

Immigration Bond Documents Checklist

Detainee Name: _____ **A-Number:**

Detention Facility: _____ **Date of Detention:**

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Instructions:

- Check the box when you have obtained the document
 - Review the “Who Provides” column to know who is responsible for getting each document
 - Gather documents as quickly as possible - time is critical in detention cases
 - Make copies of everything - keep originals, provide copies to attorney
-

1. DETAINEE INFORMATION DOCUMENTS

<input type="checkbox"/>	Document	Who Provides	Notes/Status
<input type="checkbox"/>	Full legal name (as on immigration docs)	Family/Detainee	_____
<input type="checkbox"/>	Alien Number (A-Number)	Detainee/ICE	Found on bracelet or NTA
<input type="checkbox"/>	Date of birth	Family/Detainee	_____
<input type="checkbox"/>	Country of citizenship	Family/Detainee	_____
<input type="checkbox"/>	Current detention facility info	ICE/Family	Name, address, phone
<input type="checkbox"/>	Date of detention	Family/ICE	_____
<input type="checkbox"/>	Notice to Appear (NTA) - Copy	ICE/Immigration Court	Critical document
<input type="checkbox"/>	Immigration court documents - Copies	Immigration Court	All court papers
<input type="checkbox"/>	Passport - Copy	Family/Detainee	All pages with stamps
<input type="checkbox"/>	National ID - Copy	Family/Detainee	_____
<input type="checkbox"/>	Birth certificate with English translation	Family/Translation Service	Must be certified translation

2. FINANCIAL DOCUMENTS (Person Posting Bond)

<input type="checkbox"/>	Document	Who Provides	Notes/Status
<input type="checkbox"/>	Valid government-issued photo ID	Bond Sponsor	Driver' s license, state ID, passport
<input type="checkbox"/>	Social Security Number or ITIN	Bond Sponsor	_____
<input type="checkbox"/>	Proof of lawful U.S. status	Bond Sponsor	Birth cert, passport, green card, EAD
<input type="checkbox"/>	Bank statements (last 3 months)	Bond Sponsor/Bank	All pages, all accounts
<input type="checkbox"/>	Pay stubs (last 2-3 months)	Bond Sponsor/Employer	_____
<input type="checkbox"/>	Tax returns (last 1-2 years)	Bond Sponsor/Accountant	Complete returns with all schedules
<input type="checkbox"/>	Employment verification letter	Employer	On company letterhead
<input type="checkbox"/>	Property ownership documents	Bond Sponsor/County Records	Deed, mortgage statements
<input type="checkbox"/>	Investment account statements	Bond Sponsor/Financial Institution	_____

3. COMMUNITY TIES - RESIDENCE

<input type="checkbox"/>	Document	Who Provides	Notes/Status
<input type="checkbox"/>	Lease agreement or mortgage	Landlord/Bank	Current residence
<input type="checkbox"/>	Utility bills (last 3 months)	Utility Companies	Electric, gas, water, internet
<input type="checkbox"/>	Rental payment receipts	Landlord	_____
<input type="checkbox"/>	Property tax statements	County Tax Assessor	_____
<input type="checkbox"/>	Mail showing residence	Postal Service/Banks	Official mail at address

4. COMMUNITY TIES - EMPLOYMENT

<input type="checkbox"/>	Document	Who Provides	Notes/Status
<input type="checkbox"/>	Employment verification letter	Employer	On letterhead, with dates
<input type="checkbox"/>	Recent pay stubs (3-6 months)	Employer/Payroll	_____
<input type="checkbox"/>	W-2 or 1099 forms	Employer/IRS	Last 1-2 years
<input type="checkbox"/>	Business license (if self-employed)	State/County	_____
<input type="checkbox"/>	Tax returns showing employment	Accountant/IRS	_____

5. COMMUNITY TIES - FAMILY

<input type="checkbox"/>	Document	Who Provides	Notes/Status
<input type="checkbox"/>	Marriage certificate	County Clerk/Vital Records	With English translation if needed
<input type="checkbox"/>	Birth certificates of U.S. citizen children	County/State Vital Records	_____
<input type="checkbox"/>	Birth certificates of LPR children	County/State Vital Records	Plus green cards
<input type="checkbox"/>	Children's school records	School District	Enrollment, report cards
<input type="checkbox"/>	Family photos	Family	Showing family relationships
<input type="checkbox"/>	Affidavits from family members	Family Members	Notarized statements

6. IMMIGRATION HISTORY

<input type="checkbox"/>	Document	Who Provides	Notes/Status
<input type="checkbox"/>	I-94 Arrival/Departure Record	CBP/USCIS	Print from i94.cbp.dhs.gov
<input type="checkbox"/>	Copy of visa(s) used to enter U.S.	Family/Detainee	All visas in passport
<input type="checkbox"/>	I-130 Petition (if filed)	USCIS/Petitioner	With receipt notice
<input type="checkbox"/>	I-485 Application (if filed)	USCIS/Applicant	With receipt notice
<input type="checkbox"/>	I-589 Asylum Application (if filed)	USCIS/Immigration Court	With receipt notice
<input type="checkbox"/>	I-765 Work Permit (if filed)	USCIS	Current or expired EAD
<input type="checkbox"/>	Any other pending applications	USCIS	All immigration filings
<input type="checkbox"/>	Entry stamps in passport	Family/Detainee	All pages
<input type="checkbox"/>	Travel history documentation	Family/Detainee	Tickets, boarding passes
<input type="checkbox"/>	Previous immigration court orders	Immigration Court	All prior orders
<input type="checkbox"/>	Copies of any waivers granted	USCIS/Immigration Court	_____

7. CRIMINAL HISTORY (If Applicable)

<input type="checkbox"/>	Document	Who Provides	Notes/Status
<input type="checkbox"/>	Certified court dispositions	Criminal Court Clerk	For ALL arrests/convictions
<input type="checkbox"/>	Police reports	Police Department	_____
<input type="checkbox"/>	Sentencing documents	Criminal Court	_____
<input type="checkbox"/>	Proof of sentence completion	Probation/Parole Office	Completion letters
<input type="checkbox"/>	Proof of fines paid	Court Clerk	Payment receipts
<input type="checkbox"/>	Certificates of rehabilitation	Court/Rehabilitation Program	_____
<input type="checkbox"/>	FBI background check	FBI	Optional but helpful
<input type="checkbox"/>	State criminal background check	State Police	_____
<input type="checkbox"/>	Letter stating no criminal history	Self-Written	If no criminal record

8. CHARACTER REFERENCES (3-5 Letters Recommended)

<input type="checkbox"/>	Document	Who Provides	Notes/Status
<input type="checkbox"/>	Letter from employer	Employer	On company letterhead
<input type="checkbox"/>	Letter from pastor/religious leader	Church/Religious Organization	_____
<input type="checkbox"/>	Letter from teacher/school official	School	_____
<input type="checkbox"/>	Letter from coach/mentor	Sports/Community Organization	_____
<input type="checkbox"/>	Letter from family member #1	Family Member	Include contact info
<input type="checkbox"/>	Letter from family member #2	Family Member	Include contact info
<input type="checkbox"/>	Letter from friend #1	Friend	Include contact info
<input type="checkbox"/>	Letter from friend #2	Friend	Include contact info
<input type="checkbox"/>	Letter from community organization	Community Group	_____

What each letter should include:

- How long they' ve known the detainee
- Nature of relationship
- Why detainee will appear for court hearings
- Positive character traits
- Letter writer' s full contact information

9. MEDICAL DOCUMENTS (If Applicable)

<input type="checkbox"/>	Document	Who Provides	Notes/Status
<input type="checkbox"/>	Medical records	Doctor/Hospital	For any ongoing conditions
<input type="checkbox"/>	Doctor' s letters	Treating Physician	Explaining need for treatment
<input type="checkbox"/>	Prescription medication lists	Pharmacy/Doctor	Current medications
<input type="checkbox"/>	Hospital records	Hospital	Recent hospitalizations
<input type="checkbox"/>	Proof of medical appointments	Doctor' s Office	Upcoming appointments
<input type="checkbox"/>	Psychological evaluations	Psychologist/Psychiatrist	If mental health issues
<input type="checkbox"/>	Therapy records	Therapist	_____
<input type="checkbox"/>	Mental health medication records	Psychiatrist/Pharmacy	_____

10. FLIGHT RISK MITIGATION EVIDENCE

<input type="checkbox"/>	Document	Who Provides	Notes/Status
<input type="checkbox"/>	Long-term lease (12+ months)	Landlord	Shows commitment to stay
<input type="checkbox"/>	Mortgage documents	Bank/Lender	Shows property ownership
<input type="checkbox"/>	Children' s school enrollment	School	Current enrollment
<input type="checkbox"/>	Upcoming medical appointments	Doctor' s Office	Scheduled appointments
<input type="checkbox"/>	Job offer letter	Employer	Future employment
<input type="checkbox"/>	Employment contract	Employer	Long-term contract
<input type="checkbox"/>	Church membership documentation	Church	Active membership
<input type="checkbox"/>	Volunteer work documentation	Volunteer Organization	Community involvement
<input type="checkbox"/>	Bank accounts with balances	Bank	Statements showing funds
<input type="checkbox"/>	Vehicle registration	DMV	Registered vehicles
<input type="checkbox"/>	Professional licenses	State Licensing Board	Active licenses

11. BOND HEARING DOCUMENTS (If Going Through Court)

<input type="checkbox"/>	Document	Who Provides	Notes/Status
<input type="checkbox"/>	Motion for Bond Hearing	Attorney	Prepared by your lawyer
<input type="checkbox"/>	Declaration from detainee	Detainee/Attorney	Explaining why not flight risk
<input type="checkbox"/>	Supporting declarations from family	Family Members	Notarized statements
<input type="checkbox"/>	Supporting declarations from friends	Friends	Notarized statements
<input type="checkbox"/>	Evidence of rehabilitation	Various	If criminal history exists
<input type="checkbox"/>	Memorandum of law	Attorney	Legal arguments

12. BOND PAYMENT DOCUMENTS

<input type="checkbox"/>	Document	Who Provides	Notes/Status
<input type="checkbox"/>	Cashier's check or money order	Bank	Payable to "U.S. Department of Homeland Security"
<input type="checkbox"/>	Cash (exact amount)	Bond Sponsor	If paying in person at ICE
<input type="checkbox"/>	Valid photo ID of bond sponsor	Bond Sponsor	Must be present at payment
<input type="checkbox"/>	Form I-352 (Immigration Bond)	ICE	Received after payment
<input type="checkbox"/>	Receipt from bond payment	ICE	Keep for records

Important Payment Notes:

- Personal checks NOT accepted

- Credit cards NOT accepted
- Bond sponsor must be present with valid ID
- Bond amounts typically 1,500–25,000+

13. POST-RELEASE PREPARATION

<input type="checkbox"/>	Document	Who Provides	Notes/Status
<input type="checkbox"/>	Safe address for residence	Family	Where detainee will live
<input type="checkbox"/>	Transportation plan	Family	How to get from facility
<input type="checkbox"/>	ICE check-in appointment info	ICE	If required
<input type="checkbox"/>	Immigration court hearing dates	Immigration Court	All scheduled hearings
<input type="checkbox"/>	Attorney contact information	Attorney	Emergency contact
<input type="checkbox"/>	Emergency contact list	Family	Key phone numbers

DOCUMENT ORGANIZATION CHECKLIST

<input type="checkbox"/>	Task	Status
<input type="checkbox"/>	Made copies of all original documents	_____
<input type="checkbox"/>	Organized documents by category in folders	_____
<input type="checkbox"/>	Translated all non-English documents (certified)	_____
<input type="checkbox"/>	Notarized all required affidavits	_____
<input type="checkbox"/>	Created master binder with all documents	_____
<input type="checkbox"/>	Provided complete copy to attorney	_____
<input type="checkbox"/>	Kept backup copies at safe location	_____

TIMELINE TRACKER

Date	Action Taken	Documents Submitted	Next Steps
././____	_____	_____	_____
././____	_____	_____	_____
././____	_____	_____	_____
././____	_____	_____	_____
././____	_____	_____	_____

IMPORTANT REMINDERS

- ⚠ **TIME IS CRITICAL** - Gather documents as quickly as possible after detention
 - ⚠ **ACCURACY MATTERS** - All information must be truthful and accurate
 - ⚠ **WORK WITH ATTORNEY** - An experienced immigration attorney can prioritize which documents are most important
 - ⚠ **KEEP COPIES** - Always keep copies of everything you submit
 - ⚠ **FOLLOW UP** - After submitting, follow up to ensure documents were received
-

CONTACT YOUR ATTORNEY

Amaral Law

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Available ²⁴/₇ for urgent detention cases

NOTES SECTION

Use this space to track additional information, questions, or special circumstances:

Disclaimer: This checklist is for informational purposes only and does not constitute legal advice. Every immigration case is unique. The specific documents required may vary based on individual circumstances. Consult with a qualified immigration attorney to determine which documents are necessary for your particular situation.

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