



Instructions for Notice of Entry of Appearance as Attorney or Accredited Representative

Department of Homeland Security

DHS
Form G-28
OMB No. 1615-0105
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What Is the Purpose of Form G-28?

This form is used to establish the eligibility of an attorney or accredited representative to represent a client (applicant, petitioner, requestor, beneficiary or derivative, or respondent) in an immigration matter before the U.S. Department of Homeland Security (DHS). An attorney or accredited representative appearing before DHS must file Form G-28 **for each benefit request**. U.S. Citizenship and Immigration Services (USCIS), U.S. Customs and Border Protection (CBP), and U.S. Immigration and Customs Enforcement (ICE) will only recognize a properly completed Form G-28 that was signed by the attorney or accredited representative and the client.

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.

USCIS, CBP, and ICE will recognize Form G-28 until the conclusion of the matter for which it is entered, unless otherwise notified. You must file a new Form G-28 with the Administrative Appeals Office if you are filing an appeal on Form I-290B, Notice of Appeal or Motion.

NOTE: For matters before the Department of Justice, Executive Office for Immigration Review (EOIR), representatives must file an **EOIR-27, Notice of Entry of Appearance as Attorney or Representative Before the Board of Immigration Appeals (BIA)** for representation before the BIA, or **EOIR-28, Notice of Entry of Appearance as Attorney or Representative Before the Immigration Court** for representation before the Immigration Courts.

Who May Use Form G-28?

Attorneys and Accredited Representatives

This form is used only by attorneys and accredited representatives as defined in 8 CFR parts 1.2 and 1292.

If you are an attorney or accredited representative appearing in person at a DHS office for a limited purpose, such as appearing for an interview, and at the request of an attorney or accredited representative who previously filed Form G-28 in the same case, you must complete and submit Form G-28 in person to a DHS official.

NOTE: The original attorney or accredited representative of record will remain the attorney or accredited representative of record in this situation. Any notices and communications DHS sends will continue to be sent to the original attorney or accredited representative of record.

In accordance with 8 CFR 292.4(a), when you act in a representative capacity, your personal appearance or signature will constitute a representation under 8 CFR parts 103.2(a)(3) and **292.1(a)(1)** that you are authorized and qualified to represent the individual or entity. DHS may require further proof of authority to act in a representative capacity.

Law Students and Law Graduates

A law student or law graduate who is working under the direct supervision of an attorney or accredited representative under 8 CFR 292.1(a)(2) must complete **Part 2., Item Numbers 4.A. and 4.B.**, on the same Form G-28 filed by the supervising attorney or accredited representative. The law student or law graduate must sign the same Form G-28 in **Part 7., Item Number 2**. DHS may require law students and law graduates to verify they are eligible under 8 CFR 292.1(a)(2). The appearance of a law student or law graduate requires the permission of the DHS official before whom they wish to appear. The DHS official may require the law student or law graduate be accompanied by the supervising attorney or accredited representative.

Designated Paralegal for Limited Interaction with USCIS for Customer Service Purposes

USCIS will allow an attorney or accredited representative completing this form to list one designated paralegal to interact with USCIS customer service channels on the attorney or accredited representative of record's behalf for specified, limited interaction. The designated paralegal must be directly employed by the attorney's law firm or the accredited representative's recognized organization and under the direct supervision of the designating attorney or accredited representative. The attorney or accredited representative is responsible for the conduct of the designated paralegal acting on their behalf, and such conduct will be subject to the disciplinary rules and procedures at 8 CFR parts 292.3(a)(1) and 1003.102.

Only the designated paralegal named in **Part 3., Item Number 1.** of the form may engage in the limited interaction, provided that **Part 6., Item Number 1.B.** is selected. If the attorney or accredited representative of record needs to change the designated paralegal who will be working with the attorney or accredited representative on the client's case, the attorney or accredited representative of record and client must complete a new Form G-28.

Limited interaction is generally defined as follows:

- Inquire about case status;
- Request correspondence or notices;
- Inquire about documents or cards that may need to be replaced (because they were not delivered; were lost, stolen, destroyed, or mutilated; or need to be corrected);
- Request appointment accommodations;
- Schedule or reschedule appointments; and
- Request a change of address.

NOTE: A paralegal may not be able to interact with USCIS customer service channels on behalf of certain protected requestors.

Nothing in this designation is to be construed as permitting a designated paralegal to engage in practice, as defined at 8 CFR 1.2, including the exercise of professional judgment to provide legal advice or legal services or represent the person, including at an in-person appointment before USCIS.

For more information, see the USCIS Policy Manual, Volume 1, General Policies and Procedures, Part D, Attorneys and Representatives, available at www.uscis.gov/policy-manual.

Note that ICE and CBP do not permit anyone but an attorney or accredited representative to appear before or communicate with their component about pending requests or cases.

Foreign Attorneys

Attorneys not licensed to practice law in the United States must use Form G-28I, Notice of Entry of Appearance as Attorney In Matters Outside the Geographical Confines of the United States. Such attorneys may only represent individuals in matters filed and adjudicated by DHS or on its behalf outside the United States. DHS has sole discretion to permit such representation.

Other Representatives

Individuals seeking to appear as reputable individuals may not use Form G-28. They must obtain permission from DHS to appear on behalf of an applicant, petitioner, requestor, beneficiary or derivative, or respondent. DHS will require the individual establishes they meet the definition of a reputable individual at 8 CFR 292.1(a)(3).

Withdrawing a Form G-28

An attorney or accredited representative or the applicant, petitioner, requestor, beneficiary or derivative, or respondent may withdraw Form G-28 at any time by submitting written notice of withdrawal, or by submitting a new Form G-28 to the office where the case is pending, or the return address of the last notice you received. The office address is on the most recent notice received regarding your case. The applicant, petitioner, requestor, beneficiary or derivative, or respondent will be treated as unrepresented unless a new Form G-28 is submitted.

General Instructions

USCIS provides forms free of charge through the USCIS website. To view, print, or fill out our forms, you should use the latest version of Adobe Reader, which you can download for free at <http://get.adobe.com/reader/>. If you do not have Internet access, you may call the USCIS Contact Center at **1-800-375-5283** and ask that we mail a form to you. The USCIS Contact Center provides information in English and Spanish. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

Signature. Each Form G-28 must be properly signed and filed. For all signatures on this form, USCIS will not accept a stamped or typewritten name in place of a signature. A legal guardian may also sign for a mentally incompetent client. If the Form G-28 is not signed or if the requisite signature on the request is not valid, USCIS will process the benefit request as though the Form G-28 had not been submitted. See 8 CFR 103.2(a)(3). If USCIS accepts a request for adjudication and determines that it has a deficient signature, USCIS may deny the request.

Validity of Signatures. For Form G-28, USCIS will consider a photocopied, faxed, or scanned copy of the original handwritten signature valid for filing purposes. The photocopy, fax, or scan must be of the original document containing the handwritten ink signature.

Filing Fee. See Form G-1055, available at www.uscis.gov/forms, for specific information about the fees applicable to this form.

How To Complete Form G-28

1. Type or print legibly in black ink.
2. If you need extra space to complete any item within this form, use the space provided in **Part 8. Additional Information** or attach a separate sheet of paper. Type or print your name at the top of each sheet; indicate the **Page Number, Part Number, and Item Number** to which your answer refers; and sign and date each sheet.
3. Answer all questions fully and accurately.

NOTE: It is the attorney or accredited representative's responsibility to ensure all contact information is kept up to date throughout the proceedings. Updates to contact information must be made in writing to DHS.

Specific Instructions

Part 1. Information About Attorney or Accredited Representative

Item Numbers 2. - 8. Attorney or Accredited Representative Information. Provide the full name, mailing address, and contact information of the attorney or accredited representative

Part 2. Eligibility Information for Attorney or Accredited Representative

Item Numbers 1.A. - 1.C. Licensed Attorney. If you are an attorney admitted to practice in the United States, as defined in 8 CFR 1.2, you must select **Item Number 1.A.** and provide the required information regarding the licensing authority for all states, possessions, territories, commonwealths, or the District of Columbia, where you are admitted. Attorneys must provide the bar numbers, if applicable, for all jurisdictions in which they are admitted to practice in **Item Number 1.A.** If you are subject to any order suspending, enjoining, restraining, disbaring, or otherwise restricting you in the practice of law, you must select **Item Number 1.B.** and disclose this information using the space provided in **Part 8. Additional Information.** Attorneys are required to notify DHS of convictions or discipline under 8 CFR 292.3. You must also provide the name of your law firm or organization, if applicable, in **Item Number 1.C.** If you need extra space to complete this section, use the space provided in **Part 8. Additional Information.**

Item Numbers 2.A. - 2.C. Accredited Representative. If you are an accredited representative of a recognized organization, as defined in 8 CFR part 1292, you must select **Item Number 2.A.** and provide the name of the organization recognized by the Department of Justice under 8 CFR part 1292 and the date of your accreditation in **Item Numbers 2.B - 2.C.**

Item Number 3. Representation for a Limited Purpose (Attorney or Accredited Representative). Only complete this item if you are not the attorney or accredited representative of record but are standing in for that person for a limited purpose. You must select **Item 3.** and provide the name of the attorney or accredited representative of record in this matter. You must submit a Form G-28 filed under these circumstances in person at a DHS office. A separate Form G-28 must be filed by each attorney or accredited representative who appears in the matter.

Item Numbers 4.A. - 4.B. Law Student or Graduate. If you are a law student or law graduate not yet admitted to the bar, you must select **Item Number 4.A.**, enter **your name** in **Item Number 4.B.**, and sign and date in **Part 7., Item Number 2.**, of the same Form G-28 filed by **your** supervising attorney or accredited representative. The appearance of law students and law graduates is subject to the requirements of 8 CFR 292.1(a)(2).

NOTE: USCIS will not recognize any Form G-28 submitted without the required information in **Parts 1. through 2.**

Part 3. Designated Paralegal for Limited Interaction with USCIS for Customer Service Purposes

If an attorney or accredited representative is designating a paralegal, the attorney or accredited representative of record must provide designated paralegal's name and contact information in **Part 3.** If all requested information is not included, the paralegal will not be permitted to act, nor will USCIS share information with the paralegal. USCIS only permits an attorney or accredited representative of record to designate one paralegal working under the attorney's or accredited representative's direct supervision to communicate with the USCIS customer service channels on the attorney's or accredited representative's behalf.

Part 4. Notice of Appearance as Attorney or Accredited Representative

Item Numbers 1.A. - 3.B. Appearance before USCIS, ICE, or CBP. Select **only one** box to indicate the DHS agency where the matter is pending. If you select the box for USCIS, list the form numbers filed with Form G-28 or the specific matter in which the appearance is entered. If you select the box for CBP or ICE, list the specific matter in which the appearance is entered. If a form number or matter is not listed in these **Item Numbers**, DHS may not send you information regarding that case.

Item Number 4. Receipt Number. Provide the Receipt Number for the application or petition pending with USCIS, if any.

Item Number 5. Client Type. Select **only one** box to indicate your appearance for the client.

Part 5. Information About Client (Applicant, Petitioner, Requestor, Beneficiary or Derivative, Respondent, or Authorized Signatory for an Entity)

Item Numbers 1. - 3. Information About Client. Provide the full name of the client. If the client is an entity, provide the name of the entity and the title of the entity's authorized signatory.

Item Numbers 4. - 5. Client's Online Account Number and Alien Registration Number (A-Number) (if any). Provide your client's online account number, if any. Provide your client's Alien Registration Number (A-Number), if any.

Item Numbers 6. - 8. Client's Contact Information. Provide the daytime telephone number, the mobile telephone number, and the email address for the client, if any.

Item Numbers 9. Client's Mailing Address. Provide the client's mailing address. Do not provide the business mailing address of the attorney or accredited representative unless it serves as the safe mailing address on the application, petition or request being filed with this Form G-28.

Part 6. Client's Consent to Representation and Signature

The client's signature on this form confirms consent to representation by the attorney or accredited representative named in Part 1. and the release of information to the attorney or accredited representative that may be contained in any system of records of USCIS, ICE, or CBP.

The client may also select a box that provides their consent to USCIS for the release of information to the named paralegal in Part 3. of any records pertaining to the client related to the forms or specific matter listed in Part 4. of this form that appear in any system of records of USCIS.

Item Numbers 2.A. - 3. Options Regarding Receipt of USCIS Notices and Documents. The client must select **Item Numbers 2.A. - 2.B.** if they want USCIS to send original notices and/or secure identity documents to the attorney or accredited representative of record. When **Item Numbers 2.A. and 2.B.** are selected, original notices and secure identity documents will be sent to the attorney or accredited representative of record and copies will be sent to the client. If the client wants to receive notices containing Form I-94, Arrival-Departure Record, rather than having USCIS send these notices to the attorney or accredited representative of record, **Item Number 3.** must be selected. These elections may be changed by submitting a new Form G-28 to USCIS.

NOTE: USCIS will not mail secure identity documents to a private, commercial, or business address in a foreign country. USCIS, however, will mail secure identity documents to a **U.S. business address** of an attorney admitted to practice law outside of the United States or to a designated Army/Air Post Office (APO), Fleet Post Office (FPO), or Diplomatic Post Office (DPO) address. USCIS will mail notices and other correspondence to a foreign address.

Item Number 4. Signature of Client or Authorized Signatory for an Entity. The client must sign and date the form. If the client is under 14 years of age, a parent or legal guardian may sign Form G-28 on their behalf. A legal guardian may also sign for a mentally incompetent person.

Part 7. Signature of Attorney, Accredited Representative, Law Student, or Law Graduate

Item Numbers 1. - 2. Signature of Attorney or Accredited Representative, Law Student, or Law Graduate. The attorney or accredited representative and, if applicable, law student, or law graduate must sign and date the form in black ink.

Part 8. Additional Information

Item Numbers 1.A. - 6.D. If you need extra space to provide any additional information within this form, use the space provided in **Part 8. Additional Information**. For example, if you need more space to provide your U.S. business address for purposes of receiving secure identity documents for your client (if your client has consented to your receipt of such documents in **Part 6.**). If you need more space than what is provided in **Part 8.**, you may make copies of **Part 8.** to complete and file with your **form** or attach a separate sheet of paper. Type or print your name at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.

**We recommend that you print or save a copy of your completed Form G-28
to review in the future and for your records.**

Warning

Individuals appearing as attorneys or accredited representatives (including law students and law graduates permitted to appear under 8 CFR 292.1(a)(2)) are subject to the disciplinary rules and procedures at 8 CFR 292.3, including, pursuant to 8 CFR sections 292.3(h)(3), 1003.108(c), permitting/authorizing publication of the name of the attorney or accredited representative and findings of misconduct should the attorney or accredited representative be subject to any public discipline.

Freedom of Information/Privacy Act Requests

You may not use this form to request records under the Freedom of Information Act or the Privacy Act, Title 5 U.S.C. sections 552 and 552a. You may find the procedures for requesting such records in 6 CFR 5 and at uscis.gov/FOIA.

DHS Privacy Notice

AUTHORITIES: The information requested on this form is collected pursuant to 8 CFR sections 103.2 and 292.1.

PURPOSE: The primary purpose for providing the requested information on this form is to designate you as an attorney eligible to appear and act on behalf of a client.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent your ability to represent an individual or entity before DHS.

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/USCIS-001 - Alien File and National File Tracking System, DHS/USCIS-007 - Benefits Information System, DHS/USCIS-010 - Asylum Information and Pre-Screening, DHS/USCIS-005 Inter-Country Adoptions Security, DHS/USCIS-006 Fraud Detection and National Security Records and DHS/USCIS-017 Refugee Case Processing and Security], 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 an 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 at **57** 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, 5900 Capital Gateway Drive, Mail Stop #2140, Camp Springs, MD 20588-0009; OMB No. 1615-0105. **Do not mail your completed Form G-28 to this address.**

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Not for
Production
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