Safety Planning Binder

If you have questions, would like to receive updates, or would like to obtain a “Safety Planning Binder” for someone else or in a different language, please contact:

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KNOW YOUR RIGHTS

A Guide to Your Rights When Interacting with Law Enforcement
Know Your Rights

A Guide to Your Rights When Interacting with Law Enforcement

YOU HAVE RIGHTS regardless of your immigration status. You may be at risk of being deported if you are undocumented, if you are a non-citizen with a criminal history, if you are on parole or have a prior deportation order. To protect yourself, your family and your community you must KNOW YOUR RIGHTS.

Knowledge is power. Act NOW. Do not wait. Be prepared.

This guide contains:

- What you need to know and what to do when encountering immigration agents, the police or FBI in different places
- Information about how to read a warrant
- Twelve things for you and your family to remember in ANY situation
- Your Emergency Planning Checklist
- Your Emergency Contact Information Sheet
- Your plan for what to do if a loved one calls you from an immigration detention center or police station
- Your Workplace Planning Checklist

This information is intended as guidance for use by the general public. For legal advice about your own situation, consult an attorney or authorized immigration representative. See a list of CLINIC affiliates that provide low-cost immigration representation at cliniclegal.org/directory.
WHERE: Your home

What you need to know:

- To enter your home, immigration officers or the police need either 1) a valid warrant signed by a judge or magistrate, or 2) your permission.
- DO NOT OPEN THE DOOR. Opening the door could mean you give the officers permission to enter your home.
- A warrant DOES NOT mean you have to answer questions.
- If immigration officers or the police are questioning you and you wish to remain silent, say out loud that you wish to remain silent or show the officials your Know Your Rights card.

What to do:

**Step 1**
DO NOT OPEN THE DOOR.

**Step 2**
ASK FOR IDENTIFICATION. Officers may try to trick or intimidate you to get into your house. Look through a window to see their ID. Do not be caught off guard and open the door.

**Step 3**
Ask the officials if they have a warrant.

**Step 4**
You have a right to see a warrant. Ask the officials to slide it under the door or put it up to a window. Read the warrant. If it does not have the required information (see p. 4), it is not valid. The officers cannot enter your home.

**Step 5**
If officers enters your home (with or without a valid warrant) inform them if there are children, elderly or sick people in the house. If they enter without a valid warrant, say that you do not consent. Pay close attention. After they have left, write down what happened in detail. Include the type of officers, their names, badge numbers and the contact information of any witnesses.

If the officers DO HAVE a warrant

If the officers DO NOT HAVE a warrant

If the officers do not have a warrant, they do not have the right to enter your home. You can ask them to leave.
Reading a Warrant

How to read a warrant

- Officers may only enter your home or workplace with 1) a VALID warrant, or 2) your permission or the permission of your employer. (Valid means that a warrant has authority and must be obeyed.)

- For a warrant to be valid, it must contain certain information.

- Below, please find samples of the different types of warrants and information they must contain to be valid.

- Warrants may look different depending on your state or location. This means that information required to make a warrant valid may appear in different orders or look different from the samples below.

- If officers do not have permission to enter and they do not have a warrant or a valid warrant, it is your right to ask them to leave!

Search warrant

A valid search warrant:

- Must be signed by a judge, justice of the peace or magistrate.

- Must state the address to be searched.

- Must state in detail the area to be searched. In some cases, search warrants may be many pages long describing locations to be searched.

- Look for other information that might make the warrant invalid, such as being out of date.

- If the officer does not have a valid warrant you can say, “This is not a valid warrant. You may not enter. Please leave.”

- If the officer has a valid warrant, you must allow them to enter your home. When they enter, say, “I do not consent to this search.” This should limit where they are allowed to search.

- Observe where the officers search. Observe if they search in areas that the warrant does not list. Repeat that you do not consent to the search. If an officer takes any of your property, ask for a receipt.
**Arrest warrant**

A valid search warrant:

- Must be signed by a judge, justice of the peace or magistrate.
- Must state the name of the person to be arrested.
- Must describe the person to be arrested.
- Look for other information that might make the warrant invalid, such as being out of date.

- If the officer does not have a valid warrant, you can say, “This is not a valid warrant. You may not enter. Please leave.”

- If the officer has a valid arrest warrant and the person named in the warrant is there, that person should go outside to meet the officer. Close the door behind them. If the person named in the warrant is not there, tell the officer that the person is not there and do not open the door.

**Warrant of removal/deportation (immigration warrant)**

- A warrant of removal or deportation (an immigration warrant) DOES NOT give an officer the right to enter your home. Say, “You do not have the right to enter with this warrant. Please leave.”
WHERE: The street or a public area

What you need to know:

- Do not run if you see immigration officers or the police approaching you.

- If you are stopped on the street or in a public area, you have the right to remain silent and not answer questions.

- In some states, the law says that you must tell the police your name if they ask. See the emergency plan on page 14 for more information and to make a plan that is best for you.

- In general, an officer needs a warrant to arrest you. In some situations you could be arrested if the officer has evidence you do not have legal status or if you have committed a crime.

- In some situations, officers have the right to search you to make sure you are not carrying weapons or illegal materials. Do not resist or fight back.

- If you are in an airport or near the United States border, you may be questioned or detained without a warrant. You still have the right to remain silent.

- In the past, immigration officers would not stop or detain people in certain public places, including schools, hospitals, places of worship, funerals, weddings, public religious ceremonies or public demonstrations (a march, rally or procession). This may change in the future. Also remember that you could be stopped on your way to or from these places.

What to do:

Step 1
Before you say anything, INCLUDING YOUR NAME, ask, “Am I free to go?”

Step 2
If the officer says yes, walk away slowly. If the officer says no, do not walk away.

Step 3
You have the right to remain silent. Do not provide any information about your immigration status, where you were born, or how/when you came to the United States. Do not show any documents from your home country. Say out loud if you wish to remain silent or show the officer your Know Your Rights card.

Step 4
If the officer searches you, arrests or detains you, remain calm. Do not resist or fight. If you are searched, say, “I do not consent to this search.”
WHERE: Your workplace

What you need to know:

- To enter your workplace, immigration officers or the police need either 1) a valid warrant, or 2) the permission of your employer.
- Do not run. If you run, it may lead to you being arrested or detained.
- A warrant DOES NOT mean you have to answer questions.
- If immigration officers or the police are questioning you and you wish to remain silent, say out loud that you wish to remain silent or show the officers your Know Your Rights card.
- Make sure to complete the workplace checklist on page 18.

What to do:

Step 1
Make sure to have an emergency plan in place with your co-workers in the event of a raid.

Step 2
If your employer is not present or if your employer has given permission to the officers to enter, have the person you have chosen to speak with officers in a raid ASK FOR IDENTIFICATION.

Step 3
The person should read the warrant carefully and determine if it is valid. Remember, the officers may try to trick, intimidate or frighten you.

Step 4
If officers enter your workplace, you have the right to remain silent. Do not provide any information about your immigration status, where you were born, or how/when you came to the United States. Do not show any documents from your home country. Say out loud if you wish to remain silent or show the officer your Know Your Rights card.

Step 5
If the officer searches you, arrests or detains you, remain calm and do not fight back. If you are searched, say, "I do not consent to this search."
WHERE: Your car

What you need to know:

• Different laws apply when you are stopped in your car than if you are stopped on the street.

• If you are stopped at a border checkpoint, officers may search your car.

What to do:

Step 1
Pull the car over and turn it off. Put on the overhead lights in the car. Put your hands on the steering wheel where the officer can see them.

Step 2
When asked, follow the officer’s instructions and provide your license, registration and proof of insurance. If you do not have a license or registration, do not provide false documents or lie.

Step 3
If the officer asks to search your car you can say “No, I do not consent to a search.” In some situations, the officer can search your car without your consent and without a warrant. You should still say that you do not consent to a search.

Step 4
You have the right to remain silent. Do not provide any information about your immigration status, where you were born, or how/when you came to the United States. Do not show any documents from your home country. Say out loud if you wish to remain silent or show the officer your Know Your Rights card.
WHERE: In police custody/jail

What you need to know:

- Arrests, charges and convictions can affect your immigration status.
- If you are at risk for deportation, you should avoid contact with the police.
- You have the right to make a phone call.
- You have the right to remain silent. Being arrested or detained by the police does not mean you have to answer questions.
- You have the right to speak to an attorney. You should request an attorney and one will be provided for you.
- You have the right to refuse to sign anything before speaking with your attorney.
- You should not discuss your immigration information with ANYONE other than your attorney while you are with the police. This includes where you were born, how/when you came to the United States or any criminal history. Say out loud if you wish to remain silent or show your Know Your Rights card.
- In some cases, the police may contact immigration or hand you over to immigration. This is why you must not discuss your immigration information with ANYONE besides your attorney.
- You must tell your attorney about your immigration status and your criminal history.

What to do:

**Step 1**
Request a phone call so that you can call your emergency contact (family member, attorney, religious or community organization, consulate). (See p. 14 to create an emergency plan.)

**Step 2**
Do not discuss your immigration status with ANYONE other than your attorney. This includes where you were born, how you came to the U.S., or your criminal background. Say out loud if you wish to remain silent or show your Know Your Rights card. Anything you say can be used against you.

**Step 3**
Do not sign anything without speaking to your attorney. If you are being asked to sign something, say, “I will not sign anything until I speak with my attorney.” Ask questions if you do not understand what you are being asked to sign.

**Step 4**
Make sure to request your own copy of all documents your attorney submits to the judge as part of your case.
WHERE: In an immigration detention center

What you need to know:

- You have the right to make a phone call.
- You have the right to call your consulate.
- You have the right to remain silent. Being detained does not mean you have to answer questions.
- You have the right to speak to an attorney or accredited representative. You or a family member must contact the attorney or accredited representative. This will not be provided for you automatically.
- You have the right to refuse to sign anything before speaking with your attorney or accredited representative.
- When you speak to an attorney or accredited representative, it is essential that you tell them about any prior arrests or criminal history even if someone told you it was erased from your record.
- A person at risk of deportation should never visit a detention center or voluntarily interact with immigration officers.

What to do:

**Step 1**
Request a phone call so that you can call your emergency contact (family member, attorney, religious or community organization, consulate). (See p. 14 to create an emergency plan.)

**Step 2**
Call your consulate for assistance.

**Step 3**
Do not provide information to ANYONE other than your attorney or accredited representative about your immigration status, where you were born, how/when you came to the United States or your criminal background. Say out loud if you wish to remain silent or show your Know Your Rights card. Anything you say can be used against you.

**Step 4**
You have the right to refuse to sign anything before speaking with your attorney.

If you are being asked to sign something, say, "I will not sign anything until I speak with my attorney/accredited representative." Ask questions if you do not understand what you are being asked to sign.
Twelve things for you and your family to remember in ANY situation

1. Anything you say can be used against you.
2. You have the right to remain silent.
3. If you wish to remain silent, say it out loud or show your Know Your Rights card.
5. Never carry false documents or documents from another country.
6. Never lie to officers.
7. You have the right to speak with your attorney.
8. Never run in a raid or if you are approached by officers.
9. Never physically fight back if you are being arrested or detained.
10. You have the right to refuse to sign anything before speaking with your attorney.
11. If you are in police custody or detention, do not discuss your immigration information or criminal history with ANYONE other than your attorney.
12. If you are questioned or in a raid, write down what happened in detail as soon as it is safe to do so. Tell your attorney and your support groups right away.

*Image: Catholic Legal Immigration Network, Inc. For more resources, visit clinclegal.org.
- DO NOT OPEN THE DOOR. Ask for ID (look through a window).
- Officers can only enter with a valid warrant or with your permission.
- Ask to see a warrant. If it is not valid, ask the officers to leave.
- If officers enter (with or without a valid warrant) say you do not consent. Tell them if there are children, elderly or sick people in the house.

- Do not run.
- Before saying anything (including your name) ask, “Am I free to go?”
- If yes, walk away slowly. If no, do not walk away.
- In some states, you must give your name.
- If you are searched, stay calm and say “I do not consent to this search.”

- Officers can only enter with a valid warrant or with permission from your employer.
- Have an emergency plan with your co-workers (see p. 18).
- If your employer is not available or has given permission to officers to enter, know who will speak to officers. The person should ask for identification and a warrant.
- If you are searched, stay calm and say, “I do not consent to this search.”

- Pull over, turn the car off and put your hands on the steering wheel.
- Follow all instructions, including providing license, registration and insurance. Do not give fake documents.
- If officer searches your car, stay calm and say, “I do not consent to this search.”

- Request a phone call to your attorney or other emergency contact.
- Use your Know Your Rights card. Remember your right to remain silent and say you will not sign anything before speaking with your attorney.
- Request a copy of all papers your attorney submits to the judge as part of your case.

- Request a phone call to your attorney or other emergency contact and your consulate.
- Use your Know Your Rights card. Remember your rights to remain silent and to refuse to sign anything before speaking with your attorney.
- Request a copy of all papers in your case.
- Request to be released on bond.
Instructions on how to use your Know Your Rights card

1. Cut out the two copies of the card. Fold them in half.

2. Make sure to fill out both cards with the name of your attorney and your attorney’s phone number.

3. Keep both copies of the card with you at all times. If you show immigration officers or the police this card, they will take the card and not return it. This is why it is important to carry two copies of the card at all times.

4. In the event of a raid or interaction with immigration officers or the police, use this card to help you remember and exercise your rights.

5. On the front of this card is a statement that you are exercising your right to remain silent. If you are interacting with immigration officers or the police, you should remember that anything you say can be used against you. It is your right to remain silent. To exercise your right to remain silent, show officers a copy of this card or read the statement out loud. You do not need to say the statement word-for-word but you must communicate that you are exercising your right to remain silent.

6. On the back of the card you will find a list of your rights. Read them often. Be prepared.

8. To protect yourself, MEMORIZE the information on the card.
Find an attorney or accredited representative who will help you in the event of an emergency. Make sure to speak with the attorney or accredited representative. Do not just write down the phone number without making sure the person will be able to help you.

Get screened by an attorney or accredited representative to determine if you are eligible for another immigration status.

Register with your local consulate.

Register and form a relationship with your church, parish or other religious or community center.

Make a family plan about what to do in the event a family member is arrested, detained or goes missing.

- Decide who will be called and in what order.

- In some states, the law requires you to give your name to the police. Find out whether you are required to provide your name in your state. Make a plan about what you will do if you are asked your name. Consider that not giving your name could cause you to be arrested or detained. Not giving your name could make it difficult or impossible for your family to locate you in detention or police custody. Speak to an attorney about what to do in your unique situation.

Make copies of all immigration and other important papers for all members of the family. Keep them in a safe place. Make sure a trusted friend, family member that does not live with you or member of the community knows where you keep these papers or make a set of copies for them to keep.

**Important papers:**

- Work authorization
- Copies of identification
- Passports
- Copies of any other immigration papers, including receipt notices for any pending cases and approval notices for family petitions
- Birth certificates (with English translations)
- Marriage certificates (with English translations)
- Social Security cards
- Documents related to criminal arrests or cases
- Name and contact information for attorneys who have represented you in the past
- Other important information such as a list of medications family members take
Decide who will take care of your children in an emergency. Make sure that person has important information about your children, such as medications they need. Speak to an attorney to see if you should sign any legal documents (such as a power of attorney) to make sure your children are cared for in the event of an emergency. Make sure children born in the United States have passports.

Speak to your attorney about signing a power of attorney. A power of attorney will allow someone you trust to take care of decisions involving your finances, children and other needs if you are detained or deported.

Save money for rent, food, medications and other needs if you are detained. Talk to your attorney or employer about signing a document allowing a family member to pick up your paycheck if you are detained.

Ask a relative, friend or member of the community to post bond for you if you are detained. This person must be a U.S. citizen or Lawful Permanent Resident (green card holder). A bond to be released from immigration detention is usually $1,500, but it can be more. In most cases, once your immigration case is over, the bond money will be returned.

Review this guide and your emergency plan with your entire family. MAKE SURE EVERYONE IN YOUR FAMILY KNOWS THEIR RIGHTS. You may want to practice exactly what you will say and do in the event of contact with an officer.

**Information you must memorize**

The phone number of your attorney (also carry a copy of your attorney’s phone number with you at all times)

The phone number of your consulate (also carry a copy of your consulate’s phone number with you at all times)

The phone numbers of family members

Your Alien Registration Number/A# (the number on your immigration documents), if applicable

Your date of entry into the United States

Your immigration status when you entered the United States

Your current immigration status

Your criminal history—including any arrests, charges, the outcome (guilty or innocent), and dates
Emergency contact sheet

Make sure all members of your family have access to this information.

Attorney/accredited representative

Name: ____________________________

Phone: ____________________________

Consulate

Name: ____________________________

Phone: ____________________________

Religious or community organization

Name: ____________________________

Phone: ____________________________

Other: ____________________________

Name: ____________________________

Phone: ____________________________

Other: ____________________________

Name: ____________________________

Phone: ____________________________

Other: ____________________________

Name: ____________________________

Phone: ____________________________
Detention Centers and Police Stations

Make sure all members of your family have access to this information.

Immigration Court Information System (for information about hearings and court dates): 1-800-898-7180
ICE Detainee Locator system: locator.ice.gov

Local Immigration Detention Center:

Name:_________________________

Phone:________________________

Local Immigration Detention Center:

Name:_________________________

Phone:________________________

Local Police Station:

Name:_________________________

Phone:________________________

Local Police Station:

Name:_________________________

Phone:________________________

Questions to ask if a loved one calls you from detention or police custody:

Make sure to record the answers carefully and in as much detail as possible.

- Do you need medical attention?
- What law enforcement agency arrested or detained you?
- Where are you?
- What is the largest city or town near you?
- What papers have you been given and what do the papers say?
- Do you have any court date or hearing scheduled?
- Have you spoken with your attorney/accredited representative?
Workplace Checklist

Review the information in this guide with your co-workers. Make sure that everyone knows their rights. Remember that immigration officers can raid your workplace 1) with a warrant, or 2) with permission from your employer.

If you are a member of a labor union, speak to your union representative about what you can do to protect yourself and other co-workers who are at risk.

If possible, speak with your union representative to come up with an agreement with your employer. An agreement could include:

1. The employer will not permit immigration officers to enter the workplace without a valid warrant.
2. The employer will notify the union if immigration authorities contact the employer.
3. The employer will allow the union to bring immigration attorneys or advocates to the workplace to assist employees with questions and to prepare for an emergency.
4. The employer will not provide the name, address or any immigration information to police or immigration officers, unless it is required by law.
5. The employer will not use computer verification programs to look at employee immigration information.

Make a plan about what to do in the event of a raid. For example, it would be beneficial if everyone agrees to remain silent and not run.

Your employer should be responsible for speaking with officers during a raid. In the event your employer is not present during a raid or if your employer has given permission to the officers to enter, elect a representative(s) to ask officers for identification and review any warrants they present.

Make sure that person knows how to read a warrant and what a warrant requires. Use the information about warrants in this guide to help prepare.
What are sensitive locations?
Immigration enforcement actions generally are not to occur at sensitive locations, such as:

- Hospitals
- Schools (all levels from preschool through college, also vocational and trade schools)
- Places of worship or buildings rented for religious services
- Public religious ceremonies, such as funerals
- Public religious ceremonies, such as weddings
- During a march, rally, parade or other public demonstration

Special exceptions for sensitive locations
Actions may occur at these locations in special circumstances including:

- someone who poses an imminent threat, such as a national security risk
- immediate pursuit of a felon or person who poses danger to the public
- risk of destruction of property

ICE Officers’ Conduct in Exceptional Circumstances
If actions may occur at these locations in special circumstances, ICE officers follow these guidelines:

- Officers must have obtained high-level ICE approval
- Officers must make substantial efforts to avoid alarming the community
- Officers must be discrete and limit their time at the sensitive location
Protect your family!
Prepare a plan for the care of your children in an emergency.
In the last 5 years, the number of people who have been detained by immigration agents has been increasing. Undocumented immigrants have been stopped by local police, and then taken from the police station directly to an immigration detention center. Sometimes these people are parents with children waiting for them at home. Approximately, 5.5 million children in the U.S. live with a parent that is undocumented. The number of deportations has continued to increase. It is important to prepare a plan to protect your children from the trauma of a possible separation; which could happen given the current immigration laws.

Choose a Responsible Person
Minors should always be under the care of a responsible adult. Children who are left alone for a long time, or who get in trouble or are injured while they are alone, may be removed from their homes by Child Protective Services (CPS).

Before you find yourself in an emergency situation, choose someone you think is a responsible adult whom you could ask to pick up and care for your children if you are not able to.

Speak to this person and make sure they are willing to care for your children in case of an emergency.

Discuss your emergency plan with your children.

Carefully select a responsible person so that you are sure that your children will be well cared for and will feel safe with this person. It is a good idea for this person to be listed as an emergency contact at your children's school and your children should also have their information.

Leave Your Wishes in Writing
Have a written plan indicating your wishes for the care of your children in case of an emergency. Choose a person you trust and give them a power of attorney, or any other legal document authorizing them to care for your children.

If you want your children to return to your country of origin if you are deported, authorize this person to make the necessary travel arrangements through this legal document.

Have your Documents Ready
Each family member should have their documents (passport, birth certificate, medical records, etc.) ready in a safe place.

Carry with you a list of important telephone numbers, including your Consulate's number.

If you are detained by the Police or Immigration Agents
If you are detained by the police or an Immigration (I.C.E.) Agent, you have the right to remain silent and not answer any questions. You also have the right to call the Consulate from your country.

In the event of an emergency, request permission to speak to the person (caretaker) who will be picking up your children. If Child Protective Services (CPS) picks up your children, the authorized person may go to CPS to pick them up. They will need to show documentation identifying them as a relative of the child(ren) or an authorization from the parent(s) if they are not a relative.

Ask the police or I.C.E. Agent, if there is an alternative to detention, for humanitarian reasons, especially if you are a single parent so that you may ensure the care of your child(ren).

If you are going to be detained for an extended period of time, make sure that you stay in direct contact with your child(ren) through your assigned caretaker or agency. It is important that the child(ren) know that you are doing well and that he/she (they) hear your voice. If your children are under the care of CPS, contact the case worker in charge of your children as soon as possible. It is extremely important, since there may be court hearings that require your attendance in person or by telephone, or other processes or requirements you need to understand to protect your parental rights.

Legal Guardianship
If the child(ren) are going to stay in the U.S. without their parents, it is important that they remain under the care of a person that has the legal authority to make decisions for their well-being. A person who is not the father or mother of a child needs to be legally authorized to make important decisions, such as medical care, schooling, traveling outside the state or country, etc. for the child.

A legal guardian is a person who is temporarily or permanently designated by the Family Court in your county to care for your child(ren) through a court process called guardianship. Any interested person can request legal guardianship of a child but it is the Court who decides, after holding a hearing and investigating, to authorize the guardianship. The Court often gives preference to a child's relatives.

If you do not want to get the Court involved, you may sign a private agreement with your chosen caregiver granting them custody of your child(ren). In certain situations, only a legal guardianship will allow this person to make the necessary decision for your child(ren).
Family Preparedness Plan

Every family should have a Family Preparedness Plan. While it is our hope that you never have to use your plan, it is a good practice to have one in place to help reduce the stress of the unexpected. This packet will help everyone create a Family Preparedness Plan, regardless of immigration status. However, because of the additional challenges immigrant and mixed status families face, we also have additional advice for immigrants.

奇异 Make a Child Care Plan

Have a plan so that a trusted adult can care for your child if you cannot. This plan should include emergency numbers, a list of important contact information, a Caregiver’s Authorization Affidavit and a file with important documents. This packet includes templates to put together these documents.

奇异 Find Out About Your Immigration Options

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

- If you have a green card, find out if you can become a U.S. citizen.
- If you are here on a visa, find out if you can get a green card.
- If you do not have immigration status, find out if you may be eligible to get a green card, visa or work permit.
- If you have a criminal arrest or conviction, find out how it might affect your situation, or if there is a way to erase it from your record.
- If you are detained or put into deportation proceedings, ask for a hearing in front of a judge to get out of detention and to fight your deportation.

奇异 Know Your Rights

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

Immigrant Legal Resource Center • www.ilrc.org
Child Care Plan

Talk to Your Children About Your Plan

Without worrying them, assure your children that they will be taken care of if for some reason you are unable to care for them, even for a short period of time. Let them know who will care for them until you can.

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

Ideally, the person you designate to care for your children is a U.S. citizen or someone with immigration status who does not also face the threat of detention or deportation. Make sure that person knows they will be listed as an emergency contact and knows how to access all of your important documents and information. Memorize that person’s phone numbers and have your children memorize them too.

Make sure your children know who can pick them from up school, who cannot pick them up from school, and who will care for them.

Your child’s school may only release your child to adults you designate. Therefore, make sure to regularly update all school, afterschool, day care, summer camp, and other programs’ emergency contact sheets and release forms to include the names of those who can and cannot pick up your children. If you have a restraining order against anyone, make sure to give a copy of it to the school.

Make sure the people who can pick up and care for your children are up to date on your child’s location and school. Provide them with all of the Important Children’s Information contained in the sample form in this packet.

Write Down Instructions if Your Child Has Any Medical Conditions and /or Takes Any Medications

Make sure to write down any medical conditions or allergies your child has, any medications that your child takes, as well as doctor and health insurance information. Keep a copy of this information in your important documents file. Give a copy to your child’s school and the adult you designate to care for your children. Let your child know where to find this information if you are not around.

Decide What Kind of a Child Care Plan You Want to Put in Place

If you plan for your children to remain in the United States with another caretaker if you are detained or deported, decide whether to prepare a formal or informal child care plan.

Immigrant Legal Resource Center • www.ilrc.org
There are various ways to plan for another adult to care for your child if you are unable to do so.

**Verbal Agreement.** The most informal arrangement is to let another adult know of your wishes for your child and to **verbally agree with that adult that they will carry out your wishes and care for your child** if you cannot. The benefit of this is that it is informal and easy – you need not complete any forms or legal documents, and such an agreement will not affect your parental rights. The downside of this informal arrangement is that the other adult who you choose to care for your child will not have legal authority to make medical or school-related decisions on behalf of your child, which would be problematic if you were deported and unable to care for your child for an extended period of time.

**Guardianship.** The most formal arrangement you can make for your child if you are not available to care for them is to **have a court appoint a guardian for your child.** The benefit of a guardianship is that once someone has been appointed as a guardian by a California Probate Court, that person has full legal and physical custody of your child, meaning they "step into the shoes" of the parent and can make decisions on behalf of your child. (When a guardian is appointed, this does not terminate parental rights, it just suspends them while the guardianship is in place.) However, the drawback of a guardianship is that because it is a formal arrangement put in place by the Probate Court, if you want to terminate the guardianship and get your parental rights back, you must file a petition in the Probate Court requesting the court to do so, and it will be up to the judge to decide whether to the terminate the guardianship.

Keep in mind that you cannot grant another person guardianship of your child informally or through a power of attorney – only a state court can do that. However, you can prepare a Form GC-211 to nominate a specific person to be the guardian of your child. The court will then consider the Form GC-211 if/when a guardianship petition is filed. You can also make the nomination conditional upon your detention and/or deportation by completing an attachment to the form GC-211 that specifies when the nomination will be effective. For a sample GC-211 and attachment, and additional information about guardianships, see Bet Tzedek Legal Service's "How to Prepare for a Family Emergency Under the Trump Administration." Nominating someone else to have legal custody of your child is a serious decision; **you should talk to an attorney before taking this step.**
A Note on Power of Attorney. A power of attorney is a written document that you can sign to grant another person the authority to act on your behalf in specified ways. For example, a power of attorney may be used to designate another person to handle your finances, make business decisions, use your money to pay your rent or mortgage, use your money to provide for your child, and similar actions. In Indiana, we do not recommend that a power of attorney be used as a way to designate another person to care for your child. While a power of attorney may be a good option in other states, in California, it cannot be used to transfer custody of your children to another person (only a state court can do that). It may be possible to use a power of attorney to grant someone else the authority to make medical and educational decisions on behalf of your child, but in California completing the Caregiver’s Authorization Affidavit is a simpler and less costly way to do the same thing. If however you wish to give someone else the authority to access and use your finances in order to care for your child (a very serious decision that you should discuss with an attorney), you may wish to use a power of attorney.

Want to Do Even More?

You can also register your child’s birth with your country’s government (for example, with your country’s consulate) if your child was born in the United States. This may grant your child benefits, including citizenship in your home country in some cases.

☞ Make Sure Your Children All Have Passports

If your child was born in the United States, visit www.travel.state.gov for more information on obtaining a U.S. passport.

If your child was born in your home country, check with your embassy or consulate for more information on obtaining a passport.

☞ Inform Your Family and Emergency Contacts About How to Find You if You Are Detained by ICE

Family members can use the ICE detainee locator: https://locator.ice.gov/odis/homePage.do. Be sure your family and emergency contacts have a copy of your A-Number (your alien registration number found on your immigration documents from ICE) if you have one.

Indianapolis:

Clay County Jail
611 East Jackson Street
Brazil, IN, 47834

Chicago:

McHenry County Adult Correctional Facility
2200 N. Seminary Ave.
Woodstock, IL, 60098

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Important Children’s Information

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

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Child’s Cell Phone Number (if applicable)</td>
<td></td>
</tr>
<tr>
<td>School</td>
<td></td>
</tr>
<tr>
<td>School Address</td>
<td></td>
</tr>
<tr>
<td>School Phone Number</td>
<td></td>
</tr>
<tr>
<td>Teacher’s Name</td>
<td></td>
</tr>
<tr>
<td>Classroom Number</td>
<td></td>
</tr>
<tr>
<td>Afterschool Program</td>
<td></td>
</tr>
<tr>
<td>Afterschool Program Phone Number</td>
<td></td>
</tr>
<tr>
<td>Other Camp/Sports/Program</td>
<td></td>
</tr>
<tr>
<td>Other Camp/Sports/Program Phone Number</td>
<td></td>
</tr>
<tr>
<td>Allergies</td>
<td></td>
</tr>
<tr>
<td>Medical conditions</td>
<td></td>
</tr>
<tr>
<td>Medications</td>
<td></td>
</tr>
<tr>
<td>Doctor’s Phone Number</td>
<td></td>
</tr>
<tr>
<td>Doctor’s Address</td>
<td></td>
</tr>
<tr>
<td>Health Insurance</td>
<td></td>
</tr>
</tbody>
</table>

Emergency Numbers and Important Contact Information

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

<table>
<thead>
<tr>
<th>Emergency Numbers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate Emergency</td>
<td>911</td>
</tr>
<tr>
<td>Police Department</td>
<td></td>
</tr>
<tr>
<td>Fire Department</td>
<td></td>
</tr>
<tr>
<td>Poison Control</td>
<td></td>
</tr>
<tr>
<td>Family Contacts</td>
<td></td>
</tr>
<tr>
<td>Mother/Parent/Guardian</td>
<td></td>
</tr>
<tr>
<td>Home Phone</td>
<td></td>
</tr>
<tr>
<td>Cell Phone</td>
<td></td>
</tr>
<tr>
<td>Work Address</td>
<td></td>
</tr>
<tr>
<td>Work Phone</td>
<td></td>
</tr>
<tr>
<td>Father/Parent/Guardian</td>
<td></td>
</tr>
<tr>
<td>Home Phone</td>
<td></td>
</tr>
<tr>
<td>Cell Phone</td>
<td></td>
</tr>
<tr>
<td><strong>Work Address</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Work Phone</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Other Emergency Contact and Relationship</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Cell Phone</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Other Emergency Contact and Relationship</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Cell Phone</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Other Emergency Contacts and Relationship</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Cell Phone</strong></td>
<td></td>
</tr>
</tbody>
</table>

| **Miscellaneous Contacts** |  |
| **Doctor** |  |
| **Phone Number** |  |
| **Health Insurance Company** |  |
| **Policy Number** |  |
| **Pediatrician** |  |
| **Phone Number** |  |
| **Health Insurance Company** |  |
| **Policy Number** |  |
| **Dentist** |  |
| **Phone Number** |  |
| **Dental Insurance Company** |  |
| **Policy Number** |  |
| **Car Make/Model** |  |
| **License Plate Number** |  |
| **Car Insurance Company** |  |
| **Insurance Policy Number** |  |
| **Phone Number** |  |
| **Consulate** |  |
| **Address** |  |
| **Phone Number** |  |
| **Attorney/Nonprofit Legal Services Provider** |  |
| **Address** |  |
| **Phone Number** |  |
| **Church/Temple/Mosque/Place of Worship** |  |
| **Address** |  |
| **Phone Number** |  |
File of Important Documents

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

☐ Passports

☐ Birth Certificates

☐ Marriage License (if applicable)

☐ Any Restraining Orders you may have against anyone (if applicable)

☐ A-Number and any immigration documents (work permit, green card, visa, etc.)

☐ Documents demonstrating your residence in the United States and amount of time you have been physically present in the United States

☐ Driver’s License and/or Other Identification Cards

☐ Social Security Card or ITIN number

☐ Registry of birth (for U.S. born children registered in parent’s home country)(if applicable)

☐ Important Children’s Information

☐ Emergency Numbers and Important Contact Information

☐ Children(s)’ Medical Information, including health insurance, medication list, and doctor’s contact information

☐ Any other documents you would want to be able to quickly find
Find Out About Your Immigration Options

Find a local, nonprofit legal services organization that can help you find out if there is an
immigration option for you to get a green card, work permit or visa, or protect you from
deportation. Also, keep a list of these local organizations in case you ever have a problem with
ICE. These organizations have attorneys who may be able to help you.

**Warning! Protect Yourself from Fraud!**

Only a licensed attorney or accredited representative is authorized and qualified to assist you
with your immigration case. Do not hire anyone who:
- Refuses to give you a written contract;
- Charges you for blank immigration forms;
- Promises you a good result because of their special contacts at Immigration;
- Pretends to be a qualified lawyer or bonded immigration consultant;
- Asks you to lie on a form or sign a blank document; or
- Charges you to “get on a waiting list” or “put your application in line.” There is no list.
  There is no line.

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

Do what you can now to protect you and your family in the United States.
- If you have a green card, find out if you can become a U.S. citizen.
- If you are here on a visa, find out if you can get a green card.
- If you do not have immigration status, find out if you may be eligible to get a visa or work
  permit. Also, review what to do if approached and questioned by ICE.
- If you have a criminal arrest or conviction, find out how it might affect your situation, or if
  there is a way to erase it from your record.
- If you are detained or put into deportation proceedings, ask for a hearing in front of a
  judge to get out of detention and to fight your deportation.

Find a Legal Services Provider

The Immigration Advocates Network National Immigration Legal Services Directory lists
nonprofit organizations that provide free or low-cost immigration legal services. You can use it
to find an immigration service provider near you for a consultation.
https://www.immigrationadvocates.org/nonprofit/legaldirectory/

Find an Info Session or Immigration Workshop Near You

Ready California is a collaboration of California nonprofits organizations across the state. You
can use the Ready California website to find local organizations as well as an events calendar
that lists free immigration events throughout the state. These events may be DACA renewal
workshops, Know Your Rights presentations, or Post-Election forums.
http://ready-california.org/events-calendar/#1

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isga.info

Ads

Legal Guardianship Forms

guardianship.rocketlawyer.com

**Child Custody Form** w/eSign. **Legally** Binding. Immediate Use.

Child Care Authorization  Medical Treatment Consent
Divorce Agreement

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Privacy Policy
Indiana State Guardianship Association

Strengthen guardianship and related services through networking, education, and tracking and commenting on legislation. Improve services to people who are elderly, have mental illness, developmental disabilities, physical disabilities, and other incapacitating disabilities.

% Indiana State Guardianship Association (http://www.isga.info/)

Printed: June 8, 2017
http://www.indianalegalservices.org/node/92/indiana-state-guardianship-association

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Guardianship Registry Information Sheet

(Additional)

<table>
<thead>
<tr>
<th>Petitioner</th>
<th>Relationship to Protected Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last:</td>
<td>Suffix: First: Middle:</td>
</tr>
<tr>
<td>DOB:</td>
<td>Gender: Race: Hispanic?: Yes/No</td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Home Phone:</td>
<td>Work Phone: Cell Phone:</td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Attorney Name:</td>
<td>Bar Number: App. Filed Date:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Guardian</th>
<th>Check if same as petitioner</th>
<th>Certified (Only check if Federal or State Certified)</th>
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<tbody>
<tr>
<td>Last:</td>
<td>Suffix: First: Middle:</td>
<td></td>
</tr>
<tr>
<td>DOB:</td>
<td>Gender: Race: Hispanic?: Yes/No</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Phone:</td>
<td>Work Phone: Cell Phone:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attorney Name:</td>
<td>Bar Number: App. Filed Date:</td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Close Relative (Entitled to Notice)</th>
<th>Relationship to Protected Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last:</td>
<td>Suffix: First: Middle:</td>
</tr>
<tr>
<td>Gender:</td>
<td>Race: Hispanic?: Yes/No</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td></td>
</tr>
<tr>
<td>Home Phone:</td>
<td>Work Phone: Cell Phone:</td>
</tr>
<tr>
<td>Email Address:</td>
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<table>
<thead>
<tr>
<th>Interested Party</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Last:</td>
<td>Suffix: First: Middle:</td>
<td></td>
</tr>
<tr>
<td>Gender:</td>
<td>Race: Hispanic?: Yes/No</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Phone:</td>
<td>Work Phone: Cell Phone:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Interested Party | |
|------------------|--|--|
| Last:            | Suffix: First: Middle: | |
| Gender:          | Race: Hispanic?: Yes/No | |
| Address:         | | |
| Home Phone:      | Work Phone: Cell Phone: | |
| Email Address:   | | |
# Guardianship Registry Information Sheet

- **Minors**
- **Adults**
- **Temporary**
- **Permanent**

**Related Cases** (List any cases in which the Protected Person is a party, e.g., CHINS)

<table>
<thead>
<tr>
<th>Petitioner</th>
<th>Relationship to Protected Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last:</td>
<td>Suffix:</td>
</tr>
<tr>
<td>DOB:</td>
<td>Gender:</td>
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<tr>
<td>Address:</td>
<td></td>
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<tr>
<td>Home Phone:</td>
<td>Work Phone:</td>
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<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Attorney Name:</td>
<td>Bar Number:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Protected Person</th>
<th>Estimated Value $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last:</td>
<td>Suffix:</td>
</tr>
<tr>
<td>DOB:</td>
<td>Gender:</td>
</tr>
<tr>
<td>Eye Color:</td>
<td>Hair Color:</td>
</tr>
<tr>
<td>Scars, Marks, and Tattoos:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Home Phone:</td>
<td>Work Phone:</td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Attorney Name:</td>
<td>Bar Number:</td>
</tr>
</tbody>
</table>

**Interpreter required?** Yes/No  **Language:**

**Guardian**  
- Check if same as petitioner
- Certified (Only check if Federal or State Certified)

| Last:  | Suffix:  | First:  | Middle:  |
| DOB:  | Gender:  | Race:  | Hispanic?: Yes/No |
| Address:  |
| Home Phone:  | Work Phone:  | Cell Phone:  |
| Email Address:  |
| Attorney Name:  | Bar Number:  | App. Filed Date:  |

**Guardian Institution**

| Name:  |
| Address:  |
| Phone:  | Fax:  | Agent Name:  |

**Close Relative (Entitled to Notice)**  
**Relationship to Protected Person**

| Last:  | Suffix:  | First:  | Middle:  |
| Gender:  | Race:  | Hispanic?: Yes/No |
| Mailing Address:  |
| Home Phone:  | Work Phone:  | Cell Phone:  |
| Email Address:  |
Authorization for Consent to Medical Treatment of Minor Child

If your child needs emergency medical care and you aren’t available to give formal consent to medical authorities, care may be unnecessarily delayed. To protect your child, leave a completed EMERGENCY CONSENT FORM with your baby-sitter, day care center or temporary guardian. In the event of a medical emergency, the form should accompany your child to the hospital.

I/we hereby authorize ____________________________________________ to give consent for all medical and/or surgical treatment that may be required for our child during our absence.

Child’s Full Name __________________________
Date of birth __________________________
Child’s Physician: __________________________
Child’s Allergies __________________________
Medications child is taking: __________________________
Important medical history __________________________
Date of last Tetanus Immunization __________________________

Home address of parent/guardian: __________________________

Parent/guardian Telephone # : __________________________ Cell #: __________________________

Emergency contact (other than parent/guardian): __________________________
TelephoneNumber: __________________________ Cell: __________________________

Primary Medical Insurance Carrier __________________________
Member’s Name __________________________
ID# __________________________ Group #: __________________________

Signature of parent/guardian(s) __________________________
Date signed __________________________
Signature of adult witness __________________________
I am not the custodial parent of a child who is living with me. Can I enroll the child in the school district where I live?

Probably. Usually, a child should attend school in the district where the child’s custodial parent lives. However, if the child is living with someone else in a different school district, the child may be able to attend school in that district. If the child is living with you because the custodial parent is unable or unwilling to care for the child, you should be able to enroll the child in your district without a court order of custody or guardianship. However, if the child is living with you ONLY so the child can go to school in your district, you will not be able to enroll the child in your district for free. You may have to pay tuition for the child to attend school in your district.

How do I enroll the child in my district?

There is a form called “Custodial Statement and Agreement: Third-Party Custody.” You should fill out the sign this form, and the child’s parents should sign too, if possible. You can use this form if:

- A child is living with you;
- You are not the child’s parent;
- The child’s parent has not placed the child with you only so the child can attend school in your district;
- You are supporting and caring for the child; and
- You want to enroll the child in school.

What will signing the form do?

By signing the form, you agree to act as the responsible party for the child in the school. You will be taking over the duties and obligations the student’s parent would normally have for school purposes only. The form gives the school a responsible party (you) to contact with any questions about the child, or to send information home about the child. The school will have the right to ask you questions to make sure you meet the conditions set out in the form.

Where do I get the Third-Party Custody form?

The form should be available at the school office. If it is not, contact the Indiana Department of Education at (317) 232-6676, or your local Indiana Legal Services to get the form. You can also get the form at http://ideanet.doc.state.in.us/legal/.

What should I do when I get the form?

You need to completely fill out the form, sign the form. If possible, the child’s parent should also sign the form. However, if the child’s parent cannot or will not sign, you should turn in the form without the parent’s signature. After you have completed and signed the form, give it to the school where you are enrolling the child. Keep in mind that by signing the form, you are swearing everything you have said in the form is true.

The school says I need to have a legal guardianship from a court. Do I need this?

You do not need to get a legal guardianship through a court to get the child enrolled, if you meet the requirements listed above and have filled out the form. Make sure you have filled out the form properly and give it to the school.

I filled out the form and gave it to the school, but they still won’t let me enroll the child. What do I do now?

If the school refuses to enroll the child, contact the Indiana Department of Education at (317) 232-6676 or your local Indiana Legal Services for help. The school is required to accept the child.
as a student unless there are other reasons for not enrolling the child.

My ex-wife has legal custody of our children, but they are living with me and I want to enroll them in school in my district. What should I do?

There is another form, similar to the one discussed above, for the non-custodial parent to use. This form is called “Custodial Statement and Agreement: Divorce, Separation, or Abandonment.” You should fill out the form and sign it, and if possible, your ex-spouse should sign the form too. Give the form to your school. This form should be enough to get your children enrolled in school in your district.

What if a child is living with me only so he can go to school in my district? How do I enroll that child?

If you are not the child’s parent, and the child is living with you only to go to school in your district, you may not be able to enroll that child in your district. You will need to pay tuition for that child to attend in your district. Some schools have a limited number of spots for tuition students. The forms discussed above will not help a non-parent get a child enrolled in your district if the only reason the child is with you is to attend school in your district. Even if you get a legal guardianship was for the student to attend school in your district.

Last Revised 03/2003  Special Code: 1111200

ENROLLING A CHILD IN SCHOOL WHEN YOU ARE NOT THE CHILD’S CUSTODIAL PARENT

Prepared by:
Indiana Legal Services, Inc.

The production of this pamphlet is made possible by a grant from the Indiana Bar Foundation.

This pamphlet is for information only. It is NOT legal advice. For legal advice, contact a private attorney or a lawyer at the nearest Legal Services Office.

Laws and Policies change. Please look at the last revised date to make sure the information is still current.

Information Available on the web www.indianajustice.org
CUSTODIAL STATEMENT AND AGREEMENT INSTRUCTIONS
FOR SCHOOL CORPORATIONS, PARENTS, GUARDIANS, AND CUSTODIANS

“Legal settlement” of a student refers to the student’s status with respect to the public school corporation that has the responsibility to permit the student to attend its local public schools without the payment of tuition. I.C. 20-18-2-11. In most cases, legal settlement is determined by where the student’s parent lives. I.C. 20-26-11-2. Due to a variety of family circumstances, some students may not have legal settlement where the parent, or custodial parent, resides.

Indiana Code 20-26-11-3 requires the State Superintendent of Public Instruction to prepare the form of agreement to be used when the legal settlement of the student is other than where the parent or custodial parent resides. Form I: Custodial Statement and Agreement: Divorce, Separation, or Abandonment; Form II: Custodial Statement and Agreement: Third Party Custody; and Form III: Election to Attend School Where the Parents Are Divorced or Separated have been prepared pursuant to I.C. 20-26-11-3. In completing these forms, the parent(s), guardian(s), custodian(s) or student(s) should be certain to fill in all requested information and identify the reason the form is being utilized. Persons signing the form are affirming, under penalty of perjury, the accuracy of the information provided. Persons with whom the student resides must agree to accept the responsibilities and liabilities of the parent with respect to dealing with the school. Should it be determined that false information has been provided, or the student is residing with an individual other than the parent primarily for the purpose of attending a particular school, the parent(s), guardian(s), custodian(s), or student(s) may be responsible for the payment of tuition.

Form I: Custodial Statement and Agreement: Divorce, Separation, or Abandonment
I.C. 20-26-11-2(2)

Form I is utilized when the student is residing with a parent. Where the student’s mother and father are divorced or separated, the legal settlement of the student is the school corporation whose attendance area contains the residence of the parent with whom the student is living, in the following situations:

1. Where no court order has been made establishing the custody of the student.
2. Where both parents have agreed on the parent with whom the student will live, including the following situations:
   a. There is no court order establishing custody.
   b. There is a court order establishing custody, but the parents have agreed the student will live with the non-custodial parent.
   c. The court order grants the parents joint custody. With joint physical custody, the student could establish legal settlement in either of the school districts in which his parents reside. In this situation, the parents can agree upon the parent with whom the student will reside for school attendance purposes. It is not required that the student reside with this parent 100% of the time.
3. Where the parent granted custody of the student has abandoned the student.

Form I is signed by both parents. If the student has been abandoned by the custodial parent, only one parent need sign the form.
Form II: Custodial Statement and Agreement: Third-Party Custody
I.C. 20-26-11-2(2), (3), or (5)

Form II is utilized when the student is residing with a person other than a parent. In the following circumstances, the legal settlement of the student is the attendance area of the person with whom the student is residing. Form II should be used in the following situations:

1. The student has been abandoned by the parent and left in the custody of another person.
2. The student is being supported by, cared for by, and living with some other person. (If the parents are able to support the student but placed the student in the home of another person, or permitted the student to live with another person, primarily for the purpose of attending school in that attendance area, the legal settlement of the student remains with the parent.)
3. The student’s parents are living outside the United States due to educational pursuits or a job assignment; they maintain no permanent home in any school corporation in the United States; and they have placed the student in the home of another person.

Under typical situations, both the parent and the custodian or guardian with whom the student is residing are to sign Form II, verifying the accuracy of the information provided. However, there will be situations where the parent has effectively abandoned the child or cannot be located. Under such circumstances, signature of the parent is not necessary.

Form III: Election to Attend School Where the Parents Are Divorced or Separated
I.C. 20-26-11-2.5

Form III is utilized where the student’s parents are divorced or separated but live in different public school corporations. The parent with physical custody (or the student, if the student is 18 years of age and competent) can make an election on an annual basis regarding which school corporation the student will attend: the one in which the parent with physical custody lives or the one in which the other parent lives. The election must be made not later than fourteen (14) days before the first student day of attendance. The election is good for one school year and must be renewed for any subsequent school years. The student is deemed to have legal settlement where the election is made. Transfer tuition cannot be charged. If no election is made, the student is deemed to have legal settlement in the school corporation where the parent with physical custody resides.

Disputes Concerning Legal Settlement

A school corporation must enroll a student who is presented for enrollment when the parent, guardian, or custodian claims the student has legal settlement within the school corporation. If the situation warrants, after enrolling the student, the school can initiate expulsion proceedings for lack of legal settlement, as permitted by I.C. 20-33-8-17. The student cannot be suspended from school for legal settlement purposes pending the outcome of the expulsion proceeding. The determination of the local expulsion examiner can be appealed to the Indiana State Board of Education. I.C. 20-26-11-15.

Additionally, or as an alternative to expulsion due to lack of legal settlement, either the school or the parent, guardian, or custodian of the student may request a hearing before the Indiana State Board of Education for a determination of the student’s legal settlement or right to attend school.

If it is ultimately determined the student did not have legal settlement within the school corporation, the school may be entitled to recover tuition costs.

Appropriate utilization of Form I, Form II, or Form III may help to resolve such disputes. Although statute dictates the creation of these forms, neither statute nor the forms will be able to address every custodial situation that may arise. Any questions concerning Form I, Form II, Form III or any aspect of legal settlement should be directed to the Legal Section of the Indiana State Board of Education, (317) 232-2000.
CUSTODIAL STATEMENT AND AGREEMENT:
THIRD-PARTY CUSTODY

This agreement is prepared by the State Superintendent of Public Instruction as required by I.C. 20-26-11-3.

Student Information
Name: (last) ___________________ (first) ___________________ (mi) ______
(street) ___________________ (city) ___________________ (state) ______ (zip code) ______
Last school corporation attended: ___________________
Current school corporation: ___________________

Indicate the reason for utilization of this form:

____ The student has been abandoned.
____ The parents are unable to support the student and the student is living with the guardian or custodian, who is supporting and caring for the student. The student was not placed with the guardian or custodian for the primary purpose of attending school in the school corporation of the guardian’s or custodian’s residence.
____ The parents are living outside the United States and maintain no home in any school corporation.

Parent Information
Name: (last) ___________________ (first) ___________________ (mi) ______
(street) ___________________ (city) ___________________ (state) ______ (zip code) ______

Guardian or Custodian Information
Name: (last) ___________________ (first) ___________________ (mi) ______
(street) ___________________ (city) ___________________ (state) ______ (zip code) ______

Agrees to assume all the duties and be subject to all the liabilities of the
(person with whom student will live)

parent of ___________________ with respect to dealing with the school corporation and for all other purposes
under Indiana Code 20-26. This agreement is binding from the date signed until terminated by the parent or guardian in writing.

I affirm, under the penalties for perjury, that the foregoing representations are true.

Name (printed) ____________________________  Name (printed) ____________________________

Signature ____________________________  Signature ____________________________

Date ____________________________  Date ____________________________

Acknowledged by ____________________________ on behalf of ____________________________
(name and title) ____________________________ (school corporation)

Date ____________________________
FINANCIAL
INDIANA DURABLE POWER OF ATTORNEY

THE POWERS YOU GRANT BELOW ARE EFFECTIVE EVEN IF YOU BECOME DISABLED OR INCOMPETENT.

NOTICE: THE POWERS GRANTED BY THIS DOCUMENT ARE BROAD AND SWEEPING. THEY ARE EXPLAINED IN THE UNIFORM STATUTORY FORM POWER OF ATTORNEY ACT. IF YOU HAVE ANY QUESTIONS ABOUT THESE POWERS, OBTAIN COMPETENT LEGAL ADVICE. THIS DOCUMENT DOES NOT AUTHORIZE ANYONE TO MAKE MEDICAL OR OTHER HEALTH-CARE DECISIONS FOR YOU. YOU MAY REVOKE THIS POWER OF ATTORNEY IF YOU LATER WISH TO DO SO.

[Principal’s Name] of [Principal’s Address] appoint [Agent’s Name] of [Agent’s Address] as my Agent (attorney-in-fact) to act for me in any lawful way with respect to the following initialed subjects:

TO GRANT ALL OF THE FOLLOWING POWERS, INITIAL THE LINE IN FRONT OF (N) AND IGNORE THE LINES IN FRONT OF THE OTHER POWERS.

TO GRANT ONE OR MORE, BUT FEWER THAN ALL, OF THE FOLLOWING POWERS, INITIAL THE LINE IN FRONT OF EACH POWER YOU ARE GRANTING.

TO WITHHOLD A POWER, DO NOT INITIAL THE LINE IN FRONT OF IT. YOU MAY, BUT NEED NOT, CROSS OUT EACH POWER WITHHELD.

Note: If you initial Item A or Item B, which follow, a notarized signature will be required on behalf of the Principal.

INITIAL

(A) Real property transactions. To lease, sell, mortgage, purchase, exchange, and acquire, and to agree, bargain, and contract for the lease, sale, purchase, exchange, and acquisition of, and to accept, take, receive, and possess any interest in real property whatsoever, on such terms and conditions, and under such covenants, as my Agent shall deem proper; and to maintain, repair, tear down, alter, rebuild, improve manage, insure, move, rent, lease, sell, convey, subject to liens, mortgages, and security deeds, and in any way or manner deal with all or any part of any interest in real property whatsoever, including specifically, but without limitation, real property lying and being situated in the State of Indiana, under such terms and conditions, and under such covenants, as my Agent shall deem proper and may for all deferred
payments accept purchase money notes payable to me and secured by mortgages or deeds to secure debt, and may from time to time collect and cancel any of said notes, mortgages, security interests, or deeds to secure debt.

________ (B) Tangible personal property transactions. To lease, sell, mortgage, purchase, exchange, and acquire, and to agree, bargain, and contract for the lease, sale, purchase, exchange, and acquisition of, and to accept, take, receive, and possess any personal property whatsoever, tangible or intangible, or interest thereto, on such terms and conditions, and under such covenants, as my Agent shall deem proper; and to maintain, repair, improve, manage, insure, rent, lease, sell, convey, subject to liens or mortgages, or to take any other security interests in said property which are recognized under the Uniform Commercial Code as adopted at that time under the laws of the State of Indiana or any applicable state, or otherwise hypothecate (pledge), and in any way or manner deal with all or any part of any real or personal property whatsoever, tangible or intangible, or any interest therein, that I own at the time of execution or may thereafter acquire, under such terms and conditions, and under such covenants, as my Agent shall deem proper.

________ (C) Stock and bond transactions. To purchase, sell, exchange, surrender, assign, redeem, vote at any meeting, or otherwise transfer any and all shares of stock, bonds, or other securities in any business, association, corporation, partnership, or other legal entity, whether private or public, now or hereafter belonging to me.

________ (D) Commodity and option transactions. To buy, sell, exchange, assign, convey, settle and exercise commodities futures contracts and call and put options on stocks and stock indices traded on a regulated options exchange and collect and receipt for all proceeds of any such transactions; establish or continue option accounts for the principal with any securities or futures broker; and, in general, exercise all powers with respect to commodities and options which the principal could if present and under no disability.

________ (E) Banking and other financial institution transactions. To make, receive, sign, endorse, execute, acknowledge, deliver and possess checks, drafts, bills of exchange, letters of credit, notes, stock certificates, withdrawal receipts and deposit instruments relating to accounts or deposits in, or certificates of deposit of banks, savings and loans, credit unions, or other institutions or associations. To pay all sums of money, at any time or times, that may hereafter be owing by me upon any account, bill of exchange, check, draft, purchase, contract, note, or trade acceptance made, executed, endorsed, accepted, and delivered by me or for me in my name, by my Agent. To borrow from time to time such sums of money as my Agent may deem
proper and execute promissory notes, security deeds or agreements, financing statements, or other security instruments in such form as the lender may request and renew said notes and security instruments from time to time in whole or in part. To have free access at any time or times to any safe deposit box or vault to which I might have access.

(F) Business operating transactions. To conduct, engage in, and otherwise transact the affairs of any and all lawful business ventures of whatever nature or kind that I may now or hereafter be involved in. To organize or continue and conduct any business which term includes, without limitation, any farming, manufacturing, service, mining, retailing or other type of business operation in any form, whether as a proprietorship, joint venture, partnership, corporation, trust or other legal entity; operate, buy, sell, expand, contract, terminate or liquidate any business; direct, control, supervise, manage or participate in the operation of any business and engage, compensate and discharge business managers, employees, agents, attorneys, accountants and consultants; and, in general, exercise all powers with respect to business interests and operations which the principal could if present and under no disability.

(G) Insurance and annuity transactions. To exercise or perform any act, power, duty, right, or obligation, in regard to any contract of life, accident, health, disability, liability, or other type of insurance or any combination of insurance; and to procure new or additional contracts of insurance for me and to designate the beneficiary of same; provided, however, that my Agent cannot designate himself or herself as beneficiary of any such insurance contracts.

(H) Estate, trust, and other beneficiary transactions. To accept, receipt for, exercise, release, reject, renounce, assign, disclaim, demand, sue for, claim and recover any legacy, bequest, devise, gift or other property interest or payment due or payable to or for the principal; assert any interest in and exercise any power over any trust, estate or property subject to fiduciary control; establish a revocable trust solely for the benefit of the principal that terminates at the death of the principal and is then distributable to the legal representative of the estate of the principal; and, in general, exercise all powers with respect to estates and trusts which the principal could exercise if present and under no disability; provided, however, that the Agent may not make or change a will and may not revoke or amend a trust revocable or amendable by the principal or require the trustee of any trust for the benefit of the principal to pay income or principal to the Agent unless specific authority to that end is given.

(I) Claims and litigation. To commence, prosecute, discontinue, or defend all actions or other legal proceedings touching my property, real or personal, or any part thereof, or touching any matter in which I, or, my property, real or personal, may be in any way concerned. To defend, settle, adjust, make allowances, compound, submit to arbitration, and compromise all accounts, reckonings, claims, and demands whatsoever that now are, or
hereafter shall be, pending between me and any person, firm, corporation, or other legal entity, in such manner and in all respects as my Agent shall deem proper.

_______(J) Personal and family maintenance. To hire accountants, attorneys at law, consultants, clerks, physicians, nurses, agents, servants, workmen, and others and to remove them, and to appoint others in their place, and to pay and allow the persons so employed such salaries, wages, or other remunerations, as my Agent shall deem proper.

_______(K) Benefits from Social Security, Medicare, Medicaid, or other governmental programs, or military service. To prepare, sign and file any claim or application for Social Security, unemployment or military service benefits; sue for, settle or abandon any claims to any benefit or assistance under any federal, state, local or foreign statute or regulation; control, deposit to any account, collect, receipt for, and take title to and hold all benefits under any Social Security, unemployment, military service or other state, federal, local or foreign statute or regulation; and, in general, exercise all powers with respect to Social Security, unemployment, military service, and governmental benefits, including but not limited to Medicare and Medicaid, which the principal could exercise if present and under no disability.

_______(L) Retirement plan transactions. To contribute to, withdraw from and deposit funds in any type of retirement plan (which term includes, without limitation, any tax qualified or nonqualified pension, profit sharing, stock bonus, employee savings and other retirement plan, individual retirement account, deferred compensation plan and any other type of employee benefit plan); select and change payment options for the principal under any retirement plan; make rollover contributions from any retirement plan to other retirement plans or individual retirement accounts; exercise all investment powers available under any type of self-directed retirement plan; and, in general, exercise all powers with respect to retirement plans and retirement plan account balances which the principal could if present and under no disability.

_______(M) Tax matters. To prepare, to make elections, to execute and to file all tax, social security, unemployment insurance, and informational returns required by the laws of the United States, or of any state or subdivision thereof, or of any foreign government; to prepare, to execute, and to file all other papers and instruments which the Agent shall think to be desirable or necessary for safeguarding of me against excess or illegal taxation or against penalties imposed for claimed violation of any law or other governmental regulation; and to pay, to compromise, or to contest or to apply for refunds in connection with any taxes or assessments for which I am or may be liable.
(N) All of the powers listed above. You need not initial any other lines if you initial line (N).

Special instructions:

On the following line you may give special instructions limiting or extending the powers granted to your agent.

This power of attorney is effective immediately and will continue until it is revoked.

This power of attorney shall be construed as a general durable power of attorney and shall continue to be effective even if I become disabled, incapacitated, or incompetent.

(Your agent will have authority to employ other persons as necessary to enable the agent to properly exercise the powers granted in this form, but your agent will have to make all discretionary decisions. If you want to give your agent the right to delegate discretionary decision-making powers to others, you should keep the next sentence, otherwise it should be stricken.)

Authority to delegate. My agent shall have the right by written instrument to delegate any or all of the foregoing powers involving discretionary decision-making to any person or persons whom my agent may select, but such delegation may be amended or revoked by any agent (including any successor) named by me who is acting under this power of attorney at the time of reference.

(Your agent will be entitled to reimbursement for all reasonable expenses incurred in acting under this power of attorney. Strike out the next sentence if you do not want your agent to also be entitled to reasonable compensation for services as agent.)

Right to compensation. My agent shall be entitled to reasonable compensation for services rendered as agent under this power of attorney.
(IF YOU WISH TO NAME SUCCESSOR AGENTS, INSERT THE NAME(S) AND ADDRESS(ES) OF SUCH SUCCESSOR(S) IN THE FOLLOWING PARAGRAPH.)

Successor Agent. If any Agent named by me shall die, become incompetent, resign or refuse to accept the office of Agent, I name the following (each to act alone and successively, in the order named) as successor(s) to such Agent:

__________________________________________________________

Choice of Law. THIS POWER OF ATTORNEY WILL BE GOVERNED BY THE LAWS OF THE STATE OF INDIANA WITHOUT REGARD FOR CONFLICTS OF LAWS PRINCIPLES. IT WAS EXECUTED IN THE STATE OF INDIANA AND IS INTENDED TO BE VALID IN ALL JURISDICTIONS OF THE UNITED STATES OF AMERICA AND ALL FOREIGN NATIONS.

I am fully informed as to all the contents of this form and understand the full import of this grant of powers to my Agent.

I agree that any third party who receives a copy of this document may act under it. Revocation of the power of attorney is not effective as to a third party until the third party learns of the revocation. I agree to indemnify the third party for any claims that arise against the third party because of reliance on this power of attorney.

Signed this ____ day of ______________, 20__

__________________________________________________________

[Signature of Principal]

__________________________________________________________

[Signature of Agent]

__________________________________________________________

[Signature of Successor Agent (if any)]
Notary Acknowledgement (*Must be completed by Notary*)

State of __________________ County of __________________ Subscription, Sworn and acknowledged before me by _____________________________, the Principal, and subscribed and sworn to before me by _____________________________, witness, this _____________________________ day of _____________________________.

__________________________________________
Notary Signature

Notary Public
In and for the County of _____________________________ State of ___________
My commission expires: _____________________________

Seal
POWER OF ATTORNEY

A "power of attorney" (also referred to as a "durable power of attorney") is another kind of advance directive. This document is used to grant another person say-so over your affairs. Your power of attorney document may cover financial matters, give health care authority, or both. By giving this power to another person, you give this person your power of attorney. The legal term for the person you choose is "attorney in fact." Your attorney in fact does not have to be an attorney. Your attorney in fact can be any adult you trust. Your attorney in fact is given the power to act for you only in the ways that you list in the document. The document must:

1. Name the person you want as your attorney in fact;
2. List the situations which give the attorney in fact the power to act;
3. List the powers you want to give; and
4. List the powers you do not want to give.

The person you name as your power of attorney is not required to accept the responsibility. Prior to executing a power of attorney document, you should talk with the person to ensure that he or she is willing to serve. A power of attorney document may be used to designate a health care representative. Health care powers are granted in the power of attorney document by naming your attorney in fact as your health care representative under the Health Care Consent Act or by referring to the Living Will Act. When a power of attorney document is used to name a health care representative, this person is referred to as your health care power of attorney. A health care power of attorney generally serves the same role as a health care representative in a health care representative advance directive. Including health care powers could allow your attorney in fact to:

1. Make choices about your health care;
2. Sign health care contracts for you;
3. Admit or release you from hospitals or other health facilities;
4. Look at or get copies of your medical records; and
5. Do a number of other things in your name.

The Indiana Powers of Attorney Act is found at Indiana Code § 30-5. Your power of attorney document must be in writing and signed in the presence of a notary public. You can cancel a power of attorney at any time but only by signing a written cancellation and having the cancellation delivered to your attorney in fact.

WHICH ADVANCE DIRECTIVE OR DIRECTIVES SHOULD BE USED?

The choice of advance directives depends on what you are trying to do. The advance directives listed above may be used alone or together. Although an attorney is not required, you may want to talk with one before you sign an advance directive. The laws are complex and it is always wise to talk to an attorney about questions and your legal choices. An attorney is often helpful in advising you on complex family matters and making sure that your documents are correctly done under Indiana law. An attorney may be helpful if you live in more than one state during the year. An attorney can advise you whether advance directives completed in another state are recognized in Indiana.

CAN I CHANGE MY MIND AFTER I WRITE AN ADVANCE DIRECTIVE?

It is important to discuss your advance directives with your family and health care providers. Your health care wishes cannot be followed unless someone knows your wishes. You may change or cancel your advance directives at any time as long as you are of sound mind. If you change your mind, you need to tell your family, health care representative, power of attorney, and health care providers. You might have to cancel your decision in writing for it to become effective. Always be sure to talk directly with your physician and tell him or her your exact wishes.
ARE THERE FORMS TO HELP IN WRITING THESE DOCUMENTS?

Advance directive forms are available from many sources. Most physicians, hospitals, health facilities, or senior citizen groups can provide you with forms or refer you to a source. These groups often have the information on their web sites. You should be aware that forms may not do everything you want done. Forms may need to be changed to meet your needs. Although advance directives do not require an attorney, you may wish to consult with one before you try to write one of the more complex legal documents listed above.

Several of the forms are specified by statute. Those forms may be found on the Indiana State Department of Health (ISDH) Advance Directives Resource Center at www.in.gov/isdh/25880.htm. The following forms are available on that web site:

- Living Will Declaration
- Life-Prolonging Procedures Declaration
- Out of Hospital Do Not Resuscitate Declaration and Order
- Physician Orders for Scope of Treatment (POST)

WHAT SHOULD I DO WITH MY ADVANCE DIRECTIVE IF I CHOOSE TO HAVE ONE?

Make sure that your health care representative, immediate family members, physician, attorney, and other health care providers know that you have an advance directive. Be sure to tell them where it is located. You should ask your physician and other health care providers to make your advance directives part of your permanent medical chart. If you have a power of attorney, you should give a copy of your advance directives to your attorney in fact. You may wish to keep a small card in your purse or wallet that states that you have an advance directive, where it is located, and who to contact for your attorney in fact or health care representative, if you have named one.

ADDITIONAL INFORMATION

For additional information on advance directives, visit the Indiana State Department of Health Advanced Directives Resource Center located at www.in.gov/isdh/25880.htm. The site includes links to state forms, this brochure, links to Indiana statutes, and links to other web sites.

Legal Documents

Indiana Healthcare Power of Attorney
Indiana Living Will
All legal documents & forms

Indiana Power of Attorney Basics

You may designate the Power of Attorney as "general," granting broad powers to control your financial, health, legal, and other matters, or "special," granting power for only specific situations.

The Indiana Power of Attorney is specific to the laws of the state of Indiana and should be created by residents of Indiana and signed in front of a Indiana notary public.

Use the Indiana Power of Attorney document if:

- You wish to give someone broad authorization to act for you if you are absent or incapable.
- You wish to give someone power to handle certain financial or legal issues in your absence or if you become ill.
- You wish to authorize someone to act on your behalf if case you become legally incompetent or incapacitated.

Read More

Related Docs

Users that create Indiana Power of Attorney sometimes need additional documents. Here are some others you might be interested in:

Power of Attorney Procedures and Form

The Indiana Department of Revenue's Power of Attorney (POA-1) form and procedures are intended to balance the need to ensure taxpayer information is secure with the need representatives have in assisting their clients.

Taxpayers wishing to authorize a representative to have Power of Attorney on their behalf for state tax matters need to know the following:

A properly completed POA-1 form must be submitted in one of the following formats to the department:

- A hardcopy of the original
- A faxed copy of the original

Only when the department has received the properly completed POA-1 can a department employee speak with the representative about the specific tax type and period indicated in the POA-1 form. Please note that the POA-1 form does not need to be notarized.

Additional Information About Power of Attorney Authorization

- POA-1 Form
- Frequently Asked Questions

Contact and Mailing Information:

Indiana Department of Revenue
P.O. Box 7230
Indianapolis, IN 46207-7230
Phone: (317) 232-2240
Fax: (317) 615-2605
E-mail: poa1forms@dor.IN.gov
Instructions for Indiana Form POA-I

Casual conversations with a taxpayer's representative, who does not have a Power of Attorney on file, are permitted. However, neither tax return information nor taxpayer-specific information will be disclosed to the representative unless a properly executed Power of Attorney has been filed with the Indiana Department of Revenue. You can also authorize the Department to discuss information about your tax return with someone else by filling out the Personal Representative portion of the individual tax return.

Pursuant to 45 IAC 15-3-4, a properly executed Power of Attorney must contain the following information.

1. The taxpayer’s name, DIBIA name, address and telephone number

2. The Indiana taxpayer’s identification number (TID). The TID number is assigned by the Indiana Department of Revenue, each entity has its own TID number. The employer identification number (EIN) is a number provided by the Internal Revenue Service. Individual taxpayers should use their Social Security Numbers unless they have been issued a TID number.

3. Enter the name, address and telephone number of your individual representative(s). Only individuals may be named as representatives. If you want to add one additional individual representative, indicate so in the space provided. If you want to add more than one additional individual representative, indicate so in the space provided and attach a list of additional representatives to the form.

4. If your representative works for a firm or corporation, enter the name, address and phone number of the company. Enter the individual name of your representative(s). Only individuals may be named as representatives. If you want to add more than four individual representatives for a firm or corporation, indicate so in the space provided and attach a list of additional representatives to the form.

5. The Power of Attorney form must contain the specific type of tax, tax form number and the tax years for which the individual representative has been appointed.

6. Include as an attachment any restrictions or limitations which the taxpayer has placed on the representative while acting as the taxpayer’s representative.

7. The Power of Attorney form must be signed by the taxpayer or an individual authorized to execute the Power of Attorney on behalf of the taxpayer.

After the taxpayer executes a Power of Attorney, the Department of Revenue will communicate primarily with the taxpayer’s representative.

The Indiana Department of Revenue accepts faxed or electronic copies of original Power of Attorney Forms. If a copy is provided, the person forwarding the copy certifies, under penalties for perjury, that the copy is a true, accurate and complete copy of the original document.

This Power of Attorney can only be revoked by written and signed notice.

To submit the form you may either:

- fax to (317) 615-2605
- e-mail to poa1forms@dor.in.gov
- or mail to

Indiana Department of Revenue
P.O. Box 7230
Indianapolis, IN 46207-7230
# Indiana Department of Revenue
## POWER OF ATTORNEY
*(Instructions on Back)*

**1) Taxpayer(s) Name(s):**

**D/B/A Name(s):**

**Address:**

**City:**

**State**  |  **Zip Code**

**Telephone #**

**2) Indiana Taxpayer Identification Number**

**Employer Identification Number**

**Social Security Number**

**Spouse's Social Security Number**

Hereby appoint(s) the following:

**3) Individual Representative Name**  |  **Additional Individual Representative Name**

**Address**

**City**  |  **State**  |  **Zip Code**

**Telephone #**

**4) Firm/Corp. Name (If applicable)**  |  **If Firm or Corp. list Representative(s) Name**

**Address**

**City**  |  **State**  |  **Zip Code**

**Telephone #**

**5) Type of Tax**  |  **Tax Form Number**

*(Income, Withholding, Sales, etc.)*  |  *(IT-40, WH-3, ST-103, etc.)*

**Year(s) / Period(s)**

**6) I acknowledge that the designated representative has the authority to receive confidential information and full power to perform on behalf of the taxpayer in tax matters related to this Power of Attorney. This authority does not include the power to receive refund checks.

I acknowledge that actions taken by the designated representative are binding, even if the representative is not an attorney. Proceedings cannot later be declared legally defective because the representative was not an attorney.

If I am a corporate officer, partner or fiduciary acting on behalf of the taxpayer, I certify that I have authority to execute this Power of Attorney on behalf of the taxpayer.

**7) Signature**  |  **Date**

**Printed Name**

**Title**  |  **Telephone #**
OTHER RESOURCES
Local Immigration Attorneys and Legal Services

Susan Brouillette, Director
Lafayette Urban Ministry Immigration Clinic
420 North 4th St., Lafayette, IN 47901
(765) 423-2691
sbrouillette@lumserve.org

Arturo Rodriguez
artrodriguez2525@gmail.com
Rodriguez Law
1440 Sagamore Parkway North
Suite 7
Lafayette, IN 47904
(765) 446-3777
www.rodriguezlawpc.com

Tim Broden
tim@brodenlaw.com
Broden Law Office
300 Main Street, Suite 314
Lafayette, Indiana 47902
Phone: 765-742-4280
Fax: 765-742-4243
www.brodenlaw.com

Gregory S. Loyd
Truitt, Ray, Sharvelle & Eberhardt LLP
324 Main Street (Suite C)
P.O. Box 711
Lafayette, IN 47902
765-742-7040
765-429-5591 (fax)
gloyd@truittraylaw.com
Kyle Mandeville
BB&C
kbm@bennettlaw.com
415 Columbia Street, Suite 1000
Lafayette, Indiana 47901
Phone: 765.742.9066, ext 204
Fax: 765.742.7641
http://www.bennettlaw.com

Lori Stein Sabol
Tippecanoe Bar Association
Sabol Law Office
136 N 3rd St
Lafayette, IN 47901
Phone: 765-429-5333
(765) 429-5333

Indiana District 4 Pro Bono Corporation
8 N. 3rd Street, Suite 102
Lafayette, IN 47901
(765) 423-5327, (765) 423-2252, fax
tim.peterson@ilsi.net

Indiana Legal Services, Inc. - Lafayette / Servicios Legales de Indiana, Inc.
8 N 3rd St., Suite 102
Lafayette, IN 47902-1455
Office hours: M-F (8:00AM - 12PM / 1:00 - 4:30PM)
(765) 423-5327
(800) 382-7581
www.indianajustice.org

Centro de Derechos de los Inmigrantes
Aplicación para Oficina de Consultas
1 (866) 964-2138
Horarios para llamadas: Martes y Jueves (8:30AM - 4:30PM)
FOUR (4) IMPORTANT POINTS ABOUT IMMIGRATION TO KEEP INFORMED

1. IMPORTANT TELEPHONE NUMBERS: Some important numbers to always have with you in case of detention:
   - Center for Information and Assistance to Mexicans (CIAM): (855) 463-6395
   - Informed Immigrant: www.informedimmigrant.com
   - Immigration Legal Resource Center (ILRC): www.ilrc.org/community-resources
   - National Immigration Law Center (NILC): www.nilc.org/get-involved/community-education-resources/know-your-rights
   - Your country’s consulate in the US (brief list):
     Mexican Consulate: Indianapolis (317) 761-7600 / Chicago (312) 738-2383
     Peruvian Consulate: Chicago (312) 259-5562
     Honduran Consulate: Chicago (773) 342-8281
     Guatemalan Consulate: Chicago (312) 540-0781
     Salvadoran Consulate: Chicago (312) 332-1393
     Nicaraguan Consulate: Washington DC (202) 939-6570 / 6543 / 6544 / 6573

   - Your immigration lawyer (it is recommended that your lawyer knows your history/background in the US); for some suggestions, see the list “Local Immigration Attorneys and Legal Services.”
   - Family members, emergency contacts and/or people to whom you have given power of attorney who can help you with essential paperwork (e.g., move your vehicle, pick up your children at school, and access your bank accounts, among others).

   In case of detention, what kind of information should you share when you contact your consulate, your lawyer, and/or a family member / emergency contact? Some information includes, but is not limited to,
   1) name;
   2) time, conditions, and place of detention;
      (e.g., “at 3PM, on my way home, I was stopped by the police, and they called ICE; I was near X store in the US-52.”).
   3) case or booking number; and
   4) A-Number (if applicable).

2. DOCUMENTS that prove you have been in the United States for two years or more: have printed documents with you at all times, or have electronic versions in your phone, that confirm you have links to the community:
   - bills / receipts (e.g., rent or mortgage, car payments, water, electricity);
   - your children’s school registration form, your registration to classes or workshops in a local or state institution;
   - others.

3. NAMES AND CONTACT INFORMATION of people who may write letters of recommendation for you in the future (3 or more)—it is important that you start identifying people who can write a personal or professional recommendation, in case of an immigration case.
   - In a notebook or folder, start compiling information about such contacts: names, addresses, phone numbers (later on, this information can help your family contact people and ask for the letters).
   - Recommendations can be personal (about your links to the community, church, among others) or professional (about your work or volunteer service).

4. INFORMATION ABOUT COMMUNITY GROUPS that can offer support, trustworthy information, and/or can connect you to resources at the local, state, and national levels:

<table>
<thead>
<tr>
<th>Lafayette Urban Ministry’s Immigration Clinic</th>
<th>“The LUM Immigration Clinic helps individuals from other countries, who are legally in the US, to navigate the often difficult and confusing Immigration and Naturalization Service bureaucracy.”</th>
<th>Contact Susan Brouillette, Director, (765) 423-2691</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greater Lafayette Immigrant Allies</td>
<td>For information about immigration (education, advocacy, and fellowship-building), meet allies in the community, and learn about the group’s efforts at the local and state levels</td>
<td>Contact them on Facebook: GreaterLafayetteImmigrantAllies</td>
</tr>
<tr>
<td>Latino Family Network of Lafayette</td>
<td>For questions about schools and education in general and for reliable information on immigration resources</td>
<td>Contact them on Facebook: latinofamilynetwork</td>
</tr>
</tbody>
</table>
**LUM IMMIGRATION CLINIC FEE SCHEDULE**

LUM Immigration Clinic  
420 North 4th Street  
Lafayette, IN 47901  
(765) 423-2691

CLIENT: ___________________________ DATE: _______________________

ADDRESS: ___________________________ PHONE NUMBER: __________

**SERVICES WILL NOT BE DENIED FOR INABILITY TO PAY**

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>QUANTITY</th>
<th>FEE</th>
<th>DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Consultation</td>
<td></td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td>G-639: FOIA</td>
<td></td>
<td>$40</td>
<td></td>
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<tr>
<td>Research into Case</td>
<td></td>
<td>$50</td>
<td></td>
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<tr>
<td>I-90: Renew/Replace Green Card</td>
<td></td>
<td>$40</td>
<td></td>
</tr>
<tr>
<td>I-130: Alien Relative Petition (preference petition)</td>
<td></td>
<td>$50 first, $20 each additional family member</td>
<td></td>
</tr>
<tr>
<td>I-129: Fiance Petition (includes consular processing)</td>
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<td>$120</td>
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<tr>
<td>I-130: Alien Relative (includes consular processing)</td>
<td></td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td>I-485: Adjustment of Status (includes alien relative petition)</td>
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<td>$150</td>
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<tr>
<td>I-131: Humanitarian Parole</td>
<td></td>
<td>$50</td>
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<tr>
<td>I-801A: Waiver of Unlawful Status</td>
<td></td>
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<tr>
<td>I-131: Travel Document</td>
<td></td>
<td>$50</td>
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<tr>
<td>B-2 Visa Documentation</td>
<td></td>
<td>$40</td>
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<tr>
<td>I-485: Refugee Adjustment of Status/Green Card</td>
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<td>$100</td>
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<tr>
<td>I-539: Extend/Change Status</td>
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<td>$60</td>
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<tr>
<td>I-730: Refugee Relative Petition</td>
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<tr>
<td>I-751: Removal of Conditions on Residence</td>
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<tr>
<td>I-821D: DACA (Deferred Action for Childhood Arrivals)</td>
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<tr>
<td>I-82D: DACA Renewal</td>
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<tr>
<td>Service Description</td>
<td>Fee</td>
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<tr>
<td>----------------------------------------------------------</td>
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<tr>
<td>I-821/I-765: Reregistration for TPS</td>
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<tr>
<td>I-824: Request for Duplicate Approval Notice</td>
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<tr>
<td>N-400: Naturalization Application</td>
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<tr>
<td>Criminal History Cases</td>
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<tr>
<td>Application Review (non citizenship class members)</td>
<td>$15</td>
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<tr>
<td>I-864 (if only service requested)</td>
<td>$40</td>
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<tr>
<td>N-336: Appeal of Naturalization Denial</td>
<td>$65</td>
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<tr>
<td>N-565: Replacement of Naturalization Certificate</td>
<td>$50</td>
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<tr>
<td>N-600: Certificate of Citizenship</td>
<td>$50</td>
<td></td>
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<tr>
<td>Additional RFEs (Request for Evidence)</td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G-731N or AR-11: Address Change/Lost Forms</td>
<td>$20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certified Mail</td>
<td>$5</td>
<td></td>
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<tr>
<td>Translation (each one sided page)</td>
<td>$30</td>
<td></td>
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</tbody>
</table>

**Note**

**Total**

**Discount**

**Amount Paid**

**Balance**

INITIAL CONSULTATION FEE MUST BE PAID AT THE TIME OF THE APPOINTMENT

BY MONEY ORDER OR CASHIERS CHECK MADE PAYABLE TO: LUM

CLIENT SIGNATURE ___________________________ DATE ___________________________

*fees are subject to change*
Tools to support and protect students and their families

The U.S. detention and deportation process
The U.S. government uses detention centers throughout the country to lock up undocumented immigrants while they fight their deportation/removal cases. Immigration and Customs Enforcement maintains 34,000 detention beds at any given time, detaining more than 400,000 people each year. These detention centers are similar to, and often housed in, jails and private prisons. For example, some facilities are surrounded by high fences with barbed wires, and immigrants in detention share rooms, showers and bathrooms. Detained immigrants face harsh conditions, such as being entirely cut off from loved ones, access to legal representation or advice, and medical care. Undocumented immigrants often remain in detention centers without access to legal counsel until their case is decided. In some cases, immigrants are released from detention on bond and/or with an ankle monitor while their deportation case is pending. Cases can take months or even years before a final decision is made. In many cases, immigrants are facing the prospect of returning to a country where they have no family members, may not speak the language and may face dangerous conditions.

Home raid to deportation map
- **STEP 1:** The raid happens. ICE officials come to an immigrant’s home and arrest the person and possibly other undocumented immigrants in the household. ICE arrests/raids can also happen outside the home, such as on the street, at work or after a person is released from jail.
- **STEP 2:** Undocumented immigrant is taken to a local ICE office for fingerprinting and processing.
- **STEP 3:** Undocumented immigrant is released or taken to a detention center. The length of stay varies from person to person, but undocumented immigrants often are given no information or misinformation about what to expect.
- **STEP 4:** Undocumented immigrant sees an immigration judge, who will decide if he or she is eligible for bond. An undocumented immigrant can explain to the judge why he or she has the right to remain in the United States, including detailing fears of persecution if forced to return to his or her country of origin. Alternatively, an undocumented immigrant can agree to be deported without a hearing. In some cases, a person may ask for time to find a lawyer or to gather evidence, but this request is not always granted and may not provide sufficient time to prepare for a complex immigration case.
- **STEP 5:** Undocumented immigrant may be released from detention, sometimes on bond and/or with an ankle monitor, until the case is decided. Others must continue to fight their case from inside the detention center. If the judge issues an order of removal, the undocumented immigrant is sent to his or her country of origin, either by plane or by bus.
Recuerde:
- Obtenha informações sobre imigração de líderes da comunidade. As direções web para todas as agências federais do governo incluem "gov" e "dot.gov".
- Obtenha um recibo quando levar a alguém que lhe auxiliou a completar seus formulários de imigração.
- Verifique que a pessoa que leva ao assessoramento legal e a representante de USCIS é um advogado ou um representante autorizado por BIA.
- Guarde todos os documentos e correspondência de USCIS em um lugar seguro. Guarde cópias de todos os documentos que fizerem parte de uma escrita de uma pessoa e cópias da declaração de recebimento. Este recibo é a prova de que sua solicitação foi recebida por USCIS.
- Verifique as instruções em um formulário de USCIS para as tarifas e outros requisitos.
- Reporte as atividades ilegais e os estados de imigração a FTC, a oficina do fiscal geral em seu estado ou o departamento de assessoramento em seu estado.
- Não pague por formulários em branco de USCIS. Todos os formulários do USCIS são gratuitos e estão disponíveis em www.uscis.gov/espanol ou em sua oficina local de USCIS.
- Não firme formulários em branco. Asegúrese de que todos os formulários estão completos antes de firmar.
- Não firme formulários que contenham informações falsas. Asegúrese de que toda a informação esteja correta antes de firmar.
- Não permita que nadie se queje com seus documentos originais.
- Não firme documentos que você não entenda, antes de firmar qualquer formulário de imigração, leia com cuidado e asegurase de que lo entiende.

Recuerde: La ayuda equivocada puede perjudicarle.

Evite las estafas de inmigración
La ayuda equivocada puede perjudicarle.

A veces las personas fingen ser "expertos de inmigración" para engañarle y robar su dinero. Esto es ilegal.

Otras personas con buenas intenciones le ofrecen ayuda para completar algunos formularios aunque no estén calificados para brindar asesoramiento sobre las leyes y los trámites de inmigración.
¿Quién puede ayudarme con mi caso de USCIS?
Usted siempre puede representarse a sí mismo ante USCIS. Muchas personas, incluyendo familiares, pueden ayudarle a llenar los formularios de USCIS con la información que usted le proporcione. Estas personas pueden hacerlo de forma gratuita o cobrarle un precio moderado. Sin embargo, sólo unos pocos individuos calificados pueden darle asesoramiento legal o representarle ante USCIS.

El asesoramiento legal puede incluir:
- Cómo responder a las preguntas en los formularios de inmigración;
- Sus alternativas e opciones en su caso de inmigración.

Las leyes indican que las únicas personas que pueden otorgar asesoramiento legal y representarle ante USCIS son:
- Los abogados;
- Los representantes que no sean abogados pero que estén acreditados por la Junta de Apelaciones de Inmigración (BIA).

Para obtener más información acerca de los abogados y los representantes que están acreditados por BIA, visite www.uscis.gov/avertizestafas.

Bajo la supervisión de un abogado, un representante acreditado o, en algunos casos, un integrante de la facultad de derecho, ciertos estudiantes de derecho y aquellos graduados de dicha facultad en una universidad estadounidense acreditada, pueden proporcionar asesoría legal en asuntos de inmigración. Estos estudiantes y graduados no pueden recibir una compensación por sus servicios. Visite www.uscis.gov/avertizestafas para obtener más información.

Los notarios y los consultores de inmigración NO están autorizados para proporcionar asesoramiento legal ni representarle ante USCIS. En algunos países, los notarios son abogados pero eso no es el caso en los Estados Unidos. Los notarios públicos en los Estados Unidos no tienen que ser abogados y no tienen la misma autoridad para dar asesoramiento legal como los notarios en otros países.

¿Cómo puedo encontrar un abogado con licencia o un representante acreditado por BIA que ofrezca servicios gratuitos o que cobre un precio moderado?
Para obtener una lista de lugares donde puede obtener servicios legales gratuitos o que cobren un precio moderado, visite www.uscis.gov/avertizestafas o llame a USCIS al 1-800-375-5283.

¿Cómo puedo saber si la persona que me ayuda está autorizada para proporcionar asesoramiento legal?
Para obtener más información sobre cómo verificar si un abogado o un representante acreditado es elige para representarle ante USCIS, visite www.uscis.gov/avertizestafas. Para saber si alguien es un representante acreditado por BIA, visite una oficina local de USCIS o consulte la lista de personas acreditadas en el sitio web de BIA www.justice.gov/eoir/stop/pub/rarester.htm.

¿Cuáles son algunas de las estafas de inmigración más comunes?
Con frecuencia, los estafadores hacen promesas que parecen demasiado buenas para ser verdad. Le pueden decir que tienen una relación especial con el gobierno, que pueden obtener un beneficio de inmigración —como una tarjeta de residencia o permiso de trabajo— muy rápido, o que pueden ayudarle a obtener beneficios para los cuales usted no califica.

Algunas veces, los sitios web que se ven muy profesionales pueden dirigirlo a una estafa. Ciertos estafadores también publican anuncios en guías telefónicas, folletos y letreros en tiendas y utilizan los medios de prensa para anunciarse. También, pueden ser recomendados por alguien que usted conoce. Tenga cuidado. Antes de acudir a alguien que le ofrece asesoramiento con asuntos de inmigración, confirme primero si es un abogado o un representante acreditado por BIA.

¿Qué puedo hacer si soy víctima de una estafa de inmigración?
Si usted o alguien a quien conoce es víctima de una estafa de inmigración, considere notificar a la Comisión Federal de Comercio (FTC) en www.ftc.gov/complaint o al 1-877-382-4357. También puede reportar las estafas de inmigración a la oficina del fiscal general en su estado y otras agencias estatales, incluyendo el colegio de abogados.

Hay leyes que prohíben las estafas de inmigración. Obtenha más información sobre la ley en su estado y cómo denunciar estas estafas en www.uscis.gov/avertizestafas.

Usted siempre puede comunicarse directamente con el Servicio de Ciudadanía e Inmigración de Estados Unidos (USCIS) sobre su caso. Si prefiere que alguien lo represente, debe tener en cuenta que sólo ciertos individuos pueden dar asesoramiento legal sobre asuntos de inmigración o representarlo ante USCIS.
About Us

LUM's first naturalized client.

Free Citizenship Classes
Services and Resources
Connect always with other

- LUM and "Lumcess"
- Rights of Immigrant Status
- Naturalization
- Green Card Renewal
- Fee Waiver
- DACA
- Adjustment of Status
- Family-Based Petitions

What's Offered

Special applications
Organizing applications
Information forms and
Assist clients with filling out
Licenses and permits
Meet expectations
Answer questions regarding
for immigration benefits and
Access applications eligibility

We are here to assist you and
You are not alone.

Most importantly,
the immigration process.
selection through our
services and programs.
LUM offers a broad range of
immigration process.
help navigate the complex
for immigration law services to
Our professional staff-
The LUM Immigration Chin
FOR MORE INFORMATION

Immigration Clinic
Susan Brouillette
Phone: 765-423-2691
E-mail: sbrouillette@lumserve.org
Website: client.lumserve.org/immigration-clinic

Lafayette Urban Ministry
420 N 4th Street
Lafayette, IN 47901
Phone: 765-423-2691
E-mail: lum@lumserve.org
Website: client.lumserve.org

Our Unique Characteristics

- Staff trained and experienced in immigration law & processes
- Supervised by a licensed attorney
- Recognized & accredited by US Bureau of Immigration Appeals (BIA)
- Member of the CLINIC—The Catholic Legal Immigration Network
- Part of the greater ministry of LUM
- Dedicated to a welcoming and engaging community built on understanding

“For the Lord your God...loves the strangers, providing them food and clothing. You shall also love the stranger, for you were strangers in the land of Egypt.”

Deuteronomy, 10:18-19
Instructions on how to use your Know Your Rights card

1. Cut out the two copies of the card. Fold them in half.

2. Make sure to fill out both cards with the name of your attorney and your attorney’s phone number.

3. Keep both copies of the card with you at all times. If you show immigration officers or the police this card, they make take the card and not return it. This is why it is important to carry two copies of the card at all times.

4. In the event of a raid or interaction with immigration officers or the police, use this card to help you remember and exercise your rights.

5. On the front of this card is a statement that you are exercising your right to remain silent. If you are interacting with immigration officers or the police, you should remember that anything you say can be used against you. It is your right to remain silent. To exercise your right to remain silent, show officers a copy of this card or read the statement out loud. You do not need to say the statement word-for-word but you must communicate that you are exercising your right to remain silent.

6. On the back of the card you will find a list of your rights. Read them often. Be prepared.

8. To protect yourself, MEMORIZE the information on the card.