



# PREPAREDNESS CHECKLIST

## LIST OF IMPORTANT DOCUMENTS AND INFORMATION

This list of documents will help prepare immigrant families before a crisis such as detention or deportation occurs. This list can also serve other purposes such as medical emergencies, sudden death, and/or other life emergencies. Preparing rather than attempting to get all the documents together when the emergency strikes is important.

### MEDICAL INFORMATION

- Copies of immunization cards
- Medical records
- List of allergies for each family member
- List of medications for each family member
- Doctor's contact information
- Healthcare insurance information
- Medical card information
- Prescriptions
- Needed medical devices and equipment
- Dental records

### SCHOOL INFORMATION

- Emergency card
- Caregiver Authorization Affidavit
- CUMs
- IEPs
- Report cards (all grades)
- Academic Transcripts
- Certificates of any accomplishments or awards
- List of school leadership roles, i.e. PTA, Local School Leadership Council, community organizing, school sports team
- Affidavits (letters of recommendation) from teachers or school staff

Immigration Resources for Educators



Immigration Resources for Students & Families



## PERSONAL INFORMATION AND VALUABLES

### Immigration Related

- A# \_\_\_\_\_ (if applicable)  
The A-Number is a seven- to nine-digit number assigned by USCIS for immigration proceedings and appears on USCIS correspondences
- Phone number of an Immigration Attorney who is already aware of your situation
- Phone number for the Consulate of your country of origin
- Phone number of an Immigration Attorney who is already aware of your situation

### Financial

- Bank Account and/or Electronic Cash Transfer Account Info (e.g. Zelle, Venmo, CashApp, Paypal)

### Church and Community Organizations

- Letters from community leaders testifying to moral character and contributions to the community (i.e. Church leaders, community organizations, etc.)

### Personal Value

- Documents demonstrating your residence in the United States and amount of time you have been physically present in the United States
- Family photos
- Family Heirlooms
- Jewelery
- Emergency cash (in your wallet)
- Thank you cards from others for something caring you did (speaks to moral character)

## LEGAL DOCUMENTS

- Name, phone numbers, and the date of birth of everyone living in the household
- Copies of birth certificates, passports, marriage certificates, and government-issued identification cards and/or driver's licenses for each family member
- Social security cards (if applicable)
- Copy of Title for Property and or Rental Agreement
  - Mortgage statements
  - Receipts for rent payments
- Car registration(s)
- W-2 forms
- Tax documents (if applicable)
  - Individual Taxpayer Identification Number (ITIN)
- Employer letters of recommendation
- Any restraining orders you may have against anyone (if applicable)