



Consumer
Affairs

New York City Sign Requirements for Immigration Assistance Service Providers

Please note:

This handout includes samples of signs required by Sections 20-775 – 20-779.7 of the Administrative Code of the City of New York and Sections 5-263(b) and 5-264(a) of Title 6 of the Rules of the City of New York only. Immigration Assistance Service Providers are responsible for compliance with all federal, state, and/or City laws, including additional or other sign requirements. Providers that have signed a Consent Judgment/Order with the Department of Consumer Affairs (DCA) may have additional obligations.

Required Signs

1. Non-Attorney Disclosure Sign
2. Fee Schedule & Cancellation Policy Sign
3. Advertising Sign Notice (if applicable)
4. Surety Disclosure Sign

1: Non-Attorney Disclosure Sign

Sign must be:

- At least 11 inches x 17 inches.
- In **English** AND in **any other language** that you provide immigration assistance services.
- Posted separately by language, with each sign posted in a location clearly visible to customers.
- Printed in large text, no less than 60 point font.

1: Non-Attorney Disclosure Sign

- Must include the information below in all capital letters:

THE INDIVIDUAL PROVIDING ASSISTANCE TO YOU UNDER THIS CONTRACT IS NOT AN ATTORNEY LICENSED TO PRACTICE LAW OR ACCREDITED BY THE UNITED STATES DEPARTMENT OF JUSTICE TO PROVIDE REPRESENTATION TO YOU BEFORE THE UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES, THE EXECUTIVE OFFICE FOR IMMIGRATION REVIEW, THE DEPARTMENT OF HOMELAND SECURITY, THE DEPARTMENT OF JUSTICE, THE DEPARTMENT OF LABOR, THE DEPARTMENT OF STATE OR ANY IMMIGRATION AUTHORITIES AND MAY NOT GIVE LEGAL ADVICE OR ACCEPT FEES FOR LEGAL ADVICE. FOR A FREE LEGAL REFERRAL CALL THE OFFICE FOR NEW AMERICANS HOTLINE AT 1-800-566-7636. TO FILE A COMPLAINT ABOUT AN IMMIGRATION ASSISTANCE SERVICE PROVIDER, CALL NEW YORK STATE OFFICE FOR NEW AMERICANS AT 1-800-566-7636, THE NEW YORK STATE OFFICE OF THE ATTORNEY GENERAL AT 1-800-771-7755, OR YOUR LOCAL DISTRICT ATTORNEY OR PROSECUTOR'S OFFICE AT (PHONE NUMBER OF THE DISTRICT ATTORNEY IN THE COUNTY WHERE THE PROVIDER PROVIDES SERVICES).

Note: Letters are not to scale. The above is for information only.

2: Fee Schedule & Cancellation Policy Sign

Sign must be:

- At least 11 inches x 17 inches.
- In **English** AND in **any other language** that you provide immigration assistance services.
- Posted separately by language, with each sign posted in a location clearly visible to customers.
- Printed in large text, no less than 60 point font.

2: Fee Schedule & Cancellation Policy Sign

- The Fee Schedule must list the immigration assistance services you offer and your fees and costs for each service.
- The Cancellation Policy must include the information below in all capital letters:

**YOU MAY CANCEL ANY CONTRACT WITHIN 3
BUSINESS DAYS AND GET BACK YOUR
DOCUMENTS AND ANY MONEY YOU PAID.**

Note: Letters are not to scale. The above is for information only.



SAMPLE – Fee Schedule & Cancellation Policy Sign

New Day Multiservice

50 Main Street
New York, NY 11111
(212) 555-5555

Immigration Forms and Prices

I-130.....	\$50
I-485.....	\$75
I-485A.....	\$40
I-90.....	\$20
I-864.....	\$60
Translations.....	\$15 per page

**YOU MAY CANCEL ANY
CONTRACT WITHIN THREE (3)
BUSINESS DAYS AND GET BACK
YOUR DOCUMENTS AND ANY
MONEY YOU PAID.**

Note: Sign is not to scale. The above is for information only.

3: Advertising Sign Notice (if applicable)

For all advertisements that are posted as signs, you must include a notice with the sign that must be:

- A “conspicuous size.”
- In English and in the language in which the advertisement appears.
- Include the language below:

The individual offering to provide immigration assistance services is not an attorney licensed to practice law or accredited by the United States Department of Justice to provide representation before the United States Citizenship and Immigration Services, the Executive Office for Immigration Review, the Department of Homeland Security, the Department of Justice, the Department of Labor, the Department of State, or any immigration authorities and may not give legal advice or accept fees for legal advice.



4: Surety Disclosure Sign

Sign must be:

- At least 11 inches x 17 inches.
- Conspicuously displayed in an area where it will be clearly visible to customers entering and leaving the premises.



4: Surety Disclosure Sign

- Must include the information below:

[Provider name] is required by law to maintain in full force and effect, for the entire period during which it provides immigration assistance service and for one year after it ceases to do business as an immigration assistance service provider, a surety bond, contract of indemnity, or irrevocable letter of credit, payable to the people of the City of New York, in the principal amount of \$50,000. To file a claim against the surety bond, contract of indemnity, or irrevocable letter of credit, contact: [name, address, and telephone number].

Note: Sign is not to scale. The above is for information only.



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www.nyc.gov/dca

