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 help 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.

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.”

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) deportation officer, who works in the Enforcement and Removal Operations (ERO) Field 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 on the fourth page, write down your name, phone number, and your relationship to the detained individual as indicated. Write your address on the first line on the fifth page.

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.

Whether you are or are not the detained individual's sponsor, 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, write who the name, phone number, address, and relationship of the detained individual's sponsor.

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

Refer to “Instructions for requesting parole from ICE” at page 2 of this packet for more information on what other evidence needs to be included in the parole request. In addition, when submitting a humanitarian parole request based on COVID-19, we recommend including the reports available in the Appendix entitled “Reports on COVID-19” as supporting evidence. You may also choose to search for updated articles and reports on your own and include those as well.

Once you have the Pro Se COVID-19 Parole Request and evidence (including the reports on COVID-19) ready, make one copy for your records and send the original request to the appropriate ERO office you identified following the instructions above. After you submit the request, we recommend calling the ERO officer to request updates until you receive a decision on the request.