

From: [SEAL](#)
To: [SEAL Distribution List](#)
Subject: Family Separation Tear Sheet Muster Material
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SEAL Members,

In conjunction with previously issued guidance, *Inspecting Inadmissible Family Units and Updates to Secure Integrated Government Mainframe Access (SIGMA)*, CBP has created the Information for Parents Tear Sheet. The tear sheet should be provided to every alien parent/legal guardian who OFO separates from his or her alien child. The tear sheet provides the parent(s)/legal guardian(s) with the reason for their separation, instructs the parent(s)/legal guardian(s) on exactly how to obtain information regarding their child from Immigration and Customs Enforcement (ICE), or the Department of Health and Human Services (HHS)/Office of Refugee Resettlement (ORR), and provides the parent(s)/legal guardian(s) with a mechanism to provide ICE additional information regarding their separation. .

In all cases when a separation has been annotated in SIGMA/USEC:

1. The tear sheet will be completed by the CBP officer/supervisor effecting the separation.
2. The tear sheet must be filled out completely to include at least one (1) of the listed reason marked, the parent/legal guardian full name and A-number.
 - a. Officers should check *all* applicable boxes on the tear sheet. The tear sheet boxes may not line up directly with the reasons annotated in SIGMA/USEC. However, officers should check the applicable box(es) on the tear sheet governing the reasons for the separation, and ensure that the most appropriate reason code is annotated in SIGMA/USEC.
 - b. In separations based on concerns of a fraudulent relationship or in situations in which the FAMU criteria is not met (e.g., an adult presents as a child's parent, but, upon investigation, is determined to be an aunt or uncle), officers should check the "other" box, and annotate the reason (for instance, "unable to verify parentage").
 - c. The "other" box may also be checked, and annotated, in situations that do not fall within another category (e.g., separation of an adult parent from his/her UAC spouse and UAC child).
 - d.

(b) (7)(E)

3. The tear sheet must be physically provided to the separated parent/legal guardian and verbally translated if needed. Officers are reminded to utilize translation services if the alien speaks a language that cannot be understood by the officer.
4. The tear sheet also must be added to the physical A-files of the separated parent/legal guardian and child.
5. The tear sheet will, in the coming weeks, be added to each event with the attachment type of "Information for Parents Tear Sheet".

Nothing in this update changes current CBP/OFO operational procedures for the processing of inadmissible applicants for admission under the age of 18, whether identified as a UAC or as an alien minor child in a family unit. Additionally, nothing in this update changes the procedures and requirements outlined in CBP's June 27, 2018 *Interim Guidance on Preliminary Injunction in Ms. L v. ICE*.

Please do not hesitate to contact the SEAL mailbox with any questions or concerns.

We appreciate your attention and assistance with this matter.

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