



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

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form G-28  
OMB No. 1615-0105  
Expires 2/28/2017

## What Is the Purpose of This Form?

The U.S. Department of Homeland Security (DHS) has designated this form as the form on which attorneys and accredited representatives provide information to establish their eligibility to appear for and act on behalf of an applicant, petitioner, requestor, or respondent in immigration matters. An attorney or accredited representative appearing before DHS must file Form G-28 in each case. U.S. Citizenship and Immigration Services (USCIS), U.S. Customs and Border Protection (CBP), and U.S. Immigration and Customs Enforcement (ICE) will only recognize Form G-28 for the appearance of an attorney or accredited representative once the applicant, petitioner, requestor, or respondent has completed, signed, and filed a Form G-28. Do not file this form on a matter before the Board of Immigration Appeals (BIA); instead file Form EOIR-27 for representation.

Under 8 CFR 103.2(a)(3) a beneficiary of a petition is not a recognized party in a proceeding before USCIS, therefore this form does not apply to a beneficiary or their attorney or accredited representative. USCIS, CBP, and ICE will recognize Form G-28 until the conclusion of the matter for which it is entered, unless otherwise notified. An attorney or accredited representative for an applicant, petitioner, requestor, or respondent must file a new Form G-28 with the Administrative Appeals Office if filing an appeal to that office on Form I-290B, Notice of Appeal or Motion.

## Who May Use This Form?

### Attorneys and Accredited Representatives

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 and at the request of an attorney or accredited representative who has previously filed a Form G-28 in the same case, must complete and submit Form G-28 in person at a DHS office. **In such a case, the attorney or accredited representative may not file Form G-28 through the mail or e-mail.**

In accordance with 8 CFR 292.4(a), when a person acts in a representative capacity, his or her personal appearance or signature will constitute a representation under 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.

### Law Students and Law Graduates

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 3, Item Numbers 4.a. and 4.b.**, on the same Form G-28 filed by the supervising attorney or accredited representative. The law student or law graduate must sign the same Form G-28 in **Part 5, Item Number 2**. DHS may require law students and law graduates to verify that they are eligible under 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 is accompanied by the supervising attorney or accredited representative.

### Substitution of Attorney or Accredited Representative

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

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## Foreign Attorneys

Attorneys not licensed to practice law in 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. Permission to allow such representation lies in the sole discretion of DHS.

## Other Representatives

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, requestor, or respondent. DHS will require such reputable individuals to provide the information listed in the regulations to the DHS official before whom they wish to appear.

## General Instructions

Type or print legibly in black ink. 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 DHS 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, DHS will use the 2D barcode to extract the data from the form. Please do not damage the 2D barcode (for example, puncture, staple, spill on, write on) as this could affect the ability of DHS to timely process your form.

You must properly sign each Form G-28. Photocopies, stamped signatures, electronic signatures, and typewritten names in place of signatures are not acceptable.

## Specific Instructions

### Part 1. Information About Attorney or Accredited Representative

**Item Number 1.** Attorneys and accredited representatives, who have previously established an account in the USCIS Electronic Immigration System (USCIS ELIS), should provide the USCIS ELIS Account Number issued by the system in the space provided.

**Item Numbers 2. - 7.** Fill in all the information about the attorney or accredited representative.

### Part 2. Notice of Appearance as Attorney of Accredited Representative

**Item Numbers 1.a. - 3.b.** Select only one box to indicate the DHS agency where the matter is filed. If you select the box for USCIS, list the form numbers filed with Form G-28. If you select the box for CBP or ICE, list the specific matter in which the appearance is entered.

**Item Number 4.** Select only one box to indicate your appearance for applicant, petitioner, requestor, or respondent.

**Item Numbers 5.a. - 5.c.** Provide the name of the applicant, petitioner, requestor, or respondent.

**Item Numbers 6.** If the applicant, petitioner, requestor, or respondent is an entity, provide the name of the company or organization.

**Item Number 7.** If the applicant, petitioner, requestor, or respondent has previously filed a benefit request using USCIS ELIS, provide the USCIS ELIS Account Number he or she was issued. The USCIS ELIS Account Number is not the same as an Alien Registration Number (A-Number).

**Item Number 8.** Provide the Alien Registration Number (A-Number) or USCIS Receipt Number, if applicable, for the applicant, petitioner, requestor, or respondent.

**Item Number 9.** Provide the mobile telephone number for the applicant, petitioner, requestor, or respondent, if any.

**Item Number 10.** Provide the e-mail address for the applicant, petitioner, requestor, or respondent, if any.

**Item Numbers 11.a. - 11.h.** Provide the mailing address of the applicant, petitioner, requestor, or respondent. Do not provide the address of the attorney or accredited representative. If the applicant, petitioner, requestor, or respondent has used a safe mailing address on the application, petition, or request being filed with this Form G-28, provide it in these spaces.

### **Part 3. Eligibility Information for Attorney or Accredited Representative**

**Item Numbers 1.a.- 1.d.** If you are an attorney admitted to practice in the United States, as defined in 8 CFR 1.2, you must select the box and fill in the required information regarding the licensing authority for all states, possessions, territories, commonwealths, or District of Columbia, where you are admitted. 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 **Item Number 1.d.** Attorneys are required to notify DHS of convictions or discipline under 8 CFR 292.3. Attorneys must provide the bar numbers, if applicable, for all jurisdictions in which they are admitted to practice in **Part 3., Item Number 1.b.** If you need additional space to complete your answer proceed to **Part 6. Additional Information.**

**Item Numbers 2.a. - 2.c.** If you are an accredited representative of a recognized organization, as defined in 8 CFR 292.1(a)(4), you must select the box, fill in the name of the organization recognized by the BIA under 8 CFR 292.2, and provide the expiration date of your accreditation.

DHS will reject any Form G-28 submitted without the required information in **Part 2., Item Numbers 1.a. - 1.c. or 2.a. - 2.c.**

**Item Number 3.** If you are not the attorney or accredited representative of record, select the box and fill in the name of the attorney or accredited representative who previously filed Form G-28 in this matter. **You must submit a Form G-28 filed under these circumstances in person at a DHS office and not by mail or e-mail. A new Form G-28 must be filed by each attorney or accredited representative who appears in the matter.** You must also select the box next to **Item Numbers 1.a. - 1.c. and 2.a. - 2.b.** and provide the required information.

**Item Numbers 4.a. - 4.b.** If you are a law student or law graduate not yet admitted to the bar, you must select the box for **Item Number 4.a.** and enter the information in **Part 3., Item Number 4.b., and Part 5., Item Number 2.,** of the same Form G-28 filed by the supervising attorney or accredited representative. The appearance of law students and law graduates are subject to the requirements of 8 CFR 292.1(a)(2).

### **Part 4. Applicant, Petitioner, Requestor, or Respondent Consent to Representation, Contact Information, and Signature**

**Item Numbers 1. - 2.b.** The applicant, petitioner, requestor, or respondent must consent to representation and the release of information. The applicant, petitioner, requestor, or respondent must select the disclosure and notices boxes if he or she desires DHS to send notices and/or secure identity documents only to the attorney of record or accredited representative.

**Item Numbers 3.a. - 3.b.** The applicant, petitioner, requestor, or respondent must sign and date the form in black ink.

### **Part 5. Signature of Attorney or Accredited Representative**

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

### **Part 6. Additional Information**

Use this section to provide additional information related to **Part 3., Item Numbers 1.a. - 1.d.**

#### **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.

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## Freedom of Information/Privacy Act Requests

You may not use this form to request records under the Freedom of Information Act or the Privacy Act, Title 5 U.S. Code sections 552 and 552a. You may find the procedures for requesting such records in 6 CFR Part 5 and at [www.uscis.gov](http://www.uscis.gov).

## DHS Privacy Act Statement

**AUTHORITIES:** The information requested on this form is collected pursuant to 8 C.F.R. section 292.4(a).

**PURPOSE:** The primary purpose for providing the requested information on this form is to establish your eligibility to appear and act on behalf of an applicant, petitioner, or respondent. The information you provide will be used to designate you as an attorney or accredited representative.

**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information may prevent your ability to represent an individual or entity.

**ROUTINE USES:** The information will be used by and disclosed to DHS personnel and contractors or other agents who need the information. Additionally, DHS may share the information with other federal, state, local government agencies and authorized organizations in accordance with approved routine uses, as described in the associated published system of records notices [DHS-USCIS-001 - Alien File (A-File) and National File Tracking System (NFTS), DHS-USCIS-005 - Inter-Country Adoptions Security, DHS-USCIS-007 - Benefits Information System, DHS-USCIS-010 - Asylum Information and Pre-Screening, and DHS-USCIS-015 - Electronic Immigration System-2 Account and Case Management System of Records, which can be found at [www.dhs.gov/privacy](http://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 53 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 Coordination Division, Office of Policy and Strategy, 20 Massachusetts Ave NW, Washington, DC 20529-2140; OMB No. 1615-0105. **Do not mail your completed Form G-28 to this address.**

02/27/2015