



# Immigration consultants: What are they allowed to do?

Many states allow non-attorneys who are not Department of Justice accredited representatives to provide clerical assistance with immigration matters. Such individuals often use the title “immigration consultant” or “immigration service provider.” **These individuals are not lawyers and may not give legal advice or services.**

## Immigration consultants CAN

- ✓ Translate information on foreign documents (such as a birth certificate) for a customer
- ✓ Translate questions on immigration forms for a customer
- ✓ Fill out immigration forms with answers provided by the customer
- ✓ Help collect supporting documents for applications, such as a police report
- ✓ Refer customers to an attorney without charging a fee for doing so

## Immigration consultants CAN'T

- ✗ Advise customers on what immigration benefit they qualify for
- ✗ Select or recommend which immigration form to use
- ✗ Suggest how to answer a question on an immigration form
- ✗ Refuse to return original documents, like birth certificates or passports to clients
- ✗ Charge customers for immigration forms that are available online for free

Remember:

- NEVER sign blank immigration forms
- NEVER sign forms with false information
- Read an immigration form completely before you sign it
- Keep copies of every form you sign

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*This handout is not legal advice. It is for informational purposes only.*