Part 7: Preparer Information & Filing Instructions

3.7 Preparer

This section must be filled out if you did not complete this benefit request by yourself.

3.7.2 General Information

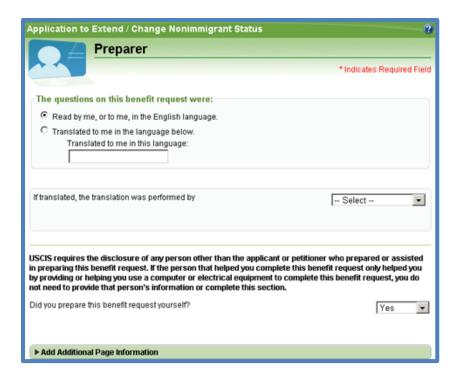
DO NOT COMPLETE THE "PREPARER" SECTION IF:

- You completed this benefit request by yourself, with no assistance from another person.
- Someone helped you only by demonstrating how to use a computer or related equipment, such as a scanner, to complete this benefit request.
- A licensed attorney is representing you as a client or if a Department of Justice
 Board of Immigration Appeals (BIA)-accredited representative completed this benefit
 request on your behalf. <u>If you are represented</u>, <u>do not file this benefit request
 using your USCIS ELIS account</u>.

Attorneys and accredited representatives MUST establish their own USCIS ELIS accounts and submit a Form G-28, Notice of Entry or Appearance as an Attorney or Accredited Representative, before they can file a benefit request on your behalf.

COMPLETE THE "PREPARER" SECTION IF:

- Any person (such as a business associate, relative, neighbor or friend) read the
 questions to you, translated the questions so you could understand them in your
 native language, provided views on the type of response required, or addressed any
 other substantive matters related to your benefit request.
- The preparer is not an attorney or BIA-accredited representative.
- The preparer is an attorney or BIA-accredited representative who only prepared the benefit request **and will not represent you** before the agency.



3.7.2 Required Preparer Information

Preparer Name

You must provide the preparer's full legal name.

Preparer's Business or Organization (if applicable)

If the preparer is affiliated with a business or organization (including a charitable organization), provide the name of the preparer's business or organization.

Preparer's Mailing Address and Contact Information

- 1. You must provide the preparer's complete mailing address.
- 2. You must provide the preparer's daytime phone number, including any extension number.

Preparer Compensation and Relationship

- 1. If you paid the preparer to help you complete this benefit request, select "Yes."
- 2. If you know the preparer from a previous relationship or interaction, select "Yes" and describe the nature of the relationship in the space provided.

