

Representative profile creation process.

Official Website of the Department of Homeland Security

U.S. Citizenship and Immigration Services

Accessibility | Plug-ins | Log Out

Contact Us

Contents

- Profile
- Name
- Contact
- Eligibility Information
- Mailing Address

G-28 Terminated Cases | Profile

1 **INFORMATION:** You must fill out your profile before continuing.

Check here if you received an Online Access Code in your USCIS Account Acceptance Notice. * Indicates Required Field

Name

Family Name (Last Name)* | Given Name (First Name)* | Middle Name*

I do not have a given name (first name) | I do not have a middle name

Contact

Email Address Update* |

Daytime Telephone Number |

Mobile Telephone Number Update |

Fax Number |

Eligibility Information

I am an: *

Attorney

Accredited Representative

Mailing Address

Apt/Floor/Ste/Ten/Unit | | Apt/Floor/Ste/Ten/Unit Number |

Street Number and Name* |

Country* |

City/Town* | | State* | | ZIP Code* |

Detail view - "Attorney" selected.

Eligibility Information

I am an: *

- Attorney
 Accredited Representative

ATTORNEY INFORMATION

I am an attorney eligible to practice law in, and a member in good standing of, the bar of the highest court(s) of the following State(s), possession(s), territory(ies), commonwealth(s), or the District of Columbia.

Name of Law Firm *

Bar Number

Licensing Authority *

Select...



Add More

Are you subject to any order of any court or administrative agency disbaring, suspending, enjoining, restraining, or otherwise restricting you in the practice of law? *

Select...



Detail view – “Accredited Representative” selected.

Eligibility Information

I am an: *

- Attorney
 Accredited Representative

REPRESENTATIVE INFORMATION

I am an accredited representative of a nonprofit religious, charitable, social service, or similar organization established in the United States, so recognized by the Department of Justice, Board of Immigration Appeals under 8 CFR 292.2.

Please provide the name of the organization and the expiration date of the accreditation below:

Name of Recognized Organization*

Date Accreditation Expires



Representative reviews Account Create Snapshot PDF

Official website of the Department of Homeland Security

U.S. Citizenship and Immigration Services

Accessibility Plug-ins Log Out

Contact Us

Home Draft Cases G-28 Terminated Cases Profile

The file you have opened complies with the PDF/A standard and has been opened read-only to prevent modification.



Account Create Snapshot

Department of Homeland Security
U.S. Citizenship and Immigration Services (USCIS)

Page 1 of 2

*This document is a printable version of Account Create Snapshot as of Tuesday Dec 29 2015 9:23:42 AM EST
All time stamps shown on this snapshot should be considered as representing the same time zone that appears in the stamp shown here*

INFORMATION ABOUT YOU

Family Name (Last Name)	last
Given Name (First Name)	first
Middle Name	
Email Address	rep1@example.com
Daytime Telephone Number	
Mobile Telephone Number	(101) 555-1212
Fax Number	

MAILING ADDRESS

Address	700 Default Ave
Apt., Flr., Lot, Ste., Trlr., Unit	STE.
Apt., Flr., Lot, Ste., Trlr., Unit Number	1100
City or Town	LEXINGTON
State Code	KY
ZIP Code	40508-3422
Country	USA

ELIGIBILITY INFORMATION

Back Continue to E-Signature

Representative e-signs to finalize account creation.



Home Draft Cases G-28 Terminated Cases Profile

E-sign

* Indicates Required Field

Representative Account Registration

Attorneys - I certify, under penalty of perjury under the laws of the United States of America, that I am an attorney and a member in good standing of the bar of the highest court(s) in one of the States, Commonwealths, possessions, territories, or the District of Columbia and that the information I have provided for creation of my representative account is true and correct. I am not subject to any order of any court or administrative agency disbaring, suspending, enjoining, restraining or otherwise restricting me in the practice of law. I have read and understand the regulations and conditions contained in 8 CFR 103.2 and 292 governing appearances and representation before the Department of Homeland Security.

Accredited Representatives - I certify, under penalty of perjury under the laws of the United States of America, that I am an accredited representative of an organization recognized by the Executive Office for Immigration Review, Board of Immigration Appeals (BIA) under title 8 of the Code of Federal Regulations, part 292, and that the information I have provided for creation of my representative account is true and correct. I am not subject to any order of any court or administrative agency, suspending, terminating, restraining or otherwise restricting me in representing individuals seeking to file an application, petition, or request with the Department of Homeland Security, the immigration courts, or the BIA. I have read and understand the regulations and conditions contained in 8 CFR 103.2 and 292 governing appearances and representation before the Department of Homeland Security.

Full Legal Name*

(First Name, Middle Name, Last Name)

Back

Save

Profile created successfully. Representative can Create New Case.

Official website of the Department of Homeland Security

U.S. Citizenship and Immigration Services

Accessibility Plug-ins Log Out

Contact Us

Home Draft Cases G-28 Terminated Cases Profile

SUCCESS: You have successfully saved your profile

Recent Notices

Notice Date	Receipt Number	Client Name	Notice Type
No data available in table			

[View All Notices](#)


Recent Draft Cases

Client Name	Request Type	Last Updated Date	Expiration Date	Status	Actions
No data available in table					

Recent Submitted Cases

Receipt Number	Client Name	Submit Date	Request Type	Status
No data available in table				

Create New Case



[Create New Case](#)

Search for Client


* Indicates Required Field

Search by

Client Last Name

[Advanced Search](#)

Create G-28 for Existing Case



[Create G-28 for Existing Case](#)



Home

Draft Cases

G-28 Terminated Cases

Profile

SELECT A REQUEST *

Type here to filter requests below ...

* Indicates Required Field

Application to Replace Permanent Resident Card (I-90)

Cancel Next



U.S. Citizenship and Immigration Services



TOPICS

- Adoption
- Appeals
- Avoid Scams
- Citizenship
- Citizenship Resource Center
- Family
- Green Card
- History and Genealogy
- Humanitarian
- Military
- Outreach
- USCIS ELIS
- Visit the U.S.
- Working in the U.S.

VERIFICATION

- E-Verify
- I-9 Central
- myE-Verify
- SAVE

POLICIES

- USCIS Freedom of Information Act and Privacy Act
- No FEAR Act
- Website Policies
- Accessibility
- Social Media Policy
- Plug-ins
- Adobe Reader

GOVERNMENT

- Passports
- Visa Bulletin
- U.S. Department of Homeland Security
- U.S. Customs & Border Protection
- U.S. Immigration & Customs Enforcement
- White House
- U.S. Department of State
- USA.gov

National Customer Service Center
1-800-375-5283

TDD for the Hearing Impaired
1-800-767-1833



- Home
- Draft Cases
- G-28 Terminated Cases
- Profile

I-90 Burden Disclosure Notice

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 1 hour and 35 minutes, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statement, attaching necessary documentation, and submitting the application when submitted electronically. The collection of biometrics is estimated to require 1 hour and 10 minutes. 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. 1615-0082. Do not mail your completed Form I-90 to this address.

USCIS Privacy Act Statement

AUTHORITIES:

The information requested on this application, and the associated evidence, is collected under the Immigration and Nationality Act, section 101.

PURPOSE:

The primary purpose for providing the requested information on this application is to determine if you have established eligibility for the immigration benefit for which you are filing. DHS will use the information you provide to grant or deny the immigration benefit you are seeking.

DISCLOSURE:

The information you provide is voluntary. However, failure to provide the requested information, and any requested evidence, may delay a final decision in your case or result in denial of your request for a Permanent Resident Card.

ROUTINE USES:

DHS may share the information you provide on this application with other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows 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 and DHS/USCIS-015 Electronic Immigration System-2 Account and Case Management System of Records] which you can find at www.dhs.gov/privacy. DHS may also share the information, as appropriate, for law enforcement purposes or in the interest of national security.

Continue

Burden Disclosure Notice and USCIS Privacy Act Statement for the selected case type are displayed.



U.S. Citizenship and Immigration Services



TOPICS

- Adoption
- Appeals
- Avoid Scams
- Citizenship
- Citizenship Resource Center
- Family
- Green Card
- History and Genealogy
- Humanitarian
- Military
- Outreach
- USCIS ELIS
- Visit the U.S.
- Working in the U.S.

VERIFICATION

- E-Verify
- I-9 Central
- myE-Verify
- SAVE

POLICIES

- USCIS Freedom of Information Act and Privacy Act
- No FEAR Act
- Website Policies
- Accessibility
- Social Media Policy
- Plug-ins
- Adobe Reader

GOVERNMENT

- Passports
- Visa Bulletin
- U.S. Department of Homeland Security
- U.S. Customs & Border Protection
- U.S. Immigration & Customs Enforcement
- White House
- U.S. Department of State
- USA.gov

National Customer Service Center
1-800-375-5283

TDD for the Hearing Impaired
1-800-767-1833



- Home
- Draft Cases
- G-28 Terminated Cases
- Profile

Form G-28, Notice of Appearance as Attorney or Accredited Representative

OMB Control No. 1615-0105

Expires 02/29/2016

* Indicates Required Field

- Form G-28 Instructions
- Form G-28 Burden Disclosure Notice
- Privacy Statement

Save Draft Exit

⇒ Form G-28

- I-90 Application
- Upload Evidence
- Review Form G-28
- E-sign Form G-28
- Review I-90
- Attestation/Acknowledgement
- E-sign I-90

Information About Attorney or Accredited Representative

USCIS ELIS Account Number (if any)

028008057447

Name

Family Name (Last Name)*

LAST

Given Name (First Name)*

FIRST

Middle Name

NMN

I do not have a given name (first name)

I do not have a middle name

Contact Information

Daytime Phone Number

Fax Number

Email Address*

rep1@example.com

Mobile Phone Number

(101) 555-1212

Mailing Address

Information already provided in the representative's profile will be prepopulated.

Save Draft

Exit

⇒ Form G-28

I-90 Application

Upload Evidence

Review Form G-28

E-sign Form G-28

Review I-90

Attestation/
Acknowledgement

E-sign I-90

Mailing Address

Apt/Flr/Lot/Ste/Trlr/Unit

Suite

Apt/Flr/Lot/Ste/Trlr/Unit Number

1100

Street Number and Name*

700 DEFAULT AVE

Country*

United States

City/Town*

LEXINGTON

State*

Kentucky

ZIP Code*

40508-3422

Notice of Appearance as Attorney or Accredited Representative

I enter my appearance as attorney or accredited representative at the request of: (Select only one)*

Applicant Petitioner Requestor

Information About Applicant, Petitioner, or Requestor

Family Name (Last Name)*

Given Name (First Name)*

Middle Name*

I do not have a given name
(first name)

I do not have a middle name

Name of Company or Organization (if applicable)

USCIS ELIS Account Number (if any)

Form G-28 Instructions

Form G-28 Burden
Disclosure Notice
Privacy Statement

Save Draft

Exit

⇒ **Form G-28**

I-90 Application
Upload Evidence
Review Form G-28
E-sign Form G-28
Review I-90
Attestation/
Acknowledgement
E-sign I-90

Alien Registration Number (A-Number)*

A-

Daytime Telephone Number

Mobile Telephone Number

Email Address*

Mailing Address of Applicant, Petitioner, or Requestor

Apt/Flr/Lot/Ste/Trlr/Unit

Select

Apt/Flr/Lot/Ste/Trlr/Unit Number

Street Number and Name*

Country*

United States

City/Town*

State*

Select

ZIP Code*

[Addition to screens: the following instruction language will be added above the mailing address fields.]

NOTE: Provide the mailing address of the applicant, petitioner, or requestor. **Do not** provide the business mailing address of the attorney or accredited representative **unless** it serves as the safe mailing address on the application, petition, or request being filed with this Form G-28.

Eligibility Information for Attorney or Accredited Representative

I am an:*

- Attorney
- Accredited Representative

Attorney Information

I am an attorney eligible to practice law in, and a member in good standing of, the bar of the highest court(s) of the following State(s), possession(s), territory(ies), commonwealth(s), or the District of Columbia

Form G-28 Instructions

Form G-28 Burden
Disclosure Notice
Privacy Statement

Save Draft

Exit

⇒ **Form G-28**

I-90 Application

Upload Evidence

Review Form G-28

E-sign Form G-28

Review I-90

Attestation/
Acknowledgement

E-sign I-90

Eligibility Information for Attorney or Accredited Representative

I am an: *

- Attorney
- Accredited Representative

If the case were being filed in an Accredited Representative account, the accredited rep language would be displayed here instead of the Attorney language (see slide 3).

Attorney Information

I am an attorney eligible to practice law in, and a member in good standing of, the bar of the highest court(s) of the following State(s), possession(s), territory(ies), commonwealth(s), or the District of Columbia.

Name of Law Firm*

law firm

Bar Number

Licensing Authority*

Puerto Rico

Are you subject to any order of any court or administrative agency disbaring, suspending, enjoining, restraining, or otherwise restricting you in the practice of law? *

No

Additional Representative Information

Will a law student(s) or law graduate(s) be working on this application, petition, or request under the direct supervision of the attorney or accredited representative of record on this application, petition, or request? *

Select

Save Draft

Save and Exit

Continue to I-90 Application >

Form G-28 Instructions

Form G-28 Burden
Disclosure Notice
Privacy Statement

Save Draft

Exit

⇒ **Form G-28**

- I-90 Application
- Upload Evidence
- Review Form G-28
- E-sign Form G-28
- Review I-90
- Attestation/
Acknowledgement
- E-sign I-90

Additional Representative Information

Will a law student(s) or law graduate(s) be working on this application, petition, or request under the direct supervision of the attorney or accredited representative of record on this application, petition, or request? *

Yes

ADD LAW STUDENT

Family Name (Last Name)

Given Name (First Name)

Middle Name

I do not have a given name
(first name)

I do not have a middle name

Add

LAW STUDENTS ASSOCIATED WITH THE APPLICATION, PETITION, OR REQUEST

Show 10 entries

Family Name	Given Name	Middle Name	Action
-------------	------------	-------------	--------

No data available in table

Showing 0 to 0 of 0 entries

First Previous Next Last

Save Draft

Save and Exit

Continue to I-90 Application

[Home](#)[Draft Cases](#)[G-28 Terminated Cases](#)[Profile](#)**Form I-90 Instructions**[Form I-90 Burden
Disclosure Notice
Privacy Statement](#)[Save Draft](#)[Exit](#)[Form G-28](#)[I-90 Application](#)[Upload Evidence](#)[→ Review Form G-28](#)[E-sign Form G-28](#)[Review I-90](#)[Attestation/
Acknowledgement](#)[E-sign I-90](#)

Review G-28, Notice of Entry of Appearance as Attorney or Accredited Representative

Your responses may not appear in their entirety on your copy of this G-28. USCIS ELIS will still accurately record your entire response.

Please review your G-28 in its entirety to ensure that it is complete and that all of the information contained in the G-28 is true and correct. You may save and print a copy of the completed G-28 for your records. If you need to make any changes to the G-28, please select **Form G-28** on the left side of this page to return to the form.

[Click to Review Form G-28.](#)

[Continue to G-28 E-Sign >](#)

Once the case information has been filled out, the attorney or accredited representative will have an opportunity to review the Form G-28 before proceeding to e-signature.





Notice of Entry of Appearance as Attorney or Accredited Representative

Department of Homeland Security

DHS
Form G-28

OMB No. 1615-0105
Expires 03/31/2018

Part 1. Information About Attorney or Accredited Representative

1. USCIS ELIS Account Number (if any)

▶ 0 0 7 9 1 4 8 8 8 1 2 9

Name and Address of Attorney or Accredited Representative

2.a. Family Name (Last Name) REPONE

2.b. Given Name (First Name) REPONE

2.c. Middle Name REPONE

3.a. Street Number and Name 119 MAIN STREET

3.b. Apt., Flr., Lot, Sta., Tel., Unit

Part 2. Notice of Appearance as Attorney or Accredited Representative

I enter my appearance as attorney or accredited representative at the request of:

1. Select **only one** box:

Applicant Petitioner Requestor

Information About Applicant, Petitioner, Requestor, or Respondent

2.a. Family Name (Last Name) lastname

2.b. Given Name (First Name) firstname

2.c. Middle Name

3. Name of Company or Organization (if applicable)

Electronic



* Indicates Required Field

Form I-90 Instructions

- Form I-90 Burden Disclosure Notice
- Privacy Statement

APPLICATION FEES:

Filing:	\$0
Biometric Services:	\$0
Total:	\$0

Save Draft

Exit

Form G-28

I-90 Application

Upload Evidence

Review Form G-28

⇒ E-sign Form G-28

Review I-90

Attestation/

Acknowledgement

E-sign I-90

E-Signature of Attorney or Accredited Representative

Attorney or Accredited Representative's Statement

I have read and understand the regulations and conditions contained in 8 CFR 103.2 and 292 governing appearances and representation before the Department of Homeland Security. I declare under penalty of perjury under the laws of the United States that the information I have provided on this form is true and correct.*

Full Legal Name*

(First Name, Middle Name, Last Name)

first last

E-Sign and Proceed to Review I-90 Application

After e-signing the G-28, the representative would also review the application they filled out, and e-sign for the application (process not depicted here).



After e-signing, representative receives confirmation and case passcode to provide to client.

E-SIGN Confirmation - Passcode Generation



You have successfully submitted a Form G-28 and associated application, petition, or request for your client to review!

Primary Applicant Name:	lastname, firstname NMN
Primary Applicant Email Address:	app2@example.com
Request Type:	View PDF of Notice of Entry of Appearance as Attorney or Accredited Representative (Form G-28) View PDF of Application to Replace Permanent Resident Card
Representative E-Signed on:	Thursday, January 28, 2016 at 3:16:11 PM
Case Passcode:	58835-26000-4A3A

Your client must now log into USCIS ELIS to view and e-sign both the Form G-28 and associated application, petition, or request. Your client will be limited to reviewing the G-28 and I-90 in **read-only** mode. You will need to provide your client with the **Case Passcode** (see above) so that he or she can view the completed G-28 and I-90. Your client will not be able to make any changes to the G-28 or I-90. If your client would like to have any information contained in the G-28 or I-90 changed or modified, he or she should decline to e-sign. To protect your client's personally identifiable information, please do not send the **Case Passcode** via email. Please transmit the **Case Passcode** to your client in person or over the telephone.

Once your client enters the **Case Passcode** to review the G-28 and I-90, you will no longer be able to make changes until your client e-signs or declines to e-sign the G-28 or I-90. If your client declines to e-sign the G-28, he or she will not be able to access the draft I-90 you prepared on his or her behalf. If your client declines to e-sign the I-90, he or she will not be able to have the application submitted to USCIS until it is e-signed. However, you will be able to access the draft I-90, make changes and e-sign the G-28 and I-90 again.

If you make any changes to the G-28 or I-90:

- You and your client will be required to e-sign the G-28 and I-90 again;
- A new **Case Passcode** will be generated if you change your client's email address on either the G-28 and I-90; and
- Any previous **Case Passcode** linked to the G-28 or I-90 will become invalid.

NOTE: USCIS will delete all draft copies of the G-28 and/or I-90 after 30 days.

Client signs in to his/her account to review the G-28 and case-related information entered by the representative.

U.S. Citizenship and Immigration Services

Contact Us

Home Profile

Recent Notices

Notice Date	Receipt Number	Applicant Name	Notice Type
No data available in table			

Recent Cases

No recent cases found.

Create New Case >

Actions

- View All My Cases
- Enter Your Online Access Code (See **Account Acceptance Notice**)
- Review and E-sign the Request Drafted by Your Legal Representative
- Verify Your Identity

Links

- Avoid Scams | USCIS
- Change of Address
- E-Request
- Email us for Help
- Form I-90 General Information
- How Do I Customer Guides | USCIS

Client enters case passcode provided by attorney or accredited representative.

The screenshot displays the USCIS online portal interface. At the top, the header includes the text "Official website of the Department of Homeland Security" on the left, the USCIS logo in the center, and "Accessibility Plug-ins Log Out" on the right. A "Contact Us" link is visible in the top right corner. The main navigation area has "Home" and "Profile" tabs. Below this, there are sections for "New USCIS dashboard com" and "USCIS is working on a new dashb". The "Recent Notices" section contains a table with columns for "Notice Date" and "Recei". The "Recent Cases" section shows "No recent cases found." and a "Create New Case >" button. A modal window titled "Enter Passcode" is centered on the screen. It includes a close button (X) in the top right, a legend "* Indicates Required Field", and instructions: "If your representative has provided you a **Case Passcode** to access and review your application, petition, or request, please enter your **Case Passcode** below." The "Passcode*" field contains the text "58835-26000-4A3A|". A "Submit" button is located below the input field. A "NOTE:" section follows, stating: "If you need to verify your **Case Passcode**, please contact your representative. For security reasons, the **Case Passcode** is never communicated via email or SMS/text messages by USCIS ELIS. Once you access your application, petition, or request by entering a valid **Case Passcode**, you will be limited to read-only access and cannot make changes to your application, petition, or request. Only your Representative can make changes to your application, petition, or request. To allow your Representative to make changes, you must select **Decline E-signature** after you access your application, petition or request. Your Representative will be able to update your application, petition or request with your requested changes." The background of the portal is dimmed, and a "Create New Case >" button is visible at the bottom of the main content area.

Official website of the Department of Homeland Security

Accessibility Plug-ins Log Out

Contact Us

Home Profile

New USCIS dashboard com

USCIS is working on a new dashb

Recent Notices

Notice Date	Recei
-------------	-------

Recent Cases

No recent cases found.

Create New Case >

Enter Passcode

* Indicates Required Field

If your representative has provided you a **Case Passcode** to access and review your application, petition, or request, please enter your **Case Passcode** below.

Passcode*

Submit

NOTE: If you need to verify your **Case Passcode**, please contact your representative.

For security reasons, the **Case Passcode** is never communicated via email or SMS/text messages by USCIS ELIS.

Once you access your application, petition, or request by entering a valid **Case Passcode**, you will be limited to read-only access and cannot make changes to your application, petition, or request.


Only your Representative can make changes to your application, petition, or request. To allow your Representative to make changes, you must select **Decline E-signature** after you access your application, petition or request. Your Representative will be able to update your application, petition or request with your requested changes.

Actions

- View All My Cases
- Enter Your Online Access Code (See **Account Acceptance Notice**)
- Review and E-sign the Request Drafted by Your Legal Representative
- Verify Your Identity

Links

- Avoid Scams | USCIS
- Change of Address
- E-Request
- Email us for Help
- Form I-90 General Information
- How Do I Customer Guides | USCIS

 **SUCCESS:** The case has successfully been linked.

New USCIS dashboard coming soon!

USCIS is working on a new dashboard that will improve your user experience. [Try it out now.](#)

Actions

- View All My Cases
- Enter Your Online Access Code (See **Account Acceptance Notice**)
- Review and E-sign the Request Drafted by Your Legal Representative
- Verify Your Identity

Recent Notices

Notice Date	Receipt Number	Applicant Name	Notice Type
No data available in table			

Client selects "Review Draft" to see the information entered on the G-28 by the attorney or accredited representative.

Recent Cases

Receipt Number: N/A
Request Type: Application to Replace Permanent Resident Card
Draft Created Date: 01/28/2016
Received As: EFile
Status: Draft - E-Signed by Representative
Status Message: Your representative has completed and signed your benefit request and has electronically forwarded the case to you to complete your e-signature.
Pending Action: Pending Customer E-Signature
Draft Expiration Date: 02/28/2016



- Avoid Scams | USCIS
- Change of Address
- E-Request
- Email us for Help
- Form I-90 General Information
- How Do I Customer Guides | USCIS

[Review Draft >](#)



[Home](#)

[Profile](#)

[⇒ Review G-28](#)

[Accept/Decline G-28](#)

[E-sign G-28](#)

[Review I-90](#)

[Accept/Decline I-90](#)

[Attestation/](#)

[Acknowledgement](#)

[E-sign I-90](#)

Review G-28, Notice of Entry of Appearance as Attorney or Accredited Representative.

Your responses may not appear in their entirety on your copy of the G-28. USCIS ELIS will still accurately record your entire response.

Please review your G-28 in its entirety to ensure that it is complete and that all the information in the G-28 is true and correct. You may save and print a copy of the completed G-28 for your records. If you need to make any changes to your G-28, you will need to select "**Decline E-Signature**" on the E-signature page to return the form to your representative who can make any requested changes.

[Click to review the G-28.](#)

[Continue to G-28 Accept/Decline >](#)

Client can review PDF of all information entered by the representative before e-signing.



Notice of Entry of Appearance as Attorney or Accredited Representative

Department of Homeland Security

DHS

Form G-28

OMB No. 1615-0105

Expires 03/31/2018

Part 1. Information About Attorney or Accredited Representative

1. USCIS ELIS Account Number (if any)

▶ 0 0 7 9 1 4 8 8 8 1 2 9

Name and Address of Attorney or Accredited Representative

2.a. Family Name (Last Name)

2.b. Given Name (First Name)

2.c. Middle Name

3.a. Street Number and Name

3.b. Apt., Flr., Lot, Ste., Trlr., Unit

Part 2. Notice of Appearance as Attorney or Accredited Representative

I enter my appearance as attorney or accredited representative at the request of:

1. Select **only one** box:

Applicant Petitioner Requestor

Information About Applicant, Petitioner, Requestor, or Respondent

2.a. Family Name (Last Name)

2.b. Given Name (First Name)

2.c. Middle Name

3. Name of Company or Organization (if applicable)

Client selects “Begin E-Signature Process” to e-sign the G-28.

Home

Profile

Review G-28

⇒ Accept/Decline
G-28

E-sign G-28

Review I-90

Accept/Decline I-90

Attestation/
Acknowledgement

E-sign I-90

E-Sign Response

Please review your Form G-28 **carefully**.

After you complete your review, you can choose to begin the e-signature process by either accepting or declining the e-signature request from your representative. Select either the **Begin E-Signature Process** or **Decline E-Signature** to show your response.

NOTE: Once you e-sign your application, petition, or request, your representative will not be able to make any changes.

If you discover an error in your application, petition, or request or wish to make changes prior to filing, select **Decline E-Signature**. Your application, petition, or request will be returned to your representative who can make any necessary changes.

BEGIN E-SIGNATURE PROCESS

- By selecting this option, you choose to **e-sign** your Form G-28.
- By e-signing, you agree you have reviewed all the information contained in your Form G-28 and declare that such information and is complete, true and correct.
- Once you e-sign your Form G-28, it will be returned to your representative, who will file it with USCIS directly and then be able to begin the process of filing cases on your behalf.

DECLINE E-SIGNATURE

- By selecting this option, you choose **not to e-sign** your Form G-28
- If you choose **not to e-sign**, your Form G-28 will not be accepted or processed in USCIS ELIS and will be treated as a draft and deleted after 30 days if no further actions are performed.
- If you choose **not to e-sign**, your Form G-28 because you are no longer represented by the attorney or accredited representative named in your Form G-28, your case will be closed and you will not have access to the draft application, petition, or request prepared by your representative.
- **NOTE:** If you choose not to e-sign the application, petition, or request prepared by your representative, you may still e-file an application, petition, or request by creating one in your online account or through a new representative.
- Once you choose **not to e-sign** your application, petition, or request, you will not be able to access or review your Form G-28 until your representative updates and returns it to you for review and e-signature.

Continue ▶

Client reviews Consent language, selects where documents should be mailed, and e-signs. Changes are in red font.

* Indicates Required Field

Consent to Representation and Release of Information

- 1.** I have requested the representation of and consented to being represented by the attorney or accredited representative named LAST NAME, FIRST NAME of ORGANIZATION NAME. According to the Privacy Act of 1974 and DHS policy, I also consent to the disclosure to the named attorney or accredited representative of any record pertaining to me that appears in any system of records of USCIS, ICE, or CBP.*

When you (the applicant, petitioner, requestor, or respondent) are represented, DHS will send notices to both you and your attorney or accredited representative either through mail or electronic delivery.

DHS will also send the Form I-94, Arrival Departure Record, to you **unless** you select **Item Number 2.a.** in **Part 4.** All secure identity documents and Travel Documents will be sent to you (the applicant petitioner, or requestor) at your U.S. mailing address **unless** you ask us to send your secure identity documents to your attorney or accredited representative.

If you do not want to receive original notices or secure identity documents directly, but would rather have such notices and documents sent to your attorney of record or accredited representative, please select **all applicable** boxes below:

- 2.a.** I request DHS to send any notice (including Form I-94) on an application, petition, or request to the **U.S.** business address of my attorney of record or accredited representative as listed in this form. I understand that I may change this election at any future date through written notice to DHS.
- 2.b.** I request that DHS send any secure identity document, such as a Permanent Resident Card, Employment Authorization Document, or Travel Document, that I am approved to receive and authorized to possess, to the U.S. business address of my attorney of record or accredited representative as listed in this form **or to a designated military or diplomatic address for pickup in a foreign country (if permitted).** I consent to having any secure identity document sent to my attorney of record or accredited representative's U.S. business address and understand that I may request, at any future date and through written notice to DHS, that DHS send any secure identity document to me directly.

Full Legal Name**


(First Name, Middle Name, Last Name)

Continue >

Client receives notification that the G-28 was e-signed.

Official website of the Department of Homeland Security


Accessibility Plug-ins Log Out


U.S. Citizenship and
Immigration Services


Contact Us

Home Profile

G-28 ACCEPT CONFIRMATION

 **You have e-signed** your Notice of Entry of Appearance as Attorney or Accredited Representative (G-28) on Thursday, January 28, 2016 at 3:25:02 PM.

- You may now proceed to review your application, petition or request your representative prepared for you.
- Once you complete your review, you will be asked to e-sign your application, petition or request.
- Please use the online help form to contact our Customer Contact Center if you need assistance.

 [View PDF of Notice of Entry of Appearance as Attorney or Accredited Representative \(G-28\)](#)

[Click to review your application](#)



Home

Profile

Recent Notices

Notice Date	Receipt Number	Applicant Name	Notice Type
No data available in table			

Actions

- View All My Cases
- Enter Your Online Access Code (See **Account Acceptance Notice**)
- Review and E-sign the Request Drafted by Your Legal Representative
- Verify Your Identity

Recent Cases

After e-signing, client receives notification that case is pending payment by representative.

Receipt Number: N/A
Request Type: Application to Replace Permanent Resident Card
Draft Created Date: 01/28/2016
Received As: EFile
Status: Draft - Pending Payment
Status Message: You have completed your benefit request and your benefit request is ready for payment.
Pending Action: Awaiting Payment by Representative
Draft Expiration Date: 02/28/2016



Create New Case >

Review PDF >

as USCIS

- Change of Address
- E-Request
- Email us for Help
- Form I-90 General Information
- How Do I Customer Guides | USCIS

Recent Notices

Notice Date	Receipt Number	Client Name	Notice Type
No data available in table			

[View All Notices](#)



[Create New Case >](#)

Search for Client

* Indicates Required Field

Search By [Advanced Search](#)

Recent Draft Cases

Representative receives notice that case is pending payment.

Client Name	Request Type	Last Updated Date	Expiration Date	Status	Actions
lastname, firstname NMN	Application to Replace Permanent Resident Card	01/28/2016	02/28/2016	Pending Payment	Make Payment
AppOne, AppOne AppOne	Application to Replace Permanent Resident Card	01/13/2016	02/13/2016	Pending Customer E-Signature	View Confirmation / Delete

[View All Draft Cases](#)



[Create G-28 for Existing Case >](#)

Recent Submitted Cases

Receipt Number	Client Name	Submit Date	Request Type	Status
No data available in table				



[Home](#)

[Draft Cases](#)

[G-28 Terminated Cases](#)

[Profile](#)

ESIGN



Congratulations. You successfully submitted your application, petition, or request on Thursday, January 28, 2016 at 3:36:49 PM.

You may print this page for your records.

If you would like to receive text (SMS) and or email notifications when a change has been made to your case or account, please click on the "USCIS Representative Homepage" link below to manage your communication preferences.

Please use the [online help form](#) to contact our Customer Contact Center if you need assistance.

[USCIS Representative Homepage](#)