

*Familias Sin Fronteras*



*Lincoln-Goldfinch Law*

AN IMMIGRATION LAW FIRM / ABOGADOS DE INMIGRACIÓN

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*Lincoln-Goldfinch Law*

AN IMMIGRATION LAW FIRM

Dear Friend,

Welcome to your **Family Security Guide**.

Whether you are a client of Lincoln-Goldfinch Law or part of the immigrant community at large, we are honored to share this resource with you. It was created with care and purpose: to provide peace of mind and security for you and your family.

At Lincoln-Goldfinch Law, we believe in the power and resilience of immigrant families. We know the road isn't always easy, but your strength and determination are what make the future brighter for you and your loved ones.

When I first stepped into the field of immigration law years ago, I didn't know it would shape my life as it has. As a law student, I visited the Hutto immigrant detention center, where I met a family of asylum seekers and their five-month-old baby girl.

The baby was wearing a onesie issued by the prison. Her mom asked me if I would hold her baby during our meeting because I smelled like the outside world. When I got up to leave, she asked me if I could sneak her baby out with me and care for her until they were released. While I couldn't do that, I represented the family in their asylum case.

Together, we won their release and secured their future.

The joy of helping that family find freedom, paired with the heartbreak of seeing children in detention, made my path clear. I have devoted my career to fighting for justice and dignity for immigrants like you, and it is the greatest honor of my life to do this work.

### **Peace of Mind for You, Security for Your Family**

This guide is more than a set of instructions or a checklist. It's a toolkit to help you protect what matters most—your family, your dreams, and your peace of mind. Inside, you'll find practical steps for organizing important documents, creating a family emergency plan, and preparing for unexpected situations. You'll also find resources to help you know your rights and access support when you need it most.

No matter what your situation is, remember this: you are not alone.

There is a community of people who care about you, who believe in your worth, and who stand ready to help you navigate the challenges ahead. Keep this guide close, and share it with someone you trust. Use it as a tool to build security for your family and confidence in yourself. You are strong, you are capable, and you have the right to pursue the life you and your family deserve. To hear more about how we are here to support you, visit [abogadakate.com/welcome](http://abogadakate.com/welcome) to watch a special welcome message from me.

Warmly,

**Kate Lincoln-Goldfinch**

Founding Attorney & Owner

Peace of Mind for You, Security for Your Family

# KNOW YOUR RIGHTS

*Everyone in the United States—regardless of immigration status—has constitutional protections. Understanding and exercising these rights can make a significant difference during interactions with law enforcement or immigration officers.*

## Everyone Has Rights

No matter your immigration status, you have the right to:



### Be paid for your work.

- Employers must pay you for all the hours you work, regardless of your immigration status. Minimum wage laws apply to all workers.
- If your employer withholds your pay, you can file a complaint with the Department of Labor or seek legal assistance.



### Be free from discrimination.

- Discrimination based on race, color, national origin, religion, gender, or immigration status is illegal in employment, housing, and public accommodations.
- Report any discrimination to local authorities or advocacy organizations.



### Attend school.

- All children, regardless

of immigration status, have the right to attend public schools through 12th grade.

- Schools are not allowed to ask about a child's immigration status or share that information with immigration authorities.



### Call the police for help.

- You can call the police if you are in danger or need protection, regardless of

your immigration status.

- Police should not inquire about your immigration status when you seek help.



### Seek shelter and protection.

- If you are experiencing domestic violence, you have the right to access shelters and crisis services.
- Domestic violence shelters and rape crisis

centers do not report clients to immigration authorities.



### Request a protective or restraining order.

- You can request legal protection if you are a victim of abuse or harassment. This includes restraining orders to keep abusers away.

## Your Rights as an Immigrant

### 1. Right to Remain Silent

- You are not required to answer questions about your immigration or citizenship status from police, immigration agents, or other officials.
- Say clearly, "I am exercising my right to remain silent." Repeat it if necessary.
- Never lie or provide false information, as this can harm your case.

### 2. Right to Refuse to Show Immigration Documents

- Unless you are under arrest, you are not obligated to show documents proving your immigration status.
- If asked, you can say, "I do not wish to provide that information."

### 3. Right to Refuse a Search

- You have the right to say "no" if an officer asks to search your body, bag, car, or home.
- Officers need your consent or a warrant to conduct a search, unless they have probable cause.

# Know Your Rights in Different Situations

## AT HOME

- Do not open the door if an officer knocks. Speak through the door or a window.
- Ask the officer to show a warrant. **Valid warrants must:**
  - Be signed by a judge.
  - Include your correct name and address.
- ICE officers often carry administrative warrants, which do not allow them to enter your home without your permission.
- Teach your children and other family members not to open the door for law enforcement or speak with them.

## ON THE STREET

- If approached by law enforcement:
  - Stay calm and do not run. Running can be used as evidence against you.
  - Keep your hands visible and avoid sudden movements.
  - Clearly state, "I am exercising my right to remain silent."
- Do not provide any false information or documents.

## IN YOUR CAR

- During a traffic stop, remain polite and keep your hands visible on the steering wheel. Ask if the officer is a local police officer or from immigration (ICE/CBP). Immigration agents may identify themselves as "police," but they are not local law enforcement.
- If asked for identification:
  - If you are a U.S. citizen or have lawful immigration status, provide your driver's license, green card, or work permit.
  - If you are undocumented, you have the right to remain silent and can say, "I do not wish to answer questions."

## IN A HOSPITAL

- **Right to Privacy:** You are not obligated to answer questions about your immigration status.
- **Right to Medical Care:** Hospitals and emergency rooms must provide care regardless of your immigration status.
- **Protected Information:** Your medical and personal information is confidential under federal law and cannot be shared with immigration authorities without your written consent.

## TIPS for Staying Calm and Safe



1. Stay calm and speak politely, even if you feel you are being treated unfairly.
2. Keep your hands where officers can see them at all times.
3. Inform officers if you need to reach for documents in a bag, glove compartment, or pocket.
4. Clearly state your rights: "I am exercising my right to remain silent."



1. Argue, resist, or fight with officers, even if your rights are being violated.
2. Lie or provide false information, as it can harm your case.
3. Post unverified information about immigration raids on social media. This can cause unnecessary panic.
4. Interfere with law enforcement operations or put yourself in harm's way.



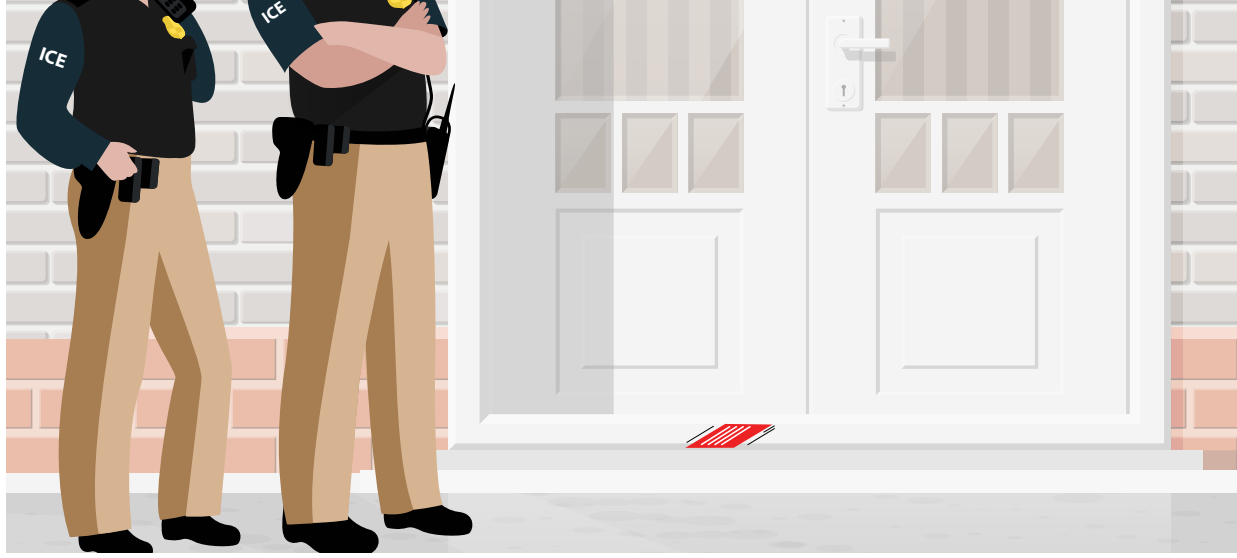
## If You See **IMMIGRATION OFFICERS NEARBY**

- **Move to a safe indoor space** if you believe enforcement actions are occurring.
- If you are a U.S. citizen and feel safe:
  - Record the activity or take notes, but do not obstruct or interfere.
  - Write down details like badge numbers, officer descriptions, and vehicle license plates.



- Post information about the activity on social media unless it is verified and accurate.
- Interfere with the officers or place yourself in harm's way.

# ICE ENCOUNTER SCRIPTS



*Being prepared for an encounter with Immigration and Customs Enforcement (ICE) can make a significant difference in ensuring your safety and protecting your rights. Use this guide to stay calm, respond appropriately, and help your loved ones assist you if needed.*

## **Your Right to Remain Silent**

The U.S. Constitution protects everyone's right to remain silent, regardless of immigration status. If approached or detained by ICE:

- Clearly state: "I am exercising my right to remain silent."
- Show your "red card" (provided in this packet), which explains your rights and states that you will not answer questions without speaking to an attorney.
- Do not answer any questions about your immigration status, birthplace, or how you entered the country.

## **Scripted Responses for ICE Interactions**

Use these statements during an encounter with ICE to protect your rights:

### **If ICE knocks on your door:**

- "I do not open the door to anyone without a warrant signed by a judge."
- "If you have a warrant, please slide it under the door."
- (After checking the warrant) "I do not consent to your entry."

### **If ICE stops you in public or at work:**

- "I am exercising my right to remain silent."
- "I want to speak to my attorney."
- Do not hand over any false documents or admit to any information about your status.

### **If ICE asks to search your belongings or car:**

- "I do not consent to a search."

### **If Detained by ICE**

If you are detained:

- You have the right to call an attorney or trusted contact. Memorize important phone numbers, as you may not have access to your phone.
- Do not sign any documents without consulting a lawyer, as these could waive your rights or result in deportation.
- Inform your family or emergency contact immediately so they can take the necessary steps to assist you.

## Locator Tools

It's important for family and trusted contacts to know how to find you if you are detained by ICE. Share these instructions in advance:

### 1. ICE Detainee Locator Tool:

- Visit the **ICE Detainee Locator Tool**: [locator.ice.gov/odls](https://locator.ice.gov/odls).
- Enter the detainee's Alien Registration Number (A-number) if known, or search by name, country of birth, and date of birth.
- This tool will provide the detainee's location and contact information for the detention center.

### Consulate Contact:

Encourage your family to contact your home country's consulate if you are detained. Consulates can assist with legal advice, document preparation, and other resources.

### Attorney or Legal Aid Contact:

Make sure your family has the name and phone number of your immigration attorney or legal service provider.

## Steps for Family and Emergency Contacts

Ensure your loved ones are prepared to act quickly if you are detained:

### Emergency File:

Keep a file of important documents (e.g., passport, ID, A-number, work permit, medical records) in a safe but accessible location. Share its location with a trusted person.

### Memorized Phone Numbers:

Make sure at least one trusted person memorizes your attorney's and family members' phone numbers.

### Preparation for Children:

- Ensure childcare arrangements are clear and include signed authorization forms.
- Provide caregivers with instructions on how to access necessary documents and medical information.

## What to Do If You Witness an ICE Action

If you are a U.S. citizen or feel safe documenting an ICE action:

- Record the event with your phone or take notes, but do not interfere.
- Gather as much information as possible, including officer names, badge numbers, and vehicle details.
- Share the information with trusted immigrant advocacy groups or your legal team to help support the affected individuals.

## Attached Resource:

Red Card (Included in this packet): A simple, portable card that explains your right to remain silent and your refusal to answer ICE's questions. Keep this card with you at all times and practice using it with family members.



✉ help@lincolngoldfinch.com  
🌐 www.abogadakate.com  
☎ (512) 957-7777

**YOU HAVE CONSTITUTIONAL RIGHTS**

- ▶ **DO NOT OPEN THE DOOR IF AN IMMIGRATION AGENT IS AT YOUR DOOR.**
- ▶ **DO NOT ANSWER ANY QUESTIONS IF THE IMMIGRATION AGENT IS TRYING TO TALK TO YOU.** You have the right to remain silent. You do not have to give your name to the agent. If you are at work, ask the agent if you are free to go, and if the agent says yes, leave. You have the right to speak to an attorney.
- ▶ **GIVE THIS CARD TO THE AGENT. DO NOT OPEN THE DOOR.**

*I do not wish to speak with you, answer your questions, sign or hand you any documents based on my 5th Amendment rights under the United States Constitution.*

*I do not give you permission to enter my home, based on my 4th Amendment rights under the United States Constitution, unless you have a warrant to enter that is signed by a judge or magistrate with my name on it, that you slide under the door. I do not give you permission to search any of my belongings, based on my 4th Amendment rights.*

*I choose to exercise my Constitutional rights. These rights (and cards) are afforded to citizens and noncitizens alike.*



# CHECKLIST

## Important Documents to Gather and Keep Safe

*Use this checklist to organize and secure important documents for you and your family. Keep the originals in a safe place and share copies with a trusted person if needed.*

### Civil Documents

- Passports (for all family members)
- Birth certificates
- Marriage licenses or certificates (if applicable)
- Divorce decrees (if applicable)
- Driver's license or state-issued ID cards
- Municipal ID cards (for areas offering this option)
- Social Security cards or Individual Taxpayer Identification Numbers (ITINs)
- Death certificates (if applicable)

### Children's Documents

- School records (report cards, attendance logs, enrollment verification)
- Medical records (immunization history, prescriptions, medical conditions)
- Health insurance cards or policy details
- Pediatrician and specialist contact information
- Daycare or afterschool program enrollment forms
- Passports for U.S.-born children (visit [travel.state.gov](http://travel.state.gov) for instructions)
- Birth registration with your home country's consulate (for U.S.-born children)

### Immigration Documents

- Alien Registration Number (A-number)
- Work permits (Employment Authorization Documents)
- Green card or Permanent Resident Card (if applicable)
- Visa documentation (if applicable)
- Travel permits or advance parole documents
- Copies of previous immigration applications or petitions

### Financial and Employment Records

- Employment contracts or job offer letters
- Proof of income (e.g., pay stubs, direct deposit records)
- Tax returns (previous 3-5 years)
- Business licenses or self-employment documentation (if applicable)
- Bank account information

### Proof of U.S. Residence

These documents show your physical presence in the U.S. and may be required in certain situations:

- Utility bills (electricity, water, gas)
- Rent or lease agreements
- Mortgage documents or property deeds
- Bank statements with your U.S. address
- Pay stubs or employment verification letters
- Tax filings (federal, state, or local)
- Medical records or appointment receipts
- Correspondence addressed to you (e.g., from schools, government agencies, or businesses)

### Safety Tips for Carrying Documents

- Carry only what is necessary for daily use, such as a municipal ID, state ID, or driver's license.
- Do not carry documents indicating your country of origin unless required for a specific purpose.
- Avoid carrying false documents, as this could harm your case.
- Keep a "safe-to-carry" set of documents, including your Red Card and emergency contact information.



### Sharing and Storing Documents Securely

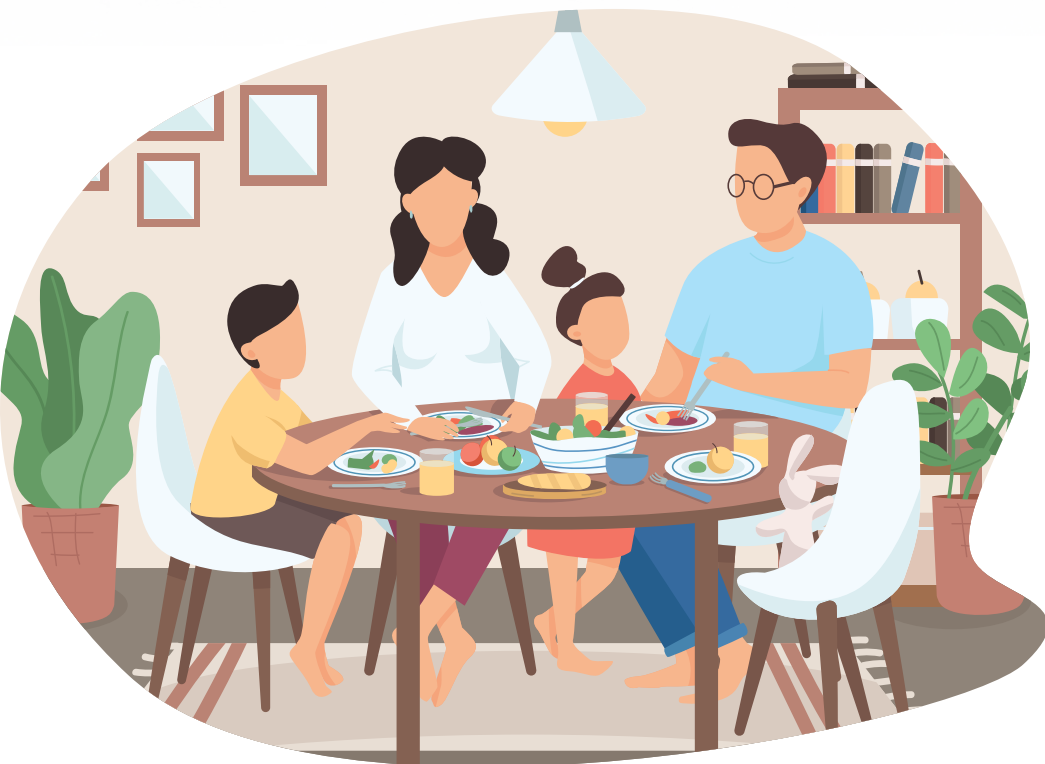
- Store originals in a secure location, such as a fireproof safe.
- Share copies of essential documents with a trusted family member or attorney.
- Use secure methods, like encrypted email or trusted physical delivery, when sharing documents electronically.

### Legal Documents

- Protective orders or restraining orders (if applicable)
- Court orders or custody agreements
- Police reports (if applicable)
- Power of attorney forms
- Caregiver's Authorization Affidavit (for childcare arrangements)

# CHILDCARE OPTIONS: Planning for Your Children's Safety

*As an immigrant parent, ensuring your children are cared for in case of an emergency is one of the most important steps you can take. Uncertainty about detention or deportation can be overwhelming, but having a well-prepared childcare plan provides peace of mind and ensures your children's safety, stability, and emotional well-being. This guide explains the levels of childcare planning, why they are important, and how to take action.*



## 1. VERBAL AGREEMENTS

### What is it?

A verbal agreement is an informal arrangement where you ask a trusted adult to care for your child if you cannot.

### Why It's Important:

- Verbal agreements allow you to quickly designate someone to step in during an unexpected emergency.
- This option may be practical for short-term or immediate situations while you formalize a longer-term plan.

### Limitations:

- Caregivers cannot legally enroll your child in school or consent to medical treatment.
  - Schools and medical facilities may refuse to recognize a verbal agreement, creating barriers for the caregiver to provide essential support.
- When to Use It:

- As a temporary solution while you complete legal documentation, such as a Caregiver's Authorization Affidavit (CAA).

## 2. CAREGIVER'S AUTHORIZATION AFFIDAVIT (CAA)

### What is it?

A Caregiver's Authorization Affidavit (CAA) is a simple legal form that grants a trusted adult the authority to make certain decisions for your child, such as enrolling them in school and accessing medical care.

### Why It's Important:

- This document allows the caregiver to provide essential care for your child without requiring a lengthy or costly court process.
- It ensures that schools and healthcare providers recognize the caregiver's authority.
- Unlike guardianship, a CAA does not affect your parental rights, meaning you remain the legal guardian.

### Steps to Complete a CAA:

#### 1. Choose a Trusted Caregiver:

Select a responsible adult who is willing to take on this role. Ideally, this person should have stable legal status to avoid complications.

#### 2. Complete the Affidavit:

Use a universal template, such as the provided **Caregiver Authorization Affidavit Template**.

Include your child's full name, date of birth, and the caregiver's details. Specify what authority you are granting (e.g., medical and educational decisions).

#### 3. Notarize the Form:

Notarization makes the document legally valid in Texas. This step is essential to avoid challenges when the caregiver needs to use the affidavit.

#### 4. Distribute Copies:

Provide copies to the caregiver, your child's school, healthcare providers, and keep one in your emergency file.



### Limitations:

A CAA only grants authority for specific decisions and is valid only while your child lives with the caregiver.

### When to Use It:

For medium-term situations where you want to ensure the caregiver can handle school and medical needs.

### Monre Information on CAA:

<https://texaslawhelp.org/article/authorization-for-nonparent-care-of-a-child>

## 3. GUARDIANSHIP

### What is it?

Guardianship is a formal legal arrangement where a court grants full custody of your child to another adult.

### Why It's Important:

- It gives the caregiver complete authority to make decisions about your child's education, healthcare, and daily life.
- Guardianship may be necessary for long-term care if you anticipate being unable to care for your child for an extended period.

### Limitations:

- Guardianship suspends your parental rights while it is in place. Reinstating your rights requires another court process.
- It involves legal fees, court filings, and a hearing, which can be time-consuming.

### Steps to Designate a Guardian:

#### 1. Identify a Trusted Person:

Choose someone who is willing to care for your child and understands the responsibilities of guardianship.

#### 2. Complete a Guardianship Designation Form:

- Use a form like the Texas Guardianship Designation Form to nominate your preferred guardian.
- Include specific conditions, such as the guardianship becoming effective only if you are detained or deported.

#### 3. File the Petition:

Guardianship requires a court filing and approval by a judge. Work with an attorney to ensure all requirements are met.

### When to Use It:

For long-term situations where you are unable to care for your child and need to ensure they have stability and full legal support.

## 4. OBTAIN PASSPORTS AND DUAL CITIZENSHIP

### Why It's Important:

Passports are critical for travel, identification, and proving citizenship. If your child is U.S.-born, registering their birth with your home country's consulate establishes dual citizenship, which may simplify travel or legal arrangements in the future.

### Steps to Obtain Passports:

#### 1. For U.S.-Born Children:

- Visit [travel.state.gov](https://travel.state.gov) to apply for a U.S. passport. You will need:
- Original birth certificate.
  - Completed Form DS-11.

- Parent identification (e.g., driver's license, passport).

#### 2. For Foreign-Born Children:

Contact your home country's consulate to apply for or renew your child's passport. Requirements vary by country but typically include:

- Birth certificate or proof of parentage.
- Parent identification.

#### 3. Dual Citizenship:

Visit your home country's consulate to register the birth of U.S.-born children and establish dual citizenship.

This process varies but often includes submitting birth certificates and parental documents.

## 5. INFORMING FAMILY AND FRIENDS

### Why It's Important:

In the event of an emergency, your loved ones need to know how to locate you, assist your children, and access necessary information.

### Steps to Prepare Your Loved Ones:

#### 1. Share Your Information:

Provide your full legal name, date of birth, and Alien Registration Number (A-number).

#### 2. Use the ICE Detainee Locator Tool:

- Teach your family how to use the ICE Detainee Locator Tool ([locator.ice.gov/odls](https://locator.ice.gov/odls)) to find you if detained.
- Ensure they have the necessary information (name, A-number, country of birth).

#### 3. Prepare Emergency Contacts:

- Create a list of trusted adults with contact information and roles (e.g., caregiver, backup contact).
- Include your attorney's details and consulate information.



## 6. TALKING TO YOUR CHILDREN ABOUT THE PLAN

### Why It's Important:

Children need reassurance and understanding to feel safe, even in uncertain circumstances. Discussing the plan in advance can reduce anxiety and confusion.

### How to Approach the Conversation:

- **Reassure Them:** Explain that you are making a plan to keep them safe, no matter what happens.
- **Introduce the Caregiver:** Help your child build trust with the caregiver by spending time together.
- **Practice the Plan:** Walk them through scenarios, such as the caregiver picking them up from school or staying with them overnight.
- **Be Honest but Positive:** Use age-appropriate language to address their questions and concerns.



## AUTHORIZATION AGREEMENT FOR VOLUNTARY ADULT CAREGIVER

Revised  
October 2017  
Page 1 of 6

This authorization agreement is made in conformance with Chapter 34 of the Texas Family Code concerning the following Child:

Child's Full Name:
Date of Birth:

Parent completing this form:

Full Name:
Physical Address:
Telephone Number:
Other contact information:

Child's other parent:

Full Name:
Physical Address:
Telephone Number:
Other contact information:

Parent voluntarily authorizes the following adult caregiver or Parental Child Safety Placement voluntary caregiver to make certain decisions regarding the child, as listed on the next page of this authorization agreement.

Name:
Relationship to Child (check one): Adult Caregiver <input type="checkbox"/> Parental Child Safety Placement Voluntary Caregiver in accordance with Child Protective Services if requirements of Texas Family Code, Subchapter L are met <input type="checkbox"/>
Physical Address:
Telephone Number:
Other contact information:

PARENT AND VOLUNTARY ADULT CAREGIVER UNDERSTAND THAT THEY ARE  
REQUIRED BY LAW TO IMMEDIATELY PROVIDE EACH OTHER WITH INFORMATION  
REGARDING ANY CHANGE IN THE OTHER PARTY'S ADDRESS OR CONTACT  
INFORMATION.



# AUTHORIZATION AGREEMENT FOR VOLUNTARY ADULT CAREGIVER

Revised  
October 2017  
Page 2 of 6

**Parent authorizes the above named voluntary adult caregiver to perform the following acts in regard to the child and the voluntary adult caregiver assumes the responsibility of performing these functions (strike through any that do not apply):**

- (1) To authorize medical, dental, psychological, surgical treatment, and immunization of the child, including executing any consents or authorizations for the release of information as required by law relating to the treatment or immunization;
- (2) To obtain and maintain health insurance coverage for the child and automobile insurance coverage for the child, if appropriate;
- (3) To enroll the child in a day-care program or public or private preschool, primary or secondary school;
- (4) To authorize the child to participate in age-appropriate extracurricular, civic, social, or recreational activities, including athletic activities;
- (5) To authorize the child to obtain a learner's permit, driver's license, or state-issued identification card;
- (6) To authorize employment of the child;
- (7) To apply for and receive public benefits on behalf of the child; and
- (8) To obtain copies or originals of state-issued personal identification documents for the child, including the child's birth certificate; and to the extent authorized under federal law, copies or originals of federally issued personal identification documents for the child, including the child's social security card.

This authorization agreement does not confer on the voluntary adult caregiver of the child the right to authorize the performance of an abortion on the child or the administration of emergency contraception to the child.

To the best of the parent's and voluntary adult caregiver's knowledge (check if applicable):

**This child is not the subject of a current (pre-existing) valid authorization agreement, and no parent, guardian, custodian, licensed child-placing agency or other agency makes any claim to actual physical possession or care, custody or control of the child that is inconsistent with this authorization agreement.**

To the best of the parent's and the voluntary adult caregiver's knowledge (choose one from below):

**THERE IS NO COURT INVOLVEMENT WITH THIS CHILD**

All of the following statements must apply:

- There is no court order or pending suit affecting the parent-child relationship concerning the child.
- There is no pending litigation in any court concerning custody, possession, or placement of the child or access to or visitation with the child.
- The court does not have continuing jurisdiction concerning the child.

**THIS CHILD HAS BEEN THE SUBJECT OF A COURT ACTION**

The court with continuing jurisdiction concerning the child has given written approval for the execution of the authorization agreement accompanied by the following information:

- The county in which the court is located;
- The number of the court; and
- The cause number in which the order was issued or the litigation is pending.

*Please staple a copy of the court's order to this agreement.*



## AUTHORIZATION AGREEMENT FOR VOLUNTARY ADULT CAREGIVER

Revised  
October 2017  
Page 3 of 6

### WARNINGS AND DISCLOSURES

This authorization agreement is an important legal document. The parent and the voluntary adult caregiver must read all of the warnings and disclosures before signing this authorization agreement.

The parent and voluntary adult caregiver are not required to consult an attorney but are advised to do so.

A parent's rights as a parent may be adversely affected by placing or leaving the parent's child with another person.

This authorization agreement does not confer on the voluntary adult caregiver the rights of a managing or possessory conservator or legal guardian.

A parent who is a party to this authorization agreement may terminate the authorization agreement and resume custody, possession, care, and control of the child on demand and at any time the parent may request the return of the child.

Failure by the voluntary adult caregiver to return the child to the parent immediately on request may have criminal and civil consequences.

Under other applicable law, the voluntary adult caregiver may be liable for certain expenses relating to the child in the voluntary caregiver's care, but the parent still retains the parental obligation to support the child.

In certain circumstances, this authorization agreement may not be entered into without written permission of the court. Examples of when court permission must be granted include when a court has entered a previous order granting custody or establishing a child support obligation.

This authorization agreement may be terminated by certain court orders affecting the child.

This authorization agreement does not supersede, invalidate, or terminate any prior authorization agreement regarding the child.

This authorization agreement is void if a prior authorization agreement regarding the child is in effect and has not expired or been terminated.

This authorization agreement does not confer on the voluntary adult caregiver of the child the right to authorize the performance of an abortion on the child or the administration of emergency contraception to the child.



# AUTHORIZATION AGREEMENT FOR VOLUNTARY ADULT CAREGIVER

Revised  
October 2017  
Page 4 of 6

## MAILING REQUIREMENTS:

When both parents do not sign the parent authorization agreement, a copy of the agreement **MUST** be mailed to the non-signing parent at the parent's last known address, unless that parent is deceased or has had his or her parental rights terminated. This authorization agreement **is void** unless not later than the 10<sup>th</sup> day after the date the authorization agreement is signed:

1. The parties mail one copy of this agreement by certified mail, return receipt requested, or international registered mail, return receipt requested, as applicable, to the non-signing parent; and
2. The parties mail one copy of the agreement by first class mail or international first class mail, as applicable to the non-signing parent.

A party to the authorization agreement shall immediately inform each other party of any change in the party's address or contact information. If a party fails to comply with this subsection, the authorization agreement is voidable by the other party.

## EXCEPTION TO MAILING REQUIREMENTS:

If a parent who did not sign the authorization agreement **does not have court-ordered possession of or access to the child who is the subject of the agreement**, the parent who is a party to the agreement does not have to mail a copy of the agreement to the non-signing parent if either of the following circumstances applies:

1. A protective order has been issued against the non-signing parent as provided under Chapter 85 of the Texas Family Code or under a similar law of another state for committing an act of family violence (as defined by Section 71.004 of the Texas Family Code) against the parent who signed the agreement or any child of the parent who signed the agreement; or
2. The non-signing parent has been convicted of any of the following criminal offenses against the parent who signed the agreement or any child of the parent who signed the agreement: any offense under Title 5 of the Texas Penal Code (including murder, homicide, kidnapping, assault and sexual assault); or any other criminal offense in Texas or any other state if the offense involves a violent act or prohibited sexual conduct.

## TERM OF AUTHORIZATION AGREEMENT

This authorization agreement is for a term of:

- six months from the date the parties enter into the agreement, and will renew automatically for six-month terms unless the agreement is terminated by any of the circumstances provided in Section 34.008 of the Texas Family Code; or
- the time provided in the agreement with a specific expiration date earlier than six months after the date the parties enter into the agreement.

If the parent does not want the agreement to last for six months and renew automatically for six-month terms after that, the parent must identify the circumstances under which the authorization agreement may be terminated (as provided by Section 34.008) before the term of the agreement expires; or continued beyond the term of the agreement by a court (as provided by Section 34.008(b)). Note: See last page of form for full text of Section 34.008 regarding terminating or revoking the agreement

If the parent wishes the agreement to expire at a date earlier than six months from the date the parties enter into the agreement, indicate the date the agreement is to expire: \_\_\_\_\_

If applicable, state circumstances to terminate the agreement before the expiration date:  
\_\_\_\_\_



## AUTHORIZATION AGREEMENT FOR VOLUNTARY ADULT CAREGIVER

Revised  
October 2017  
Page 5 of 6

By signing below, parent and the voluntary adult caregiver acknowledge that they have each read this authorization agreement carefully, are entering into the authorization agreement voluntarily, and have read and understand all of the Warnings and Disclosures included in this authorization agreement.

\_\_\_\_\_  
PARENT

Printed name:

SUBSCRIBED AND ACKNOWLEDGED BEFORE ME on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of TEXAS

\_\_\_\_\_  
PARENT\*\*

Printed name:

SUBSCRIBED AND ACKNOWLEDGED BEFORE ME on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of TEXAS

\_\_\_\_\_  
VOLUNTARY ADULT CAREGIVER

Printed name:

SUBSCRIBED AND ACKNOWLEDGED BEFORE ME on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of TEXAS



## AUTHORIZATION AGREEMENT FOR VOLUNTARY ADULT CAREGIVER

Revised  
October 2017  
Page 6 of 6

### Important statutory provisions Texas Family Code (as of September 1, 2017)

Statute:

**Sec. 34.0075 TERM OF AUTHORIZATION AGREEMENT**

An authorization agreement executed under this chapter is for a term of six months from the date the parties enter into the agreement and renews automatically for six-month terms unless:

- (1) an earlier expiration date is stated in the authorization agreement;
- (2) the authorization agreement is terminated as provided by Section 34.008; or
- (3) a court authorizes the continuation of the agreement as provided by Section 34.008(b).

**Sec. 34.008. TERMINATION OF AUTHORIZATION AGREEMENT**

(a) Except as provided by Subsection (b), an authorization agreement under this chapter terminates if, after the execution of the authorization agreement, a court enters an order:

- (1) affecting the parent-child relationship;
- (2) concerning custody, possession, or placement of the child;
- (3) concerning access to or visitation with the child; or
- (4) regarding the appointment of a guardian for the child under Subchapter B, Chapter 1104, Estates Code.

(b) An authorization agreement may continue after a court order described by Subsection (a) is entered if the court entering the order gives written permission.

(c) An authorization agreement under this chapter terminates on written revocation by a party to the authorization agreement if the party:

- (1) gives each party written notice of the revocation;
- (2) files the written revocation with the clerk of the county in which:
  - (A) the child resides;
  - (B) the child resided at the time the authorization agreement was executed; or
  - (C) the adult caregiver resides; and
- (3) files the written revocation with the clerk of each court:
  - (A) that has continuing, exclusive jurisdiction over the child;
  - (B) in which there is a court order or pending suit affecting the parent-child relationship concerning the child;
  - (C) in which there is pending litigation concerning:
    - (i) custody, possession, or placement of the child; or
    - (ii) access to or visitation with the child; or
  - (D) that has entered an order regarding the appointment of a guardian for the child under Subchapter B, Chapter 1104, Estates Code.

(e) If both parents have signed the authorization agreement, either parent may revoke the authorization agreement without the other parent's consent.

(f) Execution of a subsequent authorization agreement does not by itself supersede, invalidate, or terminate a prior authorization agreement.

# IMMIGRATION FORMS AND GUIDANCE

*Navigating immigration processes often requires specific forms and documents. This section provides an overview of the G-28 form, which allows you to designate legal representation, and other essential immigration documents that may be relevant to your case.*

## 1. G-28 Form: Notice of Entry of Appearance as Attorney or Accredited Representative

### What is the G-28 Form?

The G-28 form notifies the U.S. Citizenship and Immigration Services (USCIS), Immigration and Customs Enforcement (ICE), or Customs and Border Protection (CBP) that you have an attorney or accredited representative who is authorized to act on your behalf.

### Why It's Important:

- Filing a G-28 ensures that your legal representative can:
  - Communicate with immigration authorities on your behalf.
  - Receive updates, notices, and decisions about your case directly.
- It protects your rights by ensuring you have professional representation in any proceedings.

### When to Use the G-28 Form:

- When filing an immigration application, petition, or appeal.
- During removal proceedings or other legal actions involving ICE or immigration courts.
- Anytime you need legal representation in immigration-related matters.

### How to Complete and File the G-28 Form:

#### 1. Work with Your Attorney or Representative:

The form must be completed and signed by both you and your attorney or accredited representative.

#### 2. Include It with Your Application or Case File:

Attach the G-28 to the front of your immigration application or case documents.

#### 3. Submit It to the Appropriate Agency:

USCIS, ICE, or CBP, depending on your case. Your attorney will often handle submission as part of their services.

## 2. Common Immigration Documents and Their Purposes

Immigration cases often require a variety of documents. Here's a list of common forms and their uses:

### A. Proof of Identity and Status

#### • Form I-94 (Arrival/Departure Record):

- Tracks your entry and exit dates and documents your legal status in the U.S.
- Essential for verifying lawful entry in certain immigration applications (e.g., adjustment of status).

#### • Alien Registration Number (A-number):

- A unique identifier issued to noncitizens by the Department of Homeland Security (DHS).
- Found on official immigration documents like work permits, green cards, and notices.

#### • Work Permit (Employment Authorization Document, EAD):

- Grants permission to work legally in the U.S.
- Typically required for noncitizens who do not yet have permanent resident status.

#### • Green Card (Permanent Resident Card):

- Proof of lawful permanent residency in the U.S.
- Required for reentry after travel abroad and to prove eligibility for employment.

### B. Immigration Petitions and Applications

#### • Form I-130 (Petition for Alien Relative):

Filed by U.S. citizens or lawful permanent residents to sponsor eligible relatives for a green card.

#### • Form I-485 (Application to Register Permanent Residence or Adjust Status):

Used to apply for a green card while remaining in the U.S.

#### • Form I-765 (Application for Employment Authorization):

Used to request a work permit.

#### • Form N-400 (Application for Naturalization):

Used to apply for U.S. citizenship.

### C. Temporary and Humanitarian Relief

#### • Form I-821D (Consideration of Deferred Action for Childhood Arrivals):

For individuals seeking protection under the DACA program.

#### • Form I-918 (Petition for U Nonimmigrant Status):

For victims of crimes seeking a U visa for temporary immigration status.

#### • Form I-589 (Application for Asylum and for Withholding of Removal):

For individuals seeking asylum protection in the U.S.

#### • Form I-360 (Petition for Amerasian, Widow(er), or Special Immigrant):

For individuals qualifying as special immigrants, including survivors of domestic violence under the Violence Against Women Act (VAWA).

### D. Proof of Residency or Presence

#### • Utility Bills, Tax Returns, or Rent Agreements:

- Demonstrates physical presence and ties to the U.S.
- Often required for applications like Deferred Action or Cancellation of Removal.

#### • School and Employment Records:

Helps verify continuous residence for specific immigration benefits.

## 3. General Tips for Managing Immigration Documents

### 1. Organize Your Documents:

- Keep originals and copies of all forms and supporting materials in a secure but accessible location.
- Use labeled folders or a digital system to categorize documents (e.g., identity, applications, proof of residence).

### 2. Track Deadlines and Expirations:

Many documents, like work permits and visas, have expiration dates. Create reminders to renew them on time.

### 3. Work with a Trusted Legal Representative:

An experienced attorney or accredited representative can ensure forms are completed accurately and submitted to the correct agency.





*Immigration processes can be complex, and unfortunately, there are individuals and organizations that exploit this for personal gain. Protect yourself and your family by learning how to identify and avoid scams, understanding the warning signs of unauthorized practice of law, and verifying the legitimacy of legal representatives.*

## 1. COMMON IMMIGRATION SCAMS

Scammers often target vulnerable individuals seeking help with immigration matters. Be aware of these common tactics:

### **Promises That Sound Too Good to Be True:**

- Offering guaranteed results or immediate approval for visas, green cards, or citizenship.
- Claiming access to “special connections” at immigration offices or agencies.
- Promising to “fix your papers” quickly for a large upfront fee.

### **Requests for Upfront or Untraceable Payments:**

- Asking for payment in cash, gift cards, or money orders.
- Refusing to provide a written contract or receipt for services.

### **Unlicensed Service Providers:**

- Individuals offering to help with forms or applications but are not licensed attorneys or DOJ-accredited representatives.
- Calling themselves “notarios” or “immigration consultants.”

## 2. WARNING SIGNS OF UNAUTHORIZED PRACTICE OF LAW

Immigration law is highly specialized, and only qualified individuals are authorized to provide legal advice. Look out for these red flags:

### **“Notarios Públicos” (Notaries Public):**

- In some countries, notarios are licensed attorneys, but in the U.S., they are not authorized to practice law.
- Notarios may claim to be qualified to provide legal services but often lack the necessary training or licensing.

### **Unauthorized Consultants:**

- Offering to represent you in court or file legal documents without proper credentials.
- Giving legal advice about your case when they are not attorneys or DOJ-accredited representatives.

### **Unclear Qualifications:**

- Refusing to show proof of their license or accreditation.
- Using vague titles like “legal expert” or “immigration specialist” instead of “attorney” or “accredited representative.”



### 3. HOW TO VERIFY AN ATTORNEY OR ACCREDITED REPRESENTATIVE

Before working with anyone on your immigration case, confirm their credentials:

#### Verify an Attorney on the State Bar of Texas Website:

1. Visit the State Bar of Texas Attorney Lookup.
2. Enter the attorney's name or bar number.
3. Confirm they are in good standing and licensed to practice law in Texas.

#### Check for DOJ-Accredited Representatives:

1. Visit the DOJ Recognition and Accreditation Program.
2. Search for the representative's name or the organization they work for.
3. Verify their accreditation status.

#### Ask Questions:

- Request to see proof of licensure or accreditation.
- Confirm the scope of their services and whether they can represent you in court.

### 4. HOW TO AVOID IMMIGRATION SCAMS

#### DO:

- **Work with Licensed Professionals:** Only attorneys and DOJ-accredited representatives are authorized to give legal advice or represent you in immigration matters.
- **Get a Written Agreement:** Ensure that all services and fees are outlined in a clear, signed contract.
- **Ask for Receipts:** Always get proof of payment for any services rendered.
- **Keep Copies:** Retain copies of all documents submitted on your behalf.

#### DON'T:

- **Pay for Blank Forms:** Immigration forms are free to download from official government websites like [uscis.gov](http://uscis.gov).
- **Sign Blank or Incomplete Forms:** Only sign documents you have reviewed and fully understand.
- **Trust Unsolicited Offers:** Be wary of individuals reaching out to offer help you didn't request.

### 5. REPORTING IMMIGRATION FRAUD

If you suspect someone is committing immigration fraud or unauthorized practice of law:

- **Contact Local Authorities:** Report the issue to your local police department.
- **File a Complaint with the State Bar of Texas:** Visit the State Bar of Texas Grievance Page to file a report against a licensed attorney.
- **Report to the Federal Trade Commission (FTC):** Submit complaints about scams at [reportfraud.ftc.gov](http://reportfraud.ftc.gov).
- **Notify the Executive Office for Immigration Review (EOIR):**

If the fraud involves a DOJ-accredited representative, file a complaint at EOIR Complaint Instructions.

### 6. PROTECTING YOUR COMMUNITY

Share this information with your friends and family to help them avoid scams and unauthorized legal advice. A trusted professional can make all the difference in your immigration journey, so it's essential to take the time to verify their credentials.

# LEGAL & COMMUNITY RESOURCES

*Navigating immigration processes can be overwhelming, but you are not alone. Many organizations and resources are available to provide support, guidance, and legal assistance. Below is a list of trusted legal aid organizations, hotlines, and educational tools to empower you and your family.*

## 1. Start Here: AbogadaKate.com

AbogadaKate.com

- **Services:** Downloadable and printable resources, videos, and tools created specifically for immigrants and their families.
- **Resources include:**
  - Guides for knowing your rights.
  - Step-by-step explanations of immigration processes.
  - Educational videos to help you and your loved ones stay informed.
- **Visit** AbogadaKate.com to explore all the resources we've created to support you.

## 2. Legal Aid Organizations

These organizations offer free or low-cost legal services to immigrants:

### Texas-Based Resources:

- **American Gateways**
  - Services: Immigration legal assistance, representation in asylum cases, and education.
  - Website: americangateways.org
  - Phone: (512) 478-0546
- **RAICES (Refugee and Immigrant Center for Education and Legal Services)**
  - Services: Legal services, social support, and advocacy for immigrants and refugees.
  - Website: raicestexas.org
  - Phone: (210) 226-7722
- **Catholic Charities of Central Texas**

- Services: Immigration legal services, citizenship applications, and family reunification support.
- Website: ccctx.org
- Phone: (512) 651-6100

### National Resources:

- **Immigrant Legal Resource Center (ILRC)**
  - Services: Educational materials, legal training, and technical assistance for immigrants and advocates.
  - Website: ilrc.org
- **National Immigration Law Center (NILC)**
  - Services: Advocacy, resources, and policy updates focused on low-income immigrants.
  - Website: nilc.org
- **Kids in Need of Defense (KIND)**
  - Services: Legal representation for unaccompanied minors in immigration proceedings.
  - Website: supportkind.org
  - Phone: (202) 824-8680

## 3. Hotlines for Immediate Assistance

- If you or a loved one needs urgent help, these hotlines provide immediate support:
- **United We Dream Deportation Defense Hotline**
    - Phone: 1-844-363-1423
    - Services: Assistance for individuals facing deportation or ICE detention.
  - **National Immigration Detention Hotline (Freedom for Immigrants)**
    - Phone: 1-209-757-3733
    - Services: Free hotline for individuals detained by ICE

and their families.

### • Catholic Charities National Hotline

- Phone: 1-800-375-5283
- Services: Information on immigration rights and legal assistance.

## 4. Educational Tools & Resources

- Knowledge is power, and these online resources can help you understand your rights and learn more about immigration laws:
- **Informed Immigrant**
    - Website: informedimmigrant.com
    - Services: Resources for undocumented immigrants, including Know Your Rights guides, mental health support, and legal information.
  - **Immigrant Legal Resource Center (ILRC)**
    - Website: ilrc.org
    - Services: Educational materials, webinars, and tools to empower immigrants and advocates.
  - **National Immigration Law Center (NILC)**
    - Website: nilc.org
    - Services: Policy updates, legal resources, and immigrant rights education.
  - **Immigrants Rising**
    - Website: immigrantsrising.org
    - Services: Resources for undocumented students and families, including scholarships, career tools, and mental health support.
  - **Justice.gov – EOIR Resources**
    - Website: justice.gov/eoir
    - Services: Information

on immigration courts, including how to check case status and find representation.

## 5. Local Community Support

Community organizations often provide additional resources like food assistance, housing support, and counseling:

- **Austin Refugee Roundtable**
  - Website: austinrefugees.org
  - Services: Community-based support for refugees and immigrants in the Austin area.
- **Casa Marianella**
  - Website: casamarianella.org
  - Services: Emergency shelter and support services for immigrants and asylum seekers.

## 6. How to Find a Reputable Attorney

Use these resources to verify the qualifications of immigration attorneys and accredited representatives:

- **State Bar of Texas Attorney Lookup**
  - Website: texasbar.com
  - Search by name or bar number to confirm the attorney is licensed and in good standing.
- **DOJ Recognition and Accreditation Program**
  - Website: justice.gov/eoir
  - Search for accredited representatives authorized to assist with immigration cases.

# Important children's information

*Keep this information so those you designate to care for your children in your absence have all of the information they need.*

Child's name:

Date of birth:

Child's cell phone number (if applicable):

School name & address:

School phone number:

Teacher's name:

Classroom number:

After school program:

After school program phone number:

Other Camp / Sports / Program:

Other Camp / Sports / Program phone number:

Allergies:

Medical conditions:

Medications:

Doctor's name & phone number:

Doctor's address:

Health insurance:

# Emergency numbers and important contact information

Keep this information in one place so that you and your family can access it easily.

## Emergency numbers

Immediate emergency: 911 Police department: \_\_\_\_\_  
Fire department: \_\_\_\_\_ Poison control: 1-800-222-1222

## Family contacts

Mother/Parent/Guardian: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Work address: \_\_\_\_\_

Work phone: \_\_\_\_\_

Father/Parent/Guardian: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Work address: \_\_\_\_\_

Work phone: \_\_\_\_\_

Other emergency contact and relationship: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Other emergency contact and relationship: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Other emergency contact and relationship: \_\_\_\_\_

Cell phone: \_\_\_\_\_

## Miscellaneous contacts

Doctor phone number: \_\_\_\_\_

Health insurance company: \_\_\_\_\_ Policy number: \_\_\_\_\_

Pediatrician phone number: \_\_\_\_\_

Health insurance company: \_\_\_\_\_ Policy number: \_\_\_\_\_

Dentist phone number: \_\_\_\_\_

Dental insurance company: \_\_\_\_\_ Policy number: \_\_\_\_\_

Car make/model: \_\_\_\_\_ License plate number: \_\_\_\_\_

Car insurance company: \_\_\_\_\_

Insurance policy number: \_\_\_\_\_ Phone number: \_\_\_\_\_

Consulate: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Attorney/Nonprofit legal services provider: **Lincoln-Goldfinch Law**

Address: **1005 E 40th St, Austin, TX 78751**

Phone number: **(512) 599-8500**

# How can you share important documents with us?

**FOR CLIENTS ONLY:** Thank you for allowing us to be a part of your life. We will work with you and will help you find the high quality opportunities expected of us. In this document, we will review what you need to do with your documents as well as how to send them over to us.

## What are the next steps?

First, you should send us any document that you can find that you believe will be important, such as:

- ✓ Birth certificate
- ✓ Marriage certificate
- ✓ Passport
- ✓ Tax forms
- ✓ Police reports
- ✓ Medical reports
- ✓ Personal identifications
- ✓ School records
- ✓ Affidavits
- ✓ Any legal documents from an immigration office or government agency
- ✓ Etc.

And please feel free to send us any more documents, no matter how significant or insignificant you think they may be.

## How can I send documents?

We have multiple ways for you to send us your documents, both online and/or by dropping them off at our office in Austin, Texas.



For our office, we recommend you put your documents in a folder with a string closure and drop your documents in the black box outside of our office. Do not worry, this black box is highly secure and our Receptionist regularly checks it.



You can also call us at (512) 692-9612 to set up a scheduled appointment, where our Office Manager will gladly receive your documents and add them to your file. Our office is located at: 1005 E 40th St., Austin, TX 78751.



You can also send your documents electronically in a PDF or Image File directly to your legal team via email: [vip@lincolngoldfinch.com](mailto:vip@lincolngoldfinch.com)

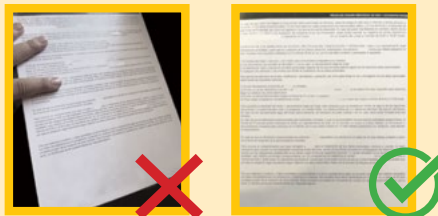
## Can I send photos of my documents?



You can, but we don't recommend it. Instead, we recommend scanning your documents so that they are at the optimum level of quality; but, if you cannot scan them and photos are the only option, then:

1. The photos of any documents must be legible for us to use and any images must not have any gradient; and,
2. It has to be a quality photo with no fingers nor object(s) on the image. The only thing this image can show is the document itself. There cannot be any borders of the surface where the document is resting or any logos of any scanning apps on your phone. Your document must also be parallel.

The following is an example:



## Can I send my original document?

Absolutely! If you send any original documents to our office, we will scan them and add them to your file. We will also return your documents as soon as possible.



*Lincoln-Goldfinch Law*

AN IMMIGRATION LAW FIRM

**Austin Office**

Lincoln-Goldfinch Law  
1005 E 40th St  
Austin, TX 78751

📞 Call or Text: (Text: 512-599-8500

Fax: (512) 323-9351

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**[www.AbogadaKate.com](http://www.AbogadaKate.com)**



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