

Family Preparedness Packet

A step-by-step guide to protecting your family
in case of immigration enforcement

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This packet is for informational purposes only and does not constitute legal advice. Every family's situation is different. We strongly recommend consulting with an immigration attorney to discuss your specific circumstances. Portland Immigration Law LLC is a private firm offering confidential consultations. If our services are not the right fit or we are at capacity, we are happy to provide referrals to other trusted immigration practitioners in the Portland area.

Step 1: Make a Family Communication Plan

Having a plan in place before a crisis means your family won't be making critical decisions in a moment of panic. Talk through these questions with your family now, while things are calm.

Decide the following:

- **Who will care for your children?** Choose a primary and backup caregiver. This should be someone your children know and trust. (See Step 2 for legal forms.)
- **How will your family communicate?** Agree on a way to check in. Memorize at least two phone numbers — your own phone may be taken.
- **Where will your children go?** If you are detained at work, at home, or in public, does your caregiver know where to pick up your children? Does the school know?
- **Who has access to your money?** Can a trusted person access your bank account to pay rent, buy groceries, or hire an attorney? Consider adding someone to your account now.
- **Who is your attorney?** If you don't have one yet, identify one now. Write down their name and phone number. Give it to your caregiver and your employer.
- **Where are your important documents?** Your caregiver needs to know where to find them. (See Step 4.)

Tip for employers: Encourage your employees to update their emergency contacts at work. Ask if they'd like help identifying legal resources. Offering time off or funds for a legal consultation can make a real difference.

Step 2: Choose a Caregiver for Your Children

If you are detained or deported, someone needs to have legal authority to make decisions for your children — enrolling them in school, taking them to the doctor, managing their daily needs. Without paperwork in place, even a loving family member may be turned away at a hospital or school office.

Oregon law gives you two options:

Option A: Delegation of Parental Powers (ORS 109.056)

- Allows you to delegate care, custody, and decision-making power to **any adult you trust** — they do not need to be a relative.
- Valid for **up to 6 months** (12 months if delegated to a school administrator).
- Must be in writing and signed. Notarization is **not required** by law but is **strongly recommended**.
- The designated person can make medical decisions, enroll children in school, and handle day-to-day care.

- You can revoke it at any time by providing written notice.

Option B: Relative Caregiver Affidavit (ORS 109.570–580)

- Available only to **relatives** (by blood, marriage, or adoption) who are 18+.
- Valid for **up to 1 year**.
- Allows the relative to consent to medical treatment and educational services.
- The relative must declare under penalty of perjury that the child lives with them.
- Requires reasonable efforts to contact the parent first.

Which should you use? If your caregiver is a trusted friend or non-relative, use the Delegation of Parental Powers. If your caregiver is a family member, either form works, but the Relative Caregiver Affidavit lasts longer (1 year vs. 6 months). Many families complete **both** forms for maximum protection. A fillable Delegation of Parental Powers form is included at the end of this packet.

Step 3: Complete Legal Forms

Complete these forms **now**, while you are able to. Keep signed copies in your emergency binder and give copies to your designated caregiver.

Form	Purpose	Where to Get It
Delegation of Parental Powers (ORS 109.056)	Gives a trusted adult authority over your children's care	Included in this packet. Also: oregonlawhelp.org
Relative Caregiver Affidavit (ORS 109.570)	Lets a relative consent to medical/school decisions	oregonlawhelp.org (free download)
Power of Attorney (general)	Gives a trusted person authority over finances, property, accounts	Consult an attorney. Oregon Legal Aid can help.
Advance Directive / Health Care POA	Designates someone to make medical decisions for you	oregonlawhelp.org

Important: Do not go to a notario, consultant, or accountant for immigration legal advice. USCIS forms are free. If someone charges you for government forms, that is a red flag. Use only DOJ-accredited representatives or licensed attorneys.

Step 4: Gather Your Important Documents

Gather the following documents and keep them together in a secure location that your caregiver can access. Consider keeping copies in a second location (a trusted friend's home, a safe deposit box, or a secure digital folder).

For each family member:

- Birth certificates (for children born in the U.S., contact the county vital records office; for Oregon births: oregon.gov/oha/PH/BirthDeathCertificates)
- Passports and consular IDs (contact your country's consulate — the Mexican Consulate in Portland is at 1234 SW Morrison St., 503-274-1442)
- Social Security cards (if applicable)
- Immigration documents: green cards, work permits (EADs), visa stamps, I-94 records, DACA approval notices, asylum documents, any USCIS receipts or notices
- Court documents: any notices to appear, removal orders, appeals

For your household:

- Lease or mortgage documents
- Car title and registration
- Insurance policies (health, auto, renter's/homeowner's)
- Bank account information, debit/credit card numbers
- Tax returns (at least the last 3 years)
- Utility bills in your name (proof of address and residence)
- School enrollment records for your children
- Medical records, prescriptions, vaccination records
- Signed legal forms (Delegation of Parental Powers, Power of Attorney, etc.)

Tip: Take photos of all important documents and store them in a secure cloud folder (Google Drive, iCloud, etc.) that your caregiver can access. If your phone or paperwork is taken, you'll still have copies.

Step 5: Know Your Rights

If you are stopped by ICE or any immigration agent — at home, at work, on the street, or anywhere else — you have rights. These rights apply to **everyone**, regardless of immigration status.

YOUR RIGHTS IF ENCOUNTERED BY ICE

You have the right to remain silent.

You do not have to answer questions about where you were born, your immigration status, or how you entered the country. Say: "I am exercising my right to remain silent."

You have the right to speak with a lawyer.

Say: "I wish to speak with my attorney." You have the right to make a phone call.

You do not have to open your door.

ICE cannot enter your home without a **judicial warrant** signed by a judge. An administrative warrant (Form I-200) is NOT enough. Ask them to slide the warrant under the door. If it is not signed by a judge, you do not have to open.

Do not sign anything.

Do not sign any documents without first speaking with an attorney. Signing the wrong document can waive your rights or lead to voluntary deportation.

Do not run or resist.

Stay calm. Do not provide false documents or false information. Do not physically resist, even if you believe the arrest is unjust.

Remember badge numbers and details.

If possible, note the agents' names, badge numbers, and agency. Ask bystanders to record what is happening.

Carry a Know-Your-Rights card. Cards are available in English, Spanish, and other languages from the ACLU of Oregon (aclu-or.org) and the Immigrant Legal Resource Center (ilrc.org). Keep one in your wallet at all times.

Step 6: If Someone Is Detained

If you, a family member, or a coworker is taken into custody by ICE, act quickly. The first few hours are critical in the effort to prevent transport to a detention facility far from home.

Immediate steps:

- **Find out where they are being held.** The ICE Detainee Locator (locator.ice.gov) allows searches by name and country of birth, or by A-number. The closest ICE detention facility to Oregon is the Northwest ICE Processing Center in Tacoma, WA: (253) 779-6000.
- **Call an immigration attorney immediately.** Time is critical. Portland Immigration Law LLC can be reached at (503) 749-7700 or through pdximmigration.com. If we are at capacity, we will help connect you with another trusted immigration attorney in the area.
- **Contact the person's emergency contacts.** Let family know what happened and where the person is being held.
- **Gather bond money.** Bond amounts typically range from \$1,500 to \$25,000 or more. The person may need to appear before an immigration judge for a bond hearing. An attorney can advocate for a lower bond or release on recognizance.
- **Document everything.** Write down what happened: the date, time, location, what agents said, badge numbers, whether a warrant was shown, and any witnesses.
- **Contact your consulate.** The detained person has the right to contact their country's consulate. The consulate can help locate them, check on their welfare, and in some cases provide legal assistance.

For employers — if an employee is detained at work:

- Stay calm. Do not interfere with agents, but do assert your rights.
- Immediately contact the employee's emergency contacts on file.
- Call your immigration attorney.
- Document everything — save surveillance footage if available.
- Do **not** provide ICE with employee personnel files, I-9 forms, or other records without a valid subpoena or judicial warrant.
- Communicate with your remaining staff — they will be shaken. Acknowledge what happened.

Oregon Resources & Emergency Contacts

Emergency Hotlines

- **Portland Immigrant Rights Coalition (PIRC):** 1-888-622-1510 — report ICE activity anywhere in Oregon
- **Sanctuary Promise Hotline:** 1-844-924-STAY (7829) — ICE activity at courts, schools, places of worship
- **United We Dream:** 1-844-363-1423 or text 877877 — report raids or mistreatment by ICE
- **ICE Detainee Locator:** locator.ice.gov
- **NW ICE Processing Center (Tacoma, WA):** (253) 779-6000

Free & Low-Cost Legal Services in Oregon

- **Equity Corps of Oregon (ECO):** Financial support for detained individuals
- **SOAR Immigration Legal Services:** DOJ-recognized, serves 2,500+ immigrants annually — Portland
- **Immigration Counseling Service (ICS):** Oregon's oldest nonprofit immigration law firm — Portland & Hood River
- **Catholic Charities of Oregon:** Refugee resettlement, legal assistance, housing, employment
- **Lutheran Community Services NW:** Legal services in multiple languages — Portland, Salem, Beaverton
- **Oregon Law Center / Legal Aid Services of Oregon:** Free civil legal help for low-income Oregonians

Government Resources

- **DOJ Immigrant & Employee Rights Section:** Worker Hotline: 1-800-255-7688 | Employer Hotline: 1-800-255-8155
- **Oregon DOJ Immigration Resources:** doj.state.or.us (Civil Rights Division)
- **Portland Immigrant & Refugee Program:** portland.gov/civic/immigrants
- **Multnomah County Immigration Resources:** multco.us
- **PIRC Walk-In Resource Center:** 4122 S. Moody Ave., Portland — Mon–Fri, 7:45am–12pm

Private Immigration Law Firms

- **Portland Immigration Law LLC:** (503) 749-7700 | pdximmigration.com — Private consultations, detention response, family preparedness. If we are not the right fit or are at capacity, we are happy to provide referrals to other trusted practitioners.
- There are several excellent immigration law firms in the Portland area. The Oregon State Bar Lawyer Referral Service can also help: (503) 684-3763 or oregonstatebar.org.

Consular Services

- **Mexican Consulate in Portland:** 1234 SW Morrison St. — (503) 274-1442
- **Guatemalan Consulate:** Contact the embassy in Washington, D.C. — (202) 745-4953
- For other countries, search "[country] consulate nearest Portland Oregon" or call your embassy

Oregon is a sanctuary state. Since 1987, state law has blocked local and state resources — including police — from enforcing federal immigration law. However, federal ICE agents can still conduct enforcement in Oregon. Oregon's sanctuary law does not prevent federal action — it prevents state and local cooperation with that action.

Emergency Information Card

Complete this form and give copies to your designated caregiver, a trusted family member, and your employer. Keep one copy with your important documents.

Personal Information

Full legal name: _____

Date of birth: _____

Country of birth: _____

A-number (if any): _____

Current immigration status: _____

Home address: _____

Attorney Information

Attorney name: _____

Attorney phone: _____

Attorney email: _____

Emergency Contacts

Contact 1 — Name & relationship: _____

Contact 1 — Phone: _____

Contact 2 — Name & relationship: _____

Contact 2 — Phone: _____

Contact 3 — Name & relationship: _____

Contact 3 — Phone: _____

Designated Caregiver for Children

Caregiver name: _____

Caregiver phone: _____

Caregiver address: _____

Backup caregiver name & phone: _____

Children

Child 1 — Full name & date of birth:

Child 1 — School & grade: _____

Child 2 — Full name & date of birth:

Child 2 — School & grade: _____

Child 3 — Full name & date of birth:

Child 3 — School & grade: _____

Location of Important Documents

Where are documents stored: _____

Digital backup location (cloud, USB):

Who else has access: _____

Delegation of Parental Powers

Under Oregon Revised Statute 109.056

This form allows a parent or legal guardian to delegate care, custody, and decision-making authority for their minor children to a trusted adult for up to six months. This includes the authority to make medical decisions, enroll children in school, and handle daily care. **Notarization is strongly recommended but not legally required.**

Parent/Guardian Information

Full legal name of parent/guardian: _____

Address: _____

Phone: _____

Relationship to child(ren): _____

Designated Caregiver (Attorney-in-Fact)

Full legal name: _____

Address: _____

Phone: _____

Relationship to child(ren): _____

Children Covered by This Delegation

Child 1 — Full name: _____

Child 1 — Date of birth: _____

Child 2 — Full name: _____

Child 2 — Date of birth: _____

Child 3 — Full name: _____

Child 3 — Date of birth: _____

Child 4 — Full name: _____

Child 4 — Date of birth: _____

I, the undersigned parent/legal guardian, hereby delegate to the above-named person all powers regarding the care, custody, and property of the minor child(ren) listed above, pursuant to ORS 109.056. This delegation includes but is not limited to the authority to:

- Make medical, dental, and mental health care decisions, including emergency treatment

- Enroll the child(ren) in school and access educational records
- Arrange for the child(ren)'s daily care, housing, and supervision
- Travel with the child(ren) within and outside the state of Oregon
- Apply for public benefits on behalf of the child(ren)

This delegation is effective immediately and shall remain in effect for **six (6) months** from the date of signing, or until revoked in writing by the undersigned parent/guardian, whichever occurs first.

Signatures

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Printed Name: _____

Designated Caregiver Signature: _____ Date: _____

Designated Caregiver Printed Name: _____

Notarization (Strongly Recommended)

State of Oregon, County of _____

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public Signature: _____

My commission expires: _____

*For it is important that awake people be awake,
or a breaking line may discourage them back to sleep;
the signals we give — yes or no, or maybe —
should be clear: the darkness around us is deep.*

— William Stafford, "A Ritual to Read to Each Other"

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This packet is provided as a free resource for the community.
It does not constitute legal advice. Please consult an immigration attorney
for guidance on your specific situation.

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