



Administration for Children & Families
Office of Refugee Resettlement

Acknowledgment of Receipt of Legal Resource Guide

Care Provider Instructions

Care providers must provide a copy of the Legal Resource Guide to children in their care at admission (including after initial placement and after transfer from another care provider) and upon discharge from ORR custody. Care providers must also explain the contents of the Legal Resource Guide to children in their preferred language and in a manner that is appropriate for the age and culture of the child (see [UAC Policy Guide Section 3.2.2 Orientation](#)).

The Legal Resource Guide contains the following documents:

- Notice of Rights and Procedures
- ImportaMi
- Immigration Court Locations

Each time the child is provided a copy of the Legal Resource Guide, the care provider must have the child sign this form confirming receipt of the documents (Page 2 at admission and Page 3 upon discharge). Care provider staff must also sign as a witness. If the child is unable to sign (e.g., child is preliterate), the care provider marks an "X" in the signature line and provides an explanation in the related text field. All fully completed and signed copies of Page 2 and Page 3 of this form must be uploaded under the UAC Documents section of the child's case file in UAC Portal.

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to obtain acknowledgment from unaccompanied alien children upon admission and upon discharge from ORR custody that they received certain legal resource materials from ORR. Public reporting burden for this collection of information is estimated to average 0.25 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 (Homeland Security Act, 6 U.S.C. 279). 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.

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Provision of Legal Resource Guide Upon Admission

Upon admission to the care provider program, I received copies of the following documents:

- ✓ Notice of Rights and Procedures
- ✓ ImportaMi
- ✓ Immigration Court Locations

Child Signature

Child Name

Date

Care Provider Staff/Witness Signature

Care Provider Staff/Witness Name and Title

Date

Care Provider Program Name

If the child is unable to sign, mark an "X" in the signature line and provide an explanation below.

Reason child is unable to sign (if applicable)

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Provision of Legal Resource Guide Upon Discharge from ORR Custody

Upon discharge from ORR custody, I received copies of the following documents:

- ✓ Notice of Rights and Procedures
- ✓ ImportaMi
- ✓ Immigration Court Locations

Child Signature

Child Name

Date

Care Provider Staff/Witness Signature

Care Provider Staff/Witness Name and Title

Date

Care Provider Program Name

If the child is unable to sign, mark an "X" in the signature line and provide an explanation below.

Reason child is unable to sign (if applicable)