# eRegistration Validation Process

*Denver Immigration Court*

## INTRODUCTION

Welcome to the eRegistration validation process! Registering with EOIR electronically is an important step in order to represent aliens before the Immigration Courts and Board of Immigration Appeals. Attorney registration is an electronic process which will require the attorney or accredited representative to enter and maintain a profile of their information in order to receive an EOIR Identification number. It must be noted that the process is a unified process for the entire national system. Attorneys will register one time for all Immigration Courts, including the Board of Immigration Appeals; it is not particular to one court. This guide is designed to assist you throughout the Identification Validation process at the Denver Immigration Court.

## IDENTIFICATION VALIDATION

Identification validation will begin at the Denver Immigration Court on June 10, 2013. Completing the registration process requires that the attorney present a photo identification to immigration court personnel. Immigration Court personnel will review the photo identification presented by the attorney or accredited representative and enter this information into EOIR's Identity Manager System to complete the registration process.

**NOTE: LEGAL ASSISTANTS, SECRETARIES, PARALEGALS, AND ANY OTHER PERSONNEL MAY NOT REGISTER ON BEHALF OF THE ATTORNEY OR ACCREDITED REPRESENTATIVE. THE ATTORNEY OR ACCREDITED REPRESENTATIVE MUST APPEAR IN PERSON TO HAVE HIS OR HER IDENTITY VALIDATED.**

## HOW TO REGISTER

You can complete your eRegistration by coming to the Immigration Court at: 621 17th Street, Room 300, Denver, CO, 80293. Once you arrive at the front window, please indicate to the court staff member that you wish to complete your eRegistration. The Denver Court has instituted an "Open Period" where you may come to the court and complete the eRegistration process. There is no appointment necessary. The open period hours are:

| | |
|---|---|
| Monday – Friday | 09:00am – 11:30am |
| | 01:30pm – 03:30pm |

To register:

1. Go to the Denver Immigration Court during the times and dates listed above
2. Let the front window clerk know that you wish to complete your eRegistration
3. Show your government issued Identification for verification (*see table below*)
4. Your eRegistration will be then be added to EOIR's database

5. Your eRegistration is completed

| **Type of Identification That Will Be Accepted**<br>*(all types of identification MUST contain a photograph, and a date of birth)* |
|---|
| U.S. Passport |
| U.S. Passport Card |
| Permanent Resident Card or Alien Registration Receipt Card (Form I-551) |
| Employment Authorization Document/Card (Form I-766) |
| Driver's License or Identification Card (issued by a state, or outlying possession of the U.S) |
| ID Card issued by a federal, state, or local government agency |
| U.S. Military Card, or draft record |

## EOIR IDENTIFICATION NUMBERS

Once you receive your EOIR Identification number, you must enter it on all EOIR-27s and EOIR-28s. As of December 10, 2013 all attorneys and accredited representatives will be required to enter an EOIR Identification on all EOIR-27s and EOIR 28s.

## AURORA IMMIGRATION COURT

Since the Aurora Immigration Court is a remote site and due to limited staffing, we will conduct the validation process by appointment only for Aurora. Please contact the Denver Immigration Court well in advance, so we may schedule a convenient appointment for you in June. You may reach the Denver court at (303) 291-3112.

**If you have any questions about the eRegistration validation process, please contact the Court Administrator at (303) 291-3112.**