

WELCOME TO CATHOLIC CHARITIES

PROCEDURES IN OBTAINING YOUR CITIZENSHIP

Our intentions are to assist the maximum number of persons in one day, to do this, we count on the valuable cooperation of our volunteers and staff.

We are estimating in attending the first 20 persons; if you arrive after the 20th person, you will need to attend our next Citizenship Fair, or you can call during our regular office hours to make an appointment.

We appreciate your cooperation and patience. If you are waiting to be attended and are not one of the first; if you prefer, you may leave and return later; however, please understand that upon your return you may have to wait until your turn becomes available. We ask that you please return before 1:00 PM in order for the volunteers and staff to be able to assist you.

Please:

- 1. Line up in the order in which you arrived.**
- 2. Registration – The receptionist will ask for your Last Name, First Name and Biographic Data.**
- 3. Take your Citizenship Intake Form (a number will be assigned at the upper right hand corner) and take the Housing & Money Management Intake Form.**
- 4. Complete the Citizenship Intake Form. If you require assistance, please go to the Support Room and someone will assist you.**
- 5. Upon completing the Citizenship Intake Form, please give it to one of the Support Room staff.**
- 6. Wait to be called for eligibility processing. While waiting, complete the Housing & Money Management Intake Form.**
- 7. The Immigration Specialist will determine your eligibility.**
- 8. If your Biographic information is not complete, the caseworker will direct you to return to the Support Room in order to complete your biographic information, once completed, give to the Support Staff.**
- 9. Wait to be called to complete your file, money order, envelope, copies, etc.**
- 10. A volunteer will assist you with the previous process.**
- 11. Wait to be called to complete your N400 application.**
- 12. The Data Entry Clerk will prepare your N400 application and will print it for your review. Review all the information for correctness and sign application.**
- 13. The Immigration Specialist will review your application.**
- 14. Wait to be called upon for your copy and the envelope which contains the original application for mailing.**

**CONGRATULATIONS - YOU WILL SOON BE A CITIZEN
OF THE UNITED STATES**