

# Prepare Your Family for Immigration Enforcement

## Know Your Rights



**IMMIGRANT  
& REFUGEE**  
LAW CENTER



Catholic Charities  
Southwestern Ohio  
Serve | Engage | Empower



LEGAL AID SOCIETY OF  
SOUTHWEST OHIO, LLC  
AN AFFILIATE OF THE LEGAL AID SOCIETY OF GREATER CINCINNATI



# Table of Contents

<b>Develop an Emergency Response Plan</b> .....	<b>4</b>
Before an Immigration Raid, Develop a Plan to Protect Your Family	
<b>Know Your Rights</b> .....	<b>5</b>
What to Do if You Encounter the Police or Immigration	
<b>Information About Immigration Detention</b> .....	<b>8</b>
Rights in Immigration Court	
<b>Register Your U.S. Born Children in Your Home Country</b> .....	<b>11</b>
<b>Appendix A</b> .....	<b>12</b>
Non-Profit Immigration Legal Services Providers	
<b>Appendix B</b> .....	<b>14</b>
Important Forms & Personal Information	
• Important Telephone Numbers & Information.....	15
• Important Family Records .....	16
• Family Medical Information & Identification .....	17
• Contacts for Legal Problems, Identity Theft, & Fraud .....	19
• Emergency Care for Pets.....	20
<b>Appendix C</b> .....	<b>21</b>
Important Numbers	
• ICE Online Detainee Locator System .....	21
• Government Offices.....	21
• Detention Facilities.....	22
• List of Consulates/Embassies .....	23

*Some information and forms used in this publication are courtesy of the Michigan Immigrant Rights Center, Advocates for Basic Legal Equality, and the American Immigration Lawyers Association.*

# Develop an Emergency Response Plan

*Before an Immigration Raid, Develop a Plan to Protect Your Family*

## 1. Have a plan to protect your family.

- Start working on your plan right away so it will be ready in case of an emergency.
- As you plan, be sure to talk with the people who will help you carry out your plan so they understand and agree.
- Discuss with your family the different possible scenarios if you were to be deported, including if children would join you in your home country or stay in the U.S. with family or friends.
- Prepare a “Limited Power of Attorney” form to ensure the proper care of your children with a relative or family friend in case you are detained.
  - This is very important, and in an emergency, would allow for a close friend or family member to care for your children rather than them being placed into the foster care system.
- Obtain a valid passport for your children.
  - If your child is a citizen of the United States, obtain a passport for them as soon as possible. They will need this to travel outside of the country.
  - If your child is not a citizen of the United States, obtain a passport from their birth country. You can get this from your country’s consulate.
- Register your child as a citizen of your home country at that country’s consulate so you do not have problems in that country once you arrive.
  - For example, in some countries, children that are not registered cannot attend school.

## 2. Keep all of your important documents where they are easy to find.

Make copies of your documents for a family member or close friend to keep in case of an emergency.

- Passport
- Birth Certificates
- Marriage Certificates & Divorce Decrees
- Property Titles
- All immigration documents, including “A” numbers

## 3. Memorize important phone numbers of a trusted family member or friend.

- You may not have access to your phone, so it is important to memorize the phone number of your emergency contact.
- Also, memorize your “A number” (your individual immigration case number) if you have one.

## 4. Carry an identification and proof of residence in the U.S. for the last two years with you at all times.

- Preferably, carry a local identification, such as the MARCC ID, instead of one from your country. For more information about the MARCC ID in Cincinnati, contact Catholic Charities Southwestern Ohio.
- If you do not have proof of being in the United States for two years, it is possible that when arrested you will be directly processed for deportation and not given the opportunity to speak with an Immigration Judge.

## 5. Speak with a reputable immigration lawyer to assess your individual immigration situation.

- Make sure your trusted family member or close friend has the lawyer’s number in case you are detained so that they can contact the attorney on your behalf.

## 6. Know your rights.

- They are laid out for you on the next page.

## 7. Have an emergency plan at your place of work.

- If immigration officials come to your workplace, do not run!
- Ask your coworkers if they are willing to stay silent; ask to speak with a lawyer.
- If your workplace has a union, speak with the union representative to better learn how to prepare in case of a raid.

### NOTICE

*The information about the law contained in this packet is specific to Ohio as of January 2025. It is not intended as legal advice.*

*Beware that “notarios” cannot practice law.  
If you need legal advice, consult a reputable attorney.*

# Know Your Rights

## *What to Do if You Encounter the Police or Immigration*

### Special Considerations for Non-Citizens:

- You need to prepare yourself in case you are arrested. Make plans with your family. Memorize the phone numbers of a family member or trusted friend who can contact a lawyer on your behalf.
- Do not discuss your immigration status with anyone but your lawyer.
- Ask your lawyer about the effect of a criminal conviction or plea on your immigration status. If you are in jail, an immigration official may visit you. Do not answer questions or sign anything before talking to a lawyer.
- Read all papers carefully. Tell the officer or agent if you need an interpreter.

### Your Rights:

- Regardless of your immigration or citizenship status, you have constitutional rights.
- You have the right to remain silent. If you wish to exercise this right, say so out loud and then remain silent. **Remember that anything you say can be used against you.**
- **In Ohio there is one exception to your right to remain silent.** If the police reasonably suspect that you have committed a crime, or are about to commit a crime, **you must disclose your name, address, and date of birth.** After you give the police officer this information you do not have to answer any other questions.
- You have the right to refuse to consent to a search of yourself, your car, or your home.
- You have the right to be treated respectfully by the police.
- If you are not under arrest, you have the right to calmly leave.
- If you are arrested under a criminal charge, you have the right to a lawyer. Ask for one immediately.

### Your Responsibilities:

- Stay calm and be polite.
- In Ohio, you must provide law enforcement with your name, address, and date of birth.
- Do not interfere with or obstruct police activities. Comply with all physical requests by the officer.
- Do not physically resist an officer, even if you believe you are being treated unfairly.
- Do not lie or show false documents. Do not use false names.
- Do remember the details of the encounter and write them down as soon as possible.

### If You Are Stopped While Driving:

- Stop the vehicle in a safe place as quickly as possible. Place your hands on the wheel and do not make any movements until the officer arrives at your window.
- Do not get out of the car, try to flee, or make any sudden movements.
- Upon request, show the police your driver's license, registration, and proof of insurance. Do not show false documents.
- If an officer or immigration agent asks to look inside your car, you can refuse to consent to the search. To preserve certain rights, you must indicate clearly that you are not authorizing a search.
- The police can "feel" your clothing if they suspect that you have a hidden weapon. You should not resist physically, but you must indicate clearly that you are not giving them permission to do a full search.
- Both drivers and passengers have the right to remain silent. If you are a passenger, you can ask if you are free to leave. If the officer says yes, sit silently or calmly leave. Even if the officer says no, you have the right to remain silent.
- Do not resist arrest, even though you believe you are innocent.
- If you receive a ticket, sign it; if you do not, you can be arrested. You can always take the case to the courts afterwards.

# Know Your Rights

## What to do if you Encounter the Police or Immigration

### If You Are Questioned About Your Immigration Status:

- Remember that you have the right to remain silent. You do not have to discuss your immigration or citizenship status with the police, immigration agents, or any other officials. You do not have to answer questions about **where you were born, whether you are a U.S. citizen, or how you entered the country.**
- Federal law requires non-citizens to carry their valid immigration documents at all times. If an immigration agent (Border Patrol or Immigration and Customs Enforcement (“ICE”)) requests to see your immigration papers, you must show them to the agent. It is a violation of federal law not to present them if you have valid immigration papers. Examples of documents to show you are lawfully present may include a Lawful Permanent Resident Card (“green card”), Employment Authorization Document, I-797 Receipt Notice for certain applications or petitions, I-94 Arrival/Departure Record, or Immigration Court documents that show a stay of removal.
- **Do not lie about your citizenship status or provide fake documents.**
- Write down everything you remember, including officers’ badge and patrol car numbers, what agency the officers are from, and any other details.

### If the Police or Immigration Officials Come to Your House:

If police officers or immigration officials come to your home, **DO NOT OPEN THE DOOR.** You have the right to deny them entrance unless they have a warrant signed by a judge. Ask the officer or agent to slip the warrant under the door or hold it up to the window so you can inspect it.

- A warrant of removal/deportation (“ICE warrant”) does **NOT** allow officers to enter a home without consent. Opening the door can sometime be deemed consent, so do not open the door.
- A search warrant gives police the right to enter the address listed on the warrant, even without permission, but officers can only search the areas and for the items listed. A search warrant must be signed by a judge. Ask for a receipt of anything the officer takes out of your home.

- A criminal arrest warrant allows police to enter the home of the person named in the warrant if they believe the person is inside. A criminal arrest warrant must be signed by a judge. The name and address must be correct to be valid.

Even if officers have a warrant, you have the right to remain silent. If you choose to speak to the officers, step outside and close the door. However, in some emergency situations, the police officers can enter your home and search it without a search warrant (for example, when a person yells for help from inside the house or when the police are chasing someone).

Make sure everyone in your household (including children) know not to open the door.

### If the Police or Immigration Officials Come to Your Workplace:

- **DON’T RUN.** Stay calm and don’t run. Running may be seen as an admission of guilt.
- **DON’T CARRY FALSE DOCUMENTS.** Providing false documents to ICE may result in deportation and criminal charges.
- **DON’T INTERFERE WITH ICE AGENTS.** Interfering with ICE agents during a workplace raid may expose you to criminal charges.
- **DON’T SIGN ANYTHING YOU DON’T WANT TO SIGN OR DON’T UNDERSTAND.** Think twice before signing anything without talking to a lawyer. Signing a paper may end up being an agreement to voluntarily leave the United States. Consulting with a lawyer before signing anything is the best way to protect your rights.
- **THE RIGHT TO REMAIN SILENT.** You have the constitutional right to remain silent and to refuse to answer questions. If you want to exercise your right to remain silent, show ICE your Know Your Rights card.
- **IF POSSIBLE, TAKE PICTURES OR VIDEO.** If it is safe for you to do so, take pictures or videos of the raid. This documentation can help determine whether any of your rights were violated during the raid.
- **TRY TO REMEMBER DETAILS.** Try to remember as many details as possible about the raids—who was there (ICE agents? Local police? Sheriff’s deputies?), how many officers were present, did they use any weapons, what were people told, was there any use of force, what language the officers spoke, etc. Again, such information can help determine whether any of your rights were violated during the raid. Try to write down these details as soon as possible after the raid.

## REMEMBER

*You have the right to remain silent.*

*Do not say anything about your immigration status or where you were born.*

*If you have valid immigration documents, show them.*

### If You Are Arrested:

- Tell the police or ICE if you are the caretaker of a minor child or incapacitated adult.
- Ask to speak with your attorney or to make a phone call.
- Contact your trusted friend or family member who knows the number of your lawyer and your emergency plan. Memorize the number of your emergency contact.
- Contact your consulate. You have the right to tell the agent to inform the consulate of your arrest. The consulate can help you find an attorney if you do not have one and may offer to contact your family.

Do not sign anything you do not understand before consulting with a lawyer!

### Other pointers:

Be especially careful when traveling near the international border of Canada or Mexico. There are additional checkpoints in the interior of the U.S., and in some places, it is easy to end up on a bridge or road where you cannot turn around.

### Legal Representation:

- Avoid “notarios.” They are not attorneys and are not permitted to prepare immigration filings or provide legal advice.
- Many people hear what they want to hear – so be smart! If someone tells you something that is too good to be true, it’s probably false.
- Don’t believe it if someone tells you about a secret law or claims to have connections with any government agency.
- Don’t let anyone “find” you a sponsor to get you a “green card” — it’s illegal.
- If you are unsure if someone is qualified to help, ask for proof of their credentials and retain a copy of that evidence.
- Use the American Immigration Lawyer Association’s Immigration Lawyer Search, [www.aialawyer.org](http://www.aialawyer.org), to find a qualified immigration attorney or ask nonprofit legal service providers for referrals. You can find a Department of Justice accredited representative (non-lawyers authorized to practice immigration law) at [www.justice.gov/eoir/recognition-accreditation-roster-reports](http://www.justice.gov/eoir/recognition-accreditation-roster-reports).
- Keep all your payment receipts and your representation agreement.
- Always get proof of filing — a copy of the government filing receipt — when anything is submitted in your case.
- Never sign an application that contains false information.

# Information About Immigration Detention

## Rights in Immigration Court

### How long can the local government detain a person with a detention request from ICE?

According to federal regulations, a person detained pursuant to an immigration detainer cannot be held for more than 48 hours, excluding Saturdays, Sundays, and holidays. The 48-hour period begins after the local or state police would have released that person from their custody for any underlying offense. The detainer may be challenged if not supported by probable cause.

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

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

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

If the jail does not have independent authority to detain a person based on criminal charges, it is illegal for them to continue to detain that person after the immigration detainer has expired.

Contact an attorney if this has occurred.

#### BONDS

*The 48 hours begins once the individual pays the bond for an underlying criminal charge, or otherwise is released from state custody. It is possible that ICE can still pick up that individual after they have paid the local/state bond, and that the time in immigration custody will not count towards a sentence. If possible, consult with an attorney as soon as possible after being detained to assess whether it is a good strategy to pay the local bond. Don't take advice from clerks or jail staff about this matter.*

### While in the immigration detention center, you have a right to:

- Be treated with respect
- A detainee handbook and access to legal materials
- Access to an attorney at your own expense
- Access to a telephone
- Visitation
- Contact your consulate
- Not sign declarations or documents that you do not understand
- Send and receive mail
- Recreation
- Religious practices
- Funds and personal property
- Medical care

### If You Are Placed in Removal (Deportation) Proceedings

- Remember that you have the right to remain silent. What you say can be used against you later. You do not have to answer questions about your country of birth, your nationality, nor the manner in which you entered the United States.
- You have the right to hire a lawyer, but the government will not provide one for you in Immigration Court. If you do not have a lawyer, ask for a list of free or low-cost lawyers.
- You have the right to contact your home country's consulate or embassy. Ask the agent to do so for you.
- Do NOT sign anything you do not understand without talking to a lawyer first. Tell the agent if you need an interpreter or if you need a document translated.
- Remember your alien number ("A number") and give it to your family. It will help family members locate you.
- Keep all documents that are issued to you in a safe place.
- Ask for a bond so that your family can help you be released.
- **If you are afraid to return to your home country, tell the officer and your attorney.**



## Rights in Immigration Court

If you are placed in removal proceedings, and you were not previously ordered removed, you have the right to present your case to an immigration judge. You can waive your right to a hearing if you sign papers agreeing to be removed without a hearing. You also have the right to:

- An attorney to represent you at your hearing, but the government is not responsible for providing one for you.
- Ask for a bond.
- Have an interpreter at your hearings if you do not speak English.
- If the judge denies your case, you have the right to ask for the denial to be reviewed.
- Remain in the U.S. while your case is pending.

## Other important things to know about Immigration Court

- Beware of *notarios* and other non-lawyers offering immigration services. They cannot represent you in court and may give you bad advice that will hurt your case.
- You must attend all of your court hearings. If you don't go to your hearing, you will be ordered deported and it will be difficult to convince a judge to hear your case.
- You can ask the judge for more time to find a lawyer or to prepare your case.
- If you ask a judge for more time on your case, it may delay when you can get a work permit.
- You must change your address with the court if you move. If you don't, you might miss important information about your case.
- You can find out the status of your case by calling the immigration court hotline, 1-800-898-7180 or checking online here:
  - <https://acis.eoir.justice.gov/en/> (English) or
  - <https://acis.eoir.justice.gov/es/> (Spanish).



# Registering Your U.S. Born Children in Your Home Country

Contact your country's consulate or embassy to ask about their requirements for registering your U.S. born children. In most cases, registering your U.S. born child in your home country will allow your child to obtain citizenship from that country; this means your children will be able to obtain a passport from your home country.

## Requirements to Register U.S. Born Children in Mexico

Both parents must present themselves at the nearest Mexican Consulate and bring the following:

- Original certified copy of minor child's long-form birth certificate. The birth certificate should contain the place, date and time of birth for the child, as well as the names and dates of birth of the parents. If there are errors on these documents, they will not be accepted. The original certified copies will not be returned.
- U.S. Passport or state ID of minor child.
- Original birth certificate of both parents. If one of the parents is not a Mexican citizen, they should present their birth certificate, with an apostille from their country of origin, and translated into Spanish, unless it is a U.S. birth certificate.
- Marriage certificate (if the parents are married).
- Official and unexpired ID for both parents (passport, matricula, voting card); if one is not of Mexican origin, then they should present their valid passport from their country of origin. The name should appear as it does on the birth certificate.
- Two witnesses with official, unexpired IDs (family members, friends, etc).

*NOTE: You must bring two double-sided copies of each document.*

### Important

*In the case of a single mother, the registration can only take place with her present and if the child is registered on the birth certificate with only her last names, and only if the father's name and information does not appear on the birth certificate.*

*If the registration is for an adult child over the age of 18, the registration can take place without the presence of the parents.*

# Non-Profit Immigration Legal Services Providers in Ohio

It is recommended that you speak with these organizations before you have problems with immigration authorities to assess your personal situation and to see if there are remedies in case you are detained.

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## **Advocates for Basic Legal Equality, Inc.**

(800) 837-0814

[immigration.ablelaw.org](http://immigration.ablelaw.org)

130 W. Second St., Ste 700  
Dayton, OH 45402

525 Jefferson Ave., Ste. 300  
Toledo, OH 43604

1105 Ralston Ave., Ste. A  
Defiance, OH 43512

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## **Asian Services In Action, Inc. (ASIA)**

(216) 881-0330

[asiaohio.org](http://asiaohio.org)

3631 Perkins Ave., Ste. 2A-W  
Cleveland, OH 44114

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## **Catholic Charities Diocese of Cleveland Migration & Refugee Services Immigration Legal Services**

(216) 939-3769

[ccdacle.org/program/immigration-legal-services](http://ccdacle.org/program/immigration-legal-services)

7800 Detroit Ave.  
Cleveland, OH 44102

225 Elm St.  
Youngstown, OH 44503

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## **Catholic Charities Southwestern Ohio Immigration Legal Services**

[ccswoh.org](http://ccswoh.org)

7162 Reading Rd., Ste. 700  
Cincinnati, OH 45237  
(513) 672-3746

448 E. High St.  
Springfield, OH 45505  
(937) 717-0007

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## **Centro San Jose El Trabajador Immigrant Worker Project**

(330) 454-2220

[iwphio.org](http://iwphio.org)

701 Walnut Ave. NE  
Canton, OH 44702

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## **Community Legal Aid**

(330) 983-2697

[communitylegalaid.org](http://communitylegalaid.org)

50 South Main St., Ste 800  
Akron, OH 44308

401 Market Ave. N., Ste 103  
Canton, OH 44702

160 E Market St., Ste 225  
Warren, OH 44481

25 E Boardman St., Ste 520  
Youngstown, OH 44503

115 East Washington St.  
Lisbon, OH 44432

120 West Washington St., Ste 2C  
Medina, OH 44256

345 N Market St., Ste 101  
Wooster, OH 44691

250 S Chestnut St.  
Ravenna, OH 44266

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## **Community Refugee and Immigration Services**

General: (614) 235-5747

Intake: (380) 529-2747

[crisohio.org](http://crisohio.org)

4645 Executive Dr.  
Columbus, OH 43220

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## **Cristo Rey Center (formerly known as St. Wendelin Parish En Camino)**

(419) 619-3625

716 Columbus Ave.  
Fostoria, OH 44830

*For more information about these organizations and their services, please visit their websites or [immigrationadvocates.org/nonprofit/legaldirectory](http://immigrationadvocates.org/nonprofit/legaldirectory) for the complete National Immigration Legal Services Directory.*

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**Immigrant & Refugee Law Center**

Serving the Greater Cincinnati area  
(513) 828-0577

To request a consultation, please fill out the form at: <https://www.irlawcenter.org/our-clients-consultation>

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**International Institute of Akron**

(330) 376-5106  
[iiakron.org](http://iiakron.org)

504 S Main St., Ste 1762  
Akron, OH 44311

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**International Welcome Center**

(234) 229-9267  
[theiwc.org/immigration-legal-services-client-resources/](http://theiwc.org/immigration-legal-services-client-resources/)

5671 Manchester Rd.  
New Franklin, OH 44319

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**Legal Aid Society of Cleveland**

(216) 687-1900  
[laslev.org](http://laslev.org)

1223 W. 6th St.  
Cleveland, OH 44113

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**Legal Aid Society of Southwest Ohio**

(513) 241-9400  
[lascinti.org](http://lascinti.org)

215 E. 9th St., Ste 500  
Cincinnati, OH 45202

10 Journal Square, Ste. 300  
Hamilton, OH 45011

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**Legal Aid of Southeast and Central Ohio**

[lasco.org](http://lasco.org)  
1108 City Park Ave, Suite 200  
Columbus, OH 43206  
(614) 221.7201

964 East State Street,  
Athens, Ohio 45701  
(740) 594-3558

73 East Water Street,  
Chillicothe, Ohio 45601  
(740) 773-0012

150 Oak Street,  
Marion, OH 43302  
(740) 383-2161

15 West Locust Street, Suite A,  
Newark, Ohio 43055  
(740) 345-0850

255 2nd Street NE, Suite D,  
New Philadelphia, Ohio 44663  
(330) 339-3998

800 Gallia Street, Suite 700,  
Portsmouth, Ohio 45662  
(740) 354-7563

500 Market Street, Suite 705,  
Steubenville, Ohio 43952  
(740) 283-4781

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**Logistic Assistance for Migrant People  
(formerly known as Project Hope / Proyecto Esperanza)**

(419) 445-0728  
[lamp@lampohio.org](mailto:lamp@lampohio.org)

300 Short Buehrer Rd.  
Archbold, OH 43502

1120 Horace St.  
Toledo, OH 43606

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**Vineyard Community Center**

Immigration Counseling Services  
6000 Cooper Rd.  
Westerville, OH 43081

Text (614) 259-8713  
[vineyardcommunitycenter.org](http://vineyardcommunitycenter.org)

# Power of Attorney

## Limited Power of Attorney for Childcare Instructions

The parent or legal guardian (Principal) should fill out a limited power of attorney to give a third party (Attorney-in-Fact) general power to make the majority of decisions and to do the majority of things that a parent would do for their child. You can find a copy of the Limited Power of Attorney in the back folder of this guide.

1. You should make copies of this form once it is signed. Use the copies whenever possible in order to protect the original.
2. The form should be signed by the parent or parents with legal custody or the legal guardian. Both parents should sign if the child is living with both parents.
3. The Limited Power of Attorney form(s) do not need to be filed in court.
4. A different Limited Power of Attorney form should be completed for each child in the family.
5. Due to travel problems of taking a child to another country, the parents may want to sign a Limited Power of Attorney making the other parent the Attorney-in-Fact, along with a Limited Power of Attorney making another trusted family member or friend an Attorney-in-Fact.
6. The parent or parents must sign the form in front of a notary public. If you did not sign the Limited Power of Attorney form prior to being arrested or detained, you can ask jail staff to help find a notary in the jail. Every bank has a notary public. You should not have to pay a high fee.
7. This form may not be honored or recognized by all persons, governmental organizations, or businesses.
8. If you sign the Limited Power of Attorney form in advance, you will have to re-sign it if you place an expiration date on it.
9. The Limited Power of Attorney form is only a short-term solution to a parent or parents being arrested and detained by the government. The Attorney-in-Fact will need to consult with an attorney regarding child custody if the child's parent or legal guardian is detained.
10. The Limited Power of Attorney form will not prevent someone else (like the other parent or family member or friend) from going to court to ask for custody of your child if you are arrested or detained. If you have concerns that someone else you do not approve of will seek custody of your child, you should consult with a lawyer.

## Financial Power of Attorney

We recommend you complete this only AFTER you have been detained but before you are to be deported. You can find a copy of the Financial Power of Attorney in the back folder of this guide.

This type of Power of Attorney authorizes another person (your agent) to make decisions concerning your property for you (the principal). Your agent will be able to make decisions and act with respect to your property (including your money) whether or not you are able to act for yourself. The meaning of authority over subjects listed on this form is explained in the Uniform Power of Attorney Act (Sections 1337.21 to 1337.64 of the Ohio Revised Code).

This Power of Attorney does not authorize the agent to make health-care decisions for you.

You should select someone you trust to serve as your agent. Unless you specify otherwise, generally the agent's authority will continue until you die or revoke the Power of Attorney or the agent resigns or is unable to act for you.

Your agent is entitled to reasonable compensation unless you state otherwise in the Special Instructions.

This form provides for designation of one agent. If you wish to name more than one agent, you may name a co-agent in the Special Instructions. Co-agents are not required to act together unless you include that requirement in the Special Instructions.

If your agent is unable or unwilling to act for you, your Power of Attorney will end unless you have named a successor agent. You may also name a second successor agent.

This Power of Attorney becomes effective immediately unless you state otherwise in the Special Instructions.

Childcare and Financial Powers of Attorney are separate handouts included in the back folder of this publication and must be notarized by a Public Notary to be valid.

# Important Telephone Numbers and Information

## IN CASE OF EMERGENCY, CALL 911

**Police:**

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**Fire:**

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**Consulate:**

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## FAMILY/IMPORTANT CONTACTS IN THE U.S.

**Name:**

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Phone:

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Cell:

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Work:

---

Relationship:

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**Name:**

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Phone:

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Cell:

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Work:

---

Relationship:

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## FAMILY/IMPORTANT CONTACTS IN MY HOME COUNTRY

**Name:**

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Phone:

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Cell:

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Work:

---

Relationship:

---

**Name:**

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Phone:

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Cell:

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Work:

---

Relationship:

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## INSURANCE INFORMATION

### Health Insurance

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Company:

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Phone:

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Policy #:

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### Car Insurance

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Company:

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Phone:

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Policy #:

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Car 1:

---

VIN #/Plate #:

---

Car 2:

---

VIN #/Plate #:

---

### Home Insurance

---

Company:

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Phone:

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Policy #:

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## MEDICAL INFORMATION

### Doctor:

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Phone:

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### Dentist:

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Phone:

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### Pediatrician:

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Phone:

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### Hospital:

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Phone:

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### Pharmacy:

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Phone:

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# Important Family Records

*Attach a copy of birth certificate, record of vaccination, and photos of each family member. Use this form in order to have all important information in the same place. Put originals of each document in a safe place (e.g. lock box).*

## WORK NUMBERS

### Employer #1

Name:

Phone:

Supervisor:

Date Started:

Union Rep:

Phone:

### Employer #2

Name:

Phone:

Supervisor:

Date Started:

Union Rep:

Phone:

## INFORMATION ABOUT YOUR VEHICLES

### Vehicle 1 Make/Model:

Plate #:

VIN/ID #:

Car Loan:

Insurance:

### Vehicle 2 Make/Model:

Plate #:

VIN/ID #:

Car Loan:

Insurance:

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

## SCHOOL/DAYCARE NUMBERS

### School #1

Name of School:

School ID Number:

Phone:

Name of Child:

Name of Teacher:

Name of Child:

Name of Teacher:

### School #2

Name of School:

School ID Number:

Phone:

Name of Child:

Name of Teacher:

Name of Child:

Name of Teacher:

## SOCIAL SECURITY #/ITIN

Name:

Number:

Name:

Number:

Name:

Number:

Name:

Number:

*Attach a copy of each social security card.*



# Family Medical Information & Identification

*Attach a copy of birth certificate, record of vaccination, and photos of each family member.*

## FAMILY MEMBER #1

Name:

Date of Birth:

Organ Donor: Yes No

Allergies:

Medications:

Medical Conditions & Medical History:

## FAMILY MEMBER #2

Name:

Date of Birth:

Organ Donor: Yes No

Allergies:

Medications:

Medical Conditions & Medical History:

## FAMILY MEMBER #3

Name:

Date of Birth:

Organ Donor: Yes No

Allergies:

Medications:

Medical Conditions & Medical History:

## FAMILY MEMBER #4

Name:

Date of Birth:

Organ Donor: Yes No

Allergies:

Medications:

Medical Conditions & Medical History:

### FAMILY MEMBER #5

Name:

Date of Birth:

Organ Donor: Yes No

Allergies:

Medications:

Medical Conditions & Medical History:

### FAMILY MEMBER #6

Name:

Date of Birth:

Organ Donor: Yes No

Allergies:

Medications:

Medical Conditions & Medical History:

### FAMILY MEMBER #7

Name:

Date of Birth:

Organ Donor: Yes No

Allergies:

Medications:

Medical Conditions & Medical History:

### PERSONS WHO CAN PICK UP MY CHILDREN FROM SCHOOL/DAY CARE

Name:

Name:

Date of Birth:

Date of Birth:

Home Phone:

Home Phone:

Cell Phone:

Cell Phone:

Relationship:

Relationship:

### PERSONS WHO CANNOT PICK UP MY CHILDREN FROM SCHOOL/DAY CARE

Name:

Name:

Name:

**Please inform personnel at your children's school that the persons listed in these sections have permission to pick up your children or do not have permission. \*\*\*If there is a restraining order, attach a copy of the order and file another copy with the school and/or daycare of your children.**

# Contacts for Legal Problems, Identity Theft & Fraud

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

## CREDIT CARD COMPANIES

### Card #1

Company:

Toll-Free Number:

Names on Card:

### Card #2

Company:

Toll-Free Number:

Names on Card:

### Card #3

Company:

Toll-Free Number:

Names on Card:

Report theft of credit cards IMMEDIATELY!

## CIVIL LEGAL ASSISTANCE

Legal Aid:

Immigration Attorney:

Other Attorney:

## CONTACTS FOR FINANCIAL AFFAIRS

### Checking Account #1

Bank:

Toll-Free Number:

Persons with Access:

### Checking Account #2

Bank:

Toll-Free Number:

Persons with Access:

### Savings Account #1

Bank:

Toll-Free Number:

Persons with Access:

### Savings Account #2

Bank:

Toll-Free Number:

Persons with Access:

## PUBLIC AGENCY CONTACTS

Domestic Violence Help:

Public Prosecutor:

Report Child Abuse:

# Emergency Care for Pets

## PET #1

Name:

Date of Birth:

Breed:

Description:

Registration Number:

Medications:

Medical Problems:

## PET #2

Name:

Date of Birth:

Breed:

Description:

Registration Number:

Medications:

Medical Problems:

## VETERINARIAN

Name:

Phone:

Address:

Emergency Phone:

## EMERGENCY HOUSING FOR PETS

Name:

Phone:

Address:

*Attach a photograph of each pet.*

# Important Numbers

## Government Offices

### Immigration and Customs Enforcement (ICE)

Cleveland  
925 Keynote Circle  
Brooklyn Heights, OH 44131  
(216) 749-9200

Columbus  
675 Brooksedge Boulevard  
Westerville, OH 43081  
(614) 948-4100

Cincinnati  
9875 Redhill Drive  
Blue Ash, OH 45242  
(513) 246-1471

### United States Citizenship and Immigration Services (USCIS):

USCIS National Customer Service Line: 1 (800) 375-5283

Cincinnati Field Office  
550 Main Street, Room 4001  
Cincinnati, OH 45202

Cleveland Field Office  
1240 East 9th Street, Room 501  
Cleveland, OH 44199

Columbus Field Office  
395 East Broad St., Ste. 100  
Columbus, OH 43215

### U.S. Customs and Border Protection (CBP):

Sandusky Bay Station  
709 SE Catawba Rd.  
Port Clinton, OH 43452  
(419) 732-4400

Erie Station  
7851 Traut Drive  
Fairview, PA 16415  
(814) 474-4700

### Executive Office for Immigration Review (EOIR):

Cleveland Immigration Court  
801 W. Superior Ave, Suite 13 - 100  
Cleveland, OH 44113  
(216) 802-1100

### Automated Case Information Hotline

Case status information for people in removal proceedings are available 24/7. The alien number (A#) is required to obtain information, but anyone can call. 1 (800) 898-7180

Information is also available online here:

<https://acis.eoir.justice.gov/en/>

# Detention Facilities

Online Detention Facility Locator:  
<https://www.ice.gov/detention-facilities>

## General Information

Detainees cannot receive incoming calls. If you need to get in touch with a detainee to leave an urgent message, you must call the number for the facility and leave the detainee's full name, alien registration number, and your name and telephone number where you can be reached. The detainee will be given your message.

**Visitation:** To ensure adequate time to process visitors through security, all visitors must arrive 45 minutes prior to the scheduled visit time. Visitors must present a valid verifiable U.S. government-issued identification card to enter the facility. Minors who are visiting the facility must be accompanied by an adult guardian (18 years or older). Minors must not be left unaccompanied in the waiting room, visiting room or any other area.

**Sending money:** Contact the detention facility for procedures on how to send money. If detainees receive funds in the mail, they will be taken to the processing area for the money to be placed into their account. The processing officer will provide a receipt for all funds received. Do not send cash in the mail.

## How to Post an Immigration Bond

These bonds are posted when a person has been placed into removal proceedings while in the United States. The person supplying the bond money must show proof of identity and be a U.S. Citizen, a Lawful Permanent Resident, a law firm, or a non-profit organization. This person (the obligor) is responsible for ensuring that the alien presents himself before an officer or agent of this agency whenever a request is made. For bond information, please call the bond information number for the detention facility and ask to speak to the Deportation Officer handling the case. You must have the last name of the detainee and alien registration number before calling.

Bonds are now posted online through ICE's CeBonds website. Bond posting hours are 9am-3pm in the time zone where the non-citizen is detained. Go to [www.ice.gov/bonds](http://www.ice.gov/bonds) and select "Click Here to Post a Bond," then you must register for a CeBonds account.

For more information on CeBonds and creating an account, go to [www.ice.gov/detain/detention-management/bonds](http://www.ice.gov/detain/detention-management/bonds).

## Information for Detained Immigrants in Ohio

### Ice Online Detainee Locator System:

<https://locator.ice.gov/odls/homePage.do>

Use this page to locate a detainee who is currently in ICE custody, or who was released from ICE custody for any reason within the last 60 days. You must enter the person's "alien number" (also called the "A number") and his/her country of birth. If you do not know the person's A number, you may also search using his/her first and last name, country of birth, and date of birth. Searching by name will only retrieve exact matches in the system, so you may have to try several variations of the person's name (using a hyphen, only listing one last name, etc.)

NOTE: Online Detainee Locator System cannot search for records of persons under the age of 18.

## Detention Facilities in Ohio

### Geauga County Safety Center

12450 Merritt Rd.; Chardon, OH 44024  
(440) 279-2009, Extension 3

**Parking:** Parking is located in the front of the building.

### Seneca County Jail

3040 South State Rte. 100; Tiffin, OH 44883  
(419) 448-5074, Extension 5

**Parking:** Parking is located in front of the building.

*Likely to reopen in 2025:*

### Butler County Correctional Complex

705 Hanover St.; Hamilton, OH 45011  
(513) 785-1191

**Parking:** Visitor parking is located in the front lot.

# Consulates/Embassies

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## Consulate of Colombia

500 N. Michigan Ave., # 1950  
Chicago, IL 60611  
(312) 923-1196  
cchicago@cancilleria.gov.co  
chicago.consulado.gov.co

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## Consulate of Ecuador

30 S. Michigan Ave., Suite 204  
Chicago, IL 60603  
(312) 338-1002  
cecuchicago@cancilleria.gob.ec  
chicago.consulado.gob.ec

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## Consulate of El Salvador

177 N. State St., 2nd Floor Mezz.  
Chicago, IL 60601  
(312) 332-1393  
ConsuladoChicago@rree.gob.sv  
consuladochicago.rree.gob.sv

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## Consulate of Guatemala

5559 N. Elston Ave., Ste. 100  
Chicago, IL 60630  
(312) 540-0781  
conschicago@minex.gob.gt  
conschicago.minex.gob.gt  
  
2105 S Hamilton Rd # 100,  
Columbus, OH 43232  
(614) 762-8119  
consohio@minex.gob.gt

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## Consulate of Haiti

11 E. Adams St. Suite 1500  
Chicago, IL 60603  
(872) 710-4141  
<https://haitianconsulatechicago.com/>

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## Consulate of Honduras

4439 W. Fullerton Ave. Chicago, IL 60639  
(773) 342-8281  
hondurasemb.org

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## Consulate of Mauritania

2129 Leroy Pl. NW  
Washington DC, 20008  
(202) 232-5700  
<https://mauritaniaembassyus.org/>

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## Consulate of Mexico

645 Griswold Ave., Ste. 830  
Detroit, MI 48226  
(313) 964-4515  
detroit@sre.gob.mx  
consulmex.sre.gob.mx/detroit

331 S. East St. Indianapolis, IN 46204  
(317) 761-7600  
indianapolis@sre.gob.mx  
consulmex.sre.gob.mx/ indianapolis

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## Consulate of Nicaragua

1628 John F Kennedy Blvd, #2200  
Philadelphia, PA 19103  
(305) 265-1415

820 Second Ave., Ste. 802  
New York, NY 10017  
(212) 986-6562

1627 K Street NW, Ste. 402  
Washington DC 20006  
(202) 939-6570

<https://consuladonicaragua.us/>

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## Consulate of Senegal

170 E. 116th St. #2  
New York, NY 10029  
(646) 918-6436  
<https://consulsen-newyork.org/>

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## Consulate of Venezuela

20 N. Wacker Dr. Suite 1925  
Chicago, IL 60606  
(312) 324-0907  
ven.chicago@gmail.com  
embavenez-us.org/\_chicago/



Catholic Charities  
Southwestern Ohio

Serve | Engage | Empower

**Catholic Charities Southwestern Ohio**

Immigration Legal Services  
ccswoh.org

7162 Reading Rd., Ste. 700  
Cincinnati, OH 45237  
(513) 672-3746

448 E. High St.  
Springfield, OH 45505  
(937) 717-0007

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**IMMIGRANT  
& REFUGEE**  
LAW CENTER

**Immigrant & Refugee Law Center**

(513) 828-0577  
irlawcenter.org

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LEGAL AID SOCIETY OF  
SOUTHWEST OHIO, LLC

AN AFFILIATE OF THE LEGAL AID SOCIETY OF GREATER CINCINNATI

**Legal Aid Society of Southwest Ohio**

(513) 241-9400  
lascinti.org

215 E. 9th St., Ste 500  
Cincinnati, OH 45202

10 Journal Square, Ste. 300  
Hamilton, OH 45011