

Office of Refugee Resettlement Division of Children's Services

Sponsor Handbook

Thank you for becoming a sponsor! You have agreed to provide care for a minor following his/her release from the care of the Office of Refugee Resettlement. This handbook outlines some of your responsibilities in caring for this minor and provides you with links to resources in your community.

Education

All children in the United States have the right to go to school for a basic public elementary and secondary education regardless of their race, color, national origin, citizenship, immigration status, or the status of their parents/guardians. Children are required by State law to attend school up to a certain age. You are responsible for assisting the minor to enroll in school immediately following family reunification. You may need to provide the school with the minor's birth certificate, proof of residency, and immunization records. Most schools offer English for Speakers of Other Languages (ESOL) classes if the minor is not a native English speaker and needs help.

Health

To find a community health center near you, call the Health Resources and Services Administration at (877) 464-4772 or search online at: http://findahealthcenter.hrsa.gov/Search_HCC.aspx. A community health center cares for children even if you have no health insurance. In case of emergency, call 911.

Guardianship

If you are not the minor's parent or legal guardian, you should petition to establish legal guardianship with your local court. When parents are not available to make decisions for their child, guardianship may assist you in

making decisions and obtaining records related to the minor's medical needs, education, health insurance, and benefits and services.

Traumatic Stress

Many children may have experienced intense events that threaten their well-being such as natural disasters, family separation, war, violence, or sexual abuse. Behavioral, emotional, and physical reactions are normal; however, sometimes symptoms of traumatic stress may interfere with a child's daily life. Talking to someone trained to support children and families dealing with traumatic stress can be a big help. You may find help by asking a school counselor, pediatrician, family friend or finding resources from The National Child Traumatic Stress Network at: <http://nctsn.org/>.

Child Abuse and Neglect

You are responsible for keeping the minor safe from abuse and neglect. Notify local law enforcement or your state or local Child Protective Services if your child is at risk of abuse or neglect. Childhelp® is a national organization that provides crisis assistance and other counseling and referral services. The Childhelp Hotline is available 24 hours a day, 7 days a week, with professional crisis counselors who have access to emergency, social service, and support resources. All calls are anonymous. Contact Childhelp at 1.800.4.A.CHILD (1.800.422.4453) to report child abuse or neglect.

If the minor disappears, has been kidnapped, or runs away, immediately contact local law enforcement and the National Center for Missing and Exploited Children at 1-800-843-5678.

Trafficking and Exploitation

Human trafficking occurs when a person is recruited for or forced to work against their will. Many forms of exploitation involve force, fraud, or coercion to make a person perform work and control their freedom. This is illegal in the United States. Any child exploited in sexual abuse that involves an exchange of money, goods, or services is a child victim of trafficking. Human trafficking may occur when a person is coerced to work off a debt out of their control, work under conditions he/she can not escape, or work under threats of violence and harm. If you suspect someone is at risk of sex or labor trafficking, contact The National Human Trafficking Resource Center at: 1-888-373-7888.

Immigration

Release from the care of the Office of Refugee Resettlement does not mean the minor has immigration status. You are responsible for ensuring the minor appears at all proceedings related to his/her immigration case. For immigration case information contact the Department of Justice/Executive Office of Immigration Review (EOIR) at 1-800-898-7180. Visit EOIR's website for additional information at: <http://www.justice.gov/eoir/formslist.htm>.

If the minor moves or changes his/her phone number, notify the local Immigration Court or the Board of Immigration Appeals within five (5) days by using an Alien's Change of Address form (Form EOIR-33). If the move involves a move to another Immigration Court jurisdiction, file a Change of Venue motion on the minor's behalf. This may require the assistance of an attorney. Notify the Department of Homeland Security (DHS)/U.S. Citizenship and Immigration Services within ten (10) days of any change of address, by filing an Alien's Change of Address Card (AR-11) or electronically, at: <http://1.usa.gov/Ac5MP>.

Employment

A minor may not work in the United States without employment authorization. If a minor is authorized to work, federal law prohibits minors under the age of 18 from working in hazardous occupations. Anyone under the age of 14 is prohibited from working in most occupations. Children ages 14 and 15 are only permitted to work outside school hours for limited periods of time. For more information, see <http://www.dol.gov/dol/topic/youthlabor/index.htm>.

Hoja Informativa

Información acerca de los derechos de todos los niños a inscribirse en la escuela

Todos los niños en los Estados Unidos tiene derecho a una educación pública primaria y secundaria básica, independientemente de su raza, color, origen nacional, situación de ciudadanía o inmigratoria o la situación de sus padres/tutores. Los distritos escolares que prohíban o desanimen a niños con respecto a inscribirse en escuelas debido a que ellos o sus padres/tutores no son ciudadanos estadounidenses o están indocumentados pueden estar en violación de la ley federal.

A continuación se proveen algunos ejemplos de políticas de inscripción aceptables — incluyendo comprobación de domicilio en el distrito escolar — así como políticas que no pueden utilizar las escuelas para negarle la inscripción a su hijo.

- **Comprobación de domicilio en el distrito escolar.**
 - Las autoridades escolares pueden pedirle que proporcione comprobación de que vive dentro de los límites del distrito escolar. Se pueden pedir para este propósito copias de cuentas de teléfono y agua, contratos de alquiler u otros documentos. Las exigencias de un distrito escolar de establecer el domicilio deben aplicarse de la misma manera para todos los niños.
 - Sin embargo, un distrito escolar no puede preguntar sobre la situación de ciudadanía o inmigratoria de su hijo para establecer domicilio dentro del distrito, ni puede el distrito escolar negarle a un niño sin techo (incluyendo un niño sin techo indocumentado) la inscripción debido a que no puede proporcionar los documentos necesarios para establecer su domicilio.

- **Certificados de nacimiento.**
 - A fin de demostrar que un estudiante cumple con las exigencias de edad mínima y máxima del distrito escolar, las autoridades escolares pueden solicitar una copia del certificado de nacimiento de su hijo.
 - Sin embargo, un distrito escolar no puede negarle la inscripción en la escuela a su hijo por tener un certificado de nacimiento extranjero.

- **Números de Seguro Social.**
 - Algunos distritos escolares solicitan el número de seguro social de un alumno en

el momento de la inscripción para utilizarlo como número de identificación del alumno. Un distrito escolar puede solicitar el número de seguro social de un alumno, pero solo si (1) le informa al alumno y al padre/la madre que es voluntario brindarlo, y (2) explica para qué se utilizará el número.

- Sin embargo, un distrito escolar no puede negarle a su hijo la inscripción en la escuela si usted elige no proporcionar un número de seguro social.

- **Datos raciales o de grupo étnico.**

- Los distritos escolares tienen ciertas obligaciones federales y estatales de reportar información sobre raza y grupo étnico de los estudiantes en sus escuelas. Un distrito escolar entonces puede pedirle que proporcione la raza o grupo étnico de su hijo para este propósito.
- Sin embargo, un distrito escolar no puede negarle la inscripción a su hijo si usted elige no proporcionar información sobre la raza o grupo étnico de su hijo.

Si desea más información sobre sus derechos y los derechos de su hijo al inscribirse en una escuela pública, o si cree que un distrito escolar está violando la ley federal, puede comunicarse con las siguientes agencias gubernamentales:

- Departamento de Justicia, División de Derechos Civiles, Sección de Oportunidades Educativas
Teléfono: (877) 292-3804 (llamada sin cargo)
Fax: (202) 514-8337
Correo electrónico: education@usdoj.gov
- Departamento de Educación, Oficina para los Derechos Civiles
Teléfono: (800) 421-3481
Correo electrónico: ocr@ed.gov
Si desea completar un formulario de queja del Departamento de Educación en Internet, puede hacerlo en <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.



Fact Sheet

Information on the Rights of All Children to Enroll in School

All children in the United States are entitled to a basic public elementary and secondary education regardless of their race, color, national origin, citizenship, immigration status, or the status of their parents/guardians. School districts that either prohibit or discourage children from enrolling in schools because they or their parents/guardians are not U.S. citizens or are undocumented may be in violation of Federal law.

Below are some examples of acceptable enrollment policies — including proof of residency in the school district — as well as policies that may not be used by schools to deny enrollment to your child.

- **Proof of Residency in the School District.**
 - School officials may require you to provide proof that you live within the boundaries of the school district. Copies of phone and water bills, lease agreements, or other documents may be requested for this purpose. A school district's requirements to establish residency must be applied in the same way for all children.
 - However, a school district may not ask about your or your child's citizenship or immigration status to establish residency within the district, nor may a school district deny a homeless child (including a homeless child who is undocumented) enrollment because he or she cannot provide the required documents to establish residency.

- **Birth Certificates.**
 - In order to show that a student falls within the school district's minimum and maximum age requirements, school officials may request a copy of your child's birth certificate.
 - However, a school district may not prevent your child from enrolling in school because he or she has a foreign birth certificate.

- **Social Security Numbers.**
 - Some school districts request a student's social security number during enrollment in order to use it as a student identification number. A school district may request a student's social security number, but only if it (1) informs the student and parent

that providing it is voluntary and (2) explains for what purpose the number will be used.

- However, a school district may not prevent your child from enrolling in school if you choose not to provide a social security number.

- **Race or Ethnicity Data.**

- School districts have some Federal and state obligations to report race and ethnicity data about the students in their schools. A school district may request that you provide your child's race or ethnicity for this purpose.
- However, a school district may not bar your child from enrolling if you choose not to provide your child's race or ethnicity.

If you want to learn more about your rights and the rights of your child when enrolling in public school, or if you believe that a school district is violating Federal law, you may contact the following government agencies:

- Department of Justice, Civil Rights Division, Educational Opportunities Section
Telephone: (877) 292-3804 (toll-free)
Fax: (202) 514-8337
Email: education@usdoj.gov

- Department of Education, Office for Civil Rights
Telephone: (800) 421-3481
Email: ocr@ed.gov

If you wish to fill out a complaint form online with the Department of Education, you may do so at <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.



情況說明

關於所有孩童入學權利的資訊

在美國所有的孩子，無論其族裔、膚色、原來國籍、公民身份、移民身份，或其父母或監護人的身份為何，皆有在公共小學和中學接受基本教育的權利。如果學區因為孩子或是其父母或監護人是非美國公民或是因為他們是非法移民，而禁止或是阻礙他們入學，則該學區可能違反了聯邦法律。

以下是一些可被接受的入學政策的範例—包括在學區內的居住證明—以及包括不得被學校用來拒絕您的孩子入學的政策。

- **在學區內居住的證明**

- 學校主管人員可要求您提供您在學區範圍內居住的證明。為此您可能需要提供電話帳單和水費帳單、租屋合約或是其他文件。學區對確認居所的要求應對所有孩子一視同仁。
- 但是，學區不得問及您孩子的公民或是移民身份以確認其在該學區的居住事實，學區不得因為無居住處所的孩童（包括非法居留的孩子）無法提供確認居住事實所需的證明文件而拒絕其入學。

- **出生證明**

- 為確認學生的年齡符合學區對於最低年齡和最高年齡的規定，學校主管人員可要求您提供孩子出生證明的複印件。
- 但是，學區不得因為您的孩子擁有外國出生證明而拒絕其入學。

- **社會安全號碼**

- 某些學區在學生入學過程中，要求其提供社會安全號碼，以便將此作為學生識別號碼。學區可以要求學生提供社會安全號碼，但是其前提為：（1）告知學生及其父母提供該號碼純屬自願性質，（2）解釋該號碼將作何用途。
- 但是，學區不得因為您選擇不提供社會安全號碼而阻礙您孩子的入學。

- **族裔和種族資訊。**

- 依照聯邦和州政府的一些規定，學區有義務上呈該學區的學生族裔和種族資訊。為此目的，學區可要求您提供您孩子的族裔和種族資訊。
- 但是，學區不得因為您選擇不提供孩子的族裔或種族資訊而阻止您的孩子入學。

如果您想瞭解更多有關您的權利以及您的孩子在公立學校就學的權利，或是如果您認為有學區違反了聯邦法律，請與以下政府機構聯絡：

- 司法部民權司教育權利組 (Department of Justice, Civil Rights Division, Educational Opportunities Section)
電話：(877) 292-3804 (免付費電話)
傳真：(202) 514-8337
電子郵件信箱：education@usdoj.gov
- 教育部民權辦公室 (Department of Education, Office for Civil Rights)
電話：(800) 421-3481
電子郵件地址：ocr@ed.gov
如果您想要填寫線上投訴表格，請使用以下網址
<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.





**La trata de personas es la esclavitud moderna,
y está sucediendo aquí en los Estados Unidos.**

Centro Nacional de Recursos Para la Trata de Personas

National Human Trafficking Resource Center

1-888-3737-888

email: NHTRC@PolarisProject.org

Número gratuito | 24 Horas al día, 7 Días a la semana

Información confidencial | Disponibilidad de intérpretes

¿QUIÉNES SON LAS VÍCTIMAS?

Las víctimas son forzadas a trabajar o prostituirse, y estas pueden ser:

- Ciudadanos estadounidenses u extranjeros
- Hombres, mujeres, o niños

¿DÓNDE ENCONTRAMOS LA TRATA DE PERSONAS?

La trata de personas puede ocurrir en distintos ámbitos como:

- La industria del sexo (prostitución callejera, locales de *striptease*, salones de masaje, servicios de acompañamiento, burdeles, internet)
- Fábricas (sector industrial, textil, envasado de carne)
- Agricultura, jardinería, construcción
- Venta ambulante, mendicidad, grupos de venta de revistas
- Domicilios privados (limpieza del hogar, cuidado de niños, matrimonio servil)
- Restaurantes, bares, y otros ámbitos del sector servicios (peluquerías o salones de belleza)

Llame para denunciar un posible caso, informarse, solicitar información u asistencia técnica, o para que le remitamos a otras organizaciones.

PARA MÁS INFORMACIÓN: www.TraffickingResourceCenter.org



Human trafficking is modern-day slavery,
and it's happening right here in the United States.

National Human Trafficking Resource Center (NHTRC)

1-888-3737-888

email: NHTRC@PolarisProject.org

TOLL-FREE | 24 Hours/day, 7 Days/week

Confidential | Interpreters available

WHO ARE THE VICTIMS?

Victims are forced to provide labor or commercial sex, and can be:

- U.S. citizens or foreign nationals
- Men, women, or children

WHERE DOES HUMAN TRAFFICKING HAPPEN?

Human trafficking can happen in many situations, including in:

- Commercial sex industry (street prostitution, strip clubs, massage parlors, escort services, brothels, internet)
- Factories (industrial, garment, meat-packing)
- Farms, landscaping, or construction
- Peddling rings, begging rings, or magazine crews
- Private homes (housekeepers, nannies, or servile marriages)
- Restaurants, bars, and other service industries (nail or hair salons)

Call to report a potential case, get information or resources,
request training or technical assistance, or receive referrals.

FOR MORE INFORMATION: www.TraffickingResourceCenter.org

What Is Child Traumatic Stress?

What is child traumatic stress, how does it develop, and what are the symptoms? To answer these questions, we first have to understand what trauma is.

From a psychological perspective, trauma occurs when a child experiences an intense event that threatens or causes harm to his or her emotional and physical well-being.

Trauma can be the result of exposure to a natural disaster such as a hurricane or flood or to events such as war and terrorism. Witnessing or being the victim of violence, serious injury, or physical or sexual abuse can be traumatic. Accidents or medical procedures can result in trauma, too. Sadly, about one of every four children will experience a traumatic event before the age of 16.

When children have a traumatic experience, they react in both physiological and psychological ways. Their heart rate may increase, and they may begin to sweat, to feel agitated and hyperalert, to feel “butterflies” in their stomach, and to become emotionally upset. These reactions are distressing, but in fact they’re normal — they’re our bodies’ way of protecting us and preparing us to confront danger. However, some children who have experienced a traumatic event will have longer lasting reactions that can interfere with their physical and emotional health.

Although many of us may experience reactions to stress from time to time, when a child is experiencing child traumatic stress, these reactions interfere with his or her daily life and ability to function and interact with others.

Children who suffer from child traumatic stress are those children who have been exposed to one or more traumas over the course of their lives and develop reactions that persist and affect their daily lives after the traumatic events have ended. Traumatic reactions can include a variety of responses, including intense and ongoing emotional upset, depressive symptoms, anxiety, behavioral changes, difficulties with attention, academic difficulties, nightmares, physical symptoms such as difficulty sleeping and eating, and aches and pains, among others. Children who suffer from traumatic stress often have these types of symptoms when reminded in some way of the traumatic event. Although many of us may experience these reactions from time to time, when a child is experiencing child traumatic stress, they interfere with the child’s daily life and ability to function and interact with others.

Some of these children may develop ongoing symptoms that are diagnosed as post-traumatic stress disorder (PTSD). When we talk about child traumatic stress, we’re talking about the stress of any child who’s had a traumatic experience and is having difficulties moving forward with his or her life. When we talk about PTSD, we’re talking about a disorder defined by the American Psychiatric Association as having specific symptoms: the child continues to re-experience the event through

nightmares, flashbacks, or other symptoms for more than a month after the original experience; the child has what we call avoidance or numbing symptoms—he or she won't think about the event, has memory lapses, or maybe feels numb in connection with the events—and the child has feelings of arousal, such as increased irritability, difficulty sleeping, or others. Every child diagnosed with PTSD is experiencing child traumatic stress, but not every child experiencing child traumatic stress has all the symptoms for a PTSD diagnosis.

And not every child who experiences a traumatic event will develop symptoms of child traumatic stress. Whether or not your child does depends on a range of factors. These include his or her history of previous trauma exposure, because children who have experienced prior traumas are more likely to develop symptoms after a recent event. They also include an individual child's mental and emotional strengths and weaknesses and what kind of support he or she has at home and elsewhere. In some instances, when two children encounter the same situation, one will develop ongoing difficulties and the other will not. Children are unique individuals, and it's unwise to make sweeping assumptions about whether they will or will not experience ongoing troubles following a traumatic event.

For children who do experience traumatic stress, there are a wide variety of potential consequences. In addition to causing the symptoms listed earlier, the experience can have a direct impact on the development of children's brains and bodies. Traumatic stress can interfere with children's ability to concentrate, learn, and perform in school. It can change how children view the world and their futures, and can lead to future employment problems. It can also take a tremendous toll on the entire family.

Not every child who experiences a traumatic event will develop symptoms of child traumatic stress. Whether or not your child does depends on a range of factors.

The way that traumatic stress appears will vary from child to child and will depend on the child's age and developmental level. The good news is that over the past decade the mental health community has developed treatments that can help children suffering from traumatic stress. It's important to seek help from someone who has experience working with children and knows how to access resources in your community.

Although not every child will experience traumatic stress, it's unlikely that any of us are immune from exposure to trauma. To learn more about child traumatic stress, please visit the National Child Traumatic Stress Network website at www.NCTSNet.org.

This article first appeared in the fall 2003 issue of Claiming Children, the newsletter of the Federation of Families for Children's Mental Health, www.ffcmh.org, which was co-produced by the Federation and the NCTSN.

Tips for Finding Help: Recommendations from the National Child Traumatic Stress Network

Information

Because children and adolescents go through many normal changes as they mature into young adults, it is not always easy to tell whether they are bothered by traumatic stress, grief, or depression. Families can be most helpful if they learn as much as they can about child traumatic stress. Helpful sources of information include:

The National Child Traumatic Stress Network, www.NCTSNet.org

The New York Child Study Center, www.aboutourkids.org

The National Center for Children Exposed to Violence at the Yale Child Study Center, www.nccev.org

The National Center for PTSD, www.ncptsd.org

The Office for Victims of Crime – US Dept. of Justice, www.ojp.usdoj.gov/ovc

The International Society for Traumatic Stress Studies, www.istss.org

National Center for Victims of Crime, www.ncvc.org

Professional Help

There are many routes to finding a qualified mental health professional. Families can:

- Look on the website of the National Child Traumatic Stress Network to see if one of its member centers exists in your city or state. The list of members may be found at http://www.nctsn.net/org/nccts/nav.do?pid=abt_ntwk.
- Ask a pediatrician, family physician, school counselor, or clergy member for a referral to a professional with expertise in traumatic stress.
- Talk to close family members and friends for their recommendations, especially if their child or adolescent had a good experience with psychotherapy.
- Contact a community hospital, state or county medical society, state or county psychological association, or the division of child and adolescent psychiatry or department of psychology in any medical school or university.
- Contact agencies in the community that specialize in trauma and/or victimization. These might include sexual assault or rape programs, victims' advocacy agencies, the local crime victims' compensation program, the children's advocacy center, or local domestic violence programs.
- Contact local community mental health centers, mental health associations, and support groups such as chapters of the Federation for Families for Children's Mental Health (www.ffcmh.org) and NAMI (National Alliance for the Mentally Ill (www.nami.org), which often keep lists of mental health professionals willing to see new clients or patients.
- Call the American Psychological Association (www.apa.org) toll-free number, which will connect you to the state or local referral service for your area. The number is 1-800-964-2000.

Alien's Change of Address Form/ Board of Immigration Appeals

Who should use this form: Use this form for a change of address if you have filed an appeal or motion with the Board of Immigration Appeals. *Note:* If you are an attorney representing a person before the Board, do not use this form to indicate your own change of address; use Form EOIR-27 (Notice of Entry of Appearance as Attorney or Representative Before the Board).

When to use this form: If you move, the law requires you to file this Change of Address Form with the Clerk's Office of the Board of Immigration Appeals. You must file this form within five (5) working days of a change in your address. Even if you have an attorney or representative, you should file this form with the Board every time you change your address. You should also file this form if you get a new telephone number.

How to use this form:

1. Complete the Change of Address Form below.
2. Send a copy of this form to the Office of the Chief Counsel for the Department of Homeland Security (DHS) (Immigration and Customs Enforcement-ICE), and complete and sign the "Proof of Service" below to show you did this.
3. Send this form to the Board of Immigration Appeals. Follow the mailing instructions on the back of this form.
4. If you prefer to file this form in person, you may bring it to the Board of Immigration Appeals, Clerk's Office, 5107 Leesburg Pike, Suite 2000, Falls Church, Virginia, 22041.

Name: _____ Alien Number: A _____

My <u>OLD</u> address was:

("In care of" other person, if any)

(Number, Street, Apartment)

(City, State and ZIP Code)

(Country, if other than U.S.)

My <u>NEW</u> address is:

("In care of" other person, if any)

(Number, Street, Apartment)

(City, State and ZIP Code)

(Country, if other than U.S.)

(New Telephone Number)



X _____
Signature Date

PROOF OF SERVICE (You Must Complete This)

I _____ (Name) mailed or delivered a copy of this Change of Address Form on _____ (Date) to the Office of the Chief Counsel for the DHS (U.S. Immigration and Customs Enforcement-ICE) at _____ (Number and Street, City, State, Zip Code)



X _____
Signature

MAILING INSTRUCTIONS

- 1) *Fold the page at the dotted lines marked "Fold Here" so that the address is visible.*
(IMPORTANT: Make sure the address section is visible after folds are made.)
- 2) *Secure the folded form by stapling along the open end marked "Fasten Here."*
- 3) *Place appropriate postage stamp in the area marked "Place Stamp Here."*
- 4) *Write in your return address in the area marked "PUT YOUR ADDRESS HERE."*
- 5) *Mail the form.*

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete this form is three (3) minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Executive Office for Immigration Review, Office of the General Counsel, 5107 Leesburg Pike, Suite 2600, Falls Church, Virginia 22041.

Fold Here First

PUT YOUR ADDRESS HERE

Place
Stamp
Here

U.S. Department of Justice
Executive Office for Immigration Review
Board of Immigration Appeals
Clerk's Office
P.O. Box 8530
Falls Church, Virginia 22041

Fold Here Second

Fasten Here

AR-11, Alien's Change of Address Card

*Name (Last in CAPS)	*(First Name)	(Middle Name)	I am in the United States as a:	
			<input type="checkbox"/> Visitor	<input type="checkbox"/> Permanent Resident
			<input type="checkbox"/> Student	<input type="checkbox"/> Other _____ (Specify)
Country of Citizenship	*Date of Birth (mm/dd/yyyy)		A-Number (Copy Number From Alien Card)	
A				
*Present Address (Street or Rural Route)	*(City or Post Office)		*(State)	*(Zip Code)
(If the above address is temporary) I expect to remain there _____ Years _____ Months				
Last Address (Street or Rural Route)	(City or Post Office)		(State)	(Zip Code)
I work for or attend school at: (Employer's Name or Name of School)				
(Street Address or Rural Route)		(City or Post Office)	(State)	(Zip Code)
Port of Entry Into U.S.	Date of Entry Into U.S. (mm/dd/yyyy)	If not a Permanent Resident, my stay in the U.S. expires on: (Date - mm/dd/yyyy)		
*Signature	Date (mm/dd/yyyy)			



Form AR-11 (Rev. 12/11/11) N

* Indicates mandatory fields that must be completed.

AR-11, Alien's Change of Address Card

This card is to be used by all aliens to report a change of address within 10 days of such change. The collection of this information is required by Section 265 of the Immigration and Nationality Act (8 U.S.C. 1305). The data is used by U.S. Citizenship and Immigration Services for statistical and record purposes and may be furnished to Federal, State, local and foreign law enforcement officials. Failure to report a change of address is punishable by fine or imprisonment and/or removal.

ADVISORY: This card is not evidence of identity, age, or status claimed.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 5 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Products Division, Office of the Executive Secretariat, 20 Massachusetts Avenue, N.W., Washington, DC 20529-2020. OMB No. 1615-0007. **Do not mail your application to this address.**

Mail Your Form AR-11 to the Address Below:

U.S. Department of Homeland Security
Citizenship and Immigration Services
Attn: Change of Address
1344 Pleasants Drive
Harrisonburg, VA 22801

MISSING-CHILD, EMERGENCY-RESPONSE, QUICK-REFERENCE GUIDE FOR FAMILIES



- [] Contact your local law-enforcement agency as soon as you have determined your child is missing or has been abducted. Do not delay in reporting your child missing to law enforcement.
- [] Search any area into which a child could crawl or hide and possibly be asleep or unable to get out. This includes closets, piles of laundry, in and under beds, inside large appliances, in vehicles including trunks, or any other space into which a child might fit. Check areas where your child was last seen or may have played such as open or abandoned wells, caves, sheds, buildings, and crawl spaces.
- [] Provide law enforcement with the date, time, and location where your child was last seen, if known.
- [] Provide law enforcement with the name(s) of the last person/people who saw your child, if known.
- [] Determine the names or descriptions of companions or associates last seen with your child.
- [] Secure your child's room and personal belongings until law enforcement has the opportunity to conduct a search.
- [] Identify and secure any computers and wireless devices used by your child, but do not attempt to conduct a search of these devices on your own. Ask law enforcement to look for clues in any chat and social-networking websites your child has visited or hosts.
- [] Provide law enforcement with information about your child's general health and any medical conditions or concerns.
- [] Compile descriptive information about your child and have the information available to provide to the first-responding, law-enforcement investigator. Descriptive information should include items and information such as a recent, clear, color photo of your child; video of your child; a description of the clothing worn at the time the child was last seen; cell and other phone numbers; date of birth; hair and eye color; height; weight; complexion; identifiers such as eyeglasses or contact lenses, braces, body piercings, tattoos; and/or other unique physical attributes.
- [] Ask the responding officer if immediate community notification, such as an AMBER Alert™,¹ has been considered.
- [] Ask the responding officer if a neighborhood canvass will be conducted.
- [] Restrict access to the home, no matter where your child was last seen, until law enforcement has arrived and had the opportunity to search the home and surrounding area.
- [] Try to keep all phone lines open.
- [] Provide law enforcement with information regarding custody issues, if any, including court-ordered visitation conditions.
- [] Provide law enforcement with information about any recent changes in your child's behavior.
- [] Provide law enforcement with information about any individuals who have recently shown unusual attention to or interest in your child.
- [] Obtain the name of and contact information for the primary investigator assigned to your child's case.
- [] Report your missing child to the National Center for Missing & Exploited Children® (NCMEC) at 1-800-THE-LOST® (1-800-843-5678).

¹ Although the search for every missing child is important, AMBER Alerts are not designed for use in all missing-child cases and are issued only when abducted children are facing imminent danger. AMBER Alerts are designed to rapidly notify the public of a child's abduction. The criteria for dissemination of an AMBER Alert varies among states and territories. To obtain more information about AMBER Alerts in your area visit www.amberalert.gov, and from the home page click on the "State AMBER Alert Contacts" link.

- [] Verify, through the investigating law-enforcement agency, that information about your missing child has been entered into the National Crime Information Center (NCIC) Missing Person File. Federal law² requires law enforcement to enter information about a missing child into NCIC no more than two hours after the receipt of the report.
- [] Report your missing child to the missing-child clearinghouse in your state or territory. To find your missing-child clearinghouse visit www.missingkids.com, and from the home page click on the "More Services" and "Missing-Child Clearinghouse Program" links.
- [] Contact nonprofit organizations in your area assisting families of missing children. For information about organizations in your area contact the Association of Missing and Exploited Children's Organizations (AMECO) at 1-877-263-2620 or visit www.amecoinc.org.
- [] Contact the National Runaway Switchboard, if your child may be a runaway, at 1-800-RUNAWAY (1-800-786-2929) or visit www.1800runaway.org for assistance including information about developing communication with your child.
- [] Prepare posters of your missing child including a recent photo and descriptive information and post them within the local community. NCMEC may be able to provide you with copies of your child's poster as soon as the poster has been certified by them for distribution.
- [] Make every effort to obtain local and national media attention regarding your missing child. Conduct television, radio, and newspaper interviews to discuss and direct attention to your child.
- [] Obtain medical records from your child's doctor and dental records from your child's dentist.
- [] Provide a DNA sample to law enforcement if you already have one. If not, collect samples from your missing child's possessions such as his or her toothbrush, baby's teeth, hair brush used exclusively by your child for at least one month, and used bandage with dried blood.
- [] Provide fingerprints and dental charts to law enforcement if you have them.
- [] Provide law enforcement with detailed information about the description and characteristics of the abductor if he or she is known to you.
- [] Provide law enforcement with the abductor's photo, driver's license number, credit-card numbers, cell and other phone numbers, passport numbers, and any other available information useful for tracking purposes if known.
- [] Contact the U.S. Department of Justice's Office for Victims of Crime for possible financial assistance at 1-800-851-3420 or visit www.ovc.gov. Also check your local phone directory for crime-victim-compensation or crime-victim-assistance programs.
- [] Stay in regular contact with law enforcement, the media, and local government officials during the search for your child.
- [] Conduct periodic press conferences and plan events related to the search for your child to help keep the disappearance in the public eye.
- [] Notify law enforcement, NCMEC, and other agencies assisting in the search as soon as your child is located.

² The Adam Walsh Child Protection and Safety Act (Pub. L. No. 109-248) mandates NCIC entry must be made by law enforcement within two hours of receipt of a report of a missing or abducted child. This two-hour requirement replaces the term "immediately" in the National Child Search Assistance Act (NCSAA, 42 U.S.C. §§ 5779 and 5780).

This Checklist was created and published by NCMEC and is to be given to families by law enforcement during an emergency response to a report of a missing or abducted child. NCMEC, at 1-800-THE-LOST® (1-800-843-5678) or www.missingkids.com, offers a wealth of resources to assist families and law enforcement in the search for a missing or abducted child or cases involving the sexual exploitation of a child. This project was supported by Grant No. 2011-MC-CX-K001 awarded by the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice. This document is provided for informational purposes only and does not constitute legal advice or professional opinion on specific facts. Information provided in this document may not remain current or accurate, so recipients should use this document only as a starting point for their own independent research and analysis. If legal advice or other expert assistance is required, the services of a competent professional should be sought. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice. Copyright © 2008 and 2011 National Center for Missing & Exploited Children. All rights reserved. National Center for Missing & Exploited Children® and 1-800-THE-LOST® are registered trademarks of the National Center for Missing & Exploited Children. NCMEC Order #198.