

## 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.htm>.

### 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 an Optional Form EOIR-31A to apply for accreditation, or an organization may request accreditation 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 may be requested 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).

R&A Coordinator  
Board of Immigration Appeals  
Office of the Chief Clerk  
5107 Leesburg Pike, Suite 2000  
Falls Church, VA 20530

### 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 District Director for U.S. Citizenship and Immigration Services (USCIS) of DHS and the Chief Counsel for Immigration and Customs Enforcement (ICE) of DHS in the jurisdiction where the organization is located. To identify the appropriate DHS offices, consult the USCIS website at <http://www.uscis.gov/about-us/find-uscis-office> and the ICE website at <http://www.ice.gov/contact/opla/>.

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

For Official Use Only: \_\_\_\_\_ Date Received (mm/dd/yyyy) \_\_\_\_\_

1. \_\_\_\_\_ requests recognition pursuant to 8 C.F.R. § 1292.2(a) and (b) so that it may apply for accreditation of persons of good moral character to represent others in immigration proceedings before the immigration courts and the Board of Immigration Appeals (BIA) of the Executive Office for Immigration Review (EOIR) and/or the U.S. Citizenship and Immigration Services (USCIS) of the Department of Homeland Security (DHS).  
Name of Organization Applying for Recognition

2. Organization's Address: \_\_\_\_\_  
Number and Street (Do not use P.O. Box)  
\_\_\_\_\_  
City State Zip Code  
\_\_\_\_\_  
Phone Number Fax Number  
\_\_\_\_\_  
Email Address @ \_\_\_\_\_

3. By signing this form, you certify that the organization is a non-profit religious, charitable, social service, or other (specify: \_\_\_\_\_) organization established in the United States. 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.

4. If the organization is chartered, attach a copy of the Charter, Constitution, Articles of Incorporation, and/or By-laws.

5. What charges or membership dues, if any, are charged to clients? \_\_\_\_\_ Attach a fee schedule, if applicable, with a list of services, specifying the full range of charges and explaining when charges are reduced or waived. Also provide a detailed statement of the organization's sources and amounts of funding other than dues or fees.

6. Attach a detailed statement regarding the knowledge, information, and experience in immigration and nationality law and procedure available to the organization. Also attach a list of library and/or internet resources.

7. Provide a description of the specific immigration legal services the organization will provide.

8. Resumes and any immigration training certificates for staff members should be attached. A description and/or diagram of the organizational structure of the organization should be included, that shows the supervision of staff members. Any supervision or assistance provided by attorneys should be documented, including proof of the immigration practice experience of the attorneys. Any arrangement to consult with other recognized organizations or attorneys should be documented.

9. 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).



X \_\_\_\_\_  
Signature (Type or print) Name and title of authorized official of organization

**You must complete the Proof of Service on the reverse**

## PROOF OF SERVICE


(You Must Complete Both)

I, \_\_\_\_\_ ,  
(Print Name)

mailed or delivered a copy of this Form EOIR-31 and  
its attachments to the District Director for USCIS  
of DHS on \_\_\_\_\_  
(Date - mm/dd/yyyy)

at \_\_\_\_\_  
(Number and Street)

\_\_\_\_\_  
(City, State, ZIP Code)


 **SIGN  
HERE** **X**

I, \_\_\_\_\_ ,  
(Print Name)

mailed or delivered a copy of this Form EOIR-31 and  
its attachments to the Chief Counsel for ICE  
of DHS on \_\_\_\_\_  
(Date - mm/dd/yyyy)

at \_\_\_\_\_  
(Number and Street)

\_\_\_\_\_  
(City, State, ZIP Code)

 **SIGN  
HERE** **X**

### HAVE YOU SUBMITTED?

- Completed Form EOIR-31, including proof of service
- Proof of nonprofit status (IRS document)
- Copy of Charter, Constitution, By-Laws and/or Articles of Incorporation
- Fee schedule for all immigration services provided and membership dues, if applicable
- List of law library contents and/or online resources
- Funding sources and budget
- Organizational chart and a description of the specific immigration legal services the organization will provide
- Staff resumes, certificates of training, letters of recommendation and evidence of advocacy and research skills
- Requests for accreditation with supporting documentation, if applicable
- Written confirmation of any agreement(s) made to consult with other nonprofit organization(s) or private attorney(s) on a pro bono basis in more complicated cases or other acceptable arrangements to demonstrate adequate knowledge and experience in immigration law and procedure. *Matter of EAC, Inc.* (Recognition) 24 I&N Dec 556 (BIA 2008)
- Copy of BIA decision on prior recognition application, if applicable

For more information about applying for recognition, visit the EOIR website at <http://www.justice.gov/eoir/ra.htm>.

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to review the form, gather necessary materials, complete the form, and assemble the attachments is 2 hours. If you have comments regarding the accuracy of this estimate, or any other aspect of this collection of information, including suggestions reducing this burden, you may write to the Executive Office for Immigration Review, Office of the General Counsel, 5107 Leesburg Pike, Suite 2600, Falls Church, Virginia 20530.

The information is authorized by 8 U.S.C. §§ 1103, 1229a, 1362 and 8 C.F.R. 1292.2 in order to request recognition of a non-profit religious, charitable, social service or similar organization. The information you provide is mandatory and required to obtain recognition. Failure to provide the requested information may result in denial of your request. EOIR may share this information with others in accordance with approved routine uses described in BIA-002, Roster of Organizations and their Accredited Representatives Recognized by the Board of Immigration Appeals.