

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 any, at the top of each sheet of paper and indicate the part and number of the item to which the answer refers.

What Is the Purpose of This Form.

Form N-400 is an application for U.S. citizenship (naturalization). For more information about the naturalization process and eligibility requirements, please read *A Guide to Naturalization* (M-476). If you do not already have a copy of the *Guide*, you can get a copy from:

1. The USCIS website (www.uscis.gov);
2. The USCIS toll-free forms line at **1-800-870-3676**; or
3. The USCIS National Customer Service Center (NCSC) at **1-800-375-5283 (TTY:1-800-767-1833)**.

When Should I Use Form N-400.

You may apply for naturalization when you meet **all** the requirements to become a U.S. citizen. The section of the *Guide* called "Who is Eligible for Naturalization" and the Eligibility Worksheet found in the back of the *Guide* are tools to help you determine whether you are eligible to apply for naturalization. You should complete the Worksheet before filling out this Form N-400 application.

If you are applying based on five years as a Lawful Permanent Resident or based on three years as a Lawful Permanent Resident married to a U.S. citizen, you may apply for naturalization up to 90 days before you meet the "continuous residence" requirement. You must meet all other requirements at the time that you file your application with us.

Certain applicants have different English and civics testing requirements based on their age and length of lawful permanent residence **at the time of filing**. If you are over 50 years of age and have lived in the United States as a lawful permanent resident for periods totaling at least 20 years, or if you are over 55 years of age and have lived in the United States as a lawful permanent resident for periods totaling at least 15 years, you do not have to take the English test but you have to take the civics test in the language of your choice.

If you are over 65 years of age and have lived in the United States as a lawful permanent resident for periods totaling at least 20 years, you do not have to take the English test but you have to take a simpler version of the civics test in the language of your choice.

Who May File This Form N-400.

To use this form you must be **ONE** of the following:

1. A Lawful Permanent Resident for at least five years and at least 18 years old;
2. A Lawful Permanent Resident for at least three years and at least 18 years old,

AND

You have been married to and living with the same U.S. citizen for the last three years,

AND

Your spouse has been a U.S. citizen for the last three years.

3. A member of one of several other groups eligible to apply for naturalization (for example, persons who are nationals but not citizens of the United States) and at least 18 years old. For more information about these groups, please see the *Guide*.
4. A person who has served honorably in the U.S. Armed Forces,

AND

If you are at least 18 years old, a Lawful Permanent Resident with at least one year of U.S. Armed Forces service, and you are filing your application for naturalization while still in the service or within six months after the termination of such service.

OR

You served honorably as a member of the Selected Reserve of the Ready Reserve or in active-duty status during a designated period of hostilities. You then may apply for naturalization without having been physically present in the United States for any specified period.

For more information, please go to the USCIS website at www.uscis.gov.

NOTE: If you are married to a U.S. citizen who is employed or deployed abroad, you may in some circumstances be eligible for expedited naturalization under section 319(b) of the Immigration and Nationality Act (INA). For further assistance, please see the *Guide*.

Who May Not File This Form N-400.

In certain cases, a person who was born outside of the United States to U.S. citizen parents is already a citizen and does not need to apply for naturalization. To find out more information about this type of citizenship and whether you should file a Form N-600, "Application for Certificate of Citizenship," read the *Guide*.

Other permanent residents under 18 years of age may be eligible for U.S. citizenship if their U.S. citizen parent or parents file a Form N-600 application in their behalf. For more information, see "Frequently Asked Questions" in the *Guide*.

General Instructions.

Step 1. Fill Out the Form N-400

1. Type or print legibly in black ink.
2. If extra space is needed to complete any item, attach a continuation sheet, indicate the item number, and date and sign each sheet.
3. Answer all questions fully and accurately. State that an item is not applicable with "N/A." If the answer is none, write "none."
4. **Write your USCIS (or former INS) "A"- number on the top right hand corner of each page.** Use your "A"- number on your Permanent Resident Card (formerly known as the Alien Registration or "Green" Card). To locate your "A"- number, see the sample Permanent Resident Cards in the *Guide*. The "A" number on your card consists of seven to nine numbers, depending on when your record was created. If the "A"- number on your card has fewer than nine numbers, place enough zeros before the first number to make a *total of nine numbers* on the application. For example, write card number A1234567 as A001234567, but write card number A12345678 as A012345678.
5. Answer all questions fully and accurately.

Step-by-Step Instructions.

This form is divided into 14 parts. The information below will help you fill out the form.

Part 1. Your Name (*the Person Applying for Naturalization*).

- A. Your current legal name** - Your current legal name is the name on your birth certificate, unless it has been changed after birth by a legal action such as a marriage or court order.

- B. Your name exactly as it appears on your Permanent Resident Card** (*if different from above*)-- Write your name exactly as it appears on your card, even if it is misspelled.
- C. Other names you have used** - If you have used any other names in your life, write them in this section. If you need more space, use a separate sheet of paper.
- D.** If you have **never** used a different name, write "N/A" in the space for "Family Name (*Last Name*)."
- E. Name change (optional)** - A court can allow a change in your name when you are being naturalized. A name change does not become final until a court naturalizes you. For more information regarding a name change, see the *Guide*.
- F.** If you want a court to change your name at a naturalization oath ceremony, check "Yes" and complete this section. If you do not want to change your name, check "No" and go to Part 2.

Part 2. Information About Your Eligibility.

Check the box that shows why you are eligible to apply for naturalization. If the basis for your eligibility is not described in one of the first three boxes, check "Other" and briefly write the basis for your application on the lines provided.

Part 3. Information About You.

- A. U.S. Social Security number** - Print your U.S. Social Security number. If you do not have one, write "N/A" in the space provided.
- B. Date of birth** - Always use eight numbers to show your date of birth. Write the date in this order: Month, Day, Year. For example, write May 1, 1958 as 05/01/1958.
- C. Date you became a Permanent Resident** - Write the official date when your lawful permanent residence began, as shown on your Permanent Resident Card. To help locate the date on your card, see the sample Permanent Resident Cards in the *Guide*. Write the date in this order: Month, Day, Year. For example, write August 9, 1988 as 08/09/1988.
- D. Country of birth** - Write the name of the country where you were born. Write the name of the country even if it no longer exists.
- E. Country of nationality** - Write the name of the country (or countries) where you are currently a citizen or national.
1. If you are stateless, write the name of the country where you were last a citizen or national.

2. If you are a citizen or national of more than one country, write the name of the foreign country that issued your last passport.

F. Citizenship of parents - Check "Yes" if either of your parents is a U.S. citizen. If you answer "Yes," you may already be a citizen. For more information, see "Frequently Asked Questions" in the *Guide*.

G. Current marital status - Check the marital status you have on the date you are filing this application. If you are currently not married, but had a prior marriage that was annulled, or otherwise legally terminated, check "Other" and explain it.

H. Request for disability waiver - If you have a medical disability or impairment that you believe qualifies you for a waiver of the tests of English and/ or U.S. government and history, check "Yes" and attach a properly completed Form N-648, Medical Certification for Disability Exceptions. If you ask for this waiver it does not guarantee that you will be excused from the testing requirements. For more information about this waiver, see the *Guide*.

I. Request for disability accommodations - We will make every reasonable effort to help applicants with disabilities complete the naturalization process. For example, if you use a wheelchair, we will make sure that you can be fingerprinted and interviewed, and can attend a naturalization ceremony at a location that is wheelchair accessible. If you are deaf or hearing impaired and need a sign language interpreter, we will make arrangements with you to have one at your interview.

If you believe you will need us to modify or change the naturalization process for you, check the box or write in the space the kind of accommodation you need. If you need more space, use a separate sheet of paper. You do not need to send us a Form N-648 to request an accommodation. You only need to send a Form N-648 to request a waiver of the test of English and/or civics.

We consider requests for accommodations on a case-by-case basis. Asking for an accommodation will not affect your eligibility for citizenship.

Part 4. Information About You.

A. Home address - Give the address where you now live. Do **not** put post office (P.O.) box numbers here.

B. Mailing address - If your mailing address is the same as your home address, write "same." If your mailing address is different from your home address, write it in this part.

C. Telephone numbers - By giving us your telephone numbers and e-mail address, we can contact you about your application more quickly. If you are hearing impaired and use a TTY telephone connection, please indicate this by writing "(TTY)" after the telephone number.

Part 5. Information for Criminal Records Search.

The Federal Bureau of Investigation (FBI) will use the information in this section, together with your fingerprints, to search for criminal records. Although the results of this search may affect your eligibility, we do **not** make naturalization decisions based on your gender, race or physical description.

For each item, check the box or boxes that best describes you. The categories are those used by the FBI. You can select one or more.

NOTE: As part of the USCIS biometric services requirement, you must be fingerprinted after you file this application. If necessary, USCIS may also take your photograph and signature.

Part 6. Information About Your Residence and Employment.

A. Write every address where you have lived during the last five years (including in other countries).

Begin with where you live now. Include the dates you lived in those places. For example, write May 1998 to June 1999 as 05/1998 to 06/1999.

If you need separate sheets of paper to complete section A or B or any other questions on this application, be sure to follow the Instructions in "**Step 1. Fill Out the Form N-400, Number 2**" on **Page 2**.

B. List where you have worked (or, if you were a student, the schools you have attended) during the last five years. Include military service. If you worked for yourself, write "self employed." Begin with your most recent job. Also, write the dates when you worked or studied in each place.

Part 7. Time Outside the United States (Including Trips to Canada, Mexico and the Caribbean).

A. Write the total number of days you spent outside of the United States (including on military service) during the last five years. Count the days of every trip that lasted 24 hours or longer.

B. Write the number of trips you have taken outside the United States during the last five years. Count every trip that lasted 24 hours or longer.

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- C. Provide the requested information for every trip that you have taken outside the United States since you became a Lawful Permanent Resident. Begin with your most recent trip.

Part 8. Information About Your Marital History.

- A. Write the number of times you have been married. Include any annulled marriages. If you were married to the same spouse more than one time, count each time as a separate marriage.
- B. If you are now married, provide information about your current spouse.
- C. Check the box to indicate whether your current spouse is a U.S. citizen.
- D. If your spouse is a citizen through naturalization, give the date and place of naturalization. If your spouse regained U.S. citizenship, write the date and place the citizenship was regained.
- E. If your spouse is not a U.S. citizen, complete this section.
- F. If you were married before, give information about your former spouse or spouses. In question F.2, check the box showing the immigration status your former spouse had during your marriage. If the spouse was not a U.S. citizen or a Lawful Permanent Resident at that time check "Other" and explain. For question F.5, if your marriage was annulled, check "Other" and explain. If you were married to the same spouse more than one time, write about each marriage separately.
- G. For any prior marriages of your current spouse, follow the instructions in section F above.

NOTE: If you or your present spouse had more than one prior marriage, provide the same information required by section F and section G about every additional marriage on a separate sheet of paper.

Part 9. Information About Your Children.

- A. Write the total number of sons and daughters you have had. Count **all** of your children, regardless of whether they are:
1. Alive, missing, or dead;
 2. Born in other countries or in the United States;
 3. Under 18 years old or adults;
 4. Married or unmarried;
 5. Living with you or elsewhere;

6. Stepsons or stepdaughters or legally adopted; or
7. Born when you were not married.

- B. Write information about all your sons and daughters. In the last column ("Location"), write:

1. "With me" - if the son or daughter is currently living with you;
2. The street address and state or country where the son or daughter lives - if the son or daughter is **not** currently living with you; or
3. "Missing" or "dead" - if that son or daughter is missing or dead.

If you need space to list information about additional sons and daughters, attach a separate sheet of paper.

Part 10. Additional Questions.

Answer each question by checking "Yes" or "No." If **any** part of a question applies to you, you must answer "Yes." For example, if you were never arrested but *were* once detained by a police officer, check "Yes" to the question "Have you ever been arrested or detained by a law enforcement officer?" and attach a written explanation.

We will use this information to determine your eligibility for citizenship. Answer every question honestly and accurately. If you do not, we may deny your application for lack of good moral character. Answering "Yes" to one of these questions does not always cause an application to be denied. For more information on eligibility, please see the *Guide*.

Part 11. Your Signature.

After reading the statement in Part 11, you must sign and date it. You should sign your full name without abbreviating it or using initials. The signature must be legible. Your application may be returned to you if it is not signed.

If you cannot sign your name in English, sign in your native language. If you are unable to write in any language, sign your name with an "X."

NOTE: A designated representative may sign this section on behalf an applicant who qualifies for a waiver of the Oath of Allegiance because of a development or physical impairment (see the *Guide* for more information). In such a case the designated representative should write the name of the applicant and then sign his or her own name followed by the words "Designated Representative." The information attested to by the Designated Representative is subject to the same penalties discussed on **Page 7** of these Instructions.

Part 12. Signature of Person Who Prepared the Form for You.

If someone filled out this form for you, he or she must complete this section.

Part 13. Signature at Interview.

Do not complete this part. You will be asked to complete this part at your interview.

Part 14. Oath of Allegiance.

Do not complete this part. You will be asked to complete this part at your interview.

If we approve your application, you must take this Oath of Allegiance to become a citizen. In limited cases you can take a modified Oath. The Oath requirement cannot be waived unless you are unable to understand its meaning because of a physical or developmental disability or mental impairment. For more information, see the *Guide*. Your signature on this form only indicates that you have no objections to taking the Oath of Allegiance. **It does not mean that you have taken the Oath or that you are naturalized.** If USCIS approves your application for naturalization, you must attend an oath ceremony and take the Oath of Allegiance to the United States.

Step 2. General requirements

All applicants must send certain documents with their application.

For example, if you have been arrested or convicted of a crime, you must send a certified copy of the arrest report, court disposition, sentencing and any other relevant documents, including any countervailing evidence concerning the circumstances of your arrest and/or conviction that you would like USCIS to consider. Note that unless a traffic incident was alcohol or drug related, you do not need to submit documentation for traffic fines and incidents that did not involve an actual arrest if the only penalty was a fine of less than **\$500** and/or points on your driver's license.

For more information on the documents you must send with your application, see the Document Checklist in the *Guide*.

Translations. Any document containing foreign language submitted to the Service shall be accompanied by a full English language translation which the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

Copies. Unless specifically required that an original document be filed with an application or petition, an ordinary legible photocopy may be submitted. Original documents submitted when not required will remain a part of the record, even if the submission was not required.

Where To File.

You must send your Form N-400 application and supporting documents to a USCIS Service Center.

To find the Service Center address you should use, read the section in the Guide called "Completing Your Application and Getting Photographed" or call the NCSC at **1-800-375-5283 (TTY: 1-800-767-1833)** or visit our website at www.uscis.gov and click on "Immigration Forms."

All naturalization applicants filing under the military provisions, Section 328 or 329 of the INA, should file their application at the Nebraska Service Center regardless of geographic location or jurisdiction. Please send your application to:

**Nebraska Service Center
P.O. Box 87426
Lincoln, NE 68501-7426**

What Is the Filing Fee.

The filing fee for a Form N-400 is **\$595.00**.

NOTE: All naturalization applicants filing under the military provisions, Section 328 or 329 of the INA, do not require a filing fee.

An additional biometric fee of **\$80.00** is required when filing this Form N-400. After you submit Form N-400, USCIS will notify you about when and where to go for biometric services.

You may submit one check or money order for both the application and biometric fees, for a total of **\$675.00**.

Use the following guidelines when you prepare your check or money order for the Form N-400 and the biometric service fee:

1. 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
2. Make the check or money order payable to **U.S. Department of Homeland Security**, unless:
 - A. If you live in Guam and are filing your petition there, make it payable to **Treasurer, Guam**.

B. If you live in the U.S. Virgin Islands and are filing your petition there, make it payable to
Commissioner of Finance of the Virgin Islands.

NOTE: Please spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."

Notice to Those Making Payment by Check. If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually take 24 hours, and will be shown on your regular account statement.

You will not receive your original check back. We will destroy your original check, but we will keep a copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to two times.

How to Check If the Fees Are Correct.

The form and biometric fees on this form are 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 fees are correct by following one of the steps below:

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

NOTE: If your Form N-400 requires payment of a biometric service fee for USCIS to take your fingerprints, photograph or signature, you can use the same procedure to obtain the correct biometric fee.

Address Changes.

If you change your address and you have an application or petition pending with USCIS, you may change your address on-line at www.uscis.gov, click on "Change your address with USCIS" and follow the prompts or by completing and mailing Form AR-11, Alien's Change of Address Card, to:

**U.S. Citizenship and Immigration Services
Change of Address
P.O. Box 7134
London, KY 40742-7134**

For commercial overnight or fast freight services only, mail to:

**U.S. Citizenship and Immigration Services
Change of Address
1084-I South Laurel Road
London, KY 40744**

Processing Information.

Any Form N-400 that is not signed or accompanied by the correct fee, will be rejected with a notice that the Form N-400 is deficient. You may correct the deficiency and resubmit the Form N-400. An application or petition is not considered properly filed until accepted by USCIS.

Initial processing. Once a Form N-400 has been accepted, it will be checked for completeness, including submission of the required initial evidence. If you do not completely fill out the form, or file it without required initial evidence, you will not establish a basis for eligibility and we may deny your Form N-400.

Requests for more information or interview. We may request more information or evidence, or we may request that you appear at a USCIS office for an interview. We may also request that you submit the originals of any copy. We will return these originals when they are no longer required.

Decision. The decision on a Form N-400 involves a determination of whether you have established eligibility for the requested benefit. You will be notified of the decision in writing.

USCIS Forms and Information.

To order USCIS forms, call our toll-free number at **1-800-870-3676**. You can also get USCIS forms and information on immigration laws, regulations and procedures by telephoning our National Customer Service Center at **1-800-375-5283** or visiting our internet website at www.uscis.gov.

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. 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.

Penalties.

If you knowingly and willfully falsify or conceal a material fact or submit a false document with this Form N-400, we will deny the Form N-400 and may deny any other immigration benefit.

In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.

Privacy Act Notice.

We ask for the information on this form, and associated evidence, to determine if you have established eligibility for the immigration benefit for which you are filing. Our legal right to ask for this information can be found in the Immigration and Nationality Act, as amended. We may provide this information to other government agencies. Failure to provide this information, and any requested evidence, may delay a final decision or result in denial of your Form N-400.

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 6 hour and 8 minutes per response, including the time for reviewing instructions, completing and submitting the form. 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 Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529. OMB No. 1615-0052. **Do not mail your application to this address.**