

## **APPENDIX 12-3: SAMPLE APPROVAL LETTER TO BIA RECOGNITION & ACCREDITATION PROGRAM COORDINATOR**

U.S. Department of Homeland Security  
U.S. Citizenship and Immigration Services  
Name of Field Office  
Street Address  
City, State Zip Code



U.S. Citizenship  
and Immigration  
Services

[MONTH DAY, YEAR]

Recognition & Accreditation Program Coordinator  
Executive Office for Immigration Review  
Board of Immigration Appeals, Clerk's Office  
Post Office Box 8530  
Falls Church, VA 22041

Subject: Form EOIR-31 "Request for Recognition as a Non-Profit Religious, Charitable, Social Service, or Similar Organization" of [NAME OF ORGANIZATION]: **USCIS Recommendation for Approval**

Dear Coordinator:

On [DATE], this office received a "Request for Recognition as a Non-Profit Religious, Charitable, Social Service, or Similar Organization" (EOIR-31) filed by [NAME OF ORGANIZATION]. USCIS has reviewed the EOIR-31, conducted an inquiry, and in compliance with 8 CFR 292.2(b) submits its recommendation to the Board of Immigration Appeals (BIA).

USCIS recommends that the BIA approve the EOIR-31 filed by [NAME OF ORGANIZATION]. [NAME OF ORGANIZATION] has been active in the [CITY NAME] community for many years and has provided consistent service and sound guidance to the immigrant community. In determining whether to recommend approval of the EOIR-31 filed by [NAME OF ORGANIZATION], this office reviewed the organization's Form EOIR-31, evidence of non-profit status, the type of services that will be provided, and evidence that the organization possesses sufficient knowledge, information, and experience in immigration law to provide adequate services to USCIS applicants. This included a review of relevant training certificates, letters from attorneys or other BIA recognized organizations, and awards given to [NAME OF ORGANIZATION]. Further, this office has reviewed the organization's proposed fees and views them to be nominal as required in the regulations.

The USCIS District Office review has not identified any pending administrative, civil or criminal litigation matters relevant to the request for recognition involving [NAME OF ORGANIZATION]. [NAME OF ORGANIZATION] has provided a comprehensive and sound

plan to ensure that it has regular and ongoing access to legal supervision by an attorney who has demonstrated immigration legal expertise. In its many years operating in the community, [NAME OF ORGANIZATION] has provided reliable service and continuous support to USCIS applicants.

**If applicable:**

This office has also conducted background checks, reviewed media reports and other public sources, consulted with the state bar [OR OTHER STATE/LOCAL AUTHORITIES, IF APPLICABLE], and found no adverse information regarding [NAME OF ORGANIZATION]. In addition, District Office staff has visited the [NAME OF ORGANIZATION] offices and met with both leadership and staff members. During this meeting, [NAME OF ORGANIZATION'S] staff demonstrated a genuine and sincere interest in, and the ability to provide immigration legal services.

Representatives and employees of [NAME OF ORGANIZATION] have visited the [NAME OF DISTRICT] office frequently and provided translation and preparer assistance to applicants and petitioners before USCIS. The representatives and employees of [NAME OF ORGANIZATION] have engaged in these non-representational activities respectfully and without incident.

[NAME OF ORGANIZATION] has established that it makes only nominal charges and assesses no excessive membership dues for persons given assistance, and that it has at its disposal adequate knowledge, information and experience, as required by 8 CFR 292.2(a).

For all of the reasons described above, USCIS recommends approval of the EOIR-31 filed by [NAME OF ORGANIZATION].

Sincerely,

[DISTRICT DIRECTOR'S NAME]

District Director