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Instructions to University of Oregon Faculty/Staff: If an immigration officer requests university information regarding a person, do the following:

1. **Be polite and respectful.** Do not do anything that interferes with an officer's duties.
2. **If the officer requests** information or presents you with a warrant, subpoena, or order, tell the officer: "I understand that you're here in an official capacity. The UO generally cooperates with government investigations. I'm, however, obligated to call our General Counsel's office. I'm not authorized to provide any information on any person or accept service of any warrant, subpoena, or order."
3. **Ask for** the officer's name, ID number, agency affiliation, and business card. Ask to make a copy of any document presented by the officer.
4. **Contact UO General Counsel's Office** at (541) 346-3082 and provide the officer's identification information. Leave a voicemail if necessary. Email any document provided by the officer to [gcounsel@uoregon.edu](mailto:gcounsel@uoregon.edu).
5. **Get guidance** from the UO General Counsel's Office about what requested documents or information may be provided, if any.

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Instructions to University of Oregon Faculty/Staff: If an immigration officer seeks your consent to enter a limited access space, such as a classroom, office, conference room, or secured area, do the following:

1. **Be polite and respectful.** Do not do anything that interferes with an officer's duties.
2. **Tell the officer:** "I understand that you're here to enforce immigration law. I'm not obstructing your progress but I am obligated to call our General Counsel's office before you proceed. Also, I'm not authorized to accept service of any warrant, subpoena, or order."
3. **Ask for** the officer's name, ID number, agency affiliation, and business card.
4. Before granting access, **contact UO General Counsel's Office** at (541) 346-3082, provide the officer's identification information, and obtain guidance. Leave a voicemail if necessary. Email any document provided by the officer to [gcounsel@uoregon.edu](mailto:gcounsel@uoregon.edu).
5. **If needed**, you may also contact the UO Police Dept. at (541) 346-2919 or 911.
6. If the officer enters without permission, **do not** interfere with the officer's actions. If possible, take detailed notes of what transpires.

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The cards are two sided and have two folds.

There are two cards on each page.