

# Attorney and Fully Accredited Representative Registration Instructions

## Registering as an Attorney or Fully Accredited Representative in eRegistry

### Online Registration (Step 1):

To practice before an immigration courts or the Board of Immigration Appeals (BIA), attorneys and fully accredited representatives<sup>1</sup> must register through the Executive Office for Immigration Review's (EOIR) eRegistry portal. Registration is for individuals only. At this time, representatives with partial accreditation, law students, law graduates, reputable individuals, or accredited foreign government officials may not register.

After submitting the required information online, attorneys and accredited representatives must appear in person at an immigration court location or the BIA to present photo identification in order to complete the identity validation process.

To register, navigate to the [Account Registration](https://portal.eoir.justice.gov/) site (<https://portal.eoir.justice.gov/>).

1. Select **Account Registration**. Specify Your Account Type screen opens.

UNITED STATES DEPARTMENT OF JUSTICE

EXECUTIVE OFFICE FOR IMMIGRATION REVIEW

THROUGH *Teamwork* AND *Innovation*, BE THE WORLDS BEST ADMINISTRATIVE TRIBUNALS, GUARANTEEING *Fairness* AND *Due Process* FOR ALL.

**WELCOME**  
Executive Office for Immigration Review Vision Statement.  
"Through teamwork and innovation, be the world's best administrative tribunals, guaranteeing fairness and due process for all."

**BULLETIN BOARD**

Welcome to the newly upgraded Executive Office for Immigration Review (EOIR) Internet Immigration Information (I<sup>2</sup>) Gateway Portal made available on March 12, 2018. This upgrade included migrating the applications to Microsoft's cloud-computing service called Azure.

You may notice that the look of the newly upgraded system websites differs slightly from what you are used to seeing. You will also encounter a few minor changes in how you interact with it. All user accounts will convert to the newly upgraded system intact. However, your username for login will change. All usernames will now have the following extension appended to them: "@gtw.eoir.justice.gov".

For example, username "JOHNDOE" will now be: "JOHNDOE@gtw.eoir.justice.gov".

This link provides more information: [Upcoming Changes](#)

**TOOLS**

- Attorney and Accredited Representative Login
- DHS Login
- Forgot User ID
- Forgot Password
- **Account Registration**

<sup>1</sup> EOIR defines an attorney as any person who is eligible to practice law in, and is a member in 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.

An accredited representative is a non-attorney who is designated by a recognized organization and accredited by the EOIR to represent individuals before DHS, and also EOIR where accreditation is also sought to appear before EOIR.

2. Select **Attorney** or **Fully Accredited Representative** and click **Next**. Provide a User ID screen opens.

The screenshot shows the 'Welcome to the EOIR Department of Justice - User Registration' page. The header includes the United States Department of Justice logo and the Executive Office for Immigration Review logo. The page title is 'Welcome to the EOIR Department of Justice - User Registration'. On the left, there is a navigation menu with options: '> Account Type', 'User ID', 'Password', 'Account Information', and 'Review Application'. The main content area is titled 'STEP 1 - SPECIFY YOUR ACCOUNT TYPE'. Below this, there are instructions: 'Instructions: Please specify the account type for which you are applying and verification text or numbers:'. There are three radio button options: 'Attorney' (which is selected and highlighted with a red box), 'Fully Accredited Representative', and 'DHS User'. Below the options, there is a note: 'Note: Partially Accredited Representatives are not permitted to register.' At the bottom of the form, there are two buttons: 'Next' (highlighted with a red box) and 'Cancel'. The footer contains the text: 'UNCLASSIFIED / FOR OFFICIAL USE ONLY', 'DEPARTMENT OF JUSTICE | EXECUTIVE OFFICE FOR IMMIGRATION REVIEW | 5107 LEESBURG PIKE, SUITE 2600, FALLS CHURCH, VA 22041', and 'HOME | HELP | CONTACT US'.

3. Enter a **User ID** and click **Next**. Provide a Password screen opens.

The screenshot shows the 'Welcome to the EOIR Department of Justice - User Registration' page. The header includes the United States Department of Justice logo and the Executive Office for Immigration Review logo. The page title is 'Welcome to the EOIR Department of Justice - User Registration'. On the left, there is a navigation menu with options: 'Account Type', '> User ID', 'Password', 'Account Information', 'Firm Affiliations', 'Bar Affiliations', and 'Review Application'. The main content area is titled 'STEP 2 - PROVIDE A USER ID'. Below this, there are instructions: 'Instructions: Please provide your desired User ID using the following criteria. Fields labeled with an asterisk (\*) are required'. There are three bullet points: 'Your User ID must contain 8 to 20 characters', 'Your User ID must contain letters and/or numbers (e.g., A, B, 1, 2, etc.)', and 'Your User ID may contain the following special characters: ! \$ - \_'. Below the instructions, there is a text input field labeled '\* User ID:' (highlighted with a red box) and a 'Next' button (highlighted with a red box). There are also 'Previous' and 'Cancel' buttons. The footer contains the text: 'UNCLASSIFIED / FOR OFFICIAL USE ONLY', 'DEPARTMENT OF JUSTICE | EXECUTIVE OFFICE FOR IMMIGRATION REVIEW | 5107 LEESBURG PIKE, SUITE 2600, FALLS CHURCH, VA 22041', and 'HOME | HELP | CONTACT US'.

4. Enter **Password**, **Confirm Password**, and then click **Next**. Provide Your Account Information screen opens.

UNITED STATES DEPARTMENT OF JUSTICE

EXECUTIVE OFFICE FOR IMMIGRATION REVIEW

THROUGH *Teamwork* AND *Innovation*, BE THE WORLD'S BEST ADMINISTRATIVE TRIBUNALS, GUARANTEEING *Fairness* AND *Due Process* FOR ALL.

### Welcome to the EOIR Department of Justice - User Registration

Account Type  
User ID  
**Password**  
Account Information  
DHS Component  
Review Application

#### STEP 3 - PROVIDE A PASSWORD

*Instructions: Please provide your desired password using the following criteria. Fields labeled with an asterisk (\*) are required.*

- Password must contain 8 to 16 characters
- Password must not contain more than two consecutive letters of your first name, middle name, last name, or User ID
- Password must contain at least 1 upper case character (e.g., A, B, C, D, etc.)
- Password must contain at least 1 lower case character (e.g., a, b, c, d, etc.)
- Password must contain at least 1 number (e.g., 1, 2, 3, 4, etc.)
- Password must contain at least one of the following special characters: @ # \$ % ^ \* + = !
- Password will expire every 90 calendar days

\* Password:

\* Confirm Password:

Previous **Next** Cancel

UNCLASSIFIED / FOR OFFICIAL USE ONLY  
DEPARTMENT OF JUSTICE | EXECUTIVE OFFICE FOR IMMIGRATION REVIEW | 5107 LEESBURG PIKE, SUITE 2800, FALLS CHURCH, VA 22041  
HOME | HELP | CONTACT US

5. Enter your **First Name**, **Last Name**, **Date of Birth** and **Email**, and then click **Next**. Provide Your Firm Affiliation(s) for attorneys or Provide Your Organization Affiliation(s) screen opens.

UNITED STATES DEPARTMENT OF JUSTICE

EXECUTIVE OFFICE FOR IMMIGRATION REVIEW

THROUGH *Teamwork* AND *Innovation*, BE THE WORLD'S BEST ADMINISTRATIVE TRIBUNALS, GUARANTEEING *Fairness* AND *Due Process* FOR ALL.

### Welcome to the EOIR Department of Justice - User Registration

Account Type  
User ID  
Password  
**Account Information**  
Organization Affiliations  
Review Application

#### STEP 4 - PROVIDE YOUR ACCOUNT INFORMATION

*Instructions: Please provide the e-mail to which you would like EOIR registry account-related e-mails to be sent. Fields labeled with an asterisk (\*) are required.*

- Name fields (First, Middle, and Last) must not contain the following special characters: ? @ \ +

\* First Name:

Middle Name:

\* Last Name:

\* Date of Birth:  (MM/DD/YYYY)

\* E-mail:

Previous **Next** Cancel

UNCLASSIFIED / FOR OFFICIAL USE ONLY  
DEPARTMENT OF JUSTICE | EXECUTIVE OFFICE FOR IMMIGRATION REVIEW | 5107 LEESBURG PIKE, SUITE 2800, FALLS CHURCH, VA 22041  
HOME | HELP | CONTACT US

- Enter your **Firm Name** or select **Org Name**, **Address**, **Telephone** number and **Email**, and then click **Next**. Provide Your Bar Affiliation(s) screen opens (Attorneys only).

Attorney screen:

Accredited representative screen:

- ATTORNEYS ONLY: Select **Full Name of Court(s)**, enter **Bar Number(s)**, and click **Next**. The Review Your Application Before Submitting screen opens.

UNITED STATES DEPARTMENT OF JUSTICE

EXECUTIVE OFFICE FOR IMMIGRATION REVIEW

THROUGH *Teamwork* AND *Innovation*, BE THE WORLDS BEST ADMINISTRATIVE TRIBUNALS, GUARANTEEING *Fairness* AND *Due Process* FOR ALL.

### Welcome to the EOIR Department of Justice - User Registration

Account Type  
User ID  
Password  
Account Information  
Firm Affiliations  
-> **Bar Affiliations**  
Review Application

**STEP 6 - PROVIDE YOUR BAR AFFILIATION(S)**

*Instructions: Please provide full name of court. Enter in ALL of your bar affiliations. Fields labeled with an asterisk (\*) are required. You must list all jurisdictions in which you are licensed to practice law. You must meet the regulatory definition of an attorney in order to register. For further information, please click the "Instructions" link at the bottom of the page.*

* Full Name of Court:	Colorado	▼	Bar Number:	222222
Full Name of Court:	Guam	▼	Bar Number:	343434343
Full Name of Court:	Select a Court	▼	Bar Number:	
Full Name of Court:	Select a Court	▼	Bar Number:	
Full Name of Court:	Select a Court	▼	Bar Number:	
Full Name of Court:	Select a Court	▼	Bar Number:	
Full Name of Court:	Select a Court	▼	Bar Number:	
Full Name of Court:	Select a Court	▼	Bar Number:	
Full Name of Court:	Select a Court	▼	Bar Number:	
Full Name of Court:	Select a Court	▼	Bar Number:	
Full Name of Court:	Select a Court	▼	Bar Number:	

Previous **Next** Cancel

- 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.

Attorney screen:

UNITED STATES DEPARTMENT OF JUSTICE

EXECUTIVE OFFICE FOR IMMIGRATION REVIEW

THROUGH *Teamwork* AND *Innovation*, BE THE WORLDS BEST ADMINISTRATIVE TRIBUNALS, GUARANTEEING *Fairness* AND *Due Process* FOR ALL.

### Welcome to the EOIR Department of Justice - User Registration

Account Type  
User ID  
Password  
Account Information  
Firm Affiliations  
Bar Affiliations  
-> **Review Application**

**STEP 7 - REVIEW YOUR APPLICATION BEFORE SUBMITTING**

Account Type:	Attorney	Firm Affiliation(s):	
User ID:	atty-44_valid	JJ Frim	
Full Name:	Miscouri, Lucas	54545 Clover ct, Manassas, VA 54545	
Date of Birth:	02/03/1945	574-555-9899	
E-mail:	test20402@gmail.com	Email: emita.choudhury@usdoj.gov	
Court/Bar Number(s):	Colorado / 222222		
	Guam / 343434343		

**Perjury Statement:**  
 By submitting this information, I declare under penalty of perjury under the laws of the United States that the information I have provided is true and correct.

I'm not a robot

RECAPTCHA Privacy - Terms

Previous **Submit** Cancel

## Accredited representative screen:

The screenshot shows the 'STEP 6 - REVIEW YOUR APPLICATION BEFORE SUBMITTING' page. At the top, there is a header with the EOIR logo and the text 'EXECUTIVE OFFICE FOR IMMIGRATION REVIEW' and 'THROUGH Teamwork AND Innovation, BE THE WORLDS BEST ADMINISTRATIVE TRIBUNALS, GUARANTEEING Fairness AND Due Process FOR ALL.' Below the header, the page title is 'Welcome to the EOIR Department of Justice - User Registration'. On the left, there is a navigation menu with options: 'Account Type', 'User ID', 'Password', 'Account Information', 'Organization Affiliations', and '> Review Application'. The main content area displays the following information:

**STEP 6 - REVIEW YOUR APPLICATION BEFORE SUBMITTING**

Account Type: Fully Accredited Representative  
User ID: reps\_test12009  
Full Name: Alexia, Koni  
Date of Birth: 01/02/1977  
E-mail: test2322@gmail.com  
Organization(s): American Arab Heritage Council (AAHC)  
84645 Faming st, Arlington, VA 55455  
571-999-8989  
Email: emita.choudhury@usdoj.gov

**Perjury Statement:**  
 By submitting this information, I declare under penalty of perjury under the laws of the United States that the information I have provided is true and correct.

Below the perjury statement is a reCAPTCHA widget with the text 'I'm not a robot' and a 'Submit' button highlighted in red. At the bottom, there are three buttons: 'Previous', 'Submit', and 'Cancel'.

### In-person Identity Validation (Step 2):

Once the account registration information is submitted, registrants will receive an email confirmation that their request for account has been received.

To complete the registration process, attorneys and representatives must appear in person at an immigration court location or the BIA, within 90 calendar days of registering online, to present photo identification.

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 an 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.

## **eRegistry Frequently Asked Questions**

### **Q: I forgot my User ID. How do I log in?**

**A:** Your User ID will appear in the emails that EOIR sends you regarding the status of your registration. If you do not have those emails on file, there is a Forgot User ID option on the portal that you can use to retrieve your User ID. It will be sent to the email address associated with your account.

### **Q: I forgot my password. How do I log in?**

**A:** There is an option on the portal, Forgot Password, which will allow you to reset the password.

### **Q: I registered for an account a long time ago, but the application does not recognize me. How do I log in?**

**A:** Your account will be locked after 365 calendar days of inactivity and you will need to contact EOIR in order to unlock the account. Your User ID and password will remain the same.

### **Q: I entered my User ID and password and the application did not recognize me. How do I log in?**

**A:** You must append your User ID with @gtw.eoir.justice.gov when logging into the application.

**Q: I have legally changed my name. What do I need to do to change my name on my account?**

**A:** If you have an account under one name, but have legally changed your name since registering, please mail directly to EOIR a certified copy of the name change order. EOIR staff will contact you via email once your certified name change order has been received and processed. Please use the mailing address below:

U.S. Department of Justice  
Executive Office for Immigration Review  
Communications and Legislative Affairs Division  
5107 Leesburg Pike, Suite 1710  
Falls Church, VA 22014

**For Further Assistance**

For further assistance with EOIR's account registration process or to provide comments and/ or suggestions, please contact us at [eRegistration.info@usdoj.gov](mailto:eRegistration.info@usdoj.gov).