



**IMMIGRATION LEGAL SERVICES CENTER •  
FOSTER CARE REFERRAL FORM**

To refer a young person **in foster care** for immigration legal services at The Door, please complete this form to the best of your ability and email the information to Meena Shah, Esq. ([mshah@door.org](mailto:mshah@door.org)), and to Adilene Sierra, ([asierra@door.org](mailto:asierra@door.org)); 212-941-9090 ext. 3280 or at 929-237-9538), the Legal Department’s administrative assistant. If you would like to make referral for a young person who is not in foster care, please email us at [legalhelp@door.org](mailto:legalhelp@door.org) OR contact us via text or leave a voicemail at 929-237-9538 at to make a referral.

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•Child’s Name • Child’s Phone Number and/or E-mail

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•Child’s Address (Street/City/State/Zip)

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•Child’s Date of Birth •Child’s Place of Birth

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•Child’s Primary Language •Translator Required?

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•Child’s Immigration Status (i.e. Green Card Expired or Lost, Undocumented, In Deportation Proceedings, Unknown)

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•Child’s Family Court Lawyer or Law Guardian and Organization Where Attorney Works

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•Family Court Attorney’s Phone Number •Family Court Attorney’s Email

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•Docket Number •Which Family Court?

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•Name of Child’s Caseworker

•Child’s Foster Care Agency

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•Caseworker’s Phone Number

•Caseworker’s Email

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•Placement type (Kinship, Non Kinship, Group, RTC)

•Current Permanency Goal

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•Name of Child’s Foster Parent

•Foster Parent’s Phone or Email

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•Does Child Have Any Criminal History?

•Criminal Attorney’s Name

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• Criminal Attorney’s Phone Number

•Criminal Attorney’s Email Address

**Please describe the young person’s legal needs, and include as many details as possible in order for us to best help the young person.**

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**Becoming a Member of The Door:**

Please note that in order to receive services through The Door’s Legal Services Center, the young person will need to first become a member of The Door. Membership is free and available to young people aged 12-24. Our membership process is now virtual! Interested youth can email our membership department ([membership@door.org](mailto:membership@door.org)) their name and contact phone number to get the process started.

**The Door’s Location:**

The Door is located at 555 Broome Street, New York, NY 10013, near the C/E Spring St. Stop, the A/C/E Canal St. Stop and the 1 Canal St. Stop.

**Documents to Prepare for an Immigration Intake:**

Please be advised, where possible, we are scheduling virtual intakes.

We understand that many young people are not in possession of their identity or immigration documents. Not having any documents can slow down their case. In order to expedite the processing of their case, we ask the agency to look through their files for the young person’s documents and provide a PDF copy of any and all documents they have to their first appointment with an attorney.

Ideally, this would include (where applicable): 1. Birth Certificate, 2. Passport—expired and unexpired, 3. Copies of Past Immigration Applications Submitted on their Behalf, 4. Death Certificate(s) of Parent(s), 5. School ID, 6. Certificates of Dispositions for Any Criminal Cases, 7. Expired Green Card, 8. Social Security Card, 9. Contact information for any criminal or family court attorneys.

Thank you and we look forward to working with you!