

Checklist for BIA Recognition & Accreditation Process:

- Get sufficient training in immigration law and/or practical experience under the supervision of an attorney or BIA accredited representative.
- Arrange for technical support and get letter documenting this arrangement.
- Get letters of support for agency and for staff applying for accreditation.
- Create fee schedule for immigration services.
- Create budget with income and expenses for immigration program.
- Create list of library resources.
- Update resumes for staff with immigration knowledge/experience.
- Gathering the following: evidence of nonprofit status; organization chart; immigration training certificates and/or agendas.
- Write cover letter.
- Complete Form EOIR-31.
- Organize and assemble the application.
- Mail original application to the BIA.
- Mail copies of the application to local USCIS District Director and local ICE Chief Counsel.

Checklist for BIA Accreditation Process (for agencies that already have recognition):

- Get sufficient training in immigration law and/or practical experience under the supervision of an attorney or BIA accredited representative.
- Get letters of support for staff applying for accreditation.

- Update resume(s) for staff applying for accreditation with immigration knowledge/experience.
- Gathering training certificates and/or agendas for immigration trainings attended by staff.
- Write cover letter.
- Organize and assemble the application.
- Include certificates of service that show who mailed copies of the application to USCIS and ICE, on what date, and what method he or she used to send them.
- Mail original application to the BIA.
- Mail copies of the application to local USCIS District Director and local ICE Chief Counsel.