

**Written Narrative of Proposed Changes: EOIR-31 Request for Recognition of a Non-Profit Religious, Charitable, Social Service, or Similar Organization**

(Highlighted provisions indicate where a change will occur; italics denote an addition to the text; and the strikethrough denotes where text should be removed)

Footers on each page

1. Change the revision date from "July 2012" to "[appropriate month] 2013"

Page 1 Instructions, under "Preparation of Application"

1. Change the fourth sentence as follows: "In the event of a merger *or consolidation* of two organizations *where one or both that* have already been individually accorded recognition, the newly created organization must file a new application for recognition (Form EOIR-31)."
2. Add a final sentence to the paragraph as follows: "For more information on applying for recognition, see the EOIR website at: <http://www.justice.gov/eoir/ra.html>."

Page 1 Instructions, under "Recognition is not Accreditation"

1. Change the second sentence as follows: "A recognized organization may seek from the Board of Immigration Appeals (BIA) accreditation of particular employees or associates, *who are not licensed attorneys*, by requesting either full accreditation (allowing appearances before the Department of Homeland Security, Immigration Courts, and the BIA) or partial accreditation (allowing appearances before DHS only) for such persons."

Page 1 of Form, first box

1. This box contains two rows that are currently split into two columns each. The dividing line in the second row (beginning with the words "Mail To") should be deleted. The word "OR" should be added to distinguish between the two addresses. Therefore, only the first row should have two columns, while the second row has only one column, with the word "OR" inserted to separate between the two addresses.
2. In the second row, increase the font of "Mail To:"
3. In the second row, increase the font and bold the following text: "(preferred for most mailings)"
4. In the second row, increase the font and bold the following text: "(courier, overnight, or in-person deliveries)"

Page 1 of the Form, question 1

1. "NAME OF ORGANIZATION APPLYING FOR RECOGNITION" should not be capitalized. Change this to "Name of Organization Applying for Recognition"

Page 1 of the Form, question 2

1. Change the text under the first line allotted for "Organization's Address" as follows: "(Number and Street ~~No P.O. Box~~) (Do not use a P.O. Box)"
  - a. Delete existing parenthesis
  - b. Delete "No P.O. Box"
  - c. Add, in parenthesis "(Do not use a P.O. Box)"
2. Delete the existing parenthesis from the following:
  - a. {City}
  - b. {State}
  - c. {Zip Code}
  - d. {Phone Number}
  - e. {Fax Number}
  - f. {Email Address}
3. In the final line, delete the "@" symbol.

Page 1 of the Form, question 3

1. Change the last sentence as follows: "Attach proof of the organization's non-profit status, and if applicable, provide a brief, detailed statement of the organization's relationship to its parent organization."

Page 1 of the Form, question 5

1. Change the second sentence into two sentences as follows: "Attach a fee schedule, if applicable, with a list of services, along with specifying the full range of charges and explaining when charges are reduced or waived. Also provide a detailed a statement of the organization's sources and amounts of funding other than dues or fees."

Page 1 of the Form, question 8

1. In the second sentence, replace ", which" with "that" as follows: "A description and/or diagram of the organizational structure of the organization should be included, ~~which~~ that shows the supervision of staff members."

Page 1 of the Form, question 9:

1. After the first sentence, break this question into subparts:

Indicate whether an accreditation request is being made at this time.

Yes

No

If you answered yes, you must answer the following questions:

(a) Provide the name of the proposed representative: \_\_\_\_\_

(b) Indicate the type of accreditation sought for this individual: \_\_\_\_\_

Partial

Full

(Attach a separate sheet if more than one accreditation request is being made).

Page 1 of the Form, bottom of page:

1. Delete the arrow after "SIGN HERE"
2. "SIGNATURE" should not be capitalized. Change this to "Signature"

Page 2 of the Form, Proof of Service

1. In the first box, delete the arrow after "SIGN HERE"
2. In the second box, delete the arrow after "SIGN HERE"

Page 2 of the Form, text following the final check box:

1. Change the sentence as follows: "For more information about *applying for recognition*, visit the EOIR website at <http://www.justice.gov/eoir/statspub/raroster.htm>."

Page 2 of the Form, in the Paperwork Reduction Act Notice:

1. Fix the typographical error in the first sentence from "chararitable" to "*charitable*".