EMERGENCY PLANNING GUIDE FOR FAMILIES IN IDAHO

February 2018

Every family should be prepared in case of an emergency.
Parents may want to plan for their children's care in the case that they are detained, deported, incapacitated, or unavailable for any period of time. Families may want to allow others to access their money or property in the case of an emergency.
Everyone needs to know their rights and responsibilities.

PREPARED BY:

IDAHO ORGANIZING PROJECT, ANDRADE LEGAL, & UNIVERSITY OF IDAHO COLLEGE OF LAW IMMIGRATION CLINIC

CAUTION: THE CONTENTS OF THIS PACKET DO NOT CONSTITUTE LEGAL ADVICE. FOR QUESTIONS OR ADVICE ON DELEGATING CONTROL OVER YOUR CHILDREN AND PROPERTY OR ABOUT YOUR IMMIGRATION SITUATION, YOU SHOULD SPEAK WITH AN ATTORNEY

INTRODUCTION*

This document is designed to provide a step-by-step guide to what you need to know about immigration policing in Idaho and how you can plan for your family. We provide information about different situations that commonly face immigrant families in Idaho and a range of forms and resources that can help you plan ahead. You may not need every page in this document. Use the Table of Contents and Appendix to find what your family needs.

i. WHAT IS A SAFETY PLAN?

A Safety Plan means thinking about what you want for your family and your property in case you are detained or deported. This plan involves deciding who will look after your children, deciding who can access your money, writing down information about your family so that someone can take care of their needs, and collecting important documents.

ii. WHY SHOULD I HAVE A SAFETY PLAN?

A safety plan allows you to have some control when faced with a bad situation. It can be difficult and expensive to talk with others if you are detained. It is even harder to complete and mail documents, which makes a bad situation worse. When a safety plan is created, you and your family know what will happen with children, money, cars, pets, schools, doctors, medications, and be able to easily locate critical information and documents.

iii. THIS GUIDE IS DIVIDED INTO 3 MAIN PARTS

1. General information about immigration enforcement in Idaho and how you can prepare now (Pages 4-31)
2. Step-by-Step instructions and sample forms to help you make a plan for the care of your children, pets, cars, and money (Pages 33-66)
3. An appendix with blank forms and instructions that you can fill out and use. (Beginning at page 67)

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What Might Happen to Me or My Family?

find somebody that they think is undocumented. This may be because of the policies of a particular police department and/or the particular beliefs of the officer. They might call in ICE to translate, but ICE will also investigate immigration status. It is *very* important to understand your legal *obligations* and your legal *rights* during an encounter with law enforcement. (See Page 12: Know Your Rights: If You are Stopped in Your Car).

- Home.

Regrettably, many non-citizens encounter ICE agents at their home. ICE often will look for an individual at their home if they have address information of somebody they are specifically looking for. ICE will often go looking for a person who has failed to appear for a court hearing, has disobeyed a court order, or has broken a promise with ICE. There are also times where ICE states that they "recognize" a person that they have previously deported. Sometimes, the address is old and the person ICE is looking for no longer lives there. When this happens, ICE will often arrest whomever they find at the house who is undocumented. (See Page 15: Know Your Rights: If the Police or ICE Agents Come to Your Home).

- At the work site.

In years past, ICE would frequently conduct raids on work-sites. There was a lot of criticism of those actions and there haven't been any in Idaho in recent years. However, ICE has begun to visit businesses and asked to review their employee files to see if the documents that the business has accepted as proof that the employee has permission to work in the United States are valid. This can sometimes lead the employer to request new documents from their employees or result in criminal charges against a non-citizen for using a false social security card or other government document. You have rights, even at the workplace. (See Page 20: Know Your Rights: If You are Contacted by ICE at Your Workplace).

- Street and other public places.

There are times when ICE may approach an individual when they are in a public place. This tends to happen during focused enforcement actions in particular areas and sometimes in cooperation with law enforcement. In the past ICE agents set up "checkpoints" on the highway, and would go to areas like bus stations. In the last 5-6 years, there have been fewer reports of this type of ICE activity. There have been reports of ICE stopping people at gas stations and on bus lines saying that they are looking for a specific person and asking everyone for identification. (See Page 11: Know Your Rights: If You are Stopped on the Street, Gas Station, Bus, Store, Etc. by ICE or the Police).

NOTE: Sometimes, a person will not be sent to the detention center, because another agency might want to prosecute an individual for a *criminal charge* before they are sent to the immigration detention center. In this case, the person is typically held in a local jail in Idaho until the criminal case is finished.

After the person arrives at the detention center, the person can ask an Immigration Judge to review the decision by ICE not to release them, or to review the amount of bond ICE set.

At the same time as the person is trying to get a bond, or a lower bond, the Immigration Court will set the case for its first hearing.

At the end of the ICE encounter you should have these documents: (1) Warrant for Arrest (form I-200), (2) Custody determination (form I-286), (3) Document charging you are deportable (form I-862 or form I-871 or form I-851)

NOTE: Some people are not eligible for release on bond. This is true for people with serious criminal convictions or who have been deported before. In addition, some people are not eligible to see an immigration judge. This is true for people who have been deported before, have arrived in the U.S. recently, or have certain more serious criminal convictions. If one of these situations applies to you and you are afraid you will be harmed if you are deported to your home country, you must tell ICE over and over that you are scared to go back and need protection.

II. KNOW YOUR RIGHTS

i. INTRODUCTION

Do you know your rights? Most people do not know what they are allowed to do or say to police officers or immigration agents. We rely on police to keep us safe and treat us all the same. But sometimes you may be forced into contact with police or immigration agents. How you react during these encounters is very important to protecting your safety and your legal options in the future.

ii. YOUR RIGHTS

- Regardless of your citizenship or immigration status, you have constitutional rights.
- You have the right to remain silent. If you want to stay silent, say so out loud.
- You have the right to refuse to consent to a search of yourself, your car, or your home.
- If you are not under arrest, you have the right to calmly leave.
- You have the right to a lawyer if you are arrested. Ask for one immediately.

iii. YOUR RESPONSIBILITIES

- Do stay calm and be polite.
- Do not interfere with or get in the way of the police.
- Do not lie or use false documents.
- Do prepare yourself and your family in case you are arrested.
- Do remember the details of the encounter.
- Do file a written complaint or call an attorney if you feel your rights have been violated.
- Carry proof of lawful immigration status **if** you are lawfully present, in the U.S.
- Prepare yourself and your family in case you are arrested. Memorize the phone numbers of your family and your lawyer. Make emergency plans for your family.

1. **I do not wish to speak with you or answer your questions. I am exercising my constitutional right under the 5th Amendment of the United States Constitution to remain silent.** No deseo hablar con usted o contestar sus preguntas. Estoy ejerciendo mi derecho constitucional bajo la 5ta Enmienda de la Constitución de los Estados Unidos de permanecer en silencio.
2. **I want to speak to a lawyer before answering any of your questions.** Quiero hablar con un abogado antes de contestar alguna de sus preguntas.
3. **I do not give you permission to enter my home.** No le doy autorización de entrar en mi casa.

(See Appendix 13 for copies of a card you can carry with you.)

v. IF YOU ARE STOPPED ON THE STREET, GAS STATION, BUS, STORE, ETC. BY ICE OR THE POLICE

Places such as gas stations, grocery stores, restaurants, and courthouses are common areas for ICE to patrol. It is possible to be stopped by law enforcement officials almost anywhere. Officers can be in uniform or not. It is very important that you are prepared and know your rights.

Stay Calm

Do not run. Do not argue. Do not keep the police from doing what they are trying to do. Even if you are innocent or the authorities are violating your rights, stay calm. Keep your hands where they can be seen.

Ask If You Are Free To Leave

If the officer says yes, calmly and silently walk away. If they say no, you have a right to know why you are being stopped.

Do not Resist

Do not fight back, even if you believe the arrest is wrong.

You Have The Right To Remain Silent

You cannot be punished for not answering questions. If you wish to remain silent, tell the officer out loud. In Idaho, the law does not require you to give your name, but it is possible you would be arrested if you do not. Your name can be used to start deportation proceedings. If you do not want to give your name, you can say you are remaining silent and want to talk to an attorney.

You Do Not Have To Consent To A Search

You do not have to consent to a search of yourself or your possessions. Police may "pat down," touch the outside, your clothing if they suspect you have a weapon. You should not physically resist, but you have the right to refuse any further search.

YOU DO NOT HAVE TO CONSENT TO A SEARCH

If an officer or immigration agent asks to look inside your car, you have the right to refuse. If police believe your car has evidence of a crime, your car can be searched without your permission.

YOU DO NOT HAVE TO TALK, YOU CAN REMAIN SILENT

Both drivers and passengers have the right not to speak or answer questions. If you are a passenger, you can ask if you are free to leave. If the officer says yes, sit silently or calmly leave. Even if the officer says no, you can say that you are choosing to remain silent.

DRIVING WITHOUT DOCUMENTS IN IDAHO

When you get pulled over, the officer will ask for certain papers. These include your driver's license, proof of vehicle registration, and insurance information for your vehicle. Driving without any of these is against the law, and you will receive a ticket or be arrested. If you are arrested, your fingerprints will be run through an immigration database to see if ICE has a record of you and if they want to deport you. The costs to being pulled over will be:

Driving Without a License: Misdemeanor Criminal Offense – Up to $1,000 fine and up to 6 months in jail and court fees (more than $100)

Driving Without Automobile Insurance:
1st time: Traffic Infraction – $75 Fine
2nd time: Misdemeanor Criminal Offense – Up to $1,000 fine, up to 6 months in jail, and court fees (more than $100)

Driving Without Vehicle Registration: Traffic infraction – $44.50 fine and court fees ($47.50)

WHAT SHOULD I DO?

There is no easy answer, it will be up to you to decide what to do when the time comes:

Option 1 – Provide the Police Officer with your Personal Information

- An officer could choose to write a ticket instead of arresting you if you provide your personal information. A ticket would avoid giving your fingerprints to ICE and making you a target, but there is always a chance the police officer will share your information with ICE.
- To try to avoid arrest, you want to provide your:
  - Name
  - Address
  - Phone number
  - Social security number if you have one
- Do NOT provide your:
  - Country of birth
  - Nationality
  - Immigration status
  - Or a foreign identification.

vii. IF ICE OR THE POLICE COME TO YOUR HOME

Officers can show up at any time of the day. They can be loud, they can be intimidating. In this situation, it is important that you stay calm and know your rights. If they do come by your home, follow these steps:

THEY NEED A WARRANT

If the police or ICE agents come to your home, you do not have to let them in unless they have specific kinds of warrants. (See the next page for an example of each type of warrant.)

WHAT IS A WARRANT?

A warrant is a document issued by a judge that authorizes law enforcement officers to make an arrest, or search the house.

ASK TO SEE THE WARRANT & *DO NOT* OPEN THE DOOR

DO NOT OPEN THE DOOR! ICE OR POLICE MIGHT SAY THINGS TO PERSUADE YOU TO OPEN THE DOOR AND THEY ARE ALLOWED TO LIE TO YOU TO GET YOU TO OPEN THE DOOR. YOU HAVE THE RIGHT NOT TO OPEN THE DOOR OF YOUR HOUSE WITHOUT A WARRANT SIGNED BY A JUDGE.

Ask the officer to slip the warrant under the door or hold it up to the window so you can inspect it. If you open the door (even a little bit), ICE might push their way into your home and say you agreed to them coming in. **If ICE enters your home, they usually arrest everyone there who cannot prove lawful status.** If they enter, you can say you do not consent and ask them to leave.

CHECK IF THE WARRANT IS SIGNED BY A JUDGE

It is important for you to recognize the difference between a warrant that lets the police enter your home and an ICE warrant that does not. A search warrant allows police to enter the address listed on the warrant, but officers can only search the areas and items listed. An arrest warrant allows police to enter the home of the person listed on the warrant if they believe the person is inside.

A warrant of removal/deportation from the Department of Homeland Security (ICE warrant) *does not* allow officers to enter a home without consent.

If ICE Refuses to Leave Your Property

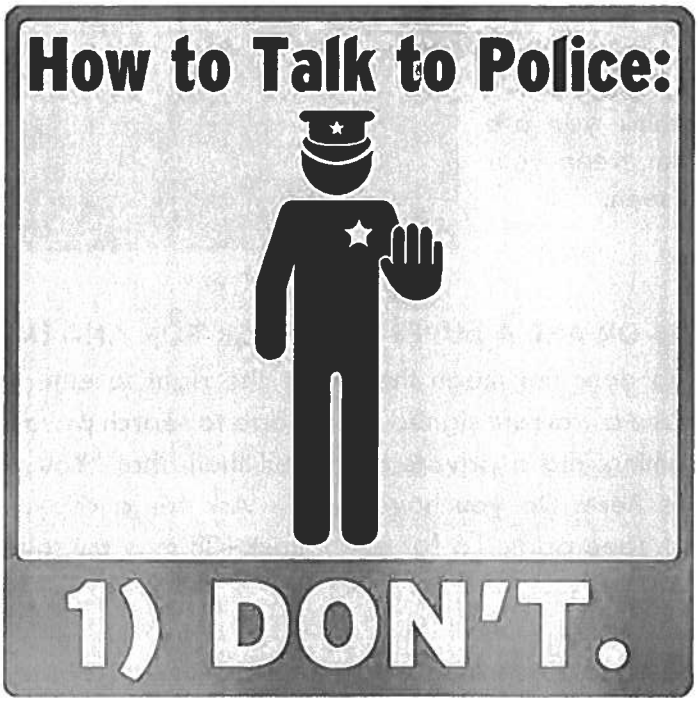
It is possible that ICE will not leave your property for hours and wait for you to finally leave. They might knock on your door for hours at a time over multiple days. If there someone with lawful immigration status in the home, they can walk outside and ask the officers to leave. If there is no one with status in the home, but you need ICE to leave, you could decide to be arrested voluntarily. This would prevent them from arresting the rest of the people in the home. If you choose one of these two options, ask the officers to step away from the door and that you are coming out. This will help prevent the officers from gaining entrance to your home. Make sure someone inside of the house closes the door and locks it behind the person that walks outside.

***If You are Not A U.S. Citizen:

- Ask your lawyer about the effect of a criminal conviction or admitting you are guilty without going to trial (also called "entering a guilty plea.")
- Don't discuss your immigration status with anyone but your lawyer.
- Read all papers fully. If you do not understand or cannot read the papers, tell the officer you need an interpreter.
- While you are in jail, ICE may visit you. Do not answer questions or sign anything before talking to a lawyer. This includes ICE officers if they call you or visit you in jail.

NOTE: ICE Will Automatically Know About Your Arrest if You Have Any Immigration History

ICE gets records of anyone whose fingerprints are taken. If they can match that person to someone in their immigration records they might come and interview you or ask the police to hold you until they can come get you. (See Page 4 on how ICE finds people). Talk to your lawyer and ask them to contact an immigration attorney to challenge your detention. The police should not hold you after you post bail or finish your criminal case.



You Have the Right to Remain Silent

Even if officers have a warrant, you have the right to remain silent. The best way to protect your immigration case is to remain silent and ask to call a lawyer. Do not tell them where you were born or what your status is. If you have a "rights card," (See Appendix 13) hand the ICE agent your "rights card."

Do Not Sign Anything

ICE officers may ask you to sign some documents. DO NOT SIGN ANYTHING without a lawyer present. They may try to get you to sign something that might allow them to deport you right away.

Document Everything

ICE agents may do things that are illegal during raids. Your rights may be violated. If you have a cellphone or a camera, take video and pictures of the raid. After the raid, make notes of what you just saw. Things such as officer actions, the number of officers, time and date, etc. will help your case later if something goes wrong. In addition, ask co-workers to take as many pictures as possible and document as many things possible.

Don't Carry False Documents or Foreign Identification

Never carry foreign documents that show you are not a US citizen. Do not carry any fake documents on you like fake ids, fake social security numbers, or fake passports. These documents can be used against you later.

x. IF YOU ARE DETAINED BY ICE

ICE agents may arrest you if they think you have broken the immigration laws. This will be stressful. After being taken into custody, the next steps you take are very important to make sure that you are treated fairly. If you are detained by ICE, follow these steps:

DO NOT RESIST

Do not resist arrest, even if you believe the arrest is wrong.

YOU HAVE THE RIGHT TO REMAIN SILENT

Tell the ICE agent you wish to remain silent. Do not discuss your immigration status with anyone but your lawyer.

DO NOT SIGN ANYTHING WITHOUT A LAWYER

Do not sign anything! ICE's job is to deport people. They will often give you documents and tell you to sign them without explaining what they mean. If you sign, you may be giving up your opportunity to stay in the U.S.

CONTACT YOUR CONSULATE

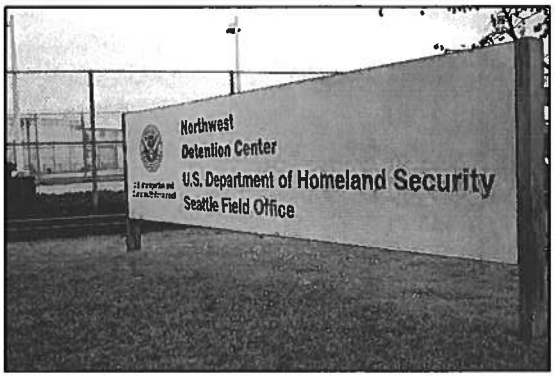
You have the right to contact the consulate. Many consulates can help contact your family and help you find a lawyer.

FIND A LAWYER

You have the right to a lawyer, but the government *does not* have to provide one for you. If you do not have a lawyer, ask for a list of free or low-cost legal services. If you have a lawyer, tell ICE to contact your lawyer and send any papers to the lawyer instead of asking you to sign them. (See Appendix 2 for a list of attorneys.)

III. HOW TO FIND SOMEONE WHO IS IN DETENTION

The first section of this guide (See Page 4) covers how ICE finds people in Idaho and what happens after they do. If you or a loved one are detained and have not gotten out of custody either because ICE did not set a bond or you cannot pay the bond, then the person will be moved out of state.



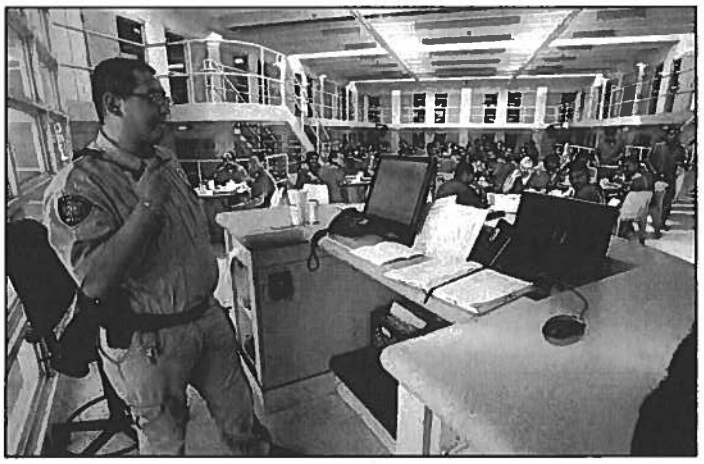
There is no "one place" that you can call to find someone in immigration detention. ICE holds detainees in detention centers, state, and county jails. They do this to ensure that the detainees will show up to their immigration court hearings. These cases can take a very long time. ICE will not contact you to let you know that they have taken your loved one into custody. If you know someone who has been detained by ICE, use the followings steps to try to find them.

INFORMATION THAT YOU WILL NEED

1. The full name of the person who was detained;
2. The date of birth of the person who was detained; and
3. The Alien Number ("A" number) of the person who was detained.

WHAT IS AN ALIEN NUMBER (A NUMBER)?

An A number is a nine-digit number that can be found on most immigration documents such as work permits, green cards, deportation orders, notice to appear, and other immigration documents. If a person has never been stopped by immigration, then they do not have an A number. Once someone is detained by ICE, an A number will be issued to them. If you still cannot find the person's A number, you can try searching online using the person's name and country of origin (in order for this to work, the name and country of origin must match ICE's records exactly).



IV. HOW TO GET BOND

IMMIGRATION BOND CAN BE GRANTED BY ICE OR AN IMMIGRATION JUDGE

Often, the first thing people want to know after a friend or family member is detained, is how to get them out. When a person is arrested, ICE determines three things: (1) if the person eligible for a bond, (2) if the person is dangerous and (3) if the person is likely to show up at their court hearings if they are released.

People who have not been deported before, and have no criminal records are generally eligible to be released, if they pay a bond (or have another security measure like an ankle monitor or regular check-ins with ICE). People who have prior deportations, or a criminal record are usually held without bond.

If ICE believes that the person is a danger to the community, or if ICE does not believe that the person will show up for their court hearings, ICE may not want to release that person. If the person is not released, the detained person will be sent to an immigration detention facility like the one in Tacoma, Washington. (See Page 25 on How to find someone who is in detention and Appendix 14 for a list of ICE detention facilities). Once there, the person can ask for a "bond hearing" with an immigration judge. The immigration judge can decide if the person is eligible for a bond, can set a bond, or can lower a bond that ICE set that was too high to pay.

DOCUMENTS TO HELP YOU GET BOND

Prepare to get your loved one out of detention by putting together evidence to show that they **are not dangerous to the community** and that they **will show up to all court hearings.**

If your family member has a criminal record, or a history of drug or alcohol abuse, or hurting others, evidence (letters, certificates, receipts, prescriptions, etc.) of the following is helpful:

- That person is peaceful and law abiding (while incarcerated and/or since release).
- That the person learned from taking classes, or therapy.
- That a prior diagnosis has been overcome.
- Proof that person is following all recommended medical/mental health treatment.

Evidence to show that a person has ties to the community and will show up to court:

- Evidence that person has family who are lawfully present in the U.S. This includes copies of immigration documents, birth certificates.
- Proof that person has strong financial ties to the U.S., like an employment history, property or business ownership with paycheck stubs, tax returns, mortgage documents.
- Evidence that person has ongoing responsibilities such as need to care for a family members medical needs. This includes medical documents, letters, evidence of appointments, prescriptions, etc.

(See the list of critical documents to collect on Page 31 for additional suggestions.)

office. You can call **any ICE office** to make arrangements to pay a bond. Tell the answering person know that you would like to schedule an appointment to pay the bond. You can find a list of ICE offices nationwide at: http://www.ice.gov/contact/ero/ (See appendix 14 for a list of local ICE offices).

ii. Pay the Bond Yourself at the ICE Office or Using a Bond Company

Documents to Bring to the ICE Office:

- Full amount of payment on CASHIERS CHECK or MONEY ORDER payable to "Department of Homeland Security" - **no cash or personal checks accepted;**
- Your original social security card (not a copy!);
- Valid photo ID (Permanent Resident Card, Passport with appropriate stamps, Valid driver's license OR State identification with proof of immigration status).

You should receive AND KEEP these forms:

- I-352 Bond Contract
- I-305 Bond Receipt

When you pay the bond, you are called the "bond obligor."

OR

Use a bond company. They are the "bond obligor." A bond company charges you a fee, and takes collateral from you, in exchange for them paying the bond to ICE for you. For example, if the bond is $10,000, the company may charge you a 20% annual fee for each year the bond is "outstanding." That means that each year the case is going on, you pay $2,000 to the bond company for that service. That money is never returned to you. In addition, the bond company will want you to give them something that values $10,000 in case you do not pay them. This might be the title of a car, or right to charge your credit card, or title to a house. If you do not pay the fee, or the person who is in court does not go to court, you could lose the collateral. Any **immigration** bond company in the U.S. can help you. The fees and terms of immigration bond companies vary widely. Ask a friend about bond companies if you can.

II. Release After the Bond is Paid

After the bond is paid, ICE will inform the detention facility that the detainee can be released. Expect the entire process to last at least one hour. In most cases, the detained person will be released the same day as the bond as paid **if the bond is paid before 3:00 p.m. at the location where the person is being detained.**

V. CRITICAL DOCUMENTS TO OBTAIN AND PRESERVE

Gather all of these documents and make sure a trusted friend and/or family member knows the location of them so that if you are detained, you and your family will have access to them.

Documents that help prove your identity and your family members:

- ☐ Your birth certificate
- ☐ Copy of your consular identification
- ☐ Copy of your passport
- ☐ Copy of any other form of photo ID like a driver's license
- ☐ Copy of your marriage certificate
- ☐ Copy of any divorce decree
- ☐ Birth certificates of your children with your name listed

Documents showing your immigration status:

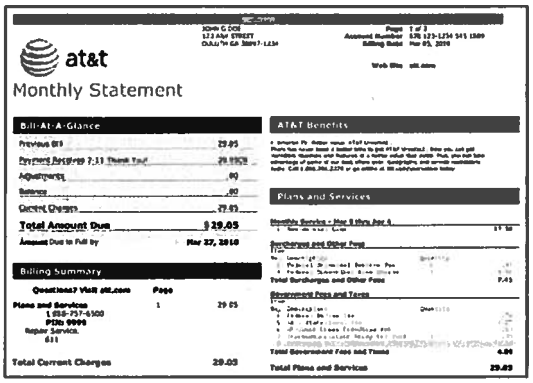
- ☐ Work permit (Employment Authorization Document)
- ☐ Anything you have received from immigration court
- ☐ Anything that you have received from an immigration office
- ☐ Paperwork from ICE
- ☐ A copy of any application you have submitted to immigration

Documents that will help you get to see an immigration judge and fight your case:

- ☐ Lease agreements for the past two-years in the United States
- ☐ Cell phone bills, car insurance, other bills that show you lived in the U.S. for two years
- ☐ Paycheck stubs for the past two years
- ☐ Documents showing that you own your home for two years
- ☐ Receipts or cancelled checks for your rent payments for the last two years

Other documents that will help you seek bond and fight your immigration case:

- ☐ List of all places you have lived in in the United States
- ☐ Letters from church members, employers, people you have worked with to volunteer in your community
- ☐ Criminal records
- ☐ Medical records
- ☐ Medical records for your family members
- ☐ Any legal paperwork
- ☐ Police paperwork proving you are a victim of a crime or a witness to a crime and are working with police or attorneys
- ☐ Paperwork about a civil rights complaint



VI. HOW TO PLAN AHEAD?

i. INTRODUCTION

It is important to plan ahead for as many situations as you can in case of detention or deportation. One of the biggest fears parents have is about the safety of their children. Another big concern is what will happen to any property (cars, houses, lands, bank accounts). If you or a loved one is detained or deported it may be difficult to obtain the necessary documents to maintain control over these parts of your life. That is why it is necessary to plan ahead. Here are some questions that you should ask yourself:

1. Do I have minor children or family with special needs? If the answer is yes, you might need the following:
   - Power of Attorney Delegating Parental Power (See Page 35)
   - Revocation of Delegation of Parental Power (See Page 40)
   - Child's Birth Certificate (See Page 42)
   - Child's Passport (See Page 46)
   - Child's Social Security Card (See Page 50)

2. Do I have money or property that my family will need to access if I am detained? If the answer is yes, you might need the following:
   - Power of Attorney for Money and Property (See Page 53)
   - Revocation of Financial Power of Attorney (See Page 59)
   - Power of Attorney for Motor Vehicle (See Page 61)

3. Have I seen an immigration attorney to find out about my risks and options? If the answer is no, review the following section and appendix:
   - How do I find an immigration attorney and avoid scams? (See Page 65)
   - Call an attorney to set up an appointment (See Appendix 2 for a list of attorneys in the area)

iii. Information About A Power of Attorney Delegating Parental Powers

A power of attorney delegating parental powers is just a fancy way of saying that you allow someone else (a delegate) to make decisions for your children or loved one with special needs. By sharing power with someone else, it allows you to decide who can look after your children's needs for health, education, and other care when you cannot.

Why should I create a parental power of attorney?

If you are detained, it will be extremely difficult to talk with the person you wish to look after your children. It will also be difficult to get the signatures you need to complete the forms. This could make it so there is no person with the legal power to make decisions for your children. If this happens then Child Protective Services (CPS) can become involved.

What if I ask a friend to watch my children without a power of attorney?

Then your friend would not be able to make certain decisions that will affect your children. This includes dealing with doctors and schools. It can also lead to disagreements between family and friends about who should be watching the child. All of this could lead to Child Protective Services (CPS) becoming involved.

I have heard about Guardianships, is there a difference between that and a Power of Attorney?

A guardianship requires you to go to court to create it. You also have to go to court to get rid of it. A power of attorney can be given in writing without a court. A power of attorney does not last as long and will go away on its own. If you are deported but want your child to remain in the U.S. a guardianship may be better for you, but it is best to discuss this with an attorney and to let them help you.

iv. Instructions: How Do I fill-out the Power of Attorney Form?

Do I need to fill the form out in English?

Yes. You can use a translation of the form to help guide you in filling the form, but the signed document must be in English so that it can be used in schools, hospitals, and other organizations.

Do both parents need to sign the form?

No. It is not necessary to have both parents sign. But, it is easier if both parents sign so that there are not disagreements or confusion. If only one parent signs because the other parent disagrees or won't cooperate on parenting decisions, the delegation is still good and will allow the delegate to make important emergency decisions and get access to important documents and information about the children. But the signing parent can't give the delegate any powers the signing parent doesn't have. So, for example, if the two parents have a 50/50 custody agreement, the signing parent cannot delegate the other parent's custody time. Also, the non-signing parent might be able to veto decisions made by the delegate.

What name should I use?

Your name on the form must match *exactly* any identification documents that you have. This could include driver's licenses, passports (even passports not from the US), and any other documents that can be used to prove your identity. The same rule applies for the person that you choose. Their name must match *exactly* any identification documents that they have. Include any nicknames or different spellings that you or your delegate uses on other documents (for example, using only one last name on some documents when your passport or license has two last names).

What names should I use for my children?

Their name must match their identification documents *exactly*. Names and birthdates must match any documents that can prove their identity, like their birth certificates or passports. Make sure that you include any different spellings or nicknames that appear on other documents.

How long can I give the delegate power to make decisions for my children?

That depends. If the person is a grandparent, a brother/sister, or an aunt or uncle of the child, then you can give them the right to make decisions for your child for up to three years. The parent can choose a shorter time period than the full three years if they would like. If the person is not one of these relatives, then the form is only good for six months.

POWER OF ATTORNEY DELEGATING PARENTAL POWERS

Juan Perez, Juanita Perez, a parent or guardian
(Typewritten or Printed Name of Parent(s) or Guardian(s))
of the minor child/ren

Juan Perez Jr., born 2/13/2010
[name(s) and birthdate(s)]

_____, born _____
[name(s) and birthdate(s)]

_____, born _____
[name(s) and birthdate(s)]

pursuant to Idaho Code Section 15-5-104, delegates his/her/their parental powers to

Roberto Pueblo, of 123 W. Street Boise, ID
(Typewritten or printed name of parenting delegate) (Current address of delegate)

[ ] The delegate named above is a [ ] grandparent, [ ] sibling of a parent , or [ ] sibling of the above minor child/ren. This power of attorney shall remain in full force and effect for [ ] three (3) years, unless earlier revoked by me in writing; OR [ ] from _____ until _____ unless earlier revoked by me in writing.

[X] The delegate named above is NOT a grandparent, sibling of a parent , sibling of the above minor child/ren. This power of attorney shall remain in full force and effect for six (6) months unless earlier revoked by me in writing.

This delegation includes all powers regarding the care, custody, and property of the minor child/ren except the power to consent to marriage or adoption of the minor child/ren.

This delegation expressly allows my delegate to travel outside the United States with the minor child/ren.
[X]Yes [ ]No

This delegation is effective [ ]immediately, [X] on the following date 1/1/2018.

Juan Perez	Juanita Perez	8/1/2017
(Signature of Parent or Guardian)	(Signature of Parent or Guardian)	(Signature date)

***Optional* Witnesses**

_____ is known to me as the parent of the children listed in the foregoing delegation and signed the delegation and acknowledged to us that s/he executed the same.

_____ _____
(signature of witness) (Date) (signature of witness) (Date)

REVOCATION OF DELEGATION OF PARENTAL POWERS

I, Juan Perez [name], currently residing at 123 S. Street [address] in Boise [City], Idaho, do hereby revoke, annul, cancel and nullify, in its entirety, the delegation of parental powers bestowed to Roberto Pueblo [prior agent], on the 15 day of February, 2018 [date prior Parental Delegation was signed]. This revocation is to be effective immediately. All authority, rights and powers previously granted to the aforementioned agent are now rescinded, terminated, and dismissed.

DATED: 2/20/2018 Juan Perez
Signature of Parent 1

DATED: 2/20/2018 Juanita Perez
Signature of Parent 2

Optional Notarization
STATE OF IDAHO)
:ss.
County of)

On this _____ day of _____, 20___, before me, the undersigned Notary Public, personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument, and he acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have set my hand and seal the day and year as above written.

_____Notary Public for Idaho
Residing at:
Commission Expires:

Optional Acknowledgment of Receipt

I Roberto Pueblo, hereby acknowledge that I have received this revocation document and that I understand that the Delegation of Parenting Powers previously bestowed on me by Juan Perez, regarding the following children Juan Perez JR., has been revoked as of this date: 2/25/2018.

Roberto Pueblo
Signature of former parental delegate

PLEASE READ THESE INSTRUCTIONS CAREFULLY

WHO CAN ORDER

Only immediate family members, their legal representative, or those who provide documentation showing it is needed for their property right may order legally confidential certificates. Immediate family includes: spouse, sibling, parent, child, grandparent, and grandchild.

Proof of relation/legal representation may be required. Step-relatives, in-laws, great-grandparents, aunts, uncles, cousins, etc. are not immediate family as defined by Idaho Statute.

IDENTIFICATION IS REQUIRED

The applicant (person signing this request) must provide a photocopy of their driver's license or other current signed government [state, federal or tribal] issued picture identification. If this is not available, copies of two other forms of identification are required; one of which MUST include the applicant's signature. (Refer to the following list) **ID is accepted upon validity verification by our office**.

IMPORTANT: If acceptable identification is NOT enclosed, and/or your application is incomplete, your request will be returned and significant delays in processing your order may occur.

APPROVED IDENTIFICATION LIST

Current Government Issued Picture Identification with a signature	OR Two Forms of CURRENT ID – One MUST have a Signature		OR
• Driver's License • State ID Card • Passport • Tribal ID Card • Concealed Weapons Permit • Prison ID Card	• Social Security Card with signature • Work ID Card with picture or signature • Auto registration with signature • Traffic Ticket with signature • Court Record with signature • College/School ID with picture • Matricula Card with signature.	• Insurance Record • Auto Insurance • Driver Permit • Pay stub • Hunting/Fishing License • Passport Card	• Notarized Signature on the Request • Have an immediate family member (that has current ID from the approved list) request it for you (Please Note: Proof of relation may be required.) • Court Order

FEES

CERTIFICATE FEES

Each certified copy or record search of a Birth, Stillbirth/Miscarriage, Death, Marriage or Divorce Certificate is $16.00. Certified copies are computer-generated and are valid for most legal purposes. If the requested certificate cannot be found a statement of search will be issued. A certified *photocopy* (not computer-generated) of a Birth, Stillbirth/Miscarriage, Death, Marriage or Divorce certificate can be ordered for $21.00; each additional certified photocopy of that record, ordered at the same time, is $16.00.

LEGAL FEES

The Processing fee to complete an adoption, paternity, or court order name change is $20.00. The processing fee to complete a delayed registration is $25.00. (Does not include a copy of the certificate).

RUSH FEES

If you would like to RUSH your order, please include a one-time charge of $10.00 (per event) and write RUSH on the outside of your envelope. If you would like to RUSH your legal action, please include a one-time charge of $25.00 (per event). There is no shipping charge for regular mail. If express mail is desired, you may express mail your request to us and include a prepaid express mail envelope back to yourself. We cannot send your order C.O.D.

To order on-line, through VitalChek, please see our website at http://www.vitalrecords.dhw.idaho.gov. *Additional charges will apply.* All credit card orders are processed through Vitalchek.

Make checks or money orders payable to Idaho Vital Records.

SUBMITTING THE REQUEST

Complete the request form and mail it to the address on the front of the form. Remember to sign your request and enclose the correct fees and a copy of *both sides* of your signed picture ID.

WARNING: False application for a certified copy of a vital record is a felony punishable by a fine up to $5,000, five years in prison, or both (*Title 39, Chapter 2, Idaho Code*).

07-25-2016

IDAHO VITAL STATISTICS CERTIFICATE REQUEST

IDAHO VITAL RECORDS • P.O. Box 83720 • Boise, ID 83720-0036 • (208) 334-5988 • www.vitalrecords.dhw.idaho.gov

Instructions for completing this form are located on the back of this document. Please read these instructions carefully. Failure to do so may cause a significant delay in processing your request.

YOUR MAILING ADDRESS INFORMATION (PERSON REQUESTING THE CERTIFICATE)

FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME
Juan		Perez

STREET AND NUMBER (P.O. BOX)	CITY, STATE	ZIP CODE
123 S. Street	Boise, ID	83706

CONTACT PHONE NUMBER (DAYTIME)	YOUR RELATIONSHIP TO THE PERSON NAMED ON THE CERTIFICATE (SELF, MOTHER, ETC.)
(208) 333-3333	Father

PURPOSE FOR THE CERTIFICATE	☐ INCLUDE COPY OF ACKNOWLEDGEMENT OF PATERNITY WITH BIRTH CERTIFICATE.
Records	

SIGNATURE OF THE PERSON REQUESTING THE CERTIFICATE: PROVIDE A PHOTOCOPY OF SIGNER'S IDENTIFICATION *

▶ Juan Perez

IMPORTANT: BIRTH, DEATH, STILLBIRTH, MARRIAGE OR DIVORCE MUST HAVE OCCURRED IN IDAHO

☑ EVENT REQUESTED: BIRTH ☐ STILLBIRTH ☐ DEATH ☐ Available from July of 1911 MISCARRIAGE ☐ Available from July of 2016

NAME ON THE CERTIFICATE

FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME
Juan		Perez Jr.

DATE OF EVENT	CITY OF EVENT	NUMBER OF COPIES YOU ARE REQUESTING
2/13/2010	Boise	2

☐ MOTHER ☒ FATHER

FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME	MAIDEN SURNAME
Juan		Perez	

☒ MOTHER ☐ FATHER

FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME	MAIDEN SURNAME
Juanita		Perez	Cruz

☑ EVENT REQUESTED: MARRIAGE ☐ DIVORCE ☐ Available from May of 1947

☐BRIDE/WIFE ☐GROOM/HUSBAND

FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME (AT THE TIME OF THE EVENT)

☐BRIDE/WIFE ☐GROOM/HUSBAND

FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME (AT THE TIME OF THE EVENT)

DATE OF EVENT	CITY OF EVENT	NUMBER OF COPIES YOU ARE REQUESTING

ORDER TOTALS

DESCRIPTION OF ITEM	FEES	#OF COPIES	TOTAL COST
BIRTH-STILLBIRTH/MISCARRIAGE-MARRIAGE-DIVORCE-DEATH CERTIFIED COPY (COMPUTER GENERATED)	$16.00		$ 0.00
BIRTH-STILLBIRTH/MISCARRIAGE-MARRIAGE-DIVORCE-DEATH CERTIFIED PHOTOCOPY	$21.00	1	$ 0.00
ADDITIONAL PHOTOCOPIES OF THE SAME CERTIFICATE EVENT	$16.00	1	$ 0.00
SPECIAL HANDLING (RUSH ORDERS ONLY) PER EVENT REQUESTED	$10.00		$ 0.00
TOTAL ENCLOSED		$37.00	$ 0.00

* See the back of this document for further instructions, information, and explanation of fees.

* If you would like to RUSH your order, please include a one-time charge of $10.00 (per event) and write RUSH on the outside of your envelope. There is no shipping charge for regular mail. If express mail is desired, you may express mail your request to us and include a prepaid express mail envelope back to yourself. We cannot send your order C.O.D.

What if I have the Sole Legal Authority of my child?

- You must submit evidence that verifies this, such as:
  - The court order granting you sole legal custody of the child, such as a divorce decree or other custody order;
  - Certified copy of the child's birth certificate listing you as the only parent; or
  - Certified copy of the death certificate of the parent that cannot appear in person.

What if neither parent is able to appear?

- A third party may apply for the child's passport with a notarized statement from both parents giving that third-party permission to apply for the child.
- The statement must include photocopies of the parents' identifications.

Additional Resources

- If your child was born in the United States, visit www.travel.state.gov for more information on how to get a U.S. passport or call 1-877-487-2778.

For a sample form that is filled out please see Page 48. For a blank Passport Request Form that you can use see Appendix 8.

Name of Applicant (Last, First, & Middle): Juan Perez Jr

Date of Birth (mm/dd/yyyy): 2/13/2010

10. Parental Information
Mother/Father/Parent - First & Middle Name: Juan
Last Name (at Parent's Birth): Perez
Date of Birth (mm/dd/yyyy): 01 01 81
Place of Birth: Mexico City, Mexico
Sex: X Male / Female
U.S. Citizen? Yes / X No

Mother/Father/Parent - First & Middle Name: Juanita
Last Name (at Parent's Birth): Perez
Date of Birth (mm/dd/yyyy): 01 01 83
Place of Birth: Mexico City, Mexico
Sex: Male / X Female
U.S. Citizen: Yes / X No

11. Have you ever been married? Yes X No If yes, complete the remaining items in #11.
Full Name of Current Spouse or Most Recent Spouse
Date of Birth (mm/dd/yyyy)
Place of Birth
U.S. Citizen? Yes No
Date of Marriage (mm/dd/yyyy)
Have you ever been widowed or divorced? Yes No
Widow/Divorce Date (mm/dd/yyyy)

12. Additional Contact Phone Number: (208) 333 3333 X Home / Work / Cell
13. Occupation (If age 16 or older)
14. Employer or School (If applicable): Joplin Elementary

15. Height: 4'2" 16. Hair Color: Black 17. Eye Color: Hazel
18. Travel Plans
Departure Date (mm/dd/yyyy)
Return Date (mm/dd/yyyy)
Countries to be Visited

19. Permanent Address - If P.O. Box is listed under Mailing Address or if residence is different from Mailing Address.
Street/RFD # or URB (No P.O. Box): 123 S. Street
Apartment/Unit
City: Boise
State: ID
Zip Code: 83706

20. Emergency Contact - Provide the information of a person not traveling with you to be contacted in the event of an emergency
Name: Roberto Pueblo
Address: Street/RFD # or P.O. Box: 123 W. Street
Apartment/Unit
City: Boise
State: ID
Zip Code: 83706
Phone Number: (208) 111 1111
Relationship: Friend

21. Have you ever applied for or been issued a U.S. Passport Book or Passport Card? Yes X No If yes, complete the remaining items in #2
Name as printed on your most recent passport book
Most recent passport book number
Most recent passport book issue date (mm/dd/yyyy)

Status of your most recent passport book: Submitting with application / Stolen / Lost / In my possession (if expired)
Name as printed on your most recent passport card
Most recent passport card number
Most recent passport card issue date (mm/dd/yyyy)

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

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

Name as it appears on citizenship evidence

☐ Birth Certificate SR CR City Filed: Issued:
☐ Nat. / Citz. Cert. USCIS USDC Date/Place Acquired: A#
☐ Report of Birth Filed/Place:
☐ Passport C/R S/R Per PIERS #/DOI:
☐ Other:
☐ Attached:

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

* DS 11 C 09 2013 2 *

DS-11 06-2016 Page 2 of 2

SOCIAL SECURITY ADMINISTRATION
Application for a Social Security Card

Form Approved
OMB No. 0960-0066

1	NAME TO BE SHOWN ON CARD	First: Juan	Full Middle Name:	Last: Perez Jr.
	FULL NAME AT BIRTH IF OTHER THAN ABOVE	First:	Full Middle Name:	Last:
	OTHER NAMES USED			
2	Social Security number previously assigned to the person listed in item 1	___ - __ - ____		
3	PLACE OF BIRTH (Do Not Abbreviate)	City: Boise	State or Foreign Country: Idaho	Office Use Only: FCI
4	DATE OF BIRTH	2/13/2010 MM/DD/YYYY		
5	CITIZENSHIP (Check One)	☒ U.S. Citizen ☐ Legal Alien Allowed To Work ☐ Legal Alien Not Allowed To Work (See Instructions On Page 3) ☐ Other (See Instructions On Page 3)		
6	ETHNICITY Are You Hispanic or Latino? (Your Response is Voluntary)	☒ Yes ☐ No		
7	RACE Select One or More (Your Response is Voluntary)	☐ Native Hawaiian ☐ Alaska Native ☐ Asian ☐ American Indian ☐ Black/African American ☐ Other Pacific Islander ☐ White		
8	SEX	☒ Male ☐ Female		
9	A. PARENT/ MOTHER'S NAME AT HER BIRTH	First: Juanita	Full Middle Name:	Last: Cruz
	B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER (See instructions for 9 B on Page 3)	___ - __ - ____	☒ Unknown	
10	A. PARENT/ FATHER'S NAME	First: Juan	Full Middle Name:	Last: Perez
	B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER (See instructions for 10B on Page 3)	___ - __ - ____	☒ Unknown	
11	Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before?	☐ Yes (If "yes" answer questions 12-13) ☐ No ☒ Don't Know (If "don't know," skip to question 14.)		
12	Name shown on the most recent Social Security card issued for the person listed in item 1	First:	Full Middle Name:	Last:
13	Enter any different date of birth if used on an earlier application for a card	MM/DD/YYYY		
14	TODAY'S DATE	1/1/2018 MM/DD/YYYY		
15	DAYTIME PHONE NUMBER	Area Code: 208	Number: 333-3333	
16	MAILING ADDRESS (Do Not Abbreviate)	Street Address, Apt. No., PO Box, Rural Route No.: 123 S. Street	City: Boise	State/Foreign Country: Idaho ZIP Code: 83706
17	I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best to my knowledge. YOUR SIGNATURE: Juan Perez			
18	YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:	☐ Self ☒ Natural Or Adoptive Parent ☐ Legal Guardian ☐ Other Specify		

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

NPN			DOC	NTI	CAN		ITV
PBC	EVI	EVA	EVC	PRA	NWR	DNR	UNIT
EVIDENCE SUBMITTED					SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW		
							DATE
					DCL		DATE

Form SS-5 (08-2011) ef (08-2011) Destroy Prior Editions Page 5

x. INSTRUCTIONS FOR FILLING OUT THE FINANCIAL POWER OF ATTORNEY

i. This is a very powerful document and can allow someone to take all your money and your property. You should only give this power to someone you trust will not rob you of your money. *The agent's authority over your property will continue until your death unless you revoke the power of attorney or the agent resigns.*

ii. This power of attorney does not authorize the agent to make health care decisions for you.

iii. The person you name as an agent to care for your money and property must be at least 18 years old. Lawful immigration status is not required, but is preferred to make sure that the person you put in charge can stay in the U.S. and take care of your money and other property for you. Someone with lawful status will also have a photo id issued by a State or federal government. This will make it easier for the agent to use the document.

iv. The person who you name here will need a picture identification to prove who they are in order to use this document.

v. This form should be filled out in English. A translated form can be used as a guide, but for the document to be honored at banks and other organizations, the English version must be completed and signed.

vi. Make sure your name *exactly* matches identification documents such as your drivers' license, passport, and any other financial accounts or titles to your property. Include other spellings and nicknames if they appear on documents used to prove identity. For example, say "Juan Espinoza, aka John Espinosa". This will avoid arguments about whether the accounts the agent is trying to deal with are really your accounts.

vii. This form provides for designation of one (1) agent. If you wish to name more than one (1) agent, you may name a co-agent in the Special Instructions. Co-agents are not required to act together unless you include that requirement in the Special Instructions.

viii. You should name at least one "successor agent" in case the first person you name is not able to take care of your money properly. Make sure the name of the agent and successor agent matches identification documents such passports and/or driver's licenses. Include any different spellings or nicknames that appear on such documents. This will avoid arguments about the identity of the agent.

ix. The person you identify as the agent has a right to be paid for their time UNLESS you include a SPECIAL INSTRUCTION that the agent MAY NOT be paid for their services.

x. Under "GRANT of GENERAL AUTHORITY", you should put your initials next to "claims and

xi. IMPORTANT INFORMATION FOR THE AGENT

AGENT'S DUTIES

When the agent accepts the authority granted under this power of attorney, a special legal relationship is created between the agent and the principal (you).

The agent must:

1. Do what the agent knows the principal reasonably expects the agent to do with the principal's property or, if the agent does not know the principal's expectations, act in the principal's best interest;
2. Act in good faith;
3. Do nothing beyond the authority granted in this power of attorney; and
4. Keep a record of all receipts and transactions conducted for the principal;
5. Cooperate with any person that has authority to make health care decisions for the principal, or if the agent does not know the principal's expectations, to act in the principal's best interest; and
6. Attempt to preserve the principal's estate plan if you know the plan
7. Disclose your identity as an agent whenever you act for the principal by signing the name of the principal and signing your own name as "agent" in the following manner:

..... (Principal's Name) ..... by ..... (Your Signature) ..... as agent

STOPPING THE AGENT'S AUTHORITY

The agent must stop acting on behalf of the principal if the agent learns of any event that terminates this power of attorney or revokes the agents authority under this power of attorney. These include:

1. Death of the principal;
2. The principal revokes the power of attorney or the agent's authority;
3. An event takes place that is stated in the power of attorney as terminating the agent's authority (for example, the principal's release from detention).

	(....)	Real Property
	(....)	Tangible Personal Property
	(....)	Stocks and Bonds
	(....)	Commodities and Options
	(....)	Banks and Other Financial Institutions
	(....)	Operation of an Entity or Business
	(.....)	Insurance and Annuities
	(.....)	Estates, Trusts, and Other Beneficial Interests
	(....)	Claims and Litigation
	(....)	Personal and Family Maintenance
	(...)	Benefits from Governmental Programs or Civil or Military Service
	(....)	Retirement Plans
	(....)	Taxes
JP	(....)	All Preceding Subjects

LIMITATION ON AGENT'S AUTHORITY

An agent that is not my ancestor, spouse, or descendant MAY NOT use my property to benefit the agent or a person to whom the agent owes an obligation of support unless I have included that authority in the Special Instructions.

SPECIAL INSTRUCTIONS (OPTIONAL)

On the following lines you may give special instructions:

The agent may not be paid. The agent is authorized to hire an attorney for me. The agent must follow the directions of Juan Perez to provide financial

xii. Instructions for Revoking Financial Power of Attorney

The relationships we have with other people are constantly changing. If you chose someone to be an agent over your financial matters and that person is no longer available or you do not want the person to care for money and property any more, you can revoke the power of attorney immediately.

i. You may revoke your power of attorney any way you need to, as long as you communicate the revocation to your agent. However, the best way to revoke a power of attorney is in writing.
ii. If possible, this Revocation should be signed by the agent too.
iii. Be sure to sign the form using the exact same name as on your identification documents and on the original power of attorney.
iv. If you can sign in front of a notary that will help validate the document but it is not required.
v. Once the revocation is signed and (possibly) notarized, you must make sure that you give a copy of it to your agent.
vi. Give copies to anyone who might have been aware of or had a copy of the financial power of attorney. This might include your bank, your employer, your lawyer, other family members, the person who was caring for your child, etc.

For a sample filled out form see page 60. For a blank form see Appendix 10.

xiii. MAKING PLANS FOR YOUR CAR

When people are detained they still need money to cover their everyday living expenses and if bond is granted they need money to post bond, which can come from selling a car. But when people are detained they cannot do this. One solution to sign a limited power of attorney for someone to control your car or truck.

What is a Limited Power of Attorney for Motor Vehicles?

- It is a legal document under Idaho law (Form ITD 3368) that authorizes the owner of a car to give another person "their representative" permission to sell the car.
- The car owner is the "grantor."
- The person authorized to sell the car is the "representative."

Instructions for the Limited Power of Attorney for Motor Vehicles (ITD 3368):

- The owner of the vehicle must fill out and sign form ITD 3368.
  - If your name is not on the title of your car, then you do not need a power of attorney for your car. The person named on the title has to sell your car.
  - If the title has two names with an "OR" between them, one party can sign the power of attorney. BUT if the title has two names with an "AND" between them, both parties have to sign the power of attorney.
- Provide the VIN number, title number, year, make, & model of the car in the first section of the form. (All this information can be found on the title itself.)
- For the second section of the form, provide the representative's full name (as it appears on their picture ID); address, city, state, and zip code.
- For the third and final section of the form you (owner and grantor) will need to provide your full legal name; driver's license number or social security number; current physical address; mailing address if different, and your phone number.
- This form has to be notarized if the representative is authorized to get a duplicate title in order to sell this car.

What documents will your Representative need in order to sell your car?

- The representative must take a picture ID, the title of the vehicle, and the power of attorney to the motor vehicle department.
  - It is highly recommended for the representative to have lawful immigration because when the representative sells the car they must have a valid picture ID. A foreign identification can raise red flags and make the process harder.

Limited Power of Attorney
For Specific Motor Vehicle/Vessel
Idaho Transportation Department

ITD 3368 (Rev. 02-17)
Supply # 019571504

- See Page 2 for Instructions –

Vehicle or Hull Identification Number (VIN/HIN)		Title Number
1ZXY23I4TM56789		102938
Year: 2000	Make: Honda	Model: Accord

Power of Attorney Given To

Name of Business or Individual Representing Vehicle Owner			
Roberto Pueblo			
Address: 123 W. Street	City: Boise	State: ID	Zip: 83706

By my signature below, I hereby appoint the business or individual shown above as my/our attorney-in-fact for the following sole and limited purposes: to endorse, release, or transfer all registration and ownership documents required by Idaho statutes for the above-described/identified vehicle/vessel; and to give full discharge for same, granting to said attorney-in-fact full power of substitution and revocation relating only to the above described/identified vehicle/vessel, hereby ratifying and confirming all that said attorney-in-fact or his substitute shall do or cause to be done by virtue hereof.

Grantor's Signature: If this power of attorney will be used to apply for a duplicate title, it must be notarized.

If grantor is an individual, complete the following

Individual's Full Legal Name (Printed Last, First, Middle)			Individual's Idaho Drivers License No. or SSN
Perez, Juan			TP1000000A
Address of Owner's Current Legal Residence: 123 S. Street	City: Boise	State: ID	Zip+4: 83706-5148
Mailing Address (If different)	City	State	Zip+4
Individual's Signature See *Note for duplicate title application: X Juan Perez	Date: 1/1/2018	Daytime Phone Number: 1 (208) 111-1111	

If grantor is a business, complete the following

Authorizing Business Name	Authorized Representative's Name (Printed)	Business's EIN	
Business Current Legal Address	City	State	Zip+4
Mailing Address (If different)	City	State	Zip+4
Authorized Representative's Signature See*Note for duplicate title application: X	Date	Daytime Phone Number	

*Note: If this form is used to grant power of attorney when applying for a duplicate title, the grantor's signature must be notarized.

Subscribed and sworn before me this

_____ day of _____, year _____

County of _____, State of _____

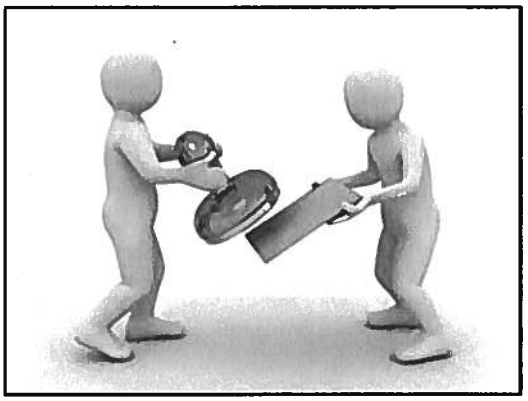
SEAL

My Commission Expires _____

Notary Public's or
ITD Agent's Signature _____

Page 1 of 2

VII. HOW TO FIND THE RIGHT IMMIGRATION ATTORNEY



If you have not talked to an immigration attorney recently, now is the time. But when you do, be cautious. When searching for an immigration attorney you need to be careful because Notario Fraud is common. There are scammers, who call themselves "notarios" in order to prey upon immigrant communities who may mistake them for lawyers or people with specialized legal training. Notarios in the U.S. are not required to have specialized knowledge and are not allowed to give legal advice if they are not attorneys.

i. Why is it bad to go to a notario for my legal services?

- Notarios do not have legal training or the resources that attorneys have
- Notarios misrepresent their authority and create immigration problems.
- Notarios lie about the law and submit paperwork that can be bad for your case.
- Notarios do not have the ethical obligation to work for you like attorneys do. An attorney must work to protect you.
- Notarios can put you in deportation proceedings by applying for the wrong immigration relief, letting important dates pass, and making fraudulent claims.
- Notarios might want to just help you fill out the forms, but if the forms are completed wrong you can be deported.

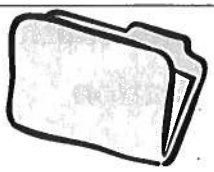
ii. What are typical scams by notarios?

- They say they are a lawyer.
- They say they have "special connections" with immigration that can guarantee certain results.
- They say that an undocumented person qualifies for a green card after living inside the United States for ten years.
- Notarios have submitted fraudulent asylum applications without the consent of the applicant. These applications can result in the person's deportation.
- Notarios have lied to people about proposed immigration law changes, when nothing has been changed.
- Notarios have claimed if you pay them, you can be a "priority" or be "first in line" for immigration benefits.

iii. What are notarios legally qualified to do?

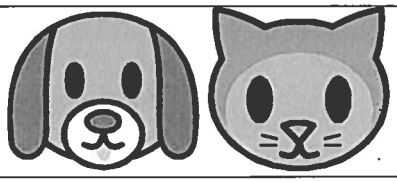
Notarios are qualified to certify the identity of a signer.

VIII. APPENDICES: RESOURCES AND SAMPLE FORMS

	**Important Family Records** Use this form in order to have all important information in the same place. Put originals of each document in a safe place (e.g. lock box).
Important Work Numbers	**Important School/Daycare Numbers**
Employer #1	**School #1**
Name:	**Name of Child:**
Phone:	Name of School:
Supervisor:	Name of Teacher:
Date Started:	Phone:
Union Rep:	School ID Number:
Phone:	**Name of Child:**
Employer #1	Name of Teacher:
Name:	School ID Number:
Phone:	**School #2**
Supervisor:	**Name of Child:**
Date Started:	Name of School:
Union Rep:	Name of Teacher:
Phone:	Phone:
Important Information about your Vehicles	School ID Number:
Vehicle 1 Make/Model:	**Name of Child:**
Plate #:	Name of Teacher:
VIN/ID #:	School ID Number:
Car Loan:	**Social Security #/ITIN**
Insurance:	**Name:**
Vehicle 2 Make/Model:	Number:
Plate #:	**Name:**
VIN/ID #:	Number:
Car Loan:	**Name:**
Insurance:	Number:
Attach a copy of each vehicles registration and insurance and a photograph of each vehicle.	*Attach a copy of each social security card.*

Family Member #5	
Name:	
Date of Birth:	Organ Donor: **Yes** **No**
Allergies:	
Medications:	
Medical Conditions & Medical History:	
Family Member #6	
Name:	
Date of Birth:	Organ Donor: **Yes** **No**
Allergies:	
Medications:	
Medical Conditions & Medical History:	
Family Member #7	
Name:	
Date of Birth:	Organ Donor: **Yes** **No**
Allergies:	
Medications:	
Medical Conditions & Medical History:	

Persons who CAN pick up my children from school/day care	**Persons who CANNOT pick up my children**
Name:	Name:
Date of Birth:	
Home Phone:	Name:
Cell Phone:	
Work :	Name:
Relationship:	
Name:	*Please inform personnel at your children's school that the persons listed in these sections have permission to pick up your children or do not have permission. *If there is a restraining order, attach a copy of this order and file another copy with the school and/or day care of your children.
Date of Birth:	
Home Phone:	
Cell Phone:	
Work :	
Relationship:	



Emergency Care for Pets

Pet #1
Name:
Date of Birth:
Breed:
Description:
Registration Number:
Medications:
Medical Problems:

Pet #1
Name:
Date of Birth:
Breed:
Description:
Registration Number:
Medications:
Medical Problems:

Veterinarian	**Emergency Housing for Pets**
Name:	Name:
Phone:	Phone:
Address:	Address:
Emergency Phone:	

Attach a photograph of each pet!

NAME	CONTACT INFORMATION	LANGUAGES *Lenguas*	REPRESENTS CLIENTS IN IMMIGRATION COURT *Representan gente en procedimiento de corte de inmigración*	REPRESENTS CLIENTS DETAINED AT THE NW DETENTION CENTER *Representan gente detenida en el centro de detención*
Marie Higuera	705 2nd Ave #610 Seattle, WA 98104 (206) 607-6175	Spanish Farsi French	Yes	Yes
Vicky Dobrin **Hilary Han**	705 2nd Ave #610 Seattle, WA 98104 (206) 448-3440	Spanish	Yes	Yes
Peter Hurtado	119 1st Ave South #450 Seattle, WA 98104 (206) 547-1722	Spanish	Yes	Yes
Chelan Crutcher **Crutcher-Herrejon Law Group, Inc.**	1424 4th Ave #700 Seattle, WA 98101 1 (866) 781-6107	Spanish	Yes	Yes
Law Offices of Stella Dokey, PC	414 SW 312th St, Suite 99 Federal Way, WA 98023 (253) 839-4284	Spanish French	Yes	Yes
Steve Tanijo **Orbit Law, PLLC**	509 Olive Way, Suite 611 Seattle, WA 98101 Cell: (206) 769-9354 Office: (206) 623-3352	Spanish, Hindi, Nepali, Urdu	Yes	Yes
Jane O'Sullivan	914 7th Ave SE, #101 Olympia, WA 98501 (206) 340-9980		Yes	
Paul Soreff	705 2nd Ave #1601 Seattle, WA 98104 1 (866) 722-4030	Spanish	Yes	
Alejandro Villacorta	1208 S. 10th St. Tacoma, WA 98405 (253) 507-8173	Spanish Russian Portuguese	Yes	Yes
Michael Tisocco	1835 SW 152nd Street Burien, WA 98166 (206) 762-2172	Spanish	Yes	Yes
Law Office of Liya Djamilova	811 1st Ave #320 Seattle, WA 98104 (206) 623-0118	Russian Spanish	Yes	Yes
Rios & Cruz	811 1st Ave #340 Seattle, WA 98104 (206) 749-5600	Spanish	Yes	Yes
Meena Menter **Menter Immigration Law**	130 Andover Park East, #300, Tukwila, WA 98188 meena@meenamenter.com (206) 419-7332		Yes	Yes

Jannus, Inc - Agency for New Americans

Areas of legal assistance:	Adjustment of Status, Employment authorization, Family-based petitions, Naturalization/Citizenship
Types of legal assistance:	Help completing forms, Filings with USCIS
Location:	1614 W. Jefferson St, Boise, ID 83702
Contact:	(208) 338-0033, http://www.jannus.org/program/agency-for-new-americans , info@jannus.org

La Posada, Inc

Areas of legal assistance:	Deferred Action for Childhood Arrivals (DACA), Deferred Action for Parents of Americans and Lawful Permanent Residents (DAPA), Employment authorization, Family-based petitions, Naturalization/Citizenship, U visas, Violence Against Women Act (VAWA) petitions
Types of legal assistance:	Help completing forms, Filings with USCIS, Representation before the Immigration Court, Representation before the Board of Immigration Appeals (BIA)
Location:	355 4th Ave W, PO Box 1962, Twin Falls, ID 83301
Contact:	(208) 734-8700, laposadaministries@hotmail.com

University of Idaho College of Law Immigration Law Clinic

Areas of legal assistance:	Adjustment of Status, Asylum applications, Consular Processing, Deferred Action for Childhood Arrivals (DACA), Deferred Action for Parents of Americans and Lawful Permanent Residents (DAPA), Employment authorization, Family-based petitions, Naturalization/Citizenship, Special Immigrant Juvenile Status, T visas, Temporary Protected Status (TPS), U visas, Violence Against Women Act (VAWA) petitions
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

CLOSEST EL SALVADOR CONSULATE **San Francisco, CA:** 507 Polk Street, Suite #280 San Francisco, CA 94102 Phone: 415-771-8524 Email: info@elsavadorsf.com	CLOSEST PANAMA CONSULATE **Los Angeles, CA:** 111 W. Ocean Boulevard, Suite #1570 Los Angeles, CA 90802 Phone: 562-612-4677 / 4678 Email: consulate.pty.lax@gmail.com
CLOSEST AFGHANISTAN CONSULATE **Beverly Hills, CA:** 120 S. Doheny Dr. Beverly Hills, CA 90211 Phone: (310) 288-8334 Email: Question_la@afghanconsulategeneral.org	CLOSEST IRAQ CONSULATE **Los Angeles, CA:** 4500 Wilshire Boulevard Los Angeles, CA 90010 Phone: (213) 797-6060 Email: cgoi_la@yahoo.com

***Optional* Notarization**

STATE OF)
: ss
County of)

On the __ day of _____, 20__, before me, a Notary Public, personally appeared

_____, known or identified to me to be the person whose name is subscribed to the within or foregoing instrument, and acknowledged to me that s/he executed the same.

_____

Notary Public for

Residing at

Commission expires: _____

IDENTIFICATION IS REQUIRED

Birth records are legally confidential in Idaho for 100 years. Marriage, death and divorce records are legally confidential for 50 years. Only **immediate** family members or their legal representatives may receive copies of these records.

The applicant (*person who signs the request*) must provide a photocopy of their current driver's license or other current signed government [state, federal or tribal] issued picture identification. If this is not available, copies of two other forms of identification are required; one of which **must** have a signature.
(Refer to the following list)

ID is accepted upon validity verification by our office.

*Please note: A legible photocopy of both the **front and back** of the identification must be submitted.*

Approved Identification List

Picture Identification-with a signature

- Drivers License
- State Identification Card
- Passport
- Tribal Identification Card
- Concealed Weapons Permit
- Prison ID Card

OR: Two Forms of ID- one must have a signature

- Social Security Card with signature
- Work ID Card with picture or signature
- Auto registration with signature
- Traffic Ticket with signature
- Court Record with signature
- College/School ID with picture
- Matricula Card with signature
- Insurance Record
- Auto Insurance
- Driver Permit
- Pay Stub
- Passport Card
- Doctor/Medical Record
- Hunting/Fishing License

OR: Notarized Signature on the Request

OR: Have an immediate family member (that has a current ID from the suggested list) request it for you (Please note: Proof of relation may be required.

OR: Court Order

EVIDENCE DOCUMENTS

The following lists are examples of the types of documents you must provide with your application and are not all inclusive. Call us at 1-800-772-1213 if you cannot provide these documents.

IMPORTANT : If you are completing this application on behalf of someone else, you must provide evidence that shows your authority to sign the application as well as documents to prove your identity and the identity of the person for whom you are filing the application. We can only accept original documents or documents certified by the custodian of the original record. Notarized copies or photocopies which have not been certified by the custodian of the record are not acceptable.

Evidence of Age

In general, you must provide your birth certificate. In some situations, we may accept another document that shows your age. Some of the other documents we may accept are:

- U.S. hospital record of your birth (created at the time of birth)
- Religious record established before age five showing your age or date of birth
- Passport
- Final Adoption Decree (the adoption decree must show that the birth information was taken from the original birth certificate)

Evidence of Identity

You must provide current, unexpired evidence of identity in your legal name. Your legal name will be shown on the Social Security card. Generally, we prefer to see documents issued in the U.S. Documents you submit to establish identity must show your legal name AND provide biographical information (your date of birth, age, or parents' names) **and/or** physical information (photograph, or physical description - height, eye and hair color, etc.). If you send a photo identity document but do not appear in person, the document must show your biographical information (e.g., your date of birth, age, or parents' names). Generally, documents without an expiration date should have been issued within the past two years for adults and within the past four years for children.

As proof of your identity, you must provide a:

- U.S. driver's license; or
- U.S. State-issued non-driver identity card; or
- U.S. passport

If you do not have one of the documents above or cannot get a replacement within 10 work days, we may accept other documents that show your legal name and biographical information, such as a U.S. military identity card, Certificate of Naturalization, employee identity card, certified copy of medical record (clinic, doctor or hospital), health insurance card, Medicaid card, or school identity card/record. For young children, we may accept medical records (clinic, doctor, or hospital) maintained by the medical provider. We may also accept a final adoption decree, or a school identity card, or other school record maintained by the school.

If you are not a U.S. citizen, we must see your current U.S. immigration document(s) and your foreign passport with biographical information or photograph.

WE CANNOT ACCEPT A BIRTH CERTIFICATE, HOSPITAL SOUVENIR BIRTH CERTIFICATE, SOCIAL SECURITY CARD STUB OR A SOCIAL SECURITY RECORD as evidence of identity.

Evidence of U.S. Citizenship

In general, you must provide your U.S. birth certificate or U.S. Passport. Other documents you may provide are a Consular Report of Birth, Certificate of Citizenship, or Certificate of Naturalization.

Evidence of Immigration Status

You must provide a current unexpired document issued to you by the Department of Homeland Security (DHS) showing your immigration status, such as Form I-551, I-94, or I-766. If you are an international student or exchange visitor, you may need to provide additional documents, such as Form I-20, DS-2019, or a letter authorizing employment from your school and employer (F-1) or sponsor (J-1). We CANNOT accept a receipt showing you applied for the document. If you are not authorized to work in the U.S., we can issue you a Social Security card only if you need the number for a valid non-work reason. Your card will be marked to show you cannot work and if you do work, we will notify DHS. See page 3, item 5 for more information.

PROTECT YOUR SOCIAL SECURITY NUMBER AND CARD

Protect your SSN card and number from loss and identity theft. DO NOT carry your SSN card with you. Keep it in a secure location and only take it with you when you must show the card; e.g., to obtain a new job, open a new bank account, or to obtain benefits from certain U.S. agencies. Use caution in giving out your Social Security number to others, particularly during phone, mail, email and Internet requests you did not initiate.

PRIVACY ACT STATEMENT
Collection and Use of Personal Information

Sections 205(c) and 702 of the Social Security Act, as amended, authorize us to collect this information. The information you provide will be used to assign you a Social Security number and issue a Social Security card.

The information you furnish on this form is voluntary. However, failure to provide the requested information may prevent us from issuing you a Social Security number and card.

We rarely use the information you supply for any purpose other than for issuing a Social Security number and card. However, we may use it for the administration and integrity of Social Security programs. We may also disclose information to another person or to another agency in accordance with approved routine uses, which include but are not limited to the following:

1. To enable a third party or an agency to assist Social Security in establishing rights to Social Security benefits and/or coverage;

2. To comply with Federal laws requiring the release of information from Social Security records (e.g., to the Government Accountability Office and Department of Veterans' Affairs);

3. To make determinations for eligibility in similar health and income maintenance programs at the Federal, State, and local level; and

4. To facilitate statistical research, audit or investigative activities necessary to assure the integrity of Social Security programs.

We may also use the information you provide in computer matching programs. Matching programs compare our records with records kept by other Federal, State, or local government agencies. Information from these matching programs can be used to establish or verify a person's eligibility for Federally-funded or administered benefit programs and for repayment of payments or delinquent debts under these programs.

Complete lists of routine uses for this information are available in System of Records Notice 60-0058 (Master Files of Social Security Number (SSN) Holders and SSN Applications). The Notice, additional information regarding this form, and information regarding our systems and programs, are available on-line at www.socialsecurity.gov or at any local Social Security office.

This information collection meets the requirements of 44 U.S.C. §3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 8.5 to 9.5 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our time estimate to: SSA, 6401 Security Blvd., Baltimore, MD 21235-6401. **Send only comments relating to our time estimate to this address, not the completed form.**

PROOF OF U.S. CITIZENSHIP

APPLICANTS BORN IN THE UNITED STATES: Submit a previous U.S. passport or **certified** birth certificate. Passports that are limited in validity will need to be supplemented by other evidence. A birth certificate must include your full name, date and place of birth, sex, date the birth record was filed, the seal or other certification of the official custodian of such records (state, county, or city/town office), and the full names of your parent(s).

- If the birth certificate was filed more than 1 year after the birth: It must be supported by evidence described in the next paragraph.
- If no birth record exists: Submit a registrar's notice to that effect. Also, submit a combination of the evidence listed below, which should include your given name and surname, date and/or place of birth, and 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); and
- 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: Submit a previous U.S. passport, Certificate of Naturalization, Certificate of Citizenship, Consular Report of Birth Abroad, or evidence described below:

- If you claim citizenship through naturalization of parent(s): Submit the Certificate(s) of Naturalization of your parent(s), your foreign birth certificate (and official translation if the document is not in English), proof of your admission to the United States for permanent residence, **and** your parents' marriage/certificate and/or evidence that you were in the legal and physical custody of your U.S. citizen parent, if applicable.
- If you claim citizenship through birth abroad to at least one U.S. citizen parent: Submit a Consular Report of Birth (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), proof of U.S. citizenship of your parent, your parents' marriage certificate, **and** an affidavit showing all of your U.S. citizen parents' periods and places of residence/physical presence in the United States and abroad before your birth.
- If you claim citizenship through adoption by a U.S. citizen parent(s): Submit evidence of your permanent residence status, full and final adoption, **and** your U.S. citizen parent(s) evidence of legal and physical custody. (**NOTE**: Acquisition of U.S. citizenship for persons born abroad and adopted only applies if the applicant was born on or after 02/28/1983.)

ADDITIONAL EVIDENCE: You must establish your citizenship to the satisfaction of the acceptance agent and Passport Services. We may ask you to provide additional evidence to establish your claim to U.S. citizenship. Visit travel.state.gov for details.

PROOF OF IDENTITY

You may submit items such as the following containing your signature AND a photograph that is a good likeness of you: previous or current U.S. passport book; previous or current U.S. passport card; driver's license (not temporary or learner's license); Certificate of Naturalization; Certificate of Citizenship; military identification; or federal, state, or municipal government employee identification card. Temporary or altered documents are not acceptable.

You must establish your identity to the satisfaction of the acceptance agent and Passport Services. We may ask you to provide additional evidence to establish your identity. If you have changed your name, please see **travel.state.gov** for instructions.

IF YOU CANNOT PROVIDE DOCUMENTARY EVIDENCE OF IDENTITY as stated above, you must appear with an IDENTIFYING WITNESS, who is a U.S. citizen, non-citizen U.S. national, or permanent resident alien that has known you for at least two years. Your witness must prove his or her identity and complete and sign an Affidavit of Identifying Witness (Form DS-71) before the acceptance agent. You must also submit some identification of your own.

COLOR PHOTOGRAPH

Submit a color photograph of you alone, sufficiently recent to be a good likeness of you (taken within the last six months), and 2x2 inches in size. The image size measured from the bottom of your chin to the top of your head (including hair) should not be less than 1 inch, and not more than 1 3/8 inches. The photograph must be in color, clear, with a full front view of your face. The photograph must be taken with a neutral facial expression (preferred) or a natural smile, and with both eyes open and be printed on photo quality paper with a plain light (white or off-white) background. The photograph must be taken in normal street attire, without a hat, or head covering unless a signed statement is submitted by the applicant verifying that the hat or head covering is part of recognized, traditional religious attire that is customarily or required to be worn continuously when in public or a signed doctor's statement is submitted verifying the item is used daily for medical purposes. Headphones, "bluetooth", or similar devices must not be worn in the passport photograph. Glasses or other eyewear are not acceptable unless you provide a signed statement from a doctor explaining why you cannot remove them due to medical reasons (e.g., during the recovery period from eye surgery). Any photograph retouched so that your appearance is changed is unacceptable. A snapshot, most vending machine prints, hand-held self portraits, and magazine or full-length photographs are unacceptable. A digital photo must meet the previously stated qualifications, and will be accepted for use at the discretion of Passport Services. Visit our website at **travel.state.gov** for details and information.

FEES

*FEES ARE LISTED ON OUR WEBSITE AT **TRAVEL.STATE.GOV**. BY LAW, THE PASSPORT FEES ARE NON-REFUNDABLE.*

- **The passport application fee, security surcharge, and expedite fee may be paid in any of the following forms:** Checks (personal, certified, or traveler's) with the applicant's full name and date of birth printed on the front; major credit card (Visa, Master Card, American Express, and Discover); bank draft or cashier's check; money order (U.S. Postal, international, currency exchange), or if abroad, the foreign currency equivalent, or a check drawn on a U.S. bank. All fees should be payable to the "U.S. Department of State" or if abroad, the appropriate U.S. Embassy or U.S. Consulate. When applying at a designated acceptance facility, the execution fee will be paid separately and should be made payable to the acceptance facility. **NOTE: Some designated acceptance facilities do not accept credit cards as a form of payment.**

- **For faster processing**, you may request expedited service. Please include the expedite fee in your payment. Our website contains updated information regarding fees and processing times for expedited service. Expedited service is only available for passports mailed in the United States and Canada.

- **OVERNIGHT DELIVERY SERVICE** is only available for passport book mailings in the United States. Please include the appropriate fee with your payment.

- An additional fee will be charged when, upon your request, the U.S. Department of State verifies issuance of a previous U.S. passport or Consular Report of Birth Abroad because you are unable to submit evidence of U.S. citizenship.

- **For applicants with U.S. government or military authorization for no-fee passports**, no fees are charged except the execution fee when applying at a designated acceptance facility.

ELECTRONIC PASSPORT STATEMENT

The U.S. Department of State now issues an "Electronic Passport" book, which contains an embedded electronic chip. The electronic passport book continues to be proof of the bearer's U.S. citizenship/nationality and identity, and looks and functions in the same way as a passport without a chip. The addition of an electronic chip in the back cover enables the passport book to carry a duplicate electronic copy of all information from the data page. The electronic passport book is usable at all ports-of-entry, including those that do not yet have electronic chip readers.

Use of the electronic format provides the traveler the additional security protections inherent in chip technology. Moreover, when used at ports-of-entry equipped with electronic chip readers, the electronic passport book provides for faster clearance through some of the port-of-entry processes.

The electronic passport book does not require special handling or treatment, but like previous versions should be protected from extreme heat, bending, and from immersion in water. The electronic chip must be read using specially formatted readers, which protects the data on the chip from unauthorized reading.

The cover of the electronic passport book is printed with a special symbol representing the embedded chip. The symbol will appear in port-of-entry areas where the electronic passport book can be read.

ACTS OR CONDITIONS

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

I have not, since acquiring United States citizenship/nationality, been naturalized as a citizen of a foreign state; taken an oath or made an affirmation or other formal declaration of allegiance to a foreign state; entered or served in the armed forces of a foreign state; accepted or performed the duties of any office, post, or employment under the government of a foreign state or political subdivision thereof; made a formal renunciation of nationality either in the United States, or before a diplomatic or consular officer of the United States in a foreign state; or been convicted by a court or court martial of competent jurisdiction of committing any act of treason against, or attempting by force to overthrow, or bearing arms against, the United States, or conspiring to overthrow, put down, or to destroy by force, the government of the United States.

Furthermore, I have not been convicted of a federal or state drug offense or convicted of a "sex tourism" crimes statute, 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; 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. 211a 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. More information on the Routine Uses for the system can be found in System of Records Notices State-05, Overseas Citizen Services 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 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 a penalty enforced by the Internal Revenue Service, as described in the Federal Tax Law section of the instructions to this form. Your Social Security number will be provided to the Department of the Treasury and may be used in connection with debt collection, among other purposes authorized and generally described in this section.

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: U.S. Department of State, Bureau of Consular Affairs, Passport Services, Office of Legal Affairs and Law Enforcement Liaison, 44132 Mercure Cir, P.O. Box 1227, Sterling, Virginia 20166-1227

U.S. Department of State

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

OMB CONTROL NO. 1405-0216
OMB EXPIRATION DATE: 08-31-2019
ESTIMATED BURDEN: 30 Minutes

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

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

4. Non-Applying Parent/Guardian's Information

Last Name		First & Middle Name	
Date of Birth *(mm/dd/yyyy)*	Other Names They May Have Used		
Street			Apartment No.
City	State	ZIP Code	Country

Telephone Number: (_____) _____ E-mail Address: _____

5. Has any court, either in the United States or abroad, ever issued an order/decree that references the custody or travel of the minor child in question? (Examples include a divorce decree, custody order, protection order, stay away order, restraining order, etc.) ☐ Yes ☐ No

*If yes, you **must** submit a complete, signed, and dated copy of the most recent order(s)/decree(s) with this form.*

6. Is the non-applying parent/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 on-line inmate locator page.

7. Describe your attempts to contact the Non-Applying Parent. *(If you need more space, continue on a separate paper.)*

By Mail Number of times: _____ Approximate Dates: _____ Result: _____

Phone Number of times: _____ Approximate Dates: _____ Result: _____

E-mail Number of times: _____ Approximate Dates: _____ Result: _____

Social Media Number of times: _____ Approximate Dates: _____ Result: _____

Other Have you attempted to contact through a friend or relative? If so, please fill out the information below.

Name: _____ How they know the non-applying parent: _____
Ex: John Smith *Ex: Works with Non-Applying Parent*

Address: _____ _____ _____
Street *City* *State or Country*

Phone: _____ Approximate Dates: _____ Result: _____

Name: _____ How they know the non-applying parent: _____
Ex: John Smith *Ex: Works with Non-Applying Parent*

Address: _____ _____ _____
Street *City* *State or Country*

Phone: _____ Approximate Dates: _____ Result: _____

8. Please explain in detail the reason for your request to issue a U.S. passport book and/or card without the non-applying parent/guardian's consent. *(If you need more space, please continue on a separate paper.)*

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)*: _____

USPO - LEWISTON	1613 IDAHO ST.	LEWISTON	ID	83501	2087984929
ONEIDA COUNTY COURTHOUSE	10 COURT ST.	MALAD	ID	83252	2087664116
CITY OF MERIDIAN	33 E. BROADWAY, #104	MERIDIAN	ID	83642	2084890387
USPO - MONTPELIER	804 GRANT STREET	MONTPELIER	ID	83254	2088471894
LATAH COUNTY AUDITOR	522 S. ADAMS ST. STE 101	MOSCOW	ID	83843	2088832249
USPO - MOSCOW	220 E. 5TH ST	MOSCOW	ID	83843	2088838464
ELMORE COUNTY RECORDER	150 S. 4TH E. STE 3	MOUNTAIN HOME	ID	83647	2085872130
OWYHEE COUNTY COURTHOUSE	20381 ST. HWY. 78	MURPHY	ID	83650	2084952806
NAMPA CITY CLERKS OFFICE	411 3RD STREET SOUTH	NAMPA	ID	83651	2084659490
LEWIS COUNTY CLERK OF DISTRICT COURT	510 OAK ST., SUITE 1	NEZPERCE	ID	83543	2089372661
CLEARWATER COUNTY AUDITOR - RECORDER	150 MICHIGAN AVENUE, ROOM 106	OROFINO	ID	83544	2084765615
PAYETTE COUNTY CLERK	1130 3RD AVE N. RM 104	PAYETTE	ID	83661	2086426000
BANNOCK COUNTY CLERK	624 E. CENTER ST, RM 211	POCATELLO	ID	83201	2082367340
USPO - POCATELLO	730 E. CLARK ST	POCATELLO	ID	83201	2082352190
FRANKLIN COUNTY CLERK	39 W. ONEIDA	PRESTON	ID	83263	2088521090
MADISON COUNTY CLERK	134 EAST MAIN ST.	REXBURG	ID	83440	2083596200
USPO - REXBURG	140 S CENTER ST.	REXBURG	ID	83440	2083564404
JEFFERSON COUNTY CLERK	210 COURTHOUSE WAY, STE 100	RIGBY	ID	83442	2087457756
MINIDOKA COUNTY RECORDERS OFFICE	715 G STREET	RUPERT	ID	83350	2084369511
USPO - RUPERT	724 F STREET	RUPERT	ID	83350	2084363446
FREMONT COUNTY CLERK	151 W. FIRST N. RM 12	SAINT ANTHONY	ID	83445	2086247332
LEMHI COUNTY COURT	206 COURTHOUSE DRIVE	SALMON	ID	83467	2087562815
BONNER COUNTY RECORDER	1500 HWY 2, STE 335	SANDPOINT	ID	83864	2082651490
USPO - SANDPOINT	204 N. 4TH AVE	SANDPOINT	ID	83864	2082632716
USPO - SHELLEY	244 W. PINE ST.	SHELLEY	ID	83274	2083573550
LINCOLN COUNTY CLERK	111 WEST B STREET, STE. C	SHOSHONE	ID	83352	2088867641
CARIBOU COUNTY COURTHOUSE	159 SOUTH MAIN	SODA SPRINGS	ID	83276	2085474324
BENEWAH COUNTY CLERK OF COURT	701 W. COLLEGE AVE, STE 101	ST. MARIES	ID	83861	2082453212
USPO - ST MARIES	222 S. 7TH ST. STE 2	ST. MARIES	ID	83861	2082452031
TWIN FALLS COUNTY RECORDER	630 ADDISON AVE W	TWIN FALLS	ID	83301	2087364004
USPO - TWIN FALLS	253 2ND AVE, W.	TWIN FALLS	ID	83301	2087367136

	(....)	Real Property
	(....)	Tangible Personal Property
	(....)	Stocks and Bonds
	(....)	Commodities and Options
	(....)	Banks and Other Financial Institutions
	(....)	Operation of an Entity or Business
	(.....)	Insurance and Annuities
	(.....)	Estates, Trusts, and Other Beneficial Interests
	(....)	Claims and Litigation
	(....)	Personal and Family Maintenance
	(...)	Benefits from Governmental Programs or Civil or Military Service
	(....)	Retirement Plans
	(....)	Taxes
	(....)	All Preceding Subjects

LIMITATION ON AGENT'S AUTHORITY

An agent that is not my ancestor, spouse, or descendant MAY NOT use my property to benefit the agent or a person to whom the agent owes an obligation of support unless I have included that authority in the Special Instructions.

SPECIAL INSTRUCTIONS (OPTIONAL)

On the following lines you may give special instructions:

_____

_____

Instructions for Using This Limited Power of Attorney on Vehicle Title and/or Registration Documents

This limited power of attorney may only be used by the person or firm named as representative on this form. To properly exercise the power of attorney, write the name of the owner followed by the representative's signature.

Example: Sharon Smith by *Jane Doe, POA*

Sharon Smith is the owner and Jane Doe is the person named as representative on the power of attorney.

If the named representative is a company, an authorized individual of that company must sign the document.

Example: Sharon Smith by Morrison's Garage *George Morrison, POA*

Note: The power of attorney must be exercised on the title or document for which the authority was granted.

This Power of Attorney must be notarized if given for application of a duplicate title.

SRE

CONSULADO DE MÉXICO
EN BOISE

Requisitos para registro de nacimiento

Para realizar el trámite de registro de nacimiento se deberán presentar los siguientes documentos:

1. Copia certificada de nacimiento original (Birth Certificate) de la persona a registrar (El original de este documento **NO** será devuelto)
2. Acta de nacimiento original de ambos padres.
3. Identificación oficial vigente de ambos padres.
4. Acta de matrimonio de los padres (en caso de estar casados).
5. Dos testigos mayores de edad que cuenten con una Identificación oficial vigente (opcional)

El trámite de registro y la primera acta de nacimiento son gratuitos.

Las actas de nacimiento adicionales tienen costo de $13 dólares cada una.

Será necesario solicitar una cita, llamando al teléfono: **1-877-639-4835 (1-877-MEXITEL)**

Contacto: **Cristian Chavira**
Departamento de Registro Civil
(208)343 6228
ext. 203
ventanilla1boi@sre.gob.mx