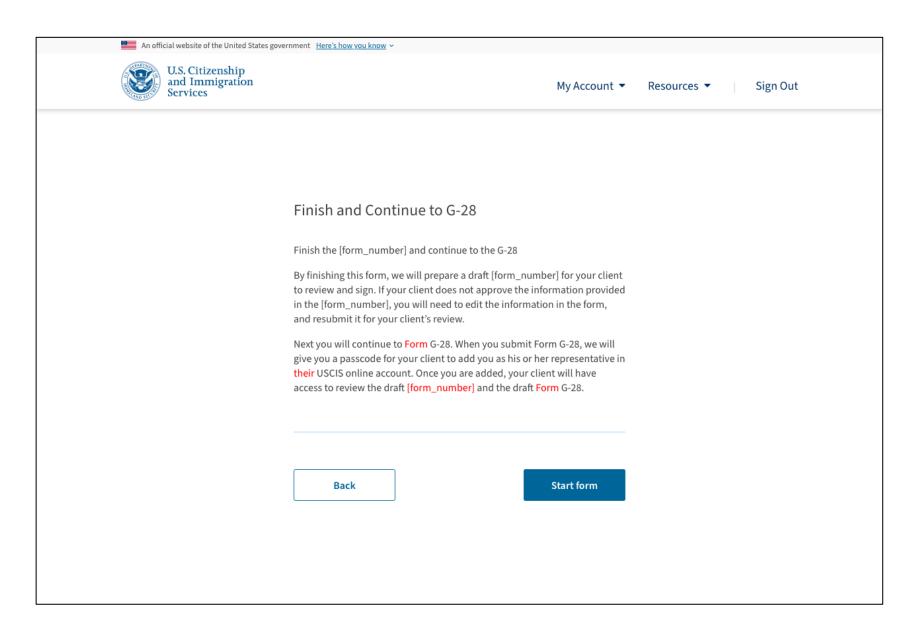
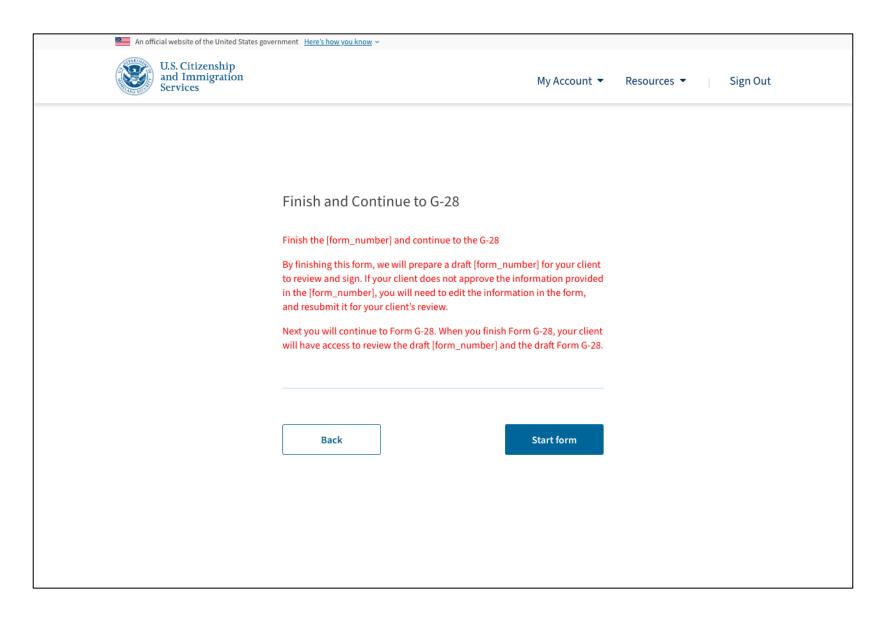
Form G-28 — Representative Starts Form

If filing for individual client



If filing for company 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

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.

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

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 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

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

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 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 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.

A designated paralegal may only interact with USCIS customer service channels on the attorney or accredited representative of record's behalf to:

- . 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
- · 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 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

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, <u>review the USCIS Policy Manual, Volume 1, General Policies and Procedures, Part D, Attorneys and Representatives.</u>

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). appear with your client.



After You Complete The Form

Your client adds you as their representative

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

Note: Company clients will receive an email notification instead of a one-time passcode.

Your client reviews and sign

Once your client adds you as a representative, he or she will need to review the information provided in the G-28. If all the information is correct, your client will accept the G-28 and then provide his or her signature. If the information in incorrect, your client will decline the G-28 and we will send it back to you to make updates.

Once your client accepts the G-28, he or she will then review each benefit form submitted with the G-28. If all information is correct, your client will provide his or her signature. If any information is incorrect, your client may decline and send back the benefit form(s) for you to make any updates.

If you are adding a G-28 to your client's already-submitted case, the case status will be updated referencing the G-28.

☑ You submit and pay for your client's online form (for new

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).

☑ 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 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.

USCIS will not accept a request for withdrawal from a law student, law graduate, or



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 www.uscis.gov/FOIA.

DHS Privacy Notice

AUTHORITIES: The information requested on this form is collected pursuant to 8 CFR

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

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 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:

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

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

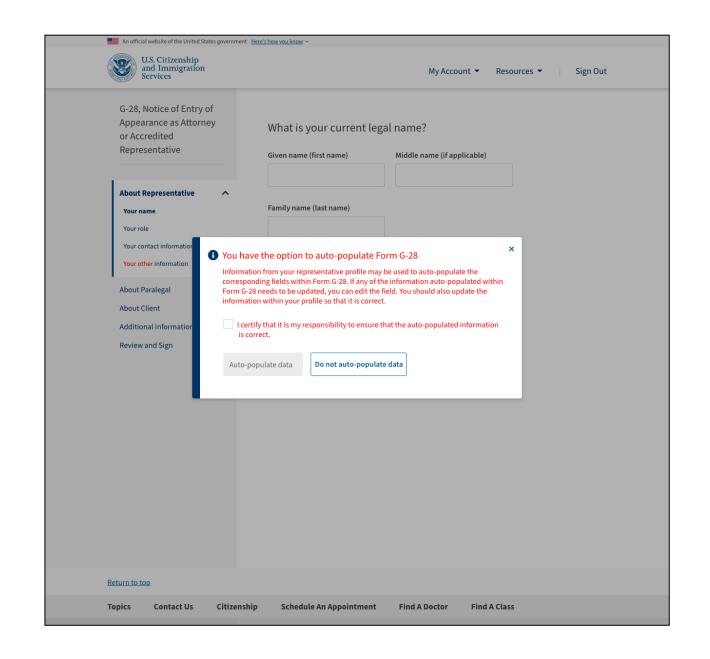
OMB No. 1615-0105 Expires: 08/31/2025

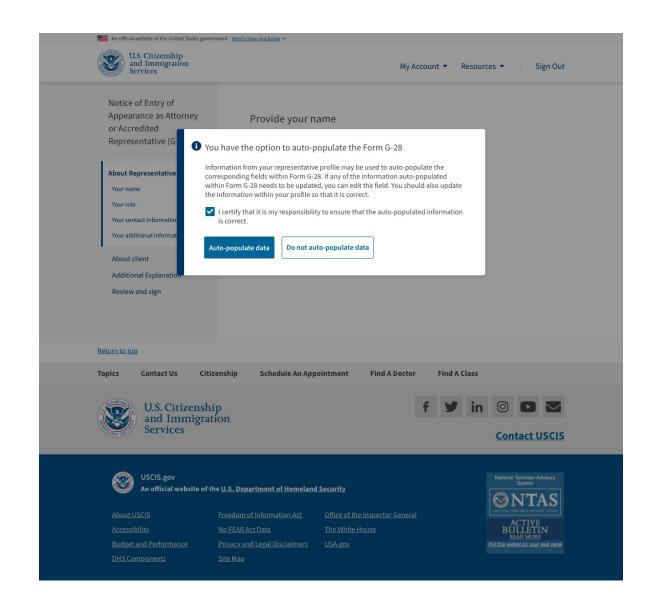


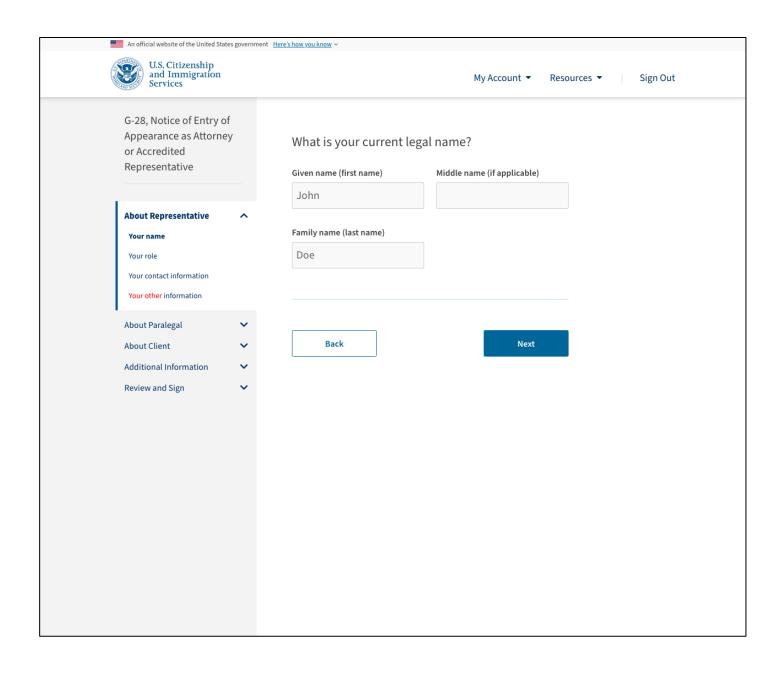
Security Reminder

0.783 hours per response

Form G-28 — About Representative

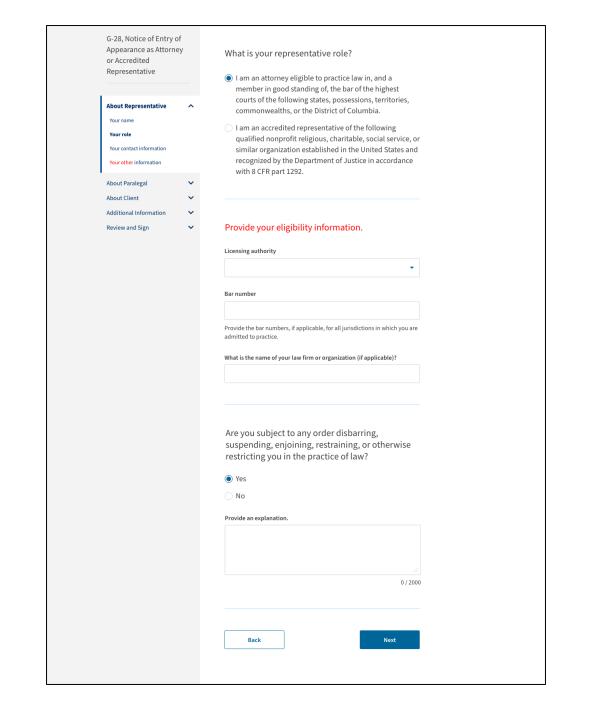


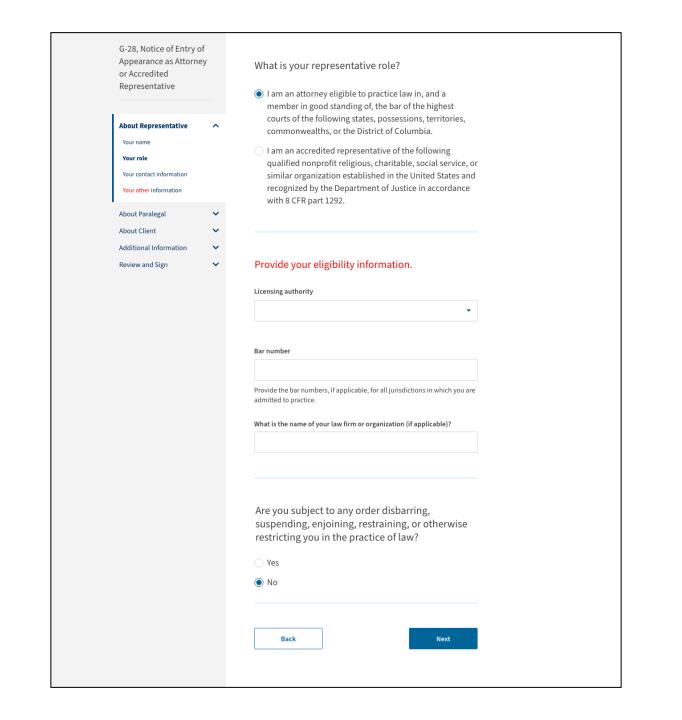


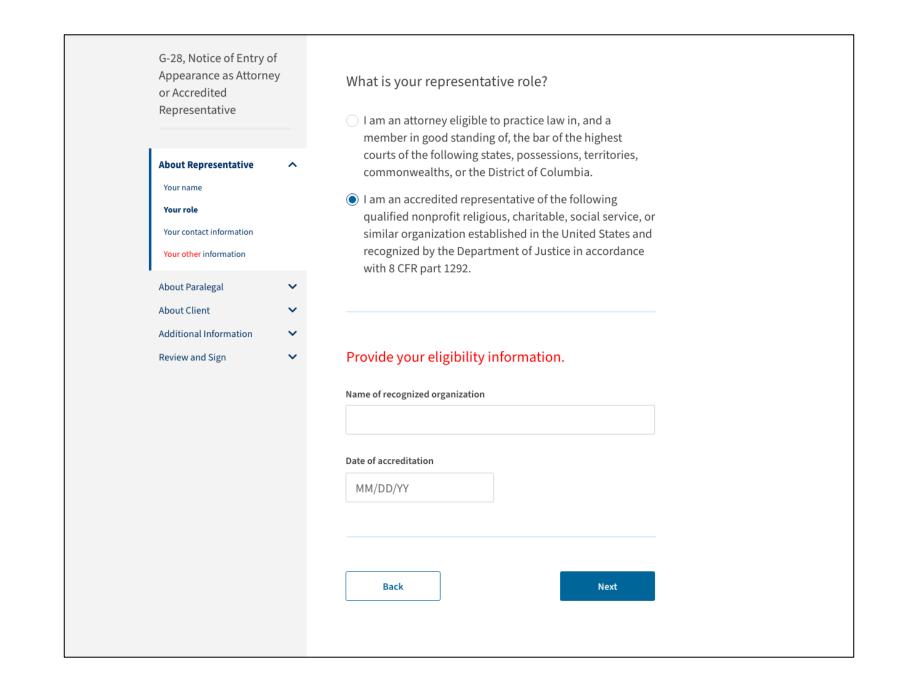


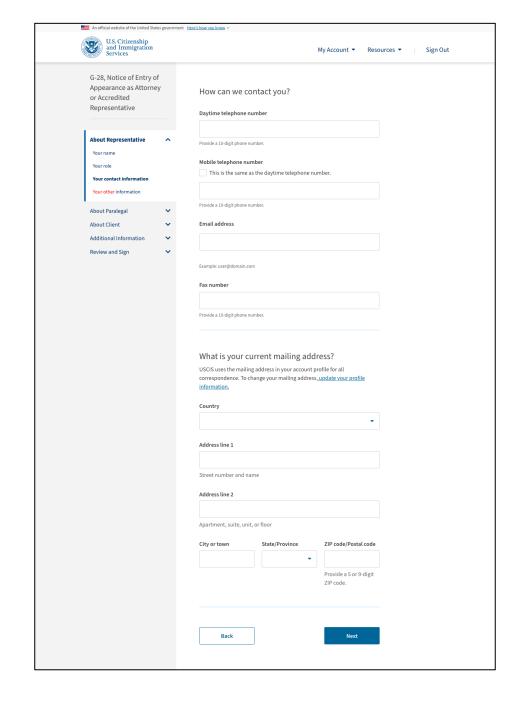
Pre-population of the G-28 from the rep's profile information

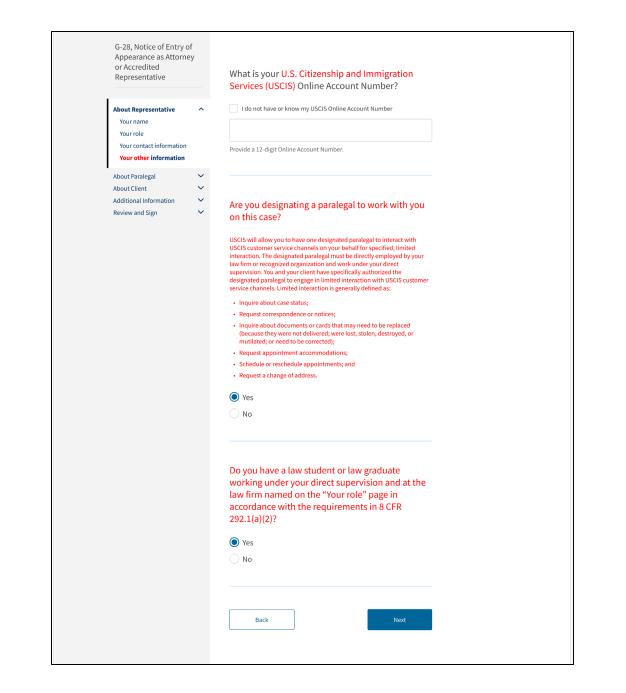
Example of the prepopulation within the form

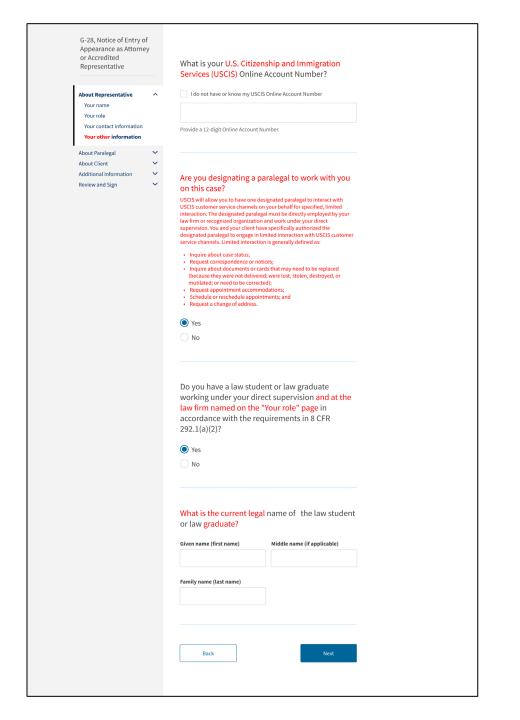


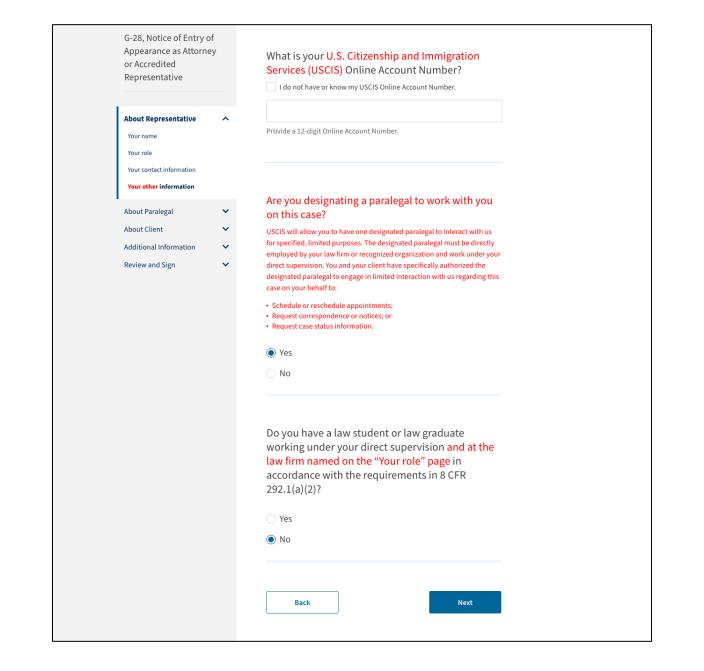




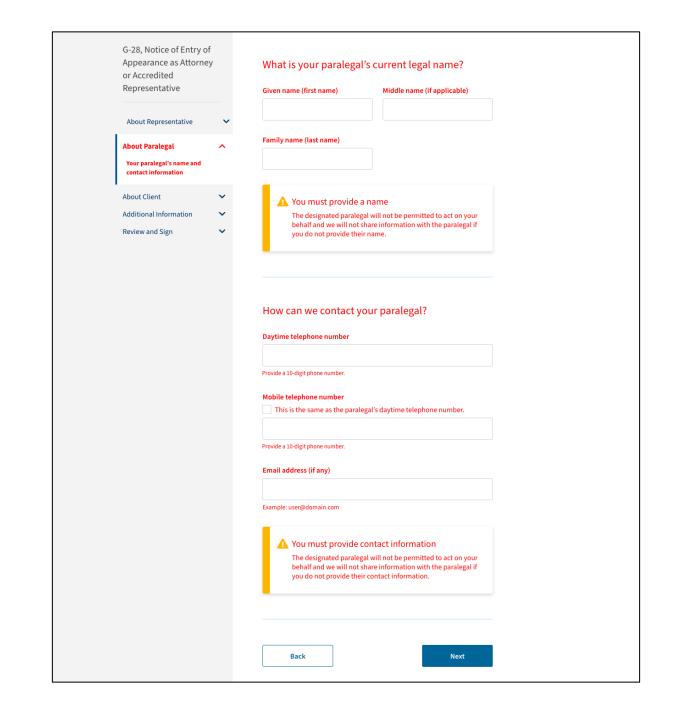




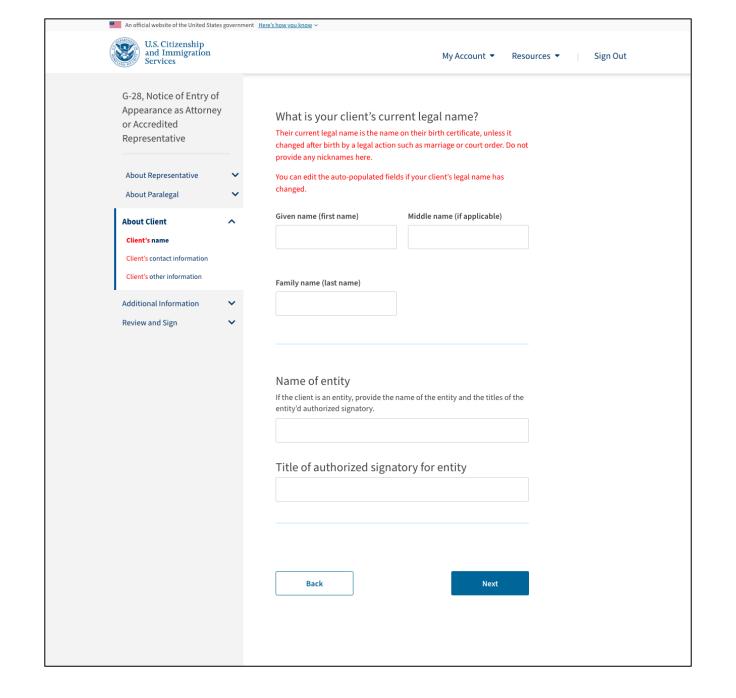


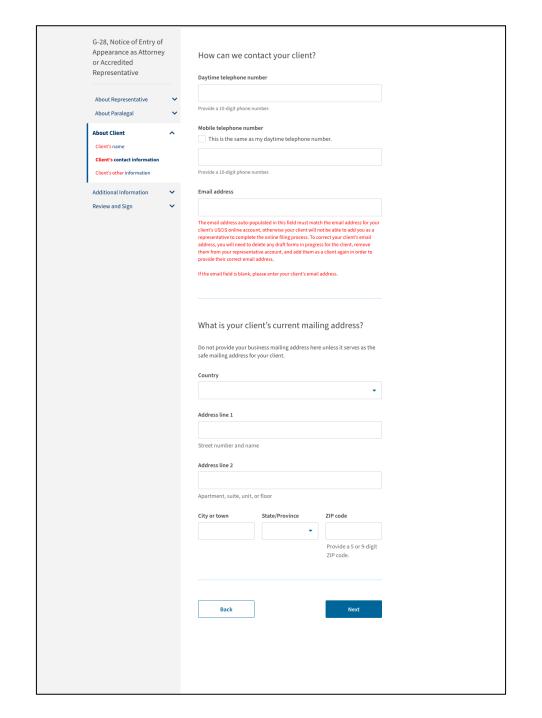


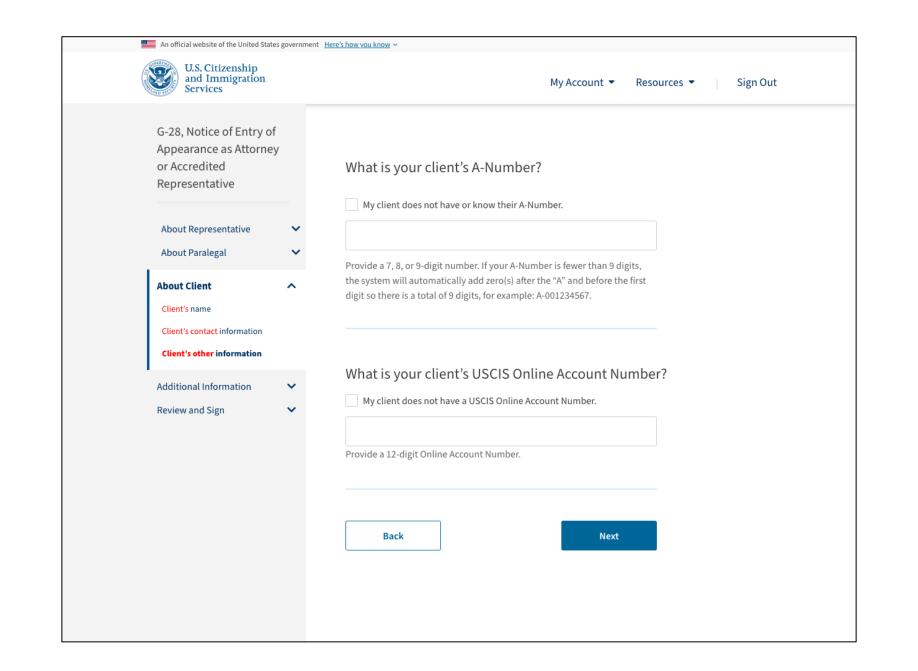
Form G-28 — About Paralegal



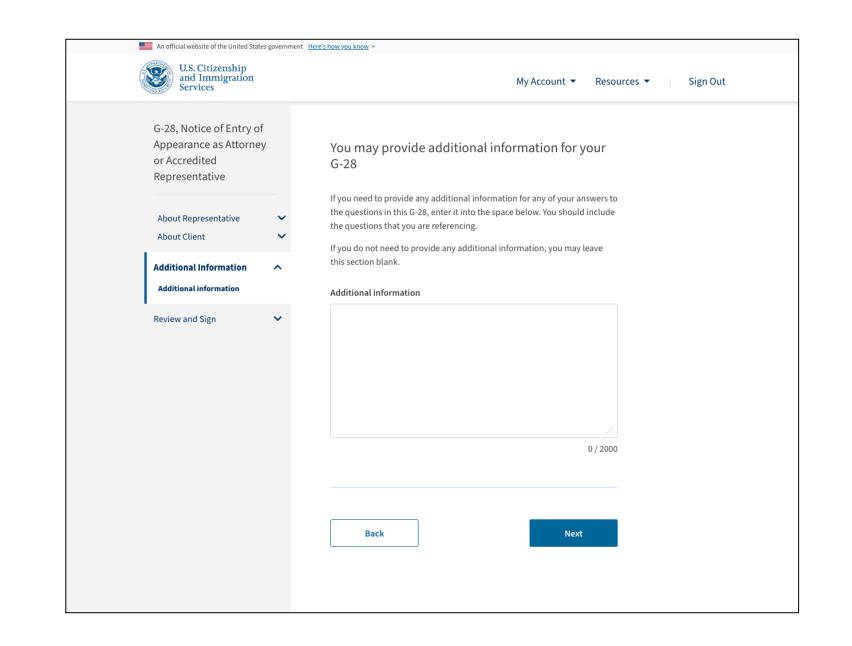
Form G-28 - About Client

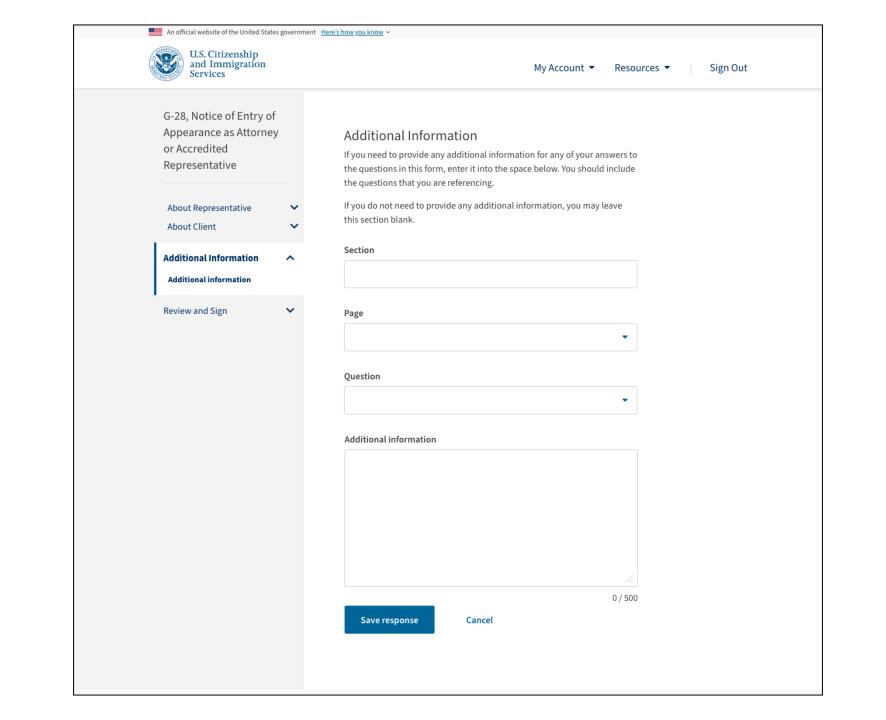




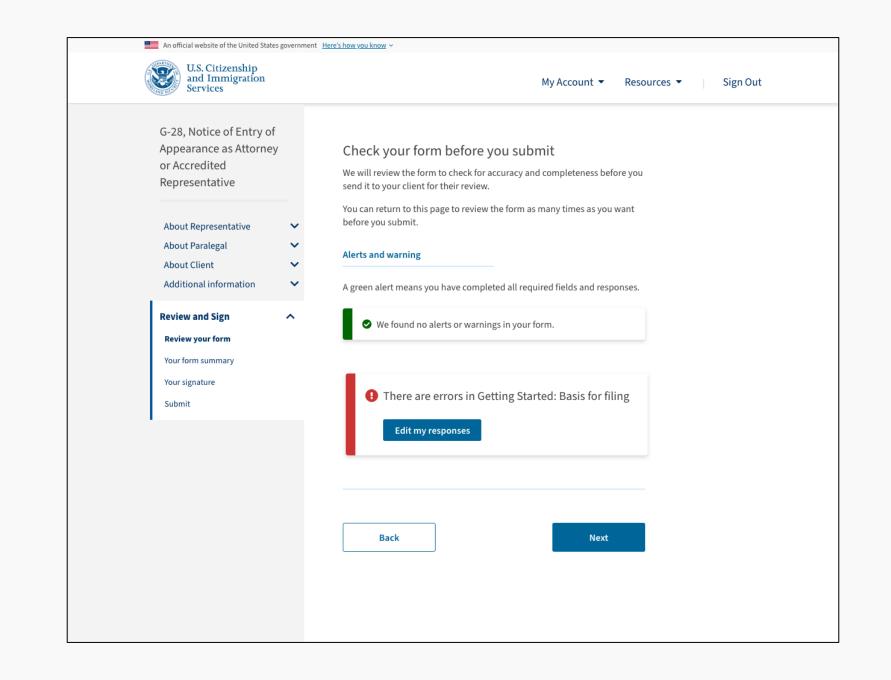


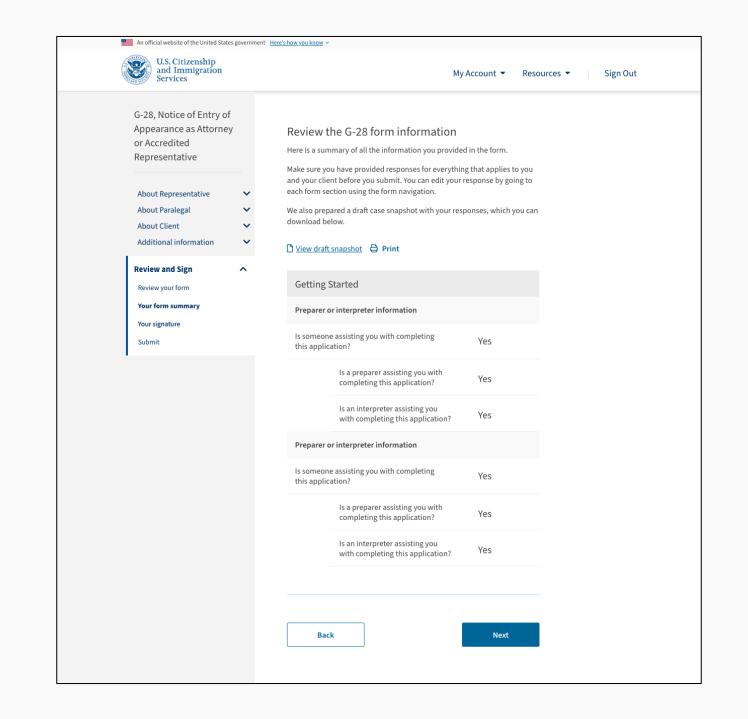
Form G-28 Additional Information

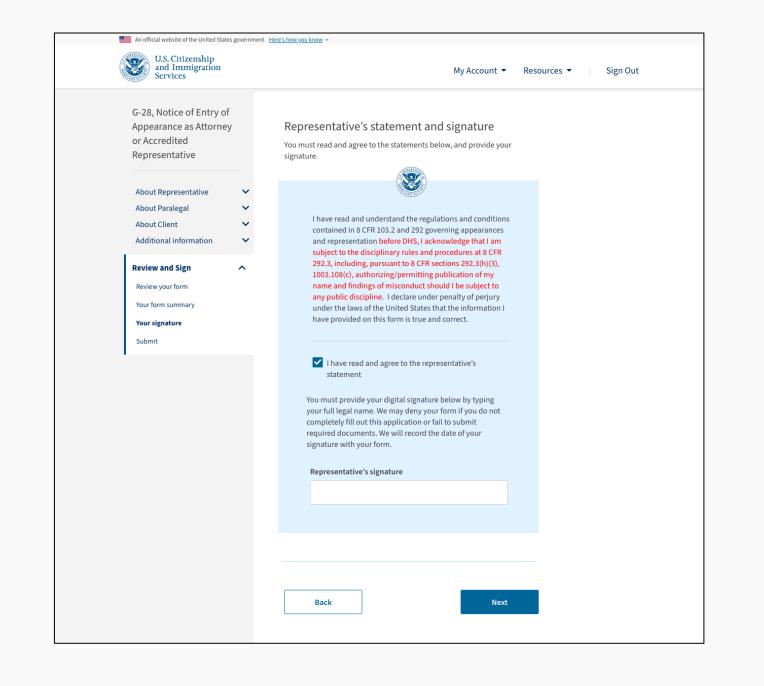


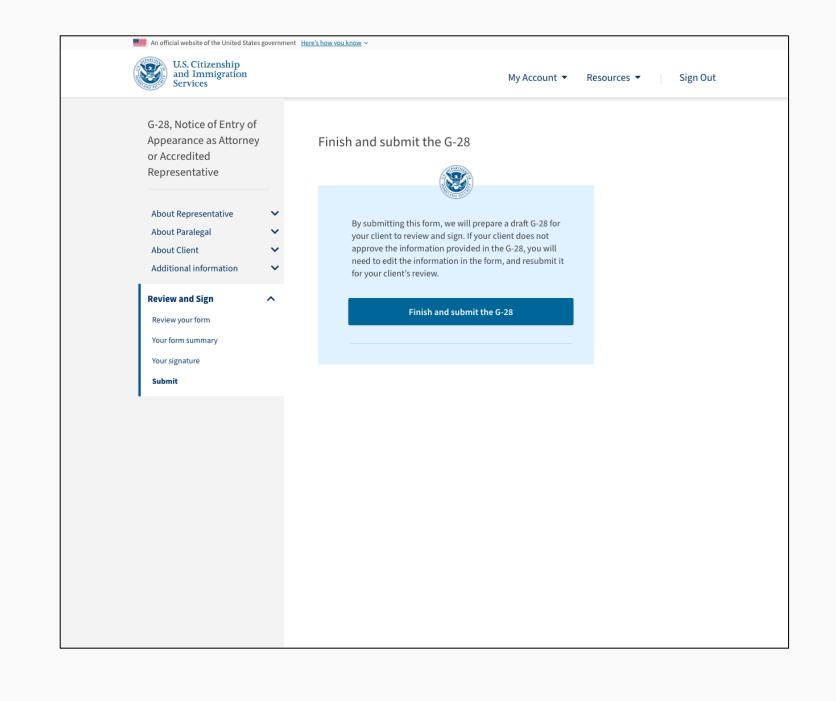


Form G-28 — Review and Sign











About Representative

About Paralegal

About Client

Additional information

^

Review and Sign

Review your form

Your form summary

Your signature

Submit

Finish and submit the G-28



By submitting this form, we will prepare a draft G-28 for a company administrator to review and sign. If they do not approve the information provided in the G-28, you will need to edit the information in the form and submit the form for review again.

Submit and notify a company administrator

Form G-28 – Client review

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

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.

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



Before You Start The Form

Who should complete this form

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

Law students and law graduates

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

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 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 epresentative 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
- · 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 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.

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 an in-person appointment before USCIS.

For more information, review the USCIS Policy Manual, Volume 1, General Policies and

Foreign attorneys

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).

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

You add your representative in your USCIS account

After your representative completes Form G-28, they will contact you and give you a onetime passcode. You will need to sign into your USCIS account (or create a new one) and enter this code to officially add your representative.

Note: Company clients will receive an email notification instead of a one-time passcode.

Your representative completes your online form (for new

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

If all the information is correct, you should accept the form and then provide your signature. If the information in incorrect, you should decline the form and we will send it back to your representative to make updates.

✓ Your 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, 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.

USCIS will not accept a request for withdrawal from a law student, law graduate, or paralegal.

Return to top

Contact Us Citizenship Schedule An Appointment Find A Class



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 5 CFR 29.2.1a)(2)) are subject to the disciplinary rules and procedures at 8 CFR 29.2.3, including, pursuant to 6 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 www.uscis.gov/FOIA.

DHS Privacy Notice

AUTHORITIES: The information requested on this form is collected pursuant to 8 CFR sections 103.2 and 202.1

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-Allen File and National File Tracking System, DHS/USCIS-007-Benefits Information System, DHS/USCIS-008-Asylum Information and Pre-Screening, DHS/USCIS-005 Inter-Country Adoptions Security, DHS/USCIS-008 Fraud Detection and National Security Records and DHS/USCIS-008-Asylum Information and Security, Which can be found at <u>www.dhs.gov/prixxxy</u>. The information may also be made available, as appropriate for law enforcement purposes or in the interest of Inational 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 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

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

OMB No. 1615-0105 Expires: 08/31/2025



Security Remin

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

Back

Start

Review the G-28 form information

Here is a summary of all the information your representative provided in the G-28.

If anything is incorrect or missing, you should decline the G-28 on the next page and contact your representative. We will allow your representative to edit the information in the draft form, and re-send it to you for your review.

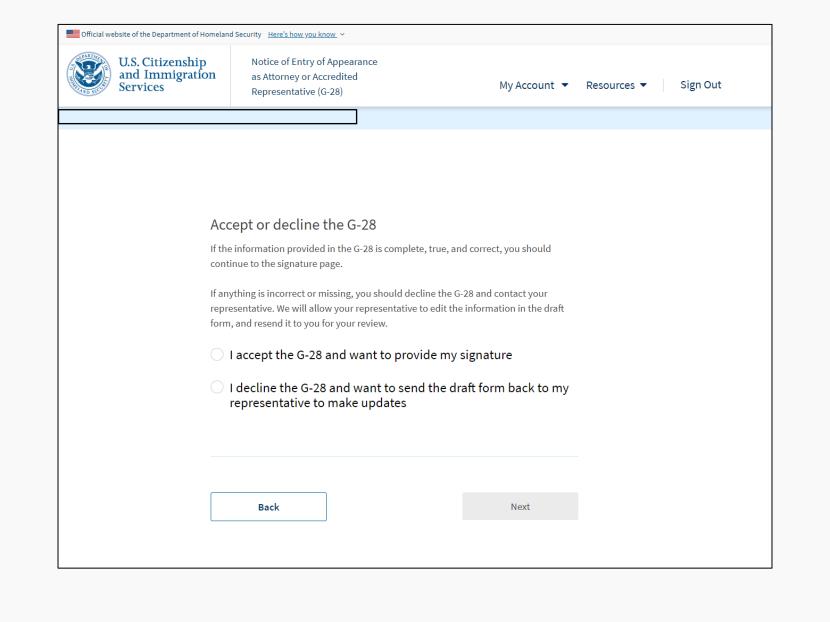
We also prepared a draft case snapshot with your responses, which you can download below.

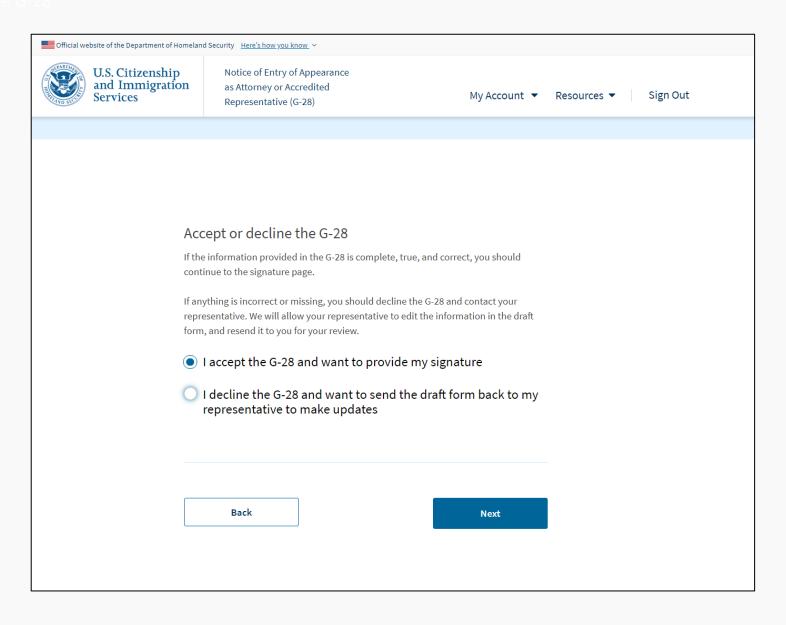


| Getting Started | | | |
|--|---|-----|--|
| Preparer or interpreter information | | | |
| Is someone assisting you with completing this application? | | Yes | |
| | Is a preparer assisting you with completing this application? | Yes | |
| | Is an interpreter assisting you with completing this application? | Yes | |
| Preparer or interpreter information | | | |
| Is someone assisting you with completing this application? | | Yes | |
| | Is a preparer assisting you with completing this application? | Yes | |
| | Is an interpreter assisting you with completing this application? | Yes | |
| | | | |
| | | | |

Back

Next





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

Note: USCIS will not mail secure identity documents to a private, commercial, or business address in a foreign country USCIs, howeve, will mail secure identity documents to a U.S. business address of an attorney admitted to practice law outside of the Inited States or to a designated Armylike Post Office (APO), free Post Office (PPO), or Diplomatic Post Office (IPO) address. USCIS will mail notices and other correspondence to a foreign address.

- 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
- 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 a 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, please select the following item.

I request that USCIS send my notice containing 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 statement below, and provide your signature.



I have read and agree to the client's statement

- 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 DHS policy, I also consent to the disclosure to the named attorney or accredited representative of any records pertaining to me that appears in any system of records of USCIS, ICE or CPS of USCIS in CE or CPS.
- I have authorized the designated paralegal named in the About Paralegal section of this form to angain in Initiated hieraction with USCS sustainer service channels. According to the Privacy Act of 1974 and U.S. Department of Homeland Security (MSF) policy, also consents to the disclosure to the named paralegal of any records pertaining to me related to the forms or specific matter listed in this form that appears in any USCS system of records.

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.

Once you submit the G-28 below, it will be added to your case.

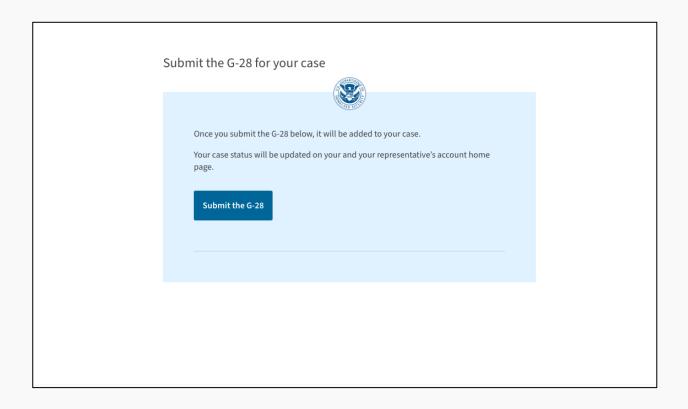
Your case status will be updated on your and your representative's account home pages.

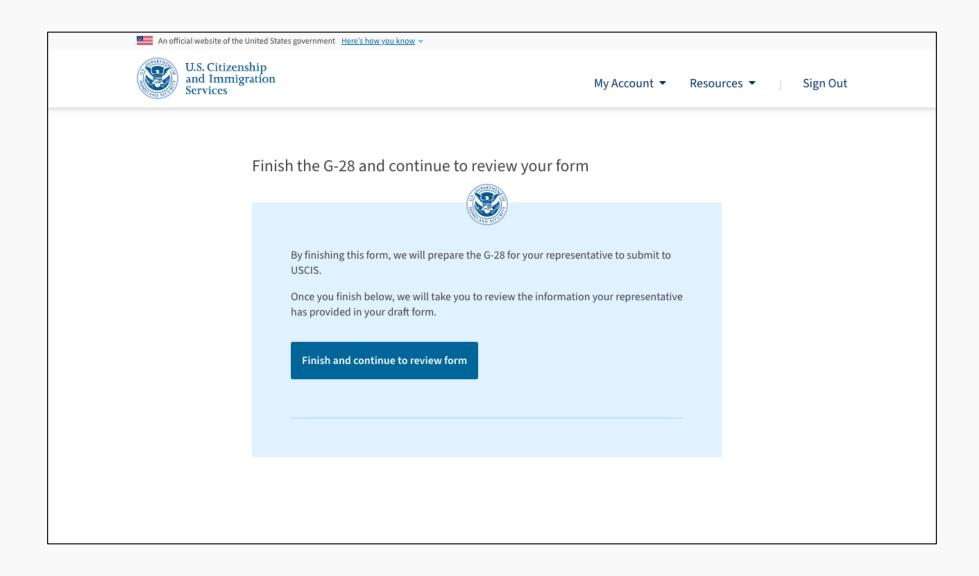
Submit the G-28

Back

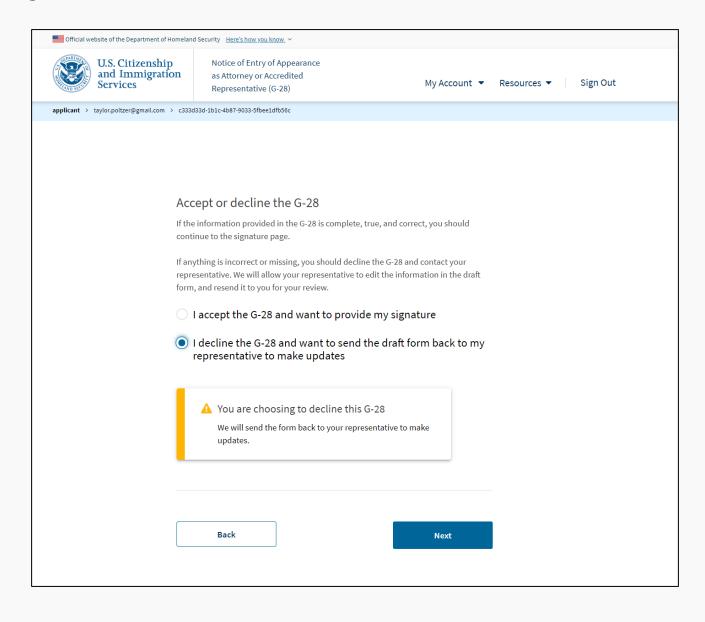
Vert



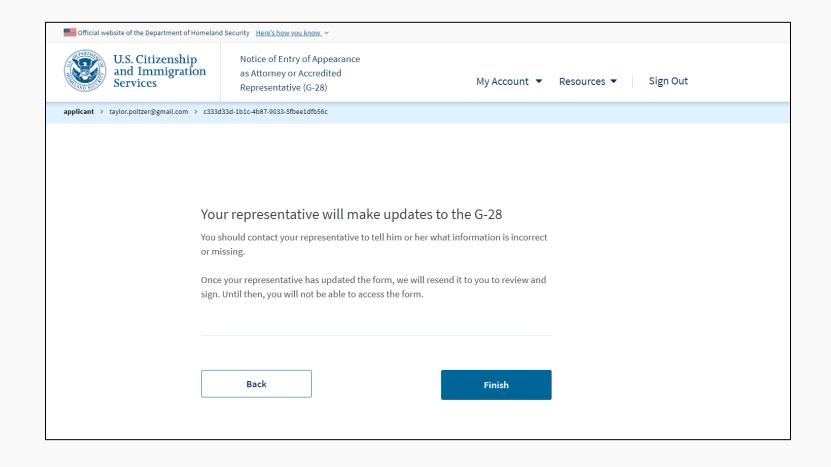




Client declines G-28



Client declines G-28



Standalone G-28

This flow shows a representative searching for the case for which they want to file a standalone G-28

Standalone G-28: Company client

An official website of the United States government Here's how you know



My Account ▼ Resources ▼ Sign Out

representative > kjrep17@gmail.com > 21a8283e-111c-4ba4-a35d-d5f7844f1fe9

Search For Your Client's Case

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.

You can only file Form G-28 online if your client filed any of these form types online:

- Form I-129 H-1B petition; or
- Form I-907 for Form I-129 H-1B petition.

Selected Client

Client name

Panama Bananama Corp

Case Information

Receipt number

Example: IOE1234567890

Search

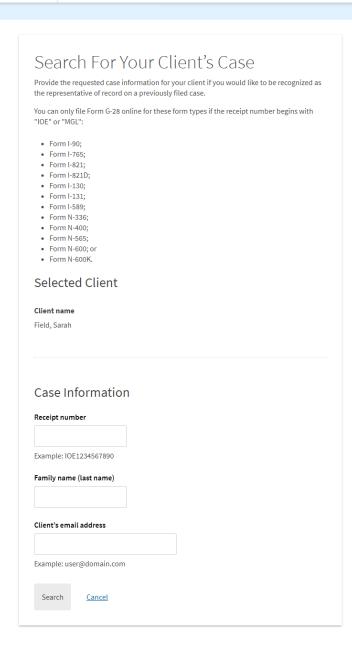
Cancel

Standalone G-28: Individual client

U.S. Citizenship and Immigration Services

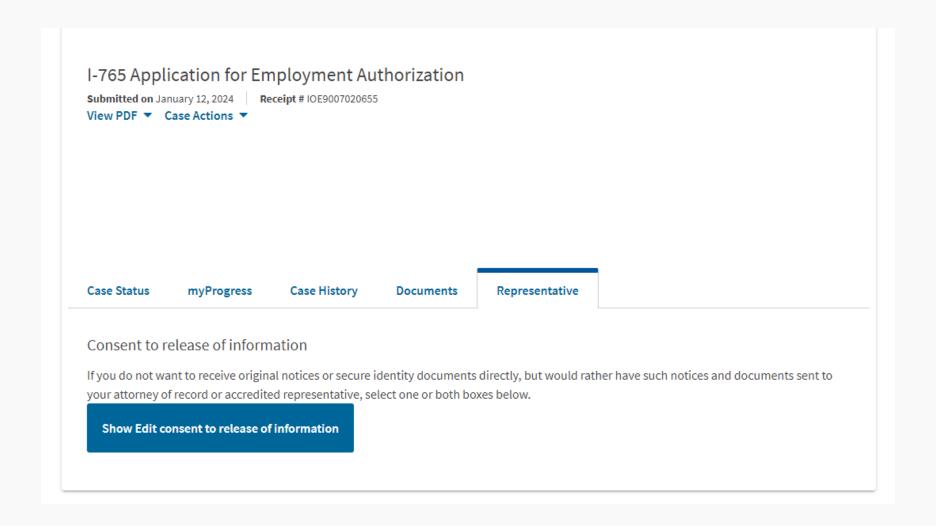
■ My Account Account Resources ■ Sign Out

An official website of the United States government Here's how you know



Client Consent to Release of Information

Client can change consent to release of information selections

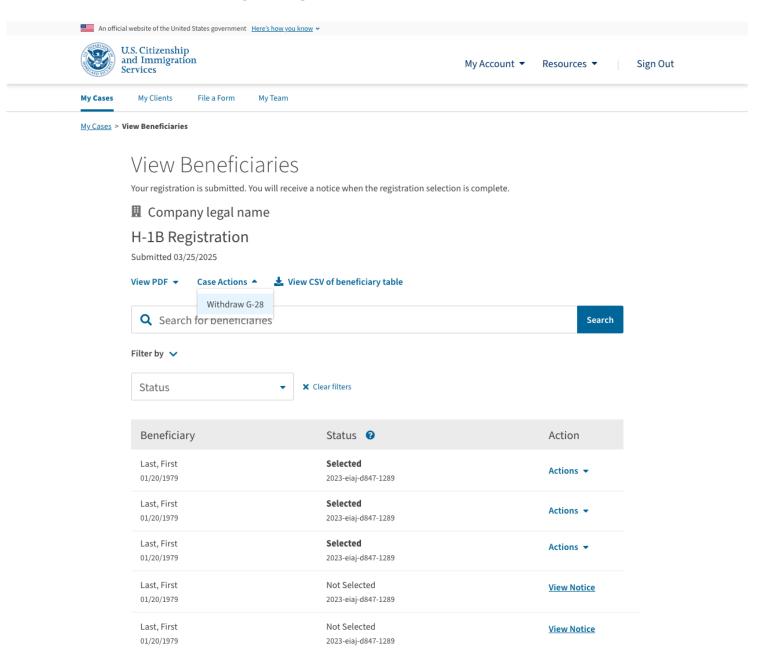


Client can change consent to release of information selections

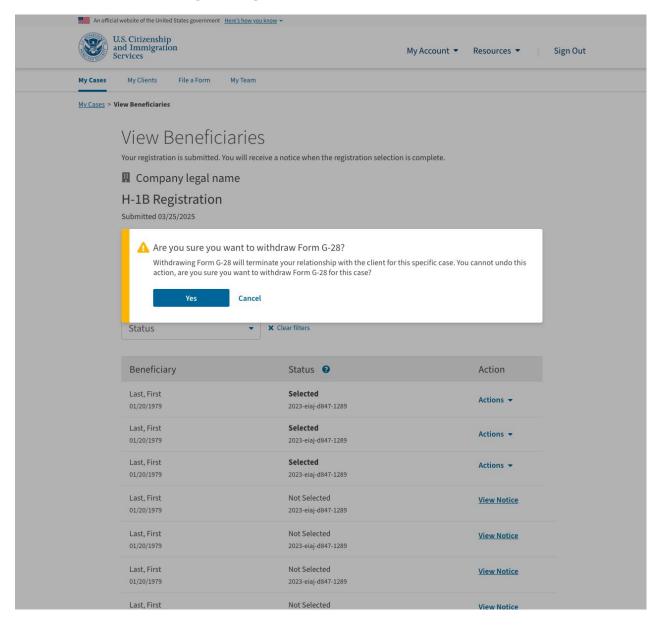
| Consent to I | elease of inform | ation | | | |
|-------------------------------------|---|--|---|--|--|
| - | ant to receive originary of record or accredite | | - | | her have such notices and documents sent to |
| | | | | | |
| | applicant, petitione esentative either th | | | ented, DHS will send no | tices to both you and your attorney or |
| travel docume | | u (the applicant, pe | titioner, requestor, | or respondent) at your | kbox below. All secure identity documents and U.S. mailing address unless you ask us to send |
| | ccredited represent | | | | the U.S. business address of my attorney of election at any future date through written |
| | | | nent, such as a Pern | manent Resident Card, E | Employment Authorization Document, or trave |
| document representa to having | s, that I am approve ative as listed in this my secure identity d | d to receive and aut form or to a designa ocument sent to my | chorized to possess, ated military or dipl attorney of record | omatic address for pick or accredited represent | dress of my attorney of record or accredited cup in a foreign country (if permitted). I consen tative's U.S. business address and understand secure identity document to me directly. |

Representative Withdraws G-28

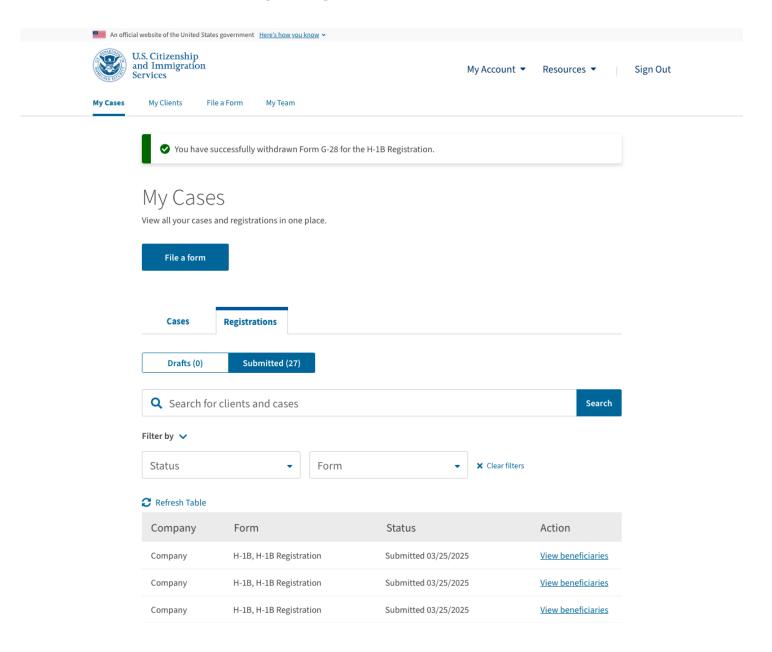
Rep withdraws Form G-28 – company client



Rep withdraws Form G-28 – company client

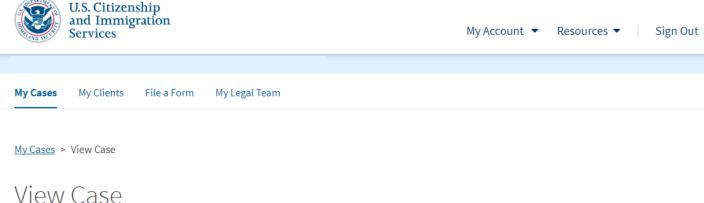


Rep withdraws Form G-28 – company client

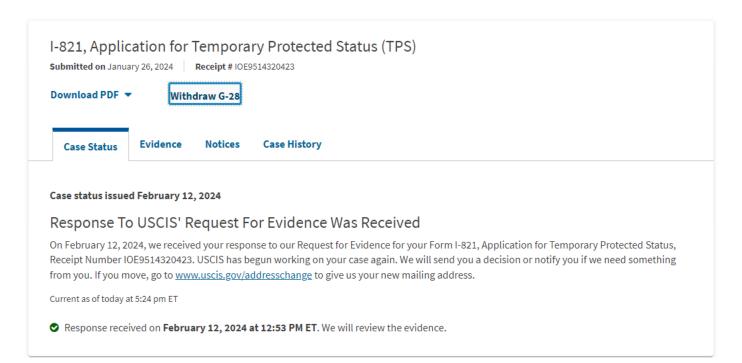


Rep withdraws Form G-28 – individual client

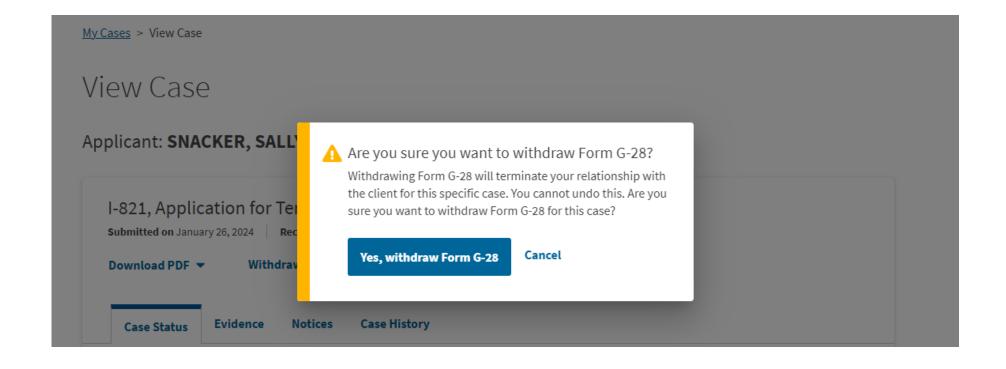




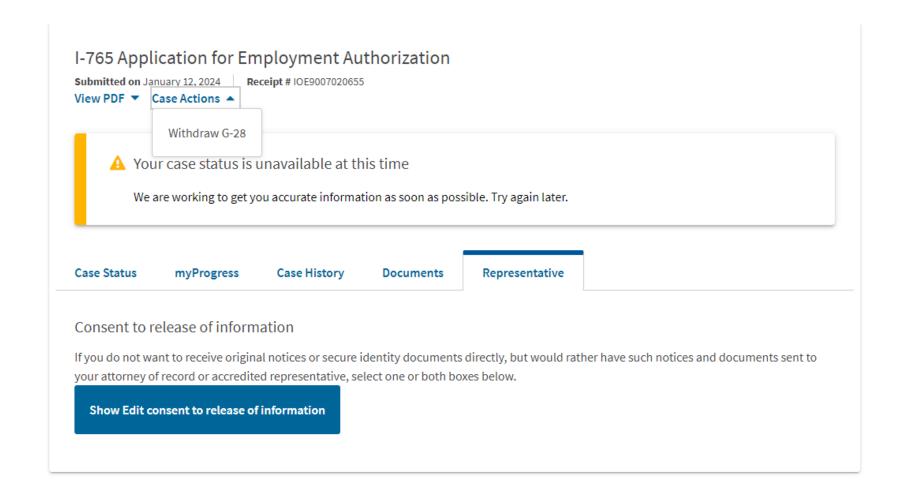
Applicant: SNACKER, SALLY

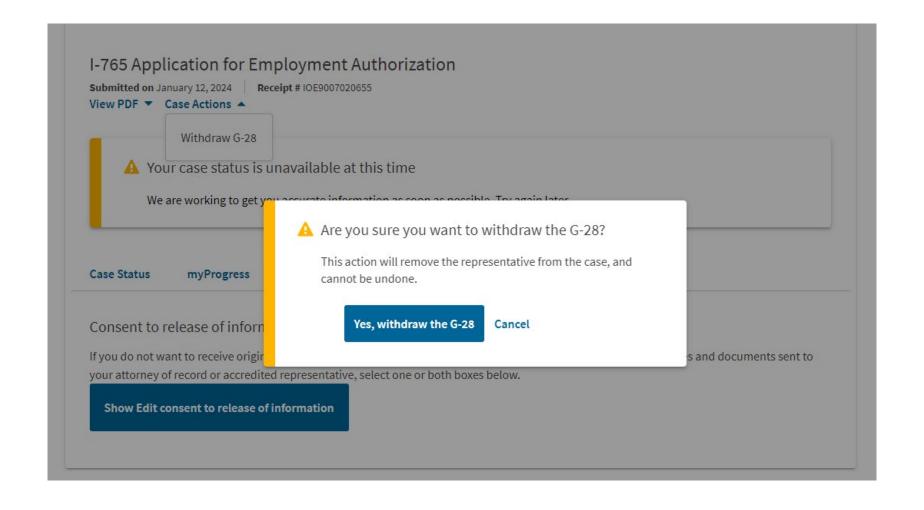


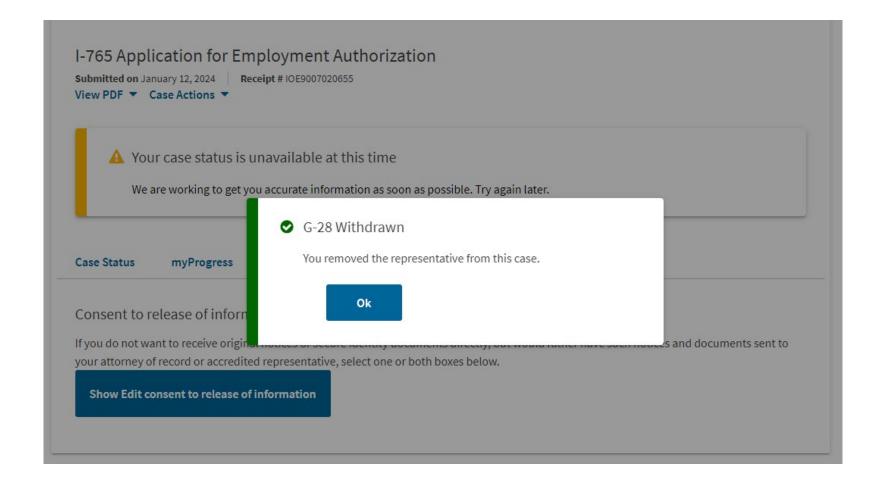
Rep withdraws Form G-28 – individual client

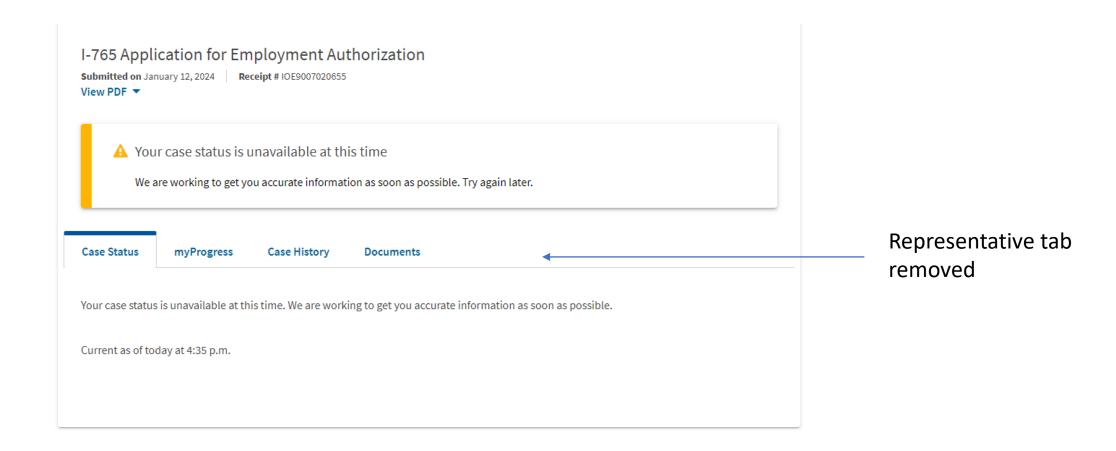


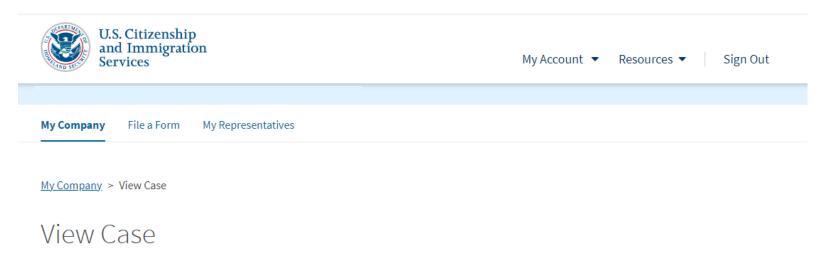
Client Withdraws G-28



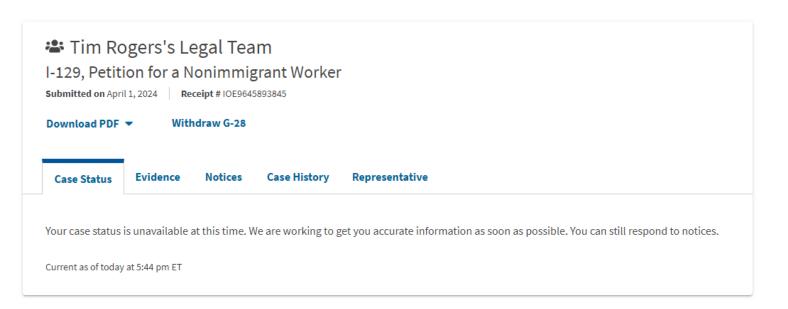


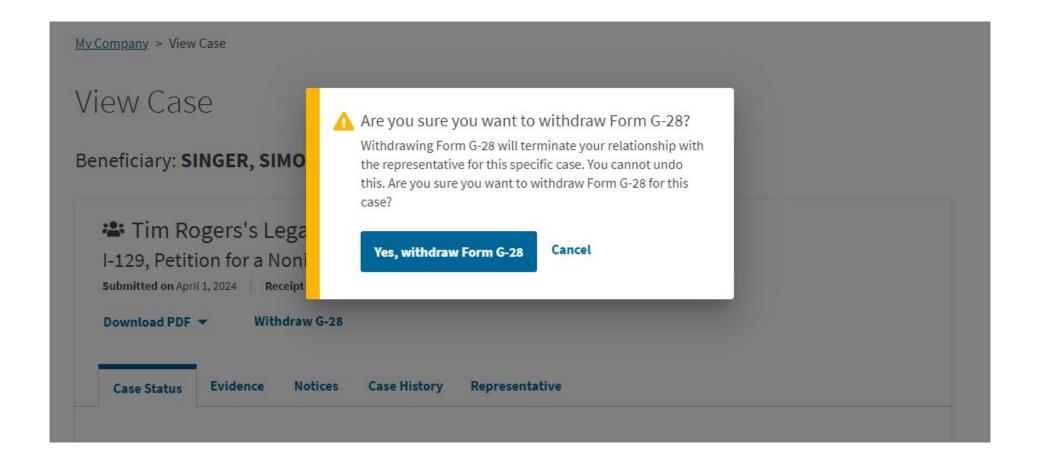


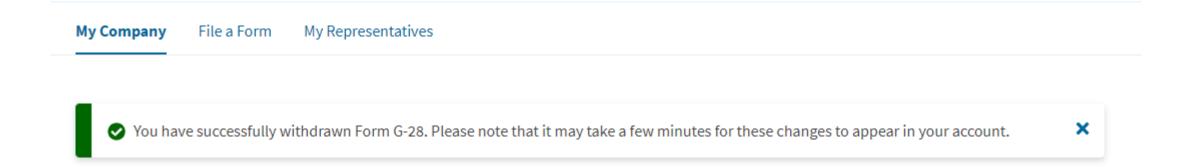




Beneficiary: SINGER, SIMON







My Company

You may file a form or view your cases and H-1B registrations.

File a form

Manage company group

View Case

Beneficiary: **SINGER, SIMON**

