



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

Agency recognition and staff and/or volunteer accreditation allows non-profit organizations and their non- attorney staff and/or volunteers 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.

An accredited representative may be a full-time or part-time employee, or a volunteer. They may even become accredited at more than one non-profit organization. However, an accredited representative is only authorized to practice immigration law through the recognized organization(s) that applied for accreditation on the representative's behalf. If the organization has multiple office locations, the accredited representative is authorized to practice immigration law at those locations if the Department of Justice Recognition and Accreditation Program (the DOJ R & A Program) approved them as "extensions" of the main office. If the accredited representative leaves the recognized organization in which they received their accreditation, their accreditation terminates. To obtain accreditation again, the individual will need to apply for initial accreditation at an organization that is recognized or pursuing recognition.

ELIGIBILITY REQUIREMENTS FOR RECOGNITION

To be eligible for agency recognition, the organization must:

- Be a non-profit religious, charitable, social service, or similar organization.
- Have federal tax-exempt status;
- Provide immigration legal services primarily to low- income or indigent clients within the U.S;
- Have access to adequate knowledge, information, and experience in immigration law and procedure;
- Be simultaneously applying for at least one employee or volunteer to be accredited, and must maintain at least one accredited representative on staff; and
- 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. Proof of non-profit status from appropriate state agency (if applicable in your state)
- IV. Organizing documents including statement of mission or purpose
- V. Description of legal services provided or to be provided
- VI. Fee schedule and fee waiver/reduction policy (if applicable)
- VII. Proof of federal tax-exempt status
- VIII. Immigration program budget for the current and prior year (or proposed budget if not yet offering immigration legal services)
- IX. Description of legal resources your organization has access to

- X. Organizational chart identifying names and titles of immigration legal staff and supervisors at each location
- XI. Resumes for attorney(s) on staff (if applicable)
- XII. Proof of formal agreement(s) to consult with and/or receive technical legal support from private counsel, Recognized Organizations, or other qualified sources (if applicable – note that if there are no attorneys on staff then technical legal support is required).
- XIII. At least one application for Staff Accreditation

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. 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](#).

I. Cover Letter

Best Practice Tips!

- Use CLINIC's [Sample Cover Letter](#) as a guide.
- The cover letter should be clear and concise, have the correct information for the DOJ R & A Program, cite 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)

☐ 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 check list, this is the [link](#) to 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.
- Check that the name of the organization is consistent throughout the application, cover letter and supporting documents.

Part 2. Type(s) of Recognition Requested

- ☐ If the organization **or** authorized officer have never applied before, “N/A” is written on the first line.
- ☐ If the organization **or** authorized officer has **ever** applied before this information is disclosed on the application.

Best Practice Tip!

- If the organization **or** an application previously submitted by the authorized officer have been previously disapproved or terminated, be sure to include the requested details on the form and to address the reasons for disapproval or termination in an addendum. Include supporting documentation if needed.

Part 3. Information About Organization

- ☐ The applicant checked **all** appropriate answer boxes in this section.

Best Practice Tips!

- The following questions relate to basic eligibility for recognition. Therefore, any erroneous boxes checked “no” will likely result in disapproval or a request for evidence.
 - Does your organization have current non-profit status?
 - Is your organization a religious, charitable, social service, or similar organization?
 - Does your organization serve primarily low-income and indigent clients?
- Only federal tax-exempt organizations are eligible for recognition. If your organization is not yet a tax-exempt organization, provide proof that you have applied for tax-exempt status with the IRS. Once approved you will need to submit a copy of the IRS determination letter to the DOJ R & A Program when received.

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 (Skip)

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

- ☐ The applicant indicates that they have included *at least one* application for staff accreditation with the recognition application and written in the name(s) of the applicant(s).

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.

Best Practice Tip!

- Have the Authorized Officer be the same person as listed on the application(s) for accreditation.

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 to the DOJ R & A Program.

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
- If submitting the application electronically to the USCIS District Director, indicate the email address along with the physical address.

III. Proof of non-profit status from appropriate state agency (if applicable in your state)

- ☐ The application includes proof of non-profit status granted by the appropriate state agency (usually from the Attorney General or Secretary of State of your state).
- ☐ This can be a printout from this agency's website or a contemporaneous letter from the agency, confirming that status.

Best Practice Tip!

- Some states do not require separate filing with the state. If that is the case, include that information in your cover letter to be responsive to the form's request for this documentation.

IV. Organizing documents including statement of mission or purpose

Best Practice Tips!

- Submit organizing documents such as constitution, charter, by-laws, articles of incorporation, or other documentation including a mission statement or statement of purpose of the organization
- Make sure the mission statement clearly relates to immigration services.

V. Description of legal services provided or to be provided

Best Practice Tips!

- Include a brief description of services in the cover letter and refer the DOJ R & A Program to the fee schedule for a list of services that are or will be provided.
- If your agency *does* charge fees, make sure to include your fee waiver and/or fee reduction policy
- If your agency *does not* charge fees, include a list of services that are or will be provided (similar to the sample fee schedule without the fees).
- Review lists of services to ensure appropriateness for staff level of experience.

VI. Fee schedule and fee waiver/reduction policy (if applicable)

Best Practice Tips!

- Use CLINIC's [Sample Fee Schedule](#) and [Sample Fee Waiver Reduction Policies](#) as a guide..
- Determining a fee schedule will depend on several factors. It is of utmost importance to note up front, though, that when developing fee schedules, organizations must comply with the Internal Revenue Code or "IRC." Many organizations who are CLINIC affiliates are tax-exempt organizations with 501(c)(3) status, and it is important to consult with tax experts to ensure the

organization is engaging in income-generating activities that do not compromise their status as a tax-exempt organization with 501(c)(3) status.

- Make sure the fees are appropriate for a non-profit that primarily serves low income and indigent clients.
- In the fee waiver/reduction policy, make sure the poverty guidelines are for the current year.

VII. Proof of 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.

VIII. Immigration program budget for the current and prior year (or proposed budget if not yet offering immigration legal services)

Best Practice Tips!

- Use CLINIC's [Sample Budgets](#) as a guide.
- 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 donation.
- Include expense lines for staff training, technical legal support (if applicable), and library law materials.
- If charging fees organizations must conduct an analysis for compliance with the Internal Revenue Code. Because legal services are not traditionally recognized as charitable, to qualify for tax exemption based on "serving members of a charitable class," it is ideal to keep income-generating revenue for fee-based services below approximately 85% of the organization's budget, as a whole. The budget's revenue column should include additional, diversified funding sources, such as a combination of individual donors, grants, agency subsidy, in-kind donations, etc., that contribute to covering the cost of running the immigration legal services program.

IX. Description of legal resources your organization has access to

Best Practice Tips!

- Use CLINIC's [Sample List of Immigration Law Library Legal Resources](#) as a guide.
- Organizations should have access to INA and 8 CFR and note this in the list of legal resources. 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.
- 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.

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

Best Practice Tips!

- Use CLINIC's [Sample Organizational Chart](#) as a guide.
- Make sure the organizational chart is neat, clear, and easy to understand.
- The organizational chart should detail how the immigration program is staffed (both paid staff and any volunteers) and show the chain of supervision for the immigration staff.
- Staff seeking accreditation are marked, "Accreditation Requested" and highlighted to make it easier for EOIR to find them on the chart.

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

Best Practices Tip!

- Submit a one-page Resume(s) of any licensed immigration attorney(s) in good standing on staff.

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

Best Practices Tips!

- Use CLINIC's [Sample Technical Legal Assistance Letter](#) as a guide.
- Organizations that do not have an attorney on staff will need technical legal assistance through external source(s), such as private attorneys, other recognized organizations or other qualified sources.
- Attach an agreement or proof of a formal arrangement as well as information on the experience and breadth of immigration knowledge of non-staff immigration practitioner(s), as well as any fees charged for the support. If the practitioner is a private attorney, attach their resume.

XIII. At least one application for Staff Accreditation

Best Practice Tip!

- See separate checklists for [Initial Accreditation \(partial\) and/or \(full\)](#).

APPLICATIONS SUBMISSION BEST PRACTICE TIPS!

- Include Letter(s) of recommendation from community members or partner organizations attesting to the organization's involvement and commitment (helpful but not required). Use CLINIC's [Sample Letter of Recommendation](#) as a guide.
- Present the supporting documents in the order listed in both the cover letter and EOIR-31.
- Clearly title/label documents and make sure they match how titles are listed in the cover letter.
- The DOJ R & A Program prefers applications to be submitted via email to R-A-Info@usdoj.gov and you can copy USCIS on the email to the DOJ R & A Program for ease of submission.

WAITING FOR ADJUDICATION BEST PRACTICE TIPS!

- Make sure that someone (usually the authorized officer) is checking the email provided on the application (including spam and junk folders) for communication from the R & A Program.
- Respond to requests for additional information in a timely manner. If you need more time, ask for it rather than missing a deadline.

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SAMPLE COVER LETTER FOR RECOGNITION AND ACCREDITATION REQUEST

[Date]

Recognition and Accreditation Program Coordinator
Department of Justice Recognition and Accreditation Program
Executive Office for Immigration Review 5107 Leesburg Pike, Suite 2400
Falls Church, VA 22041

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

REQUEST FOR PARTIAL ACCREDITATION OF [organization name] STAFF MEMBERS [full name] AND [full name]

Dear Recognition and Accreditation Program Coordinator:

I ask the Department of Justice Recognition and Accreditation Program (the DOJ R & A Program) 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] 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. For a complete list of immigration legal services we will be offering, please refer to the Fee Schedule.

[If applying for multiple offices, see sample language in the extension cover letter]

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 of Authorized Officer]
[Job Title]

Enclosures:

Form EOIR-31 Rev. Oct. 2022

Proof of current non-profit status from state agency (Please note: If your organization is not required to register with the state agency for non-profit status, note this in your cover letter.)

Mission Statement

Organizing documents: Bylaws and Articles of Incorporation

Description of legal services provided or to be provided and fee schedule (provide list of services to be provided if you are not charging fees)

Fee waiver/reduction policy (if applicable)

Evidence of Federal Tax-Exempt Status: IRS 501 (c) 3 letter

Budget for immigration legal services program

List of Law Library Resources

Organizational Chart for the immigration legal services program

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

Letter from CLINIC [or other provider] regarding technical legal support [if applicable]

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

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

Application for Accreditation for [Name]

- Form EOIR-31A Rev. Oct. 2022
- Resume for [staff name] which includes a description of the representative's qualifications, including education and immigration law experience
- A list of all relevant, formal, immigration-related trainings
- Certificate of training from the training organization or similarly verifiable record, including documentation of a course completed on the fundamentals of immigration law, procedure, and practice
- Letter of recommendation from [name and affiliation of recommender one] and
- Letter of recommendation from [name and affiliation of recommender two]

Application for Accreditation for [Name]

- Form EOIR-31A Rev. Oct. 2022
- Resume for [staff name] which includes a description of the representative's qualifications, including education and immigration law experience
- A list of all relevant, formal, immigration-related trainings
- Certificate of training from the training organization or similarly verifiable record, including documentation of a course completed on the fundamentals of immigration law, procedure, and practice
- Letter of recommendation from [name and affiliation of recommender one] and
- Letter of recommendation from [name and affiliation of recommender two]

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SAMPLE FEE SCHEDULE For more information about setting fees, please see the [best practice tip in section VI](#) of this checklist

[On organization's letterhead]

IMMIGRATION SERVICES FEE SCHEDULE EFFECTIVE [DATE]

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

NOTE: 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.

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SAMPLE FEE WAIVER POLICY

[On organization's letterhead]

Fee Waiver Policy [Include Effective Date]

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 most current 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).

The 2024 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	Annual	Monthly	Weekly
1	\$15,060	\$1,255	\$290
2	\$20,440	\$1,703	\$393
3	\$25,820	\$2,151	\$497
4	\$31,200	\$2,600	\$600
5	\$36,580	\$3,048	\$703
6	\$41,960	\$3,496	\$807
7	\$47,340	\$3,945	\$910
8	\$52,720	\$4,393	\$1,014
For each additional person, add	5,380	\$448	\$103

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 submit documentation detailing their situation, 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* **[Include Effective Date]**

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 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 forms of documentation.

A fee waiver/reduction may only be granted by the Program Director of Immigration Ministry at Any Church.

The 2024 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	\$15,060	\$19,578	\$30,120
2	\$20,440	\$26,572	\$40,880
3	\$25,820	\$33,566	\$51,640
4	\$31,200	\$40,560	\$62,400
5	\$36,580	\$47,554	\$73,160
6	\$41,960	\$54,548	\$83,920
7	\$47,340	\$61,542	\$94,680
8	\$52,720	\$68,536	\$105,440
For each additional person, add	5,380	\$6,994	\$10,760

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

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

[On organization's letterhead]

IMMIGRATION PROGRAM BUDGET

FY 2025 Proposed Budget (January 1, 2025-December 31, 2025)

Prepared on December 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		\$31,200.00
-		Rent and utilities
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
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.)	\$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

* If your agency is charging fees, please see the best practice tips in section XX of this checklist

** 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 promote staff retention.

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**	\$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

* If your agency is charging fees, please see the best practice tips in section XX of this checklist

** 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 promote staff retention.

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

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

Print Resources

The Immigration and Nationality Act (INA), 2024 Edition

Title 8 of the Code of Federal Regulations (8 CFR), 2024 Edition

Kurzman's Immigration Law Sourcebook, 19th Edition, Ira J. Kurzman and the National Immigration Lawyers Association, 2024

A Guide for Immigration Advocates, 24th Edition, Immigrant Legal Resource Center, 2024

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, 3rd Edition, Immigrant Legal Resource Center, 2024

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

Inadmissibility and Deportability, 6th Edition, Immigration 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 Advocate's 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 Listserve, <http://www.detentionwatchnetwork.org/signup>

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

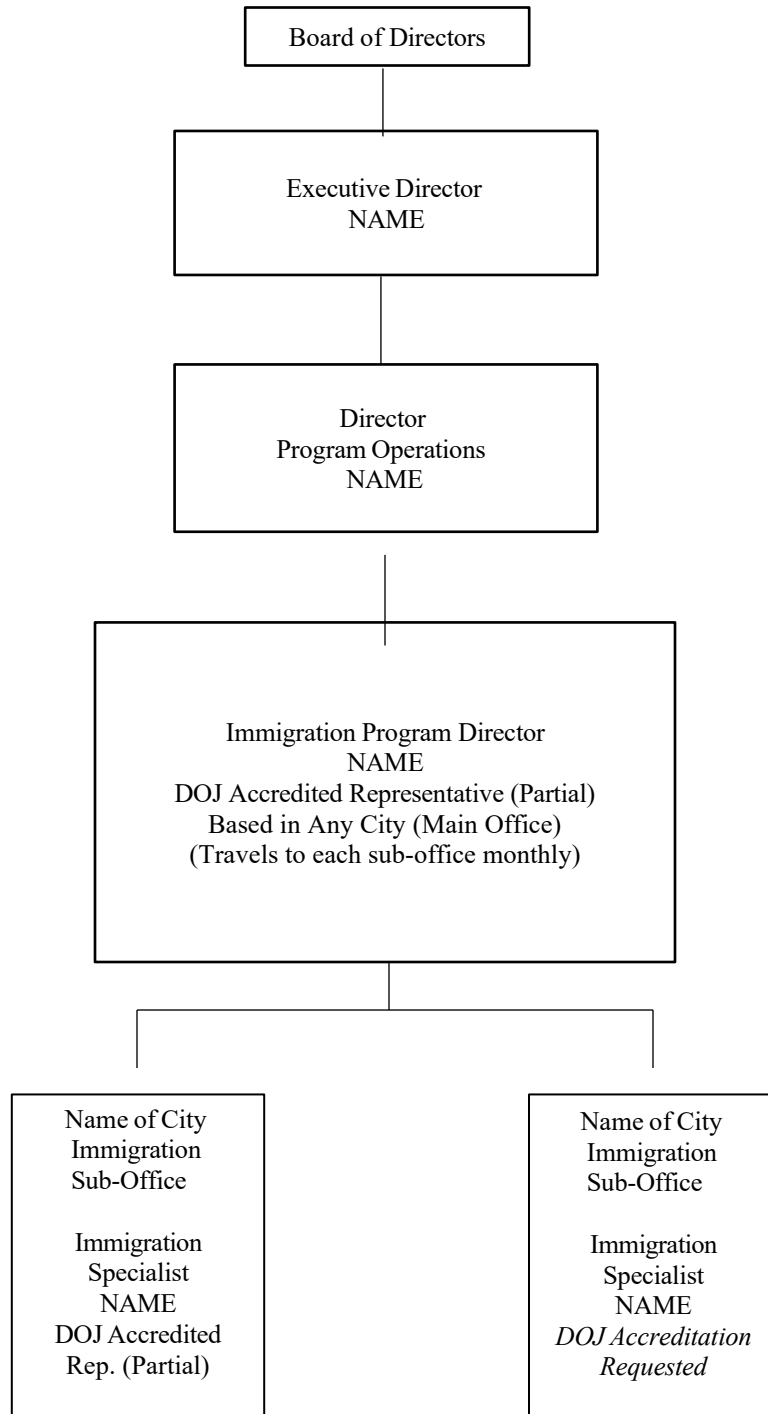
Click [here](#) to return to part X of this checklist

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)



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

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.

Click [here](#) to return to the “best practice in submission tips” part of this checklist

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
Office of Policy
Executive Office for Immigration Review
5107 Leesburg Pike, Suite 2400
Falls Church, VA 22041

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

Dear Recognition and Accreditation Program Coordinator:

Paragraph One - [general summary of author’s background and how the author became familiar with the organization] 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** [date], when I became Mayor of Our Town, MI, near Kalamazoo.

Paragraph Two - [author discusses the work and reputation of the organization in the community.] 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 organization. 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