

## U.S. REPATRIATION PROGRAM EMERGENCY REPATRIATION ELIGIBILITY APPLICATION

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to determine eligibility for temporary assistance under the U.S. Repatriation Program during an emergency repatriation. Public reporting burden for this collection of information is estimated to average 0.5 hours per respondent, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This collection of information is required to obtain a benefit (42 U.S.C. Section 1313). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0474 and the expiration date is 06/30/2025. If you have any comments on this collection of information, please contact the U.S. Repatriation Program, 330 C St. SW, Washington, D.C. 20201.

<b>SECTION I: ELIGIBILITY SELF-ASSESSMENT / VERIFICATION - TO BE COMPLETED BY APPLICANT</b>			
1. Answer the following questions.			
a. Are you a U.S. citizen or a dependent of a U.S. citizen?	Yes	No	
b. Do you need resources to meet your immediate needs?	Yes	No	
c. Did you return on an evacuation flight coordinated by the United States government due to destitution, illness, war, threat of war, or a similar crisis?	Yes	No	
<i>If yes to all, please continue to Section II.</i>			

<b>SECTION II: APPLICANT INFORMATION - TO BE COMPLETED BY APPLICANT</b>			
<i>Include supporting documentation.</i>			
RESPONSIBLE PERSON INFORMATION			
2. Date and Time Entered Emergency Repatriation Center (ERC)	3. Are you a U.S. citizen? Yes - Skip Items 4 - 8, Continue to 9 No - Continue to Item 4	4. Are you applying on behalf of a U.S. citizen under the age of 18? Yes - Fill out Items 5 - 8 No - Skip Items 5 - 8, Continue to Item 9	
5. Last Name	6. First Name	7. Middle Name	8. Relationship to Primary U.S. Citizen Applicant
PRIMARY U.S. CITIZEN APPLICANT INFORMATION			
9. Last Name	10. First Name	11. Middle Name	12. Sex Male Female
13. Date of Birth (MM/DD/YYYY)	14. Social Security Number	15. Passport Number	16. Passport Issuing Country
17. U.S. Address (Street, City, State, Zip Code)		18. This address is: Permanent Temporary	
19. Email Address	20. Phone Number	21. Airline and Flight Number	
22. Final Destination (City, State)	23. Country Repatriated From	24. ERC Location (Airport / State)	

<b>SECTION III: ACCOMPANYING DEPENDENT(S) INFORMATION - TO BE COMPLETED BY APPLICANT</b>
<i>Include supporting documentation such as passport or identification cards.</i>

25. Number of Family Members Travelling with You: Adults (Include Yourself _____) Minors (under 18) _____		
26. Complete this information for each dependent. After completing this information, go to Part III.		
27. DEPENDENT #1. If applicable, indicate if the dependent is a " minor or " incapacitated adult		
Last Name	First Name	Middle Name
Date of Birth (MM/DD/YYYY)	Social Security Number	Citizenship
Identity Document Issuing Country _____ " Passport Number _____ " ID Number _____	Sex " Male " Female	Relationship to Primary U.S. Citizen Applicant
28. DEPENDENT #2. If applicable, indicate if the dependent is a " minor or " incapacitated adult		
Last Name	First Name	Middle Name
Date of Birth (MM/DD/YYYY)	Social Security Number	Citizenship
Identity Document Issuing Country _____ " Passport Number _____ " ID Number _____	Sex " Male " Female	Relationship to Primary U.S. Citizen Applicant
29. DEPENDENT #3. If applicable, indicate if the dependent is a " minor or " incapacitated adult		
Last Name	First Name	Middle Name
Date of Birth (MM/DD/YYYY)	Social Security Number	Citizenship
Identity Document Issuing Country _____ " Passport Number _____ " ID Number _____	Sex " Male " Female	Relationship to Primary U.S. Citizen Applicant
30. DEPENDENT #4. If applicable, indicate if the dependent is a " minor or " incapacitated adult		
Last Name	First Name	Middle Name
Date of Birth (MM/DD/YYYY)	Social Security Number	Citizenship
Identity Document Issuing Country _____ " Passport Number _____ " ID Number _____	Sex " Male " Female	Relationship to Primary U.S. Citizen Applicant
31. DEPENDENT #5. If applicable, indicate if the dependent is a " minor or " incapacitated adult		
Last Name	First Name	Middle Name
Date of Birth (MM/DD/YYYY)	Social Security Number	Citizenship
Identity Document Issuing Country _____ " Passport Number _____ " ID Number _____	Sex " Male " Female	Relationship to Primary U.S. Citizen Applicant

Comments

**SECTION IV: NEXT OF KIN OR EMERGENCY CONTACT IN UNITED STATES - TO BE COMPLETED BY APPLICANT**

32. Name (Last, First, M.I.)	33. Contact Information Telephone Email
34. Name (Last, First, M.I.)	35. Contact Information Telephone Email

**SECTION V: NEEDS ASSESSMENT - TO BE COMPLETED BY ERC STAFF**36. Check here if no assistance is needed 

37. Assistance needed:

<input type="checkbox"/> Food	<input type="checkbox"/> Translator
<input type="checkbox"/> Clothing and Toiletries	<input type="checkbox"/> Child Care
<input type="checkbox"/> Immediate shelter (short-term hotel)	<input type="checkbox"/> Chaplain Assistance / Religious Service
<input type="checkbox"/> Housing (long-term)	<input type="checkbox"/> Relocation Information
<input type="checkbox"/> Financial Assistance	<input type="checkbox"/> Legal Services
<input type="checkbox"/> Mental Health	<input type="checkbox"/> Disability-related Needs
<input type="checkbox"/> Medical	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Locator Assistance for Other Family Members	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Transportation to Final Destination	<input type="checkbox"/> Other (specify):

38. Referral to Caseworker at State of Final Destination:  Yes  No

State / Territory: \_\_\_\_\_

39. Additional Remarks

**STOP HERE. BRING THIS FORM TO AN EMERGENCY REPATRIATION CENTER STAFF MEMBER TO BE COMPLETED.**

**SECTION VI: ELIGIBILITY DETERMINATION - TO BE COMPLETED BY ERC STAFF**

39. Confirm the following about the applicant.		
a. Is there a U.S. citizen or a dependent of a U.S. citizen in the nuclear family unit? <i>If the applicant is not a U.S. citizen or a dependent of a U.S. citizen, please advise the person that he/she is not eligible for repatriation assistance.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the applicant(s) lack resources (e.g., funds, transportation) immediately available to meet their needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is the individual requesting temporary assistance through the U.S. Repatriation Program? <i>If yes, explain the repatriation loan and obtain signature on Repatriation Repayment and Privacy Agreement.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Will the individual(s) require assistance at the final destination? <i>If yes, ensure the state of final destination is noted in Section V, Question #37.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
40. Ensure the following information is provided to the applicant:		
a. Information about the U.S. Repatriation Program	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Information on how to apply for a waiver and/or deferral of their loan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Information about repatriation assistance at final destination	<input type="checkbox"/> Yes	<input type="checkbox"/> No
41. Verify the following documentation has been collected from the applicant		
a. Copy of the U.S. passport (biographical information only), or other proof of U.S. citizenship is attached to this form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Copy of passport/Identity documents for each dependent	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Signed Repatriation Repayment and Privacy Agreement	<input type="checkbox"/> Yes	<input type="checkbox"/> No
42. Federal Approving Official (Print and Sign) Print  Signature	43. Decision <input type="checkbox"/> Approved  <input type="checkbox"/> Denied	44. Date (MM/DD/YYYY)

45. Comments		



**SECTION VII: REPATRIATION ASSISTANCE - TO BE COMPLETED BY ERC STAFF**

ERC staff should initial the appropriate service category line, and where applicable, indicate the amount of the service provided. Once all services have been arranged for the repatriate, keep the original form and provide a copy of this page to the repatriate. Include supporting documentation with application.

46. Temporary Assistance Provided. Fill out each row and calculate the cost for each type of assistance.

Services	Costs				Total
<b>Lodging</b>	# of Nights	# of Rooms	Nightly Rate in \$		\$ _____
	Confirmation #		Staff Initials	Applicant Initials	
<b>Cash Assistance</b>	# of Persons Receiving Cards	# of Days	Total # of Cards	Card Value in \$ _____ Fee \$ _____ Total Cost / Card \$ _____	\$ _____
	Last 4 Digits of Cash Card(s)			Staff Initials Applicant Initials	
<b>Travel</b>	Cost Per Ticket	# of Persons / Tickets	Additional Fees Per Ticket		\$ _____
	Confirmation #		Staff Initials	Applicant Initials	
<b>Other. Please specify.</b>					\$ _____
_____					\$ _____
_____					\$ _____
_____					\$ _____
<b>ESTIMATED TOTAL COSTS</b>					<b>\$ _____</b>

47. Notes / Updates. Any updates require initials of the applicant and intake staff and the date.

--	--

**SECTION VIII: INTERPRETER**

48: Was an interpreter used?  
 Yes     No

49. Interpreter's Name and Affiliation

--	--

**SECTION IX: SIGNATURE - TO BE COMPLETED BY REPATRIATE AFTER MEETING WITH ERC STAFF**

By signing below, I certify the information I provided on and in connection with this form is true and correct.

50. Print Name

51. Signature

52. Date (MM/DD/YYYY)

--	--	--

**SECTION X: EXIT INFORMATION - TO BE COMPLETED BY ERC STAFF**

53. Provided copies of this page and the signed Repatriation Repayment and Privacy Agreement to the repatriate

Yes     No

54. ERC Exit Time: \_\_\_\_\_:\_\_\_\_\_ AM/PM

--

## **GENERAL INFORMATION**

**Purpose:** This form is for U.S. citizens and their dependents to request temporary assistance from the U.S. Repatriation Program during an emergency repatriation incident.

**Who Should Sign this Form:** This form can be completed and signed by:

- Repatriate on behalf of themselves and dependents;
- Adult representative of a minor child (parent, guardian, or legal representative); or
- Adult representative of a mentally or physically impaired adult.

Intake staff at the emergency repatriation center (ERC) can assist with filling out the form.

**When to Submit:** U.S. citizens and their dependents requesting assistance may apply at the ERC or within 90 days of arrival in the United States. This form should be filled out as soon as the applicant determines he or she needs temporary assistance prior to the end of the eligibility period.

**Where to Submit:** This form, and all supporting documents, should be provided to the ERC staff or the designated entity.

**Disclaimer:** Authorized staff from the Administration for Children and Families in the U.S. Department of Health and Human Services make all eligibility determinations.

Title 18 of the United States Code 1001 states that an individual who “knowingly and willfully - (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, imprisoned not more than 5 years...or both.”

## **SPECIFIC INSTRUCTIONS**

### **SECTION I: ELIGIBILITY SELF-ASSESSMENT/ VERIFICATION**

**Item 1. Answer the following questions.** Check either the ‘Yes’ or ‘No’ box for items A., B., and C. If ‘yes’ to all, please continue to Section II. If you answered ‘no’ to either of these three questions, please stop here and see an Emergency Repatriation Center staff member.

### **SECTION II: APPLICANT INFORMATION**

**Item 2. Date and Time Entered ERC.** Provide the date and approximate time you entered the ERC.

**Item 3. Are you a U.S. citizen?** Indicate if you are a U.S. citizen by checking the corresponding ‘Yes’ or ‘No’ box. Check only one box. If you are a U.S. citizen, skip Items 4-8. If you are not a U.S. citizen, continue to Item 4.

**Item 4. Are you applying on behalf of a U.S. citizen under the age of 18?**

- If you are a U.S. citizen not applying on behalf of a U.S. citizen minor, check ‘No’ and skip Items 5-8 and go to Item 9.
- If you are not a U.S. citizen and are applying as the responsible person on behalf of a U.S. citizen under the age of 18, check ‘Yes’ and fill out Items 5-8. Additionally, list the “Responsible Person” as a Dependent in Section III.
- If you are neither a U.S. citizen or a dependent of a U.S. citizen, please do not complete the application and speak with an ERC staff member.

**Item 5. Last Name.** Enter the last name of the non-U.S. citizen responsible person.

**Item 6. First Name.** Enter the first name of the non-U.S. citizen responsible person.

**Item 7. Middle Name.** Enter the middle name of the non-U.S. citizen responsible person. If no middle name, enter “NMN.”

**Item 8. Relationship to the Primary U.S. Citizen Applicant.** Indicate the relationship of the responsible person filling out the form to the U.S. citizen applicant (example: parent, legal guardian.)

**Item 9. Last Name.** Enter the last name of the U.S. citizen applicant.

**Item 10. First Name.** Enter the first name of the U.S. citizen applicant.



**Item 11. Middle Name.** Enter the middle name of the U.S. citizen applicant. If no middle name, enter “NMN.”

**Item 12. Sex.** Mark the appropriate selection.

**Item 13. Date of Birth (MM/DD/YYYY).** Enter the U.S. citizen’s date of birth. Format as a two-digit month and date and four-digit year.

**Item 14. Social Security Number.** Enter the U.S. citizen’s social security number.

**Item 15. Passport Number.** Enter the U.S. citizen’s passport number.

**Item 16. Issuing Country.** Enter the issuing country of the U.S. citizen’s passport.

**Item 17. U.S. Address (Street, City, State, Zip Code).** Enter the primary U.S. address. Include apartment/unit number if applicable.

**Item 18. This address is.** Indicate if this address is temporary (under six months) or permanent (over six months).

**Item 19. Email Address.** Enter the primary email address to send communications regarding participation in the U.S. Repatriation Program.

**Item 20. Phone Number.** Enter the primary phone number to communicate with you regarding your (family’s) participation in the U.S. Repatriation Program.

**Item 21. Airline and Flight Number.** Enter the airline and flight number from the returning country to final U.S. destination. If it was a military-chartered flight, enter details, if possible.

**Item 22. Final Destination (City, State).** Enter the city and state of your (family’s) final destination (e.g., Raleigh, NC or Baltimore, MD.)

**Item 23. Country Repatriated From.** Enter the country repatriated from.

**Item 24. ERC (Airport/ State).** Enter the name of the airport and the state of the ERC you are located in.

### SECTION III: ACCOMPANYING DEPENDENTS

**Item 25. Number of Family Members Travelling with You.** In the spaces provided indicate the number of adults, including yourself, and the number of minors included on this application.

**Item 26. Complete this information for each dependent.** Write on the back of this form if you need to include more than five (5) dependents.

**Item 27. Dependent #1.** Indicate if the dependent is a minor or incapacitated adult by checking the appropriate box. Enter the full name, DOB, SSN, citizenship, relationship to primary applicant, and the type and ID number of identity document in the spaces provided. Indicate if the dependent is a male, female, or X by checking the appropriate box.

**Item 28. Dependent #2.** See instructions for Item 27.

**Item 29. Dependent #3.** See instructions for Item 27.

**Item 30. Dependent #4.** See instructions for Item 27.

**Item 31. Dependent #5.** See instructions for Item 27.

### SECTION IV: NEXT OF KIN OR EMERGENCY CONTACT IN United States

**Item 32. Name (Last, First, Middle).** Enter the name of an individual who will know how to get in touch with the repatriate(s) should the need arise.

**Item 33. Contact Information.** Enter the best contact information for the emergency contact.

**Item 34. Name (Last, First, Middle).** Enter the name of an individual who will know how to get in touch with the repatriate(s) should the need arise.

**Item 35. Contact Information.** Enter the best contact information for the emergency contact.

### SECTION V: NEEDS ASSESSMENT

**Item 36. Check here if no services are needed.** If no services are needed, place an “X” in the box provided.

**Item 37. Assistance Needed.** If assistance is required, place an “X” in the box next to each service required.

**Item 38. Referral to Caseworker at State of Final Destination.** If you (and your family) anticipate needing assistance in your state of final destination, place an “X” in the “Yes” box provided. If you do not anticipate needing assistance at the state of final destination, place an “X” in the “No” box provided.

**STOP HERE. BRING THIS FORM TO AN EMERGENCY REPATRIATION CENTER STAFF MEMBER TO BE COMPLETED.**



## SECTION VI: ELIGIBILITY DETERMINATION

### Item 39. Confirm the following about the applicant.

Place an "X" in the "Y" or "N" columns for A-D.

**Item 40. Ensure the following information is provided to the applicant.** Place an "X" in the "Y" or "N" columns for A-C.

**Item 41. Verify the following documentation has been collected by the applicant.** Place an "X" in the "Y" or "N" columns for A-C.

**Item 42. Federal Approving Official (Print and Sign).** Federal approving official (designated by OHSEPR) will print and sign here.

**Item 43. Decision.** Federal approving official will indicate if the applicant is eligible or not by placing an "X" in either the "Approved" or "Denied" box.

**Item 44. Date (MM/DD/YYYY).** Federal approving official will indicate today's date here.

**Item 45. Comments.** Include any comments, questions, or notes here, if applicable.

## SECTION VII: REPATRIATION ASSISTANCE

**Item 46. Temporary Assistance Provided.** Provide details for each space provided for lodging, cash assistance, and travel. Indicate costs and total in U.S. dollar amounts. Use the "Other" space to list out other costs, as needed. Costs that are not lodging, cash assistance, or travel will need to be approved individually by the Federal approving official (e.g., pharmaceuticals or escorts). Once the table is completed and temporary assistance has been explained, agreed upon, and provided, the responsible adult/ U.S. citizen applicant and intake staff member must initial in the boxes provided. Include supporting documentation such as receipts and vouchers signed by the eligible repatriate.

**Item 47. Notes/ Updates.** If the responsible adult/ U.S. citizen applicant needs to make any adjustments to previously agreed upon temporary assistance, any updates must be included here. Include details, costs, date, and initials of both the intake staff member and responsible adult/ U.S. citizen applicant to confirm changes.

## SECTION VIII: INTERPRETER

**Item 48. Was an interpreter used?** Place an "X" in the "Yes" or "No" box to indicate if an interpreter was used.

**Item 49. Interpreter's Name and Affiliation.** If an interpreter was used, provide their full name and affiliation.

## PART IX: SIGNATURE.

**Item 50. Print Name.** The responsible person/ U.S. citizen applicant must print their name here after meeting with ERC staff, having their intake assessment, and receiving temporary assistance.

**Item 51. Signature.** The responsible person/ U.S. citizen applicant must sign here to certify the information provided on and in connection with this form is true and correct.

**Item 52. Date (MM/DD/YYYY).** Provide the date of signature. Format as a two-digit month and date and four-digit year.

## SECTION X: EXIT INFORMATION

**Item 53. Repatriate was provided with copies.** Place an "X" in the "Y" or "N" columns.

**Item 54. ERC Exit Time.** Indicate the approximate time the repatriate(s) exited the ERC.