TEACHING, INTERPRETING,
& CHANGING LAW SINCE 1979

RESOURCE TOOLKIT

STEP-BY-STEP FAMILY PREPAREDNESS PLAN

How immigrant families can more proactively prepare for immigration emergencies

FEBRUARY 2026

Every family should have a family preparedness plan in case of an emergency. It is equally critical for immigrant families to think ahead and set more concrete plans for immigration-related emergencies that may arise. To assist in this, we've created this toolkit that goes into detail about different childcare options available in case of an absent parent, how to find trusted immigration services in your community, and how to prepare to assert your constitutional rights in the presence of an immigration officer. For more immigration community resources, visit **ilrc.me/resources**.

PART I: MAKE A CHILDCARE PLAN

CHOOSE A BACK-UP CAREGIVER

The adult you choose to serve as your child's back-up caregiver should be someone you and your child trust. It is important to discuss your expectations with that person in advance, including whether you anticipate that it would be a short-term or long-term arrangement, and who would cover the costs of caring for your child.

DECIDE WHAT KIND OF A CHILD CARE PLAN YOU WANT TO PUT IN PLACE

There are various ways to plan for another adult to care for your child if you are unable to do so. Some of the options, especially for California are:

1. **Verbal Agreement:** The most informal arrangement is to let your back-up caregiver know your wishes for your child and to **verbally agree with them that they will carry out your wishes to care for your child if you cannot.** The benefit of

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a verbal agreement is that it is informal and easy - you do not need to complete any forms or legal documents, and such an agreement will not affect your parental rights. Although you do not need to complete any legal documents, it is still a good idea to write down who you have chosen as your back-up caregiver and keep that in your file of important documents (see Addendums). The downside of this informal arrangement is that your chosen caregiver will not have legal authority to make medical or school-related decisions on behalf of your child, which would be problematic if you were unable to care for your child for an extended period of time. A parent or guardian can write a letter authorizing another adult caring for the child to consent to medical or dental treatment for the child, but we suggest checking with the specific medical provider to see what they require.

2. **Caregiver's Authorization Affidavit ("CAA"):** The next option in **California** is to not only get your back-up caregiver's verbal agreement to care for your child in the event you are unable to, but to have that adult complete a **Caregiver's Authorization Affidavit ("CAA")**, which allows them to make certain school and medical decisions on behalf of your child. The benefit of this approach is that the CAA is a simple form to complete that can be given to your child's school or health care provider so that your chosen caregiver can make certain decisions for the child, and it does not affect your parental rights (you still have custody and control of your child). Because the CAA was created by state law, schools and medical providers must accept it. Instructions for completing the CAA, answers to common questions, and a form you can use are included in Part IV of this toolkit. **Please note: The included Caregiver's Authorization Affidavit can only be used in California.**

3. **Nominating a Back-up Caregiver to be Appointed Your Child's Guardian or Joint Guardian if Necessary.** The most formal arrangement for a caregiver is to **have a court appoint a guardian for your child.** A guardianship is traditionally

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a legal process in which a non-parent files a petition with the Probate Court to ask for legal custody of a child. In California, there are now two options for guardianship: a traditional guardianship and a joint guardianship. For either type of guardianship, the only action you need to take now is to complete a form to nominate your back-up caregiver to be appointed as your child's guardian or joint guardian.

Traditional Guardianship: In a traditional guardianship, once a guardian has been appointed by a California Probate Court, that person has full legal and physical custody of your child, meaning they can make decisions on behalf of your child. **When a guardian is appointed, this does not terminate parental rights, but it does suspend them while the guardianship is in place.** One drawback of a traditional guardianship is that if you as a parent file a petition to terminate the guardianship because it is no longer needed, it is up to the Judge to decide whether the guardianship should be terminated and what the best option is for your child (not you).

Joint Guardianship: Under a new California law that went into effect on January 1, 2026, it is also possible to nominate your back-up caregiver to be appointed as a joint guardian with you if necessary. In a joint guardianship, a parent and non-parent can share custody of a child and each one will have the ability to make decisions for the child. This type of joint guardianship is available if you as the parent are temporarily unavailable for one of several reasons, including an immigration-related reason. A benefit of this new joint guardianship is that if you as a parent file a petition to terminate the guardianship because it is no longer needed, there will be a presumption that termination is in the child's best interest. This presumption does not exist in a traditional guardianship. Another benefit to the joint guardianship process is that all records and documents in the proceedings are confidential under state law.

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Keep in mind that in California you cannot grant another person legal guardianship of your child informally or through a power of attorney - only a state court can do that. However, you can prepare a Form GC-211 to nominate a specific person to be the guardian of your child. The court will consider Form GC-211 and give it "due weight" if and when a guardianship petition is filed (whether a traditional or joint guardianship). You can also make the nomination conditional upon your detention and/or deportation by completing an attachment to the Form GC-211 that specifies when the nomination will be effective. If you plan for your back-up caregiver to pursue a joint guardianship, you must list on Form GC-211 the circumstances in which your nomination of guardianship would go into effect, for example, ICE detention or deportation. Nominating someone else to have legal custody of your child is a serious decision. Please connect with a trusted legal services provider to get more information.

A NOTE ON POWER OF ATTORNEY

A power of attorney is a written document that you can sign to grant another person the authority to act on your behalf in specified ways. For ex., a power of attorney may be used to designate another person to handle your finances, make business decisions, use your money to pay your rent or mortgage, use your money to provide for your child, and similar actions. **In California, we do not recommend that a power of attorney be used to designate another person to care for your child.** While a power of attorney may be a good option in other states, in California, it cannot be used to transfer custody of your children to another person (only a state court can do that).

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

Make sure to write down any medical conditions or allergies your child has, any medications that your child takes, as well as doctor and health insurance information.

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Keep a copy of this information in your important documents file. Give a copy to your child's school and the adult you designate to care for your child. Let your child know where to find this information if you are not around.

MAKE SURE YOUR CHILDREN ALL HAVE PASSPORTS

If your child was born in the United States, visit **www.travel.state.gov** for more information on obtaining a U.S. passport. If your child was born in a different country, check with the embassy or consulate for more information on obtaining a passport.

UPDATE EMERGENCY CONTACTS AT SCHOOL

Ensure that you have updated your emergency contacts at schools and other childcare providers. If you are unable to pick up your child, the school must exhaust emergency contacts before contacting child welfare.

INFORM YOUR FAMILY AND EMERGENCY CONTACTS ABOUT HOW TO FIND YOU IF YOU ARE DETAINED BY ICE

Family members can use the ICE detainee locator: **https://locator.ice.gov/odls/#/search** to find someone in ICE custody. Be sure your family and emergency contacts have a copy of your A-Number (your registration number found on your immigration documents from ICE), if you have one.

TALK TO YOUR FAMILY 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, even for a short time. Let them know who will care for them until you can.

PART II: FIND OUT ABOUT YOUR IMMIGRATION OPTIONS

WHERE TO FIND A TRUSTED LEGAL SERVICES PROVIDER IN YOUR AREA

Getting a proper legal consultation from a trusted expert is crucial in family preparedness planning since they can better determine if you are currently eligible

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for any immigration benefit. The Immigration Advocates Network National Immigration Legal Services Directory lists nonprofit organizations that provide free or low-cost immigration legal services: **ilrc.me/findhelp**

UNDERSTAND WHO CAN GIVE IMMIGRATION ADVICE

The best way to avoid fraud in legal representation is to look for legal services providers that meet certain requirements. This can be hard if you are unsure of where to begin the search or what kinds of duties a legal representative traditionally provides for their clients. **There are two categories of people who can give legal advice in an immigration case:**

- **Attorneys:** To practice immigration law, which is federal law, an attorney can be licensed in any state but must have a valid license and be 'in good standing' with the bar association. Attorneys can give legal advice, help file immigration petitions and requests, and represent individuals in court proceedings before an immigration judge. You can verify an attorney's credentials with the state bar in the state where they are licensed. The Department of Justice also keeps a list of attorneys who are no longer able to practice: **https://www.justice.gov/eoir/list-of-currently-disciplined-practitioners**.
- **Department of Justice (DOJ) accredited representatives:** A DOJ accredited representative is a non-attorney who has been certified by the DOJ to work on immigration matters. The person must be affiliated with a non-profit that is recognized by the DOJ. An accredited representative can give legal advice, file immigration applications, and, if fully accredited, represent clients in immigration proceedings.

WHAT TO EXPECT FROM A LEGAL REPRESENTATIVE

A legal services provider has the duty of representing each client to the best of their abilities. **These are some best practices you should expect from a legal services provider:**

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- **Sign a contract:** You should be provided with a written contract which outlines the services to be provided and what fee (if any) will be charged.
- **Be informed about your case:** A legal services provider should keep you informed about the progress and status of your case. They should explain the immigration benefit you qualify for, the application process, and answer any questions you have.
- **Copies of all documents:** A legal services provider should give you a copy of all documents submitted on your behalf as well as copies of any receipt notices sent by the government. They should never refuse to give you a copy of these documents or your file. In most cases, an attorney should not charge you to get a copy of your file unless you agreed to pay for photocopies in your original agreement.

PART III: KNOW YOUR RIGHTS

Everyone - both documented and undocumented persons - 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) or if immigration officials (ICE) come to your house.

ICE AT YOUR DOOR. WHAT DO YOU DO?

- **You have the right to not open the door for ICE or any police officer 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 and correct name and address on it.
- You can ask ICE to slide the search warrant under the door or show it through a window. Make sure the warrant is signed by a judge and has your address on it.
- If ICE or the police do not have this, then you do not have to open the door. **Once you open the door, you lose certain rights.**

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Keep a Know Your Rights red card on you and by your door at all times. The red card explains your rights, and you can use it to notify ICE that you know your rights and are exercising your rights. The red card also explains that you do not have to open the door just because ICE knocks, you can slide it under the door to ICE, show it to ICE, or read the English side of the card to ICE. You can use a red card if you interact with ICE on the street or if ICE comes to your home. Have your children and other family members practice showing it or sliding it under the door. You can find print-at-home red cards in multiple languages at **ilrc.org/redcards**.

TALKING TO ICE. WHAT DO YOU DO?

- **You have the right to remain silent and can refuse to answer ICE's questions.** You can say you are exercising your right to remain silent and ask to speak with a lawyer. If ICE stops you on the street, you can also ask them if you are free to go. **You do not have to answer any questions**, especially about your birthplace, immigration status, or how you entered the United States. **You are not required to give them any personal information about yourself or anyone in your family.** Have your children and others in your family and household practice saying "No" to ICE. Immigration agents may be persistent and attempt to intimidate you, but your rights are protected by law.

> **NOTE**
>
> ***IF YOU ENCOUNTER ICE, REMAIN CALM AND DO NOT TRY TO RUN AWAY. IF YOU DO, ICE OR THE POLICE MAY USE THAT AGAINST YOU.***

- **You have the right to refuse to sign anything before you talk to a lawyer.** You do not have to sign anything you do not understand and agree with. Doing so could eliminate your right to speak with a lawyer or have a hearing in front of an immigration judge. This may result in you being deported immediately without a hearing. If you wish to remain in the United States, ask to go before the immigration judge.

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- **You have the right to speak to a lawyer and the right to make a phone call.** Make sure to memorize or carry the phone numbers of the person you will call in an emergency. Ideally, this person would be someone who can put your plans and wishes into place, call your immigration attorney, and access your important documents.

DOCUMENTS YOU SHOULD AND SHOULD NOT CARRY WITH YOU:

- Carry a red card to exercise your right to remain silent in case you are stopped or interrogated by ICE or police officers.
- You can carry a municipal ID, state 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 of origin. If you have lawful status, you can carry a valid work permit or green card. Ask a local immigration advocate about what kind of documents are safe to carry in your area.
- Carry the telephone number of someone who can put your plans and wishes into place, call your immigration attorney, and access your important documents in an emergency.
- Do not carry any documentation about your country of origin.
- Do not carry any false identity documents or false immigration documents.

OTHER RESOURCES

Your Country's Consulate: Have the contact information for your country's nearest consulate. Many consulates have an emergency number for cases where you need immediate assistance. Have that number written down in case ICE detains you.

Know Your Rights Materials and Other Resources: There are many resources available to teach you about your rights. Below are just a few places to start looking if you want to learn more about immigration law:

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- **Immigrant Legal Resource Center (ILRC):**
  - **ilrc.me/resources** for Community Explainers
  - **ilrc.me/protect** for our Know Your Rights Toolkit
- **Informed Immigrant: informedimmigrant.com**
- **National Immigration Law Center (NILC): nilc.org**
- **Immigrants Rising: immigrantsrising.org**

PART IV: ADDENDUMS

CAREGIVER'S AUTHORIZATION AFFIDAVIT (CAA) INSTRUCTIONS

Please note: the Caregiver's Authorization Affidavit is for use **in California only.**

WHO COMPLETES AND SIGNS THE CAREGIVER'S AUTHORIZATION AFFIDAVIT (CAA)?

The person who will be acting as your child's caretaker completes and signs the CAA. **The parent does not need to sign the CAA.** However, the parent can cancel it at any time and can override medical decisions made by the caregiver. It is a good idea to have the person you want to care for your child fill out the CAA in advance, but they should not sign or date it unless or until they need to use it.

USING THE CAA, WHO CAN SERVE AS A CAREGIVER?

Any person, relative or non-relative, who is 18 years of age or older who completes the CAA may serve as a caregiver.

WHAT CAN THE CAA BE USED FOR?

If the CAA is completed by a **non-relative**, it will allow that person to enroll your child in school and to consent to school-related medical treatment. School-related medical treatment includes immunizations, physical exams, and medical exams conducted in school required for school enrollment or school-related extracurricular activities.

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If the CAA is completed by a **relative** (including a grandparent, aunt, uncle, cousin, or other person who meets the definition of a "relative" of the minor), it will allow that person to enroll your child in school, consent to school-related medical treatment, and consent to most other forms of medical and dental care for your child.

DOES MY CHILD HAVE TO LIVE WITH THE CAREGIVER FOR THE CAA TO BE VALID?

Yes, your child needs to live with the caregiver. If your child stops living with the caregiver, the caregiver must notify any school, health care provider, or health care service plan that has been given the CAA. The CAA is invalid after the school, health care provider, or health care service plan receives notice that your child is no longer living with the caregiver.

DOES THE CAA NEED TO BE NOTARIZED?

No, the CAA does not need to be notarized. There have been reports that some schools want a notarized copy of the CAA, but that is not required by law. As of January 1, 2026, the CAA must contain a warning to schools and health care providers that a seal or signature from a court is not required, nor is the form required to be notarized. **Also, remember that only the caregiver, and not the parent(s), signs the CAA.**

SHOULD I GIVE THE CAA TO MY CHILD'S SCHOOL AND MEDICAL PROVIDERS NOW AND ASK THEM TO KEEP IT ON FILE?

No, the CAA should not be given to your child's school or medical providers unless and until your child is living with the caretaker, and the parent is unavailable to make school and medical decisions for your child.

DOES THE CAA EXPIRE?

No, it does not expire. However, if any of the information on the form changes, the caregiver will need to complete a new form. Also, there is a new version of the form as of January 1, 2026, so if you have an older version, be sure to prepare an updated copy.

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IF I WOULD LIKE TO HAVE SOMEONE COMPLETE A CAA SO THEY CAN MAKE CERTAIN DECISIONS FOR MY CHILDREN IN MY ABSENCE, WHAT STEPS SHOULD I TAKE?

First, you should identify the person who you would like to serve as your child's caretaker. Next, you should discuss with that person what the CAA does (it gives them power to make certain school and medical decisions on behalf of your child), and does not do (it does not give them legal custody of your child, guardianship over your child, or access to any of your financial resources to care for your child).

Finally, you should have that person complete a CAA, but they should wait to sign and date it until it becomes necessary to use it. The caregiver should keep the CAA in a safe place, and you should also keep a copy of it in your file of important documents in case the caregiver cannot locate theirs when it becomes necessary.

CAN A CAREGIVER USE THE CAA TO COORDINATE MY CHILD'S TRAVEL TO MY HOME COUNTRY IN THE EVENT I AM DEPORTED AND DECIDE TO HAVE MY CHILDREN ACCOMPANY ME TO MY HOME COUNTRY?

No, the CAA only allows the caregiver to make decisions related to school and medical issues for your child, in California. Consult your home country's embassy or consulate for information about facilitating your child's travel to your home country if you will not accompany the child.

MUST MY CHILD'S CAREGIVER HAVE IMMIGRATION STATUS IN THE UNITED STATES?

No. Ideally though, the person you authorize to be your child's caregiver would not also be at risk for detention or deportation. The person should be someone with a California driver's license or identification card (ID) or government-issued consular card. If they do not have a California driver's license or ID or consular ID, they should be ready to provide another form of identification such as a social security number or Medi-Cal number.

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CAREGIVER'S AUTHORIZATION AFFIDAVIT

Use of this affidavit is authorized by Part 1.5 (commencing with Section 6550) of Division 11 of the California Family Code.

Instructions: Completion of items 1–4 and the signing of the affidavit is sufficient to authorize enrollment of a minor in school and authorize school-related medical care. Completion of items 5 through 8 is additionally required to authorize any other medical care. **Only complete items 5 through 8 if you are related to the child.** Type or print clearly.

The minor named below lives in my (the caregiver's) home and I am 18 years of age or older.

1. **Name of minor:** _____
2. **Minor's birth date:** _____
3. **My name (adult giving authorization):** _____
4. **My home address:** _____
5. [ ] I am a relative of the child (see back of this form for definition of "relative").
6. **Check one or both (for example, if one parent was advised and the other cannot be located):**
   [ ] I have advised the parent(s) or other person(s) having legal custody of the minor of my intent to authorize medical care, and have received no objection.
   [ ] I am unable to contact the parent(s) or other person(s) having legal custody of the minor at this time, to notify them of my intended authorization.
7. **My date of birth:** _____
8. **My California driver's license or identification card number or government-issued consular card number:** _____

WARNING TO CAREGIVER: DO NOT SIGN THIS FORM IF ANY OF THE STATEMENTS ABOVE ARE INCORRECT, OR YOU WILL BE COMMITTING A CRIME PUNISHABLE BY FINE, IMPRISONMENT, OR BOTH.

WARNING TO LOCAL EDUCATIONAL AGENCIES AND HEALTH CARE SERVICE PROVIDERS: A SEAL OR SIGNATURE FROM A COURT IS NOT REQUIRED. THIS FORM IS NOT REQUIRED TO BE NOTARIZED.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated: _____ **Signed:** _____

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NOTICES

1. *THIS DECLARATION DOES NOT AFFECT THE RIGHTS OF THE MINOR'S PARENTS OR LEGAL GUARDIAN REGARDING THE CARE, CUSTODY, AND CONTROL OF THE MINOR, AND DOES NOT MEAN THAT THE CAREGIVER HAS LEGAL CUSTODY OF THE MINOR.*

2. *A PERSON WHO RELIES ON THIS AFFIDAVIT HAS NO OBLIGATION TO MAKE ANY FURTHER INQUIRY OR INVESTIGATION.*

ADDITIONAL INFORMATION:

TO CAREGIVERS:

1. *"RELATIVE," FOR PURPOSES OF ITEM 5, MEANS AN ADULT WHO IS RELATED TO THE CHILD BY BLOOD, ADOPTION, OR AFFINITY WITHIN THE FIFTH DEGREE OF KINSHIP, INCLUDING STEPPARENTS, STEPSIBLINGS, AND ALL RELATIVES WHOSE STATUS IS PRECEDED BY THE WORDS "GREAT," "GREAT-GREAT," OR "GRAND," OR THE SPOUSE OF ANY OF THESE PERSONS EVEN IF THE MARRIAGE WAS TERMINATED BY DEATH OR DISSOLUTION.*

2. *THE LAW MAY REQUIRE YOU, IF YOU ARE NOT A RELATIVE OR A CURRENTLY LICENSED, CERTIFIED, OR APPROVED FOSTER PARENT, TO OBTAIN RESOURCE FAMILY APPROVAL PURSUANT TO SECTION 1517 OF THE HEALTH AND SAFETY CODE OR SECTION 16519.5 OF THE WELFARE AND INSTITUTIONS CODE IN ORDER TO CARE FOR A MINOR. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR LOCAL DEPARTMENT OF SOCIAL SERVICES.*

3. *IF THE MINOR STOPS LIVING WITH YOU, THE AFFIDAVIT IS NO LONGER VALID. YOU ARE REQUIRED TO NOTIFY ANY SCHOOL, HEALTH CARE PROVIDER, OR HEALTH CARE SERVICE PLAN TO WHICH YOU HAVE GIVEN THIS AFFIDAVIT THAT THE MINOR IS NO LONGER LIVING WITH YOU AND THAT, AS A RESULT, THE AFFIDAVIT IS NO LONGER VALID.*

4. *IF YOU DO NOT HAVE THE INFORMATION REQUESTED IN ITEM 8 (CALIFORNIA DRIVER'S LICENSE OR I.D., OR GOVERNMENT-ISSUED CONSULAR CARD), PROVIDE ANOTHER FORM OF IDENTIFICATION SUCH AS YOUR SOCIAL SECURITY NUMBER OR MEDI-CAL NUMBER.*

TO SCHOOL OFFICIALS:

1. *SECTION 48204 OF THE EDUCATION CODE PROVIDES THAT THIS AFFIDAVIT CONSTITUTES A SUFFICIENT BASIS FOR A DETERMINATION OF RESIDENCY OF THE MINOR, WITHOUT THE REQUIREMENT OF A GUARDIANSHIP OR OTHER CUSTODY ORDER, UNLESS THE SCHOOL DISTRICT DETERMINES FROM ACTUAL FACTS THAT THE MINOR IS NOT LIVING WITH THE CAREGIVER.*

2. *THE SCHOOL DISTRICT MAY REQUIRE ADDITIONAL REASONABLE EVIDENCE THAT THE CAREGIVER LIVES AT THE ADDRESS PROVIDED IN ITEM 4.*

3. *A SEAL OR SIGNATURE OF THE COURT IS NOT REQUIRED. THIS FORM IS NOT REQUIRED TO BE NOTARIZED.*

TO HEALTH CARE PROVIDERS AND HEALTH CARE SERVICE PLANS:

1. *WHEN SIGNED BY A RELATIVE, THIS AFFIDAVIT SHALL CONFER THE SAME RIGHTS TO AUTHORIZE MEDICAL CARE*

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AND DENTAL CARE FOR THE MINOR THAT ARE GIVEN TO GUARDIANS UNDER SECTION 2353 OF THE PROBATE CODE. THE MEDICAL CARE AUTHORIZED BY A RELATIVE CAREGIVER MAY INCLUDE MENTAL HEALTH TREATMENT SUBJECT TO THE LIMITATIONS OF SECTION 2356 OF THE PROBATE CODE.

2. *A HEALTH CARE SERVICE PROVIDER WHO ACTS IN GOOD FAITH RELIANCE UPON A CAREGIVER'S AUTHORIZATION AFFIDAVIT TO PROVIDE MEDICAL OR DENTAL CARE, WITHOUT ACTUAL KNOWLEDGE OF FACTS CONTRARY TO THOSE STATED ON THE AFFIDAVIT, IS NOT SUBJECT TO CRIMINAL LIABILITY OR TO CIVIL LIABILITY TO ANY PERSON, AND IS NOT SUBJECT TO PROFESSIONAL DISCIPLINARY ACTION, FOR THAT RELIANCE IF THE APPLICABLE PORTIONS OF THE FORM ARE COMPLETED. A SEAL OR SIGNATURE OF THE COURT IS NOT REQUIRED. THIS FORM IS NOT REQUIRED TO BE NOTARIZED.*

3. *THIS AFFIDAVIT DOES NOT CONFER DEPENDENCY FOR HEALTH CARE COVERAGE PURPOSES*

IMPORTANT CHILDREN'S INFORMATION

Keep this information so those you designate to care for your children in your absence have all of the information they need. Complete, save, and print a copy per child in your household.

Child's Name:	
Date of Birth:	
Child's Cell Phone Number (if applicable):	
School Name:	
School Address:	
School Phone Number:	
Teacher's Name:	
Teacher's Phone Number and/or Email (if applicable):	
Classroom Number:	
Afterschool Program (if applicable):	
Afterschool Program Phone Number (if applicable):	
Other Camp/Sports/Program:	
Other Camp/Sports/Program Phone Number (if applicable):	
Allergies:	
Medical Conditions:	
Medications:	
Doctor's Phone Number:	
Doctor's Address:	
Health Insurance Info:	

THIS FILLABLE DOCUMENT CAN BE COMPLETED DIGITALLY VIA PDF VIEWER/EDITOR OR PRINTED AND COMPLETED WITH BLUE/BLACK INK.

EMERGENCY NUMBERS AND IMPORTANT CONTACT INFORMATION

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

EMERGENCY NUMBERS	
Immediate Emergency	911
Police Department	
Fire Department	
Poison Control	
FAMILY CONTACTS	
Mother/Parent/Guardian	
Home Phone	
Cell/Mobile Phone	
Work Address	
Work Phone	
Father/Parent/Guardian	
Home Phone	
Cell/Mobile Phone	
Work Address	
Work Phone	
Other Emergency Contact and Relationship	
Cell/Mobile Phone	
Other Emergency Contact and Relationship	
Cell/Mobile Phone	
Other Emergency Contact and Relationship	
Cell/Mobile Phone	

MISCELLANEOUS CONTACTS	
Doctor	
Phone Number	
Health Insurance Company	
Policy Number	
Pediatrician	
Phone Number	
Health Insurance Company	
Policy Number	
Dentist	
Phone Number	
Dental Insurance Company	
Policy Number	
Consulate	
Address	
Phone Number	
Attorney/Nonprofit Legal Services Provider	
Address	
Phone Number	
Church/Temple/Mosque/Place of Worship	
Address	
Phone Number	

FILE OF IMPORTANT DOCUMENTS

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

[ ] PASSPORTS

[ ] BIRTH CERTIFICATES

[ ] MARRIAGE LICENSE (IF APPLICABLE)

[ ] CAREGIVER'S AUTHORIZATION AFFIDAVIT AND/OR FORM GC-211 "NOMINATION OF GUARDIAN," AS APPLICABLE

[ ] A WRITTEN RECORD STATING WHO YOU HAVE CHOSEN AS BACK-UP CAREGIVER, AND ANY AGREEMENTS YOU MADE WITH THEM

[ ] ANY RESTRAINING ORDERS YOU MAY HAVE AGAINST ANYONE (IF APPLICABLE)

[ ] A-NUMBER AND ANY IMMIGRATION DOCUMENTS (WORK PERMIT, GREEN CARD, VISA, ETC.)

[ ] DOCUMENTS DEMONSTRATING YOUR RESIDENCE IN THE UNITED STATES AND AMOUNT OF TIME YOU HAVE BEEN PHYSICALLY PRESENT IN THE UNITED STATES

[ ] 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

[ ] ANY OTHER DOCUMENTS YOU WOULD WANT TO BE ABLE TO FIND QUICKLY