

DOCUMENTS NECESSARY TO ASK FOR RELEASE FROM IMMIGRATION DETENTION

Along with the request for release or parole (the “Parole Request” or “Bond Motion”), you must include certain personal documents from the person who will host you once you leave detention. This person is considered the “sponsor.”

The documents must demonstrate the following:

- That you will have a place to live or that your sponsor will provide you with a place to live.
- That your sponsor can financially support you.
- That you will have a fixed address where ICE and the court can send you information.
- That you are not a danger to the community and that you have connections with the community

Document 1: Sponsor’s Letter of Support (MANDATORY)

The sponsor letter must include the following:

- ❑ **Date**
- ❑ **Full name of the person detained and their “A” number**
- ❑ **Full name of the sponsor**
- ❑ Legal status of the sponsor (citizen, permanent resident, or other)
If the sponsor does not have immigration status, it might be better to find a friend or member of an organization in the area (for example, a church) that is willing to be the sponsor and write the sponsor letter. Then, you can request a change of address once you leave detention.
- ❑ **Full address of the sponsor**, how long they have lived there, and whether they own or rent
- ❑ **Contact information (telephone and/or e-mail) of the sponsor**
- ❑ **The sponsor’s relationship to the detained person**
- ❑ How long the sponsor has known the detained person
If you and your sponsor have never met in person, they can explain that they are eager to meet you and welcome you to the community.
- ❑ Information on what support the sponsor is going to provide, including that the sponsor intends to provide you with **a place to live** and help you attend all your court hearings and appointments with ICE
- ❑ The sponsor should NOT mention the reasons why the detained person left their country
- ❑ The sponsor can write about the personal characteristics that you have that make you a good person
- ❑ The letter must be **signed** by the sponsor; it is not necessary to notarize the letter.
- ❑ The letter can be handwritten or typed
- ❑ The letter can be written in any language (we can provide a translation)



2. Copy of ID of the Sponsor (MANDATORY)



It can be any ID issued by a government agency. It should have the sponsor’s full name, a photo, and date of birth. For example: driver’s license, passport, employment authorization (EAD/work permit), birth certificate (along with another document that has a photo).

3. Proof of Immigration Status of the Sponsor (MANDATORY)

Any document that proves that the sponsor has valid legal status in the U.S. The document must be current (not expired). The sponsor does not need to be a U.S. citizen. Commonly used documents:

- U.S. passport
- Birth certificate
- Travel record (I-94)
- Permanent Resident card (“green card”)
- Employment authorization document (*work permit*)



4. Proof of Address of the Sponsor (MANDATORY)



Any document that has the name and address of the sponsor, and has the most recent date possible. *It must be the same address used in the Sponsor Letter.* Commonly used documents:

- Utility bills (telephone/electricity/gas)
- Rent/mortgage contract or property title
- If those are not available, use another letter or envelope

5. Proof of Income of the Sponsor (MANDATORY)

It must have the name of the sponsor and prove that they have sufficient funds to support the person released. Commonly used documents:

- Most recent tax documents (1099 or W-2 Forms)
- Paychecks, payslips, or pay stubs
- Recent account statements (from the bank)
- A letter from their employer



If the sponsor receives aid to supplement their housing or other essentials, they can mention it in their letter and include any supporting documents.

The following documents are helpful if available.

- Letters of recommendation and support from friends, family, or organizations, **especially from people that live in the U.S. and can welcome and support the person released.**
- Letters of recommendation should be accompanied by a copy of ID of the writer.
- Any copies of marriage certificates, birth certificates of children, professional degrees or diplomas of the person in detention.
- Copies of the detained person’s medical records if they have any medical conditions.
- If there is any evidence from their country that they DO NOT HAVE A CRIMINAL RECORD, a copy of that document. **If they do have a criminal record, include documents serving as evidence that they have been “rehabilitated.”**
- Anything else that can persuade the government that they are a person in good standing and that they should not be in ICE detention.