

APPENDIX 12-1: CHECKLIST FOR REQUESTS FOR BIA RECOGNITION & ACCREDITATION



U.S. Citizenship
and Immigration
Services

USCIS Checklist: Requests for BIA Recognition and Accreditation

District _____

<p>1) Name of organization requesting recognition or requesting accreditation for a practitioner:</p> <p>Name of individual requesting accreditation, if any:</p>	<p>2) Address, Phone Number, and Email Address of Requesting Organization:</p>
<p>3) District Point of Contact:</p>	<p>4) District POC Phone:</p>
<p>5) Date request for recognition or accreditation received and stamped by mailroom:</p>	<p>6) Date USCIS recommendation is due to BIA (30 days from the date request was received in the mailroom):</p>
<p>7) Date 60 day extension requested from BIA Recognition & Accreditation Coordinator (if needed):</p>	<p>8) Date followed up with BIA Recognition & Accreditation Coordinator to confirm extension has been granted (follow up with BIA 10-14 days after extension request):</p>
<p>9) Field Office Point of Contact:</p>	<p>10) Date Contacted:</p>
<p>11) Local USCIS Counsel:</p>	<p>12) Date Contacted:</p>

13) Community Relations Officer:	14) Date Contacted:
15) FDNS Point of Contact:	16) Date Contacted:
17) ICE Point of Contact:	18) Date Contacted:
19) Concurrences *All nonconcurrences should be fully documented and delivered to the District point of contact. For questions, contact your Regional Office.	
Community Relations Officer Signature: <input type="checkbox"/> Recommend for BIA Recognition/Accreditation <input type="checkbox"/> Do Not Recommend BIA Recognition/Accreditation	Date:
FDNS Officer Signature: <input type="checkbox"/> Recommend for BIA Recognition/Accreditation <input type="checkbox"/> Do Not Recommend BIA Recognition/Accreditation	Date:
Field Office Director Signature: <input type="checkbox"/> Recommend for BIA Recognition/Accreditation <input type="checkbox"/> Do Not Recommend BIA Recognition/Accreditation	Date:

District Director Signature:

Date:

Recommend for BIA Recognition/Accreditation

Do Not Recommend BIA Recognition/Accreditation

20) Results of BIA Recognition or Accreditation Request

Date:

Request approved by BIA

Requested denied by BIA