



**OFFICE OF REFUGEE RESETTLEMENT**  
**Division of Children's Services**  
**FAMILY REUNIFICATION CHECKLIST FOR SPONSORS**

**Forms to Complete, Sign, and Return to your Case Worker**

- I have completed and signed the *Authorization for Release of Information*
- I have completed and signed the *Family Reunification Application*

**Forms to Read and Keep in your Possession**

- I have read the *Family Reunification Packet Cover Letter*
- I have read the *Sponsor Care Agreement*
- I have read the *Family Reunification Checklist for Sponsors*
- I have read the *Legal Orientation Program for Custodians Overview*
- I have read the *Sponsor Handbook*
- If I was told I have to submit fingerprints to ORR, I have read the *Digital Fingerprint Instructions*
- [Non-parents/legal guardians] *Letter of Designation for Care of a Minor*

**Supporting Documentation**

Please provide a copy of the following documents below. Please note that the ORR/DCS may reject your application if any of the required information is missing, incomplete, or inaccurate. For documents you are unable to provide please attach an explanation to *Family Reunification Application* identifying which type of supporting document you are unable to provide and why. Please note that your explanation of any missing document(s) is subject to ORR/DCS's acceptance.

**1. Proof of your Identity:**

- A copy of a government issued ID, such as:
  - a. State issued driver's license or ID card
  - b. Identification document (with photo) from your country of origin (e.g. cedula)
  - c. Passport

**AND**

- A copy of your birth certificate

**2. Proof of Minor's Identity:**

- A copy of the minor's birth certificate

**3. Proof of Relationship:**

- Submit copies of birth certificates, marriage certificates, court records, guardianship records, or other documents to provide proof of a relationship between you and the minor.

**4. Legal Records (if applicable):**

If you answered YES to question 14(a) and/or 14(b) on the *Family Reunification Application*, provide court records, police records, and/or governmental social service records related to the incident(s).

**5. If you are NOT the parent or legal guardian of this minor please also provide **proof of address** by submitting one of the following. If you ARE the parent or legal guardian of the minor you do not need to submit a proof of address.**

- a. A copy of your current lease
- b. A copy of your current mortgage statement
- c. A letter from your landlord confirming your address
- d. A copy of mail, preferably a utility bill, addressed to you from within the last two months.

