Immigrant Safety Plan for Youth and Children

LCYC worked in close collaboration with the University of Washington School of Law Latina/o Student Association (UW LLSA), and UW Law alum, Katherine Brennan, to create this collective legal resource for the community. Northwest Justice Project (NJP) and Seattle University School of Law Latina/o Student Association (SU LLSA) also contributed time and resources. LCYC appreciates the collaboration of professionals and students in meeting an immediate community need.

The below information was gathered to help families who are facing potential detainment or deportation of parents with children (children with or without status). This document is a collective community resource, **<u>**THIS IS NOT LEGAL ADVICE**</u>**.

Families who are facing potential detainment or deportation of parents with children (children with or without status) should be preparing now and have the following documentation:

- **The child's school emergency contact information**
- **The child's immunization records**
- **Intention of Parents for Care for Minor Child**
- **Temporary Parental Consent Agreement**
- **The child's birth certificate (whether it is from US or another country)**
- **The child's social security card**
- **The child's passport**

The following information is arranged in sections corresponding to the bullet points above.

Table of Contents

Care for Minor Children 3
School Emergency Contact Information 5
Child Immunization Records 5
Intention of Parents for Care for Minor Child 6
Temporary Parental Consent Agreement 7
Birth Certificates 9
WASHINGTON STATE BIRTH CERTIFICATES 9
UNITED STATES NON-WASHINGTON BIRTH CERTIFICATES 9
MEXICAN BIRTH CERTIFICATES 9
HONDURAN BIRTH CERTIFICATES 10
GUATEMALAN BIRTH CERTIFICATES 10
WA Birth Certificate Form 11
Social Security Card 12
Social Security Card Form 13
Passports 14
U.S. PASSPORTS FOR CHILDREN 14
MEXICAN PASSPORTS 15
EL SALVADOR PASSPORTS 18
HONDURAN PASSPORTS 18
GUATEMALAN PASSPORTS 19
US Passport Form 20
Other Resources 22

Care for Minor Child

This is not legal advice, but is intended to help families that may be in a situation where they may be detained and/or deported and their children may be at risk. Parents may want someone to have the legal power to care and/or make decisions on behalf of their child during this time. The documents in this packet **do not** give someone legal custody of the child, only a court order can do that. Parents and caregivers should consult a family law attorney to pursue legal custody. This document is intended to only help the parents begin thinking about the process and explain their wishes. It can also be used to help parents obtain education or medical documents that may help their children. Parents can also look into a family preparedness plan at http://www.washingtonlawhelp.org/resource/family-preparedness-plan?ref=Q1Gc6.

Parents should choose someone that can care for their child in the event of an emergency/detainment/deportation. This person should be designated as the school emergency contact person in the event that the parents are unreachable to pick up the child. Ask the administration office for this form and fill it out. This person should have status and ideally is a family member (if it is not a family member, the process becomes more complicated). This is very important. If the child can get picked up by the emergency contact, the school may avoid calling the police if a child is not picked up. However, while this may help temporarily, a family law attorney should be consulted for a change in legal custody.

Another item that may be helpful is for the future caregiver to have a background check. Parents should discuss with this person the wishes of the parents and make sure that the future caregivers understand what they may need to do. Parents and caregivers should consult a family law attorney for this advice. For more information on Family Law, see www.washingtonlawhelp.org.

It may be helpful to create the Intention of Parents for Care for Minor Child and Temporary Parental Consent Agreement, which may give the caregiver very temporary legal rights (medical, educational and travel) if the child is placed with them. This does not guarantee that the child will be placed with the caregiver. In order to go through the process to place a child in the legal custody of someone other than the parent, a family law attorney should be consulted.

Once the Intention of Parents for Care of Minor Child and the Temporary Parental Consent Agreement is filled out and notarized (even though the documents state that they do not need to be notarized, they should be notarized.), give the original to the caregiver (along with other important documents), keep a copy for yourself and put a copy (ideally folded in a small plastic bag) in your child's backpack. Let your child know in the event of an emergency, he/she should show this paper to the authorities, the teacher or whomever is talking to them about taking them to another home.

Parents should fill out an Intention of Parents for Care for Minor Children and a Temporary Parental Consent Agreement. Each child should have one document filled out separately. Give the original to the caregiver, keep a copy for yourself and put a copy (ideally folded in a small plastic bag) in your child's backpack. You should also have an electronic copy if that is possible. Do NOT put it on your phone. Let your child know that in the event of an emergency, he/she should show this paper to the authorities, the teacher or whomever is talking to the child about taking him/her to another home. Hopefully, the

authorities will follow the parents' wishes and place them with that family member. However, there is no guarantee and it is possible that the Department of Social and Health Services gets involved. Assuming the caregiver knows that this has happened, the caregiver should contact an attorney.

School/Daycare Emergency Contact Information

Each school has an emergency contact information sheet. It may also have a list of authorized people that can visit and/or pick up your child. Ask the administration office at your school for these documents. These documents should be updated to reflect a caregiver that will take your child in the event of an emergency/detainment/deportation. This person should have legal status and ideally is a family member (if it is not a family member, the process of trying to get legal custody for these caregivers becomes more complicated). This person should also be named in the Temporary Parental Consent Agreement. Make sure to notify the caregiver that you have listed them as your emergency contact.

This is very important. If the child can get picked up by the emergency contact, the school or daycare may avoid calling the police if a child is not picked up. However, while this may help temporarily, a family law attorney should be consulted.

Child Immunization Records

Places to look for an official immunization record:

a. The doctor's office or clinic where your child gets immunizations
b. Your state health department. In Washington, the records can be found with the Washington State Immunization Information System. You can call 1-866-397-0337 or email WAIISRecords@doh.wa.gov to ask for records using the person's name, date of birth and address. Their web page is http://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/HealthcareProfessionsandFacilities/DataReportingandRetrieval/ImmunizationInformationSystem/ForParents#get. Outside of Washington, you can http://www.cdc.gov/vaccines/programs/iis/contacts-locate-records.html#state.
c. You can also ask schools and/or daycares your child has attended

Intention of Parents for Care for Minor Child

I/We, _____ and _____ are the legal
(parent 1) *parent (2)*
parent(s) or guardians of, _____, born on _____.
(name of child) *(MM/DD/YYYY)*

It is our intention that if one parent is detained and/or deported, the other parent will have custody of our child. If neither parent is available or the child only has one parent and no parent is available, it is the intention(s) of the parent(s) that:

_____ the child remain in the legal custody of _____,
who is named in the Temporary Parental Consent Agreement.
_____ the child be reunited with me wherever I am (including my home country).

If one of the parents is not available to sign, please explain in the space below:
_____
_____

Contact info for the custodian and/or for me:
_____
_____
_____

❖ This form does not need to be notarized to be valid.

SUBSCRIBED AND SWORN TO before me this ____ day of _____ 20__.
NOTARY PUBLIC in and for the State of Washington, residing at _____.
My commission expires: _____

By _____

_____
Notary Signature

AGREED:

_____ Date: _____
Parent/Caregiver

_____ Date: _____
Parent/Caregiver

Temporary Parental Consent Agreement

1. I am/We are _____ the parent(s) of _____ [child's name], born on _____ [birth date]. I am/We are 18 years old or older.

2. I/We hereby give consent for _____ [child's name] to remain in the residential care of _____ [caregiver's name and relationship to the child] who live(s) at _____ _____ [street, city, state]. The caregiver's phone number is: _____.

3. I/We hereby authorize this caregiver to have the care and control of the child, to make health care decisions for the child, to have the authority to get and provide all necessary care, including emergency and routine medical and dental care, evaluations and treatment, and to make all necessary childcare and educational arrangements for the child while the child is in her/his/their care with the following restrictions: _____ _____ _____. I/We authorize the above named caregiver(s) to make decisions on all other issues regarding the child [examples: religious decisions, decisions about the child's social life, decisions about the child's school activities, and personal care decisions (haircuts, pierced ears, and so on)] with the following restrictions: _____ _____.

4. I/We authorize this caregiver to take the child out of state for travel with the following restrictions: _____ _____.

5. This agreement lasts until _____ [put an end date or "indefinitely"], unless it is revoked before it expires. Either parent can revoke this consent and terminate this agreement at any time by delivering to the caregiver a signed, written notice at least a week in advance.

6. (The following paragraph applies if only one parent is available to consent) [ ] I am the child's sole custodian. The other parent has not signed this consent because _____ _____ _____ [explain whether the other parent is unknown or absent].

7. Additional items:

_____ _____

Child's Parent/Caregiver Child's Parent/Caregiver

❖ This form does not need to be notarized to be valid.

SUBSCRIBED AND SWORN TO before me this ____ day of _____ 20__.
NOTARY PUBLIC in and for the State of Washington, residing at _____
My commission expires: _____

By _____

_____

Notary Signature

AGREED:

_____ Date: _____

Parent/Caregiver

_____ Date: _____

Parent/Caregiver

Birth Certificates

Each child should have an original birth certificate. Copies of the certificate (paper and electronic copies) should be made and given to others that may care for the child.

WASHINGTON STATE BIRTH CERTIFICATES *(See form on Page 9)*

Birth certificates are public records in the state of Washington so anyone can order a birth certificate as long as they have the following information: Full name of the child, Birth date of the child, Place of birth, Mother's full name, Father's full name.

a. Order by mail:
   i. Download the form http://www.doh.wa.gov/Portals/1/Documents/Pubs/422-044-BirthDeathMailInOrder.pdf
   ii. Pay the $20 fee.
   iii. Shipped within four weeks after payment. Can pay an additional fee for expedited processing.
b. Order online:
   i. Go to www.vitalcheck.com
   ii. Pay the $31.50 fee.
   iii. Shipped within two business days. Can pay an additional fee for expedited processing.
c. Order by phone:
   i. Call 360-236-4313, Monday – Friday from 9:00 a.m. to 4:30 p.m.
   ii. Pay the $31.50 Fee.
   iii. Shipped the next business day.
d. Order in person:
   i. Walk-in to your local county Vital Statistics office or the Washington State Vital Statistics Office located at 101 Israel Road SE Tumwater, WA 98501
   ii. Pay the $20 fee
   iii. You will receive the birth certificate the same day if order is placed before 4:00 pm.

UNITED STATES NON-WASHINGTON BIRTH CERTIFICATES

Search at http://www.cdc.gov/nchs/w2w/index.htm for more information on each state's process.

MEXICAN BIRTH CERTIFICATES

a. Individuals can visit the consulate office without appointment between 9am and 1pm (2134 3rd Ave, Seattle, WA 98121, phone (206) 448-3526)
b. Fulfill the following requirements
   i. Complete form issued at consulate office

ii. Bring and present identification document toprove the applicant is the person seeking the birth certificate
iii. Present the CURP (Clave Única de Registro de Población/Population registration code)) if available,
iv. $13 cost in cash per each certified copy

HONDURAN BIRTH CERTIFICATES

a. One of the parents will have to go to El Registro Nacional de las Personas in Honduras.
    i. If the parents are in detention, the child or another family member should call El Registro Nacional de las Personas (2221-4382)
        1. They should be able to send you a new copy
    ii. You will also want to contact this organization if you need a new Honduran ID card
    iii. The website for the Registro Nacional de las Personas is: www. rnp.hn

GUATEMALAN BIRTH CERTIFICATES

a. If you have a Código Unico de Identidad (CUI) you can apply for a new birth certificate online at: http://eportal.renap.gob.gt/
b. If you don't have a CUI, the parents will need to be present at the Registro Nacional de las Personas with their Documento Personal de Identificación (DPI) to apply for a new birth certificate.

Washington State Department of Health
Birth / Death Certificate Mail Order Form

Instructions

- **Print clearly.**
- We issue certificates for births and deaths that occurred in **Washington State** only.
- For a birth or death before July 1, 1907, contact the local health department where the event occurred.
- We only accept checks or money orders for mail orders. **Do not send cash or credit card information.**
- **$20.00 per certificate.**
- If adopted, provide your adoptive name and adoptive parents' information.
- Visit www.doh.wa.gov for more information and ordering options or call 360-236-4300, Monday through Friday between 8:00 a.m. and 5:00 p.m. Pacific Time.

Contact Information

Name of person ordering certificate(s):

Company name (if applicable):

Address sending certificate(s) to:
(Street address required for FedEx orders)

City: | State: | ZIP Code:

Daytime Phone: (_____) _____ | Email Address:

Complete ALL fields below with exact and complete information.

☐ **Paternity Verification Letter** (Copy of Parent ID required). Court activities such as custody, parenting plan or child support may require a paternity verification letter AND a birth certificate.

Birth Certificate Request

Number of Certificates Ordering_____

Full Name on Certificate: (First) (Full Middle Name) (Last)

Date of Birth (Month/Day/Year): (7/1/1907 – present) | City or County of Birth:

Mother/Parent Birth Name: (First) (Full Middle Name) (Birth/Maiden Last Name)

Father/Parent Birth Name: (First) (Full Middle Name) (Birth/Maiden Last Name) ☐ Not Listed

Death Certificate Request

Number of Certificates Ordering_____

Name on Certificate: (First) (Middle) (Last)

Approximate Date of Death or 10 year search range (7/1/1907 – present): | Date of Birth, if known:

City or County of Death: | Spouse, if known:

Complete payment and mailing information below:

Total number of certified certificates:	_____ x $20.00 =	$ _____
Total number of Heirloom+ birth certificates:	_____ x $40.00 =	$ _____
Fee for filing a Paternity Acknowledgment OR an Adoption	☐ $15.00 =	$ _____
Paternity Verification Letter (copy of parent ID required)	☐ $15.00 =	$ _____
Paternity Verification Letter ($15) + certified birth certificate ($20)	☐ $35.00 =	$ _____
First Class Mail (allow 2-3 weeks for delivery)	☐ No additional charge	
*USPS Express Mail Delivery (street address or PO Box)	☐ $18.30 =	$ _____
*Fed Ex to continental US (no PO Box)	☐ $15.00 =	$ _____
*Fed Ex to AK/HI/Canada/Mexico (no PO Box)	☐ $25.00 =	$ _____
TOTAL AMOUNT DUE		$ _____

Make checks or money orders payable to DOH.

MAIL ORDERS TO:
Department of Health
PO Box 9709
Olympia WA
98507-9709

*Additional charges for express delivery are per order, not per certificate.
*Signature is required at time of delivery for USPS Express Mail and Federal Express orders.
+Go to our website at www.doh.wa.gov for information on Heirloom Birth Certificates.

Social Security Card

Any person that is a US citizen should have a social security number and a social security care. If your child qualifies and she/he does not have a social security, parents should apply for one *(see form on page 12).*

For first time applicants and replacement cards:

a. Gather required documentation listed below. Please note, all documents must be originals or certified copies. Photocopies or notarized copies will not be accepted. Citizenship: Birth Certificate or US Passport.
   i. Identity of the child: State issued non-driver's ID card; doctor, clinic or hospital records, school ID card, religious record, school daycare center record or any other document that shows the child's name, age, date of birth and parents names.
   ii. Identity of the parent: State issued non-driver's ID card or driver's license; US passport, health insurance card, school ID card, employee identification card or any other document that shows the parent's name, age, and date of birth.
b. Call 1-800-772-1213 to find your local Social Security Administration office.
c. Bring the documentation and fill out the necessary form (https://www.ssa.gov/forms/ss-5.pdf). This form will also be available in person.
d. There is no fee for this process. Processing time is two weeks if approved right away. The Social Security Administration may request additional documentation and verification.

SOCIAL SECURITY ADMINISTRATION
Application for a Social Security Card

Form Approved
OMB No. 0960-0066

1	**NAME** TO BE SHOWN ON CARD	First	Full Middle Name	Last
	FULL NAME AT BIRTH IF OTHER THAN ABOVE	First	Full Middle Name	Last
	OTHER NAMES USED			
2	Social Security number previously assigned to the person listed in item 1	___ – __ – ____		
3	**PLACE OF BIRTH** (Do Not Abbreviate) City State or Foreign Country	Office Use Only FCI	4	**DATE OF BIRTH** MM/DD/YYYY
5	**CITIZENSHIP** (Check One)	☐ U.S. Citizen ☐ Legal Alien Allowed To Work ☐ Legal Alien **Not** Allowed To Work(See Instructions On Page 3) ☐ Other (See Instructions On Page 3)		
6	**ETHNICITY** Are You Hispanic or Latino? (Your Response is Voluntary) ☐ Yes ☐ No	7	**RACE** Select One or More (Your Response is Voluntary)	☐ Native Hawaiian ☐ American Indian ☐ Other Pacific Islander ☐ Alaska Native ☐ Black/African American ☐ White ☐ Asian
8	**SEX**	☐ Male ☐ Female		
9	**A. PARENT/ MOTHER'S NAME AT HER BIRTH**	First	Full Middle Name	Last
	B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER (See instructions for 9 B on Page 3)	___ – __ – ____	☐ Unknown	
10	**A. PARENT/ FATHER'S NAME**	First	Full Middle Name	Last
	B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER (See instructions for 10B on Page 3)	___ – __ – ____	☐ Unknown	
11	Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before? ☐ Yes (If "yes" answer questions 12-13) ☐ No ☐ Don't Know (If "don't know," skip to question 14.)			
12	Name shown on the most recent Social Security card issued for the person listed in item 1	First	Full Middle Name	Last
13	Enter any different date of birth if used on an earlier application for a card	MM/DD/YYYY		
14	**TODAY'S DATE** MM/DD/YYYY	15	**DAYTIME PHONE NUMBER**	Area Code Number
16	**MAILING ADDRESS** (Do Not Abbreviate)	Street Address, Apt. No., PO Box, Rural Route No.		
		City	State/Foreign Country	ZIP Code
17	**I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best to my knowledge.**			
	YOUR SIGNATURE	18	**YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:** ☐ Self ☐ Natural Or Adoptive Parent ☐ Legal Guardian ☐ Other Specify	

DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)

NPN		DOC	NTI		CAN		ITV
PBC	EVI	EVA	EVC	PRA	NWR	DNR	UNIT

EVIDENCE SUBMITTED

SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW

DATE

DCL DATE

Passports

If a child is US citizen, he/she should get a passport. The passport requires signatures from both parents. If there is only one parent available, another form must be filled out. See details below. This process if very hard to do without a parent present. Furthermore, if the child has a passport, then he/she can travel outside of the country and return lawfully. If the child is from another country, a passport may still be helpful within that country.

U.S. PASSPORTS FOR CHILDREN

a. Fill out a passport application (DS-11) *(see form on page 19)*
b. Call 1-877-487-2778 to locate a passport agency and to make an appointment. The line is staffed with Spanish speakers. If after-hours emergency, call 1-202-647-4000.
c. Bring identity documents to the appointment
    i. Proof of Citizenship of the child. Must have one of the following:
        - Original or certified copy of the birth certificate (no photocopies or notarized copies)
        - Consular report of birth abroad or certification of birth
        - Certificate of Citizenship
    ii. Social Security Number for the child (Required if it has been issued)
        - If it has been issued but you do not remember the number, you will need to contact the Social Security Administration for a new card with the Social Security number.
        - If the child has never had a social security number before, it is okay but you will need to sign and date a statement which says: "I declare under penalty of perjury under the laws of the United States of America that the following is true and correct: I have never been issued a Social Security number by the Social Security Administration."
d. Show Parental Relationship and Consent.
    i. If the child is under the age of 16
        - If two parents have custody of the child, then you must show that both parents authorize the child to have a passport. Both parents have to be with the child when they apply for the passport. If they cannot, then you will have to show that the parent who is not with the child, has given permission or is not able to give permission.

            To give permission, the parent who is not able to go with the child must fill out Form DS-3053 "Statement of Consent". This form must be notarized and expires 90 days after the day it was signed. A photocopy of the front and back of the parents ID must be with the form. If both parents cannot be with the child, they will both have to complete the form.

            To prove that the parent asking for the passport cannot get permission from the parent who cannot give permission, the parent can submit Form DS-5525 "Statement of Exigent/Special Family Circumstances." If there are safety concerns for the parent

asking for the passport and the child, this form can be used to ask for the passport without the other parent.

- If one parent has sole custody of the child, they will need to prove that they have sole custody. This proof can include a birth certificate that lists only one parent, a certified court order granting sole legal custody, a certified divorce decree, a certified adoption decree, a certified certificate of death of the parent who cannot appear or any other certified court order that proves that you have legal custody.

ii. If the child is 16 or 17

- If the child is 16 or 17 and has their own ID, they can apply without a parent being present but the passport agencies prefer one parent be with the child or one parent give written consent (a signed statement with a photocopy of the parents ID).

e. Proof of Identity. If the child is under 16, the parent must bring an ID. If the child is 16 or 17, they can bring their ID or their parent must bring their ID. Must bring the original ID and a photocopy of the front and back of each ID you use.

- State issued, valid non-driver ID or driver's license
- Certificate of Naturalization or Citizenship
- Valid or expired, undamaged passport from the US or any other country.
- Matricula consular
- Valid work permit or permanent resident card issued by Department of Homeland Security.

f. A passport style photo of the child

g. Fees:

- Regular processing time is 4-6 weeks and costs a total of $105 ($80 passport fee, $25 processing fee).
- Expedited processing in person will take about 8 business days (maybe less depending on need and if you can prove there is an emergency) and costs a total of $185.66 ($80 passport fee, $25 processing fee, $60 expedited processing fee, $20.66 overnight delivery fee).

MEXICAN PASSPORTS

https://consulmex.sre.gob.mx/seattle/index.php/es/tramites/pasaporte-mexicano

a. Make appointment by calling 1-877-639-4835 or via internet https://mexitel.sre.gob.mx/citas.webportal/

b. Go to consulate the day of your appointment and fill out passport application

c. For adults

i. Verify Mexican nationality with any of the following original documents:

1. Birth certificate: if the certificate was issued by the civil registry in Mexico, it must have been issued within the first 3 years after the individual's birth. Otherwise, the individual will have to present additional documents to supplement identity:

a. Matricula consular issued after 5/13/2005

b. Voter's identification card (credencial de elector)
c. Military service card
d. Certificate of primary or secondary school issued by SEP
e. Certified report card of any school year in Mexico, with a photograph
f. Professional credential or identification
g. Current school or university ID that shows date of birth
h. Identification from Mexican social services offices (ISSTE, IMSS, DIF, or Centro de Salud)
i. Work permit or green card issued by the U.S. government
j. Mexican driver's license
k. Official identification card or driver's license from any state in the U.S.
l. ID issued by the DMV in any state of the U.S.
m. U.S. passport

2. Matricula consular (issued after 5/13/2005)
3. Certificate of Mexican nationality
4. Declaration of Mexican nationality
5. Naturalization letter

ii. Cost per passport (cash only)

1. 1 year, cases of consular protection and minors under 3 years old: $32
2. 3 years: $74
3. 6 years: $101
4. 10 years: $136
5. People over 60 years of age will pay 50% of the established cost

d. For minors and people with disabilities

i. Both parents must be present with the minor and present the following documents:

1. Birth certificate of the minor or disabled individual
2. Complete and return the consent form of the parents or guardian (OP7 or OP8)
3. An official identification card with a photo of the minor or disabled individual. Minors can show any of the following:
   a. (under 10 years old) Letter from a school in Washington containing a photo of the child, full name, date of birth, signature of the administrator or official and seal of the school or district.
   b. (under 7 years old) Letter from a pediatrician with a photo of the child, full name, date of birth and seal of the medical office.

ii. If one of the parents cannot be present at the consulate during the appointment because they live in another state, they can issue their consent by

1. If in Mexico, go before any office of the department of external relations (Secretaria de Relaciones Exteriores) and complete the OP7 form, or complete it before a notary public
2. If in another foreign country, go before any mexican consulate office

iii. Both parents must prove their identities through any of the following documents.

1. Matricula consular issued after 5/13/2005

2. Voter's identification card (credencial de elector)
3. Military service card
4. Certificate of primary or secondary school issued by SEP
5. Certified report card of any school year in mexico, with a photograph
6. Professional credential or identification
7. Current school or university ID that shows date of birth
8. Identification from mexican social services offices (ISSTE, IMSS, DIF, or Centro de Salud)
9. Work permit or green card issued by the U.S. government
10. Mexican driver's license
11. Official identification card or driver's license from any state in the U.S.
12. ID issued by the DMV in any state of the U.S.
13. U.S. passport

iv. For dual citizenship of U.S minor, either or both parents can present any of the following to prove their mexican nationality:
    1. Birth certificate: if the certificate was issued by the civil registry in Mexico, it must have been issued within the first 3 years after the individual's birth. Otherwise, the individual will have to present additional documents to supplement identity:
        a. Matricula consular issued after 5/13/2005
        b. Voter's identification card (credencial de elector)
        c. Military service card
        d. Certificate of primary or secondary school issued by SEP
        e. Certified report card of any school year in Mexico, with a photograph
        f. Professional credential or identification
        g. Current school or university ID that shows date of birth
        h. Identification from Mexican social services offices (ISSTE, IMSS, DIF, or Centro de Salud)
        i. Work permit or green card issued by the U.S. government
        j. Mexican driver's license
        k. Official identification card or driver's license from any state in the U.S.
        l. ID issued by the DMV in any state of the U.S.
        m. U.S. passport
    2. Matricula consular (issued after 5/13/2005)
    3. Certificate of Mexican nationality
    4. Declaration of Mexican nationality
    5. Naturalization letter

v. Cost per passport (cash only)
    1. 1 year, cases of consular protection and minors under 3 years old: $32
    2. 3 years: $74
    3. 6 years: $101
    4. 10 years: $136
    5. People over 60 years of age will pay 50% of the established cost

EL SALVADOR PASSPORTS

Office located at 615 Second Avenue, Suite #50 (street entrance), Seattle, WA 98104. Phone 206 971 7950

HONDURAN PASSPORTS

a. Call the consulate in Washington DC to make an appointment for the application
    i. Phone number: 202.506.4995
        1. Press “0” to speak with an operator
    ii. Address: 1014 M Street, NW Washington, DC 20001.
    iii. Email: consulado.washington@hondurasemb.org
    iv. Hours: M-F 8:00 am to 4:00 pm
b. Required documents
    i. Current Honduran ID card or
        1. Birth certificate with another document from Honduras that has your photograph: Driver's license, social security card, INJUPEMP card, academic title, or expired passport.
    ii. If the applicant is under 21 years old
        1. They will have to have to appear with both parents at the consulate
        2. If either parent is absent,
            a. The parents will have to fill out an authorization and get it notarized
            b. They will also have to provide a copy of their ID cards or passports
        3. If either parent is deceased, the applicant has to submit an original copy of the death certificate
c. Costs
    i. Five years: $78.00
    ii. Ten Years: $97.50

GUATEMALAN PASSPORTS

a. If you need to get renew a passport or get one for the first time you need to make an appointment on the Consulate's webpage (**WWW.CITACONSULARGUATEMALA.COM**) or call the consulate at (212) 686-3837

b. You'll need to present the following documents
   i. If you're over 18
      1. Documento Personal de Identificación (DPI), Or
      2. Birth Certificate, and
      3. $65.00, and
      4. Your expired passport if you have one
   ii. If you're under 18
      1. Birth Certificate, and
      2. Your expired passport if you have one, and
      3. $65.00
         a. Your parents will have to accompany you who will have to identify themselves with Documento Personal de Identificación (DPI), Birth certificate, or Cédula de Vecindad

APPLICATION FOR A U.S. PASSPORT

Please Print Legibly Using Black Ink Only

OMB CONTROL NO. 1405-0004
OMB EXPIRATION DATE: 08-31-2019
ESTIMATED BURDEN: 85 MIN

Attention: Read WARNING on page 1 of instructions

Please select the document(s) for which you are applying:

☐ U.S. Passport Book ☐ U.S. Passport Card ☐ Both

The U.S. passport card is **not** valid for international air travel. For more information see page 1 of instructions.

☐ Regular Book (Standard) ☐ Large Book (Non-Standard)

Note: The large book option is for those who frequently travel abroad during the passport validity period, and is recommended for applicants who have previously required the addition of visa pages.

☐ D ☐ O ☐ Dep DOTS _____

End. # _____ Exp. _____

1. Name Last

First Middle

2. Date of Birth *(mm/dd/yyyy)*

3. Sex M F

4. Place of Birth *(City & State if in the U.S., or City & Country as it is presently known.)*

5. Social Security Number

6. Email *(Info alerts offered at **travel.state.gov**)*

@

7. Primary Contact Phone Number

8. Mailing Address: Line 1: Street/RFD#, P.O. Box, or URB.

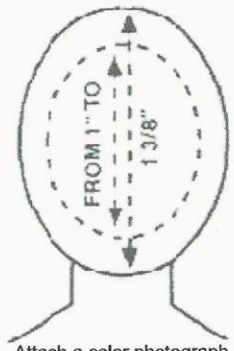
Address Line 2: **Clearly label** Apartment, Company, Suite, Unit, Building, Floor, In Care Of or Attention if applicable. *(e.g., In Care Of - Jane Doe, Apt # 100)*

City **State** **Zip Code** **Country**, if outside the United States

9. List all other names you have used. *(Examples: Birth Name, Maiden, Previous Marriage, Legal Name Change. Attach additional pages if needed)*

A. B.

STAPLE 2" x 2" STAPLE



Attach a color photograph taken within the last six months

STAPLE 2" x 2" STAPLE

STOP! CONTINUE TO PAGE 2

DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY AUTHORIZED AGENT

Identifying Documents - Applicant or Mother/Father/Parent on Second Signature Line (if identifying minor)

☐ Driver's License ☐ State Issued ID Card ☐ Passport ☐ Military ☐ Other _____

Name _____

Issue Date *(mm/dd/yyyy)* Exp. Date *(mm/dd/yyyy)* State of Issuance

ID No Country of Issuance _____

Identifying Documents - Applicant or Mother/Father/Parent on Third Signature Line (if identifying minor)

☐ Driver's License ☐ State Issued ID Card ☐ Passport ☐ Military ☐ Other _____

Name _____

Issue Date *(mm/dd/yyyy)* Exp. Date *(mm/dd/yyyy)* State of Issuance

ID No Country of Issuance _____

☐ Acceptance Agent ☐ (Vice) Consul USA

☐ Passport Staff Agent

(Seal)

I declare under penalty of perjury all of the following: 1) I am a citizen or non-citizen national of the United States and have not, since acquiring U.S. citizenship or nationality, performed any of the acts listed under "Acts or Conditions" on page four of the instructions of this application (unless explanatory statement is attached); 2) the statements made on the application are true and correct; 3) I have not knowingly and willfully made false statements or included false documents in support of this application; 4) the photograph attached to this application is a genuine, current photograph of me; and 5) I have read and understood the warning on page one of the instructions to the application form.

Name of courier company *(if applicable)* Facility ID Number

Facility Name/Location Agent ID Number

Signature of person authorized to accept applications Date

x _____ **Applicant's Legal Signature - age 16 and older**

x _____ **Mother/Father/Parent/Legal Guardian's Signature** (if identifying minor)

x _____ **Mother/Father/Parent/Legal Guardian's Signature** (if identifying minor)

For Issuing Office Only → Bk _____ Card _____ EF _____ Postage _____ Execution _____ Other _____

* DS 11 C 09 2013 1 *

Name of Applicant *(Last, First, & Middle)*

Date of Birth *(mm/dd/yyyy)*

10. Parental Information

Mother/Father/Parent - First & Middle Name

Last Name *(at Parent's Birth)*

Date of Birth *(mm/dd/yyyy)*

Place of Birth

Sex ☐ Male ☐ Female

U.S. Citizen? ☐ Yes ☐ No

Mother/Father/Parent - First & Middle Name

Last Name *(at Parent's Birth)*

Date of Birth *(mm/dd/yyyy)*

Place of Birth

Sex ☐ Male ☐ Female

U.S. Citizen? ☐ Yes ☐ No

11. Have you ever been married? ☐ Yes ☐ No *If yes, complete the remaining items in #11.*

Full Name of Current Spouse or Most Recent Spouse

Date of Birth (mm/dd/yyyy)

Place of Birth

U.S. Citizen? ☐ Yes ☐ No

Date of Marriage *(mm/dd/yyyy)*

Have you ever been widowed or divorced? ☐ Yes ☐ No

Widow/Divorce Date *(mm/dd/yyyy)*

12. Additional Contact Phone Number

☐ Home ☐ Cell ☐ Work

13. Occupation *(if age 16 or older)*

14. Employer or School *(if applicable)*

15. Height

16. Hair Color

17. Eye Color

18. Travel Plans

Departure Date *(mm/dd/yyyy)*

Return Date *(mm/dd/yyyy)*

Countries to be Visited

19. Permanent Address - *If P.O. Box is listed under Mailing Address* ***or*** *if residence is different from Mailing Address.*

Street/RFD # or URB (***No P.O. Box***)

Apartment/Unit

City

State

Zip Code

20. Emergency Contact - *Provide the information of a person not traveling with you to be contacted in the event of an emergency.*

Name

Address: Street/RFD # or P.O. Box

Apartment/Unit

City

State

Zip Code

Phone Number

Relationship

21. Have you ever applied for or been issued a U.S. Passport Book or Passport Card? ☐ Yes ☐ No *If yes, complete the remaining items in #21.*

Name as printed on your most recent passport book

Most recent passport book number

Most recent passport book issue date *(mm/dd/yyyy)*

Status of your most recent passport book: ☐ Submitting with application ☐ Stolen ☐ Lost ☐ In my possession *(if expired)*

Name as printed on your most recent passport card

Most recent passport card number

Most recent passport card issue date *(mm/dd/yyyy)*

Status of your most recent passport card: ☐ Submitting with application ☐ Stolen ☐ Lost ☐ In my possession *(if expired)*

PLEASE DO NOT WRITE BELOW THIS LINE - FOR ISSUING OFFICE ONLY

Name as it appears on citizenship evidence _____

☐ Birth Certificate SR CR City Filed: Issued:

☐ Nat. / Citz. Cert. USCIS USDC Date/Place Acquired: A#

☐ Report of Birth Filed/Place:

☐ Passport C/R S/R Per PIERS #/DOI:

☐ Other:

☐ Attached:

☐ P/C of Citz ☐ P/C of ID ☐ DS-71 ☐ DS-3053 ☐ DS-64 ☐ DS-5520 ☐ DS-5525 ☐ PAW ☐ NPIC ☐ IRL ☐ Citz W/S

* DS 11 C 09 2013 2 *

Other Resources

- www.washingtonlawhelp.org
- https://www.nwirp.org/
- http://colectivalegal.org/
- https://www.womensrefugeecommission.org/rights/resources/1022-detained-or-deported-parental-toolkit-english-interactive
- http://www.lcycwa.com/
- https://www.ilrc.org/family-preparedness-plan
- http://www.tnimmigrant.org/