

myUSCIS Copydeck: Interactive Forms	
<b>Form Number and Name</b>	G-28, Notice of Entry of Appearance as Attorney or Accredited Represent
<b>OMB Number</b>	1615-0105
<b>Form Edition Date:</b>	1/16/2025
<b>Form Expiration Date:</b>	1/31/2028
<b>PRA Project:</b>	G-28-012 Revision

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

## FILE A FORM: G-28

Column Header Descriptions

**Header:** If needed, a header is located directly under the dropdown menu and above the body text.

Header	Revision - Header	Body Text	Revision - Body Text	Alert	Link		CTA	Revision - CTA	Notes
<p>Select the form you want to file online:</p>		<p>All forms include Form G-28, Notice of Entry of Attorney or Accredited Representative. You must submit Form G-28 when filing a form on behalf of a client. If you need to add a representative to a previously filed form, select Form G-28.</p> <p><b>Fee waiver:</b> If you are requesting a fee waiver, you cannot file online. You must file a paper version of both the Form I-912, Request for Fee Waiver and the form for the specific benefit you are requesting. You can review the fee waiver guidance at <a href="http://www.uscis.gov/feewaiver">www.uscis.gov/feewaiver</a>.</p>			<p><a href="https://www.uscis.gov/feewaiver">https://www.uscis.gov/feewaiver</a></p>				
	<p>Select the client for whom you are filing:</p>	<p>Use this form to add yourself as a representative to a previously filed form. This form establishes that an attorney or accredited representative may appear for and act on behalf of an applicant, petitioner, requester, beneficiary or derivative, or respondent in immigration matters.</p>	<p>The client you select is the client who will see the form you prepare. Provide information for the selected client in the form.</p> <p>If you start a form for the wrong client or need to change the client for whom you are preparing it, delete the form and start a new one after selecting the correct client.</p> <p>If your client is not listed, you may <a href="#">add them as a client</a>.</p>		<p><a href="https://my.uscis.dhs.gov/accounts/my-clients">https://my.uscis.dhs.gov/accounts/my-clients</a></p>		<p>Start form</p>	<p>[delete, moved to select client]</p> <p>Start form</p>	

## Standalone G-28

### Column Header Descriptions

**Header:** If needed, 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	Sub-Heading	Body Text	Question	Sub-Question	Field	Help Text	Alert	Link	CTA	Notes
<b>Search For Your Client's Case</b> <b>[If individual client]</b>		<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 "IOE" or "MGL":</p> <ul style="list-style-type: none"> <li>• Form I-90;</li> <li>• Form I-765;</li> <li>• Form I-821;</li> <li>• Form I-821D;</li> <li>• Form I-130;</li> <li>• Form I-131;</li> <li>• Form I-589;</li> <li>• Form N-336;</li> <li>• Form N-400;</li> <li>• Form N-565;</li> <li>• Form N-600; or</li> <li>• Form N-600K.</li> </ul>								
	Selected client		Client name		Auto-pop					Client name is auto-populated from the representative's selection on the File a Form page
	Case Information		Receipt number		Text	Example: IOE1234567890				
			Family name (last name)		Text					
			Client's email address		Text	Example: user@domain.com			Search Cancel	
<b>Search For Your Client's Case</b> <b>[If company client]</b>		<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"> <li>• Form I-129 H-1B petition; or</li> <li>• Form I-907 for Form I-129 H-1B petition.</li> </ul>								Intermediary page to transition the rep from parent form to G-28
	Selected client		Client name		Auto-pop					Client name is auto-populated from the representative's selection on the File a Form page
	Case Information		Receipt number		Text	Example: IOE1234567890			Search Cancel	

## Concurrent G-28

Column Header Descriptions

**Header:** If needed, 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	Body Text	Alert	Link	CTA	Notes
<b>Finish and continue to G-28 [if individual client]</b>	<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 finish Form 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 [form_number] and the draft Form G-28.</p>			Finish and continue Back	Intermediary page to transition the rep from parent form to G-28
<b>Finish and continue to G-28 [if company client]</b>	<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	Intermediary page to transition the rep from parent form to G-28

**APPLICATION OVERVIEW: G-28**

**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 Nav	Revision - Primary Nav	Secondary Nav	Revision - Secondary Nav	Conditional Logic	Revision - Conditional Logic	Body Text	Revision - Body Text	Alert	Link	Revision - Link	CIA	Notes
<b>G-28, Notice of Entry of Appearance as Attorney or Accredited Representative</b>						<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, respondent, 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 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><b>Note:</b> 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 Court.</p>						
<b>Before You Start the Form</b>		<b>Eligibility</b>				<p>Discard each section for more information about whom you file Form G-28.</p> <p>You should only complete this form if you are an attorney or accredited representative as defined in 8 CFR 1.2 and 1292.</p> <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. USCIS will allow an attorney or accredited representative completing this form to file one designated paragraph to interact with USCIS customer service channels on the attorney or accredited representative of record's behalf for specified, limited interaction. The designated paragraph 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 paragraph acting on their behalf, and such conduct will be subject to the disciplinary rules and procedures at 8 CFR parts 232.3(a)(1) and 2003.102.</p> <p>Only the designated paragraph 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 paragraph. If the attorney or accredited representative of record needs to change the designated paragraph 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"> <li>• Inquire about case status;</li> <li>• Request correspondence or notices;</li> <li>• 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);</li> <li>• Request appointment accommodations;</li> <li>• Schedule or reschedule appointments; and</li> <li>• Request a change of address.</li> </ul> <p><b>Note:</b> A paragraph 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 paragraph 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 or in person appearance before USCIS.</p>						
		<b>Attorneys and accredited representatives law students and law graduates</b>		[Accordion]								
		<b>Designated paragraph for limited interaction with USCIS for customer service purposes</b>		[Accordion]								
		<b>Foreign attorneys</b>		[Accordion]								
		<b>Other representatives</b>		[Accordion]								
<b>After You Complete the Form</b>		<b>Your client adds you as his or her representative</b>				<p>After you complete Form G-28 and provide your signature, we will give you a one-time password to give to your individual client. 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><b>Note:</b> <i>Formers/clients will receive an email notification instead of a one-time password.</i></p> <p>Once your client adds you as a representative, they will need to review the information provided on 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 a law student or law graduate who is working under the direct supervision of an attorney or accredited representative, the case status will be indicated on the form. Once your client reviews and signs the 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 save the fee for your client's form, if there is one.</p> <p>An attorney or accredited representative or the applicant, petitioner, respondent, 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 valid new Form G-28, to replace the previous one. The applicant, petitioner, respondent, beneficiary or derivative, or respondent will be treated as unrepresented unless a new Form G-28 is submitted.</p>						
		<b>Your client reviews and signs the G-28</b>										
		<b>You submit and pay for your client's online form (for new cases)</b>										
		<b>Withdrawing Form G-28</b>										
<b>Completing the Form Online</b>		<b>We will automatically save your responses</b>				<p>USCIS will not accept a request for withdrawal from a law student, law graduate, or paragraph.</p> <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 when it 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 232.1(a)(2)) are subject to the disciplinary rules and procedures at 8 CFR 232.1, including, but not limited to, 8 CFR sections 232.20(b)(1), 2003.10(b), 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> <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 8 CFR 1.2 and <a href="#">8 CFR 2003.10(a)</a>.</p>						
		<b>Warning for attorneys and accredited representatives</b>										
		<b>Freedom of Information or Privacy Act requests</b>										
		<b>DHS Privacy Notice</b>				<p><b>AUTHORITIES:</b> The information requested on this form is collected pursuant to 8 CFR sections 101.2 and 292.1.</p> <p><b>PURPOSE:</b> 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><b>DISCLOSURE:</b> 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><b>ROUTINE USES:</b> 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 use, as described in the associated published system of records notice (DHS/USCIS-001 - Alien File and National File Tracking System, DHS/USCIS-003 - Benefits Information System, DHS/USCIS-010 - Asylum Information and Processing, DHS/USCIS-009 - 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 <a href="#">www.dhs.gov/privacy</a>. 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 to average 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 20746-0009</p> <p><b>Do not mail your completed Form G-28 to this address.</b></p> <p>OMB No. 1615-0105                  Review ID: 010000</p>						
		<b>Paperwork Reduction Act Burden Disclosure Notice</b>										
		<b>Security Reminder</b>										



**ABOUT YOU: G-28**

**Column Headers**

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

Secondary Navigation: A single page view.

Conditional Logic: A rule that determines whether a question is shown or hidden.

Primary Nav	Revision - Primary Nav	Secondary Nav	Revision - Secondary Nav	Conditional Logic	Revision - Conditional Logic	Page Form Question	Revision - Page Form Question	Question	Revision - Question	Sub-Question	Revision - Sub-Question	Field Type	Revision - Field Type	Instructional Text	Revision - Instructional Text	Help Text	Revision - Help Text	Answer - Page Form	Revision - Answer	Required?	Notes
About Paragraft	[REDACTED]	Your paragraft's name and contact information	[REDACTED]	{Part 1 - WS}	[REDACTED]	11	[REDACTED]	What is your paragraft's current legal name?	[REDACTED]	Open name (first name)	[REDACTED]	Text	[REDACTED]	Do not include any suffix with the name (i.e. Sr, Mrs, etc.)	[REDACTED]						
	[REDACTED]		[REDACTED]	{Part 1 - WS}	[REDACTED]	12	[REDACTED]	How do we contact your paragraft?	[REDACTED]	Multiple choice (if available) Phone operator's name Business telephone number	[REDACTED] [REDACTED]	Text Text	[REDACTED] [REDACTED]	Remember: If the paragraft's contact information is not provided, this will not be processed. Do not let your Paragraft get any special phone information with this.	[REDACTED]	Provide a 10 digit phone number	[REDACTED]				
	[REDACTED]		[REDACTED]	{Part 1 - WS}	[REDACTED]	13	[REDACTED]		[REDACTED]	Multiple choice number	[REDACTED]	Text	[REDACTED]		[REDACTED]	Provide a 10 digit phone number	[REDACTED]				
	[REDACTED]		[REDACTED]	{Part 1 - WS}	[REDACTED]	14	[REDACTED]		[REDACTED]	This is the same as the paragraft's business telephone number. Enter address (if any)	[REDACTED] [REDACTED]	Checkbox Text	[REDACTED] [REDACTED]		[REDACTED]	Example	[REDACTED]				

**ABOUT BENEFICIARY: G-28**

**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	Conditional Logic	Paper Form Question	Revisions	Question	Sub-Question	Field Type	Instructional Text	Help Text	Alert	Required?	Notes			
About Client	Client's name		5.1	4.1	What is your client's current legal name?	Given name (first name)	Text	You must complete all fields with an asterisk (*) to submit this form. 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 nicknames here.			Yes				
			5.1	4.1	Entity information (if applicable)	Middle name (if applicable)	Text	You can edit the auto-populated fields if your client's legal name has changed.			Yes				
			5.1	4.1		Family name (last name)	Text			Yes					
			5.2	4.2		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.							
					5.3	4.3		Title of authorized signatory for entity	Text	You must complete all fields with an asterisk (*) to submit this form.					
		Client's contact information			5.6	4.6	How can we contact your client?	Daytime telephone number	Text		Provide a 10-digit phone number.		Yes		
					5.7	4.7		Mobile telephone number (if any)	Text		Provide a 10-digit phone number.		Yes		
					5.8	4.8		This is the same as my daytime telephone number.	Checkbox						
						5.8	4.8	Email address	Text	The email address auto-populated in this 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.	Example: user@domain.com		Yes		
						5.9	4.9	What is your client's current mailing address?	Country	Dropdown	If the email field is blank, please enter your client's email address.	Do not provide your business mailing address here unless it serves as the safe mailing address for your client.		Yes	
						5.9	4.9		Address line 1	Text		Street number and name		Yes	
						5.9	4.9		Address line 2	Text		Apartment, suite, unit, or floor		Yes	
						5.9	4.9		City or town	Text				Yes	
		(If non-USA use Province and text field)	5.9	4.9		State/Province	Dropdown/text				Yes				
		(If non-USA use Postal code and remove help text)	5.9	4.9		ZIP code/Postal code	Text		Provide a 5 or 9-digit ZIP code.		Yes				
Client's other information			5.5	4.5	What is your client's A-Number?	A-	Text	You must complete all fields with an asterisk (*) to submit this form. The A-Number is an immigration file number provided by U.S. Immigration officials. We use your A-Number to identify your immigration records. It is a 7 to 9-digit number that begins with an "A" and can be found on correspondence or cards you have received from DHS, USCIS, or an immigration court records (for example, Form I-797, Receipt Notice; an Employment Authorization Document; a Permanent Resident Card). If you do not have an A-Number, USCIS may assign one to you.	Provide a 7, 8, or 9-digit number. If the 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.		Yes				
			5.4	4.4	What is your client's USCIS Online Account Number?	My client does not have or know their A-Number. My client does not have or know their USCIS Online Account Number.	Checkbox Text Checkbox		Provide a 12-digit Online Account Number.		Yes				

## ADDITIONAL INFORMATION: G-28

### Column Header Descriptions

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

Primary Nav	Secondary Nav	Paper Form Question	Revisions	Question	Sub-Question	Field Type	Instructional Text	Help Text	Alert	Required?	Notes
Additional Information	Additional information	6	7	You may provide additional information for your G-28	Additional information	Text field	You must complete all fields with an asterisk (*) to submit this form. If you need to provide any additional information for any of your answers to the questions in this G-28, 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 text field, limit 2000

**Review and Sign - Rep**

**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	Revision Paper Form Question	Question	Sub-Question	Field Type	Instructional Text	Help Text	Alert	Required?	CTA	Notes
Review and Sign	Review your form		Different copy based on if the user did not answer a required question			Check your form before you submit it for client review			We will review the form to check for accuracy and completeness before you send it to your client for their review and signature. You can return to this page to review the form as many times as you want before you submit it. 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 show above the review process after you approve your application.				Next	
	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 response by going to each form section using the form navigation. We also prepared a draft case together with your responses, which you can download below.				Next	
	Your signature			Part 7	Part 6	Representative's statement and signature		Checkbox	I have read and understand the regulations and conditions contained in 8 CFR 103.2 and 292 governing appearance and representation before DHS. I acknowledge that I am subject to the disciplinary rules and procedures at 8 CFR 292.3, including, pursuant to 8 CFR sections 292.3(b)(3), 1003.108(c), authorizing/permitting publication of my name and findings of misconduct should be 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.			Yes		
			(If Representative's statement and signature' checkbox checked)	7.1	6.1	Representative's signature		Checkbox Text	I have read and agree to the representative's statement 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.			Yes	Next	
	Submit		(If individual client)			Finish and submit the G-28			By submitting this form, we will prepare a draft G-28 for your client to review and sign. If your client does not approve the information provided in the G-28, you will need to edit the information in the form, and resubmit it for your client's review.				Submit the G-28	
	Submit		(If company client)			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 an administrator	
	(Successful submission) (No nav)		(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 his or her account homepage in order to add you as a representative. Your client must have a USCS online account in order for you to manage his or her case online. If this code is not used within 30 days, it will expire and the draft G-28 will be deleted.				Finish	
	(Successful submission) (No nav)		(If company client)			You successfully filed out your [form name] and Form G-28 for [Company Name]	Who would you like to notify? First name, Last name (Administrator)	Checkbox	One time passcode: [passcode] Select the company administrator(s) who should review and sign the forms.				Notify user(s)	The checkbox component will be a list of company administrators the representative can select to review Form G-28 and the draft form.

## Enter A Representative Passcode: G-28

### 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	Secondary Nav	Tertiary Nav	Conditional Logic	Paper Form Question	Question	Sub-Question	Field Type	Instructional Text	Help Text	Alert	Required?	CTA
Enter A Representative Passcode					Enter your representative's online case access passcode	Passcode	Text	You must complete all fields with an asterisk (*) to submit this form. Once you enter your representative's passcode, we will take you to review and sign the G-28 and any other forms prepared for you by your attorney or accredited representative.	Example: NJ0-5103A-D55C4-A0E1 or AC2FF-5C848-A736		Y	Submit and continue

**APPLICATION OVERVIEW: G-28 - 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 Row	Secondary Row	Revision	Section/Row	Body Row	Revision	Body Row	Alert	Link	Revision	Link	ETA	Notes
<b>G-28, Notice of Entry of Appearance as Attorney or Accredited Representative</b>	<b>Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative</b> is for attorneys and accredited representatives to provide information to establish their eligibility to appear for and act on behalf of an applicant, petitioner, requestor, beneficiary or derivative, or respondent in immigration matters.			<b>Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative</b> is for attorneys and accredited representatives to provide information to establish their eligibility to appear for and act on behalf of an applicant, petitioner, requestor, beneficiary or derivative, or respondent in immigration matters.								
	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. USCS will only recognize a completed Form G-28 once the client has reviewed and signed the form.			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. USCS will only recognize a completed Form G-28 once the client has reviewed and signed the form.								
<b>Before You Start The Form</b>	<b>Who should complete this form</b>		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 1203) you have chosen to appear and act on your behalf in immigration matters.									
	<b>Law students and law graduates</b> <b>Designated paragraph for limited interaction with USCS for customer service purposes</b>		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. USCS will allow an attorney or accredited representative completing this form to list one designated paragraph to interact with USCS customer service channels on the attorney or accredited representative of record's behalf for specified, limited interaction. The designated paragraph 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 paragraph 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.					<a href="https://www.uscis.gov/policy-manual">https://www.uscis.gov/policy-manual</a>				[delete]
			Only the designated paragraph may engage in the limited interaction, provided that the client consents to USCS release of their information of any records that appear in any system of records of USCS to the designated paragraph. If the attorney or accredited representative of record needs to change the designated paragraph 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: <ul style="list-style-type: none"> <li>Inquire about case status;</li> <li>Request correspondence or notices;</li> <li>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);</li> <li>Request appointment accommodations;</li> <li>Schedule or reschedule appointments; and</li> <li>Request a change of address.</li> </ul>									
			Note: A paragraph may not be able to interact with USCS customer service channels on behalf of certain protected requestors. 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 paragraph 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 USCS.									
			For more information, review the USCS Policy Manual, Volume 1, General Policies and Procedures, Part D, Attorneys and Representatives.									
	<b>Foreign attorneys</b> <b>Other representatives</b>		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). 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.									
<b>After You Complete The Form</b>	<b>You add your representative in your USCS account</b>		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 USCS account (or create a new one) and enter this code to officially add your representative.									
	<b>Your representative completes your online form (for new cases)</b>		Note: Company clients will receive an email notification indicating a one-time passcode. 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.									
	<b>You review the information in your online form</b>		If your representative is adding Form G-28 to your already-submitted case, the case's status will be updated to reflect the form. Once your representative is done filling out your online form, we will send it to you for your review.									
	<b>Your representative submits and pays for your online form (for new cases) Withdrawing a Form G-28</b>		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.									
			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).									
			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 USCS 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.									Note
			USCS will not accept a request for withdrawal from a law student, law graduate, or paralegal.									
			USCS will not accept a request for withdrawal from a law student, law graduate, or paralegal.									
<b>Completing The Form Online</b>	<b>We will automatically save your responses</b>		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.									
	<b>Warning</b>		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(a)(3), 1003.108(e), 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.									
	<b>Freedom of Information or Privacy Act requests</b>		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 8 CFR 5 and at <a href="https://www.uscis.gov/dhs">www.uscis.gov/dhs</a> .									<a href="https://www.uscis.gov/records/ways-to-records-through-the-freedom-of-information-act-or-privacy-act">https://www.uscis.gov/records/ways-to-records-through-the-freedom-of-information-act-or-privacy-act</a>
	<b>DHS Privacy Notice</b>		<b>AUTHORITIES:</b> The information requested on this form is collected pursuant to 8 CFR sections 103.2 and 292.1. <b>PURPOSE:</b> 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. <b>DISCLOSURE:</b> 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.									
			<b>ROUTINE USES:</b> 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 notice (DHS/USCS-001 - Alien File and National File Tracking System, DHS/USCS-007 - Benefits Information System, DHS/USCS-010 - Asylum Information and Pre-Screening, DHS/USCS-016 - Inter-Country Adoptions Security, DHS/USCS-018 - Fraud Detection and National Security Records and DHS/USCS-017 - Refugee Case Processing and Security), which can be found at <a href="https://www.dhs.gov/eo13526">www.dhs.gov/eo13526</a> . The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.									
	<b>Paperwork Reduction Act Burden Disclosure Notice</b>		An agency may not conduct or sponsor information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated to average 40 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 5000 Capital Gateway Drive, Mail Stop 42140 Camp Springs, MD 20788-0009									<a href="https://www.dhs.gov/privacy">www.dhs.gov/privacy</a>
			<b>Do not mail your completed Form G-28 to this address.</b> OMB No. 1615-0105 Expires: 08/31/2025									
			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 40 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 5000 Capital Gateway Drive, Mail Stop 42140 Camp Springs, MD 20788-0009									
			<b>Do not mail your completed Form G-28 to this address.</b> OMB No. 1615-0105 Expires: 01/31/2028									
<b>Security Reminder</b>			If you do not work on your application for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely.									Review the G-28

