Oregon Law Center
WORKING TOGETHER TO ACHIEVE JUSTICE FOR LOW INCOME OREGONIANS

Latino Network



PROTECT YOUR FAMILY

Information for Families in Oregon:
A guide to plan in case of an unexpected event

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I. GENERAL INFORMATION FOR PARENTS AND GUARDIANS

Every family should be prepared in case of an unexpected event. Parents should plan for their minor child's care in the event that they are detained, deported, incapacitated, or otherwise unavailable for any period of time. This guide is not legal advice and is for educational purposes only, to provide options. The recommendations and forms in this packet may not be appropriate for your situation. We recommend that you consult with an attorney to ensure that your legal documents are appropriate for your individual circumstances. We do not guarantee that these forms will be legally binding. **If you are reading the Spanish translation** of this document, make sure to **fill out the English version of the forms.**

Gather these documents now **and keep them in a safe place:**

- Child's updated **school emergency contact information.**
- Child's **immunization records.**
- Child's **birth certificate** (from US or another country).
- Delegation of **Parental/Guardian Powers for Minor Child** (template in this packet).
- Child's **Social Security Card**
- Child's **passport** (check expiration date - keep current).
- **Important phone numbers** and other contact information.
- **Relative Caregiver Affidavit** (template in this packet).



This publication is based on similar documents created by the Washington Youth and Children's Legal Adviser and the California Immigrant Legal Resource Center. The Oregon Law Center, in consultation with Oregon Legal Aid Services, originally prepared this Oregon-specific guidance in 2017 and updated it in December 2024. The Oregon Law Center is grateful to the Youth and Children's Legal Adviser and the Immigrant Legal Resource Center.

I. GENERAL INFORMATION FOR PARENTS AND GUARDIANS

PHRASES YOU **NEED TO KNOW**

Legal Custody

The parent with Legal Custody has the authority to make all major life decisions regarding the minor child/ren. Major life decisions include, but are not limited to, the child/ren's residence, education, health care and religious training. Only a court order can give legal custody of the minor child to someone other than the parents.



Delegation of Powers

Delegation of Parental/Guardian Powers is a specific type of Power of Attorney that grants any of the powers of the parent or guardian regarding the care, custody, and property of the minor child to another party. This includes the authority to make decisions regarding the child's residence, education, health care, etc. It is valid for only six months.



Relative Caregiver Affidavit

A Relative Caregiver Affidavit permits a family member to consent to medical treatment and educational services for a minor child (that the minor child cannot otherwise legally consent to him/herself) if the consent of the legal parent or guardian cannot be obtained.



WHAT TO **DO:**

Only a court order can give legal custody of your minor child to someone else. The Delegation of Parental/Guardian Powers (which is a type of Power of Attorney) in this packet can give the caregiver very temporary legal rights, such as the authority to make medical, educational and travel decisions regarding the child.
It is valid for no more than six months. You can revoke it at any time.

I. GENERAL INFORMATION FOR PARENTS AND GUARDIANS

Delegation of Parental/Guardian Powers does not guarantee that the minor child will be placed with the caregiver. To go through the process to place a child in the legal custody of someone other than the parent, **you should consult a family law attorney.** The second form included in this packet, the Relative Caregiver Affidavit, can only be used by a caregiver who is a family member and can be completed only after the minor child is already living with the caregiver.

Make **at least three original signed copies** of the Delegation of Parental/Guardian Powers. Give one to your chosen caregiver, keep one at your home, and put one (folded in a small plastic bag) in your child's backpack. You may also wish to give additional copies to other trusted adults, such as a daycare provider or other adults who maybe contacted if you are unavailable. You may wish to tell your child that if there is an emergency, **he or she should show this paper to the authorities, the teacher, or whomever is talking to them about taking them to another home.**



Make sure your chosen caregiver understands your wishes for your child. Make a plan for how they will communicate with you if you are absent for more than six months. Give them a copy of all important documents, including medical information and emergency numbers. Give them phone numbers of relatives in your country of origin, if you have them. Give your family and emergency contacts your A-Number (your alien registration number found on your immigration documents from ICE) if you have one. If transferred to Tacoma, request to be interviewed by the Consulate.

If you are detained by ICE, family members can use the **ICE detainee locator:** https://locator.ice.gov/odls/#/search

QUESTIONS AND ANSWERS: HOW TO PREPARE YOUR CHILDREN IN CASE OF AN EMERGENCY

1. How to keep children safe in case of an emergency or a serious and unexpected situation?

The most useful tool for keeping children safe in the event of an emergency or crisis is information. It is very important that you keep your children informed of the possible emergency or situation that may affect the family. Examples of emergencies or unexpected situations include:

a. Serious traffic accident
b. Natural disaster: floods, wildfires, snow or ice storms, etc.
c. Home Fire
d. Hospitalization or surgery
e. Arrest by authorities (police)
f. Detention and/or deportation by immigration agents (ICE)

2. At what age is it advisable to talk to children about issues that can affect the family in a negative way?

Children usually have the use of reason at 7 years old and older. This fact has been observed for a long time by different cultures and religions. It is recommended that you determine your children's use of reason to determine how much information you can share with them about serious family matters.

3. Is it recommended to talk to children individually or as a family?

In order to create an atmosphere of unity and strength, it is recommended that serious issues be discussed in the family. Thus, each member can hug or hold each other if needed. But it's also a way to share the same information so that everyone hears it at the same time. A family plan always has to be made as a family and not individually.

4. How can I calm or comfort my children if they are restless about the possible emergency?

Children may or may not show concern about the potential emergency situation. It is recommended that parents and guardians be aware of changes in behavior. Give them the space they need if they want to talk or if they prefer to be alone. Look for programs in the community or school for children or youth where they can be distracted. Don't limit them from wanting to continue their daily routine but remind them about the precautions they should take.

5. Where can I find emotional support services for my children?

To find services, it is recommended that you call 211. 211info.org is a non-profit organization that helps the community find the necessary resources.

KNOW YOUR RIGHTS

Everyone – both documented and undocumented persons – has rights in this country.

You have the right to deny consent to immigration officials or law enforcement to perform a search on you, your car, or your home.

- **Do not open the door** for ICE or any police officer without a warrant signed by a judge.
- If you do not want to talk to an ICE agent, you should **say this using a loud voice** and you have the right to remain silent and not answer any questions.
- If you are not an American citizen, you have the right to **call the consulate from your native country.** The ICE agents and law enforcement must let the consulate visit or speak to you.
- You have the right to speak to an attorney before answering any questions. You can say, **"I will remain silent until I can talk to an attorney."**
- You do not have to sign anything that you do not understand.
- You have the right to copies of all of your immigration documents.

→ Remain Calm and do not try to run away. If you do, ICE or the police may use that against you.



Keep a **Know Your Rights** red card on you and by your door at all times.

Find Legal Help

If you have a hearing date scheduled in immigration court, or if you have been ordered to present yourself before ICE authorities, you should:

1. **Not go to immigration court alone.**
2. Get immediate advice from an immigration Attorney who has a good reputation or find a non-profit agency.
3. Contact ECO at **1-888-274-7292** o click here: https://equitycorps.org/attorney directory/.

You can also contact one of the following non-profit agencies:

- **Catholic Charities Immigration Legal Services:** (503) 231-4866
- **Immigration Counseling Service (ICS):** (503) 221-1689
- **SOAR:** (503) 384-2482
- **Lutheran Community Services:** (503) 231-7480

PROTECT YOURSELF AGAINST FRAUD!

Don't be fooled by "notarios" or scammers. Only a licensed attorney or accredited representative is authorized and qualified to handle your immigration case. **Do not hire someone who:**

- Refuses to provide you with a written contract.
- Charges you for blank immigration forms.
- Promises you a good outcome because they have special contacts within the immigration service.
- Pretend to be a qualified attorney or specialized immigration consultant.
- Ask you to lie on a form or sign a blank form.
- Charges you to put you on a "waiting list" or "put your application online." There is no waiting list or line for applications.

II. LEGAL FORMS

INSTRUCTIONS FOR **DELEGATION OF PARENTAL/GUARDIAN POWERS**

This Delegation designates another person (called the "attorney-in-fact") to make decisions regarding a minor child/ren in lieu of the child/ren's parent or legal guardian. **The "attorney-in-fact" can be any reliable person and does not have to be a lawyer.** It is not a court order. It is accepted by many, but not all, people or organizations as proof that the person has the legal right to make decisions for the child/ren.

A parent who does not agree with the decisions of the attorney-in-fact has more authority over the child than the attorney-in-fact. This form cannot replace or supersede the authority of the other parent. This form cannot be used to transfer custody. It does not affect the rights of the child's parents regarding the care, custody and control of the child and can be withdrawn at any time.

Fill out the English version of the form. Fill out the specific information regarding the child/ren and the attorney-in-fact as designated on the form. Indicate what powers you are giving to the attorney-in-fact over your minor child/ren. The first box is for a general delegation granting all powers a parent would ordinarily have over the child/ren. The second box allows you to state the specific responsibilities and powers you want to grant. If you choose to select specific powers, be sure to list what those powers are in the box provided.

The completed Delegation must be signed by both the parent or legal guardian and the attorney-in-fact. Make several copies of the form since you or the attorney-in-fact will probably have to give a copy to each person or organization that the attorney-in-fact will need to deal with on behalf of the child/ren. Show them the original, and give them the copy. Keep the original in a safe place.

Under Oregon law, a Delegation of Parental/Guardian Powers is effective for a maximum of six months. You can limit this time period to as little as you want, but you cannot extend it beyond six months. If you need another Delegation after six months, a new Delegation must be signed. Persons in the US Armed Forces called to active duty can have a Delegation last through the active duty period plus 30 days.

The parent granting the Delegation can withdraw (revoke) it at any time, even before the expiration date on the Delegation. It is best that the withdrawal be in writing. A form called Revocation of Delegation of Powers is included in this packet. If you are a parent withdrawing the Delegation, be sure to fill out the Revocation and deliver it to the person to whom you granted the Delegation and to the people or organizations to whom you gave a copy of the Delegation. The withdrawal is effective immediately upon delivery.

CONTINUE TO FILLABLE FORMS ⟶

DELEGATION OF PARENTAL/GUARDIAN POWERS

I certify that I am the parent or legal guardian of:

_____ _____
(FULL NAME OF MINOR CHILD) (DATE OF BIRTH)

_____ _____
(FULL NAME OF MINOR CHILD) (DATE OF BIRTH)

_____ _____
(FULL NAME OF MINOR CHILD) (DATE OF BIRTH)

("minor child/ren"). I designate _____
(FULL NAME OF ATTORNEY-IN-FACT)

_____
(STREET ADDRESS, CITY, STATE AND ZIP CODE OF ATTORNEY-IN-FACT)

_____ _____
(HOME PHONE OF ATTORNEY-IN-FACT) (WORK PHONE OF ATTORNEY-IN-FACT)

as the undersigned's attorney-in-fact with respect to the minor child/ren under ORS 109.056.

☐ I delegate to the attorney-in-fact all of my power and authority regarding the care, custody and property of the minor child/ren, including but not limited to the right to enroll the minor child/ren in school, inspect and obtain copies of education records and other records concerning the minor child/ren, the right to attend school activities and other functions concerning the minor child/ren, and the right to give or withhold any consent or waiver with respect to school activities, medical and dental treatment, and any other activity, function or treatment that may concern the minor child/ren. OR

☐ I delegate to the attorney-in-fact the following specific powers and responsibilities (write in):

_____

_____

_____

_____

This delegation does not include the power or authority of the attorney-in-fact to consent to the minor child/ ren's marriage or adoption.

SELECT ONE:

☐ This delegation of powers is effective for a period not to exceed six months, beginning upon the occurrence of arrest, deportation, incapacity, or similar event that renders the above-mentioned minor child/ren without an available parent or legal guardian, and ending six months from that date. I reserve the right to revoke this authority at any time.

☐ I am in the US Armed Forces and have been called to active duty. This delegation of powers is effective through my active duty period plus 30 days.

By: _____
(PARENT/LEGAL GUARDIAN SIGNATURE)

I hereby accept my designation as attorney-in-fact for _____ (MINOR CHILD/REN) as specified in this delegation of powers.

_____
(ATTORNEY-IN-FACT SIGNATURE)

REVOCATION OF DELEGATION OF PARENTAL/GUARDIAN POWERS

I hereby revoke (withdraw) the delegation of parental/guardian powers over my minor child/ren:

(Check one)	(Check one)
_____ (FULL NAME OF MINOR CHILD)	_____ (DATE OF BIRTH)
_____ (FULL NAME OF MINOR CHILD)	_____ (DATE OF BIRTH)
_____ (FULL NAME OF MINOR CHILD)	_____ (DATE OF BIRTH)

That was granted to _____ on the
(FULL NAME OF ATTORNEY-IN-FACT)

Following date _____That delegation is now revoked.

By: _____
(PARENT/LEGAL GUARDIAN SIGNATURE)

Today's date: _____

INSTRUCTIONS FOR **RELATIVE CAREGIVER AFFIDAVIT:**

This form permits a family member ("Relative Caregiver") to consent to medical treatment and educational services for a minor child (that the minor child cannot otherwise legally consent to him/herself) if the consent of the legal parent or guardian cannot be obtained. For this reason, it cannot be filled out in advance, but can only be completed after the parent becomes unavailable and the child is already living with the family member. If you have chosen a family member to be the caregiver for your child in the event that you become unavailable, you should give a blank copy of this form to them to use if necessary. Make sure they know that they must fill out the English version of the form.



The 'Relative Caregiver' must be 18 years or older. The Relative Caregiver must provide identification, either an Oregon driver's license or identification number or another form of legal, government-issued identification.

Under Oregon law, the Relative Caregiver Affidavit lasts for only 1 year from the time the form is given to the school or health care provider.

The form requires the Relative Caregiver to indicate what efforts they have made to contact the mother, father, or legal guardian of the child and obtain their consent to medical treatment or educational services for the child. The Relative Caregiver should check the boxes that apply to their situation. If the minor child stops living with them, the Relative Caregiver must inform the school or medical provider. At that point, the affidavit will no longer be valid.

CONTINUE TO FILLABLE FORMS ⟶

RELATIVE CAREGIVER AFFIDAVIT

Child's Name _____

Parent's Names _____

Names of Legal Guardian(s) _____

I, _____ , swear and affirm as follows:
(Name of Caregiver)

1. My name is _____ My date of birth is _____

2. I make this Affidavit to establish my status as the relative caregiver for a minor child under Oregon Revised Statutes 109.570-580. Information about the minor child is as follows:

    a. Child's name: _____ Date of birth: _____

3. My relationship to the child is: _____

4. I live with the child at the following address: _____

_____

5. My legal identification is one of the following:

    a. ☐ My Oregon Driver's License or ID card number: _____

    b. ☐ My other identification is _____ (type of identification)

that was issued by _____ (governmental agency)

and the identification number is _____

6. Contact information(name, address, phone number) for the:

a. Mother: _____
b. Father: _____
c. Legal guardian(s): _____

☐ I do not have contact information for ☐ mother ☐ father ☐ legal guardian(s) (check all that apply). I have been unable to notify either parent of my intent to consent to medical treatment or educational services for minor child.

☐ A. I have tried to contact ☐ mother ☐ father ☐ legal guardian(s) (check all that apply) to notify them of my intent to consent to medical treatment or educational services for minor child in the following ways:

_____

_____

and mother father legal guardian(s) (check all that apply) responded as follows:

☐ B. I have not been able to contact mother father legal guardian (check all that apply) to notify them of my intent to consent to medical treatment or educational services for minor child because:

_____

_____

I declare under penalty of perjury that _____ (child's name) lives with me, that I am a competent adult and 18 years of age or older, and that the information provided in this affidavit is true and correct.

Date: _____

Signature: _____

Print name: _____

Address: _____

Phone number: _____

REQUIREMENTS TO **TRAVEL OUTSIDE THE COUNTRY** WITH A MINOR CHILD

This information is valid as of July 22, 2024.
We recommend checking the U.S. Customs and
Border Protection website for the most current requirements.
https://help.cbp.gov/ o https://www.usa.gov/travel-documents-children

For one parent to take a U.S. Citizen child outside the country without the other parent, they must have a letter authorizing travel from the child's other parent. The traveling parent should also have the child's birth certificate.

In most cases, for another adult who does not have legal custody to take the child outside the country without the parents, the adult should have a letter authorizing travel from both of the child's parents. **This is in addition to the Delegation of Parental/Guardian Powers (Power of Attorney) form. The traveling adult should also have the child's birth certificate.**

The letter should give the names of the traveling adult and the child or children, state permission, and give the non-traveling parent's or parents' contact information. On the next pages are on the next page is a form in English that you can use.
You do not have to use this form.

If there is no second parent with the legal claims to the child (because they are deceased, there is sole custody, etc.), you should bring any other relevant paperwork, such as a court decision, birth certificate naming ony one parent, death certificate or deportation order. You must contact the government of the country to which you want your children to travel to find out the entry requirements for that country.

U.S. CUSTOMS AND BORDER PROTECTION STATES THAT HAVING THE LETTER NOTARIZED IS NOT NECESSARY BUT HIGHLY RECOMMENDED.
IT SHOULD BE IN ENGLISH.

AUTHORIZATION TO TRAVEL WITH A MINOR

To Whom It May Concern:

I acknowledge that _____ is traveling out of the country
(name of child or children)

with _____
(name of traveling adult)

My child or children _____.____has my permission to travel with
(name of child or children)

him/her/them out of the country.

My contact information is:

_____

_____

Signed,

(Parent's signature) _____

(Parent's name, printed) _____

State of OREGON
County of _____

Signed (or attested) before me on (date) _____ ,20 _____ , by (name(s) of individual(s) _____

_____ _____

Notary Public - State of Oregon Official Stamp

U.S. BIRTH CERTIFICATES

It is a good idea to obtain **an original birth certificate for your child.** Also give a copy to your chosen caregiver.

If your child was born in a country other than the US or Mexico, **please contact the nearest consulate of your country of origin for instructions.**

You must include proof of identity with your order form. If you don't have current and valid Oregon ID, US passport, or high school student body card, you can present a Matrícula Consular card or valid Mexican passport plus a document showing your current address (such as a utility bill) no more than 30 days old

TO GET **ORIGINAL** CERTIFICATES:

ONLINE: www.vitalchek.com

TELEPHONE: 1-888-896-4988

REGULAR MAIL: Send order form to Oregon Vital Records, PO Box 14050. Allow several weeks for delivery.

RUSH MAIL: Send order form by any overnight delivery service to same address, shipped within 3-5 work days.

WALK IN: 800 NE Oregon Street, Ofic 205, Portland OR 97232. De lunes a viernes de 9 am a 4 pm, , Monday-Friday 9 am to 4 pm 30 minutes to 1 hour if no problemas are discovered.

If your child was born in a state other than Oregon, go to: *www.cdc.gov/nchs/w2w/index.htm*

If your child was born in Oregon, order here: *www.oregon.gov/oha/ph/birthdeathcertificates/pages/orderbirthcertificate.aspx*

MEXICAN **BIRTH CERTIFICATES**

Visit the Mexican Consulate at 1305 SW 12th Ave., Portland OR 97201, (503) 274-1442, portland@sre.gob.mx.

Bring and present an identification document to prove the applicant is the person seeking the birth certificate. Present the CURP (Clave Única de Registro de Población/population registration code) that can be obtained at the website.

https://www.gob.mx/curp/ or email **tramitecurp@segob.gob.mx** or call **1-800-911-1111**

RESOURCES FOR SOCIAL SECURITY CARDS

Any person that is a US citizen, or is otherwise eligible for a Social Security Number and Social Security card, should have a Social Security Number and Social Security card.

If your child does not have a Social Security Number or card and is a US citizen or otherwise eligible, you should apply for one.

ACCEPTABLE APPLICATION DOCUMENTS:

To get a card for the first time or replace a card, you should gather documents to prove citizenship, identity of the child and identity of the parent. **All documents must be originals or certified copies. Photocopies or notarized copies are not accepted.**

TO APPLY:

1. Call 1-800-772-1213
to find your local Social Security Administration office.

2. Apply online:
https://secure.ssa.gov/ossnap/public/landingOSsnap

You may also apply at the local office. **There is no fee for this process.**

Processing time is two weeks if approved right away. The Social Security Administration may request additional documentation and verification.

IDENTITY OF THE CHILD:

Any document that shows the child's name, age, date of birth and parent's names.

- State-issued ID card or driver's license
- Doctor, clinic or hospital records
- School ID card
- Religious record
- School daycare center record

CITIZENSHIP:

- Birth certificate
- US passport

IDENTITY OF THE PARENT:

Any document that shows the parent's name, age, date of birth and name.

- Driver's license
- School ID card
- Health insurance card
- Employee ID card
- US passport
- State-issued ID card or driver's license.

RESOURCES FOR **U.S. & MEXICAN PASSPORTS**

If a minor child is a US citizen or otherwise eligible for a passport, he/she should get a passport. The passport requires signatures from both parents. If there is only one parent available, another form must be filled out.If the child has a passport, he/she can travel outside of the country and return lawfully. If the child is from another country, a passport may still be helpful within that country. These instructions explain how to obtain passports for citizens of the United States and Mexico. **If you are a citizen of another country, please contact the nearest consulate of your country of origin for instructions.**

CONTINUE TO NEXT PAGE →

U.S. PASSPORTS:

To obtain a passport for minor child or child with disabilities or special needs, in most cases both parents need to be present with the child and present the following documents:

1 PROOF OF **CITIZENSHIP**

Proof of citizenship of the child, shown by one of the following:

- Original or certified copy of birth certificate (no photocopies or notarized copies)
- Consular report of birth abroad or certification of birth
- Certificate of Citizenship

TO APPLY:

- Call 1-877-487-2778 to locate a passport agency and to make an appointment. The line is staffed with Spanish speakers. **If after-hours emergency, call 1-202-647-4000.**
- **Fill out and bring to the appointment a passport application.** You can find the correct passport application for your situation on the US Department of State website.

2 SOCIAL SECURITY

Social Security Number for the child: (required if it has been issued)

- If it has been issued but you do not remember the number, you will need to contact the Social Security Administration for a new card with the Social Security number.
- **It is not a problem if the child has never had a social security number before.** However, you will need to sign and date a statement that says: "I declare under penalty of perjury under the laws of the United States of America that the following is true and correct: I have never been issued a Social Security number by the Social Security Administration."

3 PROOF OF **PARENTAL CONSENT**

If one parent has sole custody of the child, they will need to prove that they have sole custody. This proof can include a birth certificate that lists only one parent, a certified court order granting sole legal custody, a certified divorce decree, a certified adoption decree, a certified certificate of death of the parent who cannot appear or any other certified court order that proves that you have sole legal custody.

Proof of parental relationship and consent if the child is under the age of 16:

If two parents have custody of the child, then you must show that both parents authorize the child to have a passport. Both parents have to be with the child when they apply for the passport. If they cannot, then you will have to show that the parent who is not with the child has given permission or is not able to give permission.

- To give permission, the parent who is not able to go with the child must fill out **Form DS-3053 "Statement of Consent".** This form must be notarized and expires 90 days after the day it was signed. A photocopy of the front and back of the parents' ID must be with the form. If both parents cannot be with the child, they will both have to complete the form.

- To prove that the parent asking for the passport cannot get permission from the parent who cannot give permission, the parent can submit **Form DS-5525 "Statement of Exigent/ Special Family Circumstances."** If there are safety concerns for the parent asking for the passport and the child, this form can be used to ask for the passport without the other parent.

4 IF YOUR CHILD IS **OLD ENOUGH**

If your child is 16 or 17 and has their own ID:
They can apply without a parent being present, but the passport agencies prefer one parent to be with the child or give written consent (asignes statement with a photocopy of the parent's ID).

5 PASSPORT **PHOTO**

Find more information about where to take photos:
https://travel.state.gov/content/travel/en/passports/how-apply/photos.html

6 PROOF OF **IDENTITY**

Must bring the original ID and a photocopy of the front and back of each ID you use. If the child is under 16, the parent must bring an ID. If the child is 16 or 17, they can bring their ID or their parent must bring their ID.

ID documents can include:

- State issued, valid non-driver ID or driver's license
- Certificate of Naturalization or Citizenship
- Valid or expired undamaged passport from the US or any other country
- Matricula consular
- Valid work permit or permanent resident card issued by Department of Homeland Security

7 APPLICATION **FEES**

Fee amounts depend on how quickly you need the passport. **For more information about fees:**

https://travel.state.gov/content/travel/en/passports/how-apply/fees.html



MEXICAN PASSPORTS

To obtain a passport for minors and people with disabilities,
both parents must be present with the minor and present the following documents:

1 BIRTH CERTIFICATE

Birth certificate of minor or disabled individual.

2 OFFICIAL I.D. AND PHOTO

Minors can show either:

- **Under 10 years old:** Letter from a school in Oregon containing a photo of the child, full name, date of birth, signature of the administrator or official, seal of the school or district.
- **Under 7 years old:** Letter from a pediatrician with a photo of the child, full name, date of birth and seal of the medical office.

KEEP IN MIND

If one of the parents cannot be present at the consulate during the appointment because they live in another state, **they can issue their consent by visiting the nearest consulate or SRE office in Mexico with a copy of the minor's birth certificate and a valid photo ID, and filling out an OP7.**

TO APPLY

1. Make an appointment by calling **1-424-309-0009** or via internet: **https://citas.sre.gob.mx/**
2. Go to the consuLate the day of your appointment and fill out passport application.
   The document will be ready the same day.

COST PER PASSPORT

For more information about passport costs:
https://consulmex.sre.gob.mx/portland/index.php/docu/pm

FOR **DUAL CITIZENSHIP**

For dual citizenship of a US citizen minor, **either or both parents can present any of the following to the Mexican Consulate to prove their Mexican nationality:**

1. **Original long copy format of minor's birth certificate (plus one photocopy).** See instructions above in "Birth Certificates" section for how to obtain a birth certificate, if you do not have one.

2. **Parents' original birth certificates and 2 photocopies of each.**

3. **Parent's valid photo ID and 2 photocopies**
(If it is an ID card it should have both sides on the same page).

4. **Photocopies of two witnesses' IDs**
(If it is an ID card it should have both sides on the same page). Witnesses can be any person over 18 and cannot be the grandparents.





OTHER LATIN AMERICAN CONSULATES IN THE UNITED STATES

CONSULATE OF EL SALVADOR

CITIZEN SERVICES
The Broderick Building
615 2nd Ave #50, Seattle, WA 98104
1(888) 301-1130 or (206) 971-7950
consuladoseattle@rree.gob.sv
www.portalcitas.rree.gob.sv
Facebook: ConsulSeattleSV

CONSULATE OF COLOMBIA

CITIZEN SERVICES
The Broderick Building 456
Montgomery St., Suite 400,
San Francisco, CA 94104
1(888) 764-3326
csanfrancisco@cancilleria.gov.co
https://sanfrancisco.consulado.gov.co/

CONSULATE OF HONDURAS

CITIZEN SERVICES
1107 Grady Way SW Suite 100,
Renton, WA 98057
(506) 420-0947
consulHN@gmail.com
citaconsular.sreci.gob.hn/citaconsular/pages/layout/CitaConsular.php

CONSULADO GENERAL OF GUATEMALA

CITIZEN SERVICES
18000 International Blvd, Torre Sur, Piso 10, Oficina 1005.
SeaTac, WA 98188
(206) 888-5319
consseattle@minex.gob.gt
citaconsularguatemala.com

IV. IMPORTANT CHILDREN'S INFORMATION

Keep this information so those you designate to care for your children in your absence have all of the information they need. **If you have more than 3 children, use an additional form.**

Minor Child's Name	1. 2. 3.
Date of Birth	1. 2. 3.
Child's Cell Phone Number (if applicable)	1. 2. 3.
School	1. 2. 3.
School Address	1. 2. 3.
School Phone Number	1. 2. 3.
Teacher's Name	1. 2. 3.
Classroom Number	1. 2. 3.

IV. IMPORTANT CHILDREN'S INFORMATION

Keep this information so those you designate to care for your children in your absence have all of theinformation theyneed. **If you have more than 3 children, use an additional form.**

Afterschool Program	1. 2. 3.
Afterschool Program Phone Number	1. 2. 3.
Other Camp / Sports / Program	1. 2. 3.
Other Camp / Sports / Program Phone Number	1. 2. 3.
Allergies	1. 2. 3.
Medical conditions	1. 2. 3.
Medications	1. 2. 3.
Doctor	1. 2. 3.

Doctor's Phone Number	1. 2. 3.
Doctor's Address	1. 2. 3.
Health Insurance Company Group Number	1. 2. 3.

EMERGENCY NUMBERS AND IMPORTANT CONTACT INFORMATION

Keep this information in one place so that you and your family can access it easily.

Immediate Emergency	911
Police Department	
Fire Department	
Poison Control	
Family Contacts	
Mother/Parent/Guardian	
Home Phone	
Cell Phone	
Work Address	
Work Phone	
Father/Parent/Guardian	
Home Phone	
Cell Phone	
Work Address	
Work Phone	
Other Emergency Contact and Relationship	
Cell Phone	
Other Emergency Contact and Relationship	
Cell Phone	
Other Emergency Contact and Relationship	
Cell Phone	

Miscellaneous Contacts	
Dentist	
Phone Number	
Dental Insurance Company	
Policy Number	
Car Make/Model	
License Plate Number	
Car Insurance Company	
Insurance Policy Number	
Phone Number	
Consulate	
Address	
Phone Number	
Attorney/Nonprofit Legal Services Provider	
Address	
Phone Number	

QUESTIONS TO COMPLETE FOR MY FAMILY PLAN IN CASE OF AN UNEXPECTED EVENT:

Questions for my **Consulate:**

_____ ?

_____ ?

_____ ?

_____ ?

_____ ?

Questions for my **Immigration Attorney:**

_____ ?

_____ ?

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_____ ?

_____ ?

Questions for my **Family Law Attorney:**

_____ ?

_____ ?

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