



IMMIGRATION LEGAL SERVICES CENTER • REFERRAL FORM

To refer a young person 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; 212-941-9090 ext. 3215), and to Davisha Guerrier (dguerrier@Door.org; 212-941-9090 ext. 3280 or at 929-237-9538), the Legal Department’s administrative assistant.

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

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

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

•Child’s Primary Language •Translator Required?

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

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

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

•Docket Number •Which Family Court?

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) 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!