



## **Be Prepared!**

### **A Preparedness Plan for Immigrant Families<sup>1</sup>**

Every family should have a Family Preparedness Plan. While it is our hope that you never have to use your plan, it is a good practice to have one in place to help reduce the stress of the unexpected. This toolkit will help everyone create a Family Preparedness Plan. In addition, this toolkit includes sections on Immigration Options and Know Your Rights, addressing some of the challenges faced by immigrant and mixed immigration status families.

#### **I. Make a Child Care Plan**

Have a plan so that a trusted adult can care for your child if you cannot. This plan should include emergency numbers, a list of important contact information, a Power of Attorney and a file with important documents. This toolkit includes templates to put together these items.

#### **II. Find Out About Your Immigration Options**

Information and resources to find good immigration legal help is included in this packet.

- Consult a licensed immigration attorney.
- If you do not have immigration status, find out if you may be eligible to get a green card or for some other type of lawful immigration status.
- If you entered on a visa and have temporary status or have TPS or DACA, find out if you can get a green card.
- If you have a green card, find out if you can become a U.S. citizen.
- If you have a criminal arrest or conviction, find out if it will affect your immigration status.
- If you are detained or put into deportation proceedings, ask for a hearing in front of a judge and find an attorney to help you get out of detention and fight your deportation.

#### **III. Know Your Rights**

All persons – both documented and undocumented persons – have rights in this country. Make sure you, your family members (even children), housemates, neighbors, and co-workers, regardless of their immigration status, know of their right to remain silent and all of their other rights if ICE or the police come to your home, neighborhood or workplace. A list of these rights, and a card asserting these rights, are included in this packet.

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<sup>1</sup> Adapted for use in Florida from Guide produced by Immigrant Legal Resource Center ([www.ilrc.org](http://www.ilrc.org)).

## I. Child Care Plan

### A. Prepare an Important Documents File and List of Contacts and Emergency Numbers

Gather all of your important documents and store them in a file in a safe place in your home. A [list of important documents](#) is attached, as should include identification documents. You should have a set of documents for each child. It is a good idea to keep an extra copy of all original documents. Make sure all family members, your children, and your emergency caregivers know where to find this file. Create a sheet of [emergency numbers, important contact information, and your child's information](#) and add it to your file.

### B. Decide Who Can Care for Your Children if You Are Unable To

Talk to the trusted persons you would want to care for your children if you are unable to and make sure they know they will be listed as emergency contacts. Memorize their phone numbers and have your children memorize them too. Make sure the people who can pick up and care for your children are updated on your child's location and school. Give them an extra set of home and car keys so that they can get into your house and vehicle in your absence.

Your child's school may only release your child to adults you designate. Therefore, make sure to regularly update all school, afterschool, daycare, summer camp, and other programs' emergency contact sheets and release forms to with the names of those who can pick up your children. If you have a restraining order against anyone, make sure to give a copy to the school.

### C. Talk to Your Children About Your Plan

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 period of time. Let them know who will care for them until you can. Show them where to find your important documents file. Make sure your children know who can pick them from up school, who cannot pick them up from school, and who will care for them.

### D. Write Down Instructions if Your Child Has Any Medical Conditions or Other Special Needs

Make sure to write down any medical conditions or allergies your child has, any medications that your child takes, any special behavioral, physical or educational needs of your child, health insurance information, and contact information for your child's doctors, dentist, psychiatrist, therapist and/or counselor. Include instructions for giving medications or addressing other special needs. Keep a copy of this information in your important documents file. Give a copy to your child's school and the adult you designate to care for your children. Let your child know where to find this information if you are not around.

## **E. Make Sure Your Children All Have Passports and Birth Certificates**

If your child was born in the United States, visit [www.travel.state.gov](http://www.travel.state.gov) or call the National Passport Information Center at (877) 487-2778 for more information on obtaining a U.S. passport for your child.

If your child was born in Florida, visit [www.floridahealth.gov](http://www.floridahealth.gov) or call the Florida Department of Health, Bureau of Vital Statistics at (904) 359-6900 for information on obtaining your child's birth certificate.

If your child was born abroad in your home country, check with your country's embassy or consulate for more information on obtaining a passport and birth certificate. A [list of contact information for consulates](#) located in South Florida is attached.

If your child was born in the U.S. but is entitled to citizenship of your home country, you can register your child's birth with your country's government through your consulate. This may entitle you to proof of your child's dual nationality, like a passport from your home country.

## **F. Have a Power of Attorney Signed and Consider Giving Temporary Custody to a Relative**

A Power of Attorney is a legal document designating a non-parent adult relative or friend to make financial, legal or child care decisions in your absence. You can designate this person to care for your children; to make decisions for your children; to handle your finances; to manage business decisions; to use your money to pay your rent or mortgage or to pay for your legal and other expenses. This document should allow the designated adult to enroll your child in school and authorize basic medical care for your child.<sup>2</sup> It is temporary and does not require you to give up your parental or custodial rights – you still have custody and control of your child. However, it is important to understand that there are limits to what this document can authorize. For example, hospitals and medical care providers will not accept this document in lieu of parental consent for non-emergency invasive medical procedures. A [template](#) is included in this toolkit, but please note that this template is specific to Florida law, and may not be valid in other states.

Under Florida law, parents can also consent to a legal process to give temporary or concurrent custody to a relative of the minor child “within the third degree by blood or marriage to the parent” or a stepparent not involved in legal proceedings with either parent as an adverse party. Fla. Stat. §751.01, et seq. This is another option to consider if your child has relatives in the U.S. who are willing to come and pick up your children right away and care for them in your absence. The benefit of this procedure is that it will generally prevent the state of Florida from initiating dependency proceedings and taking custody of your children and placing them into the foster care system if you are picked up by ICE. Your child does not have to live with the legal custodian, but can continue to live with you or another non-custodian. You can have an understanding with the

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<sup>2</sup> It can also be used in lieu of parental consent for housing, resolving speeding tickets, and travel.

temporary or concurrent custodian that the custody order would only be used if you have to leave the country. It is recommended that you consult with a family law attorney if you are considering consenting to temporary or concurrent custody.

### **G. Have a Plan to Dispose of Property and Assets**

Decide how you will dispose of any property you own if you are obligated to leave the country. If you own a house, vehicle, or other property, you will need to designate a trusted adult who can sell or transfer those items on your behalf. If you have a bank account, you will need to designate someone who can access or close the account on your behalf. You can use a Durable Power of Attorney to designate someone to make decisions about the management of your property and financial affairs in your absence. Give an extra set of home and car keys to this trusted person so that they can access your home and vehicle in your absence.

### **H. Inform Your Family and Emergency Contacts About How to Find You if You Are Detained by ICE and How to Pay Bond**

If you are detained by Immigration & Customs Enforcement (ICE) and are unable to contact your family, family members can use the ICE detainee locator to find out where you are detained: <https://locator.ice.gov/odls/homePage.do>. They will need to know your A-number and country of birth, or your full name, country of birth and date of birth in order to use the ICE detainee locator. The A-number is your alien number, and it is given to immigrants and applicants for immigrant benefits, and listed on your green card, work permit and other immigration documents. The A-number is an 8 or 9-digit number that begins with the letter "A." Make sure to record this information and keep it with your important documents file and emergency contact information. If you cannot be located through the ICE detainee locator, family in Florida can contact the local ICE Field Office at (954) 236-4900. Family members and friends will need photo identification to visit you in a detention facility. They should contact the detention facility ahead of time to check on the visitation schedule. A list of [contact information for detention facilities](#) in South Florida is attached.

If you are arrested by ICE, you may be eligible to pay a bond for release during your deportation proceedings. The lowest possible ICE bond is \$1500, although usually bonds are set much higher. The bond must be paid in full, although there are bond companies who can finance your bond by using a house or car as collateral. As long as you comply with the terms of the bond and show up for all of your Immigration Court hearings, you will receive the bond money back at the conclusion of your case. You should think about how your family members will be able to pay a bond if you are detained. The person who posts the bond for you must be a U.S. citizen or lawful permanent resident.

## II. Find Out About Your Immigration Options

Find a licensed immigration attorney in private practice or through a nonprofit legal services organization who can inform you if there is an immigration option for you to get a green card, work permit or visa, or otherwise protect you from deportation. Also, keep the number of the attorney in case you ever have a problem with ICE.

### **Warning! Protect Yourself from Notario Fraud!**

Only a licensed attorney or accredited representative is authorized and qualified to assist you with your immigration case. Do not hire a notario, paralegal or anyone who:

- Refuses to give you a written contract;
- Charges you for blank immigration forms;
- Promises you a good result because of their special contacts at Immigration;
- Pretends to be a qualified lawyer or bonded immigration consultant;
- Asks you to lie on a form or sign a blank document; or
- Charges to “get on a waiting list” or “put your application in line.” There is no list or line.

If you suspect fraud, report it to your consulate or the police, or contact the Federal Trade Commission to file a complaint in English or Spanish at 877-FTC-HELP (877-382-4357). Visit Stop Notario Fraud for more information and resources: <http://www.stopnotariofraud.org/>

### **Do what you can now to protect you and your family in the United States.**

- Consult a licensed immigration attorney. Do not rely on a “notario,” paralegal or other non-attorney. Do not rely on opinions or advice of family or friends or on things that you read on the internet or hear on the television. Only a licensed attorney can provide legal advice specific to your particular circumstances.
- If you do not have immigration status, find out if you may be eligible to get a green card or for some type of lawful immigration status.
- If you are here on a visa or have TPS or DACA, find out if you can get a green card.
- If you have a green card, find out if you can become a U.S. citizen.
- If you have a criminal arrest or conviction, find out if it will affect your immigration status.
- If you are detained or put into deportation proceedings, ask for a hearing in front of a judge and find an attorney to help you get out of detention and fight your deportation.

### **Find a Licensed Immigration Attorney or Non-Profit Legal Services Provider**

The South Florida chapter of the American Immigration Lawyers Association (AILA) has over 800 members who are licensed immigration attorneys practicing throughout South Florida. Use their “Find a Lawyer” tool on their website to find a licensed immigration attorney near you – <https://ailasouthflorida.org/about-us/findalawyer/>. You can also access [www.ailalawyer.com](http://www.ailalawyer.com) for immigration attorneys outside of South Florida. Many immigration attorneys provide initial consultations at a discounted rate. However, if you are unable to afford a private attorney, you can contact one of the local nonprofit organizations that provides free or low-cost immigration legal services to those who qualify for services under their financial guidelines. A [list of local non-profit legal service providers](#) is attached.

## **Learn Whether You Are Subject to Expedited Removal (Deportation Without a Hearing Before An Immigration Judge)**

The current administration has expanded the use of “expedited removal,” a form of deportation in which an individual is ordered deported by an immigration officer without a hearing before an Immigration Judge. Expedited removal was previously only applied to individuals encountered within 100 miles of the border and who were in the U.S. for 14 days or less. Expedited removal is now to be applied nationwide to undocumented individuals who have been in the U.S. for less than 2 years. This means that those who have been in the U.S. for more than 2 years should gather documentation demonstrating how long they have been in the U.S. This documentation should keep them out of the expedited removal process if they are arrested by ICE, and they will be placed into regular removal proceedings before the Immigration Court.

On the other hand, those who have not been in the U.S. for two years should consider whether they are eligible to apply for asylum, withholding of removal or protections under the Convention Against Torture (CAT). These are forms of relief based on a well-founded fear of persecution or torture upon return to their home country. This toolkit is not the appropriate place for a detailed discussion of these types of immigration relief, but instead individuals should address questions about asylum, withholding and CAT relief to a licensed immigration attorney.

### III. Know Your Rights<sup>3</sup>


**Remain calm and do not try to run away.  
If you do, ICE or the police may use that against you.**

**All persons – both documented and undocumented persons – have rights in this country.** Talk to everyone in your family (including your children) and household to make sure they all know what to do if approached by immigration officials (ICE) or if immigration officials (ICE) come to your house.

#### A. ICE at Your Door

**You do not have to open the door.** Do not open the door for ICE or any police officer without a signed search warrant. You do not need to open the door unless an ICE agent can show you a valid search warrant signed by a judge with your specific and correct name and address on it. If ICE knocks on your door, ask them to slide the search warrant under the door or through a window. Make sure the warrant is signed by a judge and has your address on it. If ICE or the police do not have this, then you do not have to open the door. Once you open the door, you lose certain rights. An ICE deportation warrant is not the same as a search warrant and is not signed by a judge. If this is the only document they have, they cannot legally come inside unless you verbally agree to let them in.

**Keep a Know Your Rights red card on you and next to your door at all times.** You can slide it under the door to ICE – it explains your rights and that you do not have to open the door. Have your children and other family members practice sliding it under the door.

<p>Usted tiene derechos constitucionales.</p> <ul style="list-style-type: none"><li>• NO ABRA LA PUERTA SI UN AGENTE DEL SERVICIO DE INMIGRACION ESTA TOCANDO A LA PUERTA.</li><li>• NO CONTESTE NINGUNA PREGUNTA DEL AGENTE DEL SERVICIO DE INMIGRACION SI EL TRATA DE HABLAR CON USTED. Usted tiene derecho a mantenerse callado. No tiene que dar su nombre al agente. Si está en el trabajo, pregunte al agente si está libre para salir y si el agente dice que sí, váyase. Usted tiene derecho de hablar con un abogado.</li><li>• ENTREGUE ESTA TARJETA AL AGENTE. NO ABRA LA PUERTA</li></ul>	<p>I do not wish to speak with you, answer your questions, or sign or hand you any documents based on my 5th Amendment rights under the United States Constitution.</p> <p>I do not give you permission to enter my home based on my 4th Amendment rights under the United States Constitution unless you have a warrant to enter, signed by a judge or magistrate with my name on it that you slide under the door. I do not give you permission to search any of my belongings based on my 4th Amendment rights.</p> <p>I choose to exercise my constitutional rights.</p> <p><i>These cards are available to citizens and noncitizens alike.</i></p> 
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<sup>3</sup> Adapted for use from Guide produced by Immigrant Legal Resource Center ([www.ilrc.org](http://www.ilrc.org)), with additions from AILA and ACLU Know Your Rights informational handouts and flyers.

## B. Talking to ICE at Home, at Work, in Public and in Community Spaces

**You have the right to remain silent.** You do not have to talk to ICE or answer their questions. You can refuse to speak to an ICE agent. If you choose to remain silent, say so out loud: “I am exercising my right to remain silent.” Say that you want to remain silent until you speak with a lawyer. You can show the know your rights card that explains that you will remain silent. Have your children and others in your family practice saying “No” to ICE. Do not answer any questions, especially about your birth place, immigration status or how you entered the United States. Do not give personal information about yourself or anyone in your family. If you are undocumented, do not provide foreign birth certificates or passports or identity documents that say what country you are from. If you choose to speak, do not lie.

If you are stopped on the street or in a public place, ask if you are free to leave. If the officer says no, you may exercise your right to remain silent. If the officer says yes, leave without answering questions. You may also refuse a search. If you are stopped for questioning but are not arrested, you do not have to consent to search of yourself, your vehicle or your belongings, but an officer is allowed to “pat down” your clothes if the officer suspects you have a weapon.

If ICE shows up at your work, they must have a valid search warrant or the consent of your employer to enter non-public areas. If ICE enters your workplace, do not panic and do not run away. If you are frightened and feel like you need to leave, you can calmly walk toward the exit. If stopped, ask if you are free to leave. If the officer says no, do not try to exit the building. If questioned, tell them you want to remain silent. If the officers tell you to stand in a group according to immigration status, you do not have to move, or you can move to an area that is not designated for a particular group.

NOTE: The Broward County School Board passed a resolution making the school district a safe space for all students, and prohibiting immigration enforcement activities on school campuses. All students are welcome in Broward County public schools, regardless of immigration status, and should feel safe attending class.

**Document and report raids and arrests.** If you can do so safely, take pictures and videos of raids and arrests. If you do not feel comfortable doing so, ask allies and witnesses to videotape or take pictures. Write down badge numbers, number of officers, officer names. Record what happened immediately so that you do not forget details. If officers enter your home without a warrant or your verbal authorization, make sure to record names and badge numbers.



## C. At the Airport or Land Border

Upon entry or return to the U.S., law enforcement officers at the airport or border, such as officers of Customs & Border Protection (CBP), Transportation and Safety Administration, and Border Patrol, have the authority to stop, detain and search any person or item and to ask questions about citizenship, immigration status and the travel itinerary. This is true regardless of whether there is any suspicion about you or your luggage. Also, all non-citizens are fingerprinted upon entry to the U.S. from abroad. Officers have the right to decide whether non-citizens have the right to enter the country. If you are a non-citizen, you may be denied entry if you refuse to answer questions. They do not have the authority to personally select you for questioning, a search or secondary inspection based solely on your religion, race, national origin, gender, ethnicity or political beliefs.

If you are a U.S. citizen or lawful permanent resident, you do not have to answer questions about your religious beliefs and practices or political opinions, and you cannot be denied entry to the U.S. for refusing to answer such questions. If you are a visa holder, you can also decline to answer such questions, but must do so with the understanding that it can lead to additional delay and questioning or denial of entry into the country. If you feel that the questions being asked are inappropriately targeting you based on your religious or political beliefs, you can ask to speak to a supervisor. You can also ask to speak to lawyer, but only U.S. citizens will always have a right to talk to a lawyer before answering questions. However, if you are told that you are under arrest or are suspected of having committed a crime, you have the right to talk to a lawyer before answering any questions even as a non-citizen.

You have a right to wear your religious head covering and should assert that right if asked to remove it during airport security screening. However, officers can request additional screening if an alarm goes off. They can conduct a pat-down of the head covering or ask you to remove it. You have a right to ask that it be done in a private area and by a person of your gender. If you do not want the officer to touch your head covering, you must say so and state that you would prefer to pat down your own covering. After a pat-down, the officer may check your hands to test for chemical residue.

If you are told that you cannot enter the country and you fear persecution or torture in your home country, you must tell the officer about your fear and ask for asylum.

## D. If You Are Detained by ICE

**You have the right to remain silent, BUT tell them you have children.** As indicated above, you do not need to answer questions. However, if you have minor children at home, you do want to tell ICE that you have children, that they do not need to detain you, and that you will comply with all requirements if released. This information may make it more likely that they will release you. If the first officer decides to detain you anyway, continue to tell this to every ICE officer you meet. You do not need to tell ICE your children's immigration status if they are undocumented, but it will be helpful to tell ICE if they are U.S. citizens or lawful permanent

residents. Tell the arresting officer that you need to make a phone call to arrange for a caretaker to care for your children. If you are told that you cannot make a phone call, continue to insist that you need to make a call to ensure your children’s wellbeing and safety.

**You have the right to speak to a lawyer and the right to make a phone call.** If you are detained or taken into custody, you have the right to immediately contact a lawyer. Ask to speak with your lawyer and to go before the immigration judge. Make sure to carry the phone number for an immigration lawyer with you at all times. Even if you have not yet hired a lawyer, you can tell the immigration officers that you want to speak to one. You also have the right to contact your consulate.

**You have the right to refuse to sign anything before you talk to a lawyer.** Do not sign anything you do not understand and agree with. Signing such documents could eliminate your right to speak with a lawyer or have a hearing in front of an immigration judge. This may result in you being deported immediately without a hearing. Do not give in to pressure from immigration officers to sign anything without first speaking to a lawyer. Stay strong and be clear that you will not sign. However, if you are presented with a document saying that you will be released on your own recognizance and it is explained in your native language, you can sign it so that you can be released.

## E. Other Resources

### Your Country’s Consulate

Have the contact information for your country’s nearest consulate. Many consulates have an emergency number for cases where you need immediate assistance from the consulate. Have that number written down in case you are detained by immigration officers. A list of contact information for consulates located in South Florida is attached.

#### Documents You Should and Should Not Carry With You

- At all times, carry a valid work permit or green card, if you have one. If you do not have one, generally it is advisable to carry a municipal ID, state ID or driver’s license if it was issued in the United States and contains no information at all about your immigration status or your country of origin.
- At all times, carry a red card to exercise your right to remain silent in case you are stopped or interrogated by ICE or police officers.
- At all times, carry the telephone number of an immigration lawyer or nonprofit immigration legal services provider you will call in an emergency.
- Do not carry any documentation about your country of origin, such as your birth certificate, passport, consular ID card or national identity card.
- Do not carry any false identity documents or false immigration documents.

## File of Important Documents

*Keep a file of all of these documents or a copy of these documents in a safe place. Tell your children, family members and emergency caregiver where to find this file in an emergency.*

- Passports
- Birth Certificates
- Marriage License (if applicable)
- Power of Attorney (if applicable)
- Any Restraining Orders you may have against anyone (if applicable)
- A-Number and any immigration documents (work permit, green card, visa, etc.)
- Driver's License and/or Other Identification Cards
- Social Security Card or ITIN number
- Registry of birth (for U.S. born children registered in parent's home country) (if applicable)
- Important Children's Information
- Emergency Numbers and Important Contact Information
- Children(s)' Medical Information, including health insurance, medication list, and doctor's contact information
- School records for your children
- Evidence that you have been in the U.S. for more than two years, if applicable, such as tax returns, utility bills, bank records, medical records, car payments, rental agreements and receipts.
- Any other documents you would want to be able to quickly find

## Emergency Numbers and Important Contact Information

*Keep this information in one place so that you and your family can access it easily.*

<b>Emergency Numbers</b>	
Immediate Emergency	911
Police Department	
Fire Department	
Poison Control	
<b>Family Contacts</b>	
Mother/Parent/Guardian	
Home Phone	
Cell Phone	
Work Address	
Work Phone	
Mother A#, DOB, Country of Birth	
Father/Parent/Guardian	
Home Phone	
Cell Phone	
Work Address	
Work Phone	
Father A#, DOB, Country of Birth	
Other Emergency Contact and Relationship	
Cell Phone	
Other Emergency Contact and Relationship	
Cell Phone	
Other Emergency Contacts and Relationship	
Cell Phone	

<b>Miscellaneous Contacts</b>	
Doctor/Pediatrician	
Phone Number	
Health Insurance Company	
Policy Number	
Psychiatrist/Therapist/Counselor	
Phone Number	
Health Insurance Company	
Policy Number	
Dentist	
Phone Number	
Dental Insurance Company	
Policy Number	
Special Instructions (medication, allergies, etc.)	

<b>Miscellaneous Contacts</b>	
Car Make/Model	
License Plate Number	
Car Insurance Company	
Insurance Policy Number	
Phone Number	
Consulate	
Address	
Phone Number	
Attorney/Nonprofit Legal Services Provider	
Address	
Phone Number	
Broward 2-1-1 (live helpline for community resources)	211 or (954) 537-0211

### **Important Children's Information**

*Keep this information so those you designate to care for your children in your absence have all of the information they need.*

<b>Child's Name</b>	
Date of Birth	
Child's Cell Phone Number (if applicable)	
School	
School Address	
School Phone Number	
Teacher's Name	
Classroom Number	
Afterschool Program	
Afterschool Program Phone Number	
Other Camp/Sports/Program	
Other Camp/Sports/Program Phone Number	
Allergies	
Medical conditions	
Medications	
Doctor's Phone Number	
Doctor's Address	
Health Insurance	
Special Needs	

**GENERAL POWER OF ATTORNEY**

KNOW ALL PERSONS THAT:

I, \_\_\_\_\_, residing at \_\_\_\_\_, \_\_\_\_\_,  
Parent's name City State  
am the natural parent of \_\_\_\_\_, (DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_),  
1<sup>st</sup> child's name mm/dd/yy  
\_\_\_\_\_, (DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_),  
2<sup>nd</sup> child's name mm/dd/yy 3<sup>rd</sup> child's name  
(DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_), and \_\_\_\_\_, (DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_), do hereby appoint **the**  
mm/dd/yy 4<sup>th</sup> child's name mm/dd/yy  
\_\_\_\_\_, (DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_),  
Relationship, i.e. aunt, friend, etc. Caretaker name  
who resides at \_\_\_\_\_,  
Street address, city, state, zip

as my attorney-in-fact in my name, place and stead in any way which I myself could do as a parent if I were personally present, with respect to the following matters and to the extent that I am permitted by law to act through an agent.

In the event that \_\_\_\_\_ is unable to perform any of these duties  
Caretaker name  
or care for the minor children, I appoint the \_\_\_\_\_,  
Relationship, i.e. aunt, friend, etc. Caretaker name  
(DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_), as an alternate attorney-in-fact of the minor children.  
mm/dd/yy

Any and all matters in regard to the health, education and welfare of my minor child(ren) \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and  
\_\_\_\_\_, and not limited to major decisions affecting the minor child(ren)'s best interest.

Health; medical and dental care, routine and emergency including being provided with complete and detailed information from all pediatricians, physicians, dentist, health and mental health care providers, consultants or specialists attending the minor child for any person whatsoever.

Education; enrollment procedures, special educational services and testing, extra-curricular activities and any programs unrelated to schooling in which the minor child(ren) enrolls.

Welfare; vacations, travel and the disciplining of the child(ren).

Legal Matters involving the minor child(ren), including the right to seek child support, and medical support.

This power of attorney shall not be affected by the subsequent disability or incompetency of the principal.

**In Witness Thereof**, I have here unto signed my name and affixed my seal this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
**Principal (Parent Signature)**

\_\_\_\_\_  
**Principal (Parent Name Printed)**

\_\_\_\_\_  
Witness 1 (Signature & Print Name)

\_\_\_\_\_  
Witness 2 (Signature & Print Name)

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by \_\_\_\_\_  
\_\_\_\_\_, who personally appeared before me, and who, \_\_\_\_\_ being personally known to  
me OR \_\_\_\_\_ has produced \_\_\_\_\_ to me as identification.

\_\_\_\_\_  
Print, Type or Stamp Name of Notary Public

\_\_\_\_\_  
Signature of Notary Public

(Notary Seal)

## **ICE Detention Facilities in South Florida – Contact Information**

Broward Transitional Center (BTC)  
3900 N. Powerline Rd.  
Pompano Beach, FL 33073  
(954) 973-4485

Krome Service Processing Center (Krome)  
18201 SW 12<sup>th</sup> St.  
Miami, FL 33194  
(305) 207-2001

Glades County Detention Center  
1297 East SR 78  
Moore Haven, FL 33471  
(863) 946-1600

Non-Profit Legal Service Providers for Immigration Cases – LAS Broward Referral List

*Pro Bono or Sliding Scale/Reduced Fee*

DISCLAIMER: This list is maintained by Legal Aid Service of Broward County, Inc. (“LAS Broward”) for referral purposes only. LAS Broward cannot endorse or make any guarantee about the services provided by any other organization, as LAS Broward does not participate in and is not responsible for the representation decisions or performance of other organizations.

<b>BROWARD COUNTY</b>	
Legal Aid Service of Broward County, Inc. 491 North State Road 7 Plantation, FL 33317 (954) 358-5647 (Note: Although services are free, representation is limited to unaccompanied minors, crime victims and domestic violence victims.)	Catholic Legal Services (Broward County Office), campus of St. Stephen Catholic Church 6081 SW 21 <sup>st</sup> St. Miramar, FL 33023 (954) 306-9537 <a href="http://www.cclsmiami.org">www.cclsmiami.org</a>
Church World Service Immigration & Refugee Program 3409 NW 9 <sup>th</sup> Ave., Suite 1101 Oakland Park, FL 33309 (954) 689-6466	St. Thomas University School of Law Human Rights Institute (Broward County Office) 12399 SW 53 <sup>rd</sup> St., 2 <sup>nd</sup> Flr. Cooper City, FL 33330 (954) 322-6502
<b>MIAMI-DADE COUNTY</b>	
Americans for Immigrant Justice 3000 Biscayne Blvd., Ste. 400 Miami, FL 33137 (305) 573-1106 <a href="http://www.aijustice.org">www.aijustice.org</a>	American Friends Immigrant Services 1175 NE 125 <sup>th</sup> St., Suite 417 North Miami, FL 33161 (305) 600-5441 <a href="http://www.afsc.org/office/miami-fl">www.afsc.org/office/miami-fl</a>
Catholic Legal Services (Doral Office) 7855 NW 12 <sup>th</sup> St., Ste. 114 Doral, FL 33126 (305) 887-8333 <a href="http://www.cclsmiami.org">www.cclsmiami.org</a>	Catholic Legal Services (Main Office) 28 W. Flagler St., 10 <sup>th</sup> Flr. Miami, FL 33130 (305) 373-1073 <a href="http://www.cclsmiami.org">www.cclsmiami.org</a>
Church World Service Immigration & Refugee Program 1921 NW 84 <sup>th</sup> Ave. Doral, FL 33126 (305) 774-6770	Colombian American Service Association (CASA) 10300 SW 72 <sup>nd</sup> St., Suite 387 Miami, FL 33173 (305) 463-7468
Florida International University College of Law, Carlos A. Costa Immigration & Human Rights Clinic 11200 SW 8 <sup>th</sup> St., Rafael Diaz-Balart 1010 Miami, FL 33199 (305) 348-3389	St. Thomas University School of Law Human Rights Institute 2650 SW 27 <sup>th</sup> Ave., Ste. 304 Miami, FL 33133 (305) 441-5240
St. Thomas Univ. School of Law Immigration Clinic 16401 NW 37 <sup>th</sup> Ave. Miami Gardens, FL 33054 (305) 623-2309	Univ. of Miami School of Law Immigration Clinic 1311 Miller Drive, E273 Coral Gables, FL 33146 (305) 284-6092



<b>MIAMI-DADE COUNTY (continued)</b>	
VIDA Legal Assistance 27112 S. Dixie Hwy. Naranja, FL 33032 (786) 525-9178 or (786) 601-6234	
<b>PALM BEACH COUNTY</b>	
Catholic Charities Legal Services (Riviera Beach) 100 W. 20 <sup>th</sup> St. Riviera Beach, FL 33404 (561) 345-2003	Catholic Charities Legal Services (Stuart) 1300 E. 10 <sup>th</sup> St. Stuart, FL 34995 (772) 463-0445
Church World Service Immigration & Refugee Program 220 S. Congress Dr., Ste. 301 Delray Beach, FL 33445 (561) 266-0624	Legal Aid Service of Palm Beach County 423 Fern Street, Suite 200 West Palm Beach, FL 33401 (561) 655-8944
<b>COLLIER COUNTY</b>	
Legal Aid Service of Collier County (Immokalee Office) 1402 Newmarket Road West Immokalee, FL 34142 (239) 657-6996	Legal Aid Service of Collier County (Naples Office) 4125 Tamiami Trail East Naples, FL 34112 (239) 775-4555
<b>THROUGHOUT SOUTH FLORIDA</b>	
American Immigration Lawyers Association (“AILA”) South Florida Chapter Pro Bono Committee <a href="mailto:probono@ailasouthflorida.org">probono@ailasouthflorida.org</a>	

**FINANCIAL ELIGIBILITY / FINDING A PRIVATE IMMIGRATION ATTORNEY:** Unlike in the criminal justice system, the government does not provide free lawyers (public defenders) in immigration court. Most organizations on this list require financial screening, as free or low cost legal services are limited to low-income individuals. Individuals who earn enough income to hire a private attorney can visit <https://ailasouthflorida.org/about-us/findalawyer/> or <http://www.ailalawyer.org/> to find an immigration attorney in their area.

**WARNING ABOUT UNLICENSED PRACTICE OF LAW:** Individuals must go to a licensed attorney for legal advice and assistance. Some non-profits also have “accredited representatives” who are non-attorneys authorized to provide limited services in some types of immigration cases. Do not go to a “notario,” “paralegal,” or “immigration consultant.” These non-attorneys cannot represent individuals in immigration processes, and are committing a felony offense in Florida by providing legal advice, even if they are “just filling out forms.” Fla. Stat. §454.23. Many immigrants’ lives and dreams have been destroyed by the false promises and incorrect advice of non-attorney “notarios.”

Consulates in South Florida

Consulate	Address	Phone Number	Email
Antigua and Barbuda	25 SE 2nd Avenue, Suite 300, Miami, FL 33131	305-381-6762	<a href="mailto:cganubar@bellsouth.net">cganubar@bellsouth.net</a>
Argentina	1101 Brickell Ave, North Tower, Ste 900, Miami, FL 33131	305-373-1889	<a href="mailto:cmiam@cancilleria.gov.ar">cmiam@cancilleria.gov.ar</a>
Bahamas	25 SE 2nd Avenue, Suite 600, Miami, FL 33131	305-373-6295	<a href="mailto:bcgmia@bellsouth.net">bcgmia@bellsouth.net</a>
Barbados	2121 Ponce De Leon Blvd, Suite 1300, Coral Gables 33134	305-442-1994	<a href="mailto:miami@foreign.gov.bb">miami@foreign.gov.bb</a>
Belgium	990 Biscayne Blvd, Suite 701, Miami, FL 33131	305-600-0982	<a href="mailto:consulmiami@gmail.com">consulmiami@gmail.com</a>
Belize	1600 Ponce De Leon Blvd, Suite 904, Coral Gables, FL 33134	305-755-0276	<a href="mailto:belizeconsulate@gmail.com">belizeconsulate@gmail.com</a>
Bolivia	3750 NW 87th Ave, Suite 240, Doral, FL 33178	305-358-6303 ext. 103	<a href="mailto:generalconsulate@bellsouth.net">generalconsulate@bellsouth.net</a>
Brazil	3150 SW 38th Ave, 1st Floor, Miami, FL 33146	305-285-6200	<a href="mailto:cg.miami@itamaraty.gov.br">cg.miami@itamaraty.gov.br</a>
Canada	200 South Biscayne Blvd, Suite 1600, Miami, FL 33131	305-579-1600	<a href="mailto:miami-gr@international.gc.ca">miami-gr@international.gc.ca</a>
Chile	800 Brickell Ave, Suite 1200, Miami, FL 33131	305-373-8623	<a href="mailto:miami@consulado.gob.cl">miami@consulado.gob.cl</a>
Colombia	280 Aragon Ave, Coral Gables, FL 33134	888-764-3326	<a href="mailto:cmiami@cancilleria.gov.co">cmiami@cancilleria.gov.co</a>
Costa Rica	2730 SW 3rd Ave, Suite 401, Miami, FL 33129	305-871-7485	<a href="mailto:concr-us-fl@rree.go.cr">concr-us-fl@rree.go.cr</a>
Denmark	213 E Sheridan Street, Suite 3, Dania Beach, FL 33004	954-967-8800	<a href="mailto:jrosenthal@bellsouth.net">jrosenthal@bellsouth.net</a>
Dominican Republic	1038 Brickell Ave, Miami, FL 33131	305-358-3220	<a href="mailto:consuladodominicanomiami@gmail.com">consuladodominicanomiami@gmail.com</a>
Ecuador	117 NW 42nd Ave, Suites CU-4 & CU-5, Miami, FL 33126	305-539-8214	<a href="mailto:consulado@ecumiami.org">consulado@ecumiami.org</a>
El Salvador	8550 NW 33rd Street, Suite 100, Doral, FL 33122	305-592-6978	<a href="mailto:consulatecoralgables@rree.gob.sv">consulatecoralgables@rree.gob.sv</a>
France	1395 Brickell Ave, Suite 1050, Miami, FL 33131	305-403-4150	<a href="mailto:assistant-cg.miami-fst@diplomatie.gouv.fr">assistant-cg.miami-fst@diplomatie.gouv.fr</a>
Germany	100 N. Biscayne Blvd., Suite 2200, Miami, FL 33132	305-358-0290	<a href="mailto:info@miami.diplo.de">info@miami.diplo.de</a>
Greece	400 N Tampa Street, Ate 1160, Tampa, FL 33602	813-865-0204	<a href="mailto:grgencon.tam@mfa.gr">grgencon.tam@mfa.gr</a>
Grenada	400 Arthur Godfrey Blvd., Ste. 506, Miami Beach, FL 33140	305-570-2716	<a href="mailto:grenadaconsulatemiami@gmail.com">grenadaconsulatemiami@gmail.com</a>
Guatemala	1101 Brickell Ave, Suite 603-S, Miami, FL 33131	305-679-9945	<a href="mailto:consmiami@minex.gob.gt">consmiami@minex.gob.gt</a>
Guyana	6444 NW 7th Ave, Miami, FL 33150	786-235-0431	
Haiti	259 SW 13th Street, Suite 3, Miami, FL 33130	305-859-2003	<a href="mailto:cg.miami@diplomatie.ht">cg.miami@diplomatie.ht</a>
Honduras	7171 Coral Way, Ste. 601, Miami, FL 33166	305-269-3131	<a href="mailto:gsimon@consuladohn.com">gsimon@consuladohn.com</a>
Israel	100 N Biscayne Blvd, Suite 1800, Miami, FL 33132	305-925-9400	<a href="mailto:concal.sec@miami.mfa.gov.il">concal.sec@miami.mfa.gov.il</a>
Italy	4000 Ponce De Leon Blvd, Ste 590, Coral Gables, FL 33146	305-374-6322	<a href="mailto:amministrativo.miami@esteri.it">amministrativo.miami@esteri.it</a>
Jamaica	25 SE 2nd Ave, Suite 609, Miami, FL 33131	305-374-8431	<a href="mailto:contactus@jamaicacgmiami.org">contactus@jamaicacgmiami.org</a>
Japan	80 SW 8th St, #3200, Miami, FL 33130	305-530-9090	<a href="mailto:info@mi.mofa.go.jp">info@mi.mofa.go.jp</a>
Lithuania	2235 16th Ave N, St. Petersburg, FL 33713	727-895-4811	<a href="mailto:akarnavicius@ltconsulflorida.com">akarnavicius@ltconsulflorida.com</a>
Luxembourg	10082 Montevina Drive, Estero, FL 33928	239-948-9680	<a href="mailto:luxconsul@comcast.net">luxconsul@comcast.net</a>
Mexico	1399 SW 1st Ave, 4th Flr, Miami, FL 33130	786-268-4900	<a href="mailto:info@mexicomiami.org">info@mexicomiami.org</a>

Consulates in South Florida

<u>Consulate</u>	<u>Address</u>	<u>Phone Number</u>	<u>Email</u>
Netherlands	701 Brickell Ave, Suite 500, Miami, FL 33131	786-866-0480	<a href="mailto:ma@minbuza.nl">ma@minbuza.nl</a>
Nicaragua	1332 W Flagler St, Miami, FL 33135	305-265-1415	<a href="mailto:lmartinez@cancilleria.gob.ni">lmartinez@cancilleria.gob.ni</a>
Norway	806 S Douglas Rd, Suite 580, Coral Gables, FL 33134	305-358-4386	<a href="mailto:cg@rnmgmiami.com">cg@rnmgmiami.com</a>
Panama	5775 Blue Lagoon Dr, Suite 200, Miami, FL 33126	305-447-3700	<a href="mailto:ptymia@bellsouth.net">ptymia@bellsouth.net</a>
Paraguay	25 SE 2nd Ave, Suite 720, Miami, FL 33131	305-374-9090	<a href="mailto:info@consulparmiami.org">info@consulparmiami.org</a>
Peru	1401 Ponce De Leon Blvd, Coral Gables, FL 33134	786-713-2400	<a href="mailto:secretaria@consuladoperu.com">secretaria@consuladoperu.com</a>
Poland	1440 79th Street Cswy #117, North Bay Village, FL 33141	305-866-0077	<a href="mailto:polconsulfi@yahoo.com">polconsulfi@yahoo.com</a>
Portugal	3945 W. Whitewater Avenue, Weston, FL 33332	954-830-0662	<a href="mailto:rui.forcada@gmail.com">rui.forcada@gmail.com</a>
Romania	641 S. Mashta Drive, Key Biscayne, FL 331349	305-361-6441	<a href="mailto:vlconsul@aol.com">vlconsul@aol.com</a>
Saint Kitts & Nevis	6855 Red Road, Coral Gables, FL 33143	305-273-2333	<a href="mailto:brank@baptisthealth.net">brank@baptisthealth.net</a>
Saint Lucia	2 Alhambra Plaza, Suite 850, Coral Gables, FL 33134	305-377-0312	<a href="mailto:hipkent@aol.com">hipkent@aol.com</a>
Spain	2655 Le Jeune Rd, Suite 203, Coral Gables, FL 33134	305-446-5511	<a href="mailto:cog.miami@maec.es">cog.miami@maec.es</a>
Suriname	7205 NW 19th Street, Suite 302, Miami, FL 33126	305-463-0694	<a href="mailto:cons.miami@foreignaffairs.gov.sr">cons.miami@foreignaffairs.gov.sr</a>
Sweden	101 NE 3rd Ave, Suite 1700B, Fort Lauderdale, FL 33301	954-467-3507	<a href="mailto:fortlauderdale@consulateofsweden.org">fortlauderdale@consulateofsweden.org</a>
Switzerland	1561 Agua Avenue, Coral Gables, FL 33156	305-377-6700	<a href="mailto:miami@honrep.ch">miami@honrep.ch</a>
Taiwan	2333 Ponce De Leon, Suite 610, Coral Gables, FL 33134	305-443-8917	<a href="mailto:tecomiami@gmail.com">tecomiami@gmail.com</a>
Thailand	2525 Ponce De Leon, Suite 300, Coral Gables, FL 33134	305-445-7577	<a href="mailto:operations@thaiconsulatemiami.com">operations@thaiconsulatemiami.com</a>
Trinidad & Tobago	1000 Brickell Ave, Suite 800, Miami, FL 33131	305-374-2199	<a href="mailto:consulatemiami@foreign.gov.tt">consulatemiami@foreign.gov.tt</a>
Turkey	80 SW 8th St, Suite 2700, Miami, FL 33130	786-655-0315	<a href="mailto:consulate.miami@mfa.gov.tr">consulate.miami@mfa.gov.tr</a>
United Kingdom	1001 Brickell Bay Drive, Suite 2800, Miami, FL 33131	305-400-6400	<a href="mailto:UKandFlorida@fco.gov.uk">UKandFlorida@fco.gov.uk</a>
Uruguay	2103 Coral Way, Suite 600, Miami, FL 33145	786-264-5354	<a href="mailto:cgmiami@mnrree.gub.uy">cgmiami@mnrree.gub.uy</a>
	<input checked="" type="checkbox"/> Honorary Consulate or Consulate General		



**WARNING:** Do NOT go to any immigration office or to immigration court if you are undocumented. This includes accompanying someone else to immigration court or going to immigration to ask a question. The only exception is if you are given or mailed a “Notice to Appear” or a hearing notice, ordering you to go to immigration court for a hearing. If you receive such a notice and fail to go to your hearing, you will be ordered deported.

## Know Your Rights Card

Clip and save the card below. If you are questioned or detained by the police or immigration, hand the card to the official and do not say anything more.

### To Whom It May Concern:

Please be informed that I am choosing to exercise my right to remain silent and the right to refuse to answer your questions. If I am detained, I request to contact an attorney immediately. I am also exercising my right to refuse to sign anything until I consult with my attorney.



This pamphlet was produced by:

#### Americans for Immigrant Justice

A non-profit organization dedicated to promoting and protecting the basic human rights of immigrants of all nationalities.

3000 Biscayne Blvd. Suite 400, Miami, FL 33137  
Tel.: (305) 573-1106  
www.aijustice.org

#### ACLU Foundation of Florida

A non-profit organization dedicated to protecting civil rights and civil liberties

4500 Biscayne Blvd. Suite 3400, Miami, FL 33137  
Tel.: (786) 363-2700

#### The Florida Immigrant Coalition

A statewide coalition fighting for fair treatment of immigrants in Florida.

2800 Biscayne Blvd., Suite 800, Miami, FL 33137  
Tel.: (305) 571-7254



# Know Your Rights!

**We ALL Have Rights**

What Immigrants Need to Know.

## THE BASICS

Rules to Follow If You Are Undocumented and Questioned by a Law Enforcement Officer (Police, FBI or Immigration) Anywhere:

- Be calm and polite. Never physically resist a government official.
- If you are asked for your name, give your name but say nothing else.
- Ask if you are free to leave. If not, ask to speak with a lawyer.
- Show the officials the Know Your Rights card.
- Do Not give government officials information about your immigration status or tell them where you were born.
- Do not lie. Never tell them that you are a U.S. Citizen if this is not true.
- Do not carry documents (such as a passport or driver’s license) from another country.
- Do Not carry fake documents (including, for example, someone else’s green card or social security card that you claim is your own). You can be criminally prosecuted for having false documents.

## AT HOME

### *If Law Enforcement Comes to Your Home:*



- You have a right to see a warrant if the police, immigration, or other government official tries to enter your home. An arrest warrant is for a person. A search warrant allows government officials to search certain areas of your residence.
- Do Not open the door. Ask the officers to slip the warrant under the door. You do not have to and should not consent to a search of your home, either orally or in writing.
- If the officers enter without a warrant, do Not physically resist the officers. Stay calm and tell them that you do not want them to come into your house. If possible, ask for and write down their names and badge numbers.
- If the officers have an arrest warrant, the person named in the warrant should go outside. Do Not let the officers in the house.
- If the officers have a search warrant, read which places they are allowed to search and observe if they search other places not on the warrant. Get a receipt for any property taken by the official.

*Warning: If immigration officers enter your home, they will likely try to question any other people they encounter about their immigration status.*

## AT THE WORKPLACE

### *If Immigration Comes to Your Workplace:*



- To enter your workplace, the officers need a warrant or the employer's permission. However, officers do not need a warrant to enter the public areas of a workplace (such as the dining area of a restaurant).

- Stay calm. Do not run. If you run or are nervous, this may be used as evidence to show you are undocumented.

- If you are questioned by the officers, tell them you do not want to answer their questions and ask if you are free to return to work.

- If you are asked for your name, give your name but say nothing else.

- If they say you are NOT free to return to work, show them the Know Your Rights Card.

## IN THE CAR

### *If the police pull over your car:*



#### **Driver:**

- Police officers will ask for your license, registration, and proof of insurance. You must give them these documents if you have them.

- If the police officers ask for your name, you must tell them your name but say nothing else.

- If the police ask you questions about your immigration status or the immigration status of your passengers, you do Not have to answer their questions. Give them the Know Your Rights Card.

- Do Not consent to a search or sign a consent to search.

#### **Passengers:**

- If the police ask you questions, you should ask if you have to answer.

- If the police say yes, you can tell them your name, but you do Not need to say anything else.

- Give them the Know Your Rights Card.

## ON THE STREET

### *If Law Enforcement Stops You on the Street or in a Public Place:*



- Ask if you are free to leave, even if the officers start asking you questions.

- If the officers say you can leave, walk away.

- If the officers say that you are NOT free to go, show them the Know Your Rights Card.

- If they ask for identity documents, tell them your name, but do not say anything else.

*Note: If immigration officers stop you on the street and do not have a warrant, they may not arrest you unless they have evidence that you are a non-citizen.*

## Danger Areas for Undocumented Immigrants

Immigration is known to pick up people in the following locations. If you are undocumented, you should avoid going to:

- Greyhound or other Bus Stations or taking long distance buses
- Jails and Probation Offices
- Airports
- Alligator Alley
- Marinas and other Ports
- Stadiums or government buildings
- Driver's License Offices

