

# **Electronic Filing Process for Notice of Entry of Appearance as Attorney or Accredited Representative (G-28)**

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**Step 1:**  
Representative fills out the electronic G-28 and shares it with the client for their review.



# Notice of Entry of Appearance as Attorney or Accredited Representative

The representative will see information about the process of filling out and e-filing a G-28.

## G-28

The Notice of Entry of Appearance as Attorney or Accredited Representative is for attorneys and accredited representatives to provide information to establish their eligibility to appear for and act on behalf of an applicant, petitioner, requester, **beneficiary or derivative**, or respondent in immigration matters.

An attorney or accredited representative must complete and submit a new G-28 form for each client case. The G-28 can be started along with a client's new case or it can be added to a client's already-submitted case. USCIS will only recognize a completed G-28 once the client has reviewed and signed the form.



## Before you start the G-28



Who should complete this form



## Before you start the G-28



### Who should complete this form

You should only complete this form if you are an attorney or accredited representatives as defined in 8 CFR 1.2 and [1292.](#)

#### Law students and law graduates

If you are a law student or law graduate who is working under the direct supervision of an attorney or accredited representative, you will need to provide your name and signature on the form.

#### Foreign attorneys

If you are an attorney not licensed to practice law in the United States, you should not use this form. Instead, you will need to file the Notice of Entry of Appearance as Attorney In [Matters Outside the United states](#) (G-28I).

#### Other representatives

If you are seeking to appear as a reputable individual as defined in 8 CFR 292.1(a)(3), you should not use this form. Instead, you will need to seek permission from DHS to appear with your client.



## After you complete the G-28



## After you complete the G-28



### Your client adds you as his or her representative

After you provide your representative information and signature, we will give you a one-time access code to give to your client. Your client will need to sign in to his or her USCIS account (or create a new one) and enter this code to officially link to your G-28. Your client will also need to review the information you provided in the G-28 and provide his or signature before you can continue with filling out an online form for him or her.



### You complete your client's online form

Once your client links to and signs your G-28, a link will appear on your account homepage that takes you to the online form you want to complete on behalf of your client.



### Your client reviews and signs

After you are finished filling out your client's online form, he or she will need to sign in to his or her account to review the information you provided in the online form and then provide his or her signature.



### You submit and pay

Once your client reviews and signs the online form, a link will appear on your account homepage that takes you to a page to submit the G-28 along with your client's online form, and pay the fee for your client's form (if there is one).

Next



The representative will see the DHS Privacy Notice and PRA Burden Disclosure Statement.



## Completing the G-28 online



### We will automatically save your responses

We will automatically save your information when you select next to go to a new page or navigate to another section of the form. We will save your information for 30 days from today, or from the last time you worked on your form.

## DHS Privacy Notice

**AUTHORITIES:** The information requested on this form is collected pursuant to 8 CFR 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

**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 Burden Disclosure Notice

An agency may not conduct or sponsor 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

Do not mail your completed Form G-28 to this address.

OMB No.: 1615-0105

Expires: 03/31/2018



### Security reminder

If you do not work on your application for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely.

[Start the G-28](#)

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### Provide your name

Given name (first name)

Middle name (if applicable)

Family name (last name)

Representative selects correct radio button to indicate if they are an attorney or an accredited representative.

### Select your representative role

- I am an attorney eligible to practice law in, and a member in good standing of, the bar of the highest courts of the following states, possessions, territories, commonwealths, or the District of Columbia.
- I am an accredited representative of the following qualified nonprofit religious, charitable, social service, or similar organization established in the United States and recognized by the Department of Justice in accordance with 8 CFR part 1292.

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## Select your representative role

- I am an attorney eligible to practice law in, and a member in good standing of, the bar of the highest courts of the following states, possessions, territories, commonwealths, or the District of Columbia.
- I am an accredited representative of the following qualified nonprofit religious, charitable, social service, or similar organization established in the United States and recognized by the Department of Justice in accordance with 8 CFR part 1292.

These fields are displayed if “accredited representative” is selected.

Name of recognized organization

Date of accreditation

MM/DD/YYYY

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Select your representative role

- I am an attorney eligible to practice law in, and a member in good standing of, the bar of the highest courts of the following states, possessions, territories, commonwealths, or the District of Columbia.
- I am an accredited representative of the following qualified nonprofit religious, charitable, social service, or similar organization established in the United States and recognized by the Department of Justice in accordance with 8 CFR part 1292.

Licensing authority

Bar number

Name of law firm or organization (if applicable)

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?

- Yes
- No

Provide an explanation.

These fields are displayed if “attorney” is selected.



Provide your contact information

Daytime phone number

Mobile phone number

This is the same as the daytime phone number.

Email address

Fax number

Provide your address

Country

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

State

ZIP code

Representative provides information about themselves.

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Representative Information

Client Information

Additional explanation

Review and Sign

Do you have a USCIS Online Account?

- Yes
- No

USCIS Online Account Number

080853205555

Do you have a law student or law graduate working under your direct supervision in accordance with the requirements in 8 CFR 292.1(a)(2).

- Yes
- No

Provide the name of the law student or law graduate.

Given name (first name)

Middle name (if applicable)

Family name (last name)

Provide the name of the law student or law graduate.

Given name (first name)

Middle name (if applicable)

Family name (last name)

[Remove this name](#)

+ Add name

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Representative provides information about themselves.



Representative Information

Client Information

Additional explanation

Review and Sign

### Provide your client's current legal name

Given name (first name)

Middle name (if applicable)

Family name (last name)

Name of Entity

Title of Authorized Signatory for Entity

### Provide your client's immigration information

A-Number

USCIS Online Account Number

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Representative provides information about their client.



### Provide your client's contact information

Daytime phone number

Mobile phone number

This is the same as the daytime phone number.

Email address

### Provide your client's current mailing address

*Do not provide your business mailing address here unless it serves as the safe mailing address for your client.*

Country

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

State

State

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Representative provides information about their client.



Representative Information

Client Information

Additional explanation

Review and Sign

## You may provide additional information for your G-28

*If you need to provide any additional information for any of your answers to the questions in this G-28, enter it into the space below. You should include the questions that you are referencing.*

*If you do not need to provide any additional information, you may leave this section blank.*

Representative provides any additional information that may be relevant.

Additional information

0/2000

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Representative Information

Client Information

Additional explanation

Review and Sign

## Check the G-28 before you submit it for client review

*We will review the form to check for accuracy and completeness before you send it to your client for his or her review and signature.*

*You can return to this page to review the form as many times as you want before you submit it.*

[Review the G-28](#)

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Representative Information

Client Information

Additional explanation

Review and Sign

## Check the G-28 before you submit it for client review


*We will review the form to check for accuracy and completeness before you send it to your client for his or her review and signature.*

*You can return to this page to review the form as many times as you want before you submit it.*

### Alerts

*A green alert means you have completed all required fields and responses.*

*A red alert means you have incomplete or incorrect responses to certain questions. You cannot submit the form with any red alerts.*

 We found no alerts in the G-28

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Representative Information

Client Information

Additional explanation

Review and Sign

## Check your incomplete responses

### Required fields

*You have one or more incomplete required fields.*

### You must provide a response

You cannot submit the G-28 until you provide a response for the following field(s):

#### Representative Information

- Given name (first name)

#### Client Information

- Email address

You can continue filling out the G-28 and we will save your information for 30 days from the last time you worked on the form application, but you cannot submit the form until you provide responses to required fields.

Edit responses

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## Review the G-28 form information

## G-28 form summary

Here is a summary of all the information provided in the G-28.

Make sure you have provided responses for everything that applies to you and your client before you complete this part of the G-28 process. You can edit your responses by going to each form section using the form navigation.

## Representative Information

Provide your name: Jane Stephanie Smithson

Select your representative role: I am an attorney eligible to practice law in, and a member in good standing of, the bar of the highest courts of a state, possession, territory, commonwealth, or the District of Columbia

Licensing authority: Virginia

Bar number: 12345678

Smith LLP

Are you subject to any order of any court or administrative agency disbarring, suspending, reprimanding, restricting, or otherwise restricting you in the practice of law?

No

Provide your contact information

Daytime phone number: (555)555-5555

Mobile phone number: (555)555-5555

Email address: jane.smithson@gmail.com

Provide your address: 1600 Pennsylvania Ave Suite 200 Washington, DC 20000

Do you have a USCIS EUS Account Number?

No

Do you have a law student or law graduate working under your direct supervision in accordance with the requirements in 8 CFR 292.1(a)(2)(iv)?

Yes

Name of law student or law graduate

Johnny Applesseed

## Client Information

Provide your client's current legal name: Peter Campbell

Name of company or organization

Provide your client's immigration information

A Number: A-001234567

USCIS EUS Account Number: 987654321

Provide your client's contact information

Daytime phone number: (555) 555-5555

Mobile phone number: (555) 555-5555

Email address: littlepeter@yahoo.com

Provide your client's current mailing address: 1234 Street Lane Apt 102 Arlington, VA 20000

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This screen provides an overview of the information entered by the attorney or accredited representative for their review prior to e-signature.



## Law student / graduate's statement and signature

*Your law student or law graduate must read and agree to the statement below, and provide his or her signature.*



I am a law student or law graduate working under the direct supervision of the attorney or accredited representative of record on this form in accordance with the requirements in .

I have read and agree to the law student / graduates's statement

Law student / graduate's signature

If a Law Student or Law Graduate is working with the representative, they will be asked to e-sign.



Representative Information

Client Information

Additional explanation

Review and Sign

## Representative's statement and signature

*You must read and agree to the statement below, and provide your signature.*



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.

I have read and agree to the representative's statement

The representative will review the statement and indicate their agreement.

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Representative Information

Client Information

Additional explanation

Review and Sign

## Representative's statement and signature

*You must read and agree to the statement below, and provide your signature.*



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.

I have read and agree to the law representative's statement

Representative's signature

Jane Stephanie Smithson

The representative e-signs the electronic G-28.

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Representative Information

Client Information

Additional explanation

Review and Sign

## Submit the G-28 for your client's review



By submitting this form, we will prepare a draft G-28 for your client to review. If your client approves the information provided in the G-28, we will also ask for his or her signature. After the client provides his or her signature, the G-28 will be added to your client's case.

If your client does not approve the information provided in the G-28, his or her draft case status will show that it was not approved. You will need to edit the information in the form, and re-submit it for your client's review.

Once you submit the G-28 below, your client's draft case status will be updated on your and your client's account home pages.

Submit the G-28 for client review

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Representative Information

Client Information

Additional explanation

Review and Sign

## Give this passcode to your client to initiate the G-28 client relationship

*Your client will need to enter this one-time passcode on his or her account homepage in order to add you as a representative. Your client must have a USCIS account in order for you to start, submit, and manage his or her case online.*

*If this code is not used within 30 days, it will expire and the draft G-28 will be deleted.*

One-time passcode: AFG-45-ITVM-09

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Finish

The representative gives their client the one-time passcode so that the client can review the G-28 information and also e-sign.

## **Electronic Filing Process for Notice of Entry of Appearance as Attorney or Accredited Representative (G-28)**

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### **Step 2:**

Client Reviews G-28 and e-signs or sends back to Representative for corrections.





## Enter a representative passcode

Once you enter your representative's passcode, we will take you to review and sign the G-28 and any other forms prepared for you by your attorney or accredited representative.

## Enter your representative's online case access passcode

Passcode

Example: NJO-5103A-D55C4-A0E1 or AC2FF-5C848-A736

Submit and continue

[Cancel](#)

The client will receive notification that a G-28 has been prepared by their representative. The client will enter the passcode they received from their representative to access the G-28 information.



# Notice of Entry of Appearance as Attorney or Accredited Representative

G-28

The client will see information about the review and e-sign process.



## You add your representative in your USCIS account

After your representative completes the G-28, he or she will contact you and give you a one-time passcode. You will need to sign in to your USCIS account (or create a new one) and enter this code to officially add your representative.



## Your representative complete your online form (for new cases)

Once you have reviewed and signed the G-28, a link will appear on your representative's account home page that takes him or her to the online form you want to be completed on your behalf.



## You review the information in your online form (for new cases)

Once your representative is done filling out your online form, we will send it to you for your review.

If all the information is correct, you should accept the form and then provide your signature. If the information is incorrect, you should decline the form and we will send it back to your representative to make updates.



## You representative submits and pays for your online form (for new cases)

Once you review and sign your form, your representative will submit the G-28 along with your form, and pay the fee for your form (if there is one).

Next



## Completing the G-28 online



### We will automatically save your responses

We will automatically save your information when you select next to go to a new page or navigate to another section of the form. We will save your information for 30 days from today, or from the last time you worked on your form.

## DHS Privacy Notice

**AUTHORITIES:** The information requested on this form is collected pursuant to 8 CFR 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

The client will see the DHS Privacy Notice and PRA Burden Disclosure Statement.

**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 Burden Disclosure Notice

An agency may not conduct or sponsor 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

Do not mail your completed Form G-28 to this address.

OMB No.: 1615-0105

Expires: 03/31/2018



### Security reminder

If you do not work on your application for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely.

[Start the G-28](#)

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Welcome to your USCIS account

## Your drafts

Continue Notice of Entry of Appearance as Attorney or Accredited Representative

G-28

You need to review and sign the G-28

Review and sign

**Status**

Your representative prepared and signed the G-28 for you to review

**Last updated**

March 14, 2018

The client clicks on the Review and sign button to access the G-28 draft.

### Review the G-28 form information

#### G-28 form summary

Here is a summary of all the information provided in the G-28.

If anything is incorrect or missing, you should decline the G-28 on the next page and contact your representative. We will allow your representative to edit the information in the draft form, and re-send it to you for your review.

#### Representative Information

Provide your name **Jane Stephanie Smithson**

Select your representative role **I am an attorney eligible to practice law in, and a member in good standing of, the bar of the highest courts of a state, possession, territory, commonwealth, or the District of Columbia**

Licensing authority **Virginia**

Bar number **12345678**

**Smith LLP**

Are you subject to any order of any court or administrative agency disbarring, suspending, expiring, restraining, or otherwise restricting you in the practice of law? **No**

Provide your contact information

Daytime phone number **(555)555-5555**

Mobile phone number **(555)555-5555**

Email address **jane.smithson@gmail.com**

Provide your address **1600 Pennsylvania Ave Suite 200 Washington, DC 20000**

Do you have a USCIS ELS Account Number? **No**

Do you have a law student or law graduate working under your direct supervision in accordance with the requirements in 8 CFR 292.1(a)(2)(ii)? **Yes**

Name of law student or law graduate **Johnny Appleseed**

#### Client Information

Provide your client's current legal name **Peter Campbell**

Name of company or organization

Provide your client's immigration information

A-Number **A-001234567**

USCIS ELS Account Number **987654321**

Provide your client's contact information

Daytime phone number **(555) 555-5555**

Mobile phone number **(555) 555-5555**

Email address **littlepeter@yahoo.com**

Provide your client's current mailing address **1234 Street Lane Apt 102 Arlington, VA 20000**

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The client is able to review and verify the G-28 information as entered by their representative.



Representative Information

Client Information

Additional explanation

Review and Sign

## Accept or decline the G-28

*If the information provided in the G-28 is complete, true, and correct, you should continue to the signature page.*

*If anything is incorrect or missing, you should decline the G-28 and contact your representative. We will allow your representative to edit the information in the draft form, and re-send it to you for your review.*

- I accept the G-28 and want to provide my signature
- I decline the G-28 and want to send the draft form back to my representative to make updates

The client chooses whether to accept or decline the G-28 as it was entered by their representative. In this scenario, the client accepts the G-28.

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## Clients' consent to release of information

*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, select one or both boxes below.*



USCIS will send notices to both a represented party (the client) and his, her, or its attorney or accredited representative either through mail or electronic delivery. USCIS will send all secure identity documents and Travel Documents to the client's U.S. mailing address.

If you want to have notices and/or secure identity documents sent to your attorney or accredited representative of record rather than to you, please select **all applicable** items below. You may change these elections through written notice to USCIS.



The client reviews and selects their preferred options for receiving notices and other documents from USCIS.

- I request that USCIS send original notices on an application or petition to the U.S. business address of my attorney or accredited representative as listed in this form.
  
  - I request that USCIS send any secure identity document (Permanent Resident Card, Employment Authorization Document, or Travel Document) that I receive to the U.S. business address of my attorney or accredited representative (or to a designated military or diplomatic address in a foreign country (if permitted)).
- NOTE:** If your notice contains Form I-94, Arrival-Departure Record, USCIS will send the notice to the U.S. business address of your attorney or accredited representative. If you would rather have your Form I-94 sent directly to you, select **the item below**.
- I request that USCIS send my notice containing Form I-94 to me at my U.S. mailing address

The client reads the Client Statement and e-signs the G-28.

## Client's statement and signature

*You must read and agree to the statement below, and provide your signature.*



I have requested the representation of and consented to being represented by the attorney or accredited representative named in **Part 1.** of this form. According to the Privacy Act of 1974 and U.S. Department of Homeland Security (DHS) policy, I also consent to the disclosure to the named attorney or accredited representative of record pertaining to me that appears in any system of records of USCIS, ICE, or CBP.

I have read and agree to the client's statement

Client's signature

Next

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Representative Information

Client Information

Additional explanation

**Review and Sign**

## Submit the G-28 for your case



Once you submit the G-28 below, it will be added to your case.

Your case status will be updated on your and your representative's account home pages.

Submit the G-28

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## Accept or decline the G-28

*If the information on the previous page is complete, true, and correct, you should **accept** the G-28 and provide your signature.*

*If anything is incorrect or missing, you should **decline** the G-28 and contact your representative. We will allow your representative to edit the information in the draft form, and re-send it to you for your review and signature.*

- I accept the G-28 and want to provide my signature
- I decline the G-28 and want to send the draft form back to my representative to make updates

 You are choosing to decline this G-28

We will send the form back to your representative to make updates.

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The client chooses whether to accept or decline the G-28 as it was entered by their representative. In this scenario, the client declines the G-28.



Representative Information

Client Information

Additional explanation

Review and Sign

## Your representative will make updates to the G-28

*You should contact your representative to tell them what information is incorrect or missing.*

*Once your representative has made updates to the form, we will re-send it to you for your review and signature. Until then, you will not be able to access the form.*

The client will see information about what happens as a result of declining the G-28.

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Finish