



Administration for Children & Families
Office of Refugee Resettlement

Sponsor Verification Application

How to complete this application

IMPORTANT: If you cannot complete these steps within 45 days, please notify your Case Manager.

☐ **Step 1**

If you have not already done so, you must immediately sign and return the **Authorization for Release of Information** form and a copy of your government-issued photo ID to your Case Manager.

If you are required to submit fingerprints, your Case Manager will assist you to schedule an appointment to have your fingerprints taken. In order to promptly complete your background check please submit the **Authorization for Release of Information** at least three (3) business days before your fingerprint appointment.

☐ **Step 2**

Read the **Sponsor Handbook** and the **Sponsor Care Agreement** which includes other important information you need to know about sponsoring a minor in our program.

☐ **Step 3**

Complete and sign the **Sponsor Verification Application** (pages 3-14 in this packet).

☐ **Step 4**

Read and sign the **Sponsor Declaration** to affirm that you will continue to provide care for the minor(s) you are attempting to sponsor.

☐ **Step 5**

Gather the required documents listed on the **Supporting Documents** section (pages 15-18) in this packet).

☐ **Step 6**

Submit the **Sponsor Declaration** and **Sponsor Verification Application** (this application) and the required supporting documents to your Case Manager.

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to allow ORR to assess a potential sponsor's ability to care for the mental, physical, and financial well-being of a UAC. Public reporting burden for this collection of information is estimated to average 10 to 11 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (6 U.S.C. 279; 8 U.S.C. 1232; Flores v. Reno Settlement Agreement, No. CV85-4544-RJK (C.D. Cal. 1996)). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. If you have any comments on this collection of information please contact UACPolicy@acf.hhs.gov.

Frequently Asked Questions

Q: Can I sponsor a child if I am illegally present in the United States?

A: If you are illegally present in the United States, you may be eligible to sponsor a minor, pending assessment of your overall fitness to serve as a sponsor. It is important to remember, however, that service as a sponsor in no way confers any legal status or benefit upon you or any illegally present member of your family, and that you can still be removed from the United States at any time.

Q: Is there a cost to sponsor a child?

A: There is no fee to complete the Sponsor Verification Application. However, you will be responsible for costs associated with the child's travel and escort upon release and you will also be required to demonstrate adequate financial and other resources to cover any and all costs necessary for appropriate care of a child. Your inability to demonstrate that you have adequate financial and other resources to care for a child (or, where applicable, more than one child) will be a factor in potential placement in consideration of other factors. For non-parents, ORR may require further evidence of your ability to financially support a child.

Q: Do I need an attorney to sponsor a child?

A: You do not need an attorney to complete this application or to sponsor a child, although you do have the ability to obtain an attorney to assist you with the application and/or the sponsorship process.

Q: Why do I have to submit my fingerprints?

A: The Office of Refugee Resettlement (ORR) requires background checks, which may necessitate the taking of potential sponsors' fingerprints in order to verify the potential sponsors' identities and assure child health and safety. Your Case Manager will assist you to schedule an appointment to have your fingerprints taken. Please contact your Case Manager for additional information about the fingerprint collection process.

Q: What information do I have to provide?

A: You must complete the entire Sponsor Verification Application and provide all requested supporting documentation in order to be considered to be a sponsor. You must also answer any and all questions truthfully, including follow-up questions, from your Case Manager. Your inability to complete any part of the Sponsor Verification Application, or provide any of the requested supporting documentation, may result in a denial of your application.

Q: When do I need to give these documents to my Case Manager?

A: You will need to submit all required information, including documentation, no later than 45 calendar days after a request by your Case Manager. After 60 days have passed, failure to provide information within the allotted time frame may result in a denial of your application. The sooner you submit all required documentation and information, the sooner ORR can make a decision on whether to release the child to your care. ORR will inform you promptly of its decision, or will request additional information as needed.

Q: Am I required to submit a DNA test to prove that I'm biologically related to the child?

A: Generally, sponsors may voluntarily submit to a DNA test to prove they are biologically related to the child in support of this application. DNA results can be used to prove a biological relationship exists in lieu of supporting paperwork (such as birth certificates) or where such paperwork is difficult or impossible to obtain and/or authenticate in a timely manner. ORR will pay for the cost of the DNA test. In some instances where ORR has serious concerns about fraud regarding the biological relationship of the child and the proposed sponsor or other individual in the sponsor's household, the agency may require an ORR-paid DNA test, before making a release decision.

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Section 1: Applicant and Minor Information

1) Please name the minor(s) you are seeking to sponsor.

2) Please note your relationship to each minor (e.g., parent, uncle, aunt, cousin, etc.).

3) What is your current legal name?

--

4) What is your date of birth?

Please write in MM/DD/YYYY format.

--

5) What are your country/countries of citizenship or nationality? Please include region(s) or city/cities.

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6) What is your citizenship or immigration status?

☐ U.S. Citizen

☐ Inspected at port of entry and admitted or paroled

☐ Other (explain in field below)

☐ Legal Permanent Resident

☐ Present without having been admitted or paroled

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7) What is your Individual Taxpayer Identification Number (ITIN)? If you do not have an ITIN, please write "N/A" in the field to the right.

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8) Do you have a driver's license issued in the United States? If your answer is yes, please provide the state of issuance and whether it is a personal or commercial driver's license. ☐ Yes ☐ No

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9) Please provide any other names you have used in the past. Please specifically include any maternal last names, other family names, previous legal names, and any aliases or nicknames. Please separate each name with commas in the field below.

10) Please provide all of your phone and fax numbers.

Work

Fax

Mobile

Other

Home

11) Please provide all of your email addresses.

Email

Email

Email

Email

12) Please provide all of your social media accounts or profiles (i.e., Facebook, Twitter, etc.).

13) What language(s) do you speak? If possible, please indicate level of fluency for each language.

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14) Please explain when and how you became aware that the child or children whom you seek to sponsor were in ORR custody? Please check all that apply and provide explanatory information in the field below.

- | | |
|---|---|
| ☐ Family from my country of origin | ☐ Family in the United States |
| ☐ Friends from my country of origin | ☐ Friends in the United States |
| ☐ A Federal, State, or local government agency | ☐ Other |

15) If you or your adult household partner are claiming to be biologically related to the minor, are you willing to submit to a DNA test to prove your relationship? ☐ Yes ☐ No
Please note, that where ORR has serious concerns related to fraud you may be required to submit a DNA test to prove your relationship with the child.

Section 2: Residence Information

1) Current Address

Street Address (including apartment number, if applicable)

City

State

Zip code

Occupancy (since MM/DD/YYYY)

- ☐ I own this property ☐ I rent this property ☐ Other (please explain in field below)

If you rent this property, provide the property owner's contact information in the field below.

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2) Previous addresses over the last five (5) years (please use additional sheets, if necessary)

Street Address (including
apartment number, if applicable)

City

State

Zip code

Occupancy (from MM/DD/YYYY to MM/DD/YYYY)

to

☐ I owned this property

☐ I rented this property

☐ Other (please explain in field below)

If you rent this property, provide the property owner's contact information in the field below.

Street Address (including
apartment number, if applicable)

City

State

Zip code

Occupancy (from MM/DD/YYYY to MM/DD/YYYY)

to

☐ I owned this property

☐ I rented this property

☐ Other (please explain in field below)

If you rent this property, provide the property owner's contact information in the field below.

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3) Provide the information of all individuals who live at this address, regardless of relation or age. Please use additional sheets, if necessary.

[illegible]

Section 3: Sponsor's Financial Information

1) Are you currently employed? If your answer is yes, please provide the requested information about your employer in the fields below.

☐ Yes ☐ No

Name of employer

Date of hire

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Address of employer

Contact Information of employer

2) Are you legally authorized to work in the United States? ☐ Yes ☐ No

3) Do you have a current unexpired Employment Authorization Document (EAD)? If ☐ Yes ☐ No
your answer is yes, please provide your EAD card number in the field below.

4) Did you file taxes last year? If your answer is yes, please provide a certified copy of last ☐ Yes ☐ No
year's tax return.

5) If you are not currently employed, please provide additional information below regarding how you
will be able to provide for the child or children you seek to sponsor. Please check all that apply and
provide explanatory information in the field below. See appendix for applicable documentation.

- | | |
|--|---|
| ☐ Investment Income | ☐ Other earner(s) in household |
| ☐ Public Assistance | ☐ Other |

6) If your answer to Question 5 above indicates that you (or other members of your household) are on
public assistance, please provide additional information about the nature of that public assistance,
including the name(s) of the public assistance program(s) and the total amount you or household
member(s) have received from the program(s).

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- 7) Are there any unpaid judgments or liens against you or any real estate property you own?** ☐ Yes ☐ No
If your answer is yes, please provide explanatory information in the field below about the nature of the judgment or lien, including the amount of the judgment or lien, the court of jurisdiction that issued the judgment or lien, and any other relevant information.

- 8) Do you owe any other debts, or have any other outstanding financial obligations, to any public or private individual or entity, including alimony, child support, or a debt to a debt collection company?** ☐ Yes ☐ No
If your answer is yes, please provide an explanation in the field below about the nature of your debts or obligations, including the amount of the debt, whether it is a public or private debt, and the identity of the party owed (i.e., the name of the state or county government, individual, or private entity to whom the debt is owed).

- 9) In the field below, please provide a summary of all the income, wages, and other financial resources that you will be able to make available for the care and support of the child or children you are seeking to sponsor.** Please be sure to provide documentation to support the information you provide below, including paystubs for your or other household members' employment for the last six months, as well as a credit report from within the last three months.

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Section 4: Health Information

- 1) If you are enrolled in any health insurance as the policy holder, would you be able to add a child (or, if you are seeking to sponsor more than one child) to your health insurance as a dependent? If your answer is no, please explain in the field below. ☐ Yes ☐ No

- 2) Have you ever been diagnosed or treated for a serious contagious diseases (i.e., HIV/AIDS, COVID-19, tuberculosis, hepatitis, etc.)? If your answer is yes, please provide additional information in the field below about your condition, including the name of the condition and the current status of treatment. ☐ Yes ☐ No

- 3) Has any member of your household or any individual with whom you share a residence (including a roommate) ever been diagnosed or treated for a serious contagious disease (i.e., HIV/AIDS, COVID-19, tuberculosis, hepatitis, etc.)? If your answer is yes, please provide additional information in the field below about his or her condition, including the name of his or her condition and the current status of his or her treatment. ☐ Yes ☐ No

- 4) Have you, any member of your household, or any other individual with whom you share a residence (including a roommate) ever been involuntarily hospitalized for a physical or mental condition? If your answer is yes, please provide additional information in the field below about the nature of the hospitalization, including the underlying condition that caused the hospitalization and the location of the hospitalization. ☐ Yes ☐ No

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- 5) Is your physical, mental, and emotional health sufficient to assume parenting responsibilities? If your answer is no, please explain in the field below.

☐ Yes ☐ No

- 6) Do you know if the child or children you are seeking to sponsor have any medical conditions or special needs such as allergies, disabilities, or pregnancy, that require special attention, care or treatment? If your answer is yes, please provide additional information in the field below.

☐ Yes ☐ No

- 7) Do you have any objections to sponsoring a child or children that might have medical conditions, such as allergies, disabilities, or pregnancy that require special attention, care, or treatment? If your answer is yes, please provide additional information in the field below.

☐ Yes ☐ No

Section 5: Criminal History and Custodial Fitness

If you answer "YES" to either of these questions, you will need to provide additional information, including relevant supporting documentation from the relevant jurisdictions. You may need to provide this information even in the event you believe the records for your case have been expunged or sealed pursuant to court order. For more information, please see the Supporting Documentation page (pages 15-18 of this packet).

- 1) Have you or any member of your household or individual with whom you share a residence (including a roommate), ever been investigated, arrested, charged, convicted or found guilty of, or entered a plea of nolo contendere or guilty to, regardless of adjudication, any crime (which includes felonies, misdemeanors, and traffic offenses, but excludes parking, speeding, or traffic signal violations), without regard to whether you were placed on probation, had adjudication withheld, were paroled, or pardoned, in any jurisdiction in the United States or any other country related to the following:

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Category of Crime	Yes	No
Any crime against a child or children, including offenses related to physical abuse, sexual abuse, child pornography, or neglect or abandonment of a minor?	☐	☐
Any crime of violence, including murder, manslaughter, rape, sexual assault, or robbery?	☐	☐
Any domestic violence or abuse crime, including battery, assault, disorderly conduct, or other offense related to crimes against intimate partners?	☐	☐
Any trafficking crime, including human trafficking, labor trafficking, sex trafficking, human smuggling, forced labor, or debt peonage?	☐	☐
Any Federal crime, regardless of the nature of the crime?	☐	☐

2) Have you or any member of your household or individual with whom you share a residence (including a roommate), in any jurisdiction in the United States or any other country:

Type of Conduct or Event	Yes	No
Had any contact with Federal, State, territorial, tribal, or local law enforcement in the last 12 months, including conduct that did not result in an arrest?	☐	☐
Had parental rights or guardianship to another child or other children involuntarily terminated for any reason?	☐	☐
Ever been classified, or otherwise required to register, as a sex offender?	☐	☐
Ever induced a commercial sex act by force, fraud, or coercion, or induced a person to perform such act that has not reached 18 years of age?	☐	☐
Ever participated in the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery?	☐	☐
Ever been subject to a temporary or permanent restraining order?	☐	☐
Ever been adjudicated mentally incompetent or otherwise unable to care for oneself?	☐	☐

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Type of Conduct or Event	Yes	No
Ever used any dangerous or controlled substance for which you did not have a prescription or abused a controlled substance for which you did have a prescription?	☐	☐
Ever used any dangerous or controlled substance for which you did not have a prescription or abused a controlled substance for which you did have a prescription?	☐	☐
Ever been a member or an affiliate of, or engaged in any sort of activity with, a gang, drug trafficking organization, or other criminal organization, either foreign or domestic?	☐	☐
Ever organized, helped to organize, been a member of, or been affiliated with any organization or group of persons that, during the period of your membership or affiliation, advocated or fought for the overthrow of the United States government or any State or political subdivision by force, violence, or any unlawful means?	☐	☐

Oath or Affirmation

I certify, under penalty of perjury under the laws of the United States of America, that the information contained in this Sponsor Verification Application and the evidence submitted with it were provided or authorized by me, that I reviewed and understand all the information is complete, true and correct. Title 18, United States Code, 1001, provides in part that whoever knowingly and willfully: falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes any materially false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document knowing the same to contain any materially false, factitious, or fraudulent statement or entry; shall be fined in accordance with this title or imprisonment for up to 8 years, or both.

I further swear or affirm that I played no role whatsoever in any effort to transport the child or children who I am seeking to sponsor via this Sponsor Verification Application to the United States. This means, among other things, that I declare and affirm that I played no role, monetary or otherwise, in procuring or initiating the transportation of the child or children to the United States, and have no knowledge of others who might have played a role, monetary or otherwise, in procuring or initiating the transportation of the child or children to the United States. I understand that any awareness on my part of such efforts, any involvement in such efforts, or any provision of false information about such efforts could subject me to Federal civil and/or criminal penalties.

I further swear or affirm that I am aware of the major medical and health needs of the child or children who I am seeking to sponsor via this Sponsor Verification Application. In the case of any female child who I am seeking to sponsor, I further attest that I am aware either that she is pregnant or may be pregnant, and that, in the event of a current or future pregnancy, I am solely responsible for that child's prenatal care.

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I further attest or affirm that I will abide by the care instructions contained in the Sponsor Care Agreement, and that I understand that failure to abide by the care instructions required by the Sponsor Care Agreement may result in removal of a child or children from my care and/or Federal civil and/or criminal penalties.

I further attest that I understand that I must comply with all Federal, State, and local laws, including regulations and ordinances, governing the care of any child or children in my custody as a sponsor, which includes:

- Enrolling the child or children in school.
- Providing the child or children with medical care as needed.
- Protecting the child or children from abuse, neglect, and abandonment, including from other members of my household or individuals with whom I share a residence.
- Ensuring the minor(s) attendance at all immigration-related proceedings;
- Notifying ORR or other appropriate Federal government personnel at least 30 days in advance of any intent to depart the residence that I have listed as my current residence on this Sponsor Verification Application.
- Any other requirement not herein contained.

By signing this Sponsor Verification Application and submitting evidence with it, I certify that I am able to read and enter or submit the information in the English language or I received the assistance of an interpreter or a preparer fluent in the English language and a language I can understand to read and enter or submit the information on my behalf. I certify that I fully understand the meaning and effect of submitting this Sponsor Verification Application and submitting evidence with it.

YOUR SIGNATURE

DATE

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Appendix: Supporting Documents

Please provide originals or copies of the following documents. If you are unable to provide any of the requested documents, please provide an explanation in your supplemental materials. ORR reserves the right to reject your application if any of the required information is missing, incomplete, or inaccurate, or is not provided upon subsequent requests for additional or missing information. There is no right of appeal for a rejected application.

1) Proof of Minor's Identity

A copy of the minor's birth certificate.

2) Proof of Identity (for you and any other members of your household and/or individuals with whom you share a residence)

A copy of a government issued identification. You may present one selection from List A and two or more selections from List B. If you present selections from List B, at least one selection must contain a photograph. All documents from List B must be valid and unexpired.

List A
U.S. Passport or U.S. Passport Card
Foreign Passport that contains a photograph
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
Employment Authorization Document that contains a photograph (Form I-766)
U.S. Driver's License or Non-Driver's Identification Card

List B
U.S. Certificate of Naturalization
U.S. Military Identification Card
Birth Certificate
Marriage Certificate
Court order for name change
Foreign National Identification Card
Consular Passport Renewal Receipt that contains a photograph
Mexican Consular Identification Card
Foreign Driver's License that contains a photograph
Foreign Voter Registration Card that contains a photograph
Canadian Border Crossing Card that contains a photograph
Mexican Border Crossing Card that contains a photograph with valid Form I-94
Refugee Travel Documents that contains a photograph

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3) Financial Information

Please submit copies of any of the documents below to provide support of your ability to financially provide for the child.

- Recent tax records
- Bank statement records from the previous 90 days in the sponsor's name or other individual(s) who will be providing financial support for the child
- Copies of employment contracts, agreements, of affidavits which includes salary or wage information and number of hours to work on a week to week or month to month schedule
- Unemployment compensation
- Workers' compensation
- Social Security
- Supplemental Security Income
- Veterans' payments
- Survivor benefits
- Pension or retirement income
- Alimony
- Child support payments
- Public Assistance
- Other income from another miscellaneous source for which there are documented records

4) Proof of Immigration Status or U.S. Citizenship

A copy of at least one form of non-expired documentation verifying your citizenship or immigration status.

Acceptable forms of documentation include:

If you are not a U.S. Citizen but you have had contact with U.S. immigration authorities
Valid visa
Proof of legal permanent residency (green card)
Notice to Appear
Other Federal government issued documentation providing immigration status information
Alien Number

If you are not the parent or legal guardian and you are not a U.S. Citizen and you have never had contact with U.S. immigration authorities
It is unlikely that you will be able to provide any documentation. Please inform your case manager.

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If you are a U.S. Citizen
U.S. Passport or U.S. Passport Card
U.S. Birth Certificate
U.S. Certificate of Naturalization
U.S. Citizenship Certificate
Report of Birth Abroad of a Citizen of the United States (State Department Form 240)
Court order

5) Legal Records (if applicable)

If you answered "YES" to any portion of Section 5 of this form (Criminal History and Custodial Fitness), please provide us with complete details including the following information for each charge/conviction, if any:

- Name of person(s) involved in the incident(s)
- Place(s) and date(s) of the incident(s)
- Explanation of the incident(s)
- Disposition of the incident(s) (e.g., charges dropped, fined, imprisoned, probation)
- Certified copies of court record(s), police record(s), and/or governmental social service agency record(s) related to the incident(s)

6) Proof of Address

A copy of at least one form of documentation verifying your current address. Acceptable forms of documentation include:

- Your current lease with your name, dated within the last two months
- Your current mortgage statement with your name, dated within the last two months
- Your bank statement dated within the last two months
- An official payroll check stub issued by your employer, dated within the last two months
- A piece of mail from a county, state, or federal agency (with the exception of ORR) with your name and residential address, dated within the last two months
- Your valid unexpired State or Tribal ID with your photograph and your current address
- A utility bill or insurance statement, addressed to you at your current address, dated within the last two months
- A notarized letter from your landlord confirming your address and containing your name, the date you moved in, the number of bedrooms, and the expiration date of the lease
- Other similar documents reliably indicating that you live at your current address, dated within the last two months

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7) Proof of Relationship to the Minor

Copies of documents to provide proof of a relationship between you and the minor. Please note a DNA test may be used in lieu of documentation to prove your relationship with the child if you are claiming a biological relationship with the child and the results of the DNA test confirms the relationship. However, these documents may still be required to provide your and the child's *identity* (not just relationship).

Your Relationship to the Minor	Acceptable Documents (all documents are <u>required</u> for each category)
Parent	• Birth certificates • Court records • Parent's government issued photo ID
Step-Parent You have legally adopted the minor	• Birth certificates • Parent's government issued photo ID • Step-Parent's government issued photo ID • Marriage certificate • Court order documents confirming adoption or legal guardianship has been established
Legal Guardian	• Court order documents confirming adoption or legal guardianship has been established • Birth certificates • Legal guardian's government issued photo ID • Guardianship records • Death Certificates • Hospital records
Family Member	All family members: • Birth certificates • Trail of familial birth and/or death certificates showing that you and the minor are related • Marriage certificates • Hospital records • Court records • Baptismal certificate
	Close family members, such as an aunt, uncle, or first cousin, who are or were the minor's primary caregiver (these documents are not required if you are the minor's grandparent, sibling, half-sibling, or step-sibling through legal marriage): • Guardianship records • Other similar documents from a state or foreign government
No familial relation to the minor	Please contact your Case Manager.