



Family and Individual Emergency Preparedness Plan



What is an Emergency Preparedness Plan and why is it important?

A big part of getting through any emergency is preparing in advance. When you get ready before an emergency happens, you are better able to ensure the safety and well-being of your entire family. Preparing for an emergency means gathering personal and financial documents. It means talking to coworkers, family members, and trusted loved ones to develop a plan that best supports your family.

How do I create an Emergency Preparedness Plan?

This packet has been designed to help you create your “Family and Individual Emergency Preparedness Plan.” It will guide you through:

- Gathering critical information
- Filling out essential documents
- Identifying key people who will support you and your loved ones through an emergency
- Coming up with a plan of action should you experience an emergency

We are here to support you!

Planning for an emergency can feel overwhelming. Know that you are not in this alone. If you need assistance, please call _____ or reach out to a local trusted advocate.

Here's what is included in this packet. As you complete each section please check it off.

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INTRODUCTION

TIPS BEFORE YOU BEGIN

As you work through this packet, you'll be creating your Emergency Preparedness Plan. These tips will help you along the way.



THINGS TO KNOW BEFORE YOU BEGIN

- **This packet should be filled out by a family or household group.** Each individual does NOT need their own packet, but all relevant information should be included for each member of the household.
- You may find that some items in this packet do not apply to you and your family. Only fill out the sections that are relevant to you.
- **It's okay if you don't complete this packet all at once.** It may take a few days or weeks. You may find there are documents you need time to gather or fill out.
- **Help is available in filling out this packet.** If you have questions or need assistance, reach out to a member of [BASIC](#) for help.



AS YOU FILL OUT THIS PACKET

- **Have a binder or folder on hand.** You'll be gathering lots of documents and it will be important to keep them in one place.
- **Have a pencil on hand.** It helps to use a pencil whenever information may change (for example, residence and school information).
- **As you fill out each section and gather each item make sure to check it off the list.** This will help you to keep track of your progress.
- **If there's information that you don't have, that's okay.** Don't let it stop you from working your way through the packet. You can always return to those items later.
- If you are missing an important document, contact the appropriate company or agency to get a copy of the document. And remember, you can always reach out to a trusted agency for help.



AFTER YOU FILL OUT THIS PACKET

- **You now have a centralized record of essential household information whenever you need it.** You'll be more prepared and able to respond to any emergency that may come your way.
- Make sure to put this completed packet and all the information you have gathered in a binder or folder.
- Make sure to review the completed packet with family members and your emergency contact.
- Store your binder or folder (including this packet and all essential documents) in a secure place. Tell your emergency contact and key family members where it is stored.

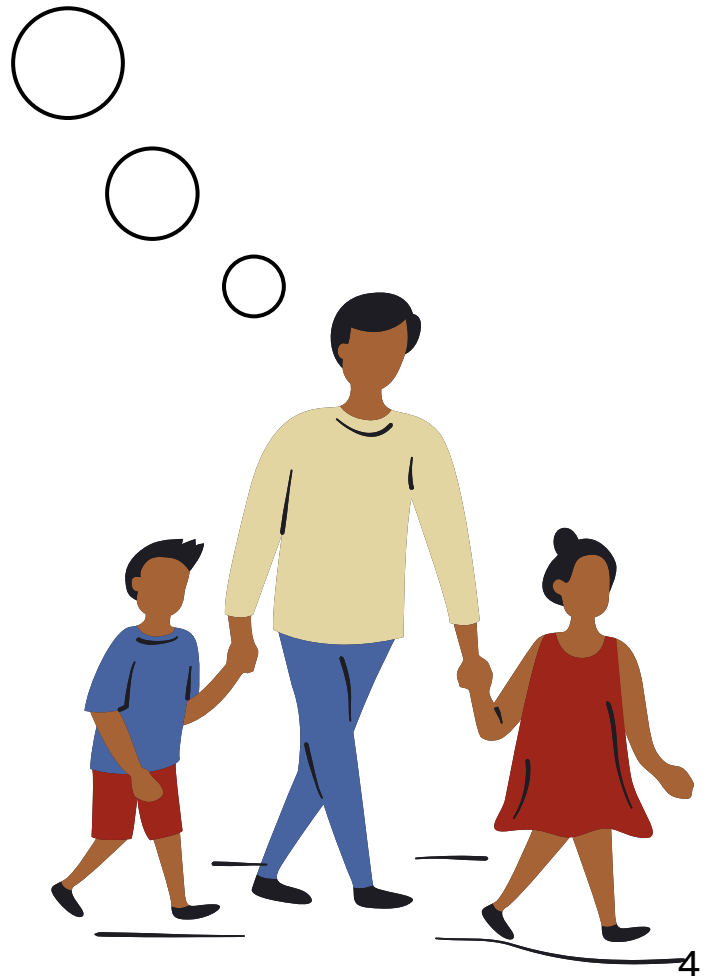


IMPORTANT REMINDER

There may be times you need access to information but are away from your packet. Here's some key information to memorize:

What to memorize to prepare for ANY emergency

- Your emergency contact's phone number
- Your lawyer's number (if you have one)
- The phone number of your Consulate
- Your family members' phone numbers
- Your Alien Registration number (the "A" number on your immigration documents, if you have one)
- The date you entered the United States





SECTION 1

KEY CONTACTS AND SUPPORTS

In this section, you'll write down important contact information. This includes emergency contacts, important household member information, and information on others who support you, including doctors, employers, caregivers, and places of worship.

WHY IS THIS IMPORTANT?

These are the people, places, and things who can help your family in an emergency. By gathering this information, it helps ensure that everyone has up-to-date ways to contact each other and remain connected in an emergency.



IMPORTANT REMINDER

As you go through this section, include relevant documentation for each member of the household.



Emergency Contacts

WHAT IS AN EMERGENCY CONTACT?

A trusted family member, friend, or neighbor who should be notified if something happens to you or your spouse.

RECOMMENDATIONS FOR PICKING AN EMERGENCY CONTACT

This person should be able to answer their phone at any time, be prepared to call additional family and friends, and make emergency arrangements for you.



IMPORTANT REMINDERS

- Make sure to notify your emergency contact that you've chosen them as your emergency contact. Review this packet WITH your emergency contact and make sure they know where your EMERGENCY PLAN is located and ensure they have access to that space.
- Your emergency contact should be someone with a stable immigration status, if possible.
- Make sure you update emergency contact information with outside agencies (school, medical offices, work). You can have more than one emergency contact at each agency.

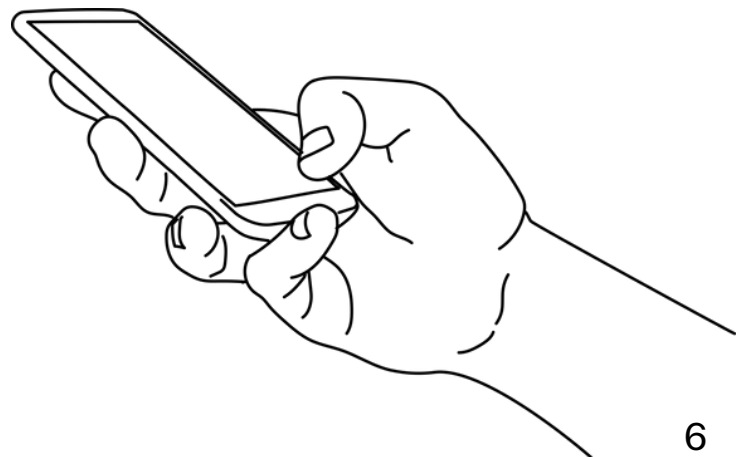
EMERGENCY CONTACTS

Contact #1 Full Name:	Relationship:
Work Phone:	Email:
Home Phone:	Cell Phone:
Emergency Contact for:	

Contact #2 Full Name:	Relationship:
Work Phone:	Email:
Home Phone:	Cell Phone:
Emergency Contact for:	

IMPORTANT REMINDERS

- Program your emergency contact’s number into your phone — label this as “Emergency Contact - (insert name)”
- Make sure to let your emergency contact know where to find this Family and Individual Emergency Preparedness Plan
- Use the next page to leave other key information for your emergency contact



THINGS I WANT MY EMERGENCY CONTACT TO KNOW

MY COPY

If I am detained first step is to call _____

My family's contact number outside of the US is _____ in the country of _____

Include any other notes for your emergency contact here (for example, how to contact family members):



MY EMERGENCY CONTACT'S COPY

Give a copy of this cut-out to your emergency contact.

If I am detained first step is to call _____

My family's contact number outside of the US is _____ in the country of _____

Include any other notes for your emergency contact here (for example, how to contact family members):

[Page is left blank for cutting purposes on the previous page]

OTHER NECESSARY CONTACTS

Attorney/Accredited Representative

Full Name:

Phone Number:



IMPORTANT REMINDERS

- Program your lawyer's number or whoever you will call if detained into your phone and label it as "Immigration Attorney - [insert name]."
- If you do not currently have an attorney but would like to speak with one, please see a list on the next page.

Consulate

Full Name:

Phone Number:

Religious or Community Organization

Full Name:

Phone Number:

Other Important Contacts

Full Name #1:

Phone Number:

Relationship:

Full Name #2:

Phone Number:

Relationship:

BERKSHIRE IMMIGRANT CENTER ATTORNEY REFERRAL LIST

Immigration Attorneys		
Name / Nombre	Contact / Contacto	Case Type / Tipos de Caso
American Immigration Lawyers Association	www.aila.org	Attorneys website
Immigration Law Help	www.immigrationlawhelp.org	List of immigration services by zip code
Heather Benno	240-435-7191	Immigration
Dan Berger	dan@path2papers.org	Immigration (especially employment)
Juan Bravo	401-467-1140 / www.millsandborn.com	Immigration
Khanbabai Immigration Law	508-297-2065 / www.mk-immigration.com	Immigration
Christopher Lavery	617-471-5800 / www.laverylawoffices.com	Immigration
Camila Ransom	774-777-6815	Immigration
Andreia Ribas Precoma	774-994-4031 / www.precomalaw.com	Immigration
Michele Sisselman	617-926-4898	Immigration
Ondine Sniffin	774-328-8297	Immigration
Mary Walsh	617-482-1010	Immigration (especially student visas)
Whiteman Osterman & Hanna LLP	518-487-7600	Immigration

Programs with Limited Advice and Representation to Immigrant Detainees and Victims of Crime		
Community Legal Aid	413-499-1950	All humanitarian immigration cases. Rep. of immigrant victims of crime, farmworkers, unaccompanied minors
PAIR Project, Boston	617-742-9296	Pro bono representation to some low income asylum/detention cases

General Practice Attorneys (Non-immigration)		
Community Legal Aid	413-499-1950	Free civil legal services to low-income and elderly
Berkshire Center for Justice Inc.	413-854-1955	Free legal clinics
Campoli, Monteleone & Mozian, PC	413-443-6485	Workers' rights, personal injury, criminal defense
Raymond Jacoub	413-591-8391	Criminal defense, civil litigation, family law, driver's license issues
Martin Hochberg & Cianflone, PLLP	413-499-2323	Criminal, divorce and family law, real estate

B Family Member Information

Your Information

Last Name:	First Name:	Middle Name:
Date of Birth:	Place of Birth:	
Email:	Doctor Name:	Doctor Phone:
Medical Insurance:	Policy Number:	
Medical Conditions:		
Allergies:		
Work Place:	Work Phone:	

Residence

Address:		Apt:
City:	State:	ZIP:
Home Phone:	Cell Phone:	Work Phone:
Email:	Other:	

Current Mailing Address or P.O. Box (if different than your residence)

Address:		Apt:
City:	State:	ZIP:

List all other individuals you are responsible for (partner, children, parents, grandparents)

Person #1 Last Name:	First Name:	Middle Name:
Relationship:	Cell Phone:	Date of Birth:
Email:	Doctor Name:	Doctor Phone:
Medical Insurance Company:	Policy Number:	
Medical Conditions:		
Allergies:		
School:	Teacher:	
School Phone:	Email:	
Work Place:	Work Phone:	

Person #2 Last Name:	First Name:	Middle Name:
Relationship:	Cell Phone:	Date of Birth:
Email:	Doctor Name:	Doctor Phone:
Medical Insurance Company:	Policy Number:	
Medical Conditions:		
Allergies:		
School:	Teacher:	
School Phone:	Email:	
Work Place:	Work Phone:	

Person #3 Last Name:	First Name:	Middle Name:
Relationship:	Cell Phone:	Date of Birth:
Email:	Doctor Name:	Doctor Phone:
Medical Insurance Company:	Policy Number:	
Medical Conditions:		
Allergies:		
School:	Teacher:	
School Phone:	Email:	
Work Place:	Work Phone:	

Person #4 Last Name:	First Name:	Middle Name:
Relationship:	Cell Phone:	Date of Birth:
Email:	Doctor Name:	Doctor Phone:
Medical Insurance Company:	Policy Number:	
Medical Conditions:		
Allergies:		
School:	Teacher:	
School Phone:	Email:	
Work Place:	Work Phone:	



Additional Contacts and Information

Dentist:	Dentist Phone:
Dental Insurance Company:	Policy Number:

Pet Names and Type of Pet:	
Pet Insurance:	
Pet Care Provider:	Pet Care Provider Phone:
Pet Microchip Number:	
Service/Emotional Support Animal: Yes No (if yes, include documentation)	

List any **additional information** for caregivers and/or contact persons (e.g. afterschool programs, babysitters, elderly care) below.

D Employment Information

WHAT IS EMPLOYMENT INFORMATION?

This is basic information about your job or jobs. It includes ways to get in touch with your employers in the event of an emergency. Include information about each family member's job. If someone has more than one, include the information about all their jobs.

WHY IS THIS IMPORTANT?

This will make it easier for family members to contact your employer in case of an emergency.

EMPLOYMENT INFORMATION

Family Member #1 Name:		
Company/Firm:		
Address:		Suite:
City:	State:	ZIP:
Supervisor Last Name:	Supervisor First Name:	Title:
Supervisor Work Phone:	Supervisor Email:	
Supervisor Phone:	Other:	

Family Member #2 Name:		
Company/Firm:		
Address:		Suite:
City:	State:	ZIP:
Supervisor Last Name:	Supervisor First Name:	Title:
Supervisor Work Phone:	Supervisor Email:	
Supervisor Phone:	Other:	

Family Member #3 Name:			
Company/Firm:			
Address:			Suite:
City:	State:		ZIP:
Supervisor Last Name:		Supervisor First Name:	Title:
Supervisor Work Phone:		Supervisor Email:	
Supervisor Phone:		Other:	

Family Member #4 Name:			
Company/Firm:			
Address:			Suite:
City:	State:		ZIP:
Supervisor Last Name:		Supervisor First Name:	Title:
Supervisor Work Phone:		Supervisor Email:	
Supervisor Phone:		Other:	

Family Member #5 Name:			
Company/Firm:			
Address:			Suite:
City:	State:		ZIP:
Supervisor Last Name:		Supervisor First Name:	Title:
Supervisor Work Phone:		Supervisor Email:	
Supervisor Phone:		Other:	



SECTION 2

CRITICAL DOCUMENTS

In this section you'll gather (and make copies of) the documents that you will need to have in the event of an emergency. This includes things like your passport, marriage license, vehicle registration, paystubs, etc.

WHY IS THIS IMPORTANT?

This information can help you to prove your identity, your relationships, your ownership of items, your work status, finances, and many other important things.

IMPORTANT REMINDER

Include relevant documentation for each member of your family.

HOW TO FILL OUT THE CHECKLISTS THAT FOLLOW:

The checklists include several columns.

1 Type of Document	2 Have	3 N/A	4 Date Added/ Updated	5 Tips and Links
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Column 1: Type of Document: This column provides a list of the specific documents for the category (e.g., driver's license, bank statements, and health insurance cards).

Column 2: Have: Check the box in this column if you have either a paper or electronic copy of the listed document.

Column 3: N/A (Not Applicable): Check the box in this column if you do not need this document or if it does not apply to you, your family, or your household. Remember to review your checklist and update documents if your household circumstances change.

Column 4: Date Added/Updated: Enter the date in this column when you add the paper and/or electronic copy of a document to your Family and Individual Emergency Preparedness Plan. This information will serve as a useful reference point to remind you when it is time to review or update the document. You can enter the new date in this column when you review your plan or make updates.

Column 5: Tips and Links: This column provides additional details about certain documents, as well as suggestions and links on how to contact agencies or organizations to request paper or electronic copies of your documents.



Personal and Family Documents

Checklist of Important Documents: Personal and Family Information				
Type of Document	Have	N/A	Date Added/ Updated	Tips and Links
Driver's license	<input type="checkbox"/>	<input type="checkbox"/>		Copy the front and back.
Other photo ID	<input type="checkbox"/>	<input type="checkbox"/>		Copy the front and back.
Birth certificate(s)/ adoption papers, for each child under 18	<input type="checkbox"/>	<input type="checkbox"/>		You can get copies of birth, adoption, death, marriage, and divorce certificates from your state health or social services administration office for a small fee. The Centers for Disease Control and Prevention (CDC) maintains a state-by-state contact list at: www.cdc.gov/nchs/w2w/
Marriage license	<input type="checkbox"/>	<input type="checkbox"/>		
Divorce decree	<input type="checkbox"/>	<input type="checkbox"/>		
Social Security card(s)	<input type="checkbox"/>	<input type="checkbox"/>		If you need a new card or a replacement card, call your local Social Security Administration (SSA) office for assistance at (800) 772-1213 and tell the operator where you live. To locate a nearby office, visit: https://secure.ssa.gov/ICON/main.jsp
Proof of ITIN	<input type="checkbox"/>	<input type="checkbox"/>		A copy of tax returns.
Passport (U.S or Foreign)	<input type="checkbox"/>	<input type="checkbox"/>		Copy the first two pages of all passports.
Naturalization documents	<input type="checkbox"/>	<input type="checkbox"/>		Photocopy of Certificate of Naturalization (example: https://www.uscis.gov/sites/default/files/document/legal-docs/USCIS_Approved_N-550_Personalized.pdf)
Green Card/ Work Authorization	<input type="checkbox"/>	<input type="checkbox"/>		Include a copy.
Immigration Documents	<input type="checkbox"/>	<input type="checkbox"/>		Copy Asylum, Notice to Appear, TPS Paperwork, DACA...
Proof of residency in the US and # of years residing here	<input type="checkbox"/>	<input type="checkbox"/>		This could be utility statements, lease, paystubs, letter of employment...

B Legal Documents

<i>Checklist of Important Documents: Legal Documents</i>				
Type of Document	Have	N/A	Date Added/ Updated	Tips and Links
Will/Trust	<input type="checkbox"/>	<input type="checkbox"/>		A will is a legal document that specifies who will receive your property after your death. A trust holds the property transferred to it and you can give it to a trusted loved one before your death.
Power(s) of attorney (personal/property)	<input type="checkbox"/>	<input type="checkbox"/>		Giving someone “power of attorney” allows another person to act on your behalf. This person does not need to be an attorney to give them power of attorney. You can give someone complete authority or authority that is limited to certain acts and/or certain periods of time. This is a legal document that a lawyer should write and review.
Signed copy of G28 (if you have an attorney)	<input type="checkbox"/>	<input type="checkbox"/>		This allows your attorney to speak in your name.
Other Legal Documents (e.g. restraining orders)	<input type="checkbox"/>	<input type="checkbox"/>		Include a copy.

C Other Helpful Documents

<i>Checklist of Other Helpful Documents</i>				
Type of Document	Have	N/A	Date Added/ Updated	Tips and Links
Proof of Education in the U.S	<input type="checkbox"/>	<input type="checkbox"/>		This could be a college and/or High School diploma or transcript, GED, Certificate of Completion of a training program, etc.
Proof of Community Involvement	<input type="checkbox"/>	<input type="checkbox"/>		This could be an award, a letter, or a photograph.

D Property and Asset Documents

In this section you'll gather (and make copies of) the documents that you will need to have in the event of an emergency. This includes things like your passport, marriage license, vehicle registration, paystubs, etc.

WHY IS THIS IMPORTANT?

This information is important because it will allow you access to your funds, continue to pay loans, and sell the property as needed.

IMPORTANT REMINDER

Call your local bank or any institution with whom you have a financial relationship. Set up a meeting to come up with a plan for what would happen if you were to leave the country.

Lease/Rental/Mortgage Information

Landlord/Mortgage Company Name:		
Contact Person Name:		
Contact Person Name:	Loan Policy Number:	
Address:		Suite:
City:	State:	ZIP:
Phone:	Email:	
Payment:	<input type="checkbox"/> monthly check	<input type="checkbox"/> automatic bank withdrawal <input type="checkbox"/> other
Additional Information:		

Utility Information

Services could include heating, electricity, gas, mobile phone, home phone, garbage, WIFI, and water.

Utility Type:	Utility Provider:
Utility Account Number:	Utility Phone Number:
Payment:	<input type="checkbox"/> monthly check <input type="checkbox"/> automatic bank withdrawal <input type="checkbox"/> other
Additional Information:	

Utility Information, continued

Utility Type:	Utility Provider:
Utility Account Number:	Utility Phone Number:
Payment: <input type="checkbox"/> monthly check <input type="checkbox"/> automatic bank withdrawal <input type="checkbox"/> other	
Additional Information:	

Utility Type:	Utility Provider:
Utility Account Number:	Utility Phone Number:
Payment: <input type="checkbox"/> monthly check <input type="checkbox"/> automatic bank withdrawal <input type="checkbox"/> other	
Additional Information:	

Utility Type:	Utility Provider:
Utility Account Number:	Utility Phone Number:
Payment: <input type="checkbox"/> monthly check <input type="checkbox"/> automatic bank withdrawal <input type="checkbox"/> other	
Additional Information:	

Utility Type:	Utility Provider:
Utility Account Number:	Utility Phone Number:
Payment: <input type="checkbox"/> monthly check <input type="checkbox"/> automatic bank withdrawal <input type="checkbox"/> other	
Additional Information:	

Checklist of Important Documents: Lease/Rental/Mortgage/Utilities

Type of Document	Have	N/A	Date Added/ Updated	Tips and Links
Lease or rental agreement	<input type="checkbox"/>	<input type="checkbox"/>		If you need a copy of your lease or rental agreement, ask your property owner for a copy.
Mortgage or real estate deeds of trust	<input type="checkbox"/>	<input type="checkbox"/>		If you need a copy of your mortgage or deed of trust, contact your lending institution. Note: You must continue to pay your mortgage even in an emergency. Failure to pay your mortgage could put your loan in default, which could result in foreclosure.
Second mortgage/private mortgage insurance	<input type="checkbox"/>	<input type="checkbox"/>		Include documentation of all mortgages on your home.
Home equity line of credit	<input type="checkbox"/>	<input type="checkbox"/>		Include copies of other loans or financial responsibilities tied to your home.
Property/ homeowners/ renters' insurance (including riders)	<input type="checkbox"/>	<input type="checkbox"/>		Include copies of homeowners/ renters' insurance policies.
Utility bills (e.g., electric, water, gas)	<input type="checkbox"/>	<input type="checkbox"/>		If you do not have a copy of your lease, having proof of utility payments is very important for showing proof of residence.

Vehicle Information

Vehicle #1 Make/Model/Year:		
Vehicle License Plate:	Vehicle Color:	
<input type="checkbox"/> Own (no-payments due)	<input type="checkbox"/> Loan (monthly payments)	<input type="checkbox"/> Lease
Vehicle Insurance Company:	Vehicle Insurance Contact Person:	
Phone:	Email:	
Vehicle Insurance Policy Number:		

Vehicle #2 Make/Model/Year:		
Vehicle License Plate:	Vehicle Color:	
<input type="checkbox"/> Own (no-payments due)	<input type="checkbox"/> Loan (monthly payments)	<input type="checkbox"/> Lease
Vehicle Insurance Company:	Vehicle Insurance Contact Person:	
Phone:	Email:	
Vehicle Insurance Policy Number:		

Checklist of Important Documents: Vehicle Information				
Type of Document	Have	N/A	Date Added/ Updated	Tips and Links
Vehicle registration/ ownership papers	<input type="checkbox"/>	<input type="checkbox"/>		If you do not have your car ownership papers, you should be able to get a re-issued vehicle title or registration from your local Registry of Motor Vehicles.
Auto insurance	<input type="checkbox"/>	<input type="checkbox"/>		Include a copy of the policy.
Vehicle Payment Plan Information	<input type="checkbox"/>	<input type="checkbox"/>		Include a statement from lender.

E Other Payment and Financial Obligations

Checklist of Important Documents: Financial Obligations				
Type of Document	Have	N/A	Date Added/ Updated	Tips and Links
Credit card #1	<input type="checkbox"/>	<input type="checkbox"/>		Include the account number, routing number, verification codes, and phone numbers to report lost or stolen cards.
Credit card #2	<input type="checkbox"/>	<input type="checkbox"/>		
Credit card #3	<input type="checkbox"/>	<input type="checkbox"/>		
Student loan	<input type="checkbox"/>	<input type="checkbox"/>		Include a copy of the loan agreement.
Alimony payments	<input type="checkbox"/>	<input type="checkbox"/>		Include a copy of the payment agreement.
Child support payments	<input type="checkbox"/>	<input type="checkbox"/>		Include a copy of the payment agreement and any check stubs or receipts of payments.
Automatic payments (e.g., gym memberships)	<input type="checkbox"/>	<input type="checkbox"/>		Include a copy of the payment agreement.

F Financial Assets and Accounts

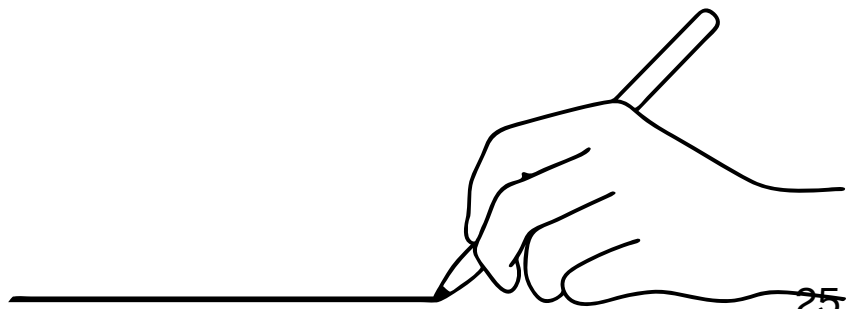
Checklist of Important Documents: Financial Assets/Accounts				
Type of Document	Have	N/A	Date Added/ Updated	Tips and Links
Recent pay stubs for all sources of income	<input type="checkbox"/>	<input type="checkbox"/>		Consider including one or two recent pay stubs for reference. Having proof of your income sources could be important in some situations.
Bank Account #1	<input type="checkbox"/>	<input type="checkbox"/>		Include a statement.
Bank Account #2	<input type="checkbox"/>	<input type="checkbox"/>		Include a statement.
Bank Account #3	<input type="checkbox"/>	<input type="checkbox"/>		Include a statement.
Other	<input type="checkbox"/>	<input type="checkbox"/>		

Tax Statements

<i>Checklist of Important Documents: Tax Statements</i>				
Type of Document	Have	N/A	Date Added/ Updated	Tips and Links
Previous year's tax returns (federal, state, and/or local)	<input type="checkbox"/>	<input type="checkbox"/>		Up to five years of income tax returns, if available.
Property tax statement	<input type="checkbox"/>	<input type="checkbox"/>		Available at your town/city hall.
Personal property tax (e.g., car tax)	<input type="checkbox"/>	<input type="checkbox"/>		Available at your town/city hall.

Additional Considerations

If you own a business, consider documenting and organizing all business-related financial information. You may also want to develop a business continuity plan and communication plan. For ideas on how to do this, visit [FEMA Ready Business Emergency Plans](https://www.ready.gov/business/emergency-plans) (<https://www.ready.gov/business/emergency-plans>) and the [Small Business Administration Prepare for Emergencies](https://www.sba.gov/business-guide/manage-your-business/prepare-emergencies) website (<https://www.sba.gov/business-guide/manage-your-business/prepare-emergencies>).





SECTION 3

ADDITIONAL CRITICAL DOCUMENTS FOR PARENTS AND GUARDIANS

As a parent or guardian it is extremely difficult to imagine not being able to care for your child. Still, it is essential to have a plan in place should this ever happen. This involves choosing a caregiver who will care for your child if you are not able to and having the necessary documents to support their care.

WHY IS THIS IMPORTANT?

Having a plan and a caregiver in place, helps to:

- Protect your parental rights and decision-making authority
- Prevent children from entering foster care
- Ensure family stability and continuity



STEP 1: Think about who will be your child's caregiver.

It helps to consider these questions:

- Is the person at least 18 years old? Only an adult can be a caregiver.
- Is the person responsible?
- Is the person able and willing to care for my child?
- Are there any legal reasons why this person would NOT be able to care for my child? For example if they or someone in their household has a history with the Department of Children and Families (DCF).
- Are there any reasons why this person is at higher risk of deportation? For example, if they have a criminal record or removal order in place?



STEP 2: Decide the kind of legal arrangement you will have with the caregiver.

When it comes to this, you have options. Read more about them on the next page.

CAREGIVER AUTHORIZATION AFFIDAVIT

A Caregiver Affidavit Authorization is a good option if your main concern is your child's education and health. Many schools and doctors are already familiar with these forms. The affidavit states who you want to be the caregiver and that your child will live with them. It gives the caregiver the right to make decisions about your child's health care and education for up to 2 years.

*You do not give up any of your rights when you sign the Caregiver Authorization Affidavit. And you can end the authorization at any time.

Filling out this form: The Caregiver Authorization Affidavit only needs the signature of one parent. You need 2 witnesses to sign the form with you. And you all must sign it in front of a notary. The caregiver must also sign the affidavit. The caregiver will sign the form and use it whenever the child lives with him or her.

Click here to download the Caregiver Authorization Affidavit:

<https://www.mass.gov/doc/caregiver-authorization-affidavit/download>

TEMPORARY AGENT AUTHORIZATION

The Temporary Agent Authorization gives a caregiver more powers than the Caregiver Affidavit Authorization. A Temporary Agent Authorization gives a caregiver the power and responsibility to make more than healthcare and education decisions for your child. A Temporary Agent can also make decisions about your child's property and finances. The person you choose to be the Agent can have any power you do. But the Agent cannot give permission for your child to marry or be adopted.

The authorization says you give the Agent the power to make decisions in your child's life for up to 60 days after you are detained or unavailable. You have the right to end the authorization at any time. After 60 days, you can renew the authorization, but you must complete a new form.

Filling out this form: If you know where the other parent is and they are able and willing to care for your child, both parents must sign the Temporary Agent Authorization. If the other parent can care for the child, you may not need to fill out this form. You need 2 witnesses to sign the form with you. The agent must also sign the authorization. You can add a second person to the form, in case the person you picked to be Temporary Agent is not available.

Click here to download the Temporary Agent Authorization:

<https://www.masslegalhelp.org/sites/default/files/2024-02/temporary-agent-appointment-w-alternate.pdf>

IMPORTANT REMINDERS

Fill out the form that is right for your family. If you'd like to talk with someone about your options, reach out to a trusted agency or your child's pediatrician.

Please note: No matter which form you choose, you will need to fill out one per child.

OTHER OPTION

It is also an option to assign a guardian to your child. For example, you might do this if you were deported and wanted your American-born child to stay in the United States with a family member. For more information on this option, it is essential to speak with a lawyer.

Here is a quick view comparing your options:

TYPE	CAREGIVER AUTHORIZATION	TEMPORARY AGENT	GUARDIANSHIP
Purpose	Concurrent authority with parents for education and medical decisions. Can be tailored.	Concurrent authority with parents for broader decision-making authority. Can be tailored.	Full legal authority over child care decision period.
Activation	Immediate upon signing.	Only in case parent's whereabouts are unknown for 24 hours.	Requires court approval.
Signatures Required	One parent, notarization, two witnesses, and caregiver.	Both parents, notarization, two witnesses, and temporary agent.	Court-ordered period.
Duration	Up to 2 years, renewable.	60 days, renewable.	Initial 90 days temporary, then permanent or until child is 18 years old.
Recommended Next Step	Complete a Caregiver Authorization Affidavit: www.mass.gov/doc/caregiver-authorization-affidavit/download	Complete the Temporary Agent Appointment Form: www.masslegalhelp.org/sites/default/files/2024-02/temporary-agent-appointment-w-alternate.pdf	This option will require you to go to court. Please seek legal advice.



Checklist of Important Documents: Documentation for Minor Children (under 18)

Type of Document	Have	N/A	Date Added/ Updated	Tips and Links
Caregiver Authorization Affidavit for each child	<input type="checkbox"/>	<input type="checkbox"/>		A caregiver authorization affidavit is a legal document that gives an adult the authority to make decisions for a minor child when the child's parent or a legal guardian is not present. The form is used to inform doctors, school staff, and welfare caseworkers that someone other than the child's parent or guardian is caring for them. (See page 27)
Temporary Agent Appointment for each child	<input type="checkbox"/>	<input type="checkbox"/>		A temporary agent appointment allows a parent or guardian to give another person legal authority to care for and make decisions for a child or incapacitated person for up to 60 days. This can be useful if the parent or guardian is temporarily unable to care for the child due to illness, employment, or travel. (See page 27)
Registration of child's birth with foreign consulate	<input type="checkbox"/>	<input type="checkbox"/>		If either parent is not a U.S. citizen, you may want to register your child's birth with your consulate. If your child wants to travel to your home country, it could be easier if their birth is registered with the consulate.
Travel Letter for each child	<input type="checkbox"/>	<input type="checkbox"/>		If your child needs to travel outside the U.S., they may need a notarized letter that gives them permission to travel with a trusted adult, or the other parent. You may want to contact an airline or your consulate to get exact instructions.
Child custody/ guardianship documents, for each child under 18	<input type="checkbox"/>	<input type="checkbox"/>		This is only necessary for non-traditional guardianship arrangements, such as an aunt taking care of their nephew or only one parent has custody.



SECTION 4

KNOW YOUR RIGHTS, PREPARING FOR INTERACTIONS WITH ICE

All people in the United States have rights. That means YOU HAVE RIGHTS! This is true regardless of your immigration status.

WHY IS THIS IMPORTANT?

Knowing your rights helps you to:

- Know what to say and do if you are approached by police or ICE
- Lower the chances of unauthorized arrest and detention
- Protect your family and yourself

The information below helps you to understand your rights and what to say and do in different situations.

IN ANY SITUATION YOU HAVE THE RIGHT TO:



1. **Remain silent.** You do not need to answer ANY questions.

How? Say, "I wish to remain silent." Or, show your red card. (see page 39)



2. **Call an attorney.** They can offer expert advice and tell you what to do next.

How? Say, "I wish to speak with my attorney" Or, show your red card (see page 39). Then immediately call your attorney.

If you do not have an attorney, call LRC's Immigrant Defense Hotline at 617-988-0606. Make sure to leave a message if you do not speak to someone directly.



3. **Right to see a warrant.** A valid Judicial Warrant is very specific. See example below.

How? Say, "Can I please see a copy of the judicial warrant."



4. **Refuse to sign anything.**

How? Say, "I will not sign anything without my attorney." Or show your red card. (see page 39)

WHAT ARE YOUR RIGHTS IN SPECIFIC SITUATIONS?



A If Immigration or the police comes to your home:



DO NOT OPEN THE DOOR: Immigration and the police can't come into your home without a warrant signed by a judge.

- Ask them to slide the warrant under the door.
- A SIGNED WARRANT MUST HAVE:
 - A judge or judge magistrate's signature
 - US District Court
 - Correct name, date and address (the date must not exceed 14 days)



If it does not include each of these elements, DO NOT OPEN THE DOOR.



REMAIN SILENT. You have the right to remain silent. Immigration can use anything you say against you.



ASK TO SPEAK TO YOUR ATTORNEY. If possible, call your attorney right away.

- If you do not have an attorney, call LRC's Immigrant Defense Hotline at 617-988-0606. Make sure to leave a message if you do not speak to someone directly.

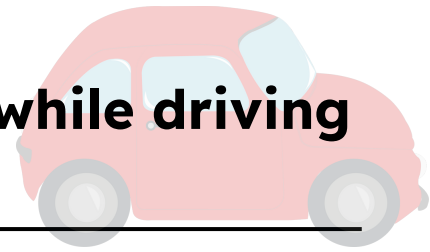


DO NOT SIGN ANYTHING. Look at any forms together with an attorney.



STAY CALM AND DO NOT RUN. Use your phone to take photos and notes about the raid, but stay calm and do not run.

B If Immigration or the police stop you **while driving your car:**



REMAIN SILENT. Show the police your driver's license. If asked, show your car registration and proof of insurance.

- You have the right to remain silent about everything else. Remember, Immigration can use anything you say against you. You do not need to answer questions about your immigration status.
- If the police does not have a valid search warrant, you have the right to refuse to give your consent for a search of yourself or your car.



When approached, stay in the car and place your hands on the steering wheel.



STAY CALM AND DO NOT RUN. Use your phone to take photos and notes about the stop, but stay calm and do not run.



ASK TO SPEAK TO YOUR ATTORNEY. If possible, call your attorney right away.

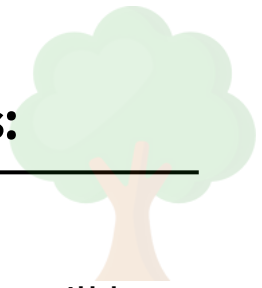
- If you do not have an attorney, call LRC's Immigrant Defense Hotline at 617-988-0606. Make sure to leave a message if you do not speak to someone directly.



DO NOT SIGN ANYTHING. Look at any forms together with an attorney.



If Immigration or the police stop you **outdoors**:



REMAIN SILENT. If asked, you should give your name. You still have the right to remain silent about everything else.

- Remember Immigration can use anything you say against you. You do not need to answer questions about your immigration status.



ASK TO SPEAK TO YOUR ATTORNEY. If possible, call your attorney right away.

- If you do not have an attorney, call LRC's Immigrant Defense Hotline at 617-988-0606. Make sure to leave a message if you do not speak to someone directly.



DO NOT SIGN ANYTHING. Look at any forms together with an attorney.



STAY CALM AND DO NOT RUN. If you are in a public location use your phone to take photos and notes about the stop, but stay calm and do not run.

- Ask, "Am I free to go?" If you are told yes, you can slowly walk away.

D If Immigration or the police come to your **workplace**:



STAY CALM AND DO NOT RUN. Running can be seen as an admission of guilt.



DO NOT CARRY FALSE DOCUMENTS. Showing false documents to ICE may result in deportation and criminal charges.



DO NOT INTERFERE WITH ICE AGENTS. Interfering with ICE agents during a workplace raid can lead to criminal charges.



ASK TO SPEAK TO YOUR ATTORNEY. If possible, call your attorney right away.

- If you do not have an attorney, call LRC's Immigrant Defense Hotline at 617-988-0606. Make sure to leave a message if you do not speak to someone directly.



DO NOT SIGN ANYTHING. Look at any forms together with an attorney.

- Signing a paper may end up being an agreement to voluntarily leave the United States. Talking with a lawyer before signing anything is the best way to protect your rights.



REMAIN SILENT. You have the right to remain silent. Immigration can use anything you say against you.



KEEP IMPORTANT PHONE NUMBERS WITH YOU. For example, keep the phone number of your union, your attorney, and your emergency contact.

REMEMBER IN ANY SITUATION

DO



Stay calm and keep your hands where ICE or police can see them.



Carry your red card and use it.



Carry color copies of any immigration paperwork at all times.



Ask to speak to an attorney.



Call your attorney.



Ask, “Am I free to go?” If you are told yes, you can walk away.



If possible, ask for an interpreter if you are detained or questioned.

DO NOT



Do not run away or argue.



Do not answer questions.



Do not show fake documents or lie about your status.



Do not sign anything.

SEARCH WARRANTS

A VALID ARREST SEARCH WARRANT MUST:

- Be signed by a judge, justice of the peace, or magistrate
- State the name of the person to be arrested
- Describe the person to be arrested

SW No. _____

**STATE OF CALIFORNIA - COUNTY OF LOS ANGELES
SEARCH WARRANT AND AFFIDAVIT
(AFFIDAVIT)**

_____, swears under oath that the facts expressed by her in this Search Warrant and Affidavit and in the attached and incorporated statement of probable cause are true and that based thereon she has probable cause to believe and does believe that the property and/or person described below is lawfully seizable pursuant to Penal Code Section 1524, as indicated below, and is now located at the locations set forth below. Wherefore, affiant requests that this Search Warrant be issued.

(Signature of Affiant)

NIGHT SEARCH REQUESTED: YES [] NO [X]
HOBBS SEALING REQUESTED: YES [] NO []

(SEARCH WARRANT)

THE PEOPLE OF THE STATE OF CALIFORNIA TO ANY SHERIFF, POLICE OFFICER OR PEACE OFFICER IN THE COUNTY OF LOS ANGELES: proof by affidavit having been made before me by _____,
(Name of County) (Name of Affiant)

that there is probable cause to believe that the property and/or person described herein may be found at the locations set forth herein and is lawfully seizable pursuant to Penal Code Section 1524 as indicated by "X"(s) in that:

___ it was stolen or embezzled.
X it was used as the means of committing a felony.
X it is possessed by a person with the intent to use it as means of committing a public offense or is possessed by another to whom he or she may have delivered it for the purpose of concealing it or preventing its discovery.
X it tends to show that a felony has been committed or that a particular person has committed a felony.
___ it tends to show that sexual exploitation of a child, in violation of P.C. Section 311.3, or depiction of sexual conduct of a person under the age of 18 years, in violation of Section 311.11, has occurred or is occurring.
X there is a warrant for the person's arrest;

YOU ARE THEREFORE COMMANDED TO SEARCH:

(See the attached description page 1 through 12 incorporated herein)

FOR THE FOLLOWING PROPERTY/PERSON:

(See the attached description page 1 through 12 incorporated herein)


AND TO SEIZE IT IF FOUND and bring it forthwith before me, or this court, at the courthouse of this court.

This Search Warrant and incorporated Affidavit was sworn to as true and subscribed before me this 1ST day of AUGUST, 2011, at 3:59 A.M. P.M. Wherefore, I find probable cause for the issuance of this Search Warrant and do issue it.

(Signature of Magistrate)

NIGHT SEARCH APPROVED: YES [] NO [x]

Judge of the Superior Court, LOS ANGELES, CENTRAL Judicial District



Check the dates

Must be signed

Must state the address to be searched and detail the area to be searched

IN JUSTICE COURT,
PRECINCT No. 3
of Williamson County

WARRANT OF ARREST

Cause No. BFSW-14 [Redacted]

Bond Amount \$ 20,000.00
Fine & Cost Amount \$ _____
Warrant Fee \$ _____
total \$ _____

THE STATE OF TEXAS

VS.

[Redacted Name]

Address [Redacted] City [Redacted] State TX ZIP [Redacted]

DOB [Redacted] D.L. State TX D.L. # [Redacted]

D.L. Expires none Social Security # [Redacted] Other ID Info. _____

Race White Sex Male Height [Redacted] Weight [Redacted] Hair Brown Eyes Brown

Must state the name of the person to be arrested and describe the person

THE STATE OF TEXAS

To any PEACE OFFICER of the State of Texas Greeting:

YOU ARE HEREBY COMMANDED to arrest [Redacted] if to be found in the State of Texas, and bring him before me, a Justice of the Peace in and for Precinct No. 3 Of Williamson County, Texas, at my office in Georgetown, in said County immediately, to answer to the STATE OF TEXAS for an offense against the laws of said State to-wit: Manufacture or Delivery of a Controlled Substance in Penalty Group 1 less than 1 gram, to wit: Methamphetamine, HSC 481.112 (State Jail Felony) on or about August 1st, 2014 of which offense [Redacted] is accused by the written complaint, under oath of [Redacted] filed before me.

Herein Fail Not, but of this writ make due return, showing how you have executed the same.

Witness my official signature this 4th day of Dec

A.D. 2014



Justice of the Peace,

Precinct No. 3 Williamson County, Texas.

W.C.S.O. Case # [Redacted]

PEACE OFFICER RETURN

Came to hand the 4th day of Dec A.D., 2014, at 0800 o'clock a M., and executed on the 4th day of Dec, A.D., 2014, at 0830 o'clock a M., by arresting the said Defendant at _____ in Williamson County, Texas, and * taking _____ bond, which is herewith returned; * placing him/her in the County jail of Williamson County, Texas. (* Erase according to the facts.)
I actually and necessarily traveled _____ miles in the service of this Writ, in addition to any other mileage I may have traveled in the service of other process in this cause during the same trip.

FEES - Executing/Processing Arrest Fee \$ _____
Mileage _____ Miles \$ _____
Making Bond \$ _____
Commitment \$ _____
Release \$ _____
Total \$ _____

[Redacted Signature] Sheriff
[Redacted Signature] Williamson County, Texas
[Redacted Signature] Peace Officer
(Law Enforcement Agency / Department)

Check the dates

Must be signed

IF OFFICERS ENTER YOUR HOME:

- Inform them if there are children, elderly, or sick people in the house
- Say that you do not consent
- Pay attention to where officers search
- Write down what happened as soon as they have left

A warrant of removal/deportation (immigration warrant) does not give officers the right to enter your home. If an officer presents an immigration warrant under the door, say, "You do not have the right to enter my home with this warrant. Please leave."

U.S. Department of Justice
Immigration and Naturalization Service

Warrant of Removal/Deportation

File No: _____
Date: _____

To any officer of the United States Immigration and Naturalization Service:

_____ (Full name of alien)

who entered the United States at _____ (Place of entry) on _____ (Date of entry)

is subject to removal/deportation from the United States, based upon a final order by:

- an immigration judge in exclusion, deportation, or removal proceedings
- a district director or a district director's designated official
- the Board of Immigration Appeals
- a United States District or Magistrate Court Judge

and pursuant to the following provisions of the Immigration and Nationality Act:
Section 241(a)(5) of the Immigration and Nationality Act(Act), as amended.

I, the undersigned officer of the United States, by virtue of the power and authority vested in the Attorney General under the laws of the United States and by his or her direction, command you to take into custody and remove from the United States the above-named alien, pursuant to law, at the expense of the appropriation. "Salaries and Expenses Immigration and Naturalization Service 2002," including the expense of an attendant if necessary.

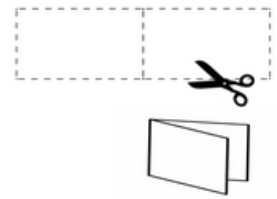
(Signature of IIS official)

(Title of IIS official)

(Date and office location)

Form I-205 (Rev. 4-1-99)N

KNOW YOUR RIGHTS CARDS (RED CARDS)



Please cut the card in your preferred language and keep it in a secure location that is easily accessible.
If your language is not on this page, go to: <https://www.ilrc.org/red-cards-tarjetas-rojas> to find your language.

<p>You have constitutional rights:</p> <ul style="list-style-type: none"> • DO NOT OPEN THE DOOR if an immigration agent is knocking on the door. • DO NOT ANSWER ANY QUESTIONS from an immigration agent if they try to talk to you. You have the right to remain silent. • DO NOT SIGN ANYTHING without first speaking to a lawyer. You have the right to speak with a lawyer. • If you are outside of your home, ask the agent if you are free to leave and if they say yes, leave calmly. • GIVE THIS CARD TO THE AGENT. If you are inside of your home, show the card through the window or slide it under the door. 	<p>I do not wish to speak with you, answer your questions, or sign or hand you any documents based on my 5th Amendment rights under the United States Constitution.</p> <p>I do not give you permission to enter my home based on my 4th Amendment rights under the United States Constitution unless you have a warrant to enter, signed by a judge or magistrate with my name on it that you slide under the door.</p> <p>I do not give you permission to search any of my belongings based on my 4th Amendment rights. I choose to exercise my constitutional rights.</p> <p><i>These cards are available to citizens and noncitizens alike.</i></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>Usted tiene derechos constitucionales:</p> <ul style="list-style-type: none"> • NO ABRA LA PUERTA si un agente de inmigración está tocando la puerta. • NO CONTESTE NINGUNA PREGUNTA de un agente de inmigración si trata de hablar con usted. Usted tiene el derecho a guardar silencio. • NO FIRME NADA sin antes hablar con un abogado. Usted tiene el derecho de hablar con un abogado. • Si usted está fuera de su casa, pregúntele al agente si tiene la libertad de irse y si le dice que sí, váyase con tranquilidad. • ENTRÉGUELE ESTA TARJETA EL AGENTE. Si usted está dentro de su casa, muestre la tarjeta por la ventana o pásela debajo de la puerta. 	<p>I do not wish to speak with you, answer your questions, or sign or hand you any documents based on my 5th Amendment rights under the United States Constitution.</p> <p>I do not give you permission to enter my home based on my 4th Amendment rights under the United States Constitution unless you have a warrant to enter, signed by a judge or magistrate with my name on it that you slide under the door.</p> <p>I do not give you permission to search any of my belongings based on my 4th Amendment rights. I choose to exercise my constitutional rights.</p> <p><i>These cards are available to citizens and noncitizens alike.</i></p>
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<p>Você tem direitos constitucionais:</p> <ul style="list-style-type: none"> • NÃO ABRA A PORTA se um agente de imigração estiver a bater à porta. • NÃO RESPONDA A NENHUMA PERGUNTA de um agente de imigração se este tentar falar consigo. Tem o direito de permanecer em silêncio. • NÃO ASSINE NADA sem falar primeiro com um advogado. Você tem o direito de falar com um advogado. • Se estiver fora da sua casa, pergunte ao agente se tem autorização para ir embora, e, se ele disser que sim, retire-se calmamente. • ENTREGUE ESTE CARTÃO AO AGENTE. Se estiver dentro da sua casa, mostre o cartão através da janela ou passe-o por baixo da porta. 	<p>I do not wish to speak with you, answer your questions, or sign or hand you any documents based on my 5th Amendment rights under the United States Constitution.</p> <p>I do not give you permission to enter my home based on my 4th Amendment rights under the United States Constitution unless you have a warrant to enter, signed by a judge or magistrate with my name on it that you slide under the door.</p> <p>I do not give you permission to search any of my belongings based on my 4th Amendment rights. I choose to exercise my constitutional rights.</p> <p><i>These cards are available to citizens and noncitizens alike.</i></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>Ou gen dwa konstitisyonèl:</p> <ul style="list-style-type: none"> • PA LOUVRI PÒT la si yon ajan imigrasyon frape pòt la. • PA REPONN OKENN KEKSYON yon ofisyè imigrasyon si yo eseye pale avèk ou. Ou gen dwa pou rete an silans. • PA SIYEN ANYEN san w' pa pale anvan avèk yon avoka. Ou gen dwa pale ak yon avoka. • Si w' deyò lakay ou, mande ajan an si w' lib pou ale epi si yo di wi, ale avèk kalm. • BAY AJAN KAT SA. Si ou anndan lakay ou, montre kat la nan fenèt la oswa glise li anba pòt la. 	<p>I do not wish to speak with you, answer your questions, or sign or hand you any documents based on my 5th Amendment rights under the United States Constitution.</p> <p>I do not give you permission to enter my home based on my 4th Amendment rights under the United States Constitution unless you have a warrant to enter, signed by a judge or magistrate with my name on it that you slide under the door.</p> <p>I do not give you permission to search any of my belongings based on my 4th Amendment rights. I choose to exercise my constitutional rights.</p> <p><i>These cards are available to citizens and noncitizens alike.</i></p>
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INFORMATION TO HELP DECREASE RISK OF CRIMINAL CHARGES

All immigrants are welcome in the Berkshires and the community wants them to feel safe and supported in building a better future for themselves and their families. However, non-citizens may face greater risks during interactions with law enforcement. To help reduce these risks, it is important to understand behaviors in the United States that can increase exposure to interactions with law enforcement and, potentially, ICE. This guide is here to help protect you and your family by providing knowledge and support to overcome these challenges.

A Checklist for Driving Safely and Legally in the United States

WHY IS THIS IMPORTANT?

All immigrants living in Massachusetts, New York, and Connecticut can apply for a driver's license, regardless of immigration status. Everyone who drives should be concerned about respecting and understanding safe driving laws to reduce the risk of interactions with law enforcement. Ignorance or lack of understanding of these laws is no excuse. Failure to follow these laws can result in financial, legal, and immigration consequences. Legal consequences include court citations, points on your driver's license, suspension or revocation of your license, or a criminal record. Violating these laws can also result in financial costs such as increased car insurance premiums, court costs, fines, costs of participation in mandatory court programs, up to several thousand dollars to pay for a private criminal attorney. But the risks don't end there. Non-citizens may be at increased risk of deportation, even if they are legal permanent residents, when they are arrested or have criminal convictions.

Following traffic laws and driving safely helps immigrants protect themselves, their families, and their communities, helping them stay safe and focused on building their future.

1

ENSURE PROPER DOCUMENTATION

- ✓ **Driver's License:** Always carry a valid driver's license. Ensure it is not expired.
- ✓ **A Driving Permit is Not a Driver's License:** You must drive with a licensed 21y/o + driver in the passenger seat.
- ✓ **Vehicle Registration:** Keep your vehicle registration up to date and store a copy in your vehicle.
- ✓ **Proof of Insurance:** Always have valid proof of insurance in your vehicle.
- ✓ **Up-to-date Mechanic Inspection of Your Vehicle:** Always have a non-expired inspection sticker on your windshield glass and get the vehicle inspected on time every year.
- ✓ Do not use another car's registration plate.
- ✓ Make sure the registration is in the name of the real owner, the one who is driving the car.

2

FOLLOW RULES FOR MOBILIZATION AND VEHICLE SAFETY

- ✓ **License Plates:** Ensure your license plates are current and properly secured to your vehicle.
- ✓ **Lights and Signals:** Regularly check that all lights (headlights, taillights, turn signals, brake lights) are functioning correctly.
- ✓ **Windows and Mirrors:** Keep windows clear and unobstructed. Avoid tinted windows on the driver's or front passenger's side. Ensure mirrors are properly adjusted before driving.
- ✓ **Tires:** Check that tires are properly inflated and have adequate tread to avoid getting into an accident or being cited for safety violations

3

OBEY TRAFFIC LAWS

- ✓ **Speed Limits:** Always drive at the speed limits and adjust speed according to weather or the conditions of the road. Special precaution on school and construction zones.
- ✓ **Road Signs:** Observe and obey all traffic signs.
- ✓ **Seat Belts:** Ensure all passengers, including children and babies, are wearing seat belts at all times.
- ✓ **Do Not Use Mobile Phones or Other Electronic Devices While Driving.**
- ✓ **Defensive Driving:** Practice defensive driving techniques, anticipating potential hazards and keeping a safe following distance.

4

CHILD SAFETY

✓ **Car Seats and Booster Seats for Children:** Use appropriate child safety car seats for young passengers, and ensure they are properly installed.



Free car seats and safe installation are available at your local Department of Public Health.

✓ **Know the Regulations:** Be aware of local laws regarding children in vehicles, such as age and weight requirements for them to seat in the front seat as passengers.

5

DRUGS AND ALCOHOL

✓ **Driver's License and Driving in the US:** It is a privilege that comes with responsibilities and could be suspended temporarily or revoked for life.

✓ **Driving Under the Influence of Alcohol, Marijuana or Other Drugs is a Crime:** Driving is a very dangerous activity and can hurt or kill people if you are not alert!

✓ **Driving Very Late at Night is Not Advised:** Statistically most criminal charges for driving under the influence of alcohol happen at night. Police can assume you have been drinking.

✓ **It is Illegal to Have Open Containers or Open Bottles of Alcohol in Your Car:** If stopped, the Police can suspect you have been drinking even if you are not visibly intoxicated and further investigate you for a DUI (driving under the influence of alcohol).

✓ **No Alcohol in Passenger Area:** Do not store alcohol purchases in the front or back seat of your car. Only store unopened bottles of alcohol in the trunk, locked, covered, and out of reach of the driver.

✓ **Use or Possession of Marijuana:** Even though marijuana has been legalized in many states in the US such as Massachusetts and NY, the use and possession of marijuana is illegal for all immigrants, including Legal Permanent Residents.

✓ **Arrests and Convictions for Driving Under the Influence of Alcohol or Marijuana:** Non-citizens, even Legal Permanent Residents, who are convicted of driving or operating under the influence of alcohol or marijuana crimes are removable, and ICE might consider them a high priority.

6

EMERGENCY PREPAREDNESS

- ✓ **Emergency Contacts:** Keep a list of emergency contacts, including a trusted legal advisor, easily accessible.
- ✓ **Plan for Stops and Know Your Rights in the Car if You are Stopped by ICE or the Police:** You have the right to remain silent about your immigration status and to ask for a lawyer.
- ✓ **Always Have Your Hands Visible on the Wheel:** During any interaction with law enforcement keep your hands on the wheel of the car.
- ✓ **Practice Good Manners:** Law enforcement doesn't know you or what to expect from you.
- ✓ **Documentation Handling:** Keep all documentation in an easily accessible but secure place in your vehicle. Know what you are required to show if stopped by the Police (license, registration, proof of insurance) and what you are not (e.g., proof of citizenship or immigration status).

7

EDUCATION AND RESOURCES

- ✓ **Driving Classes:** Consider taking a driving course if you are new to driving in the U.S. to better understand local laws and road etiquette.
- ✓ **Community Resources:** Engage with local community centers or organizations that offer resources and workshops on legal rights and safe driving practices for immigrants.



In Berkshire County: Habitat for Humanity Navigators can invite you to join the Driver's License WhatsApp Study Group to help you in the process to get a driver's license in Massachusetts.

B Understanding Consent and Healthy Relationships in the US

This guide provides essential information to help immigrants adapt to cultural differences, social expectations and US laws about consent, age of consent, healthy relationships, sexual activity and domestic violence.

WHY IS THIS IMPORTANT?

Adapting to a new country's laws and customs can be challenging for immigrants. This is because laws and social expectations around relationships, gender roles and consent in other countries are very different than in the US. The language barrier can also lead to less knowledge or understanding of the rules that govern life in a new country. Violating these laws could lead to serious legal consequences, including arrest, detention, jail time and deportation from the US. Ignorance is not an excuse. Understanding these rules and complying with them is essential for protecting yourself, and your family and to contribute to healthier and safer communities where we all can build a secure and thriving future.

1 PROMOTING HEALTHY RELATIONSHIPS

- ✓ **Learn and Adapt to U.S Culture and Laws** around relationships and sexual behavior.
- ✓ **Challenge Harmful Norms:** The US is a gender-equal society. Recognize, address and avoid traditional beliefs from other countries, such as machismo, that conflict with life here.
- ✓ **Understand Gender Equality:** Respect and embrace your partner's autonomy around shared decision-making.
- ✓ **No Violence is Ever Acceptable:** Any type of violence against anyone, including your partner or spouse, could lead to criminal charges.

2 UNDERSTANDING CONSENT

- ✓ **Consent is Required:** Everyone involved in a relationship must agree to any kind of sexual activity. Consent must be clear, mutual, and can be withdrawn at any time.
- ✓ **Respect Boundaries:** Always respect your partner's limits. No means no, and silence does not mean yes. Saying yes one time, doesn't mean yes indefinitely. Yes can change to no at any time.

✓ **Protection for the Victim:** The victim of Harassment, Violence, Sexual Assault or other forms of serious harms can apply for a **Harassment Prevention Order or a Restraining Order** at a local court to prevent future harm and to keep the offender away.

✓ **Consequences of Violating a Court Order:** Both restraining orders and harassment orders can result in criminal charges if the accused violates the court order.

3

PROTECTING TEENS AND MINORS

✓ **Know the Law:** In Massachusetts, it is illegal to have sex with anyone under 16 years old. Be aware, in other states the legal age to consent to any sexual activities is 18y/o.

- It is unlawful to have sex without consent.
- A person under the age of 16 cannot legally give consent.
- Alcohol or drug use takes away one's capacity to legally consent.
- It is unlawful to touch someone's genitalia without consent.
 - If that person is under the age of 14, they cannot consent legally to any sexual touching.
- Ignorance of a person's age is not a defense
- Also, it is not a defense if all the parties engaged are also under the age of 16 in Massachusetts or under the age of 18 in many states.
- Adults who have sex with minors can be charged or convicted of statutory rape.

✓ **Child Pornography: Sharing Private Images**

- If you are under 18, it is a crime to send images of your genitalia to others because this is **dissemination of child pornography**.
- It is a crime to possess images of people under the age of 18 in a nude state because that action is considered **possession of child pornography**.

✓ **Legal Consequences of Sex Crimes:** Sex crimes can lead to **felony convictions, incarceration and public registration as a Sex Offender**.

- Registration requires annual reporting to a police station to update your employment and residential addresses.
- Registration can result in having your photo and name on public sex offender registry web sites.
- Registration severely limits employment opportunities and parenting rights
- Non-citizens, even lawful permanent residents, who are convicted of sex crimes involving children, are removable, and ICE might consider them a high priority.

4

ADDRESSING DOMESTIC VIOLENCE

- ✓ **Domestic Violence is a Crime, Regardless of Circumstances:** Domestic Violence refers to abusive behavior used to control or intimidate a partner, which can include physical violence, emotional, or sexual abuse.

- ✓ **Undocumented Immigrants are at Particularly High Risk of Experiencing Sexual Assault:** Abusers often use immigration status to control their victims, retain their passports, or fail to file for legal status for their immigrant spouse. The victim may face additional barriers to reporting domestic violence due to fear of deportation or language barriers.

- ✓ **Protection for the Victim of Domestic Violence or Sexual Assault: The U Visa.**
 - The U visa allows victims of certain crimes to live and work in the United States legally.
 - The immigration status of the abuser or being married or not to the abuser is irrelevant.
 - Each case is different and it is important to consult with an immigration attorney.

- ✓ **Immigration Consequences for the Offender:** The offender of domestic violence can be prosecuted and convicted for domestic violence, sexual assault or a different crime.
 - A conviction for domestic violence will remain as a criminal record for life and can also result in jail time.
 - For non-citizens, domestic violence or sexual assault convictions can lead to immigration consequences, including deportation or difficulty obtaining a green card or citizenship.

- ✓ **Seek Help:** If you or someone you know is in danger, help is available.
 - Call **911** if your safety or the safety of your family is at risk.
 - Contact **Elizabeth Freeman Center at (866) 401-2425** for local support.

APPENDIX

ACKNOWLEDGEMENTS

The information in this packet was put together by modifying a variety of free community resources, including:

- The **Emergency Financial First Aid Kit from the Federal Emergency Management Agency (FEMA)**. Call (800) 480-2520 and ask for publication number P-1075. It is also available as a free download online at: www.ready.gov/financialpreparedness and at www.operationhope.org.
- The **Immigrant Legal Resource Center “Know Your Rights Spanish Training Curriculum.”** The full curriculum for training trainers to train community members on their rights in case of contact with ICE can be found online at [Know Your Rights Spanish Training Curriculum \(https://www.ilrc.org/sites/default/files/resources/2017.11.05_kyr_skits-eng.pdf\)](https://www.ilrc.org/sites/default/files/resources/2017.11.05_kyr_skits-eng.pdf)
- The **Massachusetts Immigration and Refugee Coalition (MIRA) Know Your Rights and Family Preparedness Plan** document. Their full list of resources can be found on their [Know Your Rights](https://miracoalition.org/news/know-your-rights/) resources webpage. (<https://miracoalition.org/news/know-your-rights/>)
- The **Catholic Legal Immigration Network, Inc.** “Know Your Rights: A Guide to Your Rights When Interacting with Law Enforcement.” This is available in several languages here: <https://www.cliniclegal.org/resources/protecting-your-community/know-your-rights/know-your-rights-guide-your-rights-when>.
- The **“Know Your Rights” resources from iAmerica:** <https://iamerica.org/know-your-rights/>.
- **Lawyers for Civil Rights:** <https://lawyersforcivilrights.org/>