



**KIND INTAKE FORM**

Date: \_\_\_\_\_

Intake by: \_\_\_\_\_

Referred By: \_\_\_\_\_

Language: \_\_\_\_\_

Interpreter: \_\_\_\_\_

A#: _____
Next Hearing Date(s): _____
Court: _____

Does the child have a lawyer or is the child working with another non-profit to find a lawyer? *(If yes, name of lawyer, status of case):*

**CHILD’S PERSONAL INFORMATION AND BACKGROUND**

Child’s Name: \_\_\_\_\_

Any Alias or other names used: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

**Date Child Turns 18:** \_\_\_\_\_ **Gender:** \_\_\_\_\_

Place of Birth (City, State, Country): \_\_\_\_\_

Town/City/Neighborhood in home country where the child lived? \_\_\_\_\_  
\_\_\_\_\_

Religion: \_\_\_\_\_ Ethnic/Linguistic Group: \_\_\_\_\_

**CHILD’S CURRENT SITUATION AND CONTACT INFORMATION**

Current caretaker’s name \_\_\_\_\_

Current caretaker’s relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home: \_\_\_\_\_

E-mail/work number/other back-up contact info: \_\_\_\_\_

Child's phone number, if any: \_\_\_\_\_

Child physically living at this address? (if no, explain): \_\_\_\_\_

Has child's address changed since released from ORR? (if yes, has a change of address form been filed with immigration court?): \_\_\_\_\_

Name of school currently attending: \_\_\_\_\_ Current Grade: \_\_\_\_\_

If not currently enrolled in school, why not: \_\_\_\_\_

Is child currently working? (if yes, describe) \_\_\_\_\_

### CHILD'S FAMILY

(Be sure to cover immigration status for each family member or write N/A if never in U.S.)

Relation	Name	Phone # / Address	Current Immigrant Status (USC, LPR, TPS, pending asylum, work permit?)	Any Prior Removal or Deportation Orders or Criminal Arrests? Other - Notes
Father				
Mother				
Spouse/Child				
Siblings				
Other Household Members (family or non-family)				

Are both of the child's parents listed on the birth certificate? Are the parents listed the biological parents? (if not, explain whether formal adoption proceedings took place.):

Has there ever been any formal determination of custody over the child by a court in or outside of the US? *(If so, provide details and a copy of the order if possible.)*

Is child married? *(If yes, age of spouse, date, location.)* Was it child's own decision to get married? *(describe):*

Does child have any children? *(If yes, provide names, date of birth, place of birth and location):*

### **CHILD'S IMMIGRATION INFORMATION AND HISTORY**

#### **Most Recent Entry:**

Date of child's most recent entry to U.S.: \_\_\_\_\_

Place of Entry (U.S. city/state): \_\_\_\_\_

Manner of Entry (Include copy of passport, visa, I-94 form if entered using documents; if entered without lawful documents say "EWI" for "entry without inspection"): \_\_\_\_\_

Description of Entry (coyote, with relatives, travel companions, was child harmed or did the child encounter any difficulties?)

Was this the child's first time entering the U.S.? Were their previous attempts to enter or previous entries? If so, when and where? Was the child ever ordered deported?

#### **Detention/ORR Custody:**

How the child was first apprehended/ when was the child first apprehended? Day & Time? Who was with the child?

Was the child physically harmed in any way by U.S. officials?

Was the child issued a Notice to Appear ("NTA") (form I-862) by ICE? *(Look in child's documents; make a copy of NTA and all other immigration documents during or at end of intake)*

Was the NTA Certificate of Service signed by the child, or where the child was under 14, signed by a conservator? *(look at NTA)*

Was the child placed in Office of Refugee Resettlement (ORR) custody? Where?

How does the child feel about his or her current living situation? Is the child being properly treated? Does the child feel safe and comfortable?

### **RELIEF QUESTIONS**

Has any immigration application or petition ever been filed for the child? If yes, what type of petition/application, and when was it filed? (*Make Copies of any documents or letters associated with the petition/application.*)

**SPECIAL IMMIGRANT JUVENILE STATUS (SIJS)** (*Assess whether reunification is not viable with one or both parent based on abuse, neglect or abandonment.*)

Who did the child live with back in his/her home country? Who else lived in the house? What was child's relationship like with them?

What is the child's relationship like with mother?

What is the child's relationship like with father?

Does the child have any contact with mother and/or father? How often does s/he speak/see her/his mother and/or father? When was the last time they spoke?

Were mother and father financially supporting child? Did they send money to support needs? If so how much and how often?

Did the child ever feel unsafe in his/her home? Why?

How was the child disciplined or reprimanded by caretakers? What kinds of behavior would warrant such punishment?

Did the child experience or see violence in their home? (*Describe*)

Did the child parents or other caregivers use drugs/alcohol? How frequently?

Were the child's basic needs (food, shelter and medical care) met? (*Describe*)

Were the child's parents ever arrested?

Was the child attending school in home country prior to their departure? If was not attending school, why not? When did they stop attending?

Was the child ever working in home country? If yes, when did the child start working? Why did the child work? Was the child working in dangerous conditions? Would anything happen if the child did not work? (*describe*)

Who would the child live with in his or her country of origin if required to return?

Would the child like to continue living with their current caretaker? Would the child like their current caretaker to have legal custody over them? Why or why not? If not, is there another trusted adult who the child would prefer to live with and have custody?

**ASYLUM** (*Obtain detailed information on basis/protected ground of harm or threats.*)

Why did the child *leave* his/her home country?

Is the child afraid to return to his/her home country? Why?

Was the child or the child's family ever harmed in their home country? Were they ever threatened in their home country?

Did anyone ever force the child to do something s/he didn't want to do in exchange for safety, or for food, shelter or something else the child needed?

Did the child tell a trusted adult about the harm? Was the child able to get the assistance of the police or child welfare or other authorities in her home country? If no, why not?

What does the child think will happen to them if s/he went back to her/his country? Why?

Does the child want to go back to his/her country?

**SEXUAL AND GENDER BASED VIOLENCE** *(At this point in the interview, remind the child that you will be asking some sensitive questions and to let you know if they are experiencing any discomfort or need to take a break. Particular care should be taken to ensure that the questions are asked in an age appropriate and sensitive manner.)*

Has the child ever experienced sexual assault, sexual abuse, or sexual violence? If yes, where and when *(describe circumstances, relationship to perpetrator, etc.)* Did the child ever tell anyone (family, friend, authority figure or police) and if so how did they respond?

What is the child's sexual orientation? *(allow the child to self-identify):*

Has the child ever been bullied or harassed based on gender or sexual orientation or gender nonconformity? *(describe)*

Has the child ever been discriminated against based on gender or sexual orientation or gender nonconformity? *(describe)*

**T VISA** *(Assess whether the child has been the victim of a severe form of trafficking.)*

Who made the decision for you to travel to the U.S.? Why did that person make the decision for you to come to the U.S.?

What were you told you would do once you arrived in the U.S.?

Were you promised a job in the U.S.? Were you told what kind of work you would do?

Do you pay any expenses or have debt you are expected to pay back?

If you are working, what happens to the money that you earn? Do you give any of your earnings to anyone?

Have you ever been held anywhere against your will? If yes, were you asked or forced to do anything while being held?

During your trip to the U.S., or after entering the U.S. were you forced to do anything you didn't want to do by your guide, or by another person in exchange for food, shelter, or something else you needed?

**U VISA** (Assess whether the child has been a victim of criminal activity occurring in the U.S. or violated the laws of the U.S.)

Has the child ever encountered violence or been in a situation of violence in the U.S.?

Has the child ever been hurt by anyone while in the U.S.? Has the child ever been made to feel unsafe or threatened by anyone while in the U.S.?

Has the child been the victim of a crime and helped the police/law enforcement investigate?

**MISCELLANEOUS FORMS OF RELIEF (VAWA, FAMILY-BASED IMMIGRATION, PROSECUTORIAL DISCRETION)**

Have either of child's parents (including stepparents) ever been U.S. citizens, lawful permanent residents (LPRs) or had Temporary Protected Status (TPS) or other lawful status?

Which parent?  Mother  Father  Step-parent (if so, list date of marriage to bio parent)  
What status did they have?

Mother:  U.S. Citizen  LPR  other status (specify) \_\_\_\_\_

Father:  U.S. Citizen  LPR  other status (specify) \_\_\_\_\_

Step-parent:  U.S. Citizen  LPR  other status (specify) \_\_\_\_\_

Do they still have that status?

Mother:  Y  N Explain: \_\_\_\_\_

Father:  Y  N Explain: \_\_\_\_\_

Step-parent:  Y  N Explain: \_\_\_\_\_

If either parent (including step-parent) is a U.S. citizen or LPR, would that parent be willing to file a family-based petition on child's behalf?  Y  N Explain:

If the child's father is a U.S. Citizen or LPR, has the child's father acknowledged the child on the birth certificate or through other means?

How is the child treated at home by parents and/or stepparent?

Has child ever felt unsafe at home here in the U.S. with parents and/or step-parent? (describe):

Does the child have any medical conditions? (describe) Is the child pregnant?

**INADMISSIBILITY ISSUES**

Has the child ever been arrested or detained by police in their home country or in another country outside of U.S.? (describe)

Has the child ever been arrested or detained by the police here in the United States (other than when apprehended by immigration authorities during entry)? *(describe)*

Date and place of arrest: \_\_\_\_\_

Charge(s): \_\_\_\_\_

Date of Conviction: \_\_\_\_\_ *(If Conviction Record/Court Documents available: Make Copy. If not, instruct child to obtain.)*

Was the child ever tried as an adult? Yes No \_\_\_\_\_

Criminal Attorney name: \_\_\_\_\_

Has the child ever had to go to court or pay court fines for a citation (other than immigration court) for any reason? *(describe)*

Has the child ever sold or smuggled illegal drugs? *(if yes, describe in detail):*

Has the child ever used a lawful permanent resident/green card, birth certificate, ID or passport that was false or that belonged to someone else?

Has the child ever told someone that they were a U.S. citizen or lawful permanent resident or used a U.S. birth certificate, or U.S. passport that was false or that belonged to someone else?

Has the child ever assisted someone else to enter the country illegally?

### **VOLUNTARY DEPARTURE**

*If there appear to be no legal immigration options, assess how the child would feel about returning to their country of origin. If child is Guatemalan and is interested in return, inform about KIND's Guatemala Child Return and Reintegration Project*

Are you willing to return to your country of origin?

Would you do this voluntarily? Would be anyone forcing you to make this decision? If so, who and why?

Who would you go back to live with to if you return?

Do you have a passport? Do you have a birth certificate? If no, can you obtain it?