

CONGRESSIONAL CASEWORK

If you're a resident of California's 51st Congressional District and can't get an answer from a federal agency in a timely fashion, or if you feel you have been treated unfairly, our office may be able to help resolve a problem or get you the information you need. While we cannot guarantee you a favorable outcome, we will do our best to help you receive a fair and timely response to your problem.

OPENING CASEWORK

To begin the casework process, we will need you to complete a privacy release form (PRF). The Privacy Act of 1974 requires that Members of Congress or their staff have written authorization before they can obtain information about an individual's case.

We must have your signature to proceed with this type of request.

Include all pertinent information and claim numbers in your correspondence.

MY TEAM CAN

- Help you communicate an issue with a federal agency
- Request a status update on your case
- Ask that an agency consider or reconsider your case
- Assist you in obtaining basic information from a federal agency

MY TEAM CANNOT

- Force a federal agency to act in your favor
- Require a federal agency to speed up your case
- Provide legal advice or recommend legal representation
- Influence matters involving private business
- Intervene in state, local, or judicial issues

Congress of the United States
House of Representatives
Washington, DC 20515-0553

CASEWORK AUTHORIZATION FORM

I authorize _____ (Federal Agency with which you need help) to release personal information to Congresswoman Sara Jacobs, United States Representative. In accordance with the Privacy Act of 1974 (5 U.S.C. § 552), I hereby authorize Congresswoman Jacobs, or a designated member of her staff, to inquire with the appropriate federal agencies stated in this authorization form to provide assistance or to resolve the matter described below. Under penalty of perjury, I certify that I provided or authorized all of the information in this privacy release and any document submitted with it and that all of this information is complete, true, and correct.

Signature: _____ Date: _____

To begin processing your case, please complete all of the following information:

Preferred Gender Pronoun(s): _____	Street Address: _____
First Name: _____	City, State, Zip: _____
Middle Name: _____	Email: _____
Last Name: _____	Home Phone: _____
Date of Birth: _____	Mobile Phone: _____
Social Security #: _____	Preferred Method of Contact: _____

Briefly explain the specific action that you are seeking from our office* (Continue on back if necessary):

Also include the following information if relevant:

IMMIGRATION	MILITARY/VETERANS
Alien #: _____	Branch of Service: _____
Form #: _____ Date Filed: _____	Rank: _____
USCIS Receipt #: _____	VA File #: _____
Embassy Case #: _____	Date of Entry: _____
Place of Birth: _____	Date of Separation: _____

PREPARATION GUIDE FOR CONSTITUENTS AT RISK OF DEPORTATION

In light of recent events, we encourage constituents who believe they may be at risk of deportation to proactively fill out privacy release forms. This will allow our office to advocate on an individual's behalf as soon as possible in the event of detainment.

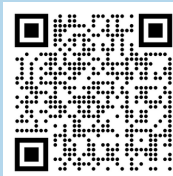
HOW DO I KNOW IF I'M A CONSTITUENT?

You can find out if you are a constituent based off your zip code by scanning the QR code or by visiting the website listed down below:



house.gov/representatives/find-your-representative

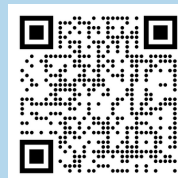
CA-51 CASEWORK AUTHORIZATION FORM



This privacy release form authorizes our staff to obtain information about an individual's case. Scan the QR code to access the form on our website.

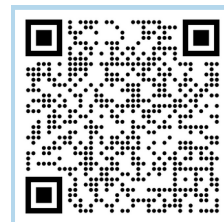
ICE FORM 60-001

This privacy waiver authorizes disclosure to a third party and is used by individuals to allow U.S. Immigration and Customs Enforcement (ICE) to share your information or records with another party – in this case, our office. Scan the QR code to access the form on our website.



Aside from filing out the forms attached to this packet, our office recommends creating a safety plan for you and your family in case of an emergency. Communication with a detained individual may be difficult and access to one's phone is not always guaranteed.

- **Identify an emergency contact and memorize their contact information**
 - Keep your important documents in a safe place that can be accessed by that person if necessary
- **Establish a child care and pet plan**
 - Identify a caretaker for your children and/or pets and ensure they have access to all important documents
- **Establish a financial plan**
 - Consider granting a loved one access to your finances via a power of attorney
- **Know Your Rights**
 - The U.S. Constitution guarantees basic rights to everyone living in the United States, regardless of immigration status. Scan the QR code to the right for more information.



PREPARATION GUIDE FOR CONSTITUENTS AT RISK OF DEPORTATION

THE 100-MILE BORDER ZONE

U.S. Customs and Border Protection (CBP), including U.S. Border Patrol, has the authority to conduct stops and searches within 100 miles of any U.S. land or coastal border. CBP agents can also board public transportation and establish interior checkpoints to verify individuals' immigration status within this boundary. *If you are a U.S. citizen, you do not have to carry documentation. If you are a non-citizen, you are required to.*

KNOW YOUR RIGHTS

It is important to remain calm if you have an interaction with U.S. Immigration and Customs Enforcement (ICE) or U.S. Border Patrol.

You have the right to remain silent, the right to contact an attorney, and the right to due process. Remember, anything you tell an officer can be later used against you in immigration court.

- Do **NOT** volunteer any information
- Do **NOT** show or use any false or fraudulent documentation, including a fake name
- You are **NOT** required to sign any document without speaking to an attorney. Do not sign a document you do not understand.

JUDICIAL VS. ADMINISTRATIVE WARRANT

If ICE visits your home or place of work, ask to see a warrant before you open the door. If an immigration agent wants to show you a warrant, they can show it through the window or slide it under the door.

A **judicial warrant** is an official court order signed by a judge. This authorizes law enforcement to conduct searches, make arrests, or seize property. The warrant must be signed by a judge and must have your correct name and address on it. **See an example on the right.** →

This is a sample of a judicial arrest warrant. It is titled 'UNITED STATES DISTRICT COURT' and 'ARREST WARRANT'. It contains fields for the court name, case number, and the name of the person being arrested. It also includes a section for the judge's signature and the date. The warrant is signed by a judge and includes the name and address of the person being arrested.

An **administrative warrant** is a document issued by a federal agency such as the Department of Homeland Security (DHS). ICE officers do not have the authority to enter a home without your consent when presenting an administrative warrant. **See an example on the right.** →

This is a sample of an administrative warrant. It is titled 'U.S. Department of Homeland Security' and 'Warrant for Arrest of Alien'. It contains fields for the warrant number, date, and the name of the person being arrested. It also includes a section for the DHS officer's signature and the date. The warrant is signed by a DHS officer and includes the name and address of the person being arrested.

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COUNTY RESOURCES

Immigration resources can be found on the County of San Diego's website (sandiegocounty.gov) or by scanning the QR code below.



The County of San Diego also has a legal defense program. Scan the QR code below for more information.



STATE RESOURCES

The Office of California Attorney General Rob Bonta also has immigration resources available. Scan the QR code below for more information.



Contact our caseworkers:
sarajacobs.house.gov/help

Contact our San Diego office:
(619) 280-5353

ADDITIONAL RESOURCES

Call or email for appointments

International Rescue Committee

(619) 641-7510 ext. 250

Email: Immigration.SD@rescue.org

Casa Cornelia Law Center

525 B St Suite 1800, San Diego, CA 92101

(619) 231-7788

Email: Services@CasaCornelia.org

Legal Aid Society of San Diego

110 South Euclid Avenue, San Diego, CA 92114

(877) 534-2524

Casa Familiar

(619) 428-1115

Email: info@casafamiliar.org

Alliance for African Assistance

5952 El Cajon Blvd, San Diego, CA 92115

(619) 286-9052

Email: info@alliance-for-africa.org

Immigrant Center for Women and Children

600 B Street, Suite 2040, San Diego, CA 92101

(619) 515-2200

Jewish Family Service of San Diego

8788 Balboa Avenue, San Diego, CA 92123

(858) 637-3000

Catholic Charities, Diocese of San Diego

4575-B Mission Gorge Place, San Diego, CA 92103

(619) 287-1270