

# FYI FYI FYI FYI

F O R Y O U R I N F O R M A T I O N

Issue 10-02

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## Arranging Monitored Visits Between Dependent Children and their Parents Who Reside in Tijuana, Mexico through the Mexican Consulate Office

### Protocol for Visitation Approval

The Consulate General of Mexico is aware of the periodic need to arrange and supervise visits between dependent children and their parents who reside in Tijuana, Mexico. In order to facilitate these visits, the Consulate General of Mexico in San Diego has an office at the San Ysidro-Tijuana Port of Entry that can be used for this purpose. The purpose of this office is to function as a liaison between both countries in matters of different nature, including visitations of dependent minors and their parents. Due to time and space limitations at this office, the Consulate General of Mexico in San Diego produced a protocol to coordinate such type of visitations.

In order to facilitate the approval of visits, and to avoid delays, mistakes, and misunderstandings, all CSWs interested in the use of this space must observe the following guidelines:

#### TO REQUEST A VISIT:

- All requests must be submitted in writing to the Consulate General of Mexico in Los Angeles 7 to 10 days before the visit.
- The written request must be signed by the Supervising Children's Social Worker.
- Fax the written request to 213-351-6844 **and** send a scanned copy to [plorenzo@sre.gob.mx](mailto:plorenzo@sre.gob.mx) or [ktorres@sre.gob.mx](mailto:ktorres@sre.gob.mx).



If you have any questions regarding this release please e-mail your question to:

[Policy@dcfs.lacounty.gov](mailto:Policy@dcfs.lacounty.gov)

Clerical Handbook: <http://lacdcs.org/Policy/Hndbook%20Clerical/Default.htm>

Eligibility Handbook: <http://lacdcs.org/Policy/Hndbook%20FCE/TableofContents.htm>

Child Welfare Services Handbook: <http://lacdcs.org/Policy/Hndbook%20CWS/default.htm>

FYI's: <http://lacdcs.org/Policy/FYI/TOCFYI.htm>

- Visitation time is as follows:
  - Monday and Tuesday, between 9:00 a.m. and 12:00 p.m.
  - Visits should not exceed one hour.
  - Provide possible date(s). The Consulate General in San Diego will schedule visits based on availability.

Should days and times not accommodate the child and/or parent, please contact the Consulate General of Mexico in Los Angeles for further instructions at (213) 351-6832.

### **APPROVAL:**

- Once the visit is approved by the Consulate General of Mexico in San Diego, the response will be forwarded to the CSW by the Consulate General of Mexico in Los Angeles.
- The CSW must reconfirm with the Consulate in Los Angeles 48 hours prior to visitation by calling (213) 351-6832.
- It is the responsibility of the CSW to coordinate the visit with the parent, and to inform him/her the approved date.
- The Consulate General of Mexico in Los Angeles will not provide ground transportation to San Diego.

### **ON THE DAY OF THE VISIT:**

- The CSW must verify the visit at (619) 690-5717 with the Mexican Consular official on duty.
- The CSW is strongly encouraged to use an official County vehicle to transport the child(ren) to access the restricted government parking facility of the San Ysidro Port of Entry. If the CSW uses their personal vehicle to transport the child, inform the official on duty and provide any identifying vehicle information as requested. In addition, if a CSW has an LA County issued placard, please display it when parked at the facility.
- When arriving at San Ysidro, the CSW must contact the Mexican Consular Official at (619) 690-5717 to have access to the restricted parking facility.
- The Consular Official will meet the CSW and the child(ren) at the restricted parking area, and escort them inside the office.
- The CSW **must** be present during the visit.
- At the end of the visit, the Consular Official or an officer of the Department of Homeland Security will escort the CSW and the child(ren) outside the premises.

### **IMPORTANT CONSIDERATIONS:**

- Children participating in visits at the San Ysidro Port of Entry **must be Legal Resident Aliens or American Citizens**. Be prepared to provide proof of citizenship or residency of each child.
- It is recommended that social workers bring their own form of ID (passport or residency card).
- No food or drinks are allowed.
- No large packages or bulky items are allowed.
- Personal belongings may be subject to inspection by Homeland Security personnel.
- In the event of unforeseen changes or cancellations, Mexican Consular Officials at the San Ysidro Port of Entry **and** the Consulate General of Mexico in Los Angeles **must** be notified immediately.
- The Consulates of Mexico in Los Angeles and San Diego are not responsible for any incident that could occur during the visitations. The role of the Mexican Consular Representations is limited to facilitate the visitations.

### **HOW TO GET TO THE SAN YSIDRO PORT OF ENTRY:**

- Take the 5 Fwy South
- Exit at Camino de la Plaza
- Turn left on Camino de la Plaza
- Turn right on San Ysidro Blvd. East
- Turn left at the first light (towards the Trolley)
- Follow up the curb on the right hand side until the end
- Stop at the “Restricted Parking Area” (Next to the bus station “Crucero”)
- Park your vehicle where marked “Consulate”.

### **ARRIVING FROM MEXICO:**

- Parents need to enter through the **Pedestrian Section** at the San Ysidro Port of Entry.
- Enter office “**PERMISOS**”
- Inform security guard of appointment at the Consulate with Social Services.
- Parents will be met by Mexican Consular Official and escorted inside the office.
- Parents need to provide valid identification to enter the premises.
- Personal belongings are subject to be inspected.