

# **DOJ RECOGNITION AND ACCREDITATION**

**A Step-by-Step Guide for Non-  
Profit Community-Based Agencies**

world relief® 

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# Introduction

The Department of Justice (DOJ), Executive Office for Immigration Review (EOIR) issued new regulations regarding recognition and accreditation on December 19, 2016. The new regulations, which took effect on January 18, 2017, include substantial changes to the recognition and accreditation requirements for the first time in decades. It will take some time before we fully understand how the changes are being implemented and identify best practices for preparing a strong application. As additional information is gathered, this guide will be updated accordingly.

This guide is current as of the publication date. It does not constitute legal advice. The laws, interpretations of the laws, forms, and policies associated with DOJ recognition and accreditation change occasionally, so please confirm that the information in this guide is still current before relying on it. Please check the DOJ/EOIR website for form versions, instructions, recent case law regarding DOJ recognition and accreditation, and other important information. The website is <https://www.justice.gov/eoir/recognition-and-accreditation-program>. We also encourage you to review the Frequently Asked Questions (FAQ) sheet on the recognition and accreditation program which is available on the EOIR website at the same link shown above.

Additional information may be found in CLINIC's DOJ Recognition and Accreditation Toolkit at [https://cliniclegal.org/clinic\\_toolkit/672](https://cliniclegal.org/clinic_toolkit/672).

# Section I. Overview of Department of Justice (DOJ) Agency Site Recognition and Agency Staff Accreditation

## The Office of Legal Access Programs (OLAP)

DOJ agency site recognition and agency staff accreditation is handled by the Office of Legal Access Programs (OLAP), which is located within EOIR in Falls Church, VA. OLAP works to improve access to legal information and counseling and to increase the level of representation for immigrants appearing before the Immigration Courts and Board of Immigration Appeals (BIA). In addition to the recognition and accreditation program, OLAP administers legal orientation programs, programs that provide direct legal representation to certain vulnerable populations, and other programs.

## Practicing Immigration Law

The practice of immigration law includes giving immigration advice, filling out immigration forms, and drafting legal documents for a case. Only an attorney, a DOJ accredited representative, or a staff person under the direct legal supervision of an attorney or DOJ accredited representative may practice immigration law.

## Agency Recognition and Staff Accreditation

Agency recognition and staff accreditation allows non-profit agencies and their non-attorney staff to practice immigration law. It is an essential tool for increasing capacity to serve low-income, vulnerable immigrant populations with high quality, charitable immigration legal services.

There are two types of accreditation:

- **Partial accreditation** allows representation before the Department of Homeland Security (DHS) only. A partially accredited representative can counsel immigration clients, complete immigration forms, and represent clients at U.S. Citizenship and Immigration Services (USCIS) interviews.
- **Full accreditation** allows representation before *both* DHS and EOIR (the Immigration Court and BIA). A fully accredited representative can represent clients in removal, summary removal, rescission, and other proceedings in Immigration Court. He or she may also handle appeals to the BIA. However, full accreditation does *not* permit representation in state courts, the federal Courts of Appeals, or the U.S. Supreme Court.

Unless an agency has an attorney on staff, *each office site where immigration legal services are provided must have DOJ agency recognition and at least one accredited representative*. Otherwise, the agency and its staff members are engaging in the unauthorized practice of immigration law, which is illegal.

An accredited representative may be full-time, part-time, or a volunteer. He or she may even become accredited at more than one non-profit agency. An accredited representative is *only* authorized to assist clients at the recognized office sites of the organization. Once accredited at one recognized site, the representative is authorized to practice immigration law at all other recognized sites of the same organization, *if they are approved as “extensions” of the main office.*

### **Renewal of Recognition and Accreditation**

Staff accreditation must be renewed every three years. Until recently, agency recognition was valid indefinitely and did not expire. However, under new regulations issued by EOIR, agency recognition must be renewed on a cycle.

For organizations receiving agency recognition for the first time under the new regulations, recognition is given conditionally for two years and then must be renewed. After the initial renewal, it is valid for six years.

For organizations that were recognized prior to January 18, 2017, the rules for renewal vary:

- If the organization had *no accredited representative* on staff as of January 18, 2017, it was required to renew its recognition within *one year* (on or before January 18, 2018).
- If the organization had been recognized for *more than 10 years* as of January 18, 2017, it was required to renew its recognition within *two years* (on or before January 18, 2019).
- If the organization had been recognized for *less than 10 years* as of January 18, 2017, it must renew its recognition within *three years* (on or before January 18, 2020).

After the initial renewal for these organizations, recognition is valid for six years.

For more information on DOJ recognition and accreditation, including a current roster of recognized offices and accredited representatives, see <https://www.justice.gov/eoir/recognition-and-accreditation-program>.

# Section II. Applying for First-Time DOJ Agency Site Recognition and Agency Staff Accreditation

*Note: If your agency is applying for first-time DOJ agency recognition, you must apply for accreditation of at least one staff person at the same time. If your agency is already recognized and you are applying for initial staff accreditation, skip to Section III.*

## Eligibility Requirements for Agency Recognition

There are six requirements for agency recognition:

- The organization must be a non-profit religious, charitable, social service, or similar organization;
- The organization must have federal tax-exempt status;
- The organization must provide immigration legal services primarily to low-income or indigent clients within the U.S.;
- The organization must have access to adequate knowledge, information, and experience in immigration law and procedure;
- The organization must be simultaneously applying for at least one employee or volunteer to be accredited, and must maintain at least one accredited representative on staff; and
- The organization must designate an authorized officer to act on its behalf.

## Eligibility Requirements for Staff Accreditation

In order to be eligible for staff accreditation, the proposed representative must:

- Be an employee or volunteer of the organization;
- Have the character and fitness to represent clients;
- Have broad knowledge and adequate experience in immigration law and procedure;
- Not be an attorney who is eligible to practice law in the U.S. or a U.S. territory, commonwealth, or possession;
- Not have resigned while a disciplinary investigation or proceeding is pending;
- Not be subject to any order disbarring, suspending, enjoining, restraining, or otherwise restricting him/her in the practice of law or representation before a court or any administrative agency; and
- Not have been convicted of a serious crime anywhere in the world.

## Elements of the Application

The application must include all of the required elements listed below. When filing for agency recognition and staff accreditation at the same time, be sure to separate the applications into two (or more) different packets. Any materials needed for both packets should be photocopied. If more than one staff person is applying for accreditation, submit a separate application packet for each person. Note that OLAP prefers one-sided pages.

## Application for Agency Recognition

- Form EOIR-31 (Request for New Recognition, Renewal of Recognition, or Extension of Recognition of a Non-Profit Religious, Charitable, Social Service, or Similar Organization; January 2017 version)
- Proof of Non-Profit, Religious, Charitable, Social Service, or Similar Organization
  - Organizing documents such as constitution, charter, by-laws, articles of incorporation, state non-profit status, or other documentation including a mission statement or statement of purpose of the organization.
  - A declaration from organization's authorized officer attesting that it serves primarily low-income and indigent clients.
  - Letter(s) of recommendation from community members attesting to the organization's involvement and commitment (helpful but not required)
- Proof of Federal Tax Exempt Status
  - Currently valid IRS tax determination letter
  - Alternative documentation of federal tax exempt status
  - Proof that status has been applied for and a determination is pending, if applicable
- Evidence of Knowledge of Immigration Law and Procedures
  - Organizational chart identifying names and titles of legal staff and supervisors at all locations
  - Resume(s) of any licensed attorney(s) in good standing on staff
  - Copy of technical legal support agreement with outside immigration attorney or full accredited representative, if applicable
  - Information on immigration legal services offered and qualifications of immigration legal staff such as resumes, training certificates, and letters of recommendation
- Evidence of Print and Electronic Resources
  - Full list of immigration law library resources available to organization
- Evidence of Providing Services Primarily to Low-Income and Indigent Clients
  - Annual budget for providing immigration legal services for the current year and past year, if available, including information on sources of revenue and operating expenses (if these are not available, provide projected budget for upcoming year)
  - Detailed fee schedules for all locations, if applicable
  - Summary of legal services provided (may be included in fee schedule)
  - List of membership dues charged at all locations, if applicable
  - Fee waiver/reduction policy or guidance provided to clients or staff at all locations, if fees are charged



## Application for Staff Accreditation

- Form EOIR-31A (Request by Organization for Accreditation or Renewal of Accreditation of Non-Attorney Representative; January 2017 version) - *submit this form for each proposed representative*
- Evidence of Character and Fitness
  - Character reference letter(s) from professionals in the community, employment references, and/or criminal background checks
- Evidence of Knowledge and Experience
  - Resume of proposed representative demonstrating knowledge and experience in immigration law, practice, and procedure
  - *At least two* letters of recommendation from persons familiar with the proposed representative's qualifications (knowledge, experience, character, and fitness)
  - Documentation of relevant education, formal training, and experience, such as copies of certificates and agendas for immigration law trainings attended, *including* documentation of at least *one formal training course* designed to give new practitioners a solid overview of the fundamentals of immigration law, practice, and procedure
  - *If seeking full accreditation*, documentation of skills for effective litigation, including, but not limited to, formal training, education, and experience showing oral and written trial and appellate advocacy skills

## Tips for a Strong Application

- **The Forms.** Check the EOIR website to make sure that you have the most current versions of the EOIR-31 and EOIR-31A. Complete the forms electronically so they are typewritten. Be sure to carefully read the form instructions. The authorized officer of the requesting organization (such as the Executive Director or Immigration Program Director) who has been designated to act on behalf of the organization must sign the forms along with the proposed representative. Be sure to complete and sign the Proof of Service on part 12 of the EOIR-31 and part 7 of the EOIR-31A. Fill in the appropriate address for the USCIS District Director. Note that the copy of the application must be sent to the District Office, *not* the Field Office. If your organization is offering immigration services in more than one USCIS District, you must list each District Office address on the form and send a copy of the application to each one.
- **Cover Letter.** A simple cover letter with a list of enclosures or table of contents is recommended. Refer to the samples in Section IX. If there are special circumstances, you should attach a detailed cover letter. For example, if the organization applied for recognition before and was denied, you should attach a detailed cover letter explaining the reasons for the denial and how the organization has addressed those issues in the new application.

- **Organizational Chart.** The organizational chart should show in detail how the immigration program is staffed (both paid staff and any volunteers) and show a clear chain of supervision for the immigration staff. If the staff includes attorneys, attach their resumes with information regarding bar admissions, legal experience, and immigration legal training. If your organization has more than one office and/or is requesting extension of recognition to sub-offices, the relationships and lines of supervision between the immigration staff at the other location(s) must be clearly indicated. Refer to the sample in Section IX.
- **Fee Schedule.** Include a fee schedule that lists the legal services provided and the fee charged (if applicable) for each service. Note that organizations may offer a limited range of immigration legal services, but must be able to “discern” when a case requires referral to other representation because it requires more expertise than the organization can provide.

In the fee schedule, it is important to state that no one will be turned away due to inability to pay and to specify what services are included in the agency fee (USCIS filing fee, representation at the interview, document translation, etc.). Also, be sure to note any reduction in agency fees for additional family members and to limit the total charge per family. Include a maximum charge or cap for any per capita services, such as translations per page.

When setting fees for your services, it is important to consider your local economy and what other non-profits in your area charge for similar services. The fee schedule helps demonstrate that you provide services primarily to low income and indigent clients. For further guidance on how to set fees, see Chapter 6 of *Managing an Immigration Program: Steps for Creating and Increasing Legal Capacity*, available online at <https://cliniclegal.org/resources/handbooks-guides-reports/managing-immigration-program-steps-creating-and-increasing-legal>.

- **Fee Waiver/Reduction Policy.** If you charge fees, you need to submit a copy of your policy for accommodating those who are unable to pay your fees. Note that you have two options: 1) a fee waiver policy where clients either pay the full fee or receive a full fee waiver OR 2) a fee waiver/reduction policy where clients are charged reduced fees (or no fee) using a sliding scale. The policy should describe the process for clients to request a fee waiver/reduction and what criteria and documentation you will use to determine their eligibility. Refer to the two samples in Section IX.
- **Law Library.** For the list of print and electronic legal resources, EOIR provided guidance in *Matter of EAC, Inc.* In this decision, EOIR explained that organizations must at a minimum have access to up-to-date copies of the Immigration and Nationality Act (INA), federal immigration regulations, and BIA precedent decisions (available through the EOIR Virtual Law Library). Internet access alone is sufficient for an approval of DOJ recognition. Nevertheless, we strongly recommend that each office have print copies of at least one general treatise on immigration law, such as *Kurzban’s Immigration Law Sourcebook*, as well as annually updated print copies of the INA and Chapter 8 of the Code of

Federal Regulations (8 CFR). Although not required, we also recommend you list any local law libraries to which your office has access, including but not limited to, law schools, city/county/state law libraries, or law libraries of law firms or other non-profit agencies. Refer to the list of law library resources in Section IX.

- **Budget.** The organization’s budget for providing immigration legal services is a minimal document describing the sources of revenue and expenses. List the amounts and sources of revenue or funding for the immigration program as well as the program’s various operating expenses. The revenue and expenses should be balanced. List any grants you receive by name and any fees you take in. You may include “in kind” funding in your list, such as the value of volunteer hours, donated supplies, or donated space. Be sure to take into account the often substantial support your program receives if it has a “parent” agency. Often overlooked are the contributions of free or below market rate rent, office equipment use, office supplies, computers, software, information management systems support, administrative costs, employee benefits, and the like. Be sure you give a thorough accounting of all the resources that support your program.
- **Technical Legal Support.** If you do not have an attorney on staff, document technical legal support by attorneys or fully accredited staff from other organizations. Include information on the experience of the attorneys or fully accredited staff (their background and qualifications), as well as any fees charged for the support. Refer to the sample letter in Section IX.
- **Resume.** Resumes should include the individual’s education and only relevant, immigration-related work experience. They should also list the types of immigration forms the individual has worked on, by form number and title (for example: N-400, Application for Naturalization). Include a list of all immigration law trainings the individual has attended. Begin with the most recent training and list them in reverse chronological order. Also indicate if the individual regularly attends immigration liaison meetings with USCIS or other government agencies. The resume should list any languages the individual speaks, as well as mentioning the individual’s experience working with people from different countries. It is a good idea to include any community service the applicant has performed. Finally, the resume for the proposed representative should give the individual’s work address and contact information rather than his/her personal contact information. Refer to the sample in Section IX.
- **Training.** A proposed representative must have completed at least one formal training course designed to give new practitioners a solid overview of the fundamentals of immigration law, practice, and procedure. Refer to CLINIC’s website at <https://cliniclegal.org/accreditation> for more information on this requirement. We recommend that you highlight the course that fulfills this requirement on your resume.

Include the following information in the list of trainings: the title of the training; the provider’s name; date(s) and duration of the training; the names and titles of

presenters; the topics covered; whether the training was attended in person or through other means; and whether the training was open to the public.

Include both the certificate (if received) and agenda for all trainings. However, these documents may not be available for some trainings. If neither is available, provide a short description of the training. You may also include an e-mail confirmation of registration or attendance. Do *not* include PowerPoint slides or handwritten training notes.

- **Letters of Recommendation.** Letters of recommendation should state how long and in what capacity the recommender has known the proposed representative, that the proposed representative has the character and fitness required for accreditation, and that the proposed representative has broad knowledge and adequate experience in immigration law. Refer to the samples in Section IX.

It is recommended that you obtain letters of recommendation from the supervisor of the individual applying for accreditation and a local immigration law practitioner who is familiar with the applicant's immigration legal skills and knowledge, i.e., a DOJ accredited representative or an attorney.

While at least two letters of recommendation are required to demonstrate knowledge and experience of the proposed representative, there is no letter of recommendation requirement for the organization. That being said, an organization may want to provide letters of recommendation from community members, particularly letters showing the organization's involvement and commitment to the community it serves and the quality of its services. Refer to the sample in Section IX.

- **Litigation Skills (For Full Accreditation Only).** Evidence of litigation skills (legal research, writing, and advocacy) might include copies of affidavits, briefs, motions, legal memos, or similar work the individual has prepared, with all identifying client information redacted. You may also include summaries of individual cases on which the individual has worked that required litigation skills. See the box that follows for further details.

### **Tips for Applying for Full Accreditation**

- Include in your list of immigration law trainings any trainings you have taken on removal defense, court skills, or oral and written trial and appellate advocacy skills. While formal training is helpful, hands-on experience is essential for full accreditation.
- Include in your resume an explanation of your experience working on court cases and observing various kinds of cases in immigration court under a mentor who is an attorney or full accredited representative. The list may include proceedings observed before the immigration court, USCIS, and circuit court, such as master calendar hearings, individual hearings, and naturalization interviews. The resume should demonstrate legal research, writing, and advocacy skills. Refer to the sample resume in Section IX.
- Submit two redacted writing samples that demonstrate knowledge and experience in immigration court cases, such as pleadings, declarations, or motions you have written.
- Submit a strong letter of recommendation from a mentor who can attest to your knowledge and experience in observing and working on immigration court cases, as well as your character and fitness.
- Submit a copy of the mentor's resume demonstrating his/her background and qualifications in immigration law, or include this information in the letter of recommendation.
- Submit a second letter of recommendation from an attorney, full accredited representative, or supervisor who can attest to your knowledge and experience with court cases.

# **Section III. Applying for First-Time Agency Staff Accreditation When the Agency Site is Already Recognized**

## **Applying for Accreditation**

Once recognized, an organization can apply for additional staff to be accredited at any time. However, if an organization loses its only accredited representative, it will be placed on inactive status for up to two years and will lose its recognition unless it applies for and receives approval of another staff person to be accredited within that time period. The accreditation application requires considerably less supporting documentation than the recognition application. If applying for accreditation of more than one staff at the same time, submit a separate application packet (Form EOIR-31A and supporting documentation) for each staff person.

## **Eligibility Requirements for Staff Accreditation**

In order to be eligible for staff accreditation, the proposed representative must:

- Be an employee or volunteer of the organization;
- Have the character and fitness to represent clients;
- Have broad knowledge and adequate experience in immigration law and procedure;
- Not be an attorney who is eligible to practice law in the U.S. or a U.S. territory, commonwealth, or possession;
- Not have resigned while a disciplinary investigation or proceeding is pending;
- Not be subject to any order disbaring, suspending, enjoining, restraining, or otherwise restricting him/her in the practice of law or representation before a court or any administrative agency; and
- Not have been convicted of a serious crime anywhere in the world.

## **Application Contents**

For each proposed representative, submit:

- Form EOIR-31A (Request by Organization for Accreditation or Renewal of Accreditation of Non-Attorney Representative; January 2017 version)
  - Be sure to complete and sign the Proof of Service section on page 3
- Evidence of Character and Fitness
  - Character reference letter(s) from professionals in the community, employment references, and/or criminal background checks
- Evidence of Knowledge and Experience
  - Resume of proposed representative demonstrating knowledge and experience in immigration law, practice, and procedure

- *At least two* letters of recommendation from persons familiar with the proposed representative's qualifications (knowledge, experience, character, and fitness)
- Documentation of relevant education, formal training, and experience, such as copies of certificates and agendas for immigration law trainings attended, *including* documentation of at least *one formal training course* designed to give new practitioners a solid overview of the fundamentals of immigration law, practice, and procedure
- *If seeking full accreditation*, documentation of skills for effective litigation, including, but not limited to, formal training, education, and/or experience showing oral and written trial and appellate advocacy skills

Refer to Section II for tips for a strong application. Follow the directions in Section VII on submitting the application, and where to send the application copies.

## Section IV. Renewing Agency Staff Accreditation

### Renewing Accreditation

An individual who is accredited must have his/her agency file an application to renew accreditation on the individual's behalf every three years. If an application for renewal is filed *on or before* the expiration date, accreditation will remain valid pending OLAP's consideration of the application, and the representative can continue to represent clients. This requires the agency to mail it in some way that it can document that it was mailed (postmarked) on or before the expiration date. Most organizations send it by certified mail with return receipt requested.

If the individual does not apply for renewal on time, his or her accreditation ends and he/she is no longer authorized to practice immigration law. Therefore it is vital that representatives renew in a timely fashion. If not, the individual will not be eligible to engage in the authorized practice of law until his or her accreditation application is granted.

It is critically important that program managers make clear to staff and volunteers that, without current accreditation, they are **not** allowed to practice law and must not file the G-28 form (Notice of Entry of Appearance as Attorney or Accredited Representative).

If there is no accredited representative currently on staff, and no attorney on staff, that organization is *not* authorized to practice immigration law. At least one accredited representative or attorney is required to practice immigration law. If an individual does not renew on time, he or she must file a new application as soon as possible. Additionally, an organization that lacks at least one accredited representative will be removed from the roster and placed on inactive status by OLAP for up to two years. The organization must apply for a new staff person to be accredited within that time period in order to avoid losing its recognition.

### The Renewal Application

The Form EOIR-31A is used to request renewal of accreditation. When completing the form, pay particular attention to Part 5, which pertains to renewal. On the form, the organization and representative must demonstrate the representative's continuing character and fitness to provide immigration legal representation and that the representative continues to meet all the other requirements for accreditation.

An organization may apply to change a representative's accreditation from partial to full at any time by checking Part 5B and submitting additional documentation of immigration training and experience. Refer to Section II for tips for applying for full accreditation.



## **Eligibility Requirements for Staff Accreditation**

In order to be eligible for staff accreditation, the proposed representative must:

- Be an employee or volunteer of the organization;
- Have the character and fitness to represent clients;
- Have broad knowledge and adequate experience in immigration law and procedure;
- Not be an attorney who is eligible to practice law in the U.S. or a U.S. territory, commonwealth, or possession;
- Not have resigned while a disciplinary investigation or proceeding is pending;
- Not be subject to any order disbaring, suspending, enjoining, restraining, or otherwise restricting him/her in the practice of law or representation before a court or any administrative agency; and
- Not have been convicted of a serious crime anywhere in the world.

## **Application Contents**

An application for renewal of accreditation must include:

- Form EOIR-31A (Request by Organization for Accreditation or Renewal of Accreditation of Non-Attorney Representative; January 2017 version)
- Updated resume with types of cases personally handled before immigration agencies during the last approved period of accreditation and list of immigration law trainings attended since last accreditation date
- Evidence of recent education and formal trainings completed since last accreditation date, such as training certificates and agendas
- Copy of last accreditation approval letter

Note that letters of recommendation are not required for renewal of accreditation, but may be requested by OLAP on a case-by-case basis.

While there is no set requirement for the amount of additional training received since the last accreditation period, the individual should show ongoing training. A good benchmark to consider is the industry standard of 40 hours of immigration law training per year. The training format can be in-person, e-learning, webinar, or other modalities, including accessing archived materials on immigration law websites such as <https://cliniclegal.org/> or <http://www.immigrationadvocates.org/>. We recommend attending at least one in-depth training per year on immigration law, such as a two-day in person training or a 4- to 6-week e-learning course, in addition to ongoing webinars and other kinds of trainings. Trainings taken during the three-year practice period should cover topics that reflect the representative's caseload and changes to immigration laws and regulations.

Refer to Section VII for guidance on submitting the application.

# Section V. Renewing Agency Site Recognition the First Time

## Requirements

Under new regulations issued by EOIR, agency recognition must be renewed on a cycle. For organizations receiving agency recognition for the first time under the new regulations, it is given conditionally for two years and then must be renewed. After the initial renewal, it is valid for six years.

For organizations that were recognized prior to January 18, 2017, the rules for renewal vary:

- If the organization had *no accredited representative* on staff as of 1/18/17, it was required to renew its recognition within *one year* (on or before January 18, 2018).
- If the organization had been recognized for *more than 10 years* as of 1/18/17, it was required to renew its recognition within *two years* (on or before January 18, 2019).
- If the organization had been recognized for *less than 10 years* as of 1/18/17, it must renew its recognition within *three years* (on or before January 18, 2020).

After the initial renewal for these organizations, recognition is valid for six years. In the next renewal application, the organization must demonstrate that it continues to meet the eligibility requirements for recognition.

In addition, organizations granted first-time recognition on or after January 18, 2017 receive conditional recognition for two years, and must apply for renewal of recognition at the end of the two year period. After renewal, recognition is valid for six years.

If an application for renewal is filed and postmarked *on or before* the expiration date, recognition will remain valid pending OLAP's consideration of the application, and the site can continue to represent clients. This requires the agency to mail it in some way that it can document that the application was postmarked on or before the expiration date. Most organizations send it by certified mail with return receipt requested. While not required, OLAP encourages filing the application at least 60 days before the expiration date.

## Eligibility Requirements for Agency Recognition Renewal

There are six requirements for agency recognition:

- The organization must be a non-profit religious, charitable, social service, or similar organization;
- The organization must have federal tax-exempt status;
- The organization must provide immigration legal services primarily to low-income or indigent clients within the U.S.;
- The organization must have access to adequate knowledge, information, and experience in immigration law and procedure;
- The organization must maintain at least one accredited representative on staff; and

- The organization must designate an authorized officer to act on its behalf.

### **Application Contents**

An application for first-time renewal of agency recognition for an organization that was already recognized when the new rule took effect must include:

- Form EOIR-31 (Request for New Recognition, Renewal of Recognition, or Extension of Recognition of a Non-Profit Religious, Charitable, Social Service, or Similar Organization; January 2017 version) - *pay particular attention to Part 10*
- Updated information on any unreported changes since the last recognition date that impact eligibility, such as organizational chart, staff qualifications, technical legal support arrangement, law library resources, etc.
- Immigration legal services budget for current year and past year (may be fiscal year or calendar year budget)
- Annual summary of legal services performed each year for the period of January 2017 to the time of renewal, including: 1) total number of clients served; 2) clients served free of cost; 3) general description of immigration legal services and immigration-related services provided; 4) statement whether services were provided for free or for a fee; 5) description of fee waiver/reduction policies; and 6) list of offices or locations where services were provided \*
- Fee schedules used for immigration legal services from the period of January 2017 to the time of renewal, for each office or location where services were provided \*
- At least one application for staff accreditation, if the organization does not have any accredited representatives on staff (unless the organization has been placed on inactive status and OLAP has granted additional time to hire and train a new staff person to be accredited)

Refer to Section II for tips for a strong application. Follow the directions in Section VII on submitting the application, and where to send the application copies.

\* For an organization that is renewing recognition after two years of conditional status, the time period covered by the annual summary and fee schedules would be from the date of initial recognition to the date of renewal.

## **Section VI. Extending Agency Site Recognition to Additional Sites**

### **Requirements**

An organization that has recognition at one office location may request extension of the recognition to additional office locations, as long as those locations meet the same qualifications. To extend recognition, file Form EOIR-31, with particular attention to Parts 3 and 4. Copy Part 4 and attach additional pages if you are seeking to extend recognition to more than one sub-office.

OLAP may require an organization to seek separate recognition for an office or location of the organization, for example, when a subordinate office or location has distinct operations, management structure, or funding sources from the organization's headquarters.

### **Application Contents**

An application for extension of agency recognition must include:

- Form EOIR-31 (Request for New Recognition, Renewal of Recognition, or Extension of Recognition of a Non-Profit Religious, Charitable, Social Service, or Similar Organization; January 2017 version) – *pay particular attention to Parts 3 and 4*
- Supporting documentation to demonstrate that the branch office(s) are under the supervision and control of the main office or headquarters; have access to adequate legal resources; and share the same funding, management, and operations, i.e. a single organizational chart, list of law library resources, fee schedule, and budget for all locations.

Follow the directions in Section VII on submitting the application and where to send the application copies.

# Section VII. Submitting the Application

## Submitting the Application

The mailing process is the same whether for a combined recognition and accreditation application, an accreditation application, an application for renewal of recognition or accreditation, or an application for extension of recognition.

A complete application includes proof of service on USCIS. A proof of service is a simple legal document that lets OLAP know that you sent complete copies of everything that OLAP received to the appropriate USCIS official(s). The proof of service is included in Form EOIR-31 (Part 12) and Form EOIR-31A (Part 7).

Be sure to organize the recognition and accreditation applications in separate packets, copying any materials that are needed for more than one packet. For example, if you are applying for agency recognition and accreditation of two staff, you will submit *three* separate packets.

1. Make several copies of the original application, so that you have enough for USCIS, your organization, and (if you are an affiliate) World Relief or CLINIC.
2. Mail the original application by certified mail, return receipt requested to:

Recognition and Accreditation Program Coordinator  
Office of Legal Access Programs  
Executive Office for Immigration Review  
5107 Leesburg Pike, Suite 2500  
Falls Church, VA 22041

3. Mail a copy of the application by certified mail, return receipt requested, to the USCIS District Director for your area. If your organization has branch offices and provides immigration legal services in more than one USCIS district, you must provide proof of service and send a copy to each USCIS District Director. To find where to send the USCIS copy, go to <http://www.uscis.gov/about-us/find-uscis-office/field-offices>. Use the Field Office Locator to find the field office for your locale(s). On the field office page, the district office is listed under “Attorney or Representative Procedures.” Click on the district office to find the name and address of your District Director.
4. Keep one copy for your office.
5. Send an electronic copy to your point of contact at World Relief or CLINIC, if you are an affiliate.

## **Expediting the Application**

OLAP must provide USCIS with 30 days to respond to your application. If you wish to expedite your application, you may contact USCIS before submitting your application and ask USCIS to respond quickly to OLAP once your application is filed.

## **What Happens Next**

After the organization files the application, OLAP will review all information contained in the request. OLAP may review any publicly available information or any other information that it may obtain or possess about the organization, its authorized officer, or the proposed representative or that OLAP may have received from USCIS, ICE, or EOIR investigations. Unfavorable information that may be relied upon to disapprove a recognition or accreditation request, if not previously served on the organization, will be disclosed to the organization, and the organization will be given a reasonable opportunity to respond. The OLAP Director may request additional information from the organization that is needed to make a determination. The OLAP director has the discretion to extend the deadlines for the adjudication process.

## **USCIS Response to Application**

USCIS is given 30 days from the date of service to respond to an application for recognition or accreditation. The USCIS office may submit to the OLAP Director a recommendation to approve or disapprove an application. The USCIS office may request from the OLAP Director additional time, generally no more than 30 days, to conduct an investigation or gather more information. The OLAP Director will inform the organization of any grant of additional time to USCIS. USCIS must provide the organization with a copy of any recommendation provided to OLAP to approve or disapprove an application. If the recommendation is unfavorable, the organization has 30 days to respond to OLAP and must serve a copy of the response on USCIS. Most USCIS offices do not respond, either favorably or unfavorably, to recognition and accreditation applications.

## **Request for Reconsideration**

A decision by OLAP to *approve* a request for recognition or accreditation is final. A decision to *deny* a request may be appealed with a “request for reconsideration” that is filed within 30 days of the denial. If the request for reconsideration is denied, the organization may file a request for administrative review within 10 days of the denial. An organization whose request for recognition or accreditation is denied may submit a new application at any time unless otherwise prohibited.

## Section VIII. After Recognition & Accreditation

### Requirements

Organizations that are recognized by OLAP must abide by certain requirements for reporting, recordkeeping, and posting.

### Reporting

A recognized organization is required to promptly (within 30 days) notify the OLAP Director in writing of changes in the organization's contact information, changes to any material information the organization provided in Form EOIR-31, Form EOIR-31A, or the supporting documentation for these applications, or changes that otherwise materially relate to the organization's eligibility for recognition or the eligibility for accreditation of any of the organization's accredited representatives. Examples of such changes include: notifying OLAP of a change of name, address, telephone number, website address, or authorized officer for the organization; notifying OLAP when an accredited representative (paid or volunteer) leaves the organization; and notifying OLAP of a change in the organization's non-profit or Federal tax exempt status.

If an organization loses its only accredited representative, it must notify OLAP within 30 days. The organization will be placed on inactive status for a period of up to two years and removed from the roster of recognized organizations (<https://www.justice.gov/eoir/recognition-accreditation-roster-reports>). During this period, the organization may recruit, train, and obtain accreditation for a new staff person or volunteer, if it wishes to maintain its recognition.

### Recordkeeping

A recognized organization is required to compile certain records in a timely manner and retain them for a period of six years from the date the organization is recognized, as long as the organization remains recognized:

- 1) The organization's immigration legal services fee schedule, if the organization charges fees, for each office or location where services are provided; and
- 2) An annual summary of immigration legal services provided by the organization which includes:
  - The total number of clients served (whether through client intakes, applications prepared and filed with DHS, cases in which its attorneys or accredited representatives appeared before the Immigration Courts or the Board (if applicable), or referrals to other attorneys or organizations;
  - Clients to which it provided services at no cost;
  - A general description of the immigration legal services and other immigration-related services (non-legal) provided;
  - A statement regarding whether services were provided pro bono or clients were charged in accordance with a fee schedule;

- Organizational policies or guidance regarding fee waivers and reduced fees; and
- A list of the offices or locations where the immigration legal services were provided.

The summary should not include any client-specific or client-identifying information. OLAP may require the organization to submit such records to it or to DHS upon request.

Note: For organizations already recognized on the effective date of the new rules (January 18, 2017), the recordkeeping requirement begins on this date.

### **Posting**

A recognized organization is required to post in its offices certain public notices regarding recognition and accreditation as requested by OLAP. The information in the public notices is limited to: the names and validity periods of a recognized organization and its accredited representatives, the requirements for recognition and accreditation, and the means to complain about a recognized organization or accredited representative.



## **Section IX. Sample Application Documents for Agency Site Recognition and Agency Staff Accreditation**

**NOTE:** *These are not samples from actual applications, and there is no guarantee that such applications would be approved.*

**Part 1. Organization Seeking Recognition (Headquarters or designated office for recognition purposes)**

Organization Name \_\_\_\_\_  
Other Name(s) \_\_\_\_\_ Name(s) previously applied under \_\_\_\_\_  
Number and Street \_\_\_\_\_ Suite \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
Website \_\_\_\_\_

**Part 2. Type of Recognition Sought (check one)**

- New recognition (or organization previously had recognition disapproved or terminated on \_\_\_\_\_)  
(Month/Day/Year)
- Renewal of recognition. Date of last approval or renewal of recognition: \_\_\_\_\_  
(Month/Day/Year)
- Extension of recognition. Approval date of current recognition: \_\_\_\_\_  
(Month/Day/Year)

**Part 3. Extension of Recognition to Other Offices or Locations**

- Yes. Number of offices or locations seeking new or renewal extension of recognition: \_\_\_\_\_. *Go to Part 4.*
- No. *Skip Part 4 and Go to Part 5.*

**Part 4. Information about Other Offices or Locations Seeking Extension of Recognition  
(attach additional sheets of paper, if seeking to extend to more than one location)**

If organization is known in the community under a different name at this office or location than stated above in part 1, provide name.

Organization Name \_\_\_\_\_  
Number and Street \_\_\_\_\_ Suite \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

- New extension
- Renewal of extension
- Check this box if you have additional relevant information regarding this office or location, such as other contact information, or a fee schedule or supervisory structure different than the organization's headquarters or designated office (attach additional sheets of paper to describe).

## Part 5. Proof of Non-profit, Religious, Charitable, Social Service or Similar Organization

Required Proof:  Mission Statement/Statement of Purpose

Optional Proof:  Constitution  Charter  Bylaws  Articles of Incorporation  Other \_\_\_\_\_

## Part 6. Federal Tax-exempt Status (check applicable boxes)

Organization has federal tax-exempt status under section 501(c)(3) or section \_\_\_\_\_ of the Internal Revenue Code

IRS tax determination letter and first page of last annual IRS information return is attached

OR

Alternative documentation to establish federal tax-exempt status is attached

Federal tax-exempt status applied for and a determination is pending; supporting documentation is attached

## Part 7. Knowledge of Immigration Law and Procedures

a. Attach organizational chart identifying names and titles of legal staff and supervisors at all locations

b. Attorney(s) licensed in the United States and in good standing on staff:  No  Yes, attach resume(s)

c. Accredited representative(s) on staff:  Yes  No

• If applicable, provide number of accreditation applications (Form EOIR-31A) submitted with this recognition application: \_\_\_\_\_

• Name(s) of applicant(s) for accreditation: \_\_\_\_\_

d. If applicable, describe any arrangements to consult with and/or receive technical support from qualified immigration practitioners:

• Private counsel:  No  Yes, attach all agreements with name(s) of private counsel and bar admission(s)

• Another recognized organization:  No  Yes, attach all agreements with other recognized organizations

• Other:  No  Yes, explain: \_\_\_\_\_

e. Describe immigration legal services offered and qualifications of immigration legal staff to provide such services. Attach supporting documentation such as resumes, training certificates, letters of recommendation, or other similar information.

## Part 8. List of Print and Electronic Legal Resources

Print resources:

Electronic resources:

Extended locations have access to  same sources  other resources (please describe):

## Part 9. Provides Services Primarily to Low-Income and Indigent clients

Organization must provide immigration legal services primarily to low-income and indigent clients, and if charging fees, organization must have a policy or guidance for waiving or reducing fees. Provide supporting documentation as provided in the form instructions and attach copies of budget for current year and past year, if available, itemizing sources and amount of funding. If current and/or past budget are not available, provide projected budget for upcoming year.

Budget(s). Check if attached.

- a. Fees charged for immigration legal services No  Yes  Attach detailed fee schedules for all locations
- b. Membership dues charged No  Yes  Attach list of dues charged at all locations
- c. Waiver of immigration legal fees policy No  Yes  Attach fee waiver policy/guidance provided to clients and staff at all locations
- d. Reduction of immigration legal fees policy No  Yes  Attach fee reduction policy/guidance provided to clients and staff at all locations

## Part 10. Renewal of Recognition. Complete if seeking to renew recognition.

*If not seeking renewal, skip to Part 11.*

- a. Organization must maintain the requirements for recognition and complete Parts 1 through 9 of this form. In the case of the headquarters or designated office with extension(s) to branch offices that are approved by OLAP, the headquarters or designated office's recognition approval date is the date that triggers the renewal requirements for all offices. Attach supporting documentation for the above sections only if there have been changes since the last approval or renewal of recognition. Check this box if supporting documentation has been attached.
- b. Include summary of legal services performed for each year during the last period of recognition. Check this box if attached.
- c. If the organization does not currently have an accredited representative on staff and is on inactive status or seeks inactive status, check this box.
- d. All requests for renewal of extension or to apply for new extension(s) of recognition with this application should be indicated in Part 4. Check this box if seeking renewal of extension(s) or new extension(s).

**Part 11. Declaration of Authorized Officer**

Under penalty of perjury, I declare that I am the authorized officer of \_\_\_\_\_ (organization), that I have examined this form, including accompanying attachments, and to the best of my knowledge and belief, it is true, correct, and complete. I also attest that the organization (and the offices or locations to which recognition is to be extended) will provide immigration legal services primarily to low-income and indigent clients, that the organization will supervise its accredited representatives, and that the organization will conduct regular inspections of extended offices or locations. I consent to publication of the organization's name and findings of misconduct should the organization become subject to public discipline.

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Officer

\_\_\_\_\_  
Title of Authorized Officer

\_\_\_\_\_  
Contact Information (Phone Number and Email Address)

**Part 12. Proof of Service on USCIS District Director(s)**

I, \_\_\_\_\_ (print name), on behalf of \_\_\_\_\_ (organization), mailed or delivered a copy of this Form EOIR-31 and its attachments to the District Director(s) for USCIS of DHS on \_\_\_\_\_ (Day/Month/Year) at the following location(s):

- (1) \_\_\_\_\_  

Number and Street	City	State	Zip Code
-------------------	------	-------	----------
- (2) \_\_\_\_\_  

Number and Street	City	State	Zip Code
-------------------	------	-------	----------
- (3) \_\_\_\_\_  

Number and Street	City	State	Zip Code
-------------------	------	-------	----------

\_\_\_\_\_  
Signature

### Part 1. Organization Seeking Accreditation of Representative

Organization Name \_\_\_\_\_  
Other Name(s) \_\_\_\_\_ Name(s) previously applied under \_\_\_\_\_  
Number and Street \_\_\_\_\_ Suite \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
Website \_\_\_\_\_

Check one:

- Organization is *not* recognized and a Request for Recognition of a Non-Profit Religious, Charitable, Social Service or Similar Organization (Form EOIR-31) accompanies this request.
- Organization is recognized. Date of last approval of recognition \_\_\_\_\_ (Month/Day/Year)

### Part 2. Name of Proposed Representative

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Other names used \_\_\_\_\_

Has this individual been previously accredited with a different recognized organization  No  Yes

If "yes," list name(s) of other recognized organizations for which individual serves or has served as an accredited representative and the date(s) of last approval of accreditation (attach additional sheets of paper, if necessary):

Name of other organization(s) \_\_\_\_\_

Date(s) of last approval of accreditation \_\_\_\_\_ (Month/Day/Year)

### Part 3. Type of Accreditation Sought (check one)

Full (practice before BIA, Immigration Courts, and DHS)

*Or*

Partial (practice before DHS only)

## Part 4. Qualifications for Accreditation (if seeking renewal of accreditation, go to Part 5.)

- A. Character and fitness. Attach character reference letter(s) and other supporting documentation (see instructions for details).
- B. Provide documentation of the proposed representative's broad knowledge and adequate experience in immigration law, practice, and procedure as provided in the instructions.
- C. If seeking full accreditation, provide documentation demonstrating that the proposed representative possesses the skills essential for effective litigation as provided in the instructions.
- D. The proposed representative must be:
- An employee or volunteer of the organization.
  - **Not** a licensed attorney of any state, possession, territory, or commonwealth of the United States or of the District of Columbia and **not** have resigned while a disciplinary investigation or proceedings is pending.
  - **Not** subject to any order disbaring, suspending, enjoining, restraining, or otherwise restricting him or her in the practice of law or representation before a court or any administrative agency.
  - **Not** convicted of a serious crime anywhere in the world.

## Part 5. Renewal of Accreditation (complete if applicable)

- A. Date of last approval of accreditation \_\_\_\_\_ (Month/Day/Year)  
(Attach copy of last order approving accreditation)
- B.  Check this box **only** if seeking to change accreditation from partial to full accreditation or full to partial accreditation. If seeking full accreditation, submit documentation required by Part 4.C:
- C. By completing this form the organization and representative certifies to the accredited representative's continuing character and fitness to represent others before immigration agencies and that the representative meets the requirements set forth in Part 4.D. Character reference letters and other supporting documentation may be submitted.
- D. Submit documentation demonstrating continuing knowledge of immigration law and procedure and practical accreditation experience. Include an updated resume, evidence of recent education and formal trainings completed, and types of cases personally handled before immigration agencies during the last approved period of accreditation.

**Part 6. Declarations of Authorized Officer and Proposed Representative (complete both)**

Under penalty of perjury, I declare that I have examined this form, including accompanying attachments, and to the best of my knowledge and belief, it is true, correct, and complete. I also attest that the proposed representative is an employee or volunteer of this organization, and to the best of my knowledge and belief, meets the qualifications for accreditation listed in Part 4.

Under penalty of perjury, I declare that I have reviewed this form regarding my qualifications for accreditation, including accompanying attachments, and to the best of my knowledge and belief, it is true, correct, and complete. I also attest that: I have the character and fitness and other qualifications for accreditation required to represent others before federal immigration agencies; I am an employee or volunteer of the organization requesting accreditation on my behalf; I am not a licensed attorney in the United States; I have not resigned while a disciplinary investigation or proceeding is pending; I am not subject to any order restricting my practice of law; and I have not been convicted of a serious crime in or outside the jurisdiction of the United States. I consent to publication of my name and findings of misconduct should I become subject to public discipline.

**Authorized Officer of Organization**

**Proposed Representative**

\_\_\_\_\_

Title of authorized officer

\_\_\_\_\_

Signature of authorized officer

\_\_\_\_\_

Printed name of authorized officer

\_\_\_\_\_

Date

\_\_\_\_\_

Email/Phone

\_\_\_\_\_

Signature of proposed representative

\_\_\_\_\_

Printed name of proposed representative

**Part 7. Proof of Service on USCIS District Director(s)**  
(attach additional sheets of paper, if necessary)

I, \_\_\_\_\_ (print name), on behalf of \_\_\_\_\_ (organization), mailed or delivered a copy of this Form EOIR-31A and its attachments to the District Director(s) for USCIS of DHS on \_\_\_\_\_ (Day/Month Year) at the following location(s):

(1) \_\_\_\_\_

Number and Street	City	State	Zip Code

(2) \_\_\_\_\_

Number and Street	City	State	Zip Code

\_\_\_\_\_  
Signature



**SAMPLE COVER LETTER FOR RECOGNITION AND ACCREDITATION REQUEST**

[DATE]

Recognition and Accreditation Program Coordinator  
Office of Legal Access Programs  
Executive Office for Immigration Review  
5107 Leesburg Pike, Suite 2500  
Falls Church, VA 22041

RE: REQUEST FOR RECOGNITION OF [organization name] LOCATED AT [full address]

REQUEST FOR PARTIAL ACCREDITATION OF [organization name] EMPLOYEES [full name] AND [full name]

Dear Recognition and Accreditation Program Coordinator:

I ask the Office of Legal Access Programs (OLAP) to please grant recognition to the office mentioned above under 8 Code of Federal Regulations (CFR), Section 1292.11. Please also grant [full name] and [full name] agency staff accreditation pursuant to 8 CFR, Section 1292.12.

[Organization name] currently provides English as a Second Language classes, Spanish classes, international student activities, and referral services for immigrants and refugees in [city, state]. With this application, [organization name] seeks to begin providing immigration legal services, as there is a significant unmet need in this area.

Enclosed, please find a completed Form EOIR-31 along with supporting documentation. In addition, please find two applications for accreditation with supporting documentation. We have included a full list of enclosures below.

Thank you very much for your fair and rapid consideration of our request on behalf of [organization name] for agency site recognition and agency staff partial accreditation.

Sincerely,

[Name]  
Executive Director

Enclosures:

Form EOIR-31 Application for New Recognition  
Mission Statement  
Bylaws  
Articles of Incorporation  
Evidence of Federal Tax Exempt Status: IRS 501 (c) 3 letter

Organizational Chart

Letter from CLINIC regarding technical legal support

Staff resumes, training certificates, and letters of recommendation

List of Law Library Resources

Budget for Immigration Legal Services

Fee Schedule

Fee Waiver Policy

Letter of Recommendation for [organization name] from [name and affiliation]

Letter of Recommendation for [organization name] and [staff name] from [name and affiliation]

EOIR-31A Application for [name]

Resume for [name]

Copies of Certificates and Agendas for Immigration Law Trainings for [name]

Letter of Recommendation for [name] from [name and affiliation]

Letter of Recommendation for [name] from [name and affiliation]

EOIR-31A Application for [name]

Resume for [name]

Copies of Certificates and Agendas for Immigration Law Trainings for [name]

Letter of Recommendation for [name] from [name and affiliation]

Letter of Recommendation for [name] from [name and affiliation]

## **SAMPLE COVER LETTER FOR PARTIAL ACCREDITATION REQUEST**

[DATE]

Recognition and Accreditation Program Coordinator  
Office of Legal Access Programs  
Executive Office for Immigration Review  
5107 Leesburg Pike, Suite 2500  
Falls Church, VA 22041

RE: Request for partial accreditation of [organization name] staff member [full name]

Dear Recognition and Accreditation Program Coordinator:

[Organization name] is a DOJ recognized organization located at [full address]. With this application, [organization] is seeking partial accreditation for its staff member, [name].

Enclosed, please find a completed Form EOIR-31A along with supporting documentation. We have included a full list of enclosures below.

Thank you very much for your fair and rapid consideration of [organization's] request for partial accreditation for [name].

Sincerely,

[Name]  
[Job title]

Enclosures:

- Form EOIR-31A
- Resume for [staff name]
- Copies of certificates and agendas for trainings attended
- Two letters of recommendation from [name of current supervisor] and [name of immigration attorney or DOJ accredited representative]

## **SAMPLE COVER LETTER FOR FULL ACCREDITATION REQUEST**

[DATE]

Recognition and Accreditation Program Coordinator  
Office of Legal Access Programs  
Executive Office for Immigration Review  
5107 Leesburg Pike, Suite 2500  
Falls Church, VA 22041

RE: Request for full accreditation of [ORGANIZATION NAME] staff member [FULL NAME OF STAFF]

Dear Recognition and Accreditation Program Coordinator:

[ORGANIZATION NAME] is a DOJ recognized organization located at [FULL ADDRESS]. With this application, [ORGANIZATION] is seeking full accreditation for its staff member, [NAME].

Enclosed, please find a completed Form EOIR-31A along with supporting documentation. We have included a full list of enclosures below.

Thank you very much for your fair and rapid consideration of [ORGANIZATION'S] request for full accreditation for [NAME]. If you have any questions, please contact me at [PHONE] or [E-MAIL].

Sincerely,

NAME OF REQUESTOR  
JOB TITLE

Enclosures:

- Form EOIR-31A
- Resume for [STAFF NAME]
- Copies of certificates, agendas, and other proof of trainings attended
- Two redacted writing samples demonstrating written trial and appellate advocacy skills
- Log of experiences and observations at the Immigration Court
- Two letters of recommendation from 1) a mentor who is an attorney or fully accredited representative and 2) current supervisor OR another attorney or fully accredited representative who can vouch for staff's knowledge and experience in immigration law

## **SAMPLE COVER LETTER FOR RECOGNITION RENEWAL REQUEST**

[DATE]

Recognition and Accreditation Program Coordinator  
Office of Legal Access Programs  
Executive Office for Immigration Review  
5107 Leesburg Pike, Suite 2500  
Falls Church, VA 22041

RE: REQUEST FOR RENEWAL OF RECOGNITION FOR [organization name]  
LOCATED AT: [full address]

Dear Recognition and Accreditation Program Coordinator:

I ask the Office of Legal Access Programs (OLAP) to please grant renewal of recognition to the office mentioned above under 8 Code of Federal Regulations (CFR), Section 1292.16.

[Organization] currently provides charitable immigration legal services to immigrants and refugees, including family-based immigration, naturalization, inadmissibility waivers, DACA, TPS, and more. [Organization] also provides citizenship classes for naturalization applicants.

With this application, [organization] seeks to continue providing charitable immigration legal services, as there is a significant need in this area.

Enclosed, please find a completed Form EOIR-31 along with supporting documentation. We have included a full list of enclosures below.

Thank you very much for your fair and rapid consideration of our request on behalf of [organization] for recognition renewal.

Sincerely,

[Name]  
[Authorized Officer or Executive Director]

Enclosures:

- Form EOIR-31
- Organizational Chart
- Accreditation Approval Letter(s) for [name(s) of currently accredited staff]
- Technical Legal Support Letter from [provider] (if applicable)
- List of Immigration Law Library Resources
- Budget for Current Year, 2018

- Budget for Previous Year, 2017
- Annual Summary for 2017 and 2018
- Fee Schedule Used for 2017 and 2018
- Fee Waiver/Reduction Policy Used for 2017 and 2018

*NOTE: You must include updated information on any unreported changes since the last recognition date that affect eligibility, so there may be additional enclosures not listed above. Also, if your organization does not have any accredited staff, you must include at least one application for staff accreditation in this packet, unless you have been granted additional time by OLAP to prepare your staff for accreditation.*

## **SAMPLE COVER LETTER FOR ACCREDITATION RENEWAL REQUEST**

[DATE]

Recognition and Accreditation Program Coordinator  
Office of Legal Access Programs  
Executive Office for Immigration Review  
5107 Leesburg Pike, Suite 2500  
Falls Church, VA 22041

RE: Request for renewal of partial accreditation of [organization name] staff member [full name]

Dear Recognition and Accreditation Program Coordinator:

[Organization name] is a DOJ recognized organization located at [full address]. With this application, [organization] is seeking renewal of partial accreditation for its staff member, [name].

Enclosed, please find a completed Form EOIR-31A along with supporting documentation. We have included a full list of enclosures below.

Thank you very much for your fair and rapid consideration of [organization's] request for renewal of partial accreditation for [name].

Sincerely,

[Name]  
[Job title]

Enclosures:

- Form EOIR-31A
- Updated resume for [staff name] [with list of trainings attended since last accreditation date]
- Copies of certificates and agendas for trainings attended [since last accreditation date]
- Copy of last letter approving accreditation from BIA

## **SAMPLE COVER LETTER FOR RECOGNITION EXTENSION REQUEST**

[DATE]

Recognition and Accreditation Program Coordinator  
Executive Office for Immigration Review  
Office of Legal Access Programs  
5107 Leesburg Pike, Suite 2500  
Falls Church, VA 22041

RE: Request for extension of recognition to [number] [organization name] offices located at [full address of each]

Dear Recognition and Accreditation Program Coordinator:

[Agency] is a DOJ recognized organization with its main office located at [full address].

With this application, [agency] is seeking extension of recognition to [number] branch office locations in [list cities].

Enclosed, please find a completed Form EOIR-31 along with an updated organizational chart to demonstrate that [agency] exercises supervision and control over its accredited representatives at the branch office locations. We are also providing a list of immigration law library resources available at all [agency] office locations to demonstrate that they have access to adequate legal resources. To demonstrate that all offices share the same funding, management, and operations, we are providing a current budget for the immigration program that includes the branch offices and a current fee schedule used at all office locations. We have included a list of attachments below.

Thank you very much for your fair and rapid consideration of [agency's] request for extension of recognition.

Sincerely,

Name  
Title

### Attachments:

- Form EOIR-31 requesting extension of recognition
- Current organizational chart
- List of law library resources for all office locations
- Current budget for immigration program
- Current fee schedule for immigration program



## **SAMPLE LIST OF IMMIGRATION LAW LIBRARY RESOURCES**

This is only a sample, not a complete list of immigration references and resources. Depending on the types of immigration services your organization provides, seek other resources by talking to experts in the field. At a minimum, it is recommended that your agency have print copies of the *Immigration and Nationality Act (INA)* and *Title 8 of the Code of Federal Regulations (8 CFR)* as well as online resources, which are readily available. In addition, it is highly recommended that your agency have a budget to purchase and update immigration law library resources annually since immigration laws change constantly.

### **Print Resources**

The Immigration and Nationality Act (INA), latest edition

Title 8 of the Code of Federal Regulations (8 CFR), latest edition

Kurzban's Immigration Law Sourcebook, 16<sup>th</sup> Edition, Ira J. Kurzban and the National Immigration Lawyers Association, 2018

A Guide for Immigration Advocates, 21<sup>st</sup> Edition, Immigrant Legal Resource Center, 2018

Naturalization & U.S. Citizenship: The Essential Legal Guide, 15<sup>th</sup> Edition, Immigrant Legal Resource Center, 2018

U.S. Citizenship and Naturalization Handbook, 2018-2019 Edition, Daniel Levy and the National Immigration Project of the National Lawyers Guild

Immigration Law and the Family, Charles Wheeler and the National Immigration Lawyers Association, 2018

FOIA Requests and Other Background Checks: A Practical Guide to Filing Records Requests in Immigration Cases, Immigrant Legal Resource Center, 2017

Hardship in Immigration Law: How to Prepare Winning Applications for Hardship Waivers and Cancellation of Removal, 14<sup>th</sup> Edition, Immigrant Legal Resource Center, 2017

Inadmissibility and Deportability, 4<sup>th</sup> Edition, Immigrant Legal Resource Center, 2016

The VAWA Manual: Immigration Relief for Abused Immigrants, 7<sup>th</sup> Edition, Immigrant Legal Resource Center, 2017

### **Online Resources**

Executive Office for Immigration Review Virtual Law Library,  
<https://www.justice.gov/eoir/virtual-law-library>

USCIS' website with the current INA, 8 CFR, all immigration-related forms, policy manuals, and updates from the government, <https://www.uscis.gov/>

Department of State Visa Bulletin, <https://travel.state.gov/content/visas/en/law-and-policy/bulletin.html>

USCIS Guide to Naturalization, <https://www.uscis.gov/sites/default/files/files/article/M-476.pdf>

Catholic Legal Immigration Network, Inc. (CLINIC) Citizenship Toolkit, available at [https://cliniclegal.org/clinic\\_toolkit/citizenship](https://cliniclegal.org/clinic_toolkit/citizenship)

CLINIC Case Management Toolkit, available at [https://cliniclegal.org/clinic\\_toolkit/694](https://cliniclegal.org/clinic_toolkit/694)

CLINIC handbook, Managing an Immigration Program: Steps for Creating and Increasing Legal Capacity, <https://cliniclegal.org/sites/default/files/IMP/FinalUpdatedManualMarch2017.pdf>

Basic Procedural Manual for Asylum Representation, National Immigrant Justice Center, <https://www.immigrationadvocates.org/nonprofit/library/>

CLINIC's monthly affiliate newsletter and daily list serve with immigration law updates, news from the Catholic network, a training schedule, and information on immigration advocacy efforts

Immigration Advocates Network (IAN), [www.immigrationadvocates.org](http://www.immigrationadvocates.org) list serve and web-based library with podcasts, webinars, video trainings, calendar of training dates, and news alerts

USCIS e-mail updates regarding policy changes and new guidelines

ASISTA VAWA Experts Listserv, [http://www.asistahelp.org/en/join\\_our\\_listservs/](http://www.asistahelp.org/en/join_our_listservs/)

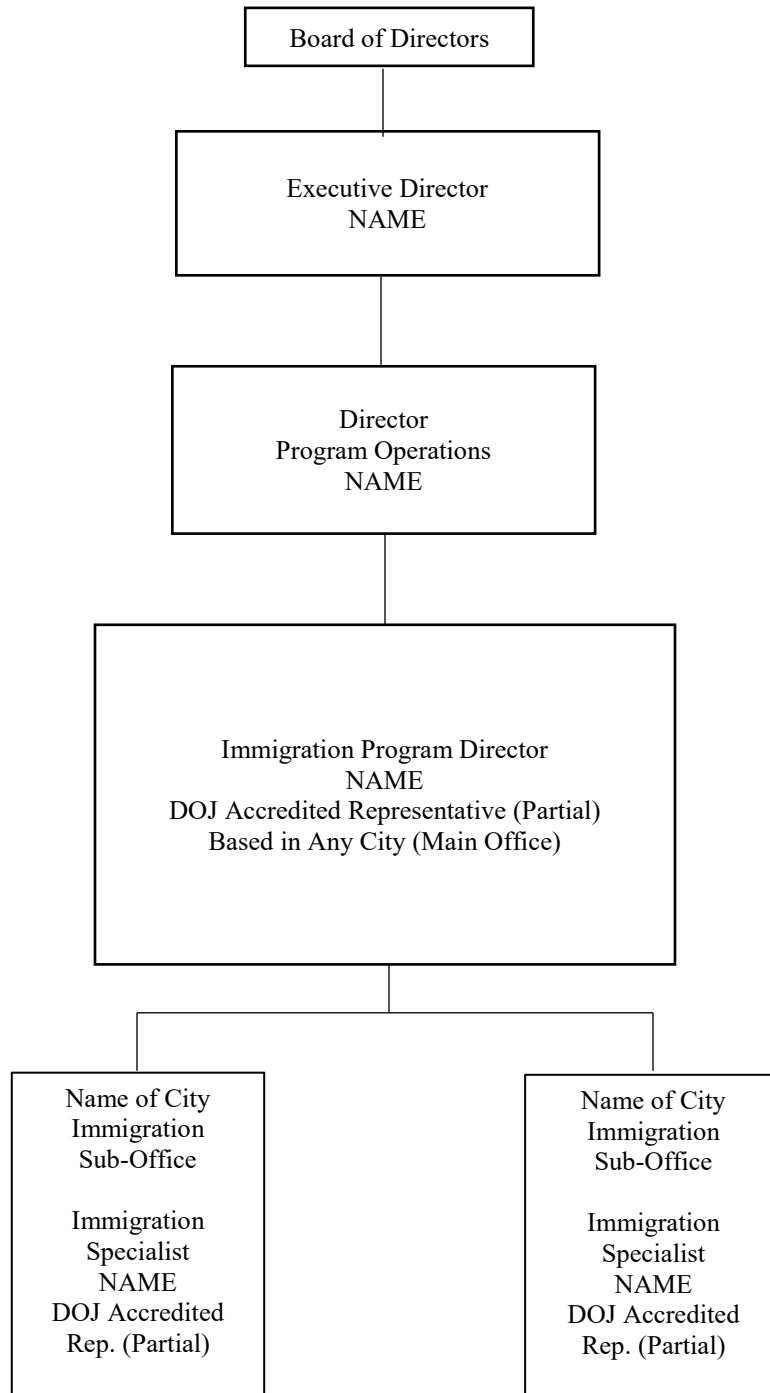
Detention Watch Network Listserv, <https://www.detentionwatchnetwork.org/signup>

National Immigration Project of the National Lawyers Guild Member Listserv, <https://www.nationalimmigrationproject.org/listservs.html>

Siskind's Immigration Bulletin, <http://www.visalaw.com/immigration-resources/bulletin/>

# SAMPLE ORGANIZATIONAL CHART

## Catholic Charities, Inc. Diocese of Any City Immigration Legal Services Organization Chart



## SAMPLE BUDGET FOR IMMIGRATION PROGRAM (1)

[On organization's letterhead]

### IMMIGRATION PROGRAM BUDGET FOR 2019

#### Revenue:

• Local Church Mission Fund	\$3,500.00
• Local Church in-kind donation - Rent and utilities	\$15,000.00
• Southern District of Larger Denomination	\$26,000.00
• Community Foundation	\$2,000.00
• Individual Contributions	\$2,500.00
• Projected Fees	\$5,000.00
<b>Total</b>	<b>\$54,000.00</b>

#### Expenses:

• Rent/Utilities in-kind	\$15,000.00
• Office supplies and computers	\$3,000.00
• Liability Insurance	\$2,000.00
• Case Management Software	\$3,000.00
• Training	\$1,500.00
• Legal Library	\$2,000.00
• Payroll Expenses (1 full-time DOJ representative)	\$26,000.00
• Technical Legal Support	\$1,500.00
<b>Total</b>	<b>\$54,000.00</b>

## SAMPLE BUDGET FOR IMMIGRATION PROGRAM (2)

[On organization's letterhead]

### IMMIGRATION PROGRAM BUDGET, FY 2018/2019 (July 1, 2018 – June 30, 2019)

#### INCOME

<u>Source</u>	<u>Amount</u>
Fundraising	
Radiothon	\$5,000
Parish Support	\$7,000
Individual Contributions	\$4,300
Client Fees	\$20,000
In-Kind Support for Space/Utilities	\$11,000
City of Anytown Grant	\$10,000
TOTAL	\$57,300

#### EXPENSES

<u>Source</u>	<u>Amount</u>
Staff Salaries and Benefits	\$50,000
Office Supplies (postage, printing, etc.)	\$2,000
Immigration Training & Law Library	\$1,500
Case Management Software	\$3,000
CLINIC Membership	\$800
TOTAL	\$57,300

## SAMPLE FEE SCHEDULE

[On organization's letterhead]

### IMMIGRATION SERVICES FEE SCHEDULE EFFECTIVE [DATE]

Form	Service	Fee
--	Initial Consultation Fee	\$40
N-400	Citizenship	\$200
N-565	Replace Naturalization Certificate	\$100
N-600	Certificate of Citizenship	\$100
I-90	Renew/Replace Green Card	\$100
I-102	Replace I-94 Card	\$100
I-129R1	Religious Worker Visa	\$300
I-129F	Fiancé Petition	\$250
I-130	Alien Relative Petition (stand-alone)	\$200
I-130	"One Step" Adjustment of Status Package for Spouse/Child Over 14 (includes I-485, I-131, I-765, I-864, and G-325A)	\$400
	• For child under 14	\$350
I-485	Adjustment of Status (non-immediate relative)	\$300
	• For child under 14	\$150
I-485	Refugee/Asylee Adjustment of Status	\$150
I-485A	Adjustment of Status Supplement A	\$100
DS-230	Consular Packet	\$300
	• Each additional family member	\$100
I-131	Travel Document	\$100
I-134	Affidavit of Support for Visit	\$100
I-539	Extend/Change Status	\$150
I-751	Removal of Conditions	\$200
I-765	Employment Authorization	\$75
I-821	Temporary Protected Status	\$100
I-864	Affidavit of Support	\$150
I-864A	Affidavit of Support Joint Sponsor	\$125
I-360	Petition for Widow/Battered Spouse or Child	\$300
I-824	Application for Action on Approved Application or Petition	\$100
I-730	Refugee/Asylee Relative Petition	\$50
I-918	Complete U-Visa	\$400
AR-11	Change of Address	\$10
--	Infopass Appointment (one per application free)	\$25
--	Translate Document	\$20/page
	• Cap on translation	\$40

**NOTE: No one will be turned away based on inability to pay. A fee waiver is available for those who qualify. USCIS charges separate fees for processing applications filed. Those USCIS filing fees are not reflected above.**

## SAMPLE FEE WAIVER POLICY

[On organization's letterhead]

### Fee Waiver Policy

No one will be turned away due to inability to pay.

A client who is unable to pay for services may ask for a fee waiver for [organization's] fees. Please see our guidelines below.

A client may request a fee waiver for [organization's] fees if his/her household income (includes all income from all adults contributing to the expenses of the household) is at or below 100% of the Federal Poverty Guidelines and he/she has less than \$2,000 in checking/savings/cash assets that belong to him/her or a spouse (after paying all the fees connected to the current case).

Family Size	Annual	Monthly	Weekly
1	\$12,140	\$1,012	\$233
2	\$16,460	\$1,372	\$317
3	\$20,780	\$1,732	\$400
4	\$25,100	\$2,092	\$483
5	\$29,420	\$2,452	\$566
6	\$33,740	\$2,812	\$649
7	\$38,060	\$3,172	\$732
8	\$42,380	\$3,532	\$815
Each Add'l	\$4,320	\$360	\$83

100% of the 2018 Federal Poverty Level Guidelines

A client may also request a fee waiver if he/she receives a means tested local, state, or federal government benefit (such as food stamps, TANF, Medicaid, or Supplemental Social Income) or in cases of extreme economic hardship.

All fee waiver applicants must complete a Fee Waiver Application Form detailing their situation. In addition, applicants must submit documentation, which could include:

- Current pay stubs or other proof of income
- Current bank statement
- Most recent tax return
- Proof of current public benefits received
- Proof of extreme economic hardship

All fee waivers are determined by [organization's] treasurer and executive director.

A client who receives a fee waiver from [organization] is still responsible for applicable fees from USCIS/NVC. However, if appropriate and available, we will also help the client complete a USCIS fee waiver request.

## **SAMPLE FEE WAIVER/REDUCTION POLICY (SLIDING SCALE)**

[On organization's letterhead]

### **FEE WAIVER/REDUCTION POLICY\***

Immigration Ministry will reduce or waive fees for clients who formally request and prove that they cannot afford to pay the immigration legal service fees charged by Immigration Ministry at Local Church. Clients requiring a waiver of fees charged by USCIS must submit a separate waiver directly to the Federal Government.

The criteria for reducing or waiving fees will be based on the U.S. Federal Poverty Guidelines. The following sliding fee scale is implemented:

- If a client falls at or below 130% of the U.S. Federal Poverty Guidelines, 100% of the recommended fees may be waived.
- If a client falls between 131% and 200% of the U.S. Federal Poverty Guidelines, 50% of the recommended fees may be waived.

Clients requesting a fee waiver or reduced fee must complete a Fee Waiver/Reduction Application Form and submit acceptable documentation to verify their income level, such as their most recent federal tax return, pay stubs, bank statement, proof of current public benefits received, proof of extreme economic hardship, or other form of documentation.

A fee waiver/reduction may only be granted by the Program Director of Immigration Ministry at Any Church. If a client is granted a fee waiver, he or she must sign and agree to the Fee Waiver/Reduction Application Form.

The 2018 U.S. Federal Poverty Guidelines for the 48 Contiguous States and the District of Columbia, located at <https://aspe.hhs.gov/poverty-guidelines>, are as follows:

Household Size	100% of Poverty Level	130% of Poverty Level	200% of Poverty Level
1	\$12,140	\$15,782	\$24,280
2	\$16,460	\$21,398	\$32,920
3	\$20,780	\$27,014	\$41,560
4	\$25,100	\$32,630	\$50,200
5	\$29,420	\$38,246	\$58,840
6	\$33,740	\$43,862	\$67,480
7	\$38,060	\$49,478	\$76,120
8	\$42,380	\$55,094	\$84,760
For each additional person, add	\$4,320	\$5,616	\$8,640

\*Immigration Ministry at Any Church has the right to amend this fee waiver policy at any time.



## SAMPLE RESUME FOR PARTIAL ACCREDITATION

Susan S. Sanchez  
Any Church  
1234 Main Street, Any Town, State 98765  
555-222-1278

[immigration@anychurch.org](mailto:immigration@anychurch.org)

**[Use the individual's work address and contact information rather than his/her personal contact information. You may also put the resume on agency letterhead.]**

### **RELEVANT EXPERIENCE**

**[Only include experience that involves immigrants and working with other cultures. Be sure to include any shadowing or hands-on experience gained with other organizations.]**

#### **Any Church**

*Multicultural Ministries Volunteer*

*January 2018-Present*

- Volunteered in a number of outreach activities geared toward serving immigrants in the Any Town area.
- Led setup of Immigration Ministry including obtaining training and hands on experience, fundraising and logistics management.

#### **World Relief DuPage/Aurora**

**Wheaton, IL**

*Internship*

*October 2018*

- Received training in immigration law and program management
- Under the supervision of DOJ accredited representatives, observed and assisted in conducting client intakes; filling out forms; document review and compilation; case management and follow-up.

#### **Advocacy Organization for Immigration Reform**

**Suburb, ST**

*Volunteer*

*April-June 2017*

- Organized a Forum on Immigration Reform that discussed a summary of the U.S. Senate Proposed legislation.
- Raised money for the event which consisted of making calls, sending emails, and visiting potential financial contributors.
- We invited the media, community members, organizers, lawyers, professors as well as Council members.

### **Immigration Benefit Applications Assisted and Familiar with:**

**[Make sure to list both the form number and name.]**

AR-11 Change of Address

G-28 Notice of Entry of Appearance as Attorney or Accredited Representative

G-639 Freedom of Information/Privacy Act Request

I-90 Application to Replace Permanent Resident Card

I-130 Petition for Alien Relative

I-131 Application for Travel Document

I-485 Application to Register Permanent Residence or to Adjust Status [Asylum and Family-Based Applications]  
I-539 Application to Extend/Change Nonimmigrant Status  
I-589 Application for Asylum and for Withholding of Removal  
I-751 Petition to Remove the Condition on Residence  
I-765 Application for Employment Authorization  
I-765WS (Complement with Employment Authorization for DACA)  
I-821D Consideration of Deferred Action for Childhood Arrivals  
I-912 Request for Fee Waiver  
I-918 Petition for U Nonimmigrant Status  
I-918 Supplement A, Petition for Qualifying Family Member of U-1 Recipient  
I-918 Supplement B, U Nonimmigrant Status Certification  
N-400 Application for Naturalization  
N-565 Application for Replacement of Naturalization/Citizenship Document  
N-600 Application for Certificate of Citizenship

## **EDUCATION**

Bachelors of Arts in French May 2009  
University of the Upper Peninsula, MI

## **IMMIGRATION TRAININGS**

**[Make sure you have at least one recent course that provides a comprehensive overview of immigration law. Ideally you want 5-6 other recent trainings to supplement the comprehensive overview course. It is fine if the majority of trainings are web-based. Make sure to list the organization that actually taught the training, not the host organization. If in-person, list city and state. For each training, add a couple of sentences describing what was taught, or attach the training agenda.]**

### *Life after DACA*

By: Organization name(s)

Webinar

December 1, 2018

One or two sentences describing what the training covered.

### *Immigration Program Management Techniques and Strategies*

By: Catholic Legal Immigration Network, Inc.

Webinar

November 26, 2018

One or two sentences describing what the training covered.

### *Getting In-and-Out While You Wait: Travel for U Conditional Grantees*

By: Catholic Legal Immigration Network, Inc. and ASSISTA

Webinar

October 8, 2018

One or two sentences describing what the training covered.

*\*\*\*Comprehensive Overview of Immigration Law: A Course for New Practitioners (a course on the fundamentals of immigration law, procedure, and practice.)*

By: Catholic Legal Immigration Network, Inc.

6-week, Intensive E-learning Course

July 6 – August 20, 2018

One or two sentences describing what the training covered.

*Special Immigrant Juvenile Status*

By: U.S. Committee for Refugees and Immigrants

Webinar

June 2, 2018

One or two sentences describing what the training covered.

*Affidavit of Support*

By: World Relief

Webinar

May 11, 2018

One or two sentences describing what the training covered.

*Immigrations Consequences of Criminal Convictions*

By: Esperanza Immigrant Rights Project

Los Angeles, CA (in-person training)

October 10, 2017

One or two sentences describing what the training covered.

*Naturalization Application Training Workshop/Clinic Volunteers*

By: Asian Americans Advancing Justice

Los Angeles, CA (in-person training)

May 21, 2017

One or two sentences describing what the training covered.

## **SPECIAL SKILLS**

Language: Fluent in Spanish and English

## SAMPLE RESUME FOR FULL ACCREDITATION

Josephine Blauer  
World Relief Kalamazoo  
135 Blueberry Way  
Kalamazoo, MI 12345  
(443) 451-1992  
[jblauer@wr.org](mailto:jblauer@wr.org)

**[Please note: use agency contact information,  
not your personal contact information]**

### RELEVANT EXPERIENCE

**[For employment entries, you should show the title, organization, time worked, and basic job duties for each job in which you gained immigration experience.]**

Immigration Advocate  
World Relief Kalamazoo

December 2014-Present

- Partially accredited representative since x date.
- Evaluate clients' eligibility for immigration benefits and possible bars to immigration.
- Assist eligible clients with completion of appropriate immigration benefit applications and filing.
- Assist clients to schedule immigration appointments.
- Represent clients at naturalization interviews before USCIS.
- Assist clients with translation of legal documents.
- Attend ongoing immigration law trainings to maintain accreditation and stay up to date on new developments in immigration law.
- Review immigration list serves and websites regularly to stay up to date on immigration changes.
- Provide immigration referrals when necessary.
- Attend monthly meetings with USCIS District Office.
- Conduct outreach and information sessions to inform community members about immigration benefits and new developments.

#### Advocacy, Research, & Writing Skills

- Working under the supervision of an immigration attorney for six months, gained experience needed for full accreditation.
- Gained experience in conducting legal research; interviewing clients; writing declarations, affidavits, pleadings, and motions; preparing clients for immigration court hearings; and observing proceedings before the immigration court.
- Observed master calendar hearing for clients of Jane Attorney, Esq. at [name of] Immigration Court on x date.
- Observed individual hearing for client of Jane Attorney, Esq. at Immigration Court on x date.

*Please see attached, redacted writing samples related to court cases assisted with.*

*Please see attached log for a full list of experiences and observations at the Immigration Court.*

Immigration Benefit Applications Assisted with:

**[These are common forms that advocates may have completed. List only the forms you have actually prepared, and add any that are not listed here. Add the number and title of the form.]**

AR-11	Change of Address
G-325A	Biographic Information
G-639	Freedom of Information/Privacy Act Request
I-90	Application to Replace Permanent Resident Card
I-102	Application for Replacement/Initial Nonimmigrant Arrival/Departure Record
I-130	Petition for Alien Relative
I-131	Application for Travel Document
I-134	Affidavit of Support
I-485	Application to Register Permanent Residence or to Adjust Status [Indicate whether for Refugees, Asylees, and/or Family-Based Applications]
I-602	Application by Refugee For Waiver of Grounds of Excludability
I-730	Refugee/Asylee Relative Petition
I-751	Petition to Remove the Conditions on Residence
I-765	Application for Employment Authorization
I-864	Affidavit of Support
I-864A	Affidavit of Support Contract Between Sponsor and Household Member
I-864EZ	Affidavit of Support
I-864W	Intending Immigrant's Affidavit of Support Exemption
N-400	Application for Naturalization
N-600	Application for Certification of Citizenship
N-648	Medical Certification for Disability Exceptions

**EDUCATION**

Bachelors of Arts in French  
University of the Upper Peninsula, MI

May 2009

**[You may add the date of graduation if you like, but it is not required.]**

## IMMIGRATION TRAININGS

**[List recent trainings in the last three years. Seek advanced level trainings to prepare for full accreditation.]**

*Court Skills Training for Partially Accredited Representatives*

In-Person Training in Chicago, Illinois

Catholic Legal Immigration Network, Inc.

month/day/year

*Representing Clients in Removal Proceedings*

Eight Webinar Series

Catholic Legal Immigration Network, Inc.

month/day/year

*Asylum for DACA and TPS Holders*

Webinar

Catholic Legal Immigration Network, Inc.

month/day/year

*Written and Oral Advocacy in Immigration Court*

Webinar

Immigration Advocates Network

month/day/year

*Challenging the Government's Case in Immigration Court*

Webinar

Immigration Advocates Network

month/day/year

*The Federal Rules of Evidence: What Immigration*

*Court Representatives Need to Know*

Webinar

Catholic Legal Immigration Network, Inc.

month/day/year

*Getting Clients Released on Bond*

Webinar

Florence Immigrant & Refugee Rights Project

month/day/year

*Humanitarian Immigration Law Clinic*

6<sup>th</sup> Annual Immigration Law Seminar

School of Law, City, State

month/day/year

## SPECIAL SKILLS

Fluent in Spanish, French, and English

Extensive experience working with immigrants and refugees from various cultures and countries, such as: France, Kenya, Sudan, Thailand, Burma, Canada, Mexico, Colombia

## SAMPLE LETTER OF RECOMMENDATION FOR OFFICE RECOGNITION

**This should be written like a standard letter of recommendation. The information in bold must be included though not necessarily in those exact words.**

[On letterhead of writer's organization]

[Date]

Recognition and Accreditation Program Coordinator  
Office of Legal Access Programs  
Executive Office for Immigration Review  
5107 Leesburg Pike, Suite 2500  
Falls Church, VA 22041

RE: Application for Office Recognition of World Relief Kalamazoo, MI

Dear Recognition and Accreditation Program Coordinator:

I am pleased to write this letter of recommendation for recognition by the Department of Justice for World Relief Kalamazoo. I am very familiar with the work of World Relief Kalamazoo and highly recommend it for office recognition from the DOJ. **I have been familiar with World Relief Kalamazoo since 2015**, when I became Mayor of Our Town, MI, near Kalamazoo.

World Relief participates in an immigrant task force that is run out of my office. This task force meets regularly, and World Relief is an active and important participating agency. Because World Relief works with refugees and immigrants in the community, its perspectives are vital to the task force and our city's relationship with refugees and immigrants. Our Town, Kalamazoo, and the surrounding area has a significant low-income constituency and World Relief plays a crucial role in meeting the needs of this community.

**I believe that World Relief Kalamazoo has the necessary knowledge and experience required to provide quality legal services.** The organization has a good reputation in our community for its work with refugees and immigrants.

Additionally, there is a great need for quality low-cost immigration legal services in the Kalamazoo area, due to the large population of immigrants and the shortage of immigration legal services providers.

I strongly support World Relief's application for office recognition, as it will allow the office to provide quality immigration legal services to our community. Please contact me at **[contact information]** if you have any questions.

Sincerely,  
Mayor of Our Town, MI

**SAMPLE LETTER OF RECOMMENDATION FOR PARTIAL ACCREDITATION (from attorney or fully accredited representative)**

**This should be written like a standard letter of recommendation. The information in bold must be included though not necessarily in those exact words.**

[On letterhead of writer's organization]

[Date]

Recognition and Accreditation Program Coordinator  
Office of Legal Access Programs  
Executive Office for Immigration Review  
5107 Leesburg Pike, Suite 2500  
Falls Church, VA 22041

RE: Application for Partial Accreditation of Susan Sanchez

Dear Recognition and Accreditation Program Coordinator:

I am pleased to write this letter of recommendation for partial accreditation of Susan Sanchez. I am a licensed immigration attorney with 10 years of experience practicing immigration law at Adelante, a non-profit agency in Wheaton, IL. I am admitted to the Bar in Illinois. My practice focuses on family-based immigration, deportation and removal hearings, VAWA, and asylum. I am attaching my resume with additional details on my background and qualifications in immigration law.

I have known Ms. Sanchez since January 2018, when she came to work for Any Church. Since that time she has worked as an Immigration Advocate for that office. We have attended many meetings and immigration trainings together. I am familiar with her work as she has provided interpretation services for a number of my clients and has helped coordinate citizenship workshops with a number of non-profits in the area.

She has attended numerous trainings on immigration law and has gained extensive experience assisting immigrants and refugees with immigration applications. **I find Ms. Sanchez to have the character and fitness required to provide immigration legal services to clients.** She is an excellent immigration worker and is well-respected in the community. **I strongly believe she has the necessary knowledge and experience to warrant receiving partial accreditation from the Department of Justice.**

I am available to support the Any Church office and Ms. Sanchez with immigration questions and strategy. I am available in person, by phone, or by email on a pro bono basis.



**I strongly recommend Ms. Sanchez for partial accreditation from the Department of Justice.**

Please contact me at **[contact information]** if you have any questions.

Sincerely,

Mr. Recommender

**SAMPLE LETTER OF RECOMMENDATION FOR FULL ACCREDITATION  
(from mentor who is attorney or fully accredited representative)**

**This should be written like a standard letter of recommendation. The information in bold must be included though not necessarily in those exact words.**

[On letterhead of writer's organization]

[Date]

Recognition and Accreditation Program Coordinator  
Executive Office for Immigration Review  
Office of Legal Access Programs  
5107 Leesburg Pike, Suite 2500  
Falls Church, VA 22041

RE: Application for Full Accreditation of Josephine Blauer

Dear Recognition and Accreditation Program Coordinator:

I am pleased to write this letter of recommendation for full accreditation of Josephine Blauer. I am a licensed immigration attorney with 10 years of experience practicing immigration law at Adelante, a non-profit agency in Kalamazoo, MI. I am admitted to the Bar in Michigan. My practice focuses on family-based immigration, deportation and removal hearings, VAWA, and asylum. I am attaching my resume with additional details on my background and qualifications in immigration law.

Ms. Blauer has been partially accredited since 2015. As an Immigration Advocate at World Relief Kalamazoo, she has extensive experience assisting immigrants and refugees with immigration applications, and also has experience in representing clients at USCIS interviews.

I have known Ms. Blauer for more than two years and have been mentoring her and helping her prepare for full accreditation for the past six months. Ms. Blauer has attended numerous trainings in immigration law, which are detailed in her resume. She has accompanied me to the immigration court in our city on a regular basis to observe proceedings, including master calendar hearings and individual case hearings. Under my supervision, she has also gained significant experience in legal research, writing, and preparing clients for court hearings. Her writing experience includes preparing pleadings, declarations, and motions for court cases. I have personally observed Ms. Blauer's attention to detail and have reviewed thorough, quality declarations that she has prepared for clients. She has a keen ability to hone in on relevant facts and identify potential legal issues. She is able to communicate in a persuasive and effective manner, both verbally and in writing.

**I believe Ms. Blauer has the character and fitness to represent clients.** She is an excellent immigration worker and is well-respected in the community. **I believe she has the necessary training and experience to warrant full accreditation from the**

**Department of Justice.** There is a great need for quality legal services in our local area, especially representation before the Immigration Court, due the large population of immigrants and the shortage of immigration legal service providers. Ms. Blauer's full accreditation with World Relief will allow the organization to help meet that need.

I am available to support the World Relief office and Ms. Blauer on immigration questions and strategy. I am available in person, by phone, or by e-mail on a pro bono basis.

I strongly recommend her for full accreditation from the Department of Justice.

Please contact me at **[phone and e-mail]** if you have any questions.

Sincerely,

Ms. Recommender, Esq.

## **SAMPLE LETTER OF AGREEMENT TO PROVIDE TECHNICAL LEGAL SUPPORT**

[On letterhead of writer's organization]

[Date]

Recognition and Accreditation Program Coordinator  
Executive Office for Immigration Review  
Office of Legal Access Programs  
5107 Leesburg Pike, Suite 2500  
Falls Church, VA 22041

RE: Agreement to provide technical legal support for the Immigration Assistance Center (IAC) office located at 555 Main Street, Anytown, Iowa 50500

Dear Recognition and Accreditation Program Coordinator:

I am pleased to write this letter of recommendation for Department of Justice recognition for IAC. I am familiar with IAC and I fully support the organization's application to become recognized because the need for charitable immigration services is so much greater than the existing resources in the Anytown area, which has a very large immigrant and refugee population. I understand that IAC will be focusing on family-based immigration services for low income immigrants.

I am a licensed attorney with 12 years of experience in immigration law. I am admitted to the bar in the state of Iowa. My practice focuses on family-based immigration, deportation and removal hearings, and asylum cases. I have known IAC and its Executive Director, Katherine Medina, for the last five years and have served as a volunteer at the organization's community outreach events. I have met with Ms. Medina and have agreed to provide technical legal support on a pro bono basis. I am available to answer any immigration questions the IAC staff may have by phone or e-mail.

If you have any questions, please do not hesitate to contact me at 123-456-7890.

Sincerely,

Jill Attorney, Esq.

## TEMPLATE FOR ANNUAL SUMMARY

**Note: One annual summary should be provided for each calendar year of the renewal cycle (2 years, 3 years, or 6 years).**

### **Annual Summary of Immigration Legal Services for the Office of Legal Access Programs (OLAP)**

Name of Organization: \_\_\_\_\_

Time Period Covered: \_\_\_\_\_

1) Total number of clients served during this period: \_\_\_\_\_  
(Include client intakes, applications prepared and filed with USCIS, cases in which your organization's attorneys or accredited representatives appeared before the Immigration Courts or the Board, and referrals made to attorneys or other organizations.)

2) Total number of clients provided services at no cost during this period: \_\_\_\_\_

3) General description of the immigration legal services and other immigration-related services (e.g., educational or outreach events) provided by the organization:

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4) Statement regarding whether services were provided pro bono or clients were charged in accordance with a fee schedule:

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5) Organization policies or guidance regarding fee waivers and reduced fees (describe here or attach your policy guidance):

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6) List of the offices or locations where the immigration legal services were provided:

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Attachments:

- Fee Schedule(s) Used for Immigration Legal Services This Year (if organization charges fees)
- Organization's Policy on Fee Waivers and Reduced Fees This Year (if not described above)