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**Introduction** The International Liaison is the point of contact with agencies abroad and representatives with an international interest in the United States to ensure agreement and compliance with international treaties, policies and law. The International Liaison must be able to both write and speak Spanish.

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**Role of International Liaison** The International Liaison works with the following organizations:

- [DIF México](#) (which includes regional offices in Baja California Norte, state offices, national offices in Mexico City - DIF Nacional). **DIF** stands for "Sistema para el **D**esarrollo **I**ntegral de la **F**amilia" and it is the agency responsible for child welfare.
- Consulates and Embassies of all nations (including the United States).
- USA Bureau of Customs and Border Protection (CBP) and Citizenship and Immigration Services (CIS).
- Social service agencies of other countries.
- Medical facilities and professionals of other nations.

The role of the International Liaison within Child Welfare Services (CWS) is as follows:

- Assist SWs with coordination and notification when SWs must travel to and from another country.

**NOTE:** SWs **must** contact the International Liaison for all travel to and from another country.

- Serve as a resource person to staff regarding all international issues that affect services to families active to CWS.
- Identify training needs related to international and border issues and works with Training and Development (T & D) to provide this training to CWS staff.
- Assist in the review of legislation affecting international issues that could affect County policy.
- Participate in and review the development of Agency protocols that relate to international issues.
- Review hotline referrals, including Evaluate Out referrals, when there is an international issue and then intervene when necessary.

**NOTE:** A secondary assignment is made by the hotline to the International Liaison when a referral is received involving international issues.

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- Make referrals to the Hotline and request primary assignment if appropriate. If follow-up is necessary, the International Liaison will:
    - screen a petition,
    - file detention report, if appropriate, or
    - coordinate for regional assignment.

The International Liaison collaborates with and assists agencies, both inside and outside of the United States, with services as follows:

- Facilitate repatriation of minors to and from San Diego County.
  - Work closely with the US Consulate in repatriation of minors residing in Mexico back to the United States and, in some cases to other counties/states.
  - Facilitate repatriation of minors residing in San Diego worldwide.
- Conduct DIF requests such as:
  - Home evaluations of individuals residing in San Diego County
  - Criminal background checks
  - Birth certificates
  - Referrals of reunification services for parents whose children are under DIF's protective custody
- Provide courtesy assistance to other agencies in the United States when they work with international agencies.
- Participate in meetings/conferences in the community and with other agencies to cover/discuss material pertinent to international child welfare issues; e.g.,
  - Child abduction
  - Human trafficking
  - Adoptions
  - Children's health, etc.
- Participate in committees related to international issues.
- Attend and coordinate Binational Conferences on Child Protection matters.

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**SW requests to the International Liaison** The International Liaison handles requests from SWs as follows:

**International Liaison**

- Screen requests and identify how to coordinate social services with other agencies worldwide.
- Prepare written reports and correspondence (mostly in Spanish) on behalf of CWS SWs and Juvenile Court staff for social services in other counties.
- Conduct on-going status checks.
- Screen incoming responses to prior requests for completeness and forwards them to the requesting party.
- Maintain records of pending and completed requests for on-going use.

Examples of SW requests the International Liaison accepts:

- Home evaluations
- [Parent searches](#) - provides documentation for noticing purposes
- Adoption home studies
- Psychological evaluations of dependent children placed abroad
- Obtaining the following certificates:
  - birth
  - death
  - marriage
  - divorce

**NOTE:** All of these certificates must be requested directly from the office of the International Liaison via the International Services Request form 04-309. SWs **should not** use the Vital Records Request form 04-19 for this request.

- Home visits to monitor placements
- Child abuse reports of children outside of the United States including follow-up
- Reunification services abroad
- Child welfare and criminal background information from other countries
- 366.26 WIC personal notices to individuals residing abroad ( PPAU) (Always include 45-day waiver paperwork. The 45-day deadline date must be provided by the SW)
- [Notice to Foreign Consulates](#) (required by Vienna Treaty signed on 12/24/1969)
- [CBP](#) paroles for undocumented individuals residing out of the United States to participate in:

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- Juvenile Court hearings,
  - adoption finalization, etc.

**NOTE:** The International Liaison does not translate correspondence into English. SWs may contact clerical staff at (7)694-5228/858 to request assistance with translating correspondence and other documents.

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**Parole  
Letters**

When a non-U.S. citizen residing in Mexico needs to attend a court hearing or court-ordered reunification/maintenance activity within the U.S., an agreement has been developed with the U.S. Citizenship and Immigration Services (USCIS), formally known as the Immigration and Naturalization Service using the form [USA Bureau of Customs and Border Protection Parole Request Letter \(04-242\)](#).

Submit the form [USA Bureau of Customs and Border Protection Parole Request Letter \(04-242\)](#) with a copy of the most recent court hearing's minute order and/or court summary one week in advance with the following signatures:

- SW,
- PSS, and
- CWS Manager.

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If the parole is approved, SWs will receive notification via fax and be expected to provide a copy of the approved parole to the parolee to facilitate that person's crossing into the United States. In some cases, and at the direction of the SW, DIF can provide assistance. The parolee would have to pick up the approved parole at the DIF office.

Requests to the International Liaison can be faxed, using the form International/Transborder Services Requests (04-309), to (858) 514-6928, or sent via County mail (MS W456).

**NOTE:** The SW must submit one 04-309 form per request, even if it relates to the same family; e.g., parent search and birth certificates for one family should be submitted in two separate 04-309s.

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**Notice to  
Foreign  
Consulates**

Notice to Foreign Consulates are always required for children who are under protective custody or who have had a petition filed when the child or parent is a citizen of another country, even if the minor(s) is/are a US citizen(s).

Local Superior Court Rule 6.63, authorizes the sharing of information with foreign and US Consulates when complying with notice requirements or requesting assistance and services. Submit the Notification to Foreign Consulate (04-231 form) found in CWS/CMS County Specific Templates.

SWs are expected to provide on-going verbal information to Consulates if requested. Exchange of written documentation must go through the International Liaison. Do not provide an address if the placement is confidential. Continuing Services SWs are responsible for this notice if it was not completed in CI.

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**Parent searches**

To process a parent search, the following information is needed:

- full name including maternal and paternal last names
- DOB
- place of birth; and/or
- information that DIF can follow to search for an individual, i.e.:
  - address
  - phone number
  - relative or friend's address, etc.

**NOTE:** A letter of "insufficient information" will be produced if the above information is not provided. This letter could be used to show search efforts for Court purposes.

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**SW follow-up and additional information on requests**

When SWs need to send follow-up or additional information to the International Liaison, they shall do so via an email to the International Liaison. They should include:

- Name of child(ren) and DOB
  - Name of individual receiving service (i.e. name of relative being evaluated for placement or parent being searched)
  - Date request was submitted
  - Type of request
  - Brief description of current circumstances, if necessary. This information is essential to prioritize requests; e.g.:
    - date of next court hearing,
    - placement disruptions,
    - pending Special Immigrant Status Application, etc.
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