

Attorney and Fully Accredited Representative Registration Instructions and Frequently Asked Questions

Registering as an Attorney or Fully Accredited Representative in eRegistry

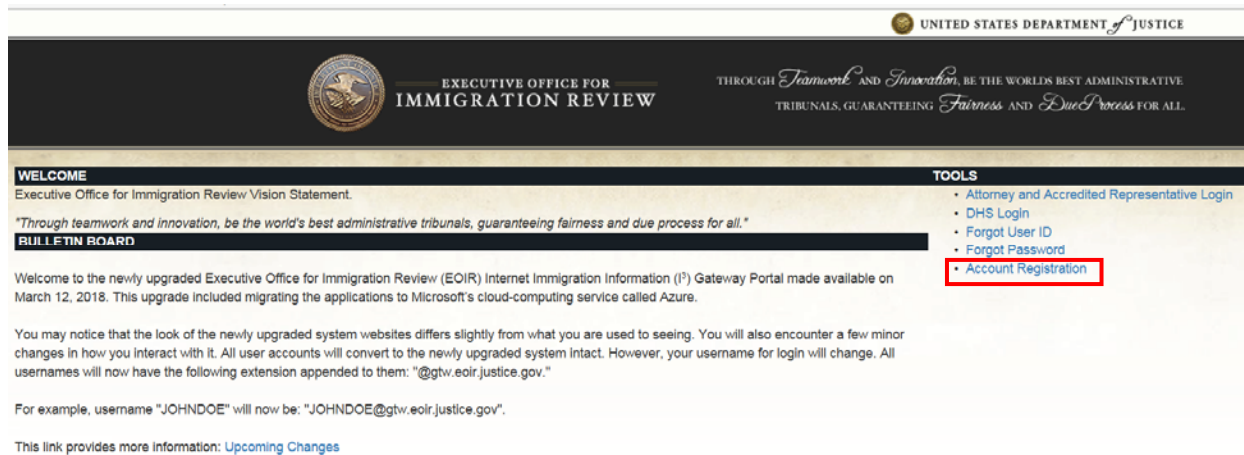
Online Registration (Step 1):

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](https://portal.eoir.justice.gov/) site (<https://portal.eoir.justice.gov/>).

1. Select **Account Registration**. Specify Your Account Type screen opens.



UNITED STATES DEPARTMENT OF JUSTICE

EXECUTIVE OFFICE FOR IMMIGRATION REVIEW

THROUGH *Teamwork* AND *Innovation*, BE THE WORLD'S BEST ADMINISTRATIVE TRIBUNALS, GUARANTEEING *Fairness* AND *Due Process* FOR ALL.

WELCOME
Executive Office for Immigration Review Vision Statement.
"Through teamwork and innovation, be the world's best administrative tribunals, guaranteeing fairness and due process for all."

BULLETIN BOARD

Welcome to the newly upgraded Executive Office for Immigration Review (EOIR) Internet Immigration Information (I³) Gateway Portal made available on March 12, 2018. This upgrade included migrating the applications to Microsoft's cloud-computing service called Azure.

You may notice that the look of the newly upgraded system websites differs slightly from what you are used to seeing. You will also encounter a few minor changes in how you interact with it. All user accounts will convert to the newly upgraded system intact. However, your username for login will change. All usernames will now have the following extension appended to them: "@gtw.eoir.justice.gov".

For example, username "JOHNDOE" will now be: "JOHNDOE@gtw.eoir.justice.gov".

This link provides more information: [Upcoming Changes](#)

TOOLS

- Attorney and Accredited Representative Login
- DHS Login
- Forgot User ID
- Forgot Password
- **Account Registration**

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, disbaring, 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.

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

The screenshot shows the 'Welcome to EOIR - User Registration' page. On the left is a navigation menu with 'Account Type' selected. The main content area is titled 'STEP 1 - SPECIFY YOUR ACCOUNT TYPE'. It includes instructions to specify the account type and verification text. Three radio button options are listed: 'Attorney' (which is selected and highlighted with a red box), 'Fully Accredited Representative', and 'DHS User'. A note states that partially accredited representatives are not permitted to register. At the bottom, there are 'Next' and 'Cancel' buttons, with the 'Next' button highlighted by a red box.

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

The screenshot shows the 'Welcome to EOIR - User Registration' page at Step 2. The navigation menu on the left has 'User ID' selected. The main content area is titled 'STEP 2 - PROVIDE A USER ID'. It includes instructions to provide a User ID using specific criteria: 8 to 20 characters, letters and/or numbers, and certain special characters. Below the instructions is a text input field labeled '* User ID:' which is highlighted with a red box. At the bottom, there are 'Previous', 'Next', and 'Cancel' buttons, with the 'Next' button highlighted by a red box.

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

The screenshot shows the 'Welcome to EOIR - User Registration' page. On the left is a navigation menu with 'Password' selected. The main content area is titled 'STEP 3 - PROVIDE A PASSWORD'. It includes instructions and a list of password requirements. At the bottom, there are input fields for '* Password:' and '* Confirm Password:', both highlighted with red boxes. Below these fields are 'Previous', 'Next', and 'Cancel' buttons, with 'Next' also highlighted in red.

EXECUTIVE OFFICE FOR IMMIGRATION REVIEW

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Welcome to EOIR - User Registration

Account Type
User ID
> **Password**
Account Information
Firm Affiliations
Bar Affiliations
Review Application

STEP 3 - PROVIDE A PASSWORD

Instructions: Please provide your desired password using the following criteria.
Fields labeled with an asterisk (*) are required.

- Password must contain 8 to 16 characters
- Password must not contain more than two consecutive letters of your first name, middle name, last name, or User ID
- Password must not contain spaces
- Password must contain at least 1 upper case character (e.g., A, B, C, D)
- Password must contain at least 1 lower case character (e.g., a, b, c, d)
- Password must contain at least 1 number (e.g., 1, 2, 3, 4)
- Password must contain at least one of the following special characters: @ # \$ % ^ * + = !
- Password will expire every 90 calendar days

* Password:

* Confirm Password:

Previous **Next** Cancel

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.

The screenshot shows the 'Welcome to EOIR - User Registration' page. On the left is a navigation menu with 'Account Information' selected. The main content area is titled 'STEP 4 - PROVIDE YOUR ACCOUNT INFORMATION'. It includes instructions and a note about name fields. At the bottom, there are input fields for '* First Name:', 'Middle Name:', '* Last Name:', '* Date of Birth:', and '* Email:', all highlighted with red boxes. Below these fields are 'Previous', 'Next', and 'Cancel' buttons, with 'Next' also highlighted in red.

EXECUTIVE OFFICE FOR IMMIGRATION REVIEW

THROUGH *Teamwork* AND *Innovation*, BEFORE TRIBUNALS, GUARANTEEING *Fairness*

Welcome to EOIR - User Registration

Account Type
User ID
Password
> **Account Information**
Firm Affiliations
Bar Affiliations
Review Application

STEP 4 - PROVIDE YOUR ACCOUNT INFORMATION

Instructions: Please provide the email to which you would like EOIR registry account-related emails to be sent.
Fields labeled with an asterisk (*) are required.

Name fields (i.e., First, Middle, and Last) must not contain the following special characters: ? @ \ +

* First Name:

Middle Name:

* Last Name:

* Date of Birth: (MM/DD/YYYY)

* Email:

Previous **Next** Cancel

- 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:

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Welcome to EOIR - User Registration

Account Type
User ID
Password
Account Information
> **Firm Affiliations**
Bar Affiliations
Review Application

STEP 5 - PROVIDE YOUR FIRM AFFILIATION(S)

Instructions: Please provide the email to which you would like your case-specific correspondence to be sent.
Fields labeled with an asterisk (*) are required.

* Firm Name:
* Address Line 1:
Address Line 2:
* City:
* State:
* Zip Code: (#### or ####-####)

* Telephone 1:
Telephone 2:
Fax:
* Email:

Accredited representative screen:

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Welcome to EOIR - User Registration

Account Type
User ID
Password
Account Information
> **Organization Affiliations**
Review Application

STEP 5 - PROVIDE YOUR ORGANIZATION AFFILIATION(S)

Instructions: Please provide the email to which you would like your case-specific correspondence to be sent.
Fields labeled with an asterisk (*) are required.

* Org Name:
* Address Line 1:
Address Line 2:
* City:
* State:
* Zip Code: (#### or ####-####)

* Telephone 1:
Telephone 2:
Fax:
* Email:

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

The screenshot shows the 'STEP 6 - PROVIDE YOUR BAR AFFILIATION(S)' screen. At the top, the Executive Office for Immigration Review logo and tagline are visible. The page title is 'Welcome to EOIR - User Registration'. On the left, a navigation menu lists 'Account Type', 'User ID', 'Password', 'Account Information', 'Firm Affiliations', and '> Bar Affiliations'. The main content area contains instructions: 'Please provide the full name of the court. Enter ALL of your bar affiliations. Fields labeled with an asterisk (*) are required. You must list all jurisdictions in which you are licensed to practice law. You must meet the regulatory definition of an attorney in order to register. For further information, please click the Instructions link at the bottom of the page.' Below the instructions is a table with two columns: '* Full Name of Court:' and '** Bar Number:'. Each row contains a dropdown menu with 'Select a Court' and an empty text input field for the bar number. At the bottom, there is a note: '**If your state bar admissions office does not issue Bar Numbers, please enter not applicable in the Bar Number field' and three buttons: 'Previous', 'Next', and 'Cancel'.

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:

The screenshot shows the 'STEP 7 - REVIEW YOUR APPLICATION BEFORE SUBMITTING' screen. The top header and navigation menu are the same as in Step 6. The main content area displays the user's registration details in a table format: Account Type: Attorney; Firm Affiliation(s): Test Law Firm; User ID: attorney-test2; Test Law Firm; Full Name: User 2, Test; Test Lane, Falls Church, VA 22042; Date of Birth: 01/01/1960; 571-000-0000; Email: test3@usdoj.gov; Email: test3@usdoj.gov; Court Bar Number(s): Alabama / 123. Below the details is a 'Perjury Statement' section with a checked checkbox and the text: 'By submitting this information, I declare under penalty of perjury under the laws of the United States that the information I have provided is true and correct.' At the bottom, there is a reCAPTCHA widget with a green checkmark and the text 'I'm not a robot', and three buttons: 'Previous', 'Submit', and 'Cancel'.

Accredited representative screen:

The screenshot shows the EOIR User Registration interface. At the top, the Executive Office for Immigration Review logo is on the left, and the motto "THROUGH Teamwork AND Innovation, BE THE WORLDS BEST ADMIRALTY TRIBUNALS, GUARANTEEING Fairness AND Due Process" is on the right. Below the header, the page title is "Welcome to EOIR - User Registration". On the left, a navigation menu lists: Account Type, User ID, Password, Account Information, Organization Affiliations, and "> Review Application". The main content area is titled "STEP 6 - REVIEW YOUR APPLICATION BEFORE SUBMITTING". It displays the following information: Account Type: Fully Accredited Representative; User ID: representative-test-user; Full Name: user, REp; Date of Birth: 01/01/1990; Email: test2@usdoj.gov; Organization(s): ABA Immigration Justice Project, 123 Test Dr, Falls church, VA 22042, 571-000-0000, Email: test2@usdoj.gov. Below this is a "Perjury Statement" section with a checked checkbox and the text: "By submitting this information, I declare under penalty of perjury under the laws of the United States that the information I have provided is true and correct." At the bottom of the form is a reCAPTCHA widget with a green checkmark and the text "I'm not a robot". Below the reCAPTCHA are three buttons: "Previous", "Submit" (highlighted with a red border), and "Cancel".

(Step 2): In-person Identity Validation

Identity Validation:

Effective Friday, June 30, 2023: 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 within 90 calendar days of registering Online, to present photo identification. Please go to the nearest Immigration Court. Once you arrive at the front window, indicate to the court staff that you want to complete your eRegistration. Show your government issued identification for verification (see list below). Your eRegistration will then be added to EOIR's database. No appointment is necessary. In-person eRegistration validation is conducted during regular court business hours.

Acceptable forms of identification include:

- U.S. Passport or U.S. Passport Card
- 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)

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 scan and email (i.e., directly to EOIR) copies of the certified name change order or marriage certificate and an updated government issued form of photo ID to eRegistration.info@usdoj.gov. EOIR staff will contact you via email once your name change request has been received and processed.

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.