

myUSCIS Copydeck: Interactive Forms	
Form Number and Name	G-28, Notice of Entry of Appearance as Attorney or Accredited Representative
OMB Number	1615-0105
Form Edition Date:	8/17/2022
Form Expiration Date:	8/31/2025
PRA Project:	G-28-010 Revision

Revision Key		
Description		
<ul style="list-style-type: none"> • All original (old) text is black. • All revised (new) text is red. 		
Example	Original	Revised
<ul style="list-style-type: none"> • All original text is black. • Any text that is removed from original column is shown with a strikethrough and in red. • Any revised (new) text is red 	1. Oranges 2. Bananas 3. Apple 4. Pineapple	1. Oranges 2. Bananas 3. Apple 4. Pineapple 5. Pears

G-28 - STANDALONE G-28 FILING

Column Header Description
 Header: If present, a header is located directly under the dropdown menu and above the body text.
 Body Text: Based on the purpose of the form found in the paper form instructions.

Heading	Revised Heading	Sub-Heading	Revised Sub-Heading	Body Text	Revised Body Text	Question	Revised Question	Sub-Question	Revised Sub-Question	Field	Revised Field	Help Text	Revised Help Text	Alert	Link	CTA	Notes
Search for Your Client's Case (if individual client)				<p>Note: Submission of an online G-28 is not supported for the following cases, you must file paper Form G-28 by mail:</p> <ul style="list-style-type: none"> Form 1-539 Form 1-589 (if the paper form was previously submitted) 1-28 (Registration) (if previously submitted) <p>If your client wants to add you as a representative to their case, you must file a paper Form G-28.</p>	<p>Provide the requested case information for your client if you would like to be recognized as the representative of record on a previously filed case.</p> <p>You can only file Form G-28 online for these form types if the receipt number begins with "OCI" or "MCL":</p> <ul style="list-style-type: none"> Form 1-500 Form 1-700 Form 1-921 Form 1-923 Form 1-924 Form 1-925 Form 1-926 Form 1-927 Form 1-928 Form N-340 Form N-400 Form N-400A Form N-400B Form N-400C Form N-400D 	<p>Receipt number Family name (last name) Client's email address</p>	<p>Selected client</p>	<p>Client name</p>	<p>Auto pop</p>	<p>Text Text Text</p>	<p>Example: OCI1234567890 Example: user@domain.com</p>						<p>Client name is auto-populated from the representative's selection on the file a form page</p>
Search for Your Client's Case (if company client)				<p>Provide the requested case information for your client if you would like to be recognized as the representative of record on a previously filed case.</p> <p>You can only file Form G-28 online if your client filed any of these form types online:</p> <ul style="list-style-type: none"> Form 1-229 9-18 petition; or Form 1-903 for Form 1-229 9-18 petition. 	<p>Provide the requested case information for your client if you would like to be recognized as the representative of record on a previously filed case.</p> <p>You can only file Form G-28 online if your client filed any of these form types online:</p> <ul style="list-style-type: none"> Form 1-229 9-18 petition; or Form 1-903 for Form 1-229 9-18 petition. 	<p>Receipt number</p>	<p>Selected client</p>	<p>Client name</p>	<p>Auto pop</p>	<p>Text</p>	<p>Example: OCI1234567890</p>					<p>Search</p>	<p>Cancel is the secondary button</p>

G-28 - CONCURRENTLY FILED WITH BENEFIT REQUEST FORM

Heading	Revised Heading	Body Text	Revised Body Text	Alert	Link	CTA	Revised CTA	Notes
Finish and Continue to G-28 (Individual client)		<p>Finish the [form_number] and continue to the G-28</p> <p>By finishing this form, we will prepare a draft [form_number] for your client to review and sign. If your client does not approve the information provided in the [form_number], you will need to edit the information in the form, and resubmit it for your client's review.</p> <p>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 I-131 and the draft G-28.</p>	<p>Finish the [form_number] and continue to the G-28</p> <p>By finishing this form, we will prepare a draft [form_number] for your client to review and sign. If your client does not approve the information provided in the [form_number], you will need to edit the information in the form, and resubmit it for your client's review.</p> <p>Next you will continue to Form G-28. When you submit Form G-28, we will give you a passcode for your client to add you as his or her representative in their USCIS online account. Once you are added, your client will have access to review the draft [form_number] and the draft Form G-28.</p>			Start form	Finish and continue, Back	Intermediary page to transition the rep from parent form to G-28
	Finish and Continue to G-28 (Company client)		<p>Finish the [form_number] and continue to the G-28</p> <p>By finishing this [form_number], we will prepare a draft [form_number] for your client to review and sign. If your client does not approve the information provided in the [form_number], you will need to edit the information in the [form_number], and resubmit it for your client's review.</p> <p>Next, you will continue to Form G-28. When you finish Form G-28, your client will have access to review the draft [form_number] and the draft Form G-28.</p>				Finish and continue, Back	

G-28 - Auto-populate Representative Information

Column Header Descriptions

Primary Navigation: A section of the form that contains several pages.

Secondary Navigation: A single page within a section.

Primary Nav	Secondary Nav	Tertiary Nav	Conditional Logic	Revised Conditional Logic	Paper Form Question	Question	Sub-Question	Field Type	Instructional Text	Help Text	Alert	Revised Alert	Required ?	Notes
				[Blue Modal - Informational]								<p>[Blue Alert Modal - Informational] [Heading]You have the option to auto-populate Form G-28</p> <p>[Body] Information from your representative profile may be used to auto-populate the corresponding fields within Form G-28. If any of the information auto-populated within Form G-28 needs to be updated, you can edit the field. You should also update the information within your profile so that it is correct.</p> <p>[Checkbox] I certify that it is my responsibility to ensure that the auto-populated information is correct.</p> <p>[CTA] Auto-populate data Do not auto-populate data</p>		Auto-populate modal will appear before all G-28 forms for all draft forms

G-28 - APPLICATION OVERVIEW

Column Header Descriptions

Heading: The primary heading on a page, typically the first part of a section of the page.

Sub-Heading: The secondary header, typically directly underneath the Heading.

Primary Navigation: A section of the form that contains several pages.

Heading	Revisions	Sub-Heading	Revised Sub-Heading	Body Text	Revised Body Text	Alert	Required?	Link	CTA	Revised CTA	Notes
G-28, Notice of Entry of Appearance as Attorney or Accredited Representative				<p>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.</p> <p>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.</p> <p>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.</p>	<p>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.</p> <p>An attorney or accredited representative must complete and submit a new Form G-28 form for each benefit request. 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.</p> <p>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.</p> <p>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.</p>						
Before you start the form	Before You Start The Form	Who should complete this form		You should only complete this form if you are an attorney or accredited representatives as defined in 8 CFR 1.2 and 1292.							
		Law students and law graduates	Designated paralegal for limited interaction with USCIS for customer service purposes	<p>If you are a law student or law graduate who is working under the direct supervision of an attorney or accredited representative, you will need to provide your name on the form.</p>	<p>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.</p> <p>Only the designated paralegal may engage in the limited interaction, provided that the client consents to USCIS release of their information of any records that appear in any system of records of USCIS to the designated paralegal. 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.</p> <p>Limited interaction is generally defined as follows:</p> <ul style="list-style-type: none"> • 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. <p>Note: A paralegal may not be able to interact with USCIS customer service channels on behalf of certain protected requesters. 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.</p> <p>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.</p> <p>For more information, review the USCIS Policy Manual, Volume 1, General Policies and Procedures, Part D, Attorneys and Representatives.</p>			www.uscis.gov/policy-manual			
		Foreign attorneys		If you are an attorney not licensed to practice law in the United States, you should not use this form. Instead, you will need to file the Notice of Entry of Appearance as Attorney in Matters Outside the United States (G-281).							
		Other representatives		If you are seeking to appear as a reputable individual as defined in 8 CFR 292.1(a)(3), you should not use this form. Instead, you will need to seek permission from DHS to appear with your client.							
After you complete the form	After You Complete The Form	Your client adds you as their representative	Your client reviews and signs	<p>After you complete Form G-28 and provide your signature, we will give you a one-time passcode to give to your client. Your client will need to sign in to their USCIS account (or create a new one) and enter this code to officially add you as a representative.</p> <p>Once your client adds you as a representative, they will need to review the information provided in Form G-28. If all the information is correct, your client will accept the form and then provide their signature. If the information is incorrect, your client will decline the form and we will send it back to you to make updates.</p> <p>Once your client accepts Form G-28, they will then review the benefit form. If all the information is correct, your client will provide their signature. If any information is incorrect, your client may decline and send back the benefit form(s) for you to make any updates.</p> <p>If you are adding a Form G-28 to your client's already-submitted case, the case status will be updated referencing the form.</p>	<p>After you complete Form G-28 and provide your signature, we will give you a one-time passcode to give to your individual clients. Your client will need to sign into their USCIS account (or create a new one) and enter this code to officially add you as a representative.</p> <p>Note: Company clients will receive an email notification instead of a one-time passcode.</p>						
		You submit and pay for your client's online form (for new cases)		Once your client reviews and signs the online form, a link will appear on your account home page that takes you to a page to submit Form G-28 along with your client's online form, and pay the fee for your client's form (if there is one).	Once your client reviews and signs the online form, the status for your client's case will display, "Ready to pay and submit." You will be able to select "Pay and submit" from the Actions drop-down that takes you to a page to submit Form G-28 along with your client's online form, and pay the fee for your client's form (if there is one).				Next	[delete]	
		Withdrawing 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 to DHS, or by submitting a new Form G-28. The applicant, petitioner, requestor, beneficiary or derivative, or respondent will be treated as unrepresented unless a new Form G-28 is submitted.	An attorney or accredited representative or the applicant, petitioner, requestor, beneficiary or derivative, or respondent may withdraw Form G-28 at any time through their USCIS online account by navigating to the associated case and selecting "Withdraw G-28" from the "Case Actions" dropdown. Form G-28 may also be withdrawn by submitting written notice of withdrawal to DHS, or by submitting a new Form G-28. The applicant, petitioner, requestor, beneficiary or derivative, or respondent will be treated as unrepresented unless a new Form G-28 is submitted.					Next	
Completing the form online	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.							
			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 or 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 292.4(a).	AUTHORITIES: The information requested on this form is collected pursuant to 8 CFR sections 103.2 and 292.1.						

G-28 - APPLICATION OVERVIEW

Column Header Descriptions

Heading: The primary heading on a page, typically the first part of a section of the page.

Sub-Heading: The secondary header, typically directly underneath the Heading.

Primary Navigation: A section of the form that contains several pages.

Heading	Revisions	Sub-Heading	Revised Sub-Heading	Body Text	Revised Body Text	Alert	Required?	Link	CTA	Revised CTA	Notes				
				<p>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</p> <p>DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent your ability to represent an individual or entity.</p> <p>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] and as described in the published privacy impact assessments [DHS/USCIS/PIA-015 - Computer Linked Application Information Management (CLAIMS 4) Update, DHS/USCIS/PIA-016 - Computer Linked Application Information Management (CLAIMS 3) and Associated Systems, DHS/USCIS/PIA-056 ELIS, DHS/USCIS/PIA-027(c)-USCIS Asylum Division, DHS/USCIS/PIA-003(b) Integrated Digitization Document Management Program, DHS/USCIS/PIA-007(b) Domestically Filed Intercountry Adoptions and Petitions, DHS/USCIS/PIA-013(a) Fraud Detection and National Security Data System, and DHS/USCIS/PIA-051 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.</p> <p>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 at 53 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:</p> <p>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</p> <p>Do not mail your completed Form G-28 to this address.</p> <p>OMB No. 1615-0105 Expires: 05/31/2021</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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 at 47 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:</p> <p>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</p> <p>Do not mail your completed Form G-28 to this address.</p> <p>OMB No. 1615-0105 Expires: 08/31/2025</p>							www.dhs.gov/privacy			
				<p>Paperwork Reduction Act Burden Disclosure Notice</p>											
				<p>Paperwork Reduction Act</p>											
				<p>Security reminder</p> <p>If you do not work on your form for more than 30 days, we will delete your data in order to prevent storing information indefinitely. If your data is deleted, you can restart the form at any time.</p>											

G-28 - ABOUT REPRESENTATIVE

Column Header Descriptions

Primary Navigation: A section of the form that contains several pages.

Secondary Navigation: A single page within a section.

Conditional Logic: Indicates whether the question or subquestion only applies if you meet certain criteria.

Paper Form Question: The number in the paper form associated with the question.

Primary Nav	Secondary Nav	Revision	Tertiary Nav	Conditional Logic	Paper Form Question	Revised Paper Form Question	Question	Revised Question	Sub-Question	Revised Sub-Question	Field Type	Revised Field Type	Instructional Text	Revised Instructional Text	Help Text	Alert	Required?	Notes		
About Representative	Your name				1.2		What is your current legal name?		Given name (first name)		Text									
					1.2				Middle name (if applicable)		Text									
					1.2				Family name (last name)		Text									
	Your role					2.1.a		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.		Radio								
					2.2.a				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 1.292.		Radio									
				(if attorney)		2.1.a		Licensing authority	Provide your eligibility information.	Licensing authority		Dropdown								
				(if attorney)		2.1.a		Bar number (if applicable)		Bar number (if applicable)		Text		Provide the bar numbers, if applicable, for all jurisdictions in which you are admitted to practice.						
				(if attorney)		2.1.c		What is the name of your law firm or organization (if applicable)?		Add entry		CTA								
				(if attorney)		2.1.b		Are you subject to any order disbarring, suspending, enjoining, restraining, or otherwise restricting you in the practice of law? Provide an explanation.		Yes/No	What is the name of your law firm or organization (if applicable)?		Radio							
				(if attorney and yes to restrictions to practicing law)		0.1.a		Name of recognized organization	Provide your eligibility information.	Name of recognized organization		Text								
				(if accredited representative)		2.2.b		Date of accreditation		MM/DD/YYYY	Date of accreditation		Date							
		Your contact information					1.4		How can we contact you?		Daytime telephone number		Text		Provide a 10-digit phone number.					
							1.5			Mobile telephone number		Text		Provide a 10-digit phone number.						
							1.6		This is the same as my daytime telephone number.		Yes/No		Checkbox							
							1.7		What is your current mailing address?		Email address		Text		Example: user@domain.com					
					1.7				Fax number	Fax number	Text		Provide a 10-digit phone number.							
					1.7				Country		Dropdown		USCIS uses the mailing address in your account profile for all correspondence. To change your mailing address, update your profile information.					https://go.my.uscis.dhs.gov/account/representative/profile		
					1.3			Address line 1		Text		Street number and name								
					1.3			Address line 2		Text		Apartment, suite, unit, or floor								
					1.3			City or town		Text										
				(if non-USA use Province and text field)	1.3		State/Province		Dropdown/text											
				(if non-USA use Postal code and remove help text)	1.3		ZIP code/Postal code			Text		Provide a 5 or 9-digit Zip code.								
Additional information	Your other information				1.1		What is your USCIS Online Account Number?	What is your U.S. Citizenship and Immigration Services (USCIS) Online Account Number?	I do not have or know my USCIS Online Account Number.		Text		Provide a 12-digit Online Account Number.							
						Part 3	Are you designating a paralegal to work with you on this case?	Yes/No		Radio		USCIS will allow you to have one designated paralegal to interact with USCIS customer service channels on your behalf for specified, limited interaction. The designated paralegal must be directly employed by your law firm or recognized organization and work under your direct supervision. You and your client have specifically authorized the designated paralegal to engage in limited interaction with USCIS customer service channels. Limited interaction is generally defined as: <ul style="list-style-type: none"> • 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. 								
					2.4.a		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)?	Do you have a law student or law graduate working under your direct supervision and at the law firm named on the "Your role" page in accordance with the requirements in 8 CFR 292.1(a)(2)?	Yes/No		Radio									
				(if yes to 2.4.a)	2.4.b	Provide the name of the law student or law graduate.	What is the current legal name of the law student or law graduate?	Given name (first name)		Text										
								Middle name (if applicable)		Text										
								Family name (last name)		Text										

G-28 - ABOUT PARALEGAL

Column Header Descriptions

Primary Navigation: A section of the form that contains several pages.

Secondary Navigation: A single page within a section.

Conditional Logic: Indicates whether the question or subquestion only applies if you meet certain criteria.

Primary Nav	Revised Primary Nav	Secondary Nav	Revised Secondary Nav	Tertiary Nav	Conditional Logic	Revised Conditional Logic	Paper Form Question	Revised Paper Form Question	Question	Revised Question	Sub-Question	Revised Sub-Question	Field Type	Revised Field Type	Instructional Text	Help Text	Revised Help Text	Alert	Revised Alert	Required?	Notes	
	About Paralegal		Your paralegal's name and contact information			(If Part 3 = YES)	3.1	3.1	What is your paralegal's current legal name?			Given name (first name)	Text									
						Yellow alert (If Part 3 = YES) and (If 3.1 = blank)						Middle name (if applicable) Family name (last name)	Text Text						[Yellow alert-3] You must provide a name. [3]The designated paralegal will not be permitted to act on your behalf and we will not share information with the paralegal if you do not provide their name.			
						(If Part 3 = YES) (If Part 3 = YES)	3.2 3.3	3.2 3.3	How can we contact your paralegal?			Daytime telephone number Mobile telephone number This is the same as the paralegal's daytime telephone number. Email address (if any)	Text Text Text Text				Provide a 10-digit phone number. Provide a 10-digit phone number.					
						(If Part 3 = YES) Yellow alert (If Part 3 = YES) and (If 3.2, 3.3, or 3.4 = blank)	3.4	3.4									Example: user@domain.com		[Yellow alert-3] You must provide contact information. [3]The designated paralegal will not be permitted to act on your behalf and we will not share information with the paralegal if you do not provide their contact information.			

G-28 - ABOUT CLIENT

Column Header Descriptions

Primary Navigation: A section of the form that contains several pages.

Secondary Navigation: A single page within a section.

Conditional Logic: Indicates whether the question or subquestion only applies if you meet certain criteria.

Paper Form Question: The number in the paper form associated with the question.

Primary Nav	Secondary Nav	Revised Secondary Nav	Tertiary Nav	Conditional Logic	Paper Form Question	Revised Paper Form Question	Question	Sub-Question	Field Type	Instructional Text	Revised Instructional Text	Help Text	Revised Help Text	Alert	Required?	Notes	
About Client	Client name	Client's name			3.60	5.1	What is your client's current legal name?	Given name (first name)	Text		Their current legal name is the name on their birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any surnames here. You can edit the auto-populated fields if your client's legal name has changed.						
					3.6	5.1		Middle name (if applicable)	Text								
					3.6	5.1		Family name (last name)	Text								
					3.7	5.2	Name of entity		Text	If the client is an entity, provide the name of the entity and the title of the entity's authorized signatory.							
					3.80	5.3	Title of authorized signatory for entity		Text								
Client contact information	Client's contact information				3.11	5.6	How can we contact your client?	Daytime telephone number	Text			Provide a 10-digit phone number.					
					3.12	5.7		Mobile telephone number. This is the same as the daytime telephone number.	Text			Provide a 10-digit phone number.					
					3.13	5.8		Email address	Text	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).	The email address auto-populated in the field must match the email address for your client's USCIS online account, otherwise your client will not be able to add you as a representative to complete the online filing process. To correct your client's email address, you will need to delete any draft forms in progress for the client, remove them from your representative account, and add them as a client again in order to provide their correct email address. If the email field is blank, please enter your client's email address.	Example: user@domain.com					
					3.14	5.9	What is your client's current mailing address?	Country	Dropdown								
					3.14	5.9		Address line 1	Text			Street number and name					
					3.14	5.9		Address line 2	Text			Apartment, suite, unit, or floor					
					3.14	5.9		City or town	Text								
					3.14	5.9		State/Province	Dropdown/Text								
					3.14	5.9		ZIP code/Postal code	Text			Provide a 5 or 9-digit ZIP code.					
Client additional information	Client's other information				3.10	5.5	What is your client's A-Number?		Text			Provide a 7, 8, or 9-digit number. If your A-Number is fewer than 9 digits, the system will automatically add zero(s) after the "A" and before the first digit so there is a total of 9 digits, for example: A-001234567.					
								My client does not have or know their A-Number.	Checkbox								
					3.9	5.4	What is your client's USCIS Online Account Number?		Text			Provide a 12-digit USCIS Online Account number.					
								My client does not have or know their USCIS Online Account Number.	Checkbox								

G-28 - ADDITIONAL INFORMATION

Column Header Descriptions

Primary Navigation: A section of the form that contains several pages.

Primary Nav	Secondary Nav	Tertiary Nav	Conditional Logic	Paper Form Question	Question	Sub-Question	Field Type	Instructional Text	Help Text	Alert	Required?	Notes
Additional Information	Additional information			6.1-6.6.d	You may provide additional information for your form	Additional information	Text	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.			No	Large Table Pattern Ghost Sub Nav

G-28 - REVIEW AND SIGN

Submit (draft) (draft)
Primary Navigation: A section of the form that contains several pages.
Secondary Navigation: A link page within a section.
Conditional Logic: A column used to indicate whether the question or subquestion only applies if you meet certain criteria.

Primary Nav	Secondary Nav	Section	Tertiary Nav	Conditional Logic	Revised Conditional Logic	Paper Form Question	Revised Paper Form Question	Question	Revised Question	Sub-Question	Revised Sub-Question	Fail Type	Revised Fail Type	Instructional Text	Revised Instructional Text	Help Text	Alert	Required?	CTA	Revised CTA	Notes			
Review and Sign	Review your form							Check your registration(s) before you submit.	Check your form before you submit.					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. 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. A yellow warning means you may be missing information or may need to follow up with us about your responses. You can still submit your application, but some warnings may slow down the review process after you submit your application.						Next				
				Different copy based on if the user did not answer a required question				Alerts and warnings																
	Your form summary							Review the G-28 form information						Here is a summary of all the information you provided in the form. Make sure you have provided responses for everything that applies to you and your client before you submit. You can edit your responses by going to each form section using the form navigation. We also prepared a draft use snapshot with your responses, which you can download below.							Next			
	Your signature						Part 1	Representative's statement and signature						I have read and understand the regulations and conditions contained in 8 CFR 102.2 and 202 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 understand the regulations and conditions contained in 8 CFR 102.2 and 202 governing appearances and representation before DHS. I acknowledge that I am subject to the disciplinary law and procedures of 8 CFR 202.3, including, pursuant to 8 CFR sections 202.3h(1), 1003.108(i), and the governing jurisdiction of my home and foreign citizenship, should the subject to any public discipline. 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.	Checklist				You must read and agree to the statements below, and provide your signature.	Yes			
						5.1	7.1	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 digital signature with your form. 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.					Yes	Next				
	Submit			(If individual client)				Finish and submit the G-28													Submit the G-28			
				(If company client)				Finish and submit the G-28													Submit and notify an administrator			
	Successful submission (draft)			(If individual client)				Give this passcode to your client to initiate the G-28 client relationship						Your client will need to enter this one-time passcode on their account homepage in order to add you as a representative. Your client must have a USGC online account in order for you to manage their 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: [passcode]							Finish			
				(If company client)				You successfully filed out your [form name] and form G-28 for [company name]													Notify user(s)			
								Who would you like to notify? First name, Last name (Administrator)													The checkbox component will be a list of company administrators the representative can select to review Form G-28 and the draft form.			

G-28 - APPLICATION OVERVIEW (Client)

Column Header Descriptions

Heading: The primary heading on a page, typically the first part of a section of the page.
Sub-Heading: The secondary header, typically directly underneath the heading.
Primary Navigation: A section of the form that contains several pages.

Heading	Revisions	Sub-Heading	Revised Sub-Heading	Conditional Logic	Body Text	Revised Body Text	Alert	Required?	Link	CTA	Notes
G-28, Notice of Entry of Appearance as Attorney or Accredited Representative					<p>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.</p> <p>An attorney or accredited representative must complete and submit a new Form G-28 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.</p> <p>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.</p>	<p>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.</p> <p>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.</p> <p>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.</p>					
Before you start the form	Before You Start The Form	Who should complete this form			<p>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 CFR 1.2 and 1292) you have chosen to appear and act on your behalf in immigration matters.</p>	<p>Form 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 CFR 1.2 and 1292) you have chosen to appear and act on your behalf in immigration matters.</p>					
		Law students and law graduates	Designated paralegal for limited interaction with USCIS for customer service purposes		<p>If you are a law student or law graduate who is working under the direct supervision of an attorney or accredited representative, you will need to provide your name on the form.</p>	<p>If a law student or law graduate is working under the direct supervision of an attorney or accredited representative, they will need to provide your name on the form.</p> <p>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 1005.102.</p> <p>Only the designated paralegal may engage in the limited interaction, provided that the client consents to USCIS release of their information of any records that appear in any system of records of USCIS to the designated paralegal. 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.</p> <p>Limited interaction is generally defined as follows:</p> <ul style="list-style-type: none"> • 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. <p>Note: A paralegal may not be able to interact with USCIS customer service channels on behalf of certain protected requesters. 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.</p> <p>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.</p> <p>For more information, review the USCIS Policy Manual, Volume 1, General Policies and Procedures, Part D, Attorneys and Representatives.</p> <p>If your attorney is not licensed to practice law in the United States, they should not use this form. Instead, they will need to file the Notice of Entry of Appearance as Attorney in Matters Outside the United States (G-281).</p> <p>If your representative is seeking to appear as a reputable individual as defined in 8 CFR 292.1(a)(3), they should not use this form. Instead, they will need to seek permission from DHS to appear with your client.</p>			www.uscis.gov/policy-manual		
			Foreign attorneys								
			Other representatives								
After you submit the form	After You Complete The Form	You add your representative in your USCIS account			<p>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.</p> <p>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.</p> <p>If your representative is adding Form G-28 to your already-submitted case, the case's status will be updated referencing the form.</p> <p>Once your representative is done filling out your online form, we will send it to you for your review.</p> <p>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.</p> <p>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).</p>	<p>After your representative completes Form G-28, they will contact you and give you a one-time passcode. You will need to sign into your USCIS account (or create a new one) and enter this code to officially add your representative.</p> <p>Note: Company clients will receive an email notification instead of a one-time passcode.</p>					
		Your representative completes your online form (for new cases)									
		You review the information in your online form									
		Your representative submits and pays for your online form (for new cases)									
		Withdrawing a Form G-28			<p>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 to DHS, or by submitting a new Form G-28. The applicant, petitioner, requestor, beneficiary or derivative, or respondent will be treated as unrepresented unless a new Form G-28 is submitted.</p>	<p>An attorney or accredited representative or the applicant, petitioner, requestor, beneficiary or derivative, or respondent may withdraw Form G-28 at any time through their USCIS online account by navigating to the associated case and selecting "Withdraw G-28" from the "Case Actions" dropdown. Form G-28 may also be withdrawn by submitting written notice of withdrawal to DHS, or by submitting a new Form G-28. The applicant, petitioner, requestor, beneficiary or derivative, or respondent will be treated as unrepresented unless a new Form G-28 is submitted.</p> <p>USCIS will not accept a request for withdrawal from a law student, law graduate, or paralegal.</p>				Next	
Completing the form online	Completing The Form Online	We will automatically save your responses			<p>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.</p>	<p>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(i), 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.</p>					
		Warning									
		Freedom of Information or Privacy Act requests				<p>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 www.uscis.gov/EOIA.</p>					
		DHS Privacy Notice			<p>AUTHORITIES: The information requested on this form is collected pursuant to 8 CFR 292.4(a).</p> <p>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.</p> <p>DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent your ability to represent an individual or entity.</p> <p>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) and as described in the published privacy impact assessments (DHS/USCIS/PIA-011 - Computer Linked Application Information Management (CLAIMS 4) Update, DHS/USCIS/PIA-016 - Computer Linked Application Information Management (CLAIMS 3) and Associated Systems, DHS/USCIS/PIA-056 - EUS, DHS/USCIS/PIA-027(c) - USCIS Asylum Division, DHS/USCIS/PIA-003(b) - Integrated Digitization Document Management Program, DHS/USCIS/PIA-007(b) - Domestically Filed Intercountry Adoptions and Persons, DHS/USCIS/PIA-003(a) - Fraud Detection and National Security Data System, and DHS/USCIS/PIA-001 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.</p>	<p>AUTHORITIES: The information requested on this form is collected pursuant to 8 CFR sections 103.2 and 292.1.</p> <p>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.</p> <p>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.</p>				www.dhs.gov/privacy	

uscis.gov/FOIA.

G-28 - APPLICATION OVERVIEW (Client)

Column Header Descriptions

Heading: The primary heading on a page, typically the first part of a section of the page.

Sub-Heading: The secondary header, typically directly underneath the Heading.

Primary Navigation: A section of the form that contains several pages.

Heading	Revisions	Sub-Heading	Revised Sub-Heading	Conditional Logic	Body Text	Revised Body Text	Alert	Required?	Link	CTA	Notes
		Paperwork Reduction Act Burden Disclosure Notice			<p>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 at 53 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:</p> <p>U.S. Citizenship and Immigration Services Office of Policy and Strategy, Regulatory Coordination Division 5900 Capital Gateway Drive, Mail Stop #2140 Camp Springs, MD 20748-0009</p> <p>Do not mail your completed Form G-28 to this address.</p> <p>OMB No. 1615-0105 Expires: 09/31/2021</p>	<p>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 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:</p> <p>U.S. Citizenship and Immigration Services Office of Policy and Strategy, Regulatory Coordination Division 5900 Capital Gateway Drive, Mail Stop #2140 Camp Springs, MD 20748-0009</p> <p>Do not mail your completed Form G-28 to this address.</p> <p>OMB No. 1615-0105 Expires: 08/31/2025</p>					
		Security reminder			<p>If you do not work on your form for more than 30 days, we will delete your data in order to prevent storing information indefinitely. If your data is deleted, you can restart the form at any time.</p>						Review the G-28

G-28 - WARNINGS, ALERTS, NOTICES, AND ERRORS

Column Header Descriptions

Section: The primary nav where the alert can be found.

Page: The secondary nav where the alert can be found.

Type: The color of the alert. (Red, Yellow, Blue, Green)

Conditional Logic: A column used to indicate whether the question or subquestion only applies if you meet certain criteria.

Message: The copy that will show on the alert. Use [a] to indicate the header copy and [b] to indicate the body copy.

Primary Nav	Revised Primary Nav	Secondary Nav	Revised Secondary Nav	Tertiary Nav	Type	Revised Type	Conditional Logic	Revised Conditional Logic	Message	Revised Message	Link	Notes
	About Paralegal		Your paralegal's name			Yellow alert		If paralegal's name not provided		[Yellow alert-h] You must provide a name [b]The designated paralegal will not be permitted to act on your behalf and we will not share information with the paralegal if you do not provide their name.		
	About Paralegal		Your paralegal's contact information			Yellow alert		If paralegal's contact information not provided		[Yellow alert-h] You must provide contact information [b]The designated paralegal will not be permitted to act on your behalf and we will not share information with the paralegal if you do not provide their contact information.		
Review and sign					Red alert		Missing information from required field		There are errors in [Page_name: Page_section]		links to [Page_name]	
Review and sign					Green alert		All required fields complete		Edit my responses We found no alerts or warnings in your application.			
Review the G-28 - Client					Yellow alert		If G-28 is declined by client		You are choosing to decline this G-28 We will send the form back to your representative to make updates.			