- 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 Sponsor Application

In addition to completing and signing the Sponsor Application 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, proof of income, and evidence verifying the identity of all adults residing with the potential 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 are 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, unexpired versions or legible full color photocopies, digital scans, or high-resolution digital photos of government-issued identification documents. They must present at least one (1) selection from list of acceptable identification documents below.[4]

LIST OF ACCEPTABLE DOCUMENTS

- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
- Employment Authorization Document that contains a photograph (Form I-766)
- Foreign passport with Form I-94 or Form I-94A with Arrival-Departure Record, and containing an endorsement to work
- Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI
- Driver's license or ID card issued by a U.S. state or outlying possession of the United States provided it contains a photograph or information such as a name, date or birth, gender, height, eye color, and address
- ID card issued by U.S. federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
- U.S. Military card or draft record
- U.S. Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority

For Category 1 Sponsors Only: Any deviation from this requirement must be supported by clear justification and exceptions may be made on a case-by case basis by HHS ORR Headquarters.

Proof of Identification of Adult Household Members and Adult Caregivers Identified in a Sponsor Care Plan

As a general matter, ORR prioritizes the **placement** of unaccompanied children with parents and legal guardians available to provide care and custody in the United States (i.e., Category 1 sponsors). All potential sponsors must submit at least one (1) identification document that contains a photograph for all such adults. The document must be from the list of acceptable documents above and must be an unexpired original version or a legible full color photocopy, digital scan, or digital photo of a government-issued photo ID.

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 of:

- A current lease or mortgage statement dated within the last month before submission of the *Sponsor Application*;
- A valid, unexpired state ID with current address and photo;
- A utility bill, addressed in the sponsor's name and dated within the last month before submission of the *Sponsor Application*;
- A bank statement dated within the last month before submission of the *Sponsor Application*; or
- A payroll check stub issued by an employer, dated within the last month before submission of the *Sponsor Application*.

Proof of Income

ORR considers the following supporting documents for proof of income, to be submitted with the Sponsor Application:

- Previous year's tax return if in the United States during prior year
- Copy of paystubs for at least the past 60 days continuously; **or**
- An original letter from the sponsor's employer verifying their employment and salary information, signed within the past 60 days. The letter must be on company letterhead and contain verifiable contact information for the employer and supervisor. An ORR representative must speak with the supervisor or company Human Resources division to verify the information in the letter.

Proof of Child's Identity

The potential sponsor or child's family must provide the unaccompanied alien child's original birth certificate or a legible full color copy of the child's birth certificate. Federal staff must exhaust all available avenues to verify the authenticity of birth certificates. All efforts and results should be documented in ORR's case management system.

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 full color copies of:

- Birth certificates;
- Marriage certificates;
- Death certificates;

- Court records;
- Official government or court ordered guardianship records; and/or,
- Written affirmation of relationship from Consulate.

Category 3 Potential Sponsors Without a Bona Fide Pre-Existing Relationship

Category 3 potential sponsors who are unable to provide verifiable documentation of a social 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 convincingly demonstrates a bona fide preexisting social relationship between the potential Category 3 sponsor and the child and/or the child's family, the sponsor will be treated as having no relationship with the child. The sponsor application will be subject to enhanced vetting procedures including a mandatory home study as the inability to furnish such evidence raises significant indicia of fraud and trafficking.

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 documentation of completed court-mandated or voluntary classes, counseling, or other required actions that were part of a plea agreement or court agreement related to an alternative to conviction or incarceration.

Fraud

If a potential 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).

Providing false information includes:

- Presenting fraudulent documents including documents in which the address, identity, likeness, issuing authority, expiration date, or other relevant information is false;
- Presenting another person's legitimate, unaltered documents as one's own; or
- Presenting documents that have been manufactured or altered without lawful authorization.

ORR will deny release if it is determined that fraudulent documents were submitted during the Sponsor Application process, regardless of sponsor category. Exceptions will only be made on a case-by-case basis and must be supported by clear justification and thorough documentation. Such justification must be documented and uploaded to ORR's case management system. Case-by-case exceptions must be adjudicated by the Director or their designee.

Effective 04/15/2025

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.