



FAMILY EMERGENCY PREPAREDNESS TOOLKIT— MINNESOTA

A toolkit for families to plan in the case of arrest, detention or deportation.
English Version, First Edition 2017.



1. About the Volunteer Lawyers Network

Since 1966, the Volunteer Lawyers Network, Ltd. (VLN), a 501(c)(3) non-profit, has been providing free legal services in civil law matters through volunteers to income-eligible persons in Minnesota to fulfill its mission of “protecting and promoting the basic human needs of people in poverty through the power of legal volunteers.” VLN seeks to provide persons with positive outcomes to their legal matters. Positive outcomes include: preventing homelessness; preventing illegal garnishment; preventing domestic violence; obtaining wages for hours worked; and obtaining custody orders. Through its Immigrant Legal Services Program VLN provides free legal advice, brief service, full representation, and education in immigration matters. For more information about how to access VLN’s services and to download copies of this toolkit and other resources visit www.vlnmn.org.

2. About this Toolkit

VLN developed this Family Emergency Preparedness Toolkit to help families plan for the unexpected in these times of uncertainty, in particular if you do not currently have a legal status in the U.S.A. or are a member of a family in which members have different immigration situations. The purpose of this Toolkit is to provide important information and tools to you know what to do in the event your or a family member faces arrest, detention, or deportation.

Planning for an uncertain future where immigration status is insecure is crucial. It helps to:

- Relieve stress because you can plan ahead and make legal and other plans to care for your children and property in the event something may happen to you.
- Avoid spending large sums of money to do things that do not require a lawyer or other professional help. Unscrupulous persons and others in Minnesota have been known to charge hundreds of dollars or even more to complete and/or simply notarize legal and other documents. Providing free information on how to do this on your own along with information about free resources in the community may help you avoid these expensive and sometimes illegal or unethical practices.
- Know where to obtain reliable and on-the-spot legal screening and advice.
- Obtain free legal information and documents such as a Delegation of Parental Authority that you can use in practical ways.

3. Source of Information

The Volunteer Lawyers Network thanks those who provided guidance, contributed to the production of this toolkit and helped to conduct trainings and workshops: Colleen Beebe Purisaca, Comunidad Latina Unida en Servicio (CLUES), Barbara Cruz, Glen Drew, Fox Rothschild LLP, Peggy Flaig, Emily Good, Gabriela Maza-Kos, Lenore Millibergity, Peter Nagell, Nelson Peralta, Kara Rieke, Esteban Rivera, Peggy Russell, Lymari J. Santana, Mark P. Schneebeck, Sheila Stuhlman, Urban Ventures, and Tom Walsh.

VLN acknowledges other local organizations that also have valuable resources regarding this subject-matter: the Advocates for Human Rights, Immigrant Law Center of Minnesota, Mid-Minnesota Legal Aid, and the Minnesota Legal Services State Support.



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INFORMATION SHEET 1.01-Eng (1 page):

What is a Family Emergency Plan?



Why should I have a family emergency plan?

We all need to have a plan in case we face an emergency, no matter what our situation or legal status. This is even more important in uncertain times when we do not know what may happen to people who are undocumented or families made up of people with mixed immigration situations. Here are some reasons why it is important for all families and individuals have a plan and be prepared:

- It helps us to make decisions on our own before they are made for us.
- It frees us from being anxious because we have done what we can to plan for the unexpected.
- It helps us to be ready in case of an emergency so that we do not have to do things at the last minute.
- It protects our children and families from unnecessary disruption.
- It protects what we have worked hard to earn in the best way possible.

How can I use the information sheets in this toolkit?

This toolkit contains basic information and checklists of some things that you may need to learn about or do to create a family emergency. To start, below is a list of general topics that may be more fully explained in Information Sheets in separate sections in this manual. Look for the section you want to work on and get started! As you complete sections, check the items off the list of things to do to prepare!

Section One: Important Immigration Information and Resources that I have collected and saved

- I know what my immigration options are and I got this information from a trustworthy immigration lawyer, or DOJ (Department of Justice) accredited representative.
- I know about my legal rights from a trustworthy organization or lawyer.
- I know where to get free immigration and other legal information and help in the community.
- I know what my rights are and what I need to do if I am arrested or detained by ICE.
- I know the documents that I should and should not carry with me.
- I am aware that there are scams that steal people's money and make promises that are not true and I will not let myself get scammed!

Section Two: Important Documents and Information I should have and keep in a safe place

- I have gathered important documents that I may need quickly to keep in a safe place.
- I have important information that I may need to share quickly with someone I trust in a safe place.

Section Three: I have to care for my children and my property.

- I have decided what I will do with my children and have made the proper legal arrangements.
- I have decided what I will do with my property, like my house, car, etc., and have made the proper legal arrangements.
- I have friends, family and groups who know me and who I can contact if something happens to me.

Where can I get help to create a plan for my family and me?

Call the Volunteer Lawyers Network at (612) 752-6677 or email us at vlm@vlmn.org for more information about where to get help to create an emergency plan.



INFORMATION SHEET/HOJA INFORMATIVA:

Some Family Emergency and Know Your Rights Resources in Minnesota and the USA

Algunos recursos sobre la planificación de emergencia y sus derechos en Minnesota y los EEUU

There are many family emergency planning and Know Your Rights resources produced by different groups and available nationwide. Each varies regarding focus and content. The charts below contain some of the resources VLN found as it researched information for this toolkit, along with VLN’s own materials.

Hay muchos recursos hechos por diferentes grupos y disponibles a nivel nacional sobre cómo hacer un plan de emergencia y como conocer sus derechos. Cada uno varía según su enfoque y contenido. Los cuadros a continuación contienen algunos de los recursos que La Red de Abogados encontró a medida que buscaba información para este kit de herramientas. También incluye los recursos producidos por La Red de Abogados Voluntarios.

Minnesota Resources/Recursos en Minnesota:

Title/Título	Institution/Institución	Link/Enlace	Region-Date/ Region-Fecha
<i>DOPA Workshop Manual-Minnesota</i>	Volunteer Lawyers Network	vlmn.org	Minnesota April 2017
<i>Kit de Herramientas para un Plan de Emergencia Familiar—Minnesota/ Family Emergency Preparedness Toolkit—Minnesota</i>	Volunteer Lawyers Network	vlmn.org	Minnesota April 2017
<i>Información general sobre la ley de inmigración y recomendaciones para proteger su elegibilidad para cualquier beneficio inmigratorio en el futuro</i>	Immigrant Law Center of Minnesota	ilcm.org	June 2016
<i>Preparing Your Family for Encounters with ICE-Minnesota</i>	Immigrant Law Center of Minnesota	ilcm.org	April 2017
<i>Delegation of Parental Authority (DOPA)- Fact Sheet</i>	Minnesota Legal Services Coalition	lawhelpmn.org	Minnesota 2017

Other States or National Resources/Recursos en otros estados y nacionales:

Title	Institution/Project	Link	State(s)/Date
<i>Protección de Bienes y la Custodia de Menores al Encarar la Deportación/ Protecting Assets & Child Custody in the Face of Deportation</i>	Appleseed: Financial Access and Asset Building Project	appleseednetwork.org	2012
<i>Esta Usted en Peligro de Ser Arrestado, Detenido o Deportado por la Inmigración? Haga un plan de emergencia</i>	Catholic Legal Immigration Network, Inc.	cliniclegal.org	September 2008
<i>Family Safety Planning: A training manual by Catholic Legal Immigration Network,</i>	Catholic Legal Immigration Network,	cliniclegal.org	



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<i>Inc. (CLINIC)</i>	Inc.		
<i>Plan Familiar en Caso de Emergencia/ Family Preparedness Plan</i>	Immigrant Legal Resource Center	ilrc.org	
<i>Los Derechos de Inmigrantes/ Immigrant Rights</i>	Immigrant Legal Resource Center	ilrc.org	2017
<i>¡Protégase! Cómo obtener la mejor ayuda disponible para inmigración Protect Yourself!/Learn How to Get the Best Available Immigration Help</i>	Immigrant Legal Resource Center	www.ilrc.org	
<i>Red Card</i>	Immigrant Legal Resource Center	redcards@ilrc.org	
<i>Family Safety Planning Toolkit: Be Not Afraid-Resources for Congregations & Immigrant Families Fractured by Fear</i>	Lutheran Immigration & Refugee Service	lirs.org	
<i>Kit de Herramientas de Planificación para la Seguridad Familiar</i>	Lutheran Immigration & Refugee Service	lirs.org	
<i>Documentos de Poder Notarial Duradero</i>	Northwest Justice Project	washingtonlawhelp.org	August 2016
<i>Plan Familiar en Caso de Emergencia</i>	Centro de Justicia Inmigrante		
<i>Que Debe Hacer si la Policía, Agentes de Inmigración o el FBI lo Detienen</i>	American Civil Liberties Union (ACLU)	aclu-mn.org	
<i>Know Your Rights: Everyone has certain basic rights, no matter who is president</i>	National Immigration Law Center	nilc.org	November 2016
<i>Know Your Rights with ICE</i>	Immigrant Defense Project (IDP)	immigrantdefenseproject.org	New York
<i>Immigrants: Knowledge is Power, Protect Your Rights! #16111733</i>	American Immigration Lawyers Association	aila.org	November 2016
<i>¡Tenga cuidado cuando busca ayuda con su caso de inmigración!/Watch Out When You Seek Help with Your Immigration Papers!</i>	Immigrant Legal Resource Center	ilrc.org	National Edition 2009
<i>Conoce sus derechos como inmigrante/ Know Your Rights as an Immigrant</i>	American Friends Service Committee (AFSC)	afsc.org	North Carolina
<i>Guía de Derechos y Planificación/Rights and Planning Guide</i>	Justice For Our Neighbors: Nebraska et. al	jfon-ne.org	February 2017
<i>Vivir en los Estados Unidos: una guía para los jóvenes inmigrantes/Living in the United States: A Guide for Immigrant Youth</i>	Immigrant Legal Resource Center	www.ilrc.org	2015

If you want free help to create a family emergency plan and live in Minnesota call VLN at (621) 752-6677 for more information. / Si Ud. desea ayuda gratuita para crear un plan de emergencia para su familia y vive en Minnesota, llame a La Red de Abogados Voluntarios al (612) 752-6677 para más información.

INFORMATION SHEET 2.01-Eng:

Choosing a Good Lawyer: What to Know to Get the Best Legal Help



What are civil legal services?

Civil legal services help people with non-criminal legal matters such as medical care, housing, family, bankruptcy, government benefits, employment, immigration, consumer, and education.

What kind of help is there in Minnesota for people with civil legal problems?

Minnesota has some free and low cost civil legal services. Private attorneys charge a fee.

- **Free legal services programs.** There are agencies that provide free civil legal services, including immigration. If you qualify for free help depends on:
 - Your income and the income of your household.
 - Where you live.
 - What kind of legal case you have.
 - Your immigration status (in some cases).
 - The agency's capacity.
 - For a list of free legal services in MN visit: www.lawhelpmn.org
 - For a list of free immigration legal service providers in MN visit: <https://www.vlnmn.org/recursos-legales-importantes>
- **Other free legal services.** Unions, social service, advocacy, and government agencies may provide free legal services. For example:
 - Office of Multicultural Services in Hennepin County.
 - Minnesota Department of Human Rights.
 - Department of Labor.
 - American Civil Liberties Union.
 - Children's Law Center of Minnesota.
 - Harriet Tubman and other domestic violence programs.
 - Call 211 for more information about free legal help.
- **Low-cost legal services in immigration matters.**
 - For a list of low cost immigration legal service agencies in Minnesota visit: <https://www.justice.gov/eoir/recognition-accreditation-roster-reports>
- **Legal services for a fee.** If you can't find free legal services, you may want or need to pay for a lawyer.

What kind of free help is available to me in most civil law matters, including immigration?

Depending on your legal case, you may be eligible for different kinds of free legal help including:

- **Full Representation** - a lawyer helps you with your case from start to finish.
- **Brief Service** - a lawyer helps you do a specific task but does not represent you.
- **Advice** - a lawyer gives you advice about your legal situation but does not represent you.
- **Education** - a lawyer or person who knows the law presents general legal information to a group.

How can I get free legal help in Minnesota with my civil legal case?

- **Call.** Call legal services providers to see if you qualify and to get connected to free legal help.
- **Online.** Apply for services and get legal answers online from some agency websites.
- **In Person.** Visit a free legal clinic to talk in person with a lawyer for 15 to 30 minutes. Call the agencies for schedules, legal issues covered, and processes for getting an in-person consultation.
- **Community Event.** Attend an event that provides education, brief service, and/or advice by a legal service agency at a local community center, school, church, etc.



Volunteer Lawyers Network Family Emergency Preparedness Toolkit—English Minnesota—2017

What should I have with me when I talk to a lawyer?

- Have all the legal documents and paperwork for your case, even if it seems unimportant.
- Have the names and phone numbers of people the lawyer may need to call.
- Give the lawyer all the information they ask for so you can get the best advice possible.

How can I hire a lawyer if I cannot find a free lawyer?

- You have the right to hire any lawyer you choose.
- Ramsey and Hennepin County Bar Associations have lawyer referral services that connect you to private lawyers that will charge you for services. Some legal service agencies also have lists of private lawyers that you can hire for a fee.

Will I get better services if I pay for a lawyer instead of getting a free lawyer?

No. You should receive the same quality of legal service whether you pay your lawyer or not.

Can people who are not lawyers give legal advice or services?

Generally, no. A person must be a lawyer to be able to legally provide legal advice and services.

How can I tell who is a lawyer and who is not a lawyer in Minnesota?

If you want proof that someone is a lawyer, you can ask to see their diploma and license, or check if they are a registered lawyer in Minnesota at <https://www.lro.mn.gov/for-the-public/lawyer-registration-database-search-public/>. A Notary Public or Notary is not a lawyer and should give legal advice or help.

What makes a lawyer "good"?

Good lawyers generally will:

- Only help you if they have enough experience and knowledge.
- Be honest with you about your case, even if they think you should not continue with your case.
- Be in regular communication with you about your case.
- Give you copies of paperwork filed for you.
- Not make any promises about how your case will turn out, but they should tell you what could possibly happen, how, why and when.
- Clearly explain the law and what to expect.
- Put in writing what they agree to do and not do, how much they will charge you, what the legal fees cover (e.g. if the client pays extra filing and/or court fees, etc.), and how you must pay them and when. This is called a client agreement, contract or retainer. The client signs this document.

How do lawyers for a fee charge?

Some ways to charge fees include:

- **Flat fees:** the lawyer charges the client one fee to do one task.
- **Fees by the hour:** the lawyer charges for each hour spent on the case.
- **Retainer:** the lawyer charges part of the fee at the beginning.
- **Contingency:** the lawyer gets part of the money you receive if you win the case.

What can you do if you have trouble with your lawyer?

- Fire your lawyer.
- Get a second opinion from another lawyer.
- Consider filing a complaint with the Minnesota Lawyers Professional Responsibility Board at <http://lprb.mncourts.gov/complaints/Pages/default.aspx>
- If you have an immigration case, you may need to file other complaints, but you should talk to a new immigration lawyer first.



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NON-PROFIT IMMIGRATION SERVICES – FULL REPRESENTATION-2.02-ENG-VLN (PAGE 1 OF 2)		
CONTACT INFORMATION	ELIGIBILITY	SERVICES PROVIDED
<p>The Advocates for Human Rights 330 2nd Ave S, Suite 800 Minneapolis, MN 55401 (612) 341-9845 Fax: (612) 341-2971</p>	<p>Minnesota, North Dakota, South Dakota</p> <p>Income guidelines applied.</p>	<p>Areas of legal assistance: Adjustment of Status, Asylum applications, Removal hearings</p> <p>Types of legal assistance: Help completing forms, Filings with USCIS, Representation at Asylum Interviews (Credible Fear Interviews, Reasonable Fear Interviews), Representation before the Immigration Court, Representation before the Board of Immigration Appeals (BIA), Federal court appeals</p>
<p>Immigrant Law Center of Minnesota 450 N. Syndicate St., Suite 175 St. Paul, MN 55104 Client Intake: (800) 223-1368 (client intake hours M, T, W 12pm-1:30pm; Th 6-7:30pm; no walk-ins) Office Number: (651) 641-1011 Fax: (651) 641-1131 HOTLINE FOR LEGAL INFORMATION (not advice): (651) 287-3715, Tuesdays 1-3pm and Thursdays 6-8pm</p>	<p>Statewide – Minnesota with offices in St. Paul, Worthington, Austin and Moorhead</p> <p>Income guidelines applied.</p>	<p>Areas of legal assistance: Adjustment of Status, Consular Processing, Deferred Action for Childhood Arrivals (DACA), Employment authorization, Family-based petitions, NACARA, Naturalization/Citizenship, Removal hearings, Special Immigrant Juvenile Status, T visas, Temporary Protected Status (TPS), U visas, Violence Against Women Act (VAWA) petitions</p> <p>Types of legal assistance: Help completing forms, Filings with USCIS, Representation at Asylum Interviews (Credible Fear Interviews, Reasonable Fear Interviews), Representation before the Immigration Court, Representation before the Board of Immigration Appeals (BIA), Federal court appeals</p>
<p>Southern Minnesota Regional Legal Services Refugee, Immigrant and Migrant Services 450 N. Syndicate Street, Suite 285 St. Paul, MN 55104 Client Intake: (800) 652-9733 (new clients accepted 1st business day of each month at 9am) Office Number: (651) 255-0797</p>	<p>East Metro and Southern Minnesota</p> <p>Income guidelines applied.</p>	<p>Areas of legal assistance: Adjustment of Status, Consular Processing, Employment authorization, Family-based petitions, Naturalization/Citizenship, T visas, U visas, Violence Against Women Act (VAWA) petitions</p> <p>Types of legal assistance: Help completing forms, Filings with USCIS <i>No clients in removal proceedings or seeking cancellation of removal, etc.</i></p>
<p>Mid-MN Legal Aid Immigration Law Project 430 1st Ave N., Suite 300 Minneapolis, MN 55401 Client Intake: (612) 332-1441 or (612) 334-5970 (call M 10:30-3:30 and Th 1:30-3:30) Fax: (612) 334-5755</p>	<p>Hennepin County and Anoka County.</p> <p>Income guidelines applied.</p>	<p>Areas of legal assistance: Services include citizenship, permanent residency; vulnerable youth and seniors; refugees and asylees; VAWA and other related issues.</p> <p>Types of legal assistance: Full representation</p>
<p>Mid-MN Legal Aid/St. Cloud Area Legal Services 830 W. Germaine St., Suite 300 St. Cloud, MN 56301 (320) 253-0121 or (888) 360-2889 (new client screening M-F, 1:30pm-4:30pm)</p>	<p>Central Minnesota: Stearns, Benton, Sherburne, Wright, Todd, Morrison, Mille-Lacs, Isanti, and Chisago Counties Income guidelines applied.</p>	<p>Areas of legal assistance: Citizenship applications for clients age 60+; Green card applications (no age limit)</p> <p>Types of legal assistance: Full representation</p>
<p>Mid-MN Legal Aid (MMLA) 415 7th Street SW P.O. Box 1866 Willmar, MN 56201 (320) 235-9600 / (888) 360-3666 (preferred intake hours M-F, 8:30am-12pm)</p>	<p>West and Central Minnesota: Big Stone, Chippewa, Kandiyohi, Lac qui Parle, Lincoln, Lyon, Meeker, Renville, Swift, and Yellow Medicine counties Income guidelines applied.</p>	<p>Areas of legal assistance: U-Visas; VAWA; Immediate family petitions, nunc pro tunc; no defensive removal cases; NACARA, family reunification, LPR and citizenship. <i>Can</i> work with undocumented immigrants. <i>Cannot</i> work on N-600s or employment-related issues .</p> <p>Types of Legal Assistance: Full representation</p>
<p>Legal Services of Northwest Minnesota 1015 7th Ave. N., Moorhead, MN 56560 (218) 233-8585 / (800) 450-8585 (phone intake hours M-F, 9 am-3 pm; walk-ins M-F, 8:00 am-4:30 pm) Fax: (218) 233-8586</p>	<p>Northwest Minnesota</p> <p>Income guidelines applied.</p>	<p>Areas of Legal Assistance: Citizenship applications and renewal of LPR; can only work with clients who have legal immigration status (LSC regulations do not permit cases with undocumented immigrants)</p> <p>Types of Legal Assistance: Full representation</p>
<p>Office of Multicultural Services 1201 E. Lake St. Minneapolis, MN 55407 Call for appointment: (612) 348-2193 M-F 8:00-4:30</p>	<p>Must live in Hennepin County.</p> <p>No income eligibility guidelines.</p>	<p>Areas of Legal Assistance: Certain adjustment of status, EAD renewals, and Naturalization cases.</p> <p>Types of Legal Assistance: Full representation</p>



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Volunteer Lawyers Network 600 Nicollet Avenue South, Suite 390A Minneapolis, MN 55402 Call for an intake: (612) 752-6655 M, W, TH between 9:00am and 1:00pm	Statewide Income guidelines applied.	Areas of Legal Assistance: Phone and walk-in advice at certain legal clinics in most types of immigration matters. Brief service and full representation in limited types of cases. Types of Legal Assistance: Phone or in person advice, brief services, full representation in limited cases such as U-Visas, citizenship, and DACA.
University of Minnesota Law School Center for New Americans Detainee Rights Clinic Immigration detainees in MN may call (612) 625-5515 at no expense Families/friends may email detainee@umn.edu	Must be detained at Sherburne, Ramsey, Carver or Freeborn County Jail by Immigration and Customs Enforcement	Areas of Legal Assistance: Removal hearings for people in detention Types of Legal Assistance: Full representation

FREE LEGAL CLINICS – BRIEF SERVICE, ADVICE AND REFERRAL SERVICES-2.02-ENG-VLN (PAGE 2 OF 2)

CONTACT INFORMATION	SERVICE AREA	SERVICES PROVIDED
West 7th Community Center 265 Oneida Street St. Paul, MN 55102 (651) 298-5493 3 rd Wednesday of every month at 3:00 p.m. Must call (651) 298-5493 to register in advance and bring interpreter.	Ramsey County and East Metro	Areas of legal assistance: Immigration Types of legal assistance: Brief advice, service and referral on immigration-related matters.
Park Avenue Legal Clinic/VLN Park Avenue Methodist Church 3400 Park Avenue South Minneapolis, MN 55404 Walk-in Only every Thursday between 3 and 5 p.m. (except holiday weeks and fifth Thursday of month)	Twin Cities and surrounding areas Income guidelines applied.	Areas of legal assistance: Brief advice and/or service in immigration matters weekly; in family first and third weeks of month; in other matters less frequently. Referrals in civil law matters and possible match for full representation. Types of legal assistance: Brief advice, service and/or referral in most civil legal matters with a focus on immigration matters.
Waite House Legal Clinic/VLN 2323 11 th Avenue South Minneapolis, MN 55404 (612) 721-1681 Every 1 st and 3 rd Thursday from 2:00 to 5:00 p.m. Walk-in or make appointment at (612) 721-1681	Twin Cities and surrounding areas Income guidelines applied.	Areas of legal assistance: Brief advice and/or service in immigration matters and less frequently in other legal matters including housing, family, and employment. Referrals in civil law matters and possible match for full representation. Types of legal assistance: Advice, information, brief service, and referral.
Brooklyn Legal Clinic/VLN 7200 Brooklyn Boulevard Brooklyn Center, MN Every first Friday of the month, 2:00 to 4:00 p.m. Walk-in, first-come, first-served.	Twin Cities and surrounding areas Income guidelines applied.	Areas of legal assistance: Brief advice and/or service in immigration matters and less frequently in other legal matters including housing, family, and employment. Referrals in civil law matters and possible match for full representation. Types of legal assistance: Advice, information, brief service, and referral.

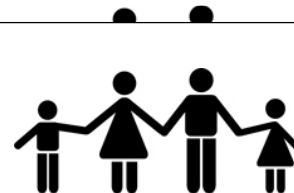
BIA-RECOGNIZED AGENCIES PROVIDING LOW-COST IMMIGRATION SERVICES IN LIMITED MATTERS

CONTACT INFORMATION	SERVICE AREA	SERVICES PROVIDED
International Institute of Minnesota 1694 Como Avenue St. Paul, MN 55108 (651) 647-0191, ext. 307; CSmith@iimn.org	Twin Cities and surrounding areas Nominal fees may apply.	Areas of legal assistance: Help refugee, asylees and other immigrants with AOR's, citizenship, lawful permanent residency, replacement of documents, and other immigration-related issues. Central American Minor family reunification.
Minnesota Council of Churches 122 East Franklin Avenue, Suite 100 Minneapolis, MN 55404 (612) 230-3224 (Nina Vang) Walk-in hours: Thursdays, 1-4pm	Twin Cities and surrounding areas Nominal fees may apply.	Areas of legal assistance: Help for refugees and asylees in family reunification, green cards, citizenship, replacement of documents, work authorization, travel documents, etc., and AOR's.
Lutheran Social Service 2440 Park Avenue South Minneapolis, MN 55404 (612) 879-5260; Walk-in hours: T, 9am-12pm; 1-4:00pm	Statewide Nominal fees may apply.	Areas of legal assistance: Help refugees and asylees with AOR's, travel and replacement documents, FOIA's, green cards, family reunification, citizenship, change of address.
Arrive Ministries 1515 East 6 th Street Richfield, MN 55423 (612) 243-2961 to make an appointment	Statewide Nominal fees may apply.	Areas of legal assistance: Help refugees, asylees and other immigrants with green cards, family-based visas, TPS, diversity visas, employment authorization, replacement and travel documents, AOR's, and citizenship.

The information in this toolkit is adapted from a variety of local and national resources. This information is not legal advice. For answers to individual legal questions, you may want to consult with a lawyer. For a complete list of sources please contact VLN at (612) 752-6677.

INFORMATION SHEET 4.01A-Eng (1 page):

Documentation List for Each Child



CHILD'S NAME: _____

What documents should I have ready and in a safe place for each of my children?

Keep two sets of important documents in separate envelopes for each child.

- Keep one set of the original documents and lists in a safe place in your home.
- Keep copies of the original documents and information in a second envelope that you give to the designated caretaker for each of your children.

List of Documents and Information to Gather:

- Each child's birth certificate
- Each child's social security card (if they have one)
- Each child's medical information
- Each child's school, activity, and church information sheet
- Helpful things to know about each child
- Names, phone numbers, email addresses of family and friends who your designated caretaker may wish to contact
- Emergency contact information
- Delegation of Parental Authority (DOPA) by parent with an original signature and Notary Seal or other custody arrangement paperwork (or other legal document regarding custody arrangements)
- Each child's passport (if your child does not have a passport, you should consider obtaining a passport from his/her country of citizenship; see instructions on how to obtain a passport for U.S. citizens and the contact information for Latin American Consulates in the USA)
- Each child's immigration paperwork (e.g. greencard, DACA, certificate of naturalization, I-94, etc.)
- Copies for each document above for each child

Where should I keep these documents and information?

Keep the documents together in a separate envelope for each child and find a safe place for the original documents. Keep the copies in another safe place. Keep in mind that wherever you keep the documents safely, they should also be accessible in case of emergency.

Do I need to talk to a lawyer?

You can collect the information and documents mentioned above on your own without a lawyer. You may want to talk to a lawyer if you have questions about custody for your child, your legal rights, or other legal questions. First seek out help from a free legal service before paying a lawyer to help you.

Where can I get help to organize my documents?

Contact VLN at vln@vlnmn.org to see about a Family Preparedness services near you. You may want to ask help from a local social service agency, a church or other community institution that you trust to help you.

HELPFUL FORMS:	<ul style="list-style-type: none"> • Information Sheet: DOPA • DOPA in English • DOPA translation in Spanish 	<ul style="list-style-type: none"> • Emergency Contact Sheet • Important Document Sheet
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INFORMATION SHEET 4.01B-Eng (2 pages):

Delegation of Parental Authority (DOPA) in Minnesota (Minn. Stat. § 524.5-211)



What is a Delegation of Parental Authority (DOPA)?

- A DOPA lets you give the legal authority to someone else to make decisions for your child or children. You choose the person you want to care for your child. This is an agreement between you and the person you want to care for your children. It is not a court order. The agreement is temporary and can last up to one year. You can renew it every year.
- The DOPA is one legal way in Minnesota to temporarily allow someone else to make decisions for your children. You do not need to go to court to do the DOPA. There are other legal actions you can take to give someone else temporary custody of your children. You should talk with a family lawyer if you would like information about these other options.

Why might I want to do a DOPA?

- If you are at risk of being arrested, detained or deported, and have minor children in your care, you may want to consider doing a DOPA.
- A DOPA may help avoid your children being placed in foster care if you are picked up by ICE.

What is the delegated caregiver responsible for?

- The delegated caregiver is responsible for:
 - providing food, clothing and shelter for your child
 - protecting the child from harm
 - obtaining necessary medical care for your child
 - enrolling the child in school

Note: You may also add other responsibilities in the Delegation of Parental Authority. For example, some parents may want to add that they give permission for the caregiver to arrange for domestic or international travel for the child. This may or may not be honored.

Who can I give this authority to?

- You can give permission to anyone you choose to care for your children. Here are some questions to ask before you decide who you would like to care for your children:
 - Will the person I choose to care for my children take good care of them?
 - Does the person I choose want to care for my children?
 - How long can the person I choose care for my children?
 - How much will it cost to take care of my children?
 - If the person I choose is not a U.S. citizen or lawful permanent resident, or someone with a legal status, will this affect my children’s situation? (For now in Minnesota, the person you choose does not need to have an immigration status, but this could change in the future.).
 - Have I given the person who will take care of my children all the information they need to take good care of them? (For example, do they know my child’s medical needs and the names of their doctors? Do they know where my child goes to school? Do they have other important information and emergency contacts?)



What information do I need to complete the DOPA form?

- The name and home county of the person who will care for your child
- The county where you will get your form notarized
- The complete names and birthdates of your child or children

When does the DOPA end?

- The DOPA is valid for up to one year from the date it is signed and notarized but it can be renewed for one year at a time.
- Any parent can revoke or cancel the DOPA at any time. The best thing to do would be to revoke or cancel the DOPA in writing, but this is not a requirement.
- If a non-custodial parent wants to revoke and /or remove the child from the designated caregiver's home, s/he may need to go to court to get an order of custody.

Who has to sign and who has to know about the DOPA?

- One parent can sign the DOPA but you have to tell the other living parent about the DOPA within 30 days of getting the DOPA notarized (see exceptions below). You can mail or deliver by hand the DOPA within 30 days.
- The parent who signs the DOPA does NOT have to tell the other living parent about the DOPA IF:
 - The other parent does NOT have visitation rights under a court order, OR
 - The other parent has supervised visitation rights under a court order, OR
 - The other parent has an existing Order for Protection against him/her.

Who has to sign the DOPA and how?

- At least one parent must sign the DOPA with a Notary Public who will watch the parent sign and date the form. The parent must show the Notary Public a valid photo ID.

Where can I get help to complete a DOPA?

- There is an online form available in English for free at: <http://www.lawhelpmn.org/resource/online-delegation-of-parental-authority?lang=EN>
- The Volunteer Lawyers Network has special free workshops to help people complete the DOPA.
- Beware of notaries, lawyers or others who want to charge you large fees to complete a DOPA.

Do I need to talk to a lawyer?

- You should talk to a lawyer before you use this form if:
 - The other parent wants custody of your child, OR
 - Your child will be living in another state, OR
 - The other parent is spending time with your child, and the new home will make that more difficult, OR
 - You have any questions about whether a DOPA is best for you and your child.

HELPFUL

FORMS:

- Information Sheet: DOPA
- DOPA in English
- DOPA translation in Spanish
- Emergency Contact Sheet
- Important Document Sheet



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DELEGATION OF PARENTAL AUTHORITY (DOPA)

Delegation of Powers by Parent Minn. Stat. § 524.5-211

STATE OF MINNESOTA)
) **ss.**
COUNTY OF _____)

- 1. My name is _____.
(your name)
- I am the parent of _____.
(your child's name)
- My child's birthdate is _____.
(your child's birthday)

- 2. I appoint _____, to be my legal Attorney-in-Fact to have parental authority over my child, _____.

Note: An Attorney-in-Fact is what the person you name to care for your child is called. That person does not have to be an attorney.

This DOPA lasts: *(check one)*

- For one year from the date of my signature
OR
- until _____, *(fill in date)* which is less than one year following the date of my signature.

- 3. This DOPA gives my Attorney-in-Fact permission to care for and make decisions about my child named above. These decisions include, but are not limited to:
 - a. Getting medical treatment for my child
 - b. Enrolling my child in school
 - c. Authorize national and/or international travel
 - d. Providing a home, care, and supervision of my child.
- 4. This DOPA does not give my Attorney-in-Fact permission to consent to the marriage or adoption of my child.
- 5. I understand that by law I have to give or mail a copy of this document to any other parent within 30 days of signing it unless:
 - a. The other parent does not have parenting time rights or has supervised parenting time rights
OR
 - b. There is an existing Order for Protection in effect against the other parent to protect me or my child.

[SIGNATURES ON FOLLOWING PAGE – Page 2]



SIGNATURES

I swear that everything I have stated in this document is true and correct.

Parent or Guardian:

Date: _____

(sign your name)

(print your name)

Subscribed and sworn to before me

this _____ day of _____, 20____.

Notary Public

Attorney-in-Fact: *(the Attorney-in-Fact does not have to sign in front of a notary)*

I accept the responsibilities of Attorney-in-Fact for _____.
(child's name)

Date: _____

(Attorney-in-Fact signature)

(Attorney-in-Fact printed name)

This form is available in English online for free at:

<http://www.lawhelpmn.org/resource/online-delegation-of-parental-authority?lang=EN>



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(Para propósitos de tener una copia en español-no para uso legal)

DELEGACIÓN DE PODERES DE PADRE

Código de Minnesota § 524.5-211

ESTADO DE MINNESOTA)
) ss.
CONDADO DE HENNEPIN)

1. Yo, _____, del Condado de _____, Estado de Minnesota, soy madre/padre de _____, nacido el _____ del mes de _____ de _____.
2. Designo por este medio a _____, del Condado de _____, Estado de Minnesota, ser “Apoderado Notarial” para el ejercicio de la custodia legal y física sobre mi menor hijo/a, _____, hasta _____ (fecha hasta un año de la fecha de firmar) de conformidad con el Código de Minnesota § 524.5-211.
3. Este “Poder Notarial” constituye mi delegación a _____ para ejercer derechos de custodia legal y física sobre mi menor hijo/a, incluyendo, pero no limitado a:
 - a. autorizar tratamiento médico;
 - b. registrarle a mi menor hijo/a en la escuela;
 - c. proporcionar alimentación, alojamiento, y supervisión a mi menor hijo/a en la casa de _____; y
 - d. autorizar viaje nacional y/o internacional de mi menor hijo/a.

Este “Poder Notarial” no autoriza consentimiento para el matrimonio y/o la adopción de mi hijo/a, _____.

Yo, _____, comprendo que tengo la obligación legal, bajo el Código de Minnesota § 524.5-211 (b), de enviar por correo o dar una copia de este documento al otro padre/madre de mi menor hijo adentro de un periodo de 30 días posterior de su ejecución, a menos que:

- a. el otro padre/madre no tenga derechos de visita o si tiene derechos de visita supervisada; o
- b. Exista una orden de protección bajo Capítulo 518B de la ley de Minnesota o una ley semejante de cualquier otro estado en efecto en su contra.

EN TESTIMONIO DE LO CUAL y EN PLENO USO DE MIS FACULTADES, firmo este documento el día _____ del mes _____ de 2017.

Firma del padre/Madre/Tutor Legal

Nombre en letra de molde del padre/madre/tutor Legal

Suscrito y jurado ante mi
Ese _____ día de _____, 20 _____.

Notario Público

Por este medio, acepto la delegación de poder sobre _____.

Firma del “Apoderado Notarial”

Nombre en letra de molde del padre/madre/tutor Legal

INFORMATION SHEET/HOJA INFORMATIVA 4.01D-Eng/Esp (2 pages):

Emergency and Other Contact Sheet for Each Child

Contactos de Emergencia y Otros Contactos para Cada Hijo

Complete this form for each child./Complete una hoja para cada hijo.



CHILD'S INFORMATION/INFORMACION DEL NIÑO	
<input type="checkbox"/>	First and Middle Names/ Nombre(s):
<input type="checkbox"/>	Last Name(s)/ Apellidos:
<input type="checkbox"/>	Date of Birth/Fecha de Nacimiento: Month/mes: _____ Day/día: _____ Year/año: _____
<input type="checkbox"/>	Complete Address/ Dirección Completa:
<input type="checkbox"/>	Telephone Number/# de Teléfono
<input type="checkbox"/>	Siblings (first and last names)/ Hermanos (nombres y apellidos)
	(1)
	(2)
	(3)
	(4)
	(5)
EMERGENCY CONTACTS IN CASE PARENTS ARE UNAVAILABLE / CONTACTO DE EMERGENCIA EN CASO DE QUE LOS PADRES NO ESTÉN DISPONIBLES	
<input type="checkbox"/>	Designated Caregiver (DOPA) / Personas designada como el guardián legal
	Name/Nombre y Apellido:
	Address/Dirección:
	Apt. City/Ciudad:
	Zip/Código Postal:
	Telefono/No. de Teléfono:
	Text Message/No. para textear:
	Email/Correo Electrónico:
<input type="checkbox"/>	Alternate person to contact / Otra persona para contactar
	Name/Nombre y Apellido:
	Address/Dirección:
	Apt. City/Ciudad:
	Zip/Código Postal:
	Telefono/No. de Teléfono:
	Text Message/No. para textear:
	Email/Correo Electrónico:



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FAMILY CONTACTOS / CONTACTOS DE FAMILIARES		
<input type="checkbox"/>	Mother / La Madre	Complete Name/Nombre(s) y Apellido(s): Current Address / Dirección Actual: Cell Number / Número Celular: Home Number / Número de Casa: Work Number / Número de Trabajo:
<input type="checkbox"/>	Father / El Padre	Complete Name/Nombre(s) y Apellido(s): Current Address / Dirección Actual: Cell Number / Número Celular: Home Number / Número de Casa: Work Number / Número de Trabajo:
CONTACT INFORMATION FOR ADULT RELATIVES, FRIENDS, NEIGHBORS / INFORMACION DE CONTACTO PARA FAMILIARES, AMIGOS, VECINOS		
<input type="checkbox"/>	Adult Siblings / Hermanos Adultos	
<input type="checkbox"/>	Grandparents / Abuelos	
<input type="checkbox"/>	Aunts, Uncles, Cousins/ Tios y Primos	
<input type="checkbox"/>	Family Friends / Amigos	
<input type="checkbox"/>	Neighbors / Vecinos	
OTHER IMPORTANT EMERGENCY NUMBERS / OTROS CONTACTOS DE EMERGENCIA IMPORTANTE		
<input type="checkbox"/>	General Number / No. General	911
<input type="checkbox"/>	Police / La Policia	
<input type="checkbox"/>	Fire Department / Los Bomberos	
<input type="checkbox"/>	Poison Control / En Caso de Envenenación	911

INFORMATION SHEET/HOJA INFORMATIVA 4.01E-Eng/Esp (2 pages):

Important Information Sheet for Each Child

Información Importante para Cada Hijo

Complete this form for each child./Complete una hoja para cada hijo.



CHILD'S INFORMATION/INFORMACION DEL NIÑO	
<input type="checkbox"/>	First and Middle Names/ Nombre(s):
<input type="checkbox"/>	Last Name(s)/Apellidos:
<input type="checkbox"/>	Date of Birth/Fecha de Nacimiento: Month/mes: _____ Day/día: _____ Year/año: _____
MEDICAL INFORMATION/INFORMACION MEDICA	
<input type="checkbox"/>	Name of Doctor or Medical Practice/Nombre y Apellido del Médico y/o la clínica Médica: Name/Nombre y Apellido: Address/Dirección:: Telephone #/# de teléfono:
<input type="checkbox"/>	Date of Last Physical Exam/Fecha de último examen medico:
<input type="checkbox"/>	Important Medical Conditions of Child/condiciones médicas importantes:
<input type="checkbox"/>	Medication(s) taken by child/medicamentos que toma el niño o recetados: Name/Nombre: Reason medicine is taken/Motivo para el medicamento: Dose and Frequency/dosis y frecuencia:
<input type="checkbox"/>	Allergies/alergias:
<input type="checkbox"/>	Name of Dentist or Dental Practice/nombre y apellido del dentista y/o su clínica: Name/Nombre y Apellido: Address/Dirección:: Telephone #/# de teléfono:
<input type="checkbox"/>	Date of Last Dental Exam/Fecha de último examen dental:
<input type="checkbox"/>	Ongoing Dental Treatment/Tratamiento Actual:
<input type="checkbox"/>	Name of Eye Doctor or Practice, if any/Nombre y Apellido del oculista y/o la clínica del oculista, si hubiera: Name/Nombre y Apellido: Address/Dirección:: Telephone #/# de teléfono:
<input type="checkbox"/>	Ongoing eye treatment/ Tratamiento ocular:



SCHOOL INFORMATION/INFORMACIÓN DE LA ESCUELA		
<input type="checkbox"/>	Name, Address, and Phone Number of School/Nombre, dirección y # de teléfono de la escuela:	Name/Nombre y Apellido: Address/Dirección:: Telephone #/# de teléfono:
<input type="checkbox"/>	Grade and Teacher or Guidance Counselor/Año escolar y nombre del maestro o consejero principal:	Grade/Año Escobar: Teacher-Counselor/Maestro-Consejero:
<input type="checkbox"/>	Special Educational Services, if any/Servicios especiales educativos:	
<input type="checkbox"/>	Medications Child Receives at School, if any/Medicamentos que toma durante el día escolar:	
<input type="checkbox"/>	Extracurricular Activities AT School and instructors/ Actividades extra-curriculares EN la escuela y los instructores:	
<input type="checkbox"/>	Extracurricular Activities OUTSIDE of School and instructors / Actividades extra-curriculares AFUERA de la escuela y los instructores:	
OTHER INFORMATION/OTRA INFORMACIÓN		
<input type="checkbox"/>	Name, Address, and Phone Number of Church/Nombre, dirección y teléfono de la iglesia:	
<input type="checkbox"/>	Church Activities/Actividades en la iglesia:	
HELPFUL THINGS TO KNOW/INFORMACIÓN DE INTERÉS		
<input type="checkbox"/>	Favorite Foods/Comida preferida:	
<input type="checkbox"/>	Food Allergies/Alergias a la comida:	
<input type="checkbox"/>	Bedtime/Hora de acostarse:	
<input type="checkbox"/>	Favorite Toys, Books, and Activities/Juguetes, libros y actividades favoritos:	
<input type="checkbox"/>	Restrictions/restricciones:	



SAMPLE LETTERS/CARTAS EJEMPLARES 4.01F-Eng/Esp (2 pages):

To Give to Temporary Custodian of Child

Para Entregar al Tutor Temporal del Niño

Complete this form for each child./Complete una hoja para cada hijo.

1. **SAMPLE LETTER ONE:** for the person to whom you delegated parental authority in case you are detained or unavailable.

Dear _____,

Please keep this sheet with you or somewhere you can find it immediately. If you learn that I have been detained, please get my children right away. If you cannot locate my children, contact the _____ County Social Services office at _____. Tell them the names of my children, your name and phone number, that you have a Delegation of Parental Authority by parent. Thank you.

Name and Signature of Parent

2. **SAMPLE LETTER TWO:** for a friend or relative to contact the person to whom you delegated parental authority in case you are detained or unavailable.

Dear _____,

Please keep this sheet with you or somewhere you can find it immediately. If you learn that I have been detained, please call _____, whose phone number is _____, as soon as possible to let her know. S/he is the designated caretaker for my child/children. If my children have been taken into custody, tell him/her to contact the _____ County Social Services office, and that she should tell them the names of my children, her name and phone number, that she has a Delegation of Powers by parent. Thank you.

Name and Signature of Parent



3. **SAMPLE LETTER THREE:** for an emergency contact if you **have not** delegated a temporary custodian for your child, but you expect that your emergency contact person will be willing to care for your children or will find some other reliable person willing to care for your children.

Dear _____,

Please keep this sheet with you or somewhere you can find it immediately. If you learn that I have been detained and are willing take care of my children, please pick up my children as soon as you can.

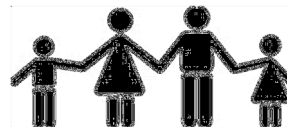
There are envelopes with important information about my children located _____.

If my children have been taken into custody, please contact the _____ County Social Services office, and give them the names of my children, your name and phone number, and that you are willing to care for my children. If you are unable to care for my children, but you know of a trusted adult willing to care from my children, please give them this same information. Thank you.

Name and Signature of Parent

INFORMATION SHEET:

4.02G-Eng-Passport Information



What is a passport?

A passport is an official document issued by the government of a country that identifies someone as a citizen of that country. It is usually needed for travel, when entering or leaving a country.

How do I get a passport?

If you are a U.S. citizen, you can apply for a passport at one of the passport acceptance facilities. Passport acceptance facilities include your local government center and U.S. post offices. Some locations are listed on this handout and others can be found on the internet at <https://iafdb.travel.state.gov/>

You will need:

- To fill out a passport application form (DS-11)
- To have proof of your U.S. citizenship (your U.S. birth certificate or Certificate of Citizenship or Naturalization)
- An ID
- A passport photo
- The fee to pay for it.

If you are not a U.S. citizen, you need to contact the embassy or consulate of your home country to find out how to get a passport. Contact information for various consulates appears at the end of this handout.

What information do I generally need to fill out a passport application form?

Generally, to fill out a passport application form the applicant will need information such as: Legal name and other names used, date of birth, sex, place of birth, social security number (if for a USA passport), contact information, mailing address, parental information such as dates and places of birth, marital information, physical information, travel information, emergency contact, former passport numbers and dates, etc.

How do I get a passport for my minor child?

If your child was born in your home country, you need to contact the embassy or consulate of your home country to find out how to get a passport. Contact information for various consulates appears at the end/other handout.

If your child was born in the United States, then a parent can apply for a U.S. passport for the child. Usually both parents must appear in person at a passport acceptance facility (U.S. Passport Office, U.S. Post Office, or certain other government centers), but there are exceptions. If only one parent is named on the birth certificate, then that parent can apply by herself for the minor child's passport.

What documents do I need to apply for my child's passport?

To apply for your child's passport, you will need:

- The passport application form (DS-11)
- An original or certified copy of the child's U.S. birth certificate (you can request a certified copy of your child's birth certificate from the Vital Records office of the county that is closest to you; a hospital birth record will not be sufficient) or adoption decree showing you are the legal parent (plus another copy of either of those documents)



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- Your government-issued ID such as your own valid, unexpired passport or consulate ID (“matricula”) (plus another copy)
- A passport photo of the child (many passport acceptance facilities provide photo services for an additional fee)

What if only one parent can apply in person but both parents are named on the birth certificate?

If the other parent has died or if you have a court order that grants you sole legal and physical custody of the child with no travel restrictions, then you can apply by yourself for the passport. You will need a copy of the death certificate or the court order granting sole legal and physical custody.

If you do not have such a court order and only one parent can appear in person to apply for a passport, you need to bring a special notarized letter called a “Statement of Consent” (DS-3053) that is signed by the other parent and gives permission for you to apply alone for the child’s passport.

What if I cannot find the other parent or get them to sign the Statement of Consent?

If both parent’s names appear on the child’s birth certificate but it is not possible to get a Statement of Consent from the other parent, you can fill out a Form DS-5525 “Statement Of Exigent/Special Family Circumstances For Issuance Of A U.S. Passport To A Minor Under Age 16” to explain why you cannot get the other parent’s statement of consent. Filling out this form does not guarantee that the passport will be issued. If the other parent has been deported and you have a copy of the deportation order, then you should include a copy when you file the form.

What if they do not give me a passport after filling out the Statement of Exigent/Special Family Circumstances?

Then you may need to consult a family law attorney for help in getting a court order. Examples of court orders include an order that terminates the parental rights of the other parent, an order that grants you sole legal and physical custody with no travel restrictions, a court order authorizing you to get a passport for the child regardless of the custodial arrangement or that specifically authorizes travel with you; or a “Declaratory Judgement” allowing you to get a passport for the child.

If you already have a custody or parenting time order, you can ask the court to change (“modify”) the order.

Important Information for Hennepin County residents:

The court’s self-help service center will help single mothers apply for a court order allowing you to apply for a passport for your minor child. To get help to do this visit the:

Family Justice Center

110 South 4th Street, 1st Floor

Minneapolis, MN 55401

(612) 596-8519 (recording); (612) 596-1067 to schedule an appointment

Hours: Monday – Friday, 8 a.m. - 3:30 p.m. (closed holidays)

Where may I get the official passport forms for free?

You may access the official U.S. Department of State free passport-related forms for free at

<https://travel.state.gov/content/passports/en/passports/forms.html>

If you want free help to create a family emergency plan and live in Minnesota call VLN at (621) 752-6677 for more information. / Si Ud. desea ayuda gratuita para crear un plan de emergencia para su familia y vive en Minnesota, llame a La Red de Abogados Voluntarios al (612) 752-6677 para más información.



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Some U.S. Passport Acceptance Facilities in Minnesota (for U.S. Citizens) (incomplete and subject to change):

Dakota County—Western Center
14955 Galaxie Avenue West
Apple Valley, MN 55124
952-891-7570

Faribault County
415 N. Main Street
Blue Earth, MN 56013
507-526-6252

U.S. Post Office Carver County
317 Broadway Street
Carver, MN 55315
952-448-6363

Carver County Service Center
7808 Kerber Blvd.
Chanhassen, MN 55317
952-361-3900

Washington County Service Center-Cottage Grove
13000 Ravine Parkway
Cottage Grove, MN 55016
651-430-4065

Dakota County Administration Center
1590 Highway 55
Hastings, MN 55033
651-438-4576

Minneapolis Main Post Office
100 South 1st Street, Room 106
Minneapolis, MN 55401
612-349-4713

City of Richfield
6700 Portland Avenue South
Richfield, MN 55423
612-861-9730

Scott County Recorder
200 Fourth Avenue West
Shakopee, MN 55379
952-496-8150

Watonwan County Recorder
710 2nd Avenue South
St. James, MN 56081
507-375-1216

Marshall County Assessor Office
208 E. Colvin Avenue
Warren, MN 56762
218-745-5331

U.S. Post Office Worthington
850 10th Street
Worthington, MN 56187
507-376-4870

Anoka County Passport Center-Coon Rapids
Passports
455 99th Avenue NW
Coon Rapids, MN 55433
763-323-5777

For emergency travel*
Minneapolis Passport Agency
United States Federal Building
212 3rd Avenue South
Minneapolis, MN 55401
1-877-487-2778 call for appointment
**travel in less than 2 weeks or need to get foreign
visa within 4 weeks; need:*

- *Appointment confirmation number*
- *proof of international travel*
- *completed forms and supporting documents*



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Latin American Consulates for Minnesotans or persons living in MN (subject to change):

Consulado de Mexico

797 7th St E, St Paul, MN 55106
www.consulmex.sre.gob.mx
(651) 771-5494

El Salvador

177 North State Street 2do. Piso Mezzanine, Chicago, Illinois, 60601.
Teléfono: 13123321393/13125785390
Email: ConsuladoChicago@rree.gob.sv
Website: <http://consuladochicago.rree.gob.sv>

Colombia

500 N. Michigan Avenue, Suite 1960
Chicago, IL 60611
312-923-1196
<http://chicago.consulado.gov.co/cchicago@cancilleria.gov.co>

Peru

180 North Michigan Avenue, Suite 401
Chicago, IL 60601
312-782-1599
<http://www.consulado.pe/es/Chicago/Paginas/Inicio.aspx>
sipan@ameritech.net

Costa Rica

30 N Michigan Avenue, Suite 1922
Chicago, IL, 60602
Tel.: (312) 470-0282 / (312) 577-4267
Email: concr-us-il@rree.go.cr

Venezuela

20 N Wacker Drive, Suite No. 1925
Chicago, IL 60606
(312) 324-0907
http://embavenez-us.org/_chicago/ven.chicago@gmail.com

Paraguay

2400 Massachusetts Avenue N.W.
Washington, D.C. 20008
(202) 483-6960
<http://www.mre.gov.py/Sitios/Home/Index/embaparusa/dcconsulpar@mre.gov.py>

Bolivia

1825 Connecticut Avenue N.W. Suite 200C
Washington, DC 20009
(202) 232-4827 / 4828

Consulado de Ecuador

Mississippi National River and Recreation Area
43 SE Main St #135, Minneapolis, MN 55414
www.minneapolis.consulado.gob.ec
(612) 721-6468

Consulado General de Guatemala

5559 N. Elston Ave, Suite 100, Chicago, IL 60630
www.conschicago.minex.gob.gt
(312) 540-0781

Honduras

4506 W. Fullerton Ave
Chicago IL 60639
(773) 342.8281

Panama

2862 McGill Terrace, NW
Washington, DC 20008
(202) 483 1407
<http://www.embassyofpanama.org>
info@embassyofpanama.org

Argentina

205 N Michigan Ave, Ste 4209
Chicago IL 60601
Estados Unidos
Teléfono local: (312) 819.2610
argcchic@sbcglobal.net

Chile

1415 N. Dayton St., 2nd floor
Chicago, IL 60642
Estados Unidos
Telefono local: (312) 654.8780
info@cgchicago.com
<http://chileabroad.gov.cl/chicago/>

Uruguay

John Hancock Center
875 N. Michigan Avenue Suite 1318
Chicago, IL 60611
(312) 642 3430
<http://www.uruguaychicago.org>
cgchicago@mrree.gub.uy