

# Preparing Your Family For Immigration Enforcement

## Know Your Rights

*Rev. December 2025*



*Your Rights*

*Immigration Services*

*Important Forms*

*Important Numbers*

# Table of Contents

---

2	—	Before an Immigration Arrest: Develop an Emergency Response Plan
4	—	During an Arrest: Your Rights During an Arrest
5	—	Your Rights If Immigration Comes to Your House
6	—	Your Rights If Immigration Comes to Your Workplace Your Rights If Immigration Stops You in Public
7	—	After An Arrest
	7	If You Are Arrested
	8	Important Information About Immigration Detention
	10	Your Rights While in Detention
11	—	Appendix A: Non-Profit Immigration Legal Services Providers
17	—	Appendix B: Important Forms
25	—	Appendix C: Important Numbers
39	—	Appendix D: Know Your Rights Cards

# BEFORE AN IMMIGRATION ARREST

## DEVELOP AN EMERGENCY RESPONSE PLAN

***Keep all of your important documents in an easily accessible place. Make copies of these documents for a family member or close friend to keep in case of emergency.***

- Passport
- Marriage License
- All immigration documents, including "A" number if you have one
- Birth Certificate
- Car Titles and Property Deeds

***Speak with a trusted immigration attorney to assess your individual immigration situation (see APPENDIX A for a list)***

- Always have the number or card of a respected legal service provider or immigration attorney in case of emergency.
- Your family should also have these numbers. Memorize that family member's number.

***Have an emergency plan at your place of work***

- Ask if your coworkers are willing to stay silent and ask to speak with an attorney in the event that immigration comes to your workplace.
- If your workplace has a union, speak with the union representative to better learn how to prepare in case immigration comes to your workplace.

## Have a Plan to Protect Your Family

- ***Prepare a "Delegation of Parental Authority" form to ensure the proper care of your children with a relative or family friend in case you are detained or deported.***
  - (See APPENDIX B)
- ***Obtain a valid passport for your children.***
  - If your child is a citizen of the United States, obtain a passport for them as soon as possible. They will need this to travel outside of the country and prove citizenship later.
  - If your child is not a citizen of the U.S., obtain a passport from their country of citizenship. You can get this from your country's consulate.
    - (See APPENDIX C)
- ***Register your child as a citizen of your country at that country's consulate so you do not have problems there once you arrive.***
  - For example, in some countries, children that are not registered cannot attend school. (See p. 26 for info on how to register your U.S. born children in Mexico.)

**HAVE A PLAN TO PROTECT YOUR FAMILY!**

# DURING AN ARREST

---

## YOUR RIGHTS DURING AN ARREST

### **Your rights if police or an immigration agents question you:**

- **You have the right to ask if you are being detained or arrested.**
  - If the officer says "No, you are not under arrest or being detained", ask them if you are free to leave. If they say yes, slowly and calmly walk away.
  - If the officer say "Yes, you are under arrest and/or being detained", then

### **YOU HAVE THE RIGHT TO REMAIN SILENT!**

#### ***If you have valid documents:***

- ✓ Show them to the officer. Always carry them with you.

#### ***If you have a vulnerable immigration status:***

- ✓ You have the right to refuse to answer questions
- ✓ Do not show false documents.
- ✓ You can ask to speak to your attorney
- ✓ You do not need to say anything about where you are from or how you came to this country
- ✓ Show the officer the "Know Your Rights" card (see APPENDIX D).

### **ABOVE ALL**

**DO NOT SHOW FALSE DOCUMENTS AND DO NOT SAY ANYTHING THAT IS NOT TRUE.**

# YOUR RIGHTS IF IMMIGRATION COMES TO YOUR HOUSE:

If the police, immigration agent or other government agent tries to enter your house:

- **You are not required to open the door**
  - It is very important to ask them if they are the police or immigration. (Sometimes, immigration agents will say they are the police, so ask them very specific questions.)
- **If it is an immigration agent/officer, they are usually not allowed to enter unless you open the door or give them permission to enter**
  - Talk through the door. If you open the door a small amount to talk, the agent might say that by opening the door you gave consent to enter.
- **Any law enforcement officer needs a search warrant to enter your home**
  - A search warrant is a paper signed by a judge that authorizes the officer to enter your house.
  - The warrant should say in detail who the person is that the officer is looking for
  - If they have an arrest warrant but not a search warrant, they are not legally able to enter your house.
- **If an officer enters your home:**
  - Write down the names and badge numbers of the officers
  - Tell them that you have not given them consent for a search
  - Take down the names, address, and numbers of anyone who is present
- **Do not run** - it is not safe to run

## YOUR RIGHTS IF IMMIGRATION COMES TO YOUR WORKPLACE:

- **STAY CALM**
  - Do not run
  - It is not safe to run
- *In order to enter your place, the officer must have a warrant from the judge or permission from your employer.*

## YOUR RIGHTS IF IMMIGRATION STOPS YOU IN PUBLIC:

- *If they stop you in the street*
  - They should have a proper order/warrant to do so; ask to see it.
  - If they don't have an order, they must have specific facts that make it reasonable to believe that you are not in this country legally
  - You may ask if you're free to leave and calmly walk away if you're told you're free to leave.

### REMEMBER:

*You have the right to remain silent. Do not say anything about your immigration status or where you were born. If you have valid immigration documents, show them.*

# AFTER AN ARREST

---

## IF YOU ARE ARRESTED

- ***Find out who has arrested you***
  - Write down the names of the officers and their organizations (FBI, ICE, CBP, etc.).
  - Write down badge numbers (on uniform) and vehicle license plate numbers.
- ***Do not sign any documents you do not understand before speaking with an attorney***
  - It's possible that the agents will try to pressure you to sign something.
  - You might feel pressure, but you could be asked to sign a document that gives up your right to appear before an immigration judge. So, don't sign anything that you do not understand.
- ***Contact your attorney or a family member***
  - You have the right to call someone after your arrest.
  - Memorize the number of your attorney, family member, or union representative.
  - Contact them immediately.
- ***Contact your consulate***
  - You have the right to contact the consulate of your country of citizenship to request assistance.
  - You have the right to tell the agent to inform your consulate of your arrest.
  - The consulate can help you find an attorney.
  - The consulate may also offer to contact your family.
- ***Ask the judge if you are eligible for bond***
  - Apply for bond while in immigration custody.
  - You must be able to show that you are not going to flee or a danger to the community.

**DO NOT SIGN ANYTHING YOU DO NOT UNDERSTAND  
BEFORE CONSULTING WITH AN ATTORNEY!**

# AFTER AN ARREST

## IMPORTANT INFORMATION ABOUT IMMIGRATION DETENTION

***How long can the local government detain a person with a detention order from ICE?***



According to federal regulations, a person detained pursuant to an immigration detainer cannot be held for more than 48 hours, excluding Saturdays, Sundays, and holidays. The 48 hour period starts to run after the local or state police would have released that person from their custody for any underlying offense.

***What happens once the 48 hours has passed?***



Because an ICE detainer only allows for an individual to be detained for 48 hours beyond what is permitted by state or local law, the detained individual should be immediately released after the 48-hour period has ended. After this period, you and/or your attorney should ask that you be released if you are not released automatically.

***What happens if the jail continues to detain a person when the order has expired?***



If the jail does not have independent authority to detain a person based on criminal charges, it is illegal for them to continue to detain that person after the immigration detained has expired. Contact an attorney if this has occurred.

## **NOTE about BONDS:**

The 48-hours ICE has to pick up a detained individual under an immigration detainer begins to run either once the individual pays the bond for an underlying criminal charge or otherwise would have been released from state custody. So it is possible that ICE can still pick that individual up after they have paid the local/state bond, and that the time in immigration custody will not count towards a sentence. If possible, consult with an attorney as soon as possible after being detained to talk about whether it is a good strategy to pay the local bond.

Don't take advice from clerks or jail staff about this.

# AFTER AN ARREST

---

## YOUR RIGHTS WHILE IN DETENTION

### YOU HAVE THE RIGHT:

- ✓ ***Not to sign declarations or documents, particularly the ones you do not understand***
  - Especially those that give up your right to a hearing before a judge.
  - You can say that you would like to speak with a lawyer before signing
  
- ✓ ***Not to offer information about your immigration status***
  - What you say can be used against you later in Immigration Court.
  
- ✓ ***To contact your consulate***
  
- ✓ ***To make a call after you have been detained***
  - Memorize the number of your lawyer or a family member.
  - Call them immediately.
  
- ✓ ***To ask for a bond***
  - You should always ask for bond or a bond hearing.
  
- ✓ ***To have an interpreter at your hearing if you do not speak English***

For more information about detention, see  
**APPENDIX C**

## **APPENDIX A**

### **NON-PROFIT IMMIGRATION LEGAL SERVICES PROVIDERS**

Current information about providers across the country  
is available at

<https://www.immigrationadvocates.org/legaldirectory/>

# List of Non-Profit Immigration Legal Services Providers

*Consult these organizations before you encounter problems with immigration to review your personal situation and to see if there are legal resources available in case you are detained.*

## Arab Community Center for Economic and Social Services - Human Services Center

**Areas of legal assistance:** Adjustment of Status, Asylum applications, Consular Processing, Deferred Action for Childhood Arrivals (DACA), Employment authorization, Employment-based immigrant and non-immigrant petitions, Family-based petitions, Naturalization/Citizenship, Removal hearings, Special Immigrant Juvenile Status, Temporary Protected Status (TPS), Violence Against Women Act (VAWA) petitions

**Location:** 6451 Schaefer Rd, Dearborn, MI 48126

**Contact:** (313) 203-1877;  <https://www.accesscommunity.org>

**Email:** [hkhraizat@accesscommunity.org](mailto:hkhraizat@accesscommunity.org)

## Catholic Charities Diocese Of Kalamazoo - Immigration Assistance Program

**Areas of legal assistance:** Adjustment of Status, Consular Processing, Deferred Action for Childhood Arrivals (DACA), Employment authorization, Family-based petitions, Naturalization/Citizenship, Temporary Protected Status (TPS), U visas, Violence Against Women Act (VAWA) petitions

**Types of legal assistance:** Help coming forms, Filings with USCIS

**Location:** 1819 Gull Rd, Kalamazoo, MI 49046

**Contact:** 269-381-9800;  <https://www.ccdok.org/immigration-assistance>

**Email:** [samanthalindberg@ccdok.org](mailto:samanthalindberg@ccdok.org)

## Catholic Charities of Southeast Michigan - La Casa Amiga Legal Clinic & Community Programs

**Areas of legal assistance:** Adjustment of Status, Consular Processing, Deferred Action for Childhood Arrivals (DACA), Employment authorization, Family-based petitions, Naturalization/Citizenship, Temporary Protected Status (TPS), U visas, Violence Against Women Act (VAWA) petitions

**Types of legal assistance:** Help completing forms, Filings with USCIS

**Location:** 76 Williams St. Pontiac, MI 48341

**Contact:** 248-340-3308;  [www.ccsem.org](http://www.ccsem.org)

**Email:** [lopezm@ccsem.org](mailto:lopezm@ccsem.org)

## [Diocese of Grand Rapids Immigration Legal Services](#)

**Areas of legal assistance:** Adjustment of Status, Consular Processing, Deferred Action for Childhood Arrivals (DACA), Employment authorization, Family-based petitions, Humanitarian Parole, NACARA, Naturalization/Citizenship, Temporary Protected Status (TPS), Violence Against Women (VAWA) petitions

**Types of legal assistance:** Filings with USCIS

**Location:** 123 Wealthy St SE, Grand Rapids, MI 49503

**Contact:** (616) 551-4746;  <http://www.GRdiocese.org>

**Email:** [ILS@grdiocese.org](mailto:ILS@grdiocese.org)

## [Farmworker Legal Services](#)

**Areas of legal assistance:** Naturalization/Citizenship, T and U visas

**Types of legal assistance:** Help completing forms, Filings with USCIS

**Location:** 350 E. Michigan Ave., Suite 310, Kalamazoo, MI 49007

**Contact:** (269) 492-7190;  <http://www.farmworkerlaw.org>

**Email:** [fls@lsscm.org](mailto:fls@lsscm.org)

## [Freedom House Detroit](#)

**Areas of legal assistance:** Asylum applications

**Types of legal assistance:** Filings with USCIS, Representation at Asylum Interviews (Credible Fear Interviews, Reasonable Fear Interviews), Representation before the Immigration Court

**Location:** 1777 N. Rademacher, Detroit, MI 48209

**Contact:** (313) 964-4320;  [www.freedomhousedetroit.org](http://www.freedomhousedetroit.org)

**Email:** [info@freedomhousedetroit.org](mailto:info@freedomhousedetroit.org)

## [Immigrant Connection at City Life Church](#)

**Areas of legal assistance:** Adjustment of Status, Consular Processing, Deferred Action for Childhood Arrivals (DACA), Employment authorization, Family-based petitions, NACARA, Naturalization/Citizenship, T visas, Temporary Protected Status (TPS), U visas, Violence Against Women Act (VAWA) petitions

**Types of legal assistance:** Help completing forms, Filings with USCIS

**Contact:** (616) 855-0563;  <https://www.immigrantconnectiongr.org/>

**Email:** [info@immigrantConnectionGR.org](mailto:info@immigrantConnectionGR.org)

## International Institute of Metropolitan Detroit

**Areas of legal assistance:** Adjustment of Status, Asylum applications, Consular Processing, Deferred Action for Childhood Arrivals (DACA), Employment authorization, Family-based petitions, Naturalization/Citizenship, Temporary Protected Status (TPS), Violence Against Women Act (VAWA) petitions

**Types of legal assistance:** Help completing forms, Filings with USCIS

**Location:** 111 E. Kirby, Detroit, MI 48202

**Contact:** (313) 871-8600,  <http://www.iimd.org>

**Email:** [immigration@iimd.org](mailto:immigration@iimd.org)

## Immigration Law & Justice Michigan - Offices in Grand Rapids, Kalamazoo, Metro Detroit & Traverse City

**Areas of legal assistance:** Adjustment of Status, Asylum, Advice and Counsel, DACA, Family Petitions, Naturalization, Temporary Protected Status (TPS), Violence Against Women Act (VAWA), and more services.

**Types of legal assistance:** Help completing forms, Filings with USCIS, Representation at Asylum Interviews (Credible Fear Interviews, Reasonable Fear Interviews), Representation before the Immigration Court

### **Locations:**

- Grand Rapids: 207 Fulton St East, Grand Rapids, MI 49503
- Kalamazoo: 212 S. Park Street, Kalamazoo, MI 49007
- Metro Detroit: 22124 Garrison Street, Dearborn, MI 48124
- Traverse City: 222 Cass Street, Traverse City, MI 49684

**Contact:** (616) 320-2734 (centralized intake),  [www.iljmi.org/](http://www.iljmi.org/)

## Lighthouse Immigrant Advocates

**Areas of legal assistance:** Adjustment of Status, Asylum applications, Consular Processing, Deferred Action for Childhood Arrivals (DACA), Employment authorization, Employment-based immigrant and non-immigrant petitions, Family-based petitions, Humanitarian Parole, Naturalization/Citizenship, P1 or P2 for Afghans, Special Immigrant Juvenile Status, Special Immigrant Visa (SIV), T visas, Temporary Protected Status (TPS), U visas, Violence Against Women Act (VAWA) petitions

**Types of legal assistance:** Help completing forms, Filings with USCIS, Representation at Asylum Interviews (Credible Fear Interviews, Reasonable Fear Interviews)

**Location:** 412 W 24th St, Holland, MI 49423

**Contact:** 616-298-8984;  <https://lia-michigan.org/>

**Email:** [admin@lia-michigan.org](mailto:admin@lia-michigan.org)

## [Michigan Immigrant Rights Center \(Grand Rapids, Kalamazoo, Detroit, Lansing, and Ypsilanti Offices\)](#)

**Areas of legal assistance:** Adjustment of Status, Asylum applications, Deferred Action for Childhood Arrivals (DACA), Employment authorization, Habeas Corpus, NACARA,

Naturalization/Citizenship, Removal hearings, Special Immigrant Juvenile Status, T visas, Temporary Protected Status (TPS), U visas, Violence Against Women Act (VAWA) petitions

**Types of legal assistance:** Help completing forms, Filings with USCIS, Representation before the Immigration Court

**Location:** Grand Rapids, Kalamazoo, Detroit, Lansing, Ypsilanti - by appointment

**Contact:** (734) 239-6863, <http://michiganimmigrant.org>

**Email:** [mirc@michiganimmigrant.org](mailto:mirc@michiganimmigrant.org)

## [Michigan State University College of Law Immigration Law Clinic](#)

**Areas of legal assistance:** Asylum applications, Family-based petitions, Naturalization/Citizenship, Removal hearings, Special Immigrant Juvenile Status, T visas, U visas, Violence Against Women Act (VAWA) petitions

**Types of legal assistance:** Help completing forms, Filings with USCIS, Representation at Asylum Interviews (Credible Fear Interviews, Reasonable Fear Interviews), Representation before the Immigration Court, Representation before the Board of Immigration Appeals (BIA), Federal court appeals

**Location:** 648 North Shaw Lane, East Lansing, MI 48824

**Contact:** (517) 432-6880; <http://www.law.msu.edu/clinics/immigration/about.html>

**Email:** [immig@law.msu.edu](mailto:immig@law.msu.edu)

## [Michigan United - East \(Detroit Office\)](#)

**Areas of legal assistance:** Deferred Action for Childhood Arrivals (DACA), Naturalization/Citizenship

**Types of legal assistance:** Help completing forms, Filings with USCIS

**Location:** 4405 Wesson Street, Detroit, MI 48210

**Contact:** (248) 509-4430; <http://www.miunited.org>

**Email:** [diego@miunited.org](mailto:diego@miunited.org)

## [Southwest Detroit Immigration and Refugee Center](#)

**Areas of legal assistance:** Adjustment of Status, Asylum applications, Consular Processing, Deferred Action for Childhood Arrivals (DACA), Employment authorization, Employment-based immigrant and non-immigrant petitions, Family-based petitions, Naturalization/Citizenship, P1 or P2 for Afghans, Removal hearings, Special Immigrant Juvenile Status, Special Immigrant Visa (SIV), T visas, Temporary Protected Status (TPS), U visas, Violence Against Women Act (VAWA) petitions

**Types of legal assistance:** Help completing forms, Filings with USCIS, Representation at Asylum Interviews (Credible Fear Interviews, Reasonable Fear Interviews), Representation before the Immigration Court, Representation before the Board of Immigration Appeals (BIA), Federal court appeals

**Location:** 17375 Harper Ave, Suite 24124, Detroit, MI 48224

**Contact:** 313-288-9904,  <https://detimmigrantcenter.com/>

**Email:** [Info@detimmigrantcenter.com](mailto:Info@detimmigrantcenter.com)

## [St. Vincent Catholic Charities - Immigration Law Clinic](#)

**Areas of legal assistance:** Adjustment of Status, Asylum applications, Consular Processing, Deferred Action for Childhood Arrivals (DACA), Employment authorization, Employment-based immigrant and non-immigrant petitions, Family-based petitions, NACARA, Naturalization/Citizenship, Removal hearings, Special Immigrant Juvenile Status, T visas, Temporary Protected Status (TPS), U visas, Violence Against Women Act (VAWA) petitions

**Types of legal assistance:** Filings with USCIS, Representation at Asylum Interviews (Credible Fear Interviews, Reasonable Fear Interviews), Representation before the Immigration Court, Representation before the Board of Immigration Appeals (BIA), Federal court appeals

**Location:** 2800 W. Willow St., Lansing, MI 48917

**Contact:** (517) 323-4734 ext. 1800,  <https://www.stvcc.org>

## **APPENDIX B**

### **IMPORTANT FORMS**

## **INSTRUCTIONS FOR DELEGATION OF PARENTAL AUTHORITY (DPA) FROM MICHIGANLEGALHELP.ORG**

**Step 1: Prepare your DPA** Use the [Do-It-Yourself Delegation of Parental Authority](#) tool.

<https://michiganlegalhelp.org/resources/family/do-it-yourself-delegation-of-parental-authority-short-term-parental-power-of-attorney>

### **Step 2: Sign the DPA**

Michigan law says a Delegation of Parental Authority is valid without a notary's signature or witnesses' signatures. **However, some doctors, schools, or others may be more likely to accept it if the form is notarized and witnessed.** If you can find witnesses and a notary, it is best to have them witness your signature and sign the form.

Some other states require a DPA to be witnessed and notarized. If you have it witnessed and notarized, you can increase the chances that it will be accepted in another state, if needed. Also, health care professionals, schools, and others who will interact with this form are not legal experts. Even though people should accept the form without the signatures of witnesses and a notary, there is a chance they might not be sure if they should do what it says. Having the form witnessed and notarized may reassure doctors' offices and schools that the form is valid.

Notaries are often available at county offices, such as a county clerk, as well as banks, credit unions, law offices, and insurance companies. Some notaries will only sign documents as part of their employment. Call first to make sure the notary is willing to help with a document like this, and to find out whether they charge a fee.

**If you are having your form notarized**, do not sign the form until you are in front of the notary. Bring two witnesses with you. Sign the form in front of the witnesses and notary at the bottom of the first page where it says "Signature of Parent[s]". After you sign (and the other parent, if signing), the witnesses should sign at the top of the second page where it says "Witnesses." They should sign their name on the top line, and then print it clearly on the line directly below their signature. After you and the witnesses sign, give the form to the notary and they will complete their portion.

**If you are not using witnesses and a notary**, sign your form at the bottom of the first page where it says "Signature of Parent[s]."

### **Step 3: Optional: Attach Health Care Documents**

If you included information about your children's health care providers and medical information, it will be produced on the form called "Health Information Addendum." This page is not required, but can be helpful to the person you named as caregiver.

It can also be helpful for the caregiver to have a copy of your children's medical insurance card. If you want to make a copy of the front and back of the insurance card, attach it after the Health Information Addendum.

### **Step 4: Decide where to store the original DPA**

Keep the DPA in a safe place. If your agent (the person you name to care for your child) will use the form right away, give the original to the agent.

Some people choose to keep the original themselves if they are not leaving their child with the person named in the form right away.

What you do depends on how you are using the form and what feels safe to you. Keeping the form yourself ensures that the person you named does not assert parental authority before you want them to. Giving the original form to the person you named ensures that if an emergency arises, they will be able to make decisions right away without looking for paperwork first.

#### **Step 5: Make copies of the DPA and distribute it**

Make at least one copy of the DPA. Keep a copy for your own records when you give the original to the person who will care for your child. The caregiver will need the original signed form at the time they want to use it, so if you choose to keep the original yourself, make sure the person you named in the form knows how they can find the DPA if an emergency arises.

## **Delegation of Parental Authority**

I, \_\_\_\_\_, wish to temporarily leave my minor child, \_\_\_\_\_, in the care and custody of \_\_\_\_\_, who lives at \_\_\_\_\_.

I appoint and vest in my Agent full powers as a substitute parent, giving them the authority to do anything and everything required for my child's care. I also authorize my Agent to do any of the things that I, as a parent, could do on behalf of my child. I specifically authorize to:

- (1) Consent to medical and/or dental care for my child;
- (2) Enroll my minor child in appropriate schools and/or educational programs;
- (3) Act or consent to any and all acts with respect to my child's health and well-being, except the power to consent to guardianship, adoption, or marriage.

This delegation of parental powers is given pursuant to MCL 700.5103, and will become effective on the day I sign it. This power expires six (6) months from the date it begins or on my declaration, whichever comes first.

This delegation of parental authority was signed on \_\_\_\_\_.

Signature of Parent:

/s/ \_\_\_\_\_

[If only one legal parent signs this document, it is valid, but it could be challenged by the other legal parent at any time]

**NOTE: Michigan does not require this document to be witnessed and notarized.** If you wish to have this form witnessed and notarized, do so here:

Witnesses:

/s/ \_\_\_\_\_

Print name of witness 1, if any:

\_\_\_\_\_

/s/ \_\_\_\_\_

Print name of witness 2, if any:

\_\_\_\_\_

STATE OF MICHIGAN )  
\_\_\_\_\_ COUNTY )

Acknowledged before me and the witnesses, \_\_\_\_\_ and  
\_\_\_\_\_ in \_\_\_\_\_ County, Michigan, on \_\_\_\_\_ by  
\_\_\_\_\_.

/s/ \_\_\_\_\_

Notary public: \_\_\_\_\_

State of Michigan, County of \_\_\_\_\_.

My commission expires \_\_\_\_\_.

## Health Information Addendum

### Health Insurance Information

My health insurance carrier is \_\_\_\_\_

Member ID/policy number: \_\_\_\_\_ Group number: \_\_\_\_\_

### Hospital Preference

---

### Health Care Providers

Type of provider	Provider Name	Address	Phone number

### Information about Medical Conditions

\_\_\_\_\_ is allergic to: \_\_\_\_\_

\_\_\_\_\_ has the following medical conditions: \_\_\_\_\_

\_\_\_\_\_ takes the following medications: \_\_\_\_\_

\_\_\_\_\_ may not have the following medications: \_\_\_\_\_

Other health information:

## **Registry of Mexican Nationality**

What should I do to register my children born in the United States as Mexican?

**The registration is only done by appointment at this email:**

[registrocivildeto1@sre.gob.mx](mailto:registrocivildeto1@sre.gob.mx)

### **Requirements**

(All the requested documents are essential and they must be submitted in original):

- 1. Both parents must be present with the child at the Consulate of Mexico (indispensable)**
- 2. Recent original birth certificate of the individual being registered (format letter size).** The birth certificate must contain the place, date and hour of birth, as well as the name and date of birth of the parents. If there are any errors on the birth certificate, the registration will not proceed. If the birth certificate was issued in a different country of where the registration will be carried out, the birth certificate needs to be legalized or apostilled in their country of origin. If the birth certificate is not written in Spanish and the language is different from English, it must be translated to Spanish by a notary public.
- 3. From 1 year of age, official valid ID with photograph, that specifies name (s) and surname (s), as it appears on their birth certificate of the individual to be registered. You must submit one of the following:**
  - a. Passport issued by United States or State ID
  - b. For children under 7 years of age, the pediatrician's letter with photography and stamp or signature crossing the photo and the paper
  - c. For children over 7 years and under 18 years old:
    - i. Letter from a local education institution, with a stamp between the photo and the paper, and the official's signature
    - ii. Valid credential of a local education institution

4. Birth certificate for both parents.
5. (Only if the parents are married) marriage certificate.
6. **Official valid ID from both parents** (passport, consular matricular, voter registration card), the name should appear completely as in the birth certificate of the individual being registered.
7. Present two witnesses (required) over 18 years old with a valid official ID, they can be of any nationality (family, friends, etc.)

**Over 18 years of age:** In the event that the individual being registered is of legal age, **he/she can personally** carry out the procedure without the appearance of their parents. **(complying with the requirements of points 2 to 7).**

**Regarding point 5,** if the parents were NOT married or the parents were married after the birth of the person being registered, **THE FATHER MUST BE PRESENT IN PERSON OR BY MEANS OF A SEPCIAL NOTARIAL POWER OF ATTORNEY.** (this document can be processed at a Mexican consular office)

**Single mother:** Single mothers will be able to register their children on their own as long as they have registered their child(ren) with both their last names and no data of the father appears in the minor's birth certificate.

**Important:** The fact that you schedule an appointment does not mean that your registration can be done the same day. All documents are subject to revision. All involved parties (parents, witnesses, and children) must be present as well as all documents in original.

**The procedure is free of charge, including one certified birth certificate,** you can order extra copies, the cost of \$19.00 dollars for each, if you want your records sent to your house, **please bring a pre-paid UPS envelope.**

If you have a specific question, call (248) 336-0320 ext. 15 or 25 from 3:00 p.m. to 5:00 p.m. or send us an email at the following address: [registrocivildeto1@sre.gob.mx](mailto:registrocivildeto1@sre.gob.mx)

## **APPENDIX C**

### **IMPORTANT NUMBERS**

## IMPORTANT TELEPHONE NUMBERS AND INFORMATION

### Emergency:

*In case of serious emergency, call 911*

Police Department:

Fire Department:

Consulate of my country:

### Family/Important Contacts in the U.S.

Name:

Home Phone:

Cell Phone:

Work:

Relationship:

Name:

Home Phone:

Cell Phone:

Work:

Relationship:

### Family/Important Contacts in my Country

Name:

Home Phone:

Cell Phone:

Work:

Relationship:

Name:

Home Phone:

Cell Phone:

Work:

Relationship:

## **IMPORTANT TELEPHONE NUMBERS AND INFORMATION**

### **Insurance Information:**

Health Insurance:

Company:

Phone Number:

Policy Number:

Home Insurance:

Company:

Phone:

Policy Number:

Car Insurance:

Company:

Phone Number:

Car 1:

VIN #/Plate #:

Car 2:

VIN #/Plate #:

### **Important Medical Information**

Doctor Name:

Phone:

Dentist Name:

Phone:

Pediatrician's Name:

Phone:

Hospital:

Phone:

Pharmacy:

Phone:

## IMPORTANT FAMILY RECORDS

Use this form in order to have all important information in the same place.  
Put originals of each document in a safe place (e.g. lock box).

### Important Work Numbers

#### Employer #1

Name:

Phone:

Supervisor:

Date Started:

Union Rep:

Phone:

#### Employer #2

Name:

Phone:

Supervisor:

Date Started:

Union Rep:

Phone:

### Important Information about your Vehicles

#### Vehicle 1 Make/Model:

Plate #:

VIN/ID #:

Car Loan:

Insurance:

#### Vehicle 2 Make/Model:

Plate #:

VIN/ID #:

Car Loan:

Insurance:

*Attach a copy of each vehicle's registration and insurance, and a photograph of each vehicle*

### Important School/Daycare Numbers

#### School #1:

Name of Child:

Name of School:

Name of Teacher:

Phone:

School ID Number:

#### School #2:

Name of Child:

Name of School:

Name of Teacher:

Phone:

School ID Number:

## IMPORTANT FAMILY RECORDS

### **Social Security #/ITIN**

Name:

Number:

Name:

Number:

Name:

Number:

*Attach a copy of each social security card*

### **Family Member #1**

Name:

Date of Birth:

Allergies:

Medications:

Medical conditions & Medical History:

Organ Donor: Yes/No

### **Family Member #2**

Name:

Date of Birth:

Allergies:

Medications:

Medical conditions & Medical History:

Organ Donor: Yes/No

## **IMPORTANT FAMILY RECORDS**

### **Family Member #3**

Name:

Date of Birth:

Allergies:

Medications:

Medical conditions & Medical History:

Organ Donor: Yes/No

### **Family Member #4**

Name:

Date of Birth:

Allergies:

Medications:

Medical conditions & Medical History:

Organ Donor: Yes/No

### **Family Member #5**

Name:

Date of Birth:

Allergies:

Medications:

Medical conditions & Medical History:

Organ Donor: Yes/No

## **IMPORTANT FAMILY RECORDS**

### **Family Member #6**

Name:

Date of Birth:

Allergies:

Medications:

Medical conditions & Medical History:

Organ Donor: Yes/No

### **Family Member #7**

Name:

Date of Birth:

Allergies:

Medications:

Medical conditions & Medical History:

Organ Donor: Yes/No

### **Persons who CAN pick up my children from school/day care**

Name:

Date of Birth:

Home Phone:

Cell Phone:

Work:

Relationship:

Name:

Date of Birth:

Home Phone:

Cell Phone:

Work:

Relationship:

## IMPORTANT FAMILY RECORDS

### **Persons who CANNOT pick up my children**

Name:

Name:

Name:

*\*Please inform personnel at your children's school that the persons listed in these sections have permission to pick up your children or do not have permission.*

*\*If there is a restraining order, attach a copy of this order and file another copy with the school and/or day care of your children.*

## **CONTRACTS FOR LEGAL PROBLEMS, IDENTITY THEFT, AND FRAUD**

For your security, DO NOT NOTE the numbers of your credit cards or account numbers on this document.

### **Credit Card Companies**

Card 1:

Company:

Toll-Free Number:

Names on Card:

Card 2:

Company:

Toll-Free Number:

Names on Card:

Card 3:

Company:

Toll-Free Number:

Names on Card:

### ***Report theft of credit cards***

**IMMEDIATELY!**

### **Contacts for your Financial Affairs**

Checking Account #1:

Bank:

Toll-Free Number:

Persons with Access:

Checking Account #2:

Bank:

Toll-Free Number:

Persons with Access:

Savings Account #1:

Bank:

Toll-Free Number:

Persons with Access:

Savings Account #2:

Bank:

Toll-Free Number:

Persons with Access:

## **CONTRACTS FOR LEGAL PROBLEMS, IDENTITY THEFT, AND FRAUD**

### **Public Agency Contacts**

Domestic Violence Help:

Public Prosecutor:

Report Child Abuse:

### **Civil Legal Assistance**

Legal Aid:

Immigration Attorney:

Other Attorney:

## EMERGENCY CARE FOR PETS

### **Pet #1**

Name:

Date of Birth:

Breed:

Description:

Registration Number:

Medications:

Medical Problems:

### **Pet #2**

Name:

Date of Birth:

Breed:

Description:

Registration Number:

Medications:

Medical Problems:

***Attach a photograph of each pet!***

### **Veterinarian**

Name:

Phone:

Address:

Emergency Phone:

### **Emergency Housing for Pets**

Name:

Phone:

Address:

## **INFORMATION FOR DETAINED IMMIGRANTS AND IMMIGRANT ADVOCATES IN MICHIGAN:**

ICE Online Detainee Locator (See for someone in custody of Immigration and Customs Enforcement) <https://locator.ice.dhs.gov/odls/#/search>

CBP Online Detainee Locator (Search for someone in custody of Customs and Border Protection) <https://www.cbp.gov/about/searching-someone-cbp-custody>

### **Detention Centers - county jails that contract with ICE in Michigan:**

Each website provides comprehensive information on how to contact a detainee, legal and case information, visiting hours, sending correspondence to detainees, and filing complaints.

**North Lake Processing Center** - 1805 W 32nd Street, Baldwin, MI 49304  
(231) 876-4900

<https://www.ice.dhs.gov/detain/detention-facilities/north-lake-processing-center>

**Calhoun County Jail** - 185 E. Michigan Street, Battle Creek, Michigan 49014  
(269) 969-6303  
<https://www.ice.dhs.gov/detain/detention-facilities/calhoun-county-correctional-center>

**Chippewa County Jail** - 325 Court Street, Sault Ste. Marie, MI 49783  
(906) 635-7620  
<https://www.ice.dhs.gov/detain/detention-facilities/chippewa-county-correctional-facility>

**Monroe County Jail** - 7000 East Dunbar Road, Monroe, Michigan 48161  
(734) 240-8001  
<https://www.ice.dhs.gov/detain/detention-facilities/monroe-county-jail>

**St. Clair County Jail** - 1170 Michigan Road, Port Huron, Michigan 48060  
(810) 987-1721  
<https://www.ice.dhs.gov/detain/detention-facilities/st-clair-county-jail>

At times, detainees may be in the custody of the U.S. Marshal's Service:  
[https://www.bop.gov/mobile/find\\_inmate/byname.jsp](https://www.bop.gov/mobile/find_inmate/byname.jsp)

VINELink may also provide useful information about persons in immigration custody in Michigan: <https://www.vinelink.com/state/MI>

## GOVERNMENT OFFICES

### Immigration and Customs Enforcement (ICE)

#### **Detroit**

985 Michigan Ave, Suite 207  
Detroit, MI 48207  
(313) 771-6601  
Detroit.Outreach@ice.dhs.gov

#### **Grand Rapids**

517 Ottawa Ave NW  
Grand Rapids, MI 49503-1424  
(616) 254-1200

### Executive Office of Immigration Review (EOIR)

Immigration Court:

#### **Detroit Court**

477 Michigan Ave, Suite 440  
Detroit, MI 48226  
(313) 226-2603

Automated information line for court date and decision information for aliens in removal (deportation) proceedings - "A#" is required, but anyone can call: 1-800-898-7180 or visit  
<https://acis.eoir.justice.gov/en/>

### U.S. Citizenship and Immigration Services (USCIS):

#### **Detroit Field Office**

750 Stephenson Highway, 3rd Floor  
Troy, MI 48083  
(800) 375-5283

**Consulates** are offices of foreign governments. Different governments offer different services to their citizens who are in the U.S. We recommend contacting consulates to find out about services *if* the detained person does not fear their country's government.

## Selected list of consulates in Michigan and Illinois

### Consulate of Mexico

#### **Detroit**

(248) 336-0320

<https://consulmex.sre.gob.mx/detroit/>

### Consulate of Guatemala

#### **Chicago**

(312) 540-0781

[https://www.minex.gob.gt/Visor\\_Pagina.aspx?PaginaID=1200](https://www.minex.gob.gt/Visor_Pagina.aspx?PaginaID=1200)

### Consulate of El Salvador

#### **Chicago**

(888) 301-1130

<https://chicagoconsularcorps.org/member-nations/elsalvador>

### Consulate of Honduras

#### **Chicago**

(470) 751-9077

<https://citaconsularhn.com/chicago/>

### Consulate of the Dominican Republic

#### **Chicago**

(773) 714-4924

<https://consuladordchicago.com>

## **APPENDIX D**

### **KNOW YOUR RIGHTS CARDS**

*Cut out these cards and carry them in your wallet*

## YOU HAVE THE RIGHT TO:



Remain silent and not answer any questions



Refuse searches or entry without a warrant signed by a judge



Know if and why you are being detained or arrested



Refuse to sign anything you don't understand and ask to speak with an attorney

**If you have contact with an agent, you can give or show them this card.**



1

## YOU HAVE THE RIGHT TO:



Remain silent and not answer any questions



Refuse searches or entry without a warrant signed by a judge



Know if and why you are being detained or arrested



Refuse to sign anything you don't understand and ask to speak with an attorney

**If you have contact with an agent, you can give or show them this card.**



1

## YOU HAVE THE RIGHT TO:



Remain silent and not answer any questions



Refuse searches or entry without a warrant signed by a judge



Know if and why you are being detained or arrested



Refuse to sign anything you don't understand and ask to speak with an attorney

**If you have contact with an agent, you can give or show them this card.**



1

## THESE ARE MY RIGHTS.

- ◆ I have the right to remain silent.
- ◆ I do not wish to speak with you or answer your questions.
- ◆ I do not give you permission to enter my home without a warrant signed by a judge.
- ◆ I do not consent to searches of my person, belongings, vehicle, or home.
- ◆ If I am detained, I want to contact this attorney immediately:

I refuse to sign anything I don't understand without advice from an attorney.

I speak \_\_\_\_\_



2



# Cut and fold!



# Cut and fold!



# Cut and fold!