

Document Collection Guide for DACA and DAPA Applicants

August 2015



Mayor's Office of
Immigrant Affairs



Introduction

What is the purpose of this guide?

This guide provides information about how to get documents you might need to apply for the immigration programs Deferred Action for Childhood Arrivals (DACA) and Deferred Action for Parents of Americans and Lawful Permanent Residents (DAPA).

This guide is not intended as legal advice. You should talk to a lawyer or BIA-accredited representative to help you figure out whether you are eligible for DACA, DAPA, or other immigration programs, and what documents you need.

How do I use this guide?

This guide can help you get your documents. You should talk to a lawyer or BIA-accredited representative about applying for DACA or DAPA, for help figuring out what documents you need, and for help filling out the ***Document Collection Worksheet*** on page 5

Will all these documents be accepted when I apply?

We can't guarantee what the federal immigration agency, USCIS, will or will not accept. As of April 2015, USCIS has not released instructions about what documents will be acceptable for DAPA applications.

Also, USCIS has the right to reject documents and applications based on its own analysis.

This guide can help you get the documents you need to support your application, but you should talk to a lawyer or BIA-accredited

representative about how to apply for immigration programs like DACA and DAPA.

Can I use this guide for my DACA renewal application?

No. This guide does not provide information about what types of documents you need for a DACA renewal application. For more information about renewing DACA, you should talk to a lawyer or BIA-accredited representative.

Do I need all the documents in this guide?

No. You only need some of the documents. The documents you need will depend on your individual situation.

What if I can't find documents that prove my "continuous residence" for every single day of the required time period?

That's okay. You need to collect as many documents as possible that prove you have lived in the United States since June 15, 2007 (for original DACA), or January 1, 2010 (for DAPA and expanded DACA). But you do not need documents for every day. We recommend that you get at least two documents for every year that you need to prove you lived in the United States. If you have trouble finding documents, you can talk to a lawyer or BIA-accredited representative, or a community-based organization.

Do I need to submit the original documents?

No. You can submit photocopies. If USCIS needs an original document, they will tell you.

Do I need to get my documents translated to English?

Yes. Documents with information in other languages must be translated to English. You must get the document translated in full, and you must submit a “certification letter” from the person who translates the document with a copy of the original document. A blank certification letter is in Appendix A at page 58.

Should I keep copies of my document requests?

Yes. You should keep copies of any forms or letters you send requesting documents, and write down the dates of mailings or phone calls you make, the person you spoke to, and how to contact them in the future. This will be helpful if you need to follow up on a request or ask for more documents.

Will it cost me money to request my documents?

For some records, you might be charged a fee. If you cannot afford to pay it, some agencies and companies might be able to give the documents without a fee. Keep track of any payments you make.



Where can I get help?

For more information: www.nyc.gov/deferredaction

For legal help: For help figuring out whether you are eligible for DACA or DAPA and what documents you need, you should speak to a lawyer or BIA-accredited representative. To find a low-cost or free lawyer, call the New York State New Americans hotline at (800) 566-7636. Assistance is available in more than 180 languages.

For help getting documents: If you have trouble getting documents, you can speak to a lawyer or BIA-accredited representative, or a community-based organization.

Beware of fraud: Do not accept legal advice from someone who is not allowed to provide it. In New York, only a lawyer or a BIA-accredited representative can give you legal advice about immigration law. “Notarios” are generally not lawyers or BIA-accredited representatives. Only a lawyer or BIA-accredited representative can tell you if you qualify for DACA, DAPA, or another immigration program. Bad legal advice can have very serious negative consequences and cause major, permanent damage to your current or future immigration case. If you or someone you know thinks they have been the victim of fraud or received legal advice from someone who is not allowed to provide it, call the New York State New Americans hotline at (800) 566-7636.

Do not submit applications until USCIS begins accepting them: Every immigration program has a different start date. Do not submit any immigration application before the programs have started. You should always speak to a lawyer or BIA-accredited representative to find out when the immigration program you are considering will begin.

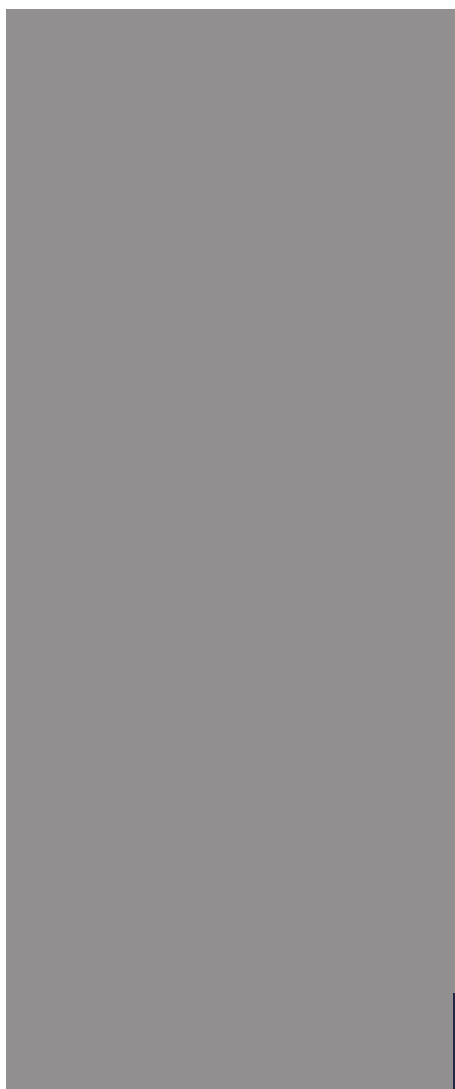
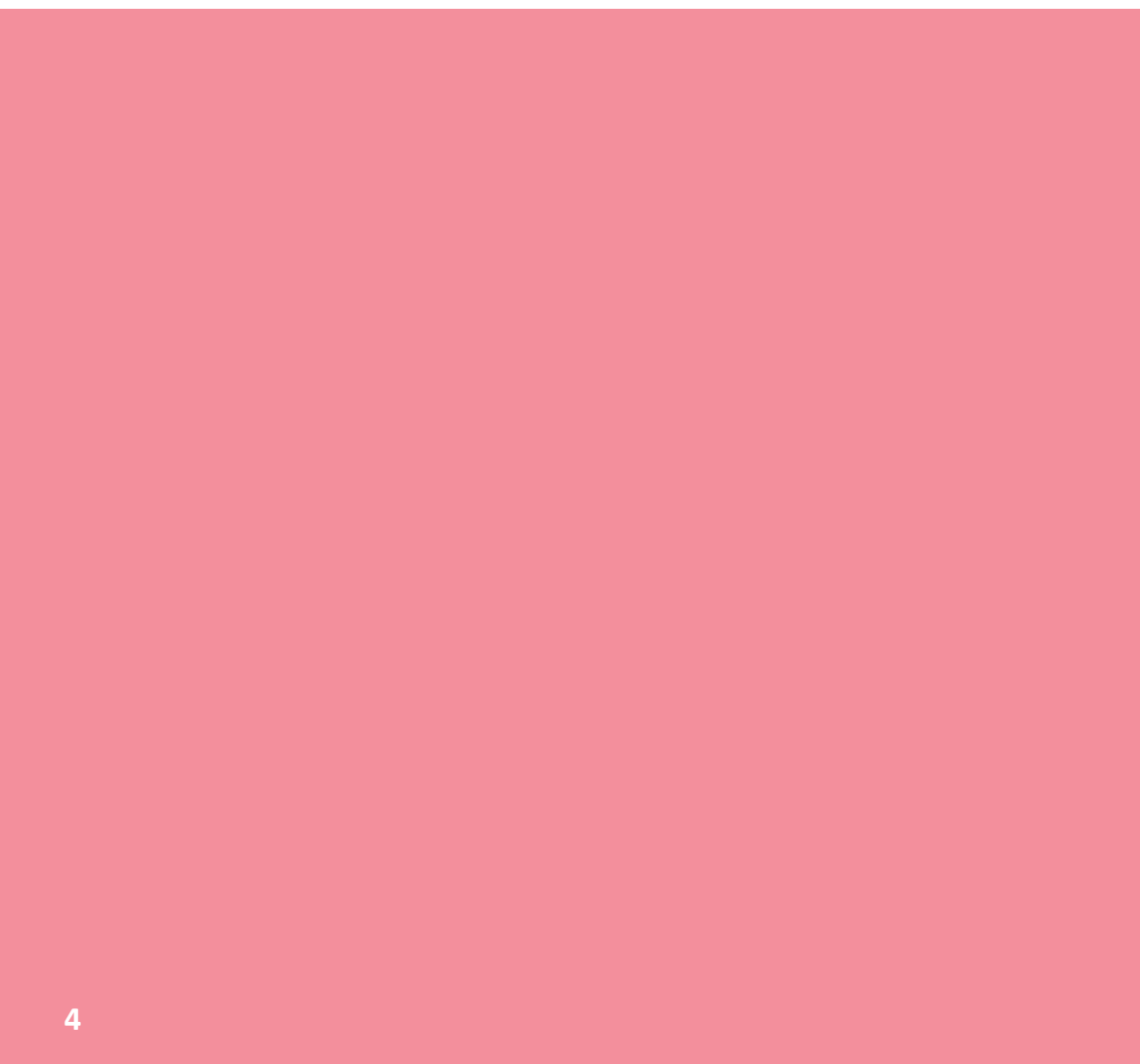
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Document Collection Worksheet

Use this worksheet to keep track of the documents you need to get.

A lawyer or BIA-accredited representative may be able to help you fill out this worksheet to help you understand what documents you will need to get.

1. Identity (p11)

| DOCUMENTS TO COLLECT | |
|----------------------|--|
| | |
| | |

2. Continuous residence (p19)

| YEAR | DOCUMENTS TO COLLECT | MONTHS COVERED |
|------|-----------------------|----------------|
| 20__ | Document 1: | |
| | Document 2: | |
| | Additional documents: | |
| 20__ | Document 1: | |
| | Document 2: | |
| | Additional documents: | |
| 20__ | Document 1: | |
| | Document 2: | |
| | Additional documents: | |
| 20__ | Document 1: | |
| | Document 2: | |
| | Additional documents: | |

| | | |
|------|-----------------------|--|
| 20__ | Document 1: | |
| | Document 2: | |
| | Additional documents: | |
| 20__ | Document 1: | |
| | Document 2: | |
| | Additional documents: | |
| 20__ | Document 1: | |
| | Document 2: | |
| | Additional documents: | |
| 20__ | Document 1: | |
| | Document 2: | |
| | Additional documents: | |
| 20__ | Document 1: | |
| | Document 2: | |
| | Additional documents: | |

3. Unlawful status as of June 15, 2012 (for DACA) or November 20, 2014 (for DAPA) **(p31)**

| DOCUMENTS TO COLLECT | |
|----------------------|--|
| | |
| | |

4. Physical presence in the U.S. on June 15, 2012 (for DACA) or November 20, 2014 (for DAPA) (p33)

| DOCUMENTS TO COLLECT |
|----------------------|
| |
| |

5. Proof of satisfaction of educational requirement (DACA only) (p37)

| DOCUMENTS TO COLLECT |
|----------------------|
| |
| |

6. Criminal history (p39)

| DOCUMENTS TO COLLECT |
|----------------------|
| |
| |

7. Parental relationship (DAPA only) (p45)

| DOCUMENTS TO COLLECT |
|----------------------|
| |
| |

8. Child's U.S. citizenship or LPR status (DAPA only) (p47)

| DOCUMENTS TO COLLECT |
|----------------------|
| |
| |

9. Travel and absence records (p51)

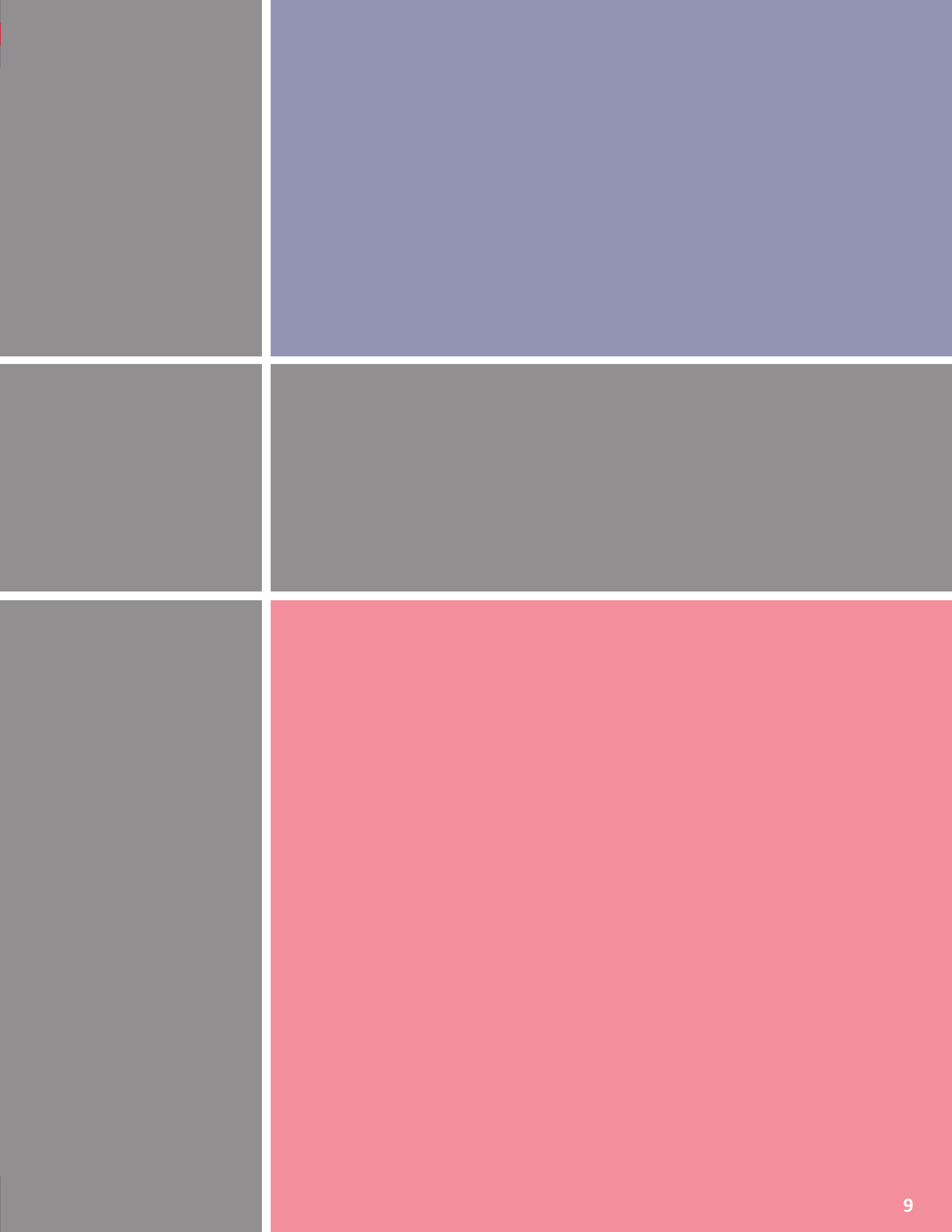
| DOCUMENTS TO COLLECT |
|----------------------|
| |
| |

10. Prior immigration filings (p53)

| DOCUMENTS TO COLLECT |
|----------------------|
| |
| |

Other documents

| DOCUMENTS TO COLLECT |
|----------------------|
| |
| |





Proof of Identity

(DACA & DAPA)

Proof of Identity

You will need to submit documents that prove your identity.

You must submit a photo ID. The documents you use as proof of identity can be expired.

For DACA applicants: You will need to submit documents showing date of birth to prove that you entered the United States before your 16th birthday and that you are at least 15 years old at the time you submit your application.

NOTE: This guide can help you get your documents, but the federal government immigration agency, USCIS, is responsible for approving or rejecting documents and applications. You should talk to a lawyer or BIA-accredited representative about how to apply for immigration programs like DACA and DAPA.

Samples of documents you may use to prove your identity are below. You do not need all of these documents.

Birth certificate

To request a copy of your birth certificate, contact the consulate of your country of birth. Contact information for New York City-based consulates is available in Appendix B on page 59.

If you use a birth certificate as your proof of identity, you must also include photo ID.

If your birth certificate is in a language other than English, you need to have it translated into English and include a certificate of translation. See page 2 for information on

translated documents.

Passport

To request a replacement or copy of your passport, contact the local consulate for your country of citizenship. Contact information for New York City-based consulates is available in Appendix B on page 59.

Consular ID card



Some countries' consulates can give you a "consular ID card" or a similar national identification card. These countries include Mexico (see the sample above), Colombia, Ecuador, Guatemala, Argentina, Brazil, Dominican Republic, Guinea, Mali, Nigeria, Pakistan, Peru, and Senegal, and other countries may also issue consular ID cards. There may be a small fee, and you will be required to show certain documents when you apply.

To find out if your country provides consular ID cards and to learn how to get one, you can ask the consulate for your country of

citizenship. Contact information for New York City-based consulates is available in Appendix B on page 59.

Foreign national identification card with photo and/or fingerprint

To request a copy of your foreign national identification card, contact the local consulate for your country of citizenship. Contact information for New York City-based consulates is available in Appendix B on page 59

Foreign military photo ID

To request a copy of your foreign military photo ID, contact the local consulate for the country where you served. Contact information for New York City-based consulates is available in Appendix B on page 59.

School photo ID card

See page XX for information on requesting school records, including your school photo ID card.

U.S. government-issued ID

This could include other documents issued by the U.S. immigration system, in addition to the ones described below, and other documents issued by the U.S. federal government, state governments, or city governments.

If you have lost your U.S. government-issued

ID, you will need to contact the government agency that originally issued the document to request a copy.

IDNYC (NYC government-issued photo ID card)



New York City offers a photo ID card to anybody age 14 and over who lives anywhere in the Bronx, Brooklyn, Manhattan, Queens, or Staten Island, regardless of their immigration status or ability to pay. This card is accepted as proof of your identity in your application for DACA or DAPA. It is also accepted by the NY Police Department and all other City agencies.

To learn how to apply for your IDNYC card or obtain a replacement for a lost or stolen IDNYC card, go to www.nyc.gov/idnyc, call **311** and ask about “IDNYC,” or text “IDNYC” to **877877**.

U.S. Arrival-Departure Document (I-94, I-94A, I-94W, I-95)

| | |
|--|---|
| Departure Number 742832036 01 | SAMPLE |
| Immigration and Naturalization Service I-94 Departure Record | U.S. IMMIGRATION 250 WAS |
| | SEP 13 1991 |
| | ADMITTED <u>B-1</u> UNTIL <u>July 10, 1993</u> (CLASS) |
| 14. Family Name DOE | 16. Birth Date (Day, Mo, Yr) 11.04.62 |
| 15. First (Given) Name JOHN | 17. Country of Citizenship U.K. |
| I-94 Arrival/Departure Record | |

| | |
|--|--|
| Departure Number 813106636 11 | |
| Department of Homeland Security CBP I-94A (11/04) Departure Record | L1 12345 CUSTOMS AND BORDER PROTECTION ADMITTED USA 09/17/2007 Class Unal |
| Family Name SAMPLE | Birth Date (Day, Mo, Yr) 22, 12, 50 |
| First (Given) Name AHMET | Country of Citizenship PAKISTAN |
| 20041122 US-VISIT 20050207 MULTIPLE | |
| See Other Side | STAPLE HERE |

If you entered the United States with a visa, you got an I-94 or I-94A Arrival-Departure Document. The I-94/I-94A is a small white card that you filled out and was stapled inside your passport by an immigration officer. It shows the date that you entered the US and the date that your visa expired. (If you entered the U.S. through the Visa Waiver Program you will have an I-94W. If you

entered as a crewperson, you will have an I-95.)

To replace your lost, destroyed, or stolen Arrival-Departure Document:

If you entered the United States more than 5 years ago, you can submit Form I-102 (“Application for Replacement/Initial Nonimmigrant Arrival-Departure Document”):

a. You can get Form I-102 (“Application for Replacement/Initial Nonimmigrant Arrival-Departure Document”) at www.uscis.gov/i-102 or the USCIS information office at 26 Federal Plaza, Manhattan, NY, 10278.

FRAUD WARNING:

Never pay for immigration application forms! They are free if you get them from USCIS directly.

b. To fill out Form I-102, you will need:

- i. \$330 by check (payable to the US Department of Homeland Security) or money order
- ii. Your first and last name as they appear (or appeared) on your passport
- iii. Your mailing address (and your home address, if different from your mailing address)
- iii. Your mailing address (and your home address, if different from your mailing address)

iv. Your date of birth

v. Your country of birth and your country of citizenship

vi. Your Social Security Number (if you have one)

vii. The date and place you entered the country (when you were issued your I-94)

viii. Your former immigration status and date status expired (if you did not have any immigration status, leave blank)

ix. I-94 number (leave blank if you do not have the number)

x. Your passport number, country that issued passport, and passport expiration date

c. Tips on filling out Form I-102

i. If you do not know the answer to any of the questions on the form or you are unsure of an answer, leave the answer area blank or write “unknown.”

ii. Part 2 of the form: Check the box that describes your situation (it will probably be the first box: “replacing lost or stolen Form I-94 or I-94W”).

iii. Part 3: Check the “no” box in response to question 1.a. For question 2.a, “removal proceedings” means having a case in immigration court. If you have a case in immigration court right now, you will likely be able to use a different document (the Notice to Appear, page 16) to show the date that you arrived in the country.

iv. Part 4:

1. If you are filling out the form yourself and speak English, check the first box.

2. If you were helped by a translator, check the second box and write the language you speak in the answer field.

3. If someone else helped you fill out the form, check the third box.

4. Sign your name under “applicant certification.”

5. Have the translator or preparer fill out their sections and sign, if necessary.

v. Make sure to make a copy of your application before you send it.

vi. Mail your application by USPS priority mail or a similar mail service (and keep a record of the mailing), with a copy of your passport (if you have one), and the money order/check to:

If mailing through USPS: USCIS, PO Box 660867, Dallas, TX 75266

If mailing through UPS or FedEx: USCIS, Attn: AOS, 2501 S. State Hwy. 121 Business Suite 400, Lewisville, TX 75067

If you entered the US within the last 5 years, you can print a copy of your I-94/I-94A from the U.S. Customs and Border Protection website. Here is how:

a. To complete your request, you will need:

i. Your first and last name as they appear (or appeared) on your passport

- ii. Your date of birth
- iii. Your passport number
- iv. Name of country that issued you your passport

b. Go to <https://i94.cbp.dhs.gov/I94/request.html>.

c. Enter the necessary information about yourself in the appropriate boxes.

d. Click the “get recent I-94” button.

e. Print out your I-94/I-94A.

If you do not have the information needed to submit your request online, you can submit your request by mailing Form I-102 (see above).

If you use an Arrival-Departure Document as your proof of identity, you must also include photo ID.

certain period of time. There are many different types of visas. For example, B1 and B2 visas are given to tourists and business visitors, which allows them to stay in the country for up to 6 months.

Unfortunately, if your US immigration visa was lost or stolen, there is no way to request a replacement without travelling to your home country. But there is a way to get proof of the date that you entered by requesting your U.S. Arrival-Departure Record (see I-94 section, above).

Notice to Appear (I-862) or Order of Removal

U.S. Department of Homeland Security Notice to Appear

In removal Proceedings under section 240 of the Immigration and Nationality Act:

Subject ID: _____ FIN #: _____
 DOB: _____ File No: _____
 Event No: _____

In the Matter of: _____

Respondent: _____ currently residing at: _____
(Number, Street, city and ZIP code)

1. You are an arriving alien.
 2. You are an alien present in the United States, who has not been admitted or paroled.
 3. You have been admitted to the United States, but are removable for the reasons stated below.

The Department of Homeland Security alleges that you:

on _____ at _____ to show why you should not be removed from the United States based on the
(Date) (Time)
 charge(s) set forth above. _____
(Signature and Title of Issuing Officer)

Date: _____
(City and State)

Form I-862

U.S. immigration visa



A U.S. immigration visa is a document given to people who have been allowed to enter the country for a certain purpose and a

A Notice to Appear is a document that is created when someone has a case in immigration court. All Notices to Appear have the same format: on the first page it will say your name and your Alien Number, as well as information about how you entered the U.S. and why you are being placed in removal proceedings.

An Order of Removal is the order of the immigration judge which says that someone has been ordered deported. The Order of Removal is usually given to someone in court, but if the person was not in the court when the judge decided the case, it may have been mailed.

To replace your lost, destroyed, or stolen Notice to Appear or Order of Removal:

1. If you had a lawyer who represented you in your deportation case, call that lawyer and ask them for a copy of your Notice to Appear or your Order of Removal.

FRAUD WARNING:

If you previously were helped by a lawyer or anyone else with your immigration issues, you should contact them to ask for a copy of your file. In New York State, your current or former lawyer **MUST** give you a copy of your file when you ask for it at no cost, even if you owe money.

2. If you did not have a lawyer or you can't find your old lawyer, you can send a Freedom of Information Act (FOIA) request. A FOIA request is how you ask the government for a copy of your file. You will not get in trouble with immigration or be deported if you make a FOIA request. The process for filing a FOIA with the immigration court system is as follows:

a. Fill out the "Certification of Identity" form (available at www.justice.gov/eoir/efoia/foiafact.htm):

- i. Write in your full name
- ii. Citizenship status: enter "N/A" or "none"
- iii. Social Security Number: leave blank if you do not have one
- iv. Current Address: this is where your requested documents will be sent
- v. Date and place of birth
- vi. Print your name and sign and date the form

b. Send the "Certification of Identity" form, a copy of your passport or other identity documents, and a cover letter to: Office of the General Counsel, Attn: FOIA Service Center, Executive Office for Immigration Review, 5107 Leesburg Pike, Suite 1903, Falls Church, VA 20530. You can also send this information by email to EOIR.FOIARequests@usdoj.gov.

See Appendix C on page 62 for a sample cover letter that you can use to make your request.

3. Note: FOIA requests for immigration court records can take anywhere between 1-3 months to be processed. You should receive a receipt when your request is received (within 2-6 weeks). When you do get your results, you should receive your Notice to Appear and/or Order of Removal, as well as any other documents from the immigration court. A lawyer can help you sort through to find what you need.

If you use a Notice to Appear or an Order of Removal as your proof of identity, you must also include photo ID.



Continuous Residence

since June 15, 2007 (for original DACA)

or January 1, 2010 (for DAPA or expanded DACA)

Continuous Residence

You will need documents that prove that you have “continuously resided” in the United States since before June 15, 2007 (for original DACA) or January 1, 2010 (for DAPA or expanded DACA).

NOTE: This guide can help you get your documents, but the federal government immigration agency, USCIS, is responsible for approving or rejecting documents and applications. You should talk to a lawyer or BIA-accredited representative about how to apply for immigration programs like DACA and DAPA.

What does “continuously resided” mean?

It means that you have made the United States your home and that you have intended to remain in the United States throughout this time period. You can still qualify for DACA, expanded DACA, or DAPA if you left the United States, but you should talk to a lawyer to make sure you were not gone too long or your absence created problems.

You will need multiple documents.

To prove that you “continuously” lived in the United States, you will need multiple documents that show you were living in the United States throughout the whole time period. You do not need to submit proof for every single day of that time period, but you should submit proof for as many months as possible, with as few gaps as possible. You should collect multiple documents for every year that you are required to prove

continuous residence. If you have trouble getting documents, you can talk to a lawyer or BIA-accredited representative, the Mayor’s Office of Immigrant Affairs, or a community-based organization.

Documents without your name.

If you have documents that only show a parent or legal guardian’s name and do not include your name, you can still use those documents to prove your continuous residence. You will also need to include documents that prove your connection to your parent or guardian’s residence in the United States. (For example, you could submit a copy of your mother’s apartment lease from 2011 even if your name does not appear on the lease, and you would also have to submit a copy of a school record from that time period that lists your name with your mother’s name.)

What documents should I collect?

You can use the Document Collection Worksheet (page 5) to help keep track of the documents you need.

What if I can't find enough documents?

Affidavits can cover gaps. If you cannot find enough documents to prove continuous residence for a certain time period since January 1, 2010, then you can submit letters (also called “affidavits”) written and signed by people who have direct personal knowledge of your residence in the United States during that time period. The affidavit should explain who the writer is, how he or she knows you, and how he or she knows you were living in the United States continuously during that time period. The affidavit should be signed and dated. You must submit a minimum of two affidavits to prove your continuous residence for a certain time period. You cannot use affidavits to prove the entire “continuous residence” requirement since January 1, 2010.

2a. Housing records and leases

Housing records are documents that show you rented a house or an apartment, and what rent you paid. When you request housing records, you do not have to explain the reason for your request or explain your immigration status. You can simply request the documents for your own records or “for personal reasons.”

You can ask the landlord or property management company for copies of leases, subleases, and other rental agreements, as well as rent bills and rent payment receipts. You can ask whoever you sent your rent to for help figuring out who is the right person to ask for your records.

If you stayed in a homeless shelter, you can request a record of your stay from the shelter staff. If the shelter was operated by the NYC Department of Homeless Services (DHS), then you can request a record of your stay from your local Homebase Center. Call 311 for the address and phone number of the Homebase Center closest to you.

2b. Utility records

Electricity companies

ConEd: If you have an online account, go to www.coned.com, log in with your username and password, and click on “Billing History” for a list of your complete billing history (these are not individual records but a list of the service dates). For individual bills, click on “View my Bill” to obtain copies of up to 15 months of individual bills. You can also mail your request to ConEdison, P.O. Box 138, New York, NY 10276-0138, Attn.: Ms. Inoa. The request must note the 15-digit account number and how the records should be sent to you (by mail, email, or fax). Records are free of charge for the last 2 years. Older records cost \$15 per year. You must include a check or money order with your request if you need old records. For questions, call **(800) 752-6633**.

LIPA: If you have an online account, go to www.psegliny.com to view your billing history. Online records are usually limited to 3 years. You can also call PSEG Long Island at (800) 490-0025 or 631-755-6000 for copies of detailed billing history. This request is free.

National Grid: If you have an online account, go to www.nationalgridus.com to view your billing history. Online records are usually limited to 3 years. You can also call National Grid at (718) 643-4050 (NYC area), (800) 930-5003 (Long Island and the Rockaways), or (800) 642-4272 (upstate NY) to ask for copies. Records are free for the last 3 years. Older records cost \$15 per year.

Phone companies

Verizon: If you have an online account, log in at www.verizonwireless.com, click on “My Verizon,” choose “My Account,” then click on “Billing History” under “View my Bill” for your billing history (these are not individual records but a list of the service dates). You can click on “view documents and receipts” for copies of individual bills for the last 18 months. You can also call Verizon by dialing *611 from your Verizon phone or calling (800) 922-0204 to obtain complete copies of your billing history. Bills old than 18 months cost \$5 per month.

AT&T: If you have an online account, log in at www.att.com to get your billing history back to the time when you opened the account. If you have any questions or would like AT&T to re-print your bills, contact (800) 331-0500. There is a re-printing charge of \$5 per bill.

T-Mobile: If you have an online account, log in at www.t-mobile.com and click on “billing history” to see up to 12 months of your records. If you have any questions or would like to get complete copies of your billing history, contact T-Mobile by dialing 611 from

your T-Mobile phone or calling (800) 866-2453. Bills older than 12 months cost \$5.

Sprint: If you have an online account, log in at www.sprint.com and upon log in, click on bill history to see up to 24 months of bills. If you have any questions or would like to obtain complete copies of your billing history, contact Sprint at (888) 211-4727. There is a re-printing charge of \$5 per bill.

MetroPCS: You can only get up to the last 3 months of your bills. Log in to your online account at www.metropcs.com. If you have any questions, contact MetroPCS by dialing *611 from your MetroPCS phone or calling (888) 863-8768.

Cable and internet companies

Time Warner Cable: If you have an online account, log in at www.timewarnercable.com to get up to 6 months of your billing history. For questions or to obtain complete copies of your billing history, call (800) 892-4357. There is a re-printing charge of \$5-6 for each bill older than 6 months.

RCN: If you have an online account, log in at www.rcn.com to view up to several years of billing history. If you have any questions or can't find the bills you need, call (800) 746-4726. There is a re-printing charge of \$5 for each bill.

Verizon Fios: If you have an online account, log in at www.verizon.com to access your billing history. If you have any questions or need Verizon Fios to re-print your bills, call (800) 837-4966.

DirectTV: If you have an online account, log in at www.directv.com to access your billing history. To request copies of bills that are not be accessible online or for other questions, call **(800) 531-5000**.

2c. Education records

NYC public schools

You can request NYC public school records directly from the school you or your child attended. These records include:

- attendance records
- admission and discharge history (showing all the NYC public schools you have attended)
- transcripts
- report cards
- “individual student profile” (includes exam history, attendance records, and address history in one document)
- You will be asked to complete a Student Request Form. You can fill out the Student Request Form in at the school or in advance. It is included in Appendix D on page 63. Make sure to be clear about which documents you need.

If you are not able to get the documents you need from the school, you can also contact the District Office’s Family Advocate. To find out which district your school is in, call **311** or go to schools.nyc.gov/schoolsearch and enter the school’s name. The District Family Advocates’ addresses and phone numbers are

in Appendix E on page 64.

New York City public schools may charge a fee of up to 25 cents per page for copies of your records. If you cannot afford the fee then you can ask for a waiver.

If your school no longer exists, you can still request your documents from the school that is in the building.

Colleges

College students or students who took GED/HSEC prep or ESL classes at a college can request their records through their school’s Office of the Registrar. Some schools may have a small fee associated with the document request.

You can submit an “unofficial” or official transcript issued by your college.

High School Equivalency (GED or TASC)

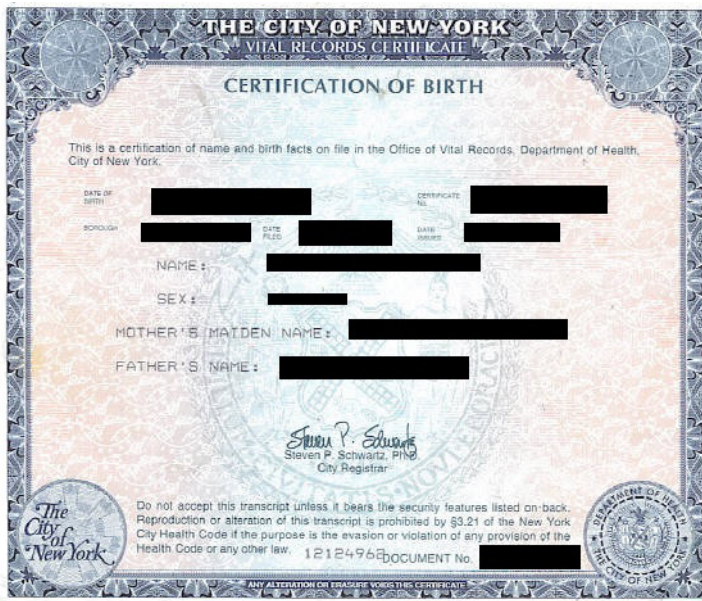
If you took the New York State High School Equivalency test (GED or TASC), you can request your diploma or transcript by printing out the request form at www.acces.nysed.gov/ged/duplicate_diploma.html and mailing it to: New York State Education Department, HSE Office, P.O. Box 7348, Albany, New York 12224-0348. There is a fee of \$4 for a transcript and \$10 for diploma and transcript, payable by certified check or money order. Call **(518) 474-5906** for help.

You may also be able to submit copies of dated yearbooks, awards, and other school-related items.

Other schools in New York State: To request records from schools in other cities and towns in New York State, you can speak to the school's attendance office or guidance counselor to request attendance records, report cards, transcripts, diplomas, and other school records. If you have any questions, call the New York State Education Department at (518) 486-6090.

2d. Health records

Birth certificates



You can request copies of your child's birth certificates (for NYC births) from the NYC Department of Health and Mental Hygiene (DOHMH).

To request online, go to www.nyc.gov/vitalrecords and follow the instructions.

To request in person, go to 125 Worth Street, Manhattan, from 9:00AM to 3:30PM.

To request by mail, fill out the application

form (available at www.nyc.gov/html/doh/downloads/pdf/vr/birth1.pdf or by calling 311), get your application notarized, include copies of your proof of identity or residency and your payment, and mail the package to: NYC Department of Health and Mental Hygiene, Office of Vital Records, 125 Worth Street, CN-4, Room 133, New York, NY 10013.

A list of acceptable documents is available at www.nyc.gov/html/doh/html/services/vr-id.shtml. If you do not have the required documents, call 311 and ask for the DOHMH Call Center or email nycdohvr@health.nyc.gov.

There is a fee of \$17.75 for the first copy, plus \$15 for additional copies. There is no fee waiver available. You must pay by credit card, debit card, money order, or personal check.

If you need to correct a mistake on a birth certificate or add a parent's name, then you will need to fill out the correction application form (available at www.nyc.gov/html/doh/downloads/pdf/vr/bcorrect.pdf or by calling 311). In most cases you must pay a fee of \$40, plus \$15 for additional copies. You can submit correction applications in person at 125 Worth St., Manhattan, or by mail to: NYC Department of Health and Mental Hygiene, Office of Vital Records, 125 Worth Street, CN-4, Room 144, New York, NY 10013.

For more information on NYC birth certificates and corrections, call 311 and ask for the DOHMH Call Center.

To request a child's birth certificate from other locations in the U.S., call the vital

records office in that state, city, or county.

Immunization records

You can request a copy of your child's immunization record by writing to the school's nurse. Your letter should include:

- The name of the student and the school that the student is currently attending.
- A statement that you are the child's parent or legal guardian.
- A request for a copy of the student's "immunization record."

This written request should be submitted to the school nurse. Call the school or visit in person to find out how to submit your request to the school nurse.

NYC public hospital records and bills

If you or your child received care in one of NYC's public hospitals or clinics (operated by the Health & Hospitals Corporation, or HHC), you can request dated records showing treatments you received. You will need to visit the Patient Relations & Billing Department or Medical Records Department at the hospital or clinic where you were treated, with unexpired proof of identity (including foreign ID) or the Clinic Card you were issued by the hospital or clinic.

The hospital or clinic may charge a small fee for copying. If you cannot afford to pay, you can ask for a fee reduction or waiver.

To find the addresses and contact information

for HHC hospitals and clinics, call **311**.

Other hospitals, clinics, and doctors' offices

You have a right to get copies of your medical records from doctors, clinics, hospitals, and other providers in New York State. Depending on the provider, you may be charged up to 75 cents per page, but if you cannot afford to pay then the provider must still provide copies.

There are some very limited exceptions to your right to get copies of records, but any waiver of the right to get records is not legal, even if you signed something that says you waive that right.

Emergency Medicaid, Medicaid, Child Health Plus, and other New York public health insurance programs:

You must fill out a request form and mail it in to the New York State Department of Health. You can print the request form at www.health.ny.gov/health_care/medicaid/medicaid_release.htm, and then mail it to: Medicaid Data Warehouse—CDRs, NYSDOH—MISCNY, ESP P1-11 S Dock J, Albany, NY 12237. (You can leave the Social Security Number blank.) If you have questions, you can call the New York State Medicaid consumer helpline at **(800) 541-2831**.

If you enrolled in public health insurance through the NYC Human Resources Administration (HRA), you may also be able to request your records from the HRA. See page 28.

Private health insurance companies: Call

your insurance company to find out how to request documents. Be clear about what documents you want, and ask if there are any fees.

2e. Financial and tax records

Federal tax records: To get copies of your federal tax records, you can request your IRS tax transcript. You can submit a request online at www.irs.gov/Individuals/Get-Transcript or you can mail in IRS Form 4506-T (“Request for Transcript Tax Return”). Form 4506-T is available at www.irs.gov/pub/irs-pdf/f4506t.pdf or at an IRS office. Fill out all applicable categories (fill out a second form if you are requesting more than 4 years of transcripts) and mail it to: Internal Revenue Service RAIVS, P.O. Box 145500, Cincinnati, OH 45250, or fax it to (859) 669-3592. If you order online or by phone, you should receive your tax return transcript within 5 to 10 calendar days. You should allow 30 calendar days for delivery of a tax account transcript if you order by mail.

New York State tax records: To get copies of your past New York State tax returns, fill out Form DTF-505. Form DTF-505 can be printed at www.tax.ny.gov/pdf/current_forms/misc/dtf505_fill_in.pdf.

To request tax returns from 2011 through the present, you should write “IT-201” under “Form number,” and write “Resident income tax return” under “Form title/tax type.” To request tax returns from 2010 and earlier years, you should write “IT-150” under “Form number,” and “Resident income tax return”

under “Form title/tax type.”

Under “Social Security Number,” you can write “ITIN [number].” Under “Reason for request” you can write “For personal records.”

Attach a photocopy of your photo ID (preferably one that is government-issued and unexpired, such as your passport), and a check or money order to cover the cost of the copies (the fee is 25 cents per page, and each year’s form will be 2 to 4 pages).

Mail the Form DTF-505 and your attached pages to: NYS Tax Department, Disclosure Unit, W. A. Harriman Campus, Albany, NY 12227.

If you need help in English, call (518) 457-5149. For assistance in languages other than English, call (518) 453-8137.

New York City tax records (for NYC property taxes and business taxes): Call 311 and ask about requesting your New York City Department of Finance tax records. Or go to a New York City Department of Finance business center in person:

Bronx Business Center: 3030 Third Avenue, 2nd Floor, Bronx, NY 10455

Brooklyn Business Center: Brooklyn Municipal Building, 210 Joralemon Street, Brooklyn, NY 11201

Manhattan Business Center: 66 John Street, 2nd Floor, Manhattan, NY 10038

Queens Business Center, 144-06 94th Avenue, Jamaica, NY 11435

Staten Island Business Center, 350 St. Marks Place, Staten Island, NY 10301

Bank or credit union records: If you have an online account with your bank or credit union, log in on their website. Most banks and credit unions will let you print copies of your monthly statements on their website. If you have any questions or cannot find statements for a certain period of time, contact the customer service department. Be clear about the types of records you need, for what periods of time, and ask if there is any fee.

Insurance records: You can request records from your renter's insurance, homeowner's insurance, car insurance, liability insurance, health insurance, life insurance, or other insurance company by calling the customer service department directly. Be clear about the types of records you need, for what periods of time, and ask if there is any fee.

2f. Religious records

Documents from your place of worship can include dated attendance records confirming your participation and contributions within your religious community, records of marriage ceremonies, and records of children's baptisms or other religious ceremonies.

Contact the leader of your congregation or place of worship to ask for copies of records.

If your religious congregation does not have any records with your name on them, then you can also ask for an affidavit by a religious

leader who knows you. For more information on affidavits, see page 21.

2g. Community program records

If you or your child have been part of a community program funded by the NYC Department of Youth & Community Development (DYCD), you can request proof of participation at the community organization's main office or at the site where you participated. You can also call DYCD's Youth Connect at (646) 343-6000 and tell them your name, date of birth, mailing address, telephone number, the name of the organization where the program was held, and the type of program you attended.

If you have received services at a NYC Department for the Aging senior center, you can call 311 to ask for a letter showing the dates of your participation. The letter will be mailed within 14 business days.

2h. Employment records

Is it safe for me and my employer to submit records showing that I was working without a valid work permit? If you can prove your continuous residence in the United States without submitting employment records, then there is no need for you to request and submit them as part of your application. Employment records are not required. However, if you think you may not be able to prove your continuous residence without employment records, then you should speak to a lawyer or BIA-accredited representative about your situation before requesting

those records from employers. The federal government will not generally take action against deferred action applicants or their employers, except where there is a very serious or large-scale violation of the work authorization laws, but you should get legal advice about this first.

Do I have to tell my employer why I am requesting my employment records? No. When requesting your records, you do not have to explain the reason for your request or explain your immigration status. You can simply request the documents for your own records or “for personal reasons.”

Employment records may include: Pay stubs, copies of paychecks you received, W-2 forms, attendance records (time sheets), and any other records in your personnel file.

Letters from employers: If your employer does not any of those employment records, you can also submit a letter signed by the employer (or an executive-level employee of the company) stating your name, your address during the period of employment, the dates of your employment, your position and duties with the employer, and the company’s name and address and contact information.

Workers’ compensation records: If you have filed a claim with the New York State Workers’ Compensation Board, you can call (877) 632-4996 to request copies of your records.

Paid Sick Leave complaint records: If you have filed a complaint under the New York City Paid Sick Leave Law, you can call 311

to request copies of your complaint and related files from the NYC Department of Consumer Affairs.

Paid Sick Leave complaint records: If you have filed a complaint under the New York City Paid Sick Leave Law, you can call 311 to request copies of your complaint and related files from the NYC Department of Consumer Affairs.

2i. Public benefits and services records

Public benefits

To request records of your or your child’s participation in a NYC Human Resources Administration (HRA) public benefits program, such as Medicaid, SNAP (food stamps), and cash assistance, you can email constituentsaffairs@hra.nyc.gov.

The email subject line should read “Document Request” and you should include your name, case number (if available), and Social Security Number (if available) associated with the case, and a request for your “Historic Record Letter.”

If you do not have email, call 311 and ask about how to request your “Historic Record Letter” from HRA.

The statement letter will be mailed to you within 14 days of an email request, to the address on record for the client.

Foster care, child care, and children’s preventive services

You can request a letter from the NYC

Administration for Children Services (ACS) showing dates of contact and dates of participation in their programs. To request a letter, call the number for the ACS program you have participated in:

- Foster care – (212) 676-9421
- Childcare/Head Start – (212) 835-7610
- Preventive Services – (212) 676-7667

You will receive the letter within 14 business days.

2j. Other records

Library cards and records

NY Public Library (NYPL): If you have ever been an NYPL cardholder, you can visit any of the 88 branches and request proof of library membership by presenting their library cards. The letter will be provided onsite and will include your name and the date you became an NYPL member. NYPL will also stamp the letters to help ensure the document is not duplicated. If your card is expired, you must show proof of identity when you make your request. NYPL can also provide a certificate to any person who has completed one of their English language classes.

Brooklyn Public Library (BPL): If you have ever been a BPL cardholder, you can request a letter showing the date when you became a BPL library member. You can make this request at any BPL library branch or call BPL Immigration Legal Services at (718) 230-2042.

Queens Public Library (QPL): If you have ever

been a QPL cardholder, you can request a letter showing the date you became a QPL member. You must request this letter in person at any of the library's 62 branches, with proof of identity.

Photos from events in US (preferably dated)

Postmarked letters or envelopes, sent or received

Selective Service registration record: All men ages 18 through 25 are required to register for the draft with the U.S. Selective Service System. That includes noncitizens and undocumented immigrants, but it does not include immigrants who are living in the U.S. on student or visitor visas. You can get verification of your registration online: <https://www.sss.gov/RegVer/wfVerification.aspx>. If you cannot verify your registration online, call (888) 655-1825, from 9:00 AM to 5:00 PM EST.

Unlawful Status

as of June 15, 2012 (for DACA)
or November 20, 2014 (for DAPA)

Unlawful Status

Expired US immigration documents

For example: I-94/I-94A, I-94W, I-95, visa, or permanent residence card, showing the date your authorized stay expired. See page 14.

Notice to Appear or order of removal

See page 16.

What if I do not have any documents showing expired status because I never had lawful immigration status?

You should talk to a lawyer or BIA-accredited representative about this. You can explain in your DACA or DAPA application that you did not have lawful status at time of entry in to the United States and you therefore do not have any documents that prove your unlawful status.

Physical Presence in the US

on June 15, 2012 (for DACA)
or November 20, 2014 (for DAPA)

Physical Presence in the US

To prove your physical presence on June 15, 2012 (for DACA) or November 20, 2014 (for DAPA), you should submit documents that prove you were inside the U.S. on or around that day. If you do not have any documents that prove you were inside the U.S. on that day, you should collect documents showing you were inside the U.S. within a week or two of that day.

Affidavits are not accepted as proof of physical presence.

NOTE: This guide can help you get your documents, but the federal government immigration agency, USCIS, is responsible for approving or rejecting documents and applications. You should talk to a lawyer or BIA-accredited representative about how to apply for immigration programs like DACA and DAPA.

Records of purchases

To begin, if you have kept any receipts from purchases made in the United States, arrange them in the order that the purchases were made (from newest to oldest) for easy access.

You can submit a receipt for a purchase made on or about June 15, 2012 (for DACA applicants) or November 20, 2014 (for DAPA applicants). The receipt should have your name and address on it. If the receipt is for a credit card purchase and it does not display your name (for example, a receipt from a restaurant or department store) then you may submit a copy of the credit card statement showing the purchase. However,

if the credit card shows multiple cardholders then it might not be helpful.

Bank or credit union records

You can submit a copy of your bank or credit union statement showing any purchases, transfers, or other transactions made on or about June 15, 2012 (for DACA applicants) or November 20, 2014 (for DAPA applicants).

If you have an online account with your bank or credit union, log in on their website. Most banks and credit unions will let you print copies of your monthly statements on their website. If you have any questions or cannot find statements for a certain period of time, contact the customer service department.

Rent bills and rent payment receipts renewal application?

Collect all receipts, money order stubs, or records of cashed checks you gave to your landlord. You can obtain copies of cashed checks by contacting your bank or credit union's customer service department.

If your name is not on the lease, you may still be able to submit rent bills or rent payment receipts if you can provide proof that you are the spouse or child of the person listed on the lease. See page 20.

Utility bills

For example: electricity, phone, cable, internet. See page 21.

Employment records

The most useful employment records will likely be your time sheet or other attendance records.

See page 27 for more information and a warning about requesting employment records.

Health records

See page 24.

School attendance records

See page 23.

Money order receipts for money sent in or out of the country

Postmarked letters



Proof of Satisfaction of Educational Requirement (DACA Only)

Proof of Education

To apply for DACA, you must have graduated from high school or obtained a high school equivalency degree (HSED or GED), or you must be currently enrolled in an educational program.

If you need to enroll in an educational program to meet this requirement, then go to Appendix F on page 67 for a list of free or low-cost adult education programs funded by the New York City government.

Proof of completion of educational program

If you have graduated from high school or you got a high school equivalency degree then you can submit documents that show your graduation. For NYC public schools, you can submit your transcript, diploma, or admission and discharge history.

For information on how to request your school records, see page 23.

If you have completed a literacy, English language program, or a career-training educational program, you can ask the program's organizers for documents that you show that you completed the program. If the program was government-funded or run by a non-profit organization, then it will be acceptable. If the program you are enrolled in is not government-funded and is not run by a non-profit organization, then you must prove the program's "demonstrated effectiveness" by asking the program to help you collect information about how long it has existed, how successful it is in helping students obtain

a diploma or find a job, and other signs it is an effective program.

Proof of current enrollment

You can be enrolled in a public school, private school, charter school, or state-licensed homeschool program.

You can also be enrolled in a high school equivalency degree (HSED or GED), literacy, English language, or career-training educational program. If the program you are enrolled in is government-funded or run by a non-profit organization, then it will be acceptable. If the program you are enrolled in is not government-funded and is not run by a non-profit organization, then you must prove the program's "demonstrated effectiveness" by asking the program to help you collect information about how long it has existed, how successful it is in helping students obtain a diploma or find a job, and other signs it is an effective program.

For information on how to request your records, see page 23.

Criminal History

Criminal History

When you apply for DACA or DAPA, you need to report any criminal history (arrests and convictions) and you will need to submit documents showing what happened in each case. You must be honest about this because the government can check your fingerprints to see if you have ever been arrested.

NOTE: This guide can help you get your documents, but the federal government immigration agency, USCIS, is responsible for approving or rejecting documents and applications. You should talk to a lawyer or BIA-accredited representative about how to apply for immigration programs like DACA and DAPA.

MTA

If you have received a summons by the Metropolitan Transportation Authority (MTA), you can request a “disposition letter” in person from the NYC Transit Adjudication Bureau, located at 29 Gallatin Place, 3rd Floor, Brooklyn, NY 11201. You must bring proof of identity (including Individual Taxpayer Identification Number card, valid U.S. or foreign passport, foreign identification with date of birth, and U.S. government-issued ID with date of birth), and you must pay a fee of \$10. For more information, call [\(347\) 643-5805](tel:347-643-5805).

NYPD

If you were arrested but never charged, go to the police precinct. Bring photo ID with you. If there are no records at the precinct, then

you can go to 1 Police Plaza, in downtown Manhattan, to request a “certificate of good conduct.” Bring photo ID with you.

WARNING:

If you might have an outstanding warrant, speak to an attorney before going to a police precinct or 1 Police Plaza, or you may be arrested on the spot.

Courts

If you were arrested and charged with a crime—even if you weren’t convicted—you should go to the court where you appeared and request a “certificate of disposition.” You must pay a fee of \$10. Bring photo ID and any information about your case (docket number, indictment number, Superior Court Information number).

WARNING:

If you might have an outstanding warrant, talk to a lawyer before going to a court to request a certificate of disposition, or you may be arrested on the spot.

Queens courts:

If you were convicted in Criminal Court (misdemeanors and violations) you must go to Room G64 in the Criminal Court Building located at 125-01 Queens Blvd., Kew Gardens, New York. You will need the docket number. You must pay a fee of \$10.

If you were convicted in Supreme Court (felonies and some misdemeanors), you must go to the Supreme Court clerk's office on the 7th floor of 125-01 Queens Blvd., Kew Gardens, New York. You will need the indictment or SCI (Superior Court Information) number. You must pay a fee of \$10.

If you were arrested and never brought before a judge, your case may have been dismissed in the Intake Bureau of the DA's Office or voided by the police. To request proof, follow the instructions at www.queensda.org/dispo_answer.html.

Brooklyn courts:

If you were convicted in Supreme Court, go to the court at 320 Jay Street, Brooklyn, NY 11201, and visit the Criminal Term Clerk's Office, in Room 13.06.

If you were convicted in Criminal Court, go to the court at 120 Schermerhorn St, Brooklyn, NY 11210, and visit Room 510.

Bronx courts:

If you were convicted in Supreme Court, go to the court at 265 E. 161st St., 2nd Floor, Bronx NY 10451.

If you were convicted in Criminal Court, go to the court at 215 E. 161st St, 1st Floor, Bronx, NY 10451.

Manhattan courts:

Go to the court at 100 Centre Street, New York, NY 10013. If you were convicted in Criminal Court, go to Room 150. If you were convicted in Supreme Court, go to Room 1000.

You must bring photo ID, your indictment number or Superior Court Information (SCI) number or docket number, and \$10.

Certificates of Disposition are also available through the mail. Send a \$10 certified check or money order together with the information listed above to Correspondence Unit, 100 Centre Street, Room 1001, Manhattan, NY 10013.

Staten Island courts:

If you were convicted in Criminal Court, go to 67 Targee Street, 1st Floor, Staten Island, NY 10304.

If you were convicted in Supreme Court, go to 18 Richmond Terrace, Staten Island, NY 10301, and go to Room 110.

If you are not sure of your entire criminal history record

If you are not sure of the exact locations where you were arrested, charged, or convicted at any time in the past, then you can find details by requesting your criminal history record (sometimes called a RAP sheet). If you know you only ever had any contact with law enforcement in New York State, then you can request your Criminal

History Record from the New York State Department of Criminal Justice Services (see below). If you think you may have had contact with law enforcement in other states, then you can request your Identity History Summary record from the FBI (see below).

New York State Department of Criminal Justice Services (for New York State only)

First, you must make an appointment with the company MorphoTrust USA by calling (877) 472-6915 or at www.identogo.com/FP/NewYork.aspx to schedule a time to be fingerprinted in person at one of 15 locations in New York City. When you schedule your appointment, you should request your “unsuppressed” records. That means that all records will be included in the report you receive, including records of dismissed cases, sealed cases, and youthful offender cases. You can request that the records be mailed to your lawyer if you prefer.

At your appointment, you must provide two forms of identification (if this is a problem, call for more information) and pay a fee of \$59.95 by check, certified check, or bank check made out to “MorphoTrust USA,” or by money order, credit card, or cash.

(If you cannot afford the fee, you can request a fee waiver application by calling (800) 262-3257, or emailing RecordReview@dcjs.ny.gov, or sending a letter to DCJS Record Review

Unit, New York State Division of Criminal Justice Services, Alfred E. Smith Building, 80 South Swan St., Albany, New York 12210. See the information below to learn how to get your fingerprints for free.)

MorphoTrust USA will submit your fingerprints to the Department of Criminal Justice Services, and you will receive your records by mail 7 to 10 days after your fingerprints are submitted.

If your record looks like it contains incorrect information, talk to a lawyer about how to correct it.

FBI (nationwide, including New York State):

1. Go to forms.fbi.gov/identity-history-summary-checks-review and click on the “Request” button. This will take you to another link to fill out and download the form. Make sure to include all the contact information.
2. Get your fingerprints taken.

The Legal Action Center will take fingerprints for free. You must make an appointment by calling (212) 243-1313. When you go to your appointment, bring photo ID with you. The Legal Action Center’s address is 225 Varick Street, Manhattan, NY 10014.

You can also get your fingerprints taken by private businesses, for a fee.

You can also go to your local police precinct station and ask them to take your fingerprints. If they tell you to bring in your own fingerprint card, you can print one out here: www.fbi.gov/about-us/cjis/identity-history-summary-checks/fd-258-1. Make sure your name and date of birth are on the fingerprint card as well. To find a police precinct, call **311** in New York City, or **211** outside of New York City.



WARNING:

If you think there is any chance that there is a warrant out for your arrest (for example, because you forgot to pay a ticket or appear at a court date) then you may be arrested when you go to a police station. If you think this may apply to you, you should talk to a lawyer or BIA-accredited representative before you go to the police station.

3. Make sure to include the payment of \$18. You can pay by money order payable to “Treasury of the United State” or by filling out their credit card form available here: www.fbi.gov/about-us/cjis/identity-history-summary-checks/credit-card-payment-form.
4. Mail everything to: FBI CJIS Division, Summary Request, 1000 Custer Hollow Road, Clarksburg, WV 26306.
5. It will take 4 to 6 weeks for your FBI results to arrive. Once you have them, talk to a lawyer to figure out your next steps.



Parental Relationship

(DAPA Only)



Parental Relationship

NOTE: This guide can help you get your documents, but the federal government immigration agency, USCIS, is responsible for approving or rejecting documents and applications. You should talk to a lawyer or BIA-accredited representative about how to apply for immigration programs like DACA and DAPA.

For adoptions in the U.S. outside of New York State: Contact the family court where the adoption took place for more information.

Child's U.S. birth certificate

See page 24.

Adoption decree

For adoptions abroad: Go to travel.state.gov/content/visas/english/fees/reciprocity-by-country.html, and enter the country where the adoption took place in the search box to see where you can get your documents.

For adoptions in New York State: Adoptive parents can fill out Family Court Forms 15A or 15B (if the adoption records were not sealed) or Family Court Forms 16A or 16B (if the records were sealed) to request a copy of the adoption decree. The forms are available at www.nycourts.gov/forms/familycourt/adoption.shtml. If there are any questions, parents should contact the clerk of the Family Court in the borough or county where the adoption took place. NYC family court's contact information and addresses are available at www.nycourts.gov/courts/nyc/family.

Child's US Citizenship or LPR Status (DAPA Only)

Child's US Citizenship or LPR Status

DAPA applicants will likely be required to prove that they have a child with U.S. citizenship or lawful permanent residence (“green card”) status.

NOTE: This guide can help you get your documents, but the federal government immigration agency, USCIS, is responsible for approving or rejecting documents and applications. You should talk to an attorney or BIA-accredited representative about how to apply for immigration programs like DACA and DAPA.

Child's U.S. birth certificate

See page 24.

Child's U.S. passport, certificate of citizenship, or certificate of naturalization

To get a child's U.S. passport, file Form DS-11 for a first-time passport application. The form is available at www.state.gov/documents/organization/212239.pdf. If you need to replace a lost or stolen U.S. passport, you also need to file Form DS-64, available at www.state.gov/documents/organization/212245.pdf.

To get a child's certificate of citizenship, file Form N-600 (“Application for Certificate of Citizenship”) with USCIS (available at www.uscis.gov/n-600).



If the child was born to a U.S. Citizen abroad and does not have proof of U.S. Citizenship (i.e., a U.S. Passport), you can file Form N-600K (“Application for Citizenship and Issuance of Certificate”) (available at www.uscis.gov/n-600k).

To get a replacement certificate of naturalization, file Form N-565, available at www.uscis.gov/sites/default/files/files/form/n-565.pdf.

Child's permanent residence card (green card)



Travel and Absence Records

Travel and Absence Records

If you have left the United States and returned at any time from January 1, 2010, to the present, then you will have to prove that your time away did not mean that you abandoned your home in the United States. If you traveled outside the United States (including Canada and Mexico) since June 15, 2007 (for original DACA), or January 1, 2010 (for DAPA and expanded DACA), you should speak to a lawyer to make sure this is not a problem for your DACA or DAPA application.

Receipts for purchases

For example: Receipts for transportation, hotel reservations, and other receipts.

Evidence of purpose of travel

If the purpose was for a family reason, search through your records for invitations, photos, emails, or other documents explaining the event you were traveling for.

If the purpose was for a family emergency, search through your records for emails or letters describing the situation, death notices, letters from doctors describing the illness.

If the purpose was a school or business trip, search through your records for emails, letters, meeting schedules or class schedules that were related to that trip.

Advance Parole travel document

If you had Advance Parole approved by USCIS for your travel, you can submit a copy of your Advance Parole travel document and related paperwork.

Affidavits

If you are not able to get copies of records proving your travel, then you can get affidavits from people with personal knowledge of the dates and purposes of your time away from the United States. See page 21 for more information on affidavits.

Prior Immigration Filings

Prior Immigration Filings

If you previously got help from a lawyer or anyone else with your immigration issues, you should contact them to request a copy of your file.

In New York State, your current or former lawyer is required to give you a copy of your file at no cost, even if you owe money.

If you did not get help from anyone with your immigration issues and you think you may have filed any documents with USCIS before, or if you cannot contact the person who helped you before, then you can obtain a copy of your immigration file by submitting a Freedom of Information Act (FOIA) request by using Form G-639 (available at uscis.gov/g-639). In the appropriate box, check “entire immigration record.”

Eligibility for Application Fee Exemption

Eligibility for Fee Exemption

The rules for DACA and DAPA application fee exempt are very limited. You only qualify for a fee exemption if:

- You are under 18, you earn less than 150% of the U.S. federal poverty level (the amount depends on your household size), and you are in foster care or do not receive any financial support from your family;
- You are under 18 and homeless;
- You cannot care for yourself because you have a very serious long-term disability and you earn less than 150% of the U.S. federal poverty level; or
- You have taken on \$10,000 or more in medical debt in the past 12 months to pay for medical expenses for yourself or an immediate family member, and you earn less than 150% of the U.S. federal poverty level.

If one of these applies to you, you should speak to a lawyer or a BIA-accredited representative about what kinds of documents you will need to submit as proof.

Appendices

APPENDIX A

TRANSLATOR CERTIFICATION LETTER

I, _____ [name of translator], certify that I am fluent in the English and _____ [name of foreign language] languages, and that the attached document is an accurate and complete translation of the document attached entitled _____ [name of document].

Name of translator

Signature of translator

Address of translator

Date

APPENDIX B

CONSULATES

This list includes contact information for the consulates of the 20 countries with the largest immigrant populations in New York City. If you do not see your country's consulate listed here, www.nyc.gov/deferredaction.

| COUNTRY | ADDRESS | PHONE | WEBSITE |
|---|--|----------------|--|
| BANGLADESH Consulate General of the People's Republic of Bangladesh | 211 East 43rd Street, Suite 502 New York, NY 10017 | (212) 599-6767 | www.bdcgny.org |
| CHINA Consulate General of the People's Republic of China | 520 Twelfth Avenue New York, NY 10036 | (212) 244-9456 | www.nyconsulate.prchina.org/ eng |
| COLOMBIA Consulate General of Colombia | 10 East 46th Street New York, NY 10017 | 212) 798-9048 | nuevayork.consulado.gov.co/ en |
| DOMINICAN REPUBLIC Consulate General of the Dominican Republic | 1501 Broadway, Suite 410 New York, NY 10036 | (212) 768-2480 | www.consuladord-ny.net/ contacts |
| ECUADOR Consulate General of Ecuador | 800 Second Avenue, Suite 600 New York, NY 10017 | (212) 808-0170 | www.consulecuadornewyork. com |
| EL SALVADOR Consulate General of El Salvador | 46 Park Avenue New York, NY 10016 | 212) 889-3608 | www.elsalvador.org/ embajadas/eeuu/home.nsf/ home |

| | | | |
|--|--|----------------|---|
| GHANA Consulate General of Ghana | 19 East 47th Street New York, NY 10017 | (212) 832-1300 | www. ghanaconsulatenewyork.org |
| GUATEMALA Consulate General of Guatemala | 276 Park Avenue South New York, NY 10010 | (212) 686-3837 | www. consuladoguatemalanu evayork.org |
| GUYANA Consulate General of the Republic of Guyana | 308 West 38th Street New York, NY 10018 | (212) 947-5110 | www.guyanaconsulate newyork.com |
| HAITI Consulate General of Haiti | 271 Madison Avenue, 5th Floor New York, NY 10016 | (212) 697-9767 | www.haitianconsulate-nyc. org |
| HONDURAS Consulate General of Honduras | 255 West 36th Street New York, NY 10018 | (212) 714-9451 | www.hondurasemb.org |
| INDIA Consulate General of India New India House | 3 East 64th Street New York, NY 10065 | (212) 774-0600 | www.indiacgny.org |
| JAMAICA Consulate General of Jamaica | 767 Third Avenue New York, NY 10017 | (212) 935-9000 | www.congenjamaica-ny.org |
| KOREA Consulate General of the Republic of Korea | 460 Park Avenue, 9th Floor New York, NY 10022 | (646) 674-6000 | www.koreanconsulate.org |

| | | | |
|--|---|----------------|--|
| MEXICO Consulate General of Mexico | 27 East 39th Street New York, NY 10016 | (212) 217-6400 | www.consulmexny.org |
| PAKISTAN Consulate General of Pakistan | 12 East 65th Street New York, NY 10065 | (212) 879-5800 | www.pakistanconsulateny.org |
| PERU Consulate General of Peru | 241 East 49th Street New York, NY 10017 | (646) 735-3864 | www.peruvianembassy.us |
| PHILIPPINES Consulate General of the Republic of the Philippines | 556 Fifth Avenue New York, NY 10036 | (212) 764-1330 | www.pcgny.net |
| POLAND Consulate General of the Republic of Poland | 233 Madison Avenue New York, NY 10016 | (646) 237-2100 | www.polishconsulateny.org |
| TRINIDAD AND TOBAGO Consulate General of the Republic of Trinidad and Tobago | 125 Maiden Lane, 4th Floor New York, NY 10038 | (212) 682-7272 | www.ttcgnewyork.com |

APPENDIX C

FOIA COVER LETTER TO EOIR

_____ [date]

Office of the General Counsel
Attn: FOIA Service Center
Executive Office for Immigration Review
5107 Leesburg Pike, Suite 1903
Falls Church, VA 20530
EOIR.FOIARequests@usdoj.gov

Re: Freedom of Information Act (FOIA) Request

_____ [last name], _____ [first name], A# _____

To Whom It May Concern:

This letter is a formal request under the Freedom of Information Act (FOIA), as amended (5 USC §522), for all nonexempt portions of the information described below:

All documents, forms or other written, photographic, electronic, computer, or recorded materials, in the agency's files of _____ [name]; and

All documents, forms, or other written, photographic, electronic, computer, or recorded materials in the agency's files of _____ [name] pertaining to any order of removal, deportation, or exclusion, or to any proceedings concerning the aforementioned.

Please find attached as a copy of _____ [name]'s passport biographic page.

If the request is not stated with sufficient specificity, or if the request refers to documents or information not available in your office, I request a conference with you to remedy any defects in the request. Thank you in advance for your attention to this matter.

Sincerely,

_____ [signature]
_____ [name]

APPENDIX D

NYC PUBLIC SCHOOL STUDENT REQUEST FORM



New York City Department of Education Student Records Request Form (Updated November 2014)

Please use blue or black ink only. Valid proof of identification is required. A family member of a student under the age of 18, and who is not the parent or guardian of the student, must provide both proof of identification and written consent¹ signed by the parent or guardian, authorizing release to him/her. If the student is over the age of 18, the consent form must be signed by the current or former student. Please allow up to ten (10) business days for processing. Proof of familial relationship may also be necessary, if information confirming the relationship is not present in the student's records.

| Section 1: Biographical Information | | |
|--|---------------|-----------------------------|
| First Name | Middle Name | Last Name |
| Date of Birth | | NYCDOE Student ID (9-digit) |
| Mailing Address (House Number, Street, Apartment Number) | | |
| City | State | Zip Code |
| Telephone Number | Email Address | |

| Section 2: High School Information | | | |
|---------------------------------------|--|---------------|--|
| Name of Last NYC High School Attended | | | |
| School Address | | | |
| District Number | Borough | School Number | Is this school still open? (circle one) YES NO |
| Years of Attendance | Type of Records Requested (circle all that apply) TRANSCRIPT REGISTRATION | | Did you graduate from this NYC high school? (circle one) YES NO |

| Section 3: Signature | |
|--|------|
| <i>Form must be signed by an individual age 18 or older. If student is under 18 years of age, the form must be signed by the student's parent or legal guardian.</i> | |
| Signature | Date |

¹ The consent form can be found in the [Chancellor's Regulation A – 820](#).

APPENDIX E

NYC PUBLIC SCHOOL DISTRICT FAMILY ADVOCATES

Elementary and middle schools:

| DISTRICT | DISTRICT OFFICE ADDRESS | PHONE NUMBER |
|-------------|--|--------------|
| District 1 | 166 Essex Street, Room 136 New York, NY 10002 | 212-353-2948 |
| District 2 | 333 7th Avenue, Room 713 New York, NY 10001 | 212-356-3739 |
| District 3 | 154 West 93rd Street, Room 122 New York, NY 10025 | 212-678-5857 |
| District 4 | 160 East 120th St., Rm 401 New York, NY 10035 | 212-348-2873 |
| District 5 | 425 West 123rd Street, Room 205 New York, NY 10027 | 212-769-7500 |
| District 6 | 4360 Broadway, Room 419 New York, NY 10033 | 917-521-3757 |
| District 7 | 501 Courtlandt Avenue, Room 102 Bronx, NY 10451 | 718-742-6500 |
| District 8 | 1230 Zerega Avenue, Room 6-10 Bronx, NY 10462 | 718-828-6653 |
| District 9 | 450 St. Paul's Place, Room 204 Bronx, NY 10456 | 718-579-7143 |
| District 10 | 1 Fordham Plaza, Room 836 Bronx, NY 10458 | 718-741-5852 |
| District 11 | 1250 Arnow Avenue, Suite 120B Bronx, NY 10469 | 718-519-2620 |
| District 12 | 1970 West Farms Road, Room 154 Bronx, NY 10460 | 718-328-2310 |
| District 13 | 355 Park Place, Room 116 Brooklyn, NY 11238 | 718-636-3284 |
| District 14 | 215 Heyward Street, Room 246 Brooklyn, NY 11206 | 718-302-7600 |
| District 15 | 131 Livingston Street, Room 301A Brooklyn, NY 11201 | 718-935-4317 |
| District 16 | 1010 Lafayette Avenue, Room 135 Brooklyn, NY 11221 | 718-574-2834 |
| District 17 | 1224 Park Place, Room 130 Brooklyn, NY 11213 | 718-221-4372 |

| DISTRICT | DISTRICT OFFICE ADDRESS | PHONE NUMBER |
|-------------|--|---------------|
| District 18 | 1106 East 95th Street, Room 109 Brooklyn, NY 11236 | 718-566-6008 |
| District 19 | 557 Pennsylvania Avenue, Room 205 Brooklyn, NY 11207 | 718- 240-2700 |
| District 20 | 415 89th Street, Room 401 Brooklyn, NY 11209 | 718-759-4908 |
| District 21 | 1401 Emmons Avenue, Room 101 Brooklyn, NY 11235 | 718-648-0209 |
| District 22 | 5619 Flatlands Avenue, Room 114 Brooklyn, NY 11234 | 718-968-6115 |
| District 23 | 1665 St. Marks Avenue, Room 125 Brooklyn, NY 11233 | 718 240-3677 |
| District 24 | 98-50 50th Avenue, Room 102 Corona, NY 11368 | 718-592-3357 |
| District 25 | 30-48 Linden Place, Room 306 Flushing, NY 11354 | 718-281-7605 |
| District 26 | 61-15 Oceania Street, Room 129 Bayside, NY 11364 | 718-631-6943 |
| District 28 | 90-27 Sutphin Blvd, Room 242 Jamaica, NY 11435 | 718 557-2618 |
| District 29 | 222-14 Jamaica Avenue, Room 217 Queens Village, NY 11428 | 718-264-3146 |
| District 30 | 28-11 Queens Plaza North, Room 518 Long Island City, NY 11101 | 718-391-8323 |
| District 31 | 715 Ocean Terrace, Bldg. A, Room 141 Staten Island, NY 10301 | 718-420-5667 |
| District 32 | 797 Bushwick Avenue, Room 300 Brooklyn, NY 11221 | 718-574-1100 |
| District 75 | 400 1st Avenue New York, NY 10010 | 212-802-1500 |

High schools:

| BOROUGH/ DISTRICT | ADDRESS | PHONE NUMBER |
|--|---|-----------------------|
| Manhattan HS (Districts 2,3,4,5,6) | 333 7th Avenue, Room 708 New York, NY 10001 | 212-356-3739 |
| Manhattan HS (Districts 1,2) | 333 7th Avenue, Room 711 New York, NY 10001 | 212-356-3739 |
| Bronx HS (Districts 7,10,12) | 1 Fordham Plaza, Room 842A Bronx, NY 10458 | 718-741-3157 |
| Bronx HS (Districts 8,9,11) | 1 Fordham Plaza, Room 841 Bronx, NY 10458 | 718-741-5834 |
| Brooklyn HS (Districts 13,14,15,16,32) | 1396 Broadway, Room 110 Brooklyn, NY 11221 | 718-455-4635 |
| Brooklyn HS (Districts 17,18,20,21,22) | 6565 Flatlands Avenue, Room 112 Brooklyn, NY 11236 | 718-968-4100 x1100 |
| Brooklyn/Queens HS (Districts 19,23,26,27,29) | 6565 Flatlands Avenue, Room 104B Brooklyn, NY 11236 | 718-968-4100 x1044 |
| Queens HS (Districts 24,25,28,30) | 30-48 Linden Place, Room 307 Flushing, NY 11354 | 718-281-7696 |
| Staten Island HS (District 31) | 715 Ocean Terrace, Room 129 Staten Island, NY 10301 | 718-420-5657 |
| Transfer HS | 1150 East New York Avenue, Room 304 Brooklyn, NY 11212 | 718-778-7305 x315 |
| District 79 | 4360 Broadway, 4th Floor New York, NY 10033 | 917-521-3634 |

APPENDIX F

Adult education and English language programs

| BOROUGH | TIME/PHONE | LANGUAGE SPOKEN | WEBSITE |
|---|---|---|------------------------|
| BRONX BronxWorks (Grand Concourse) | Monday-Friday 9:00AM-5:00PM (718) 508-3097 | English, Spanish, Chinese, Korean | www.bronxworks.org |
| Bronx Community College | (718) 289-5838 | | www.bcc.cuny.edu |
| HighBridge Community Life Center (Highbridge) | Monday-Friday 9:00AM-3:00PM & 5:30pm-8:00pm Saturday 11:00AM-7:00PM (646) 393-9533 | English, Spanish, French | www.highbridgelife.org |
| Hostos Community College | (718) 518-6840 | | www.hostos.cuny.edu |
| Lehman College | (718) 960-8807 | | www.lehman.cuny.edu |
| SoBRO (South Bronx) | Monday-Friday 9:00AM-12:00PM & 6:00PM-9:00PM (718) 732-7554 | English, Spanish | www.sobro.org |
| BROOKLYN Agudath Israel of America (Ditmas Park) | Monday-Thursday 9:30AM-5:00PM 212-809-5935 | Russian, Ukrainian, Georgian, Yiddish, Hebrew | www.aioacs.org |
| Brooklyn Chinese American Association (Sunset Park) | Monday-Friday 9:00AM-12:00PM & 1:00PM-4:00PM (718) 438-0008 | Chinese | www.bca.net |
| Brooklyn College (Midwood) | (718) 951-4117 | | www.brooklyn.cuny.edu |

| | | | |
|--|--|--|--|
| Cypress Hills Local Development Corporation (Cypress Hills) | Tuesday, Wednesday, Friday 6:00PM-9:00PM (718) 715-8602 | English, Spanish | www.cypresshills.org |
| Edith and Cark Marks JCH of Bensonhurst (Bensonhurst) | Monday-Friday & Sunday 9:00AM-10:00PM (718) 943-6340 | English, Russian | www.jchb.org |
| Fifth Avenue Committee (Cobble Hill) | Monday-Friday 9:00AM-5:00PM (718) 624-3475 | English, Spanish | www.fifthavenuecommittee.org |
| Jewish Community Council of Greater Coney Island (Coney Island) | Monday-Thursday 9:00AM-5:00PM Friday 9:00AM-2:00PM (718) 499-5000 | English, Spanish, Haitian Creole, Polish, Yiddish, Russian | www.jccgci.org |
| Kingsborough Community College (Brighton Beach) | (718) 368-4862 | | www.kbcc.cuny.edu |
| Medgar Evers College (Prospect Park) | (718) 804-8887 | | www.mec.cuny.edu |
| New York City College of Technology (Brooklyn Heights) | (718) 552-1142 | | www.citytech.cuny.edu |
| Opportunities for a Better Tomorrow (Bushwick) | Monday-Thursday 12:30PM-8:30PM Friday 9:00AM-5:00PM (718) 387-1600 | English, Spanish, French, Estonian, Hungarian, Mandarin | www.obtjobs.org |
| Shorefront YM-YWHA (Coney Island) | Monday-Friday 9:00AM-5:00PM (718) 891-0264 | English, Russian, Spanish, Urdu, Chinese | www.shorefronty.org |

| | | | |
|---|---|---|--|
| St. Nicks Alliance (Bushwick) | Monday-Thursday 9:00AM-9:00PM Friday 9:00AM-5:00PM (718) 302-2057 x 216 | English, Spanish, Creole | www.stnicksalliance.org |
| Make the Road New York (Bushwick) | Monday-Friday 9:00AM-5:00PM (718) 418-7690 | English, Spanish | www.maketheroadny.org |
| MANHATTAN Agudath Israel of America (Lower Manhattan) | Monday-Thursday 9:30AM-5:00PM (212) 809-5935 | Russian, Ukrainian, Georgian, Yiddish, Hebrew | www.aioacs.org |
| Borough of Manhattan Community College | (212) 346-8890 | | www.bmcc.cuny.edu |
| Catholic Charities International Center of Archdiocese of NY (Lower Manhattan) | Monday-Thursday 10:00AM-12:00PM & 12:30PM-3:30PM Friday 10:00AM-12:00PM (646) 794-3750 | | www.catholiccharitiesny.org |
| Children Arts & Science (Hudson Heights) | Monday-Thursday 4:00PM-6:30PM (212) 933-7766 | Spanish | www.caswkids.org |
| Chinatown Manpower Project, Inc. (Chinatown) | Monday-Friday 9:00AM-5:00PM (212) 571-1690 | English, Mandarin, Cantonese, Vietnamese | www.cmpny.org |
| Chinese-American Planning Council, Inc. (Chinatown) | Monday-Friday 9:00AM-5:00PM (212) 941-0041 | Cantonese, Mandarin, English | www.cpc-nyc.org |

| | | | |
|---|--|---|--|
| Indochina Sino-American community center (Lower East Side) | Monday-Sunday 9:00AM-5:00PM (212) 226-0317 | English, Chinese (Cantonese, Fujianese, Mandarin, Shanghai), Vietnamese | www.isacc-ny.org |
| Northern Manhattan Improvement Corp (Washington Heights) | Monday-Friday 9:00AM-5:00PM (212) 453-5397 | English, Spanish | www.nmic.org |
| Riverside Language Program (Morningside Heights) | Monday-Friday 9:30AM-3:30PM (212) 662-3200 | Spanish, Russian, Arabic, Hindi, Urdu, French, Chinese | www.riversidelanguage.org |
| Union Settlement Association (East Harlem) | Monday-Thursday 9:30AM-12:00PM (212) 828-6298 | Spanish | www.unionsettlement.org |
| YMCA ELES AIR Project (Meatpacking District) | Monday-Thursday 10:00AM-1:00PM & 6:00PM- 9:00PM (212) 828-6298 | English, Spanish, Vietnamese, Russian, Filipino, Chinese, French | www.ymcaelesair.org |
| QUEENS Make the Road New York (Jackson Heights) | Monday-Friday 9:30AM-7:30PM (718) 565-8500 | English, Spanish | www.maketheroadny.org |
| Catholic Charities Neighborhood Services Inc. (Astoria) | Monday-Friday 8:00AM-5:00PM (718) 726- 9790 | English, Spanish | www.ccbq.org |
| Central Queens Y (Central Queens) | Tuesday & Thursday 9:00AM-5:00PM & 6:00PM-9:00PM (718) 268-5011 | English, Spanish, Mandarin, Russian | www.cqy.org |

| | | | |
|--|--|---|--|
| HANAC (Several Locations) | Monday-Thursday 5:00PM-8:30PM & 6:00PM-9:00PM (718) 396-5016 | Spanish, Greek | www.hanac.org |
| LaGuardia Community College (Long Island City) | (718) 730-7531 | Spanish, Greek | www.laguardia.cuny.edu/home |
| Queensborough Community College (Bayside) | (718) 640- 9200 | | www.qcc.cuny.edu |
| Queens Community House (Jackson Heights) | Monday-Thursday 9:00AM-10:00PM Friday 9:00AM-3:00PM 718-898-7461 | English, Spanish, Bangla, French, Creole, Polish, Korean, Hindi | www.qchnyc.wordpress.com |
| York College (Jamaica) | (718) 262-3851 | | www.york.cuny.edu/ |
| YWCA of Queens (Several Locations) | Monday-Friday 9:00AM-9:00PM (718) 353-4553 | Chinese, Korean, Spanish | www.ywcaqueens.org |
| STATEN ISLAND College of Staten Island at Merrill Avenue Campus | (718) 313-0851 | | www.csi.cuny.edu/ |
| JCC of Staten Island (Several Locations) | Monday-Friday 8:30AM-12:00PM & 5:30PM-9:00PM Sunday 10:00AM-1:00PM (718) 508-3881 | Spanish, English | www.SIJCC.org |



Acknowledgements

Dear New Yorkers,

New York City is a city of immigrants. Without immigrants, New York would not be the great place it is today. Just as immigrants have helped our City, the City and its non-governmental partners seek to help our immigrant residents.

The NYC Mayor's Office of Immigrant Affairs (MOIA) promotes the well-being of immigrant communities by recommending policies and programs that facilitate successful integration of immigrant New Yorkers into the civic, economic, and cultural life of the City. Learn more at www.nyc.gov/immigrants.

The New York Immigration Coalition (NYIC) is a non-profit umbrella organization of immigrants' rights groups that aims to achieve a fairer and more just society that values the contributions of immigrants and extends opportunity to all. The NYIC promotes immigrants' full civic participation, fosters their leadership, and provides a unified voice and a vehicle for collective action for New York's diverse immigrant communities. Learn more at www.thenyic.org.

MOIA and the NYIC would like to thank the agencies and organizations that contributed to this guide:

- Administration for Children's Services
- Brooklyn Public Library
- CUNY Citizenship NOW!
- Department for the Aging
- Department of Education
- Department of Health & Mental Hygiene
- Department of Homeless Services
- Department of Youth & Community Development
- Health & Hospitals Corporation
- Human Resources Administration
- Mayor's Office of Immigrant Affairs
- New York Immigration Coalition
- New York Public Library
- Queens Public Library
- and many more

We hope this guide will help you.



Nisha Agarwal

Commissioner
Mayor's Office of Immigrant Affairs



Steven Choi

Executive Director
New York Immigration Coalition

