

## **Instructions for Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative**

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### **What Is the Purpose of Form G-28?**

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

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

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

**NOTE:** For matters before the Board of Immigration Appeals (BIA), use Form EOIR-27 instead of Form G-28.

### **Who May Use Form G-28?**

#### **Attorneys and Accredited Representatives**

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

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

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

In accordance with 8 CFR 292.4(a), when you act in a representative capacity, your personal appearance or signature will constitute a representation under 8 CFR parts 103.2(a)(3) and 292.1(a)(1) or part 1292 that you are authorized and qualified to represent the individual or entity. DHS may require further proof of authority to act in a representative capacity.

#### **Law Students and Law Graduates**

A law student or law graduate who is working under the direct supervision of an attorney or accredited representative under 8 CFR 292.1(a)(2) must complete **Part 2., Item Numbers 4.A. and 4.B.**, on the same Form G-28 filed by the supervising attorney or accredited representative. The law student or law graduate must sign the same Form G-28 in **Part 5., Item Number 2.** DHS may require law students and law graduates verify they are eligible under 8 CFR 292.1(a)(2). The appearance of a law student or law graduate requires the permission of the DHS official before whom **they wish** to appear. The DHS official may require the law student or law graduate be accompanied by the supervising attorney or accredited representative.

### **Foreign Attorneys**

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

### **Other Representatives**

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

### **Withdrawing a Form G-28**

**An attorney or accredited representative or the applicant, petitioner, requestor, beneficiary or derivative, or respondent may withdraw Form G-28 at any time by submitting written notice of withdrawal 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.**

### **General Instructions**

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

**Signature.** Each Form G-28 must be properly signed and filed. For all signatures on this form, USCIS will not accept a stamped or typewritten name in place of a signature. **A legal guardian may also sign for a mentally incompetent person. If the request is not signed or if the requisite signature on the request is not valid, USCIS will reject the request. See 8 CFR 103.2(a)(7)(ii)(A). If USCIS accepts a request for adjudication and determines that it has a deficient signature, USCIS will deny the request.**

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

### **How To Fill Out Form G-28**

1. Type or print legibly in black ink.
2. If you need extra space to complete any item within this form, use the space provided in **Part 6. Additional Information** or attach a separate sheet of paper. Type or print your name at the top of each sheet; indicate the **Page Number, Part Number, and Item Number** to which your answer refers; and sign and date each sheet.
3. Answer all questions fully and accurately.

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

### Specific Instructions

#### **Part 1. Information About Attorney or Accredited Representative**

**Item Numbers 2. - 7. Attorney or Accredited Representative Information.** Provide the full name, mailing address, and contact information of the attorney or accredited representative.

#### **Part 2. Eligibility Information for Attorney or Accredited Representative**

**Item Numbers 2.A. - 3.C. Eligibility Information.** If you are an attorney admitted to practice in the United States, as defined in 8 CFR 1.2, you must select **Item Number 1.A.** and provide the required information regarding the licensing authority for all states, possessions, territories, commonwealths, or the District of Columbia, where you are admitted. Attorneys must provide the bar numbers, if applicable, for all jurisdictions in which they are admitted to practice in **Item Number 1.A.** If you are subject to any order suspending, enjoining, restraining, disbaring, or otherwise restricting you in the practice of law, you must select **Item Number 1.B.** and disclose this information using the space provided in **Part 6. Additional Information.** Attorneys are required to notify DHS of convictions or discipline under 8 CFR 292.3. You must also provide the name of your law firm or organization, if applicable, in **Item Number 1.C.** If you need extra space to complete this section, use the space provided in **Part 6. Additional Information.**

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

**NOTE:** We will reject any Form G-28 submitted without the required information in **Part 2., Item Numbers 1.A. - 1.C. or 2.A. - 2.C.**

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

**Item Numbers 4.A. - 4.B. Eligibility Information.** If you are a law student or law graduate not yet admitted to the bar, you must select **Item Number 4.A.,** enter the information in **Item Number 4.B.,** and sign and date in **Part 5., Item Numbers 1. - 2.,** of the same Form G-28 filed by the supervising attorney

or accredited representative. The appearance of law students and law graduates is subject to the requirements of 8 CFR 292.1(a)(2).

### **Part 3. Notice of Appearance as Attorney or Accredited Representative**

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

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

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

**Item Numbers 6. - 8. Information About Client.** Provide the full name of the client. If the client is an entity, provide the name of the entity and the title of the entity's authorized **signatory**.

**Item Number 10. Client's Alien Registration Number (A-Number) (if any).** Provide the Alien Registration Number (A-Number) for the client, if any.

**Item Numbers 11. - 13. Client's Contact Information.** Provide the daytime telephone number, the mobile telephone number, and the email address for the client, if any.

**Item Numbers 14. Mailing Address of Client.** Provide the mailing address of the client. **Do not** provide the business mailing address of the attorney or accredited representative **unless** it serves as the safe mailing address on the application or petition being filed with this Form G-28.

### **Part 4. Client's Consent to Representation and Signature**

The client's signature on this form confirms consent to representation and the release of information to the attorney or accredited representative.

**Item Numbers 1.A. - 1.C. Options Regarding Receipt of USCIS Notices and Documents.** The client must select **Item Numbers 1.A. - 1.C.** if **they want** USCIS to send original notices and/or secure identity documents to the attorney or accredited representative of record. When **Item Numbers 1.A.** and **1.B.** are selected, original notices and secure identity documents will be sent to the attorney or accredited representative of record and copies will be sent to the client. If the client wants to receive notices containing Form I-94, Arrival-Departure Record, rather than having USCIS send these notices to the attorney or accredited representative of record, **Item Number 1.c.** must be selected. **These elections may be changed by submitting a new Form G-28 to USCIS.**

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

**Item Numbers 2. Signature of Client or Authorized Signatory for an Entity.** The client must sign and date the form in black ink. If the client is under 14 years of age, a parent or legal guardian may sign Form G-28 on **their** behalf. A legal guardian may also sign for a mentally incompetent person.

## **Part 5. Signature of Attorney or Accredited Representative**

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

## **Part 6. Additional Information**

**Item Numbers 1.A. - 6.D.** If you need extra space to provide any additional information within this form, use the space provided in **Part 6. Additional Information**. For example, if you need more space to provide your U.S. business address for purposes of receiving secure identity documents for your client (if your client has consented to your receipt of such documents in **Part 4.**) If you need more space than what is provided in **Part 6.**, you may make copies of **Part 6.** to complete and file with your form, or attach a separate sheet of paper. Type or print your name at the top of each sheet; indicate the **Page Number, Part Number, and Item Number** to which your answer refers; and sign and date each sheet.

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

## **Warning**

Individuals appearing as attorneys or accredited representatives (including law students and law graduates permitted to appear under 8 CFR 292.1(a)(2)) are subject to the rules of Professional Conduct for Practitioners found in 8 CFR 292.3.

## **Freedom of Information/Privacy Act Requests**

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

## **DHS Privacy Notice**

**AUTHORITIES:** The information requested on this form is collected pursuant to 8 CFR 292.4(a).

**PURPOSE:** The primary purpose for providing the requested information on this form is to establish your eligibility to appear and act on behalf of a client. The information you provide will be used to designate you as an attorney or accredited representative.

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

**ROUTINE USES:** The information will be used by and disclosed to DHS personnel and contractors or other agents who need the information to perform associated administrative functions. Additionally, DHS may share the information with other Federal, state, local government agencies, and authorized organizations in accordance with approved routine uses, as described in the associated published system of records notices [DHS/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](http://www.dhs.gov/privacy). The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

### **Paperwork Reduction Act**

An agency may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at 30 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, **Office of Policy and Strategy, Regulatory Coordination Division, 5900 Capital Gateway Drive, Mail Stop #2140, Camp Springs, MD 20588-0009**; OMB No. 1615-0105. **Do not mail your completed Form G-28 to this address.**