
Chapter Three

Overview of the Process

Mighty things from small beginnings grow.

–John Dryden

In this Chapter:

- Step 1: Decide if You Should Apply
- Step 2: Complete the N-400 Application Package
- Step 3: Prepare for the Interview and Test
- Step 4: Get Fingerprinted
- Step 5: Go to the USCIS Interview
- Step 6: Take the Oath of Allegiance



Most people naturalize with these six steps.

This chapter outlines the six steps in the naturalization process. It is important to follow these steps correctly. Do not apply before your eligibility date or your application will be rejected.

STEP 1: DECIDE IF YOU SHOULD APPLY

Check that You Meet the Naturalization Requirements

1. Be at least 18 years old.
2. Be a lawful permanent resident for five years (three years if you are married to a citizen).*
3. Have made the United States** your continuous residence for five years (three years if you are married to a citizen).
4. Have been in the United States for at least half of the five years (three years if you are married to a citizen) before applying for naturalization.
5. Pass a test on speaking, understanding, reading and writing basic English.***
6. Pass a United States history and government test.****
7. Have good moral character.
8. Understand and accept the oath of allegiance to the United States.****
9. Have no citizenship-related legal problems.

* People who received their green card as the spouse, former spouse, intended spouse, or child of a current or former U.S. citizen under the Violence Against Women Act (VAWA) are also eligible to apply after three years. Also, certain people who served or are currently serving in the United States military are exempted from the residence and physical presence requirements. For more information, see Attachment A in Chapter 2.

** The United States includes the territories of Puerto Rico, Guam, the United States Virgin Islands, and the Northern Mariana Islands.

*** Unless eligible for an exemption based on age and long residence or a waiver based on disability.

**** Unless eligible for a waiver based on disability.

Review Possible Legal Problems

See Chapter 2 for a complete explanation.

Many people do not need a legal professional to fill out their applications. However, it is very important that some people talk to a legal professional before they apply. If you check any of the boxes below, talk to a legal professional before you apply for citizenship. Find out if you are prevented from applying or the problem can be corrected.

- You left the United States for six months or more.
- You moved to another country after you became a permanent resident.
- You have been arrested or convicted of a crime.
- You spent time in jail.
- You had family problems and were charged with domestic violence, spouse abuse, child abuse, or child neglect.
- You are on probation or parole for a criminal conviction.
- You are now in deportation proceedings or have been ordered deported in the past.
- You helped someone enter the United States illegally, including relatives.
- You lied to get a green card for yourself or someone else.
- You lied or didn't tell the truth to receive public benefits.
- You said you were a United States citizen, but were not.
- You were involved in prostitution.
- You have not filed your federal income taxes every year that you worked in the United States and you earned enough money to file.
- You have not paid court ordered child support or have not provided support to your children living outside the United States.
- You are an alcoholic or were arrested for drunk driving or being drunk in public.
- You are male and did not register for the Selective Service between the ages of 18 and 26 if you lived in the United States at that time.
- You have had more than one spouse/marriage at the same time in the United States.
- You have been involved in illegal gambling.
- You were convicted of selling or possessing drugs.

Review Possible Testing Problems

If you do not know any English or know only a little, you may have a problem passing the English and United States history and government tests.

You must know enough basic English to:

- take an oath to tell the truth;
- answer questions about yourself and everyday life;
- answer questions about your *Application for Naturalization* (Form N-400);
- write one sentence spoken to you (the dictation);
- read one sentence given to you; and
- answer questions in English about United States history and government.

If you do not think you will be ready to pass the test when you are called by USCIS, wait to send USCIS your citizenship application. You can take the test only two times. If you fail both times, you must start the application process over again, including paying the fees. You can start preparing for the tests by taking classes at a community service agency, getting a tutor, or studying on your own.

See Chapter 5, page 128 for more information on preparing for the test.



Get Help from a Citizenship Legal Professional

Legal Professionals May Offer Some or All of These Services:

- Give you general information about the citizenship process.
- Help you decide if you can apply for citizenship.
- Recommend what you can do to resolve your problems in meeting the citizenship requirements.
- Help you complete and send your citizenship application to USCIS.
- Help you work with a doctor to complete your disability waiver correctly.
- Go to your home to take pictures and complete your citizenship application if you are disabled and can not leave your house.
- Help you collect required documents for USCIS.
- Provide legal representation and receive USCIS notices on your behalf.
- Help you understand letters and documents you receive from USCIS.
- Help you follow-up with USCIS.
- Keep a file of documents given to USCIS.
- Go with you to the interview and be your legal representative.
- Help you appeal a denial.

See Chapter 7 for more information on disabilities.

follow-up = To find out where your application is in the citizenship process and when you should hear from USCIS about the next step. *"It's been a long time since I heard from USCIS. I need to follow-up."*

legal representative = An attorney or Board of Immigration Appeals (BIA) accredited representative who can sign Form G-28 to represent you at the USCIS interview. *"I'm taking a legal representative with me to the interview."*

Different Kinds of Citizenship Help

Citizenship Application Workshops

Some organizations and elected officials offer application workshops for groups of people using trained volunteers and/or professionals. They help you complete the citizenship application package, review it for problems, and then send it to USCIS. If you have a problem, you should be referred to a lawyer or accredited representative before you apply.

Community Organizations

Some community organizations offer individual help to complete the citizenship application and other services for a low price. The person who helps you may or may not be a legal professional. Many community organizations also offer test preparation classes and application workshops.

Notary Publics

Some notary publics offer individual help in filling out the citizenship application for a fee. They are not legal professionals unless they are also lawyers or accredited representatives. Legally, they can only sign and stamp documents as a witness to a person's signature. Notary publics seldom have special training in immigration law or procedures. In fact many notary publics engage in the unauthorized practice of law.

Caution: Avoid notary publics, travel agencies, and real estate offices that offer immigration services. They are not qualified to offer legal services and can make mistakes that may cause serious problems.

Reputable People

There are many thoughtful volunteers in the community wishing to help immigrants. However, they may not understand immigration law and the specifics of your case. A reputable person must know you before you apply for citizenship. It may be a relative, neighbor, personal friend, business friend, or religious worker. The person can assist, but cannot represent, you in immigration or naturalization issues.

Because I had a legal question, I was a little worried about my ability to become a citizen. My friends told me not to spend money on a lawyer, but I went ahead and hired one. It was worth it. The lawyer explained how I could overcome my problem and become a citizen. I passed the interview.

unauthorized practice of law = To give legal advice or suggest answers when filling out USCIS forms. *"I am being deported because I went to a notary public who engaged in the unauthorized practice of law and gave me advice that was completely wrong!"*

See Attachment A for a copy of Form G-28.

People Who Provide Legal Representation Before USCIS

Only the four groups of people listed below can by law provide legal representation before USCIS. There are few exceptions. If you will be represented at the interview, you must send a Form G-28, *Notice of Entry of Appearance as Attorney or Representative* with your citizenship application or bring it with you to your interview.

- lawyers
- supervised law students
- graduates of law schools who are not yet admitted to the bar
- accredited representatives

Lawyers

Lawyers are also called attorneys. A lawyer has an undergraduate college degree (B.A. or B.S.) and a law degree (Juris Doctor) from an accredited law school. A lawyer must also be licensed by the state by passing a test called the bar exam. A lawyer who passes the test and meets the other requirements (ethical and professional standards) has been licensed or “admitted to the bar.”

Lawyers can practice many kinds of law, such as immigration, family, tax, bankruptcy, and criminal. Some lawyers are specialists in one area while others are generalists dealing with a variety of legal problems. Immigration lawyers know about recent changes in immigration and citizenship law and have experience representing people in this area.

Whatever you tell a lawyer or law graduate is protected by what is called “Attorney-Client Privilege.” This means that everything you say is confidential. No one can find out what you said, including the government. Also, the lawyer is not allowed to tell anyone else what you said, unless you give permission in writing. Accredited representatives should give you similar confidentiality based upon their employer’s ethical standards.

Supervised Law Students and Graduates of Law Schools Who are Not Yet Admitted to the Bar

They can practice law within certain limits. They cannot be paid for their work. Law students can only represent people if they are supervised by a law professor or lawyer at a law school or non-profit agency. Law graduates can only represent people if they are supervised by a lawyer or an accredited representative.

confidential = Kept private between a professional and a client. *“As your lawyer, I will keep this information confidential.”*

Accredited Representatives

Accredited representatives work for organizations that have been recognized by the Board of Immigration Appeals (BIA) to employ people to practice immigration law. The organization must be a non-profit service agency and charge people low fees. Accredited representatives must have knowledge and experience in immigration law. If an accredited representative leaves the organization, he or she loses the accreditation.

I had some legal problems, but not a lot of money. Someone told me about accredited representatives. They know immigration law like lawyers, but they work to help people with low income. I received good help. My representative was very knowledgeable.



How to Find Legal Professionals

Recommendations From Friends and Family Members

People you know may recommend legal professionals they have used and trusted.

Refugee Resettlement Agencies

If you were a refugee, check with the agency that sponsored and resettled you. The agency may offer legal services or be able to refer you to a professional.

Community Agencies

Some community organizations offer legal services to immigrants through lawyers or accredited representatives familiar with immigration issues. Often these organizations focus their services on people with low income.

Advertisements

Many immigration lawyers advertise to get business. They pay for ads on television, on the radio, in the newspaper, and in the yellow pages of the phone book. Just because a lawyer advertises does not mean he or she does good work. It only means the lawyer paid money for an ad. Sometimes good lawyers do not need to advertise because they have enough business through personal referrals.

Legal Aid

Many communities have Legal Assistance Centers that provide legal representation for low-income people. Look in the yellow pages of the phone book under "Legal Assistance" or "Legal Aid."

refer = To recommend. *"I can refer you to a good immigration lawyer."*

How to Choose a Good Legal Professional

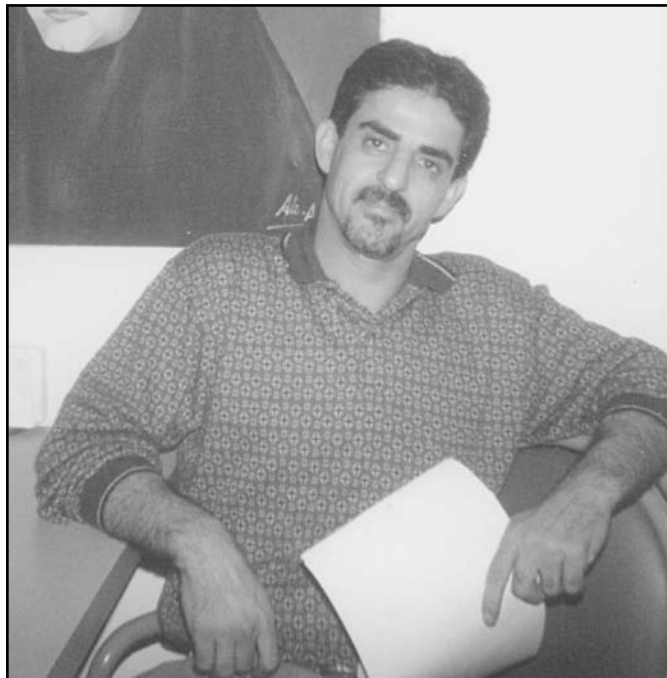
Many people offer immigration help. Since you may spend a lot of time and money, it is important to choose a legal professional who can accurately help you. As a customer, you may want to interview several legal professionals to help you decide which is the best. Do not select someone just because he or she says they can get you citizenship.

Questions You Can Ask the Legal Professional

- Do you charge for the first meeting? How much?
- How long have you worked in immigration law?
- What qualifications do you have?
- Can you represent me in front of USCIS?
- Have you worked with people with my kind of immigration situation?
- What services do you provide (application, follow-up, legal representation at the interview, etc.)
- Do you charge by the service or hourly? How much should I expect to pay? When should I expect to pay?
- Are you a member of an immigration lawyers' association?
- Will we have a written contract between us?

Questions You Should Ask Yourself

- Do I trust this person?
- Do I feel comfortable telling this person confidential information?



Working with a Legal Professional

- Get a written contract from the legal professional. If the professional doesn't offer, ask for one. It should say what services will be given and what you will pay for each service.
- Get a receipt for any payments you make. The receipt should include the name, date, and address of the legal professional or organization.
- Never leave your original documents with your legal professional. Your legal professional and USCIS only need to keep photocopies, not originals, of your documents. Beware; if you leave originals with others, they can lose them or take advantage of the situation. USCIS may want to see, but not keep, the original documents at your interview.
- Review any forms, letters, and documents that your legal professional sends to USCIS. Review the papers to make sure that the application is complete and accurate. If the legal professional makes an unknown mistake, you could have a problem at the interview.
- Get copies of any forms, letters, and documents that your legal professional sends to USCIS. The copies tell you what USCIS has in your immigration file. Copies are evidence of completed work for which you have paid. The copies will be important if USCIS loses your application. You can also review them for your interview.
- Pay your bills with a personal check or money order. Never pay in cash. With a check, you can stop payment if you think the legal professional is not providing you the services promised. A canceled check is also proof that you paid. If the professional will not accept a personal check, go to a bank or store where money orders are sold.

Adapted from "Beware of Immigrant Services Fraud", New York Association for New Americans, New York Immigration Coalition, New York City Department of Consumer Affairs, NYC Mayor's Office of Immigrant Affairs.

Talking to a Legal Professional

The professional will ask you a lot of questions. You need to answer all of the questions truthfully and completely. Only then can the legal expert give you good advice. In immigration law, sometimes a very small problem can turn into a big problem because your legal professional did not know the truth.

Also, your legal professional cannot lie for you. A lawyer or accredited representative can lose his or her job for knowingly telling false or incomplete information.

A legal professional who promises you certain results is not telling the truth and may cause you serious legal problems. Stay away from a legal professional who:

- guarantees you will pass the citizenship test;
- guarantees your citizenship through “special connections” at USCIS; or
- promises to speed up your application if you pay extra money.

I didn't want to tell my lawyer everything. I just wanted her to get me my citizenship. I thought that if she's a good lawyer, it won't matter. I was wrong, and now I'm in big trouble. USCIS found out about my conviction from 18 years ago. I've been in this country since I was two years old, and now USCIS can deport me.

Protection Against Misrepresentation

You may have problems with your legal professional. Problems happen, for example, when a legal professional takes your money without doing what he or she promised. You have the right make a complaint, correct the problem, and get your money back.

Reporting Problems With a Lawyer

In most states you can complain about problems with lawyers to a disciplinary board. If the complaint is within the law and appears real, the board will investigate. If the board finds out that the lawyer did something illegal or dishonest, the board may discipline or punish the lawyer. They can discipline by taking away a lawyer's license temporarily or permanently. They can also let the public know what the lawyer did. Call the state if you want to find out if any people have complained about a lawyer or you want to report a problem. The disciplinary board is usually in your state capital and other large cities in your state. The name of the disciplinary board varies from state to state. For example, in Illinois it is called the Attorney Registration and Disciplinary Commission.

disciplinary board = A group of lawyers in each state who investigate complaints about other lawyers and decide on guilt and punishment. *“The disciplinary board voted to take away my ex-lawyer's license for six months.”*

Reporting Problems With an Accredited Representative

You can complain to the organization where the accredited representative works, to your local USCIS District Counsel (lawyers for USCIS), or to the Board of Immigration Appeals.

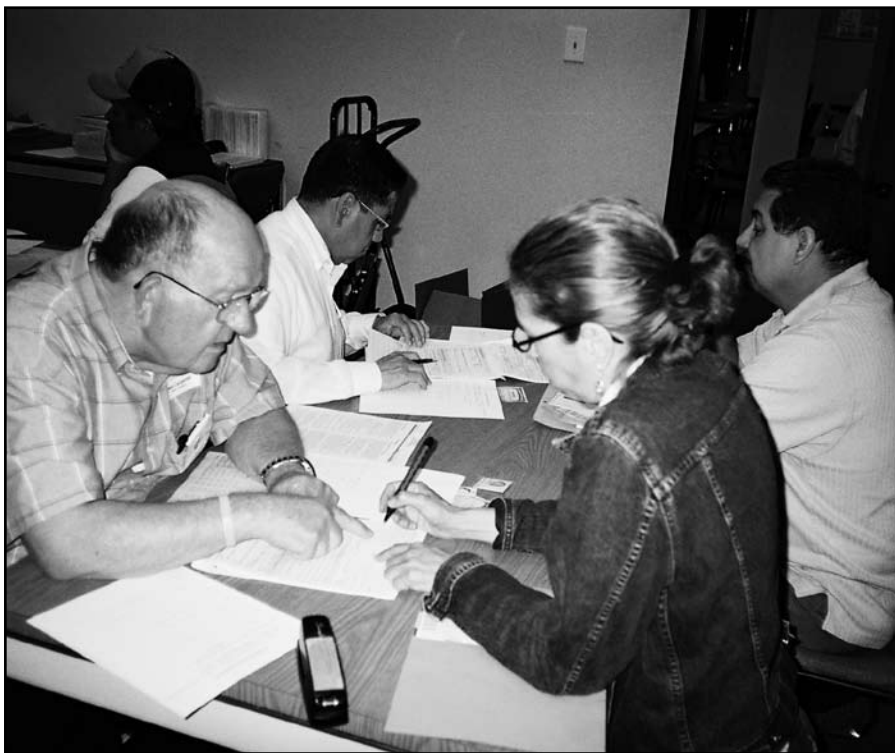
Reporting Problems With a Notary Public or Other Non-Professionals

You can usually report a problem to your local district attorney's office or the Department of Consumer Affairs of local government. They will investigate and tell you if they can take the case to trial. You can find them under county or city government in the phone book. You may choose to hire a lawyer and sue the person in civil court.



STEP 2: COMPLETE THE N-400 APPLICATION PACKAGE

- Complete the N-400 application.
- Get payment for the N-400 application.
- Have photos taken.
- Make a copy of your green card.
- Make a copy of your N-400 application and your payment to keep.
- Collect any other needed documents to include in your package.
- Send the N-400, photos, payment, and copy of your green card to the correct USCIS Lockbox.
- Get confirmation that USCIS received your application.



Complete the N-400 application.

Some of the questions on the citizenship application are easy to understand while others are more difficult. Even completing a name correctly can be difficult if the name has been changed by choice or mistake in the past. It is important that you understand each question before you answer it. You are filling out and signing a legal document. You may want to get help with your application to protect yourself from any problems.

OMB No. 1615-0052; Expires 10/31/08
**N-400 Application
for Naturalization**

Department of Homeland Security
U.S. Citizenship and Immigration Services

Print clearly or type your answers using CAPITAL letters. Failure to print clearly may delay your application. Use black ink.

Part 1. Your Name. (The person applying for naturalization.)

A. Your current legal name.

Family Name (Last Name)

Given Name (First Name) Full Middle Name (If applicable)

B. Your name exactly as it appears on your Permanent Resident Card.

Family Name (Last Name)

Given Name (First Name) Full Middle Name (If applicable)

C. If you have ever used other names, provide them below.

Family Name (Last Name)	Given Name (First Name)	Middle Name
N/A		

D. Name change (optional)

Please read the Instructions before you decide whether to change your name.

1. Would you like to legally change your name? Yes No

2. If "Yes," print the new name you would like to use. Do not use initials or abbreviations when writing your new name.

Family Name (Last Name)

Given Name (First Name) Full Middle Name

Write your USCIS "A" number here:
A 000123456

For USCIS Use Only

Bar Code	Date Stamp
Remarks	
Action Block	

Part 2. Information about your eligibility. (Check only one.)

I am at least 18 years old AND

A. I have been a Lawful Permanent Resident of the United States for at least five years.

B. I have been a Lawful Permanent Resident of the United States for at least three years, and I have been married to and living with the same U.S. citizen for the last three years, and my spouse has been a U.S. citizen for the last three years.

C. I am applying on the basis of qualifying military service.

D. Other (Please explain) _____

Form N-400 (Rev. 10/15/07) Y

Get payment for the N-400 application.

To pay the required fee, get a money order made out to "USCIS" or "U.S. Citizenship and Immigration Services." You can also send a personal check. Make your check or money order out for \$675 to cover the application fee of \$595 and the fingerprinting fee of \$80. If you are age 75 or older, no fingerprints are necessary, so the \$80 fee is not required.

For more information about military naturalization requirements, see Chapter 2, attachment A.

Note: Certain people who served or are currently serving in the United States military are exempted from paying the fees.

Money order

THIS MULTI-TONE AREA OF THE DOCUMENT CHANGES COLOR GRADUALLY AND EVENLY FROM DARK TO LIGHT WITH DARKER AREAS BOTH TOP AND BOTTOM.

CRESTAR
Crestar Financial Corporation
Richmond Virginia
6312-3665

Personal Money Order
VOID OVER 250.00

0631202367
68-186/514
MAY 27, 2008

SIX HUNDRED SEVENTY-FIVE DOLLARS AND 00 CENTS

Pay To The Order Of USCIS

Memo FOR N-400 & FINGERPRINTS

Signature Of Remitter *[Signature]*

CST-0200 EE1 (9/86)

Personal check

JOHN DOE OR JANE DOE
123 MAIN STREET
ANYTOWN, TN 01234
PHONE 555-1212

2670
87-823/641

July 4, 2008

Pay to the Order of USCIS \$ 675.00

Six hundred seventy-five and 00/100 Dollars

Bank of Yourtown
YOURTOWN, TN

For N-400 + fingerprints Jane Doe MP

⑆012345678⑆ ⑆98765432⑆

Fee Waivers

If you are unable to pay the \$675 application fee, you may be able to apply for a fee waiver. USCIS will consider granting a fee waiver for the following situations:

- In the last 180 days (6 months), you have qualified for or received a federal means tested public benefit such as food stamps, Medicaid, Supplemental Security Income (SSI), or Temporary Assistance for Needy Families (TANF).
- Your annual household income on which you paid taxes for the most recent tax year is at or below the poverty level. Contact an immigration service provider or check the internet at <http://aspe.os.dhhs.gov/poverty> for a list of current poverty income guidelines set by the federal government. For example, at the time this book is going to print, the poverty line for a family of four in all states except Alaska and Hawaii is \$21,200.
- You are elderly (age 65 or older) at the time of application.
- You are disabled, and your disability has been determined by a federal agency such as the Social Security Administration or Veteran's Administration.
- You have dependents in your household applying at the same time as you.
- You are in a special situation requiring humanitarian or compassionate consideration.

In addition to the guidelines listed above, USCIS will look at your overall financial picture and household situation, so you need to submit a budget that shows your household income, assets, and expenses. A household is defined as all persons living in a housing unit, whether they are related or not, so USCIS will usually ask you to provide information about other members of your household and their income.

*See Attachment B
for a Fee Waiver
Request Form.*

Note: There is no situation that automatically qualifies you for a fee waiver. Each request is decided on a case-by-case basis.

You need to submit evidence that you meet one or more of the guidelines listed above (if applicable), and evidence of your income, assets, and expenses. Send as much evidence as you can. If the request is granted, you will get a receipt in the mail telling you that USCIS has received your citizenship application. If the request is denied, the entire application package will be returned to you.

A fee waiver request should not delay your application. You should have a decision on the request within 2-4 weeks. If not, contact an immigration lawyer or accredited representative for help in getting a response.

Fee Waivers and Public Charge

Some people are afraid to apply for a citizenship fee waiver because they think it will make them deportable as a “public charge.” A public charge in immigration law is someone who depends on the government for financial support. However, being a public charge will not affect your citizenship eligibility, and receiving public benefits is not important for citizenship purposes as long as you received the benefits legally.

Special Eligibility Rule for Fee Waivers

Under a settlement agreement for a recent class action lawsuit, USCIS recognized that refugees, asylees, and others who have lost, or will soon lose, their Supplemental Security Income (SSI) benefits due to the seven-year limit created by welfare reform laws are likely to be eligible for a fee waiver. If you are a member of this group or “class,” you should write “KAPLAN” in large letters at the top of your fee waiver request and on your mailing envelope.

Have photos taken.

Have two color citizenship regulation photos taken no more than six months before you mail your application to USCIS. Citizenship photos are now the same as passport photos, with a full frontal view of the face. You can have them taken at a photo store where passport photos are taken. Photos taken incorrectly may cause the application to be returned.

Citizenship regulation photos should:

- measure exactly 2 inches by 2 inches (51mm by 51mm);
- be in color;
- have a white or off-white background;
- be printed on thin photo-quality paper and not be retouched;
- not have shadows, marks, splotches, or discoloration; and
- not be overexposed (too light) or underexposed (too dark).

The head should:

- be between 1 inch and 1-3/8 inches, measured from the bottom of the chin to the top of the hair;
- be a full frontal view, not tilted up, down, or to the side;
- show all of the features such as the eyes and ears clearly;
- have a natural expression on the face with the mouth closed and eyes open; and
- be uncovered by hats or religious headgear unless these are worn daily for religious reasons.

Note: Eyeglasses worn daily can be worn for the photo. However, there should be no reflections on the eyeglasses.

regulation = Following certain rules. *“The regulation photos for citizenship are not the same as passport photos.”*

Sample Citizenship Photos



**Old Three-Quarter
Style Photo**



**New Passport
Style Photo**

Photos Must Be in Color

- If you answer “yes” to any of questions 1 through 32 in Part 10 of the N-400, write an explanation on a separate piece of paper. Refer to the specific numbers.

Example: You failed to file income taxes for last year.

Part 10A, #4: I, Jose Menendez, failed to file income taxes for the last year. However, attached is my amended tax return and a copy of my payment for back taxes owed.

*See Chapter 4,
page 110
for more
information on
Part 10.*

- If you answer “no” to any of questions 34 through 39 in Part 10 of the N-400, write an explanation on a separate piece of paper. Refer to the specific numbers.

Example: Your religion will not allow you to bear arms or take an oath. You want to take a modified oath of allegiance.

Part 10H, #36 and #37: In addition to your own explanation, you should submit a letter from the leader of your church, mosque, synagogue, or other faith institution stating your name, that you are a member of the religious group, what your beliefs are, and what changes you are requesting in the oath.

- If you have ever been arrested, you are required to provide USCIS with certified copies of the dispositions from each arrest.

A lawyer or accredited representative can tell you if your arrest is a problem. You will need to give additional information in the box provided on page 8 of the application. You should send copies of the dispositions with your application and bring the originals to your interview.

Send the N-400, photos, payment, and copy of your green card to the correct USCIS Lockbox.

Mail your application to the USCIS Lockbox for your state. Send it by certified United States mail with a return receipt. This will give you proof that the USCIS received the application and the exact date it was received. Other mail services such as Federal Express do not deliver to post office boxes.

Domestic Return Receipt

Is your RETURN ADDRESS completed on the reverse side?	SENDER: ■ Complete items 1 and/or 2 for additional services. ■ Complete items 3, 4a, and 4b. ■ Print your name and address on the reverse of this form so that we can return this card to you. ■ Attach this form to the front of the mailpiece, or on the back if space does not permit. ■ Write "Return Receipt Requested" on the mailpiece below the article number. ■ The Return Receipt will show to whom the article was delivered and the date delivered.		I also wish to receive the following services (for an extra fee): 1. <input type="checkbox"/> Addressee's Address 2. <input type="checkbox"/> Restricted Delivery Consult postmaster for fee.	
	3. Article Addressed to:		4a. Article Number	
		4b. Service Type <input type="checkbox"/> Registered <input type="checkbox"/> Certified <input type="checkbox"/> Express Mail <input type="checkbox"/> Insured <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> COD		
		7. Date of Delivery		
5. Received By: (Print Name)		8. Addressee's Address (Only if requested and fee is paid)		
6. Signature: (Addressee or Agent) X				
PS Form 3811, December 1994		102595-98-B-0229 Domestic Return Receipt		

certified United States mail = The post office puts a tracking number on your letter and a person must sign to receive it. To send, you must fill out "Receipt for Certified Mail" and pay the required fee. For a return receipt you must fill out a special postcard called "Domestic Return Receipt." When the person receives your letter, the postcard will be sent to you with the signature of the person or organization to which it was addressed. "I always send my forms to USCIS by certified United States mail."

USCIS Lockbox Assignments

Effective on January 22, 2009, there are new mailing addresses for Form N-400. Applicants will send Form N-400 to one of two new USCIS Lockbox addresses.* The Lockbox facilities will perform the initial processing of the N-400 and then forward the application to the National Benefits Center for further processing.

If you reside in:

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Territory of Guam, Northern Mariana Islands

Mail your N-400 to:

USCIS Lockbox Facility
U.S. Citizenship and Immigration Services
P.O. Box 21251
Phoenix, AZ 85036

Private Courier and Express Mail Deliveries (non-USPS):

USCIS, Attn: N-400
1820 E. Skyharbor Circle S. Floor 1
Phoenix, AZ 85034

- * Naturalization applicants filing under the military provisions will use a different address. Check the USCIS website for the correct address.

USCIS Lockbox Assignments

If you reside in:

Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Oklahoma, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Vermont, Virginia, West Virginia, U.S. Virgin Islands

Mail your N-400 to:

USCIS Lockbox Facility
U.S. Citizenship and Immigration Services
P.O. Box 299026
Lewisville, TX 75029

Private Courier and Express Mail Deliveries (non-USPS):

USCIS, Attn: N-400
2501 S. State Hwy 121, Bldg. 4
Lewisville, TX 75067

Rushing Your Naturalization Application

Generally, USCIS processes citizenship applications in the order they are received. A person who applies in March is interviewed before a person who applied in June of the same year.

In some cases USCIS will allow an application to be expedited. This means the person is interviewed ahead of other people in line. USCIS district directors and other senior USCIS officials can approve a case to be expedited under certain emergency conditions.

Examples:

- A person has a terminal illness and may die soon.
- A person will lose important medical benefits unless he or she gets citizenship.
- A member of the United States armed forces must travel abroad.

Requesting an Expedited Application When Filing

Write a letter to USCIS with your application that includes:

- your name as it appears on your green card;
- your alien registration number;
- your daytime telephone number;
- a statement that you are requesting expedited processing of your naturalization application;
- an explanation of why you are requesting expedited processing; and
- documents or affidavits supporting your need to expedite processing.

Send a *copy* of the expedite request with your naturalization application when you mail it to the Lockbox. Write at the top of your N-400 in bold red letters, "Expedite Request." Send the *original* request to the district director or officer in charge of the office in which you will be interviewed. Write on the outside of the envelope in bold red letters, "Request for Expedited Processing."

Requesting an Expedited Application After Filing

Call the USCIS customer service line at 1-800-375-5283, and you will receive instructions on where and how to send your expedite request. You will need to send a letter describing your situation and include evidence supporting your request.

If your case is at the local office, you should schedule an appointment to make your expedite request in person. To schedule an appointment, visit the USCIS website at: <http://www.infopass.uscis.gov/>. Bring evidence or supporting documentation with you.

expedited = Rushed. *"I need my application expedited because my military unit is sending me overseas."*

Special Expedite Policy for Applicants Losing SSI

Under a settlement agreement for a recent class action lawsuit, USCIS will automatically expedite the citizenship applications of refugees, asylees, and others who have lost, or will soon lose, their Supplemental Security Income (SSI) benefits due to the seven-year limit created by welfare reform laws. This automatic process is expected to take place around March 2009.

In the meantime, applicants who are members of this group or “class” can request expedited processing by calling the USCIS customer service line at 1-800-375-5283; sending a written request with their N-400; sending a written request to the USCIS office where they sent their application; or appearing in person at their local USCIS office. When sending a written request, be sure to write “KAPLAN” on the outside of the mailing envelope and at the top of your letter.


USCIS will not expedite a case unless it has been pending at least six months. However, cases identified for the *automatic* expedite process described above will be expedited regardless of how long they have been pending, and regardless of whether the applicant has made an expedite request.

See Attachment C for more information.

See Chapter 6, page 215 for more information on change of address.

Get confirmation that USCIS received your application.

The USCIS Lockbox will send you a receipt after it processes your application. Keep the receipt with the copy of your application and your check or money order. Be sure to notify USCIS of any address change.

Department of Homeland Security U.S. Citizenship and Immigration Service		I-797C, Notice of Action	
THE UNITED STATES OF AMERICA			
Receipt		NOTICE DATE September 30, 2007	
CASE TYPE N400 Application For Naturalization		USCIS # A [REDACTED]	
APPLICATION NUMBER LIN* [REDACTED]	RECEIVED DATE July 27, 2007	PRIORITY DATE July 27, 2007	PAGE 1 of 1
APPLICANT NAME AND MAILING ADDRESS [REDACTED] [REDACTED] [REDACTED] [REDACTED]		PAYMENT INFORMATION: Single Application Fee: \$400.00 Total Amount Received: \$400.00 Total Balance Due: \$0.00	
<p>••••••••••</p> <p>The above application has been received by our office and is in process. Our records indicate your personal information is as follows:</p> <p>Date of Birth: [REDACTED] Address Where You Live: [REDACTED] [REDACTED]</p> <p>Please verify your personal information listed above and immediately notify our office at the address or phone number listed below if there are any changes.</p> <p>You will be notified of the date and place of your interview when you have been scheduled by the local USCIS office. You should expect to be notified within 100 days of this notice.</p>			
<p>If you have any questions or comments regarding this notice or the status of your case, please contact our office at the below address or customer service number. You will be notified separately about any other cases you may have filed.</p> <p>If you have other questions about possible immigration benefits and services, filing information, or USCIS forms, please call the USCIS National Customer Service Center (NCSC) at 1-800-375-5283. If you are hearing impaired, please call the NCSC TDD at 1-800-767-1833.</p> <p>If you have access to the Internet, you can also visit USCIS at www.uscis.gov. Here you can find valuable information about forms and filing instructions, and about general immigration services and benefits. At present, this site does not provide case status information.</p> <p>USCIS has a free booklet to help you study for the naturalization test. Ask about 'Learn About the United States: Quick Civics Lessons' when you go to have your fingerprints taken at the Application Support Center.</p>			
<p>USCIS Office Address: U.S. CITIZENSHIP AND IMMIGRATION SERVICES PO BOX 87400 LINCOLN NE 68501-</p>		<p>USCIS Customer Service Number: (800) 375-5283</p> <p>APPLICANT COPY</p>	
LIN [REDACTED]			
Form I-797C (Rev. 01/31/05) N			

STEP 3: PREPARE FOR THE INTERVIEW AND TEST

Preparing for the interview is as important as studying for the tests. To better prepare, talk to people who have already been interviewed. Be familiar with the information on your N-400 application. USCIS will ask you to verbally repeat this information. Understand that the English portion of your test begins with the interview as the officer swears you in.

The English, history, and government tests are the most difficult part of the naturalization process for many applicants. Failing these tests is the major reason for applicants being denied. You should begin studying as soon as possible so that you are ready when USCIS calls you for your interview. Naturalization classes may be available in your community at a non-profit immigration office or community center.

*See Chapter 5,
page 128
for more
information on
how to prepare for
the tests.*



STEP 4: GET FINGERPRINTED

Receive Your Fingerprint Appointment Notice

You are to go to the USCIS authorized fingerprint site closest to your home. The location will be either an Application Support Center (ASC) or USCIS office. If you cannot attend your appointment, you can request a different date. However, you should make every effort to attend the first appointment you are given so your application will not be delayed. You can request that USCIS fingerprint you at home if you are severely disabled and unable to leave your home.

If you are age 75 or older at the time you file your application, you are not required to have your fingerprints taken. If you receive an appointment notice, you must clear up the problem with USCIS, or your interview will be delayed. Contact the USCIS National Customer Service Center at 1-800-375-5283 or send a letter to the USCIS National Benefits Center and district office explaining that you do not need to have your fingerprints taken. Send the letters by certified mail with a return receipt, and be sure to include your A-number and N-400 application receipt number in your letters.

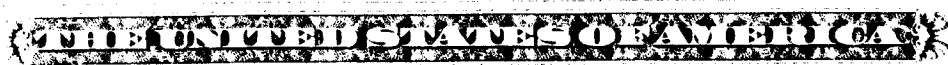

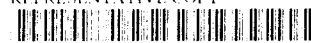
What is an ASC?

Application Support Centers (ASCs) provide services for people applying for immigrant benefits, including naturalization. At present they provide fingerprinting and photographs, but in the future they may also provide citizenship testing. ASCs are supervised by a USCIS officer. Some ASCs are located within a USCIS district office.

authorized = Approved. *"There are no authorized fingerprinting sites close to my home."*

Have Your Fingerprints Taken

Read your notice carefully to make sure you bring everything required. You will need your fingerprint appointment notice and your green card or another photo ID. USCIS may close your case due to abandonment if you miss your appointment and do not request a different date.

Department of Homeland Security U.S. Citizenship and Immigration Services		I-797C, Notice of Action	
			
Fingerprint Notification			NOTICE DATE October 01, 2007
CASE TYPE N400 Application For Naturalization			USCIS AF A [REDACTED]
APPLICATION NUMBER LIN# [REDACTED]	RECEIVED DATE July 27, 2007	PRIORITY DATE July 27, 2007	PAGE 1 of 1
APPLICANT NAME AND MAILING ADDRESS [REDACTED] c/o ALLISON J POSNER CATHOLIC LEGAL IMMIGRATION NETWORK STE 150 415 MICHIGAN AVE NE WASHINGTON DC 20017 			
To process your application, USCIS must take your fingerprints and have them cleared by the FBI. PLEASE APPEAR AT THE BELOW APPLICATION SUPPORT CENTER AT THE DATE AND TIME SPECIFIED. If you are unable to do so, complete the bottom of this notice and return the entire original notice to the address below. RESCHEDULING YOUR APPOINTMENT WILL DELAY YOUR APPLICATION. IF YOU FAIL TO APPEAR AS SCHEDULED BELOW OR FAIL TO REQUEST RESCHEDULING, YOUR APPLICATION WILL BE CONSIDERED ABANDONED.			
APPLICATION SUPPORT CENTER CIS NAPERVILLE 888 SOUTH ROUTE. 59 #124 NAPERVILLE IL 60540		DATE AND TIME OF APPOINTMENT 10/20/2007 11:00 AM	
WHEN YOU GO TO THE APPLICATION SUPPORT CENTER TO HAVE YOUR FINGERPRINTS TAKEN, YOU MUST BRING: 1. THIS APPOINTMENT NOTICE and 2. PHOTO IDENTIFICATION. Naturalization applicants must bring their Alien Registration Card. All other applicants must bring a passport, driver's license, national ID, military ID, or State-issued photo ID. If you appear without proper identification, you will not be fingerprinted.			
PLEASE DISREGARD THIS NOTICE IF YOUR APPLICATION HAS ALREADY BEEN GRANTED.			
USCIS has a free booklet to help you study for the naturalization test. Ask about 'Learn About the United States: Quick Civics Lessons' when you go to have your fingerprints taken at the Application Support Center.			
REQUEST FOR RESCHEDULING			
Please reschedule my appointment for the next available: <input type="checkbox"/> Wednesday afternoon <input type="checkbox"/> Saturday afternoon			
USCIS cannot guarantee the day preferred, but will do so to the extent possible. Upon receipt of your request, you will be provided a new appointment notice. Please mail your request to:			
CIS NAPERVILLE 888 SOUTH ROUTE. 59 #124 NAPERVILLE IL 60540			
If you have any questions regarding this notice, please call 1-800-375-5283.		REPRESENTATIVE COPY 	
WARNING!			
<i>Due to limited seating availability in our lobby areas, only persons who are necessary to assist with transportation or completing the fingerprint worksheet should accompany you.</i>			
10/17/2007 [Signature]			

Fingerprint Appointment Notice

FBI Fingerprint Records

USCIS requires fingerprints of applicants to check good moral character and criminal history. USCIS sends fingerprints to the Federal Bureau of Investigation (FBI), where they are entered into a national database of all fingerprints ever taken by law enforcement agencies across the country. If you have ever had your fingerprints taken under an arrest, the FBI will inform USCIS, regardless of why you were arrested, when you were arrested, and other names you used. The arrest record will remain with the FBI even when a conviction is removed or expunged by the court.

See Chapter 2, Attachment D for a sample letter to the FBI.

USCIS will compare the FBI report with the information you provided on your application. If you have an arrest, be sure to seek legal advice. Only a legal professional who is knowledgeable about citizenship can decide if you are still eligible. In general, you can safely submit your fingerprints directly to the FBI and get a complete copy of your record before applying for citizenship.

If a lawyer or accredited representative decides you are still eligible for citizenship, you must tell USCIS about the arrest on your application with an explanation of the cause and outcome. You will be denied if you fail to tell USCIS of the arrest. In this case, you are considered lacking good moral character because you lied. People denied for this reason must wait five years to re-establish good moral character before applying again.



STEP 5: GO TO THE USCIS INTERVIEW

Receive Interview and Testing Appointment

USCIS will send you a notice with the date and time of your interview and citizenship test. You will also receive a list of documents to bring with you.

See Chapter 6, page 214 for more information.

Department of Homeland Security U.S. Citizenship and Immigration Services		I-797C, Notice of Action	
THE UNITED STATES OF AMERICA			
Request for Applicant to Appear for Naturalization Initial Interview			NOTICE DATE March 24, 2008
CASE TYPE N400 Application For Naturalization			PAGES 1
APPLICATION NUMBER LN#	RECEIVED DATE July 27, 2007	PRIORITY DATE July 27, 2007	PAGE 1 of 1
APPLICANT NAME AND MAILING ADDRESS [REDACTED] c/o ALLISON J POSNER CATHOLIC LEGAL IMMIGRATION NETWORK STE 150 415 MICHIGAN AVE NE WASHINGTON DC 20017 [REDACTED]		Please come to: U.S. CITIZENSHIP & IMMIGRATION SERVICES 101 WEST CONGRESS PARKWAY CITIZENSHIP OFFICE ADDED CHICAGO IL 60605 On (Date): Wednesday, May 14, 2008 At (Time): 02:00 PM	
<p>You are hereby notified to appear for an interview on your Application for Naturalization at the date, time, and place indicated above. Waiting room capacity is limited. Please do not arrive any earlier than 30 minutes before your scheduled appointment time. The proceeding will take about two hours. If for any reason you cannot keep this appointment, return this letter immediately to the USCIS office address listed below with your explanation and a request for a new appointment; otherwise, no further action will be taken on your application.</p> <p>If you are applying for citizenship for yourself, you will be tested on your knowledge of the government and history of the United States. You will also be tested on reading, writing, and speaking English, unless on the day you filed your application, you have been living in the United States for a total of at least 20 years as a lawful permanent resident and are over 50 years old, or you have been living in the United States for a total of 15 years as a lawful permanent resident and are over 55 years old, or unless you have a medically determinable disability (you must have filed form N648 Medical Certification for Disability Exception, with your N400 Application for Naturalization).</p> <p>You MUST BRING the following with you to the interview:</p> <ul style="list-style-type: none"> • This letter. • Your Alien Registration Card (green card). • Any evidence of Selective Service Registration. • Your passport and/or any other documents you used in connection with any entries into the United States. • Those items noted below which are applicable to you: <p>If applying for NATURALIZATION AS THE SPOUSE of a United States Citizen:</p> <ul style="list-style-type: none"> • Your marriage certificate. • Proof of death or divorce for each prior marriage of yourself or spouse. • Your spouse's birth or naturalization certificate or certificate of citizenship. <p>If applying for NATURALIZATION as a member of the United States Armed Forces:</p> <ul style="list-style-type: none"> • Your discharge certificate, or form DD 214. <p>If copies of a document were submitted as evidence with your N400 application, the originals of those documents should be brought to the interview.</p> <p>PLEASE keep this appointment, even if you do not have all the items indicated above.</p>			

See Attachment D for a list of documents to bring to the interview.

Notice of Naturalization Interview

Go to USCIS Interview and Take the Citizenship Test

At the interview, an USCIS officer will ask you to take an oath, ask you questions about your citizenship application, and test your knowledge of English and United States history and government. The USCIS officer may have a conversation with you about everyday things in order to test your English. The order of the steps above may vary.

For detailed information on the tests see Chapter 5.

The officer will ask if any information you wrote on your N-400 application has changed. He or she may ask about any information that is different than what you wrote on your permanent resident application. Be prepared in advance to explain any differences.

Have USCIS Approve, Continue, Withdraw, or Deny Your Citizenship Application

- Approve = You passed your interview.
- Continue = USCIS needs more information or you failed the test. You will have another interview to provide the information and/or re-take the test.
- Withdraw = You formally request USCIS to close your case. USCIS will automatically close your case if you fail to appear for an appointment without explanation.
- Deny = A USCIS officer decides you do not meet the citizenship requirements. You do not get another interview unless you appeal your case.

See Chapter 6, Attachment D for a copy of Form N-652.

Approved Cases

You will receive Form N-652 telling you if you are approved. You will be notified about when and where to report for the oath ceremony. Depending on your district, you may be able to take a same-day oath at the district office. Otherwise, you will receive a notice in the mail to appear at an oath ceremony.

See Chapter 6, page 216 for information on how to get needed documents.

Continued Cases

The USCIS officer may end the interview immediately if documents are missing or questions are unanswered. The officer will tell you that your case will be continued and ask you to come back for another interview with the required information, such as marriage certificates, tax forms, or selective service forms. Or, you may be asked to just submit the missing documents, either by mail or in person, instead of returning for a second interview. The second interview, or the deadline for submitting the missing documents, will be at least 60 days after the first interview to allow you time to gather the information.

Failing the Test

You will be rescheduled for another interview to take the part of the test you failed within 90 days. If you do not go to your second interview and you fail to notify USCIS with a good reason, USCIS will deny your case. With a good reason, the USCIS officer will reschedule the second appointment.

Withdrawn Cases

You may withdraw your case at any time during the naturalization process. You will not have your application fees returned. You may re-apply at a later time by paying the fees again. Sometimes USCIS will ask you at the interview if you want to withdraw the application because you do not meet one of the requirements.

REQUEST TO WITHDRAW N-400 APPLICATION

TO: USCIS District Director

DATE:

ALIEN NUMBER:

I, _____, wish to withdraw my application to become a citizen, Form N-400.
This is without prejudice towards the filing of a future application.

SIGNATURE

Appeal a Denial If Appropriate

Denials

You should receive a notice in the mail called Notice of Denial within 120 days after your interview. The form will tell you why your case was denied. It will also tell you how you can appeal your case through administrative review.

What is Administrative Review?

Administrative review is when a second USCIS officer interviews you, reviews the paperwork in your file, or tests you again. You can also provide new evidence or give testimony. Evidence and testimony help to explain why you do meet the requirements and why USCIS should approve your application.

How to Request Administrative Review

Within 30 days after you receive the *Notice of Denial*, you need to file Form N-336, *Request for Hearing on a Decision in Naturalization Proceedings Under Section 336 of the Act* with the required fee of \$605. You can file the appeal after 30 days only if you can show that a hardship prevented you from filing in time.

See Attachment E for a copy of Form N-336.

When You Will Have Administrative Review

USCIS will schedule you for an appointment within 180 days after you file the appeal.

testimony = A statement under oath. *"She gave testimony in court that supported his case."*

What is Judicial Review?

Judicial review is when a judge in court hears your case. This is different from USCIS administrative review. In naturalization cases, a judge from the federal district court hears your case.

Who is Eligible for Judicial Review?

There are three situations in which you might be eligible:

- USCIS denies your administrative review;
- USCIS does not give you a decision on your naturalization application within 120 days after your interview as required by law; or
- USCIS delays action on your case prior to the interview.

Note: You should talk to a lawyer for more information on the last two situations.

Procedures for Judicial Review of a USCIS Denial

You must file a *Petition for Review* with the United States district court in the area where you live. You must file it within 120 days after USCIS denies your administrative review. You should get a lawyer to help you with the petition so it is accurate and complete. You should send one copy of the petition to your USCIS district office director and one copy to the Secretary of the Department of Homeland Security. Your lawyer will need to prepare you to appear before a judge.



STEP 6: TAKE THE OATH OF ALLEGIANCE

See Chapter 9 for detailed information about the oath ceremony.

Receive Your Notice of Oath Ceremony

You will receive a notice at the interview or by mail with the date and time of your oath ceremony.

See Chapter 9, Attachment A for a copy of Form N-445.

Complete Form N-445

Form N-445 updates USCIS on any information that has changed since you submitted your N-400 application, for example, if you were arrested after the interview or changed your marital status. This enables USCIS to make sure you still qualify for United States citizenship.

See Chapter 7, page 258 for information about an oath waiver for the severely disabled.

Attend Oath Ceremony and Receive Naturalization Certificate

You will be invited to attend an oath ceremony at a USCIS district office or federal court. At the ceremony you will submit your completed Form N-445, take your oath of citizenship, and receive your naturalization certificate. After you receive and sign your certificate, you will be a United States citizen.

U.S. Department of Justice
Immigration and Naturalization Service

**Notice of Entry of Appearance
as Attorney or Representative**

Appearances - An appearance shall be filed on this form by the attorney or representative appearing in each case. Thereafter, substitution may be permitted upon the written withdrawal of the attorney or representative of record or upon notification of the new attorney or representative. When an appearance is made by a person acting in a representative capacity, his personal appearance or signature shall constitute a representation that under the provisions of this chapter he is authorized and qualified to represent. Further proof of authority to act in a representative capacity may be required. **Availability of Records** - During the time a case is pending, and except as otherwise provided in 8 CFR 103.2(b), a party to a proceeding or his attorney or representative shall be permitted to examine the record of proceeding in a Service office. He may, in conformity with 8 CFR 103.10, obtain copies of Service records or information therefrom and copies of documents or transcripts of evidence furnished by him. Upon request, he/she may, in addition, be loaned a copy of the testimony and exhibits contained in the record of proceeding upon giving his/her receipt for such copies and pledging that it will be surrendered upon final disposition of the case or upon demand. If extra copies of exhibits do not exist, they shall not be furnished free on loan; however, they shall be made available for copying or purchase of copies as provided in 8 CFR 103.10.

In re:	Date:
	File No.

I hereby enter my appearance as attorney for (or representative of), and at the request of the following named person(s):

Name:	<input type="checkbox"/> Petitioner	<input type="checkbox"/> Applicant
	<input type="checkbox"/> Beneficiary	
Address: (Apt. No.)	(Number & Street)	(City) (State) (Zip Code)
Name:	<input type="checkbox"/> Petitioner	<input type="checkbox"/> Applicant
	<input type="checkbox"/> Beneficiary	
Address: (Apt. No.)	(Number & Street)	(City) (State) (Zip Code)

Check Applicable Item(s) below:

1. I am an attorney and a member in good standing of the bar of the Supreme Court of the United States or of the highest court of the following State, territory, insular possession, or District of Columbia _____ and am not under a court or administrative agency order suspending, enjoining, restraining, disbaring, or otherwise restricting me in practicing law.
Name of Court

2. I am an accredited representative of the following named religious, charitable, social service, or similar organization established in the United States and which is so recognized by the Board: _____

3. I am associated with _____ the attorney of record previously filed a notice of appearance in this case and my appearance is at his request. (If you check this item, also check item 1 or 2 whichever is appropriate.)

4. Others (Explain Fully.) _____

SIGNATURE	COMPLETE ADDRESS
NAME (Type or Print)	TELEPHONE NUMBER

PURSUANT TO THE PRIVACY ACT OF 1974, I HEREBY CONSENT TO THE DISCLOSURE TO THE FOLLOWING NAMED ATTORNEY OR REPRESENTATIVE OF ANY RECORD PERTAINING TO ME WHICH APPEARS IN ANY IMMIGRATION AND NATURALIZATION SERVICE SYSTEM OF RECORDS:

(Name of Attorney or Representative)

THE ABOVE CONSENT TO DISCLOSURE IS IN CONNECTION WITH THE FOLLOWING MATTER:

Name of Person Consenting	Signature of Person Consenting	Date
---------------------------	--------------------------------	------

(NOTE: Execution of this box is required under the Privacy Act of 1974 where the person being represented is a citizen of the United States or an alien lawfully admitted for permanent residence.)

This form may not be used to request records under the Freedom of Information Act or the Privacy Act. The manner of requesting such records is contained in 8CFR 103.10 and 103.20 Et.SEQ.

Form G-28 (09/26/00)Y

Fee Waiver Request & Declaration

Name: _____ Alien Number: _____

Application Form Number: _____

I am unable to pay the fee for the attached application. In accordance with 8 C.F.R. § 103.7(c), I am requesting a fee waiver. If my spouse or dependents applying for benefits concurrently with me are also requesting fee waivers, I am listing their names here and including a copy of this fee waiver request with their applications:

Situation & Criteria

I am applying for a fee waiver based on the following situation and criteria:

- Public Benefits.** Within the last 180 days, I qualified for or received a “federal means-tested public benefit.” *Please see attached evidence.*
- Low Income.** My annual household income of \$ _____, on which taxes were paid for the most recent tax year (if high enough to pay taxes on), is at or below the poverty level of \$ _____, as indicated in the most recent poverty guidelines set by the Secretary of Health and Human Services. *Please see attached income tax returns.*
- Age.** I am elderly (age 65 or over).
- Disability.** I have a disability that has been determined by the Social Security Administration, Health and Human Services, Veteran’s Administration, or other appropriate federal agency. *Please see attached documentation of my disability determination.*
- Dependents.** I have _____ (number of) dependents in my family household who are seeking derivative status or benefits concurrently with me (the principal applicant or beneficiary). *Please see attached evidence of my living arrangements.*
- Special Situation.** I am in a special situation that requires humanitarian or compassionate consideration, described below. *Please see attached evidence, if available.*

Fee Waiver Request & Declaration for: _____
A-number: _____

Overall Financial Picture

Information about my household and family members:

I live in the same household with _____ (number of) persons, listed below. *I am attaching evidence of my living arrangements.*

Name	Age	Relationship to me	Employed (yes/no)	Income

Information about my income

My total income each month (including that of my dependents, if applicable), from all sources, is \$ _____. Below I have listed all the sources of my income and the amount from each source. *I am attaching evidence of my income from these sources.*

Source	\$ Amount per month
Wages/salary	
SSI	
TANF	
Food Stamps	
Other public benefits (as specified)	
Other income (as specified)	
TOTAL	

Information about my assets

My total assets (including those of my dependents, if applicable), from all sources, are in the amount of \$ _____. Below I have listed all of my assets and the amount each is worth. *I am attaching evidence of my assets.*

Source	\$ Amount
Cash	
Checking/savings accounts	
Real estate	
Personal property (as specified)	
Other assets (as specified)	
TOTAL	

Information about my expenses

Fee Waiver Request & Declaration for: _____
 A-number: _____

My living expenses each month (including those of my dependents, if applicable) total \$ _____. I am listing each expense below. *I am attaching evidence of my expenses.*

Source	\$ Amount per month
Housing (rent/mortgage)	
Food	
Utilities (electric/gas/phone)	
Transportation	
Medical	
Child care	
Clothing	
Spousal and/or child support	
Auto loan	
Auto insurance	
Credit cards	
Other debts	
Other expenses (specify)	
TOTAL	

I declare under penalty of perjury that the preceding is true and correct.

Signature of Declarant

Date

I, _____, affirm that I am fluent in _____ and English and that I have accurately translated this declaration from English into the _____ language to the declarant.

Signature of Translator

Fee Waiver Request & Declaration for: _____
A-number: _____

3



Office of Communications

U.S. Citizenship
and Immigration
Services

Questions & Answers

June 5, 2008

EXPEDITED PROCESSING AVAILABLE FOR CERTAIN SUPPLEMENTAL SECURITY INCOME (SSI) BENEFICIARIES

SSI Beneficiaries can request expedited processing of Forms I-485 and N-400

Q: Why is expedited processing available for SSI beneficiaries?

A: U.S. Citizenship and Immigration Services (USCIS) recently entered into a settlement agreement in a national class action, *Kaplan, et al. v. Chertoff, et al.*, CV 06-5304. The suit was brought by non-U.S. citizens who had lost or who were about to lose their eligibility for Supplemental Security Income (SSI) based on a statutory seven-year limit, and who were unable to become naturalized U.S. citizens before the loss of SSI benefits. Under the settlement agreement USCIS will expedite I-485 (Application to Register Permanent Residence or Adjust Status) – commonly referred to as ‘green card’ applications – and N-400 (Application for Naturalization) of current or former Supplemental Security Income (SSI) beneficiaries if the application has been pending with USCIS for more than six months.

Q: What is expedited processing under the Kaplan Settlement?

A: Expedited processing includes USCIS requesting an accelerated FBI Name Check and prioritizing any USCIS internal actions, such as scheduling an interview. USCIS will work with the Social Security Administration (SSA) to identify people who have lost or who will lose their SSI benefits within the next year and who already have an I-485 or N-400 pending with USCIS. USCIS will then expedite those cases even if the applicant has not yet requested expedited processing and if the application has not been pending for six months. Information on the Kaplan Settlement is available at www.uscis.gov/kaplan.

Q: What if I am a non-citizen who has lost my SSI benefits and am waiting for my N-400 or I-485 to be processed?

A: If you are a non-citizen who has lost eligibility for SSI benefits based on a statutory seven-year limit, and you have filed an I-485 or N-400 with USCIS, you may request expedited processing of your pending application at any time, regardless of when you lost SSI benefits. USCIS is working with SSA to identify people who have lost or who will lose their SSI benefits within the next year and who already have an I-485 or N-400 pending with USCIS. USCIS will then expedite those cases even if the applicant has not yet requested expedited processing and the application has not been pending for six months.

Q: How will USCIS contact non-citizen SSI beneficiaries with pending applications who have lost their SSI benefits?

A: USCIS and SSA will mail a blue letter to people who have lost their SSI benefits due to the seven-year statutory limit. The letter will explain that they need to do the following:

- File an I-485 or N-400, if eligible
- Be aware of the fee waiver application process
- For those who already have a pending application, how to request expedited processing

Q: What should I include with my I-485 or N-400 form?

www.uscis.gov

A: If you receive a blue letter from USCIS about your eligibility for expedited processing, you should include that letter when you mail your form to USCIS. If you do not receive a blue letter from USCIS about the Kaplan settlement, you should include any other documents showing proof that that you are receiving or have received SSI benefits.

Q: How do I contact USCIS to request expedited processing based on my eligibility as a non-citizen beneficiary of SSI?

A: There are several ways you can contact USCIS to request expedited processing:

- Call the USCIS National Customer Service Center at 1-800-375-5283.
- Make an InfoPass appointment at www.infopass.uscis.gov and come to your local USCIS Field Office in person. Our website, www.uscis.gov, has a list of all field office locations.
- Include a written request for expedited processing when you submit your application.
- Mail a request for expedited processing to the office where your I-485 or N-400 is pending once you receive a USCIS receipt notice for your application. To find out where your application is pending, please call 1-800-375-5283.

Whichever option you choose, please let USCIS know that you are requesting expedited processing based on your SSI status.

Q: If I am a non-citizen receiving SSI benefits and I just submitted an N-400 or I-485, can I apply for expediting processing now or must I wait until my application has been pending for over six months?

A: Customers may request expediting processing at any time, but USCIS will not start the expedite process until the application has been pending for over six months.

Q: If an applicant is eligible for SSI, will USCIS automatically waive fees?

A: No, however, USCIS is aware that applicants in the Kaplan class receive or have received SSI. SSI is a federal means-tested benefit and generally means that household incomes are at or below the poverty level, and that individuals are age 65 or over, or disabled. Therefore, applicants are likely to establish eligibility for a fee waiver. USCIS asks that class members write a large notation, "KAPLAN" on the outside of mailing envelopes containing either the I-485 or N-400 and the fee waiver request.

Q: What happens if I have changed addresses and never receive the blue letter?

A: It is vital that customers keep USCIS informed of their current address. It is critically important to ensure that correspondence with USCIS can be maintained. Customers who move must submit a free AR-11 Change of Address Form with USCIS within 10 days of their move. USCIS will check for an updated address for any blue letters that have been returned to USCIS within 90 days of mailing.

Q: When did the Kaplan Settlement take effect, and how long will it last?

A: The settlement took effect March 5, 2008 and will remain in effect until February 5, 2011.

Q: Does this mean that if I am a non-citizen receiving SSI benefits, I will become a citizen?

A: Expedited processing will ensure that USCIS prioritizes processing these forms. However, it is not a guarantee that the benefit will be granted. USCIS still needs to make sure that applicants meet eligibility requirements before the benefit can be granted.

Q: Can I visit a Service Center or the National Benefit Center to ask questions about this settlement?

A: No. If you believe you may be eligible for expedited processing under the Kaplan Settlement Agreement, then please call the USCIS National Customer Service Center at 1-800-375-5283, or you may make an InfoPass appointment to visit your local public field office.

- USCIS -

Department of Homeland Security
U.S. Citizenship and Immigration Services

**N-659, Naturalization
Interview Document Check List**

NOTICE TO NATURALIZATION APPLICANTS.

Please bring the **original and a photocopy** of the applicable items listed below to your naturalization interview. Any document in a foreign language must be accompanied by an English language translation. The translator must certify that he or she is competent to translate and that the translation is accurate.

You should be on time for your interview. Late arrival may result in the need to reschedule your interview. Please note that rescheduling can cause significant delays in the processing of your application. Bring all the required documents to avoid delays in processing your case. This is a general check list and since each case is unique, you may be required to submit additional documentation.

DOCUMENT CHECKLIST.

1. You must be properly attired and bring:

- Your Permanent Resident Card (previously known as “Alien Registration Card” or “Green Card”); **and**
- Government issued photo identification; **and**
- **All** passports and travel documents (including expired and current) issued to you by any government.
- Although not required, it is recommended that you bring two additional passport-style photos (2”x2”). The photos must be in color with full face, frontal view on a white to off-white background. Head height should measure 1” to 1 3/8” from top of hair to bottom of chin, and eye height is between 1 1/8” to 1 3/8” from bottom of photo. For additional specifications, refer to <http://travel.state.gov/passport/pptphotos/index.html>.

2. If your current name is different than the name on your Permanent Resident Card, bring:

- The document that legally changed your name (e.g., marriage license, divorce decree, court document).

3. If you are applying for naturalization on the basis of marriage to a U.S. citizen, bring:

- Proof that your spouse has been a U.S. citizen for at least the past three years (birth certificate, naturalization certificate, certificate of citizenship, your spouse's valid U.S. passport, or Form FS-240, Report of Birth Abroad of a Citizen of the United States of America); **and**
- Your current marriage certificate registered by a civil authority; **and**
- Proof of the termination of all previous marriages for **both** you and your spouse (divorce decree, death certificate, etc. registered by a civil authority); **and**
- An **original** Internal Revenue Service (IRS) Form 1722 listing tax information for the past three years (call IRS toll-free at **1-800-829-1040**), or copies of the income tax forms you filed for the past three years; **and**
- Proof of marital union as well as proof of residence; **and**
- Certified copies of birth certificates for all your children born in the United States.

4. If you have ever been in the U.S. military, or are applying based on military service (see section 328 and 329 of the INA), and have not previously submitted the two forms listed below with your Form N-400, bring:

- An **original** Form N-426, Request for Certification of Military or Naval Service; **and**
- An **original** Form G-325B, Biographic Information.

5. If you have taken a trip outside the United States that lasted for six months or more since becoming a Permanent Resident, bring:

- Evidence you did not abandon your residence or terminate your employment in the United States nor abandon your U.S. abode; **and**

(Continued on Next Page)

Form N-659 (Rev. 01/22/07) N

-
- An original IRS 1722 letter (call IRS toll-free at 1-800-829-1040), listing tax information for the past five years (or for the past three years if you are applying on the basis of marriage to a U.S. citizen).
6. **If you have a dependent spouse or children and have been ordered to provide financial support, bring:**
- Copies of the court or government order to provide financial support; **and**
 - Evidence that you have complied with the court or government order (cancelled check, money order receipts, a court or agency printout of child support payments or evidence of wage garnishments).
7. **If you have ever been arrested or detained by any law enforcement officer for any reason and no charges were filed, bring:**
- An official, certified statement from the arresting agency or applicable court indicating that no charges were filed.
8. **If you have ever been arrested or detained by any law enforcement officer for any reason and charges were filed, bring:**
- An **original** or certified copy of the arrest record(s) and the complete court disposition for each incident (dismissal order, conviction record or acquittal order).
9. **If you have ever been convicted or placed in an alternative sentencing program or rehabilitative program, bring:**
- The sentencing record for each incident; **and**
 - Evidence that you completed your sentence, such as probation record, parole record or evidence that you completed an alternative sentencing program or rehabilitative program. Copies must be certified copies from the issuing agency.
10. **If you have ever had any arrest or conviction vacated, set aside, sealed, expunged or otherwise removed from your records, bring:**
- An original or a certified copy of the court order, vacating, setting aside, sealing, expunging or otherwise removing the arrest or conviction.
- NOTE: Unless a traffic incident was alcohol or drug related or serious personal injury to another person occurred, you do not need to submit documentation for traffic fines and incidents that did not involve an actual arrest if the only penalty was a fine of less than \$500 and/or points on your driver's license.*
11. **If you have any federal, state or local taxes that are overdue, bring:**
- A signed agreement from the IRS, state or local tax office showing that you have filed a tax return and have arranged to pay the taxes you owe; **and**
 - Documentation from the IRS, state or local tax office showing the current status of your repayment program.
12. **If you are applying for a disability exception to the testing requirement and have not submitted Form N-648, bring:**
- An original Form N-648, Medical Certification for Disability Exceptions, completed by a licensed medical doctor, licensed clinical psychologist or licensed doctor of osteopathy.
13. **If registered with the Selective Service, bring proof of such. If you did not register with the Selective Service and you are (1) male, (2) over 26 years old, (3) were born on or after January 1, 1960, and (4) were a Permanent Resident between the ages of 18 and 26 when you failed to register, explain your failure to register and bring:**
- A "Status Information Letter" from the Selective Service. (Call 1-847-688-6888 for more information.)
14. **If you are requesting expeditious naturalization under section 319(b) of the INA through military service, bring:**
- The travel orders of the US citizen, which include the name of the alien spouse, that establish the overseas assignment will end no less than 12 months beyond the date of the naturalization interview.
-

OMB No. 1615-0032; Expires 10/31/05
 You may continue to use this form after expiration date.

**N-336, Request for a Hearing on a
 Decision in Naturalization Proceedings
 (Under Section 336 of the INA)**

Department of Homeland Security
 U.S. Citizenship and Immigration Services

For USCIS Only	
Decision: <input type="checkbox"/> Grant <input type="checkbox"/> Denial	Fee:
1. In the Matter of: (Name of Naturalization Applicant)	File Number: A-

2. I am filing a request for hearing on the decision dated:

3. Please check the one block that applies:

- a. I am **not submitting** a separate brief, statement or evidence.
- b. I am **submitting** a separate brief, statement and/or evidence with this form.
- c. I need _____ days to submit a brief, statement and/or evidence to the USCIS. (May be granted only for good cause shown. Explain in a separate letter.)

4. Person filing request:

Name (Type or print in black ink.) _____

Address (Street Number and Name) _____ (Apt. Number) _____

(City) _____ (State) _____ (Zip Code) _____

Signature _____ Date (mm/dd/yyyy) _____

I am an attorney or representative and I represent the applicant requesting a hearing on a naturalization proceeding. [You must attach a Notice or Entry or Appearance (Form G-28) if you are an attorney or representative and did not previously submit such a form.]

 (Person for whom you are appearing)

5. Briefly state the reason(s) for this request for a hearing:

f

Form N-336 Instructions (Rev. 10/26/05)Y