San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Administrative Procedure

Chapter 3 – General Institution

AP 3415 – NON-PARTICIPATION IN IMMIGRATION ENFORCEMENT ACTIVITIES; IMMIGRATION STATUS SECURITY

California state law (Government Code section 7284 and Education Code section 66093) prohibits public agencies, including educational institutions, from participating in any immigration enforcement activity except as required by state or federal law. The purpose of this procedure is to define how the San Diego Community College District will comply with state law to the maximum extent possible.

1. Non-Participation in Immigration Enforcement Activities

   a. To the maximum extent permitted or required under state and federal law, the San Diego Community College District (District), including all of its employees, agents, contractors, and representatives, shall not participate in, assist with, or permit any immigration enforcement activities on District property or in connection with District programs and services.

   b. Any District employee who violates the prohibition against immigration enforcement activities, as specified in this Administrative Procedure, shall be subject to discipline up to and including termination. Absent extenuating circumstances, a single willful violation of this prohibition shall be grounds for dismissal.

   c. The District Chancellor is the primary Designated District Official (DDO) for purposes of this Administrative Procedure, its interpretation, and its implementation. When the Chancellor is not immediately available, the District's General Counsel may act as the DDO until the Chancellor is available. No other employee of the District or any of its agents or affiliates is authorized in any manner to act for or on behalf of the District regarding immigration enforcement and related issues as specified in this Administrative Procedure without express written approval by the Chancellor.

2. Access to Facilities and Records

   a. Agents, representatives, contractors, and any other individuals acting on behalf of a government organization in an official capacity are not permitted to access any college or District facility without approval by the DDO.

   b. No employee, agent, representative, or other individual affiliated with the San Diego Community College District has authority to grant access to any facility, document, record, or any other physical or electronic property of the District without express written approval from the DDO.

c. The District's location for official government agents, representatives, contractors, or other individuals acting on behalf of a government organization to conduct business is the San Diego Community College District Office, located at 3375 Camino del Rio South, San Diego, CA 92108.

d. Any individual acting in an official capacity on behalf of a government organization requesting access to records or facilities owned by the District must contact the DDO at the District Office prior to attempting to access any other facility of the District, including any college facility within the District.

e. The District retains the right to recover any documents, records, information, or other property obtained by an individual acting in an official capacity on behalf of a government organization in violation of this procedure.

f. This procedure applies to any and all subpoenas, warrants, or other requests for access to District property.

3. Collecting and Retaining Student Information Potentially Related to Immigration Status or Enforcement

a. Consistent with its Board Policies and so far as not prohibited by law, the District shall treat all students equitably in the receipt of all school services regardless of immigration status, including, but not limited to, the gathering of student and family information for the institution's benefit programs.

b. The Vice Chancellor Educational Services shall maintain in writing District policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures, including the protection of student records information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

c. The District will provide students and families, on an annual basis, with written information regarding institutional policies for student privacy, and the abilities of parents or eligible students to inspect student information.

d. Per Administrative Procedure, *AP 5040*, *Student Records, Release, Correction and Challenge*, section 1.g., the District does not identify or release any student record information as "directory information."

e. Any sensitive information potentially related to immigration enforcement, such as a student's, parent's, or guardian's Social Security Number (SSN), AB 540 determinations, or citizenship status information collected by the District or disclosed by the student, will be maintained only for as long as reasonably necessary, including a reasonable time to determine that such information is no longer needed and to dispose of it in accordance with District policy.

f. If the District possesses information that could indicate immigration status or citizenship status, District personnel shall not consider the acquired information in admissions decisions or access to educational courses or degree programs.

g. Students may elect not to provide immigration or citizenship status information to the District, and this election shall not impede admissions or enrollment in educational programs.

h. District personnel shall not maintain any permanent list, compilation or other record of student names linked with immigration status. Any such list, compilation or record shall be created only when necessary for a legitimate business or educational purpose that cannot be accomplished without it, and shall be promptly destroyed as soon as practicable after such purpose is accomplished.

i. College Police personnel, including but not limited to sworn Peace Officers, shall not:

   1) Inquire into an individual's immigration status; or
   2) Aid any effort to create a registry containing individuals' country of birth, or any other protected characteristics of victims, witnesses, or suspects of crimes unless required by law for specified purposes.

4. Limitations on Inquiries and Use of Information Regarding Immigration Status, Citizenship Status, and National Origin

   a. Unless required by federal or state law, District personnel shall not inquire specifically about a student's citizenship or immigration status, or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport, or citizenship papers.

   b. Where any law contemplates submission of immigration status or citizenship status information to satisfy the requirements of a special program, District personnel shall not use that documentation or information for decisions related to admissions or enrollment in courses or degree programs.

   c. The District shall not use immigration status, citizenship status, or national origin information in personal statements outside the application process, other than for legitimate educational purposes, including the provision of a service or benefit relating to the student, such as health care, counseling, job placement or financial aid.

   d. If the District learns of a student's immigration status through its application process (including the students' personal statement or answers to personal insight questions), the District shall create procedures to protect such personal identifiable information and retain the information only to the extent it is necessary or required by law.

   e. The District shall not disclose information that might indicate a student or family's citizenship or immigration status if the disclosure is not authorized by FERPA or state law.

   f. Where permitted by law, the District shall enumerate in one or more Administrative Procedures alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status or citizenship status, and that do not reveal information related to citizenship or

immigration status. Examples of documents that can be used as proof of residency include but are not limited to:

1) Registering a motor vehicle operated in California;

2) Obtaining a California driver's license or California identification card;

3) Filing a resident or nonresident California state income tax return;

4) Listing a California address on a federal income tax return;

5) Listing a permanent military address or home of record in California;

6) A professional or vocational license obtained from a California state licensing agency (e.g., nursing, teaching credentials);

7) Maintaining active resident memberships in California based professional organizations (e.g., police union, teachers' union); and

8) Maintaining an active bank account at a California bank.

g. Where the District is permitted by law to request a minor student's parent's residency information in order to determine tuition or aid, the District shall only require documentation or information that is available to persons regardless of immigration status (as noted above).

h. Where residency, age, and other eligibility criteria for purposes of enrollment or any program may be established by alternative documents or information permitted by law or District policy, procedures and forms shall describe to the applicant, and accommodate all alternatives specified in law, and all alternatives authorized under this Procedure.

i. Specifically, where the District must determine a student's residency for purposes of in-state tuition, the District shall not inquire about a parent/guardian's citizenship or immigration status, and shall enumerate alternative means of establishing a parent/guardian's residency. If the student is considered a minor dependent of a California resident, the District shall only require documents to determine whether the parent has resided in California for one year (e.g. vehicle registration, lease agreements, etc.). Where the immigration status of a parent or guardian is a legal prerequisite to participation in a program or receipt of benefits (such as federal financial aid), students and their parents/guardians shall have the option to withhold such information and thus forgo participation is such program(s) or benefits.

5. Responding to Requests for Access for Immigration Enforcement Purposes

a. The District shall provide guidance and training to employees addressing law enforcement access to District property and facilities. This guidance shall include the following required topics:

1) Instructions that law enforcement officers cannot enter District facilities without appropriate legal authority and express written approval from the DDO. Wherever this policy refers to "District facilities or portions thereof that are not open to the

public," this includes any facilities or portions thereof where only enrolled students and District staff are allowed, such as classrooms, private offices, or restricted access areas.

2) Instructions that District employees, including College Police, cannot consent to the entry into District facilities or portions thereof for the purpose of a search or arrest, but a judicial warrant or exigent circumstances may authorize officer entry without consent.

3) Contact information to report to the DDO concerns about the presence of officers engaged in immigration enforcement on any District property.

4) Samples of warrant and subpoena documents that could be used for access onto District property or portions thereof that are not open to the public, or to seize or arrest students or other individuals on campus (see sample Appendices A to G).

5) Sample responses for District personnel to use in response to officers seeking access for immigration enforcement purposes, when otherwise allowed by this Policy, that avoids classroom interruptions, and that preserves the peaceful conduct of the school's activities.

b. District personnel shall advise all students, faculty, and staff to immediately notify the DDO if they are advised that an officer engaged in immigration enforcement is expected to enter, will enter, or has entered any campus or other District property for immigration enforcement purposes. College Police should also be notified as soon as possible.

c. District personnel shall advise all students, faculty, and staff responding to or having contact with an officer engaged in immigration enforcement executing an immigration order, to refer the entity or individual to the DDO for purposes of verifying the legality of any warrant, court order, or subpoena.

d. If the immigration enforcement officer declares that exigent circumstances exist and forces immediate access to the campus, District personnel should not refuse the officer's orders, but must immediately, or as soon as reasonably possible under the circumstances, contact the DDO and College Police.

e. The DDO shall determine what type of authorization is being provided to support the officer's request for access.

f. District personnel should not attempt to physically interfere with an officer, even if the officer appears to be acting without consent or exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, District personnel shall make a record of the contact and forward the information to the DDO and College Police.

g. In making record of the contact with an immigration enforcement officer, District personnel shall endeavor to collect and report the following information:

1) Name of the officer, and, if available, the officer's credentials and contact information;

2) Identity of all District personnel who communicated with the officer;

3) Details of the officer's request;

4) Whether the officer presented a warrant, subpoena, or court order to accompany the request, what was requested in the warrant/subpoena/court order, and whether the warrant/subpoena/court order was signed by a judge;

5) District personnel's response to the officer's request;

6) Any further action taken by the immigration officer; and

7) Photo or copy of any documents presented by the immigration officer.

h. District personnel shall provide a copy of those notes, and associated documents collected from the immigration enforcement officer, to the DDO.

6. Responding to Request for Access to Student Records for Immigration Enforcement Purposes

a. The District shall obtain a student's written consent before disclosing educational records, unless the information is relevant for a legitimate educational purpose. Neither exception permits disclosing information for immigration enforcement purposes; no student information shall be disclosed for immigration enforcement purposes without a court order or judicial warrant. Without a court order or a judicial warrant, written consent must be signed and dated by the student, or (if the student is a minor) by the student's parent(s) or guardian(s), before disclosure of the information, and must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made. If desired by the student, the District shall provide a copy of the records to be released. The party to whom the information is disclosed will be advised that they may not redisclose the information to any other party without the prior consent of the student or subsequent court order.

b. The Chancellor shall adopt a written administrative procedure for interactions with immigration authorities seeking to review student records. At a minimum, such procedures shall include the following information:

1) Contact information [name, title, e-mail addresses, and phone numbers] for the correct person to review and respond to a request for student records.

2) Access to sample warrant and subpoena documents that could be used for access onto District property or portions thereof not open to the public, or to seize or arrest students or other individuals on District property (see sample Appendices A to G).

3) A set of responses for District personnel to use in response to officers seeking access to records for immigration enforcement purposes.

c. In addition to notifying the DDO, District personnel shall take the following action steps in response to an officer, other than College Police, requesting access to student records:

1) Ask for the officer's name, identification number, and agency affiliation;

2) Record or copy this information;

3) Ask for a copy of any warrants;

4) Inform the officer that they are not obstructing his or her efforts but that they need to contact the designated administrator for assistance.

d. College Police shall not provide personal information about an individual for immigration enforcement purposes, unless required by a court order or judicial warrant and expressly authorized by the DDO in writing. “Personal information” is defined as any information that identifies or describes an individual, and includes but is not limited to, a student’s physical description, home or work address, telephone number, education, financial matters, medical or employment history, and statements made by, or attributed to, the individual.

e. In accordance with FERPA, unless the District is served with a judicial subpoena or court order that by its terms prohibits disclosure to the student, the student must be notified of any judicial order or subpoena before the institution complies with the order.

7. Notification upon Confirmed Immigration Enforcement Presence

a. The District shall notify all students, faculty, staff, and other campus community members who work on campus when the presence of immigration enforcement is confirmed on campus, to the fullest extent consistent with state and federal law.

b. The notice shall include all of the following information:

1) The date and time the immigration enforcement was confirmed;

2) The location of the confirmed immigration enforcement; and

3) A hyperlink to additional resources.

c. The notice shall not include any personally identifiable information.

8. Responding to Immigration Actions Against Students or Family Members

a. If there is reason to suspect that a student, faculty member, or staff person has been taken into custody as the result of an immigration action, the District shall attempt to notify the person’s emergency contact that the person may have been taken into custody.

b. The DDO is designated as the point of contact for any student, faculty member, or staff person who may or could be subject to an immigration order or inquiry.

c. District personnel shall not discuss the personal information, including immigration status information, of any student, faculty member, or staff person with anyone, or reveal the personal information to anyone, unless disclosing this information is permitted by federal and state law.

d. The DDO shall maintain a contact list of legal service providers who provide legal immigration representation, and will provide this list free of charge to any student or employee who requests it. At a minimum, the list shall include the legal service provider’s name and contact number, e-mail address, and office address.

e. If a student is detained or deported, or is unable to attend to his or her academic requirements because of an immigration order, District personnel will make all reasonable efforts to assist the student in retaining any eligibility for financial aid, fellowship stipends, exemption from nonresident tuition fees, funding for research or other educational projects, housing stipends or services, or other benefits the student has been awarded or received subject to and in compliance with its policy.

f. District personnel shall permit a student who is subject to an immigration order to reenroll if and when the student is able to return, subject to and in compliance with its policies, and will make reasonable and good-faith efforts to provide for a seamless transition in the student's reenrollment and reacquisition of campus services and support.

g. The DDO or their designee(s) shall be available to assist, in a sensitive manner, any student, faculty, and staff who may be subject to an immigration order or inquiry, or who may face similar issues, and whose education or employment is at risk because of immigration enforcement actions. Such assistance shall not include direct monetary support or legal advice.

Reference: Education Code section 66093.3; Government Code section 7282, et seq., and 7284, et seq.

See also: Promoting a Safe and Secure Campus for All: Guidance and Model Policies to Assist California's Colleges and Universities in Responding to Immigration Issues (https://oag.ca.gov/sites/all/files/agweb/pdfs/immigration/higher-education-guidance.pdf)

Approved: 10/29/19
Revised: 01/29/25, 4/16/26
Supersedes AP 3415

Appendix A
Immigrations and Customs Enforcement "Arrest Warrant" (Form I-200)

U.S. DEPARTMENT OF HOMELAND SECURITY **Warrant for Arrest of Alien**

File No. _____

Date: _____

To: **Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations**

I have determined that there is probable cause to believe that _____ is removable from the United States. This determination is based upon:

☐ the execution of a charging document to initiate removal proceedings against the subject;

☐ the pendency of ongoing removal proceedings against the subject;

☐ the failure to establish admissibility subsequent to deferred inspection;

☐ biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; and/or

☐ statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.

YOU ARE COMMANDED to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.

SAMPLE

_____
(Signature of Authorized Immigration Officer)

_____
(Printed Name and Title of Authorized Immigration Officer)

Certificate of Service

I hereby certify that the Warrant for Arrest of Alien was served by me at _____ (Location)

on _____ (Name of Alien) on _____ (Date of Service), and the contents of this notice were read to him or her in the _____ (Language) language.

_____ Name and Signature of Officer

_____ Name or Number of Interpreter (if applicable)

Form I-200 (Rev. 09/16)

Appendix B
Immigrations and Customs Enforcement "Removal Warrant" (Form I-205)

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

WARRANT OF REMOVAL/DEPORTATION

File No: _____

Date: _____

To any immigration officer of the United States Department of Homeland Security:

_____
(Full name of alien)

who entered the United States at _____ on _____
(Place of entry) (Date of entry)

is subject to removal/deportation from the United States, based upon a final order by:

- ☐ an immigration judge in exclusion, deportation, or removal proceedings
- ☐ a designated official
- ☐ the Board of Immigration Appeals
- ☐ a United States District or Magistrate Court Judge

and pursuant to the following provisions of the Immigration and Nationality Act:

I, the undersigned officer of the United States, by virtue of the power and authority vested in the Secretary of Homel Security under the laws of the United States and by his or her direction, command you to take into custody and remo from the United States the above-named alien, pursuant to law, at the expense of:

SAMPLE

_____
(Signature of immigration officer)

_____
(Title of immigration officer)

_____
(Date and office location)

Appendix C
Federal Search and Seizure Warrant (Form AO 93)

AO 93 (Rev. 11/13) Search and Seizure Warrant

UNITED STATES DISTRICT COURT

for the

In the Matter of the Search of
(Briefly describe the property to be searched or identify the person by name and address)

Case No.

SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the _____ District of _____
(identify the person or describe the property to be searched and give its location):

I find that the affidavit(s), or any recorded testimony, establishes probable cause to search and seize the person or property described above, and that such search will reveal *(identify the person or describe the property to be seized)*:

YOU ARE COMMANDED to execute this warrant on or before _____ *(not to exceed 14 days)*
' in the daytime 6:00 a.m. to 10:00 p.m. ' at any time in the day or night because good cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to _____.
(United States Magistrate Judge)

' Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized *(check the appropriate box)*
' for ____ days *(not to exceed 30)* ' until, the facts justifying, the later specific date of _____.

Date and time issued: _____ _____
Judge's signature

City and state: _____ _____
Printed name and title

SAMPLE

Appendix D
Federal Arrest Warrant (Form AO 442)

AO 442 (Rev. 11/11) Arrest Warrant

UNITED STATES DISTRICT COURT

for the

United States of America
v.) Case No.
)
)
)
)
)
_____)
Defendant

ARREST WARRANT

To: Any authorized law enforcement officer

YOU ARE COMMANDED to arrest and bring before a United States magistrate judge without unnecessary delay
(name of person to be arrested) _____ ,
who is accused of an offense or violation based on the following document filed with the court:

' Indictment ' Superseding Indictment ' Information ' Superseding Information ' Complaint
' Probation Violation Petition ' Supervised Release Violation Petition ' Violation Notice ' Order of the Court

This offense is briefly described as follows:

SAMPLE

Date: _____ _____
Issuing officer's signature

City and state: _____ _____
Printed name and title

Return

This warrant was received on *(date)* _____ , and the person was arrested on *(date)* _____
at *(city and state)* _____ .

Date: _____ _____
Arresting officer's signature

_____
Printed name and title

Appendix E
Department of Homeland Security Immigration Enforcement Subpoena (Form I-138)

1. To (Name, Address, City, State, Zip Code)	DEPARTMENT OF HOMELAND SECURITY **IMMIGRATION ENFORCEMENT SUBPOENA** **to Appear and/or Produce Records** 8 U.S.C. § 1225(d), 8 C.F.R. § 287.4
Subpoena Number	
2. In Reference To (Title of Proceeding) (File Number, if Applicable)	

By the service of this subpoena upon you, **YOU ARE HEREBY SUMMONED AND REQUIRED TO:**

(A) ☐ **APPEAR** before the U.S. Customs and Border Protection (CBP), U.S. Immigration and Customs Enforcement (ICE), or U.S. Citizenship and Immigration Services (USCIS) Official named in Block 3 at the place, date, and time specified, to testify and give information relating to the matter indicated in Block 2.

(B) ☒ **PRODUCE** the records (books, papers, or other documents) indicated in Block 4, to the CBP, ICE, or USCIS Official named in Block 3 at the place, date, and time specified.

Your testimony and/or production of the indicated records is required in connection with an investigation or inquiry relating to the enforcement of U.S. immigration laws. Failure to comply with this subpoena may subject you to an order of contempt by a federal District Court, as provided by 8 U.S.C. § 1225(d)(4)(B).

3. (A) CBP, ICE or USCIS Official before whom you are required to appear Name Title Address Telephone Number	(B) Date (C) Time ☒ a.m. ☐ p.m.
4. Records required to be produced for inspection	

If you have any questions regarding this subpoena, contact the CBP, ICE, or USCIS Official identified in Block 3.

5. Authorized Official

(Signature)

(Printed Name)

(Title)

(Date)

DHS Form I-138 (6/09)

SAMPLE

Appendix F
Federal Judicial Subpoena (Form AO 88B)

AO 88B (Rev. 02/14) Subpoena to Produce Documents, Information, or Objects or to Permit Inspection of Premises in a Civil Action

UNITED STATES DISTRICT COURT

for the

_____)
Plaintiff)
v.) Civil Action No.
_____)
Defendant)

SUBPOENA TO PRODUCE DOCUMENTS, INFORMATION, OR OBJECTS OR TO PERMIT INSPECTION OF PREMISES IN A CIVIL ACTION

To: _____
(Name of person to whom this subpoena is directed)

' *Production:* **YOU ARE COMMANDED** to produce at the time, date, and place set forth below the following documents, electronically stored information, or objects, and to permit inspection, copying, testing, or sampling of the material:

Place:	Date and Time:

' *Inspection of Premises:* **YOU ARE COMMANDED** to permit entry onto the designated premises, land, or other property possessed or controlled by you at the time, date, and location set forth below, so that the requesting party may inspect, measure, survey, photograph, test, or sample the property or any designated object or operation on it.

Place:	Date and Time:

The following provisions of Fed. R. Civ. P. 45 are attached – Rule 45(c), relating to the place of compliance; Rule 45(d), relating to your protection as a person subject to a subpoena; and Rule 45(e) and (g), relating to your duty to respond to this subpoena and the potential consequences of not doing so.

Date: _____

CLERK OF COURT

OR

_____ _____
Signature of Clerk or Deputy Clerk *Attorney's signature*

The name, address, e-mail address, and telephone number of the attorney representing *(name of party)* _____
_____, who issues or requests this subpoena, are:

Notice to the person who issues or requests this subpoena

If this subpoena commands the production of documents, electronically stored information, or tangible things or the inspection of premises before trial, a notice and a copy of the subpoena must be served on each party in this case before it is served on the person to whom it is directed. Fed. R. Civ. P. 45(a)(4).

SAMPLE

Appendix G
Notice to Appear Form (Form I-862)

U.S. Department of Homeland Security **Notice to Appear**

In removal proceedings under section 240 of the Immigration and Nationality Act

File No: _____

In the Matter of:

Respondent: _____ currently residing at:

_____ _____
(Number, street, city, state and ZIP code) (Area code and phone number)

☐ 1. You are an arriving alien.
☐ 2. You are an alien present in the United States who has not been admitted or paroled.
☐ 3. You have been admitted to the United States, but are deportable for the reasons stated below:

The Department of Homeland Security alleges that you:

On the basis of the foregoing, it is charged that you are subject to removal from the United States pursuant to the following provision(s) of law:

SAMPLE

☐ This notice is being issued after an asylum officer has found that the respondent has demonstrated a credible fear of persecution.

☐ Section 235(b)(1) order was vacated pursuant to : ☐ 8 CFR208.30(f)(2) ☐ 8CFR235.3(b)(5)(iv)

YOU ARE ORDERED to appear before an immigration judge of the United States Department of Justice at: _____

(Complete Address of Immigration Court, Including Room Number, if any)

on _____ (Date) at _____ (Time) to show why you should not be removed from the United States based on the charge(s) set forth above.

_____
(Signature and Title of Issuing Officer)

Date: _____ _____
(City and State)

See reverse for important information

Form I-862 (Rev. 08/01/07)