THIS IS A DRAFT — PLEASE EDIT TO FIT YOUR CLIENT’S NEEDS. NOTE THAT THIS LETTER IS GEARED TOWARDS CLIENTS WHO HAVE ALREADY FILED SOME TYPE OF APPLICATION WITH USCIS OR ARE IN REMOVAL PROCEEDINGS AND THUS HAVE ALREADY REGISTERED WITH THE GOVERNMENT.

Dear [Client’s Name],

Subject: Important Advisory Regarding Enforcement Efforts

I hope this letter finds you well. As you may have seen in the news, there is increased enforcement of immigration laws under the new administration. We have heard credible reports of detention even of individuals who lack a criminal history or who have pending applications for relief, such as asylum. We wanted to offer you the following guidance on how to best protect your interests in the event of enforcement activity:

Here are some important steps to consider:

1. **[[Only for clients with valid work permits or have filed a benefits application with USCIS]] Please carry proof of your pending (asylum/adjustment/etc.) application (I-797 Notice of Action/Receipt Notice) and/or work permit with you at all times. If you are in removal proceedings, please carry your Notice to Appear and hearing notice with you. While a pending application or petition does not necessarily prevent ICE from arresting or detaining you, it may be a positive factor that they will consider. This proof will also help to establish that you have complied with the new requirement that noncitizens affirmatively register with USCIS. Failure to carry this proof with you may result in criminal charges against you. Even though you should carry your work permit with you, please keep it in a secure location as it can take several months to request a replacement card if you lose it, and this carries an additional fee.**
2. **If you have been in the U.S. for more than two years, please carry proof of your physical presence with you as well. This may guard against ICE attempts to use a fast-track procedure called expedited removal against you. This proof may include your valid work permit, the receipt notice for your pending application, receipts/bills for services in your home, and any other document demonstrating your physical presence both beyond the previous two years and since your entry.**
3. **Please memorize my phone number – PHONE NUMBER HERE – and please also make sure that another family member or loved one has my phone number as well in case of emergency.**
4. If you are detained, you may be able to get out of detention by paying a bond. It’s a good idea to identify someone who is a U.S. citizen or a lawful permanent resident (green card holder) who can help pay the bond if needed (called a “bond obligor”). This person will be responsible for making sure you attend your immigration hearings if you are released on bond.
5. **Please be extremely cautious when driving. If you do not have a valid license, please do not drive.**
6. **You can also download/print a “Know Your Rights Card” in your native language at this website: https://www.ilrc.org/red-cards-tarjetas-rojas.** I encourage you to review this card and carry it with you as well. You can also find more information on CLINIC’s website at <https://www.cliniclegal.org/resources/protecting-your-community/know-your-rights/know-your-rights-flyers>

Please reach out if you need any further assistance or have any questions about compliance or best practices related to this matter.

Sincerely,

[Your Name]
[Your Title]