

Offering legal services to immigrants...

Immigrants in the United States have a continuing and pressing need for reasonably priced, quality immigration services. With the help of BIA (Board of Immigration Appeals) accreditation, many social service agencies that have long-term experience working with immigrants can provide affordable legal counseling and representation for them.

There are two steps:

- Organization Recognition and
- Individual Accreditation

In order for an **organization** to obtain BIA recognition, it must...

- be a non-profit
- charge only nominal fees
- charge no excessive membership dues
- have a base of knowledge on immigration law
- maintain or have access to a substantial immigration resource library
- have contact with lawyers and other BIA accredited individuals

Recognition for an organization is ongoing and does not need to be renewed.

In order for an **individual** to obtain accreditation, he/she must be working for a *non-profit organization that is currently accredited or is seeking accreditation* alongside the individual.

- Individual accreditation is granted for **three years** and must be renewed.
- An individual may not seek accreditation on his/her own.
- An individual may be **partially** or **fully** accredited.

An application for individual or organizational accreditation should contain the following pieces:



- A cover letter that gives a table of contents of the application packet
- Form EOIR-31
- Certificate of Incorporation for organization
- Organization's Corporation Bylaws
- Letter of recognition of non-profit tax-exempt status
- A list of your organization's directors and your area or local advisory board
- Descriptions of services and a statement of qualifications

- Suggested donations or fee schedule and a flyer or other publication that discusses your case acceptance, procedures, and fees
- A statement of funding sources—other than fees
- List of immigration resources, including a current copy of the Immigration and Nationality Act, a copy of title 8 of the Code of Federal Regulations, and access to a federal library
- Supervisory attorneys with letters of support
- Resumes including immigrant related training for all individual applicants
- Organizational chart of immigration services staff
- Letters of recommendation from other service providers, advocacy groups, or lawyers expressing support for your office's accreditation and the accreditation of individual staff
- You may list other accredited affiliate offices as resources and have them write letters of support for your office.
- A complete copy of the application submitted to BIA must also be sent to the BCIS (Bureau of Citizenship and Immigration Services) district director.

The requirements regarding nominal fees and the level of training required are vague. For sample resumes and fee schedules of successful applicants, please contact Kedri Metzger at World Relief (see back for contact information).

Accredited World Relief Offices:

San Francisco, California

20394 San Miguel Avenue
Castro Valley, CA 94546
Phone: (510) 583-9117
Fax: (510) 583-9116

Southern California

13121 Brookhurst St. #G
Garden Grove, CA 92843
Phone: 714-210-4730
Fax: 714-210-4733

Miami, Florida

2150 SW 8th Street, 2nd Floor
Miami, FL 33135
P.O. Box 35-2800
Miami, FL 33135-2800
Phone: (305) 541-8320
Fax: (305) 541-9841

Atlanta, Georgia

655 Village Square Drive
Stone Mountain, GA 30083
Phone: (404) 294-4352
Fax: (404) 294-6011

Chicago, Illinois

3507 West Lawrence, Suite 208
Chicago, IL 60625-5611
Phone: (773) 583-3010
Fax: (773) 583-9410

DuPage, Illinois

1825 College Avenue, Suite 230
Wheaton, IL 60187
Phone: (630) 462-7566
Fax: (630) 462-8103

Ft. Worth, Texas

5000 James Avenue
Ft. Worth, TX 76115-3818
Phone: (817) 924-0748
Fax: (817) 921-9784

Additional Resources:

- **Board of Immigration Appeals Accreditation and Entering Immigrant Appearances: A Checklist Guide to 8 C.F.R. § 292.1**
(available from the American Bar Association, 740 15th Street, N.W., Washington, D.C. 20005-1000)
- Printable forms, including EOIR-31:
www.usdoj.gov/eoir/formslist.htm
- Immigration laws and regulations at Bureau of Citizenship and Immigration Services website:
www.usdoj.gov/eoir/formslist.htm
- List of recognized and accredited organizations and individuals:
www.usdoj.gov/eoir/statspub/raroster.htm

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