Attorney and Fully Accredited Representative Registration Instructions

Registering as an Attorney or Fully Accredited Representative in eRegistry

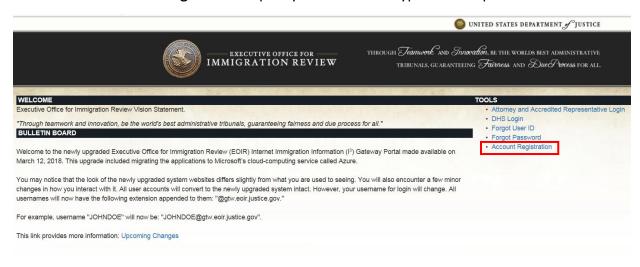
Online Registration (Step 1):

To practice before an immigration courts or the Board of Immigration Appeals (BIA), attorneys and fully accredited representatives¹ 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 site (https://portal.eoir.justice.gov/).

Select Account Registration. Specify Your Account Type screen opens.



¹ 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, disbarring, 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.

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



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



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



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.



6. 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).

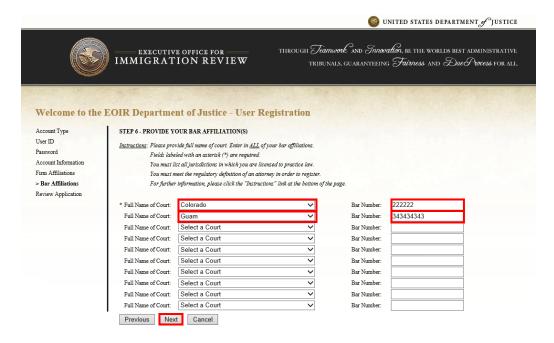
Attorney screen:



Accredited representative screen:



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

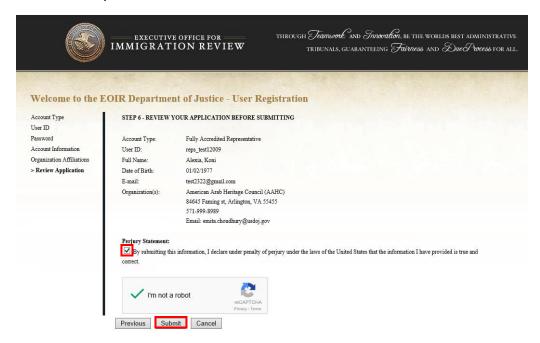


8. Review the details you entered, read the Perjury Statement and click the checkbox, verify you are not a robot, and then click **Submit**. Confirmation of EOIR Account Request Successfully Submitted appears.

Attorney screen:



Accredited representative screen:



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.