



Initial Case Intake Checklist:

MUST HAVES (information we need to evaluate someone for eligibility)

1. Name
 - a. _____
2. A number
 - a. _____
3. Facility Detained (This can be looked up)
 - a. _____
 - b. _____
4. Country of birth _____
5. Date of birth _____
6. Language(s) spoken _____
7. Referral source
 - a. _____
8. Sponsor details: *Edit and add the following to task "GCIC - Sponsor Info"*
 - a. Name _____
 - b. Legal Status _____
 - c. Relationship _____
 - d. Phone number _____
 - e. Email _____
 - f. Address _____
9. Have you ever had a lawyer?
 - a. If yes: Name and phone number of that attorney

 - i. past parole requests, we need to know last contact date

 - ii. Scope of representation

10. Do you have residency in other places?



11. Length of detention

12. Date that you first entered the United States

13. Have you left the United States since the date you first entered the U.S.? _____

14. Procedural posture of immigration case

a. appeal, waiting for final hearing, lost appeal, final hearing no appeal, etc.

b. R/CFI decision?

15. Medical conditions?

16. Criminal history? **Yes, or No?**

a. What is the crime?

b. Have there been any rehabilitative efforts?

c. Case dismissed?

d. Charges dropped?

17. Prior parole applications? **Yes, or No?**

a. How many times?

b. When was the last time?

c. Why was it denied?

i. Must have additional friends or family or other change in circumstances

DOCUMENTATION NEEDED FOR EACH REQUEST

1. ID/Passport of the applicant
2. Proof of status of Sponsor (e.g., Green card or Passport or Certificate of Naturalization of the Sponsor)
3. Proof of income of Sponsor (e.g., most recent taxes, pay stubs)



4. Proof of address of sponsor (e.g., utility bill with address matching address in letter of support)
5. Letter of support signed by Sponsor
6. Additional **REQUIRED** documents noted above

DOCUMENTS THAT ARE GOOD TO HAVE:

1. Documentation showing no criminal history if available
2. Mortgage statement of sponsor IF sponsor owns home
3. Co-sponsors or letters of support from community organizations
4. Letters of support and release documentation if family member has been released from detention
5. Documentation showing relationship to sponsor (i.e. if siblings, both birth certificates)