

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

**N-4, Monthly Report
 on Naturalization Papers**

Date: _____

Office of the Clerk of the _____ Court

 (County or District)

 (City, State and Zip Code)

U.S. Citizenship and Immigration Services:

In compliance with the naturalization laws and regulations, listed below are each oath administration ceremony conducted under the jurisdiction of the above named court during the month and _____ year.

I have also enclosed the duplicate court list endorsed by me as clerk of the above named court during the same month, except for those that have already been delivered personally to your representative. Those so delivered are indicated by an (*) opposite the court list number.

Also enclosed are (_____) voided Certificates of Naturalization. A specific listing of the voided certificates may be found on each endorsed court list.

 (Clerk of Court)

By _____
 (Deputy Clerk)

Date of Ceremony	Court List Number	Place of Ceremony	Number of Persons Administered Oath	Number of Voided Certificates



Instructions

This form is to be submitted monthly by the clerk of any court conducting naturalization activities in conformity with Section 339 of the Immigration and Nationality Act (8 USC 1450), and Title 8, Code of Federal Regulations, Part 339. The completed form, with a copy and all attachments, should be submitted to the District Office of U.S. Citizenship and Immigration Services (USCIS) having jurisdiction over the location of the court.

The USCIS office receiving the form shall retain the duplicate and all attachments, and forward the original to:

**U. S. Citizenship and Immigration Services
Headquarters Office of Field Operations
20 Massachusetts Avenue, N.W.
Washington, D.C. 20529**

Authority to Collect Information.

Our authority for collecting the information reported on Form N-4 is contained in Section 339 of the Immigration and Nationality Act (INA) (8 USC 1450). The information contained in this form will be used by USCIS to finalize the record process regarding persons naturalized and to determine payments to the courts as provided in Section 344(f) of the INA (8 USC 1455).

Reporting Burden.

Public reporting for the collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. 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, D.C., 20529. **Do not mail your completed report to this address.**