

Rep Onboarding



Representative Account Type

I am an:

Attorney

A person who is eligible to practice law in, and is a member in good standing of the bar of, the highest court of any State, possession, territory, or Commonwealth of the United States, or the District of Columbia, and I am not under any order restricting me from the practice of law. (See 8 CFR 292.1 for additional information.)

Accredited Representative

A person who is a representative of a qualified nonprofit, religious, charitable, social service, or similar organization established in the United States and recognized by the Department of Justice. (See 8 CFR 292.1 and 8 CFR 1292.11-1292.20 for additional information.)

Continue

Representative Account Type

I am an:

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Bar Number

I do not have a bar number

Continue

Representative Account Type

I am an:

Attorney

A person who is eligible to practice law in, who is in good standing of the bar of the highest courts of any U.S. state, possession, territory, commonwealth, or the District of Columbia, and I am not under any order restricting me from the practice of law. (See [8 CFR 292.1](#) for additional information.)

Accredited Representative

A person who is a representative of a qualified nonprofit religious, charitable, social service, or similar organization established in the United States, and who is recognized by the Department of Justice. (See [8 CFR 292.1](#) and [8 CFR 1292.11 - 1292.20](#) for additional information.)

Accreditation Date

MM/DD/YYYY

Continue

Manage Your Existing Cases Online

If you paper-filed any of the eligible forms below, we created a USCIS online account for you. The USCIS Account Access Notice we mailed you has an Online Access Code you can use to link your paper-filed cases to your online account.

Eligible paper-filed forms

- I-90, Application to Replace Permanent Resident Card
- I-130, Petition for Alien Relative
- I-131, Application for Travel Document
- I-290B, Notice of Appeal or Motion
- I-485, Application to Register Permanent Residence or Adjust Status
- I-765, Application for Employment Authorization
- I-821, Application for Temporary Protected Status
- I-821D, Consideration of Deferred Action for Childhood Arrivals
- N-336, Request for Hearing on a Decision in Naturalization
- N-400, Application for Naturalization
- N-565, Application for Replacement Naturalization/Citizenship Document
- N-600, Application for Certificate of Citizenship
- N-600K, Application for Citizenship and Issuance of Certificate Under Section 322

Would you like to link your paper-filed cases to your account using the Online Access Code?

- Yes.
- No, continue to account profile.

Next

Onboarding Option 1: Linking and reviewing profile

When rep links using using their Online Access Code and reviews their existing profile.

Manage Your Existing Cases Online

Your Online Access Code is listed in the USCIS Account Access Notice we mailed you. Enter your code to access your existing cases. If you did not receive the notice, select "Continue to account profile."

| | | |
|---------------------------------|-----------------------------|--|
| Receipt Number ABC0000000001 | USCIS Online Account Number | Case Type N400 - APPLICATION FOR NATURALIZATION |
| Received Date 01/01/2010 | Priority Date 01/01/2010 | Applicant A123-456-789 JANE ALICE DOE |
| Notice Date 02/01/2010 | Page 1 of 1 | |

| | |
|---|---|
| 200 MAIN STREET DRIVE APT 3G SHELBYVILLE MI 48710 | Notice Type: USCIS Account Access Notice Online Access Code: XXXXX-XXXX-XXXX |
|---|---|

Notice Type: USCIS Account Access Notice

Online Access Code: XXXXX-XXXX-XXXX

Online Access Code

Link paper-filed cases

[Continue to account profile](#)

If the user selects **Yes** to “Would you like to link your paper-filed cases to your account using the Online Access Code?” question

Manage Your Existing Cases Online

Your Online Access Code is listed in the USCIS Account Access Notice we mailed you. Enter your code to access your existing cases. If you did not receive the notice, select "Continue to account profile."

| | | |
|---------------------------------|-----------------------------|--|
| Receipt Number ABC0000000001 | USCIS Online Account Number | Case Type N400 - APPLICATION FOR NATURALIZATION |
| Received Date 01/01/2009 | Priority Date 01/01/2016 | Applicant A123-456-789 JANE ALICE DOE |
| Notice Date 02/01/2009 | Page 1 of 1 | |

| | |
|---|--|
| 200 MAIN STREET DRIVE APT 3G SHELBYVILLE MI 90210 | Notice Type: USCIS Account Access Notice Online Access Code: XXXXX-XXXX-XXXX |
|---|--|

Notice Type: USCIS Account Access Notice

Online Access Code: XXXXX-XXXX-XXXX

Online Access Code

[Link my account](#)

[Continue to account profile](#)

Review And Certify

The following is information you provided in your paper-filed cases. If any of this has changed, you may update it in your profile after you submit this form.

To submit, please certify that you are an attorney or an accredited representative by checking the box at the end of this form.

Personal Information

| | |
|------------|-----------------------|
| First Name | Middle Name |
| Oprah | Test |
| Last Name | Online Account Number |
| Winfrey | 09982736123616 |

Mailing Address

In care of (if any)

| | | |
|----------------|------------------|----------|
| Country | United States | |
| Address line 1 | 10 Miller Street | |
| Address line 2 | | |
| City or town | State | Zip code |
| Hollywood | CA | 11121 |

Attorney Information

| | |
|---------------------|------------------|
| Organization name | Org name |
| Licensing Authority | State bar number |
| USCS | 11111 |

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

No

Contact Information

Email address
mail@mail.com

Mobile phone number
We have no verified mobile phone number on record for you.

Daytime phone number
(888) 888-8888

Fax number
mail@mail.com

Notification preferences
Email

Certify And Submit

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 in at least one U.S. state, Commonwealth, possession, territory, or the District of Columbia, and that the information presented in the review of my representative profile was true and correct at the time of filing. I am not subject to any order of any court or administrative agency disbarring, 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.

Submit Cancel

If Attorney +
paper-filed

Review And Certify

The following is information you provided in your paper-filed cases. If any of this has changed, you may update it in your profile after you submit this form.

To submit, please certify that you are an attorney or an accredited representative by checking the box at the end of this form.

Personal Information

| | |
|-----------------------------|--|
| First Name Oprah | Middle Name Tina |
| Last Name Winfrey | Online Account Number 09982736123616 |

Mailing Address

In care of (if any)

| | | |
|---|--------------------|--------------------------|
| Country United States | | |
| Address line 1 10 Miller Street | | |
| Address line 2 | | |
| City or town Hollywood | State CA | Zip code 11121 |

Attorney Information

| | |
|--------------------------------------|----------------------------------|
| Organization name Org name | |
| Licensing Authority USCS | State bar number 11111 |

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

Contact Information

Email address
mail@mail.com

Mobile phone number
We have no verified mobile phone number on record for you.

Daytime phone number
(866) 486-8888

Fax number
mail@mail.com

Notification preferences
Email

Certify And Submit

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 Department of Justice, Executive Office for Immigration Review, under title 8 of the Code of Federal Regulations, part 292, and that the information presented in the review of my representative profile was true and correct at the time of filing. 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.

Submit Cancel

If Accredited Rep
+ paper-filed



My Clients

Add a client to my account

View client and important case information at a glance.



Search

Filter by

Clients (1)

Cases (1)

2 total results

NASSO, MORAN NMN

A-Number: 083158197 | Date of birth: November 14, 1995

| Case (1 of 1) | Status | Action |
|---------------|---------------------------|----------------------------------|
| I-90 | Submitted January 8, 2014 | View case status |

View all cases

Start a form

After certifying, the rep will have access to their paper-filed cases in their account.

Onboarding Option 2: Creating a new profile

Rep only completes profile if they did not link using their Online Access Code.

Manage Your Existing Cases Online

If you paper-filed any of the forms below, we created a USCIS Online Account for you. The USCIS Account Access Notice that we mailed you has an Online Access Code you can use to link your paper-filed case to your online account.

Eligible Paper-Filed Forms

Would you

Yes,

No,



Are you sure you want to continue?

If you continue, you will no longer have access in this account to cases you previously paper-filed.

Yes, continue to account profile

Cancel

Next

If the user selects **No** to “Would you like to link your paper-filed cases to your account using the Online Access Code?” question



representative > km_rep_31@test.com > 963cd711-ab16-4828-ba51-ad78ee2a229e

Personal Information

Part 1 of 2

First Name

I do not have a first name

Middle Name

I do not have a middle name

Last Name

Please enter your mailing address

In care of (if any)

Country

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

State

Zip code

Next

< Back

Choose your role

Part 2 of 2

I am an:

- Attorney Accredited Representative

Organization name

Licensing authority

State bar number

[+ Add another](#)

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

- Yes
 No

Choose your role

Part 2 of 2

I am an:

Attorney Accredited Representative

Organization name

Accreditation date

Please enter your contact information

To edit your email address or mobile phone number, update your Account settings in your profile after you have finished creating your account.

Email address

km_rep_31@test.com

Mobile phone number

We have no verified mobile phone number on record for you.

Daytime phone number

This is the same as my mobile phone number

Fax number

What are your notification preferences?

We send you a notification when an immigration services officer responds to your message or case inquiry.

- Email
- Mobile
- Both email and mobile

Next

< Back

Review And Certify

Please review and certify this information by selecting the checkbox and submit button at the bottom of the form.

Personal Information

First Name

Middle Name

Last Name

Test

Mailing Address

In care of (if any)

Country

United States

Address line 1

20 Street

Address line 2

City or town

washington

State

District of Columbia

Zip code

20001

Accredited Representative Information

Organization name

ABC

Accreditation date

01/01/2019

Contact Information

Email address

km_rep_31@test.com

Mobile phone number

We have no verified mobile phone number on record for you.

Daytime phone number

(222) 222-2222

Fax number

Notification preferences

Email

Certify And Submit

- 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 in at least one U.S. state, Commonwealth, possession, territory, 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.

Submit

Cancel

If Attorney

Contact Information

Email address

km_rep_31@test.com

Mobile phone number

We have no verified mobile phone number on record for you.

Daytime phone number

(222) 222-2222

Fax number

Notification preferences

Email

Certify And Submit

- 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 Department of Justice, Executive Office for Immigration Review, 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.

Submit

Cancel

If Accredited Rep

Add Client and Start Form

COVID-19 announcement

We understand that the COVID-19 pandemic may make it difficult for some people to reply on time to requests or notices from USCIS. While we will continue to act on replies filed on time, we are allowing certain measures regarding certain late replies received in response to USCIS requests, notices, or decisions. If you have received a request or notice from us with an issue date from March 1, 2020 to September 11, 2020, and you fail to reply on time, we will consider a reply received within 60 days after the response due date listed in the request or notice before we act on your case. This applies to Requests for Evidence; Continuations to Request Evidence (H-14); Notice of Intent to Deny; Notice of Intent to Revoke; Notice of Intent to Rescind; Notice of Intent to Terminate; and Request for a Hearing on a Decision in Naturalization Proceedings (Under Section 336 of the INA). If you would like to submit a response after the deadline date on the request or notice, and the response period in your account has closed, use the "unsolicited evidence" option under the case Evidence tab in your online account.

My Clients

- H-1B Registration is open
 - H-1B Registration period will be open from noon EST on March 1, 2020 to noon EST March 20, 2020.
 - Registration selection does not guarantee a H-1B Visa.
 - H-1B Registrations will not be accepted through the U.S. Postal Service.

View client and important case information at a glance.

Search

Filter by

Clients (0) Cases (0) 0 total results

You do not have any clients in our system.

Add a client to my account

Rep adds client to account



[< Back to My Clients](#)

Add A Client

Once you add a client to your account, you will be able to file an online form, view case status updates, download notices, and continue to work on cases.

Select which type of client you want to add to your account.

H-1B Registrations can only be filed using the company client type.

Person

Company



[< Back to My Clients](#)

Add A Client

Once you add a client to your account, you will be able to file an online form, view case status updates, download notices, and continue to work on cases.

Select which type of client you want to add to your account.

H-1B Registrations can only be filed using the company client type.

Person

Company

What is your client's name?

Given name (first name)

Middle name (if applicable)

Family name (last name)

Add client

Cancel



[< Back to My Clients](#)

C, A B

Filter by ▾

Cases (0)

There are no forms for this client.



[< Back to My Clients](#)

Start A Form

Confirm the person or company that your are filing for

Client

Dikembe, Walton

[Add a new client](#)

Select the form that you want to file online

Once you start the form, we will automatically save your information for 30 days following any update.

All listed forms include the G-28. If you are only adding representation for a perviously fixed form, select the G-28.

- G-28, Notice of Entry of Appearance as Attorney or Accredited Representative**
- I-90, Application to Replace Permanent Resident Card**
- I-130, Petition for Alien Relative**
- I-539, Application To Extend/Change Nonimmigrant Status**
- I-765, Application for Employment Authorization**
- N-336, Request for a Hearing on a Decision in Naturalization Proceedings**
- N-400, Application for Naturalization**
- N-565, Application for Replacement Naturalization/ Citizenship Document**
- N-600, Application for Certificate of Citizenship**
- N-600K, Application for Citizenship and Issuance of Certificate Under Section 322**

Start form

Cancel

The rep completes a form for the applicant

G-28 Form Overview- Rep.

Finish the **N-600** and continue to the G-28

By finishing this form, we will prepare a draft **N-600** for your client to review and sign. If your client does not approve the information provided in the **N-600**, you will need to edit the information in the form, and resubmit it for your client's review.

Next you will continue to the G-28. When you submit the G-28, we will give you a passcode for your client to add you as his or her representative in his or her USCIS online account. Once you are added, your client will have access to review the draft **N-600** and the draft G-28.

[Back](#) [Finish and continue](#)

Sample page for rep before continuing to complete G-28 Form. Form number (as boxed in red) will change based on completed form.

G-28, Notice Of Entry Of Appearance As Attorney Or Accredited Representative

Completing the form 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

AUTHORITY: The information requested on this form is collected pursuant to 8 CFR 204.6(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 to perform associated administrative functions. 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/USCS-001 - Alien File and National File Tracking System, DHS/USCS-007 - Benefits Information System, DHS/USCS-010 - Asylum Information and Pre-Screening, DHS/USCS-005 Inter-Country Adoption Security, DHS/USCS-008 Fraud Detection and National Security Records, and DHS/USCS-017 Refugee Case Processing and Security; and as described in the published privacy impact assessments: DHS/USCS/PA-015 - Computer Linked Application Information Management (CLAIMS 4) Update, DHS/USCS/PA-026 Computer Linked Application Information Management (CLAIMS 3) and Associated Systems, DHS/USCS/PA-058 EUS, DHS/USCS/PA-027 US Asylum Division, DHS/USCS/PA-020 Integrated Digitization Document Management Program, DHS/USCS/PA-027(b) Domestically Filed Inter-country Adoption and Referrals, DHS/USCS/PA-011 Fraud Detection and National Security Data System, and DHS/USCS/PA-05 Case and Activity Management for International Operations) which can be found at [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

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 Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated to average 13 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
Office of Policy and Strategy, Regulatory Coordination Division
9300 Capital Gateway Drive, 5th Stop K2140
Camp Springs, MD 20746-0009

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

Expires 05/31/2021

Security Reminder

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

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U.S. Citizenship and Immigration Services

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| Topics <ul style="list-style-type: none">About USCISAdoptionAdministrative AppealsArchiveA-Z IndexFamilyFile OnlineGlossaryHumanitarianLaws and PoliciesMilitaryOutreachRecordsScams, Fraud, and MisconductSite MapWorking in the U.S.Visit the U.S. | Verification <ul style="list-style-type: none">E-VerifyI-9 CentralmyE-VerifySAVE | Policies <ul style="list-style-type: none">AccessibilityFOIANo FEAR ActPlug-insPrivacy and Legal DisclaimersWebsite Policies | Government <ul style="list-style-type: none">U.S. Department of Homeland SecurityDHS ComponentsDHS Inspector GeneralUSA.govU.S. Department of StateWhite House |
|---|--|--|--|

[Contact Us](#)

G-28 Representative Information

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

- About Representative** ^
- Your name
- Your role
- Your contact information
- Additional information

- About Client v
- Additional Information v
- Review and Sign v

What is your current legal name?

Given name (first name)

Middle name (if applicable)

Family name (last name)

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U.S. Citizenship and Immigration Services



Topics

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- Laws and Policies
- Military
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- Scams, Fraud, and Misconduct
- Site Map
- Working in the U.S.
- Visit the U.S.

Verification

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

Policies

- Accessibility
- FOIA
- No FEAR Act
- Plug-ins
- Privacy and Legal Disclaimers
- Website Policies

Government

- U.S. Department of Homeland Security
- DHS Components
- DHS Inspector General
- USA.gov
- U.S. Department of State
- White House

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

- About Representative
 - Your name
 - Your role
 - Your contact information
 - Additional information
- About Client
 - Additional information
 - Review and Sign

What is 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

Provide the bar numbers, if applicable, for all jurisdictions in which you are admitted to practice.

Jurisdiction

Bar number (if applicable)

Add entry

What is the name of your law firm or organization (if applicable)?

Are you subject to any order disbarring, suspending, enjoining, restraining, or otherwise restricting you in the practice of law?

- Yes
- No

Provide an explanation.

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- myE-Verify
- SAVE

Policies

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Government

- U.S. Department of Homeland Security
- DHS Components
- DHS Inspector General
- USA.gov
- U.S. Department of State
- White House

Contact Us

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

- About Representative
- Your name
- Your role
- Your contact information
- Additional information
- About Client
- Additional information
- Review and Sign

What is 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

Provide the bar numbers, if applicable, for all jurisdictions in which you are admitted to practice.

Jurisdiction

Bar number (if applicable)

Add entry

What is the name of your law firm or organization (if applicable)?

Are you subject to any order disbarring, suspending, enjoining, restraining, or otherwise restricting you in the practice of law?

- Yes
- No

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Contact Us

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

About Representative

- Your name
- Your role
- Your contact information
- Additional information

- About Client
- Additional Information
- Review and Sign

What is 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

Name of recognized organization

Date of accreditation
MM/DD/YYYY

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U.S. Citizenship and Immigration Services



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- DHS Components
- DHS Inspector General
- USA.gov
- U.S. Department of State
- White House

Contact Us

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

- About Representative
- Your name
- Your role
- Your contact information
- Additional information
- About Client
- Additional Information
- Review and Sign

How can we contact you?

Daytime telephone number

Mobile telephone number

 This is the same as my daytime telephone number.

Email address

Fax number

What is your current mailing address?

USCIS uses the mailing address in your account profile for all correspondence. To change your mailing address, [update your profile information](#)

Country

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town State ZIP code

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- About Representative ^
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- Your role
- Your contact information
- Additional Information
- About Client v
- Additional Information v
- Review and Sign v

Do you have a USCIS Online Account?

- Yes
- No

USCIS Online Account Number

059624281995

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

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- About Representative
- Your name
- Your role
- Your contact information
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Do you have a USCIS Online Account?

- Yes
- No

USCIS Online Account Number

059624281995

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)?

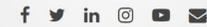
- Yes
- No

Provide the name of the law student or law graduate.

Given name (first name) Middle name

Family name (last name)

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Do you have a USCIS Online Account?

- Yes
- No

USCIS Online Account Number

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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

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- About Representative
- About Client**
- Client name
- Client contact information
- Client additional information
- Additional Information
- Review and Sign

What is your client's current legal name?

Given name (first name)

Middle name (if applicable)

Family name (last name)

If the client is an entity, provide the name of the entity and the title of the entity's authorized signatory.

Name of entity

Title of authorized signatory for entity

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About Representative

About Client

Client name

Client contact information

Client additional information

Additional information

Review and Sign

How can we contact your client?

Daytime telephone number

Mobile telephone number

This is the same as the daytime telephone number.

Email address

Please provide the same email address used by your client to create their USCIS online account. If you submit an email address that does not match, your client will not be able to add you as a representative. (To complete the online process).

What is 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 ZIP code

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What is your client's A-Number?

My client does not have or know their A-Number.

What is your client's USCIS Online Account Number?

My client does not have or know their USCIS Online Account Number.

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You may provide additional information for your form

If you need to provide any additional information for any of your answers to the questions in this form, 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.

+ Add a Response

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representative > taylor.poltzer@accenturefederal.com > 1235cc60-4736-4635-bec6-e9d486132377

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You may provide additional information for your application

If you need to provide any additional information for any of your answers to the questions in this form, 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.

Section

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Question

Additional information

0 / 500

Save response Cancel



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G-28 Review and Sign

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Review and Sign
Review your form

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 their review.

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

Alerts and warnings

You have one or more alerts and warnings based on the information you provided in your application.

A red alert means you have incomplete responses or inconsistent data. You cannot submit your application with any alerts.

1 There are errors in About Representative: Your name

[Edit my responses](#)

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Review and Sign ▲

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Representative's statement and signature

You must read and agree to the statements 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

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- About Representative
- About Client
- Additional Information

Review and Sign

- Review your form
- Your form summary
- Your signature
- Submit

Representative's statement and signature

You must read and agree to the statements 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

Your signature

You must provide your digital signature below by typing your full legal name. We may deny your form if you do not completely fill out this application or fail to submit required documents. We will record the date of your signature with your form.

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Review and Sign ▲

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Submit

Finish and submit the G-28



By submitting this form, we will prepare a draft G-28 for your client to review and sign. **If your client does not approve the information provided in the G-28, you will need to edit the information in the form, and resubmit it for your client's review.**

[Submit the G-28](#)

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Handshake

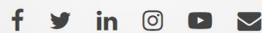
Give this passcode to your client to initiate the G-28 client relationship

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 online account in order for you to 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: NJO-EBAFF-E9305-C4E2

Finish



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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 ACZFF-5C848-A736

Submit and continue

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G-28 Form Overview- Client

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

Form G-28, 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 Form G-28 form for each client case. Form 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 Form G-28 once the client has reviewed and signed the form.

Each attorney or accredited representative appearing in a case must submit their own Form G-28 and USCIS only recognizes one Form G-28 at a time.

Before you start the form

Who should complete this form

The G-28 is used to officially establish a relationship between you and your representative. This form should only be completed by an attorney or accredited representative (as defined in 8 C.F.R. 1.2 and 1292) you have chosen to appear and act on your behalf in immigration matters.

After you submit the form

You add your representative in your USCIS account

After your representative completes Form G-28, they 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 completes your online form (for new cases)

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

If your representative is adding Form G-28 to your already-submitted case, the case's status will be updated referencing the form.

You review the information in your online form

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 Form G-28 along with your form, and pay the fee for your form (if there is one).

Withdrawing a Form G-28

An attorney or accredited representative or the applicant, petitioner, requester, beneficiary or derivative, or respondent may withdraw Form G-28 at any time by submitting written notice of withdrawal to USCIS, or by submitting a new Form G-28. The applicant, petitioner, requester, beneficiary or derivative, or respondent will be treated as unrepresented unless a new Form G-28 is submitted.

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G-28 Client Review

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 will need to edit the G-28 on the next page and contact your representative. We will allow your representative to edit the information in the G-28 form, and send it to you for your review. We also prepared a draft case complaint with your responses, which you can download below.

[View draft case complaint](#)

Representative information

Provide your name

Select your representative role

Name of recognized organization

Date of association

Are you subject to any order of banning, excluding, withholding, or delaying your entry into the practice of law?

Provide your contact information

Daytime telephone number

Mobile telephone number

Email address

Fax number

Provide your address

Do you have a USCIS Online Account?

USCIS Online Account Number

Do you have a law student or law graduate working under your direct supervision in accordance with the requirements in CFR 202.3(a)(2)?

Client information

Provide your client's current legal name

Provide your client's investigation information

Name of entity

Title of authorized signatory for entity

A Number

USCIS Online Account Number

Provide your client's contact information

Daytime telephone number

Mobile telephone number

Email address

Provide your client's current mailing address

Additional Explanation

Additional information

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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 resend 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

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Applicant accepts the G-28

Official website of the Department of Homeland Security [Here's how you know](#)

 **U.S. Citizenship and Immigration Services**

Notice of Entry of Appearance as Attorney or Accredited Representative (G-28)

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applicant > taylor.poltzer@gmail.com > c333d33d-1b1c-4b87-9033-5fbee1dfb56c

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 resend 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

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Notice of Entry of Appearance as Attorney or Accredited Representative (G-28)

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Client's 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, please select one or both boxes below.

USCIS will send notices to both a represented party (the client) and their 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 by submitting a new Form G-28 to USCIS.

- I request that USCIS send original notices on an application or petition to the 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 following item.

- I request that USCIS send my notice containing my Form I-94, Arrival-Departure Record, to me at my U.S. mailing address.

Client's statement and signature

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

I have requested the representation of and consented to being represented by the attorney or accredited representative named on 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 per item(s) to me that appear in any system of records of USCIS, ICE or CBP.

I have read and agree to the client's statement

Your signature

You must provide your digital signature below by typing your full legal name. We may close your form if you do not completely fill out this application or fail to submit required documents. We will record the date of your signature with your form.

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applicant > taylor.poltzer@gmail.com > c33d33d-1b1c-4b87-9033-5fbee1dfb56c

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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Applicant accepts the G-28. This is the last screen if the client accepts the G-28.

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applicant > taylor.poltzer@gmail.com > c333d33d-1b1c-4b87-9033-5fbee1df956c

Finish the G-28 and continue to review your form



By finishing this form, we will prepare the G-28 for your representative to submit to USCIS.

Once you finish below, we will take you to review the information your representative has provided in your draft form.

[Finish and continue to review form](#)


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applicant > [taylor.poltzer@gmail.com](#) > [c333d536-1b1c-4b87-9033-5fbac1dfb56c](#)

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 resend 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

 You are choosing to decline this G-28. We will send the form back to your representative to make updates.

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Applicant declines the G-28

Your representative will make updates to the G-28

You should contact your representative to tell him or her what information is incorrect or missing.

Once your representative has updated the form, we will resend it to you to review and sign. Until then, you will not be able to access the form.

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Applicant Account Case
Card - Representative
Tab

Note: this is only
in the applicant
account

Your Cases

I-539 Application To Extend/Change Nonimmigrant Status

Submitted on July 24, 2020 | Receipt # MCT2014038990

[View PDF](#) ▾ [Case Actions](#) ▾

 Your case status is unavailable at this time

We are working to get you accurate information as soon as possible. Try again later.

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Consent to release of information

Before your representative submitted your case, you indicated whether to send your original notices and secure identity documents to your representative rather than to you. You can review your selection for notice and secure document delivery by using the "View PDF" button for the current G-28. If you would like to edit your selections, a new, updated G-28 must be submitted. Your representative will need to withdraw the current G-28.