

PREPARING YOUR FAMILY FOR IMMIGRATION ENFORCEMENT

— Know Your Rights —

ABLE
ADVOCATES
FOR BASIC LEGAL
EQUALITY, INC.

immigration.ablelaw.org

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BEFORE AN IMMIGRATION RAID

DEVELOP AN EMERGENCY RESPONSE PLAN TO PROTECT YOUR FAMILY!

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

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

- Passport
- Birth Certificate
- Marriage License
- Property Titles
- All immigration documents, including “A” number

Speak with a non-profit immigration lawyer to assess your individual immigration situation.

- Always have the number or card of a respected legal service provider or immigration lawyer in case of emergency. [See APPENDIX A for a list.](#)
- Other members of your family should also have these numbers.

Have an emergency plan at your place of work.

- If immigration officials come to your workplace, ask your coworkers if they are willing to stay silent; ask to speak with a lawyer.
- If your workplace has a union, speak with the union representative to better learn how to prepare in case of a raid.

Have a plan to protect your family.

- Prepare a “Limited Power of Attorney” form to ensure the proper care of your children with a relative or family friend in case you are detained.
 - » This is very important, and in an emergency, would allow for a close friend or family member to care for your children rather than them being placed into the foster care system. [See APPENDIX B for a list.](#)
- Obtain a valid passport for your children.
 - » If your child is a citizen of the United States, obtain a passport for them as soon as possible. They will need this to travel outside of the country.
 - » If your child is not a citizen of the United States, obtain a passport from their birth country. You can get this from your country’s consulate. [See APPENDIX C for a list.](#)
- Register your child as a citizen of your home country at that country’s consulate so you do not have problems in that country once you arrive.
 - » For example, in some countries, children that are not registered cannot attend school. [See page 24](#) for information on how to register your U.S. born children in your home country.

KNOW YOUR RIGHTS

WHAT TO DO IF YOU ENCOUNTER THE POLICE OR IMMIGRATION

Special Considerations for Non-Citizens:

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

Your Rights:

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

Your Responsibilities:

- Stay calm and be polite.
- Do not interfere with or obstruct police activities. Comply with all physical requests by the officer.
- Do not physically resist an officer, even if you believe you are being treated unfairly.
- Do not lie or show false documents.
- Do remember the details of the encounter and write them down as soon as possible.

If You Are Stopped While Driving

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

If You Are Questioned About Your Immigration Status

- Remember that you have the right to remain silent. You do not have to discuss your immigration or citizenship status with the police, immigration agents, or any other officials. You do not have to answer questions about where you were born, whether you are a U.S. citizen, or how you entered the country.
- Federal law requires non-citizens to carry their valid immigration documents at all times. If an immigration agent (Border Patrol or Immigration and Customs Enforcement ("ICE")) requests to see your immigration papers, it is a violation of federal law not to present them if you have valid immigration papers.

Do not lie about your citizenship status or provide fake documents. Write down everything you remember, including officers' badge and patrol car numbers, what agency the officers are from, and any other details.

REMEMBER

You have the right to remain silent.

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

If you have valid immigration documents, show them.

If the Police or Immigration Officials Come to Your House

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

- A search warrant gives police the right to enter the address listed on the warrant, even without permission, but officers can only search the areas and for the items listed. A search warrant must be signed by a judge. Ask for a receipt of anything the officer takes out of your home.
- A criminal arrest warrant allows police to enter the home of the person named in the warrant if they believe the person is inside. A criminal arrest warrant must be signed by a judge.
- A warrant of removal/deportation ("ICE warrant") does NOT allow officers to enter a home without consent.

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

If You Are Arrested

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



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

INFORMATION ABOUT IMMIGRATION DETAINERS

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

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



What happens once the 48 hours has passed?

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



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

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



BONDS

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

IF YOU ARE IN IMMIGRATION DETENTION

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

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

If You Are Placed in Removal (Deportation) Proceedings

- You have the right to hire a lawyer, but the government will not provide one for you in Immigration Court. If you do not have a lawyer, ask for a list of free or low-cost lawyers.
- Remember that you have the right to remain silent. What you say can be used against you later.
- Do NOT sign anything you do not understand without talking to a lawyer first. Tell the agent if you need an interpreter or if you need a document translated.
- Remember your alien number ("A number") and give it to your family. It will help family members locate you.
- Keep all documents that are issued to you in a safe place.

Rights in Immigration Court

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

- An attorney to represent you at your hearing, but the government is not responsible for providing one for you.
- Ask for a bond.
- Have an interpreter at your hearings if you do not speak English.

APPENDIX A:

NON-PROFIT IMMIGRATION LEGAL SERVICES PROVIDERS

List of Ohio Non-Profit Immigration Legal Services Providers

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

Organizations that represent people in removal hearings and other immigration matters:

Advocates for Basic Legal Equality, Inc.

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

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

(800) 837-0814

immigration.ablelaw.org

Catholic Charities Diocese of Cleveland

Migration & Refugee Services

Immigration Legal Services

7800 Detroit Ave.
Cleveland, OH 44102

(216) 939-3769

ccdacle.org/program/immigration-legal-services

Catholic Charities Legal Immigration Services

206 W. Main St.
Ravenna, OH 44266

4200 Park Ave., 3rd Floor
Ashtabula, OH 44004

800 Market Ave. North, Ste. 1150
Canton, OH 44702

(330) 297-7250

ccdoy.org/social-action/immigration-services

Catholic Charities Southwestern Ohio

7162 Reading Rd., Ste. 700
Cincinnati, OH 45237

(513) 672-3746

ccswoh.org

Centro San Jose El Trabajador Immigrant Worker Project

701 Walnut Ave. NE
Canton, OH 44702

(330) 454-2220

iwpohio.org/english_version/program.htm

Community Refugee and Immigration Services

1925 E. Dublin-Granville Rd., Ste. 102
Columbus, OH 43229

(614) 235-5747

crisohio.org

International Institute of Akron

207 E. Tallmadge Ave.
Akron, OH 44310

(330) 376-5106 ext. 102

iiakron.org

International Institute of Greater Toledo

3110 Tremainsville Rd.
Toledo, OH 43613

(419) 241-9178

internationalinstituteoftoledo.org

Legal Aid Society of Cleveland

1223 W. 6th St.
Cleveland, OH 44113

(216) 687-1900

lasclev.org

Organizations that represent people in other immigration matters:**Asian Services In Action, Inc. (ASIA)**

3631 Perkins Ave., Ste. 2A-W
 Cleveland, OH 44114
 (216) 881-0330 ext. 214

asiaohio.org

Community Legal Aid

11 Central Square, 7th Floor
 Youngstown, OH 44503
 (330) 983-2619

communitylegalaid.org

Legal Aid Society of Southwest Ohio

215 E. 9th St., Ste. 500
 Cincinnati, OH 45202
 10 Journal Square, Ste. 300
 Hamilton, OH 45011
 (513) 241-9400

lasswo.org

Sisters of St. Francis**Project Hope / Proyecto Esperanza**

300 Short Buehrer Rd.
 Archbold, OH 43502
 (419) 445-0728

tiffinfranciscans.org

St. Wendelin Parish – En Camino

323 N. Wood St.
 Fostoria, OH 44830
 (419) 619-3625

Vineyard Community Center*Immigration Counseling Services*

6000 Cooper Rd.
 Westerville, OH 43081
 (614) 259-5322

vineyardcommunitycenter.org

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

APPENDIX B:

IMPORTANT FORMS

LIMITED POWER OF ATTORNEY

INSTRUCTIONS

The parent or legal guardian (Principal) should fill out the form on pages 11-12 to give a third party (Attorney-in-Fact) general power to make the majority of decisions and to do the majority of things that a parent would do for their child.

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

LIMITED POWER OF ATTORNEY FOR CHILD AND MEDICAL CARE, ACCESS TO EDUCATIONAL RECORDS, AND AUTHORITY TO MAKE EDUCATION DECISIONS

Principal / Parent

Name: _____

Date of Birth: _____

ID Type: _____

ID Number: _____

Principal / Parent

Name: _____

Date of Birth: _____

ID Type: _____

ID Number: _____

Child

Name: _____

Date of Birth: _____

SSN: _____

Passport Number: _____

Attorney-in-Fact

Name: _____

Date of Birth: _____

Address: _____

I/We, _____ and _____, presently residing at _____, as the parent(s) and/or custodian(s) of _____,

hereinafter referred to as the **child**, hereby delegate to _____, hereinafter referred to as my/our **Attorney-in-Fact**, the authority to act in my/our place and stead with respect to each of the following powers pursuant to Ohio Revised Code Chapter 1337:

1. To consent to any necessary medical treatment, surgery, medication, therapy, hospitalization or other such care of or for the child;
2. To employ, retain or discharge any person who may care for, counsel, treat or in any manner assist the child;
3. To receive Protected Health Information under the Health Insurance Portability and Accountability Act (HIPAA) about my/our child, including release of records;
4. To obtain copies of my/our child's educational records kept in any of my/our child's educational files. I/we waive and release educational institutions from any restrictions imposed by law in disclosing or revealing any educational record, including, but not limited to, the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g and Ohio Revised Code Section 3319.321;
5. To participate in any educational decisions about my/our child as if the designated Attorney-in-Fact herein was a parent or guardian of the child. I/we waive and release educational institutions from any restrictions imposed by law in determining who may make educational decisions for my/our child, including, but not limited to, the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g and Ohio Revised Code Chapter 3319;
6. To drop off or pick up my/our child from school or approve travel that is part of my/our child's education. I/we waive and release educational institutions from any restrictions imposed by law in determining who may pick up or drop off my/our child at school or approve travel for educational activities;

7. To exercise the same parental rights I/we may exercise with respect to the care, custody and control of the child and the discretion to exercise the same rights in my/our Attorney-in-Fact's home or any other place selected by my/our Attorney-in-Fact in his/her discretion;
8. To authorize and consent to travel with child to and from the United States of America, and within _____; and,
9. To perform all other acts necessary, or incidental to the execution of the powers enumerated herein.

I/We also recommend and consent to the appointment by the Juvenile Court of my Attorney-in-Fact as legal custodian in the event that I/we are out-of-state for 30 days or more.

Any lawful act performed by my/our agent shall be binding upon myself/ourselves, my/our heirs, beneficiaries, personal representatives and assigns. I/We reserve the right to amend or revoke this Limited Power of Attorney at any time hereafter; provided, however, any institution or other party dealing with my agent may rely upon this Limited Power of Attorney until receipt by it of a duly executed copy of my/our revocation thereof.

Any reproduced copy of this signed original shall be deemed to be an original counterpart of this Limited Power of Attorney. This Limited Power of Attorney shall not be affected by any legal incapacity during my/our lifetime, except as provided by statute.

This Limited Power of Attorney shall remain in effect from the date of signing and terminate upon a subsequent written revocation or on _____, whichever shall occur first.

Dated: _____

Signature(s): _____

STATE OF OHIO)

COUNTY OF _____)

On this _____ day of _____, 20____, before me, a Notary Public in and for said County and State, personally came _____ and acknowledged the signing of the foregoing instrument, and that the same is his/her/their voluntary act and deed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my notarial seal on the day and year first above written.

Notary Public

My Commission Expires: _____

(SEAL)

IMPORTANT TELEPHONE NUMBERS & INFORMATION

IN CASE OF EMERGENCY, CALL 911

Police:

Fire:

Consulate:

FAMILY/IMPORTANT CONTACTS IN THE U.S.

Name:

Phone:

Cell:

Work:

Relationship:

Name:

Phone:

Cell:

Work:

Relationship:

FAMILY/IMPORTANT CONTACTS IN MY HOME COUNTRY

Name:

Phone:

Cell:

Work:

Relationship:

Name:

Phone:

Cell:

Work:

Relationship:

INSURANCE INFORMATION

Health Insurance

Company:

Phone:

Policy #:

Car Insurance

Company:

Phone:

Policy #:

Car 1:

VIN #/Plate #:

Car 2:

VIN #/Plate #:

Home Insurance

Company:

Phone:

Policy #:

MEDICAL INFORMATION

Doctor:

Phone:

Dentist:

Phone:

Pediatrician:

Phone:

Hospital:

Phone:

Pharmacy:

Phone:

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).

WORK NUMBERS

Employer #1

Name:

Phone:

Supervisor:

Date Started:

Union Rep:

Phone:

Employer #2

Name:

Phone:

Supervisor:

Date Started:

Union Rep:

Phone:

INFORMATION ABOUT YOUR VEHICLES

Vehicle 1 Make/Model:

Plate #:

VIN/ID #:

Car Loan:

Insurance:

Vehicle 2 Make/Model:

Plate #:

VIN/ID #:

Car Loan:

Insurance:

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

SCHOOL/DAYCARE NUMBERS

School #1

Name of School:

School ID Number:

Phone:

Name of Child:

Name of Teacher:

Name of Child:

Name of Teacher:

School #2

Name of School:

School ID Number:

Phone:

Name of Child:

Name of Teacher:

Name of Child:

Name of Teacher:

SOCIAL SECURITY #/ITIN

Name:

Number:

Name:

Number:

Name:

Number:

Name:

Number:

Attach a copy of each social security card.

FAMILY MEDICAL INFORMATION & IDENTIFICATION

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

FAMILY MEMBER #1

Name:

Date of Birth:

Organ Donor: Yes No

Allergies:

Medications:

Medical Conditions & Medical History:

FAMILY MEMBER #2

Name:

Date of Birth:

Organ Donor: Yes No

Allergies:

Medications:

Medical Conditions & Medical History:

FAMILY MEMBER #3

Name:

Date of Birth:

Organ Donor: Yes No

Allergies:

Medications:

Medical Conditions & Medical History:

FAMILY MEMBER #4

Name:

Date of Birth:

Organ Donor: Yes No

Allergies:

Medications:

Medical Conditions & Medical History:

FAMILY MEMBER #5

Name:

Date of Birth:

Organ Donor: Yes No

Allergies:

Medications:

Medical Conditions & Medical History:

FAMILY MEMBER #6

Name:

Date of Birth:

Organ Donor: Yes No

Allergies:

Medications:

Medical Conditions & Medical History:

FAMILY MEMBER #7

Name:

Date of Birth:

Organ Donor: Yes No

Allergies:

Medications:

Medical Conditions & Medical History:

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

Name:

Name:

Date of Birth:

Date of Birth:

Home Phone:

Home Phone:

Cell Phone:

Cell Phone:

Relationship:

Relationship:

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

Name:

Name:

Name:

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

CONTACTS FOR LEGAL PROBLEMS, IDENTITY THEFT, & FRAUD

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

CREDIT CARD COMPANIES

Card #1

Company:

Toll-Free Number:

Names on Card:

Card #2

Company:

Toll-Free Number:

Names on Card:

Card #3

Company:

Toll-Free Number:

Names on Card:

Report theft of credit cards IMMEDIATELY!

CIVIL LEGAL ASSISTANCE

Legal Aid:

Immigration Attorney:

Other Attorney:

CONTACTS FOR FINANCIAL AFFAIRS

Checking Account #1

Bank:

Toll-Free Number:

Persons with Access:

Checking Account #2

Bank:

Toll-Free Number:

Persons with Access:

Savings Account #1

Bank:

Toll-Free Number:

Persons with Access:

Savings Account #2

Bank:

Toll-Free Number:

Persons with Access:

PUBLIC AGENCY CONTACTS

Domestic Violence Help:

Public Prosecutor:

Report Child Abuse:

EMERGENCY CARE FOR PETS

PET #1

Name:

Date of Birth:

Breed:

Description:

Registration Number:

Medications:

Medical Problems:

PET #2

Name:

Date of Birth:

Breed:

Description:

Registration Number:

Medications:

Medical Problems:

VETERINARIAN

Name:

Phone:

Address:

Emergency Phone:

EMERGENCY HOUSING FOR PETS

Name:

Phone:

Address:

Attach a photograph of each pet.

APPENDIX C:

IMPORTANT NUMBERS

INFORMATION FOR DETAINED IMMIGRANTS & IMMIGRANT ADVOCATES IN OHIO

ICE ONLINE DETAINEE LOCATOR SYSTEM:

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

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

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

GOVERNMENT OFFICES:

Immigration and Customs Enforcement (ICE)

Cleveland

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

Columbus

50 West Broad St., Ste. 306
Columbus, OH 43215

New Address as of May 13, 2017:

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

United States Citizenship and Immigration Services (USCIS):

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

Cincinnati Field Office

550 Main Street, Room 4001
Cincinnati, OH 45202

Columbus Field Office

50 West Broad St., Ste. 306
Columbus, OH 43215

Cleveland Field Office

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

New Address as of May 13, 2017:

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

Executive Office for Immigration Review (EOIR):

Cleveland Immigration Court

801 W. Superior Ave, Suite 13 - 100

Cleveland, OH 44113

(216) 802-1100

Automated Case Information Hotline

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

1 (800) 898-7180

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

Sandusky Bay Station

709 SE Catawba Rd.

Port Clinton, OH 43452

(419) 732-4400

Erie Station

7851 Traut Drive

Fairview, PA 16415

(814) 474-4700

DETENTION FACILITIES:

Online Detention Facility Locator:

<https://www.ice.gov/detention-facilities>

General Information

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

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

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

How to Post an Immigration Bond

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

To post an immigration bond for an alien being detained by ICE, you must post the bond at the Cleveland or Columbus ERO/ICE Office (depending on the location), Mondays through Fridays (except public holidays) between the hours of 9 a.m. and 3 p.m. Acceptable bond forms of payment are money order, certified check or cashier's check. These must be made payable to the "U.S. Department of Homeland Security."

For further questions about bonds, please contact the Debt Management Center:

Debt Management Center

Attention: Bond Unit

P.O. Box 5000; Williston, VT 05495-5000

Telephone: (802) 288-7600 | Fax: (802) 288-1226

List of all ICE/ERO Bond Acceptance Facilities in the United States:

<https://www.ice.gov/ice-ero-bond-acceptance-facilities>

DETENTION FACILITIES IN OHIO:

Bedford Height City Jail

5661 Perkins Rd.; Bedford Heights, OH 44146
(440) 786-3254

Parking: The parking for the facility is located adjacent to the building.

Enforcement and Removal Operations (ERO/ICE):
Field Office: (216) 535-0510

Bond information: (216) 535-0510

Visitations:

Visitation is scheduled by individual request only. Detainees must schedule the visit on Sundays and they are allowed one (1) 30-minute visit per week to take place on Wednesdays, Saturdays or Sundays.

Visits shall not exceed 30 minutes. If the visitor has travelled more than 25 miles, visits shall not exceed 90 minutes.

Butler County Correctional Complex

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

Parking: Visitor parking is located in the front lot. Turn left after you enter the parking lot.

Enforcement and Removal Operations (ERO/ICE):
Field Office Main Telephone Line: (313) 568-6049

Bond information: (614) 469-2900

Visitations:

DETAINEE'S LAST NAME BEGINS WITH A - J
Saturday: 9:00–11:00AM, 1:00–5:00PM, 7:00–9:00PM
Wednesday: 1:00–5:00PM and 7:00–9:00PM

DETAINEE'S LAST NAME BEGINS WITH K - Z
Sunday: 9:00–11:00AM, 1:00–5:00PM, 7:00–9:00PM
Thursday: 1:00–5:00PM and 7:00–9:00PM

Geauga County Safety Center

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

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

Enforcement and Removal Operations (ERO/ICE):
Field Office: (313) 568-6049

Bond information: (216) 535-0372

Visitations:

Hours will be posted in each housing unit and in the lobby. The hours are also available on the Geauga County Sheriff's Department web site.

Detainees are permitted to have 60 minutes of visitation per week in 30 minute increments.

Morrow County Correctional Facility

101 Home Rd.; Mt. Gilead, OH 43338
(419) 947-4845

Parking: The parking for the facility is located adjacent to the building.

Enforcement and Removal Operations (ERO/ICE):
Field Office: (313) 568-6049

Bond information: (614) 469-2900

Visitations:

Male Detainees:

Saturday: 1:00–3:00PM and 7:00–9:00PM

Female Detainees:

Sunday: 1:00–3:00PM and 7:00–9:00PM

Northeast Ohio Correctional Center

2240 Hubbard Rd.; Youngstown, OH 44505
(330) 746-3777

Parking: Visitors' parking lot is located to the left of the driveway and is marked.

Visitations:

Visitors are limited to six (6) approved people at one time. Visitors must be approved prior to visitation. Email **neohiovisit@corecivic.com**, no later than the Sunday before the week you would like to visit.

Thursday, Friday, Saturday: 3:30-5:30PM

Visits are limited to one (1) hour.

Seneca County Jail

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

Parking: Parking is located in front of the building.

Enforcement and Removal Operations (ERO/ICE):

Field Office: (313) 568-6049

Bond information: (216) 535-0372

Visitations:

Sundays:

Males: 8:00–10:00AM, 12:30–4:00PM, 5:30-7:30PM

Females: 10:00-11:00AM, 7:30-8:30PM

LIST OF CONSULATES/EMBASSIES:**Embassy of Cuba**

2630 16th St. NW
 Washington, DC 20009
 (202) 797-8518
 reception@sicuw.org
cu.usembassy.gov

Consulate of Colombia

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

Consulate of Ecuador

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

Consulate of El Salvador

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

Consulate of Guatemala

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

Consulate of Honduras

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

Consulate of Mexico

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

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

Consulate of Venezuela

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

REGISTERING YOUR U.S. BORN CHILDREN IN YOUR HOME COUNTRY:

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

REQUIREMENTS TO REGISTER U.S. BORN CHILDREN IN MEXICO:

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

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

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

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

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

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Toledo, OH 43604

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Support for this booklet generously provided by ABLE Friends of Immigration in Dayton and Toledo.