and they can also hand them a [Know Your Rights card](#). If you can do so safely, talk to your other co-workers in advance of a raid and try to come up with a collective agreement to remain silent and not answer any questions, regardless of immigration status.
- **Right to An Attorney.** You have the right to ask to speak with an attorney even if you do not already have one. Your co-workers also have the same right, regardless of their immigration status.
- **Do Not Lie or Show False Documents.** It is important not to lie or show false documents. While you do not have to hand over any foreign documents such as a passport, consular IDs, or expired visas; any false documents you hand over will

¹³ National Employment Law Project & National Immigration Law Center. (2017). *Protecting workers' rights: A state and local policy roadmap for combating wage theft*. Retrieved January 8, 2025, from <https://www.nilc.org/wp-content/uploads/2017/07/EmployerGuide-NELP-NILC-2017-07.pdf>.

¹⁴ *Id.*



harm you in the future. Lying or presenting false documents to an ICE officer can lead to severe consequences.

- **Remain Calm and Polite.** It is important not to give the police an excuse to arrest you. They may arrest you if you speak disrespectfully to an officer, so it is important to remain calm and be polite.
- **Do Not Flee or Resist Arrest.** Do not argue, resist, run away, interfere with, or obstruct the officer, even if you are innocent or believe the officer is wrong—you can be arrested for it.

5. At An Airport or Port of Entry

In general, law enforcement officers at the airport and at the border have the authority to search all bags and to ask questions about citizenship and travel itinerary, though if you are simply flying domestically (between U.S. cities or states) it is unusual for officers to ask questions about citizenship status. However, it is unlawful for law enforcement officers to perform any stops, searches, detentions, or removals based solely on your religion, race, national origin, gender, ethnicity, or political beliefs. If you receive questions about your religious or political beliefs, refuse to answer and ask for a supervisor. If you are taken into custody at the airport, you should exercise your right to remain silent, ask to speak with an attorney, and do not sign any papers.

It is important that you only attempt to fly if you have a valid (unexpired) state or federal identification. Some forms of valid identification that are accepted by the Transportation Security Administration (“TSA”) are: state-issued driver’s license, state identification, an unexpired passport from your country of origin, or a DACA EAD card.

6. If Your Rights Are Violated

If you believe your rights have been violated, it is important that you document the situation in order to explore any legal options you may have with an attorney.

- **Document Details.** It is legal to film immigration and law enforcement in public in the United States, no matter your immigration status, as long as you do not interfere. However, there are risks involved with videotaping, so it is important to



remember that your safety comes first and you should evaluate whether filming is the best option. Please see [Filming Immigration Enforcement in the U.S.](#) for further information. After the incident, you can also write down everything you remember, including officers' badges and patrol car numbers, which agency the officers were from, and any other details. Get contact information from witnesses.

- **Document Injuries or Damages.** If you are injured, seek medical attention immediately and take photographs of any injuries. If an injury is serious enough to sue an officer, it is extremely important to get medical documentation of this injury for later use in court. Photographs alone are not usually enough. You can also document any other damages caused by the officers by getting witness statements.
- **Consider Filing a Complaint.** The U.S. Department of Homeland Security has many avenues for the public to provide feedback and make complaints involving DHS employees or programs, alleged violations of civil rights and civil liberties, immigration filing, travel redress, and other types of grievances. You can speak with an attorney who specializes in civil rights. To file a complaint against ICE, you can call (833) 442-3677 or email ICEOPRIntake@ice.dhs.gov.¹⁵ You can also [File a Complaint](#) on the ICE website at <https://www.ice.gov/webform/opr-contact-form>. See [Make a Civil Rights Complaint | Homeland Security](#) for additional information.

E. WHAT DO I DO IF I AM ARRESTED?

1. **Remain Silent.** If you are arrested, exercise your right to remain silent. Do not answer any questions and ask for an attorney. You may also say that you want to remain silent and you can show them your [Know Your Rights card](#). You should not say anything about where you were born or when and how you entered the United States.
2. **Tell the Officer if You Have Children or Dependents.** If ICE is arresting you, let them know if you have children. If you are the parent or primary caregiver of a U.S. citizen or permanent resident who is under age 18, ICE may “exercise discretion” and let you go.

¹⁵ U.S. Department of Homeland Security. (n.d.). *Provide feedback or make complaints to DHS*. Retrieved January 8, 2025, from <https://www.dhs.gov/provide-feedback-or-make-complaints-dhs>.



3. **Do Not Waive Your Right to a Hearing.** You have the right to have a hearing to challenge a deportation order, unless you sign something called a “Stipulated Removal Order” and waive your right to a hearing or if you accept “voluntary departure,” meaning you agree to leave the U.S. on your own. ICE may try to get you to sign away your right to a lawyer and to have a hearing before a judge by having you sign documents. Do not sign anything without understanding it and speaking with an immigration attorney.

If you are told that you do not have the right to see an immigration judge, you should speak with a lawyer immediately. If you fear persecution or torture in your home country, make sure you tell an officer and contact an attorney immediately because you have additional rights if you have this fear.

4. **Right to An Interpreter.** You have a right to be provided documents or interpretation in your primary language and you can assert this right by asking for an interpreter or translated documents.
5. **Right to Phone Calls.** You have a right to a phone call, so make sure to have your loved ones and your immigration attorney’s phone numbers memorized. You may also choose to contact your consulate to ask for their help if you are not an asylum seeker.
6. **Find Legal Assistance.** You have the right to an attorney, but the government does not have to provide one for you in immigration proceedings. If you do not have an attorney, you can ask the court to allow you time to find one. Nonprofit organizations that provide low-cost help can be found at [Immigration Law Help](#). At [Immi Org](#) is a search engine into which you type a zip code and then are given a list of all the legal services near you. You can search for an immigration lawyer using the American Immigration Lawyers Association’s [online directory](#).
7. **ICE Detention & How to Request Release.**
 - a. **ICE Detainee Locator.** In the situation where you are detained, make sure your loved ones know how to find you and try to help get you out of detention. ICE detainees can be found by searching the [Online Detainee Locator System](#).



You can also share the list of [ICE Field Offices](#) with your family, especially the Atlanta field office's information listed below.

ICE Atlanta Field Office

180 Ted Turner Dr. SW, Suite 522, Atlanta, Georgia 30303

(404) 893-1290

Email: Atlanta.Outreach@ice.dhs.gov

- b. **Local County Jail or State Prison.** If you are being held in a local county jail before being transferred to ICE, your family members can google search the county where you may be jailed. For example, for Fulton County, they can search “Fulton County Georgia jail inmate search” and you will see the Fulton County Sheriff’s office website’s [Inmate Search](#). Many counties, but not all, list their bookings on their sheriff’s office websites. People housed in a Georgia state prison can also be found by using the [Georgia Department of Corrections](#) lookup tool or by calling (404) 656-4661. They will need your legal first and last name, your gender, race, and age. The listing may include charges, bond information if it is available, and if any holds for other law enforcement agencies (such as ICE) have been noted. Do not use commercial and general sites that purport to search jails for any county in Georgia, such as JailExchange, because they are not reliable. Additionally, booking information is public and should always be free – do not use any site that tries to charge money.
- c. **Requesting Release from ICE Detention.** If you are arrested and held in immigration detention, you may be able to request to be released while your immigration court case is pending. The main ways to do this is through parole or a bond hearing.
 - 1. **Parole.** Parole is a process in which ICE officers decide whether a detainee can be released for humanitarian reasons or significant public interest. ICE officers will consider humanitarian or public interest reasons, as well as factors like whether the detainee would be a danger to the community or a flight risk. Money is not involved in parole decisions.



2. **Bond Hearing.** A bond hearing is a hearing that often happens on the same day as the first Master Calendar hearing. At the outset, the immigration judge will determine whether you are subject to mandatory detention and the judge will review the evidence in the record to determine whether you are eligible for release. The immigration judge will focus on whether you would likely flee or pose a danger to public safety or national security. Bond hearings involve a judge and financial considerations, focusing on risk assessment and judges have much discretion.
3. **Types of Evidence for Bond or Parole.** Evidence showing that you are not a flight risk may include evidence of owning or renting a home, holding a job and/or having close family members in the United States, and having a strong argument that you are eligible for immigration relief. For example, you may submit copies of a marriage certificate, birth certificates of children, pay stubs from your employer, and letters from your employer and people in the community.
4. **Finding an Attorney to Help with Bond or Parole.** You can seek help from an immigration attorney with experience with parole requests and/or bond hearings. For local immigration nonprofits, please see [Immigration Law Help](#) or [Immigration Advocates Network](#). For private immigration attorneys, please see [AILA's Immigration Lawyer Search](#).

F. HOW DO I PREPARE?

1. **Understand Your Immigration Legal Options.** It is important to pursue any immigration relief you may have available to you. Review Section G below for general information on various forms of immigration relief. You should consult with an immigration attorney to learn what your specific options may be.

If you are in removal proceedings, you can learn of any upcoming hearings and your case status by calling the Executive Office for Immigration Review (EOIR) hotline number at 1-800-898-7180 (toll-free) 24 hours a day, 7 days a week. You can also check your case status online at [EOIR Automated Case Information](#). You will need to enter your alien registration number for case information.



2. **Understand Who Can Give Immigration Advice.** Fraud and scam targeting immigrants has become rampant and the best way to avoid fraud in legal representation is to look for legal services providers that are reputable and meet certain requirements. You may choose to work with a nonprofit organization. Nonprofit organizations that provide low-cost help can be found at [Immigration Law Help](#). You can search for an immigration lawyer on [Aila's online directory](#). There are two categories of people who can give legal advice in an immigration case:
 - a. **Attorneys.** To practice immigration law, which is federal law, an attorney can be licensed in any state but must have a valid license and be 'in good standing' with the bar association. Attorneys can give legal advice, help file immigration petitions and requests, and represent individuals in court proceedings before an immigration judge. You can verify an attorney's credentials with the state bar in the state where they are licensed. This is Georgia State Bar's [Member Directory](#). The Department of Justice also keeps a list of attorneys who are no longer able to practice: [Executive Office for Immigration Review | List of Currently Disciplined Practitioners](#).
 - b. **Department of Justice (DOJ) accredited representatives.** A Department of Justice (DOJ) accredited representative is a non-attorney who has been certified by the Department of Justice to work on immigration matters. The person must be affiliated with a non-profit that is recognized by the DOJ. An accredited representative can give legal advice, file immigration applications, and, if fully accredited, represent clients in immigration proceedings. A partially accredited representative can only give legal advice and assistance in cases with the U.S. Citizenship and Immigration Services (USCIS).
3. **What To Expect from a Legal Representative.** A legal representative has the duty of representing each client to the best of their abilities. These are some best practices you should expect such as being provided with a written contract which outlines the services to be provided and what fee (if any) will be charged. A legal services provider should keep you informed about the progress and status of your



case. They should explain the immigration benefit you qualify for, the application process, and answer any related questions you may have. A legal services provider should give you a copy of all documents submitted on your behalf, as well as copies of any receipt notices sent by the government. They should never refuse to give you a copy of these documents or your file. In most cases, an attorney should not charge you to obtain a copy of your file unless you agreed to pay for photocopies in your original agreement.¹⁶

4. **Know Your Rights and Carry a [Know Your Rights Card](#).** It is important to know your rights and you can show this card to ICE or law enforcement.
5. **Carry Valid Immigration Documents.** It is helpful to carry valid immigration documents with you. For example, if you have a valid work permit or green card, be sure to have it with you in case you need to show it for identification purposes. Do not carry papers from another country with you, such as a foreign passport. Such papers could be used against you in the deportation process.
6. **Create a Safety Plan for You and Your Family.** *See Section II on Family Preparedness.*

G. WHAT ARE SOME FORMS OF IMMIGRATION RELIEF?

You may be eligible for certain forms of immigration relief, so it is important to consult an immigration attorney to evaluate any options you may have. The following is general information on various forms of humanitarian immigration relief.

1. Temporary Protected Status (TPS)

- a. **Description.** Temporary Protected Status (TPS) is a temporary immigration status provided to citizens of certain countries that the Department of Homeland Security (DHS) designates. These countries are experiencing issues such as armed conflict, an environmental disaster, or other extraordinary or temporary conditions that make it difficult for citizens to return. These countries are currently designated for TPS: [Afghanistan](#), [Burma \(Myanmar\)](#),

¹⁶ Immigrant Legal Resource Center. (n.d.). *Step-by-step family preparedness plan*. Retrieved January 8, 2025, from <https://www.ilrc.org/resources/step-step-family-preparedness-plan>.



[Cameroon](#), [El Salvador](#), [Ethiopia](#), [Haiti](#), [Honduras](#), [Lebanon](#), [Nepal](#), [Nicaragua](#), [Somalia](#), [South Sudan](#), [Sudan](#), [Syria](#), [Ukraine](#), [Venezuela](#), and [Yemen](#). For a complete and current list of TPS countries, please see [Temporary Protected Status | USCIS](#).¹⁷

- b. **Eligibility.** To be eligible for TPS, applicants must show that are a national of the designated country or a stateless person who last lived in that country; they must have continuously lived in and been physically present in the United States since the country's designation date; they must file during the registration period; and must not have any bars such as being firmly resettled in a third country, committing two or more misdemeanors or a felony in the United States, committing certain serious crimes, threatening the safety or security of the United States, persecuting others, any terrorism related grounds, etc.
- c. **Benefits.** TPS is a temporary benefit and it does not lead to lawful permanent resident status or give any other immigration status alone. Though it is temporary, TPS recipients receive other relief. TPS recipients can receive work authorization and may also apply for travel authorization. They cannot be detained on the basis of his/her immigration status and are not removable from the United States. TPS recipients are able to apply for any other immigration benefit or protection for which they may be separately eligible for.

2. Asylum

- a. **Description.** Asylum is a form of relief for people who have been persecuted in their home country for specific reasons. To qualify for asylum, the non-citizen must meet the legal definition of a “refugee,”¹⁸ which is a person who is outside the country of his or her nationality, and who is unable or unwilling to return to his native country because they have been persecuted or

¹⁷ U.S. Citizenship and Immigration Services. (n.d.). *Temporary Protected Status*. Retrieved January 8, 2025, from <https://www.uscis.gov/humanitarian/temporary-protected-status>.

¹⁸ U.S. Department of Homeland Security. (n.d.). *Immigration and Nationality Act 101(a)(42)*. available at [https://www.dhs.gov/xlibrary/assets/training/xus/crcl/asylumseekers/crcl_asylum/pdfs/Immigration%20and%20Nationality%20Act%20101\(a\)\(42\).pdf](https://www.dhs.gov/xlibrary/assets/training/xus/crcl/asylumseekers/crcl_asylum/pdfs/Immigration%20and%20Nationality%20Act%20101(a)(42).pdf).



fear future persecution based on their race, religion, nationality, membership in a particular social group, or political opinion.

- b. **Eligibility.** Asylum is a form of discretionary relief, so the applicant has to prove he/she is eligible. To be eligible, the asylum applicant must (a) be physically present in the United States; (b) meet the legal definition of a “refugee”; and (c) have no applicable bars such as: filing after the one year deadline, being firmly resettled in a third country, committing particularly serious crimes, threatening the safety or security of the United States, persecuting others for protected reasons, or any terrorism related activities. Immediate family members (spouse and unmarried children under 21 years of age) who are also present in the United States can also be included on the asylum application.
- c. **Benefits.** Asylum is a path to citizenship and asylees (i.e. people granted asylum) are not removable from the United States and can continue to live and work. Asylees are eligible to adjust status to a green card holder after one year of being an asylee, and then apply for naturalization after four more years of having a green card (total of five years). Asylees can petition for immediate family members (spouse and unmarried children under 21 years of age). Asylees are also entitled to the same benefits as refugees. See [this asylee benefits fact sheet](#).¹⁹

3. **U Visa**

- a. **Description.** The U visa is a form of immigration relief available to people who are survivors of certain crimes that happened in the United States. U visas protect victims of crimes who have suffered mental or physical abuse due to the crime and who are willing to help law enforcement authorities in the investigation or prosecution of the criminal activity.
- b. **Eligibility.** To be eligible for a U visa, the applicant must be a victim of a qualifying crime and the crime happened in the United States. Examples of

¹⁹ U.S. Department of Health and Human Services, Administration for Children and Families. (n.d.). *Fact sheet: Services for asylees*. Retrieved January 8, 2025, from https://www.acf.hhs.gov/sites/default/files/documents/orr/orr_fact_sheet_asylee.pdf.



qualifying crimes include: abduction, abusive sexual contact, blackmail, domestic violence, extortion, false imprisonment, female genital mutilation, felonious assault, fraud in foreign labor contracting, hostage, incest, involuntary servitude, kidnapping, manslaughter, murder, obstruction of justice, peonage, perjury, prostitution, rape, sexual assault, sexual exploitation, slave trade, stalking, torture, trafficking, witness tampering, unlawful criminal restraint, and other related crimes.²⁰ The applicant must also have suffered substantial physical or mental abuse as a result of having been a victim of criminal activity. They must also have information about the criminal activity and must have been helpful to law enforcement in the investigation or prosecution of the crime.²¹

- c. **Benefits.** Applying for and being granted a U visa leads to various benefits. While the U visa application is pending, the U.S. Citizenship and Immigration Services (USCIS) will automatically review pending U visa applications, to give the applicant (and their family members who are also applying for a U visa) work permits and protection from deportation while they wait for a final decision in their case. This happens at multiple stages in the process, first through a new process called “bona fide determination” or “BFD” and second, if an application does not get BFD, but is preliminarily approved and placed on the waitlist (there is a waitlist since every year many more people apply for and are granted U visas than are available). ICE should not try to deport someone with a pending U visa.²²

Certain family members can be included in a U visa application, depending on how old the applicant is when they file. Family members who are added and approved will have access to the same benefits as the primary applicant. If an applicant filed before turning 21 years old, they can include their spouse,

²⁰ U.S. Citizenship and Immigration Services. (n.d.). *Victims of criminal activity: U nonimmigrant status*. Retrieved January 8, 2025, from <https://www.uscis.gov/humanitarian/victims-of-criminal-activity-u-nonimmigrant-status>.

²¹ U.S. House of Representatives, Office of the Law Revision Counsel. (n.d.). *8 U.S.C. § 1182 - Inadmissible aliens*. Retrieved January 8, 2025, from <https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title8-section1182&num=0&edition=prelim>.

²² Immigrant Legal Resource Center. (2023). *Key benefits of a U visa*. Retrieved January 8, 2025, from <https://www.ilrc.org/sites/default/files/2023-06/Overview%20-%20Key%20Benefits%20of%20a%20U%20Visa.pdf>



children under 21 years old, parents, and unmarried siblings under the age of 18. If an applicant files after turning 21 years old, they will be able to include their spouse and children who are unmarried and under 21 years old.

4. **T Visa**

- a. **Description.** A T visa is a temporary immigration benefit for certain victims of a severe form of trafficking. T visas offer protection to victims and strengthen the ability of law enforcement agencies to detect, investigate and prosecute human trafficking.²³ T visas enable certain victims of a severe form of trafficking in persons to remain in the United States for an initial period of up to 4 years if they help law enforcement in the detection, investigation, or prosecution of human trafficking. T visas are also available to certain eligible family members of trafficking victims.
- b. **Eligibility.** To be eligible for a T Visa, the applicant must: be a victim of a severe form of trafficking in persons as defined above; physically present in the United States, American Samoa, the Commonwealth of the Northern Mariana Islands, or at a port of entry because he/she was trafficked; comply with any reasonable request from a law enforcement agency for assistance in the detection, investigation, or prosecution of human trafficking (unless the applicant was under the age of 18 at the time at least 1 of the acts of trafficking occurred or the applicant was unable to cooperate due to physical or psychological trauma); show that the applicant would suffer extreme hardship involving unusual and severe harm if he/she was removed from the United States; and be admissible to the United States or is eligible for a waiver of certain grounds of inadmissibility.
- c. **Benefits.** A T visa allows victims of human trafficking to stay in the U.S. instead of facing deportation; it allows them to get work authorization in the United States; it allows qualified T visa recipients to become lawful permanent residents (green card holders); it allows them to get [certain federal and state](#)

²³ U.S. Citizenship and Immigration Services. (n.d.). *Victims of human trafficking: T nonimmigrant status*. Retrieved January 8, 2025, from <https://www.uscis.gov/humanitarian/victims-of-human-trafficking-t-nonimmigrant-status>



[benefits and services](#) like medical assistance, housing support, and victim services depending on individual circumstances; and it provides a safe environment for victims to recover from the trauma of trafficking while assisting law enforcement.²⁴

5. **Violence Against Women Act (VAWA)**

- a. **Description.** The Violence Against Women Act (VAWA) protects victims of domestic abuse who are close relatives of U.S. Citizens or lawful permanent residents and allows them to petition for themselves to become legal permanent residents (a green card).
- b. **Eligibility.** Under VAWA, the applicant may be eligible to become a lawful permanent resident if he/she is the victim of battery or extreme cruelty at the hands of a U.S. citizen or lawful permanent resident (LPR) spouse, parent, or child. The petitioner must provide evidence of the abuse, such as police reports, restraining orders, photographs, or written statements. The petitioner must also have resided with the abuser at some point, though there is no specific time requirement. Finally, the abuser must also show that they have good moral character by providing a local police clearance or state-issued criminal background check from any locality or state where you lived for at least six months in the three years prior to filing the petition.
- c. **Benefits.** VAWA provides certain benefits and protections. VAWA applicants can file for status on their own, without the abuser's knowledge, consent, or participation. Applicants are safeguarded from deportation and can remain in the United States legally. Approved applicants can receive work authorization to legally work in the United States. VAWA is a path to lawful permanent resident status (i.e. green card). Also, applicants can also access a range of public benefits, including Medicare or Medicaid, substance abuse and mental health services, refugee assistance, public housing, and more.

²⁴ U.S. Department of Health and Human Services, Administration for Children and Families. (n.d.). *HHS assistance for T visa or continued presence recipients and applicants*. Retrieved January 8, 2025, from <https://www.acf.hhs.gov/otip/outreach-material/hhs-assistance-t-visa-or-continued-presence-recipients-and-applicants>.



SECTION II. FAMILY PREPAREDNESS

A. HOW DO I PREPARE?

If you or someone you love is at risk of ICE enforcement, it is important to prepare for that possibility. In addition to knowing and asserting your legal rights and seeking legal counsel to pursue any immigration relief you may have available to you, below are some general tips on how to prepare yourself and your family in the event you or your loved one is detained or deported. Please see these [helpful tips](#) for guidance on how to speak with your children about immigration.

1. **Collect Important Information.** An important step in making your family preparedness plan is to gather and document important information for you and your family members. Please see and complete *Attachment A*.
2. **Gather & Store Documents.** It is also important to gather and store important documents in a safe place where a friend or family member can access them if necessary. Examples of documents you should gather and store in a safe place may include:
 - ☐ Completed *Attachment A* with important information documented about you and your family members
 - ☐ Passports and Other Identity Documents for you and your family members
 - ☐ Birth Certificates for you and your family members
 - ☐ Social Security Cards (if available) for you and your family members
 - ☐ Medical Health Records (vaccinations, diagnoses, medications, etc.) for you and your family members
 - ☐ Health Insurance Cards & Policy Information for you and your family members
 - ☐ School Records (report cards/progress reports, individualized education plans/504 plans, etc.) for your children
 - ☐ Immigration Documents and Records (copies of applications, notices from the government, proof of immigration status, etc.) for you and your family members



- ☐ Housing Records (lease agreement, etc) for your household
- ☐ Utility Bills/Information for your household
- ☐ Power of Attorneys for you and your children (a legal document stating that someone can make decisions on your behalf and/or care for your children in your absence)
- ☐ Letter of Consent for International Travel for your children (this is helpful if you want your children to travel to your home country in the event you are deported)

3. **Choose a Caregiver.** A caregiver is someone you would ask to take care of your children in the event you cannot. Most parents already know that person but some parents do not have plans ready. It is important to make a plan for your children in case you are detained by ICE.

The caregiver can be any responsible adult you choose like your husband or wife, parent, aunt or uncle, brother or sister, or other family members. The caregiver can also be a godparent, a friend, or a neighbor. You want to choose a caregiver who can take your children immediately if you are taken into custody.

If after attempting to find a family member to take custody of the children and there is no one to pick them up right away, the Department of Family and Children's Services may take your children and file a case against you. This is why it is important to make a plan before this could happen. It is also important that the caregiver you choose agrees to care for your child or children in the event you cannot. Here are some things to consider when choosing and discussing plans with a caregiver:

- **How long will they be able to take care of your children?** There is no way of knowing how long you may be away if you are detained. It could be months or even years and if deported, it could be even longer. Make sure the caregiver is ready and able to keep your children for a long time until you are reunited with them.



- **How much will it cost to take care of your children?** The caregiver you choose will need to take care of everything for your children until you are able to again. Your children will need food, a home, travel, doctor visits, and things like clothing and books. The caregiver may be able to obtain public assistance from the government, but if they cannot, you will want to make sure the caregiver will be able to pay for all of these things for your children. If you can set aside money for this or if you can find a way to get money to your caregiver for the care of your children in case you're taken by ICE, you should communicate that with the caregiver.
- **Who else lives in the caregiver's house?** It is important to know and trust everyone in the caregiver's house and that your child or children will be safe and comfortable in their home. If someone calls the Department of Family and Child Services about the safety of your children, a judge could place them in foster care.
- **Will there be adults around to watch the children?** You want to make sure that your children will be watched at all times and will be safe. Find out who will be watching your younger children at home and if the children will go to daycare when they are not at home. Make sure the caregiver's home is safe for all of your children.
- **Does your caregiver know of any special needs your children have (like medicine or doctor's visits)?** Make sure the caregiver knows any specific medical needs that your child may have. They should have the contacts for medical health care providers and any other information necessary to care for your child's medical needs (allergies, medications, etc.). You can include this information on *Attachment A*.
- **Does your caregiver know where your children go to school?** You should make sure your caregiver knows what school your children attend in case they have to pick them up in an emergency. You will also want to add your caregiver as an emergency contact and someone who is authorized to pick up your child or children from school.



4. **Decide whether Children Will Stay in the U.S. or Return to Your Home Country.** You will want to decide now whether or not your child would follow you to your home country in the event you are deported. If your children are U.S. citizens, you will want to go ahead and get them a U.S. passport in case they need it for future travel. If you wish for your child to follow you to your home country, make sure to have their passports ready, as well as any documents needed for a child to travel outside the U.S. in your absence, such as a Letter of Consent for International Travel.
5. **Get Passports for U.S. Citizen Children.** If you are deported to your home country, you may want to have your children follow you back to your home country. In order to do so, they will need passports. For U.S. citizen children, you may want to go ahead and apply for them to get a passport book for travel. Please see [Apply for a Child's U.S. Passport](#) for children under age 16 or [Applying for a Passport as a 16-17 Year Old](#) for children over 16 for further details on how to apply for a passport. For a summary of the requirements, please see [How to Apply for Passports for U.S. Citizen Children](#).
6. **Prepare Documents Needed for Your Child's Caregiver.** It is important to prepare any documents a caregiver may need to take care of your children. A power of attorney is a legal document stating that someone can make decisions for your children. Georgia law allows you to give child caregiving authority to an adult who lives in Georgia and who is a grandparent, great-grandparent, stepparent, former stepparent, step-grandparent, aunt, uncle, great aunt, great uncle, cousin, or sibling of such child or a nonrelative who is approved by a child-placing agency or a nonprofit entity or faith-based organization for a period not to exceed one year, except for grandparents who can have an unlimited time period.²⁵

A power of attorney will not change your rights as a parent and is for the caregiver to make decisions regarding the care and custody of your child. If the person you choose as a power of attorney is not your child's grandparent or step-grandparent,

²⁵ See O.C.G.A. § 19-9-134



you will need to have a new power of attorney form signed and notarized each year for it to remain in effect. Your child's school may also require other documents from a caregiver, such as a Non-Parental Affidavit. You may also need a Letter of Consent for International Travel for your children assuming you would want your children to travel to your home country if you are deported. For samples, please see *Attachment C, Child Care Templates* and consult with an attorney as needed.

7. **Memorize Important Phone Numbers.** Memorize the phone number of a friend, family member, or attorney that you can call if you are arrested. If you take care of children or other people, make a plan to have them taken care of if you are detained. You can also have them written down and carry it with you if you are unable to memorize the numbers.
8. **Carry Valid Immigration Documents.** *Please see page 22, Section F.5.*
9. **Talk to Your Family About Your Plan.** Make sure to discuss plans with your loved ones in case you are detained or deported, including how to find you if you are detained by ICE, where important information and documents are located, any financial considerations, etc. Without worrying them, assure your children that they will be taken care of if for some reason you are unable to care for them, even for a short time. Let them know who will care for them until you can and make sure that your chosen caregiver also agrees to take care of your children in the event you are detained. Make sure they have all the documents needed to care for your children if the caregiver is not another parent (see *Attachment C - Child Care Templates*).
10. **ICE Detention and How to Request Release.** *Please see Page 18-19, Section E.7.*



ATTACHMENT A: IMPORTANT INFORMATION CHART

A. **INFORMATION ABOUT YOU**

BASIC INFORMATION & IMMIGRATION DETAILS	
Your Full Legal Name	
Date of Birth	
Country of Birth	
Home Address	
Alien Registration Number	
Immigration Status	
Employer's Name	
Employer's Phone Number	
Employer's Address	
How to Find You if Detained by ICE	https://locator.ice.gov/odls/#/search
Immigration Attorney's Contact Information	
YOUR SPOUSE	
Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed
Spouse's Full Legal Name	
Spouse's Date of Birth	
Date of Marriage	
Spouse's Phone Number	
Spouse's Home Address (if different than above)	
Spouse's Country of Birth	
Spouse's Immigration Status	



B. EMERGENCY ASSISTANCE

IN CASE OF EMERGENCIES	
Emergency Now	911
Police Department	
Fire Department	
Poison Control	

C. INFORMATION ABOUT YOUR CHILDREN**1. CHILD**

BASIC INFORMATION	
Child's Full Legal Name	
Date of Birth	
Country of Birth	
Child's Cell Phone Number (if they have one)	
SCHOOL/AFTER SCHOOL PROGRAMS	
School Name	
School Address	
School Phone Number	
Main Teacher's Name	
Grade	
Afterschool Program(s)	
Other Programs (Sports, Religious Classes, Etc.)	
Other Programs Phone Number	
MEDICAL HISTORY, DOCTORS, & HEALTH INSURANCE	
Allergies	



Medical Condition(s)	
Medications	
Health Insurance Company	
Health Insurance Policy Number	
Primary Doctor's Name	
Primary Doctor's Phone Number	
Primary Doctor's Address	
Dentist's Name	
Dentist's Phone Number	
Dental Health Insurance Company	
Dental Health Insurance Policy Number	
FAMILY	
Mother/Parent/Guardian	
Home Phone	
Cell Phone	
Work Address	
Work Phone	
Father/Parent/Guardian	
Home Phone	
Cell Phone	
Work Address	
Work Phone	
OTHER EMERGENCY CONTACT	



Contact Name	
Relationship to Child	
Cell Phone	
Home Address	
Work Phone	
Work Address	

2. CHILD

BASIC INFORMATION	
Child's Full Legal Name	
Date of Birth	
Country of Birth	
Child's Cell Phone Number (if they have one)	
SCHOOL/AFTER SCHOOL PROGRAMS	
School Name	
School Address	
School Phone Number	
Main Teacher's Name	
Grade	
Afterschool Program(s)	
Other Programs (Sports, Religious Classes, Etc.)	
Other Programs Phone Number	
MEDICAL HISTORY, DOCTORS, & HEALTH INSURANCE	
Allergies	
Medical Condition(s)	



Medications	
Health Insurance Company	
Health Insurance Policy Number	
Primary Doctor's Name	
Primary Doctor's Phone Number	
Primary Doctor's Address	
Dentist's Name	
Dentist's Phone Number	
Dental Health Insurance Company	
Dental Health Insurance Policy Number	
FAMILY	
Mother/Parent/Guardian	
Home Phone	
Cell Phone	
Work Address	
Work Phone	
Father/Parent/Guardian	
Home Phone	
Cell Phone	
Work Address	
Work Phone	
OTHER EMERGENCY CONTACT	
Contact Name	



Relationship to Child	
Cell Phone	
Home Address	
Work Phone	
Work Address	

3. CHILD

BASIC INFORMATION	
Child's Full Legal Name	
Date of Birth	
Country of Birth	
Child's Cell Phone Number (if they have one)	
SCHOOL/AFTER SCHOOL PROGRAMS	
School Name	
School Address	
School Phone Number	
Main Teacher's Name	
Grade	
Afterschool Program(s)	
Other Programs (Sports, Religious Classes, Etc.)	
Other Programs Phone Number	
MEDICAL HISTORY, DOCTORS, & HEALTH INSURANCE	
Allergies	
Medical Condition(s)	
Medications	



Health Insurance Company	
Health Insurance Policy Number	
Primary Doctor's Name	
Primary Doctor's Phone Number	
Primary Doctor's Address	
Dentist's Name	
Dentist's Phone Number	
Dental Health Insurance Company	
Dental Health Insurance Policy Number	
FAMILY	
Mother/Parent/Guardian	
Home Phone	
Cell Phone	
Work Address	
Work Phone	
Father/Parent/Guardian	
Home Phone	
Cell Phone	
Work Address	
Work Phone	
OTHER EMERGENCY CONTACT	
Contact Name	
Relationship to Child	



Cell Phone	
Home Address	
Work Phone	
Work Address	

4. CHILD

BASIC INFORMATION	
Child's Full Legal Name	
Date of Birth	
Country of Birth	
Child's Cell Phone Number (if they have one)	
SCHOOL/AFTER SCHOOL PROGRAMS	
School Name	
School Address	
School Phone Number	
Main Teacher's Name	
Grade	
Afterschool Program(s)	
Other Programs (Sports, Religious Classes, Etc.)	
Other Programs Phone Number	
MEDICAL HISTORY, DOCTORS, & HEALTH INSURANCE	
Allergies	
Medical Condition(s)	
Medications	
Health Insurance Company	



Health Insurance Policy Number	
Primary Doctor's Name	
Primary Doctor's Phone Number	
Primary Doctor's Address	
Dentist's Name	
Dentist's Phone Number	
Dental Health Insurance Company	
Dental Health Insurance Policy Number	
FAMILY	
Mother/Parent/Guardian	
Home Phone	
Cell Phone	
Work Address	
Work Phone	
Father/Parent/Guardian	
Home Phone	
Cell Phone	
Work Address	
Work Phone	
OTHER EMERGENCY CONTACT	
Contact Name	
Relationship to Child	
Cell Phone	



Home Address	
Work Phone	
Work Address	

D. OTHER INFORMATION

Church or Religious Center	
Name	
Address	
Phone Number	
Lawyer/Nonprofit Legal Services Provider	
Name of Organization	
Contact Name	
Address	
Phone Number	
Embassy/Consulate (Office of your Home Country)	
Name	
Address	
Phone Number	
Contact Information for Other Family/Friends In U.S. and Abroad	
Name	
Relationship	
Phone Number	
Name	
Relationship	
Phone Number	
Name	



Relationship	
Phone Number	
Name	
Relationship	
Phone Number	



ATTACHMENT B: DOCUMENTS CHECKLIST

DOCUMENTS CHECKLIST

- ☐ *Attachment A* with Completed Information
- ☐ My Identity Documents (Passport, Country ID)
- ☐ Spouse's Identity Documents (Passport, Country ID)
- ☐ Children's Identity Documents (Passports, etc)
- ☐ My Birth Certificate
- ☐ Spouse's Birth Certificate
- ☐ Children's Birth Certificates
- ☐ My Social Security Card
- ☐ Spouse's Social Security Card
- ☐ Children's Social Security Cards
- ☐ My Medical Health Records
- ☐ Children's Medical Health Records
- ☐ Health Insurance Cards & Policy Information for Me and My Children
- ☐ Children's School Records (report cards/progress reports, individualized education plans/504 plans, etc.)
- ☐ My Immigration Records (I-94, application receipt notices, etc.)
- ☐ Housing Records (lease agreement, deed, etc)
- ☐ Utility Bills/Information (water, gas, electricity, etc)
- ☐ Legal Documents for the Care of My Children (See Attachment C templates)
- ☐ Other Relevant Documents _____




ATTACHMENT C: CHILD CARE SAMPLES

Power of Attorney to a caregiver for your minor child:

-  Power-of-Attorney-of-Minor-Child.pdf
- [GEORGIA POWER OF ATTORNEY FOR THE CARE OF A MINOR CHILD](#)

Permission for your child to travel with a caregiver:

- [Minor Travel Consent Form](#)
-  Minor-Child-Travel-Consent-Form.pdf

School Enrollment with someone other than a parent or legal guardian:

- [Non-Parental Affidavit - Atlanta Public Schools](#)
- [Non-Parental Affidavit - Dekalb County](#)
- [Kinship Caregiver Affidavit - Atlanta Public Schools](#)
- [Kinship Caregiver Affidavit - Butts County](#)
- [Kinship Caregiver Affidavit - Clayton County](#)
- [Kinship Caregiver's Affidavit - Cobb County](#)
- [Caregiver Affidavit - DeKalb County](#)
- [Kinship Caregiver Affidavit - Gwinnett County](#)
- [Kinship Caregiver Affidavit - Paulding County](#)

