A Guide for Parents in Illinois who are Undocumented

Planning for your Children in Case of Detention or Deportation

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This Guide can be found online at: https://luc.edu/law/immigrationguide
Spanish version: https://luc.edu/law/guiadeinmigracion

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It is possible the information may change over time.

Purpose of the Guide

Families who are undocumented may be afraid of being detained or deported and may have questions about what could happen to their children. It is normal to be worried and feel overwhelmed, but there are things you can do to try to help ensure your children are kept safe.

All people living in the United States have certain rights. Even people in immigration detention and deportation proceedings have rights. Not all immigration arrests lead to deportation. You may have a reason for being in the U.S. that will allow you to stay. It is a good idea to speak with someone with expertise about ways to obtain legal immigration status. This is best done before you are arrested. You can find more information about how to find someone who knows the law on pages 6 -8 of this Guide. Information about your rights is available in many languages including in the following Know Your Rights materials:

- https://www.aclu.org/know-your-rights/immigrants-rights
- These links provide fact sheets and printable cards to help you assert your rights if you come into contact with immigration agents:
    - https://www.icirr.org/fsn
    - https://www.ilrc.org/know-your-rights-and-what-immigrant-families-should-do-now

This Guide tells you about different arrangements you can make for the care of your children in case you are detained or deported. It also describes what you need to do to make the arrangements. These arrangements, called **child care safety plans**, can be made before or after you are detained or deported. It is better to make them before because it can be more difficult to make arrangements after you have been detained or deported.

Why a child care safety plan? A safety plan helps to make sure that if you are detained:

- You, your children, and your chosen caregiver will know what to do and who to call;
- Your children will know what to expect; and
- Your children will most likely be able to stay with a person you trust.

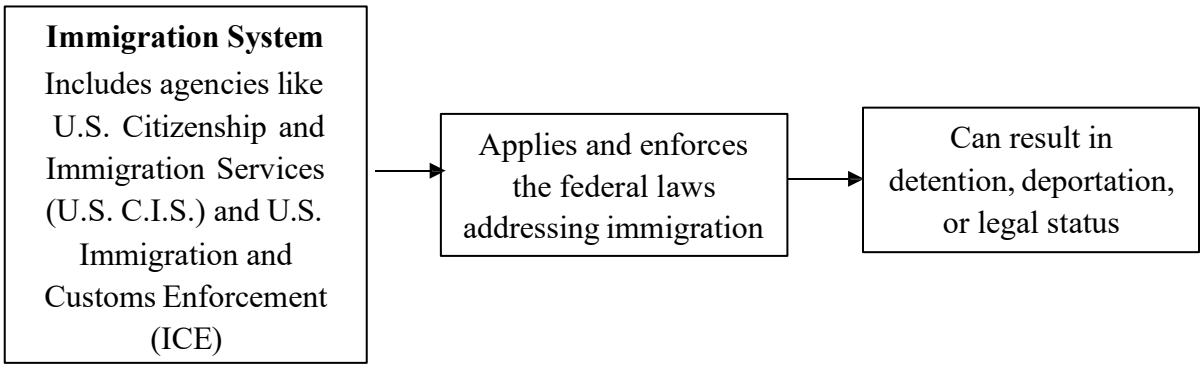
This Guide is intended to help you understand your options. It is not legal advice. Reading through this Guide may feel overwhelming. Take your time reading it. You may want to read it more than once. You may want to ask someone to read it with you.

Some of the options described may require you go to a government office. You will need to decide if you feel safe going to any of the government offices discussed in the Guide.

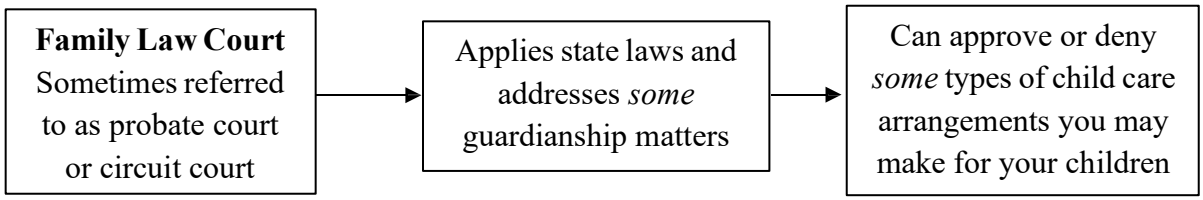
Three Different Systems

This Guide describes three different systems you might encounter: the immigration system, family law court, and the child welfare system

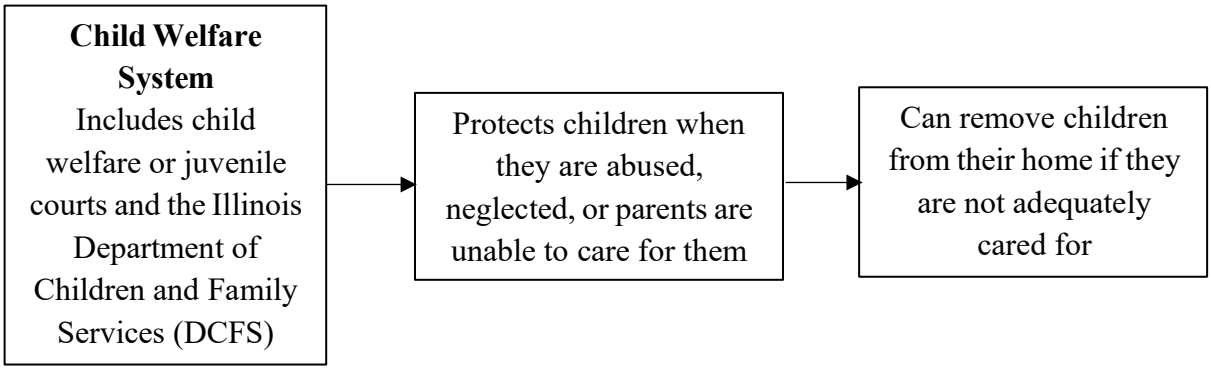
Immigration System



Family Law Court System



Child Welfare System



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This Guide identifies a number of important documents you will need in order to make plans for your children if you are detained or deported. Make a folder to keep all this important information together, keep it in a safe place, and tell a trusted friend or relative where it is so they can find it if you are detained or deported. If possible, also make electronic copies of all the documents.

SECTION I:
CHILD CARE
SAFETY PLANNING

A) Finding an attorney

Deciding what kind of attorney you need

There are different kinds of attorneys with different areas of expertise. If you decide to meet with an attorney, make sure the attorney knows about the information you need and is familiar with the systems you have questions about.

Immigration Attorneys and Accredited Representatives
Not all immigration arrests lead to deportation. If you are concerned about your immigration status, you should speak to an immigration attorney or an immigration accredited representative as soon as possible. Don't wait until you are arrested to find out if you have a path to legal status or a defense to being deported.

An **immigration attorney** is a licensed attorney who specializes in immigration cases. An **immigration accredited representative** is not an attorney, but is someone who has been accredited by the U.S. Department of Justice, and may be allowed to represent immigrants in immigration court.

Immigration attorneys and immigration accredited representatives can answer your questions and may be able to help you in immigration court. They can help you determine the following:

- Whether you may be eligible to get a green card, visa, or work permit;
- How a criminal arrest or conviction will impact you or if there is a way to remove an arrest or conviction from your record;
- How to ask for a hearing in front of a judge if you are detained or put into deportation proceedings.

IMPORTANT:
"Notarios" may try to pass themselves off as immigration attorneys or accredited representatives. When you speak with an immigration attorney or accredited representative, ask to see their law license or ask them if they are an accredited representative. If they say they are an accredited representative, check the website for the Executive Office for Immigration Review (EOIR) to make sure they are listed: https://www.justice.gov/eoir/recognition-accreditation-roster-reports. If you do not see a law license or the representative's name on the list, do not use their services.

Immigrants who are undocumented are not automatically appointed an attorney if they are being detained or deported, but the immigration judge should provide you with a list of free legal service providers. If you want an attorney, you must find a free attorney or hire one.

Some non-profit organizations that help immigrants and refugees provide free or low-cost services including legal services. A list of these non-profit organizations can be found here: https://bit.ly/ICIRRNonprofit

If you want to hire an immigration attorney, you might have to pay money before they will do any work. This money is called a retainer. Private immigration attorneys who will charge a fee can be found here:

- ***Illinois Coalition for Immigrant & Refugee Rights***: https://bit.ly/ICIRRChi
- ***Immigration Law Help***: https://www.immigrationlawhelp.org

The above links list organizations and attorneys that may be able to help you, but the authors of this Guide are not specifically recommending any of the attorneys or organizations on the lists.

Family Law Attorneys

Immigration attorneys and immigration accredited representatives will only be able to help you on immigration issues. A **family law attorney** can help you make child care safety plans in case you are detained or deported. They can also try to make sure the plans you have developed are followed if you are detained or deported. It is best to talk to a family law attorney and have these plans in writing before you are detained or deported. Similar to an immigration attorney, family law attorneys may cost money. You do not have to have an attorney to make child care safety plans, but it can be helpful. Below is a list of legal service organizations that can provide advice on family law issues and referrals to family law attorneys.

- ***Administer Justice***: http://administerjustice.org/
  - Serves: Kane County and DuPage County
- ***Beyond Legal Aid:*** http://www.beyondlegalaid.org/
  - Serves: Chicago and Lake County
- ***Chicago Volunteer Legal Services***: https://www.cvls.org/
  - Serves: Chicago Area
- ***Legal Aid Chicago***: https://legalaidchicago.org/
  - Serves: Cook County
- ***Land of Lincoln Legal Aid:*** https://lincolnlegal.org/
  - Serves: Central and Southern Illinois
- ***Legal Aid Society***: https://www.metrofamily.org/legal-aid/
  - Serves: Cook County

- ***Prairie State Legal Services***: https://pslegal.org
  - Serves: Bloomington, Galesburg, Joliet, Kankakee, Moline, Ottawa, Peoria, Rockford, Waukegan, West Suburban (West Chicago), and Woodstock

While some of these organizations only take cases in specific areas of Illinois, they might be able to give you some advice or refer you to another attorney who can take your case.

REMINDER: Include in your folder information on how to contact any attorney you hire. *Appendix A* at the end of this Guide provides a form you can use to list people who have been helpful to you, how to contact them, and other important information.

Contacting Your Consulate

Another resource to get information is your home country's consulate. Not all consulates provide the same resources, so you should call your consulate and ask what assistance they provide to people who are undocumented. This may include helping you find an attorney, providing you with an attorney, or answering questions you may have about returning to your home country. (The Mexican Consulate in particular is known to provide a number of resources.) The contact information for the Mexican, Guatemalan, Honduran, and Salvadoran consulates in Chicago, as well as a list of contact information for all Consulates in Illinois can be found in Appendix B.

IMPORTANT:

If you are afraid of returning to your home country and think you might want to apply for asylum in the United States, speak with an immigration attorney **before** contacting your home country's consulate. They can tell you if it is safe to speak with the consulate office.

B) Applying for passports for your children

If you are undocumented and your children are U.S. citizens, you may want to apply for U.S. passports for them. It will be extremely difficult for them to leave the U.S. to join you or visit you if you are deported and they do not have passports.

Apply for passports for your children before you are detained because it can be hard for anyone other than a parent to get a child's passport. It can take 4–6 weeks to get a U.S. passport or 2 -3 weeks for an expedited passport (with an additional fee) so it is best to start the process as soon as possible. You should also allow for up to 2 weeks for the passport office to receive your application and 2 weeks for it be returned to you. A parent must apply for a child's passport if the child is not married, not emancipated, and under the age of 16. A passport authorizing officer may require proof of parental awareness for children 16 and 17 years old.

REMINDER: Keep your children's passports in your folder with your other important documents. Make a copy of the passports and take the copies with you if you are detained or deported.

How to apply for a U.S. passport for a child under 16

Detailed information on how to apply for a passport is at the following website: https://travel.state.gov/content/passports/en/passports/under-16.html

You will first need to fill out a U.S. Passport Application, which can be found in ***Appendix C (Form DS-11)*** or at https://travel.state.gov/content/travel/en/passports.html. You need to bring the application and a number of other documents to a government office to apply for the passport. The website above has details about what documents you need to bring to apply for the passport and where you need to go to submit them.

Please note that this Guide was updated May 2025, so the forms mentioned in this section and provided in the Appendix are current as of May 2025 only. Before using them, check the website listed above to make sure they are still up-to-date.

To get a passport for a child, a parent must:

- ✓ Have proof they are the child's parent, such as a birth certificate or court order;
- ✓ Show a government-issued photo ID;
- ✓ File the application in person;
- ✓ Bring your child with you when you file an application;
- ✓ Show proof that the child is a U.S. citizen by showing a U.S. birth certificate, expired U.S. passport, or Certificate of Citizenship;
- ✓ Comply with the Two-Parent Consent Law.

United States Two-Parent Consent Law

The two-parent consent law requires that both parents agree to a child having a passport if:

- The child is under 16 years old, and
- Both parents' names are on the child's birth certificate or a court has determined both parents have legal custody of the child.

A parent can show they agree to the child having a passport by:

- Going with the other parent and child to apply for the passport, or
- Signing a piece of paper giving permission and getting the paper notarized. A form for parental consent is in ***Appendix D*** **(Form DS-3053)** or at https://eforms.state.gov/Forms/ds3053.pdf.

Passports for children 16 – 17 years old

A child who is between 16 – 17 is exempt from the Two Parent Consent Law. The applicant must apply in person using the form in ***Appendix C (Form DS-11)*** and show that one parent is aware that the child is applying. Detailed information can be found at: https://travel.state.gov/content/travel/en/passports/need-passport/16-17.html

A notarized form means an individual appointed by the Illinois Secretary of State, called a notary public, certifies that no one forced the parent to sign the document giving parental consent. You can find a notary public by going to any bank, post office, or currency exchange. A notary public usually charges a small fee. If you have an attorney, your attorney can help you find a notary public.

IMPORTANT:

Page 6 of this Guide warned you to avoid "notarios," who are people that pretend to help answer your legal questions without being qualified to do so. Notary publics *are not* "notarios," so you should feel comfortable asking a notary public to certify your document.

You should not have to go to court to get sole custody of your child in order to get a passport for your child. The only time you need to get sole custody in order to get a passport is if you can contact the other parent but that parent refuses to sign the Parental Consent form in ***Appendix D***. The form in Appendix D should also be used if one or both parents cannot appear in person with their minor child to apply for their child's U.S. passport, both parents want to authorize a third party to apply for a child's passport on their behalf, or to show parental awareness if the child is 16 or 17 years old.

If your children's other parent cannot be located or is unavailable to give their consent, you must submit Form DS-5525: Statement of Exigent/Special Family Circumstances, found in ***Appendix E.*** The statement must explain in detail why the other parent is unavailable and the recent efforts made to contact the parent. The U.S. government often approves these forms, but to be approved, you must explain in detail on the form the efforts you've made to contact the other parent. If your form is denied, speak to an immigration attorney.

If your children are U.S. citizens, they might be able to become **dual-citizens** of both the United States and of your home country. This would be allowed because you are a citizen of your home country. Not all home countries allow dual-citizenship, so call your consulate to see if your home country does. If your children are dual-citizens and have passports from both countries, it should be easier for them to travel back and forth between your home country and the U.S. But they must still have your permission, in writing, to travel. Having dual-citizenship should also make it easier to enroll your children in school and for them to receive health care and other services and benefits if they return to your home country.

Applying for a passport for your children from your home country

If your children are not U.S. citizens or your home country allows dual citizenship, consult your country's local consulate to see what is required to apply for a passport from your home country for your children. The contact information for the Mexican, Guatemalan, Honduran, and Salvadoran consulates as well as all consulates in Illinois is included in ***Appendix B.***

Your home country may charge fees for applying for the passport. The time it takes to get the passport also varies by country. Because it could take a long time, it is a good idea to do this as part of your child safety planning rather than after you have been detained or deported.

Registering your U.S. children's birth with your consulate

If your children are U.S. citizens, contact your home country's consulate and ask about the process for registering your children. In fact, many governments can only help your children if you have registered your U.S. citizen children's birth with them. Registering your children in your home country can allow them to start school sooner in your home country and allow them to get passports from your home country.

Registering your children with your home country will not affect their U.S. citizenship in any way. It is good to do this while you are also making safety plans for your children.

C) Arranging for the care of your children

Safety plans identify who you want to care for your children if you are detained or deported. This can help ensure your children are cared for by someone you trust. There are different types of safety plans—some are more permanent than others. Safety plans through guardianship arrangements are described on pages 14 -18; informal caregiver arrangements are described on pages 18 – 19. Each type of safety plan arrangement has benefits, but also possible disadvantages. One type of safety plan might be better for your family than another. Some safety plans do not require that anyone go to court. It is easiest if you make safety plans for your children before you are detained or deported, but they can be made afterward. The following sections describe different safety plan arrangements.

Deciding who should take care of your children

Choosing a person to care for your children is one of the most difficult decisions you can make. This is especially true when you are concerned about being separated from your children because you might be detained or deported. Think about the following when making a decision:

- The person taking care of your children will be making decisions for your children. Choose a person whom you trust.
- Make sure the person agrees to care for your children and understands the commitment they are making. If you have more than one child, make sure the person you choose is able to care for all of your children. You may need to consider more than one person to take care of different children. This will require making separate arrangements with each person.
- Try to find someone to take care of your children who you are comfortable with ***and who is a legal citizen or resident of the United States***. If you choose a person to care for your children who is undocumented and that person is detained or

deported, your children may be placed in a new setting by the court. It likely will not be a place you or they are familiar with. Also, if the person you name is undocumented and they have to go to court related to the safety plan, there is some risk they could come to the attention of immigration officers. If you choose someone who is undocumented, consider naming a second person to take care of your children in case your first choice is unable to care for them.

What the person caring for your children should know

- ✓ Tell the person you choose what is important to you when they take care of your children. Make sure they agree to follow your preferences whenever possible.
- ✓ Share important information about your children with the person you choose. This can include your and your children's medical histories and any other information you consider important. You might want to include information like their favorite foods or their bedtime routines. ***Appendix A*** **lists the type of information that might be helpful and provides a form you can use to write down this important information.**
- ✓ Make copies of all important medical, financial, and legal documents. Create electronic copies if possible. Let your chosen caregiver or another trusted individual know where they are.

REMINDER: Fill out the form in *Appendix A* and put it with the other important documents in your folder.

After you have chosen a person you want to take care of your children if you are detained or deported, make sure to do the following:

- ✓ Memorize the chosen person's phone number and have your children memorize it too. Also write the phone number down on a piece of paper for you and for your children to keep with them in case they forget it.
- ✓ Add the chosen person's name and contact information to the emergency contact information for any programs your children are involved in, including your children's schools, daycares, afterschool programs, and summer camps. They should be listed as people who have permission to pick up your children. Also, write down the phone number for you and your children to keep in case it is forgotten.
- ✓ Include the chosen person's name on any medical authorization forms for your children.

Types of safety plan arrangements

Guardianship arrangements:

When deciding to make a safety plan for your children, you can choose a **guardianship** arrangement. For some, but not all, types of guardianship, a court must approve the parent's choice of guardian. Guardianship arrangements can be for a short period of time or for a long time. Under any guardianship arrangement, the following happens:

- Guardianship gives someone other than a parent the responsibility to take care of the parent's children and make decisions for the children.
- The guardian has the legal authority to care for and make decisions about the children.
- The guardian has the right to apply for and receive public benefits for the children if the children are eligible.
- A parent will no longer have a legal right to make decisions about their children's care, though the guardian may ask for their opinion.
- The rules about guardians traveling with children differ among countries. If you want your guardian to be able to travel with your children, speak with an attorney and/or your home country's consulate to find out what you need to do.

When deciding whether a guardianship arrangement is appropriate for your family, make sure to talk with your children's other parent, if possible.

- A legal guardianship agreement requires that no parent is willing and able to care for the child. Therefore, a court may not allow your guardianship arrangement if the other parent does not agree to appointing someone else to care for their children.
- A guardianship cannot be used to prevent another parent from getting custody of your children. The other parent's rights will always come before the rights of the guardian.
- If you are afraid to talk to your children's other parent, or if you have an Order of Protection against the other parent, talk to an attorney before making any guardianship arrangements.

The Guardian's Legal Decision-Making Responsibilities

The guardian is responsible for making sure your children have medical care, food, clothes, shelter, and education. The guardian has the legal right and responsibility to make important decisions for your children, such as:

- Enrolling the children in school;
- Asking for special education services for children;
- Taking the children to the doctor;
- Getting special medical care for children;
- Following any court orders that involve the children.

Who Can Be a Guardian

All guardians must meet the same criteria:

- ✓ Be at least 18 years old;
- ✓ Be a U.S. resident;
- ✓ Be of sound mind;
- ✓ Not determined by a court to be legally disabled;
- ✓ Not have a felony conviction that involved harm or threat to a child;
- ✓ Not have any other felony convictions, unless a court finds it is in the child's best interest to have that person appointed guardian anyway.

Below are the types of guardianship arrangements.

Types of Guardianship Arrangements:

1) Short-Term Guardianship:

Short-term guardianship is the only type of guardianship that does not require you or the guardian to go to court or that a form be notarized, but still gives the guardian a legal document showing they are responsible for your children.

- A **short-term guardian** can be appointed for up to one year.
- A short-term guardianship can be arranged very quickly.
- The short-term guardianship agreement must be in writing.
- You can indicate on the document when you want the guardianship to begin. For example, you can state in writing that you want it to begin once you have been detained or deported.
- You can indicate how long you want the guardianship to last, but it cannot be for more than one year.
- In order to end the short-term guardianship arrangement, all you need to do is tell the short-term guardian that you want to end the agreement. If the guardianship ends because a year has passed, the document can be renewed, or you can consider a more permanent guardianship arrangement (see "Plenary Guardianship" and "Standby Guardianship" on pages 16-18).

Before making a short-term guardianship arrangement, consider:

- Sometimes schools and doctors do not honor short-term guardianships. This can lead to problems with getting your children medical care and educational services.
- Short-term guardianship arrangements can only last for one year, but can be easily renewed.

A short-term guardianship can be arranged even after you have been detained, but it is best to arrange it beforehand. A form for arranging a short-term guardianship is available in ***Appendix F.***

Steps to make a short-term guardianship arrangement:

1) Fill out the short-term guardianship form in Appendix F.
2) Have your children's other parent sign the form if they are available.
3) Sign the form in front of two other adults.
4) Have the two other adults sign the form.
5) Have the short-term guardian sign the form.

The short-term guardianship form does not need to be notarized.

2) Plenary Guardianship

Plenary guardianship is a long-term solution. For example, if you know you are going to be deported and you do not want your children to return to your home country with you, a plenary guardianship arrangement may be a good choice for your family.

- A **plenary guardian** is a person who has guardianship of your children for an unlimited amount of time.
- The person you want to be the plenary guardian must go to court for a judge to decide if the person can be the plenary guardian. You do not have to go to court.
- The judge will have a background check completed on the person you want to be guardian. This includes checking if the person has committed any crimes or been involved with the Illinois Department of Children and Family Services (DCFS).
- It is up to the judge to decide if and when a plenary guardianship should end. You do not get to decide without the judge's agreement.

Before making a plenary guardianship arrangement, consider:

- Going to court can create risks for the person you want to be the plenary guardian if he or she is undocumented. This is because going to court can involve interacting with government officials.
- A judge may not approve an undocumented person to be a plenary guardian of your children. If the court does not approve the person you choose to be the plenary guardian, there will not be a safety plan for your children.
- It is up to a court to end a plenary guardianship and return your children to you. If your children are in a plenary guardianship arrangement, you will not be able to decide to end the arrangement without the court's approval.

You may not want the court to appoint someone a guardian until you are no longer able to care for your children. For that reason, you may want to begin with a standby guardianship. The best way to ensure that the person you want to be a plenary guardian can become your children's plenary guardian is to create a standby guardianship.

3) Standby Guardianship

A standby guardianship arrangement is a safety plan that allows you to select someone to be the plenary guardian in the future. In a standby guardianship arrangement, you name a person you want to become a plenary guardian if and when you can no longer care for your children.

- Naming a standby guardian makes it clear to the judge that you have thought about who you want to care for your children if you are detained or deported. It helps to ensure that the person you want to care for your children becomes the plenary guardian.
- If you name a standby guardian and you are detained or deported, the standby guardian must go to court to file for plenary guardianship within 60 days of your being unable to care for your children.
- After the standby guardian files for plenary guardianship, the court decides whether the standby guardian should be appointed to be the plenary guardian of your children.
- If the court appoints the standby guardian as plenary guardian, the guardian becomes a plenary guardian.

Before making a standby guardianship arrangement, consider:

- Standby guardianships are meant to turn into plenary guardianships. Therefore, unless you know you will be unable to take care of your children for a long period of time, a short-term guardianship (see page 15) is probably a better option for your family than a standby or plenary guardianship.
- If the standby guardian does not go to court to file for plenary guardianship within 60 days of you being detained or deported, there will not be a guardian for your children.
- If the court does not appoint the standby guardian as plenary guardian, there will no longer be a safety plan for your children.
- If the person you name as the standby guardian is undocumented, they might be put at risk by going to court because going to court can involve interacting with government officials.
- A judge may reject a person who is undocumented. If the judge does not approve of the person, there will be no safety plan in place for your children.

While you are not required to have an attorney to make a standby or plenary guardianship arrangement, it can be important to consult with a family law attorney (see page 7) before arranging a standby or plenary guardianship.

Informal Caregiver Arrangements:

If you do not want to enter into a guardianship arrangement described above, you can still ask a relative or friend to take care of your children should you be detained or deported. This person will be your children's caregiver, but would not be a legal guardian. This means the person will have no rights or responsibilities recognized under law to your children.

- You can choose who you want to take care of your children.
- You do not have to go to court to make an informal caregiver arrangement.
- An informal caregiver will make sure your children have somewhere safe to live if you cannot take care of them. However, the caregiver cannot make all of the legal decisions that a guardian can make.
- A caregiver arrangement is informal. It does not give the caregiver you choose any legal documentation to show they have legal responsibilities or your permission to take care of and make decisions for your children.
- If you are released from detention, you do not have to go to court to get your children back.

If you decide to make an informal caregiver arrangement, it is important to **put this arrangement into writing**. To make an informal caregiver arrangement in writing:

1) State in writing that if you are detained or deported, you want your children to live with your chosen caregiver, and list the person's name.
2) Make sure both you and your chosen caregiver sign the document.
3) Make a copy of the signed document for yourself and the chosen caregiver.

Before making an informal caregiver arrangement, consider:

- ✓ Because an informal caregiver has no signed legal papers, they will not have the legal right to make legal decisions, including medical and educational decisions, for your children.
- ✓ An informal caregiver cannot apply for or collect public benefits for your children such as food stamps or Medicaid.
- ✓ An informal caregiver cannot travel out-of-state or out-of- country with your children.

REMINDER: Regardless of what type of arrangement you have made, once you have put this into writing and had everyone sign it, put it in your folder with your other important documents. Make sure the guardian or caregiver you have selected and any attorney you are working with also has copies of the form.

If you decide to identify an informal caregiver, but do not put this arrangement into writing, make sure the caregiver understands what you are asking them to do and that they agree to it.

D) Talking to your children about your child care safety plan

Throughout the country, children of immigrants are scared and anxious that they might be separated from their parents. Some children express this fear and anxiety with anger and possible aggression. Other children express their fear and anxiety through depression or hurting themselves. Even if parents shield their children from what's happening around them, children can still feel the tension in the home.

If you believe your children are old enough to think about these issues, they might feel safer if you talk to them about the plans. Mental health professionals have learned that children feel better when they are able to be involved in these conversations. It may also help them adjust to any new arrangements. Your family has more control over what your children are told if the information comes from you or an adult family member. You can also help them better understand the safety plan.

You are the best person to determine your children's needs. Consider your children's fear and anxiety. Also consider how well they can cope with helping to make plans in case you are detained or deported. Different approaches will be better depending on your children's personalities and ages.

Below are some suggestions about what information to share with your children.

- ✓ Let your children know how much you love them and that you are taking steps to make sure they are protected.
- ✓ Explain detention and deportation and what each of those means for your children and your family.
- ✓ Tell your children who will pick them up from school if you are detained or deported. If there are certain people you do not want them to go with, tell them that as well.
- ✓ Children should, at the very least, know who to call if you are detained or deported. Help your children memorize that person's phone number. They should also have it written down on a piece of paper that they keep with them in case they forget it.

- ✓ If you have made a safety plan, it is important to inform your children who the caregiver or guardian is. Have your children memorize that person's phone number if possible, and also write it on their piece of paper to keep with them.
- ✓ It is also important to tell your children the name and phone number of a second person you trust for them to call if you are detained or deported and if the caregiver or guardian is not available. You should write down that number as well.

You can help your children remember this information in many ways, including:

- ✓ Keep an **emergency card** in a visible place in your home, such as on a refrigerator, to remind your children who to call.
- ✓ Write a **letter** to your children so they understand next steps in case of detention or deportation. This is also a good way to keep an emotional connection with your children if you cannot be at home with them. You can explain why you are not at home, what may happen next, and tell your children that you love them and care about them. Make sure your children can find this letter if you are not home by giving it to a trusted friend or telling your children where it will be.

IMPORTANT:

Tell your children what they may need to do or what you are arranging in case you are detained or deported.

If you are unsure about how to have this conversation with your children, or if you feel you and your children might need some additional help during these frightening times, please consider talking to a mental health professional. A list of providers can be found here:

Illinois Childhood Trauma Coalition: https://bit.ly/ICTCSupport

For more information on helping your children stay calm and cope with these stressful conversations, see this resource for children:

- https://bit.ly/SeasameEsp (Spanish)
- https://bit.ly/SeasameWorkshop (English)

SECTION II:
THE CHILD WELFARE SYSTEM

The child welfare system

***The Illinois Department of Children and Family Services (DCFS) does not tell the federal government about the immigration status of the families it comes into contact with. Also, DCFS will not take children away from their families when parents are detained or deported *unless* the child has no safe place to go. ***

As mentioned in the Introduction to this Guide, the child welfare system is separate from both the immigration system and the court that handles guardianships.

- Staff with the child welfare system investigate when there is concern that a child has been abused, neglected or is dependent because a parent cannot take care of them.
- Staff also find temporary and permanent homes for children if a court decides they are not safe with their parents, or if there is no one to take care of them.

If DCFS staff has reason to believe your children do not have a safe place to live, your children could end up in the custody of DCFS. This section describes how you can find out if DCFS has custody of your children and if so, what you should do to stay involved and show your interest and concern.

IMPORTANT:

One of the best ways to prevent involvement in the child welfare system is to create a safety plan. This is because a safety plan helps make sure your children are safe and that somebody is taking care of them if you cannot. See pages 12–19 of this Guide for information on creating a safety plan.

A) How to find out if your children are in the child welfare system

Your children might be in the child welfare system if you are detained *and*:

- There was no one available to care for them when you were detained; or
- Someone called the child protection hotline because they did not know you were detained and they believed your children were abandoned, abused, or neglected; or
- Someone called the child protection hotline because they did not believe the person left to care for your children was providing adequate care to them.

DCFS is required to notify you if it has removed your children from home. They should also send you information about steps you need to take to reunite with your children. However, if you have been detained or deported, DCFS might not be able to find you.

IMPORTANT:

If you are detained or deported and do not know where your children are, try to find out, as soon as you can, if your children are in the child welfare system. Also, call your consulate, because they may be able to help you understand how the child welfare system works.

Steps for finding out if your children are in the child welfare system:

1) If you believe your children might be in DCFS custody, call the DCFS Advocacy Hotline at (800)232-3798. Try to have a pen or pencil and paper with you when you call so you can write down important information.
2) Give your full name and explain that you are in immigration detention and are calling to see if your children are in the child welfare system.
3) If you have more than one child, give each child's full name because they may not be in the same child welfare placement.
4) Explain that this is an emergency situation because you are in immigration detention where they do not allow you to receive phone calls, and you want to make sure your children are safe.
5) If DCFS has opened a case for your children, ask for and write down the name, address, and phone number of the child welfare caseworker and the office at which the caseworker works.
6) Ask if case numbers are available for each child's case, and write them down.
7) Ask the Hotline worker to add the following to your children's case records:
   - ✓ Your name;
   - ✓ The name under which you are registered in detention (if different);
   - ✓ Your alien number;
   - ✓ The detention center address.
8) Call the caseworker as soon as possible to tell them you are in immigration detention. Give them the best way to contact you so they know where to send updates for your children's cases. Tell them if you already have a child care safety plan and that person's contact information. Also give them the name and contact information of a family member, friend, or service provider you have been working with. If the caseworker cannot reach you, they may be able to reach another person you trust. Do this even if you gave all this information to the Hotline worker.

B) What this means for your family

As mentioned above, if you are detained or deported and your children do not have a safe place to live, the child welfare system might get involved and take custody of your child after going to the child welfare-related court. This court may have a different name in different areas, including juvenile court, family court, or circuit court. Making a safety plan discussed in the first part of this Guide (see pages 12–19) can help prevent involvement in the child welfare system.

IMPORTANT:

The child welfare caseworker and judge wants to know that you care about your children. Though it might be hard to do if you have been detained or deported, it is important to stay involved in your children's lives in whatever ways you can. If you are allowed to, attend child welfare-related court proceedings, communicate with your child welfare caseworker, and visit and speak to your children as much as possible.

Where Your Children Will Live

If the child welfare-related court decides to take custody of your children, it is the caseworker's job to find your children a safe place to live. The first choice is usually to place children with family members. The caseworker will also try to keep siblings together. It is possible that the caseworker will decide to place your children with a caregiver you identify and not further involve the agency.

- It is important to give child welfare caseworkers the names and contact information of any friends or relatives who are able to care for your children.
- If possible, you should also contact your friends and relatives who are able to take care of your children and ask them to call the child welfare caseworker immediately and offer to be the caregiver.
- DCFS is supposed to offer services in Spanish and assign a caseworker who speaks Spanish if you prefer. They also must make every effort to place your child in a Spanish speaking home. For most other languages, DCFS will use a translator if someone who does not speak your language is not available.

Your Right to an Attorney

If the child welfare-related court becomes involved in your case, you have a right to an attorney. This means that the court must provide an attorney for you if you cannot pay for one. Having an attorney in these proceedings is important to ensure you have someone representing you in court and to help you understand what you need to do to get your children back. This attorney may be different than the immigration attorney and family law attorney described earlier in this Guide.

If your children are in the child welfare-related court system and you are detained or deported and unable to come to court, make sure to tell the assigned caseworker if you do not have an attorney. Try to have a family member or friend attend any hearings for you until you get an attorney.

It is important to understand that the caseworker and child welfare attorney may not be familiar with the immigration process.

Participating in Child Welfare-Related Court Proceedings

ICE is supposed to allow you to participate in all child welfare-related court proceedings even if you are in detention. **It is very important that you try to participate in these child welfare-related court proceedings because your involvement can make a difference in whether or not your children are returned to you** if you are released from detention or have been deported.

- ✓ Ask an ICE officer to allow you to go to any court hearings or at least participate by phone. Cook County holds most of its Child Welfare-related hearings over Zoom. Other counties may as well.
- ✓ Even if you are not allowed to participate in the court hearings, **make sure your child welfare caseworker and the judge are aware of all your efforts to get to court**. Some ways you can do this include:
  - Telling your attorney about your efforts;
  - Asking a family member or a friend to go to court hearings for you;
  - As a last resort, you can write a letter to the judge about your efforts to get to court.
- ✓ If you do not speak English, request an interpreter at any court hearings regarding your children.

Case Plans and Visiting Your Children

If your children are in the child welfare system, there will be a list of things you need to do to prove you should regain custody of your children after you leave detention. These things will be explained to you in a **case plan.** The caseworker is supposed to include you in making the case plan if they know where you are. Even though it may be hard to do if you

have been detained or deported, you should try to do as many things on the case plan as possible.

One of the tasks on the case plan might be visiting with your children. According to Illinois child welfare policy, parents and children have a right to visit when the children are in foster care. ICE makes its own rules, however. If you are detained by ICE, it is up to ICE whether or not you will be allowed to visit with your children. Make sure you ask your attorney and child welfare caseworker to try to set up visits. You might need to show ICE a court order from the child welfare-related court for visits.

Your caseworker or a foster parent can bring the children to the detention center to visit with you. It might be hard to arrange for visits if you have been detained or deported, but it is still important that you try – for your children, and to show your interest to the court.

IMPORTANT:

Only people who have legal immigration status in the U.S. should enter an immigration detention center. If your children are staying with an undocumented person, ask if the child welfare caseworker can take your children to visit you. People without immigration status who are near a detention center risk being detained or put in deportation proceedings.

You can also ask about having phone calls with your children. If phone calls are not possible, it can be very helpful to write letters. Even if your children do not know how to read, a foster parent or child welfare caseworker can read your letters to them. This can be comforting to your children. It also shows your concern and interest in your children to the child welfare worker and the judge.

Reuniting with Your Children If You Are Released from Detention

If your children are in the child welfare system and you are released from detention, your children will not automatically be returned to you. The child welfare-related court has to give permission for your children to be returned to you.

Your attorney and the child welfare caseworker can help you work towards your children being returned to you once you are released. Once you are released:

- ✓ Start immediately doing anything in your case plan that you were not able to do while you were detained.
- ✓ Ask for the visiting plan to be changed to allow more visits with your children.
- ✓ Find out the date of the next child welfare-related court hearing, plan to attend, and be ready to show you have made progress on your case plan.
- ✓ If possible, find a job to show you are able to support your children.

What Happens to Your Children if You are Deported

If your children are in the child welfare system when you are deported, they do not automatically go with you back to your home country. The child welfare caseworker and judge will decide whether or not your children will be allowed to join you in your home country. This decision will depend on how well DCFS thinks you can safely care for your children.

- ✓ As soon as you know that your immigration case is ending, contact your attorney and the child welfare case worker and tell them the approximate date you think you will be deported and where you are being sent.
- ✓ Make sure your attorney and the child welfare caseworker have a way to contact you once you leave the United States. If you do not know where you will be living after you are deported, ask a friend or relative if you can use their address and phone number to stay in touch with the court until you get settled.
- ✓ If your children are older, let them know how to contact you if your child welfare caseworker allows the contact.
- ✓ Ask the child welfare caseworker and judge if your case plan can be revised to make it easier for you to participate in it from outside the United States.
- ✓ Contact the consulate of your country to let them know about your situation and ask them to assist you in reuniting with your children. They may be able to advocate for you with DCFS and the child welfare-related court, even if your children are United States citizens.

Conclusion

This can be a frightening time, especially if you are undocumented. Even if you are scared and overwhelmed about what might happen to you and your family, it is important to remember that you still have rights in the United States and there are still steps you can take to ensure your children are safe.

This Guide provides information on several different types of safety plans you can make so your children are cared for if you are detained or deported. You will need to decide if you feel safe going to any of the government offices discussed in this Guide. If you have any questions about these options or about your immigration status, please see an attorney as described on pages 6–8 of this Guide

SECTION III: APPENDICES

Appendix A: Form for Important Information and Contacts

Appendix B: Contact Information for Consulates

Appendix C: U.S. Passport Application

Appendix D: Parental Consent for a Passport Form

Appendix E: Statement of Exigent/Special Family Circumstances Form

Appendix F: Short-Term and Standby Guardianship Forms

APPENDIX A
Form for Important Information and Contacts

IMPORTANT INFORMATION AND CONTACTS

INFORMACIÓN IMPORTANTE Y CONTACTOS

Fill out this form and add it to the documents in your folder.
Use more pages if needed to answer any of the questions below:

Parental Information:

Parent #1's Name: _____
Address: _____
Place and Date of Birth: _____
Work Place: _____
Work Schedule: _____
Work Phone: _____ Cell Phone: _____
Email: _____

Parent #2's Name: _____
Address: _____
Place and Date of Birth: _____
Work Place: _____
Work Schedule: _____
Work Phone: _____ Cell Phone: _____
Email: _____

Immigration Attorney or Accredited Representative (if you have one):

Name: _____
Phone Number: _____
Address: _____
Email: _____

Family Law Attorney (if you have one):

Name: _____
Phone Number: _____
Address: _____
Email: _____

Home Country Consulate:

Name**:** _____
Phone Number: _____
Address: _____
Email: _____

Church, Priest, Pastor (if you have a religious leader you trust):
Name**:**_____
Phone Number: _____
Address: _____
Email:_____

NOTE: Consider whether it is beneficial to list friends and family who are undocumented. While ICE is not likely to see this form, there is always a chance they could. For this reason, it is not recommended that you list addresses of individuals who are undocumented.

Family Members in the U.S.:
Name:_____ Phone Numbers: _____
Email:_____
Relation: _____
Address (if you choose to include): _____

Name:_____
Phone Numbers: _____
Email:_____
Relation: _____
Address (if you choose to include):_____

Name:_____
Phone Numbers: _____
Email:_____
Relation: _____
Address (if you choose to include): _____

Friends you trust in the U.S.:
Name:_____
Phone Numbers: _____
Email:_____
Address (if you choose to include):_____

Name:_____
Phone Numbers: _____
Email:_____
Address (if you choose to include):_____

Family Members Outside the U.S.:

Name:_____

Country:_____

Phone Numbers: _____

Relation: _____

Email:_____

Name:_____

Country:_____

Phone Number: _____

Relation: _____

Email:_____

In the case that we are not here and available to care for our children, it is our desire that our children are cared for by:

Name(s):_____

Phone Numbers: _____

Email:_____

Address:_____

Instructions: _____

Has a guardianship arrangement been prepared with this person? YES NO

If yes, what type of guardianship arrangement? _____

Second Choice:

Name(s):_____

Phone Numbers: _____

Email:_____

Address:_____

Instructions: _____

Has a guardianship arrangement been prepared with this person? YES NO

If yes, what type of guardianship arrangement?

Information on Children in the U.S.:

Child's Name**:** _____

Place and Date of Birth: _____

Citizenship:_____

Social Security Number: _____

Medical History: _____

Allergies:_____

Immunizations:_____

Doctor:
Name of School:
School Address:
School Phone Number:
Bedtime Routine:
Favorite Activities:
Any other information you would want person caring for your child to know:

Child's Name:
Place and Date of Birth:
Citizenship:
Social Security Number:
Medical History:

Allergies:
Immunizations:

Doctor:
Name of School:
School Address:
School Phone Number:
Bedtime Routine:
Favorite Activities:
Any other information you would want person caring for your child to know:

Child's Name:
Place and Date of Birth:
Citizenship:
Social Security Number:
Medical History:

Allergies:
Immunizations:

Doctor:
Name of School:
School Address:
School Phone Number:

Bedtime Routine:_____

Favorite Activities:_____

Any other information you would want person caring for your child to know:

_____

_____

_____

Child's Name: _____

Place and Date of Birth: _____

Citizenship:_____

Social Security Number: _____

Medical History: _____

_____

_____

Allergies:_____

Immunizations:_____

_____

Doctor:_____

Name of School: _____

School Address: _____

School Phone Number: _____

Bedtime Routine:_____

Favorite Activities:_____

Any other information you would want person caring for your child to know:

_____

_____

REMINDER: Make sure safety planning documents, including guardianship forms, are in your folder.

Signature of parent or parents completing this form:_____

_____

Date:_____

APPENDIX B
Contact Information for Consulates

Contact Information for Consulates

Contact Information for all consulates in Illinois can be found at www.embassypages.com/state/illinois

Consulate-General of Guatemala

Address:
5559 N. Elston Ave., Suite 100
Chicago, IL 60630

Email Address:
conschicago@minex.gob.gt

Phone Number:
(+1) (312) 540-0781

Website:
https://minex-gob-gt.my.site.com/pc/s/citas-consulares

Consulate-General of Honduras

Address:
4506 W. Fullerton Ave.
Chicago, IL 60639

Email Address
honduras@cccorps.org

Phone Number:
(+1) (773) 324-8281

Website:
https://citaconsular.sreci.gob.hn/citaconsular/pages/layout/CitaConsular.php

Consulate-General of Mexico

Address:
204 S. Ashland Ave.
Chicago, IL 60607

Email Address:
conchicago@sre.gob.mx

Phone Number
WhatsApp:
(+1) (312) 738-2382
Emergency:
(888) 755-5511

Website:
https://consulmex.sre.gob.mx/chicago/

Consulate-General of El Salvador

Address:
177 N. State St., 2nd Floor, Mezzanine
Chicago, IL 60601

Email Address:
consuladochicago@rree.gob.sv

Phone Number:
(+1) (888)301-1130
WhatsApp
(503)7070-1071

Website:
http:// rree.gob.sv

APPENDIX C
U.S. Passport Application

U.S. Department of State

APPLICATION FOR A U.S. PASSPORT

OMB Control No. 1405-0004
Expiration Date: 04-30-2025
Estimated Burden: 85 Minutes

Please read all instructions first and type or print in black ink to complete this form.
For information or questions, visit travel.state.gov or contact the National Passport Information Center (NPIC) at 1-877-487-2778 (TDD/TTY: 1-888-874-7793) or NPIC@state.gov.

SECTION A. ELIGIBILITY TO USE THIS FORM

This form is used to apply for a U.S. passport book and/or card **in person** at an acceptance facility, a passport agency (by appointment only), or a U.S. embassy, consulate, or consular agency (if abroad). The U.S. passport is a travel document attesting to one's identity and issued to U.S. citizens or non-citizen U.S. nationals. To be eligible to use this form you must **apply in person** if at least one of the following is true:

- ✓ I am applying for my first U.S. passport
- ✓ I am under age 16
- ✓ My previous U.S. passport was either: a) issued under age 16; b) issued more than 15 years ago; c) lost, stolen, or damaged

If none of the above statements apply to you, then you may be eligible to apply using form DS-82 or DS-5504 depending on your circumstances. Visit travel.state.gov for more information.

- **Notice to Applicants Under Age 16:** You must appear in person to apply for a U.S. passport with your parent(s) or legal guardian(s). See Section D of these instructions or travel.state.gov for more details.
- **Notice to Applicants Ages 16 and 17:** At least one of your parent(s) or legal guardian(s) must know that you are applying for a U.S. passport. See Section D of these instructions or travel.state.gov for more details.
- **Notice to Applicants for No-Fee Regular, Service, Official, or Diplomatic Passports:** You may use this application if you meet all provisions listed; however, you must consult your sponsoring agency for instructions on proper routing procedures before forwarding this application. Your completed passport will be released to your sponsoring agency and forwarded to you.

SECTION B. STEPS TO APPLY FOR A U.S. PASSPORT

1. Complete this form (Do not sign until requested to do so by an authorized agent).
2. Attach one color photograph 2x2 inches in size and supporting documents (See Section D of these instructions).
3. Schedule appointment to apply in person by visiting our website or calling NPIC (see contact info at the top page).
4. Arrive for appointment and present completed form and attachments to the authorized agent who will administer the oath, witness you signing your form, and collect your passport fee.
5. Track application status online at Passportstatus.state.gov.
6. Receive new passport and original supporting documents (that you submitted with your application).

SECTION C. HOW TO COMPLETE THIS FORM

Please see the instructions below for items on the form that are not self-explanatory. The numbers match the numbered items of the form.

1. Name (Last, First, Middle): Enter the name to appear in the passport. The name to appear in the passport should be consistent with your proof of citizenship and identification. If you have changed your name and are not eligible to use a DS-82 or DS-5504, you must use this form. Visit travel.state.gov/namechange for more information.

2. Date of Birth: Use the following format: Month, Date, and Year (MM/DD/YYYY).

3. Gender: The gender markers used are "M" (male), "F" (female) and "X" (unspecified or another gender identity). The gender marker that you check on this form will appear in your passport regardless of the gender marker(s) on your previous passport and/or your supporting evidence of citizenship and identity. If changing your gender marker from what was printed on your previous passport, select "Yes" in this field on Application Page 1. If no gender marker is selected, we may print the gender as listed on your supporting evidence or contact you for more information. **Please Note**: We cannot guarantee that other countries you visit or travel through will recognize the gender marker on your passport. Visit travel.state.gov/gender for more information.

4. Place of Birth: Enter the name of the city and state if in the U.S. or city and country as presently known.

5. Social Security Number: You must provide a Social Security number (SSN), if you have been issued one, in accordance with Section 6039E of the Internal Revenue Code (26 U.S.C. 6039E) and 22 U.S.C 2714a(f). If you do not have a Social Security number, you must enter zeros in this field and submit a statement, signed, and dated, that includes the phrase, "*I declare under penalty of perjury under the laws of the United States of America that the following is true and correct: I have never been issued a Social Security Number by the Social Security Administration.*" If you reside abroad, you must also provide the name of the foreign country where you reside. The U.S. Department of State must provide your SSN and foreign residence information to the U.S. Department of the Treasury which will use it in connection with debt collection and check against lists of persons ineligible or potentially ineligible to receive a U.S. passport, among other authorized uses. If you fail to provide the information, we may deny your application and the Internal Revenue Service (IRS) may enforce a penalty. Refer all questions on this matter to the nearest IRS office.

6. Email: By providing your email you are consenting to us communicating with you by email about your application.

7. Primary Contact Phone Number: If providing a mobile/cell phone number you are consenting to receive calls and/or text messaging about your application.

8. Mailing Address Line 1 and 2 "In Care Of": For line 1 enter applicant's Street/RFD #, ***or*** P.O. Box ***or*** URB. For line 2, if you do not live at the address listed in this field, put the name of the person who lives at this address and mark it "In Care Of". **If the applicant is a minor child, you must include the "In Care Of" name of the parent or adult registered to receive mail at this address.**

9. List all other names you have used: Enter all legal names previously used to include maiden name, name changes, and previous married names. You can enter up to two names one in item A and one in item B. If only your last name has changed just enter your last name. If you need more space to write additional names, please use a separate sheet of paper and attach it to this form.

Blue Section Application Page 1 - Identifying Documents and Signature Blocks: Skip this section and complete Application Page 2. Do not sign this form until requested to do so by the authorized agent who will administer the oath to you.

U.S. Department of State

APPLICATION FOR A U.S. PASSPORT

SECTION D. ATTACHMENTS TO SUBMIT WITH THIS FORM

Once you have completed Application Pages 1 and 2, attach the supporting documents as outlined in this section.

1. **PROOF OF U.S. CITIZENSHIP** Information can be found on travel.state.gov/citizenship.

Applicants Born in the United States

Your evidence will be returned to you if it is not damaged, altered, or forged. Submit an original or certified copy and a photocopy of the front and back if there is printed information on the back, of one of the following documents:

- U.S. Birth Certificate that meets all the following requirements:
  - Issued by the city, county, or state of birth
  - Lists your full name, birthdate, and birthplace
  - Lists your parent(s)' full names
  - Lists date filed with registrar's office (must be within one year of birth)
  - Shows registrar's signature and the seal of the issuing authority
- Fully valid, undamaged U.S. passport (may be expired)
- Consular Report of Birth Abroad or Certification of Birth Abroad
- Certificate of Naturalization or Citizenship

- Secondary documents may be submitted if the U.S. birth certificate was filed more than one year after your birth ***or*** if no birth record exists. For no birth record on file, submit a registrar's letter to that effect. For both scenarios, submit a combination of the evidence listed below, with your first and last name, birthdate and/or birthplace, the seal or other certification of the office (if customary), and the signature of the issuing official.
  - A hospital birth record
  - An early baptismal or circumcision certificate
  - Early census, school, medical, or family Bible records
  - Insurance files or published birth announcements (such as a newspaper article)
  - Notarized affidavits (or DS-10, Birth Affidavit) of older blood relatives having knowledge of your birth may be submitted in addition to some of the records listed above.

Applicants Born Outside the United States

If we determine that you are a U.S. citizen, your lawful permanent resident card submitted with this application will be forwarded to U.S. Citizenship and Immigration Services.

- Claiming Citizenship through Naturalization of One or Both Parent(s), submit all the following:
  - Your parent(s) Certificate(s) of Naturalization
  - Your parents' marriage/certificate and/or evidence that you were in the legal and physical custody of your U.S. citizen parent, if applicable
  - Your foreign birth certificate (and official translation if the document is not in English)
  - Your evidence of admission to the United States for legal permanent residence and proof you subsequently resided in the United States

- Claiming Citizenship through Birth Abroad to At Least One U.S. Citizen Parent, submit all the following:
  - Your Consular Report of Birth Abroad (Form FS-240), Certification of Birth (Form DS-1350 or FS-545), or your foreign birth certificate (and official translation if the document is not in English)
  - Your parent's proof of U.S. citizenship
  - Your parents' marriage certificate
  - Affidavit showing all your U.S. citizen parents' periods and places of residence and physical presence before your birth (DS-5507)

- Claiming Citizenship Through Adoption by a U.S. Citizen Parent(s), *if your birthdate is on or after October 5, 1978*, submit evidence of all the following:
  - Your permanent residence status
  - Your full and final adoption
  - You were in the legal and physical custody of your U.S. citizen parent(s)
  - You have resided in the United States

2. **PROOF OF IDENTITY** Information can be found at travel.state.gov/identification.

Present your original identification and submit a front and back photocopy with this form. It must show a photograph that is a good likeness of you. Examples include:

- Driver's license (not temporary or learner's permit)
- Previous or current U.S. passport book/card
- Military identification
- Federal, state, or city government employee identification
- Certificate of Naturalization or Citizenship

3. **A RECENT COLOR PHOTOGRAPH** See the full list of photo requirements on travel.state.gov/photos.

Attach one photo, 2x2 inches in size. U.S. passport photo requirements may differ from photo requirements of other countries. To avoid processing delays, be sure your photo meets all the following requirements (Refer to the photo template on Application Page 1):

- Taken less than six months ago
- Head must be 1-1 3/8 inches from the bottom of the chin to the top of the head
- Head must face the camera directly with full face in view
- No eyeglasses and head covering and no uniforms*
- Printed on matte or glossy photo quality paper
- Use a plain white or off-white background

*Head coverings are not acceptable unless you submit a signed statement verifying that it is part of recognized, traditional religious attire that is customarily or required to be worn continuously in public or a signed doctor's statement verifying its daily use for medical purposes. Glasses or other eyewear are not acceptable unless you submit a signed statement from a doctor explaining why you cannot remove them (e.g., during the recovery period from eye surgery). Photos are to be taken in clothing normally worn on a daily basis. You cannot wear a uniform, clothing that looks like a uniform, or camouflage attire.

4. **PROOF OF PARENTAL RELATIONSHIP** ***(FOR APPLICANTS UNDER AGE 16)***

Parents/guardians must appear in person with the child and submit the following:

- Evidence of the child's relationship to parents/guardian(s) (Example: a birth certificate or Consular Report of Birth Abroad listing the names of the parent(s)/guardian(s) and child)
- Original parental/guardian government-issued photo identification and a photocopy of the front and back (to satisfy proof of identity)

If only one parent/guardian can appear in person with the child, you must also submit one of the following:

- The second parent's notarized written statement or DS-3053 (including the child's full name and date of birth) consenting to the passport issuance for the child. The notarized statement cannot be more than three months old, must be signed and notarized on the same day, and must come with a front and back photocopy of the second parent's government-issued photo identification.
- The second parent's death certificate (if second parent is deceased)
- Evidence of sole authority to apply (Example: a court order granting sole legal custody or a birth certificate listing only one parent)
- A written statement (made under penalty of perjury) or DS-5525 explaining, in detail, why the second parent cannot be reached

OR

PROOF OF PARENTAL AWARENESS ***(FOR APPLICANTS AGES 16 AND 17)***

We may request the consent of one legal parent/legal guardian to issue a U.S. passport to you. In many cases, the passport authorizing officer may be able to ascertain parental awareness of the application by virtue of the parent's presence when the minor submits the application or a signed note from the parent or proof the parent is paying the application fees. However, the passport authorizing officer retains discretion to request the legal parent's/legal guardian's notarized statement of consent to issuance (e.g., on Form DS-3053).

5. **FEES** Passport service fees are established by law and regulation (see 22 U.S.C. 214, 22 C.F.R. 22.1, and 22 C.F.R. 51.50-56) and are collected at the time you apply for the passport service. By law, the passport fees are **non-refundable**. Visit travel.state.gov/passportfees for current fees and how fees are used and processed. Payment methods are as follows:

Applicant Applying in the United States At Acceptance Facility

- Passport fees must be made by check (personal, certified, cashier's, travelers) or money order (U.S. Postal, international, currency exchange) with the applicant's full name and date of birth printed on the front and payable to "U.S. Department of State."
- The execution fee **must be paid separately** and made payable to the acceptance facility in the form that they accept.

Applicant Applying at a Passport Agency or Outside the United States

- We accept checks (personal, certified, cashier's, travelers); major credit cards (Visa, Master Card, American Express, Discover); money orders (U.S. Postal, international, currency exchange); or exact cash (no change provided). Make all fees payable to the "U.S. Department of State."
- If applying outside the United States: Please see the website of your embassy, consulate, or consular agency for acceptable payment methods.

Other Services Requiring Additional Fee (Visit travel.state.gov for more details)**:**

- **Expedite Service:** Only available for passports mailed in the United States and Canada.
- **1-2 Day Delivery:** Only available for passport book (and not passport card) mailings in the United States.
- **Verification of a previous U.S. Passport or Consular Report of Birth Abroad:** Upon your request, we verify previously issued U.S. passport or Consular Report of Birth Abroad if you are unable to submit evidence of U.S. citizenship.
- **Special Issuance Passports:** If you apply for a no-fee regular, service, official, or diplomatic passport at a designated acceptance facility, you must pay the execution fee. No other fees are charged when you apply.

SECTION E. HOW TO SUBMIT THIS FORM

Submitting your form depends on your location and how soon you need your passport.

- **Applicant Located Inside the United States:** For the latest information regarding processing times, scheduling appointments, and nearest designated acceptance facilities visit travel.state.gov or contact NPIC.

- **Applicant Located Outside the United States:** In most countries, you must apply in person at a U.S. embassy or consulate for all passport services. Each U.S. embassy and consulate has different procedures for submitting and processing your application. Visit travel.state.gov to check the U.S. embassy or consulate webpage for more information.

SECTION F. RECEIVING YOUR PASSPORT AND SUPPORTING DOCUMENTS

- **Difference Between U.S. Passport Book and Card:** The book is valid for international travel by air, land, and sea. The card is not valid for international air travel, only for entry at land border crossings and seaports of entry when traveling from Canada, Mexico, Bermuda, and the Caribbean. The maximum number of letters provided for your given name (first and middle) on the card is 24 characters. If both your given names are more than 24 characters, you must shorten one of your given names you list on item #1 of Application Page 1.
- **Separate mailings:** You may receive your newly issued U.S. passport book and/or card and your citizenship evidence in two separate mailings. If you are applying for both a book and card, you may receive three separate mailings: one with your returned evidence, one with your newly issued book, and one with your newly issued card. **All documentary evidence that is not damaged, altered, or forged will be returned to you.** Photocopies will not be returned.
- **Passport numbers:** Each newly issued passport book or card will have a different passport number than your previous one.
- **Shipping and Delivery Changes:** If your mailing address changes prior to receipt of your new passport, please contact NPIC. **NOTE:** We will not mail a U.S. passport to a private address outside the United States or Canada.
- **Passport Corrections, Non-Receipt/Undeliverable Passports, and Lost/Stolen Passport:** For more information visit travel.state.gov or contact NPIC.

U.S. Department of State

APPLICATION FOR A U.S. PASSPORT

WARNING

False statements made knowingly and willfully in passport applications, including affidavits or other documents submitted to support this application, are punishable by fine and/or imprisonment under U.S. law including the provisions of 18 U.S.C. 1001, 18 U.S.C. 1542, and/or 18 U.S.C. 1621. Alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under the provisions of 18 U.S.C. 1543. The use of a passport in violation of the restrictions contained herein or of passport regulations is punishable by fine and/or imprisonment under 18 U.S.C. 1544. All statements and documents are subject to verification.

Failure to provide information requested on this form, including your Social Security number, may result in significant processing delays and/or the denial of your application.

ACTS OR CONDITIONS

If any of the below-mentioned acts or conditions have been performed by or apply to the applicant, a supplementary explanatory statement under oath (or affirmation) by the applicant should be attached and made a part of this application.

I have not been convicted of a federal or state drug offense or convicted of a statutory "sex tourism" crime, and I am not the subject of an outstanding federal, state, or local warrant of arrest for a felony; a criminal court order forbidding my departure from the United States; or a subpoena received from the United States in a matter involving federal prosecution for, or grand jury investigation of, a felony.

PRIVACY ACT STATEMENT

AUTHORITIES: Collection of this information is authorized by 22 U.S.C. 211 a et seq.; 8 U.S.C. 1104; 26 U.S.C. 6039E, 22 U.S.C. 2714a(f), Section 236 of the Admiral James W. Nance and Meg Donovan Foreign Relations Authorization Act, Fiscal Years 2000 and 2001; Executive Order 11295 (August 5, 1966); and 22 C.F.R. parts 50 and 51.

PURPOSE: We are requesting this information in order to determine your eligibility to be issued a U.S. passport. Your Social Security number is used to verify your identity.

ROUTINE USES: This information may be disclosed to another domestic government agency, a private contractor, a foreign government agency, or to a private person or private employer in accordance with certain approved routine uses. These routine uses include, but are not limited to, law enforcement activities, employment verification, fraud prevention, border security, counterterrorism, litigation activities, and activities that meet the Secretary of State's responsibility to protect U.S. citizens and non-citizen nationals abroad. Your Social Security number will be provided to the U.S. Department of the Treasury and may be used in connection with debt collection, among other purposes authorized and generally described in this section. More information on the routine uses for the system can be found in System of Records Notices State-05, Overseas Citizen Services Records and Other Overseas Records and State-26, Passport Records.

DISCLOSURE: Providing information on this form is voluntary. Be advised, however, that failure to provide the information requested on this form may cause delays in processing your U.S. passport application and/or could also result in the refusal or denial of your application. Failure to provide your Social Security number may result in the denial of your application (consistent with 22 U.S.C. 2714a(f)) and may subject you to penalty enforced by the Internal Revenue Service, as described in the Federal Tax Law on Instruction Page 1 (Section C) to this form.

PAPERWORK REDUCTION ACT STATEMENT

Public reporting burden for this collection of information is estimated to average 85 minutes per response, including the time required for searching existing data sources, gathering the necessary data, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: Passport Forms Officer, U.S. Department of State, Bureau of Consular Affairs, Passport Services, Office of Program Management and Operational Support, 44132 Mercure Cir, PO Box 1199, Sterling, Virginia 20166-1199.

For more information about your application status, online tools, current fees, and processing times, please visit travel.state.gov.

U.S. Department of State

APPLICATION FOR A U.S. PASSPORT

OMB Control No. 1405-0004
Expiration Date: 04/30/2025
Estimated Burden: 85 Minutes

Use black ink only. If you make an error, complete a new form. Do not correct.

Select document(s) for which you are submitting fees:

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

The U.S. passport card is **not** valid for international air travel. See Instruction Page 3

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

The large book is for frequent international travelers who need more visa pages.

☐ D ☐ O ☐ S ☐ NFR

End. # _____ Exp. _____

1. Name Last

First Middle

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

3. Gender (Read Instruction Page 1) M F X Changing gender marker? Yes

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

5. Social Security Number

6. Email *(See application status at passportstatus.state.gov)*

7. Primary Contact Phone Number

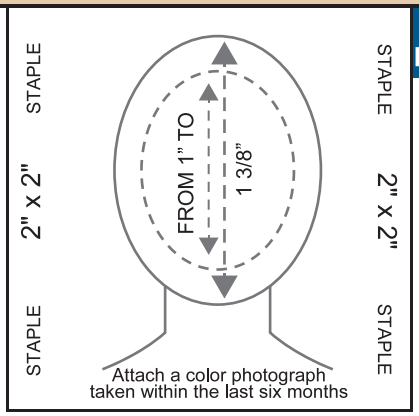
8. Mailing Address Line 1: Street/RFD#, P.O. Box, or URB

Address Line 2: *(Include Apartment, Suite, etc. If applicant is a child, write "In Care Of" of the parent. Example: In Care Of - Jane Doe)*

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

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

A. B.



STOP! CONTINUE TO PAGE 2

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

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

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

Name _____

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

ID No Country of Issuance

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

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

Name _____

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

ID No Country of Issuance

☐ Acceptance Agent ☐ (Vice) Consul USA

☐ Passport Staff Agent

(Seal)

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

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

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

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

_____ Signature of person authorized to accept applications

_____ Date

By signing this form, I certify that I have provided the verbal oath and witnessed the applicant's/legal guardian's signature.

Agent ID Number

_____ Print Facility Name/Location

Facility ID Number

_____ Name of courier company (*if applicable*)

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

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

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

10. Parental Information

Mother/Father/Parent - First & Middle Name *(at Parent's Birth)*

Last Name *(at Parent's Birth)*

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

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

Gender ☐ M ☐ F ☐ X

U.S. Citizen? ☐ Yes ☐ No

Mother/Father/Parent - First & Middle Name *(at Parent's Birth)*

Last Name *(at Parent's Birth)*

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

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

Gender ☐ M ☐ F ☐ X

U.S. Citizen? ☐ Yes ☐ No

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

Full Name of Current Spouse or Most Recent Spouse *(Last, First & Middle)*

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

Place of Birth

U.S. Citizen? ☐ Yes ☐ No

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

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

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

12. Additional Contact Phone Number

☐ Home ☐ Work ☐ Cell _____

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

14. Employer or School *(if applicable)*

15. Height

16. Hair Color

17. Eye Color

18. Travel Plans *(If no travel plans, please write "none")*

Departure Date *(mm/dd/yyyy)*

Return Date *(mm/dd/yyyy)*

Countries to be Visited

19. Permanent Address *(Complete if P.O. Box is listed under Mailing Address **or** if residence is different from Mailing Address. **Do not list a P.O. Box.**)*

Street/RFD # or URB

Apartment/Unit

City

State

Zip Code

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

Name

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

Apartment/Unit

City

State

Zip Code

Phone Number

Relationship

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

Name as printed on your most recent passport book

Most recent passport book number

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

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

Name as printed on your most recent passport card

Most recent passport card number

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

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

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

Name as it appears on citizenship evidence _____

☐ Birth Certificate SR CR City Filed: Issued:

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

☐ Report of Birth Filed/Place:

☐ Passport C/R S/R See #21 #/DOI:

☐ Other:

☐ Attached:

☐ Sole Parent

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

DS 11 C 03 2022 2

APPENDIX D
Parental Consent for a Passport Form

U.S. Department of State

0MB Control No. 1405-0129
Expiration Date: 10-31-2027
Estimated Burden: 20 Minutes

STATEMENT OF CONSENT: U.S. PASSPORT ISSUANCE TO A CHILD

Print legibly or type using black ink only. If you make an error, complete a new form. Do not correct.

USE OF THIS FORM

This form is used with a U.S. passport application (Form DS-11) when one or both legal parents and/or legal guardians cannot appear in person with their minor child to apply for their child's U.S. passport. Both legal parents/legal guardians may also use this form to authorize a third party to apply for a child's passport on the parents/guardians' behalf. A separate notarized written statement with all details in this form may be submitted in lieu of this form.

- **Children Under Age 16:** Both legal parents/legal guardians must appear in person with their minor child to apply for a U.S. passport. If one or both parent/guardian(s) cannot appear in person with their child, they must submit this form or a separate statement consenting to passport issuance which must be signed and sworn under oath before a passport authorizing officer or notary.
- **Children Ages 16 and 17:** Parental awareness is required by one legal parent/legal guardian to issue the child a U.S. passport. In many cases, the passport authorizing officer may be able to ascertain parental awareness of the passport application. However, the passport authorizing officer retains discretion to request the legal parent/legal guardian's written consent to passport issuance. Visit travel.state.gov for more details.
- **Institutions or Entities Granted Guardianship to Child:** Submit the documents below with this form or a separate statement and ensure the documents have no conditions placed on the passport's validity period and where the child may travel. If there are conditions in the consent, new consent is required.
  1. A certified court order granting guardianship to the institution/entity. Photocopies are not acceptable.
  2. A signed statement on the institution's/entity's letterhead authorizing a specific person to apply for the child's passport on the child's behalf. The statement must include the child's name and the name of the individual(s) authorized to apply for the passport.
  3. The authorized individual's photocopied employee photo identification verifying employment with the institution/entity.

NOTE: Consent may not be required if the legal parent/legal guardian submits evidence of sole authority to apply for the child's passport such as the other parent's death certificate (if said parent is deceased), court order granting sole legal custody, or birth certificate listing only one parent. The parent may also submit for consideration Form DS-5525 or written statement (made under penalty of perjury) explaining, in detail, why the second parent cannot be reached. Visit www.travel.state.gov for more details.

HOW TO COMPLETE THIS FORM

- ✓ **Sections 1, 2, and 3** are completed by the child's non-applying legal parent(s)/legal guardian(s) also known as the "affiant(s)". Consent is valid for both passport book and card unless specified by writing "issue passport book only" or "issue passport card only" in Section 3.
- ✓ **Stop at Section 4**. The affiant(s) must wait to sign in front of a passport authorizing officer or notary. The signed date of the affiant(s) and passport authorizing officer or notary must match. The passport authorizing officer or notary must not be related to the affiant(s).
- ✓ The affiant(s) must attach with this form a photocopy of the front and back of the valid government-issued photo identification presented and notated on this form or statement by the passport authorizing officer or notary.
- ✓ Consent is valid for 90 days from the passport authorizing officer or notary's signed date. If this consent expires before submitting the U.S. passport application for the said-named child, new consent is required.
- ✓ **Notaries Outside the United States**: In certain countries, this form or statement must be notarized at a U.S. embassy or consulate and cannot be notarized by a local notary public. Go to the U.S. embassy or consulate webpage for more information.

CONTACT INFORMATION FOR PASSPORT SERVICES AND INTERNATIONAL PARENTAL CHILD ABDUCTION

	Website	Email	Phone
Passport Services National Passport Information Center (NPIC)	travel.state.gov	NPIC@state.gov	1-877-487-2778 (TDD/TTY 1-888-874-7793)
International Parental Child Abduction Office of Children's Issues	travel.state.gov/childabduction	PreventAbduction1@state.gov	1-888-407-4747

WARNING

False statements made knowingly and willfully on passport applications, including affidavits or other supporting documents submitted therewith, may be punishable by fine and/or imprisonment under U.S. law, including the provisions of 18 U.S.C. 1001, 18 U.S.C. 1542, and/or 18 U.S.C. 1621.

PRIVACY ACT STATEMENT

AUTHORITIES: We are authorized to collect this information by 22 U.S.C. 211a et seq.; 8 U.S.C. 1104; 26 U.S.C. 6039E; Executive Order 11295 (August 5, 1966); and 22 C.F.R. parts 50 and 51.

PURPOSE: The primary purpose for soliciting the information is to establish two-parent consent for applicants under the age of 16, or one-parent consent when requested by the Department for applicants ages 16 or 17, consistent with Public Law 106-113, Section 236.

ROUTINE USES: This information may be disclosed to another domestic government agency, a private contractor, a foreign government agency, or to a private person or private employer in accordance with certain approved routine uses. These routine uses include, but are not limited to, law enforcement activities, employment verification, fraud prevention, border security, counterterrorism, litigation activities, and activities that meet the Secretary of State's responsibility to protect U.S. citizens and non-citizen nationals abroad. More information on the Routine Uses for the system can be found in System of Records Notices State-26, Passport Records, and State-05, Overseas Citizen Services Records and Other Overseas Records.

DISCLOSURE: Providing information on this form is voluntary. Failure to provide the information requested on this form may cause delays in processing.

PAPERWORK REDUCTION ACT

Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time required for searching existing data sources, gathering the necessary data, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to U.S. Department of State, Bureau of Consular Affairs, Passport Services, Office of Program Management and Operational Support, Attn: Passport Forms Officer, 44132 Mercure Cir, PO Box 1199, Sterling, Virginia 20166-1199.

U.S. Department of State

0MB Control No. 1405-0129
Expiration Date: 10-31-2027
Estimated Burden: 20 Minutes

STATEMENT OF CONSENT: U.S. PASSPORT ISSUANCE TO A CHILD

Print legibly or type using black ink only. If you make an error, complete a new form. Do not correct.

Reset

SECTION 1. CHILD APPLYING FOR A U.S. PASSPORT

Print your child's name as it appears on the passport application (Form DS-11) and child's birthdate.

a.Child's Name (*LAST, FIRST MIDDLE*) *Example: SMITH, JOHN ROBERT*	b. Child's Birthdate *(MM-DD-YYYY)* ☐ *Check box if age 16 or 17*

SECTION 2. ADULT APPLYING IN PERSON WITH CHILD UNDER AGE 16

Print name of adult appearing in person to apply for a U.S. passport and relationship to the above-named child.

a. Applying Adult's Name *(LAST, FIRST MIDDLE)*	b. Applying Adult's Relationship to Child *(Check one)*		
	☐ Legal Parent	☐ Legal Guardian	☐ Third Party

SECTION 3. STATEMENT OF CONSENT FOR PASSPORT ISSUANCE TO THE CHILD

In blank space 1 (and blank space 2, if applicable) below, print the full name(s) of the legal parent/legal guardian(s) who cannot appear in-person with the minor child to apply for the passport. Then complete the address and contact details in the boxes below.

I/We, 1)_____ and 2)_____, consent to the issuance of a United States passport to the minor child. I/We consent for the adult named in Section 2 to accompany the minor child and to execute the passport application if the minor child is under age 16. This consent is unconditional regarding passport validity and travel. This consent is valid for the issuance of a U.S. passport book and card unless otherwise stated in writing here → _____

Example: "Issue passport book only" or "Issue passport card only"

1) Non-Applying Legal Parent/Guardian Address and Contact Details	2) Non-Applying Legal Parent/Guardian Address and Contact Details ☐ Check box if same as 1
Street Address: _____	Street Address: _____
City, State/Country, Zip Code: _____	City, State/Country, ZipCode: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

SECTION 4. OATH/AFFIRMATION. STOP HERE! Do not sign this form until requested to do so by a Passport Authorizing Officer or Notary. This section must be signed by the affiant(s) named in Section 3 of this form.

OATH: I solemnly swear (or affirm) that the above information given by me is true and correct to the best of my knowledge and belief.

_____	_____
1) Non-Applying Legal Parent/Legal Guardian Signature	*2) Non-Applying Legal Parent/Legal Guardian Signature*
_____	_____
Date	*Date*

1) Non-Applying Legal Parent/Guardian Identifying Documents:	2) Non-Applying Legal Parent/Guardian Identifying Documents:
☐ Driver's License ☐ Passport ☐ Military ☐ Other_____	☐ Driver's License ☐ Passport ☐ Military ☐ Other_____
Name: _____	Name: _____
ID Number: _____	ID Number: _____
Place of Issue: _____	Place of Issue: _____
Issue Date: _____ Expire Date: _____	Issue Date: Expire Date:

On the date specified above and below, the affiant(s) listed above who is/are not related to me, personally appeared before me and executed this consent for the uses and purposes therein contained. I have properly verified the identity of the affiant(s) by personally viewing the above-notated identification document(s) and matching photocopy(ies).

_____	_____	_____
Passport Authorizing 0fficer or Notary Signature	Date	Location (Agency or City, State)

SEAL

Attach a clear photocopy of the front and back of the valid government-issued photo identification presented to the passport authorizing officer or notary. This consent is valid for 90 days from the passport authorizing officer or notary's signed date. If this consent expires before submitting the U.S. passport application for the above-named child, new consent is required.

APPENDIX E

Statement of Exigent/Special Family Circumstances Form

U.S. Department of State

0MB CONTROL NO. 1405-0216
EXPIRATION DATE: 05-31-2025
ESTIMATED BURDEN: 30 Minutes

STATEMENT OF EXIGENT/SPECIAL FAMILY CIRCUMSTANCES FOR ISSUANCE OF A U.S. PASSPORT TO A CHILD UNDER AGE 16

Please print legibly using black ink only. If you make an error, complete a new form. Do not correct.

WHEN TO USE THIS FORM

Passport applications for children under the age of 16 require both parents/legal guardians' signatures unless a notarized, written statement of consent from the non-applying parent/legal guardian is provided. **Use this form only if you cannot obtain the notarized, written consent of a parent or legal guardian with legal custody of the child applicant under 16.**

Your statement in this form must explain the reason why you cannot obtain the notarized statement of consent. You must demonstrate that there are exigent or special family circumstances that make two parent/guardian consent unobtainable.

- Exigent Circumstance: Your request may qualify as an exigent circumstance if there is a time-sensitive emergency, and the inability of the child to obtain a passport would jeopardize the child's health or welfare and safety or would result in the child being separated from the rest of his or her traveling party.

- Special Family Circumstance: Your request may qualify as a special family circumstance if the child's family situation makes it exceptionally difficult or impossible for one or both child's parents/leQal Quardians to provide the notarized, written statement of consent.

IMPORTANT

1. **Completing this form does not guarantee the child applicant will be issued a U.S. passport.**
2. **Please answer all questions on this form to the best of your knowledge.** The more information you provide, the faster we may be able to process your child's U.S. passport application. For example, if you are unsure of an exact address, please provide the street name, city, or state if you can. We will consider all the information on the form in its entirety.
3. If you need more space to respond to a question, please use a separate sheet of paper.
4. If you have a current court order showing full/sole legal custody or granting permission to obtain a passport, you may not need to fill out this form. Submit court orders with the child's passport application.
5. If you are unable to get in contact with an incarcerated non-applying parent (e.g., non-applying parent is confined to solitary and not permitted to receive or send mail or have contact with a notary; or non-applying parent is incarcerated overseas where the prison does not have a notary or other amenities), use this form. Otherwise, consent (see Form DS-3053) or a court order is still required.

INFORMATION AND/OR QUESTIONS

For passport and travel information, please visit travel.state.gov. In addition, contact the National Passport Information Center (NPIC) toll-free at 1-877-487-2778 (TDD/TTY 1-888-874-7793) or by email (general information only) at NPIC@state.gov. For information on International Parental Child Abduction, please visit childabduction.state.gov or contact the Office of Children's Issues by telephone at 1-888-407-4747 or by email at PreventAbduction1(a)state.aov.

WARNING

False statements made knowingly and willfully on passport applications, including affidavits or other supporting documents submitted therewith, may be punishable by fine and/or imprisonment under U.S. law, includinQ the provisions of 18 U.S.C. 1001, 18 U.S.C. 1542, and/or 18 U.S.C. 1621.

PRIVACY ACT STATEMENT

AUTHORITIES: We are authorized to collect this information by 22 U.S.C. 211a et seq.; 8 U.S.C. 1104; 26 U.S.C. 6039E; Executive Order 11295 (August 5, 1966); and 22 C.F.R. parts 50 and 51.

PURPOSE: The primary purpose for soliciting this information is to establish a possible exigent/special family circumstance exception to Public Law 106-113, Section 236, requiring two parent consent for a minor's passport application.

ROUTINE USES: This information may be disclosed to another domestic government agency, a private contractor, a foreign government agency, or to a private person or private employer in accordance with certain approved routine uses. These routine uses include, but are not limited to, law enforcement activities, employment verification, fraud prevention, border security, counterterrorism, litigation activities, and activities that meet the Secretary of State's responsibility to protect U.S. citizens and non-citizen nationals abroad. More information on the Routine Uses for the system can be found in System of Records Notices State-05, Overseas Citizen Services Records and Other Overseas Records and State-26, Passport Records.

DISCLOSURE: Failure to provide the information requested on this form may result in the refusal or denial of a U.S. passport application.

PAPERWORK REDUCTION ACT STATEMENT

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time required for searching existing data sources, gathering the necessary data, providing the information and/or documents required, and reviewing the final collection. Responding to this collection of information is required to obtain a benefit. You do not have to supply this information unless this collection displays a currently valid 0MB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: U.S. Department of State, Bureau of Consular Affairs, Passport Services, Office of Program Management and Operational Support, 44132 Mercure Cir, PO Box 1199, SterlinQ, VirQinia 20166-1199.

U.S. Department of State

OMB CONTROL NO. 1405-0216
EXPIRATION DATE: 05-31-2025
ESTIMATED BURDEN: 30 Minutes

STATEMENT OF EXIGENT/SPECIAL FAMILY CIRCUMSTANCES FOR ISSUANCE OF A U.S. PASSPORT TO A CHILD UNDER AGE 16

RESET

Please print legibly using black ink only. If you make an error, complete a new form. Do not correct.

1. Child's Name *(Last, First, Middle)*	**2. Child's Date of Birth** *(mm-dd-yyyy)*

3. Applying Parent/Legal Guardian's Name *(Last, First, Middle)*

4. Non-Applying Parent/Legal Guardian's Information *(Complete the information in fields a - e for the non-applying parent below.)*

a) Name *(Last, First, Middle)*		**b) Date of Birth** *(mm-dd-yyyy)*	
c) Other Names Used			
d) Contact Information	*Telephone*	*Email*	
e) Address	*Street & Apartment Number*	*City*	*State/Country* / *Zip Code*

5. Has any court, either in the United States or abroad, ever issued an order/decree that references the custody or travel of the child in question? ***(Example: divorce decree, custody order, protection order, stay away order, restraining order, guardianship order, etc.)***

☐ Yes ☐ No — *If yes, submit a certified copy of the most recent court order(s)/decree(s) with this form.*

6. Is the non-applying parent/legal guardian currently incarcerated?

☐ Yes ☐ No — *If yes, submit evidence of incarceration with this form, such as a letter from the convicting criminal court, a copy of the incarceration court order, or a copy of the online inmate locator page.*

7. When and how was the last time you communicated with the non-applying parent/legal guardian?

8. Describe your attempts to contact the non-applying parent/legal guardian. *(If you need more space, continue on separate sheet of paper.)*

a) Mail:	Number of times:	Approximate Dates:	Result:
b) Phone:	Number of times:	Approximate Dates:	Result:
c) Email:	Number of times:	Approximate Dates:	Result:
d) Social Media:	Number of times:	Approximate Dates:	Result:

e) Other: Have you tried to contact the non-applying parent/legal guardian through a relative or friend? If so, complete the information below.

Relative/Friend #1:

Name _____ Relationship to non-applying parent *Ex: Works with non-applying parent* _____

Address *Street* _____ *City* _____ *State/Country* _____

Phone _____ Approximate Dates _____ Result _____

Relative/Friend #2:

Name _____ Relationship to non-applying parent *Ex: Works with non-applying parent* _____

Address *Street* _____ *City* _____ *State/Country* _____

Phone _____ Approximate Dates _____ Result _____

9. In detail, explain how you have attempted to obtain consent from the non-applying parent/legal guardian and why you have not been able to. You may use the information provided in questions 5 - 8 to help complete your statement.
(If you need more space, continue on separate sheet of paper.)

10. OATH: I declare under penalty of perjury that all statements made in this supporting document are true and correct.

Signature of Parent or Legal Guardian:		Date *(mm/dd/yyyy)*:	

APPENDIX F
Short-Term & Standby* Guardianship Forms

*The Standby Guardianship form was developed by Illinois Legal Aid Online.
See page 15 for information on Short-term Guardianships
See page 17 for more information about Standby Guardianships.

Standby Guardian Designation Form

This blank form is available in English at Illinois Legal Aid Online at
https://bit.ly/4hZoPYw

1. I, _____ (*Parent or guardian name*), currently residing at _____ (*Street address*) _____ (*City, state, zip code*) am the parent or guardian of the following child or children (or of a child likely to be born):

Name of child	**Date of birth (or the words "not yet born")**

2. I hereby designate the following person to be appointed as standby guardian for the child or children listed above:

Name of standby guardian	**Address**

3. If the person name in item 2 above cannot or will not act as standby guardian, I designate the following person to be appointed as successor standby guardian for the child or children:

Name of successor standby guardian	**Address**

4. This designation is made on this, the _____ (*Day*) day of _____ (*Month and year*).

Parent or guardian signature: _____

5. Witness statement: I saw the parent (or guardian) sign this designation. Then I signed the designation as a witness in the presence of the parent (or guardian). I am not designated in this instrument to act as a standby guardian for the child or children.

Signature of Witness 1: _____

Signature of Witness 2: _____

APPOINTMENT OF SHORT-TERM GUARDIAN
755 ILCS 5/11-5.4

It is important to read the following instructions:

By properly completing this form, a parent or the guardian of the person of the child is appointing a guardian of the child of the parent (or a minor ward of the guardian, as the case may be) for a period of up to 365 days. A separate form should be completed for each child. The person appointed as the guardian must sign the form, but need not do so at the same time as the parent or parents.

If you are a parent or guardian who is a member of the Armed Forces of the United States, including any reserve component thereof, or the commissioned corps of the National Oceanic and Atmospheric Administration or the Public Health Service of the United States Department of Health and Human Services detailed by proper authority for duty with the Armed Forces of the United States, or who is required to enter or serve in the active military service of the United States under a call or order of the President of the United States or to serve on State active duty, you may appoint a short-term guardian for your child for a period of your active duty service plus 30 days. When executing this form, include the date your active duty service is scheduled to begin in part 3 and the date your active duty service is scheduled to end in part 4.

This form may not be used to appoint a guardian if there is a guardian already appointed for the child, except that if a guardian of the person of the child has been appointed, that guardian may use this form to appoint a short-term guardian. Both living parents of a child may together appoint a guardian of the child, or the guardian of the person of the child may appoint a guardian of the child, for a period of up to 365 days through the use of this form. If the short-term guardian is appointed by both living parents of the child, the parents need not sign the form at the same time.

Parent (or guardian) and Child. I,_____,
currently residing at_____,
am a parent (or the guardian of the person) of the following child (or of a child likely to be born):_____.

Guardian. I hereby appoint the following person as the short-term guardian for my child:
(include name and address) _____
_____.

- Effective date. This appointment becomes effective: (Check one if you wish it to be applicable)

  - ☐ On the date that I date in writing that I am no longer either willing or able to make and carry out day-to-day child care decisions concerning the child.
  - ☐ On the date that a physician familiar with my condition certifies in writing that I am no longer willing or able to make and carry out day-to-day child care decisions concerning the child.
  - ☐ On the date that I am admitted as an in-patient to a hospital or other health care institution.
  - ☐ On the following date: _____.
  - ☐ On the date my active duty service begins:_____.
  - ☐ Other:_____.

(Note: If this item is not completed, the appointment is effective immediately upon the date the form is signed and dated below.)

- Termination. This appointment shall terminate 365 days after the effective date, unless it terminates sooner as determined by the event or date I have indicated below: (check one if you wish it to be applicable.)

  - ☐ On the date that I state in writing that I am willing and able to make and carry out day-to-day child care decisions concerning the child, but not more than 365 days after the effective date.
  - ☐ On the date that a physician familiar with my condition certifies in writing that I am willing and able to make and carry out day-to-day child care decisions concerning the child, but not more than 365 days after the effective date.
  - ☐ On the date that I am discharged from the hospital or other health care institution where I was admitted as an in-patient, which established the effective date, but not more than 365 days after the effective date.
  - ☐ On the date which is_____days after the effective date. (may not exceed 365 days).
  - ☐ On the date no more than 30 days after my active duty service is scheduled to end (insert date active duty service is scheduled to end:_____.
  - ☐ Other:_____.

(Note: If this item is not completed, the appointment will be effective for a period of 365 days, beginning on the effective date.)

ate and signature of appointing parent or guardian.

This appointment is made this_____day of_____, 20____.

Signed _____

_____
Appointing parent(s) or guardian

Witnesses. I saw the parent (or the guardian of the person of the child) sign this instrument or I saw the parent (or the guardian of the person of the child) direct someone to sign this instrument for the parent (or the guardian). Then I signed this instrument as a witness in the presence of the parent (or the guardian). I am not appointed in this instrument to act as the short-term guardian for the parent's child.

Witness _____
(Signature)

_____
(Name)

_____
(Address)

Witness _____
(Signature)

_____
(Name)

_____
(Address)

Acceptance of short-term guardian.

I accept this appointment as short-term guardian on this_____day of_____, 20____.

Signed _____
(Short-term guardian)

Consent of child's other parent. I,_____,

currently residing at_____,

hereby consent to this appointment on this_____day of_____, 20_____.

Signed _____

(Consenting parent)

(Note: The signature of a consenting parent is not necessary if one of the following applies: (i) the child's other parent has died: or (ii) the whereabouts of the child's other parent are not known; or (iii) the child's other parent is not willing or able to make and carry out day-to-day child care decisions concerning the child; or (iv) the child's parents were never married and no court order has issued an order establishing parentage.)