

Are You an Immigrant?

Do You Have Children?

**Do You Want to Learn
About Your Rights and Be
Ready to Protect Your
Family?**



This booklet provides helpful information, but it is not legal advice.
If you need legal help, please contact a lawyer.



You Are Part of Boulder County...

Boulder County cares about everyone in our community. We provide services to all people, no matter their race, ethnicity, gender, sexual orientation, income, political views, age, religion, body type, or ability. This includes people of all immigration or citizenship statuses. Everyone deserves respect.

This booklet can help you take steps to protect your family and understand your rights. The booklet has two parts:

Part 1, Family Protection Plan. *Learn how to make a plan to keep your kids safe if something unexpected happens.*

Part 2, Know Your Rights. *Learn about your rights, what to do if your immigration status is questioned, and where to get help in Boulder County and Colorado.*

Table of Contents

Part 1. Do You Have Children? Make a Plan to Protect Them.....	1
Steps You Can Take Right Now to Protect Your Family.....	2
Two Documents That Will Help Protect Your Kids Even More.....	8
 Part 2. Are You an Immigrant? Know Your Rights	 19
Know Your Rights If An Immigration Agent Contacts You	20
Getting Immigration Information or Help From a Lawyer	25

This booklet was prepared by volunteers with the Information for Immigrants Project sponsored by the Boulder County Commissioners through the Department of Community Services.

Layout and booklet design provided by RPM Frontline Solutions.

For more information or a digital version of this and/or the companion booklet, contact Info4Immigrants@bouldercounty.org.

Second Edition: content updated and Simple Language used, December 2024

Cover photo By National Cancer Institute [Public domain] via Wikimedia Commons

All other photos from <https://pixabay.com/>

© Copyright 2025 Information for Immigrants Project



Part 1. Do You Have Children? Make a Plan to Protect Them

All parents in the United States should have a plan to keep their family safe in case something unexpected happens.

For example:

- You might get hurt at work or in a car accident.
- You could get sick and need time to recover.
- You might have to leave the U.S. for a short or long time. (This is especially important for immigrants.)

You can take steps to protect your family. Some steps you can start today, right at home. If you want to do more, you can also sign two legal documents that will help if you can't take care of your children or handle your money yourself.

Part 1 of this booklet helps you create a **Family Preparedness Plan**.

- The first section explains easy steps you can take right now to keep your family safe.
- The second section introduces two legal documents you can use if you want to do more.
- These documents let you:
 - Choose someone to care for your children if you can't.
 - Pick someone to manage your finances.
- The booklet also explains what these documents mean, how they work, and where to find a U.S. Notary to make them official.

Steps You Can Take Right Now To Protect Your Family

1. Prepare a File of Important Documents



Set up a folder or notebook with all your family's important legal documents. Put the folder in a plastic bag and store it in a safe, fire-proof, and flood-proof place. Tell your children, family members, and emergency contacts where they can find it if needed.

Make photocopies or take pictures of these documents and give them to a trusted relative or friend.

Here are the kinds of documents to include:

- Passports for all adults and children
- Birth Certificates for all adults and children
- Marriage License
- Driver's License or other ID cards
- Social Security card or ITIN number
- Wills
- Car ownership papers
- Home rental or ownership contract
- Registry of birth (for U.S.- born children registered in parent's home country, if applicable)
- Immunization records for all children
- Immigration documents (A-Number, work permit, Green Card, visa, naturalization papers, etc.)
- Guardianship forms for the children and Powers of Attorney for financial decisions
- Any Restraining Orders you may have
- Emergency numbers and other important contact information

2. Write Down Your Family's Emergency Contact Information

Complete the form on the next two pages. Keep the information in a place where you and your family can easily access it.



Your Emergency Information

Emergency Numbers	
Immediate Emergency	911
Police Department	
Fire Department	
Poison Control	

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 (1)	
Cell Phone	
Other Emergency Contact and Relationship (2)	
Cell Phone	
Other Emergency Contact and Relationship (3)	
Cell Phone	

Your Emergency Information

Miscellaneous Contacts	
Doctor	
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	

Lawyer (Attorney) or Nonprofit Legal Services Provider	
Address	
Phone Number	

Consulate of your home country if not a US citizen	
Address	
Phone Number	

3. Fill Out an Information Form for Each of Your Children

Follow these steps to ensure your children's safety and well-being:

1. Complete the Child Information Form: Write down the information for each child. If you have more than one child, make copies to use for the others.
2. Share the Form:
 - Provide a copy to your children's schools.
 - Give a copy to anyone who might care for your children if you are unable to, so they have all the important details.



Child's Name	
Date and Place of Birth (town, state, country)	
Child's Cell Phone Number (if applicable)	
Name of School	
School Address	
School Phone Number	
Teacher's Name	
Afterschool Program, Name	
Afterschool Program Phone Number	
Other Camp/Sports/Program, Name	
Other Camp/Sports/Program Phone Number	
Allergies	
Medical Conditions	
Medications	
Doctor's (Pediatrician's) Name	
Doctor's Phone Number	
Doctor's Address	
Child's Health Insurance Company	
Policy Number	

4. . Tell Your Children's Schools Who Can Pick Them Up



Make sure the schools and any programs your children go to know who is allowed to pick them up.

Update that information regularly. If you have a Restraining Order against anyone, give a copy of it to the schools.

5. Give Your Children Important Contact Information to Carry in Their Backpacks

- Work and cell phone numbers for mom, dad, and any other local relatives.
- The name and phone number of anyone who is authorized to pick them up after school or other trusted adults.
- Make sure your children carry this information with them.



6. Talk to Your Family and Children About Your Preparedness Plan

- Explain the plan to your family.
- Let your children know that someone will take care of them if you can't, even for a little while.
- Reassure them that this probably won't happen, but it's important to be ready just in case.
- Make sure they know who will take care of them and try to choose someone they already know and trust.
- Talk to your children in a way that makes sense for their age.

7. If You Are an Immigrant, Make Sure Your Children All Have Passports and/or are Registered With Your Home Country

If your child was born in the United States:

- Visit www.travel.state.gov for more information on obtaining a U.S. passport.
- Register your child's birth with your home country's embassy or consulate in the U.S. This may grant your child benefits, including citizenship in your home country in some cases.

If your child was born in your home country, check with its embassy or consulate for more information on obtaining a passport.



8. Clear Any Warrants That Have Been Issued Against You...

If a warrant has been issued against you by a judge for committing a crime or for such problems as failure to appear in court or pay child support, try to get it “cleared.” You will need to go to that court and appear before the judge, either in person or through an attorney, or both. The judge may rule that you must pay a fine or go to jail for a while, but clearing your warrant removes a contributing factor for possible removal/deportation.

The Courthouses for the 20th Judicial District in Boulder County have a “walk-in warrant program”. Call the Clerk of the Court at 303-441-3750 to find out if you qualify and what day and where you will need to show up at 8:00 a.m.

Please note:

1. Victim's Rights Act Crimes are not eligible for the walk-in warrant program. For details, see <https://www.coloradojudicial.gov/courts/trial-courts/boulder-county> under Walk-In Warrant Information. You can contact the District Attorney's Office in Boulder County to try to set up a time to appear in court on a case that does not otherwise qualify for the walk-in warrant program.
2. Colorado law bans Immigration and Customs Enforcement (ICE) from arresting people inside courthouses or in the immediate surroundings that serve courthouses (including the adjacent sidewalks, driveways, entryways, and parking areas).
3. Boulder County Jail does not contract with ICE to share documentation status of inmates, but arrest and custody information with names is public record, and therefore open to anyone.

Two Documents That Will Help Protect Your Kids Even More

If you want to take extra steps to protect your family, you can fill out two legal documents that help in case you can't care for your children or manage your finances.

- **Designate a Guardian** for Your Children: This document lets you name a person to take care of your children if you can't.
- **Designate a Financial Agent:** This document names someone to handle your finances if you're unable to do so.

To use either of these documents, the person you choose must:

- Be a U.S. citizen or a legal permanent resident (with a Green Card).
- Be 18 years or older.

Family members can be named as Guardians or Financial Agents if they meet these requirements.

Notarizing Your Documents

- It's a good idea to get your documents notarized. A Notary Public will first confirm your identity. To do this, you need to show your ID and sign the documents in front of the Notary and two witnesses. The Notary will then stamp the documents.
- In some cases, you may not need notarization, but having it gives your documents extra authority and is often required by banks or immigration officials.

If you don't have the required ID, you and your witnesses can still sign and date the documents. Keep these documents with your other important records.



Information About U.S. Notaries

A Notary in the U.S. is not the same as a "Notario Público" in Mexico and many other countries. In the U.S. there are many more Notaries, and they are generally not lawyers. You will also not need to pay more than \$5-10 for each document you want to have stamped.

What Identification Is Required to Get Your Documents Stamped by a Notary?

You will need to show current identification issued by a state or federal government that includes:

1. Your photo
2. Your signature

Both the photo and signature must match the one you use when signing the document.

Common Forms of Accepted Identification:

- **Always accepted:**
 - U.S. Green Card
 - U.S. Passport
 - Military ID card
 - State-issued driver's license or ID card

- **Sometimes accepted:**

- Passport from another country
- ID issued by a foreign consulate in the U.S.
- "Limited" Colorado driver's license for undocumented residents
- ID from a college or school



Information About U.S. Notaries

Where can you find a Notary?

Some community organizations have Notaries that anyone can use. Here are some places to find Notaries. You may need to leave a voice message explaining what you want and giving them your phone number so they can call you back:

- In Longmont
 - El Comité, 455 Kimbark St., 303-651-6125
 - Longmont Housing Authority, 350 Kimbark St, 303-651-8581
- In Lafayette, Sister Carmen Community Center: 655 Aspen Ridge Dr., 303-665-4342
- In Boulder, Boulder Housing Partners: 4800 North Broadway, 720-564-4610

Many banks have Notaries for their own customers and in some cases for non-customers. Some stores with printing and/or shipping services (like UPS) and a few schools have Notaries.



1. Providing Legal Safety for Your Children

It is important to decide on someone who will be the legal guardian of your children in case you are unable to care for them. This could happen if you become very ill, are detained or deported by ICE, or pass away.

- Talk to your family and friends about who would be a good person to be the guardian. Make sure the person you choose is willing to take on the responsibility.
- Fill out the form called "Appointment of Long-Term Guardian(s)" on the next two pages.
 1. Sign and date the form in front of two witnesses.
 2. If you want to get it notarized, wait to sign and date the form until you are with a Notary.



FAQs About the Guardianship Form

Q: If I complete this form, will I lose my rights as a parent now?

A: No. The document will only take effect if you cannot care for your children due to serious illness, being detained or deported by ICE, or death. It will also take effect only if the other parent is not available. Unless both those things happen, you are still the children's parent and fully responsible for them.

Q: Can I get my children back if a Guardian has been looking after them but later I can care for them myself?

A: Yes. You can cancel (revoke) the form at any time in the future if your situation changes.

Q: If I am married, should I list the other parent as the first possible guardian?

A: No, that is not necessary. The form assumes that the other parent will care for the children if the first person is unavailable. The form only takes effect if both parents are unavailable.

Q: Do both parents need to sign their own documents?

A: Yes, if both parents are in this country and available, each should sign their own form listing the same Guardian(s) for the children. If only one parent is available, that parent can complete and sign the form alone.

APPOINTMENT OF LONG-TERM GUARDIAN(S)

I, _____, am the parent or legal guardian of:
(your name)

Children's names (if under 18 years of age)

Birthdates

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I revoke all prior nominations of guardianship I may have executed. I appoint the following in the order listed below to act as guardian of the above-named children if I am unable to care for my children:

Guardian's name

Phone number

_____	_____
_____	_____
_____	_____

Upon my disability, death, immigration detention, deportation, or other unavailability of any kind, the designated guardian shall have the authority to make all decisions relating to the care of my children, including but not limited to decisions concerning residential custody of my minor children; approving or disapproving medical treatment that is proposed or available for my children; making educational decisions and accessing their educational records, and all other decisions pertaining to my children's care and custody. If I should return from disability, detention, deportation, or any other unavailability, I retain the right to revoke this guardianship appointment at any time.

The above-named guardians shall be designated as a "personal representative" of my children as defined by Public Law 104-191 and supporting CFRs, otherwise known as the Health Insurance Portability and Accountability Act of 1996, as amended, or HIPAA. A "personal representative" may view my child's medical records, execute releases of confidential information from medical providers and insurers or other third parties, and shall be considered as a "personal representative" for health care disclosure under HIPAA. This authorization and consent to disclosure shall apply whether or not I continue to have the capacity to give informed consent, and is effective immediately upon signing of this instrument.

I further consent to and direct covered entities to provide my child's protected health information to a "personal representative" at any time upon his or her request

I reserve the right to revoke this delegation at any time in writing without notice to any of the parties. No delegate shall be required to file or furnish any bond, surety or other security in any jurisdiction. Photocopies of this delegation, including facsimiles and digital or other reproductions, will have the same force and effect as the original. I intend for this appointment to be enforced in any and all states and countries in which my children or the above named delegates reside.

APPOINTMENT OF LONG-TERM GUARDIAN(S) - Page 2

Signature of Parent or Legal Guardian

Date

Address: _____

City, State, ZIP: _____

WITNESSES:

Name of Witness 1: _____

Signature

Date

Address: _____

City, State, Zip: _____

Name of Witness 2: _____

Signature

Date

Address: _____

City, State, Zip: _____

NOTARY:

STATE OF _____ COUNTY OF _____

Subscribed and sworn to or affirmed before me by

_____, Parent or Legal Guardian,

and _____

and _____ Witnesses,

as the voluntary act of the Parent or Legal Guardian this

_____ day of _____ in the year _____.

Notary Public's Signature

Notary Public's Printed Name

My commission expires: _____

2. Financial Matters

Choose someone you trust completely to manage your finances if you are unable to do so. This person can use your money to pay bills like:

- Rent
- Car payments
- School costs
- Medical bills for you or your children
- Other expenses

Make sure the person you choose is willing to take on this responsibility.

Fill out the "Financial Durable Power of Attorney" form on the next three pages.

- Sign and date it in front of two witnesses.
- If you want to get it notarized, wait to sign and date it until you are with a Notary.



FAQ About the Financial Power of Attorney Form

Q: Will I lose control of my finances now if I complete this form?

A: No. This form only becomes active if you cannot make financial decisions due to illness or if you are detained or deported by ICE. Until then, you are still in control of your finances.

Q: Can I regain control over my finances later?

A: Yes. You can cancel (revoke) this form at any time if your situation changes and you can manage your finances again.

Q: If I am married, should my spouse and I each fill out separate forms?

A: If you each have your own financial assets, yes. If you share assets, only one of you needs to fill out the form.

FINANCIAL DURABLE POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, that

[Your name] _____ (Principal) has made, constituted, and appointed, and by these presents does make, constitute, and appoint

[Name of the person you are appointing] _____ (Agent) as true and lawful attorney for Principal and in the name, place and stead of Principal, to make financial decisions for Principal, if and when Principal is unable or is incapacitated or incompetent, as certified by one or more physicians or psychiatrists, or is unable to act due to immigration detention or deportation

If Agent listed above is not available, not willing or is unable to act as my Agent, then I appoint the following person(s) to serve, in the order listed below:

_____ (Agent),

_____ (Agent).

When in effect, this Power is given to enable the Agent to hold and administer all of the assets of the Principal, both real estate and personal property, and this Power includes the right to perform all of the following functions: To purchase flower bonds; to form corporations and other entities; to reorganize corporations and other entities of which Principal is a stockholder, member or other party; to purchase, cancel or renew life, health, long term care or other insurance or annuities without the necessity of seeking court approval; to allow the Agent to make tax-free gifts of the Principal's assets; to authorize the Agent to claim or disclaim property interests which the Principal may be entitled to receive; to fund revocable trusts of which the Principal is trustor or settlor; to buy and sell and transfer real estate, securities and other investments or property; and to do all other acts which the Agent deems to be in the best interest of the Principal, including, but not limited to, the following:

1. The Agent is specifically given the power to perform all of the tasks which the Principal would perform for and on behalf of the Principal and in addition thereto the Agent is given the power to act as Guardian for the Principal and the Principal hereby appoints the Agent as Guardian for the Principal during times when the Principal is incapable of acting.
2. Agent is specifically given the power to manage the financial affairs of the Principal, including managing real estate, investments, bank accounts, retirement accounts, records, personal property, collecting income and benefits, selling of assets including a motor vehicle as required to meet additional expenses of the Principal, and reinvesting income and proceeds received from investments.
3. Agent is specifically given the power to pay bills and other obligations of Principal, and to pay those bills on a current basis. Agent is given authority to borrow money in order to meet obligations rather than liquidate assets at depressed prices. Agent is specifically given the power to borrow from banks and insurance companies or other sources as needed.
4. Agent is specifically given authority to operate, continue, dissolve, merge or sell any business that the Principal may own, and to use all assets that may be necessary to fulfill this decision, even those assets not previously committed to the business.
5. Agent is specifically given authority to create trusts and to manage Principal's security holdings, and to employ or discharge professional financial advisors and managers if the Agent believes this to be important. Agent is authorized to transfer securities to the trustee for continued management in the trust. Agent is further given authority to withdraw assets from the trust to meet the needs of the Principal. Securities and other investments shall be managed in a prudent manner. If income is needed, investments should emphasize income generation. In addition, Agent is given the authority to transfer assets from the Principal's name to any revocable living trust that Principal may have established during Principal's life.

FINANCIAL DURABLE POWER OF ATTORNEY- Page 2

6. Agent is specifically given authority to commence any litigation for and on behalf of Principal or to continue any litigation for and on behalf of Principal. Agent is specifically given the power to prosecute or defend claims, including the right to settle matters and grant releases. Agent is specifically given the authority to employ or discharge attorneys and to make binding arrangements on behalf of Principal.

7. Agent is specifically given the authority for filing tax returns and handling all other matter related to the Principal's taxes, including handling tax disputes with the Internal Revenue Service. Agent is given specific authority to represent the Principal in tax matters including the right to sign Internal Revenue Service Power of Attorney, Form 2848.

8. Agent shall keep a record of all financial decisions and transactions made. Agent shall be entitled to receive reasonable compensation of \$_____ per hour for services rendered. [May be left blank.]

9. Agent shall be authorized to see and copy any books, records, files, and papers of the Principal, including any will, trust, other estate planning documents, insurance policies and annuities.

The Principal exonerates the Agent from liability for all non-negligent acts of the Agent.

This Financial Power of Attorney shall take effect if Principal is incapacitated or incompetent, as certified by one or more physicians or psychiatrists, or is in immigration detention or deportation and shall be durable and remain in effect while Principal remains unable to act, or until revoked. Upon execution of this Financial Power of Attorney, any Financial Power of Attorney previously executed by Principal shall be revoked. All acts done by Agent pursuant to the powers conferred herein, during any period as described above, shall have the same effect and inure to the benefit of and bind the Principal or his/her heirs, devisees and Personal Representative, as if the Principal was present and competent and not incapacitated;

GIVING AND GRANTING unto said Agent full power and authority to do and perform all and every act and thing whatsoever requisite and necessary to be done, as fully to all intents and purposes as the Principal might or could do if personally present and able; hereby ratifying and confirming all that said Agent shall lawfully do or cause to be done by virtue of these presents.

IN WITNESS WHEREOF, the hand and seal of Principal has hereunto been affixed:

BY SIGNING HERE, I INDICATE THAT I UNDERSTAND THE PURPOSE AND EFFECT OF THIS DOCUMENT.

Principal's signature

Date

WITNESSES:

Name of Witness 1: _____

Signature

Date

Address: _____

City, State, Zip: _____

FINANCIAL DURABLE POWER OF ATTORNEY- Page 3

WITNESSES:

Name of Witness 2: _____

Signature _____

_____ Date

Address: _____

City, State, Zip: _____

NOTARY:

STATE OF _____ COUNTY OF _____

Subscribed and sworn to or affirmed before me by

_____, Principal,

and _____

and _____ Witnesses,

as the voluntary act of the Principal this

_____ day of _____ in the year _____.

Notary Public's Signature

Notary Public's Printed Name

My commission expires: _____

Part 2: Are You An Immigrant?

Know Your Rights



Everyone Has Certain Basic Rights...

Know Yours

Everyone living in the U.S. has certain basic rights, no matter their immigration status. These rights are protected by the U.S. Constitution, and they include protection against discrimination and crime.

- If you've been a victim of discrimination or a crime, you should not be afraid to contact the Boulder County District Attorney's office, the police, or the sheriff. They have Spanish-speaking staff and will not ask about your immigration status or share your information with immigration officials.
- Examples of discrimination or crime include:
 - Not being paid the wages you were promised by your employer.
 - Experiencing sexual or domestic abuse.
 - A landlord refusing to rent to you or charging you extra payments because you are an immigrant.
 - Someone vandalizing your home or car with hateful words.

You can also call CIAM (Centro de Información y Asistencia a Personas Mexicanas), a 24/7 assistance center, at 1-520-623-7874 for help.

Make a Family Preparedness Plan

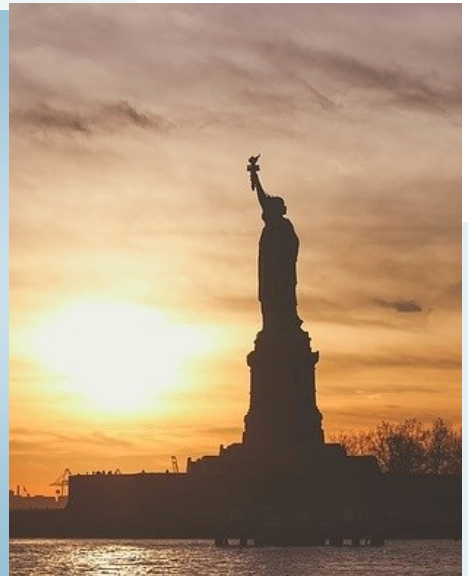
If you are an immigrant and have children, follow the steps in the "Do You Have Children?" section at the beginning of this booklet. It explains how to prepare your family in case of an emergency. That advice is for all parents, not just undocumented ones

Know Your Rights

If you are an undocumented immigrant, or know someone who is, the next section is for you. It explains what to do if **ICE (Immigration and Customs Enforcement)** contacts you.

Get Immigration and Legal Information

In the last section, you'll find out where to get information about immigration issues and how to get legal advice from trusted organizations or lawyers in your area.



Know Your Rights

If An Immigration Agent Contacts You!

If you are contacted by officers from **Immigration and Customs Enforcement (ICE)**, remember that you have rights, whether you are documented or not. Here's what you can do:

- If ICE officers contact you, whether at home, work, in a car, bus, grocery store, or bank—do not talk to them.
- You do NOT have to answer any questions, and they cannot force you to talk. It is ICE's job to prove who you are and where you were born—you don't have to help them.
- Never answer questions from ICE without first speaking to a lawyer.
- If an ICE officer approaches you:
 - Stay silent. Simply say, "I want to remain silent."
 - Don't run away. Running could give ICE a reason to arrest you.
 - Don't lie or give false documents.
 - Don't say where you were born or how you entered the U.S.



Carry a "Know Your Rights" Card With You

- Cut out the card below and always keep it with you at all times.
- If ICE approaches, show them the card and remain silent.

To Immigration or Other Officer:

Right now I am choosing to exercise my legal rights.

- I will remain silent, and I refuse to answer your questions.
- If I am detained, I have the right to contact an attorney immediately.
- I refuse to sign anything without advice from an attorney.

Know Your Rights!

Do Not Open the Door for an ICE Agent



- You don't have to open your door to talk to an ICE agent. Once you open it, it's harder to avoid answering their questions.
- Tell everyone in your home, including children, not to open the door. You can put up a sign to remind them.
- If ICE comes to your door, ask them to show their ID by holding it up to the window or sliding it under the door.
- If the agent says they have a warrant, ask to see it the same way.
- Examine the warrant carefully because there are different types. Don't respond until you know what kind of warrant it is.
- You do **NOT** need to open your door if the agent has a search warrant, a deportation warrant, or a warrant for removal from an **Immigration officer or court**.
- Look below the signature on the warrant to see if it only mentions **Immigration**. If it does, politely tell the ICE agent that because the warrant is not signed by a Judicial Court Judge, you will not be opening your door.
- You only need to open your door if the agent has a search warrant or an arrest warrant with your name on it signed by a **Judicial Court Judge**. See if the line below the signature on the warrant says a **State** or **District Judge**. (ICE agents almost never have this kind of warrant.)
- If the warrant is from a **Judicial Court Judge**, you must cooperate with the agent and respond as directed. Step outside your door to talk to the agent.

You Have the Right to Speak to a Lawyer

- If ICE or any law enforcement asks you questions, you can have a lawyer with you.
- Simply say, "I need to speak to my lawyer."
- Below, you will find information on how to contact a lawyer.



Do Not Sign Anything Without Talking to a Lawyer

- ICE may try to get you to sign something to give up your right to speak to a lawyer or judge.
- Never sign anything if you don't understand it.
- You don't have to sign anything. You can say, "I will take it and show it to my lawyer, but I won't sign it right now."

Know Your Rights!

Always Carry Valid Immigration Documents



- Keep valid documents, like a visa, work permit, or Green Card, with you for identification.
- Do not carry foreign papers (e.g., a foreign passport), as they could be used against you during deportation.
- Never carry false identity or immigration documents.

Plan Ahead If You Think That ICE May Arrest or Detain You

- Take the steps in the Family Preparedness Plan outlined earlier in this booklet.
- Make sure your family and emergency contacts know how to find you if detained.
- Provide them with your A-Number (a 9-digit Alien Registration Number starting with “A” on immigration documents), if applicable.
- Families can locate detainees using the ICE Detainee Locator: <https://locator.ice.gov/odls/homePage.do>.
- In Colorado, detainees are sent to the ICE GEO Aurora Facility:
 - Address: 3130 N. Oakland St., Aurora, CO 80010
- Family members can phone their relatives by calling: (303) 361-6612 and asking for the person by name.
- ICE may ask for your relative’s Alien Registration Number. It will start with an A and be on any paperwork the person received when entering the facility.
- Undocumented family members should not visit the facility to see their relatives or attend court hearings there.

If an ICE Agent is About to Arrest You, Tell the Officer if You Have Documented Young Children



If you are the parent or primary caregiver of a U.S. citizen or permanent resident who is under age 18, ICE may “exercise discretion” and let you go.

Know Your Rights!

What to Do If You See a Raid or Arrest



- Take photos or videos if it's safe and you are not inside a federal building.
- Write down important details like the officers' badge and car numbers, and any other information you notice.
- Ask witnesses for their contact info.
- If you're hurt, take pictures of your injuries.
- Report the situation to:
 - CIRC (Colorado Immigrant Rights Coalition): 844-864-8341
 - RMIAN (Rocky Mountain Immigrant Advocacy Network): 303-866-9308
 - CIAM (Centro de Información y Asistencia a Personas Mexicanas): 1-520-623-7874 (24/7)

Learn More About Your Rights

- Visit CIRC (Colorado Immigrant Rights Coalition): <https://coloradoimmigrant.org/>
- Take a training from CIRC or other local immigrant groups.
- Get more information from the American Immigration Lawyers Association, in many different languages, here: <https://www.aila.org/advo-media/tools/psas/know-your-rights-handouts-if-ice-visits>

If You Want to Go Back to Your Home Country

Check these links for help with returning to your home country:

<https://www.justice.gov/eoir/page/file/1480811/dl>
<https://afsc.org/programs/colorado-immigrant-rights> (scroll to Crossing South Resources)

Getting Immigration Information and Help From a Lawyer



Getting Information About Immigration Issues

- If you have been a **Legal Permanent Resident** (with a Green Card) for at least 5 years, you may be able to apply for U.S. Citizenship. You can sign up for citizenship preparation with organizations like El Comité de Longmont (303-651-6125) or CIRC (720-593-2075).
- You can also apply to become a **Naturalized U.S. Citizen** if:
 - You are married to a U.S. citizen and have been a **legal permanent resident** for at least 3 years.
 - You are in the military, or your spouse or parents are in the military.
 - Any of your parents is a U.S. citizen.
- Ask a lawyer if you can do any of the following to protect yourself and your family:
 - If you are in the U.S. on a visa, ask if you can get a Green Card.
 - If you don't have valid immigration status, ask if you can get a visa or work permit.
 - If you have a criminal arrest or conviction, ask how it might affect your situation and if there is a way to clear it from your record.
 - If you are detained or in deportation proceedings, ask for a hearing in front of a judge to get out of detention and fight your deportation.

Finding a Lawyer or Legal Help

To get information about your immigration options or to protect yourself from deportation, contact a local nonprofit legal services organization with lawyers who can help. You can also contact a trustworthy private immigration lawyer. Keep a list of organizations and recommended lawyers in case you ever have a problem with ICE.

How to Get Help From a Lawyer (sometimes called an “Attorney”)

Part (a) below lists local organizations that offer free or low cost legal services to immigrants, including advice about their immigration status and in some cases criminal matters. All of them have Spanish-speaking staff. If you have already been detained or are in deportation proceedings, or if you need an individual lawyer for other hard legal problems, see the list of recommended lawyers in Part (b) below.

(a) Local Non-Profit Organizations Offering Free or Low Cost Legal Services for Immigrants

Below is a list of organizations in or near Boulder County that offer free or low-cost immigration services. No endorsement or recommendation is made of any organization or attorney. The list is merely offered to help you in narrowing your choices when looking for assistance.

El Comité de Longmont

455 Kimbark St.

Longmont, CO 80501

Phone: (303) 651-6125

Email: elcomite@elcomitedelongmont.org

Website: <https://elcomitedelongmont.org/>

- Pro bono attorneys hold regular appointments in the El Comité office offering consultation in the areas of immigration, criminal, small claims, and bankruptcy law
- Provides referrals for legal services
- Consultation with an attorney, \$30; other services at no cost, low cost, or by donation

Immigrant Legal Center of Boulder County

948 North St. #8

Boulder, CO 80304

Phone: (303) 444-1522

Fax: (303) 444-1667

Email: info@boulderayuda.org

Website: www.boulderayuda.org

- Offers private, legal consultations in Spanish and English relating to immigration and family issues
- Provides help in filling out forms as well as representation for cases including adjustment of status, consular processing, citizenship, temporary protected status renewals, and removal of conditions on residence
- Consultation Fee: \$50 (\$40 for Boulder County residents); other fees depend on services needed

RMIAN (Rocky Mountain Immigrant Advocacy Network)

In Chase Bank, 7301 Federal Blvd., Suite 300

Westminster, CO 80030

General phone number: (303) 433-2812

Website: <http://www.rmian.org>

- Provides free immigration legal services to immigrant children and to adults in immigration detention

(a) Local Non-Profit Organizations Offering Free or Low Cost Legal Services for Immigrants - continued

SPAN (Safehouse Progressive Alliance for Non-Violence, Immigrant Advocacy Program)

Location: 835 North Street

Boulder, CO 80304

Office (303) 449-8623

24-hour crisis phone line and emergency shelter: (303) 444-2424

Website: www.safehousealliance.org

- SPAN helps domestic violence survivors with immigration issues.
- They can connect immigrants to resources like legal help.
- SPAN offers immigration clinics where you can talk privately with an immigration attorney about issues related to abuse.

University of Colorado Law School, Criminal/Immigration Defense Clinic

Contact: Professor Violeta Chapin

Location: University of Colorado Law School, Clinical Programs

Wolf Law Building

Boulder, CO 80304

Phone: (303) 492-5830

Email: Violeta.chapin@colorado.edu

- Professor Chapin and her law students help noncitizens who have both criminal and immigration legal problems.
- The clinic also helps people with DACA status.

(b) Individual Immigration Lawyers

If you've been arrested, detained, are in deportation proceedings, or have other serious immigration problems, here are some local lawyers. These lawyers speak Spanish. You will need to ask them about their fees:

- Sandra Saltrese-Miller (Boulder): 303-442-8554, www.saltreselaw.com
- Ian McKinley (Longmont): 720-386-4500, <http://www.mckinleylegal.com>
- Hans Meyer (Denver): 303-831-0817, <http://themeyerlawoffice.com>
- Catherine Chan (Denver, who also speaks Farsi): 303-586-5555, <http://www.chanimmigration.com>
- Kimberly Baker Medina (Fort Collins): 970-388-3332, <http://www.immigrationlawfortcollins.com>
- Samuel Ronquillo (Boulder), 970-400-7007, <https://ronquillolawfirm.com/en/>

For additional lawyers, you can also visit the American Immigration Lawyers Association (AILA) website to find one near you: <http://www.ailalawyer.com>.



Useful Online Listing for Boulder County Resources

You can find many resources for immigrants, including legal help, on this website:

- Boulder County Immigrant Resources:
<https://www.bouldercounty.org/government/about-boulder-county/immigrant-resources/>
You can view in English, or click on “Spanish” for the Spanish version.

You can also call Boulder County Community Services at 303-441-3560 and ask for a copy.



Warning! Protect Yourself From Fraud!

Be careful about fraud. Only a licensed attorney or accredited representative is authorized to help you with your immigration case. Do not hire anyone who:

- Refuses to give you a written contract.
- Charges you for blank immigration forms.
- Promises good results because they have special contacts at Immigration.
- Pretends to be a qualified lawyer or immigration consultant.
- Asks you to lie on a form or sign a blank document.
- Charges to "get on a waiting list" or "put your application in line."

(There is no waiting list or line for immigration applications!)

- If you think you've been a victim of fraud, you can report it to the District Attorney's office, the police, or your consulate.



**WE ARE
BOULDER
COUNTY**

We **RESPECT**
all aspects of people
including race, ethnicity,
national origin,
immigration status,
gender identity, gender
expression, sexual
orientation,
socio-economic
background, political
affiliation, age, religion,
body shape, size, and
ability.

Boulder
County

RESPETAMOS
todos los aspectos de la
gente incluyendo raza,
etnicidad, origen nacional,
estatus migratorio,
identidad de género,
expresión de género,
orientación sexual, nivel
socio-económico,
afiliación política, edad,
religión, forma corporal,
tamaño y habilidad.

**SOMOS
CONDADO
DE BOULDER**

