

# Family Preparedness Worksheet

Companion to Know Your Rights  
& Family Preparedness Video

## LESSON 1: Prepare Your Family's Plan

Check off the items on the list as you collect and practice them.

- 1. Find a qualified attorney or local legal aid organization (avoid notarios)
- 2. Find:
  - State or city IDs
  - Federal IDs
  - Student IDs`w
  - Social security card or ITIN number
  - Birth certificates/registry for every family member
  - Marriage certificates
  - Medical records
  - Hospital records
  - Medical billing statements
  - Doctor's notes
  - Anything documenting serious medical conditions or ongoing prescriptions/  
treatment
  - Financial records
  - Bank or credit card statements
  - Tax returns
  - Mortgage payments
  - Electricity bills
  - Internet bills
  - House rental payments
  - Car loan statements
  - Immigration records and letters
  - Prior deportation or removal orders
  - A-number (8-9 digit number)
  - Date of your next court hearing
  - List of family members with status in the U.S. (spouse,  
siblings, children)
  - Any police reports or court records if you were either a  
victim, witness or a suspect in a crime
  - Education records
  - Student loan payments

Take a deep  
breath.

You're doing great.

## LESSON 1: Prepare Your Family's Plan cont.

- Diplomas from elementary, middle, high school and/or college, GED*
- Scholarship letters*
- And anything else you have that shows the length of time you have been in this country*
- 3. Make copies of each document
- 4. Give one set of copies in a folder to your lawyer, and one to a trusted friend. Keep a third at home.
- 5. Locate somebody you trust (preferably a U.S. citizen) and establish Power of Attorney to care for your children and make decisions in case of your absence
- 6. Memorize the name and phone number of your lawyer, your children's guardians, and key family members
- 7. Save money for legal expenses
- 8. Secure passports for every family member (including U.S. citizens)
  - If your children are U.S. citizens, consider applying for dual citizenship in the country you are from*

## LESSON 1 RECAP

**Find a lawyer, find and copy important documents, establish a power of attorney, memorize key phone numbers, and save money for legal expenses.**

## LESSON 2: What To Do If ICE Comes To Your Door

Read these steps and practice to prepare for ICE showing up at your home.

1. Don't open the door!
2. Ask to see a warrant through the window or slid under the door
  - *The warrant must be signed by a judge*
  - *If it is signed by an immigration official instead of a judge, you do not have to let them in*
  - *The warrant must also have your correct name and address*
3. Call your attorney right away

## LESSON 2: What To Do If ICE Comes To Your Door cont.

### If ICE Has A Warrant Signed By A Judge:

1. Don't say anything to them except *"I have the right to remain silent."*
  - Practice here!
2. Do not sign any papers
3. Record the incident on your phone
4. If the officers asks you to put away the phone, put away the phone to avoid escalating the situation
5. Take note of the officer's name, badge number, agency, and any other details
  - If your children are U.S. citizens, tell this to the officer

## LESSON 2 RECAP

**Do not open doors, remain silent, report and record, and call your lawyer.**

## LESSON 3: Your Rights Outside Of Your Home

Read these steps and practice to prepare for an encounter with ICE.

### If You Are Stopped In A Public Place:

1. The officer needs a warrant to arrest you
2. Stay calm and do not run
3. Ask the officer, *"Am I being arrested or detained?"*
4. If the officer says no, then ask *"Am I free to leave?"*
5. If the officer says yes, calmly walk away
6. If the officer says no, remain calm

### If You Are Arrested:

1. Remember the plan
2. Call your lawyer
3. Remain silent and remember, you have the right to refuse a search
4. Ask for bond
5. If you do speak at all, do not lie

## LESSON 3: Your Rights Outside Of Your Home cont.

### If You Are At Your Workplace:

1. Talk to trusted coworkers ahead of time to help inform them of their rights
2. Everyone should agree to remain silent and not to run in case of a raid
3. If your employer is aware of your status, you can remind them that they do not have to let immigration officials onto their premises without a search or arrest warrant

### If You Are Driving:

1. Show the officer your valid driver's license.
  - *If you do not have a valid license, you should not be driving*
2. If they ask, show your car registration and proof of insurance
3. Other than that, you don't have to allow them to search the car unless they have a search warrant
4. Passengers do not have to show ID under U.S. law

## LESSON 3 RECAP

**Stay calm, stay silent, show driver's license as well as proof of insurance and car registration if asked, don't mention your birth country or how you entered the U.S., record details and names, and don't run away.**

**Do not carry fake or foreign papers with you.**

## LESSON 4: Practice, Practice, Practice!

Going over these steps with your family and friends will help you feel more confident and prepared if the worst happens.

- Practice each scenario at least 3 times with a friend or family member
- Talk to your children or family members about your plan and your situation

## ADDITIONAL RESOURCES

[NCLR's Know Your Rights: Financial Planning](#)

[SFILEN Emergency Toolkit](#)

[ILRC Family Preparedness Plan](#)

[FIRM Community Raid Preparedness Checklist](#)

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