



## Attorneys and Fully Accredited Representatives Registration Process

To practice before an immigration court or the Board of Immigration Appeals (BIA), attorneys<sup>1</sup> and fully accredited representatives<sup>2</sup> must first **register online** with the Executive Office for Immigration Review (EOIR). After submitting the required information online, attorneys and representatives **must complete the identity validation process in-person**, and present photo identification at an immigration court location, or the BIA, within 90 calendar days of registering online.

Registration is for individuals only and not law firms. At this time, representatives with partial accreditation, law students, law graduates, reputable individuals or accredited foreign government officials may not register.

### Online Registration

1. To register online, go to the **Account Registration** site. Select **Account Registration**.
2. Select **Attorney** or **Fully Accredited Representative**. Click **Next**.
3. Create a **User ID** according to the instructions criteria. Click **Next**.
4. Create a **Password** according to the instructions criteria. Click **Next**.
5. Enter your **First Name, Last Name, Date of Birth** and **Email**. Click **Next**.
6. Enter your **Firm Name** or select **Org Name, Address, Telephone** number and **Email**. Click **Next**.
7. Attorneys Only: Select the jurisdiction (s) in which you are eligible to practice law and are a member of the bar in good standing, enter **Bar Number(s)**. Click **Next**.
8. Review the details you entered, read the Perjury Statement and click the checkbox, verify you are not a robot, and then click **Submit**. Confirmation of EOIR *Account Request Successfully Submitted* appears.

### In-Person Identity Validation

Once the account registration information is submitted, registrants will receive an email confirmation that their account request has been received. To complete the registration process, attorneys and representatives must appear in person to present photo identification at an immigration court location, or the BIA, within 90 calendar days of registering online.

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<sup>1</sup> EOIR defines an attorney as any person who is eligible to practice law in, and is a member of good standing of the bar of the highest court of any State, possession, territory, or Commonwealth of the United States or of the District of Columbia, and is not under any order suspending, enjoining, restraining, disbaring, or otherwise restricting him/her in the practice of law. *See* 8 CFR §1001.1(f).

<sup>2</sup> An accredited representative is a non-attorney who is designated by a recognized organization and accredited by EOIR to represent individuals before the immigration courts, the BIA, and/or DHS. *See* 8 CFR § 1292.1(a)(4).



### **Acceptable forms of identification include:**

- U.S. Passport or U.S. Passport Card
- Foreign passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Document (Card) that contains a photograph and date of birth (Form I-766)
- Driver's license or identification (ID) card issued by a state or outlying possession of the U.S., provided it contains a photograph and date of birth
- Driver's license issued by a Canadian government entity
- ID card issued by federal, state or local government agencies or entities, provided it contains a photograph and date of birth on the ID
- U.S. Military ID card or draft record (if it contains a photograph and date of birth on the ID)
- U.S. Military Dependent's ID card (if it contains a photograph and date of birth on the ID)

Upon verification of the registrant's identity, EOIR staff will activate the account and an email will be sent, with a unique EOIR ID number, to the email address that was provided during the first step of the registration process.

### **First Time Login**

Approved users may now log into their accounts. To clarify, **use the User ID and Password to access accounts** in the online application. **Use the EOIR ID when conducting business with EOIR.** Append the User ID with **@gtw.eoir.justice.gov** when logging in. First time account users will need to complete the Password Maintenance process. This involves selecting questions and providing answers that may be used as identity verification for password resets at a later date. There is a *Forgot User ID* and *Forgot Password* option on the portal that can be used to retrieve the User ID and reset the Password. Users are required to reset their password every 90 days.

**For Further Assistance** with EOIR's Account Registration Process **Contact:**  
**[eRegistration.info@usdoj.gov](mailto:eRegistration.info@usdoj.gov)**.