



## Instructions

Our mission at USCIS is to adjudicate immigration benefits and administer the immigration and citizenship laws of the United States. Our focus at USCIS is on our customers, which includes their authorized representatives. Thus, we created a type of account specifically for authorized representatives: the r-account.

### The Basics.

#### How do I file a USCIS Form 3?

There are three basic steps. These instructions are organized around these three steps.

- § Step 1 - Make sure the USCIS Form 3 is right for you.
- § Step 2 - Get ready - while this is a fairly simple application, you may need to submit certain documents.
- § Step 3 - Set up your r-account by e-filing.

### Step 1. Make Sure the USCIS Form 3 Is Right for You.

While any preparer of an account or form must be disclosed on the account or form, USCIS will only communicate further on a case with these three types of representatives –

- Attorneys licensed to practice in the United States.
- Attorneys not licensed to practice in the U.S. (representation is limited to the filings with USCIS in countries in which you are authorized to practice).
- Accredited Representatives of organizations recognized by the Board of Immigration Appeals (BIA).

If you are representing a client or clients in one of these capacities you must set up an r-account using this form, USCIS Form 3. You should also use this form to update your r-account after you have registered. Once you have established an r-account, your r-account number and information associated with your r-account number will be used to disclose your role as preparer and/or authorized representative, and to assist USCIS in notifying you of our actions on your client's case.

The r-account eliminates the need for you to submit a separate notice of appearance on each case. After you have completed the preparer section of an account, application, petition or other form, your client's signature gives notice to us that your client has authorized your appearance.

If you ever need to withdraw from an appearance in a case after it is filed, you must effectuate your withdrawal by updating the account or transaction record for which you are a representative. Your client may also indicate a change of representation or new representation by updating an account or transaction record.

**NOTE: Clients may self-report representation or changes in representation.** If your client initially records your entry of appearance in an account, application, or petition or later updates their account, application or petition to enter your representation, USCIS will notify you that you have been added as a representative, and give you an opportunity to confirm the representation. Failure to timely respond in accordance with the instructions on such notice constitutes acceptance of the representation. By accepting an entry of appearance submitted by a client, you agree to ensure that all information provided is, to the best of your knowledge, true and correct.

If you update a client's account or transaction record to enter an appearance after an account is set up or transaction filed, you must retain your client's signed attestation authorizing your appearance and consenting to release information for three years.

If you are an attorney not licensed to practice in the United States, your representation will only be recognized for filings at USCIS overseas offices located in the country or area where you are licensed to practice.

Once you have an r-account, **you must make sure you keep your account information up to date.** We will use your r-account information to communicate with you on all of your client's cases. If your r-account information is not accurate, you may fail to receive important notices from us about your account and about your client's cases.

## Step 2. Get Ready to File.

USCIS Form 3 is a fairly simple application; however, you may need to submit certain documentation.

- **NOTE:** While you are not initially required to submit documentation of admission, good standing, or BIA accreditation, USCIS may request such documentation and supporting evidence at any time.
- **If you are subject to a court or administrative agency order disbaring, suspending, enjoining, restraining, or otherwise restricting your practice of law or provision or representation,** you need to electronically submit to USCIS documentation of such orders. Such documentation shall include the start dates, ends dates, and jurisdiction of any such orders.

### Rules for supporting documents.

Submit supporting documents electronically, in accordance with the instructions at [www.uscis.gov](http://www.uscis.gov).

If a document is not in English, you will also need a full English translation. The translator must certify that he or she is competent to translate the language, and that it is a full and accurate translation. The translator must include their name, signature, full address, phone number, any e-mail address and any relating license or registration information.

## Step 3. Set Up Your r-account by e-filing.

For many of our forms, individuals have the choice of filing on paper, or e-filing on our website. However, attorneys and accredited representatives using USCIS Form 3 to set up the r-account may only e-file. E-filing is fast and easy. It eliminates the time your application will otherwise spend in the mail on its way to us, and in fact you can print your confirmation as soon as you e-file. If you do not have a computer with internet access at home or work, you can check your public library.

### To set up your r-account.

Go to our website at [www.uscis.gov](http://www.uscis.gov) to set up and maintain your r-account.

### What if I have questions?

These instructions are designed to answer most common questions. If you have questions after you read them, just check our website or call Customer Service at 1-800-375-5283.

### Filing fee mechanics.

The fee to register as an attorney or accredited representative with USCIS is **\$30.00**. You can pay by credit card or debit card. Please note: A registration fee cannot be refunded. Payment is subject to collection. If your payment bounces, we will stop processing, and you will have to pay both the filing fee and a service charge. Non-payment will invalidate a registration.

### Request for additional evidence.

If, as we process your account, we find that we need additional evidence or documents, we may send you a request for the additional evidence or documents. Processing of your account registration will stop until we receive the requested documents.

### Privacy Act Notice.

We ask for the information on this form and for the associated evidence so we can determine your eligibility for representation before USCIS. USCIS Form 3 and related processes are generally described at 8 CFR 103 and 292. We may provide certain information you give us to other government agencies.

### Paperwork Reduction Act Notice.

Although immigration laws are often complex, we try to create forms and instructions that are easy to understand and that impose the least possible burden in terms of the information and evidence required. For this application we estimate that on average it will take a customer 10 minutes to learn about the law, form and process; and 10 minutes to get the form, get ready to file and complete the form, for a total average time of 20 minutes.

If you have comments about the accuracy of this estimate or suggestions to make this form simpler, write to U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., Washington, D.C. 20529, OMB No. 1615-XXXX. **(Do not mail your completed application to this address.)**



Before you fill out this form, please read the instructions.

r-account #

If you are creating a new account, we will assign an account number once you complete the account set-up process.

Section 1. Information about you.

Your current Legal Name.

Last Name (Family Name)

First Name (Given Name)

Middle Name(s)

Firm or Company Name, if applicable

Firm or Company EIN# (leave out all dashes)

[Add Firms](#)

Mailing address.

Number, Street, Suite or Room

City

State or Province

Country

Zip or Postal Code

Other Contact Information.

E-mail address at which USCIS can contact you.

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

Preferred Contact Phone # (if any)

Country

Code(if not in U.S.)

Area Code

Number

ext.

Cell Phone #

Country Code(if not in U.S.)

Area Code

Number

Fax #

Country Code(if not in U.S.)

Area Code

Number

Section 2. Qualifications. (Select one)

I am a member in good standing of the bar of the highest court (s) of the following state(s), possession(s), territory(ies), commonwealth(s), and /or the District of Columbia.

List the courts that comprise all jurisdictions (other than U.S. federal courts) where you are licensed to practice law or authorized to provide representation.

State

State Bar#

Full name of court

[Add Jurisdictions](#)

- I am a member licensed to practice law and am in good standing in a court of general jurisdiction of the country in which I reside.

*You must list the courts that comprise all of the jurisdictions where you are licensed to practice law or are authorized to provide representation.*

Country of Residence

Bar Numbers(s)

Add Jurisdictions

- I am an accredited representative of the following qualified non-profit, religious, charitable, social service or similar organization established in the United States, and this organization is recognized by the Board of Immigration Appeals

Organization Name

### Section 3. Certification. *(Complete this section only if you are an attorney.)*

The courts listed above comprise jurisdictions (other than U.S. federal courts) where I am licensed to practice law or authorized to provide representation, and *(check one)*:

- I am not subject to a court or administrative agency order disbaring, suspending, enjoining, restraining or otherwise restricting me in the practice of law.
- I am subject to a court or administrative agency order disbaring, suspending, enjoining, restraining or otherwise restricting me in the practice of law.

If you are subject to any court or administrative agency order disbaring, suspending, enjoining, restraining or otherwise restricting you in the practice of law, explain fully below. (Indicate start dates, end dates, and jurisdiction of any such order.)

### Section 4. Signature.

I have read and understand the statement at 8 CFR sections 103 and 292 that set forth the regulations and conditions governing appearances and representation before U.S. Citizenship and Immigration Services. I will update my r-account to notify USCIS of any court or administrative agency orders disbaring, suspending, enjoining, restraining, or otherwise restricting my ability to practice law or provide representation. I declare under penalty of perjury under laws of the United States of America that the foregoing is true and correct.

I also certify that all information that I provide in cases in which I serve as the representative or preparer will, to the best of my knowledge, be true and correct, and that I will verify my client's agreement that such information is true and correct.

If I am an attorney not licensed to practice in the United States, I understand that my representation will be recognized only for filings made with overseas USCIS offices, and will not be recognized for any other filings.

Your Signature /s/

Date of Signature mm/dd/yyyy

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