



Instructions for Notice of Entry of Appearance as Attorney or Accredited Representative

Department of Homeland Security

DHS
Form G-28
OMB No. 1615-0105
Expires 04/30/2012

What Is the Purpose of This Form?

The Department of Homeland Security (DHS) has designated Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, as the form on which attorneys and accredited representatives provide information to establish their eligibility to appear and act on behalf of an applicant, petitioner, or respondent. An attorney or accredited representative appearing before DHS must file Form G-28 in each case. Form G-28 must be properly completed and signed by the applicant, petitioner, or respondent for the appearance of their attorney or accredited representative to be recognized by U.S. Citizenship and Immigration Services (USCIS), U.S. Customs and Border Protection (CBP), and/or U.S. Immigration and Customs Enforcement (ICE). Under 8 CFR 103.2(a)(3), a beneficiary of a petition is not a recognized party in a proceeding before USCIS. Form G-28 will be recognized by USCIS, CBP, and/or ICE until the conclusion of the matter for which it is entered. As always, an applicant, petitioner, or respondent must file a new Form G-28 with the Administrative Appeals Office when filing an appeal to that office on Form I-290B, Notice of Appeal or Motion.

Who May Use This Form?

Appearances for Immigration Matters

This form is used **only** by attorneys and accredited representatives as defined in 8 CFR 1.2 and 292.1(a)(4).

An attorney or accredited representative who appears in person at a DHS office for a limited purpose at the request of the attorney or accredited representative who has previously filed a Form G-28 in the **same** case **must** complete **Part 1 and Part 2**, and submit Form G-28 in person at a DHS office. **In such a case, Form G-28 may not be filed through the mail or e-filed.**

A law student or law graduate who is working under the direct supervision of an attorney or accredited representative, under 8 CFR 292.1(a)(2) **must** complete **Part 1, number 2, and 3**, on the **same** Form G-28 filed by the supervising attorney or accredited representative. The law student or law graduate must sign the Form G-28 in **Part 4, number 2**. A law student or law graduate may be required to verify that he or she is eligible as required in 8 CFR 292.1(a)(2). The appearance of a law student or law graduate requires the permission of the DHS official before whom he or she wishes to appear. The DHS official may require that the law student or law graduate be accompanied by the supervising attorney or accredited representative.

Substitution may be permitted upon the written withdrawal of the attorney or accredited representative of record or upon the filing of a new form by a new attorney or accredited representative. An attorney or accredited representative who seeks to be recognized by DHS as the new representative for an applicant, petitioner, or respondent must file a properly completed Form G-28 with the DHS office with jurisdiction over the pending matter.

Attorneys admitted to the practice of law in countries other than the United States must use Form G-28I, Notice of Entry of Appearance as Attorney In Matters Outside the Geographical Confines of the United States. Such attorneys may only represent individuals in matters filed and adjudicated in DHS offices outside the geographical confines of the United States.

Individuals seeking to appear as reputable individuals (as defined in 8 CFR 292.1(a)(3)) may not use Form G-28. They must obtain permission from DHS to appear with an applicant, petitioner, or respondent. Such reputable individuals will be required to provide the information listed in the regulations to the DHS official before whom they wish to appear.

When a person acts in a representative capacity, his or her personal appearance or signature will constitute a representation under the provisions of 8 CFR 103.2(a)(3) and 292.1(a)(1) or 292.1(a)(4) that he or she is authorized and qualified to represent the individual. DHS may require further proof of authority to act in a representative capacity.

General Instructions

If you are completing this form on a computer, the data you enter will be captured using 2D barcode technology. This capture will ensure that the data you provide is accurately entered into USCIS systems. As you complete each field, the 2D barcode field at the bottom of each page will shift as data is captured. Upon receipt of your form, USCIS will use the 2D barcode to extract the data from the form. Please **do not damage the 2D barcode** (e.g., puncture, staple, spill on, write on, etc.) as this could affect the ability of USCIS to timely process your form.

Each Form G-28 must be properly signed. A photocopy of a signed Form G-28 or a typewritten name in place of a signature is not acceptable.

Part 1. Information About Attorney or Accredited Representative

1.a. - 7. - Fill in all the information and sign and date the form in black ink. Signature stamps are not permitted. Law students and law graduates must provide the name of the legal aid program, law school clinic, or non-profit organization in **number 2.**, their name in **number 3.**, and sign the form at **Part 4, number 2.**

Attorneys must provide the State Bar Number(s) for all jurisdictions in which they are admitted to practice. Enter the State Bar Number in the space for the jurisdiction listed in **Part 2, number 1.a.** If you need additional space to complete your answer, proceed to **Part 5, Additional Information.**

Part 2. Eligibility Information For Attorney or Accredited Representative

1. - 1.b.1. - Attorneys admitted to practice in the United States, as defined in 8 CFR 1.2:

Check the box and fill in the required information regarding the State(s), possession(s), territory(ies), commonwealth(s) or District of Columbia bar(s) of admission. If you are subject to any order of any court suspending, enjoining, restraining, disbaring, or otherwise restricting you in the practice of law, you must disclose this information in the space provided for **number 1.b.1.** If you need additional space to complete your answer proceed to **Part 5, Additional Information.** Attorneys are required to notify DHS of convictions or discipline under 8 CFR 292.3.

NOTE: Attorneys that are admitted to practice in more than one jurisdiction must enter the jurisdiction for their State Bar Number listed in **Part 1, number 4.** If you need additional space to complete your answer, proceed to **Part 5, Additional Information.**

2. - 2.b. - Accredited representatives of recognized organizations, as defined in 8 CFR 292.1(a)(4):

Check the box and fill in the name of the organization recognized by the Board of Immigration Appeals (BIA) under 8 CFR 292.2 and provide the expiration date of your accreditation.

A Form G-28 submitted without the required information in **number 1. - 1.b.1.** or **2. - 2.b.** will be rejected.

3. - 3.a. - Check the box and fill in the name of the attorney or accredited representative associated with the attorney or accredited representative who previously filed Form G-28 in this matter. **This type of Form G-28 may only be submitted in person at a DHS office and may not be filed through the mail or e-filed.** You must also check the box next to **number 1.** or **2.** and provide the required information.

4. - Law students and law graduates not yet admitted to the bar:

Check the box and complete **Part 1, number 3.** and **Part 4, number 2.** of the **same** Form G-28 filed by the supervising attorney or accredited representative. The appearances of law students and law graduates are subject to the requirements of 8 CFR 292.1(a)(2).

Part 3. Notice of Appearance as Attorney or Accredited Representative

1. - 3.a. - Check only one box to indicate the DHS agency where the matter is filed. If USCIS, list the form number(s) filed with Form G-28. If CBP or ICE, list the specific matter in which the appearance is entered.

4. - Check only one box to indicate applicant, petitioner, or respondent.

5.a. - 5.d. - Provide the name of the applicant, petitioner, or respondent, and/or the name of the company or organization.

6.a. - 6.e. - The mailing address of the applicant, petitioner, or respondent, and not the address of the attorney or accredited representative, is required in this part of the form **except when a safe mailing address is permitted on an application or petition filed with this Form G-28.**

7. - Provide the A-Number or USCIS Receipt/Case Number, if applicable, for the applicant, petitioner, or respondent.

8.a. - 8.b. - The applicant, petitioner, or respondent must sign and date the form in black ink.

Part 4. Signature of Attorney or Accredited Representative

1. - 3. - The attorney or accredited representative, or law student or law graduate must sign and date the form in black ink.

Part 5. Additional Information

Please use this section to provide additional information.

Warning

Individuals appearing as attorneys or accredited representatives (including law students and law graduates permitted to appear under 8 CFR 292.1(a)(2)) are subject to the rules of Professional Conduct for Practitioners found in 8 CFR 292.3.

Freedom of Information/Privacy Act Requests

This form may not be used to request records under the Freedom of Information Act or the Privacy Act 5 U.S.C. 552 and 552a. The procedures for requesting such records are contained in 6 CFR Part 5 and may be found at www.uscis.gov.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this form, and the associated evidence, is collected under the Immigration and Nationality Act, section 101, et seq.

PURPOSE: The primary purpose for providing the requested information on this form is to determine if you have established eligibility for the immigration benefit for which you are filing. The information you provide will be used to grant or deny the benefit sought.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information, and any requested evidence, may delay a final decision or result in denial of your Form G-28.

ROUTINE USES: The information you provide on this form may be shared with other Federal, State, local, and foreign government agencies and authorized organizations following approved routine uses described in the associated published system of records notices [DHS-USCIS-007 - Benefits Information System and DHS-USCIS-001 - Alien File, Index, and National File Tracking System of Records, which can be found at www.dhs.gov/privacy]. The information may also be made available, as appropriate, for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 20 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Products Division, Office of the Executive Secretariat, 20 Massachusetts Avenue, N.W., Washington, DC 20529-2020; OMB No. 1615-0105. **Do not mail your completed Form G-28 to this address.**