Our work together on DACA — Deferred Action for Childhood Arrivals — is an exciting partnership and we appreciate this opportunity to work with you.

Below are some requests and suggestions that will allow our organizations to be effective in our outreach, education and legal assistance work together.

These suggestions are based on lessons learned through specific experiences we’ve had working with more than 2,000 young immigrants from NC on their applications for DACA (August 2012 — present).

- Local community partners commit to host an event or multiple events for community members to watch the N.C. Justice Center video on Deferred Action for Childhood Arrivals, or host an event where a Justice Center staff member provides the information contained in the video live.

- Educational events will be free and open to members of the immigrant community and their advocates. The event WILL NOT BE open to members of the press.

- The video provides important information that requires concentration to watch. It is helpful if organizations can provide a quiet, comfortable space with sufficient seating for attendees, and with the technology available to make sure the video is visible and audible for all viewers.

- If more people show up to watch the video than chairs or space is available in the room, we hope you can schedule a second showing of the video to ensure that those who are watching the video can hear, see and concentrate on the material.

- Ideally, childcare would be provided to allow for full concentration on the material, though that may not always be possible.

- We ask that you NOT make any copies of the video, share password-protected or privately listed links to materials involving the video, or to distribute it or share it outside of your organization. This request applies not only to DACA program coordinators, but to other staff members, constituents and volunteers of your organization.

- Please make sure you and your staffers/volunteers have reviewed the document on “Do’s and Don’ts — Avoiding Unauthorized Practice of Law,” and that you agree not to engage in the unauthorized practice of law with respect to the community members involved in our DACA work.

- Please have participants sign in and provide their name and contact information as a condition of watching the video. Please treat this information as confidential within your organization.
organization, and be willing to share this information with the Justice Center. (The provided sign-in sheet can be used, or your own preferred format can be used.)

- A packet of materials and forms will be provided with the video. These are:
  - Authorization for Criminal Background Check (provided in both English and Spanish)
  - DACA Document Checklist (in both English and Spanish)
  - Sign in sheet

- NCJC is conducting statewide criminal background checks on all potential applicants in this process, with their written permission to do so, as well as asking about their past interactions with law enforcement so we can provide the best possible advice about their eligibility and risks of applying. Sometimes, we have found it helpful to explain to the group or one-on-one that this decision is NOT based on the belief that our community members are likely to be “criminals,” but instead because we know that many immigrants are targeted by enforcement efforts like traffic checkpoints, and that they often face discrimination and racial profiling in North Carolina. We explain that we don’t want applicants to have any surprises during the DACA paperwork and fingerprinting process, nor anything significant left out during the legal advice they obtain from us.

- Partners are encouraged to collect the filled out “Authorization for Criminal Background Check” forms from individuals at the Stage 1 event, in either English or Spanish (not both). Every item on the form is important so that we can accurately check the databases, so please ask participants to be thorough and provide as much detail as possible. After the event, please send completed forms back to the Justice Center by email or other methods so that we may conduct the background checks and have immigration attorneys review them in preparation for a Stage 2 event.

- Local partners have an important role in helping those who watched a Stage 1 video with gathering necessary documents from the checklist provided. You will serve as a resource to applicants during the information-gathering process, including providing information about how to get a translation of necessary documents needed for the application, getting certain government records, and getting passport photos and money orders.

- Local partners participate in a Stage 2 Legal Clinic event with the Justice Center either by hosting or coordinating an event, handling some of the logistics of the event, finding staffers and volunteers to make the event successful, and by notifying and scheduling people who attended Stage 1 events for upcoming local or nearby Stage 2 events.

Questions/Comments/Clarifications? Email dani@ncjustice.org or call 919-856-2178.