



**Before You Fill Out This Form Please Read the Instructions.**

e-account # (if updating existing account)

If you are creating a new account, we will assign an account number as you go through the account set-up process.

**Section 1 - Core Information About the Company or Organization.**

Official Company or Organization Name

U.S. EIN (leave out all dashes)

Date EIN Issued (mm/dd/yyyy)

 /  / 

Company Name on U.S. EIN Account (if different)

**Section 2. Employer's Contact Information.**

U.S. Headquarters Address

Number, Street, Suite #

City

State

Zip Code

Company or Organization primary website address

Other names or U.S. EIN under which the company or organization does business and employs foreign workers in the U.S.

Add Name/EIN

Name

EIN

### Section 3. Employer's Account Manager. Must hold an official managerial position

 Primary

 Alternative

[Add Account Manager](#)

#### Name

 Last Name (Family Name)
 

 First Name (Given Name)
 

 Middle Name
 

#### Division or Department

#### Title of Position

### Mailing Address in the U.S.

 Same as U.S. Headquarters Address & Skip to *Physical Work Address in the U.S.*

 Number, Street, Suite #
 

 City
 

 State
 

 Zip Code
 

### Physical Work Address in the U.S.

 Same as Mailing Address in the U.S. & Skip to *E-mail Address and U.S. Phone Numbers*

 Number, Street, Suite #
 

 City
 

 State
 

 Zip Code

**E-Mail Address and U.S. Phone Numbers.**

E-mail address

*Make sure you keep your account carefully updated to reflect any change in e-mail addresses.*

Work Phone #

area code

number

ext

Cell Phone #

area code

number

**Section 4. Employer's Authorized Agents.**

Name

[Remove Agents](#)[Add Agents](#)

Last Name (Family Name)

First Name (Given Name)

Middle Name

Company or Division

Title

If this person is an attorney or accredited representative having an r-account with USCIS, please check here and provide the r-account number, and skip to next Section: *Organization and Ownership*.

USCIS r-account #

**Mailing Address in the U.S.** Same as e-Account Manager Mailing Address in the U.S.

Number, Street, Suite #

City

State

Zip Code

#### Section 4: E-Mail Address and U.S. Phone Numbers. (Continued)

E-mail address

*Make sure you keep your account carefully updated to reflect any change in e-mail addresses.*

Work Phone #      area code       number       ext

Cell Phone #      area code       number

#### Section 5. Organization and Ownership.

Organized in the U.S. as a -

Publicly traded Corporation Add Exchange and Symbol

Exchanges where traded       Symbol on that exchange

Privately held Corporation

Sole Proprietorship

Partnership

Limited Liability Corporation

Nonprofit Organization Add Tax Exempt Information

Tax Exemption Number       State or U.S. Federal

Tax Exempt Status [e.g. 501(c)(3)]

**If not a publicly traded company, please upload most recent annual report, audited financial statement, or tax return.**

File Name:  [Upload](#)

#### Foreign Ownership.

Is this company owned or controlled by foreign interests?       Yes       No

Does this company owns and controls foreign operations?       Yes       No

**Section 5: Ownership by Parent Companies, Organizations or Individuals. (Continued)**

**If 50 percent or more of this company is owned by another company or organization (U.S. or foreign), provide the following about that company.**

Name

EIN#

e-account #, if available

**If a second company owns the remaining 50 percent of this company, provide the following about that company.**

Name

EIN#

e-account #, if available

**If 50 percent or more of this company is owned by an individual, provide the following about that individual.**

Last Name (Family Name)

First Name (Given Name)

Middle Name

U.S. Social Security #

**If a second individual owns the remaining 50 percent of this company is owned, provide the following about that individual.**

Last Name (Family Name)

First Name (Given Name)

Middle Name

U.S. Social Security #

## Section 6. Parents, Subsidiaries, Affiliates and Joint Ventures.

You need to complete this section only if you intend to file for the 'E' or 'L' nonimmigrant classifications or 'E13' multinational executive or manager employment-based immigration classification.

Add Parents

Parents with less than 50 percent ownership	Percent Owned	Exchange	Stock Symbol

Add Subsidiaries

Subsidiaries	Percent Owned	Exchange	Stock Symbol

Add Affiliates

Affiliates	Percent Common Ownership	Exchange	Stock Symbol

Add Joint Ventures

Joint Ventures	Percent Owned	Exchange	Stock Symbol

**Section 7. Operations and Financial Information.**

**Date company or organization was incorporated or otherwise established**

Date (mm/dd/yyyy)     /  /

State of incorporation   

**Date company or organization began U.S. business operations**

Date (mm/dd/yyyy)     /  /

Primary type of business or activity engaged in   

Last tax year reported to U.S. IRS   

**Provide current information or what was reported as of the most recent tax year with U.S. IRS.**

Market capitalization   

Annual operating revenue (Gross revenue)   

Operating income after depreciation and amortization   

Pre-tax income   

Total net income   

Assets   

	in U.S.	outside U.S.
Number of full-time employees	<input type="text"/>	<input type="text"/>

Number of part-time employees	<input type="text"/>	<input type="text"/>
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**Section 7. Operations and Financial Information (Continued)****Countries in which the company has operations**

- |  |   |
|--|---|
| <input type="checkbox"/> Only in the U.S.                  | <input type="checkbox"/> In the U.S. and between 2 and 10 other countries |
| <input type="checkbox"/> In the U.S. and one other country | <input type="checkbox"/> In the U.S. and in over 11 other countries       |

**Total number of company locations worldwide**

- |                                   |                                    |                                     |
|-----------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> 1 to 10  | <input type="checkbox"/> 21 to 50  | <input type="checkbox"/> 101 to 500 |
| <input type="checkbox"/> 11 to 20 | <input type="checkbox"/> 51 to 100 | <input type="checkbox"/> 500+       |

**Number of foreign workers for which you have filed with USCIS in the last five years.**

- |                                   |                                    |                                     |
|-----------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> 1 to 10  | <input type="checkbox"/> 21 to 50  | <input type="checkbox"/> 101 to 500 |
| <input type="checkbox"/> 11 to 20 | <input type="checkbox"/> 51 to 100 | <input type="checkbox"/> 500+       |

**If a religious congregation, average number of weekly attendees at services (do not include other activities)**

- |                                   |                                    |                                     |
|-----------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> 1 to 10  | <input type="checkbox"/> 21 to 50  | <input type="checkbox"/> 101 to 500 |
| <input type="checkbox"/> 11 to 20 | <input type="checkbox"/> 51 to 100 | <input type="checkbox"/> 500+       |



**Section 8. Account Manager Signature and Attestation and Authorization of Representation.**

**Designation of Representation**

Until such time as this authorization is withdrawn or terminated, I authorize USCIS and other agencies of the United States Government administering U.S. citizenship and immigration laws to disclose any information pertaining to me in any record or system of records relating to immigration matters to the representative named below, and to his or her law firm or BIA recognized organization, pursuant to the Privacy Act of 1974.

**Representative**

Last Name (Family Name)	<input type="text"/>
First Name (Given Name)	<input type="text"/>
Middle Name	<input type="text"/>
USCIS r-Account #	<input type="text"/>

**Your Signature and Attestation**

*Do not sign until your application is complete and you are ready to file.*

I certify, swear or affirm, under penalty of perjury under the laws of the United States of America, that all the information and evidence submitted to establish and maintain this account is true and correct. As an officer or official of the company or organization, I am authorized to establish this account, and I am empowered to authorize, and do so authorize, the release of any information from my records and from the records of this company or organization, that USCIS or another U.S. federal agency should need at any time to determine eligibility for any benefit, product or service sought.

I hereby designate the attorney or accredited representative of the BIA to represent me and receive all communications with respect to my application or petition, by virtue of my signature in this section (see below). Furthermore, I declare that I take full responsibility for the accuracy of any representation made by my agent or attorney on my behalf. I recognize that if I wish to continue this authorization to an application, I must authorize that representation again on the application.

I further understand that submitting this account information does not in itself grant status or any benefit, and that a separate application will be required to apply for any status, benefit, product or service.

Your Signature

**NOTE: The signature and date must be complete at time of submission. If the form is being submitted electronically, you must indicate as follows to complete attestation - /s/ Please type in your Full Legal Name (eg. /s/John S. Smith)**

Date of Signature (mm/dd/yyyy)  /  /