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## G-28, Notice of Entry of Appearance as Attorney or Accredited Representative: Tips for Lockbox Facility Filings

<b>Form Information</b>	<ul style="list-style-type: none"> <li>• Download the form for free from <a href="http://www.uscis.gov/forms/g-28">www.uscis.gov/forms/g-28</a> or call 1-800-870-3676.</li> <li>• Use the <a href="#">most current form version</a>.</li> </ul>
<b>General Instructions</b>	<ul style="list-style-type: none"> <li>• Complete a separate form for each client.</li> <li>• Complete the form electronically if possible. The 2D barcode technology helps us collect information quickly and accurately. As you complete the form electronically, the barcode stores your information.</li> <li>• If you handwrite your answers, use black ink, keep data in the space provided, and ensure the information is legible.</li> <li>• Never use highlighters or correction fluid or grey out any part of the form.</li> </ul>
<b>Information about you</b>	<ul style="list-style-type: none"> <li>• List the name of the Attorney or Accredited Representative in Part 1.</li> <li>• Ensure these required fields are complete in Part 1:                             <ul style="list-style-type: none"> <li>◦ last name</li> <li>◦ first name</li> <li>◦ street address</li> <li>◦ city</li> <li>◦ state or province</li> <li>◦ zip code or postal code</li> </ul> </li> <li>• Ensure your <a href="#">signature</a> is present in Part 4.</li> </ul>
<b>Information about your client</b>	<ul style="list-style-type: none"> <li>• List the name of your client in Part 3.</li> <li>• Enter your client's name <u>exactly</u> as it appears on the related benefit form.                             <ul style="list-style-type: none"> <li>◦ If filing a petition (e.g., Form I-130; Form I-140), enter the petitioner's information (not the beneficiary's).</li> <li>◦ If filing an application, enter the applicant/beneficiary's name.</li> </ul> </li> <li>• Ensure these required fields are complete in Part 3:                             <ul style="list-style-type: none"> <li>◦ last name</li> <li>◦ first name</li> </ul> </li> <li>• Ensure your client's <a href="#">signature</a> is present in Part 3.</li> </ul>
<b>Filing Locations</b>	<ul style="list-style-type: none"> <li>• Send the Form G-28 with an application/petition filed at a USCIS Lockbox facility.</li> <li>• If your client received a receipt notice, but you did not, it is likely that your G-28 was not properly filed.</li> <li>• Do not send a follow-up Form G-28 to a Lockbox facility.</li> </ul>

- Send follow-up Forms G-28 to the USCIS office where the case was assigned. Be sure to include the Receipt Number of the associated application/petition on Form G-28 in Part 3, Question 7.

Last Reviewed/Updated: 01/10/2014

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