



# Instructions for Notice of Entry of Appearance as Attorney In Matters Outside the Geographical Confines of the United States

Department of Homeland Security

DHS  
Form G-28I  
OMB No. 1615-0105  
Expires 02/29/2016

## What Is the Purpose of This Form?

The U.S. Department of Homeland Security (DHS) has designated this form as the document on which attorneys admitted to the practice of law in a country other than the United States provide information to establish their eligibility to appear for and act on behalf of an applicant, petitioner, or respondent in a matter outside the geographical confines of the United States. An attorney admitted to practice law outside the United States must file Form G-28I in each case. U.S. Citizenship and Immigration Services (USCIS), U.S. Customs and Border Protection (CBP), and U.S. Immigration and Customs Enforcement (ICE) will only recognize Form G-28I for the appearance of an attorney or accredited representative once the applicant, petitioner, or respondent has completed, signed, and filed Form G-28I. A beneficiary of a petition is not a recognized party in a proceeding before USCIS under 8 CFR 103.2(a)(3); therefore this form does not apply to beneficiaries or their attorneys. USCIS, CBP, and ICE will recognize Form G-28I until the conclusion of the matter for which it was entered, unless otherwise notified. An applicant, petitioner, or respondent must file a new Form G-28I with the Administrative Appeals Office when filing an appeal to that office on Form I-290B, Notice of Appeal or Motion.

## Who May Use This Form?

### Appearances for Immigration Matters

This form is used only in proceedings conducted outside the geographical confines of the United States by an attorney, other than one described in 8 CFR 1.2, who is licensed to practice law, in good standing in a court of general jurisdiction of the country in which he or she resides, and engaged in such practice of law. The DHS official before whom he or she seeks to appear must also provide permission. Acceptance of a completed Form G-28I does not itself constitute permission for the attorney to represent an applicant, petitioner, or respondent in the matter for which Form G-28I was filed. The DHS official has the discretion to determine whether to allow the attorney filing Form G-28I to appear.

An attorney may not file this form on matters in offices within the United States.

If you are an attorney who seeks to withdraw his or her appearance in a proceeding before DHS, you must file a written request with the DHS office that has jurisdiction over the pending matter.

If you are an attorney who seeks recognition by DHS as the new representative for an applicant, petitioner, or respondent, you must file a properly completed Form G-28I with the DHS office that has jurisdiction over the pending matter.

If you are an attorney who is appearing for a limited purpose at the request of the attorney of record, you must file a properly completed Form G-28I as noted on the form.

In accordance with 8 CFR 292.4(a), when you act in a representative capacity, your personal appearance or signature will constitute a representation under 8 CFR 103.2(a)(3) and 292.1(a)(1) or 292.1(a)(6) that you are authorized and qualified to represent the individual. DHS may require further proof of authority to act in a representative capacity.

## Specific Instructions

You must properly sign each Form G-28I. Photocopies, stamped signatures, electronic signatures, and typewritten names in place of signatures are not acceptable.

### Part 1. Information About Attorney

**Item Number 1.** Attorneys, who have previously established an account in the USCIS Electronic Immigration System (USCIS ELIS), should provide the USCIS ELIS Account Number issued by the system in the spaces provided.

**Item Numbers 2.a. - 8.** Provide the full name, mailing address, and contact information of the attorney.

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## Part 2. Notice of Appearance as Attorney Admitted to Practice Outside the United States

**Item Numbers 1.a. - 3.b.** Select only one box to indicate the DHS agency where the matter is filed. If you select the box for USCIS, list the form numbers filed with Form G-28I. If you select the box for CBP or ICE, list the specific matter in which the appearance is entered.

**Item Number 4.** Select only one box to indicate your appearance for the applicant, petitioner, or respondent.

**Item Numbers 5.a. - 5.c.** Provide the full name of the applicant, petitioner, or respondent.

**Item Number 6.** Provide the name of the company or organization, if the applicant, petitioner, or respondent is an entity.

**Item Number 7.** If the applicant, petitioner, or respondent has previously filed a benefit request using USCIS ELIS, provide the USCIS ELIS Account Number he or she was issued by the system. The USCIS ELIS Account Number is not the same as an Alien Registration Number (A-Number).

**Item Number 8.** Provide the Alien Registration Number (A-Number) or USCIS Receipt Number, if applicable, for the applicant, petitioner, or respondent.

**Item Numbers 9. - 10.** Provide the daytime telephone number and e-mail address, if applicable, for the applicant, petitioner, or respondent.

**Item Numbers 11.a. - 11.h.** Provide the mailing address of the applicant, petitioner, or respondent. Do not provide the address of the attorney. **If the applicant, petitioner, or respondent has used a safe mailing address on the application or petition being filed with this Form G-28I, provide it in these spaces.**

## Part 3. Eligibility Information for Attorney

**Item Numbers 1.a. - 1.d.** You must select the box and provide the required information regarding the countries of admission or licensure. Provide the attorney's license number, if any, for the jurisdiction listed in **Part 3., Item Number 1.a.** If you are subject to any order of any court suspending, enjoining, restraining, disbaring, or otherwise restricting you in the practice of law, you must disclose this information on Form G-28I. Attorneys are required under 8 CFR 292.3 to notify DHS of any convictions or discipline.

**Item Number 2.** If you are not the attorney of record, you must select the box and fill in the name of the attorney who has previously filed Form G-28I in this matter. Each attorney who appears in the matter must file a new Form G-28I.

## Part 4. Applicant, Petitioner, or Respondent Consent to Representation, Contact Information, and Signature

**Item Numbers 1. - 2.b.** The applicant, petitioner, or respondent must consent to representation and the release of information. The applicant, petitioner, or respondent must select the disclosure and notices boxes if he or she desires DHS to send notices and/or secure identity documents only to the attorney of record or accredited representative.

**Item Number 3.a. - 3.b.** The applicant, petitioner, or respondent must sign and date the form in black ink.

## Part 5. Signature of Attorney

The attorney must sign and date the form in black ink.

## Part 6. Additional Information

Use this section to provide additional information related to **Part 3., Item Numbers 1.a.-1.c.**

### Warning

Individuals appearing as attorneys are subject to the rules of Professional Conduct for Practitioners found in 8 CFR 292.3.

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## Freedom of Information/Privacy Act Requests

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

## DHS Privacy Act Statement

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

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

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

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

## Paperwork Reduction Act

An agency may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 20 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Ave NW, Washington, DC 20529-2020; OMB No. 1615-0105.

**Do not mail your completed Form G-28I to this address.**