MEMORANDUM FOR:  Assistant Directors
                  Deputy Assistant Directors
                  Field Office Directors
                  Deputy Field Office Directors
FROM:            Gary E. Mead
                  Acting Director
SUBJECT:         Repatriation and Custody Transfer of Unaccompanied Alien
                  Children in ICE Custody to Foreign Government Officials

Purpose

This memorandum serves to provide a new directive to Field Office Directors (FODs) ensuring
that all attempts to safeguard unaccompanied alien children (UAC) during the transfer of custody
to a foreign government official or designee are documented after escorting officers/agents arrive
in that foreign country.

Background

The Committee on House Appropriations recently expressed concerns regarding the possible
lack of repatriation efforts made on behalf of UAC who are removed from the United States and
transferred to their countries of origin. The Committee’s corresponding Report 110-181 directed
U.S. Immigration and Customs Enforcement (ICE) to develop and implement policies and
procedures to ensure the safe and secure repatriation of UAC to their home countries.

Discussion

Therefore, effective immediately, all escorting officers who are removing UAC to a country of
origin are required to have the receiving government official or designee sign form I-216,
thereby indicating the safe transfer of custody for all UAC listed. Once the appropriate foreign
government official or designee signs the form, the I-216 will serve to document the safe
repatriation and transfer to a government authority for all UAC listed. A copy of this form will
be placed in the UAC’s A-files after the officer/agent returns to their field office or forwarded to
the A-file controlling office.

Should the foreign government official or designee refuse to sign form I-216, the officer/agent
will document the official’s name (if known), date, time, port and note the refusal. A copy of this
form will be placed in the UAC’s A-file after the officer/agent returns to their field office or
forwarded to the A-file controlling office.

This policy excludes removals to Mexico and Canada; current policy and procedures for UAC
custody transfers to Mexico and Canada will remain in effect.

Attachment: (1)
U.S. Department of Justice
Immigration and Naturalization Service

Record of Persons and Property Transferred

Date of Transfer ___________________________ From ___________________________ To ___________________________

<table>
<thead>
<tr>
<th>File No.</th>
<th>Name of Person</th>
<th>Nationality</th>
<th>Status</th>
<th>Afflicted/Dangerous</th>
<th>From Service Detention</th>
<th>Expenses of Deportation</th>
<th>Money and Hand Luggage</th>
<th>Checked Baggage</th>
<th>Baggage Check Numbers</th>
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Show whether deportation, removal, etc.
Show whether criminal, diseased, epileptic, insane, etc or likely to attempt escape.
Show whether alien detained at Service expense immediately prior to transfer.
Show whether deportation is to be effected at Service expense or at carrier expense.

Use a separate line for each person transferred.
This form is to be executed in sufficient number of copies to allow each receiving officer to retain one copy for his personal expense voucher and two additional copies for station of final delivery.

Received the above-listed persons, property and baggage checks

Signature ___________________________

Title ___________________________

Place and date ___________________________

Form I-214 (Rev. 8-8-56)