

# Instructions for Completing the Pro Se COVID-19 Parole Request Form

The Pro Se COVID-19 Parole Request is a document that you can use to request that a loved one be released from immigration detention for urgent humanitarian reasons. These accompanying instructions are designed to help you complete the request and are not to be used as legal advice. It is always recommended that the detained individual attempt to seek the assistance and advice of an experienced immigration attorney. However, it is not necessary to have an attorney in order to request humanitarian parole.

The Pro Se Parole Request and any other supporting documentation must be submitted in English. The instructions below explain how to complete the request form in English step by step and page by page.

## **PAGE 1: BASIC INFORMATION**

On the top of the first page, include the date you are sending out or completing the request in the top field marked as “Date.” In the United States of America, the month comes first. For example, March fifteenth, 2020 would be written as 03/15/2020.

Mark whether you are sending the request via email, fax, or mail. You will need to send the request and any supporting documents to the detained individual’s Immigration and Customs Enforcement (ICE) officer who works in the Enforcement and Removal Operations (ERO) office. Follow these steps to find out which ERO office to send the request to:

- First look up the detention center here: <https://www.ice.gov/detention-facilities>. The page for the detention center will tell you which ERO Field Office works with people detained at that facility.
- Once you know which ERO Field Office applies, look up how to contact the ERO Field here: <https://www.ice.gov/contact/ero>.

In the lines provided on the first page as indicated, write down the contact information of the ERO Field Office you are sending the request to.

In the lines provided on the first page as indicated, write down the name of the person who is detained and their A number. The A number is a number assigned to them by immigration authorities. The detained individual will know their A number as it will be on their immigration paperwork and any identifying documents given to them at the detention center, such as a wristband or identification card.

## **PAGE 2: “I. THE APPLICANT IS MEDICALLY VULNERABLE”**

On the lines provided on the second page, describe any medical conditions the detained individual may have. If the conditions are severe or puts them at greater risk of COVID-19, be sure to write this down as well. Use an extra sheet of paper to elaborate if you need to.

Be sure to note any of the following:

- Autoimmune disease(s)
- Heart disease
- Lung disease
- Diabetes
- Asthma
- History of lung or chest infections
- Human immunodeficiency virus (HIV)

#### **PAGE 4: "IV. THE APPLICANT IS NOT A DANGER TO THE COMMUNITY"**

On the lines provided on the fourth page, describe how the detained individual is not a danger to the community. If they do not have any criminal history, be sure to state so. If they do have criminal history, explain why that does not make them a danger to the community. For example, if they have not had any criminal issues in a long time or if they have done things to support their community (volunteer, go to church, etc.), state so.

*Note: it is always best for any detained individual who has criminal history to speak to an immigration attorney before submitting anything to immigration authorities or the immigration court.*

#### **PAGES 5: "V. THE APPLICANT IS NOT A FLIGHT RISK"**

On the lines provided at the top of the fifth page, write down your name, relationship to the detained individual, phone number, and address where indicated.

On the fifth page, indicate whether you are or are not the detained individual's sponsor. The sponsor is someone with whom the detained individual will reside. The sponsor may also provide basic necessities such as food and clothes. If you are the sponsor, check the first box, immediately to the left of "am." If you are not the sponsor, check the second box.

Whether you are or are not the detained individual's sponsor, after "I am committed to supporting the Applicant..." write on the indicated lines, how you intend to support this person. For example, will you provide them with food and clothes? Will you help them get to their immigration court dates? You can be creative and indicate anything with which you intend to help the detained individual.

If you will not be the sponsor, on the lines indicated at the bottom of the fifth page, write down the name, relationship to the detained individual, phone number, and address of the individual's sponsor where indicated.

*Note: It is critical that there be a sponsor in the request. If you are not the sponsor, you must indicate someone else who will be.*

#### **PAGE 6: "VI. CONCLUSION"**

Sign, date, and write your name as the person who is requesting parole on behalf of the detained individual.

#### **FINALIZING THE PAROLE REQUEST AND SUBMITTING IT**

Please refer to **Instructions for Requesting Parole from ICE** for more information about what supporting documents should be submitted in the parole request. Additionally, when you submit a humanitarian parole request because of COVID-19, we recommend that you include the reports available in the appendix called **Reports on COVID-19** as supporting evidence. You may also choose to search for more current articles and reports and include them as well.

When you have documents and evidence required for the **Pro Se COVID-19 Parole Request** (including the **Reports on COVID-19**) ready, make a copy for your own records and send the original version to the ERO Field Office you identified following the steps above. After submitting the application, we recommend that you call the ERO deportation officer to ask for updates until you receive a decision.