



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.

