

Consular Notification

**Providing
Consular
Notification**

Upon notification from the assigned social worker that there is an undocumented child and/or parent involved in the referral/case, the International Liaison (IL) shall complete the following steps:

Step	Action
1	Request from the social worker to complete and fax the DPSS 3344 Notification to Foreign Consulate/Embassy to the IL at (951)358-5776. Note: New regulations for Mexican citizens require the child’s photo to accompany the request.
2	Look up the case in CWS/CMS and print out copies of the: <ul style="list-style-type: none"> ▪ investigation narrative ▪ juvenile petition ▪ detention report ▪ (if applicable) juris/dispo report, and ▪ court summaries for each.
3	Make a folder for each child which includes a copy of the above as well as a lined note sheet and a face sheet DPSS 2183 (see example folder).
4	Call the social worker and ask if there is a need for <ul style="list-style-type: none"> ▪ a parent to be located in the country of origin, ▪ a home study, ▪ birth certificate request ▪ criminal background check, and/or ▪ supervision request. If so, instruct the social worker to complete the corresponding form (s) and fax it to the International Liaison at (951)358-5776. The aforementioned forms are: <ul style="list-style-type: none"> ▪ DPSS 3343 Parent Locator Request to Foreign Consulate/Embassy, ▪ DPSS 3345 Home Study Request to Foreign Consulate/Embassy, ▪ DPSS 3824 Birth Certificate Request to Foreign Consulate/Embassy, ▪ Attachment II Petition for Criminal record Clearance and/or ▪ DPSS 3342 Supervisory report Request to Foreign Consulate.
5	Fax, upon receipt, the request(s) with the following supporting documents: <ul style="list-style-type: none"> ▪ Juvenile petition ▪ latest court hearing, and ▪ court summary of the hearing. to the corresponding consulate/embassy (see Consulates listing at http://www.state.gov/s/cpr/rls/)

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Consular Notification, Continued

Providing Consular Notification (continued)

Step	Action
6	Log each child into the Notification to Consulate/Embassy form which is located under the Consulate tab in the white Required Logs and Forms notebook/database.
7	Review the case in CWS/CMS and identify when the next court hearing is to occur. As each hearing is completed in the life of the case, fax the report and court summaries to the corresponding consulate/embassy.
8	<p>If there is a relative (from the country of origin) identified in the report that has not been pursued, add next hearing date to the calendar for tracking purposes and consult with the social worker to advise them of the services which can be requested of the consulate in order to evaluate these individuals for possible placement. Social workers can request these services by completing the following forms and returning them to the IL:</p> <ul style="list-style-type: none"> ▪ Petition for Criminal Record Clearance (Attachment II-Datos Del Solicitante-Personal Information Form to a Consulate, available in the corresponding policy section) ▪ DPSS 3345 – Home Study Request to Foreign Consulate/Embassy ▪ DPSS 3342 – Supervisory Report Request to Foreign Consulate/Embassy <p>Note: Each consulate/embassy may differ in services offered and should be dealt with on an individual basis. However, the services listed above are ensured by the Mexican Consulate for nationals of Mexico.</p>
9	Upon receipt of any documents/correspondence from a foreign consulate/embassy, call the social worker and advise them of the information received and that a copy will be faxed to them. The IL shall maintain the originals in the case file.
10	Request translation of documents/correspondence received from foreign consulate/embassy by completing the DPSS 2752 Request for Interpreter/Translator and faxing the request with the documents to the contractor for processing.
11	<p>Follow up on requests for information made by the consulate/embassy as necessary.</p> <p>Note: Document all dates, contacts and actions taken on the lined note sheet (narrative) of the case file.</p>

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Consular Notification, Continued

Obtaining a Birth Certificate

To obtain an original birth certificate the IL shall complete the following steps:

Step	Action
1	Request from the CSSW a completed DPSS 3344 Notification to Foreign Consulate/Embassy if there is none in file.
2	Request from the CSSW a completed DPSS 3824 Birth Certificate Request to Foreign Consulate/Embassy.
3	Forward the completed DPSS 3824 to the corresponding Consulate.
4	Translate the birth certificate upon the receipt per Attachment IV guidelines or request translation services. Note: To request translation the IL completes DPSS 2752 Request for Interpreter/Translator and faxes to the contractor to process request.

Dual Citizenship

A child who is a citizen of the United States and another country may be treated exclusively as a U.S. citizen when in the United States. Consular notification is not required if the child is a U.S. citizen. This is true even if the child’s other country of citizenship is a mandatory notification country.

On March 20th 1998 a constitutional reform was enacted in Mexico. It established that no Mexican by birth shall be free of his/her nationality. If a child is Mexican by birth or was born overseas to a Mexican parent than he/she can conserve the Mexican nationality while maintaining other nationalities.

Note: Although consular notification is not required for a U.S. born child with dual citizenship, however when custody issues involves a Mexican child with dual citizenship consular notification is required.

Transporting Children

Transporting a Child to his/her Country of Origin

Upon notification from the social worker that a child has been ordered to be returned to his/her country of origin, the IL shall complete the following:

Step	Action				
1	Advise the social worker that a certified (red stamped) copy of either the minute order of the ex-parte is necessary. The order/ex-parte must contain the following directives from the court in order for the transportation arrangements to be made: <ul style="list-style-type: none"> ▪ that the child is to be ordered to be returned to the country of origin and who they are to be placed with, and ▪ authorization for the delegate who is transporting the child to surrender the child to an alternative person/agent if the relative should become incapacitated. 				
2	Send an announcement via e-mail to the delegates requesting assistance to transport a child. Include the destination and anticipated dates.				
3	Advise the social worker of the travel packet he/she must prepare for each child to be transported which includes the following: <table border="1" data-bbox="483 1035 1398 1507" style="margin-left: 20px;"> <thead> <tr> <th data-bbox="483 1035 938 1104">For Children who are non-US Citizens...</th> <th data-bbox="938 1035 1398 1104">For Children who are American Citizens...</th> </tr> </thead> <tbody> <tr> <td data-bbox="483 1104 938 1507"> <ul style="list-style-type: none"> ▪ red stamped minute/ex-parte order ▪ birth certificate (from other country) ▪ current medical records ▪ current school records ▪ passport from country of origin (needs to be valid for at least 5 more months) ▪ four (4) passport photographs </td> <td data-bbox="938 1104 1398 1507"> <ul style="list-style-type: none"> ▪ red stamped minute/ex-parte order ▪ birth certificate ▪ current medical records ▪ current school records ▪ U.S. passport (valid for at least five (5) years) ▪ four (4) passport photographs ▪ Visa issued from the country they are traveling to </td> </tr> </tbody> </table> <p>Note: The assigned social worker shall initiate the process to obtain passports for the child(ren) and arrange transportation with a Social Services Assistant (SSA) in their office for the child(ren) and delegate to be taken to and picked up from the airport. For information on obtaining passports for U.S. citizens and location of passport processing centers visit http://travel.state.gov/passport/</p> <p>To obtain a passport for a Mexican National reference “obtaining a Mexican Passport” under the Delegate section.</p> <p>For School Records and Birth Certificate reference the Apostille section.</p>	For Children who are non-US Citizens...	For Children who are American Citizens...	<ul style="list-style-type: none"> ▪ red stamped minute/ex-parte order ▪ birth certificate (from other country) ▪ current medical records ▪ current school records ▪ passport from country of origin (needs to be valid for at least 5 more months) ▪ four (4) passport photographs 	<ul style="list-style-type: none"> ▪ red stamped minute/ex-parte order ▪ birth certificate ▪ current medical records ▪ current school records ▪ U.S. passport (valid for at least five (5) years) ▪ four (4) passport photographs ▪ Visa issued from the country they are traveling to
For Children who are non-US Citizens...	For Children who are American Citizens...				
<ul style="list-style-type: none"> ▪ red stamped minute/ex-parte order ▪ birth certificate (from other country) ▪ current medical records ▪ current school records ▪ passport from country of origin (needs to be valid for at least 5 more months) ▪ four (4) passport photographs 	<ul style="list-style-type: none"> ▪ red stamped minute/ex-parte order ▪ birth certificate ▪ current medical records ▪ current school records ▪ U.S. passport (valid for at least five (5) years) ▪ four (4) passport photographs ▪ Visa issued from the country they are traveling to 				

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Transporting Children, Continued

Transporting a Child to his/her Country of Origin (continued)

Step	Action
4	<p>Advise the delegate who will be transporting the child or the travel requirements which include:</p> <ul style="list-style-type: none"> ▪ a valid passport ▪ Riverside County Department of Public Social Services (DPSS) and California identification cards ▪ 4 (four) passport photographs ▪ a letter from their supervisor on DPSS letterhead authorizing the transport of the child(ren) ▪ requesting a cash advance from Fiscal ▪ submitting a DPSS 1913 – Authorization for Travel Arrangements with the cash advance request ▪ a completed DPSS 3317 – Receipt of Repatriated Minor form ▪ confirmed transportation arrangements to and from the airport with the assigned social worker ▪ the international cellular telephone, and ▪ on-line registration with the U.S. State Department at (https://travelregistration.state.gov/ibrs)
5	<p>Make travel arrangements for the delegates and child(ren) to include:</p> <ul style="list-style-type: none"> ▪ hotel accommodations ▪ airline reservations ▪ transportation (from/to airport in the other country) ▪ for safety and security reasons fax a copy of travel itinerary to the corresponding consulate, social worker, and delegates for approval.
6	<p>Request that the country of origin:</p> <ul style="list-style-type: none"> ▪ sign the letter of acknowledgement of the transport of the child(ren) into their country, the Recibo De Menor Repatriado DPSS 3317 and, ▪ provide a representative to meet the delegates, child and receiving family upon arrival in the country to facilitate the exchange.

Apostille

Apostille and Registration

Children who are born in the U.S.A to a Mexican parent(s) are entitled to dual citizenship. It is advisable that these children be registered with Mexican Consulate so they can obtain all Mexican rights upon placement in Mexico. To register the child at the consulate the following is needed

- Court order to authorize Mexican Consulate to register minors (dual citizenship), will obtain Mexican passport.
- At least one parent needs to be a Mexican citizen.
- Child's birth certificate, certified copy (not the abstract) i.e. the long blew copy obtained from County Clerk Recorder.
- Parent's birth certificate.
- Parents' marriage certificate, if married.
- Parents Identification.
 - If minors were born inside marriage, any one of the parents can register minor.
 - If not married, only mother's last name will appear.

Note: Ensure all information provided is correct. When a parent is not available and the child cannot be registered at the consulate the IL shall apostille the birth certificate. With an apostille birth certificate the child can be registered in Mexico and obtain all Mexican rights.

School Records

There are different requirements for certification of school records based on the child's grade. Ensure that children return all school properties items, for example books prior to requesting the school records

When transporting children in 1-8 grade:

- a. Obtain school records from the school.
- b. Complete Documento de Transferencia provided by the consulate.

When transporting children in 9-12 grade:

- a. Obtain school records from the school.
 - b. Certify school records by county clerk and apostille (reference apostille documents).
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Apostille, Continued

Apostille Documents

The California Secretary of State provides authentication of public official signatures on documents to be used outside the United States of America. The country of destination determines whether the authentication is an Apostille or Certification.

- The California Secretary of State can **only** authenticate documents issued in the State of California by the following public officials and their deputies:
 - County Clerks or Recorders . Executive Officers
 - Court Administrators . Judges of the Superior Court
 - Executive Clerks . Notaries Public
 - Officers whose authority is not . State Officials
 - Limited to any particular county

Some examples of documents submitted for authentications are:

- Birth Certificates
- Certificates of Non-Marital Status
- Papers for adoption purposes
- **School records such as diplomas, transcripts, letters relating to degrees, etc.**
- References and Job Certification

To Apostille a document

- Documents submitted to the Secretary of State for authentication must be currently certified by the appropriate public official or must be
- notarized by a California Notary Public.
- Authentication of any school records (e.g., college transcripts) must obtain a notarized copy of the record from the high school, university, etc., before submitting the documents for authentication.

The Secretary of State's regional at Los Angeles can only authenticate a California notary public's signature **if** the county clerk/recorder (on the notary public's stamp) first authenticates the signature. The notarized document must be taken to the county clerk/recorder for certification and then submit the certified document to the Los Angeles regional offices for authentication. Having a document certified at the county level is only required for authentication at the regional office. The Secretary of State's Sacramento office can authenticate documents notarized by a California notary public without being certified at the county level.

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Apostille, Continued

Apostille Documents

To avoid delays that may result from out-of-date documents,

- A document certified by a county official (e.g. county clerk) should have a certification date within the last five years or a new certified copy should be obtained from the appropriate county official.
- The IL must identify the country of destination when the documents are submitted to the Secretary of State. If documents are submitted by mail to the Sacramento office, a letter identifying the country of destination must accompany the documents. To facilitate the processing of documents submitted by mail, include a self-addressed envelope.
- Documents can be hand delivered to any office location for over-the-counter processing between the hours of 8:00 am and 4:30 pm, Monday through Friday (excluding holidays) or mailed to the Sacramento office. The regional office does not process mailed in documents. Office locations are as follows:
 - **Sacramento Office**

Mailing Address:

Notary Public Section
Post Office Box 942877
Sacramento, CA 94277-0001

- **Los Angeles**

300 South Spring Street, Room 12513
Los Angeles, CA 90013
(213) 897-3062

When submitting documents to Los Angeles office for over-the-counter processing, no appointment is necessary. Customers are served on a “first come first serve” basis.

Documents submitted for over-the-counter processing are normally processed within an hour. The average processing time for documents submitted by mail is approximately two weeks.

There is a \$20.00 processing fee (per signature authenticated) and a \$6.00 special handling fee (per public official for documents submitted over the counter). Payments for documents submitted: **by mail to Sacramento can be made by check or money order.** Over-the-counter in the Los Angeles office can be made by check, money order. Los Angeles Office can not accept cash.

- Checks or money orders should be made payable to the Secretary of State.
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Delegates

Background

Selected social workers have been chosen to represent their region for the purpose of facilitating the transport and placement of dependent children internationally.

When transporting and placing children in foreign countries, the delegates shall coordinate with the IL, foreign consulate/Embassy and the social service agency of that country the travel and placement arrangements.

Delegates shall be able to:

- transport and place dependent children internationally
- perform their normal duties as social workers
- attend quarterly meetings and training, and
- conduct assessments of international placements when needed

If...	and the...	then the...
it is in the best interest of the child(ren) to be placed out of the country	Juvenile Court has authorized such placement	social worker shall <ul style="list-style-type: none"> ▪ contact the IL, and ▪ jointly arrange for the transport and safe placement of the child.

Consulate's Role

To assist in an out-of-country placement, the role of the Consulate shall include

- preparing a file on the child(ren) and contacting the appropriate child protective services agency in the receiving country to arrange for the child's placement
- providing the delegate with
 - a letter and all necessary travel documents,
 - contact numbers for child protective services and other governmental agencies, and
 - coordinating with the social services agency in the receiving country regarding arrangements for ground transportation and hotel reservations.

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Transporting Children, Continued

**CSSW
Responsibilities
for Out of Country
Placement**

The Children Social Services Worker shall be responsible for completing the activities listed below when placing a child(ren) out-of-country.

Activities	Description
1	<p>At the time of recommendation for placement, if the recommendation is for placement out of the country, the social worker shall notify the consulate/embassy of the receiving country, complete and submit the following to the IL for processing:</p> <ul style="list-style-type: none"> ▪ DPSS 3345 – Home Study Request to Foreign Consulate/Embassy, and ▪ DPSS 3343 – Parent Locator Request to Foreign Consulate/Embassy (if applicable). <p>Note: Upon requesting a home study the social worker shall initiate the process to obtain passports for the children. Visit http://travel.state.gov/passport/ for information on obtaining passports for U.S. citizens and location of passport processing centers.</p>
2	<p>For child(ren) who are non-U.S. Citizens, provide the IL with</p> <ul style="list-style-type: none"> ▪ Eleven (11) original copies of the minutes/ex-parte order, which authorizes the following (each copy must have the court’s red stamp on <u>each</u> page): <ul style="list-style-type: none"> • the transportation of the child to the proposed placement (city and country must be identified) • the release of the child to the receiving family (name of proposed caregiver must be stated) • the release of the child to local authorities in the event that the proposed caregiver is unwilling or unable to receive the child, and • if applicable, dependency to be terminated upon successful placement of the child(ren) ▪ birth certificate from the child’s country of origin (can be requested from the consulate/embassy) ▪ current medical records ▪ current school records ▪ visa/passport from the child(ren)’s country of origin (must be valid for minimum of six (6) months) ▪ four (4) passport photographs (per each child) <p>Note: All paperwork (birth certificate and legal documents) must have matching names and all dates of birth. For Mexican born children reference “Obtaining Mexican Passport”. School records for children in 1-8 grade the school must complete Documento de Transferencia provided by the consulate. For children in 9-12 grade school record must be certified by county clerk and apostille.</p>

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Transporting Children, Continued

CSSW Responsibilities for Out of Country Placement (continued)

Activities	Description
3	<p>For Children who are U.S. Citizens, provide the IL with</p> <ul style="list-style-type: none"> ▪ Eleven (11) original copies of the minutes/ex-parte order which authorizes the following (each copy must have the courts red stamp on each page): <ul style="list-style-type: none"> • the transportation of the child to the proposed placement (city and country must be identified) • the release of the child to the receiving family (name of proposed caregiver must be stated) • the release of the child to local authorities in the event that the proposed caregiver is unwilling or unable to receive the child, and • if applicable, dependency to be terminated upon successful placement of the child ▪ birth certificate apostille, to ensure child may register in Mexico to receive dual citizenship ▪ current medical records ▪ current school records ▪ U.S. passport ▪ Social Security card ▪ four (4) passport photographs (for each child) <p>Note: All paperwork (birth certificate and legal documents) must have matching names and dates of birth. School records for children in 1-8 grade the school must complete Documento de Transferencia provided by the consulate. For children in 9-12 grade school record must be certified by county clerk and apostille.</p>
4	<p>Coordinate with the IL, delegate and caregiver to arrange transportation for the child(ren) for the following appointments/activities:</p> <ul style="list-style-type: none"> ▪ meeting with consulate staff for processing of travel documents ▪ passport application ▪ passport issuance, and ▪ transportation to and from the airport <p>Note: Some appointments may require 8-12 hour availability</p>
5	<p>If necessary, arrange for the child(ren)'s belongings to be sent to the child.</p> <p>Note: There is a fifty (50) pound baggage limit and a fifteen (15) pound carry-on limit for each person.</p>

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Transporting Children, Continued

Obtaining a Mexican Passport

To obtain a passport for a Mexican national the social worker shall provide the Consulate of Mexico with the following:

- Exparte order authorizing passport and travel to Mexico
- original birth certificate
- three (3) photos front view
- photo ID (if not available then letter on Department of Public Social Services letterhead stating/verifying the identity of the child in question. A photo of the child shall be attached to the letter accompanied by the signature of the social worker supervisor. The supervisor shall also sign across the photo)
- cash for applicable fee (\$32.00 for one year valid passport, \$84.00 for five years valid passport)
- child must be present at the time of application.

Delegates Responsibilities Prior to Departure

The delegate shall be responsible for completing the activities listed below prior to placing a child(ren) out-of-country.

Activity	Description
1	Upon assignment of the case, request secondary CWS/CMS assignment from the assigned social worker's supervisor.
2	Contact assigned social worker to ensure that the DPSS 3345 – Home Study Request to Foreign Consulate/Embassy was received and ensure that proper authorization has been given by Juvenile Court for placement out of the country.
3	Review documents received for accuracy.
4	Request authorization for travel from IL.
5	Notify the consulate/embassy of impending travel.
6	Make flight reservations through the County authorized travel agency for self and child(ren) and ensure that the following is requested: <ul style="list-style-type: none"> ▪ minimum two (2) hour interval between flights ▪ request for seats to be together, and ▪ copy of itinerary
7	Reserve a hotel room using personal credit card.
8	Send e-mail request to supervisor for Regional Manager (RM) approval of a cash advance (for lodging, meals and transportation). RM approval shall be forwarded to the Fiscal Department, Accounts Payable along with the DPSS 1913 – Authorization for Travel Arrangement Form for each person. The request(s) must be completed at least one (1) week prior to the departure date. Note: Cash advance allowance shall be used for County staff only. Any monies spent on the child(ren) will be reimbursed via GEN 14 request.

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Transporting Children, Continued

Delegates Responsibilities Prior to Departure (continued)

Activity	Description
9	<p><i>It is the responsibility of the CSSW to obtain a passport of the child(ren) when out of country placement becomes eminent. However at times the delegate maybe the CSSW or may chose to obtain the child's passport.</i></p> <p>For U.S. born children, visit http://travel.state.gov/passport/ to obtain information on passport requirements and processing centers. It is best practice to start passport process as soon as it becomes evident that the child(ren) will be placed overseas since it takes an average of six (6) weeks from the date of application to receive a passport. If a passport is needed within forty eight (48) hours apply for an expedited passport. To apply for an expedited passport call the U.S. Department of State, Los Angeles Passport Agency at (877) 487-2778 to obtain an appointment and verify requirements for passport appointment which may include:</p> <ul style="list-style-type: none"> ▪ the presence of the child(ren) traveling ▪ delegates traveling with the child(ren) ▪ travel itinerary ▪ signed DPSS travel authorization letter for delegate on official letterhead stationery which include the names of the delegate, child(ren) and city, state, country traveling to ▪ original or certified copy of child(ren)'s birth certificate ▪ red stamped minute order authorizing travel and placement in foreign country ▪ two (2) passport photographs of each child ▪ \$130.00 processing fee, and ▪ \$14.00 Homeland Security fee (separate) <p>Note: Fees are subject to change and should be verified at time of call or by visiting http://travel.state.gov/passport/ . Fees must be requested from the Fiscal Department a minimum of one (1) week prior to appointment.</p>

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Transporting Children, Continued

Delegates Responsibilities Prior to Departure (continued)

Activity	Description
10	<p>For an expedited request:</p> <ul style="list-style-type: none"> ▪ Be present at U.S. Department of State, Los Angeles Passport Agency for passport appointment which may require 8-12 hour availability. ▪ Return to U.S. Department of State, Los Angeles Passport Agency, after 48 hours to pick up the passport with the following: <ul style="list-style-type: none"> • valid California driver's license or identification card • County of Riverside DPSS employee identification card, and • red stamped copy of the minute order authorizing travel <p>Note: This may require 6-8 hour availability</p>
11	<p>Prepare six (6) packets for self to include the following</p> <ul style="list-style-type: none"> ▪ letter from the consulate authorizing the delegate to transport the child(ren) into their country (the letter must contain each delegate's name, photograph and thumbprint) ▪ letter from DPSS authorizing the delegate(s) to travel ▪ copy of the delegate(s) passport, visa (if delegate is not a U.S. citizen), and (front/back) of State, county and, if applicable, any foreign identification cards ▪ copy of delegate(s) itinerary ▪ red stamped copy of the court order authorizing the transportation, and ▪ red stamped copy of the most recent court report <p>Note: It is imperative that each page of all six (6) packets have the official consular stamp/seal on them. These documents will be considered invalid without this stamp/seal.</p>
12	<p>Prepare four (4) packets for each child to include the following:</p> <ul style="list-style-type: none"> ▪ letter from the consulate authorizing the child(ren) to travel ▪ red stamped copy of the court order authorizing the transportation ▪ copy of the child(ren)'s itinerary ▪ original passport/visa and three (3) additional copies ▪ original immunization card and three (3) additional copies ▪ original social security card and three (3) additional copies ▪ school records ▪ health and education passport <p>Note: It is imperative that each page of all four (4) packets have the official consular stamp/seal on them. These documents will be considered invalid without this stamp/seal.</p>

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Transporting Children, Continued

Delegates Responsibilities Prior to Departure (continued)

Activity	Description
13	Schedule appointment with consulate/embassy to return for certified documents and travel letter and request assistance with ground transportation arrangements upon arrival to foreign country. Transportation to lodging and caretaker's home will be necessary.
14	<p>Ensure necessary requirements have been met for date of travel to include:</p> <ul style="list-style-type: none"> ▪ one (1) original copy of the delegate's packet (for each delegate) with consular stamp/seal on each page ▪ one (1) original copy of the child(ren)'s packet (for each child) with consular stamp/seal on each page ▪ airline tickets for self and child(ren) ▪ coordination with caretaker and assigned worker for transportation to and from the airport ▪ passports, visas and identification cards for the delegates and child(ren) ▪ cash advance ▪ Nextel phone, international cell phone, phone chargers and calling cards ▪ digital camera, charger and formatted disks ▪ names, addresses and telephone numbers of local contacts ▪ telephone number and address of local American Embassy ▪ confirmation of ground transportation upon arrival, and any necessary medication, diapers, special foods, clothing, etc.
15	<p>Provide copies of the packets to the:</p> <ul style="list-style-type: none"> ▪ delegate(s) ▪ delegate(s) supervisors and regional manager ▪ assigned social worker ▪ IL, and ▪ SBCB supervisor.
16	Check out the international phone available at the international liaisons unit.
17	Reference Attachment III Pre-Placement Check List

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Transporting Children, Continued

Delegates Responsibilities During out of Country Placement

The delegate shall be responsible for completing the activities listed below during the out-of-country placement of a child(ren).

Activities	Description
1	Upon arrival to the airport, confirm with the airline that the flight listed on the itinerary will be serviced through that airline.
2	Assign one (1) delegate to check baggage in and the other to supervise the child(ren).
3	When going through the security check point one (1) delegate shall go ahead of the child(ren) and the other shall proceed when the child(ren) have been screened.
4	During the flight, one (1) delegate shall complete the required customs form for themselves and each child Note: The signed/stamped copy shall be retained until the conclusion of the trip. These stamped forms are required for entrance back into the U.S.
5	Delegates shall ensure that the child(ren) are supervised at all times. Delegates are responsible for the child(ren) until the child(ren) is delivered to the caregiver and DPSS 3317 – Receipt of Repatriated Minor is signed and processed
Arrival – Day 1	
1	Upon arrival in the foreign country, one (1) delegate must stay with the child(ren) at all times while the other delegate processes the travel documents with customs.
2	In the event of media presence, the delegate is expected to adhere to the rules of confidentiality.
3	Meet with local authorities and the caretaker to process the DPSS - 3317 – Receipt of Repatriated Minor. Six (6) copies are required and shall be distributed to: <ul style="list-style-type: none"> ▪ consulate representative ▪ caregiver ▪ SRE (Mexico) ▪ DIF (Mexico) ▪ case file, and ▪ IL. Note: Ensure original signatures are obtained on all forms.
4	Distribute child(ren)'s packet to: <ul style="list-style-type: none"> ▪ Caregiver ▪ Federal authorities, and ▪ state authorities.

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Transporting Children, Continued

Delegates Responsibilities During out of Country Placement (continued)

Activities	Description
5	Obtain permission from the family and local authorities and schedule a courtesy visit to the placement for the next day. Make sure to: <ul style="list-style-type: none"> ▪ obtain the placement address and directions, and ▪ confirm transportation arrangements.
6	Upon arrival to the hotel, contact the IL to verify arrival in the foreign country.
Day 2	
1	Complete the courtesy home visit.
2	Complete any required paperwork for the receiving country.
3	Document contacts.
4	If applicable, notify local officials of any safety concerns.
5	Contact the IL for daily check-in.
Departure – Day 3	
1	Contact IL to advise of departure from foreign country and call at any stops throughout the return trip.
Upon Return	
1	Contact the IL upon arrival to the U.S.
2	Provide a signed DPSS 3317 – Receipt of Repatriated Minor to the <ul style="list-style-type: none"> ▪ assigned social worker ▪ IL, and ▪ Consulate/Embassy.
3	Return international cell phone to the IL.
4	Submit GEN 14, receipts and any surplus cash to the Fiscal Department.
5	Input contacts into the case.

Change of Status

Eligibility for Special Immigrant Juvenile Status (SIJS)

An undocumented child who has been declared dependent of the Court and has a Court approved permanent placement service plan is eligible for classification as a special immigrant (Immigration Act of 1990, Section 101(a)(27)(J)(ii)) if **all** of the following conditions are met:

- The child is under twenty-one (21) years of age.
- The child is unmarried.
- The Juvenile Court order must reflect the following findings:
 1. That the child continues to be a dependent of the Juvenile Court.
 2. That the beneficiary (child) is eligible for permanent placement due to abuse, neglect or abandonment.
 3. That it is not in the child’s best interest to be returned to the country of nationality or country of last habitual residence.

Note: A child **will not be eligible** under the Immigration Act of 1990 if the court has terminated dependency. Dependency must be continued until the IL sends the social worker and supervisor a copy of the approval notice of status as a Lawful Permanent Resident form I-181 to indicate that dependency may be terminated.

Processing Change of Status

Upon notification that an undocumented child is in Permanency Planning (PP) status, the IL shall:

Step	Action						
1	Verify with the social worker that the court had made the finding that it is not in the child’s best interest to be returned to the country of nationality or country of last habitual residence and ordered DPSS to apply for the child’s change of status (application for permanent residency card). If this was not done, advise the social worker that an ex-parte must be submitted and this be ordered before the application for permanent residency can be completed.						
2	Ask the social worker for the child(ren)’s original birth certificate <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">If there is...</th> <th style="text-align: left;">then...</th> </tr> </thead> <tbody> <tr> <td>a copy of the birth certificate</td> <td>the IL will submit a request to the country of origin for the original.</td> </tr> <tr> <td>no birth certificate available</td> <td>the social worker should get information from the parent or family and submit the information to the IL so that the original can be requested.</td> </tr> </tbody> </table>	If there is...	then...	a copy of the birth certificate	the IL will submit a request to the country of origin for the original.	no birth certificate available	the social worker should get information from the parent or family and submit the information to the IL so that the original can be requested.
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Change of Status, Continued

Processing Change of Status (continued)

Step	Action																										
3	<p>Work in coordination with the social worker to obtain all documents, referenced in Attachment I, that are necessary to complete the change of status The change of status packet includes the:</p> <ul style="list-style-type: none"> ▪ child’s placement history cover letter ▪ letter of application for change of status ▪ court order reflecting that <ul style="list-style-type: none"> • the child continue to be a dependent of juvenile court • the child is eligible for permanent placement due to abuse, neglect or abandonment • it is not in the child’s best interest to be returned to the country of origin or of last habitual residence, and • the department apply and pay for the child’s permanent resident card ▪ <u>original</u> birth certificate (BC)(which will be returned to family) ▪ copy of status review showing that PP was ordered ▪ date and port of entry into U.S. ▪ list of siblings and their dates of birth (if applicable) ▪ red stamped copy of most recent court report, and ▪ copy of the original face sheet (may be obtained from CWS/CMS). 																										
4	<p>Upon securing all necessary documents for change of status packet (Attachment I), the IL shall complete and prepare the applicable immigration forms and documents based on the age of the child as follows:</p> <table border="1" data-bbox="509 1251 1484 1759"> <thead> <tr> <th data-bbox="509 1251 976 1283">Applicant 14 and under</th> <th data-bbox="976 1251 1484 1283">Applicant 14 and older</th> </tr> </thead> <tbody> <tr> <td data-bbox="509 1283 976 1346">I-485 Application to Register Permanent Residence or Adjust Status</td> <td data-bbox="976 1283 1484 1346">Form I-485 Application to Register Permanent Residence or Adjust Status</td> </tr> <tr> <td data-bbox="509 1346 976 1409">I-360 Petition for Amerasian, Widow or Special Immigrant</td> <td data-bbox="976 1346 1484 1409">I-360 Petition for Amerasian, Widow or Special Immigrant</td> </tr> <tr> <td data-bbox="509 1409 976 1440">I-468 DOJ Processing Sheet</td> <td data-bbox="976 1409 1484 1440">I-468 DOJ Processing Sheet</td> </tr> <tr> <td data-bbox="509 1440 976 1472">Form I-693 Medical Examination (sealed)</td> <td data-bbox="976 1440 1484 1472">Form I-693 medical Examination (sealed)</td> </tr> <tr> <td data-bbox="509 1472 976 1503">Form G-325, Biographic Information</td> <td data-bbox="976 1472 1484 1503">I-765 Employment Authorization</td> </tr> <tr> <td data-bbox="509 1503 976 1535">Child’s history cover letter</td> <td data-bbox="976 1503 1484 1535">Form G-325, Biographic Information</td> </tr> <tr> <td data-bbox="509 1535 976 1566">Letter of application</td> <td data-bbox="976 1535 1484 1566">Child’s history cover letter</td> </tr> <tr> <td data-bbox="509 1566 976 1598">Stamped Latest minute order</td> <td data-bbox="976 1566 1484 1598">Letter of application</td> </tr> <tr> <td data-bbox="509 1598 976 1629">Latest status review</td> <td data-bbox="976 1598 1484 1629">Stamped Latest minute order</td> </tr> <tr> <td data-bbox="509 1629 976 1661">Copy of BC& translated copy</td> <td data-bbox="976 1629 1484 1661">Latest status review</td> </tr> <tr> <td data-bbox="509 1661 976 1692">Check to CIS for applications</td> <td data-bbox="976 1661 1484 1692">Copy of BC & translated copy</td> </tr> <tr> <td data-bbox="509 1692 976 1724"></td> <td data-bbox="976 1692 1484 1724">Check to CIS for applications</td> </tr> </tbody> </table> <p>Note: The 14 and older applicant shall sign all applicable CIS forms. Copies of all documents submitted shall be maintained in the child’s file.</p>	Applicant 14 and under	Applicant 14 and older	I-485 Application to Register Permanent Residence or Adjust Status	Form I-485 Application to Register Permanent Residence or Adjust Status	I-360 Petition for Amerasian, Widow or Special Immigrant	I-360 Petition for Amerasian, Widow or Special Immigrant	I-468 DOJ Processing Sheet	I-468 DOJ Processing Sheet	Form I-693 Medical Examination (sealed)	Form I-693 medical Examination (sealed)	Form G-325, Biographic Information	I-765 Employment Authorization	Child’s history cover letter	Form G-325, Biographic Information	Letter of application	Child’s history cover letter	Stamped Latest minute order	Letter of application	Latest status review	Stamped Latest minute order	Copy of BC& translated copy	Latest status review	Check to CIS for applications	Copy of BC & translated copy		Check to CIS for applications
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Change of Status, Continued

Processing Change of Status (continued)

Step	Action
5	<p>Complete a Payment Authorization for Services (PAS) DPSS 3286 form for the child's immigration physical examination on CWS/CMS and</p> <ul style="list-style-type: none"> ▪ forward DPSS 3286 to IL supervisor for approval ▪ IL supervisor approves the DPSS 3286 and forwards to PAS Riverside with cc to IL ▪ PAS Riverside forwards the approved to fiscal with cc to IL and IL supervisor ▪ IL checks after two (2) days in GEMS to see if the DPSS 3286 form was processed (if there, print it out. If not, wait three (3) more days and check back). ▪ IL prints the processed DPSS 3286, attaches supportive documents and delivers to fiscal to generate the check. <p>Note: See invoice folder for payee information and amounts.</p>
6	<p>Schedule an appointment for the child's immigration physical examination (at least two (2) weeks in advance).</p> <p>Note: Immigration physical examinations shall be completed by Citizenship and Immigration Services (CIS) approved doctors only (see invoice folder for a list of CIS approved doctors).</p>
7	<p>Call and e-mail social worker (cc: social worker's supervisor) advising them:</p> <ul style="list-style-type: none"> ▪ of the appointment details ▪ that you will be sending a copy of the map, appointment time, the doctor's information to the caregiver, and ▪ that the results of the physical examination be picked by the IL in a sealed envelope, and delivered to CIS.
8	<p>Mail the caregiver the following:</p> <ul style="list-style-type: none"> ▪ a map with directions to the doctor ▪ a note which provides the appointment time, the doctor's information and a request to bring the child's immunization records and a picture identification <p>Note: Upon completion of the physical examination the IL pays the physician and picks up the results of the physical in a sealed envelope that will be opened only by CIS.</p>

Continued on next page

Change of Status, Continued

Processing Change of Status (continued)

Step	Action
9	<p>Complete a DPSS 3286 form for the child’s CIS adjustment of status application on CWS/CMS and</p> <ul style="list-style-type: none"> ▪ forward DPSS 3286 to IL supervisor for approval ▪ IL supervisor approves the DPSS 3286 and forwards to PAS Riverside with cc to IL ▪ PAS Riverside forwards the approved to fiscal with cc to IL and IL supervisor ▪ IL checks after two (2) days in GEMS to see if the DPSS 3286 form was processed (if there, print it out. If not, wait three (3) more days and check back). ▪ IL prints the processed DPSS 3286, attaches supportive documents and delivers to fiscal to generate the check. <p>Note: See immigration rates folder or visit http://www.uscis.gov/portal/site/uscis for payee information and amounts.</p>
10	<p>Gather the documents mentioned in step 4 and send via certified mail to: U.S. Citizenship and Immigration Services Post Office Box 805887 Chicago, IL 60680-4120</p>
11	<p>CIS will reply within three (3) months with a letter providing an appointment for fingerprints.</p>
12	<p>Notify the social worker:</p> <ul style="list-style-type: none"> ▪ of the appointment place, date and time ▪ that a copy of the appointment letter will be faxed to them ▪ that the IL will meet them at the appointment (IL should bring the immigration folder with them, and ▪ that the child will need a school picture identification.
13	<p>Upon successful completion of the fingerprints, CIS will reply within six (6) to twelve (12) weeks with a letter providing an appointment for a face to face interview.</p>
14	<p>Notify the social worker:</p> <ul style="list-style-type: none"> ▪ of the appointment place, date and time ▪ that a copy of the appointment letter will be faxed to them ▪ that the IL will meet them at the appointment (IL should bring the immigration folder with them, and ▪ that the child will need a school picture identification. <p>Note: The social worker shall submit a DPSS 3286 form for reimbursement of the passport photographs.</p>

Continued on next page

Change of Status, Continued

Processing Change of Status (continued)

Step	Action
15	Upon successful completion of the interview, the child will receive a letter stating that as of the date he/she is considered a legal permanent resident.
16	The permanent resident card will be sent to the IL within eight (8) weeks. Upon receipt of the card the IL sends, via certified mail, the card to the child and forwards a copy to the child(ren) social worker and Eligibility Technician (ET). Note: The IL shall maintain a copy of the green card in the case file.

Green Card Facts

The following are Green Card facts:

- A child with a Green Card
 - has equal rights and privileges as a U.S. born with the exception of the right to vote which is reserved for U.S. citizens by birth or through naturalization.
 - is eligible to apply for citizenship if he/she has had the Green Card for five (5) years and is eighteen (18) years of age.
- A Green Card that
 - is stolen or damaged can be replaced by sending a request to the IL.
 - is obtained prior to the child’s fourteenth (14th) birthday expires when the child turns fourteen (14) years of age and must be renewed.
 - will expire after ten (10) years from the date of issuance and must be renewed.

Note: The holder of an expired Green Card does not lose the status of a legal resident. It is strongly advised that the Green Card is renewed prior to expiration.

Obtaining a Birth Certificate

To obtain an original birth certificate the IL shall complete the following steps:

Step	Action
1	Request from the CSSW a completed DPSS 3824 Birth Certificate Request to Foreign Consulate/Embassy.
2	Forward the completed DPSS 3824 to the corresponding Consulate.
3	Translate the birth certificate upon the receipt per Attachment IV guidelines or request translation services. Note: To request translation the IL completes DPSS 2752 Request for Interpreter/Translator and faxes to the contractor to process request.

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Change of Status, Continued

Recording
Residency
Status in
CWS/CMS

Upon the receipt of the green card the IL shall complete the following steps to record the residence status of a child in CWS/CMS:

Step	Action
1	Open the case of the child.
2	Select the "Client Management Section" blue button.
3	Open "Note book", select "client/child" and hit "OK".
4	Select the "Demographic" Tab.
5	Complete the Immigration Status by selecting the appropriate category in the drop down menu. Note: the following are the available categories: <ul style="list-style-type: none"> ▪ Asylee ▪ Legal Resident Alien ▪ Other Temporary Visa ▪ Time Eligible Refugee ▪ Undocumented Alien ▪ Undocumented Alien with Amnesty ▪ U.S. Citizen ▪ Other.
6	Provide explanation of immigration status in contact narrative.
7	Save to database.

**Certificate of
Citizenship**

A child adopted by a U.S. citizen is eligible for adjustment of status and citizenship. Under most circumstances, an adopted child automatically becomes a U.S. citizen if:

- the adopted child becomes a lawful permanent resident before the age of 18,
- the adopted child is legally adopted by a U.S. citizen before the age of 16,
- the adopted child has been in the U.S. citizen's legal and physical custody for at least two years, and
- the adopted child is currently residing in the legal and physical custody of the U.S. citizen adoptive parent

The child does not have to wait till age 18 to apply for citizenship. The child can apply for a "certificate of citizenship" (Form N-600K) through USCIS.