

**Request for Recognition of a Non-Profit Religious,  
Charitable, Social Service, or Similar Organization**

*Additional  
Revisions 5.30.13*

**INSTRUCTIONS**

**PREPARATION OF APPLICATION:**

To apply for Recognition of a Non-Profit Religious, Charitable, Social Service, or Similar Organization under 8 C.F.R. § 1292, you must fully and accurately answer all questions on the attached Form EOIR-31. This form must be signed and submitted by an officer or individual authorized to act for the organization. A **separate** Form EOIR-31 must be filed for **each** branch office of an organization seeking recognition. In the event of a merger or consolidation of two organizations where one or both have already been individually accorded recognition, the newly created organization must file a new application for recognition (Form EOIR-31). Your responses must be typed or printed legibly in ink. Do not leave any questions unanswered or blank. As much as possible answer all questions directly on the form. If there is no room to respond fully to a question, please continue your response on an additional sheet of paper. Please indicate the number of the question being answered next to your response on the additional sheet of paper. For more information on applying for recognition, see the EOIR website at: <http://www.justice.gov/eoir/ra/raroster.htm>. *(Remove "l" from http)*

**SUPPORTING DOCUMENTS:**

You should submit documentary evidence to establish your organization's eligibility for recognition. Failure to submit all supporting documentation may result in the denial of your application.

**RECOGNITION IS NOT ACCREDITATION:**

Recognition, if granted, does not provide automatic accreditation to the organization's employees or associates. 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. **There is no EOIR form for accreditation requests;** rather, an organization may make such requests on organizational letterhead, supported by documentary evidence, establishing that each proposed representative is of good moral character and meets the requirements of 8 C.F.R. § 1292.2(d). Accreditation requests may be made simultaneously with or subsequent to the filing of this recognition application (Form EOIR-31). We caution that failure to demonstrate availability of staff with adequate knowledge and experience in immigration law and procedure may result in the disapproval of the recognition application.

Please indicate on this form whether a simultaneous request for accreditation of an individual is being submitted. If so, please list the name of the proposed representative and the type of accreditation being sought (full or partial). The request for accreditation should include the following supporting documents: resume and certificates of training, letters of recommendation and evidence of advocacy and research skills (if seeking full accreditation).

**WHERE TO FILE:**

This application and all supporting documents must be filed with the Board of Immigration Appeals (BIA).

**PROOF OF SERVICE:**

A complete copy of this application and any request for accreditation as well as all supporting documents must be served on the local District Director for U.S. Citizenship and Immigration Services (USCIS) of DHS **and** the local Chief Counsel for Immigration and Customs Enforcement (ICE) of DHS who have jurisdiction over the area in which the organization is located.