

COUNTY OF SAN MATEO
**IMMIGRATION
TOOL KIT**



COUNTY OF SAN MATEO
OFFICE OF COMMUNITY AFFAIRS



San Mateo County's Immigrant Services mission is to provide the Immigrant community with an easily accessible and inclusive inventory of countywide services that will assist immigrants in their navigation of resources within San Mateo County.

The Office of Community Affairs, Immigrant Services have created an Immigration Tool Kit to aid in case of an emergency. This toolkit includes knowing your rights, child care plan and other useful resources. Make sure to consult with an attorney regarding your specific situation or most importantly if you have any legal questions.



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OFFICE OF COMMUNITY AFFAIRS

TABLE OF CONTENTS

KNOW YOUR RIGHTS 4

All immigrants have rights in this country. It is important that everyone in a household understands they have the right to remain silent if ICE comes around. A list of these rights, and a card asserting these rights, are included in this packet. Make sure to speak to an attorney in regards to your specific case.

CHILD CARE PLAN 7

The child care plan consists of helpful tools in case ICE detain an individual. This plan is meant to make sure that there is a foundation of information for your children and those who will care for them in the case of an emergency. Make sure to speak to an attorney on your specific case.

OTHER RESOURCES 11

Important Document Checklist 11

Immigration Legal Representation, Deportation Defense & Family Law 12

How to: USCIS Case Status update 14

How to: Detainee Locator System 16

KNOW YOUR RIGHTS

REMAIN CALM AND DO NOT TRY TO RUN AWAY. IF YOU DO, ICE MAY USE THAT AGAINST YOU.

Everyone – no matter your immigration status – has rights in this country.

Talk to everyone in your family (including children) and household to make sure they all know what to do if approached by immigration officials (ICE) to your house.

ICE AT YOUR DOOR

Do not open the door for ICE without a signed warrant. You do not need to open the door unless an ICE agent can show you a warrant signed by a judge with your specific, correct name and address on it. If ICE knocks on your door, ask them to slide the search warrant under the floor or through a window. If ICE is unable to provide you with proof of signed warrant, then you do not have to open the door. Once you open the door, you are at risk of losing certain rights.

Below is a copy “Know Your Rights Red Card.” Printed Version can be found on page 18.

You have constitutional rights:

- DO NOT OPEN THE DOOR if an immigration agent is knocking on the door.
- DO NOT ANSWER ANY QUESTIONS from an immigration agent if they try to talk to you. You have the right to remain silent.
- DO NOT SIGN ANYTHING without first speaking to a lawyer. You have the right to speak with a lawyer.
- If you are outside of your home, ask the agent if you are free to leave and if they say yes, leave calmly.
- GIVE THIS CARD TO THE AGENT. If you are inside of your home, show the card through the window or slide it under the door.

I do not wish to speak with you, answer your questions, or 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, 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 right.

These cards are available to citizens and noncitizens alike.

TALKING TO ICE

You do not have to talk to ICE or answer their questions. You have the right to remain silent. You can refuse to speak to an ICE agent. Do not answer any questions, especially about your birthplace, immigration status or how you entered the United States. Do not give them any personal information about yourself or anyone in your family. State that you would like to remain silent and request the presence of your attorney. Have your children and others in your family practice saying “no” to ICE.

You have the right to refuse to sign anything before you speak with an attorney. Do not sign anything you do not understand or agree with, for this may result in you being deported immediately without a hearing. Ask to speak to a lawyer and request to go in front of an immigration judge. You have the right to both a phone call and the right to an attorney if you are in ICE custody. Make sure to carry your immigration lawyer’s phone number at all times.

OTHER RESOURCES

Make sure you have contact information for your country’s nearest consulate. Many consulates have an emergency number for further assistance. Have that number available in case ICE detains you.

CONSULATE	PHONE NUMBER
Mexico	(415) 354-1700
El Salvador	(415) 771-8524
Guatemala	(415) 563-8319
China	(415) 852-5900
Philippines	(415) 433-6666

Other Informative websites:

- San Mateo County Immigrant Services: cmo.smcgov.org/immigrant-services
- Rapid Response Network: www.thelibreproject.org
- Informed Immigrant: www.Informedimmigrant.com
- Immigrant Legal Resources Center (ILRC) www.ilrc.org/community-resources
- National Immigrant Law Center (NILC) www.nilc.org/get.involved/community-education-resource/know-your-rights

DOCUMENTS YOU SHOULD CARRY WITH YOU

- Carry a valid work permit or green card. If you do not have one, generally it is advisable to carry a municipal ID or driver's license if it was issued in the United States and contains no information at all about your immigration status or your country origin.
- At all times, carry a red card to exercise your right to remain silent in case you are stopped or interrogated by ICE. (See page 18 for printable version)
- Carry the telephone number of an immigration lawyer, advocate or non-profit immigration legal services provider you will call in an emergency.

DOCUMENTS YOU SHOULD NOT CARRY WITH YOU

- DO NOT carry any documents about your country of origin
- DO NOT carry any false identity documents or false immigration documents

WARNING! PROTECT YOURSELF FROM FRAUD

Only a licensed attorney or accredited representative is authorized and qualified to assist you with your immigration case. Do not hire anyone who:

- Refuses to give you a written contract
- Charges you for blank immigration forms
- Promises you a good result because of their special contacts at immigration
- Pretends to be a qualified lawyer or bonded immigration consultant
- Asks you to lie on a form or sign a blank document or
- Charges you to "get in a waiting list" or "put your application in line" There is no list.

If you suspect fraud, report it to your consulate or the police, or contact the Federal Trade Commission to file a complaint in English or Spanish at 877-FTC-Help (877-382-4357). Visit Stop Notario Fraud for more information and resources.

www.stopnotariofraud.org

CHILD CARE PLAN

TALK TO YOUR CHILDREN ABOUT YOUR PLAN

Without worrying them, assure your children that they will be taken care of if for some reason you are unable to care for them. Let them know who will care for them until you can.

DECIDE WHO CAN CARE FOR YOUR CHILDREN IF YOU ARE UNABLE TO

Have a conversation with those who will be responsible for your children. It's important to take the time to verify that the intending adult is registered as an emergency contact at your child's school. Your child's school may only release your child to adults you designate. It is important to make sure to update the school, after school, daycare, summer camp, and any other program of any changes.

Emergency contact sheets and release forms should include the names of those who can and cannot pick up your children. If you have an active restraining order against anyone, make sure you give a copy to the school.

Make sure the people who can pick up and care for your children are up to date on your child's location and school schedule.

WRITE DOWN INSTRUCTIONS IF YOUR CHILD HAS ANY MEDICAL CONDITIONS AND/OR TAKES ANY MEDICATION

Make sure to write down any medical conditions or allergies your children have. Leave any instructions needed for all medication that your child takes. Provide a copy to your child school and the adult designated to care for your children.

TAKE ACTION

With the help of a family law attorney, a plan can be designed that best suits you and your children. Caregiver's Authorization Affidavit, Verbal Agreement, Guardianship, a Note on Power of Attorney are all various ways to plan for another adult to care for your child.

Make sure your USA citizen children have a passport. If your child was born in your home country, check with your embassy or consulate for more information on obtaining a passport. Visit www.travel.state.gov for more information on obtaining a U.S. passport.

IMPORTANT CHILDREN INFORMATION

CHILD'S INFORMATION

Child's Name: _____

Date of Birth: _____

Child's Cell Phone Number (If applicable): _____

School: _____

School Address: _____

School Phone Number: _____

Teacher's Name: _____

Classroom Number: _____

After School Program: _____

After School Program Phone Number: _____

Other Camp / Sports / Program: _____

Camp / Sports / Program Phone Number: _____

Allergies: _____

Medical Conditions: _____

Medications and Special Instructions: _____

Doctor's Phone Number: _____

Doctor's Address: _____

Health Insurance: _____

EMERGENCY NUMBER AND IMPORTANT CONTACT 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: _____

EMERGENCY CONTACT

Name: _____

Relationship to the Children: _____

Phone Number: _____

Cell Phone Number: _____

Work Number: _____

Address: _____

EMERGENCY NUMBER AND IMPORTANT CONTACT INFORMATION

MISCELLANEOUS CONTACTS

Doctor: _____

Phone Number: _____

Health Insurance Company: _____

Policy Number: _____

PEDIATRICIAN

Name: _____

Phone Number: _____

Health Insurance Company: _____

Policy Number: _____

DENTIST

Name: _____

Phone Number: _____

Dental Insurance Company: _____

Insurance Policy Number: _____

Phone Number: _____

ATTORNEY / NONPROFIT LEGAL SERVICE PROVIDER

Name: _____

Address: _____

Phone Number: _____

OTHER RESOURCES

IMPORTANT DOCUMENTS CHECK LIST

Keep a file of all of these documents or a copy of these documents in a safe place. Tell your children, family members and emergency caregiver where to find this file in an emergency.

- Passport(s) and birth certificate
- Marriage license (if applicable)
- Any restraining orders you may have against anyone (if applicable)
- A-Number and any immigration documents (work permit, green card, visa, etc)
- Driver's license and / or other identification cards
- Social Security Card or ITIN number
- Registry of birth (for U.S. born children registered in parent's home country) (if applicable)
- Important children's information
- Emergency numbers and important contact information
- Children's medical information, including health insurance, medication list, and doctor's contact information

IMMIGRATION LEGAL REPRESENTATION, DEPORTATION DEFENSE & FAMILY LAW

DV RESTRAINING ORDERS CLINIC



BAY AREA LEGAL AID
1048 El Camino Real, Suite A
Redwood City, CA 94063
(650) 358-0745
SERVICES: VAWA, U-Visa

DV RESTRAINING ORDERS CLINIC FAMILY LAW



**COMMUNITY OVERCOMING
RELATIONSHIP ABUSE**
2211 Palm Avenue
San Mateo, CA 94403
(650) 652-0800 / 24 Hotline (800) 300-1080
SERVICES: Legal Information Line,
Restraining Orders, Court Accompaniment

GENERAL



API LEGAL OUTREACH
1121 Mission Street
San Francisco, CA 94103
(415) 567-6255
SERVICES: VAWA, U-Visa, T-Visa,
Naturalization, Petition, Green card
Renewal, DACA, Consular Processing,
Family Employment, FOIA, Change of Status



CATHOLIC CHARITIES
36 37th Avenue
San Mateo, CA 94403
(650) 295-2160
SERVICES: Naturalization, Adjustment of Status,
VAWA, U-Visas, Special Immigrant Juvenile
Status, Family Petitions, Asylum, DACA



COASTSIDE HOPE
99 Avenue Alhambra #1089
El Granada, CA 94018
(650) 726-9071
SERVICES: Obtaining Permanent
Residence, Naturalization



**IMMIGRATION SERVICES
OF MOUNTAIN VIEW**
1058 W Evelyn Avenue, Suite 30
Sunnyvale, CA 94086
(650) 780-7530
SERVICES: U-Visa, VAWA, DACA, Fee
Waivers, Obtaining Permanent Residence,
Citizenship, Petition, TPS, 601A



**INTERNATIONAL INSTITUTE
OF THE BAY AREA**
2600 Middlefield Road
Redwood City, CA 94103
(650) 780-7530
SERVICES: Naturalization, DACA, Family
Petition, Adjustment of Status, Removal of
Conditions, U-Visas, VAWA, TPS,
Employment Authorization, FOIA, Travel
Documents, Replacement of Green Card



THE LEGAL AID SOCIETY OF SAN MATEO COUNTY

330 Twin Dolphin Drive, Suite 123
Redwood City, CA 94065
(650) 558-0915

SERVICES: Immigration services to teen parents and their families with assistance and representation on immigration applications such as VAWA, U-visa's, and DACA



AFRICAN ADVOCACY NETWORK

938 Valencia Street
San Francisco, CA 94110
(415) 503-1032

SERVICES: Adjustment of Status, Family Petitions, Consular Processing, VAWA, U-Visa, Citizenship & Naturalization, Work Permits, Asylum, TPS



CARECEN SF

3101 Mission Street S
San Francisco, CA 94110
(650) 726-9071

SERVICES: Political Asylum, Citizenship, Adjustment of Status, VAWA, T-Visa, U-Visa, TPS, Employment Authorization, DACA, Special Immigrant Juvenile Status, 601 Waivers



COMMUNITY LEGAL SERVICES OF EAST PALO ALTO

2117 B University Avenue
East Palo Alto, CA 94303
(650) 329-6440

SERVICES: U-Visa, VAWA, Petitions, DACA, FOIA, Criminal Background Checks, Work Permit Renewals



LA RAZA CENTRO LEGAL

474 Valencia Street, Suite 295
San Francisco, CA 94103

SERVICES: Asylum, Family Petitions, Obtaining Legal Permanent Residency, Renewal of Green Card, Work Permits Naturalization



TAHIRI JUSTICE CENTER

881 Sneath Lane, Suite 115
San Bruno, CA
(650) 270-2100

SERVICES: Gender-Based Asylum, VAWA Petitions, T-Visas, U-Visas, Special Immigrant Juvenile Status



PANGEA



350 Sansome Street, Suite 650
San Francisco, CA
(415) 254-0475

SERVICES: VAsylum, DACA, U-Visa, Family Petitions, Consular Processing, Cancellation of Removal, Risk of Revocation of Legal Status

USCIS CASE STATUS UPDATE

What is Needed

1. USCIS Receipt Notice
2. Internet Access
3. Website: www.uscis.gov

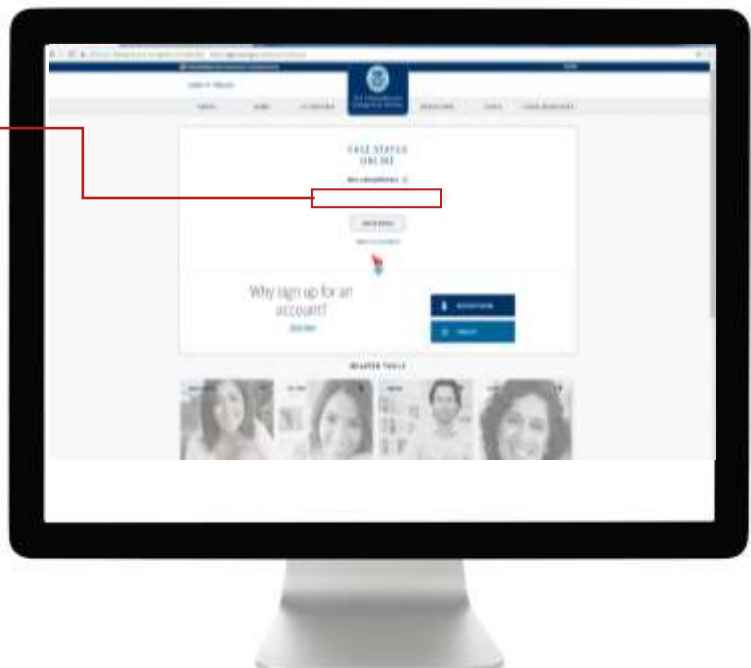
Department of Homeland Security U.S. Citizenship and Immigration Services		Form I-797C, Notice of Action	
THIS NOTICE DOES NOT GRANT ANY IMMIGRATION STATUS OR BENEFIT.			
NOTICE TYPE Receipt		NOTICE DATE April 16, 2014	
CASE TYPE I-130, Petition for Alien Relative		USCIS ALIEN NUMBER	
RECEIPT NUMBER MSC [REDACTED]	RECEIVED DATE April 14, 2014	PAGE 1 of 1	
PRIORITY DATE April 14, 2014	PROFESSIONAL CLASSIFICATION 201 B INA SPOUSE OF USC	DATE OF BIRTH [REDACTED]	
C/O JACK C. SUNG LAW OFFICE OF JACK C. SUNG 2975 WILSHIRE BLVD STE 352 LOS ANGELES, CA 90010 		PAYMENT INFORMATION: Application/Petition Fee: \$420.00 Biometrics Fee: \$0.00 Total Amount Received: \$420.00 Total Balance Due: \$0.00	
APPLICANT/PETITIONER NAME AND MAILING ADDRESS			
The I-130, Petition for Alien Relative has been received by our office for the following beneficiaries and is in process:			
Name	Date of Birth	Country of Birth	Class (if Applicable)
[REDACTED]	[REDACTED]	[REDACTED]	
Please verify your personal information listed above and immediately notify the USCIS National Customer Service Center at the phone number listed below if there are any changes. Please note that if a priority date is printed on this notice, the priority does not reflect earlier retained priority dates. If you have questions about possible immigration benefits and services, filing information, or USCIS forms, please call the USCIS National Customer Service Center (NCSC) at 1-800-375-5283. If you are hearing impaired, please call the NCSC TDD at 1-800-767-1833. Please also refer to the USCIS website: www.uscis.gov . If you have any questions or comments regarding this notice or the status of your case, please contact our customer service number. You will be notified separately about any other case you may have filed.			
USCIS Office Address: USCIS National Benefits Center P.O. Box 648002 Lee's Summit, MO 64002		USCIS Customer Service Number: (800)275-5283 ATTORNEY COPY 	
Form I-797C Lockbox (Rev. 01/02/11) V			

How to Update Status

STEP 1
CLICK ON **TOOL**
FROM THE TOP MENU



STEP 2
CLICK ON **CASE STATUS**
ONLINE ON THE DROP MENU



STEP 3
ENTER **USCIS RECEIPT NUMBER**
IN THE TEXT BOX

DETAINEE LOCATOR SYSTEM WWW.ICE.GOV

What Is Needed

1. Immigrants Full Name

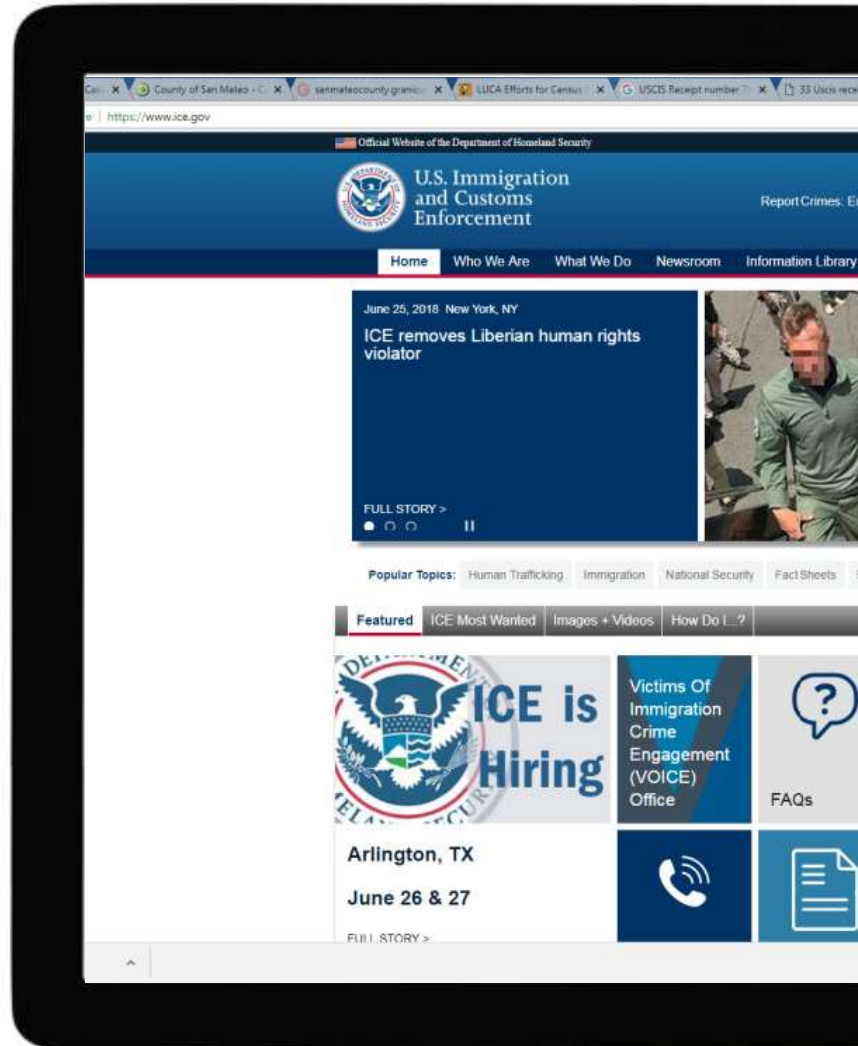
2. A-Number

A-Number can be located:

- Master and/or Individual Hearing Notice
- Work Authorization Card
- USCIS Receipt

3. Date of Birth

4. Country of Birth of the Immigrant



How To Use Online Detainee Locator System

STEP 1

CLICK ON **DETAINEE LOCATOR**

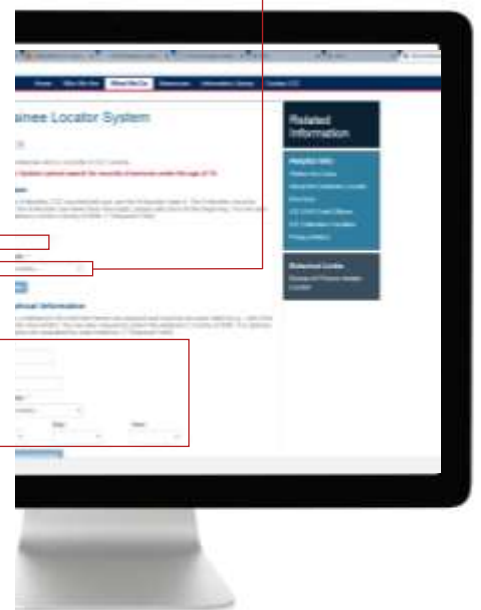
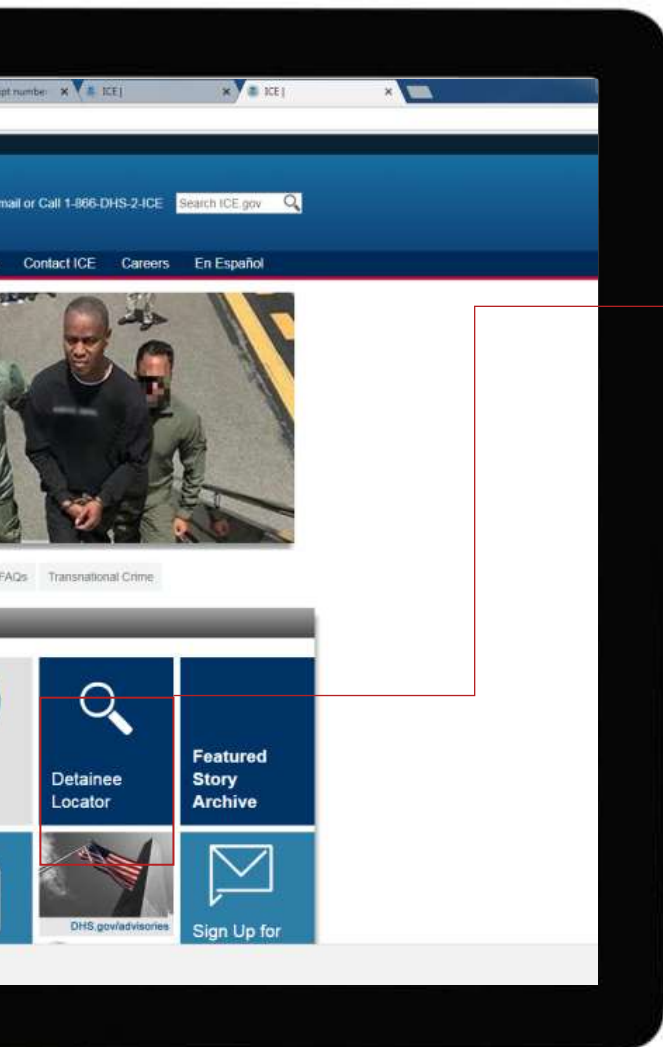
STEP 2

ENTER **A-NUMBER**

9 digit number starting with an A

STEP 3

SELECT **COUNTY OF BIRTH**



DO NOT HAVE AN A-NUMBER?

FILL OUT THE
BIOGRAPHICAL INFORMATION

- Full Name
- Select a Country
- Date of Birth

KNOW YOUR RIGHTS RED CARD



To print at home, use heavy weight paper, or card stock. Cut out the cards along the dotted lines. If you're unable to print on both sides, you can simply fold on the center line to make a 2-sided card. If you use a professional printer, we suggest you print 2-sided cards with white text on red card stock with rounded corners.



Usted tiene derechos constitucionales:

- **NO ABRA LA PUERTA** si un agente de inmigración está tocando la puerta.
- **NO CONTESTE NINGUNA PREGUNTA** de un agente de inmigración si el trata de hablar con usted. Usted tiene el derecho de mantenerse callado.
- **NO FIRME NADA** sin antes hablar con un abogado. Usted tiene el derecho de hablar con un abogado.
- Si usted está afuera de su casa, pregunte al agente si es libre para irse y si dice que sí, váyase con tranquilidad.
- **ENTREGUE ESTA TARJETA AL AGENTE.** Si usted está dentro de su casa, muestre la tarjeta por la ventana o pásela debajo de la puerta.

I do not wish to speak with you, answer your questions, or 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, 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 cards are available to citizens and noncitizens alike.

You have constitutional rights:

- **DO NOT OPEN THE DOOR** if an immigration agent is knocking on the door.
- **DO NOT ANSWER ANY QUESTIONS** from an immigration agent if they try to talk to you. You have the right to remain silent.
- **DO NOT SIGN ANYTHING** without first speaking to a lawyer. You have the right to speak with a lawyer.
- If you are outside of your home, ask the agent if you are free to leave and if they say yes, leave calmly.
- **GIVE THIS CARD TO THE AGENT.** If you are inside of your home, show the card through the window or slide it under the door.

I do not wish to speak with you, answer your questions, or 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, 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 cards are available to citizens and noncitizens alike.

你有以下憲法賦與的權利:

- 如移民局人員敲門，不要開門。
- 如移民局人員想和你交談，不要回答任何問題。你有權保持緘默。
- 未和律師諮詢之前，不要簽署任何文件。你有權和一名律師交談。
- 如你在家外面，問移民局人員你是否可以離開，如他們答可以，請鎮靜地離開。
- 出示此卡給移民局人員看。如你在家裡。可在窗口或門下面遞出去給他們看。

I do not wish to speak with you, answer your questions, or 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, 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.

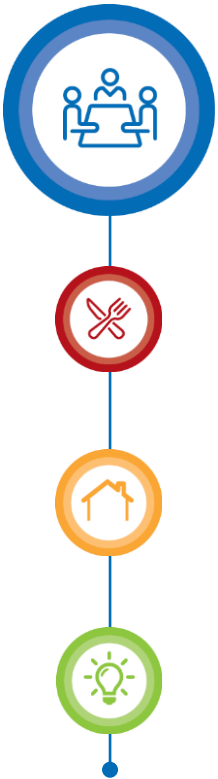
I choose to exercise my constitutional rights.

These cards are available to citizens and noncitizens alike.



Immigrant Services

CORE SERVICE AGENCIES



There are eight Core Service Agencies that work in close collaboration with the Human Services Agency of San Mateo County to provide you and your family with basic emergency and support services to stabilize your living situation. The Core Service Agencies provide crisis intervention and referrals based on an evaluation of your needs and qualifications for assistance. The Core Service Agencies also provide information on housing resources and function as the access points for coordinated entry into homeless services for residents of San Mateo County. Call or visit the Core Service Agency that serves your area to find out more about their services. Below are just a few of the services that they offer.

Food including information about grocery programs and where you can get hot meals

Information on housing resources, shelter and other homeless services

Short-term rental/deposit/mortgage payment assistance to support you in staying housed

Utility bill financial assistance and assistance with applying for on-going utility payment programs for people with low incomes

DALY CITY COMMUNITY SERVICE CENTER

350 90th St., Daly City
(650) 991-8007

Area Served: Daly City, Broadmoor, Colma

YMCA COMMUNITY RESOURCE CENTER

1486 Huntington Ave.,
South San Francisco
(650) 276-4101

Area Served: Brisbane, San Bruno, South San Francisco

PACIFICA RESOURCE CENTER

1809 Palmetto Ave., Pacifica
(650) 738-7470

Area Served: Pacifica

COASTSIDE HOPE

99 Avenue Alhambra, El Granada
(650) 726-9071

Area Served: Montara, Moss Beach, El Granada, Half Moon Bay

LOCATIONS

SAMARITAN HOUSE

4031 Pacific Blvd., San Mateo
(650) 347-3648

Area Served: Belmont, Burlingame, Foster City, Hillsborough, Millbrae, San Mateo, San Carlos

SAMARITAN HOUSE SOUTH

1852 Bay Rd., East Palo Alto
(650) 294-4312

Area Served: East Palo Alto, Menlo Park

PUENTE DE LA COSTA SUR

620 North St., Pescadero
(650) 879-1691

Area Served: La Honda, Loma Mar, Pescadero, San Gregorio

FAIR OAKS COMMUNITY CENTER

2600 Middlefield Rd., Redwood City
(650) 780-7500

Area Served: Redwood City, North Fair Oaks, Portola Valley, Woodside, Atherton

For more information, please visit:

<https://hsa.smcgov.org/emergency-safety-net-assistance-core-service-agencies>