



## U.S. Department of Justice

Executive Office for Immigration Review

*Office of the General Counsel*

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5107 Leesburg Pike, Suite 2600  
Falls Church, Virginia 22041

November 14, 2019

MEMORANDUM TO: Melody D. Braswell  
Department Clearance Officer  
Department of Justice

FROM: Christina Baptista  
Senior Counsel  
Executive Office for Immigration Review

SUBJECT: Revision of a Currently Approved Form for Approval by the  
Office of Management and Budget: Form EOIR-31 (Request for  
New Recognition, Renewal of Recognition, Extension of  
Recognition of a Non-profit Religious, Charitable, Social Service,  
or Similar Organization).

Attached is the information collection request (ICR) for the Request for New Recognition, Renewal of Recognition, Extension of Recognition of a Non-profit Religious, Charitable, Social Service, or Similar Organization, Form EOIR-31, OMB #1125-0012, as required for certification and submission to the Office of Management and Budget. The Form EOIR-31 allows EOIR's Office of Legal Access Programs to determine whether an organization meets the regulatory and relevant case law requirements to be recognized as a legal service provider.

The following documents are contained in this ICR package:

1. OMB form 83-I Paperwork Reduction Act Submission;
2. Supporting Statement for Paperwork Reduction Act Submission with burden statement;
3. Certification Statement;
4. Forms used to collect the information reflecting changes in red;
5. Law or authority mandating the information collection;
6. 60-day ICR notice that will be published in the Federal Register; and
7. 30-day ICR notice that will be published in the Federal Register.

If you have any questions concerning this ICR, please contact Christina Baptista at 703-305-0992 or at [christina.baptista@usdoj.gov](mailto:christina.baptista@usdoj.gov). Thank you very much for all of your assistance.

Attachments