



THIS PACKET INCLUDES:

1. Client Intake form
2. Immigration Services Contract
3. Referral List

You must return the first two forms in a sealed envelope to an accredited representative at the Berwyn Public Library if you wish to be considered to receive immigration legal services with us.

If you are unable to fill out these forms independently, tell a library staff member. After we receive your signed Intake Form and Immigration Services Contract, we will contact you within two weeks letting you know whether or not we are scheduling you for an intake appointment. If you need help right now, please reach out to another organization on the Referral List provided.

CLIENT INTAKE FORM

All information provided on this form is confidential, and will not be released without your permission. It is used to determine if the Berwyn Public Library is interested in forming a DOJ representative/client relationship in the future. No relationship is established by providing this information.

Today's Date	_____	Name	_____
Telephone	_____	Email	_____
Nationality	_____	Address	_____
Date of Birth	_____	Place of Birth	_____
Alien No.	_____	Preferred Language	_____

1. What problems brought you here today?
2. What is your immigration status? Green Card / DACA / Undocumented / Other
3. When did you enter this country for the first time?
4. When was the last time?
5. How did you last enter? With visa or legal status / Undocumented
6. List all entries to and exists from the US (Give dates):

Entry (date)	Exit (date)	Inspected by Immigration Authorities?	If yes, what status (visa) did you have on entry?
		Yes/No	
		Yes/No	
		Yes/No	

7. Have you ever been ordered removed or deported from the US? Yes/No
8. Have you ever been to immigration court? Yes/No
9. Have you ever been stopped by immigration officials? Yes/No
10. Have you ever applied for an immigration benefit, or someone else has done it for you? Yes/No
11. Were your parent(s) or grandparents US Citizens? Yes/No
12. Do you have children? Yes/No

Name	Date of Birth	Legal Status

13. Do you have a spouse or family members in the US? Yes/No

Name	Relationship	Legal Status

14. Have you ever had trouble with the police? Yes/No
15. Have you ever been arrested, accused, or found guilty of a crime in the US? Yes/No
16. Do you fear going back to your country? Do you think your life is in danger? Yes/No
17. Have you ever been a victim of domestic abuse by a parent, spouse, or child? Yes/No
18. Have you ever been threatened or harmed by a spouse, parent, or child? Yes/No
19. Have you ever been the victim of a crime? Yes/No
20. Did anyone recruit you in your home country to work in the United States? Yes/No
21. Have you been abandoned, abused, or neglected by a parent? Yes/No
22. Are you currently under the jurisdiction of a juvenile court? Yes/No
23. Have you ever helped someone enter the country illegally? Include family. Yes/No

All the information provided above is true and accurate to the best of my knowledge.

Client Signature _____

Date _____

Immigration Services Contract

The Berwyn Public Library is officially recognized by the Department of Justice (DOJ), pursuant to Title 8 Code of Federal Regulations Part 292.2. Legal immigration services may only be given by DOJ accredited staff. Priority will be given to Berwyn Public Library card holders.

All patrons of the Berwyn Public Library have the following rights and responsibilities:

- Patrons must keep their own original documents. No original legal immigration documents shall be kept by the Berwyn Public Library.
- Patrons must accurately represent their information and history on the intake form and during all interactions with DOJ accredited staff. Omissions and misrepresentations will result in the immediate termination of all immigration legal services and any accompanying translation and interpretation.
- Patrons are highly encouraged to consult with other DOJ recognized organizations and/or licensed attorneys to gain multiple perspectives on their specific situation, and to use the referral list provided to them by the Berwyn Public Library.
- **Patrons are ultimately responsible for their particular immigration situation and any/all actions taken or not taken to change it.**

All DOJ accredited employees of the Berwyn Public Library must carry out their work according to the following:

- No employee is permitted to extend legal services that go beyond the purview of DOJ accreditation. All other questions will be referred to other organizations.
- No employee is permitted to extend immigration advice, counsel or representation to individuals outside of the Berwyn Public Library.
- No legal immigration work shall be performed outside of the physical building of the Berwyn Public Library without specific authorization of the Library Director.
- Employees must refer all legal immigration questions and cases that present a conflict of interest to other DOJ recognized organizations.
- Client records may not be taken off Berwyn Public Library property.
- Employees must maintain client confidentiality at all times, and shall only discuss the client's personal information with other DOJ accredited employees at the Berwyn Public Library, the Director of the Berwyn Public Library, and other reputable legal immigration service providers that provide technical support to the Berwyn Public Library, such as the Asylum & Immigration Law Clinic at DePaul University.
- Employees must provide immigration services appropriate to their experience level, expertise, and availability. The Berwyn Public Library reserves the right to refer any and all legal immigration questions and cases to other DOJ recognized organizations, and shall provide a relevant referral list to all patrons.
- Employees must provide language services appropriate to their experience level, expertise, and availability. The Berwyn Public Library reserves the right to refer any and all translation and interpretation questions and services to other organizations.
- No fees will be charged for immigration legal services or for accompanying translation and interpretation.

The Berwyn Public Library cannot guarantee the outcome of any particular immigration situation, nor can it make any legal decisions for the patron.

I have read and understood the Immigration Services Contract at the Berwyn Public Library:

Name: _____ **Date:** _____

DOJ Recognized Legal Services Providers Referral List 2019

- 1. Alliance for Immigrant Neighbors**
382 S Mt Prospect Rd,
Des Plaines, IL 60016
Ph. (224) 443-0113
Web: www.faithalliance.net
- 2. Arab American Family Services**
7000 W 111th St,
Worth, IL 60482
Ph. (708) 599-2237
Web: www.arabamericanfamilyservices.org
- 3. Berwyn Public Library**
2701 S. Harlem Ave.
Berwyn, IL 60402
Ph. (708) 795-8000
Web: www.berwynlibrary.org
- 4. Centro de Información**
1885 Lin Lor Lane,
Elgin, IL 60123
Ph. (847) 695-9050
Web: www.centrodeinformacion.org
- 5. Centro Romero**
6216 North Clark Street.
Chicago, IL 60660
Ph. (773) 508-5300
Web: www.centroromero.org
- 6. Chinese American Service League**
Kam L. Liu Building
2141 South Tan Court
Chicago, IL 60616
Ph. (312)791-0418
Web: www.caslservice.org
- 7. Chinese Mutual Aid Association**
1016 W. Argyle Street
Chicago, IL 60640
Ph. (773) 784-2900
Web: www.chinesemutualaid.org
- 8. Erie Neighborhood House**
Wicker Park
1347 West Erie Street
Chicago, IL 60622
Ph. (312) 666-3430
Little Village
4225 W. 25th Street
Chicago, IL 60623
Ph. (773) 542-7617
Web: www.eriehouse.org
- 9. Family Focus Aurora**
550 Second Ave.
Aurora, IL 60505
Ph. (630) 256-7017
Web: www.family-focus.org
- 10. Frida Community Organization**
1244 W 18th St
Chicago, IL 60608
Ph. (312) 421-7599
Web: www.fridacomunity.org
- 11. Hanul Family Alliance**
Chicago Office
5008 N. Kedzie Avenue
Chicago, IL 60625
Ph. (773) 478-8851
Mt. Prospect Office
1166 S. Elmhurst Road
Mt. Prospect, IL 60056
Ph. (847) 439-5195
- 12. HIAS Chicago Immigration & Citizenship | JCFS Chicago**
Lake County Office
250 Parkway Drive #150
Lincolnshire, IL 60069
Ph. (847) 393-7488
Web: www.hanulusa.org
216 West Jackson, Suite 700
Chicago, IL 60606
Ph. (312) 357-4666
Web: <http://www.hiaschicago.org>
- 13. Indo-American Center**
6328 N. California Ave
Chicago, IL 60659
Ph. (773) 973-4444
Web: www.indoamerican.org
- 14. Instituto del Progreso Latino**
2555. S. Blue Island
Chicago, IL 60608
Ph. (773) 890-0055
Web: <http://www.idpl.org>
- 15. Iraqi Mutual Aid Society**
6328 N. Clark Street, Suite 1
Chicago, IL 60660
Ph. (773) 409-4597
Web: www.iraqimutualaid.org
- 16. Latinos Progresando**
3047 W Cermak Rd
Chicago, IL 60623
Ph. (773)542-7077
Web: www.latinospro.org
- 17. Life Span Center for Legal Services & Advocacy**
70 E. Lake Street, Suite 700
Chicago, IL 60601
Ph. (312) 408-1210
Web: www.life-span.org
- 18. Logan Square Neighborhood Association**
2840 N. Milwaukee Ave
Chicago, IL 60618
Ph. (773) 384-4370
Web: www.lsna.net
- 19. Mano a Mano**
6 E Main St,
Round Lake Park, IL 60073
Ph. (847) 201-1521
Web: www.manoamanofamilyresourcecenter.org
- 20. North Suburban Legal Aid Clinic**
491 Laurel Ave, 2nd fl.
Highland Park, IL 60035
Ph. (847) 737-4042
Web: www.hphlegalaid.org
- 21. Pan-African Association**
6163 N. Broadway
Chicago, IL 60660
Ph. (773) 381-9723
Web: www.panafricanassociation.org
- 22. Polish American Association**
3834 N. Cicero Ave.,
Chicago, IL 60641
Ph. (773) 282-8206
Web: www.polish.org

DOJ Recognized Legal Services Providers Referral List 2019

23. Refugee One- Chicago
4753 N. Broadway, Suite 401
Chicago, IL 60640
Ph. (773) 989-5647
Web: <http://www.refugeeone.org>

24. Spanish Community Center
309 N Eastern Ave,
Joliet, IL 60432
Ph. (815) 727-3683
Web: www.spanishcenter.org

25. The Immigration Project
Normal:
211 Landmark Drive, Suite B3A
Normal, IL 61761
Ph. (309) 829-8703
Champaign:
505 W. University Ave. Suite 214
Champaign, IL 61820
Ph. (217) 693-4920
Web: www.immigrationproject.org

26. The Resurrection Project
1805 South Ashland Avenue
Mailing: 1818 S. Paulina Street
Chicago, IL 60608
Ph. (312) 666-1323
Web: www.resurrectionproject.org

27. United African Organization
4910 S. Martin Luther King Drive,
1st Floor Chicago, IL 60615
Ph. (312) 949-9980
Web: www.uniteafricans.org

28. University YMCA
1001 S Wright St,
Champaign, IL 61820
Ph. (217) 337-1500
Web: www.universityymca.org

29. World Relief
Aurora:
73 S. La Salle St.
Aurora, IL 60505
Ph. (630) 906-9546
Web: worldreliefdupageaurora.org

DuPage:
191 S Gary Ave #130,
Carol Stream, IL 60188
Ph. (630) 462-7660
Web: worldreliefdupageaurora.org

30. World Relief – Moline
1852 16th Street,
Moline, IL 61265
Ph. (309) 764-2279
Web: www.worldreliefmoline.org

The Legal Resources Project for Immigrant Service Providers of the Asylum & Immigration Law Clinic at DePaul College of Law assists Chicago area immigrant-serving CBOs to meet their legal assistance needs, develop resources to improve staff skill and knowledge, and increase their independent legal service capacity.

Through this clinic project, legal resources, legal advice, information dissemination and professional development are provided through a coordinated network of CBO partners. The clinic unites its knowledge, skills and resources with those of the CBOs and creates linkages among them to facilitate further information exchange and collaboration. Additionally, while assisting neighborhood organizations working with immigrants and refugees, the Legal Resources Project gives DePaul law students practical experience as they fulfill the university's Vincentian Mission of serving the underprivileged in our communities.