



# Family Reunification Application

## How to complete this application

**IMPORTANT:** If you cannot complete these steps within seven (7) days, please tell your Case Manager.

### Step 1

If you have not already done so, you must immediately sign and return the **Authorization for Release of Information** form and a copy of your government issued photo ID to your Case Manager.

If you are required to submit fingerprints, your Case Manager will assist you to schedule an appointment to submit your fingerprints within three (3) days. Contact your Case Manager if you have questions.

### Step 2

Read the **Sponsor Handbook** and the **Sponsor Care Agreement** which includes other important information you need to know about sponsoring a minor in our program.

### Step 3

Complete and sign the **Family Reunification Application** (pages 3-7 in this packet).

### Step 4

Gather the required documents listed on the **Supporting Documents** section (pages 8-10 in this packet).

### Step 5

Submit the **Family Reunification Application** (this application) and the required supporting documents to your Case Manager.

## **Frequently Asked Questions**

### **Can I sponsor my child if I am undocumented?**

Yes. ORR/DUCO prefers to release a child to a parent or legal guardian, regardless of your immigration status.

### **Is there a cost to sponsor a child?**

No. There is no fee to complete the requirements to sponsor a child, however you may be responsible for costs associated with the child's travel and escort.

### **Do I need an attorney to sponsor a child?**

No. You do not need an attorney to complete the requirements to sponsor a child. If you need help completing the requirements, your Case Manager can assist you. If you seek additional assistance, note that there is no fee to complete the requirements to sponsor a child.

### **Why do I have to submit my fingerprints?**

ORR/DUCO requires background checks to ensure the safety of the child. If you are required to submit fingerprints, your Case Manager will assist you to schedule an appointment to submit your fingerprints within three (3) days. Contact your Case Manager if you have questions.

### **What information do I have to provide?**

You must complete the Family Reunification Application and supporting documentation. You must also answer questions from your Case Manager about your household, your relationship with the child, and your ability to care for the physical and mental well-being of the child. You must provide proof of your identity.

### **When do I need to give these documents to my Case Manager?**

You should submit all required information within seven (7) days or earlier, if possible. The sooner you submit all required documents, the sooner ORR will make a decision on releasing the child to your custody. ORR will promptly inform you of a decision on releasing the child to your custody or will notify you if additional information or assessment is required.

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## Office of Refugee Resettlement

### About you - the sponsor - and the minor(s)

#### 1) Name(s) of the minor(s)

List the names of all children you are applying to sponsor


#### 2) Your relationship to the minor(s)

e.g., mother, uncle, family friend


#### 3) Your Name

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#### 4) Other names you have used

List other names you have used, such as your name before you were married or maternal last names (separate with commas)

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#### 5) Your country of origin

Where you were born

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#### 6) Your date of birth

e.g., 12/31/1979

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#### 7) Phone numbers

e.g., 210-555-1234

Primary Phone

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Secondary Phone

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#### 8) Your email address or fax number

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#### 9) Language(s) you speak

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### Adult Who Will Care for the Minor(s) if You Cannot

If you might need to leave the United States or become unable to care for the minor(s), who will care for the minor(s)?

12a) Name of potential adult caregiver

12b) Date of birth of potential adult caregiver

12c) Contact information of potential adult caregiver

Phone Number

Street Address  
(+ apartment number, if applicable)

City

State

Zip code

12d) What is their relationship to the minor(s)?

(grandparent, aunt, sibling over 18 years old, etc.)

12e) What is their relationship to you, the sponsor?

12f) How will the minor(s) be cared for if you leave the United States or become unable to care for them?

## Financial Information

### 13) How will you financially support the minor(s)?

Include all sources and amounts of your income (for example, the amount you are paid each week) as well as explaining any financial support from others who will help financially support the minor(s).

## Health Information

### 14a) Does any person in your household have any serious contagious diseases (TB, AIDS, hepatitis, etc.)?

If so, please explain:

### 14b) Are you aware of any health conditions the minor(s) may have (disabilities, allergies, diseases, etc.)? If so, please explain:

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### Criminal History

If you answer "YES" to either of these questions, you will need to provide more information. See the Supporting Documentation page (page 9 of this packet) for more information.

**15a) Have you or any person in your household ever been charged with or convicted of a crime (other than a minor traffic violation; e.g. speeding, parking ticket, etc.)?**

Yes  No

**15b) Have you or any person in your household ever been investigated for the physical abuse, sexual abuse, neglect, or abandonment of a minor?**

Yes  No

### Sign & Date Your Application

I declare and affirm under penalty of perjury that the information contained in this application is true and accurate to the best of my knowledge.

I attest that all documents I am submitting or copies of those documents are free of error and fraud.

I further attest that I will abide by the care instructions contained in the *Sponsor Care Agreement*.

I will provide for the physical and mental well being of the minor(s). I will also comply with my state's laws regarding the care of this minor including:

- enrolling the minor(s) in school;
- providing medical care when needed;
- protecting the minor(s) from abuse, neglect, and abandonment;
- and any other requirement not herein contained.

**YOUR SIGNATURE**

**DATE**

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### Supporting Documents

Please provide a copy of the following documents below. If you are unable to provide the documents we ask for, please explain why. We may reject your application if any of the required information is missing, incomplete, or inaccurate.

#### 1) Proof of Identity for you and any household members

A copy of a government issued ID. You may present one selection from List A or two or more selections from List B. If you present selections from List B, at least one selection must contain a photograph. Expired documents are acceptable.

List A
U.S. Passport or U.S. Passport Card
Foreign Passport that contains a photograph
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
Employment Authorization Document that contains a photograph (Form I-766)
U.S. Driver's License or Identification Card

List B
U.S. Certificate of Naturalization
U.S. Military Identification Card
Birth Certificate
Marriage certificate
Court order for name change
Foreign national identification card
Consular passport renewal receipt that contains a photograph
Mexican consular identification card
Foreign driver's license that contains a photograph
Foreign voter registration card that contains a photograph
Canadian border crossing card that contains a photograph
Mexican border crossing card that contains a photograph with valid Form I-94
Refugee travel documents that contains a photograph
Other similar government documents



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### 2) Proof of Minor's Identity

A copy of the minor's birth certificate

### 3) Proof of Relationship

Copies of documents to provide proof of a relationship between you and the minor. Expired documents are acceptable.

Your Relationship to the Minor	Acceptable Documents
<b>Parent</b>	<ul style="list-style-type: none"> <li>• Birth certificates</li> <li>• Court records</li> <li>• Parent's government issued photo ID</li> </ul>
<b>Step-Parent</b> You have legally adopted the minor	<ul style="list-style-type: none"> <li>• Birth certificates</li> <li>• Parent's government issued photo ID</li> <li>• Step-Parent's government issued photo ID</li> <li>• Marriage certificate</li> <li>• Court order documents confirming adoption or legal guardianship has been established</li> </ul>
<b>Legal Guardian</b>	<ul style="list-style-type: none"> <li>• Court order documents confirming adoption or legal guardianship has been established</li> <li>• Birth certificates</li> <li>• Legal guardian's government issued photo ID</li> <li>• Guardianship records</li> <li>• Death Certificates</li> <li>• Hospital records</li> </ul>
<b>Family Member</b>	<ul style="list-style-type: none"> <li>• Birth certificates</li> <li>• Trail of familial birth and/or death certificates showing that you and the minor are related</li> <li>• Marriage certificates</li> <li>• Hospital records</li> <li>• Court records</li> <li>• Guardianship records</li> <li>• Baptismal certificate</li> </ul>
<b>You are not related to the minor</b>	Please contact your Case Manager

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### 4) Legal Records (if applicable)

If you answered "YES" to either question 15(a) or 15(b) on this form, please provide us with the following information for each charge/conviction:

- Name of person involved
- Place and date of the incident
- Explanation of the incident
- Disposition of the incident (e.g., charges dropped, fined, imprisoned, probation)
- Copy of court record(s), police record(s), and/or governmental social service agency record(s) related to the incident(s)

### 5) Proof of Address

A copy of at least one form of documentation verifying your current address. Acceptable forms of documentation include:

- Your current lease with your name, dated within the last two months
- Your current mortgage statement with your name, dated within the last two months
- Your bank statement dated within the last two months
- An official payroll check stub issued by your employer, dated within the last two months
- Your valid unexpired State ID with your photograph and your current address
- Mail, preferably a utility bill or insurance statement, addressed to you at your current address, dated within the last two months
- A notarized letter from your landlord confirming your address and containing your name, the date you moved in, the number of bedrooms, and the expiration date of the lease
- Other similar documents reliably indicating that you live at your current address, dated within the last two months