

## Instructions

Please read these instructions carefully to properly complete this form. If you need more space to complete an answer, use a separate sheet (s) of paper. Write your name and Alien Registration Number (A #), if you have one, at the top of each sheet and indicate the number of the item to which the answer refers. NOTE: The U.S. Citizenship and Immigration Services (USCIS) is comprised of offices of the former Immigration and Naturalization Service (INS).

Use Form N-470 to preserve your lawful permanent resident status for naturalization purposes.

You will need to give us:

- A completed and signed Form N-470
- Documents to support your application
- Appropriate filing fee

See Step 3 for specific filing instructions.

### What Is the Purpose of This Form?

In certain limited situations, a person may be able to preserve residency, previously accumulated for naturalization purposes, even though he or she may be residing outside the United States for longer than one year. Thus the time spent abroad may be counted toward the residency requirement.

These cases involve persons employed in specific jobs in the United States government and private sector as well as religious organizations.

To obtain approval to preserve residency, such permanent residents must file a Form N-470 application before departing from the United States.

The regulations are different for religious workers proceeding abroad to perform religious duties. Religious workers may apply before or after departure, or after return to the United States. They are not required to have lived in the United States for a specific period of time prior to filing Form N-470.

Filing a Form N-470 does not relieve a permanent resident from obtaining a reentry permit, in advance of trips outside the United States for a year or more, nor does it relieve the applicant from the naturalization law's physical presence requirement.

An applicant qualifying for the residency preservation may extend the benefit to his or her spouse and dependent children who are all members of the same household and have lived with the principal applicant while abroad.

Another exception to the residency requirement is made for alien members of the U.S. armed forces. A permanent resident employee of the U.S. government abroad who has filed a Form N-470 is considered physically present in the United States during such employment abroad. He or she does not need to obtain a reentry permit.

**NOTE:** As a naturalization applicant, you may be eligible for expeditious processing if your U.S. citizen spouse is employed outside the United States as a missionary, or by a

U.S. corporation or as a member of the U.S. military. For additional information, call our National Customer Service Center at **1-800-375-5283** or visit our internet website at [www.uscis.gov](http://www.uscis.gov).

### When Should I Use Form N-470?

Generally, applicants for naturalization must reside in the United States for five years (three years if qualifying under the citizen-spouse exemption) immediately preceding the date of filing an application for naturalization. Additionally, naturalization applicants are required to have been physically present in the United States for at least 30 months of those five years (18 months if eligible under the citizen-spouse exemption).

Permanent residents who remain outside the United States for more than one uninterrupted year will disrupt their naturalization residence requirement, unless they are the beneficiaries of an approved Form N-470.

You should use Form N-470 if you are a lawful permanent resident (permanent resident) who will be absent from the United States for more than one year due to qualifying employment and you want to preserve your residence for naturalization purposes.

Please note that in most cases you must have been physically present and residing in the United States for an uninterrupted period, **without any absences whatsoever**, for at least one year after your admission as a lawful permanent resident before you can file a Form N-470.

In addition, you must submit the Form N-470 to USCIS before you have been absent from the United States for a continuous period of one year. However, if your absence from the United States is, was or will be solely as a clergyman or clergywoman, missionary, brother, nun or sister of a religious denomination or interdenominational mission organization having a bona fide organization within the United States, you may file this application before or after an absence of one year or more.

For additional information regarding qualifying employment and eligibility, see **Step 1** of these instructions.

### How Do I File Form N-470?

You do not have to be in the United States to file Form N-470, but you must file it before you have been absent for a continuous period of one year. However, members of a qualifying religious or interdenominational mission organization may file Form N-470 before or after an absence of one year or more.

You may include in your application a qualifying spouse and dependent unmarried children, sons and daughters. These family members must be permanent residents and are or will be residing outside of the United States as members of your household.

Follow the steps below to complete your application:

**Step 1** - Reason for Filing Form N-470

**Step 2** - Fill Out the Form N-470

**Step 3** - Submit Your Application

### Notice

USCIS wants to make sure that you receive the requested benefit. To do this, we may ask for more evidence, interview you and/or conduct an investigation. **If you give us false documents, misrepresent facts or otherwise engage in fraud, USCIS will take appropriate action.** This means we will not only deny your application, you may lose current and future immigration benefits. You may also face penalties, including criminal and/or civil prosecution leading to fines and/or imprisonment.

### Step 1. Reason for Filing Form N-470.

Check the box in **Part 2** of Form N-470 that applies to your request.

#### My absence from the United States is:

- **On behalf of the U.S. Government - Check Box A** if you are, or will be employed by, or are under contract with the U. S. Government. This includes members of the U.S. Armed Services.
- **For the purpose of carrying on scientific research on behalf of an American institution of research - Check Box B** if you are employed by a qualifying organization.
- **For the purpose of engaging in the development of foreign trade and commerce of the United States on behalf of an American firm or corporation or a subsidiary thereof - Check Box C** if you are employed by a qualifying firm or corporation.
- **Necessary to the protection of property rights outside the United States of an American firm or corporation engaged in the development of foreign trade and commerce of the United States - Check Box D** if you are employed to perform such services.
- **On behalf of a public international organization of which the United States is a member- Check Box E** if you are employed by a qualifying organization.  
**NOTE:** Your employment cannot have started until after your admission as a permanent resident.
- **Solely because of my capacity as a clergyman or clergywoman, missionary, nun, or sister of a denomination or mission having a bona fide organization in the United States - Check Box F** if you are to serve in such capacity for a qualifying mission or organization.

### Step 2. Fill Out the Form N-470.

Use **black ink**. Type or print clearly using **capital** letters. If an item does not apply to you, write "N/A." If the answer is none, write "NONE."

This form is divided into **Parts 1** through **5**. The following information should help you fill out the form.

#### Part 1. Information about you.

- **Family Name** (Last name) - Give your legal name. If you have two last names, include both and use a hyphen (-) between the names, if appropriate.
- **Home Address** - Give your physical street address. This must include a street number and name or a rural route number. Do not put a post office box (P.O. Box) number here.
- **Mailing Address** - Give your mailing address, if different from your address.
- **Daytime Telephone Number** - Give a telephone number with area code where you can be reached during the day.
- **Country of Birth** - Give the name of the country where you were born.
- **Country of Citizenship** - Give the name of the country of which you are a citizen.
- **Date of Birth** - Use eight numbers to show your date of birth (example: May 1, 1979, should be written 05/01/1979).
- **A #** - This is your Alien Registration File Number. It can be found on your Form I-551, Permanent Resident Card.
- **U.S. Social Security #** - If you do not have a U.S. Social Security number, leave this blank.

#### Part 2 - Reason for request.

- Check one box that applies to your particular request.

Note that your absence from the United States is:

- On behalf of the U. S. Government.
- For the purpose of carrying on scientific research on behalf of an American institution of research.
- For the purpose of engaging in the development of foreign trade and commerce of the United States on behalf of an American firm or corporation or a subsidiary thereof.
- Necessary for the protection of property rights outside the United States of an American firm or corporation engaged in the development of foreign trade and commerce of the United States.
- On behalf of a public international organization of which the United States is a member.
- Solely because of your capacity as a clergyman or clergywoman, missionary, brother, nun or sister of a denomination or mission, having a bona fide organization in the United States.

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### Part 3 - Additional information.

- **Number 1** - Give the date you entered the United States as a lawful permanent resident or the date you adjusted status to that of a lawful permanent resident.
- **Number 2** - Mark the appropriate box.
- **Number 3** - When furnishing information regarding absences, you must show each departure from and return to the United States, including absences in foreign contiguous countries (i.e., Canada, Mexico), no matter how short.
- **Numbers 4 through 7** - Give all the requested information.

### Part 4 - Signature.

- As the applicant, you must sign and date the Form N-470. If you do not sign the form, the application will be returned as incomplete.

### Part 5 - Signature of person preparing form, if other than the applicant.

- If you, the applicant, did not fill out Form N-470, the preparer must also sign, date and give his or her address.

### Step 3. Submit Your N-470.

Your must include the following items.

- **Your signed and completed Form N-470.**
- **Filing fee.** The filing fee for Form N-470 is **\$155.00**.

Use the following guidelines when you prepare your check or money order for the application fee.

- The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency; and
- Make the check or money order payable to the **Department of Homeland Security**, unless:
  - If you live in Guam and are filing your application there, make it payable to the Treasurer, Guam.
  - If you live in the U.S. Virgin Islands and are filing your application there, make it payable to the Commissioner of Finance of the Virgin Islands.

- Your check or money order must be honored by the bank or financial institution on which it is drawn. If it is not, we will charge you a fee and your application and any document issued to you will not be valid.

**NOTE:** Please spell out **Department of Homeland Security**. Do not use the initials "USDHS" or "DHS."

- **How to Check If the Fee Is Correct.**

The fee on this form is current as of the edition date appearing in the lower right corner of this page. However, because USCIS fees change periodically, you can verify if the fee is correct by following one of the steps below:

- Visit our website at **www.uscis.gov** and scroll down to "Forms and E-Filing" to check the appropriate fee, or
- Review the Fee Schedule included in your form package, if you called us to request the form, or
- Telephone our National Customer Service Center at **1-800-375-5283** and ask for the fee information.

- **Evidence.** Attach copies, showing the front and back of the following documents, if available. **Do not send original documents unless instructed to do so.**

As evidence of your eligibility, submit letters or affidavits from the appropriate officer or the department or agency of the U.S. Government, American research institution, American firm or corporation, public international organization, or religious denomination or interdenomination mission organization. Depending on the circumstances why you are applying to preserve your residence, the letters or affidavits should include the following documentation:

- An official communication from the appropriate office of the department or agency of the U.S. Government, or the public international organization; or
- Affidavit or affidavits executed by the appropriate administrative official of the American institution or religious denomination or interdenominational mission for whom you are, were or will be employed or with whom you entered into a contract; or by the appropriate administrative official of the American firm or corporation, or subsidiary thereof by whom you are or will be employed.

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- When an affidavit is made with respect to employment by such firm, corporation or subsidiary, it should state:
    - The title of the official making the affidavit, the name of the firm or corporation in which he or she holds office and whether he or she has access to records of the same.
    - Whether the employing organization is an American firm or corporation engaged in the development of foreign trade and commerce of the United States, or subsidiary thereof.
    - The nature of the business conducted by the employing organization, church, religious denomination or interdenominational mission organization.
    - If it is a corporation, the name of the State under laws of which it was organized, the date of incorporation and that it is existent.
    - If it is a subsidiary (whether American or foreign) of an American firm or corporation engaged in the development of foreign trade and commerce of the United States, the affidavit should be:
      - Executed by an appropriate administrative official of the parent organization, and
      - Should state the facts of ownership and/or control of the subsidiary, and
      - Should state the exact percentage of stock owned by the parent organization.
    - The facts of your employment, including the nature of the services performed by you during the period or periods of absence to be considered.
    - Whether you will be engaged in the development of foreign trade and commerce of the United States; or
    - Your absence from the United States was or will be necessary for the protection of the property rights abroad of the employing firm or corporation or subsidiary during the period or periods of absence to be considered; or
    - Solely in the capacity of a regularly ordained clergyman or clergywoman, missionary, brother, nun or sister; and
    - In the case where employment is for a public international organization, the date when and place where you were first employed.

In addition, you must submit the following evidence.

- Attach a copy showing the front and back of your I-551, Permanent Resident Card.
- Copies of legal evidence of a name change or date of birth (See **Part 3** of the form).
- A complete copy of all passports in your possession, expired or unexpired, issued to you since your admission as a permanent resident to the United States.

**Translations.** Any document in a foreign language must be accompanied by a full English translation that the translator has verified as complete and correct. The translator must certify that he or she is competent to translate from the foreign language into English.

### **What is the effect of claiming nonresident alien status?**

After having been admitted to the United States as a permanent resident, if you claim or claimed nonresident alien status under the income tax laws, you may be regarded as having abandoned your residence in the United States and as having lost permanent resident status under the immigration and nationality laws. Consequently, you may be or become ineligible for naturalization or for preservation of residence. If you have claimed nonresident alien status, submit a full explanation. This should be written on a separate sheet(s) of paper.

### **What is the effect on employment changes or on a valid document for reentry?**

Approval of this application will be only for the employment and conditions stated. Any changes of employment must be approved by a new application.

Approval of this application will not relieve you of the requirement to present a valid document for reentry into the United States.

### **• Submit your application.**

You should submit your application at the USCIS district or suboffice having jurisdiction over your place of residence in the United States.

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## Processing Information.

Our goal at USCIS is to process all applications fairly. The processing time will vary, depending on the specific circumstances of each case. We may reject an incomplete application. We may deny your application if you do not give us the requested information or do not go to a scheduled interview.

**Address Changes.** If you change your address, you must submit a completed Form AR-11, Alien's Change of Address Card. Mail it to USCIS address listed on the form.

**USCIS Forms and Information.** To request USCIS forms, call our toll-free forms line at **1-800-870-3676**. You may also get USCIS forms and information about immigration laws, regulations and procedures by calling our National Customer Services Center at **1-800-375-5283** or from our internet website at **www.uscis.gov**.

**Use InfoPass for Appointments.** As an alternative to waiting in line for assistance at your local USCIS office, you can now schedule an appointment through our internet-based system, **InfoPass**. To access the system, visit our website at **www.uscis.gov**. Use the **InfoPass** appointment scheduler and follow the screen prompts to set up your appointment. **InfoPass** generates an electronic appointment notice that appears on the screen. Print the notice and take it with you to your appointment. The notice gives the time and date of your appointment, along with the address of the USCIS office.

**Privacy Act Notice.** USCIS will use the information on Form N-470 to determine eligibility for the requested benefit. We may provide information on your application to other government agencies.

**Paperwork Reduction Act Notice.** An agency may not conduct or sponsor an information collection and you are not required to respond to a collection of information unless it displays a current valid OMB control number. USCIS tries to create forms and instructions that are accurate, can be easily understood and that impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex.

The estimated average time to complete and file this application is as follows: (1) 10 minutes to learn about the law and form; (2) 35 minutes to complete the form; (3) 15 minutes to assemble and file the application; for a total estimated average of 1 hour per response.

If you have comments regarding the accuracy of this estimate or suggestions for making this form simpler, write to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., Washington, DC 20529. **Do not mail your completed application to this address.**

## Check List

- Did you completely fill out and sign the form?
- Did you attach all required evidence?
- Did you attach a check or money order for the application fee?

You should keep copies of your application and documents for your records.

**N-470, Application to Preserve Residence for Naturalization Purposes**

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

**START HERE - Please type or print in black ink.**

**For USCIS Use Only**

**Part 1. Information about you.** *(Person filing this application)*

Family Name	Given Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

A # <i>(if any)</i>	U.S. Social Security # <i>(if any)</i>
<input type="text"/>	<input type="text"/>

Home Address - Street Number and Name	Apt. #
<input type="text"/>	<input type="text"/>

City	State/Province
<input type="text"/>	<input type="text"/>

Zip/Postal Code	Country
<input type="text"/>	<input type="text"/>

Mailing Address - Street Number and Name	Apt. #
<input type="text"/>	<input type="text"/>

C/O <i>(in care of):</i>
<input type="text"/>

City	State/Province
<input type="text"/>	<input type="text"/>

Zip/Postal Code	Country
<input type="text"/>	<input type="text"/>

Daytime Phone # <i>(Area/Country Code)</i>	Date of Birth <i>(mm/dd/yyyy)</i>
<input type="text"/>	<input type="text"/>

Country of Birth	Country of Citizenship
<input type="text"/>	<input type="text"/>

**Part 2. Reason for request.**

**My absence from the United States is:** *(Check one box.)*

- A.  On behalf of the U.S. Government.
- B.  For the purpose of carrying on scientific research on behalf of an American institution of research.
- C.  For the purpose of engaging in the development of foreign trade and commerce of the United States on behalf of an American firm or corporation or a subsidiary thereof.
- D.  Necessary for the protection of property rights outside the United States of an American firm or corporation engaged in the development of foreign trade and commerce of the United States.
- E.  On behalf of a public international organization of which the United States is a member.
- F.  Solely because of my capacity as a clergyman or clergywoman, missionary, brother, nun or sister of a denomination or mission having a bona fide organization in the United States.

Returned	Receipt
Date	
Date	
Resubmitted	
Date	
Date	
Reloc Sent	
Date	
Date	
Reloc Rec'd	
Date	
Date	

**Remarks**

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**Action Block**

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**To Be Completed by**  
*Attorney or Representative, if any.*

Fill in box if G-28 is attached to represent the applicant.

ATTY State License #

**Part 3. Additional information.**

1. Give the date that you obtained lawful permanent resident status.

*Enter date (mm/dd/yyyy)*

2. Since lawfully entry as a permanent resident, have you resided in and been physically present in the United States for an uninterrupted period of at least one year?  Yes  No

3. List all you absences from the United States since your admission as a lawful permanent resident. Begin with your most recent trip.

Date of Departure (mm/dd/yyyy)	Date of Return (mm/dd/yyyy)	Port of Entry Into the United States	Purpose of Trip

4. Explain the position of employment that requires your absence from the United States and the intended length of employment.

5. Is the name you provided in **Part 1** different from the name that appears on your Form I-551, Permanent Resident Card?  Yes  No

If "Yes," note the information that is different. You must provide evidence showing the legal basis for the difference.

6. Since becoming a lawful permanent resident, have you ever filed an income tax return as a nonresident or otherwise claimed or received benefits as a nonresident alien under U.S. federal, state or local income tax laws?  Yes  No

7. Are other family members who are lawful permanent residents intending to reside outside the United States with you?  Yes  No

Give the following information about other family members who will reside outside the United States with you.

Name (Last/First/Middle)	Date of Birth (mm/dd/yyyy)	Relationship	A # (if applicable)

**Part 4. Signature.** *Read the information on penalties in the instructions before completing this part.*

I certify, under penalty of perjury under the laws of the United States of America, that this application and the evidence submitted with it is all true and correct. I authorize the release of any information from my records that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit sought.

**Signature** **Daytime Phone Number (with area code)** **E-Mail Address (if any)** **Date (mm/dd/yyyy)**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**NOTE:** *If you do not completely fill out this form or fail to submit required documents listed in the instructions, you may not be found eligible for the requested document and this application may be denied.*

**Part 5. Signature of person preparing form, if other than above.** *(Sign below)*

I declare that I prepared this application at the request of the applicant and it is based on all information of which I have knowledge.

**Signature**

**Print or Type Your Name**

<input type="text"/>	<input type="text"/>
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**Firm Name and Address**

**Date (mm/dd/yyyy)**

<input type="text"/>	<input type="text"/>
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**Daytime Phone Number (with area code)** **E-Mail Address (if any)**

**Fax Number (if any)**

<input type="text"/>	<input type="text"/>	<input type="text"/>
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