

Immigrant Family Preparedness Checklist

Any immigrant, except for those who have become naturalized U.S. citizens, can be deported under certain conditions. Undocumented immigrants are especially at risk, but even immigrants have lived for decades in the U.S. as lawful permanent residents ('green card' holders) are sometimes detained and deported based on criminal records—even very old convictions. Only a qualified immigration attorney can advise you on your own risk of detention and deportation.

Regardless of your immigration status, completing the following items will help your family prepare for many types of emergencies, not just detention and deportation.

Things to do **BEFORE** a family emergency (such as the detention of a family member)

Do the following:

- Talk with family members and trusted friends about how you would want your family and financial matters handled in the event you were detained or deported. Together with your family members, create and write a plan for what to do in the event of an emergency, including detention and deportation.
- Talk with your children about roles and responsibilities in the case of an emergency.
- Talk to an attorney about executing Power of Attorney documents, which give a trusted relative or friend the legal authority to make family or financial decisions on your behalf in certain circumstances (such as if you are detained).
- Get current passports for all family members.
 - Non-U.S. citizens should contact their home country's consulate to get passports.
 - U.S. citizens can apply for passports at their local U.S. Post Office.
 - For children under 16, both parents must go with the child to apply for the passport and both must sign the application (form DS-11) in the presence of the government official at the Post Office's passport desk. There are ways to get the child's passport if either parent is unavailable to accompany the child or provide consent. Ask the government official at the passport desk, or a trusted social worker or other advisor, for help in that situation.

Gather the following information and documents, and keep them in a safe location where family members or trusted friends can access them:

- Name and phone number of a trusted attorney.
- Name and phone number of a trusted relative or friend.
- Copies of all contracts, leases, bills, home titles, vehicle titles and registration, insurance policies, evidence of medical conditions, etc.
- Copies of all current and prior immigration papers.
- Copies of your tax filings (as far back as you have available).
- Copies of records showing your residence in the U.S. (utility bills, pay stubs, etc., covering as long as you have resided in the U.S.)
- Family members' passports and other identification.

AFTER a loved one is detained

- Do not attempt to visit someone in detention if you are undocumented.
- Contact a lawyer and trusted family member or friend.
- Ask the lawyer (and possibly the jail) to explain why your loved one is being detained.
 - Are they being held on criminal charges?
 - Are they being held for immigration enforcement (“ICE”) purposes?
 - If they are being held in the local jail, has ICE placed a ‘hold’ or ‘detainer’ on them?
 - Does the person have an alien registration number or ‘A Number’? If so, what is their number? (Write it down and keep it in a safe place.)
 - Will they be detained locally, or might they be transferred to a different jail?

Locating Someone in Immigration Detention

If someone is detained in ICE custody (not on local or state charges) you should be able to find them using ICE’s **Online Detainee Locator System**. Finding someone is easiest using the person’s ‘A Number’ and their country of birth. You can also search using the person’s name, date of birth, and country of birth, but the name must match *exactly* what ICE has in their records. For Latino names (with multiple surnames and spellings unfamiliar to American ICE personnel) and many others, it can require a lot of guessing to finally match a name. Also, if a detainee is moved from a location, it can typically take a few days for the system to update that location information.

- Link: <https://locator.ice.gov/odls/homePage.do> (for Spanish, click on the “Español” link in the upper right-hand corner)

ICE also has a brochure explaining how to use the Detainee Locator System and what the information means.

- English: <http://www.ice.gov/doclib/news/library/factsheets/pdf/odls-brochure.pdf>
- Spanish: <http://www.ice.gov/doclib/news/library/factsheets/pdf/odls-brochure-esp.pdf>

Immigration Detention Facilities in Virginia

Someone who is originally detained in Virginia for immigration enforcement will probably end up at one of the facilities used by federal authorities to house immigrant detainees. But *the federal government can also move them to a facility anywhere in the U.S.*

Farmville Field Office
508 Waterworks Rd
Farmville, VA 23901
(434) 395-8114
Visitors: 9am-9pm daily

Hampton Roads Regional Jail
2690 Elmhurst Lane
Portsmouth, VA 23701
(757) 488-7500
Visitors: Mon-Fri 7:30pm-10pm

Rappahannock Regional Facility
1745 Jefferson Davis Highway
Stafford, VA 22554
(540) 288-5245
Visitors: Mon-Fri 9am-7:30pm