

SECTION 3

Naturalization Resources

- Naturalization Step by Step Resource Sheet
- Naturalization Client Worksheet
- Naturalization Screening Tool
- Additional Guidance for Naturalization Screening
- Naturalization Filing Checklist
- Selective Service Information and Sample Affidavit
- 2017 Federal Poverty Guidelines (150% and 200%)
- Credit Card Fee Payment Directions (Form G-1450)
- 10 Tips for Successful Pro Bono Representation
- Working With Interpreters Tip Sheet
- English and Citizenship Classes Referral List

Naturalization Step by Step Resource Sheet

Although every naturalization case and every naturalization client is different, the suggested steps below are a general framework for completing a naturalization case through the ILCM Pro Bono Project.

Step 1: Client Introduction

Review the client file and case memo that was provided by ILCM. Contact the Pro Bono Director at ILCM with any questions. Contact your client by phone to introduce yourself and set up your first meeting. *Before calling the client review the file so you can alert her to the types of documents/information that she should bring to the meeting (i.e. LPR card, list of past addresses, list of travel dates, documentation for the fee waiver such as pay stubs or benefits letters, etc.).* Also be very clear what location you want to meet at (pro bono clients are often very confused by the fact that their attorneys are not located at the ILCM offices). It is also good practice to send the client a confirmation letter that includes the date, time, and location of the meeting along with a clear list of documents that the client should bring to the meeting.

Step 2: Client Meeting(s)

For a straightforward naturalization case the filing can often be completed in one meeting with the client. This is especially the case where the attorney prepped the client well regarding what documents/information to bring to the first meeting. At the first meeting the following should be completed:

- Introductions;
- Complete the retainer(s) (and ROI if needed);
- Complete a client screening (Please see the ILCM Naturalization Screening Sheet in);
- Complete forms G-28, N-400, and if necessary the I-912 or I-942 or G-1450;¹
- Gather all supporting documents that you need from the client;
- Have the client review and sign (in blue ink) all forms.

If the client does not bring all of the documentation that you need to the first meeting give her a list of the materials that you need and have her mail them to you or set up a second meeting to obtain the documents and complete the application. If you have questions consult the N-400 directions at www.uscis.gov, the USCIS Policy Manual at www.uscis.gov, and the materials in your ILCM manual. If those resources are not helpful then contact the Pro Bono Director at ILCM.

If new issues arise during the screening process at your first meeting that require more investigation let the client know that you will need to do follow up research before finalizing the application. Please

¹ For cases where the client has a lost, stole, expired, or soon to expire green card you may need to file for a new card before submitting the N-400 application. For more guidance on this issue and for directions for how the most efficient way to handle concurrent I-90 and N-400 applications please see the Section of this manual on Green Card Renewals.

contact the Pro Bono Director at ILCM for mentorship if you have any questions, especially if criminal or fraud-related issues surfaced during your screening. If the issues are serious you may need to close the file.

*****Note:** If your client is being non-responsive or is taking a long time to get you documents please be persistent and contact him or her often to keep the case on track. Case success is often directly related to the attorney's ability to keep the case moving along in an efficient manner. With a non-responsive client try contacting them through different avenues (phone, mail, email if applicable), try setting deadlines, try putting a reminder in your calendar to do a weekly check-in with the client to keep her on track.

Step 3: Filing

Once you have completed the forms compile all supporting evidence and draft a filing cover letter. The ILCM Pro Bono manual has a sample filing and cover letter that you can use as a reference. Mail the application to USCIS (proper filing addresses can be found on the USCIS website). Also, send a copy of the filing to your client for their records and keep a copy for your file. Sample cover letters to clients can be found in the ILCM manual and online at www.ilcm.org.

Step 4: Receipt Notice

Within approximately 2-4 weeks you should receive a filing receipt from USCIS, this means that USCIS has received the application and it is now under review. If you submitted a fee waiver with the filing the notice will be called a "Fee Waiver Approval" instead of a "Receipt." There will be a receipt number listed on the notice. You can use that number to track the status of the application online at www.uscis.gov. Your client should have also received a copy of the notice, but please send them a copy just in case they did not receive it.

If the fee waiver was filed with insufficient information or documentation then you will receive a Rejection Notice instead of a receipt. USCIS will return the application to you with the Rejection Notice. In this case either re-file with new fee waiver information, or if it turns out the client is not eligible for the fee waiver, then re-file with fees.

Step 5: Biometrics Notice

Within approximately 4 weeks following the Receipt Notice you will receive a biometrics notice. The notice will have a date and time that the client must go to the biometrics office and have her picture taken and her fingerprints taken. This is so that USCIS can begin an FBI background check for the client. You are not required to attend this meeting with the client since no legal questions will be asked at the appointment. Your client should have also received a copy of the notice, but please send them a copy just in case they did not receive it.

Step 6: Interview

Within approximately 6-8 months (although this timeframe can vary) following the biometrics notice your client should receive an interview notice. It will have a date and time when the client needs to attend her interview at USCIS. Please contact the client as soon as possible after receiving the notice. Set up an interview prep meeting with the client. At the meeting you will practice the testing requirements and do a practice interview. Also, you can make sure that no new issues have arisen since the application was filed. For a checklist of what to cover in the prep meeting see the ILCM Naturalization Manual. Also, make sure that both you and the client have original copies of the Interview notice since you will both need them to attend the interview. Attorneys must attend the interview with the applicant. The ILCM manual contains an in-depth resource guide about naturalization interviews.

Step 7: Interview Follow-Up

If the client passes all of the testing and there are no issues in the case then the client should receive an Oath Notice in the mail following the interview. The attorney should also receive a copy of the oath notice. Please mail a copy of the oath notice to the client with directions for attending the ceremony. The ILCM manual and the ILCM website contain sample letters. Attorneys are not required to attend oath ceremonies.

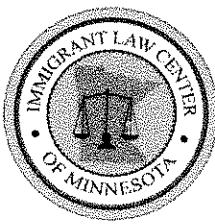
If at the interview, the officer determines that your client is not eligible for naturalization due to a substantive legal issue then the application will also be denied. The applicant will most likely receive a Notice to Deny in the mail and then a Denial Notice. There is a 30 day appeal period for denied applications. PLEASE contact ILCM immediately if your client's case is denied.

If after the interview the officer needs further documentation from the applicant before a decision can be made then the officer will most likely issue a Request for Evidence (RFE), which you will receive in the mail. The RFE will list what documents are needed and give a deadline for their submission. It is extremely important that all RFEs are responded to in a timely manner. Once USCIS receives the RFE it should either approve or deny the application.

By law USCIS is required to make a decision on a naturalization case within 120 days following the interview. If it has been several months and you have still not received a decision in your case you can write to USCIS to inquire (see Chapter 8 of the ILCM manual for a sample letter).

Step 8: Oath Ceremony and Case Closing

Client's who are approved for naturalization must attend the oath ceremony. At the oath ceremony the client will give immigration their LPR card but will receive a certificate of citizenship in its place. Following the oath ceremony the attorney should send the client a closing letter. There are samples of the closing letter in the ILCM manual and on our website at www.ilcm.org. Please let the Pro Bono Director at ILCM know that your client's case is closed. ILCM may need copies of certain notices or the client filing.



IMMIGRANT LAW CENTER OF MINNESOTA

NATURALIZATION WORKSHEET

Name: (First) _____ (Middle) _____ (Last) _____

Date of birth: _____ A-Number: _____ Phone number: _____

Please list all addresses where you have lived during the last 5 years, and the dates you lived at each address.
Address: _____ Date (from) _____ Date (to) _____

- 1.
- 2.
- 3.
- 4.
- 5.

Please list all employment or education during the last 5 years, and the dates you worked or attended school.

Name of Employer/school: _____ Address: _____ Date (from) _____ Date (to) _____

- 1.
- 2.
- 3.
- 4.
- 5.

Please list all trips you have taken outside the United States during the last 5 years, and the dates of your trips.

Date left U.S. _____ Date returned to the U.S. _____ Country visited: _____

- 1.
- 2.
- 3.
- 4.
- 5.

SELCTIVE SERVICE INFORMATION:

Are you a male who was present in the U.S. between ages of 18-26?

Date registered with Selective Service: _____ Registration Number: _____

FAMILY INFORMATION:

How many times have you been married? _____

Are you married now? Yes _____ No _____

If married now, Name of spouse: _____

Spouse's Date of Birth: _____ Date of marriage: _____

Spouse's Country of Birth: _____ Spouse's immigration status: _____

How many children do you have? _____

Please list your children:

Child's name: _____ Date of Birth: _____ Country of Birth: _____ Gender: _____ A-Number (if applicable) _____

- 1.
- 2.
- 3.
- 4.
- 5.

CRIMINAL BACKGROUND:

Have you ever been arrested? Yes _____ No _____

Have you ever received a ticket? Yes _____ No _____

Have you ever been in jail? Yes _____ No _____

If you answered yes to any of the questions above, please list the following:

Date of arrest/ticket: _____ Place of arrest/ticket: _____ Reason you were arrested or received a ticket: _____

- 1.
- 2.
- 3.
- 4.

THANK YOU! PLEASE BRING TO APPOINTMENT WITH ATTORNEY

(NOTE: ATTORNEY WILL RESCREEN AND VERIFY ALL INFORMATION)

NATURALIZATION SCREENING

Client obtained LPR status via:

Got LPR status on (date on green card):

Greencard valid until?

Is either parent a US Citizen?

Since when? How?

Circle one:

English skills (Can he/she read, write and speak?) Yes No Maybe

Qualify for language exemption (50/20, 55/15, 65/20)? Yes No Maybe

Qualify for medical waiver? Yes No Maybe

Fee waiver eligible? Yes No Maybe

(If they receive a qualifying benefit then mark "yes", otherwise mark maybe unless you know that they do not qualify)

List ALL Children, Ages, Location, and Status:

Note if potential N-600 children (i.e. under 18, LPRs, live with applicant):

Currently Married or Married in the Past? (Get dates for all marriages, divorces, separations, etc. See if current spouse and/or prior spouses were married before.)

- When and how did you first enter the United States?

If client entered the U.S. before getting a green card, and had multiple entries, list the <i>Pre-LPR</i> entry/exits:					
Date of Entry	Place of Entry (Border/Airport)	Type of Visa (if any)	Contact w/ Immigration (detained, printed, signed docs, gave false info/docs)	Length of Stay	Date of Exit

- TRAVEL OUT OF U.S. SINCE OBTAINING LPR STATUS (List all travel since LPR. No need to list exact dates here. Specify longest trip outside the country, frequency of travel, purpose of travel.):
- DEPORTATION ISSUES (Past and present; Court or at the border):
- PROBLEMATIC TAXES ISSUES (Files every year? Owes back taxes? Commits fraud? Proper marital status, number of dependents, etc.):
- CHILD SUPPORT (Lives with or financially supports all dependents even those abroad? Can prove payment? Arrearages?):
- SELECTIVE SERVICE REGISTRATION (If in the U.S. between 18-26, *regardless of status*, did he register for SS?):
- FRAUD OR FALSE INFORMATION ON RESIDENCY: (Listed all children, all marriages/divorces, correct name(s), accurate information all around?)
- ALL ARRESTS/POLICE CONTACT (Ever, at any time, including traffic and any expunged crimes. Ever been in a police car? Ever been before a judge? Note if on probation or parole.):
- PUBLIC ASSISTANCE FRAUD (If PA was received was all info. on forms true? Marital Status, Income, Household Size?):
- ALIEN SMUGGLING:
- FALSE USC CLAIMS (I-9s, Social Security Cards, etc.):

- ILLEGAL VOTING OR REGISTRATION:
- ILLEGAL GAMBLING/PROSTITUTION:
- OUT OF WEDLOCK CHILDREN/AFFECTED PREEXISTING MARRRIAGE:
- SUPPORTED OR BEEN AFFILIATED (DIRECLTY OR INDIRECTLY) WITH ANY ORGANIZATIONS, SPECIFICALLY TERRORIST ORGANIZATIONS:
- FILED FOR NATURALIZATION BEFORE? (If so, outcome?)
- Explain the option of name change, including warnings about items what client will need to do post-name change (i.e. updating SS card, etc.), as well as potential issues with higher scrutiny and delay. THEN ASK IF THE PERSON WANTS TO CHANGE HIS OR HER NAME AS PART OF THE NATURALIZAITON PROCESS? If so, what name and why?
- NAME OF CURRENT EMPLOYER, IF ANY?

OTHER NOTES:

Additional Guidance for Naturalization Screenings

- Gather Background Information in Section I
 - Verify household size and gross household income.
- Age and LPR Status Information:
 - Ask for LPR and social security cards. Verify that information on LPR card is correct and enter it into the screening sheet.
 - If you do not know the LPR category based on the code please refer to case placement memo.
 - Check to see if applicant is at least 18 years of age.
 - Check to see if applicant has been in LPR status for at least 5 years. If they have not then see if they fall within a filing exception.
- English Skills:
 - Determine if applicant can speak, write, and read English proficiently.
 - If their English level is questionable ask if they are attending any classes.
 - If not sure of language ability to practice testing.
 - Does the applicant qualify for an age/residency exemption? (50/20, 55/15, 65/20)
 - Does the applicant qualify for a medical exception? If yes, provide a medical packet.
 - Do they have any medical condition that could affect ability to learn (memory, understanding, etc.). For example: learning disability, anxiety, depression, PTSD, stroke, dementia, developmental disability, etc.
 - Are they regularly seeing a doctor or mental health professional? Taking medications regularly?
- Fee Waiver:
 - Do they appear obviously eligible for a fee waiver (receive qualifying benefits, have clearly income below 150% FPG)
 - If not below 150% FPG, do they think they qualify for the partial fee waiver?
 - If they do not qualify for any fee waiver, can they pay the fee?
- Information About Children:
 - Obtain the age, location, and status for all children.
 - ALL Children MUST be listed including deceased children, children abroad.
 - Note if any children are not in LPR or USC status. Want to check for nunc pro tunc issues as well as possible undocumented warnings.

- Information About Marriage:
 - List all marriages, date of marriage (customary or registered) and end if applicable.
 - Note if spouse is undocumented so can give warnings.
- When and Where First Enter U.S.:
 - Gather information about status at entry (EWI, visa, etc.). If entered prior to having a green card get more information about all immigration history. Make sure to record all EWI entries and exits, and note if had contact at the border.
- Travel Outside the U.S.:
 - When and how did the client first enter the U.S.?
 - If the client's first entry was without a green card, and then he or she left the country and re-entered, get a full entry and exit history with details.
 - Record all trips that the applicant has taken since getting his or her LPR card.
 - For each trip list the following:
 - Location of trip.
 - Dates of Trip.
 - Purpose of the trip. Note if the applicant ever planned on moving abroad.
 - Please note if any trip has been six months or longer.
 - Make copies of passport pages if available at the screening.
- Deportation Issues:
 - Has the applicant ever had any "issues with immigration (ICE)" such as being detained or told they had to leave the country?
 - Has the applicant ever been deported or are they currently in deportation proceedings?
 - Has the applicant ever been before immigration judge?
 - If so, what happened? How long ago, did they have a lawyer, are there papers?
- Tax Issues:
 - Has the applicant filed taxes every year that he or she has been in the U.S.? If not, why (i.e. never worked, someone else filed for them, etc.)?
 - Do they owe back taxes or have they ever owed back taxes?
 - Has the applicant ever received correspondence from the IRS asking them to pay money or explain any information on a tax return?
 - Was all the information on taxes accurate as far as they know? (Income, marital status, dependents)
- Child Support:
 - If the applicant has ever had children please determine the following for each child:
 - Between the birth and the age of 18 did the child always live with the applicant? If no, then move on to questions below.

- If a minor child ever lived apart from the applicant did the applicant financially support the child in any way?
 - If support was not provided by the applicant please explain the reason (i.e. could afford to provide support?).
 - If support was provided by the applicant do they have records for the payments?
 - If support was not provided did the client has a relationship with the child at all?

➤ Selective Service Registration (Only Applies to Male Applicants):

- Was the applicant present in the U.S. when he was between 18 and 26 years of age? If so, did the applicant register for selective service? If not, please explain.
- If the applicant does not know you can do an internet search, but will need his or her DOB

➤ Fraud or False Information of Residency:

- Has all information that the applicant has given immigration in the past (on forms, at consulate, at interviews, at the border, at airports, etc.) been correct as far as they know?
 - In particular items like name, children, marriages/divorces, birthdates, etc.
- Common Areas of Concern for Certain LPR Statuses:
 - All Refugee Cases (RE): Accuracy of identity. See if any name change flags.
 - Refugee Children/Asylee Children (RE8, AS8): Accuracy of age and marital status.
 - Any Marriage-Based Case: Disclosure of all children and previous marriages. Children outside of marriage. Separations in the marriage. See separate screening sheet for divorced individuals who obtained status via ex-spouse.
 - Any Family Petition Based Petitions: (IR, F): Identity, DOB, relationship to petitioner, any criminal issues, prior deportations or prior entries into the U.S.
 - Amnesty (W16, W26): Correct dates of residence in the U.S.
 - SAW (S16, S26): Correct dates of agricultural work in the U.S. and type of agricultural work.
 - Diversity Lotter Derivative (DV2): Entry into the U.S. did not precede DV1.

➤ Arrests/Convictions:

- Has the applicant ever been arrested, cited, chart, convicted, or had police contact in any country? (*Make clear that this includes even things like speeding tickets, juvenile stuff, expunged cases, or cases where they were told it would be “erased from their record” or was dismissed*).
- Ever been in police car, handcuffed, fingerprinted, been in a police station, gotten pulled over, gotten a speeding ticket/ parking tickets, , been in jail, been in a court room?

- If the applicant received tickets in the past have they been paid?
- Parole or Probation:
 - Have they ever or are they currently on parole or probation? If so get dates.
- Public Assistance Fraud:
 - If public assistance was received or applied for was the applicant completely truthful and accurate on the forms? (Income, work, people living in the house, number of children including those abroad, marital status, dependents, etc.)
 - Has the applicant ever had any complaints or requests for re-payment from the public assistance office?
- Alien Smuggling:
 - Has the applicant ever helped someone to enter the U.S. illegally or without permission?
- False Claim to U.S. Citizenship:
 - Has the applicant ever told anyone that he or she was a USC?
 - Has the applicant ever marked down that he or she was a USC on any forms? Has the applicant ever signed any forms that said he or she was a USC?
 - Ask specifically about paperwork relating to work or driver's license. For instance, when the applicant has applied for jobs and/or a DL what name and documentation were given?
 - Has the applicant ever used anyone else's name, ID, or identity? Was that person a USC?
- Illegal Voting:
 - Has the applicant ever voted or registered to vote?
 - Has anyone ever come to the applicant's door to discuss voting or candidates? If so, did the applicant sign anything at that time? Have they ever received campaign literature addressed to them?
- Illegal Gambling/Prostitution:
 - Has the applicant ever earned money from illegal gambling? (Not casinos, but related to animal fights, sports betting, in-house gaming, etc.).
 - Ever been involved in the business of prostitution in anyway?
- Children Out of Wedlock :
 - Check to see who the parents of each child are. Were the parents married when the baby was conceived? If not, was either party married to anyone else at the time? Did the baby's birth cause the divorce or separation? If so, was the birth of the child or the marital break-up within the past five years.
- Organizations:

- Has the applicant ever been a part of any groups? Political groups, activist groups, religious groups, community groups, churches/temples/mosques? What about members of their family? (Any groups even if the PTA or a club at school or a church)
- Have they ever donated money to or volunteered with any groups?
- Do they have any tattoos related to any groups?
- Have they ever had weapons training or been in the military?
- Countries of origin where officers commonly inquire about this issue during interview: El Salvador, Somalia, Ethiopia, Burma, Syria (although relevant for all countries).

➤ Filed Naturalization Before:

- If so, and denied, what was denial based on? Do they have a copy of the denial notice and prior filing?

➤ Name Change:

- What is the desired name change?
- Why does the person want the name change? (Ask very specific questions)
- Are they aware of the steps you need to take once you get your name changed? (i.e. update social security, update DL, update all other sources with your name on it- attorney does not assist with this).
- Are they aware that for name changes that are cultural name change to cultural name change (not correcting small typo or “Americanizing” a name) USCIS is often putting high scrutiny on cases, flagging them for fraud investigation, cross-checking client’s full immigration files against family members, and delaying cases extensively?
- **IF THE INDIVIDUAL STILL WANTS TO CHANGE THEIR NAME CONACT YOUR MENTOR PRIOR TO FILING.**

Questions for Naturalization Case with Divorce Since Conditions Lifted/No Children

Before this questioning make sure that client knows why you are asking: 1) there is scrutiny of these cases at USCIS, 2) we want to make sure that we know answers to the types of questions USCIS sometimes asks at the interview (or review certain documents that they may request) before we actually file to make sure nothing unexpected comes up later on in the case, 3) can fully assess the case before we file so we can give all the needed legal advice to client upfront and make sure it is a smooth process. Remind confidential and so can be completely open; apologize for the personal questioning.

1. Make timeline of when met, married, separated divorced, entered the U.S. lifted conditions (if applicable). How did they meet and why did they divorce?
2. From entry to divorce:

- a. Did they live together consistently in same residence? Any breaks explain? Any times that either spouse would have listed a separate address on any paperwork? Is there a joint lease or mortgage? For what dates?
 - b. From entry to divorce were there joint bank accounts, joint taxes, joint bills (i.e. cell phone), joint credit cards, joint benefits (like health insurance), etc. If yes, then what time periods?
 - c. Did spouses list each other as emergency contacts for things like school, work, doctors, etc.
 - d. Has either husband or wife have another spouse either before or after they were married to each other?
 - e. Does the client or the ex-spouse have children with anyone else, either before, after, or during marriage?
3. Get copy of Dissolution of Marriage/Divorce Decree
 4. If relevant request a copy of the I-751 filing or other relevant filings. (If available)



NATURALIZATION FILING CHECK LIST

BASIC FILING REQUIREMENTS

- N-400 completed and signed by applicant and preparer.
 - Make sure you have the most up-to-date version from USCIS website.
- G-28 Notice of Appearance signed by applicant and attorney of record.
- Copy of Permanent Resident Card, front and back (or other evidence of LPR status).
- Filing fees in check or money order payable to: Department of Homeland Security, or completed Form G-1450.
 - Note: Filing fees were raised to \$725 in 12/2016. If filing fees with an N-400 you MUST include this full amount with the filing.

FEE WAIVER FILING REQUIREMENTS (*Include if fees are not being filed*)

- I-912 (Full Fee Waiver)
 - If filing based on receipt of means-tested benefit, evidence of receipt of benefit(s).
 - If filing based on household income below 150% of the poverty level, evidence of household income (most recent tax return or two most recent pay statements, amount of child support received, etc.).
 - Filing based on financial hardship, evidence of assets and monthly expenses.

OR

- I-942 (Reduced Fee Request Form), plus check or money order (check preferable) for reduced fees.
 - Evidence that household income is greater than 150% but under 200% of the poverty level (i.e. most recent tax return, two most recent pay statements, etc.).

MEDICAL WAIVER REQUIREMENTS (*Include only if medical grounds for testing exceptions*)

- N-648 (Must be original)

OTHER EVIDENCE, IF APPLICABLE

*This evidence can also be submitted at the time of the interview, but is preferred at the time of filing

- Evidence of valid marriage and marriage proof (*if applying thru the 3 year marriage to USC provision*).
- Evidence of current legal name if not the same as on the LPR card (Note, the legal name should be the complete name at birth or the name given as the result of the most recent civil proceeding such as marriage or divorce).
- Evidence of current marital status, *if* it is different from when the person gained residency.
- Evidence of the termination of prior marriages *if* not part of the residency case.
- Evidence of Selective Service registration.
- If the applicant never registered for the Selective Service and is over 26, a Status Information Letter from the Selective Service (see <http://www.sss.gov/>) and a statement from the applicant as to why he never registered.
- Certified copies of all police reports and criminal court records in the name of the applicant or in the name of any alias(es) ever used.
 - See N-400 Directions for exceptions for some traffic offenses.
- Evidence of the completion of any probation (N-400 will never be approved with open probation).
- Evidence showing that applicant makes child support payments, even if there is no court order. All applicants with children will be questioned about this and asked to provide evidence if the children do not live with the applicant
- Copy of passport if there are exit and entry stamps that coincide with the trips listed by the applicant.
- Evidence of religious affiliation or “deeply held belief” if asking for a modified oath, or a waiver of part of the oath.
- If there are any tax arrearages, evidence of a payment agreement with the IRS *and* evidence that the applicant is in compliance with the arrangement.
- Evidence of good moral character, if there are any indicators of a lack of GMC.

Selective Service Affidavits and No Status letter

All men from the age of 18 through the age of 25 need to register for the Selective Service, regardless of their immigration status in the United States. However some naturalization applicants fail to register for selective service during the required window due to a misunderstanding of the process. In general, this is a hurdle that most applicants can overcome, and still have successful N-400 applications, but there additional steps that the client will need to take to address the issue as part of the N-400 application.

If an applicant is 18 through 25 at the time he is filing the N-400 application and has not yet registered for selective service he should register before filing the application and include his selective service number on the N-400. If the applicant is 26 years of age or older and has never registered for selective service then we suggest the following:

- 1. Affidavit**

The attorney should work with the client to write an affidavit explaining why he did not register, and that it was not his intent to avoid the requirement. We suggest having the client write a short statement (1-2 paragraphs) in his own words explaining why he failed to register. An example is included on the following page.

- 2. No Status Letter.**

If the client has turned 26 within the five years prior to submitting his N-400 application, and is not registered for selective service, the attorney should obtain a Status Letter. The attorney can find direction for a status letter on the Selective Service website.

(<https://www.sss.gov/Registration/Status-Information-Letter>)

In our experience the local USCIS office generally does not actually request these letters, but since they are technically required by the N-400 Directions we recommend obtaining one. These letters take a long time to be processed, so although we advise ordering one the attorney **SHOULD NOT DELAY THE FILING OF THE N-400 WAITING FOR THE STATUS LETTER TO ARRIVE**. The attorney can request the letter at the beginning of the case. If the letter has not arrived by the time the N-400 application is ready to be filed the attorney should file the application without the letter. The letter can be submitted to USCIS at a later date, most likely at the interview.

Statement of CLIENT NAME
(Client's A-Number)

I, FIRST NAME LAST NAME, attest that the following is true:

My name is FIRST NAME LAST NAME. I am providing this statement in support of my naturalization application, and to explain why I failed to register for selective service during the required time period.

I have resided in the United States since 1/20/2006. I was 24 years old when I first came to the United States. When I arrived in the United States my English was very limited, and I was not familiar with the selective service requirement. Also, I did not attend high school in the U.S., so I was not in contact with military recruiters or other mentors who may have brought the requirement to my attention. As a result, I did not understand that I was required to sign up for selective service until after I turned 26 and was no longer able to register. My failure to register was in no way intentional. If I was still between the ages of 18 to 26, I would register without hesitation.

I declare that the foregoing is true and correct to the best of my knowledge.

FIRST NAME LAST NAME

Date:



Income Guidelines for Reduced Fees

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

USCIS
Form I-942P
Supplement

2017 Annual HHS Poverty Guidelines*

To qualify for a reduced fee, documented annual household income must be greater than 150 percent but not more than 200 percent of the Federal Poverty Guidelines at the time of filing.

For the 48 Contiguous States, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, and the Commonwealth of the Northern Mariana Islands:

Household Size	150% of HHS Poverty Guidelines*	200% of HHS Poverty Guidelines*
1	\$18,090	\$24,120
2	\$24,360	\$32,480
3	\$30,630	\$40,840
4	\$36,900	\$49,200
5	\$43,170	\$57,560
6	\$49,440	\$65,920
7	\$55,710	\$74,280
8	\$61,980	\$82,640
+8	Add \$6,270 for each additional person.	Add \$8,360 for each additional person.

For Alaska:

HHS Poverty Guidelines*

Household Size	150%	200%
1	\$22,590	\$30,120
2	\$30,435	\$40,580
3	\$38,280	\$51,040
4	\$46,125	\$61,500
5	\$53,970	\$71,960
6	\$61,815	\$82,420
7	\$69,660	\$92,880
8	\$77,505	\$103,340
+8	Add \$7,845 for each additional person.	Add \$10,460 for each additional person.

For Hawaii:

HHS Poverty Guidelines*

Household Size	150%	200%
1	\$20,790	\$27,720
2	\$28,005	\$37,340
3	\$35,220	\$46,960
4	\$42,435	\$56,580
5	\$49,650	\$66,200
6	\$56,865	\$75,820
7	\$64,080	\$85,440
8	\$71,295	\$95,060
+8	Add \$7,215 for each additional person.	Add \$9,620 for each additional person.

*Use these poverty guidelines for Form I-942, Request for Reduced Fee, from January 26, 2017 until new guidelines go into effect in 2018.



**U.S. Citizenship and
Immigration Services**

Pay Your N-400 Application Fee with Your Credit Card

You may pay for your N-400, Application for Naturalization, using a credit card. There is no additional fee to pay with your credit card. The N-400 is the only form that can be paid for by credit card using the G-1450, Authorization for Credit Card Transaction.

Acceptable Credit Cards

You may use Visa, MasterCard, American Express and Discover. You may also use gift cards with Visa, MasterCard, American Express and Discover logos.

If you choose to pay with a credit or gift card, you must pay the entire fee using a single card. Please ensure the credit card or gift card has enough money to cover the fee. We will reject your application if the card is declined.

How to Pay with Credit Card

1. Complete form G-1450.
2. Place it on top of your N-400 application.
3. Mail your application package to the correct address listed on the Form N-400 Web page.

After USCIS receives your properly completed application package, we will:

- Charge your card for the filing and biometric services fee.
 - You will see a charge from 'USCIS N400 Paym' on your card statement.
- Destroy your Form G-1450 after processing your payment, regardless if your application is accepted or rejected.

Always review all form instructions carefully before submitting an application package. For more information on the filing fee and biometric services fee, review the What is the Filing Fee section of the Form N-400 instructions.

Multiple/Combined Applications

You must pay for each application using a single payment method. Do not combine methods of payment. If paying by credit card, you must submit one Form G-1450 with each application you submit. We will reject your entire package if you submit:

- One Form G-1450 with multiple applications.
- A split payment method (paying by check and credit card) for the same application.
- A mix of money orders, checks and credit card authorizations together for multiple applications.

Examples of how to properly submit and pay for your application:

If you submit	And wish to pay with	Then you must
1 application	A credit card	Pay the entire fee for that application using one Form G-1450
3 applications	A credit card	Submit 3 separate G-1450s, one for each application
5 applications	<ul style="list-style-type: none"> • A credit card for 2 applications • A check for 3 applications 	Submit 2 separate packages - <ul style="list-style-type: none"> • First package: 2 applications and 2 Form G-1450s • Second package: 3 applications and 3 checks

Security

USCIS will use the Department of Treasury Pay.gov Collections Control Panel (CCP) service to process your payment. CCP is a web-based application that allows government agencies to process debit or credit card payments. You cannot pay the fee directly to Pay.gov.

The U.S. Department of Treasury ensures that Pay.gov is Payment Card Industry Data Security Standard (PCI DSS) compliant. PCI DSS is a set of requirements designed to ensure all companies processing, storing, or transmitting credit card information maintain a secure environment.

USCIS will destroy your Form G-1450, regardless if your application is accepted or rejected.

Third-Party Payments

Other individuals are allowed to pay for your Form N-400. That person needs to complete Form G-1450 and provide it to you to submit with your application. We will reject your application if Form G-1450 is not signed and dated by the person who paid for you.

Declined Credit Cards

If your credit card is declined, we will not attempt to process the credit card payment again, and will reject your application for lack of payment.

Rejection Notices

If your Form N-400 is deficient, we will:

- Destroy your Form G-1450.
- Send you a notice explaining the Form N-400 deficiencies and how you can correct them.

Follow the instructions in the rejection notice and submit a new G-1450 along with your corrected Form N-400 application.

Avoid Immigration Scams

Many people offer help with immigration services. Unfortunately, not all are authorized to do so. While many of these unauthorized practitioners mean well, all too many of them are out to rip you off. This is against the law and may be considered an immigration services scam.

Remember, forms are always free at [uscis.gov/forms](https://www.uscis.gov/forms).



Authorization for Credit Card Transactions

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

USCIS

Form G-1450

OMB No. 1615-0131

Expires 08/31/2018

General Information

Complete the "Applicant's Information," "Credit Card Billing Information," and "Credit Card Information" sections and sign the authorization. U.S. Citizenship and Immigration Services (USCIS) cannot process credit card payments without an authorized signature. Failure to provide the requested information may result in USCIS and your financial institution not accepting the payment.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this authorization, and the associated evidence, is collected under section 286(m) of the Immigration and Nationality Act, 8 U.S.C. 1356(m).

PURPOSE: The primary purpose for providing the requested information is to authorize the USCIS Lockbox to make an electronic credit card payment in Pay.gov, which is owned and operated by the Department of Treasury, for the filing fee and biometric services fee associated with a benefit request form. USCIS will process your case when the payment is received in full.

DISCLOSURE: The information you provide is voluntary. However, failure to make a payment towards the associated benefit request filing fee and biometric services fee may delay or prevent USCIS from accepting your benefit request form.

ROUTINE USES: This information may be used by and disclosed to USCIS personnel and contractors or other agents who need the information to assist in activities related to processing associated fees. Additionally, USCIS may disclose the information to other Federal, state, local, and authorized organizations in accordance with approved routine uses, as described in the associated published system of records notice [TREASURY/FMS.017 - Collections Records --Treasury/Financial Management Service, which can be found at <http://www.treasury.gov/privacy>, and DHS-USCIS-007 - Benefits Information System, available at www.dhs.gov/privacy]. The information may also be made available, as appropriate, for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 5 minutes per response, including the time for reviewing instructions and completing and submitting the authorization. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Ave, NW, Washington, DC 20529-2140; OMB No. 1615-0131. **Do not mail your completed Form G-1450 to this address.**

Applicant's Information

Applicant's Full Legal Name:

Given Name (First Name)	Middle Name (if any)	Family Name (Last Name)
-------------------------	----------------------	-------------------------

Credit Card Billing Information

Credit Card Holder's Name as it appears on the card:

Given Name (First Name)	Middle Name (if any)	Family Name (Last Name)
-------------------------	----------------------	-------------------------

Credit Card Holder's Billing Address:

Street Number and Name	Apt. Ste. Flr. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Number
City or Town	State	ZIP Code <input checked="" type="checkbox"/>

Credit Card Holder's Contact Information and Signature:

Credit Card Holder's Email Address	Credit Card Holder's Daytime Telephone Number
------------------------------------	---

Credit Card Holder's Signature

Credit Card Information

Credit Card Type: Visa MasterCard American Express Discover

Credit Card Number	Credit Card Expiration Date (mm/yyyy)	Authorized Payment Amount \$.00
--------------------	--	-------------------------------------



10 Tips for Successful Pro Bono Representation

Unfortunately, sometimes the simplest of misunderstandings, or the most basic logistical issue, can derail the success of a pro bono matter. To avoid these types of issues, ILCM has put together this list of tips for pro bono attorneys. The suggestions are very basic, but amazingly it is often these simple case management tools that can lead to successful representation.

- 1. Early Client Contact:** Contact the client as soon as possible after case placement to introduce yourself! Early contact keeps the momentum of the case going and drastically increases the rate of case success. If a client is waiting several days or weeks after case placement to hear from the attorney he or she may think that the case placement failed and abandon the case. Or the client may lose trust in the pro bono process, thereby compromising the attorney-client relationship for the rest of the case. A quick call to the client to introduce yourself once you receive the client file can avoid these problems and get the case started on the right foot.
- 2. Explaining what “Pro Bono” Means:** ILCM does its best to fully explain to clients what a “pro bono” attorney is and how “pro bono” placement works. Nevertheless, clients may still be confused after case placement. When you first introduce yourself to the client it is good to explain that you are a volunteer, that you are working in conjunction with ILCM but are not a staff person at ILCM, and reiterate that the client must contact you at a different phone and mailing address than ILCM.
- 3. Know Your Client’s Circumstances:** One of the best ways to ensure case success is to understand your client’s circumstances. If a client is working or in school it is good to ask about their schedule to see what times are best for client meetings. Find out if a client has a car or is using public transportation so you can pick a meeting place that works for the client or give the client helpful information about traveling to your office. It is also good to be aware of the client’s cultural and/or religious practices so you can be cognizant of holidays or obligations that may affect the client’s ability to meet or work on the case. For example, some clients may observe certain cultural or religious traditions that restrict travel during certain times, require fasting during certain times, or require prayer during certain times. The more the attorney can be aware of these factors, and conduct the representation in a way that respects the client’s religious or cultural practices, the better.
- 4. Alternative Contact Numbers/Addresses:** Sometimes getting in touch with a client can be the hardest part of a case. The client may not have a permanent home, may not have a safe address, or may not have reliable mail. Also, the client may have a phone that does not always have minutes, does not accept incoming calls, does not have voicemail, or is intermittently disconnected. If you have a client who is facing these types of circumstances ask the client if there is an alternative address or phone number (a case worker or trusted relative’s number perhaps) that you can use to reach the client if the address or phone you have for him or her becomes unusable in the future. Also, if you are sending the client mail make sure that his or her name is listed on the mailbox.

5. Meeting Management: It is important to be thorough in your case work, but also efficient. One way to do this is to avoid unnecessary in-person meetings. To avoid unneeded meetings let the client know ahead of time all of the materials that he or she needs to bring to the meeting. Review the relevant forms to identify cumbersome information that the client may need to gather, and let him or her know about those items *before the meeting*. Also, if the client is missing items at the end of the meeting, if possible, have the client call you with the missing information or mail you the documents you need. If using the mail option it can be good to provide the client with a self-addressed, stamped envelope. *If you do need a follow up in-person meeting then be sure to set a date for that next meeting before the client leaves your office, this will help keep the case on schedule.*

6. Avoiding No-Shows: Missed appointments are problematic and frustrating. The best way to avoid a no-show is to send the client a confirmation letter, and then follow up with a confirmation phone call. If your meeting will be at a place besides the ILCM office, remind the client of that fact. If it is the client's first time coming to your office it can help to include a map to your office. Also, explain the logistics of your office to the client (i.e. where can the client park, can you validate parking, is there public transportation available to the office, will they have to go to a receptionist area or can they go straight to your office, etc.).

7. Written Directions: It seems obvious, but providing a client with a written list of tasks that he or she needs to gather for the case can make a huge difference. Written lists help clients remember what actions they need to take next in the representation. They also provide the client with a document that can be shown to others who may be helping the client with the representation (i.e. case workers or family members). Lastly, the attorney can use the document as a tool for the representation, checking off items when they are completed and highlighting items of top priority.

8. Deadlines: A deadline acts as a placeholder to keep the case on track and holds the client, as well as the attorney, accountable. A deadline can be changed if needed, but just having one provides much needed structure to a case. If you give the client a task to complete always provide a deadline. If the client fails to meet the deadline check in with him or her and see what is causing the delay, then set another deadline. If deadlines are consistently missed, then it may become necessary to send the client a letter notifying him or her that if another deadline is missed then the case will be closed. Before actually closing a case for non-responsiveness we ask that you contact ILCM so we can discuss the situation and see if there is any possible resolution.

9. Avoid Interpreter Pitfalls: If using an interpreter during a case be sure that you maintain a rapport with the client and that the interpreter does not interfere with the representation. Always talk directly to the client, ask interpreters to translate verbatim, and avoid side conversations between you and the interpreter or the interpreter and the client.

10. Common Sense Communication and Problem Solving: Last but not least, communication and practical problem solving are often the roots of success in a pro bono case. For example, if a client is not being responsive do not assume the worst, in many cases there may be a simple solution to whatever is causing the lack of communication. Be upfront with the client; let them know that you want to keep working on the case, but need to have them engaged in the process. Ask them directly if there is something that is hindering their ability to participate in the case. You may find out that the client is avoiding the case due to nervousness, that they are uncomfortable speaking English with you, or that they are in crisis in another part of their life and unable to focus on the case. Whatever it is, if you know the root of the problem, you are more likely to help them overcome it.

Working with Interpreters Tip Sheet

Instructions to Give to Interpreters

1. Interpret everything that is said.
 - ◆ Use the first ("I") and second ("you") person.
 - ◆ Do not omit, edit, polish or add to what was said.
2. Interpret the meaning as accurately as possible.
3. Do not have side conversations with the LEP person.
4. Never answer for the LEP person.
5. You may ask speakers to do any of the following:
 - ◆ Pause
 - ◆ Repeat
 - ◆ Slow down
6. If needed, ask for clarification or a break.

Instructions to Give to Clients

1. Explain the role of the interpreter: to be a conduit ONLY.
2. Speak slowly with only one or two sentences at a time.
3. Be patient — the interpreter may ask you to slow down or repeat what you just said.
4. Explain words or concepts upon the interpreter's request.
5. Allow the interpreter to finish interpreting before speaking.
6. Do not ask the interpreters any questions or have any side conversations with the interpreter. Please ask me your questions and address any concerns with me.

When You Work with Interpreters

1. Schedule additional time for any meeting.
2. Walk through the instructions above with the interpreter.
3. Pay attention to seating/ positioning so that everyone is clear that the conversation is between you and the client, not the interpreter and the client.
4. During the interpretation:
 - ◆ Maintain eye contact with the LEP person.
 - ◆ Speak directly to the LEP person using first person ("I")
 - ◆ Speak unhurriedly, clearly and with pauses.
 - ◆ Speak one or two sentences at a time.
 - ◆ Allow the interpreter to finish interpreting before speaking.
 - ◆ Explain words or concepts upon interpreter's request.
 - ◆ Be aware of cultural differences. Ask interpreter for clarification of cultural differences if needed.
 - ◆ Minimize slang, idioms and metaphors.
 - ◆ Avoid compound questions.
5. Always maintain control.
 - ◆ Ask for full interpretation of side conversations.
 - ◆ Do not allow the interpreter to answer for the LEP person.
 - ◆ Inquire about interpretation that is longer or shorter than expected.
6. Debrief with the interpreter at the end to address issues or concerns.
 - ◆ Discuss any questions or concerns that emerged during the session.
 - ◆ Invite suggestions from the interpreter on how you can work better with interpreters.

English and Citizenship Class Referrals

HUBBS Center for Lifelong Learning:

HUBBS provides adult English Language Learning and Citizenship classes among other adult education programming.

Call (651) 290-4822

Minnesota Literacy Council Adult Literacy Hotline:

The MLC Hotline provides information about English and citizenship classes across the state.

Phones are staffed 8:30 am to 4:30 pm, Monday through Friday.

Call 1-800-222-1990

Free Citizenship Classes

Minneapolis

Lincoln Adult Education Center

Classes in 2 locations, offered all days of the week:

2700 E Lake St, Minneapolis (55406)

730 Hennepin Avenue, Minneapolis (55403)

Call 612 871 6350

Rochester

Hawthorne Education Center

700 4th Ave SE

Classes available on Mondays and Wednesdays, offered daytime or evening

Call 507-328-4440

Worthington

Southwest ABE- Worthington

117 11th Ave Ste 3

Classes available Mon-Thurs, offered daytime or evening

Call 507-376-6105

Marshall

Southwest ABE- Marshall

Classes available in evening

Call 507-537-7046

SECTION 4

Naturalization Interview Materials

- ILCM Naturalization Interview Guide
- Checklist for Interview Preparation Meeting
- Responsibilities of the Pro Bono Attorney at the Naturalization Interview
- Civics (History and Government) Questions for the Naturalization Test
- Reading Vocabulary for the Naturalization Test
- Writing Vocabulary for the Naturalization Test
- Scoring Guidelines for the U.S. Naturalization Test
- *Excerpts Relating to Disability Waivers from ILRC's Naturalization and U.S. Citizenship; The Essential Legal Guide.*
- Sample “90 Day” Status Inquiry Letter
- Sample “120 Day” Letter



ILCM Pro Bono Naturalization Project:

Naturalization Interview Guide

I. Naturalization Interview Preparation

All naturalization applicants are required to attend an interview with a USCIS officer as part of their application process. After you have filed your client's N-400 application, received a Receipt (of Fee Waiver Approval Notice) for the filing, and your client has attended a biometrics appointment, you will receive an interview notice. In addition to the notice you may receive an additional yellow sheet with items listed for you to bring. These are automatically generated so if some of the requests are impossible or totally irrelevant (i.e. asking for a refugee with no passport to bring passport) then you can ignore it. Otherwise have client bring the items listed.

The interview notice will tell you the day, time, and location of your client's naturalization interview. When you receive the interview notice for a case please contact the client to make sure that they are aware of the interview date, time, and location. There is a template letter on the ILCM website that you can use to send your client a copy of the notice.

Once you have received an interview notice from USCIS you should schedule a meeting with your client to prepare for the interview. ILCM suggests holding this meeting approximately two weeks prior to the interview date. The purpose of the preparation meeting is to make sure that your client is ready for the interview, explain the interview process to your client, and practice with the client. For a detailed list of agenda items for the preparation meeting please see the *ILCM Checklist for Interview Preparation Meeting*. In addition to completing all of the items on the Checklist, ILCM suggests that attorneys show clients how to access USCIS's naturalization interview video. The video is located on the USCIS website. It shows a mock-interview, which can be very helpful for a client to see prior to attending their own interview.

II. Attending the Naturalization Interview

ILCM asks that pro bono attorneys accompany clients to their naturalization interviews. Although the attorney generally does not play a very vocal role in the interview itself, the attorney is there to support the client, take notes to record the interview, and interject if necessary to protect the client's rights. For more information about the attorney's role in the naturalization interview please see the *ILCM handout Responsibilities of the Pro Bono Attorney at the Naturalization Interview*.

The following is a general description of a naturalization interview. Although each interview will vary slightly depending on the case and the officer involved, the general overview is meant to help attorneys who are unfamiliar with the interview process to better understand what to expect and how to prepare a client.

A. Logistics

For clients living in Minnesota, naturalization interviews will generally be held at the local USCIS office located in downtown Minneapolis (although some may be held at the Sioux Falls or Duluth office if the client's residence is close in proximity to those locations). Attorneys and clients should be sure to arrive at the interview location at least 15 minutes before the scheduled interview time.

Parking and traffic can be challenging around the USCIS office; clients and attorneys must allocate time for those issues. Security at the local office will generally not let you arrive more than half an hour before your interview time, but if you or your client is too early to go through security you can wait in the general building. Both the client and the attorney should bring the Interview Notice with them to the interview. The client should bring their LPR card, any government-issued ID, their passport (if they have one), and any other documents that were listed on the interview notice. The attorney should bring the client's file, any new materials that need to be submitted, their attorney card and photo ID, as well as pen and paper for notes. Warn the client not to go into the interview without you. If you are in another interview or running slightly late let your client know, and let USCIS know if possible. But also be sure to warn your client that he or she should tell the officer that they are waiting for counsel and cannot go into the interview without the attorney.

B. The N-400 Review and the English Speaking Test

Before the interview the attorney and the client should report to the Naturalization Lobby (or whatever location at USCIS is indicated on the interview notice). When the attorney and the client are both present in the Naturalization Lobby the client should bring his or her interview notice to the front desk to check-in. We advise that the client wait to do this until the attorney arrives to ensure that he or she will not be called in early to the interview without the attorney present.

After checking in, the client and the attorney will wait in the Naturalization Lobby area until the client's name is called by the interviewing officer. The interview will take place in the interviewing officer's personal office not a courtroom. The officer will begin the interview by placing the client under oath and asking the client for his or her identification documents. Next the officer will go through the N-400 application question by question with the client. The attorney should record the name of the officer and take notes throughout the interview.

Unless the client qualifies for a language exemption or exception, this process will be done completely in English. The client must be able to generally converse with the officer in English throughout this portion of the interview. Clients are, however, able to request that the officer repeat questions if necessary or ask for them to be rephrased. Also, although the attorney cannot speak for the client during the interview, if the attorney realizes that the client is confused but unwilling to ask for clarification or is answering questions incorrectly due to a language barrier issue, the attorney can interject to point out that the client seems to be confused and request that the officer reword or clarify the question.

It is during this portion of the interview that the client, and/or the attorney, can provide updates or corrections to the N-400 form. Therefore, if any new events have occurred since the N-400 was filed that are relevant to the questions on the form the attorney should let the officer know. Documentation, where appropriate, should be presented to supplement these amendments. For instance, if payments of tax arrearages or child support payments have been paid by the client since the N-400 form was filed then the attorney should submit receipts or other proof of payment at the interview. Also, if any new arrests, citations, or convictions have occurred certified copies of all

records should be given to the officer. Furthermore, if there were any errors on the filed N-400, the attorney (or the client if asked directly) can orally amend the form during the interview.

If an officer is acting inappropriately, or is otherwise not following procedure, the attorney can interject. The attorney should politely express his or her concerns to the officer. If the officer continues to ignore proper procedure, and the attorney deems it necessary, he or she can request to speak with a Supervisor. For more guidance on proper procedures and guidelines for officers attorneys can consult Chapter 15 of the USCIS Policy Manual and other materials in the ILCM Naturalization Manual.

C. The Reading, Writing, and Civics Testing

Once the overview of the N-400 is complete the reading, writing, and civics tests will be conducted. For the reading test, the client will be asked to read one sentence. The sentence will traditionally be related to U.S. history or government. The words used in the sentence should all be selected from a set list that is available for study on the USCIS website. The client should not be deemed to have failed the reading test due solely to pronunciation errors unless the error affects the meaning of the sentence.

For the writing test, the client will be asked to write one sentence that the officer orally recites. The sentence will traditionally be based on U.S. history and government, and is often related to the subject matter of the reading test sentence. Like the reading test, the words used in the sentence should all be selected from a set list that is available for study on the USCIS website. The client should not fail due solely to spelling, punctuation, or grammar errors unless the errors affect that meaning of the sentence. The client should be given three chances to write an English sentence.

Lastly, for the civics test, the officer will select ten questions from the list of 100 pre-approved civics questions (this list is available on the USCIS website for clients to use as a study aid). The officer will orally recite the questions. Multiple choice options will NOT be given. The client must answer six questions to pass the test. Once the client has answered six questions correctly the test will end.

For more guidance on the official procedures for scoring the English testing please consult the *USCIS Scoring Guidelines for the U.S. Naturalization Testing*.

D. Conclusion of the Interview

At the end of the interview, the officer will list of all of the changes/updates that he or she made to the application based on the interview. The client will be asked to initial that all of their basic information, as listed in the officer's file, is correct. IT IS VERY IMPORTANT THAT THE CLIENT AND ATTORNEY CONFIRM THAT ALL INFORMATION IS CORRECT (ESPECIALLY SPELLING OF THE NAME), BECAUSE THIS WILL BE PERMANENT. Finally, the officer will print a document that lists the result of the interview. The most common interview results are as follows:

- The client passed all of the testing and the officer sees no other issues in the case. In these instances the client will be recommended for approval. This is not the same as an official approval since the officer and his or her supervisor could further scrutinize the file, but generally results in an approval.
- The client passes all of the testing requirements, but there are still unanswered questions in their file that the officer must examine, he or she will note that fact on the document. The client will then receive an approval, a Request for Evidence, or a Notice of Intent to Deny via mail following the interview once a final decision is made in the case. If a case is denied there is a 30 day appeal period.
- The client failed one or more of the English/Civics testing requirements. In these cases, USCIS will re-issue a new interview notice that specifies a date and time for a second interview. On average the client will only have 4-6 weeks to prepare for the second interview. At the second interview the client will only have to complete the tests that he or she previously failed. If the client cannot pass the testing component at the second interview then his or her application will be denied (without prejudice).

E. Post-Interview Attorney Responsibilities

Following the interview, ILCM advises that the attorney remind the client that he or she is not yet a citizen (and will not be until the completion of the oath ceremony). Therefore, clients must keep the attorney abreast of any relevant changes so he or she can update USCIS accordingly (i.e. new arrests, citations, etc.). Also the client must be sure to tell the attorney if the client's address or phone number changes. This is important for general contact between the attorney and the client, but is also relevant because USCIS must be made aware of any address changes while the application is pending through a letter and an AR-11 filing.

If any issues arose during the interview the attorney should be sure to follow-up accordingly. For instance, it may be necessary to submit more documents or materials, prepare for a Request for Evidence (RFE), refer your client to English/Civic testing classes or study aids, or simply rescreen your client on issues that arose during the interview questioning. IN CASES WHERE ISSUES AROSE AT THE INTERVIEW PLEASE CONTACT YOUR MENTOR AT ILCM TO DISCUSS THE MATTER.

After the interview, the attorney should place a reminder in his or her calendar to check on the status of the application. If you receive an oath notice send a copy to your client with directions (*see* sample letter in the ILCM Naturalization Manual). If 90 days have passed and you have not yet received a decision the attorney can write an inquiry letter to USCIS (*see* sample letter in the ILCM Naturalization Manual). Although we advise speaking with your mentor before doing so. If a decision has still not been issued 120 days after the interview, the attorney can write a letter requesting a decision in accordance with 8 CFR 335.3(a) (*see* sample letter in the ILCM Naturalization Manual). If no answer is received in response to the 120-day letter, the attorney

should research possibilities such as engaging congressional offices for assistance or bringing a case in Federal Court *if the case mentor advises that such action is appropriate.*

As noted above, in general if any issues arise during the interview or if a decision is chronically delayed in a case we ask that the pro bono attorney contact the Pro Bono Director at ILCM to discuss. Also, we ask that the Pro Bono Director at ILCM be notified immediately if a case is denied so we can discuss appeal options in a timely manner.

III. Language Exemptions and Exceptions to the English/Civics Testing

A. Age/Residency Exceptions

As a general rule, all N-400 applicants must pass the English speaking, reading, writing tests as well as the Civics test to be eligible for citizenship. However, there are limited exceptions and exemptions from this rule. First, there are several exemptions based on an applicant's age and years of residency. The exceptions are as follows:

- 50/20: Applicants who are 50 years or older and have been an LPR for at least 20 years as of the day the N-400 was filed qualify for an exemption from the English requirements. This means that the applicant does not have to take the reading and writing tests. The applicant can also bring an interpreter to the interview. Please note that the applicant still must complete the Civics test. However, he or she can complete the test in his or her native language with the help of an interpreter.
- 55/15: Applicants who are 55 years or older and have been an LPR for at least 15 years as of the day the N-400 was filed are eligible for the same exemptions as 50/20 applicants.
- 65/20: Applicants who are 65 years or older and have been an LPR for at least 20 years as of the day the N-400 was filed are eligible for the same exemption as the 50/20 and 55/15 applicants. However, additionally, the 65/20 applicants are also eligible for special procedures for the Civics testing. Although they must still take the Civics test, they will only have to study from a list of 25 questions instead of 100. These questions are typically easier, and will be marked on the USCIS study guide with an asterisk.

B. Disability Waivers

If an applicant has a medically determinable physical, developmental, or mental disability that is so severe that applicant is unable to learn or demonstrate his or her understanding of English, history, or civics then the applicant may qualify for disability waiver from applicable testing. See INA 312 (b) (1). The disability or impairment cannot be the result of drug use and it must be a condition(s) that is considered permanent (expected to last 12 months or more). Conditions such as old age, illiteracy,

lack of formal education are not themselves considered eligible conditions.¹ However, if a medically determinable condition underlies those issues it may be relevant.

It is important to note the difference between a condition that is grounds for a medical waiver and a condition that is grounds for a reasonable accommodation request. In order to obtain a medical waiver the applicant must be unable to complete the testing (or whatever portion of the testing is being waived) despite reasonable accommodations. For example, if the person's condition is that he or she is hearing impaired that individual would not be eligible for a medical waiver based on that condition if he or she could successfully complete the testing with the reasonable accommodation of a sign-language interpreter. If the applicant has a disability or condition that necessitates a reasonable accommodation the required accommodation should be requested on the N-400 (a medical waiver is not the appropriate form to request reasonable accommodations), so USCIS can provide the accommodation during testing.

In order to obtain a disability waiver, the applicant must submit an N-648 form. Please note that the original N-648 form must be filed within 6 months of being signed. Ideally the form should be submitted with the N-400 form. However, the form can be submitted at the time of the interview if necessary. The form must be fully and correctly filled out. The form does not need to be filled out by a civil surgeon. The form must be completed by a licensed medical doctor (this includes psychiatrists), clinical psychologist, or doctor or osteopathy. This does not include nurse practitioners or medical residents. If an interpreter was used during patient evaluations that interpreter must also sign the form and fully complete the interpreter's portion. The N-648 must be legible, completed in accordance with the directions, and must fully explain the client's condition and why it prevents him or her from performing some or all of the testing requirements. Although the entire form is important, USCIS officers will pay particular attention to question 10, which explains the nexus between the disability and the applicant's inability to learn English or the Civics materials.

Attorneys should review the N-648 thoroughly before submitting it to make sure that it is complete, that the doctor properly answered all questions, confirm that the applicant actually met in person with the doctor who signed the form, and make sure that the information on the form is true and not inconsistent with the client's personal information that is listed on the N-400. Additionally, the attorney should prep the client for questions that the USCIS office may ask when evaluating the N-648 Form, such as: 1) Do you work and if so how do you complete your job with the barrier described in the N-648, or 2) Do you drive and if so how did you pass the testing required for a license.

¹ Although these issues alone are not relevant for a disability waiver, they may be relevant for a Due Consideration Request. For applicants who have circumstances that do not rise to the level of a medical waiver, but could seriously impact their ability to complete the required testing a request for due consideration may be appropriate. Due consideration is completely discretionary. Since there is no official form used to request due consideration, the best method is to submit a letter with the N-400 form explaining the special circumstances and making a general request for consideration of these factors during the interview and testing.

The attorney should also review the N-648 to make sure that the client's ability to understand the oath of allegiance is not called into question. This is important because all applicants for naturalization are required to understand and take the oath of allegiance. If the applicant is unable to do so then he or she must obtain a separate oath waiver. Therefore, if the client has been deemed legally incompetent at any point, or has any other conditions that raise doubts about his or her ability to understand the oath of allegiance, the attorney must make sure that an oath waiver is not necessary.

If a doctor completes an N-648, but the attorney determines that it is not sufficient, the attorney should contact the doctor to request a new form if the first version is not sufficient. ILCM has several guides for doctors regarding the N-648 form as well as samples, which can be helpful to provide to a doctor who is filling out the form.

Applicants will not receive any notice before the interview about whether or not the N-648 was accepted. The USCIS officer will make that determination during the interview itself. At the beginning of the interview, the officer will review the form. He or she may ask the client basic questions about their condition. The officer should be evaluating the form and not making his or her own medical diagnoses. After this brief review the officer will make a decision about the acceptability of the waiver. If he or she accepts the N-648 the applicant will not have to complete the portions of the testing that were waived on the form. If, however, the N-648 is denied, the applicant will be given the option to either: 1) proceed with the interview or, 2) forgo the interview and wait for a second interview to be scheduled. At the second interview the applicant can either complete all of the required testing or submit a new N-648 form. The second interview will be the applicant's final opportunity to either pass the required testing or provide a sufficient waiver form.

C. General Information about Interpreters

Applicants must bring their own interpreters to the naturalization interview. USCIS will not supply interpreters. Interpreters should not be a family member and cannot be the attorney of record. However, the interpreter does not need to be a professionally trained or certified interpreter. It is extremely important, especially when using an untrained interpreter, to prepare the interpreter for the interview. Interpreters will be placed under oath for the interview, and asked to fill out a short declaration on Form G-1256, which USCIS will provide. They are required to directly interpret the officer and the applicant. The interpreter is not allowed to add information, reword questions, clarify issues, or otherwise depart from the exact wording of the officer and the applicant. If an interpreter is not adhering to these rules or is acting inappropriately, the officer can in his or her discretion remove the interpreter from the interview.

Check List for Interview Preparation Meeting

- Confirm date, time, location, and meeting place with client (provide map to client, if necessary);
- Make sure client has copy of interview notice to take to interview;
- Discuss appropriate dress;
- Explain interview set up
 - Time frame (about 20 minutes), format of the interview, fingerprinting process, and attorney role
- Explain purpose of interview – emphasize truth by client;
- Explain what client should bring: LPR card, I.D., passport, interview notice;
- Gather additional items needed (if any) and copy;
- Explain role of examiner:
 - Review form and make changes/Give Test
- Review application with client as practice, note changes to form, practice explaining complex answers;
- Review oath guidelines;
- Practice writing/reading/civics test (6/10 = approval);
- Explain signing form again at interview, name changes, sign photographs;
- What to expect after interview (RFE, Recommended for approval, oath);
- Remind client he/she is not a U.S.C. until after the oath ceremony;
- Answer client questions.
- Refer client to view The USCIS Naturalization Interview and Test video on the USCIS website to see a mock interview. The video can be found in the USCIS video archive at www.uscis.gov in the under the Resource Tab.



Responsibilities of the Pro Bono Attorney at the Naturalization Interview

At the naturalization interview, the focus is and should be on the naturalization applicant. The attorney is mostly an observer of the interview.

- Have a G-28 on file;
- Meet client 15 - 20 minutes early in the waiting room;
- Bring file, copy of application, ID, and attorney's license;
- Bring copies of new submissions, including current evidence of compliance with tax arrearage payments and child support payments, if applicable;
- Take notes at interview;
- Note examiner's name;
- Clarify changes/correct any errors;
- Offer to explain any complications;
- Ask if fingerprints have cleared



Civics (History and Government) Questions for the Naturalization Test

The 100 civics (history and government) questions and answers for the naturalization test are listed below. The civics test is an oral test and the USCIS Officer will ask the applicant up to 10 of the 100 civics questions. An applicant must answer 6 out of 10 questions correctly to pass the civics portion of the naturalization test.

On the naturalization test, some answers may change because of elections or appointments. As you study for the test, make sure that you know the most current answers to these questions. Answer these questions with the name of the official who is serving at the time of your eligibility interview with USCIS. The USCIS Officer will not accept an incorrect answer.

Although USCIS is aware that there may be additional correct answers to the 100 civics questions, applicants are encouraged to respond to the civics questions using the answers provided below.

AMERICAN GOVERNMENT

A: Principles of American Democracy

1. **What is the supreme law of the land?**
 - *the Constitution*
2. **What does the Constitution do?**
 - *sets up the government*
 - *defines the government*
 - *protects basic rights of Americans*
3. **The idea of self-government is in the first three words of the Constitution. What are these words?**
 - *We the People*
4. **What is an amendment?**
 - *a change (to the Constitution)*
 - *an addition (to the Constitution)*
5. **What do we call the first ten amendments to the Constitution?**
 - *the Bill of Rights*
6. **What is one right or freedom from the First Amendment?***
 - *speech*
 - *religion*
 - *assembly*
 - *press*
 - *petition the government*
7. **How many amendments does the Constitution have?**
 - *twenty-seven (27)*

* If you are 65 years old or older and have been a legal permanent resident of the United States for 20 or more years, you may study just the questions that have been marked with an asterisk.

8. **What did the Declaration of Independence do?**
 - *announced our independence (from Great Britain)*
 - *declared our independence (from Great Britain)*
 - *said that the United States is free (from Great Britain)*
9. **What are two rights in the Declaration of Independence?**
 - *life*
 - *liberty*
 - *pursuit of happiness*
10. **What is freedom of religion?**
 - *You can practice any religion, or not practice a religion.*
11. **What is the economic system in the United States?***
 - *capitalist economy*
 - *market economy*
12. **What is the “rule of law”?**
 - *Everyone must follow the law.*
 - *Leaders must obey the law.*
 - *Government must obey the law.*
 - *No one is above the law.*

B: System of Government

13. **Name one branch or part of the government.***
 - *Congress*
 - *legislative*
 - *President*
 - *executive*
 - *the courts*
 - *judicial*
14. **What stops one branch of government from becoming too powerful?**
 - *checks and balances*
 - *separation of powers*
15. **Who is in charge of the executive branch?**
 - *the President*
16. **Who makes federal laws?**
 - *Congress*
 - *Senate and House (of Representatives)*
 - *(U.S. or national) legislature*
17. **What are the two parts of the U.S. Congress?***
 - *the Senate and House (of Representatives)*
18. **How many U.S. Senators are there?**
 - *one hundred (100)*

* If you are 65 years old or older and have been a legal permanent resident of the United States for 20 or more years, you may study just the questions that have been marked with an asterisk.

19. We elect a U.S. Senator for how many years?
▪ *six (6)*
20. Who is one of your state's U.S. Senators now?*
▪ *Answers will vary. [District of Columbia residents and residents of U.S. territories should answer that D.C. (or the territory where the applicant lives) has no U.S. Senators.]*
21. The House of Representatives has how many voting members?
▪ *four hundred thirty-five (435)*
22. We elect a U.S. Representative for how many years?
▪ *two (2)*
23. Name your U.S. Representative.
▪ *Answers will vary. [Residents of territories with nonvoting Delegates or Resident Commissioners may provide the name of that Delegate or Commissioner. Also acceptable is any statement that the territory has no (voting) Representatives in Congress.]*
24. Who does a U.S. Senator represent?
▪ *all people of the state*
25. Why do some states have more Representatives than other states?
▪ *(because of) the state's population*
▪ *(because) they have more people*
▪ *(because) some states have more people*
26. We elect a President for how many years?
▪ *four (4)*
27. In what month do we vote for President?*
▪ *November*
28. What is the name of the President of the United States now?*
▪ *Donald J. Trump*
▪ *Donald Trump*
▪ *Trump*
29. What is the name of the Vice President of the United States now?
▪ *Michael R. Pence*
▪ *Mike Pence*
▪ *Pence*
30. If the President can no longer serve, who becomes President?
▪ *the Vice President*
31. If both the President and the Vice President can no longer serve, who becomes President?
▪ *the Speaker of the House*
32. Who is the Commander in Chief of the military?
▪ *the President*
33. Who signs bills to become laws?
▪ *the President*

* If you are 65 years old or older and have been a legal permanent resident of the United States for 20 or more years, you may study just the questions that have been marked with an asterisk.

- 34. Who vetoes bills?**
▪ *the President*
- 35. What does the President's Cabinet do?**
▪ *advises the President*
- 36. What are two Cabinet-level positions?**
▪ *Secretary of Agriculture*
▪ *Secretary of Commerce*
▪ *Secretary of Defense*
▪ *Secretary of Education*
▪ *Secretary of Energy*
▪ *Secretary of Health and Human Services*
▪ *Secretary of Homeland Security*
▪ *Secretary of Housing and Urban Development*
▪ *Secretary of the Interior*
▪ *Secretary of Labor*
▪ *Secretary of State*
▪ *Secretary of Transportation*
▪ *Secretary of the Treasury*
▪ *Secretary of Veterans Affairs*
▪ *Attorney General*
▪ *Vice President*
- 37. What does the judicial branch do?**
▪ *reviews laws*
▪ *explains laws*
▪ *resolves disputes (disagreements)*
▪ *decides if a law goes against the Constitution*
- 38. What is the highest court in the United States?**
▪ *the Supreme Court*
- 39. How many justices are on the Supreme Court?**
▪ *nine (9)*
- 40. Who is the Chief Justice of the United States now?**
▪ *John Roberts (John G. Roberts, Jr.)*
- 41. Under our Constitution, some powers belong to the federal government. What is one power of the federal government?**
▪ *to print money*
▪ *to declare war*
▪ *to create an army*
▪ *to make treaties*

* If you are 65 years old or older and have been a legal permanent resident of the United States for 20 or more years, you may study just the questions that have been marked with an asterisk.

42. Under our Constitution, some powers belong to the states. What is one power of the states?
▪ provide schooling and education
▪ provide protection (police)
▪ provide safety (fire departments)
▪ give a driver's license
▪ approve zoning and land use
43. Who is the Governor of your state now?
▪ Answers will vary. [District of Columbia residents should answer that D.C. does not have a Governor.]
44. What is the capital of your state?*
▪ Answers will vary. [District of Columbia residents should answer that D.C. is not a state and does not have a capital. Residents of U.S. territories should name the capital of the territory.]
45. What are the two major political parties in the United States?*
▪ Democratic and Republican
46. What is the political party of the President now?
▪ Republican (Party)
47. What is the name of the Speaker of the House of Representatives now?
▪ Paul D. Ryan
▪ (Paul) Ryan

C: Rights and Responsibilities

48. There are four amendments to the Constitution about who can vote. Describe one of them.
▪ Citizens eighteen (18) and older (can vote).
▪ You don't have to pay (a poll tax) to vote.
▪ Any citizen can vote. (Women and men can vote.)
▪ A male citizen of any race (can vote).
49. What is one responsibility that is only for United States citizens?*
▪ serve on a jury
▪ vote in a federal election
50. Name one right only for United States citizens.
▪ vote in a federal election
▪ run for federal office
51. What are two rights of everyone living in the United States?
▪ freedom of expression
▪ freedom of speech
▪ freedom of assembly
▪ freedom to petition the government
▪ freedom of religion
▪ the right to bear arms
52. What do we show loyalty to when we say the Pledge of Allegiance?
▪ the United States
▪ the flag

* If you are 65 years old or older and have been a legal permanent resident of the United States for 20 or more years, you may study just the questions that have been marked with an asterisk.

53. **What is one promise you make when you become a United States citizen?**
- *give up loyalty to other countries*
 - *defend the Constitution and laws of the United States*
 - *obey the laws of the United States*
 - *serve in the U.S. military (if needed)*
 - *serve (do important work for) the nation (if needed)*
 - *be loyal to the United States*
54. **How old do citizens have to be to vote for President?***
- *eighteen (18) and older*
55. **What are two ways that Americans can participate in their democracy?**
- *vote*
 - *join a political party*
 - *help with a campaign*
 - *join a civic group*
 - *join a community group*
 - *give an elected official your opinion on an issue*
 - *call Senators and Representatives*
 - *publicly support or oppose an issue or policy*
 - *run for office*
 - *write to a newspaper*
56. **When is the last day you can send in federal income tax forms?***
- *April 15*
57. **When must all men register for the Selective Service?**
- *at age eighteen (18)*
 - *between eighteen (18) and twenty-six (26)*

AMERICAN HISTORY

A: Colonial Period and Independence

58. **What is one reason colonists came to America?**
- *freedom*
 - *political liberty*
 - *religious freedom*
 - *economic opportunity*
 - *practice their religion*
 - *escape persecution*
59. **Who lived in America before the Europeans arrived?**
- *American Indians*
 - *Native Americans*

* If you are 65 years old or older and have been a legal permanent resident of the United States for 20 or more years, you may study just the questions that have been marked with an asterisk.

60. **What group of people was taken to America and sold as slaves?**
- *Africans*
 - *people from Africa*
61. **Why did the colonists fight the British?**
- *because of high taxes (taxation without representation)*
 - *because the British army stayed in their houses (boarding, quartering)*
 - *because they didn't have self-government*
62. **Who wrote the Declaration of Independence?**
- *(Thomas) Jefferson*
63. **When was the Declaration of Independence adopted?**
- *July 4, 1776*
64. **There were 13 original states. Name three.**
- *New Hampshire*
 - *Massachusetts*
 - *Rhode Island*
 - *Connecticut*
 - *New York*
 - *New Jersey*
 - *Pennsylvania*
 - *Delaware*
 - *Maryland*
 - *Virginia*
 - *North Carolina*
 - *South Carolina*
 - *Georgia*
65. **What happened at the Constitutional Convention?**
- *The Constitution was written.*
 - *The Founding Fathers wrote the Constitution.*
66. **When was the Constitution written?**
- *1787*
67. **The Federalist Papers supported the passage of the U.S. Constitution. Name one of the writers.**
- *(James) Madison*
 - *(Alexander) Hamilton*
 - *(John) Jay*
 - *Publius*
68. **What is one thing Benjamin Franklin is famous for?**
- *U.S. diplomat*
 - *oldest member of the Constitutional Convention*
 - *first Postmaster General of the United States*
 - *writer of "Poor Richard's Almanac"*
 - *started the first free libraries*

* If you are 65 years old or older and have been a legal permanent resident of the United States for 20 or more years, you may study just the questions that have been marked with an asterisk.

69. Who is the “Father of Our Country”?

- *(George) Washington*

70. Who was the first President?*

- *(George) Washington*

B: 1800s

71. What territory did the United States buy from France in 1803?

- *the Louisiana Territory*
- *Louisiana*

72. Name one war fought by the United States in the 1800s.

- *War of 1812*
- *Mexican-American War*
- *Civil War*
- *Spanish-American War*

73. Name the U.S. war between the North and the South.

- *the Civil War*
- *the War between the States*

74. Name one problem that led to the Civil War.

- *slavery*
- *economic reasons*
- *states' rights*

75. What was one important thing that Abraham Lincoln did?*

- *freed the slaves (Emancipation Proclamation)*
- *saved (or preserved) the Union*
- *led the United States during the Civil War*

76. What did the Emancipation Proclamation do?

- *freed the slaves*
- *freed slaves in the Confederacy*
- *freed slaves in the Confederate states*
- *freed slaves in most Southern states*

77. What did Susan B. Anthony do?

- *fought for women's rights*
- *fought for civil rights*

C: Recent American History and Other Important Historical Information

78. Name one war fought by the United States in the 1900s.*

- *World War I*
- *World War II*
- *Korean War*
- *Vietnam War*
- *(Persian) Gulf War*

* If you are 65 years old or older and have been a legal permanent resident of the United States for 20 or more years, you may study just the questions that have been marked with an asterisk.

79. Who was President during World War I?
▪ *(Woodrow) Wilson*
80. Who was President during the Great Depression and World War II?
▪ *(Franklin) Roosevelt*
81. Who did the United States fight in World War II?
▪ *Japan, Germany, and Italy*
82. Before he was President, Eisenhower was a general. What war was he in?
▪ *World War II*
83. During the Cold War, what was the main concern of the United States?
▪ *Communism*
84. What movement tried to end racial discrimination?
▪ *civil rights (movement)*
85. What did Martin Luther King, Jr. do?*
86. What major event happened on September 11, 2001, in the United States?
▪ *Terrorists attacked the United States.*
87. Name one American Indian tribe in the United States.

[USCIS Officers will be supplied with a list of federally recognized American Indian tribes.]

- *Cherokee*
- *Navajo*
- *Sioux*
- *Chippewa*
- *Choctaw*
- *Pueblo*
- *Apache*
- *Iroquois*
- *Creek*
- *Blackfeet*
- *Seminole*
- *Cheyenne*
- *Arawak*
- *Shawnee*
- *Mohegan*
- *Huron*
- *Oneida*
- *Lakota*
- *Crow*
- *Teton*
- *Hopi*
- *Inuit*

* If you are 65 years old or older and have been a legal permanent resident of the United States for 20 or more years, you may study just the questions that have been marked with an asterisk.

INTEGRATED CIVICS

A: Geography

88. Name one of the two longest rivers in the United States.

- *Missouri (River)*
- *Mississippi (River)*

89. What ocean is on the West Coast of the United States?

- *Pacific (Ocean)*

90. What ocean is on the East Coast of the United States?

- *Atlantic (Ocean)*

91. Name one U.S. territory.

- *Puerto Rico*
- *U.S. Virgin Islands*
- *American Samoa*
- *Northern Mariana Islands*
- *Guam*

92. Name one state that borders Canada.

- *Maine*
- *New Hampshire*
- *Vermont*
- *New York*
- *Pennsylvania*
- *Ohio*
- *Michigan*
- *Minnesota*
- *North Dakota*
- *Montana*
- *Idaho*
- *Washington*
- *Alaska*

93. Name one state that borders Mexico.

- *California*
- *Arizona*
- *New Mexico*
- *Texas*

94. What is the capital of the United States?*

- *Washington, D.C.*

95. Where is the Statue of Liberty?*

- *New York (Harbor)*
- *Liberty Island*

[Also acceptable are New Jersey, near New York City, and on the Hudson (River).]

* If you are 65 years old or older and have been a legal permanent resident of the United States for 20 or more years, you may study just the questions that have been marked with an asterisk.

B: Symbols

96. Why does the flag have 13 stripes?
 - because there were 13 original colonies
 - because the stripes represent the original colonies
97. Why does the flag have 50 stars?*
 - because there is one star for each state
 - because each star represents a state
 - because there are 50 states
98. What is the name of the national anthem?
 - *The Star-Spangled Banner*

C: Holidays

99. When do we celebrate Independence Day?*
 - July 4
100. Name two national U.S. holidays.
 - *New Year's Day*
 - *Martin Luther King, Jr. Day*
 - *Presidents' Day*
 - *Memorial Day*
 - *Independence Day*
 - *Labor Day*
 - *Columbus Day*
 - *Veterans Day*
 - *Thanksgiving*
 - *Christmas*

* If you are 65 years old or older and have been a legal permanent resident of the United States for 20 or more years, you may study just the questions that have been marked with an asterisk.



Reading Vocabulary for the Naturalization Test

PEOPLE	CIVICS	PLACES	HOLIDAYS	QUESTION WORDS	VERBS	OTHER (FUNCTION)	OTHER (CONTENT)
Abraham Lincoln	American flag	America	Presidents' Day	How	can	a	colors
George Washington	Bill of Rights	United States	Memorial Day	What	come	for	dollar bill
	capital	U.S.	Flag Day	When	do/does	here	first
	citizen		Independence Day	Where	elects	in	largest
	city		Labor Day	Who	have/has	of	many
	Congress		Columbus Day	Why	is/are/was/be	on	most
	country		Thanksgiving		lives/lived	the	north
	Father of Our Country				meet	to	one
	government				name	we	people
	President				pay		second
	right				vote		south
	Senators				want		
	state/states						
	White House						



Writing Vocabulary for the Naturalization Test



U.S. Citizenship and Immigration Services

SCORING GUIDELINES FOR THE U.S. NATURALIZATION TEST

Section 312 of the Immigration and Nationality Act (INA) provides that most applicants for naturalization demonstrate an understanding of the English language, including an ability to read, write, and speak words in ordinary usage in the English language, as well as a knowledge of U.S. government and history (civics)¹. This document provides a general description of how the U.S. Naturalization Test is evaluated and scored by Officers of the U.S. Citizenship and Immigration Services (USCIS).

SPEAKING: An applicant's verbal skills are determined by the applicant's answers to questions normally asked by USCIS Officers during the naturalization eligibility interview. USCIS Officers are required to repeat and rephrase questions until the Officer is satisfied that the applicant either fully understands the question or does not understand English. If the applicant generally understands and can respond meaningfully to questions relevant to the determination of eligibility, the applicant has demonstrated the ability to speak English.

READING: To sufficiently demonstrate the ability to read in English, applicants must read one sentence, out of three sentences, in a manner suggesting to the USCIS Officer that the applicant appears to understand the meaning of the sentence. Once the applicant reads one of three sentences correctly, USCIS procedures require that the USCIS Officer will stop administering the reading test. Applicants shall not be failed because of their accent when speaking English. A general description of how the reading test is scored follows:

Pass:

- Reads one sentence without extended pauses
- Reads all content words but may omit short words that do not interfere with meaning
- May make pronunciation or intonation errors that do not interfere with meaning

Fail:

- Does not read the sentence
- Omits a content word or substitutes another word for a content word
- Pauses for extended periods of time while reading the sentence
- Makes pronunciation or intonation errors that interfere with meaning

¹ The English language requirement may be waived for an applicant, who on the date of filing the Application for Naturalization, Form N-400, was over 50 years old and has been a permanent resident for at least 20 years, or was over 55 years old and has been a permanent resident for at least 15 years. If either exemption applies, the applicant is not tested in English and may take the civics examination in the applicant's language of choice. An applicant, who on the date of filing the application, was over 65 years old and has been a permanent resident for 20 years, is not tested in English and qualifies to take a simpler version of the civics test in the applicant's language of choice. Also, both the English language and civics requirements for naturalization are waived for applicants who are unable to comply with these requirements because of a medical or physical impairment. To achieve a passing score on the civics test, applicants are required to answer 6 out of 10 questions correctly.

WRITING: To sufficiently demonstrate the ability to write in English, the applicant must write one sentence, out of three sentences, in a manner that would be understandable as written to the USCIS Officer. An applicant must not abbreviate any dictated word in the written sentence. Once the applicant writes one of three sentences correctly, USCIS procedures require that the USCIS Officer will stop administering the writing test. An applicant shall not be failed because of spelling, capitalization, or punctuation errors unless the errors would prevent understanding the meaning of the sentence. A general description of how the writing portion is scored follows:

Pass:

- Has the same general meaning as the dictated sentence
- May contain some grammatical, spelling, punctuation, or capitalization errors that do not interfere with meaning
- May omit short words that do not interfere with meaning
- Numbers may be spelled out or written as digits

Fail:

- Writes nothing or only one or two isolated words
- Is completely illegible
- Writes a different sentence or words
- Written sentence does not communicate the meaning of the dictated sentence
- Writes an abbreviation for a dictated word

CIVICS: To sufficiently demonstrate knowledge of U.S. government and history (civics), the applicant must answer six of ten questions correctly. The civics test will be an oral examination. Once the applicant answers six questions correctly, USCIS procedures require that the USCIS Officer will stop administering the civics test. A general description of how the civics portion is scored follows:

Pass:

- Provides a correct answer
- Provides an alternative phrasing of the correct answer

Fail:

- Provides an incorrect answer
- Fails to respond

According to regulation, applicants who fail the English literacy and/or civics test during their first examination will be rescheduled to appear for a second opportunity to take the test (8 CFR 312.5).

The following discusses the Immigration Service's implementation of disability waivers, definitions of qualifying disabilities, the procedures for obtaining a disability exception, concerns regarding the ability of applicants to take the oath of allegiance, and the ever-important issue of CIS accommodations for applicants with disabilities.

§ 7.8 Definitions of Qualifying Disabilities

An applicant does not have to meet the English language and/or United States history and government requirements if it can be demonstrated that there is an inability to comply with this requirement even with reasonable modifications in the testing process because:

- 1) The applicant has a medically determinable physical or developmental disability or mental impairment, or combination of impairments;⁴²
- 2) The impairment(s) have lasted or are expected to last at least 12 months; and
- 3) The loss of cognitive skills is not based on the direct effects of illegal drug use.⁴³

Several terms and aspects of this definition require discussion.

"Medically Determinable Impairment"

The term "medically determinable" in the regulation means an impairment that "results from anatomical, physiological, or psychological abnormalities which can be shown by medically acceptable clinical and laboratory diagnosis techniques."⁴⁴

Although the terms "medically determinable physical or mental impairment" do not spell out the inclusion of **developmental disabilities**, those disabilities are nevertheless covered by this definition.⁴⁵

The definitions are intended by the CIS to mostly match the definitions of disabilities used by the Social Security Administration (SSA).⁴⁶ Applicants with

⁴² 8 CFR § 312. Please note that the regulations do not specifically allow a person to receive a waiver if s/he can only show that a combination of impairments prevents her from demonstrating knowledge of U.S. history and government. Please see footnote 37 for arguments which advocates and applicants can try to use to get around this problem.

⁴³ 8 CFR § 312.

⁴⁴ 8 CFR § 312.

⁴⁵ INA § 312(b) and supplementary Information of the final regulation 8 CFR §312, Federal Register Vol. 62, No. 53, 12917.

disabilities like Alzheimer's disease, depressive conditions, mental retardation, learning disorders, dementia, memory loss, blindness, deafness, and even post-traumatic stress disorder may qualify if the condition affects the ability to learn and/or demonstrate English or U.S. history and government.

The Adjudicator's Field Manual (AFM) section 72.2(d)(5)(C)(2), as discussed in the September 2007 memorandum, requires that the N-648 include a list of "all the medically acceptable clinical or laboratory diagnostic techniques" that the medical professional used in determining that the applicant's disability is so severe that the individual is unable to learn English and/or civics.⁴⁷ The memorandum makes it clear that there are no specific tests that are required, only that the diagnostic tests used are acceptable techniques to make such a diagnosis and that they are listed in the N-648 Certification for Disability exception.

PRACTICE TIP: In cases where the applicant suffers from a mental condition or incapacity, advocates may wish to advise the applicant's doctor to consider administering a "Mini Mental State Examination" (MMSE) and describing the applicant's performance and listing his score in the doctor's narrative of the N-648 waiver form. Some practitioners have reported that CIS prefers this particular diagnostic test for detecting cognitive impairment and assessing its severity. The test is relatively brief and should not be difficult for the doctor to perform. For more information, please see <http://www.minimental.com>.

The Applicant Must Show the "Nexus" or Connection between His Disability and His Inability to Meet the English or Civics Requirement

In establishing eligibility for a disability waiver, special attention must be paid to explaining how the person's disability, impairment, or combination of impairments actually prevents her from meeting the testing requirements for naturalization. Showing the "nexus" or connection between the disability itself and the applicant's inability to meet the testing requirement is critical to the success of the application. The doctor can meet this requirement by including significant detail about the patient's symptoms in her

(..continued)

⁴⁶ 8 CFR § 312. The language of the regulation differs from definitions used by the SSA in its inclusion of language regarding drug use from the Technical Corrections Act of 1994, which created the disability exceptions. SSA standards for Supplemental Security Income (SSI) eligibility can be found at 42 U.S.C. §§ 1381-1383(d).

⁴⁷ The Adjudicator's Field Manual (AFM) section 72.2(d)(5)(C)(2) as discussed in "Memorandum from Donald Neufeld, Acting Deputy Associate Director Domestic Operations Directorate, "Guidance Clarifying the Adjudication of Form N-648, Medical Certification for Disability," September 18, 2007. See Appendix 7-I, page 8.

account of her clinical diagnosis and description of the patient's condition. Each symptom should be stated carefully and related to its specific effect on the person's ability to acquire or demonstrate knowledge of English and/or U.S. history and government.

Example: Angela Viellechner suffered a stroke last year. Her stroke caused significant cerebral infarction (death of brain tissue) and has left her with severe and irreversible neurological damage, as reflected in the MRI scan performed on 02/25/08 and confirmed by x-ray with angiogram on 03/05/08. Because of the widespread damage to the brain tissue she has suffered markedly decreased cerebral function and is incapable of remembering basic information, articulating, or learning. Prognosis of recovery is nil. Because of Angela's condition, she is unable to learn a new language or U.S. history and government.

In the above example, the doctor has identified the applicant's medical condition: "stroke causing significant cerebral infarction." The doctor also explained the impact of the medical condition on the person: "widespread damage to brain tissue." She then explained the symptoms of the medical condition as being "incapable of remembering, articulating, or learning." The doctor concluded that the medical condition prevented the person from meeting the testing requirements. The doctor cited the diagnostic tests used, "MRI and x-ray with angiogram" and concluded that the disability would last for more than twelve months, "the prognosis of recovery is nil." (See discussion below -conditions lasting more than 12 months).

Old Age and Diseases and Disabilities Related to Advanced Aging as "Medical Conditions"

The regulations do not include an exception for people who are unable to learn the required information due to their advanced age alone.⁴⁸ In many cases, however, there is a diagnosable medical reason why an elderly person cannot learn English or U.S. government and history.

The May 10, 2006 memo specifically cites Alzheimer's, Parkinson's Disease, and senile dementia as *examples* of old-age related illnesses that can qualify for a disability exception,⁴⁹ though that should not be considered a complete and exhaustive listing of eligible age-related conditions.

⁴⁸ "Memorandum from Michael Yates, Acting Associate Director Adjudication of Form N-648, Medical Certification for Disability Exceptions to the Immigration and Nationality Act (INA) Section 312 Naturalization Requirements." May 10, 2006.

⁴⁹ "Memorandum from Michael Yates, Acting Associate Director Adjudication of Form N-648, Medical Certification for Disability Exceptions to the Immigration and Nationality Act (INA) Section 312 Naturalization Requirements." May 10, 2006, page 5.

A finding of depression, without further explanation, is insufficient to warrant a disability waiver. However, the CIS *has* approved N-648 applications for sufferers from depression, in cases where the applicant's N-648 was sufficiently detailed and the medical professional showed a clear "nexus" between the applicant's disability and his ability to meet the testing requirements. The latest word on the subject, the May 10, 2006 memo, specifically states that "depression should be treated like any other disability," and that N-648 applications based on Post Traumatic Stress Disorder (PTSD) should likewise be evaluated under the same standard of review.⁵⁰

If an adjudicator finds or has reason to believe the medical determination in the N-648 is suspect, the adjudicator may question the applicant about the facts pertaining to the applicant's medical care, job duties, community and civic affairs, and/or other daily living activities.⁵¹ add footnote re: same as in new memo page 7. If the applicant's conduct and responses are inconsistent with the description of the applicant's diagnosed condition as described on the N-648, the adjudicator may have a justifiable basis for doubting the authenticity of the medical determination. Thus, in cases where the applicant is suffering from depression, PTSD, or any other disability, the doctor should be particularly thorough in explaining how the condition has resulted in the applicant's functioning being so impaired that the applicant is unable to meet the English and civics requirements for naturalization.

Although the May 10, 2006 memo specifically cites Alzheimer's, Parkinson's Disease, and senile dementia as *examples* of old-age related illnesses that can qualify for a disability exception,⁵¹ the September 2007 memorandum eliminates any reference to specific diseases (including depression and Post-traumatic stress Syndrome, PTSD). Instead, the later memorandum emphasizes the importance of establishing the nexus between the disability and the applicant's inability to learn or demonstrate English proficiency and knowledge of U.S. history and government.⁵² The May 2006 memorandum should be cited if a client has been diagnosed with any of the disabilities specifically mentioned in the May 2006 memorandum.

Note also that CIS approves only those N-648s in which applicants have been shown to suffer from conditions that have impaired their functioning *so severely* as to

⁵⁰ "Memorandum from Michael Yates, Acting Associate Director Adjudication of Form N-648, Medical Certification for Disability Exceptions to the Immigration and Nationality Act (INA) Section 312 Naturalization Requirements." May 10, 2006, page 5.

⁵¹ "Memorandum from Michael Yates, Acting Associate Director Adjudication of Form N-648, Medical Certification for Disability Exceptions to the Immigration and Nationality Act (INA) Section 312 Naturalization Requirements." May 10, 2006, page 5.

⁵² "Memorandum from Donald Neufeld, Acting Deputy Associate Director Domestic Operations Directorate, "Guidance Clarifying the Adjudication of Form N-648, Medical Certification for Disability," September 18, 2007. *See Appendix 7-I*, page 8.

significantly impair the applicant's ability to learn or demonstrate knowledge of English and/or U.S. history and government.

PRACTICE TIP: Sometimes, because the elderly person has been able to complete the basic tasks of living, it has not occurred to him or her to be evaluated for a disability that affects learning new cognitive skills and facts. A doctor might examine an elderly person and find that he has had a number of small strokes without knowing it, or has dementia, or has suffered memory loss. The doctor could subsequently determine that such a condition(s) interferes with the individual's ability to demonstrate his knowledge of English or U.S. government and history.

Combination of Impairments

The definition of disabilities set out by the CIS specifically includes a "combination of impairments."⁵³ This means that an applicant with two or more disabilities can qualify for a disability exemption based on their combined effect, even if each disability alone would not be severe enough to qualify for the exemption.

Example: Ludmilla Pavlova is 79 years old and suffers from mild dementia as well as partial hearing loss. Her difficulty hearing exacerbates the trouble she has concentrating and remembering what she is trying to learn. She has attempted to learn English but cannot, because of these disabilities. Although neither Ludmilla's mild dementia nor partial hearing loss might alone qualify for a disability exemption from the English requirement, the combination could allow her to qualify. Her doctor should consider the effects of both disabilities in combination when making her determination about Ludmilla's ability to learn English, and should discuss the effect of the combination of the disabilities in significant detail when completing the N-648 form.

Impairment Has Lasted or Will Last Twelve Months

The disability exception applies to a "permanent" disability, which is defined as a disability that has lasted or is expected to last at least 12 months. Applicants do not have

⁵³ See 8 CFR § 312.1(b)(3). Note that in the regulations, the "combination of impairments" language only appears in the section dealing with the waiver of the English requirement, but not the civics requirement. However, there is no legal basis for distinguishing between the two, and in the CIS' other explanatory memoranda that accompany the regulations the CIS does not limit the "combination of impairments" language to the waiver of the English requirement alone. See the Supplementary Information 8 CFR § 312, Federal Register Vol. 62, No. 53, page 12917. Additionally, an applicant with disability submits just one application form, the N-648, for exceptions to both requirements. The N-648 does not make a distinction between the definition of disability for each exception.

to wait until they have had the disability for 12 months before they can be granted a disability exception, if their doctor states that the disability is expected to last for at least 12 months.

Reasonable Modification/Accommodations

The applicant must demonstrate that her disability causes her to be unable to take the test(s) even if the CIS makes “reasonable modifications” in the testing procedure. Generally, this means that the CIS would be willing to make appropriate changes in the way that it conducts the interview, if that would enable the person to take the test. Modifications might include providing a sign language interpreter for a deaf person or permitting a close family member to assist in asking the questions for a person with a mental disability. For more information on “reasonable modifications” to the naturalization process, see discussion of this below in § 7.13.

Example: Kwaku Ananse has a mild form of mental retardation, and is partially paralyzed. He has spoken English well since he was a child, and is able to master the 100 civics questions required for naturalization. If the CIS makes certain modifications to make the interview site physically accessible for him, none of his disabilities would make him unable to take the tests. The CIS will not grant him a waiver of the test requirements based on his disabilities, because his disabilities do not prevent him from meeting the requirements. Kwaku would not be able to show a nexus between his disability and his inability to meet the English and/or Civics requirements.

PRACTICE TIP: The “reasonable modification” provision might work for or against the applicant, depending upon what she is trying to do. The “reasonable modification” requirement works in the applicant’s favor if she elects to take the test, because she can demand the accommodations and modifications that she needs. If, however, the applicant is applying for an exemption via the N-648 waiver, the CIS might deny her the exemption on the grounds that, in their opinion, she ought to be capable of meeting the requirement as long as CIS makes reasonable accommodations.

Applicants Must Show that the Disability Makes It Impossible to Meet Each Requirement (English Language and History and Civics) Separately

An applicant should not submit a general application to waive both the English and civics requirements. She must show specifically how her disability prevents her from meeting each or both requirements, depending upon which requirements she needs to waive.

For example, some people with disabilities may be able to learn the civics material but cannot master a new complex skill such as learning English. Others may have spoken English for years but are unable to master the list of questions about U.S. history and government, because of particular memory or concentration problems. Others may be unable to pass either test. In every case, the applicant must show specifically how the disability makes it impossible for her to meet the test or tests that she needs to have waived.

The CIS will only grant exceptions to applicants whose disabilities have so severely impaired the applicant's ability that the individual is unable to learn English and/or U.S. history and government, or from passing the English or U.S. history and civics tests. Thus, the CIS will not grant the waiver for someone who has a disability that does not completely impair the person's ability to speak or learn English and/or learn U.S. history and government such that the applicant cannot comply with the English and/or civics requirements. Such an individual will be required to take the English and civics tests to try to become a U.S. citizen.

Example: Sean Maloney is from Ireland and speaks fluent English. Sean has a disability preventing him from learning U.S. history and government. Although the CIS may waive the U.S. history and government test, they will not waive the English test because Sean speaks fluent English.

§7.9 Applying for the Disability Exceptions: Preparing the N-648 Form

An applicant for a disability exception must submit a **medical certification form, CIS form N-648**, as documentation.⁵⁴ The CIS created the form N-648 specifically for the naturalization disability exemption. The form asks the applicant to provide some personal information. Most of the form, however, must be completed by the medical professional who has evaluated the applicant. In this section the medical professional must:

- Establish that he or she is familiar with the applicant's case and is capable of making a diagnosis of this disability;
- Make a diagnosis showing that the applicant has a disability (including a DSM Code if appropriate);

⁵⁴ Please see Appendix 7-F for a copy of Form N-648. NOTE: The September 2007 memorandum states that USCIS is revising form N-648 to detail and clarify eligibility requirements and to adjudicate the form, however as of this writing no new form has been introduced.

- Explain how person completing the form arrived at the anatomical, physiological, or psychological impairment diagnosis (including which medically acceptable diagnostic tests were used to reach the diagnosis);
- Explain how the disability makes it impossible for the applicant to meet the English and/or civics requirement (i.e. the “nexus” between the disability and the inability to fulfill the English and/or US government history and civics requirements); and
- State under penalty of perjury that these statements are correct to the best of his or her knowledge.

The guideline providing that medical professionals explain how an impairment diagnosis was reached (including a description of the diagnostic test used in the case) was first mandated in the May 10, 2006 CIS memorandum,⁵⁵ and retained in the most recent memorandum that of September 18, 2007.⁵⁶

Which Medical Professionals Can Complete the N-648?

The N-648 medical certification may be completed only by a medical doctor (including a psychiatrist), a clinical psychologist or a doctor of osteopathy, who is authorized to practice in the United States including the US territories of Guam, Puerto Rico, and the Virgin Islands. Although the doctor must have expertise in diagnosing physical or mental impairments, it can be the applicant's own treating physician, so long as he or she has this expertise.

IMPORTANT NOTE: One of the more controversial features of the May 2006 CIS memo allowed the CIS Adjudications Officer (DAO) to refer the applicant to another authorized medical specialist for a second opinion – at the applicant's own expense – in cases where the DAO saw “significant discrepancies” or had “credible doubt” about the N-648.⁵⁷

⁵⁵ “Memorandum from Michael Aytes, Acting Associate Director, Domestic Operations. Adjudication of Form N-648, Medical Certification for Disability Exceptions to the Immigration and Nationality Act (INA) Section 312 Naturalization Requirements.” May 10, 2006. *See Appendix 7-I*, page 5.

⁵⁶ “Memorandum from Donald Neufeld, Acting Deputy Associate Director Domestic Operations Directorate, “Guidance Clarifying the Adjudication of Form N-648, Medical Certification for Disability,” September 18, 2007. *See Appendix 7-I*.

⁵⁷ 8 CFR 312.2(b) (2).

It was unclear from the language of the memorandum whether the fact that the DAO "shall refer" the applicant to the list of doctors means that the applicant must see a doctor on the list for the second opinion or can see another doctor instead.

The September 2007 memorandum slightly changes the wording of this section and states that each district or field office must provide the applicant with the contact information of the appropriate state medical board which maintains a list of licensed and board-certified medical professionals in the appropriate specialty area, such as psychiatrist, neurologist, or psychologist.⁵⁸

PRACTICE TIP: It remains unclear whether the applicant must see a doctor on the list. It is the position of the ILRC that INA section 312, specifically allows *clinical psychologists* to complete the N-648 even if they are not included on the state medical board's list. (Clinical psychologists are only members of a state medical board when they also possess an M.D.) Advocates should be aware of the vagueness of the second-opinion provision and advise their clients to make an informed decision about choosing a medical professional to give a second opinion, if necessary. At least one CIS office, the San Francisco office, is interpreting the CIS memo to mean the applicant can get the second opinion from someone on the medical board or someone who is not on the medical board (such as a clinic psychologist).

How to Complete the N-648 Form

The N-648 has a basic set of instructions for filling out the form along with an attachment of instructions describing, among other things, what is required for the naturalization examination. This information should help doctors determine whether the applicant can take and pass the exam or if a waiver is warranted.

The N-648 form requests brief biographical information from the applicant and an authorization to release medical records to the CIS. The bulk of the form is to be completed by the medical doctor or clinical psychologist. Most of the questions require brief answers except Question 3, which asks the doctor to (1) describe any of the applicant's disabilities that (2) prevent her from being able to learn English and/or U.S. history and government or from being able to pass the required exams. The doctor or

⁵⁸ "Memorandum from Donald Neufeld, Acting Deputy Associate Director Domestic Operations Directorate, "Guidance Clarifying the Adjudication of Form N-648, Medical Certification for Disability," September 18, 2007. See Appendix 7-I, page 10.

psychologist should note whether the applicant should be exempted from both requirements, or just one.

Example: Franz has a severe learning disability that makes it impossible for him to learn English. Yet, Franz has a good memory so he has learned most of the 100 questions for the U.S. history and government exam. Franz's doctor wrote on the N-648 that although Franz's disability prevents him from learning English, Franz would be able to demonstrate that he knows enough U.S. government and history to pass the exam.

It is essential that this section of the N-648 include the following information:⁵⁹

1. an explanation of the origin, nature, and extent of the applicant's medical condition, which is established and documented by medically acceptable clinical or laboratory diagnostic techniques, including a list of the medically acceptable clinical or laboratory diagnostic tests used in diagnosing the condition.;
2. an explanation of how the applicant's diagnosed medical condition or impairment so severely affects the applicant that it renders him/her unable to learn or demonstrate knowledge of English and/or United States history and government.
3. an attestation that the disability has lasted, or is expected to last, twelve months or longer; and
4. an attestation that the disability is not the direct effect of the use of illegal drugs.

PRACTICE TIP: The key to completing the form is to adequately address the above issues and to explain the "nexus" or cause- and- affect relationship, between the applicant's disability and the applicant's inability to demonstrate a sufficient knowledge of English and U.S. government and history. Doctors should not assume that just because they note that the applicant has a certain disability means the CIS will know that the disability will prevent the applicant from demonstrating English and U.S. history and government. Everything must be thoroughly spelled out for the CIS adjudicator adjudicating the case.

⁵⁹ "Memorandum from Donald Neufeld, Acting Deputy Associate Director Domestic Operations Directorate , "Guidance Clarifying the Adjudication of Form N-648, Medical Certification for Disability" September 18, 2007. See Appendix 7-I, page 9.

SECTION 5

Children Citizenship Act Materials (N-600)

- Applicable Statutes
- Treatise Materials: Immigrant Legal Resource Center
- ILCM CCA Screening Tool
- N-600 Filing Checklist
- Affidavit of Birth Template
- ILCM Passport Filing Resource
- Sample N-600 Application
- Sample Approval Notice

Section 319, Note 3 Effective date and applicability of Jan. 28, 2008 amendments

Act Jan. 28, 2008, P.L. 110-181, Div A, Title VI, Subtitle G, § 674(d), 122 Stat. 186, provides: "The amendments made by this section [amending 8 USCS §§ 1430, 1433, and 1443a] shall take effect on the date of enactment of this Act and apply to any application for naturalization or issuance of a certificate of citizenship pending on or after such date."

§ 320 (8 U.S.C. 1431) Children Born Outside the United States and Residing Permanently in the United States; Conditions Under Which Citizenship Automatically Acquired¹⁵

[INA § 320(a)]

(a) A child born outside of the United States automatically becomes a citizen of the United States when all of the following conditions have been fulfilled:

- (1) At least one parent of the child is a citizen of the United States, whether by birth or naturalization.
- (2) The child is under the age of eighteen years.
- (3) The child is residing in the United States in the legal and physical custody of the citizen parent pursuant to a lawful admission for permanent residence.

[INA § 320(b)]

(b) Subsection (a) shall apply to a child adopted by a United States citizen parent if the child satisfies the requirements applicable to adopted children under section 101(b)(1).

Section 320, Note 1 Effective date and applicability of Oct. 30, 2000 amendments

Act Oct. 30, 2000, P.L. 106-395, Title I, § 104, provides: "The amend-

¹⁵ Amended by Act of Oct. 5, 1978, Pub. L. No. 95-417, 92 Stat. 917. Sec. 14, Act of Nov. 14, 1986, Pub. L. No. 99-653, 100 Stat. 3655, 3657, added the requirement that the child be unmarried at the time of naturalization. Sec. 14 was, however, repealed by Sec. 8(l), Immigration Technical Corrections Act of 1988, Pub. L. No. 100-525, 102 Stat. 2609. Section amended in its entirety, including section title (former title: "Child Born Outside of United States of One Alien and One Citizen Parent at Time of Birth; Conditions Under Which Citizenship Automatically Acquired"), by Sec. 101(a), title I, Child Citizenship Act of 2000, Pub. L. No. 106-395, Act of Oct. 30, 2000, 114 Stat. 1631, effective & applicable under § 104 of such Act, see "Section 320, Note 1" foll. this INA § 320.

other British, French and Netherlands territory or possessions in or bordering on the Caribbean Sea.

[INA § 101(c)]

(c) As used in title III—

(1) ⁹⁷ The term "child" means an unmarried person under twenty-one years of age and includes a child legitimated under the law of the child's residence or domicile, or under the law of the father's residence or domicile, whether in the United States or elsewhere, and, except as otherwise provided in sections 320 and 321 of title III, a child adopted in the United States, if such legitimation or adoption takes place before the child reaches the age of 16 years (except to the extent that the child is described in subparagraph (E)(ii) or (F)(ii) of subsection (b)(1)), and the child is in the legal custody of the legitimating or adopting parent or parents at the time of such legitimation or adoption.

(2) The terms "parent", "father", and "mother" include in the case of a posthumous child a deceased parent, father, and mother.

[INA § 101(d)]

(d) [Removed]⁹⁸

[INA § 101(e)]

(e) For the purpose of this Act—

(1) The giving, loaning, or promising of support or of money or any other thing of value to be used for advocating any doctrine shall constitute the advocating of such doctrine; but nothing in this paragraph shall be construed as an exclusive definition of advocating.

(2) The giving, loaning, or promising of support or of money or any other thing of value for any purpose to any organization shall be presumed

⁹⁷ Par. (1) was removed by Sec. 3, Act of Nov. 14, 1986, Pub. L. No. 99-653, 100 Stat. 3655, but reinstated by Sec. 8, Immigration Technical Corrections Act of 1988, Pub. L. No. 100-525, 102 Stat. 2609, through an amendment to the Immigration and Nationality Act Amendments of 1986, Pub. L. No. 99-653, 100 Stat. 3655. The amendment was effective Nov. 14, 1986, thus rendering the removal moot. Par. (1) was subsequently amended by Sec. 1(b)(1), Pub. L. No. 106-139, Act of Dec. 7, 1999, 113 Stat. 1696, which added the parenthetical language following "16 years".

⁹⁸ Subsec. (d) removed by Sec. 9(a), Immigration Technical Corrections Act of 1988, Pub. L. No. 100-525, 102 Stat. 2609. The subpar. had defined the terms "veteran" and "Spanish-American War" as used in chapter 3 of title III.

[INA § 101(b)(1)(E), (E)(i)]

(E) (i) ⁸³ a child adopted while under the age of sixteen years⁸⁴ if the child has been in the legal custody of, and has resided with, the adopting parent or parents for at least two years or if the child has been battered or subject to extreme cruelty by the adopting parent or by a family member of the adopting parent residing in the same household:⁸⁵ *Provided*, That no natural parent of any such adopted child shall thereafter, by virtue of such parentage, be accorded any right, privilege, or status under this Act; or

[INA § 101(b)(1)(E)(ii)]

(ii) ⁸⁶ subject to the same proviso as in clause (i), a child who: (I) is a natural sibling of a child described in clause (i) or subparagraph (F)(i); (II) was adopted by the adoptive parent or parents of the sibling described in such clause or subparagraph; and (III) is otherwise described in clause (i), except that the child was adopted while under the age of 18 years;

[INA § 101(b)(1)(F), (F)(i)]

(F)⁹² (i) a child, under the age of sixteen at the time a petition is filed

⁸³ Pars. (E), together with par. (D), added by § 2, Pub. L. 85-316, Act of Sept. 11, 1957, 71 Stat. 639. Clause "(i)" designation added by Sec. 1(a)(1)(A), Pub. L. No. 106-139, Act of Dec. 7, 1999, 113 Stat. 1696. Clause '(i)' amended by Sec. 805(d), Violence Against Women & DOJ Reauth. Act of 2005, Pub. L. 109-162, Jan. 5, 2006, 119 Stat. 2960, adding "or if the child has been battered . . . same household".

⁸⁴ The maximum qualifying age under Pars. (E) and (F) was increased from fourteen to sixteen by Sec. 2(b), Act of Dec. 29, 1981, Pub. L. No. 97-116, 95 Stat. 1161.

⁸⁵ Sec. 2, Act of Nov. 14, 1986, Pub. L. No. 99-653, 100 Stat. 3655, removed the requirement that the child's residence with the adopting parent(s) had to take place *after* the adoption.

⁸⁶ Clause (ii) added by Sec. 1(a)(1)(C), Pub. L. No. 106-139, Act of Dec. 7, 1999, 113 Stat. 1696.

⁸⁷⁻⁹¹ [Reserved]

⁹² Subpar. (F) added 1961. Subpar. (F) originally added by the Act of Sept. 26, 1961, 75 Stat. 650.

1965 Amendments. Sec. 8(c) of the Act of Oct. 3, 1965, Pub. L. 89-236, 79 Stat. 917, substituted subpar. (F) for one which read: "a child who is an eligible orphan, adopted abroad by a United States citizen and spouse or coming to the United States for adoption by a United States citizen and spouse: Provided, That no natural parent or prior adoptive parent of any such child shall thereafter, by virtue of such parentage be accorded any right, privilege, or status under this Act."

in his behalf to accord a classification as an immediate relative under section 201(b) of this title, who is an orphan because of the death or disappearance of, abandonment or desertion by, or separation or loss from, both parents, or for whom the sole or surviving parent is incapable of providing the proper care and has in writing irrevocably released the child for emigration and adoption; who has been adopted abroad by a United States citizen and spouse jointly, or by an unmarried United States citizen who is at least 25 years of age, at least 1 of whom personally saw and observed the child before or during the adoption proceedings; or who is coming to the United States for adoption by a United States citizen and spouse jointly, or by an unmarried United States citizen at least twenty-five years of age, who have or has complied with the preadoption requirements, if any, of the child's proposed residence: *Provided*, That the Attorney General is satisfied that proper care will be furnished the child if admitted to the United States: *Provided further*; That no natural parent or prior adoptive parent of any such child shall thereafter, by virtue of such parentage, be accorded any right, privilege, or status under this Act; or

[INA § 101(b)(1)(F)(ii)]

(ii) subject to the same provisos as in clause (i), a child who: (I) is a natural sibling of a child described in clause (i) or subparagraph (E)(i); (II) has been adopted abroad, or is coming to the United States

Such Act of Oct. 3, 1965, Pub. L. 89-236, also deleted former par. (6) which read: "The term 'eligible orphan' means any alien child under the age of fourteen at the time at which the visa petition is filed pursuant to section 205(b) who is an orphan because of the death or disappearance of both parents, or because of abandonment, or desertion by, or separation or loss from, both parents, or who has only one parent due to the death or disappearance of, abandonment, or desertion by, or separation or loss from the other parent, and the remaining parent is incapable of providing care for such orphan and has in writing irrevocably released him for emigration and adoption."

1975 Amendment. Act of Dec. 16, 1975, Pub. L. 94-155, 89 Stat. 824, added (1) clause relating to unmarried citizen, and (2) the proviso clause.

1999 Amendment. Clause "(i)" and "(ii)" designations added by Pub. L. No. 106-139, Act of Dec. 7, 1999, 113 Stat. 1696, § 1(a)(2)(A) & (C), respectively.

2014 Amendment. Consolidated Appropriations Act, 2014, Pub. L. 113-76, Jan. 17, 2014, 128 Stat. 5, Div. K, Title VII, § 7083, struck "at least twenty-five years of age, who personally saw and observed the child prior to or during the adoption proceedings;" and inserted "who is at least 25 years of age, at least 1 of whom personally saw and observed the child before or during the adoption proceedings;"

for adoption, by the adoptive parent (or prospective adoptive parent) or parents of the sibling described in such clause or subparagraph; and (III) is otherwise described in clause (i), except that the child is under the age of 18 at the time a petition is filed in his or her behalf to accord a classification as an immediate relative under section 201(b); or

[INA § 101(b)(1)(G)]

(G) ⁹³ (i) a child, younger than 16 years of age at the time a petition

⁹³ Subpar. (G) added by Sec. 302(a)(3), Intercountry Adoption Act of 2000 (IAA 2000), Pub. L. No. 106-279, Act of Oct. 6, 2000, 114 Stat. 825.

Effective dates; transition rule. Sec. 505 of IAA 2000 (P.L. 106-279, Oct. 6, 2000) [42 USCS 14901 note] provided as follows:

"(a) Effective Dates. (1) Provisions effective upon enactment. Sections 2, 3, 101 through 103; 202 through 205, 401(a), 403, 503, and 505(a) shall take effect on the date of the enactment of this Act [enacted Oct. 6, 2000].

"(2) Provisions effective upon the entry into force of the convention.—Subject to subsection (b), the provisions of this Act not specified in paragraph (1) shall take effect upon the entry into force of the Convention for the United States pursuant to Article 46(2)(a) of the Convention. [Ed. Note: Convention to enter into force for United States on April 1, 2008. See 72 FR 71730, Dec. 18, 2007, Department of State, Public Notice 6028],

"(b) Transition Rule. The Convention and this Act shall not apply—

"(1) in the case of a child immigrating to the United States, if the application for advance processing of an orphan petition or petition to classify an orphan as an immediate relative for the child is filed before the effective date described in subsection (a)(2); or

"(2) in the case of a child emigrating from the United States, if the prospective adoptive parents of the child initiated the adoption process in their country of residence with the filing of an appropriate application before the effective date described in subsection (a)(2)."

Subpar. (G) amended in its entirety by International Adoption Simplification Act (Act of Nov. 30, 2010, Pub. L. 111-287, 124 Stat. 3058), § 3; effective as provided by § 4 of such Act see Section 101, Note A-21, foll. INA § 101); prior to such amendment, subpar. (G) provided as follows:

"(G) a child, under the age of sixteen at the time a petition is filed on the child's behalf to accord a classification as an immediate relative under section 201(b), who has been adopted in a foreign state that is a party to the Convention on Protection of Children and Co-operation in Respect of Intercountry Adoption done at The Hague on May 29, 1993, or who is migrating from such a foreign state to be adopted in the United States, by a United States citizen and spouse jointly, or by an unmarried United States citizen at least 25 years of age—

"(i) if—

"(I) the Attorney General is satisfied that proper care will be furnished the child if

CHAPTER 12

ACQUISITION AND DERIVATION OF CITIZENSHIP

This chapter includes:

§ 12.1	Overview of Acquisition and Derivation of Citizenship	12-1
§ 12.2	Introduction to Acquisition of Citizenship.....	12-3
§ 12.3	Who Can Acquire Citizenship at Birth Outside of the U.S.?	12-3
§ 12.4	How to Use the Charts.....	12-4
§ 12.5	Documenting a Claim of Acquisition of Citizenship	12-8
§ 12.6	Derivation of Citizenship	12-11
§ 12.7	Who Can Derive Citizenship.....	12-11
§ 12.8	Using the Chart to Determine Derivative Status	12-12
§ 12.9	Child Citizenship Act of 2000.....	12-15
§ 12.10	Definition of Legal Custody for Purposes of Derivation of Citizenship for Children Who Qualify under the Child Citizenship Act of 2000 and Who Are Legitimate	12-16
§ 12.11	Definition of Legal Custody for Derivation of Citizenship for Children Qualifying under the Child Citizenship Act of 2000 and Who Were Born out of Wedlock ("Illegitimate Children").....	12-18
§ 12.12	How Legal Custody for Purposes of Derivative Citizenship Was Determined before the Child Citizenship Act of 2000	12-20
§ 12.13	Submitting an Application For and Documenting a Claim of Derivative Citizenship.....	12-22
§ 12.14	How to Appeal a Denial of a § 320 Citizenship Application	12-24

§ 12.1 Overview of Acquisition and Derivation of Citizenship

The Fourteenth Amendment to the United States Constitution provides that anyone born in the United States and subject to the jurisdiction of the United States¹ is a U.S. citizen. People born in Puerto Rico,² the Virgin Islands,³ or Guam⁴ are U.S. citizens at birth as well. Anyone

¹ INA § 301(a). The major exception to the rule that everyone born in the United States is a U.S. citizen applies to children born to high-ranking foreign diplomats while in the U.S. See 8 CFR § 101.3(b) and *INS Interpretations* 301.1(a)(4). Because foreign diplomats are not subject to the jurisdiction of the United States, their children do not acquire citizenship when born here. Thus, unless someone born in the U.S. was the child of a foreign diplomat in the U.S., the child became a U.S. citizen at birth. However under 8 CFR §§ 101.3(a)(1) and 101.3(c), these children may become lawful permanent residents upon birth in the U.S.

² INA § 302.

³ INA § 306.

born in the Panama Canal Zone whose father or mother was a U.S. citizen is also a U.S. citizen.⁵ Additionally, anyone born in the Republic of Panama is a U.S. citizen if at least one parent was a U.S. citizen working for the Panama Railroad Company or the U.S. government.⁶

In addition to these birth possibilities and naturalization, people also can become citizens through **acquisition and derivation of citizenship**. A person who is or becomes a citizen through any of these means has all the rights of a U.S. citizen.⁷

Although many people confuse acquisition with derivation because they have some similarities, they are different ways of obtaining citizenship. The easiest way to differentiate between the two is that acquisition of citizenship occurs when a child born outside of the U.S. "acquires" citizenship *at birth* because of the citizenship status of one or both of her parents. Derivation of citizenship is when a child who is a *lawful permanent resident* "derives" or becomes a citizen because one or both of her parents is a citizen or becomes a citizen through the naturalization process. In either instance, someone could become a U.S. citizen without knowing it. In order to prove such citizenship, all that one needs to do is prove that the requirements for acquisition or derivation were satisfied.

IMPORTANT NOTE: The Immigration and Naturalization Service (INS) was for many years the main federal government agency that administered U.S. immigration law. However, effective March 1, 2003, Congress dissolved the INS, and all of its functions were assumed by the newly created Department of Homeland Security (DHS). Immigration laws are now administered and enforced by three separate divisions within the DHS: the U.S. Bureau of Customs and Border Protection (CBP), the U.S. Bureau of Citizenship and Immigration Services (CIS), and the U.S. Bureau of Immigration and Customs Enforcement (ICE).

The CBP's main responsibility is apprehending aliens attempting to enter into the U.S. illegally, and, especially, preventing terrorists from entering the U.S. The ICE's mission includes managing investigations of document, identity, visa, and immigration fraud; investigating immigration violations and migrant smuggling, detaining, prosecuting, and removing undocumented aliens. The CIS's mission is the adjudication of all petitions previously adjudicated by the INS, including naturalization and citizenship applications.

⁴ INA § 307.

⁵ INA § 303(a).

⁶ INA § 303(b).

⁷ A major exception is that a naturalized citizen can lose her citizenship through denaturalization proceedings if she committed fraud on her naturalization or original visa application. For more information on denaturalization and loss of U.S. citizenship, see Chapter 13. Additionally, someone who derived U.S. citizenship cannot become President of the United States. There could be some debate as to whether or not someone who acquired U.S. citizenship at birth could become President of the United States.

birthday.²⁷ It also doesn't matter that Eda is now 35 years old. Eda became a citizen in 1978, at the age of 15.

Example: Mario was born on August 7, 1977. His parents became U.S. citizens on June 3, 1980. He entered the U.S. as a lawful permanent resident on August 1, 1994. Mario has been living with his U.S. citizen parents since 1994. Because the last qualifying act occurred in 1994, Mario must satisfy the requirements under the "10/5/78 to 2/26/01" row or the "2/26/83 to present" row found in Appendix 12-B. The ILRC would argue that even though Mario became a permanent resident after his parents naturalized, he would still satisfy the requirements found under both of these categories and thus he became a U.S. citizen automatically through derivation of citizenship.²⁸

NOTE: The chart in Appendix 12-B on derivative citizenship contains information regarding citizenship through adoptive parents.²⁹

§ 12.9 Child Citizenship Act of 2000

The "Child Citizenship Act of 2000" significantly changed the rules for citizenship for certain children born outside the United States. Under the new rules, anyone who on or after February 27, 2001 was or is under 18, unmarried, a lawful permanent resident, and who was or is in the legal and physical custody of at least one U.S. citizen parent, is automatically a U.S. citizen.

Example: Chan was born on July 13, 1987 in Korea. Chan, his mother, and his father all became lawful permanent residents of the U.S. in 1990. His mother naturalized in 1998. Chan's father has not yet naturalized. Chan lived with both his parents in the U.S. Under the "Child Citizenship Act of 2000," Chan became a U.S. citizen automatically on February 27, 2001 because at that time he was under 18, unmarried, a lawful permanent resident, and was living in the legal and physical custody of his U.S. citizen mother. It is no longer required that both parents are U.S. citizens for derivation if both parents have custody.

²⁷ See footnote 25.

²⁸ The ILRC argues that generally, it should not matter if the child becomes a permanent resident before or after the parent(s) naturalize. See INA § 321(a)(5), *In Re Augusto Fuentes-Martinez* 21 I&N Dec 893 (BIA 1997); *Matter of L-*, 8 I&N Dec 272 and *JNS Interpretations* 320.1(a). However, CIS and the courts could interpret this situation differently.

²⁹ See INA § 321(b), repealed by the Child Citizenship Act of 2000.

**§ 12.10 Definition of Legal Custody for Purposes of Derivation of Citizenship
for Children Who Qualify under the Child Citizenship Act of 2000
and Who Are Legitimate**

One of the requirements for § 320 citizenship is that the U.S. citizen parent has legal and physical custody of the child.³⁰ The regulations set forth several different scenarios in which the CIS presumes, absent evidence to the contrary, that the parent has the necessary legal custody to apply for § 320 citizenship for his or her child.³¹

First, the CIS will presume, absent evidence to the contrary, that both parents have legal and physical custody for purposes of § 320 citizenship where their biological child currently resides with them and the parents are married, living in marital union; and not separated.³²

Example: Jesus' mother and father are U.S. citizens. He lives with both of his parents and they are married. Both of Jesus' parents have legal custody of Jesus for § 320 purposes.

Second, the CIS will presume, absent evidence to the contrary, that a parent has legal custody for purposes of § 320 citizenship where his or her biological child lives with him or her and the child's other parent is dead.³³

Example: Chan's father died. Chan lives with his U.S. citizen mother. Chan derived citizenship under § 320.

Third, the CIS will presume, absent evidence to the contrary, that a parent has legal custody for purposes of § 320 citizenship if the child was born out of wedlock, the parent lives with the child, and the parent has legitimated the child while the child was under 16 and according to the laws of the legitimating parent or child's domicile.³⁴

³⁰ INA 320. See, e.g., *Monteiro Pina v. Mukasey*, 542 F.3d 5, 2008 U.S. App. LEXIS 20475 (1st Cir. 2008) (explaining that the petitioner did not satisfy the requirements for citizenship under the Child Citizenship Act because the BIA determined that Massachusetts law required a court order or custody judgment before the father of a child born out of wedlock would be deemed to have legal custody and because there was no such order in this case, the father did not have legal custody when the Child Citizenship Act went into effect).

³¹ See 8 CFR § 320.1.

³² 8 CFR § 320.1(1)(i).

³³ 8 CFR § 320.1(ii).

³⁴ INA § 101(c) and 8 CFR § 320.1(1)(iii). See also § 12.12 of this manual, which discusses the situation of a child who is trying to derive citizenship through his U.S. citizen mother and has been legitimated by his father. Please note that neither INA § 320 nor 8 CFR 320.1 state the legitimization must occur before the 16th birthday. Thus, some argue that such a legitimization could take place even between the 16th and 18th birthdays. This argument appears weak because of the definition of child found in INA § 101(c), which applies to the citizenship and naturalization contexts.

Example: When Mosha was born his mother and father were not married. Mosha's U.S. citizen father legitimated Mosha. Mosha's father has legal custody and thus Mosha became a U.S. citizen under § 320.

Fourth, where the child's parents are legally separated or divorced and a court or other appropriate governmental entity has legally awarded the parents joint custody of the child, the CIS will presume, absent evidence to the contrary, that such joint custody means that both parents have legal custody of the child for purposes of § 320 citizenship.³⁵

Example: Maria's mother and father got divorced four years ago and her parents were awarded joint custody of Maria. Both of Maria's parents naturalized before Maria's 18th birthday. Maria derived citizenship under both parents and either parent can apply for § 320 citizenship because both her mother and father have legal custody for § 320 purposes (as long as Maria is living with the parent who submits the application on Maria's behalf).

Fifth, in a case where the parents of the child have divorced or legally separated, the CIS will find that for the purposes of citizenship under INA § 320 a parent has legal custody of the child where there has been an award of primary care, control, and maintenance of a minor child to a parent by a court or other appropriate government agency pursuant to the laws of the state or county of residence.³⁶ Additionally, in the case of a legal separation but in the absence of a judicial or statutory grant of custody, the parent having actual uncontested custody is to be regarded as having legal custody.³⁷

Example: Sara is a lawful permanent resident. Her naturalized U.S. citizen mother and naturalized U.S. citizen father divorced two years ago. Her mother obtained legal and physical custody of Sara. Sara derived citizenship through her mother but not her father because her mother has legal and physical custody of Sara.

Example: Joe is a lawful permanent resident. His mother and father got divorced two years ago and his lawful permanent resident father obtained legal and physical custody of Joe, while his U.S. citizen mother merely obtained visiting rights and no legal custody of Joe. Neither parent can apply for § 320 citizenship for Joe because his father is not a U.S. citizen and his mother does not have legal custody.

³⁵ 8 CFR § 320.1(2).

³⁶ 8 CFR § 320.1(2).

³⁷ Practitioners should make the argument that although legal custody may be obtained by judicial or statutory award, in the absence of judicial or statutory grant of custody, the parent having actual uncontested custody is to be regarded as having legal custody. See *Matter of M-*, 3 I&N 850 (1950) (interpreting § 314(c) of the 1940 Act, which is identical to the now repealed INA § 321(a)(3)—the reasoning should remain valid, though the law it is interpreting has been repealed); *INS Interpretations* 320.1(a)(6) and 320.1(b). But see *Bustamante-Barrera v. Gonzales*, 447 F.3d 2006 (5th Cir. 2006) (requiring naturalized citizen parent to have sole legal custody of the child for derivative citizenship).

Sixth, the regulations state there may be other factual circumstances under which the CIS will find that a U.S. citizen parent has legal custody for purposes of § 320 citizenship.³⁸ Advocates and their clients should be creative in thinking of other ways to prove that the CIS should determine that a U.S. citizen parent has legal custody if the parent-child relationship does not fit into one of the categories listed above.

§ 12.11 Definition of Legal Custody for Derivation of Citizenship for Children Qualifying under the Child Citizenship Act of 2000 and Who Were Born out of Wedlock ("Illegitimate Children")

The Child Citizenship Act of 2000 could pose a problem for children born out of wedlock (i.e., children who were illegitimate at birth). As stated earlier, the parent of a child can only apply for § 320 citizenship for that child if the parent has legal custody.³⁹ The CIS regulations require that a parent can have legal custody of a child born out of wedlock if the child has been legitimated before the child's 16th birthday and under the laws of the parent or child's domicile.⁴⁰

Example: Bill's mother and father never got married. In 2002 Bill's father became a U.S. citizen when Bill was five years old and Bill was a permanent resident. Bill's father legitimated Bill last year, when Bill was eight years old. They started living together. Bill derived citizenship through his father. If Bill's father had not legitimated Bill, Bill would not have been able to derive citizenship through his father.

PRACTICE TIP: Some countries do not differentiate between legitimate and illegitimate children and thus, for § 320 citizenship purposes, such children born out of wedlock will be considered legitimate.⁴¹

The legitimization requirement will be a large hurdle for most people for a number of reasons. First, the legitimization must take place before the child turns 16.⁴² Once he or she turns

³⁸ 8 CFR § 320.1(2).

³⁹ INA § 320.

⁴⁰ 8 CFR §§ 320.1(1)(iii) and 101(c). Please note that neither INA § 320 nor 8 CFR § 320.1 state the legitimization must occur before the 16th birthday. Thus, some argue that such a legitimization could take place even between the 16th and 18th birthdays. This argument appears weak because of the definition of child found in INA § 101(c), which applies to the citizenship and naturalization contexts.

⁴¹ See *Matter of Hernandez*, 19 I&N Dec. 14, 16 (BIA 1983), *Matter of Goorahoo*, 20 I&N Dec. 782 (BIA 1994) (noting that Guyana eliminated distinctions between legitimate and illegitimate children). Note that in *Matter of Hines*, 24 I&N Dec. 544 (BIA June 4, 2008), the BIA held that under Jamaican law, the sole means of "legitimation" of a child born out of wedlock is when the child's natural parents marry each other. Thus, it is important to look at the laws in the state or country of the parents and/or child and BIA decisions that might interpret those laws.

16, it is too late for the legitimization to count for § 320 citizenship purposes.⁴³ Second, many people do not think about or know about the legitimization process. In the past there was a third hurdle. In the past, although there usually are legitimization procedures in most, if not all, states and other jurisdictions for a father to legitimate his child, many, if not all states and other jurisdictions, have no legal process for mothers to legitimate a child born out of wedlock. Thus, one strict interpretation of the regulations is that although a child born out of wedlock could be within the legal custody of his or her father and thus become eligible for citizenship if the father legitimates the child, because a mother cannot legitimate a child, she cannot have legal custody of a child born out of wedlock, and thus she cannot apply for a child to become a citizen under § 320.

Now, however, based on a September 26, 2003 memo from the CIS (see U.S. Department of Homeland Security, Bureau of Citizenship and Immigration Services Memo issued on September 26, 2003 from William Yates, titled, *Eligibility of Children Born out of Wedlock for Derivative Citizenship*),⁴⁴ the Child Citizenship Act of 2000 will allow a child born out of wedlock to derive citizenship through his or her U.S. citizen mother whether or not the child has been legitimated.⁴⁵ See Appendix 12-E.

⁴² Please note that neither INA § 320 nor 8 CFR § 320.1 state the legitimization must occur before the 16th birthday. Thus, some argue that such a legitimization could take place even between the 16th and 18th birthdays. This argument appears weak because of the definition of child found in INA § 101(c), which applies to the citizenship and naturalization contexts.

⁴³ In the *Matter of Rodriguez-Tejedor*, 23 I&N Dec. 153 (BIA 2001), the BIA held that the Child Citizenship Act of 2000 was not retroactive for people who did not qualify as of, or after, the effective date of the Act (February 27, 2001). See also *Nehme v INS*, 252 F.3d 415 (5th Cir. 2001).

⁴⁴ It is important to note that according to the U.S. Department of Homeland Security, Bureau of Citizenship and Immigration Services Memo Number HQ 70/34.2-P, dated September 26, 2003 and titled, *Eligibility of Children Born out of Wedlock for Derivative Citizenship* only naturalized mothers can confer citizenship upon their not yet legitimated children born of wedlock under INA § 320. ILRC assumes that mothers who are U.S. citizens by other means such as birth in the U.S. also can confer citizenship under INA § 320 to such children.

⁴⁵ Even before the September 26, 2003 memo came out the ILRC and many other practitioners believed that a child should be able to qualify whether legitimate or not if the child is deriving through the mother because there should be a presumption that an unwed mother has legal custody of her child. If a district office refuses to follow the September 26, 2003 memo or the CIS decides to withdraw it, we still believe that a child should be able to qualify whether legitimate or not if the child is deriving through the mother. The BIA adopted a similar argument, but in a different situation in *In Re Rivers*, 17 I&N 419 (BIA 1980). This was a case about qualifying for a visa that found that unless there is a legal decree granting legal custody to one parent or there is a local law that says otherwise, there is a presumption that an unwed mother has legal custody unless the father has legitimated the child. If the father has legitimated the child then the presumption is that both have legal custody. See § 97.02[2][b] of Immigration Law and Procedure, by Gordon, Mailman, and Yale-Loehr, citing 8 CFR 322.2(b)(1)(iii)]. Although this belief is based on an old regulation [8 CFR § 322.2(b)(1)(iii)] that was written for the old naturalization of children statute and has been changed twice since 1994, the ILRC and some other practitioners are optimistic that the CIS will interpret the law and regulations to allow mothers to apply for § 320 citizenship for children born out of wedlock. The CIS, along with most, if not all, states and other jurisdictions work with the presumption that the natural mother has the necessary relationship with her child to establish a parent-child

Citizenship derived through the mother by a child who was illegitimate at birth will not be lost due to a subsequent legitimization.⁵⁰

Example: Laura was born in 1982 in Scotland. Her mother and father never got married. Laura and her father became lawful permanent residents of the U.S. on August 13, 1983. Laura lived with her father while her mother, who was not a citizen of the U.S., remained in Scotland. Laura's father became a U.S. citizen in 1990. Laura's father legitimated her under the laws of Scotland when she was one year old. Laura did not derive citizenship even though her parents were not, and still are not, married because, although she was legitimated by her father, her mother was still alive, was not a U.S. citizen, and her parents could not "legally separate" because they were never married. Please refer to Appendix 12-B for more information on this topic.

It is important to note that if Laura's mother had been the U.S. citizen and her father an alien, Laura could have derived citizenship through her mother, if her mother had custody of Laura and her father had not legitimated her. If, after Laura derived naturalization through her U.S. citizen mother, her alien father had legitimated Laura, Laura would have remained a citizen of the U.S.

§ 12.13 Submitting an Application For and Documenting a Claim of Derivative Citizenship

Although people deriving citizenship are citizens by operation of law, they will still need to prove it in order to get a U.S. passport or terminate removal proceedings. Thus, clients who have derived citizenship should apply for a Certificate of Citizenship on Form N-600⁵¹ and a U.S. passport.⁵²

PRACTICE TIP: Note that even without a Certificate of Citizenship or a U.S. passport a client who qualifies for derivative status is a U.S. citizen and may have been one for a long time. Explain to such clients that they already are U.S. citizens, but that they need to obtain documents in order to prove that fact.

If the client's parents are applying for naturalization and believe their child (or children) will derive citizenship status, the parents should complete Form N-600 for each qualifying child and submit these forms once the parents get sworn in as U.S. citizens. The application must be

⁵⁰ See Gordon, Mailman, and Yale-Lohr, *Immigration Law and Procedure*, Volume 7, Chapter 98, § 98.03[4](e).

⁵¹ For more information on Certificates of Citizenship, please see 8 CFR § 341.1 and 8 USC § 1452(a). Form N-600 is available at www.uscis.gov/files/form/N-600.pdf.

⁵² See footnote 15.

filed at the CIS district office or sub office that has jurisdiction over the child's and U.S. citizen parents' residence.⁵³

A completed N-600 application form should be accompanied by:⁵⁴

1. Proof of the child's status as a lawful permanent resident.
2. Proof of the citizenship of the parent(s) of the child.
3. A copy of the child's birth certificate or other birth record.
4. A copy of the marriage certificate of the child's parents (if applicable).
5. If the child's parents were previously married, proof of dissolution of the prior marriage (e.g., a death certificate of the prior spouse or a divorce decree).
6. If the child was born out of wedlock, proof that the child was legitimated (if applicable).
7. In the case of a child whose parents are divorced or legally separated, proof that the child is in the legal and physical custody of the U.S. citizen parent.
8. If applicable, evidence of all legal name changes of the child, the child's U.S. citizen parent, and the child's U.S. citizen grandparent.
9. In the case of an adopted child, a copy of the full, final adoption decree and, if the adoption was outside of the U.S. and the child immigrated as an orphan coming to the U.S. to be adopted by U.S. citizen parent(s), evidence that the foreign adoption is recognized by the state where the child is permanently residing.
10. The CIS required fee (see www.uscis.gov).⁵⁵
11. According to the instructions on the application form, the applicant should submit:
 - Three photos of the child and
 - Proof of the U.S. citizen parent's residence in the U.S.

PRACTICE TIP: Generally the child's birth certificate will be sufficient proof of the parent-child relationship. In some instances, however, the child's U.S. citizen parent might not be listed on the birth certificate, the birth certificate might not be available, and/or the CIS might question the authenticity or veracity of the birth certificate. Under certain circumstances there are other ways to prove parentage such as through baptismal certificates, other birth records, affidavits, and interviews. Additionally, in most instances, the child and parent can undergo DNA testing to prove the parent-child relationship. In a cable dated February 8, 2001 and called "New DNA Testing Guidelines for Visas and Citizenship" (Cable Number 01-State-22995), the State Department issued guidelines on DNA testing to prove the parent-child relationship in visa petition and citizenship cases.⁵⁶ It is important to note that the Department of State issued these guidelines and thus only Department of State officials, not CIS officers, must follow them. Yet,

⁵³ 8 CFR § 320.3(a).

⁵⁴ 8 CFR § 320.3(b)(1).

⁵⁵ See also 8 CFR § 103.7.

⁵⁶ See 78 No. 11 *Interpreter Releases*, Page 532, March 19, 2001.

where beneficial, advocates should try to use the information in this cable to help their clients prove citizenship whether they have to prove it to the Department of State or the CIS.

An applicant for a certificate of citizenship and his or her U.S. citizen parent(s) must appear for the CIS interview unless the CIS waives the interview.⁵⁷

§ 12.14 How to Appeal a Denial of a § 320 Citizenship Application

If the CIS district director denies an application for a certificate of citizenship under INA § 320, the applicant can appeal the denial to the Administrative Appeals Unit (AAU). The applicant must file the appeal on CIS Form I-290B, Notice of Appeal to the Administrative Appeals Unit. The applicant must file the appeal within 30 days of service of the CIS' decision denying the original application.⁵⁸

If the CIS has denied an application for a certificate of citizenship under INA § 320 and the applicant failed to submit a timely appeal of the decision to the AAU, the CIS will reject any other applications for a certificate of citizenship under INA § 320 that the same applicant submits and instead instruct the applicant to submit a motion to reopen or reconsider to the CIS.⁵⁹

⁵⁷ 8 CFR § 320.4.

⁵⁸ 8 CFR § 320.5(b).

⁵⁹ 8 CFR § 320.5(b).



DERIVATION OF CITIZENSHIP (CCA) SCREENING TOOL

Client Name: _____

Parent Name (if applicable): _____

Screener Name: _____

Screening Date: _____

1. When/where was the applicant born? Does he/she have a birth certificate? If no BC, ask about two people who could do affidavits.

2. Was the applicant married prior to his or her 18th birthday? If so, when? Was the marriage terminated at any point?

3. Is the applicant, or has the applicant ever been, a Lawful Permanent Resident? If so, when did the applicant obtain LPR status? [If LPR status ever terminated please note]

4. Are either of the applicant's parents (biological or adopted parents) US citizens by birth or through naturalization? If either parent is a USC through naturalization note the date of naturalization.

5. Is the USC parent(s) the biological or adopted parent of child? If adopted, when did the adoption take place, when did the adopted parent(s) obtain legal custody, and what period of time has the child resided with the adopted parent(s)?

6. Were the applicant's parents married at the time of the applicant's birth? [Gather information about the marriage. Ask if a marriage certificate exists] If parent's were not married at the time of applicant's birth, was the applicant legitimated by his or her father (where and when)?
-
-
7. When the applicant was a minor did he or she consistently live in the legal and physical custody of a citizen parent? (Include the date ranges of legal and physical custody)
-
-
8. Has anyone ever filed a citizenship application for the child? Either an N-600 or a passport application?
-
9. Is the applicant fee waiver eligible?
-
10. Client(s) Current Employer:
-

[AT THIS POINT DISCUSS CASE WITH SUPERVISOR]

11. Is the applicant going to pursue file an N-600 or passport application?
-

Use the information gathered from the screening tool to determine if the child qualifies for derivation of citizenship under the Child Citizenship Act of 2000. The following factors must be met:

1. The applicant was born on or after 02/28/1983;
2. The applicant was born outside of the US;
3. The applicant is the "child" of the relevant USC parent under the INA definition (under 18, unmarried, and if born out of wedlock and father is USC parent then must have been legitimated by father prior to 16th birth date);
4. At some point before the child turned 18 years old all of the following conditions were simultaneously met:
 - a. At least one parent of the applicant became a USC either by birth or naturalization;
 - b. The child was an LPR;
 - c. The child lived in the physical and legal custody of a USC parent.

If the applicant does not appear to qualify for derivation of citizenship under the CCA of 2000, then take further steps to see if derivation occurred under a previous version of the law or if acquisition of citizenship is applicable. Additional screening information may need to be gathered to access derivation under previous law or acquisition.



CERTIFICATE OF CITIZENSHIP FILING CHECK LIST

BASIC FILING REQUIREMENTS

- Form G-28 Notice of Appearance signed by applicant and attorney of record.
- Form N-600 completed and signed by applicant and preparer.
- Proof of Parent-Child Relationship & Applicant's Age
 - Copy of the Applicant's birth certificate. If necessary include translation and certificate of translation.
 - For applicants who were never issued a Birth Certificate include a Baptismal Certificate or two notarized Affidavits of Birth. Include an explanation in cover letter why birth certificate is not available.
- Proof of Child's LPR Status
 - Front and back of the Applicant's Lawful Permanent Resident card.
- Proof of Parent's Citizenship
 - Copy of parent(s)' Naturalization Certificates
- Proof of USC Parent's Legal Custody of Applicant (*Evidence only required in certain circumstances, see treatise materials and filing directions*)
 - If child's parents have been divorced include a copy of the divorce decree showing legal custody determination.
 - If parents are married a copy of the parent's marriage certificate if available. If necessary include translation and certificate of translation.
- Proof of USC Parent's Physical Custody of Applicant
 - Examples: School Records, Housing Records, etc.
- Two passport style pictures of the Applicant (Name and A# in pencil on the reverse side of photo).

FEE or FEE WAIVER FILING

- Filing fee, check or money order payable to: Department of Homeland Security.
- If client is eligible for fee waiver then you can submit the items below in place of the filing fee:
 - Form I-912, Fee Waiver Request
 - If filing based on receipt of means-tested benefit, evidence of receipt of benefit(s).
 - If filing based on household income below 150% of the poverty level, evidence of household income (most recent tax return or two most recent pay statements, amount of child support received, etc.).
 - If filing based on financial hardship, evidence of assets and monthly expenses.

AFFIDAVIT OF BIRTH

State of MINNESTOA _____)

County of RAMSEY _____)

1. I, [Witness Name], was born on [MM/DD/YYYY], in [City/Country of Birth].
2. [Have witness explain his or her immigration status if applicable. Have witness explain his or her status at entry into the United States, A number, and current status.]
3. I hereby certify that, [CLIENT'S NAME] was born on [DOB] in [Insert City] Thailand.
4. Applicant's mother's name is [MOTHER'S NAME].
5. Applicant's father's name is [FATHER'S NAME].
6. My relationship to the Applicant is _____.
7. I can confirm the date and place of birth for [CLIENT'S NAME] as well as her parents' identities because [HAVE WITNESS EXPLAIN THAT HE OR SHE WAS EITHER PRESENT DURING OR DIRECTLY FOLLOWING THE BIRTH. Example: "I was present during the labor of [Name of Child's Name] to assist the family with various needs during the child birth." If WITNESS WAS NOT PRESENT DURING OR DIRECTLY FOLLOWING THE BIRTH HAVE THEM EXPLAIN WHEN THEY LEARNED ABOUT THE BIRTH AND HOW THEY KNOW THAT THE PARENT CHILD RELATIONSHIP EXISTS]
8. I declare the forgoing is true and correct to the best of my knowledge and ability.
9. I am aware that providing misleading information can result in the denial of the immigration application.

Signature _____ Date _____

Printed Name: _____

Address _____

Signed and sworn before me

this _____ day of _____ of _____.

Signature of Notary Public

My Commission expires: _____

ILCM Passport Filing Resource Sheet

Although many clients will want a Certificate of Citizenship from USCIS to prove their child's derived citizenship, an alternate option in many cases is applying for a U.S. passport with the Department of State. Generally the same supporting documentation is required, but instead of submitting an N-600 form to USCIS the client would submit a Form DS-11 to the Department of State. Whether or not it is best to apply for a Certificate of Citizenship or a U.S. passport very much depends on the circumstances of each individual case.

I. Helping the Client Decide if it is Best to File for a Passport or Certificate of Citizenship:

The following is a chart that explains the pros and cons of applying for a passport versus a Certificate of Citizenship:

Pros of Applying for Passport	Cons of Applying for Passport
The passport application is substantially less expensive than the N-600. If the client does not qualify for a fee waiver, the passport is likely a good option in most cases.	There is no fee waiver for the passport application, so if the client qualifies for a USCIS fee waiver the N-600 will therefore be a less expensive option.
The passport process is much faster than the N-600 process. For applicants with straightforward cases the passport can present a fast and practical alternative to the N-600.	In more complex cases, such as cases where the applicant does not have a birth certificate, there has historically been a higher rate of denials from the passport agency. Since the fees are non-refundable for clients with cases where documentation is an issue it could be a good idea to obtain the Certificate of Citizenship first and then apply for the passport.
The passport not only provides proof of citizenship, but it has the practical advantage of having use as a travel document as well. For individuals who get a Certificate of Citizenship they will then have to do the passport application separately in order to get a U.S. passport for travel.	The passport agency requires that for certain minors, both parents be present to submit the application. There is a waiver available for applicants who cannot meet this requirement, but it can be challenging for some clients to meet the waiver standard.
	When you obtain proof of citizenship through a passport, the Department of State does not notify USCIS, which means that the child will still be listed as an LPR in Immigration's system. This could create issues if the child later has problems with law enforcement or is ever referred to ICE.

As a general rule, ILCM advises that applicants who fit into the following categories apply for a certificate of citizenship before filing for a passport:

1. Applicants who qualify for a fee waiver with USCIS, but do not have a birth certificate;
2. Applicants who are derived citizenship through their USC father, are eligible for a USCIS fee waiver, but do not have documentation to prove the date for their parents' marriage and/or their legitimization.

We advise this because clients who fit into the above-listed categories have traditionally had a lower likelihood of success with their U.S. passport applications, and we do not want to put clients in a situation where their applications are denied and they lose the application fee. We advise that the applicant apply for a certificate of citizenship (with a fee waiver) and then subsequently apply for a U.S. passport.

II. Tips for Filing a U.S. Passport Application

If it is clear that a passport is the better option for your client then, as noted above, you will be filing an application with the Department of State instead of USCIS. Detailed directions, and forms, for submitting a passport application are available on the State Department website at <http://travel.state.gov>. For most up-to-date and thorough directions it is best to consult those resources. However, ILCM has provided a general summary with some extra tips below.

All first-time U.S. passport applicants must apply in-person; first-time applicants cannot submit an application online or via mail. Applicants must first complete a passport application (Form DS-11, available on the DOS website), and gather all required materials. A full list of the required materials is listed below in the Passport Filing Checklist.

The applicant must submit the application at an Acceptance Facility. A list of those facilities is available on the Department of State website. The downside of using these facilities is that they send the file out of state to another office for adjudication and do not handle the case on-site. If the client has planned international travel he or she can have the case dealt with at the Minneapolis Passport Agency office for an additional expedited processing fee of \$60.

The applicant should submit the application and all supporting documentation on the day of their appointment. Although there is no form like the G-28 that can be used to assign counsel to the application, the client can sign a form that acts as a release allowing the passport office to communicate with the attorney about the case.

If the agency sends a letter to the applicant requesting further documentation to support the application the applicant must respond within the required time period specified on the request. Once the application is fully processed, the applicant will either receive a U.S. passport or a denial notice. If the application is denied, the fees are not refundable.

For applicants who are under the age of 16, both parents/legal guardians must appear in-person with the child at the time the application is submitted. This requirement does not apply if the applicant can show that only one parent has sole authority over the child. Evidence of sole authority would be items such as a birth certificate with only once parent listed, a custody order granting the one parent sole custody, a death certificate for a deceased parent, etc. However, if both parents are alive, and there is no evidence that only one parent holds sole authority for the child, then the general rule is that both parents must be present. In those cases, if one parent is simply unable to attend in-person, then the applicant can file a form DS-3053 in which the non-attending parent consents to the passport being issued. That form must be signed and notarized by the non-attending parent. If a non-attending parent cannot for some reason submit a DS-3053 then the applicant can submit a form DS-5525. This form is a Statement of Exigent/Special Family Circumstances and can be used if there are extreme circumstances in the case where one of the parents who has legal custody cannot be present at the passport appointment and cannot provide written consent.

Applicants who are ages 16-17 who have their own identification can apply for a passport without their parents present. However, the DOS recommends that in these cases at least one parent appear in-person with the minor to identify the child. It is also recommended by the DOS that a parent in these cases provide what is referred to as "parental awareness" by taking actions such as including a statement of written consent with the filing, listing the parent as an emergency contact on the form, etc.

Passport Filing Checklist

1. Form DS-11, Passport Application (Signed at Appointment with Passport Office)
2. Evidence of Proof of Citizenship through Derivation
 - Must send originals or certified copies. Originals will be returned to applicant once application is processed.
 - Ideally the applicant should submit primary evidence of citizenship (i.e. the Child's Certificate of Citizenship). If primary evidence is not available, then you would submit secondary evidence. This would be the same secondary evidence that would be compiled for the N-600 application. For a more thorough summary of what types of secondary evidence can be complied please see the ILCM Citizenship for Children training video and manual.

3. One Passport Photo
4. Identification Document for Child (If child has ID in his or her own name):
 - Should bring original ID at the time of submission, but also include a photocopy of the front and back with the filing.
5. Application Fees

Additional Filing Materials for Applicants Under 16

1. ID for Parent(s) (This only applies to applications for children under 16)
 - Should bring original ID at the time of filing, as well as a photocopy of the front and back for the filing.
2. Proof of Relationship to the Parents' Relationship to Child. A full list is available on the DOS website, but items include a birth certificate, adoption decree, divorce/custody decree, etc.

Note: All information on this sheet should be cross-checked against the Department of State website for additions/updates.

for Training Purposes Only
No Client Information Used

December 7, 2011

USCIS
PO Box 20100
Phoenix, AZ 85036

RE: SHIRE, SALEBAN A222222222

APPLICATION for Certificate of Citizenship, Form N-600 (Fee Waiver Enclosed)

Dear Sir/Madam:

Enclosed is an N-600 Application for Certificate of Citizenship, which is being filed by Ms. Sansa Shire on behalf of her minor child Saleban Shire. Ms. Shire is filing the enclosed application for her son to obtain documentation verifying that he derived citizenship as a result of her naturalization. Enclosed please find the following documentation in support of Ms. Shire's application for her son Saleban Shire:

- Notice of Entry of Appearance, Form G-28
- Fee Waiver Application, Form I-912 and supporting evidence;
 - Evidence of Food Support benefits received by Ms. Shire from Dakota County Human Services;
- Application for Certificate of Citizenship, Form N-600 and supporting evidence;
 - Two passport style photographs of applicant;
 - Copy of applicant's LPR card (front and back);

- A copy of Ms. Shire's Naturalization Certificate verifying that she is a United States citizen;
- A copy of Saleban's School Summary Report verifying that he lives in the physical custody of his USC mother, whose name and address are listed as the contacts for Saleban.

If you have any questions regarding the enclosed application or supporting documentation please contact me. Thank you for your time and attention to this matter.

Sincerely,

ATTORNEY



**Notice of Entry of Appearance
as Attorney or Accredited Representative**
Department of Homeland Security

DHS
Form G-28
OMB No. 1615-0105
Expires 03/31/2018

**Part 1. Information About Attorney or
Accredited Representative**

1. USCIS ELIS Account Number (*if any*)

►

**Name and Address of Attorney or Accredited
Representative**

- 2.a. Family Name (*Last Name*)
2.b. Given Name (*First Name*)
2.c. Middle Name
3.a. Street Number and Name
3.b. Apt. Ste. Flr.
3.c. City or Town
3.d. State 3.e. ZIP Code
3.f. Province
3.g. Postal Code
3.h. Country
4. Daytime Telephone Number
5. Fax Number
6. E-Mail Address (*if any*)
7. Mobile Telephone Number (*if any*)

**Part 2. Notice of Appearance as Attorney or
Accredited Representative**

This appearance relates to immigration matters before
(Select only one box):

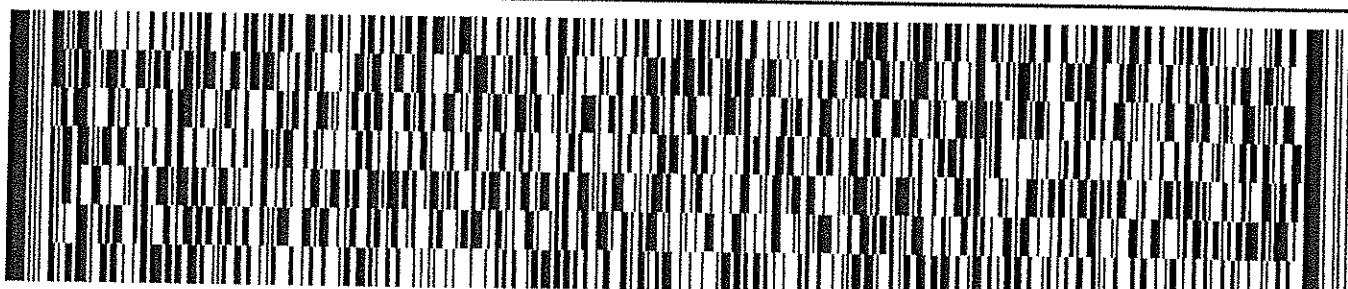
- 1.a. USCIS
1.b. List the form numbers
2.a. ICE
2.b. List the specific matter in which appearance is entered
3.a. CBP
3.b. List the specific matter in which appearance is entered

I enter my appearance as attorney or accredited representative at
the request of:

4. Select only one box:
 Applicant Petitioner Requestor
 Respondent (ICE, CBP)

**Information About Applicant, Petitioner,
Requestor, or Respondent**

- 5.a. Family Name (*Last Name*)
5.b. Given Name (*First Name*)
5.c. Middle Name
6. Name of Company or Organization (*if applicable*)



**Part 2. Notice of Appearance as Attorney or
Accredited Representative (continued)**

*Information About Applicant, Petitioner,
Requestor, or Respondent (continued)*

7. USCIS ELIS Account Number (*if any*)

► 1 1 1 1 1 1 1 1 1 1 1 1

8. Alien Registration Number (A-Number) or Receipt Number
300000003

9. Daytime Telephone Number
651111111

10. Mobile Telephone Number (*if any*)
651111111

11. E-Mail Address (*if any*)

*Mailing Address of Applicant, Petitioner,
Requestor, or Respondent*

NOTE: Provide the mailing address of the applicant, petitioner, requestor, or respondent. **Do not** provide the business mailing address of the attorney or accredited representative unless it serves as the safe mailing address on the application, petition, or request being filed with this Form G-28.

- | | | | |
|---|--------------------------|-------------------------------|-----|
| 12.a. Street Number
and Name | 651 N Winterfell Lane | | |
| 12.b. Apt. <input checked="" type="checkbox"/> Ste. | <input type="checkbox"/> | Flr. <input type="checkbox"/> | 111 |
| 12.c. City or Town | Minneapolis | | |
| 12.d. State <input type="checkbox"/> MN | 12.e. ZIP Code | 55682 | |
| 12.f. Province | | | |
| 12.g. Postal Code | | | |
| 12.h. Country | USA | | |

Part 3. Eligibility Information for Attorney or Accredited Representative

Select all applicable items.

- 1.a.** I am an attorney eligible to practice law in, and a member in good standing of, the bar of the highest courts of the following states, possessions, territories, commonwealths, or the District of Columbia. *(If you need additional space, use Part 6.)*

Licensing Authority

- 1.b. Bar Number (*if applicable*)**

Name of Law Firm

Immigrant Law Center of MN

- 1.d. I (choose one) am not am

subject to any order of any court or administrative agency disbarring, suspending, enjoining, restraining, or otherwise restricting me in the practice of law. If you are subject to any orders, explain in the space below. (*If you need additional space, use Part 6.*)

- 2.a. I am an accredited representative of the following qualified nonprofit religious, charitable, social service, or similar organization established in the United States, so recognized by the Department of Justice, Board of Immigration Appeals, in accordance with 8 CFR 292.2. Provide the name of the organization and the expiration date of accreditation.

- 2.b. Name of Recognized Organization**

- 2.c. Date accreditation expires**

(mm/dd/yyyy)



Part 3. Eligibility Information for Attorney or Accredited Representative (continued)

3. I am associated with

the attorney or accredited representative of record who previously filed Form G-28 in this case, and my appearance as an attorney or accredited representative is at his or her request.

NOTE: If you select this item, also complete Item Numbers 1.a. - 1.b. or Item Numbers 2.a. - 2.c. in Part 3. (whichever is appropriate).

- 4.a. I am a law student or law graduate working under the direct supervision of the attorney or accredited representative of record on this form in accordance with the requirements in 8 CFR 292.1(a)(2)(iv).

- 4.b. Name of Law Student or Law Graduate

Part 4. Applicant, Petitioner, Requestor, or Respondent Consent to Representation, Contact Information, and Signature

Consent to Representation and Release of Information

1. I have requested the representation of and consented to being represented by the attorney or accredited representative named in Part 1. of this form. According to the Privacy Act of 1974 and DHS policy, I also consent to the disclosure to the named attorney or accredited representative of any record pertaining to me that appears in any system of records of USCIS, ICE or CBP.

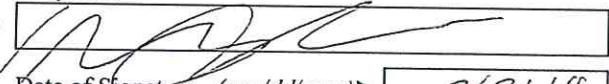
When you (the applicant, petitioner, requestor, or respondent) are represented, DHS will send notices to both you and your attorney or accredited representative either through mail or electronic delivery.

DHS will also send the Form I-94, Arrival Departure Record, to you unless you select Item Number 2.a. in Part 4. All secure identity documents and Travel Documents will be sent to you (the applicant, petitioner, requestor, or respondent) at your U.S. mailing address unless you ask us to send your secure identity documents to your attorney of record or accredited representative.

If you do not want to receive original notices or secure identity documents directly, but would rather have such notices and documents sent to your attorney of record or accredited representative, please select all applicable boxes below:

- 2.a. I request DHS send any notice (including Form I-94) on an application, petition, or request to the U.S. business address of my attorney of record or accredited representative as listed in this form. I understand that I may change this election at any future date through written notice to DHS.

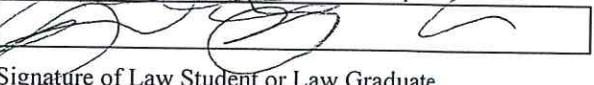
- 2.b. I request that DHS send any secure identity document, such as a Permanent Resident Card, Employment Authorization Document, or Travel Document, that I am approved to receive and authorized to possess, to the U.S. business address of my attorney of record or accredited representative as listed in this form or to a designated military or diplomatic address for pickup in a foreign country (if permitted). I consent to having my secure identity document sent to my attorney of record or accredited representative's U.S. business address and understand that I may request, at any future date and through written notice to DHS, that DHS send any secure identity document to me directly.

- 3.a. Signature of Applicant, Petitioner, Requestor, or Respondent


- 3.b. Date of Signature (mm/dd/yyyy) ► 7/21/16

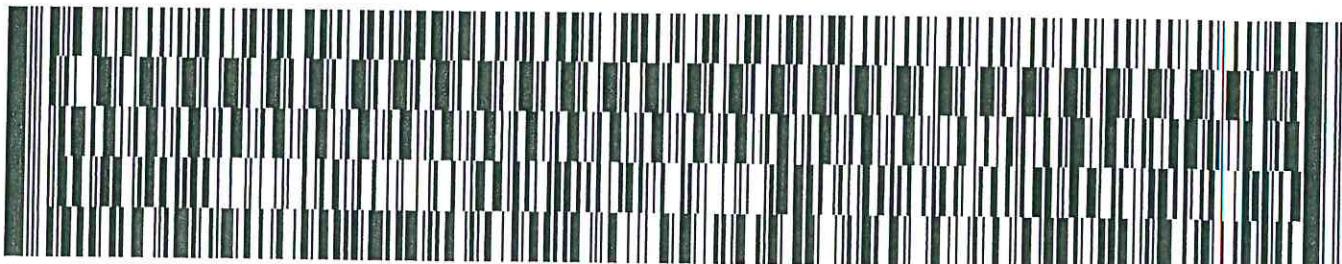
Part 5. Signature of Attorney or Accredited Representative

I have read and understand the regulations and conditions contained in 8 CFR 103.2 and 292 governing appearances and representation before the Department of Homeland Security. I declare under penalty of perjury under the laws of the United States that the information I have provided on this form is true and correct.

1. Signature of Attorney or Accredited Representative


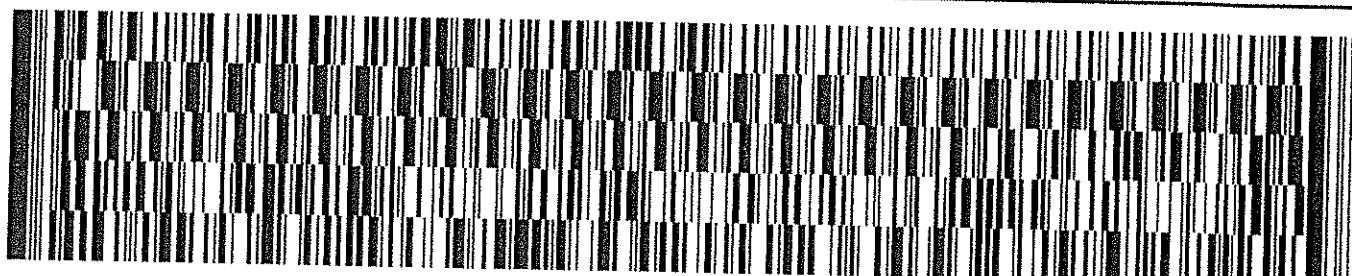
2. Signature of Law Student or Law Graduate


3. Date of Signature (mm/dd/yyyy) ► 7/21/16



Part 6. Additional Information

Use the space provided below to provide additional information pertaining to Part 3., Item Numbers 1.a. - 1.d. or to provide your U.S. business address for purposes of receiving secure identity documents for your client (if your client has consented to your receipt of such documents under Part 4.)





Request for Fee Waiver
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-912
OMB No. 1615-0116
Expires: 04/30/2018

For USCIS Use Only	Application Received At (Select only one box)			
	<input type="checkbox"/> USCIS Field Office <input type="checkbox"/> Fee Waiver Approved <input type="checkbox"/> Fee Waiver Denied Date: _____	<input type="checkbox"/> USCIS Service Center <input type="checkbox"/> Fee Waiver Approved <input type="checkbox"/> Fee Waiver Denied Date: _____		

► START HERE - Type or print in black ink.

If you need extra space to complete any section of this request or if you would like to provide additional information about your circumstances, use the space provided in Part 11. Additional Information. Complete and submit as many copies of Part 11., as necessary, with your request.

Part 1. Basis for Your Request (Each basis is further explained in the Specific Instructions section of the Form I-912 Instructions)

Select at least one basis or more for which you may qualify and provide supporting documentation for any basis you select. You only need to qualify and provide documentation for one basis for U.S. Citizenship and Immigration Services (USCIS) to grant your fee waiver. If you choose, you may select more than one basis; you must provide supporting documentation for each basis you want considered.

1. I am, my spouse is, or the head of household living in my household is currently receiving a means-tested benefit. (Complete Parts 2. - 4. and Parts 7. - 10.)
2. My household income is at or below 150 percent of the Federal Poverty Guidelines. (Complete Parts 2. - 3., Part 5., and 7. - 10.)
3. I have a financial hardship. (Complete Parts 2. - 3. and Parts 6. - 10.)

Part 2. Information About You (Requestor)

Provide information about yourself if you are the person requesting a fee waiver for a petition or application you are filing. If you are the parent or legal guardian filing on behalf of a child or person with a physical disability or developmental or mental impairment, provide information about the child or person for whom you are filing this form.

1. Full Name

Family Name (Last Name)

Shire

Given Name (First Name)

Saleban

Middle Name

Jon

2. Other Names Used (if any)

List all other names you have used, including nicknames, aliases, and maiden name.

Family Name (Last Name)

--

Given Name (First Name)

--

Middle Name

--

3. Alien Registration Number (A-Number) (if any)

► A-

1	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---

4. USCIS Online Account Number (if any)

►

--	--	--	--	--	--	--	--	--	--	--	--	--

5. Date of Birth (mm/dd/yyyy)

05/16/1978

6. U.S. Social Security Number (if any)

►

1	2	3	0	0	0	0	0
---	---	---	---	---	---	---	---

Part 2. Information About You (Requestor) (continued)

7. Marital Status

- Single, Never Married Married Divorced Widowed Marriage Annulled Separated
 Other (Explain)

Part 3. Applications and Petitions for Which You Are Requesting a Fee Waiver

1. In the table below, add the form numbers of the applications and petitions for which you are requesting a fee waiver.

Applications or Petitions for You and Your Family Members						
Full Name	A-Number (if any)			Date of Birth	Relationship to You	Forms Being Filed
Saleban Shire	A- 1 0 0 0 0 0 0 0 0	0	05/16/1978	Self	N-600	
	A-					
	A-					
	A-					
Total Number of Forms (including self)						1

Part 4. Means-Tested Benefits

If you selected Item Number 1. in Part 1., complete this section.

1. If you, your spouse, or the head of household (including parent if the child is under 21 years of age) living with you is receiving any means-tested benefits, list the information in the table below and attach supporting documentation. If you are the parent or legal guardian filing on behalf of a child or person with a physical disability or developmental or mental impairment, provide information about the child or person for whom you are filing this form if he or she is receiving a means-tested benefit.

Means-Tested Benefit Recipients					
Full Name of Person Receiving the Benefit	Relationship to You	Name of Agency Awarding Benefit	Type of Benefit	Date Benefit was Awarded	Date Benefit Expires (or must be renewed)
Sansa Shire	Mother	Ramsey County	Food Stamps	06/20/2016	06/19/2017

Part 5. Income at or Below 150 Percent of the Federal Poverty Guidelines

If you selected Item Number 2. in Part 1., complete this section.

Your Employment Status

1. Employment Status

- Employed (full-time, part-time, seasonal, self-employed) Unemployed or Not Employed Retired Other (Explain)

Part 5. Income at or Below 150 Percent of the Federal Poverty Guidelines (continued)

2. If you are currently unemployed, are you currently receiving unemployment benefits? Yes No
- A. Date you became unemployed
(mm/dd/yyyy)

Information About Your Spouse

3. If you are married or separated, does your spouse live in your household? Yes No
- A. If you answered "No" to Item Number 3., does your spouse provide any financial support to your household? Yes No

Your Household Size

4. Are you the person providing the primary financial support for your household? Yes No

If you answered "Yes" to Item Number 4., type or print your name on the line marked "self" in the table below. If you answered "No" to Item Number 4., type or print your name on the line marked "self" in the table below and add the head of household's name on the line below yours.

Household Size					
Full Name	Date of Birth	Relationship to You	Married	Full-Time Student	Is any income earned by this person counted towards the household income?
		Self	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total Household Size (including self)					3

Your Annual Household Income

Provide information about your income and the income of all family members counted as part of your household. You must list all amounts in U.S. dollars.

5. Your Annual Income \$ 0.00

6. Annual Income of All Family Members

Provide the annual income of all family members counted as part of your household as listed in Item Number 4. (Do not include the amount provided in Item Number 5.) \$ 0.00

7. Total Additional Income or Financial Support \$ 0.00

Provide the total annual amount you receive in additional income or financial support from a source outside of your household. (Do not include the amount provided in Item Numbers 5. or 6.) You must add all of the additional income and financial support amounts and put the total amount in the space provided. Type or print "0" in the total box if there are none. Select the type of additional income or financial support that you receive and provide documentation.

- Parental Support Educational Stipends Unemployment Benefits Financial Support From Adult Children, Dependents, Other People Living in the Household
 Spousal Support (Alimony) Royalties Social Security Benefits Other (Explain)
 Child Support Pensions Veteran's Benefits

Part 5. Income at or Below 150 Percent of the Federal Poverty Guidelines (continued)

8. Total Household Income (add the amounts from Item Numbers 5., 6., and 7.) \$ 0.00
9. Has anything changed since the date you filed your Federal tax returns? (For example, your marital status, income, or number of dependents.) Yes No

If you answered "Yes" to Item Number 9., provide an explanation below. Provide documentation if available. You may also use this space to provide any additional information about your circumstances that you would like USCIS to consider.

Part 6. Financial Hardship

If you selected Item Number 3, in Part 1., complete this section.

1. If you or any family members have a situation that has caused you to incur expenses, debts, or loss of income, describe the situation in the box below. Specify the amounts of the expenses, debts, and income losses in as much detail as possible. Examples may include medical expenses, job loss, eviction, and homelessness.

2. If you have cash or assets that you can quickly convert to cash, list those in the table below. For example, bank accounts, stocks, or bonds. (Do not include retirement accounts.)

Assets	
Type of Asset	Value (U.S. Dollars)
Total Value of Assets	

Part 6. Financial Hardship (continued)

3. Total Monthly Expenses and Liabilities

\$

Provide the total monthly amount of your expenses and liabilities. You must add all of the expense and liability amounts and type or print the total amount in the space provided. Type or print "0" in the total box if there are none. Select the types of expenses or liabilities you have each month and provide evidence of monthly payments, where possible.

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Rent and/or Mortgage | <input type="checkbox"/> Loans and/or Credit Cards | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Food | <input type="checkbox"/> Car Payment | _____ |
| <input type="checkbox"/> Utilities | <input type="checkbox"/> Commuting Costs | _____ |
| <input type="checkbox"/> Child and/or Elder Care | <input type="checkbox"/> Medical Expenses | _____ |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> School Expenses | _____ |

Part 7. Requestor's Statement, Contact Information, Certification, and Signature

NOTE: Read the Penalties section of the Form I-912 Instructions before completing this part.

Each person applying for a fee waiver request must complete, sign, and date Form I-912 and provide the required documentation. This includes family members identified in Part 3. Signature fields for family members are at the end of this part. If an individual is under 14 years of age, a parent or legal guardian may sign the request on their behalf. USCIS rejects any Form I-912 that is not signed by all individuals requesting a fee waiver and may deny a request that does not provide required documentation.

Select the box for either Item A. or B. in Item Number 1. If applicable, select the box for Item Number 2.

1. Requestor's Statement Regarding the Interpreter

- A. I can read and understand English, and I have read and understand every question and instruction on this request and my answer to every question.
- B. The interpreter named in Part 9. read to me every question and instruction on this request and my answer to every question in , a language in which I am fluent, and I understood everything.

2. Requestor's Statement Regarding the Preparer (if applicable)

- At my request, the preparer named in Part 10., Anne Applebaum prepared this request for me based only upon information I provided or authorized.

Requestor's Contact Information

3. Requestor's Daytime Telephone Number

(651) 000-0001

4. Requestor's Mobile Telephone Number (if any)

(651) 000-0002

5. Requestor's Email Address (if any)

Requestor's Certification

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any of my records that USCIS may need to determine my eligibility for the immigration benefit I seek.

I further authorize release of information contained in this request, in supporting documents, and in my USCIS records to other entities and persons where necessary for the administration and enforcement of U.S. immigration laws.

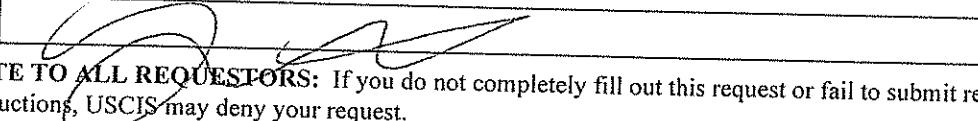
I certify, under penalty of perjury, that I provided or authorized all of the information in my request, I understand all of the information contained in, and submitted with, my request, and that all of this information is complete, true, and correct.

Part 7. Requestor's Statement, Contact Information, Certification, and Signature (continued)

WARNING: If you knowingly and willfully falsify or conceal a material fact or submit a false document with your Form I-912, USCIS will deny your fee waiver request and may deny any other immigration benefit. In addition, you may face severe penalties provided by law and may be subject to criminal prosecution.

Requestor's Signature

6. Requestor's Signature

	Date of Signature (mm/dd/yyyy) 7/21/16
--	---

NOTE TO ALL REQUESTORS: If you do not completely fill out this request or fail to submit required documents listed in the Instructions, USCIS may deny your request.

Family Members' Signatures

NOTE: Each family member must type or print their full name and sign in the spaces below. You can find additional family members' signature spaces in Item Numbers 7. - 10. below. All family members identified in Part 3. must sign and date Form I-912.

I certify that the information provided by the requestor in Part 7. applies to me.

7. Family Member 1

Family Member's Name

Family Member's Signature	Date of Signature (mm/dd/yyyy)
---------------------------	--------------------------------

8. Family Member 2

Family Member's Name

Family Member's Signature	Date of Signature (mm/dd/yyyy)
---------------------------	--------------------------------

9. Family Member 3

Family Member's Name

Family Member's Signature	Date of Signature (mm/dd/yyyy)
---------------------------	--------------------------------

10. Family Member 4

Family Member's Name

Family Member's Signature	Date of Signature (mm/dd/yyyy)
---------------------------	--------------------------------

11. Family Member 5

Family Member's Name

Family Member's Signature	Date of Signature (mm/dd/yyyy)
---------------------------	--------------------------------

Part 8. Family Member's Statement, Contact Information, Certification, and Signature

NOTE: Read the Penalties section of the Form I-912 Instructions before completing this part.

If the information provided by the requestor in Part 7. is not applicable to a family member identified in Part 3., (for example, the family member used an interpreter or speaks a different language) that individual should complete Part 8. USCIS rejects any Form I-912 that is not signed by all individuals requesting a fee waiver.

Select the box for either Item A. or B. in Item Number 1. If applicable, select the box for Item Number 2.

1. Family Member's Statement Regarding the Interpreter for [redacted]

- A. I can read and understand English, and I have read and understand every question and instruction on this request and my answer to every question in [redacted].
- B. The interpreter named in Part 9. read to me every question and instruction on this request and my answer to every question in [redacted], a language in which I am fluent, and I understood everything.

2. Family Member's Statement Regarding the Preparer for [redacted]

- At my request, the preparer named in Part 10., [redacted], prepared this request for me based only upon information I provided or authorized.

Family Member's Contact Information

3. Family Member's Daytime Telephone Number [redacted]

4. Family Member's Mobile Telephone Number (if any) [redacted]

5. Family Member's Email Address (if any) [redacted]

Family Member's Certification

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any of my records that USCIS may need to determine my eligibility for the immigration benefit I seek.

I further authorize release of information contained in this request, in supporting documents, and in my USCIS records to other entities and persons where necessary for the administration and enforcement of U.S. immigration laws.

I certify, under penalty of perjury, that I provided or authorized all of the information in my request, I understand all of the information contained in, and submitted with, my request, and that all of this information is complete, true, and correct.

Family Member's Signature

6. Family Member's Signature [redacted]

Date of Signature (mm/dd/yyyy) [redacted]

NOTE TO ALL FAMILY MEMBERS: If you do not completely fill out this request or fail to submit required documents listed in the Instructions, USCIS may deny your request.

Part 9. Interpreter's Contact Information, Certification, and Signature

1. Did any person filing this request use an interpreter? Yes, (complete this section) No (skip to Part 10.)
2. Was the same interpreter used for all individuals requesting a fee waiver (as listed in Part 3.)? Yes No

NOTE for Family Members: If you used a different interpreter than the one used by the requestor, make additional copies of Part 9., provide the following information, indicate the family member for whom he or she interpreted, and include the pages with your completed Form I-912.

Provide the following information about the interpreter for [redacted]

Interpreter's Full Name

3. Interpreter's Family Name (Last Name)

Interpreter's Given Name (First Name)

4. Interpreter's Business or Organization Name (if any)

[redacted]

Interpreter's Mailing Address

5. Street Number and Name

Apt. Ste. Flr. Number
 [redacted]

City or Town

State ZIP Code
 [redacted] [redacted]

Province

Postal Code

Country

Interpreter's Contact Information

6. Interpreter's Daytime Telephone Number

7. Interpreter's Mobile Telephone Number (if any)

[redacted]

8. Interpreter's Email Address (if any)

[redacted]

Interpreter's Certification

I certify, under penalty of perjury, that:

I am fluent in English and [redacted], which is the same language specified in Part 7., Item B. in Item Number 1., and I have read to this requestor in the identified language every question and instruction on this request and his or her answer to every question. The requestor informed me that he or she understands every instruction, question, and answer on the request, including the Applicant's Certification, and has verified the accuracy of every answer.

Interpreter's Signature

9. Interpreter's Signature

Date of Signature (mm/dd/yyyy)

[redacted]

[redacted]

Part 10. Contact Information, Declaration, and Signature of the Person Preparing this Request, if Other Than the Requestor

1. Did any person prepare this request on your behalf? Yes, (complete this section) No, skip
2. Was the same preparer used for all individuals requesting a fee waiver (as listed in Part 3.)? Yes No

NOTE for Family Members: If you used a different preparer than the one used by the requestor, provide the following information, and include the pages with your completed Form I-912.

Provide the following information about the preparer for

Saleban Jon Shire

Preparer's Full Name

3. Preparer's Family Name (Last Name)

Applebaum

Preparer's Given Name (First Name)

Anne

4. Preparer's Business or Organization Name (if any)

Immigrant Law Center of MN

Preparer's Mailing Address

5. Street Number and Name

450 N Syndicate Street

Apt. Ste. Flr. Number
 200

City or Town

Saint Paul

State MN ZIP Code 55104

Province

Postal Code

Country

USA

Preparer's Contact Information

6. Preparer's Daytime Telephone Number

(651) 641-1011

7. Preparer's Mobile Telephone Number (if any)

8. Preparer's Email Address (if any)

anne@email.com

Preparer's Statement

9. A. I am not an attorney or accredited representative but have prepared this request on behalf of the requestor and with the requestor's consent.
B. I am an attorney or accredited representative and my representation of the requestor in this case extends does not extend beyond the preparation of this request.

NOTE: If you are an attorney or accredited representative, you may be obliged to submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, or G-281, Notice of Entry of Appearance as Attorney In Matters Outside the Geographical Confines of the United States, with this request.

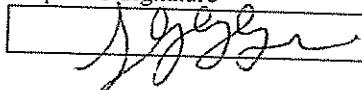
Part 10. Contact Information, Declaration, and Signature of the Person Preparing this Request, if Other Than the Requestor (continued)

Preparer's Certification

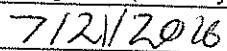
By my signature, I certify, under penalty of perjury, that I prepared this request at the request of the requestor. The requestor then reviewed this completed request and informed me that he or she understands all of the information contained in, and submitted with, his or her request, including the **Applicant's Certification**, and that all of this information is complete, true, and correct. I completed this request based only on information that the requestor provided to me or authorized me to obtain or use.

Preparer's Signature

10. Preparer's Signature



Date of Signature (mm/dd/yyyy)



Part 11. Additional Information

If you need extra space to provide any additional information within this request, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this request or attach a separate sheet of paper. Include your name and A-Number (if any) at the top of each sheet; indicate the Page Number, Part Number, and Item Number to which your answer refers.

1. Family Name (Last Name)

Shire

Given Name (First Name)

Saleban

Middle Name

Jon

2. A-Number (if any) ► A-

3. A. Page Number

- B. Part Number

- C. Item Number

D.

4. A. Page Number

- B. Part Number

- C. Item Number

D.

5. A. Page Number

- B. Part Number

- C. Item Number

D.

6. A. Page Number

- B. Part Number

- C. Item Number

D.

Part 2. Information About You (continued)

A- 2 2 2 2 2 2 2 2 2

10. Mailing Address

In Care Of Name (if any)

		Apt.	Ste.	Flr.	Number
--	--	------	------	------	--------

Street Number and Name
651 Winterfell Lane City or Town
MinneapolisState
MNZIP Code + 4
55682 -

Province (foreign address only)

Postal Code (foreign address only)

Country (foreign address only)

		USA
--	--	-----

11. Physical AddressStreet Number and Name (Do not provide a PO Box in this space unless it is your **ONLY** address.) Apt. Ste. Flr. Number

651 Winterfell Lane

 City or Town
MinneapolisState
MNZIP Code + 4
55682 -

Province (foreign address only)

Postal Code (foreign address only)

Country (foreign address only)

		USA
--	--	-----

12. Current Marital Status Single, Never Married Married Divorced Widowed Separated Marriage Annulled Other (Explain):

--

13. U.S. Armed Forces

Are you a member or veteran of any branch of the U.S. Armed Forces?

 Yes No**14. Information About Your Admission into the United States and Current Immigration Status****A. I arrived in the following manner**

Port-of-Entry

City or Town
ChicagoState
ILDate of Entry (mm/dd/yyyy)
03/14/2007

Exact Name Used at Time of Entry

Family Name (Last Name)
ShireGiven Name (First Name)
SalebanMiddle Name
Jon**B. I used the following travel document to be admitted to the United States** Passport Travel Document

Passport Number

Travel Document Number
UnknownCountry of Issuance for Passport or
Travel DocumentDate Passport or Travel Document
Issued (mm/dd/yyyy)

Part 2. Information About You (continued)

A- 2 2 2 2 2 2 2 2

C. I am A Lawful Permanent Resident (LPR) A Nonimmigrant A Refugee/Asylee Other (Explain):

NOTE: If you select "Other" and you need extra space to complete this section, use the space provided in **Part 11. Additional Information.**

D. I obtained LPR status through adjustment of status in the United States or admission as a LPR (if applicable)Date I became a LPR
(mm/dd/yyyy)

03/14/2007

U.S. Citizenship and Immigration Services (USCIS) Office That Granted My LPR Status or Location Where I Was Admitted

Saint Paul Field Office

15. Have you previously applied for a Certificate of Citizenship or U.S. Passport? Yes NoIf you answered "Yes" to Item Number 15., provide an explanation below. If you need extra space to complete this section, use the space provided in **Part 11. Additional Information.****16.** Have you ever abandoned or lost your LPR status? Yes NoIf you answered "Yes" to Item Number 16., provide an explanation below. If you need extra space to complete this section, use the space provided in **Part 11. Additional Information.****17.** Were you adopted? Yes NoIf you answered "Yes" to Item Number 17., complete **Items A. - D.****A.** Place of Final Adoption

City or Town

State

Country

B. Date of Adoption
(mm/dd/yyyy)**C.** Date Legal Custody Began
(mm/dd/yyyy)**D.** Date Physical Custody Began
(mm/dd/yyyy)**18.** Did you have to be re-adopted in the United States? Yes NoIf you answered "Yes" to Item Number 18., complete **Items A. - D.****A.** Place of Final Adoption

City or Town

State

Country

B. Date of Final Adoption
(mm/dd/yyyy)**C.** Date Legal Custody Began
(mm/dd/yyyy)**D.** Date Physical Custody Began
(mm/dd/yyyy)**19.** Were your parents married to each other when you were born (or adopted)? Yes No**20.** Did your parents marry after you were born? Yes No**21.** Do you regularly reside in the United States in the legal and physical custody of your U.S. citizen parents? Yes No

Part 2. Information About You (continued)A-

2	2	2	2	2	2	2	2	2	2
---	---	---	---	---	---	---	---	---	---

22. Have you been absent from the United States since you first arrived? Yes No

Complete the following information **only if you are claiming U.S. citizenship at the time of birth if you were born before October 10, 1952.** If you need extra space to complete this section, use the space provided in **Part 11. Additional Information.**

A. Date You Left the United States
(mm/dd/yyyy)

B. Date You Returned to the
United States (mm/dd/yyyy)

C. Place of Entry Upon Return to the United States

City or Town

State

D. Date You Left the United States
(mm/dd/yyyy)

E. Date You Returned to the
United States (mm/dd/yyyy)

F. Place of Entry Upon Return to the United States

City or Town

State

Part 3. Biographic Information

1. Ethnicity (Select **only one** box)

Hispanic or Latino Not Hispanic or Latino

2. Race (Select **all applicable** boxes)

White Asian Black or
African American American Indian Native Hawaiian or
Alaska Native Other Pacific Islander

3. Height Feet Inches 4. Weight Pounds

5. Eye color (Select **only one** box)

Black Blue Brown Gray Green Hazel Maroon Pink Unknown/
Other

6. Hair color (Select **only one** box)

Bald Black Blond Brown Gray Red Sandy White Unknown/
Other (No hair)

Part 4. Information About Your U.S. Citizen Biological Father (or Adoptive Father)

NOTE: Complete this section if you are claiming citizenship through a U.S. biological father (or adoptive father). **Provide information about yourself** if you are a U.S. citizen father applying for a Certificate of Citizenship on behalf of your minor biological or adopted child.

1. Current Legal Name of U.S. Citizen Father

Family Name (Last Name)

Given Name (First Name)

Middle Name

**Part 4. Information About Your U.S. Citizen Biological Father
(or Adoptive Father) (continued)**

A-

2	2	2	2	2	2	2	2	2	2
---	---	---	---	---	---	---	---	---	---

2. Date of Birth (mm/dd/yyyy) 3. Country of Birth 4. Country of Citizenship or Nationality

5. Physical Address

Street Number and Name (Type or print "Deceased" and the date of death if your father has passed away.) Apt. Ste. Flr. Number

City or Town

State

ZIP Code + 4

 -

Province (foreign address only)

Postal Code (foreign address only)

Country (foreign address only)

6. My father is a U.S. citizen by

- Birth in the United States Acquisition after birth through naturalization of alien parents
 Birth abroad to U.S. citizen parents

Certificate of Citizenship Number

Alien Registration Number (A-Number) (if any)

 ► A-

- Naturalization

Place of Naturalization (Name of Court or USCIS Office Location)

City or Town

State

Certificate of Naturalization Number

A-Number (if any)

Date of Naturalization (mm/dd/yyyy)

 ► A-

7. Has your father ever lost U.S. citizenship or taken any action that would cause loss of U.S. citizenship? Yes No

If you answered "Yes" to Item Number 7., provide an explanation in Part 11. Additional Information.

8. Marital History

- A. How many times has your U.S. citizen father been married (including annulled marriages and marriages to the same person)?

- B. What is your U.S. citizen father's current marital status?

- Single, Never Married Married Divorced Widowed Separated Marriage Annulled

- Other (Explain):

If you selected "Other," provide an explanation. If you need extra space to complete this section, use the space provided in Part 11. Additional Information.

**Part 4. Information About Your U.S. Citizen Biological Father
(or Adoptive Father) (continued)**

A- 2 2 2 2 2 2 2 2

9. Information About U.S. Citizen Father's Current Spouse**A. Family Name (Last Name)****Given Name (First Name)****Middle Name****B. Date of Birth (mm/dd/yyyy)****C. Country of Birth****D. Country of Citizenship or Nationality****E. Spouse's Physical Address**

Street Number and Name

Apt. Ste. Flr. Number

City or Town

State

 -

ZIP Code + 4

Province

(foreign address only)

Postal Code

(foreign address only)

Country

(foreign address only)

F. Date of Marriage (mm/dd/yyyy)**G. Place of Marriage**

City or Town

State

Country

H. Spouse's Immigration Status U.S. Citizen Lawful Permanent Resident Other (Explain):If you selected "Other," provide an explanation. If you need extra space to complete this section, use the space provided in **Part 11. Additional Information**.**I. Is your U.S. citizen father's current spouse also your biological (or adopted) mother?** Yes No**Part 5. Information About Your U.S. Citizen Biological Mother (or Adoptive Mother)**

NOTE: Complete this section if you are claiming citizenship through a U.S. citizen biological mother (or adoptive mother). **Provide information about yourself** if you are a U.S. citizen mother applying for a Certificate of Citizenship on behalf of your minor biological or adopted child.

1. Current Legal Name of U.S. Citizen Mother

Family Name (Last Name)

 SHIRE

Given Name (First Name)

 Sansa

Middle Name

 Mirian**2. Date of Birth (mm/dd/yyyy)** 05/16/1978**3. Country of Birth** Somalia**4. Country of Citizenship or Nationality** USA

Part 5. Information About Your U.S. Citizen Biological Mother (or Adoptive Mother) (continued)A-

2	2	2	2	2	2	2	2	2	2	2	2
---	---	---	---	---	---	---	---	---	---	---	---

D. Country of Citizenship or Nationality**E. Spouse's Physical Address**

Street Number and Name

Apt. Ste. Flr. Number

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

City or Town

State

ZIP Code + 4

Province

(foreign address only)

Postal Code

(foreign address only)

Country

(foreign address only)

F. Date of Marriage (mm/dd/yyyy)**G. Place of Marriage**

City or Town

State

Country

H. Spouse's Immigration Status U.S. Citizen Lawful Permanent Resident Other

If you selected "Other," provide an explanation. If you need extra space to complete this section, use the space provided in **Part 11. Additional Information**.

I. Is your U.S. citizen mother's current spouse also your biological (or adopted) father? Yes No**Part 6. Physical Presence in the United States From Birth Until Filing of Form N-600**

NOTE: Only applicants born outside the United States claiming to have been born U.S. citizens are required to provide all the dates when your U.S. citizen biological father or U.S. citizen biological mother resided in the United States. **Include all dates from your birth until the date you file your Form N-600.**

1. Indicate whether this information relates to your U.S. citizen father or mother U.S. Citizen Father U.S. Citizen Mother**2. Physical Presence in the United States****A. From (mm/dd/yyyy)****To (mm/dd/yyyy)****B. From (mm/dd/yyyy)****To (mm/dd/yyyy)****C. From (mm/dd/yyyy)****To (mm/dd/yyyy)****D. From (mm/dd/yyyy)****To (mm/dd/yyyy)****E. From (mm/dd/yyyy)****To (mm/dd/yyyy)****F. From (mm/dd/yyyy)****To (mm/dd/yyyy)****G. From (mm/dd/yyyy)****To (mm/dd/yyyy)****H. From (mm/dd/yyyy)****To (mm/dd/yyyy)**

Part 7. Information About Military Service of U.S. Citizen ParentsA-

2	2	2	2	2	2	2	2	2	2
---	---	---	---	---	---	---	---	---	---

NOTE: Complete this only if you are an applicant claiming U.S. citizenship at time of birth abroad.

1. Has your U.S. citizen parent served in the U.S. Armed Forces? Yes No
2. If you answered "Yes" to Item Number 1., which parent served in the U.S. Armed Forces?
 U.S. Citizen Father U.S. Citizen Mother
3. Dates of Service (mm/dd/yyyy) (If time of service fulfills any of the required physical presence, submit evidence of the service.)
A. From (mm/dd/yyyy) To (mm/dd/yyyy)
B. From (mm/dd/yyyy) To (mm/dd/yyyy)
4. Type of Discharge
 Honorable Other than Honorable Dishonorable

Part 8. Applicant's Statement, Contact Information, Certification, and Signature

NOTE: Read the Penalties section of the Form N-600 Instructions before completing this part.

Applicant's Statement

NOTE: Select the box for either Item A. or B. in Item Number 1. If applicable, select the box for Item Number 2.

1. Applicant's Statement Regarding the Interpreter
 - A. I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.
 - B. The interpreter named in Part 9. read to me every question and instruction on this application and my answer to every question, in , a language in which I am fluent and I understood everything.
2. Applicant's Statement Regarding the Preparer
 At my request, the preparer named in Part 10., , prepared this application for me based only upon information I provided or authorized.

Applicant's Contact Information

3. Applicant's Daytime Telephone Number
4. Applicant's Mobile Telephone Number (if any)
5. Applicant's Email Address (if any)

Applicant's Certification

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any of my records that USCIS may need to determine my eligibility for the immigration benefit I seek.

I further authorize release of information contained in this application, in supporting documents, and in my USCIS records to other entities and persons where necessary for the administration and enforcement of U.S. immigration laws.

Part 8. Applicant's Statement, Contact Information, Certification, and Signature (continued)A-

2	2	2	2	2	2	2	2	2	2	2	2
---	---	---	---	---	---	---	---	---	---	---	---

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming that:

- 1) I reviewed and provided or authorized all of the information in my application;
- 2) I understood all of the information contained in, and submitted with, my application; and
- 3) All of this information was complete, true, and correct at the time of filing.

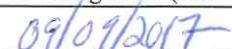
I certify, under penalty of perjury, that I provided or authorized all of the information in my application, I understand all of the information contained in, and submitted with, my application, and that all of this information is complete, true, and correct.

Applicant's Signature

6. Applicant's Signature (sign in ink)



Date of Signature (mm/dd/yyyy)



NOTE TO ALL APPLICANTS: If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.

Part 9. Interpreter's Contact Information, Certification, and Signature

Provide the following information about the interpreter.

Interpreter's Full Name

1. Interpreter's Family Name (Last Name)

Interpreter's Given Name (First Name)

2. Interpreter's Business or Organization Name (if any)

Interpreter's Mailing Address

3. Street Number and Name

Apt. Ste. Flr. Number

City or Town

State

ZIP Code + 4

Province

Postal Code

Country

Interpreter's Contact Information

4. Interpreter's Daytime Telephone Number

5. Interpreter's Mobile Telephone Number (if any)

6. Interpreter's Email Address (if any)

Part 9. Interpreter's Contact Information, Certification, and Signature
(continued)

A- 2 2 2 2 2 2 2 2 2 2

Interpreter's Certification

I certify, under penalty of perjury, that:

I am fluent in English and [REDACTED], which is the same language specified in **Part 8, Item B, in Item Number 1.**, and I have read to this applicant in the identified language every question and instruction on this application and his or her answer to every question. The applicant informed me that he or she understands every instruction, question, and answer on the application, including the **Applicant's Certification**, and has verified the accuracy of every answer.

Interpreter's Signature

7. Interpreter's Signature (sign in ink)

Date of Signature (mm/dd/yyyy)

[REDACTED]	[REDACTED]
------------	------------

Part 10. Contact Information, Declaration, and Signature of the Person Preparing this Application, if Other Than the Applicant

Provide the following information about the preparer.

Preparer's Full Name

1. Preparer's Family Name (Last Name)

Applebaum	Preparer's Given Name (First Name)
	Anne

2. Preparer's Business or Organization Name (if any)

Immigrant Law Center MN

Preparer's Mailing Address

3. Street Number and Name

450 North Syndicate Street Suite	Apt. Ste. Flr. Number
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

City or Town

Saint Paul	State	ZIP Code + 4
	MN	55104 -

Province

	Postal Code	Country
		USA

Preparer's Contact Information

4. Preparer's Daytime Telephone Number

6511111111	5. Preparer's Mobile Telephone Number (if any)

6. Preparer's Email Address (if any)

anne@law.com

Part 10. Contact Information, Declaration, and Signature of the Person Preparing this Application, if Other Than the Applicant (continued)

A-

2	2	2	2	2	2	2	2	2	2
---	---	---	---	---	---	---	---	---	---

Preparer's Statement

7. A. I am not an attorney or accredited representative but have prepared this application on behalf of the applicant and with the applicant's consent.
- B. I am an attorney or accredited representative and my representation of the applicant in this case extends does not extend beyond the preparation of this application.

NOTE: If you are an attorney or accredited representative whose representation extends beyond preparation of this application, you may be obliged to submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, with this application.

Preparer's Certification

By my signature, I certify, under penalty of perjury, that I prepared this application at the request of the applicant. The applicant then reviewed this completed application and informed me that he or she understands all of the information contained in, and submitted with, his or her application, including the Applicant's Certification, and that all of this information is complete, true, and correct. I completed this application based only on information that the applicant provided to me or authorized me to obtain or use.

Preparer's Signature

8. Preparer's Signature (sign in ink)

Date of Signature (mm/dd/yyyy)

09/09/2017

Part II. Additional InformationA-

2	2	2	2	2	2	2	2	2	2
---	---	---	---	---	---	---	---	---	---

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.

1. Family Name (Last Name)	Given Name (First Name)	Middle Name										
<input type="text" value="SHIRE"/>	<input type="text" value="Saleban"/>	<input type="text" value="Jon"/>										
2. A-Number (if any) ► A-	<table border="1"><tr><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td></tr></table>		2	2	2	2	2	2	2	2	2	2
2	2	2	2	2	2	2	2	2	2			
3. A. Page Number	B. Part Number	C. Item Number										
<input type="text"/>	<input type="text"/>	<input type="text"/>										
D.	<hr/> <hr/> <hr/>											
4. A. Page Number	B. Part Number	C. Item Number										
<input type="text"/>	<input type="text"/>	<input type="text"/>										
D.	<hr/> <hr/> <hr/>											
5. A. Page Number	B. Part Number	C. Item Number										
<input type="text"/>	<input type="text"/>	<input type="text"/>										
D.	<hr/> <hr/> <hr/>											
6. A. Page Number	B. Part Number	C. Item Number										
<input type="text"/>	<input type="text"/>	<input type="text"/>										
D.	<hr/> <hr/> <hr/>											

NOTE: Do not complete Parts 12. and 13. unless the USCIS officer instructs you to do so at the interview.

**Part 12. Affidavit (do NOT complete this part unless instructed to do so
AT THE INTERVIEW)**

A-

2	2	2	2	2	2	2	2	2
---	---	---	---	---	---	---	---	---

I, the (applicant, parent, or legal guardian) _____ do swear or affirm, under penalty of perjury under the laws of the United States, that I know and understand the contents of this application signed by me, and the attached supplementary pages number _____ to _____ inclusive, that the same are true and correct to the best of my knowledge, and that corrections number _____ to _____ were made by me or at my request.

Applicant's, Parent's, or Legal Guardian's Signature (Sign in ink)

Date of Signature (mm/dd/yyyy)

Subscribed and sworn or affirmed before me upon examination of the applicant (parent, legal, guardian) on

at _____.

Date (mm/dd/yyyy)

(Location)

USCIS Officer's Printed Name

USCIS Officer's Title

USCIS Officer's Signature (Sign in ink)

Date of Signature (mm/dd/yyyy)

**Part 13. Officer Report and Recommendation on Application for Certificate of Citizenship
(for USCIS use ONLY)**

On the basis of the documents, records, the testimony of persons examined, and the identification upon personal appearance of the underage beneficiary, I find that all the facts and conclusions set forth under oath in this application are:

1. True and correct
2. The applicant derived or acquired U.S. citizenship on _____
Date (mm/dd/yyyy)
3. The applicant derived or acquired U.S. citizenship through (Select the box next to the appropriate section of law, or if the section of law is not reflected, type or print the applicable section of law in the space next to "Other.")
 - A. INA Section 301
 - B. INA Section 309
 - C. INA Section 320
 - D. INA Section 321
 - E. Other _____
4. The applicant has not been expatriated since that time

**Part 13. Officer Report and Recommendation on Application for
Certificate of Citizenship (for USCIS use ONLY) (continued)**

A-

2	2	2	2	2	2	2	2	2	2
---	---	---	---	---	---	---	---	---	---

I recommend that this Form N-600 be: Approved Denied

Issue Certificate of Citizenship in the name of

Family Name (Last Name)

Given Name (First Name)

Middle Name

USCIS Officer's Printed Name

USCIS Officer's Title

USCIS Officer's Signature (Sign in ink)

Date of Signature (mm/dd/yyyy)

I do do not concur with the USCIS Officer's recommendation of Form N-600.

USCIS District Director's or Field Office Director's Signature (Sign in ink)

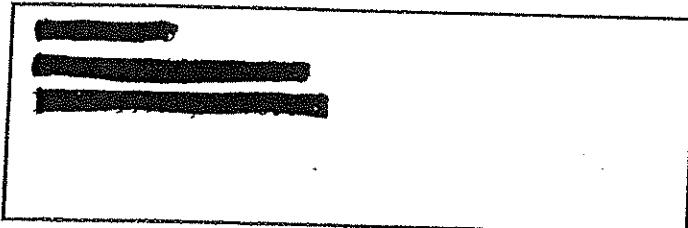
Date of Signature (mm/dd/yyyy)

U.S. Department of Homeland Security
2901 Metro Drive, Suite 100
Bloomington, MN 55425



U.S. Citizenship
and Immigration
Services

Refer to this File No. [REDACTED] (Info Hold)
Date: April 1, 2013



You are scheduled for an appointment to have your oath administered and receive your certificate of citizenship, as indicated below:

Place: U.S. CITIZENSHIP AND IMMIGRATION SERVICES
2901 METRO DRIVE
3rd FLOOR
BLOOMINGTON, MINNESOTA 55425

Date: FRIDAY, APRIL 26, 2013

Time: 1:00 PM

Reason for interview: To complete your Form N-600, APPLICATION FOR CERTIFICATE OF CITIZENSHIP.

What to bring: This letter, InfoPass appointment letter(s) (attached), identification and your alien registration card, if applicable. If you are over the age of twenty, you do not need to bring your U.S. citizen parent. However, if you are under the age of twenty, you must bring your U.S. citizen parent with you to this appointment.

This will be the final stage of the citizenship process. On the date of the appointment, you will receive your certificate of citizenship. If you cannot attend this date, you will need to make an InfoPass appointment through the www.uscis.gov website within 30 days of your scheduled appointment. Failure to appear at your scheduled appointment or within 30 days of your scheduled appointment may result in a delay in the issuance of your certificate.

Please note that the U.S. Citizenship and Immigration Service does not have the legal authority to approve a name change in this proceeding. You will need to contact your local county government center prior to your appointment. If you wish to have your new name appear on your certificate, send a copy of the approved name change to the address above. Include your alien registration number with all correspondence.

Sharon V. Dooley
Field Office Director