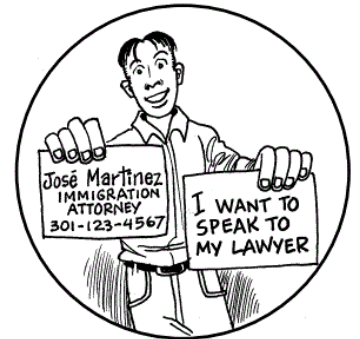


## Know Your Rights!

### How can you prepare yourself in case of an encounter with immigration (“ICE”) agents?

*This document is designed to provide practical and useful information, but it is not legal advice. If you need legal advice or other expert assistance, seek the services of a competent professional.*

1. **Memorize the phone numbers of two adults you trust** who can easily answer the telephone and help you.
2. **All minors should have a plan for substitute caregiving** in case a current caretaker becomes unavailable. Plans should include school pick-up and drop-off.
3. **If you see immigration agents (“ICE” agents) or if they approach you, do not run away, do not give false names or false identities, or resist arrest.** This may give immigration a reason to question you. Just stay silent or say only, “I want to talk to my lawyer.”
4. **You do not have to open your door or let immigration agents enter your home.** If immigration comes to your door, stay silent and tell those with you to stay silent; you do not have to open the door. Immigration cannot enter your home without an order (search warrant) signed by a judge.
5. **Remain silent, do not lie, and do not say anything without your attorney present.** You do not have to give immigration your name, birthplace, legal status, or date of birth. Do not lie. If you need to say something, say only, “I want to talk to my lawyer.”
6. **If you are arrested by immigration, ask to speak to your attorney.** You should always carry your attorney’s name and phone number.
7. **Do not sign any documents without consulting your immigration attorney.**
8. **Always carry your attorney’s business card, copies of immigration approval documents (including green card or work permit if you have them), and a “My Rights Card” to remind you of your rights.**
9. **If you have a court hearing, it is important to attend the hearing.** If you do not attend an immigration court hearing, the immigration judge can enter a deportation order without you there, which could make you a target for ICE.
10. **If you ever miss a court hearing or if you receive a deportation order, call your immigration attorney immediately.** To check court information, you can call 1-800-898-7180, press “2” for Spanish instructions, and type in your nine-digit “A number.”



May 16, 2016



## Family Preparedness Plan

KIND is an organization that helps children in their immigration cases. Parents or other adult caretakers of a child may wish to make emergency plans in case they are separated from the child. Here are some suggestions that may be helpful for parents and adult caretakers:

1. **Make a family preparedness plan:** Talk to the family members and friends you trust, to ask if they are willing to help if you are separated from the child you are caring for. You may wish use fill out an information sheet to make a list of these trusted individuals and their contact information. You may also want to make a list of important biographic, medical, legal, and school documents for your child and gather the information to place in a safe place. Make sure the child, trusted family members, and the child's attorney has the information sheet with the child's emergency contacts and knows how to access and find the child's important documents.
2. **Talk to your attorney:** If you have an attorney, contact the attorney to talk about family preparedness and emergency plans in case you are separated from the child you are caring for. The attorney may be able to help you with planning or filling out forms that may help ensure that the child is taken care of in your absence. Make sure your attorney has the list of trusted individuals and their contact information.
3. **Find referrals for organizations that help with family preparedness plans:** If you do not have an attorney or your attorney cannot help you with the family emergency plan, ask KIND or your child's pro bono attorney for a referral to an organization that helps adults with family preparedness and emergency planning in case you are separated from the child you are caring for.
4. **Know Your Rights:** Contact local community-based non-profits and legal services agencies to find free "Know Your Rights" or information sessions about your rights if you encounter ICE, family preparedness, and safety planning. You may want to review "Know Your Rights" documents that are available and carry card-sized versions of these cards on your person in case you encounter ICE.



**INFORMATION SHEET (complete one for each child), Page 1**

*Keep information in a safe place and make sure your designated caregivers and all family members (including children) can find this information*

<b>CHILD'S INFORMATION</b>	
Child's Name	
Date of Birth	
Child's Phone & Email	
Child's Address	
Child's Alien Number	
<b>FAMILY/CARETAKER CONTACTS</b>	
Parent/Caretaker #1 Name	
Parent/Caretaker #1 Relationship to Child	
Parent/Caretaker #1 Alien Number	
Parent/Caretaker #1 Cell Phone & Email	
Parent/Caretaker #1 Home Address	
Parent/Caretaker #1 Employer Name	
Parent/Caretaker #1 Work Address & Phone	
Parent/Caretaker #2 Name	
Parent/Caretaker #2 Relationship to Child	
Parent/Caretaker #2 Alien Number	
Parent/Caretaker #2 Home Address	
Parent/Caretaker #2 Cell Phone & Email	
Parent/Caretaker #2 Employer Name	
Parent/Caretaker #2 Work Address & Phone	
Sibling Names (Ages) & Contact Information	
<b>EMERGENCY CONTACTS</b>	
Emergency Contact #1 Name	
Emergency Contact #1 Relationship to Child	
Emergency Contact #1 Address	
Emergency Contact #1 Cell Phone & Email	
Emergency Contact #1 Employer Name	
Emergency Contact #1 Work Address & Phone	
Emergency Contact #2 Name	
Emergency Contact #2 Relationship to Child	
Emergency Contact #2 Address	
Emergency Contact #2 Cell Phone & Email	
Emergency Contact #2 Employer Name	
Emergency Contact #2 Work Address & Phone	
Other Emergency Contact Names & Phone	



**INFORMATION SHEET for \_\_\_\_\_, Page 2**

<b>SCHOOL/CARE CENTER INFORMATION</b>	
School/Care Center Name	
School/Care Center Address	
School/Care Center Number	
Teacher's/Care Center Contact's Name	
Teacher's/Care Center Contact's Phone & Email	
Afterschool Program Information	
<b>MEDICAL INFORMATION</b>	
Allergies	
Medical Conditions	
Medications	
Doctor's Name	
Doctor's Phone Number	
Doctor's Address	
Doctor's Health Insurance Company & Policy No.	
Dentist's Name	
Dentist's Phone Number	
Dentist's Address	
Dentist's Health Insurance Company & Policy No.	
Mental Health Services Contact Info	
Case Manager & Social Worker Contact Info	
<b>ATTORNEY INFORMATION</b>	
Child's Attorney's Name	
Child's Attorney's Contact Info	
Parent/Caretaker #1's Attorney's Name	
Parent/Caretaker #1's Attorney's Contact Info	
Parent/Caretaker #2's Attorney's Name	
Parent/Caretaker #2's Attorney's Contact Info	
<b>CAR/VEHICLE MODEL</b>	
Car Owner's Name	
Car Make/Model	
License Plate Number	
Car Insurance Company & Insurance Policy No.	



## **Checklist of Documents**

*Keep information in a safe place and make sure your designated caregivers and all family members (including children) can find this information*

### **CHILD'S GENERAL INFORMATION**

- Children's Birth Certificates
- Children's Passports
- Copy of any identification cards (Driver's License, Social Security Card, ITIN)
- Marriage certificate (if applicable)

### **DESIGNATED CARETAKER DOCUMENTS**

- Designated Caretaker documents (Affidavit of Non-parent relative or Power of Attorney) (if applicable)
- Medical Consent

### **CHILD'S MEDICAL DOCUMENTS**

- Medical Consent
- Children's vaccination records
- Important medical documents if your child has a health problem/disability
- List of children's medications and allergies
- Copy of children's health insurance cards
- Copies of relevant children's medical and mental health records

### **CHILD'S LEGAL DOCUMENTS**

- Child's immigration documents (immigration court documents, copies of immigration petitions/applications, approval notices, old work permits)
- Parents'/Caretakers' immigration documents (immigration court documents, copies of immigration petitions/applications, approval notices, old work permits)
- Child Custody documents (if applicable)
- Notarized permission for guardian to travel outside the US with your child (if applicable)
- Protective Orders (if applicable)
- Parents'/Caretakers' birth certificates
- Criminal history documents

### **OTHER DOCUMENTS**

- School enrollment, report cards, diploma/GED, scholarship documents
- Benefits documents

Call your local ACLU or visit [www.aclu.org/profiling](http://www.aclu.org/profiling).

**File a written complaint** with the agency's internal affairs division or civilian complaint board. In most cases, you can file a complaint anonymously if you wish.

**Write down everything you remember**, including officers' badge and patrol car numbers, which agency the officers were from, and any other details. Get contact information for witnesses. If you are injured, take photographs of your injuries (but seek medical attention first).

**Remember: police misconduct cannot be challenged on the street.** Don't physically resist officers or threaten to file a complaint.

**IF YOU FEEL YOUR RIGHTS HAVE BEEN VIOLATED**

**Keep a copy of your immigration documents with someone you trust.**

**Remember your immigration number ("A" number) and give it to your family.** It will help family members locate you.

**Do not sign anything**, such as a voluntary departure or stipulated removal, without talking to a lawyer. If you sign, you may be giving up your opportunity to try to stay in the U.S.

**Tell the ICE agent you wish to remain silent.** Do not discuss your immigration status with anyone but your lawyer.

You have the right to **contact your consulate** or have an officer inform the consulate of your arrest.

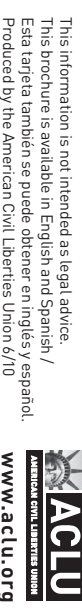
**WHAT TO DO IF YOU'RE STOPPED BY POLICE, IMMIGRATION AGENTS OR THE FBI**

**YOUR RIGHTS**

- You have the right to remain silent. If you wish to exercise that right, say so out loud.
- You have the right to refuse to consent to a search of yourself, your car or your home.
- If you are not under arrest, you have the right to calmly leave.
- You have the right to a lawyer if you are arrested. Ask for one immediately.
- Regardless of your immigration or citizenship status, you have constitutional rights.

**YOUR RESPONSIBILITIES**

- Do stay calm and be polite.
- Do not interfere with or obstruct the police.
- Do not lie or give false documents.
- Do prepare yourself and your family in case you are arrested.
- Do remember the details of the encounter.
- Do file a written complaint or call your local ACLU if you feel your rights have been violated.



This information is not intended as legal advice. This brochure is available in English and Spanish / Esta tarjeta también se puede obtener en inglés y español. Produced by the American Civil Liberties Union 6/10

[www.aclu.org](http://www.aclu.org)

**IF YOU ARE TAKEN INTO IMMIGRATION (OR "ICE") CUSTODY**

**You have the right to a lawyer**, but the government does not have to provide one for you. If you do not have a lawyer, ask for a list of free or low-cost legal services.

**Special considerations for non-citizens:**

- Ask your lawyer about the effect of a criminal conviction or plea on your immigration status.
- Don't discuss your immigration status with anyone but your lawyer.
- While you are in jail, an immigration agent may visit you. Do not answer questions or sign anything before talking to a lawyer.
- Read all papers fully. If you do not understand or cannot read the papers, tell the officer you need an interpreter.

**Prepare yourself and your family in case you are arrested.** Memorize the phone numbers of your family and your lawyer. Make emergency plans if you have children or take medication.

**You have the right to make a local phone call.** The police cannot listen if you call a lawyer.

**Say you wish to remain silent and ask for a lawyer immediately.** Don't give any explanations or excuses. If you can't pay for a lawyer, you have the right to a free one. Don't say anything, sign anything or make any decisions without a lawyer.

**Do not resist arrest**, even if you believe the arrest is unfair.

**IF YOU ARE ARRESTED**

We rely on the police to keep us safe and treat us all fairly, regardless of race, ethnicity, national origin or religion. This card provides tips for interacting with police and understanding your rights. Note: some state laws may vary. Separator rules apply at checkpoints and when entering the U.S. (including at airports).

**IF YOU ARE STOPPED FOR QUESTIONING**

**Stay calm.** Don't run. Don't argue, resist or obstruct the police, even if you are innocent or police are violating your rights. Keep your hands where police can see them.

**Ask if you are free to leave.** If the officer says yes, calmly and silently walk away. If you are under arrest, you have a right to know why.

**You have the right to remain silent** and cannot be punished for refusing to answer questions. If you wish to remain silent, tell the officer out loud. In some states, you must give your name if asked to identify yourself.

**You do not have to consent to a search** of yourself or your belongings, but police may "pat down" your clothing if they suspect a weapon. You should not physically resist, but you have the right to refuse consent for any further search. If you do consent, it can affect you later in court.

**IF YOU ARE STOPPED IN YOUR CAR**

**Stop the car in a safe place as quickly as possible.** Turn off the car, turn on the internal light, open the window part way and place your hands on the wheel.

**IF YOU ARE CONTACTED BY THE FBI**

If an FBI agent comes to your home or workplace, **you do not have to answer any questions.** Tell the agent you want to **speak to a lawyer first.**

If you are asked to meet with FBI agents for an interview, **you have the right to say you do not want to be interviewed.** If you agree to an interview, **have a lawyer present. You do not have to answer any questions** you feel uncomfortable answering, and can say that you will only answer questions on a specific topic.

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**IF THE POLICE OR IMMIGRATION AGENTS COME TO YOUR HOME**

If the police or immigration agents come to your home, **you do not have to let them in unless they have certain kinds of warrants.**

**Ask the officer to slip the warrant under the door or hold it to the window so you can inspect it.** A *search warrant* allows police to enter the address listed on the warrant, but officers can only search the areas and for the items listed. An *arrest warrant* allows police to enter the home of the person listed on the warrant if they believe the person is inside. A *warrant of removal/deportation* (ICE warrant) does not allow officers to enter a home without consent.

Even if officers have a warrant, **you have the right to remain silent.** If you choose to speak to the officers, **step outside and close the door.**

Upon request, **show police your driver's license, registration and proof of insurance.**

**If an officer or immigration agent asks to look inside your car, you can refuse to consent to the search.** But if police believe your car contains evidence of a crime, your car can be searched without your consent.

**Both drivers and passengers have the right to remain silent.** If you are a passenger, you can ask if you are free to leave. If the officer says yes, sit silently or calmly leave. Even if the officer says no, you have the right to remain silent.

**IF YOU ARE QUESTIONED ABOUT YOUR IMMIGRATION STATUS**

**You have the right to remain silent and do not have to discuss your immigration or citizenship status** with police, immigration agents or any other officials. You do not have to answer questions about where you were born, whether you are a U.S. citizen, or how you entered the country. [Separate rules apply at international borders and airports, and for individuals on certain nonimmigrant visas, including tourists and business travelers.]

**If you are not a U.S. citizen and an immigration agent requests your immigration papers, you must show them if you have them with you.** If you are over 18, carry your immigration documents with you at all times. If you do not have immigration papers, say you want to remain silent.

**Do not lie about your citizenship status or provide fake documents.**

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**Do not lie about your citizenship status or provide fake documents.**

**To: Immigration or Other Officer**

Right now I am choosing to exercise my legal rights.

- I will remain **silent**, and I refuse to answer your questions.
- If I am detained, I have the right to contact an attorney **immediately**.
- I refuse to sign anything without advice from an attorney. — Thank you.

**Al funcionario de inmigración u otro tipo de funcionario:**

En este momento elijo ejercer mis derechos legales.

- Permaneceré en **silencio**, y me niego a responder a sus preguntas.
- Si me detienen, tendré el derecho de comunicarme con un abogado **inmediatamente**.
- Me niego a firmar nada sin haber consultado con un abogado. — Gracias