- **Sponsor Care Agreement**
- A flyer with contact information on organizations offering a Legal Orientation Program for Custodians (LOPC)
- A flyer with contact information for the UAC Sexual Abuse Hotline
- Fingerprint instructions
- Sponsor Handbook
- Letter of Designation for Care of a Minor (If parent or legal guardian wishes to specify)
- A flyer warning sponsors of potential fraud schemes

The care provider is available to help the potential sponsor complete the application. ORR may require certain sponsors to fill out the FRA and other documents based on concerns related to safety, including sponsor motivation. ORR may in its discretion require the sponsor to submit their own FRA if there has been a safety concern identified that indicates that the sponsor should file the FRA without the **case manager's** assistance OR if the sponsor indicates that they prefer to submit the FRA by themselves.

The care provider case manager or other care provider staff or volunteer may assist the sponsor by filling out the FRA with a sponsor over the phone.

The case manager or other care provider staff or volunteer must read the attestation of perjury that is found in the FRA to the sponsor. The completed FRA is sent to the sponsor for verification. Sponsors must verify and sign the FRA and submit back to the case manager with any corrections. Copies, including photographs, and/or electronic signatures are accepted.

Revised 08/01/2024

2.2.4 Required Documents for Submission with the Application for Release

In addition to completing and signing the Family Reunification Application (FRA) and the Authorization for Release of Information (ARI), potential sponsors must provide documentation of identity, address, and relationship to the child they seek to sponsor.[3] Potential sponsors must also submit documentation verifying the identity of the children they seek to sponsor, and evidence verifying the identity of all adults residing with the sponsor and all adult caregivers identified in a sponsor care plan. In addition to their use as evidence of the foregoing, all documentation submitted under this section is used as part of the overall sponsor assessment process. See **Section 2.4 Sponsor Assessment Criteria and Home Studies**. As a result, ORR may in its discretion require potential sponsors to submit additional documentation beyond the minimums specified below.

Proof of Sponsor Identity

To verify their identity, all potential sponsors must submit original versions or legible copies of government-issued identification documents. They may present either one (1) selection from List A or two (2) or more documents from List B. If a potential sponsor presents selections from list B, at least one (1) selection must contain a legible photograph. Expired documents are acceptable for the purpose of establishing identity.

LIST OF ACCEPTABLE DOCUMENTS

LIST A

U.S. Passport or U.S. Passport Card

Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

Foreign Passport that contains a photograph

Employment Authorization Document that contains a photograph (Form I-766)

U.S. Driver's License or Identification Card

OR

LIST B

U.S. Certificate of Naturalization

U.S. Military Identification Card

Birth Certificate

Marriage Certificate

Court order for name change

Foreign national identification card

Consular passport renewal receipt that contains a photograph

Mexican consular identification card

Foreign driver's license that contains a photograph

Foreign voter registration card that contains a photograph

LIST B

Canadian border crossing card that contains a photograph

Mexican border crossing card that contains a photograph with valid Form I-94

Refugee travel document that contains a photograph

Foreign driver's license that contains a photograph

Other similar documents (includes ORR Verification of Release form with a photograph for individuals under the age of 21[4]

Proof of identify of adult household members and adult caregivers identified in a sponsor care plan

As a general matter, ORR prioritizes the **placement** of unaccompanied alien children with parents and legal guardians available to provide care and custody in the United States (i.e., Category 1 sponsors). Where there are no safety concerns, ORR does not require proof of identify for household members and adult caregivers of Category 1 sponsors, so long as:

- The child is not determined to be especially vulnerable through ORR's screening and assessment process;
- The child is not subject to a mandatory **Trafficking Victims Protection Reauthorization Act of 2008 (TVPRA)** (PDF) **home study** (See **Section 2.4.2 Home Study Requirement**); and
- There are no other safety concerns present in the case, including relating to abuse or **neglect**.

When an individual is simultaneously sponsoring multiple closely related children for whom they would be a Category 1 and Category 2A or Category 2B sponsor, the proof of identity for Household Member(s) (HHM)and adult caregiver is not required so long as there are no safety concerns as described above. All other potential sponsors that do not meet the criteria above must submit documentation verifying the identity of non-sponsor adults in their household and adult caregivers named in the sponsor care plan. Potential sponsors must submit at least one (1) identification document that contains a photograph for all such adults. The document may be from either List A or List B above and may be an original version or a legible copy of the document. Expired documents are acceptable for the purpose of establishing identity.

Proof of Address

All potential sponsors must submit at least one (1) form of documentation verifying their current address. Acceptable forms of documentation include original versions or legible copies of:

- A current lease or mortgage statement dated within the last two (2) months before submission of the FRA;
- A valid, unexpired state ID with current address and photo;
- A utility bill, addressed in the sponsor's name and dated within the last two (2) months before submission of the FRA;
- A bank statement dated within the last two (2) months before submission of the FRA;
- A payroll check stub issued by an employer, dated within the last two (2) months before submission of the FRA;
- A piece of mail from a county, state, or federal agency (with the exception of ORR) with the sponsor's name and residential address and dated within the last two (2) months before submission of the FRA;
- A notarized letter from a landlord on the business stationary of the real property owner confirming the sponsor's address; and
- Other similar documents reliably indicating that the sponsor resides at the claimed address, dated within the last two (2) months before submission of the FRA.

ORR may use alternative methods to verify address. For example, ORR may send a letter containing specific instructions to the address given by the sponsor and provide a timeline by which the sponsor must comply with the instructions.

Proof of Child's Identity

The potential sponsor or child's family must provide the unaccompanied alien child's birth certificate or a legible copy of the child's birth certificate.

Proof of Sponsor-Child Relationship

The potential sponsor must provide at least one (1) form of evidence verifying the relationship claimed with the child.[5] Acceptable documents include original versions or legible copies of:

- Birth certificates;
- Marriage certificates;
- Death certificates;
- Court records;
- Guardianship records;
- Hospital records;
- School records;
- Written affirmation of relationship from Consulate; and/or
- Other similar documents.

Category 2A potential sponsors providing evidence of "primary caregiver"

Category 2A sponsors who are not grandparents or adult siblings must prove they are or were the child's primary caregiver. A primary caregiver is defined as any person who is primarily entrusted with the child's care and who lives with the child.

If the potential sponsor has any guardianship documents or other documents from a state or foreign government, they must submit this with the Family Reunification Application. ORR also accepts sworn affidavits from potential sponsors in addition to corroborating interviews the case manager has with the child, potential sponsor, and other family members to establish whether the potential sponsor was a primary caregiver to the child.

Category 3 potential sponsors without a bona fide pre-existing relationship

Category 3 potential sponsors who are unable to provide verifiable documentation of a familial relationship with the unaccompanied alien child must submit evidence that reliably and sufficiently demonstrates a bona fide social relationship with the child and/or the child's family that existed before the child migrated to the United States. Care providers must attain sufficient corroboration to be confident that they have received needed verification of the relationship between the potential sponsor and the child or child's family.

If a Category 3 potential sponsor does not submit evidence that reliably and sufficiently demonstrates a bona fide preexisting social relationship between the potential Category 3 sponsor and the child and/or the child's family, ORR may take this into account when determining the suitability of the case for release. In such cases ORR may require that the potential Category 3 sponsor, the child, and the child's family, establish ongoing regular contact while the child is in ORR care, prior to a release recommendation.

Criminal History

If a potential sponsor has been charged with or convicted of any crime or investigated for the **physical abuse**, **sexual abuse**, **neglect**, or **abandonment** of a child, they must provide related court records and police records, as well as governmental social service records or proof of rehabilitation related to the incident where there has been a substantiated finding or a conviction.

Fraud

If a sponsor, household member, or adult caregiver provides any false information in the application of release and/or accompanying documents or submits fraudulent documents for the purposes of obtaining sponsorship of the child, ORR will report the incident to the U.S. Department of Health and Human Services (**HHS**)/Office of the Inspector General (OIG). Fraudulent documents include documents on which the address, identity, or other relevant information is false or documents that have been manufactured or altered without lawful authorization. ORR may deny release if it is determined that fraudulent documents were submitted during the application of release process.

Effective 08/01/2024

2.2.5 Legal Orientation Program for Custodians

All potential **sponsors** of children under the care of ORR should attend a presentation provided by the Legal Orientation Program for Custodians (LOPC). The purpose of this program is to inform potential sponsors of their responsibilities in ensuring the child's appearance at all immigration proceedings, as well as protecting the child from mistreatment, exploitation, and trafficking, as provided under the Trafficking Victims Protection Reauthorization Act of 2008. The program also provides information about possible free legal counsel (pro bono legal services) for the child during the immigration court process.

The Office of Legal Access Programs (OLAP), within the Executive Office for Immigration Review (EOIR) at the U.S. Department of Justice, manages the LOPC and contracts with legal service organizations around the country to provide LOPC services to potential sponsors in their local communities or in metropolitan areas served by the program. EOIR is the entity in the federal government that is also responsible for adjudicating immigration cases by fairly, expeditiously, and uniformly interpreting and administering the nation's immigration laws.

The unaccompanied alien child's case manager is responsible for informing potential sponsors about all procedures related to the child's case--including attendance at an LOPC presentation. The Family Reunification Packet (FRP) that goes to each potential sponsor includes an *Authorization for Release of Information* that the sponsor must sign before the case manager may schedule an appointment for LOPC services. All potential sponsors should submit the *Authorization for Release of Information* immediately and prior to submitting the complete FRP to ensure timely scheduling of their LOPC session.

Upon receipt of the *Authorization*, the case manager schedules an appointment for a potential sponsor to attend a presentation with one (1) of the LOPC providers around the country. Alternatively, the case manager contacts the **LOPC National Call Center at (888) 996-3848** and arranges for the Call Center to schedule an LOPC appointment for the potential sponsor or mail an LOPC Information Packet to the sponsor.

When evaluating family members and other potential sponsors, ORR considers whether they have attended an LOPC presentation. Attendance at an LOPC presentation is a factor in the release assessment.

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