



Immigrant Safety Plan for Youth and Children

****THIS DOCUMENT DOES NOT PROVIDE LEGAL ADVICE.****

This document is a collective community resource to help parents plan for the care of their child(ren) (with or without status) in the event that a parent is detained or deported.

LCYC worked in close collaboration with the University of Washington School of Law Latina/o Student Association (UW LLSA), and UW Law alum, Katherine Brennan, to create this collective legal resource for the community. Northwest Justice Project (NJP) and Seattle University School of Law Latina/o Student Association (SU LLSA) also contributed time and resources. LCYC appreciates the collaboration of professionals and students in meeting an immediate community need. We would also like to thank Perkins Coie LLP for help editing this document.

For translations and the most current version of this document see
<http://www.lcycwa.com/immigration-safety-plan-and-resources>.

CARE FOR MINOR CHILD(REN)

This guide does not provide legal advice, but is intended to help you and your family, if you may be in a situation where you are detained and/or deported and your child(ren) need to be cared for. If you are at risk of being detained and/or deported, read this guide to learn how to designate a caregiver who has legal authority to care and/or make decisions for your child(ren) during that time, as well as other steps you can take to create a safety plan for your child(ren).

The documents in this guide do not give someone legal custody of the child(ren); only a court order can do that. Parents and caregivers should consult a family law attorney to pursue legal custody. This document is intended to only help you create a temporary plan and explain your wishes for the care of your child(ren). It can also help you gather the important education, medical and identification documents for your child(ren). Parents can also look into a family preparedness plan at <http://www.washingtonlawhelp.org/resource/family-preparedness-plan?ref=Q1Gc6>.

Table of Contents

GUIDE TO FAMILY SAFETY PLANNING	3
CHECKLIST OF IMPORTANT DOCUMENTS	4
NEED LEGAL SERVICES?	5
CHOOSE A CAREGIVER	5
TALK TO THE CAREGIVER	5
SCHOOL/DAYCARE EMERGENCY CONTACT INFORMATION	7
CHILD'S SCHOOL RECORDS	7
CHILD'S IMMUNIZATION RECORDS	7
YOUR HOME COUNTRY'S CONSULATE	8
HOW TO FIND YOU IF YOU ARE DETAINED	8
INTENTION OF PARENTS FOR CARE OF MINOR CHILD AND TEMPORARY PARENTAL CONSENT AGREEMENT	9
INTENTION OF PARENTS FOR CARE OF MINOR CHILD (FORM)	10
TEMPORARY PARENTAL CONSENT AGREEMENT (FORM)	11
FREQUENTLY ASKED QUESTIONS	13
BIRTH CERTIFICATES	15
WASHINGTON STATE BIRTH CERTIFICATES	15
BIRTH CERTIFICATES FROM OTHER U.S. STATES	15
BIRTH CERTIFICATES FROM OTHER COUNTRIES	17
SOCIAL SECURITY CARD	21
PASSPORTS	23
U.S. PASSPORTS	23
PASSPORTS FROM OTHER COUNTRIES	25
OTHER RESOURCES	34

GUIDE TO FAMILY SAFETY PLANNING

This information is not a substitute for legal advice. It is intended to help families who face potential separation, detainment or deportation. This information applies to all parents with children, regardless of status.

** Legal Permanent Residents (LPR) may also be subject to detention and deportation and there have been cases where US citizens have been unlawfully detained in extreme circumstances. This guide is meant to help your family be prepared in case of emergency situations.*

Step 1: Create a plan that the whole family knows about. Identify trusted adults that your child(ren) can turn to in the event of an emergency (like a teacher, mentor or extended family member) and have your child(ren) memorize their contact information. Choose someone you trust to care for your child(ren) in the event of an emergency, detainment or deportation. Talk to your child(ren) about this plan.

** This person should be over the age of 18, a US citizen or have LPR status, and ideally live close enough to pick up your child(ren) on short notice.*

Step 2: Update and collect important documents. Keep original documents together in a safe place. Make sure your emergency contact person knows where you keep these documents or has copies of them. This guide identifies the important documents that you should update and collect, and provides information on how to obtain documents you do not already have.

** Keep in mind, setting up these documents does not guarantee your child(ren) will be placed with the emergency contact, but may guide the courts, law enforcement and others on your preference as the parent.*

Step 3: You are not alone! Seek the help of others to support and reunite your family.

- Consult a family law attorney to follow up on items like changing legal custody.
- Contact community groups about deportation defense.
- Work with advocates to Know Your Rights.
- And remember, if your child(ren) were born in the United States, he/she is a U.S. citizen and has the right to certain benefits.

CHECKLIST OF IMPORTANT DOCUMENTS

You should have a separate file for each child, and store the file or files in a safe place in your home. Your designated caregiver or others in your household, such as an older child, should know where to find these files in the event that you are detained or deported. The file should contain important documents for each child, such as the following:

- ☐ Update each child's **school/daycare emergency contact information** to allow the designated caregiver to pick up your child(ren) from school/daycare if you are unable to do so.
 - This is extremely important! You can ask the administrative office at the school or daycare for this form.
 - You also may want to update the emergency contact information for after school activities, including sports.
- ☐ Obtain each child's **school records**. You should have a copy of any Individual Education Plan or 504 plan if your child has one.
- ☐ Obtain **child's immunization and medical records**
 - These may be obtained from the doctor's office, your state health department, or the school or daycare your child attends.
 - Write down instructions if your child has any medical conditions or allergies and/or takes medications.
- ☐ Include information on **how to contact you if you are detained** (see Tacoma Detention information at <https://www.ice.gov/detention-facility/tacoma-northwest-detention-center>)
 - Write your Alien number down (A#).
 - Provide your home consulate's contact information.
- ☐ Complete the **Intention of Parents to Care for Minor Child*** for each child.
- ☐ Complete the **Temporary Parental Consent Agreement*** for each child.
 - Include any other court documents regarding your family or your child.
- ☐ Obtain an **original birth certificate** for each child.
 - Each state in the U.S. has its own method and you may have to visit the consulate's office for an original birth certificate from outside of the U.S.
- ☐ Obtain a **social security card** for each child if he/she is eligible for one. If your child is a U.S. citizen, he/she should have a social security number and card.
- ☐ Obtain a **passport** for your child.
 - Apply for a U.S. passport for every family member who is a U.S. citizen and contact the consulate's office to apply for a passport for all members born outside of the U.S.
- ☐ Make a list of **important phone numbers** that the caregiver may need.
- ☐ Any other documents you want to be able to quickly find (example: any restraining order you may have against another person, copies of your own license or identification cards, etc.).

**These documents may give a child's caregiver very temporary legal rights (medical, educational and travel) if the child is placed with them. Fill out a separate form for each child and notarize each document. Keep a copy for your records, a copy for the caregiver and an additional copy in your child's backpack (ideally folded in a plastic bag). They do NOT transfer legal custody.*

LEGAL COUNSEL FOR YOUTH AND CHILDREN

P.O. BOX 16083
Seattle WA 98116
206-494-0323

NEED LEGAL SERVICES?

This guide does not provide legal advice. If you need more information about legal services, including how to give someone legal custody of your child(ren), see www.washingtonlawhelp.org. Free or low-cost legal services may also be available through a state or local bar association (e.g., <http://wsba.org/Resources-and-Services/Find-Legal-Help> or <http://www.kcba.org/pbs/legalhelp.aspx>) or law school legal clinics. If you need to find an organization that provides free or low-cost immigration legal services, see the Immigration Advocates Network National Immigration Legal Services Directory (<https://www.immigrationadvocates.org/nonprofit/legaldirectory/>).

CHOOSE A CAREGIVER

Parents at risk of detainment or deportation should choose someone who can care for their child(ren) during such time. Such a person is often referred to as a caregiver or caretaker. Most parents already have such a person in mind, but not all parents make formal plans to identify this person as the official, or designated, caregiver of their child(ren). It is best if this person is a relative since it is in the best interest of the child to keep children with their family.

It is crucial that this person has legal status so that you are not putting this person at risk and they can work with authorities if needed.

You can choose anyone to be the designated caregiver of your child(ren), such as a family member, like a grandparent, aunt, uncle or other close relative of the child(ren). A caregiver could also be a close friend or neighbor whom you trust to care for your child(ren). If you have more than one child, you could identify different designated caregivers for each child.

The designated caregiver should be a person whom you trust to care for and protect your child(ren) in the event of an emergency, including your possible detainment or deportation. Ideally, this is a person who can pick up and care for the child(ren) immediately if you are taken into custody, so the child(ren) is not referred to child protective services and/or placed in foster care.

You should memorize the phone number of your child(ren)'s caregiver and have your child(ren) memorize it, too. Make sure each of your child(ren) knows who can pick them up from school or daycare, who cannot pick them up, and who will care for them if you are detained or deported or if there is another emergency.

It may be helpful to have a background check for the designated caregiver. In addition, while a designated caregiver will help you care for the child(ren) temporarily, a family law attorney should be consulted for any efforts to change the legal custody of your child(ren). Parents and caregivers should consult a family law attorney if they have any questions about legal custody. For more information on family law, see www.washingtonlawhelp.org.

TALK TO THE CAREGIVER

It is important to talk to the person you will designate as caregiver, to confirm that he or she is willing and able to care for your child(ren) for as long as needed. You should discuss your wishes with this person and make sure that they understand what they may need to do if you

are detained or deported. Here are some questions to think about and discuss with the caregiver:

- *How long will the caregiver be able to take care of your child(ren)?* It is important to make a plan that assumes the designated caregiver may have to take care of your child(ren) for a long time. If you are detained, the related immigration and family law proceedings could take months or, in some cases, more than a year. In addition, if you are deported, your child(ren) may need to stay in the care of the caregiver for an even longer time. If the caregiver is not willing or able to care for the child(ren) for as long as needed, the child(ren) may end up being referred to child protective services and/or placed in foster care.
- *How much will it cost the caregiver to take care of your child(ren)?* It is important to plan for the cost of your child(ren)'s care, including food, shelter, transportation, medical care, and personal items like books and clothing. The caregiver might be able to receive public assistance for the child(ren)'s care (including assistance to obtain health insurance if the child(ren) is uninsured). If public assistance is not available, however, you should confirm that the caregiver is financially able to provide for your child(ren). If not, you should confirm if you could set aside money or resources to help the caregiver, or if a relative, friend or church leader could provide financial support on your behalf.
- *Who else is in the caregiver's household?* It is important to know who else would live in the caregiver's home while they care for your child(ren). You should be comfortable with everyone who might have day-to-day contact with your child(ren) while they are living in the caregiver's household. If a member of the caregiver's household has a criminal record or has had a case involving the abuse or neglect of a child in the past, the child(ren) might not be allowed to stay in that household and might instead be referred to child protective services and/or placed in foster care.
- *Does the caregiver know of any special medical needs of your child(ren)?* Make sure to provide written information to the caregiver of any medical conditions or allergies your child(ren) has. The caregiver should know about any required medications for your child(ren), including where the medication is kept, where it may be purchased, and how it should be given. The caregiver should also have the contact information for the child(ren)'s medical provider and copies of the child(ren)'s Medicaid or health insurance cards (if applicable).
- *Does the caregiver know which school or daycare your child(ren) attends?* You should provide the caregiver with information about where your child(ren) attends school or daycare. You should inform the caregiver that they are on the list of emergency contacts at your child(ren)'s school or daycare, in the case of your detainment, deportation or another emergency. The caregiver needs to be prepared to pick up your child(ren) right away if the school/daycare calls.
- *Does the caregiver know how to notify the school and/or daycare that he/she is now going to be the contact for the child(ren)?* The caregiver should be ready to talk to the school/daycare in the event that they are now the caregiver of the child(ren). This will include showing the temporary parental consent agreement to the school/daycare so that it knows that the caregiver has the right to make educational decisions on behalf of the child(ren).

SCHOOL/DAYCARE EMERGENCY CONTACT INFORMATION (EXTREMELY IMPORTANT)

Each school has an emergency contact information sheet. It may also have a list of authorized people that can visit and/or pick up the child(ren). If there is any individual who you do not want to be authorized to pick up your child(ren) and/or if you have a restraining order against anyone, make sure to provide this information to your child(ren)'s school/daycare.

You should ask the administration office at your child(ren)'s school for these documents. These documents should be updated to reflect a caregiver who will take the child(ren) in the event of an emergency/detainment/deportation. The school/daycare emergency contact person should have legal status in the United States and should ideally be a family member. (If the person is not a family member, the process may become more complicated if child protective services becomes involved.) This person should also be named in the Intention of Parents for Care of Minor Child and the Temporary Parental Consent Agreement. Make sure to notify the caregiver that you have listed them as your emergency contact.

Important: If a child(ren) can get picked up by the emergency contact, the school or daycare may avoid calling the police if the child(ren) is not picked up. However, while this may help temporarily, a family law attorney should be consulted for a more permanent solution. The caregiver should take the Temporary Parental Consent Agreement and his/her identification when picking up a child(ren).

CHILD'S SCHOOL RECORDS

You should have your child(ren)'s school records all in one place, including name of school, grade of child(ren) and teacher's name. If your child(ren) has any special accommodations (i.e. an IEP or 504 plan), a copy should also be included. If the caregiver must take over the care of the child(ren), he/she should notify the school that the child(ren) is now under his/her care and present the Temporary Parental Consent Agreement to the school.

CHILD'S IMMUNIZATION RECORDS

If you do not already have copies of your child(ren)'s immunization records, you can obtain his/her official immunization record from the following places:

1. The doctor's office or clinic where your child(ren) gets immunizations.
2. Your state health department.
 - a. In Washington state, the records can be found with the Washington State Immunization Information System. You can call 1-866-397-0337 or email WAIISRecords@doh.wa.gov to ask for records using the person's name, date of birth and address. The Washington state website is <http://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/HealthcareProfessionsandFacilities/DataReportingandRetrieval/ImmunizationInformationSystem/ForParents%20-%20get>.
 - b. Outside of Washington state, you can visit <https://www.cdc.gov/vaccines/programs/iis/contacts-locate-records.html%20-%20state>.
3. The school(s) and/or daycare(s) your child(ren) has attended.

YOUR HOME COUNTRY'S CONSULATE

You may want to keep the contact information for your home country's consulate that is nearest to where you live. Many consulates have an emergency contact number, which you may want to keep in your important documents in case you are detained or deported.

If your child(ren) was born in the United States, you might consider registering your child(ren)'s birth with your home country's consulate. The consulate might be of assistance in the event of your detention or deportation, and your child(ren) might be entitled to citizenship status or other benefits in your home country. Contact your consulate for more information.

HOW TO FIND YOU IF YOU ARE DETAINED

If you are detained, your family members can use the ICE detainee locator, <https://locator.ice.gov/odls/homePage.do>, to find the detention facility where you are being held. They will need either your A-number (the alien registration number assigned to you on your ICE immigration documents) or your full name, country of birth and date of birth. You should provide this information to your family members and emergency contacts, including the designated caregiver for your child(ren). They can find ICE facility locations and visitation hours at <https://www.ice.gov/detention-facilities>, and additional information, including ICE headquarters and field offices, at <https://www.ice.gov/contact/ero#wcm-survey-target-id>. The Tacoma Northwest Detention Center is located at 1623 E J Street, Suite 2, Tacoma WA. The phone number is (253) 779-6000.

INTENTION OF PARENTS FOR CARE OF MINOR CHILD AND TEMPORARY PARENTAL CONSENT AGREEMENT

The Intention of Parents for Care of Minor Child explains the parents' wishes for the care their child(ren). The Temporary Parental Consent Agreement gives the caregiver very temporary legal rights (medical, educational and travel) if your child(ren) is placed with them. This does not guarantee that your child(ren) will be placed with the caregiver. In order to go through the process to place a child(ren) in the legal custody of someone other than the parent, a family law attorney should be consulted.

The following pages provide the Intention of Parents for Care of Minor Child and the Temporary Parental Consent Agreement. You should complete a set of these documents for each child(ren).

Important: Even though these documents state that they do not need to be notarized, they should be notarized. Additionally, these documents should be filled out in English.

If you have any family court document, such as a divorce decree or a parenting plan, you should attach it to the agreement. The original signed and notarized documents should be given to the designated caregiver (along with other important documents). You should also keep copies of each document, and put another copy (ideally folded in a small plastic bag) in each of your child's backpacks. If the child(ren) is old enough to understand, you should let each child know that in the event of an emergency, he/she should show these documents to the authorities, the teacher or whomever is talking to them about taking them to another home. Hopefully, the authorities will follow your wishes and place the child(ren) with the person designated on the Intention of Parents for Care of Minor Child and Temporary Parental Consent Agreement. However, there is no guarantee and it is possible that child protective services may get involved. If the designated caregiver knows that this has happened, the caregiver should contact an attorney.

Intention of Parents for Care of Minor Child

I/We, _____ [parent 1] and _____ [parent 2] are the legal parent(s) or guardian(s) of _____ [name of child], born on _____ [MM/DD/YYYY].

It is our intention that if one parent is unavailable to care for the child, the other parent will have custody of our child. If neither parent is available or the child only has one parent and no parent is available, it is the intention(s) of the parent(s) that:

_____ the child remain in the residential care of _____, who is named in the Temporary Parental Consent Agreement. The contact information for this person is:

(address and phone number)

and/or

_____ the child be reunited with me wherever I am (including my home country). My contact information in my home country is

(address and phone number)

If one of the parents is not available to sign or for other explanations, please explain in the space below:

This form does not need to be notarized to be valid.

STATE OF WASHINGTON, COUNTY OF _____

On this day personally appeared before me the individuals whose signatures are below, known to me to be the individuals described herein and who executed the within and foregoing instrument, and acknowledged that he/she signed the same as his/her free and voluntary act and deed, for the uses and purposes herein mentioned.

Given under my hand and seal of office this _____ day of _____, 20____.

Notary Public for the State of Washington residing at _____

Printed Name: _____

My Commission Expires: _____

AGREED:

(Parent or Caregiver)

Date: _____

(Parent or Caregiver)

Date: _____

LEGAL COUNSEL FOR YOUTH AND CHILDREN

P.O. BOX 16083
Seattle WA 98116
206-494-0323

Temporary Parental Consent Agreement

I/We _____ [parent 1] and _____ [parent 2] are the legal parent(s) of _____ [child's name], born on _____ [MM/DD/YYYY].

1. I/We hereby give consent for _____ [child's name] to remain in the residential care of _____ [caregiver's name and relationship to the child], who live(s) at _____ [full address]. The caregiver's phone number is: _____ [caregiver's phone number].
2. I/We hereby authorize the above named caregiver to have the care and control of the child, to make all health care decisions for the child, to have the authority to get and provide all necessary care, including but not limited to evaluations and treatment: emergency and routine medical and dental care; early periodic screening, diagnosis and treatment examinations and immunization as needed; arrange a consent to emergent medical care as is necessary to prevent death or serious injury to the child; to arrange for mental health care and substance abuse evaluations and treatment as needed and directed; dispense medications prescribed for the child as indicated by the health care provider with the following restrictions: _____.
3. I/We authorize the above named caregiver(s) to make all necessary childcare and educational arrangements, including but not limited to, enrolling the child in school and making routine educational decisions on behalf of the child, while the child is in her/his/their care, with the following restrictions: _____.
4. I/We authorize the above named caregiver(s) to make decisions on all other issues regarding the child, such as religious decisions, decisions about the child's social life, decisions about the child's school activities, and personal care decisions (haircuts, pierced ears, and so on) with the following restrictions: _____.
5. I/We authorize the above named caregiver to (a) apply for and renew a passport for the above named child and to (b) take the above named child out of state or to any country for travel with the following restrictions: _____.
6. This agreement lasts until _____ [put an end date or "indefinitely"], unless it is revoked before it expires. Either parent can revoke this consent and terminate this agreement at any time by delivering to the caregiver a signed, written notice at least one week in advance.
7. *The following paragraph applies if only one parent is available to consent:*
[☐] I am the child's sole custodian. The other parent has not signed this consent because: _____

[explain whether the other parent is unknown or absent and for how long].

8. Additional items:

This form does not need to be notarized to be valid.

STATE OF WASHINGTON, COUNTY OF _____

On this day personally appeared before me the individuals whose signatures are below, known to me to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned.

Given under my hand and seal of office this _____ day of _____, 20____.

Notary Public residing at _____

Printed Name: _____

My Commission Expires: _____

AGREED:

(Parent or Caregiver)

Date: _____

(Parent or Caregiver)

Date: _____

LEGAL COUNSEL FOR YOUTH AND CHILDREN

P.O. BOX 16083
Seattle WA 98116
206-494-0323

Intention and Consent Agreements Frequently Asked Questions

Can I transfer custody to another person by filling out the Temporary Parental Consent Agreement?

No. The only way to give legal custody to someone who is not a parent on the birth certificate of the child is through a court order. This would need to be done through family court.

Will my child automatically be placed with the person who I list on the Agreement?

No. If child protective services becomes involved, it would need to see the agreement and then run a background check on the person designated. Child protective services should honor the agreement, and try to place the child with the named person first.

What if the person I designate has a criminal background?

Many convictions should not impact whether a child will be placed with someone. If the person has a record of child abuse, neglect, abandonment, or any crimes against a child, that may present a problem. In addition, if someone has crimes of a sexual nature or violent crimes, that person may be disqualified. You can find a list of disqualifying crimes under WAC 388-113-0020.

Do the documents have to be notarized?

No. However, if it is not notarized, then there is no way to prove that the parents signed the document. Therefore, we advise that it be notarized.

What if only one parent is available to sign the documents?

If both parents are on the birth certificate, both parents must sign the document. If one parent is not there to sign, the parents can take the documents to sign later at a location that has notaries, such as a bank. If the other parent is absolutely not available, the forms can still be filled out, but they may not be honored. If a parent is deceased, include attach a copy of the death certificate to the document if possible and not that the parent is deceased.

What if the other parent is out of the country?

You can state that on the form, but if the parent is listed on the birth certificate and parental rights have not been terminated, the parent still has the right to parent that child and the child will be placed with the other parent if that parent can be found. If there are court orders (i.e. protection order or parenting plans) that restrict a parent's access, then those documents should be added to the Intention and Consent Agreements.

Can I list a caregiver who does not have status or is undocumented and/or has DACA status?

You can, but they may be at risk if the police become involved or if they themselves are detained. Because the future of DACA is unclear, it would be better to assign someone who has legal status and is at the least risk of having to leave the country.

What if my child qualifies for dual citizenship, should he/she get two passports?

If you have the resources to get both, it is always better to have more documentation than less. This may allow your child to receive services in each country. A U.S. passport is critical as it will allow the child to return more easily to the U.S.

Can I make the placement of my child with a third party permanent?

For a more permanent solution, the designated caregiver could file a non-parental custody petition or adopt or file for guardianship of the child. Consult a family law attorney. You may be able to prepare documents ahead of time.

Can I fill out the documents in a language other than English?

Documents must be filled out in English so that others can read them. Additionally, if there are any documents, such as a birth certificate, that are in a different language, they should be translated into English and that translation should be attached to the original documents.

What will happen if I have no one who can take care of my child?

If you have no one or no one local, then child protective services will likely become involved and the child will likely be placed in foster care at least temporarily.

If a step parent is in the child's life, will my child automatically be placed with them?

It depends on what the legal status is between the child and the step parent. The step parent may or may not have legal rights to act as the parent. The step parent could be the named third party in the agreements so that your child is placed with the step parent if the parents are not available.

BIRTH CERTIFICATES

Each child should have an original birth certificate. Copies of the birth certificate (paper and electronic) should be made and given to the designated caregiver(s) who may care for the child(ren).

Washington State Birth Certificates

Birth certificates are public records in the state of Washington, so anyone can order a birth certificate as long as they have the following information:

- Full name of the child
- Birth date of the child
- Birthplace of the child
- Full name of the child's mother
- Full name of the child's father

1. To order by mail:

- a. Download the form, available at <http://www.doh.wa.gov/Portals/1/Documents/Pubs/422-044-BirthDeathMailnOrder.pdf>. (See form on page 14.)
- b. Pay the \$20 fee.
- c. The certificate ships within four weeks after payment. You can pay an additional fee for expedited processing.

2. To order online:

- a. Go to www.vitalcheck.com.
- b. Pay the \$31.50 fee.
- c. The certificate ships within two business days. You can pay an additional fee for expedited processing.

3. To order by phone:

- a. Call 360-236-4313, Monday – Friday from 9:00 a.m. – 4:30 p.m.
- b. Pay the \$31.50 Fee.
- c. The certificate ships the next business day.

4. To order in person:

- a. Walk in to your local county Vital Statistics office or the Washington State Vital Statistics Office located at 101 Israel Road SE Tumwater, WA 98501.
- b. Pay the \$20 fee.
- c. If you place the order before 4:00 p.m., you will receive the certificate the same day.

Birth Certificates From Other U.S. States

Search at <http://www.cdc.gov/nchs/w2w/index.htm> for more information on each state's process.



Washington State Department of Health Birth / Death Certificate Mail Order Form

Instructions	• Print clearly.
	• We issue certificates for births and deaths that occurred in Washington State only.
	• For a birth or death before July 1, 1907, contact the local health department where the event occurred.
	• We only accept checks or money orders for mail orders. Do not send cash or credit card information.
	• \$20.00 per certificate.
	• If adopted, provide your adoptive name and adoptive parents' information.
	• Visit www.doh.wa.gov for more information and ordering options or call 360-236-4300, Monday through Friday between 8:00 a.m. and 5:00 p.m. Pacific Time.

Contact Information	Name of person ordering certificate(s):		
	Company name (if applicable):		
	Address sending certificate(s) to: (Street address required for FedEx orders)		
	City:	State:	ZIP Code:
	Daytime Phone: (____) _____		Email Address:

Complete ALL fields below with <u>exact</u> and <u>complete</u> information.			<input type="checkbox"/> Paternity Verification Letter (Copy of Parent ID required). Court activities such as custody, parenting plan or child support may require a paternity verification letter AND a birth certificate.
Birth Certificate Request	Number of Certificates Ordering _____		
Full Name on Certificate: (First) (Full Middle Name) (Last)			
Date of Birth (Month/Day/Year): (7/1/1907 – present)		City or County of Birth:	
Mother/Parent Birth Name: (First) (Full Middle Name) (Birth/Maiden Last Name)			
Father/Parent Birth Name: (First) (Full Middle Name) (Birth/Maiden Last Name) <input type="checkbox"/> Not Listed			

Death Certificate Request	Number of Certificates Ordering _____
Name on Certificate: (First) (Middle) (Last)	
Approximate Date of Death or 10 year search range (7/1/1907 – present):	Date of Birth, if known:
City or County of Death:	Spouse, if known:

Complete payment and mailing information below:

Make checks or money orders payable to DOH.

MAIL ORDERS TO:
Department of Health
PO Box 9709
Olympia WA
98507-9709

Total number of certified certificates:	_____	x \$20.00 =	\$ _____
Total number of Heirloom* birth certificates:	_____	x \$40.00 =	\$ _____
Fee for filing a Paternity Acknowledgment OR an Adoption	<input type="checkbox"/>	\$15.00 =	\$ _____
Paternity Verification Letter (copy of parent ID required)	<input type="checkbox"/>	\$15.00 =	\$ _____
Paternity Verification Letter (\$15) + certified birth certificate (\$20)	<input type="checkbox"/>	\$35.00 =	\$ _____
First Class Mail (allow 2-3 weeks for delivery)	<input type="checkbox"/>	No additional charge	
*USPS Express Mail Delivery (street address or PO Box)	<input type="checkbox"/>	\$18.30 =	\$ _____
*Fed Ex to continental US (no PO Box)	<input type="checkbox"/>	\$15.00 =	\$ _____
*Fed Ex to AK/HI/Canada/Mexico (no PO Box)	<input type="checkbox"/>	\$25.00 =	\$ _____
TOTAL AMOUNT DUE			\$ _____

*Additional charges for express delivery are per order, not per certificate.
*Signature is required at time of delivery for USPS Express Mail and Federal Express orders.
+Go to our website at www.doh.wa.gov for information on Heirloom Birth Certificates.

DOH 422-044 June 2016

LEGAL COUNSEL FOR YOUTH AND CHILDREN

P.O. BOX 16083
Seattle WA 98116
206-494-0323

Birth Certificates From Other Countries

If your child was not born in the United States, you should contact the consulate of his or her country of birth to learn how to obtain a birth certificate. The birth certificate should be translated into English and keep the translation with the original.

El Salvador

Contact the consulate office, which is located at:

615 Second Avenue, Suite #50 (street entrance), Seattle, WA 98104
(206) 971-7950

Eritrea

To learn how to obtain a birth certificate, contact the Embassy of Eritrea, located at:

Embassy of Eritrea
1708 New Hampshire Ave. N.W.
Washington, D.C. 2009
(202) 319-1991
embassyeritrea@embassyeritrea.org

Guatemala

If you have a Código Unico de Identidad (CUI), you can apply for a new birth certificate online at: <http://eportal.renap.gob.gt/>. If you don't have a CUI, the parents will need to be present at the Registro Nacional de las Personas with your Documento Personal de Identificación (DPI) to apply for a new birth certificate.

Honduras

A parent must go to El Registro Nacional de las Personas in Honduras (www.rnp.hn). If the parent is in detention, the child or another family member should call El Registro Nacional de las Personas (2221-4382). They should be able to send you a new copy of the child's birth certificate. You will also want to contact this organization if you need a new Honduran ID.

Iran

Visit www.daftar.org (http://www.daftar.org/Eng/forms_eng.asp?formcat=vitalrecords&lang=Eng in English) for information on how to obtain a birth certificate. There is an office for the Interests Section of the Islamic Republic of Iran in the United States in the Pakistani Embassy in Washington D.C.:

Iranian Representative Office c/o Embassy of Pakistan
1250 23rd St NW #200, Washington, DC 20037
(202) 965-4990
Monday – Friday: 8:00 a.m. – 4:30 p.m.
info@daftar.org

Iraq

Visit <http://www.iraqiembassy.us/> to find the closest consulate office and to find information on how to obtain a birth certificate.

Libya

Visit <http://www.embassyoflibyadc.org/> for information on how to obtain a birth certificate. The embassy is located at:

Embassy of Libya
2600 Virginia Ave NW, Suite 400, Washington, DC 20037
(202) 944-9601
Monday – Friday: 9:00 a.m. – 4:30 p.m.

Mexico

Individuals can visit the consulate office without appointment:

2132 3rd Ave, Seattle, WA 98121
(206) 448-3526
Monday – Friday: 9:00 a.m. – 1:00 p.m.

Fulfill the following requirements:

1. Complete the form issued at the consulate office.
2. Bring and present identification document to prove you are the person seeking the child's birth certificate.
3. Present the CURP (Clave Única de Registro de Población/Population registration code), if available.
4. Pay \$13 cost in cash per each certified copy.

Russia

Visit <http://www.russianembassy.org/page/russian-consulates-in-the-u-s> to find the closest consular office and to confirm how to obtain a birth certificate. The embassy website states that foreign nationals have the right to obtain documents regarding their vital records by following the "Documents on Demand" process:

1. Complete the form "Questionnaire on Obtaining Documents on Demand." This form must be correctly completed in Russian.
2. Submit the Questionnaire on Obtaining Documents on Demand with the following documents:
 - a. Copy of your passport.
 - b. Copy of a document confirming your relationship or authorization for obtaining the document on demand.

- c. If you are acting on behalf of another person requesting the document, a power of attorney authorizing you to act on that person's behalf.
 - d. A money order payable to the Embassy of Russia in the amount of \$75 per document requested.
3. Submit the documents described above using one of the following methods:
- a. Fax to (202) 939-8909. Specify on the fax transmittal: "Attention: Pension Section."
 - b. Email to russconswdc@gmail.com.
 - c. Mail to 2641 Tunlaw Rd. NW, Washington, DC 20007. Include a self-addressed prepaid return envelope showing your account number and yourself as both the shipper and recipient regardless of delivery address. Specify on the envelope: Attention Documents on Demand."
 - d. To make a request in person, you must schedule an appointment with the consular office closest to you. Visit <http://www.russianembassy.org/page/russian-consulates-in-the-u-s> for more information.

Somalia

Visit <http://www.somaliembassydc.net/index.html> for information on how to obtain a birth certificate. The embassy is located at:

The Embassy of the Federal Republic of Somalia
1705 DeSales St NW, Suite 300, Washington DC 20036-4421
(202) 296-0570 or (202)-833-1523
info@somaliembassydc.net

Sudan

Visit <http://www.sudanembassy.org/> for information on how to obtain a birth certificate. The embassy is located at:

Embassy of the Republic of the Sudan
2210 Massachusetts Ave, Washington DC, 20008
(202) 338-8565
For questions on services: Ext 230
Monday – Friday: 9:00 a.m. – 5:00 p.m.

Syria

The U.S. State Department has suspended embassy and consulate operations of the Syrian embassy, which was located at 2215 Wyoming Ave NW, Washington, DC 20008.

Ukraine

Visit <http://usa.mfa.gov.ua/en/embassy/contacts> to find the closest consular office.

Yemen

Visit www.yemenembassy.org for information on how to obtain a birth certificate. The embassy is located at:

Embassy of the Republic of Yemen
2319 Wyoming Ave NW, Washington, DC 20008
(202) 965-4760
Monday - Friday: 9:00 a.m. - 5 p.m.
Consular Section open Monday – Thursday: 10:00 a.m. – 1:00 p.m.
Emergency Contact: (202)717-1066
Information@yemenembassy.org

SOCIAL SECURITY CARD

Any person that is a U.S. citizen should have a social security number and a social security card. If your child qualifies but does not have a social security card, you should apply for one (see form on Page 19). For first-time applicants and replacement cards:

1. Gather required documentation listed below. Please note, all documents must be originals or certified copies. Photocopies or notarized copies will not be accepted.
 - a. Citizenship: Birth Certificate or U.S. Passport.
 - b. Identity of the child: State issued non-driver's ID card; doctor, clinic or hospital records, school ID card, religious record, school daycare center record or any other document that shows the child's name, age, date of birth and parents' names. (Birth certificate and Passport are also sufficient for identity purposes.)
 - c. Identity of the parent: State issued non-driver's ID card or driver's license; US passport, health insurance card, school ID card, employee identification card or any other document that shows the parent's name, age, and date of birth. If parents are not from the U.S., they should not be concerned as immigration status should not be relevant to proving identity. If parents are asked about their immigration status, they should refuse to answer and remain silent.
2. Call 1-800-772-1213 to find your local Social Security Administration office.
3. Bring the documentation and fill out the necessary form (<https://www.ssa.gov/forms/ss-5.pdf>). This form will also be available in person.
4. There is no fee for this process. Processing time is two weeks if approved right away. The Social Security Administration may request additional documentation and verification.

Form Approved
OMB No. 0950-0066

Form SS-5 (08-2011) ef (08-2011)

PASSPORTS

A child who is a U.S. citizen should get a passport as soon as possible if he or she does not already have one. If the child is from another country, a passport may still be helpful within that country.

It is very hard for a child to obtain a passport without having a parent sign on the child's behalf. If you are detained or deported and your child needs to travel, including perhaps joining you in your home country, this will be much easier to do if the child has a passport. Furthermore, a child who has a passport can travel outside of the country and return lawfully.

U.S. Passports

The U.S. passport requires signatures from both parents. If there is only one parent available, another form must be filled out. See details below. This process is very hard to do without a parent present. Applications are also available at the post office.

1. Fill out a passport application ([DS-11](#)) (See form on Page 29, which is also available at <https://travel.state.gov/content/passports/en/passports.html>.)
2. Call 1-877-487-2778 to locate a passport agency and to make an appointment. The line is staffed with Spanish speakers. If it is an after-hours emergency, call 1-202-647-4000.
3. Bring identity documents to the appointment:
 - a. Proof of Citizenship of the child. Must have one of the following:
 - i. Original or certified copy of the birth certificate (no photocopies or notarized copies)
 - ii. Consular report of birth abroad or certification of birth
 - iii. Certificate of Citizenship
 - b. Social Security Number for the child. (This is required if it has been issued.)
 - i. If it has been issued but you do not remember the number, you will need to contact the Social Security Administration for a new card with the Social Security number.
 - ii. If the child has never had a social security number before, it is okay but you will need to sign and date a statement which says: "I declare under penalty of perjury under the laws of the United States of America that the following is true and correct: I have never been issued a Social Security number by the Social Security Administration."
4. Show parental relationship and consent.
 - a. If the child is under the age of 16:
 - i. If two parents have custody of the child, then you must show that both parents authorize the child to have a passport. Both parents have to be with the child when they apply for the passport. If they cannot, then you will have to show that the parent who is not with the child, has given permission or is not able to give permission.

To give permission, the parent who is not able to go with the child must fill out Form [DS-3053](#) "Statement of Consent" (available at

<https://travel.state.gov/content/passports/en/passports.html>). This form must be notarized and expires 90 days after the day it was signed. A photocopy of the front and back of the parent's ID must be with the form. If both parents cannot be with the child, they will both have to complete the form.

To prove that the parent asking for the passport cannot get permission from the other parent, the parent can submit Form [DS-5525](#) "Statement of Exigent/Special Family Circumstances." If there are safety concerns for the parent asking for the passport and the child, this form can be used to ask for the passport without the other parent.

- ii. If one parent has sole custody of the child, they will need to prove that they have sole custody. This proof can include a birth certificate that lists only one parent, a certified court order granting sole legal custody, a certified divorce decree, a certified adoption decree, a certified certificate of death of the parent who cannot appear or any other certified court order that proves that you have legal custody.
 - b. If the child is 16 or 17 and has his or her own ID, he or she can apply without a parent being present but the passport agencies prefer one parent be with the child or one parent give written consent (a signed statement with a photocopy of the parents ID).
5. Proof of identity. If the child is under 16, the parent must bring an ID. If the child is 16 or 17, they can bring his or her ID or a parent must bring his or her ID. Must bring the original ID and a photocopy of the front and back of each ID you use.
- a. State issued, valid non-driver ID or driver's license
 - b. Certificate of Naturalization or Citizenship
 - c. Valid or expired, undamaged passport from the US or any other country
 - d. Matricula consular (Consular Identification Card)
 - e. Valid work permit or permanent resident card issued by Department of Homeland Security
6. A passport style photo of the child.
7. Fees:
- a. Regular processing time is 4-6 weeks and costs a total of \$105 (\$80 passport fee, \$25 processing fee).
 - b. Expedited processing in person will take about 8 business days (maybe less depending on need and if you can prove there is an emergency) and costs a total of \$185.66 (\$80 passport fee, \$25 processing fee, \$60 expedited processing fee, \$20.66 overnight delivery fee).

Passports From Other Countries

If your child is not a U.S. citizen, you should contact the consulate of his or her country of birth to learn how to apply for a passport and other travel documents that may be needed. Below are brief instructions for how to obtain a passport from certain countries.

El Salvador

Contact the consulate office, which is located at:

615 Second Avenue, Suite #50 (street entrance), Seattle, WA 98104
(206) 971-7950

Eritrea

To obtain the twelve-page application form to obtain an Eritrean National ID card, visit http://www.embassyeritrea.org/id_cards.htm or contact the Embassy of Eritrea in Washington, DC at (202) 319-1991 or Embassyeritreea@embassyeritrea.org.

Guatemala

If you need to renew a passport or get one for the first time, you need to make an appointment on the Consulate's webpage (WWW.CITACONSULARGUATEMALA.COM) or call the consulate at (212) 686-3837. You will need to present the following:

1. If you're over 18:
 - a. Documento Personal de Identificación (DPI) or Birth Certificate,
 - b. \$65.00, and
 - c. Your expired passport, if you have one.
2. If you're under 18:
 - a. Birth certificate,
 - b. Your expired passport, if you have one,
 - c. \$65.00, and
 - d. Your parents will have to accompany you who will have to identify themselves with Documento Personal de Identificación (DPI), Birth certificate, or Cédula de Vecindad.

Honduras

Contact the consulate in Washington D.C. to make an appointment for the application and have the following required documents:

1014 M Street, NW Washington, DC 20001
(202) 506 4995 (Press "0" to speak with an operator.)
Monday – Friday: 8:00 a.m. – 4:00 p.m.
consulado.washington@hondurasemb.org

1. Current Honduran ID card or birth certificate with another document from Honduras that has your photograph: Driver's license, social security card, INJUPEMP card, academic title, or expired passport.

LEGAL COUNSEL FOR YOUTH AND CHILDREN

P.O. BOX 16083
Seattle WA 98116
206-494-0323

2. If the applicant is under 21 years old:

- a. They will have to have to appear with both parents at the consulate.
- b. If either parent is absent:
 - i. The parents will have to fill out an authorization and get it notarized.
 - ii. They will also have to provide a copy of their ID cards or passports.
- c. If either parent is deceased, the applicant has to submit an original copy of the death certificate.

3. Costs

- a. 5 years: \$78.00
- b. 10 years: \$97.50

Iran

Visit www.daftar.org (<http://www.daftar.org/Eng/default.asp?lang=eng> in English) for information about Iran consulate services. There is an office for the Interests Section of the Islamic Republic of Iran in the United States in the Pakistani Embassy in Washington D.C.:

Iranian Representative Office c/o Embassy of Pakistan
1250 23rd St NW #200, Washington, DC 20037
(202) 965-4990
Monday – Friday: 8:00 a.m. – 4:30 p.m.
info@daftar.org

Iraq

Visit <http://www.iraqiembassy.us/> to find the closest consulate office, register as an Iraqi national, or learn more about the passport and/or travel documents that may be obtained for your child.

Libya

Visit <http://www.embassyoflibyadc.org/> for information about Libya consulate services. The embassy is located at:

Embassy of Libya
2600 Virginia Ave NW, Suite 400, Washington, DC 20037
(202) 944-9601
Monday – Friday: 9:00 a.m. – 4:30 p.m.

Mexico

1. Make an appointment by calling 1-877-639-4835 or going online (<https://mexitel.sre.gob.mx/citas.webportal/>).
2. Go to the consulate on the day of your appointment and fill out passport application (<https://consulmex.sre.gob.mx/seattle/index.php/es/tramites/pasaporte-mexicano>).
3. For adults:

- a. Verify Mexican nationality with any of the following original documents:
 - i. Birth certificate: A certificate that was issued by the civil registry in Mexico must have been issued within the first 3 years after the individual's birth. Otherwise, the individual will have to present additional documents to supplement identity:
 1. Matricula consular issued after 5/13/2005
 2. Voter's identification card (credencial de elector)
 3. Military service card
 4. Certificate of primary or secondary school issued by SEP
 5. Certified report card of any school year in Mexico, with a photograph
 6. Professional credential or identification
 7. Current school or university ID that shows date of birth
 8. Identification from Mexican social services offices (ISSTE, IMSS, DIF, or Centro de Salud)
 9. Work permit or green card issued by the U.S. government
 10. Mexican driver's license
 11. Official identification card or driver's license from any U.S. state
 12. ID issued by the DMV of any U.S. state
 13. U.S. passport
 - ii. Matricula consular (issued after 5/13/2005)
 - iii. Certificate of Mexican nationality
 - iv. Declaration of Mexican nationality
 - v. Naturalization letter
- b. Cost per passport (cash only)
 - i. 1 year, cases of consular protection and minors under 3 years old: \$32
 - ii. 3 years: \$74
 - iii. 6 years: \$101
 - iv. 10 years: \$136
 - v. People over 60 years of age will pay 50% of the established cost.

4. For minors and people with disabilities:

- a. Both parents must be present with the minor and present the following documents:
 - i. Birth certificate of the minor or disabled individual
 - ii. Complete and return the consent form of the parents or guardian (OP7 or OP8)
 - iii. An official identification card with a photo of the minor or disabled individual.
Minors can show any of the following:
 1. Under 10 years old: Letter from a school in Washington containing a photo of the child, full name, date of birth, signature of the administrator or official and seal of the school or district
 2. Under 7 years old: Letter from a pediatrician with a photo of the child, full name, date of birth, and seal of the medical office
 - iv. If one of the parents cannot be present at the consulate during the appointment because they live in another state, they can issue their consent as follows:
 1. In Mexico: go before any office of the department of external relations (Secretaria de Relaciones Exteriores) and complete the OP7 form, or complete it before a notary public.
 2. In another foreign country: go before any Mexican consulate office.
 - v. Both parents must prove their identities through any of the following documents:
 1. Matricula consular issued after 5/13/2005
 2. Voter's identification card (credencial de elector)

3. Military service card
 4. Certificate of primary or secondary school issued by SEP
 5. Certified report card of any school year in Mexico, with a photograph
 6. Professional credential or identification
 7. Current school or university ID that shows date of birth
 8. Identification from Mexican social services offices (ISSTE, IMSS, DIF, or Centro de Salud)
 9. Work permit or green card issued by the U.S. government
 10. Mexican driver's license
 11. Official identification card or driver's license from any U.S. state
 12. ID issued by the DMV of any U.S. state
 13. U.S. passport
- vi. For dual citizenship of U.S. minor, either or both parents can present any of the following to prove their Mexican nationality:
1. Birth certificate: A certificate that was issued by the civil registry in Mexico, must have been issued within the first 3 years after the individual's birth. Otherwise, the individual will have to present additional documents to supplement identity:
 - a. Matricula consular issued after 5/13/2005
 - b. Voter's identification card (credencial de elector)
 - c. Military service card
 - d. Certificate of primary or secondary school issued by SEP
 - e. Certified report card of any school year in Mexico, with a photograph
 - f. Professional credential or identification
 - g. Current school or university ID that shows date of birth
 - h. Identification from Mexican social services offices (ISSTE, IMSS, DIF, or Centro de Salud)
 - i. Work permit or green card issued by the U.S. government
 - j. Mexican driver's license
 - k. Official identification card or driver's license from any U.S. state
 - l. ID issued by the DMV of any U.S. state
 - m. U.S. passport
 2. Matricula consular (issued after 5/13/2005)
 3. Certificate of Mexican nationality
 4. Declaration of Mexican nationality
 5. Naturalization letter
- vii. Cost per passport (cash only)
1. 1 year, cases of consular protection and minors under 3 years old: \$32
 2. 3 years: \$74
 3. 6 years: \$101
 4. 10 years: \$136
 5. People over 60 years of age will pay 50% of the established cost.

Russia

Visit <http://www.russianembassy.org/page/russian-consulates-in-the-u-s> to find the closest consular office and to confirm how to obtain a passport. The embassy website states that foreign nationals have the right to obtain documents regarding their vital records by following the "Documents on Demand" process:

1. Complete the form "Questionnaire on Obtaining Documents on Demand." This form must be correctly completed in Russian.
2. Submit the Questionnaire on Obtaining Documents on Demand with the following documents:
 - a. Copy of your passport.
 - b. Copy of a document confirming your relationship or authorization for obtaining the document on demand.
 - c. If you are acting on behalf of another person requesting the document, a power of attorney authorizing you to act on that person's behalf.
 - d. A money order payable to the Embassy of Russia in the amount of \$75 per document requested.
3. Submit the documents described above using one of the following methods:
 - a. Fax to (202) 939-8909. Specify on the fax transmittal: "Attention: Pension Section."
 - b. Email to russconswdc@gmail.com.
 - c. Mail to 2641 Tunlaw Rd. NW, Washington, DC 20007. Include a self-addressed prepaid return envelope showing your account number and yourself as both the shipper and recipient regardless of delivery address. Specify on the envelope: Attention: Documents on Demand."
 - d. To make a request in person, you must schedule an appointment with the consular office closest to you. Visit <http://www.russianembassy.org/page/russian-consulates-in-the-u-s> for more information

Somalia

Visit <http://www.somaliembassydc.net/index.html> for information about Somalia consulate services. The embassy is located at:

The Embassy of the Federal Republic of Somalia
1705 DeSales St NW, Suite 300, Washington DC 20036-4421
(202) 296-0570 or (202)-833-1523
info@somaliembassydc.net

All passport renewals and new passports are processed in Somalia, not at the embassy. There is not an expedited service available at this time. Furthermore, the process and steps for applying for a passport at the embassy does not guarantee the applicant a passport from The Federal Republic of Somalia:

1. To renew a passport issued after 2013, you must show either:

LEGAL COUNSEL FOR YOUTH AND CHILDREN

P.O. BOX 16083
Seattle WA 98116
206-494-0323

- a. Proof of a valid U.S. citizenship and/or residency (such as a passport, citizenship certificate or green card) and valid government issued identification card, or
 - b. Proof of valid legal stay document, such as U.S. legal immigration documents.
2. Applications for minors must be made in person by appointment at the embassy.
3. Passport processing days and times: Mondays and Wednesdays, from 11:00 a.m. – 2:00 p.m. Eastern Standard Time.
4. Application fees (only money order or cashier check accepted):
 - a. Adult: \$150 per passport
 - b. Child (under 15 years old): \$95 per passport
5. Estimated processing time: 4–6 weeks for new passports

Sudan

Visit <http://www.sudanembassy.org/> for information about Sudan consulate services. The embassy is located at:

Embassy of the Republic of the Sudan
 2210 Massachusetts Ave, Washington DC, 20008
 (202) 338-8565
 For questions on services: Ext. 230
 Monday – Friday: 9:00 a.m. – 5:00 p.m.

1. To apply for a Sudanese passport for a child, submit the following documents:
 - a. Completed application form, which is available at http://www.sudanembassy.org/forms/Adding_Child.pdf.
 - b. Two photographs of the child.
 - c. Copy of the child's birth certificate.
 - d. Copy of the Sudanese Passport of the child's father. (Expired Sudanese passports are accepted if submitted with proof of Sudanese origin.)
 - e. The original passport of the child's mother, plus one copy.
 - f. A letter of consent from the child's father.
 - g. \$42.00 fee.
2. Applicants sending their applications by mail must furnish the Consular section of the Embassy with a return envelope bearing a tracking number (postage/shipment and paid by the applicant) using one of the services listed below. Failure to send one may cause delay in the return of the passport(s).
 - a. Federal Express (FedEx)
 - b. UPS
 - c. Express Mail (USPS)
 - d. DHL
 - e. Airborne Express
3. Applications should be sent to:

LEGAL COUNSEL FOR YOUTH AND CHILDREN
 P.O. BOX 16083
 Seattle WA 98116
 206-494-0323

Attention: Consular Section
Embassy of the Republic of the Sudan
2210 Massachusetts Ave, NW
Washington, DC 20008
(202) 338-8565

4. Only the following forms of payment are accepted:

- a. If sending application by mail:
 - i. U.S. postal money order
 - ii. Company check
 - iii. Cashier's check
- b. If dropping application at the embassy:
 - i. Cash
 - ii. U.S. postal money order
 - iii. Company check
 - iv. Cashier's check

5. All payments must be payable to Embassy of Sudan.

6. The normal processing time may take 5-7 business days. Failure to write clearly or to complete the entire application form may result in a longer processing time.

Syria

The U.S. State Department has suspended embassy and consulate operations of the Syrian embassy, which was located at 2215 Wyoming Ave NW, Washington, DC 20008.

Ukraine

Visit <http://usa.mfa.gov.ua/en/embassy/contacts> to find the closest consular office and to confirm how to obtain a passport.

Yemen

Visit www.yemenembassy.org for information about Yemen consulate services. The embassy is located at:

Embassy of the Republic of Yemen
2319 Wyoming Ave NW, Washington, DC 20008
(202) 965-4760
Monday – Friday: 9:00 a.m. – 5:00 p.m.
Consular section open Monday – Friday: 10:00 a.m. – 1:00 p.m.
Emergency Contact: (202) 717-1066
Information@yemenembassy.org



APPLICATION FOR A U.S. PASSPORT

Please Print Legibly Using Black Ink Only

OMB CONTROL NO. 1405-0004
OMB EXPIRATION DATE: 08-31-2010
ESTIMATED BURDEN: 85 MIN

Attention: Read WARNING on page 1 of instructions
Please select the document(s) for which you are applying:

☐ U.S. Passport Book ☐ U.S. Passport Card ☐ Both
The U.S. passport card is not valid for international air travel. For more information see page 1 of instructions.

☐ Regular Book (Standard) ☐ Large Book (Non-Standard)
Note: The large book option is for those who frequently travel abroad during the passport validity period, and is recommended for applicants who have previously required the addition of visa pages.

1. Name Last
First Middle
2. Date of Birth (mm/dd/yyyy) 3. Sex M F 4. Place of Birth (City & State if in the U.S., or City & Country as it is presently known.)
5. Social Security Number 6. Email (info alerts offered at travel.state.gov) 7. Primary Contact Phone Number
8. Mailing Address: Line 1: Street/RFD#, P.O. Box, or URB.
Address Line 2: Clearly label Apartment, Company, Suite, Unit, Building, Floor, In Care Of or Attention if applicable. (e.g., In Care Of - Jane Doe, Apt # 100)
City State Zip Code Country, if outside the United States
9. List all other names you have used: (Examples: Birth Name, Maiden, Previous Marriage, Legal Name Change. Attach additional pages if needed)
A. B.
STOP! CONTINUE TO PAGE 2
DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY AUTHORIZED AGENT
Identifying Documents - Applicant or Mother/Father/Parent on Second Signature Line (If identifying minor)
☐ Driver's License ☐ State issued ID Card ☐ Passport ☐ Military ☐ Other _____
Name _____
Issue Date (mm/dd/yyyy) _____ Exp. Date (mm/dd/yyyy) _____ State of Issuance _____
ID No. _____ Country of Issuance _____
Identifying Documents - Applicant or Mother/Father/Parent on Third Signature Line (If identifying minor)
☐ Driver's License ☐ State issued ID Card ☐ Passport ☐ Military ☐ Other _____
Name _____
Issue Date (mm/dd/yyyy) _____ Exp. Date (mm/dd/yyyy) _____ State of Issuance _____
ID No. _____ Country of Issuance _____
I declare under penalty of perjury all of the following: 1) I am a citizen or non-citizen national of the United States and have not, since acquiring U.S. citizenship or nationality, performed any of the acts listed under "Acts or Conditions" on page four of the instructions of this application (unless explanatory statement is attached); 2) the statements made on the application are true and correct; 3) I have not knowingly and willfully made false statements or included false documents in support of this application; 4) the photograph attached to this application is a genuine, current photograph of me; and 5) I have read and understood the warning on page one of the instructions to the application form.
Name of courier company (if applicable) _____ Facility ID Number _____
Facility Name/Location _____ Agent ID Number _____
Signature of person authorized to accept applications _____ Date _____
For Issuing Office Only: Bk _____ Card _____ EF _____ Postage _____ Execution _____ Other _____
X _____ Applicant's Legal Signature - age 18 and older
X _____ Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)
X _____ Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)
* DS 11 C 09 2013 1 *

DS-11 06-2016

Page 1 of 2

LEGAL COUNSEL FOR YOUTH AND CHILDREN

P.O. BOX 16083
Seattle WA 98116
206-494-0323

Name of Applicant (Last, First, & Middle)				Date of Birth (mm/dd/yyyy)			
10. Parental Information				Last Name (at Parent's Birth)			
Mother/Father/Parent - First & Middle Name							
Date of Birth (mm/dd/yyyy)		Place of Birth		Sex		U.S. Citizen?	
				<input type="checkbox"/> Male <input type="checkbox"/> Yes <input type="checkbox"/> Female <input type="checkbox"/> No			
Mother/Father/Parent - First & Middle Name				Last Name (at Parent's Birth)			
Date of Birth (mm/dd/yyyy)		Place of Birth		Sex		U.S. Citizen?	
				<input type="checkbox"/> Male <input type="checkbox"/> Yes <input type="checkbox"/> Female <input type="checkbox"/> No			
11. Have you ever been married? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete the remaining items in #11.							
Full Name of Current Spouse or Most Recent Spouse				Date of Birth (mm/dd/yyyy)		Place of Birth	
U.S. Citizen?		Date of Marriage		Have you ever been widowed or divorced?		Widow/Divorce Date	
<input type="checkbox"/> Yes <input type="checkbox"/> No		(mm/dd/yyyy)		<input type="checkbox"/> Yes <input type="checkbox"/> No		(mm/dd/yyyy)	
12. Additional Contact Phone Number				13. Occupation (If age 16 or older)		14. Employer or School (If applicable)	
15. Height		16. Hair Color		17. Eye Color		18. Travel Plans	
						Departure Date (mm/dd/yyyy) Return Date (mm/dd/yyyy) Countries to be Visited	
19. Permanent Address - If P.O. Box is listed under Mailing Address or if residence is different from Mailing Address.							
Street/RFD # or URB (No P.O. Box)						Apartment/Unit	
City						State Zip Code	
20. Emergency Contact - Provide the information of a person not traveling with you to be contacted in the event of an emergency.							
Name		Address: Street/RFD # or P.O. Box				Apartment/Unit	
City		State		Zip Code		Phone Number Relationship	
21. Have you ever applied for or been issued a U.S. Passport Book or Passport Card? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete the remaining items in #21.							
Name as printed on your most recent passport book				Most recent passport book number		Most recent passport book issue date (mm/dd/yyyy)	
Status of your most recent passport book: <input type="checkbox"/> Submitting with application <input type="checkbox"/> Stolen <input type="checkbox"/> Lost <input type="checkbox"/> In my possession (if expired)							
Name as printed on your most recent passport card				Most recent passport card number		Most recent passport card issue date (mm/dd/yyyy)	
Status of your most recent passport card: <input type="checkbox"/> Submitting with application <input type="checkbox"/> Stolen <input type="checkbox"/> Lost <input type="checkbox"/> In my possession (if expired)							
PLEASE DO NOT WRITE BELOW THIS LINE - FOR ISSUING OFFICE ONLY							
Name as it appears on citizenship evidence							
<input type="checkbox"/> Birth Certificate <input type="checkbox"/> SR <input type="checkbox"/> CR <input type="checkbox"/> City Filed: Issued:							
<input type="checkbox"/> Nat. / Citiz. Cert. USCIS USDO Date/Place Acquired: A#							
<input type="checkbox"/> Report of Birth Filed/Place:							
<input type="checkbox"/> Passport C/R S/R Per PIERS #/DOI:							
<input type="checkbox"/> Other:							
<input type="checkbox"/> Attached:							
<input type="checkbox"/> P/O of Citiz <input type="checkbox"/> P/O of ID <input type="checkbox"/> DS-71 <input type="checkbox"/> DS-3053 <input type="checkbox"/> DS-64 <input type="checkbox"/> DS-5520 <input type="checkbox"/> DS-5525 <input type="checkbox"/> PAW <input type="checkbox"/> NPIC <input type="checkbox"/> IRL <input type="checkbox"/> Citiz W/G							
<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <div style="display: flex; justify-content: space-around; font-weight: bold;"> DS11C0920132 </div>							

Other Resources

- <http://www.lcycwa.com/>
- www.washingtonlawhelp.org
- <https://www.nwirp.org/>
- <http://colectivalegal.org/>
- <https://www.womensrefugeecommission.org/rights/resources/1022-detained-or-deported-parental-toolkit-english-interactive>
- <https://www.ilrc.org/family-preparedness-plan>
- <http://www.tnimmigrant.org/>
- <http://consejonew.consejocounseling.org/>
- <http://seamar.org/>