

EOIR-31A

INSTRUCTIONS

The new *Purpose of Form* provides more substantive information on what initial accreditation is, including examples of when organizations need to submit separate applications for the same individual. This section also gives more detail on renewal of recognition and addresses change of accreditation type.

We moved the Program's mailing address to the end of the form.

The *How to Complete* section provides a lot more detail about the regulatory requirements, aimed at assisting the organization submit a complete package from the beginning and preventing multiple communications to the organization to submit supplemental documentation.

Part 1.

The old Part 1 focused on the organization seeking accreditation of a representative. The new Part 1 focuses on the individual for whom the organization is seeking accreditation. Consequently, the new form no longer collects:

- Other names the organization used
- Names the organization previously applied under
- Address, telephone, fax, and email of the organization
- Date of organization's last approval of recognition

However, the new forms does collect:

- Daytime phone number and email of individual
- Whether the renewal application is for partial or full accreditation
- Whether the change of accreditation type is partial to full or full to partial
- Address(es) where proposed representative works or intends to work

Part 2.

The information in old Part 2 is now collected in either new Part 1 or new Part 2A.

The new Part 2A specifically asks if the individual is an attorney, and whether the individual's status with the organization is employee, volunteer, or other.

The new Part 2A also asks for the name of the organization that has ever submitted an application on behalf of the individual, what the outcome was of the application, and the reasons for the individual leaving that organization (if applicable).

The new Part 2B and 2C address many of the topics from old Part 4.

The new Part 2B specifically asks if the representative possesses broad knowledge and adequate experience in immigration law and procedure.

The new Part 2B also lists one by one the specific documents required to demonstrate knowledge and experience rather than referring to the requirements more broadly with a reference to the form instructions as in old Part 4.

For renewal applications, the new Part 2B asks how frequently the representative has provided direct legal representation before USCIS or EOIR within the past three years or since last accredited.

The new Part 2C asks for the individual's date of birth. This information is important if EOIR Fraud wants to conduct a background check or ask USCIS FDNS to conduct a criminal background check on the proposed representative.

The new Part 2C sets up a series of yes/no questions that follow the requirements of 8 CFR § 1292.12. This Part specifically asks if the representative has ever practiced law without authorization, and if the representative ever committed a crime of any kind. These questions are important to help us identify individuals who may be involved in the unlawful practice of law or do not have the required character and fitness to represent clients.

Part 3.

We incorporated Part 3 into new Part 1.

Part 4.

We incorporated old Part 4 into new Parts 2A, B, C.

Part 5.

We incorporated old Part 5 into Parts 1 and 2.

Part 6.

The declarations under old Part 6 have been reformatted and appear separately in new Parts 3 and 4. The new Part 3 provides a space for the Authorized Officer to write in the name of its organization. The new information collected in new Part 4 is the date the representative signs the form.

Part 7.

The old Part 7 appears as new Part 5, providing a line to list the name of the USCIS District Office and allowing entry for the mailing address of only one District Office.