N-400: COMPLETED APPLICATION CHECK-OUT LIST

This checklist applies to most cases. Additional documentation may be required depending on your case. Please consult with an immigration attorney or BIA accredited representative about other documents you may need to include with your application.

PROCEDURES, FILING ADDRESSES, FEES, AND FORM EDITIONS CHANGE FREQUENTLY. CHECK WWW.USCIS.GOV FOR UP-TO-DATE INFORMATION BEFORE FILING.

YOU MUST INCLUDE THE FOLLOWING BEFORE MAILING YOUR N-400 APPLICATION TO USCIS

☐ Form N-400: Answer all questions and sign and date Part 13.

☐ Additional pages: Include these for trips, children or for other questions that need a continuation sheet.

☐ Proof of your permanent resident status: Copy of front and back of your Green Card, or copy of I-551 stamp in your passport indicating your A-Number.

☐ Check or Money Order for $725: Made payable to “U.S. Department of Homeland Security.” Write your name and A-Number on the front of the check or money order; you may also pay by credit card by submitting a completed and signed Form G-1450 Authorization for Credit Card Transactions.

Note: Applicants 75 and older are exempt from paying the $85 biometric fee and may not be fingerprinted. The total fee is $640.

OR

☐ Form I-912, Fee Waiver Request, and the following supporting documents: ___________

OR

☐ Form I-942, Request for Reduced Fee, and the following supporting documents: _______

Documents to Bring to the Interview (if applicable):

☐ If applying based on marriage to a U.S. citizen: Be sure to bring evidence to your interview that your spouse has been a U.S. citizen for all three years of your marriage and that you continue to live with your spouse, your current marriage certificate, and proof of termination of prior marriages for you and your spouse, documents such as federal tax returns, bank account statements, leases, mortgages, and/or birth certificates of children.

☐ If you are a male and did not register with the Selective Service between your 18th and 26th birthdays AND you are currently between 26 and 31 years old (or between 26 and 29 years old if applying based on marriage to a U.S. citizen): 1) Submit an explanation of why you did not register with your N-400 application; and 2) Bring your Selective Service Status Information Letter to your interview.

If you live in New York, New Jersey, Connecticut and Pennsylvania and you are using the U.S. Postal Service.

Mail Documents to:

USCIS
PO Box 660060
Dallas, TX 75266

A U.S. Postal Service Priority Mail Flat Rate envelope is recommended

★ MAKE A COPY OF YOUR ENTIRE APPLICATION FOR YOUR RECORDS BEFORE MAILING IT ★

NOTES TO APPLICANT: ____________________________________________________________

☐ Follow up appointment at Center: ____________________________ Date: ______________ Time: ____________
NATURALIZATION: NEXT STEPS

• **Receipt Notice:** Within two weeks of mailing your application, you should receive a receipt notice from USCIS verifying receipt of your application and payment of fees or approval of your fee waiver. Keep this receipt as proof USCIS received your application. If you do not receive a notice, call USCIS customer service at: 800-375-5283. When you receive your receipt notice, write your receipt number here: ______________________

• **Biometrics Appointment:** Shortly after, you will receive a “biometrics” appointment notice to have your fingerprints taken. You MUST go to this appointment with a photo ID and your appointment notice. If you fail to go to this appointment, your Naturalization application will be denied. (Applicants 75 years or older may not be fingerprinted and may not receive this notice.) Write your appointment date here: __________ / __________

• **Naturalization Interview:** About two to three months after your fingerprints are taken you will be scheduled for your naturalization interview. Be sure to bring all the documents USCIS requests with your naturalization interview appointment notice (originals and copies). At the interview, a USCIS officer will review your N-400 application with you to make sure you meet the qualifications for citizenship and will test you on civics and on your ability to understand and speak English (unless you meet certain exemptions). Study materials for the English and civics test can be found at www.uscis.gov. Also, check the Naturalization Guide by CUNY Citizenship Now!. Write your interview date here: __________ / __________ / __________

• **After the Interview:** At the end of the interview, the USCIS officer will tell you whether you passed. If you passed, you will be scheduled for the final step, the swearing-in (or oath) ceremony, about one to two months later. If you did not pass, the officer will give you a paper explaining why; you may have to send in more documentation or take the test again. Applicants who fail the English or civics test the first time will be scheduled to re-take the test within 90 days without having to pay another application fee. If you fail the test a second time, your application will be denied.

• **Swearing-In Ceremony:** At the swearing-in ceremony, you will take the Oath of Allegiance to the United States. You become a U.S. citizen when you complete the swearing-in ceremony. Write your swearing-in date here: __________ / __________ / __________

**Warnings!**

• If your mailing address changes while your application is pending you MUST notify USCIS immediately of your address change. Failure to do so will most likely result in the denial of your application. You can change your address with USCIS online at www.uscis.gov, or by completing and mailing Form AR-11 Change of Address.

• If you receive a “Request for Evidence” (RFE) from USCIS you should submit whatever additional documentation is required within the time period provided. You should bring as much documentary evidence to your appointment as possible.

• If your application is denied, you have 30 days to request a hearing by filing Form N-336 along with a $650 filing fee or a request for a fee waiver. There is no fee for military naturalization applications under INA 328 & 329.