

**U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT
ENFORCEMENT AND REMOVAL OPERATIONS
OFFICE OF STATE, LOCAL, AND TRIBAL COORDINATION**

Stakeholder Procedures for Requesting a Detention Facility Tour and/or Visitation

When requesting a Detention Facility Tour, Visitation, or Tour with Visitation, you should provide a written request to the Enforcement and Removal Operations (ERO) Field Office Director (FOD) or his or her designee, or the ICE Office of State, Local, and Tribal Coordination (OSLTC), division of Public Engagement, at least fourteen (14) days in advance of the requested tour/visit.

The written request on your organization's letterhead may be received and responded to by electronic mail or regular mail. The request should include:

- (a) the type of request:
 - (i) Detention facility tour (tour);
 - (ii) Stakeholder visitation with detainees; or
 - (iii) Detention facility tour *and* visitation with detainees.
- (b) the purpose of the stakeholder: tour, visit, or tour and visitation;
- (c) at least three (3) proposed dates and desired times for the tour/visit;
- (d) the background information required by the ICE detention standards governing the facility;
- (e) a completed ICE Stakeholder Tour/Visit Notification Flyer;
- (f) an ICE Sign Up Sheet;
- (g) a signed ICE Stakeholder Visitor Code of Conduct form for each stakeholder participant; and
- (h) a copy of the stakeholder consent form for review by the field office (Note: It is your responsibility, not the facility or field office, to provide consent forms to detainees to inform them about how you may use or share information he/she provides.)

When requesting visitation or a tour with visitation, you may pre-identify any detainee with whom you may wish to speak by providing ICE with a list of specific detainees in advance. This pre-identification shall include: a) the detainee's full name and b) the last three (3) digits of the A-number (when available).

Please note you are not required to pre-identify a detainee(s) with whom you may wish to meet during your tour and/or visit.

In order to meet with detainees who have not been pre-identified, you must provide a sign-up sheet to the field office, which will be posted alongside the Stakeholder Visitation Notification Flyer at least 48 hours in advance of the visit.