

## Instructions

Read these instructions carefully to properly complete this form. If you need more space to complete an answer, use a separate sheet of paper. Write your name and Alien Registration Number (A-Number), if any, at the top of each sheet of paper and indicate the section and number of the item to which the answer refers.

### What Is the Purpose of Form N-336?

This form is used to appeal an unfavorable decision for an individual applicant.

You must file your request for a hearing within 30 calendar days after service of the decision (33 days if your decision was mailed) with the local office of the U.S. Citizenship and Immigration Services (USCIS) that made the unfavorable decision.

The date of service is normally the date of the decision. Submit an original request only. Additional copies are not required.

### Attorney or Representative

If you wish, you may be represented, at no expense to the U.S. government, by an attorney or other duly authorized representative. If so, that person must submit Form G-28, Notice of Entry of Appearance as Attorney or Representative, with the request for a hearing. Form G-28 can be obtained by calling our forms line number at **1-800-870-3676**, our National Customer Service Center at **1-800-375-5283**, or from our Internet Web site at **www.uscis.gov**.

### Brief

You do not need to submit a brief in support of your request, but you may submit a brief if you so choose. You may also submit a simple written statement instead of a brief. You may also submit evidence. You must send your request and accompanying fee and documentation to the USCIS office that made the unfavorable decision. If you need more than 30 days, you must notify USCIS within the initial 30 day period and explain why in a separate letter and attach it to this form. USCIS may grant more time for good cause.

### Where to File?

You must file your Form N-336 with the USCIS office that made the unfavorable decision within 30 calendar days after service of the decision. The date of service is normally the date of the decision.

### What Is the Filing Fee?

The filing fee for Form N-336 is **\$650**.

**NOTE:** There is no fee for Form N-336 if filed on or after October 1, 2004, by an applicant who has filed an Application for Naturalization under sections 328 or 329 of the INA (i.e., who is a member or veteran of any branch of the United States Armed Forces) and whose application has been denied.

Use the following guidelines when you prepare your check or money order for the Form N-336 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, make it payable to **Treasurer, Guam**.
  - B. If you live in the U.S. Virgin Islands, make it payable to **Commissioner of Finance of the Virgin Islands**.

**NOTE:** 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.

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## How to Check If the Fees Are 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 fees are correct by following one of the steps below:

1. Visit our Web site at [www.uscis.gov](http://www.uscis.gov), select "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.

## 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](http://www.uscis.gov), click on "Online Change of Address " and follow the prompts, or you may complete and mail 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**

## 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 Web site at [www.uscis.gov](http://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 web site. 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 your Form N-336, we will deny your Form N-336 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-336.

## 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 2 hours and 45 minutes per response, including the time for reviewing instructions and 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 Products Division, Office of the Executive Secretariat, 20 Massachusetts Avenue, N.W., Washington, DC 20529-2020. OMB No. 1615-0050. **Do not mail your application to this address.**