

Pro Se COVID-19 Parole Checklist

1. Pro Se COVID-19 Parole Request

2. Reports on COVID-19

3. Medical records that can describe the medical needs of the detained individual

4. Documents that May Prove Identity of the Detained Individual

- Passport
- National ID Card
- Birth Certificate
- Affidavit (Letter) from a Person Who Can Confirm Your Identity
 - Must include the detained individual's full name, date of birth, nine-digit A-number, and country of origin
 - Must include the writer's full name and her/his address and phone number(s)
 - Must state how and for how long they have known the detained individual

5. Documents that May Prove that the Detained Individual is Not a Flight Risk

- Affidavit (Letter) of Sponsorship:
 - Must include the detained individual's full name, date of birth, and nine-digit A-number
 - Must include the Sponsor's full name and their address and phone number(s)
 - Strongly recommended that it be signed by a lawful permanent resident (green card holder) or US citizen and include a copy of the person's passport or green card
 - Must state that the detained individual will reside at the address listed and that the sponsor is willing to support the detained individual – for example, provide them with housing and food – while they are in immigration proceedings
 - Must include a copy of a utility or telephone bill, with the sponsor's name and current address matching the address of residence included in the affidavit
 - Can include details of any other ties that the detained individual will have to where they will live (such as other family members, friends, community support, etc.)
- In addition to the Affidavit of Sponsorship, you may also submit:
 - Letters from others in the community where the detained individual will live, showing their support. Must include the writer's name, address, and contact information.

Note: If they do not have lawful immigration status, they may wish to consult with an immigration attorney before submitting a letter of support to consult on any associated risks.

- Documentation of any legal, medical or social services the detained individual will receive upon release

6. Documents that May Prove that the Detained Individual is Not a Danger to the Community

Note: if the detained individual has any type of criminal history (arrest, charges, convictions, etc.), it is always recommended that they speak with an immigration attorney before submitting any documentation relating to their criminal history.

- Evidence of acquittal or dismissal of any criminal charges
- Certificates for rehabilitation classes or evidence of other positive accomplishments (completion of a degree or training, long-term employment, volunteer activities, activities with their place of worship)
- Affidavit attesting to the detained individual's rehabilitation

- Must include the detained individual's full name, date of birth, nine-digit A-number, and country of origin
- Must state how and for how long they have known the detained individual
- Must explain why they believe that the detained individual has been rehabilitated
- Must include the writer's name, address, and contact information.

Note: If they do not have lawful immigration status, they may wish to consult with an immigration attorney before submitting a letter of support to consult on any associated risks.

TIPS

1. If the detained individual's identification was confiscated by immigration officials, consider mentioning which documents are in the possession of the government in the letter of support.
2. If any letters of support can be notarized, it is best to do so. Consider asking at your local bank or post office or paying a notary.
3. Make sure to translate any documents that are not in English, and provide both the original and translated versions.
4. You can be creative! If you have other documents, letters, or certificates that you feel help prove your identity and that you do not pose a flight risk or public safety risk, you can include them.
5. It is important that you and the person(s) supporting you understand the contents of your parole request. The detained individual might be called for an interview with an ICE agent, and the person supporting you may be called to confirm information from the Affidavit of Support.
7. The enclosed samples of evidence to be included in Appendix D are samples only. These documents should not be submitted to ICE in the parole request, and you should not copy any of the letters word-for-word. This is a personal process and each case is unique.