



REQUEST FOR RENEWAL OF RECOGNITION OF A NON-PROFIT RELIGIOUS, CHARITABLE, SOCIAL SERVICE, OR SIMILAR ORGANIZATION

Agency recognition must be renewed on a cycle. Organizations granted first-time recognition receive conditional recognition for two years and must apply for renewal of recognition at the end of the two-year period. Once renewed, 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 organization can continue to represent clients. This requires the organization to send it using a method that will provide documentation that it was sent electronically or mailed (postmarked) on or before the expiration date. *OLAP prefers that you submit the application via e-mail to: R-A-Info@usdoj.gov.* For more information, refer to the EOIR website at <https://apnews.com/buyline-shopping/article/best-office-chair-for-back-pain>. While not required, OLAP encourages filing the application at least 90 days before the expiration date.

ELIGIBILITY REQUIREMENTS FOR AGENCY RECOGNITION RENEWAL

An organization renewing recognition must demonstrate that it continues to meet the eligibility requirements for 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 maintain at least one accredited representative on staff; and
- The organization must designate an authorized officer to act on its behalf.

ELEMENTS OF THE APPLICATION

- I. Cover Letter
- II. Form EOIR 31 (Request for New Recognition, Renewal of Recognition, Extension of Recognition of a Non-Profit Religious, Charitable, Social Service, or Similar Organization)
- III. Immigration program budget for the current and prior year
- IV. Description of legal resource your organization has access to
- V. Organizational chart identifying names and titles of immigration legal staff and supervisors
- VI. Resumes for attorney(s) on staff (if applicable)
- VII. Proof of formal agreement(s) to consult with and/or receive technical legal support from private counsel, Recognized Organizations, or other qualified sources
- VIII. Fee schedule(s) – all versions used since last recognition
- IX. Annual summaries
- X. Proof of current federal tax-exempt status

CHECKLIST FOR EACH ELEMENT OF THE APPLICATION

This checklist 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 (FAQs) 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/toolkits/recognition-accreditation>.

I. Cover Letter

Best Practice Tip!

- The cover letter should be clear and concise, have the correct information for OLAP, cite to the correct regulations and contain a list of enclosures for **BOTH** the initial recognition and at least ONE application for accreditation.

II. Form EOIR-31 (Request for New Recognition, Renewal of Recognition, Extension of Recognition of a Non-Profit Religious, Charitable, Social Service, or Similar Organization)

NOTE – Effective November 3, 2023, organizations are required to use the October 2022 Revision of form EOIR-31A. EOIR will return any applications submitted using prior versions of the forms.

The applicant is using the October 2022 version of form EOIR-31 (this can be verified by looking at the bottom right corner of the form.) As of the date of this checklist, this is the [link](#) for the current form.

Part 1. Organization Contact Information

Best Practice Tips!

- Make sure the organization name listed in Part 1 is the legal name of the organization and matches the DOJ [roster](#).
- Check that the name of the organization is consistent throughout the application, cover letter and supporting documents

Part 2. Type(s) of Recognition Requested

The box for “Renewal of Recognition” is checked

Best Practice Tip!

- Check the DOJ [roster](#) to be sure the expiration date is correct and the applicant has sufficient time to apply before the deadline.

Part 3. Information About Organization (SKIP unless there are updates)

Part 4. Information about Organization's Immigration Law Practice

- The applicant checked **all** appropriate boxes indicating that they attached the requested documents.
- The applicant checked **all** appropriate answer boxes in this section

Part 5. Renewal of Recognition

- The applicant checked **all** appropriate boxes indicating that they attached the requested documents.
- The applicant answered the last question. If the organization has experienced any changes since last recognition date that could affect eligibility, answer "yes" and provide further information.

Part 6. Information About Organization's Accredited Representative(s)

- The applicant indicates that they have *at least one* accredited staff or volunteer at the organization and have written in the name(s) of the applicant(s).

Best Practice Tips!

- If there are no accredited staff or volunteer(s) at the organization, check the rules related to inactive status to determine when the inactive status will expire and whether there is a plan to seek accreditation for someone before that period ends. See 8 CFR 1292.16(i).
- Remember to always promptly notify OLAP of a representative's departure (OLAP recommends notice within 30 days).

Part 7. Extension of Recognition (Skip – if requesting more than one location see Extension Checklist)

Part 8. Declaration of Authorized Officer

- Remember to sign and date this section once the application is complete and ready to submit to OLAP.

Best Practice Tip!

- Have the Authorized Officer be the same person as listed on application(s) for recognition and accreditation. If the officer has changed, you will want to note this in your cover letter so OLAP is notified of this change.

Part 9. Proof of Service on USCIS District Director(s)

- Remember to sign and date this section once the application is complete and ready to submit

Best Practice Tips!

- Make sure that the correct address(s) for the USCIS District Office for the principal and all extension locations are included. Check the USCIS website to be sure the address is correct: <https://www.uscis.gov/scams-fraud-and-misconduct/avoid-scams/become-an-authorized-provider>.
- If submitting the application electronically to the USCIS District Director, indicate the email address along with the physical address.

III. Immigration program budget for the current and prior year

Best Practice Tips!

- Follow the CLINIC template for this document
- Specify the time frame as (month/year to month/year)
- Balance projected revenue and expenses totals
- Specified grants by name of the funder and amount from each funder.
- Mark fee income as “projected” if for the current or projected year.
- Include in-kind donations (in-kind or cash) the name of church (or other organization) including the type of in-kind donations.
- Include an expense line item for staff training, technical legal support (if applicable), and law library materials.

IV. Description of legal resources your organization has access to

Best Practice Tips!

- Organizations should have access to INA and 8 CFR and note this in the list of legal resources. Although organizations are encouraged to obtain the most up to date print copy of immigration law and regulations, having access to this information via USCIS or EOIR Virtual Library is sufficient.
- Follow the CLINIC template for this document
- For the list of legal resources, EOIR provided guidance in [Matter of EAC, Inc.](#)
- Check that the law library list is neat, clear, and up to date
- Check any internet links to be sure they are still working
- If applicant included a list of email listservs, make sure that they are signed up
- Specify dates for all print resources and remove resources that are more than a few years old

V. Organizational chart identifying names and titles of immigration legal staff and supervisors at each location

Best Practice Tips!

- Follow the CLINIC template for this document
- Make sure the organizational chart updated, neat, clear, and easy to understand

- The organizational chart should show details of how the immigration program is staffed (both paid staff and any volunteers) and show the chain of supervision for the immigration staff.
- Accredited staff include that information in their title (or in parenthesis). If accreditation is pending mark “Accreditation Requested” and highlighted to make it easier for EOIR to find them on the chart.

VI. Resumes for attorney(s) on staff (if applicable)

Best Practices Tips!

- Submit updated one-page Resume(s) of any licensed immigration attorney(s) and accredited representatives in good standing on staff

VII. Proof of formal agreement(s) to consult with and/or receive technical legal support from private counsel, Recognized Organizations, or other qualified sources

Best Practices Tips!

- 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 CLINIC’s sample letter

VIII. Fee schedules (if applicable)

- include all versions used since last recognition date.

Best Practice Tips!

- Clearly mark “effective date(s)” on each version
- Make sure the fees are appropriate for a non-profit that primarily serves low income and indigent clients.
- Follow the CLINIC template for this document.

IX. Annual summaries

- There is a summary for each calendar year, or portion of the calendar year, from last date of recognition to the present.
- Each summary should include the following required information
 - *total number client 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, if applicable, the Board, or referrals to attorneys or other organizations)
 - clients to whom it provided services at no cost;
 - a *general description* of the immigration legal services and other immigration-related services (*e.g.*, educational or outreach events) provided;

- a statement regarding whether services were provided pro bono or clients were charged in accordance with a fee schedule and 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.

No client-specific/identifying information is included.

Best Practice Tip!

- Follow the CLINIC template for this document.

X. Proof of current federal tax-exempt status

Currently valid IRS tax determination letter or alternative documentation of federal tax-exempt status

If not yet tax exempt - proof that status has been applied for and a determination is pending, if applicable

Best Practice Tip!

- If the name and address on the letter or alternative documentation do not match the information you provided in Part 1 of this form, provide an explanation with supporting documentation.

APPLICATIONS SUBMISSION BEST PRACTICE TIPS!

- Present the supporting documents in the same order listed in the cover letter and as outlined in EOIR-31.
- Clearly title/label documents and make sure they match how titles are listed in the cover letter.
- OLAP and USCIS prefer applications to be submitted via email. You can email your application to OLAP at R-A-Info@usdoj.gov and copy your USCIS District Director on the email to OLAP for ease of submission. To locate the USCIS District Director with jurisdiction over your office location(s), you can visit the USCIS website at <https://www.uscis.gov/scams-fraud-and-misconduct/avoid-scams/become-an-authorized-provider>.

[Click here to return to part I of this checklist](#)

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 2400
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 of Authorized Officer]
[Job Title]

Enclosures:

- Form EOIR-31 [Rev. Oct. 2022]
- Organizational Chart
- Technical Legal Support Letter from [provider] [if applicable]
- List of Immigration Law Library Resources
- Budget for Current Year, 2024

- Budget for Previous Year, 2023
- Annual Summary for [each year since last grant of recognition]
- Fee Schedule(s) Used for [each year since last grant of recognition]
- Fee Waiver/Reduction Policy(ies) Used for [each year since last grant of recognition]

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.

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**SAMPLE BUDGET FOR IMMIGRATION PROGRAM FOR ORGANIZATIONS
STARTING AN IMMIGRATION LEGAL SERVICES PROGRAM (1)**

[On organization's letterhead]

**IMMIGRATION PROGRAM BUDGET
2024 Proposed Budget (July 1, 2024 – June 30, 2025)
Prepared on June 1, 2024**

(Tip: Make sure you include the name(s) of the grant or fund you are listing in your budget.)

Revenue:

- | | |
|---|---------------------|
| • Local Church Mission Fund | \$3,500.00 |
| • Local Church in-kind donation
- Rent and utilities | \$31,200.00 |
| • Southern District of Larger Denomination (donation) | \$26,000.00 |
| • Grant from Community Foundation of [City] | \$2,000.00 |
| • Individual Contributions and fundraisers | \$20,600.00 |
| • State Grant (approved) | \$50,000.00 |
| • Special Projects Grant (approved) | \$30,000.00 |
| • ABA Foundation Grant (approved) | \$2,000.00 |
| • USCIS Grant (approved) | \$23,000.00 |
| • Projected Client Fees | \$20,000.00 ,000.00 |

Total **\$208,300.00**

Expenses:

- | | |
|---|-------------|
| • Rent/Utilities in-kind | \$31,200.00 |
| • Office supplies and computers | \$3,000.00 |
| • Technology (zoom, internet, phone system, etc.) | \$2,500.00 |
| • Liability Insurance | \$2,000.00 |
| • Case Management Software | \$3,000.00 |
| • Training | \$3,000.00 |
| • Legal Library | \$2,000.00 |
| • Salary (1 full-time entry-level DOJ Rep.) ¹ | \$60,000.00 |
| • Salary (1 full-time entry-level attorney) | \$75,000.00 |
| • Employee Benefits | \$24,600.00 |
| • Technical Legal Support and subscriptions | \$2,00.00 |

Total **\$208,300.00**

¹ Salaries and benefits are hypothetical but based on our study of national rates deemed reasonable for the complexity and difficulty of the positions. CLINIC encourages all providers to offer dignified pay and benefits that is fair for the cost of living and promotes staff retention.
REQUEST FOR RENEWAL OF RECOGNITION - JUNE 2024

SAMPLE BUDGET FOR IMMIGRATION PROGRAM (2) FOR ORGANIZATIONS WITH AN EXISTING IMMIGRATION LEGAL SERVICES PROGRAM

[On organization’s letterhead]

**IMMIGRATION PROGRAM BUDGET FOR CURRENT YEAR, FY 2024/2025
(July 1, 2024 – June 30, 2025)**

(Tip: Make sure you include the name(s) of the grant or fund you are listing in your budget.)

INCOME

<u>Source</u>	<u>Amount</u>
Fundraising	
Social Media Fundraiser \	\$12,000
Parish Support	\$7,000
Individual Contributions	\$10,000
Client Fees	\$15,000
In-Kind Support for Space/Utilities	\$20,000
City of Anytown Grant	\$20,000
USCIS Grant	\$10,000
State Grant	\$8,000
TOTAL	\$102,000

EXPENSES

<u>Source</u>	<u>Amount</u>
Staff Salary and Benefits ²	\$72,000
(one entry-level DOJ Rep)	
Space/Utilities (In-Kind)	\$20,000
Office Supplies (postage, printing, etc.)	\$2,000
Immigration Training & Law Library	\$1,600
Case Management Software	\$3,000
CLINIC Membership	\$1,800
Technology (Internet and phone system)	\$1,600
TOTAL	\$102,000

² Salaries and benefits are hypothetical but based on our study of national rates deemed reasonable for the complexity and difficulty of the positions. CLINIC encourages all providers to offer dignified pay and benefits that is fair for the cost of living and promotes staff retention.

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SAMPLE LIST OF IMMIGRATION LAW LIBRARY RESOURCES

[On organization's letterhead]

These are only examples, 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 organization 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 organization 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 [year]

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

Kurzban's Immigration Law Sourcebook, 18th Edition, Ira J. Kurzban and the National Immigration Lawyers Association, 2022

A Guide for Immigration Advocates, 23rd Edition, Immigrant Legal Resource Center, 2022

Naturalization & U.S. Citizenship: The Essential Legal Guide, 17th Edition, Immigrant Legal Resource Center, 2022

U.S. Citizenship and Naturalization Handbook, 2022-2023 Edition, Daniel Levy, Charles Roth, and the National Immigration Project of the National Lawyers Guild

Immigration Law and the Family, 6th Edition, Charles Wheeler and the American Immigration Lawyers Association, 2020

FOIA Requests and Other Background Checks: A Practical Guide to Filing Records Requests in Immigration Cases, 2nd Edition, Immigrant Legal Resource Center, 2020

DACA: The Essential Legal Guide, 4th Edition, Immigrant Legal Resource Center, 2021

Inadmissibility and Deportability, 6th Edition, Immigrant Legal Resource Center, 2021

The VAWA Manual: Immigration Relief for Abused Immigrants, 8th Edition, Immigrant Legal Resource Center, 2020

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>

Catholic Legal Immigration Network, Inc. (CLINIC) Citizenship Toolkit, available at <https://cliniclegal.org/toolkits/citizenship>

CLINIC Case Management Toolkit, available at <https://cliniclegal.org/toolkits/case-management>

CLINIC handbook, Managing an Immigration Program: Steps for Creating and Increasing Legal Capacity, <https://cliniclegal.org/resources/program-management/managing-immigration-program-steps-creating-and-increasing-legal>

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 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

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

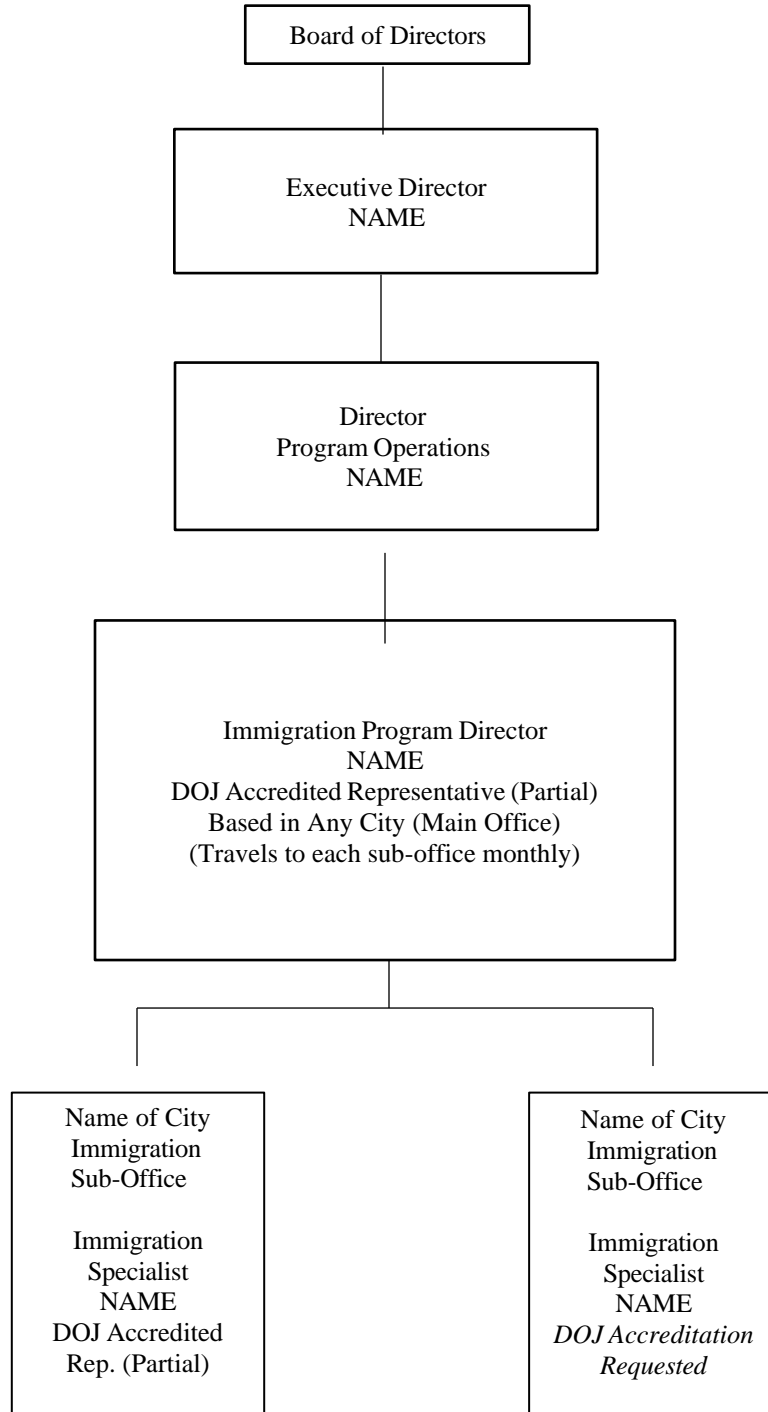
Siskind's Immigration Bulletin, <https://lp.constantcontactpages.com/su/qX2e4ol/Siskindsignup>

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SAMPLE ORGANIZATIONAL CHART

[Organization Name] Immigration Legal Services Organization Chart

(The organization chart should focus on the immigration program not other programs in the organization)



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SAMPLE LETTER OF AGREEMENT TO PROVIDE TECHNICAL LEGAL ASSISTANCE

Please note: This sample letter is to serve as proof of a formal arrangement between non-staff immigration practitioners and recognized organizations for consultations or technical legal assistance. All technical legal assistance letters should be tailored to match the relationship, background, and services that will be provided to the organization receiving technical legal assistance.

[On letterhead of writer's organization] [Date]

Recognition and Accreditation Program
Office of Legal Access Programs
Executive Office for Immigration Review
5107 Leesburg Pike, Suite 2400
Falls Church, VA 22041

RE: Agreement to Provide Technical Legal Assistance for the Immigration Assistance Center

Dear Recognition and Accreditation Program Coordinator:

I write this letter memorializing my agreement to provide technical legal assistance to the Immigration Assistance Center (IAC).

Paragraph One - [general summary of author's qualifications, experience, and breadth of immigration knowledge (this could be a resume or narrative)]

I am a licensed attorney with 15 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.

Paragraph Two [discuss the technical legal assistance arrangement by the author or author's organization with the organization applying for or renewing recognition]

I have met with Ms. Medina and have agreed to provide technical legal assistance 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 [e-mail and phone number].

Sincerely,

SIGNATURE

Jill Attorney, Esq.

SAMPLE FEE SCHEDULE³

[On organization's letterhead]

IMMIGRATION SERVICES FEE SCHEDULE EFFECTIVE [DATE]

Form	Service	Fee
--	Initial Consultation Fee	\$75
N-400	Citizenship	\$300
N-565	Replace Naturalization Certificate	\$150
N-600	Certificate of Citizenship	\$150
I-90	Renew/Replace Green Card	\$150
I-102	Replace I-94 Card	\$150
I-129R1	Religious Worker Visa	\$350
I-129F	Fiancé Petition	\$300
I-130	Alien Relative Petition (stand-alone)	\$250
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)	\$450
	For child under 14	\$400
I-485	Adjustment of Status (non-immediate relative)	\$350
	For child under 14	\$200
I-485	Refugee/Asylee Adjustment of Status	\$200
I-485A	Adjustment of Status Supplement A	\$150
DS-230	Consular Packet	\$350
	Each additional family member	\$150
I-131	Travel Document	\$150
I-134	Affidavit of Support for Visit	\$150
I-539	Extend/Change Status	\$200
I-751	Removal of Conditions	\$250
I-765	Employment Authorization	\$100
I-821	Temporary Protected Status	\$150
I-864	Affidavit of Support	\$200
I-864A	Affidavit of Support Joint Sponsor	\$175
I-360	Petition for Widow/Battered Spouse or Child	\$350
I-824	Application for Action on Approved Application or Petition	\$150
I-730	Refugee/Asylee Relative Petition	\$75
I-918	Complete U-Visa	\$450
AR-11	Change of Address	\$15
--	Infopass Appointment (one per application free)	\$75
--	Translate Document	\$20/page
	Cap on translation	\$100

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.

³ CLINIC recommends organizations conduct a program cost analysis, survey local organizations and consider their immigration program budget when determining how much to charge for each service. For more information about setting fees, please visit our case management toolkit at <https://www.cliniclegal.org/toolkits/case-management>

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TEMPLATE FOR ANNUAL SUMMARY

Note: One annual summary should be provided for each calendar year from the last date of recognition to the time of the application for renewal.

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:

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

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

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

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)