

DOJ RECOGNITION AND ACCREDITATION

**A Step-by-Step Guide for Non-
Profit Community-Based Agencies**

world relief[®]



CATHOLIC LEGAL
IMMIGRATION
NETWORK, INC.

Guide prepared by Amy Bliss Tenney, Immigration Legal Services Staff Attorney, World Relief.

Edited by Jack Holmgren, Strategic Capacity Advisor, Catholic Legal Immigration Network, Inc., 510-272-2730 x306; jholmgren@cliniclegal.org. Updated by Laura Burdick, Field Support Coordinator, Catholic Legal Immigration Network, Inc., 301-565-4815, lburdick@cliniclegal.org and by Sarah Bankard, Capacity Building Specialist, World Relief, 443-451-1937, sbankard@wr.org.

Sample documents prepared by Jack Holmgren, Laura Burdick, and Sarah Bankard. They are not samples from actual applications, and there is no guarantee that such applications would be approved.

Thanks to Jennie Guilfoyle, Training and Legal Support Attorney, Catholic Legal Immigration Network, Inc., for use of information from her article, "BIA Issues Two Decisions on Recognition and Accreditation."

Guide and samples last updated February 2017.

Copyright World Relief and Catholic Legal Immigration Network, Inc., 2010. Materials may be distributed and/or copied with attribution.

world relief[®]

World Relief
7 East Baltimore Street
Baltimore, MD 21202-1602
Tel. 443-451-1900
Fax 443-451-1965
www.wr.org



CATHOLIC LEGAL
IMMIGRATION
NETWORK, INC.

Catholic Legal Immigration Network, Inc.
8757 Georgia Avenue, Suite 850
Silver Spring, MD 20910
Tel. 301-565-4800
Fax 301-565-4824
www.cliniclegal.org

Table of Contents

Introduction	1
I. Overview of Department of Justice (DOJ) Agency Site Recognition and Agency Staff Accreditation	2
II. Applying for First-Time DOJ Agency Site Recognition and Agency Staff Accreditation	4
III. Applying for First-Time Agency Staff Accreditation When the Agency Site is Already Recognized	10
IV. Renewing Agency Staff Accreditation	12
V. Renewing Agency Site Recognition the First Time.....	14
VI. Extending Agency Site Recognition to Additional Sites.....	16
VII. Submitting the Application	17
VIII. After Recognition and Accreditation	19
IX. Sample Application Documents for Agency Site Recognition and Agency Staff Accreditation	21
Form EOIR-31	22
Form EOIR-31A	26
Immigration Law Library Resources	29
Organizational Chart	32
Resume for Partial Accreditation	33
Resume for Full Accreditation	36
Letter of Recommendation for Office Recognition	40
Letter of Recommendation for Partial Accreditation	41
Letter of Recommendation for Full Accreditation	43
Letter of Agreement to Provide Technical Legal Support	45

NOTE: Additional sample documents, including a fee schedule, fee waiver policy, and budget, cannot be provided at this time, but will be added at a later date.

SAMPLE LETTER OF AGREEMENT TO PROVIDE TECHNICAL LEGAL SUPPORT

[On letterhead of writer's organization]

[Date]

Recognition and Accreditation Coordinator
Executive Office for Immigration Review
Office of Legal Access Programs
5107 Leesburg Pike, Suite 1900
Falls Church, VA 22041

RE: Agreement to provide technical legal support for the Immigration Assistance Center (IAC) office located at 555 Main Street, Anytown, Iowa 50500

Dear Recognition and Accreditation Program Coordinator:

I am pleased to write this letter of recommendation for Department of Justice recognition for IAC. I am familiar with IAC and I fully support the organization's application to become recognized because the need for charitable immigration services is so much greater than the existing resources in the Anytown area, which has a very large immigrant and refugee population. I understand that IAC will be focusing on family-based immigration services.

I am a licensed attorney with 12 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. I have met with Ms. Medina and have agreed to provide technical legal support 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 123-456-7890.

Sincerely,

Jill Attorney, Esq.