

Instructions for Form N-470, Application to Preserve Residence for Naturalization Purposes

The Purpose of Form N-470

This form is for a permanent resident alien who must leave the United States for certain employment purposes and wishes to preserve his or her continuous residence to pursue naturalization.

You may be able to preserve continuous residency (previously accumulated for naturalization purposes) even though you may be residing outside the United States for longer than 1 year. The time spent abroad may be counted toward your residency requirement if you file a Form N-470.

Who Should File This Form

You should file this form if you meet **all** of the requirements below:

1. You must have been physically present and residing in the United States for an uninterrupted period, **without any absences whatsoever**, for at least 1 year after your admission as a permanent resident (except religious workers);
2. You will be absent from the United States for 1 year or more;
3. You have qualifying employment in a specific job with the U.S. Government, private sector, or religious organization; **and**
4. You want to preserve your continuous residence for naturalization purposes.

If USCIS approves your Form N-470, your spouse and dependent unmarried son(s) or daughter(s) will receive the same benefit. All of them must be members of the same household and reside with you while you reside abroad.

NOTE: You must still apply for a reentry permit in advance of trips outside the United States that you expect to last for 1 year or more. Approval of Form N-470 does not exempt applicants from the physical presence requirements for naturalization unless they are employed by, or under contract with the U.S. Government.

Continuous residency requirements for Form N-400

Generally, applicants who file a Form N-400 must reside in the United States for **5** years immediately preceding the date of filing. Additionally, USCIS requires applicants to have been physically present in the United States for at least 30 months of those 5 years.

NOTE: Qualifying spouses of U.S. citizens who file Form N-400 must reside in the United States for **3** years immediately preceding the date of filing. Those spouses are required to have been physically present in the United States for at least 18 months of those 3 years.

Permanent residents who remain outside the United States for more than 1 uninterrupted year will disrupt their residency requirement unless they are the beneficiaries of an approved Form N-470.

Exception for member of the U.S. Armed Forces

If you are a member of the U.S. Armed Forces, filing your Form N-470 will allow you to be considered continuously physically present in the United States while you are stationed overseas and serves to preserve your continuous residence.

Exception for spouse of U.S. Citizen employed by the U.S. Government, American institution of research, or an American firm engaged in development of foreign trade with the United States

A spouse of a U.S. citizen who is eligible for naturalization under Section 319(b) of the Immigration and Nationality Act (INA) is not required to file Form N-470 to preserve continuous residence, as such spouses are exempted from establishing the naturalization residency and physical presence requirements.

General Instructions

1. **Type or print clearly using black ink.** Keep all information within the area provided.

If extra space is needed to answer any question, attach an additional sheet(s) of paper. You must provide the following information on the top of each sheet of paper:

- A. Your Alien Registration Number (A-Number);
- B. The date;
- C. Question number; **and**
- D. Your signature.

2. **Answer all questions fully and accurately.** Write "N/A" if an item is not applicable. Write "None" if the answer is none.

3. **Avoid highlighting, crossing out, or writing outside the area provided for a response.**

If you must make substantial corrections to your Form N-470, USCIS recommends that you begin with a new

Form N-470 rather than using correction tape or fluid to white out information. USCIS scanners may see through the white correction tape or fluid. This may lead to incorrect information being captured in USCIS systems which may cause processing delays or a rejection of your Form N-470.

Ensure that you are using the correct edition of the Form N-470. The correct edition is available on the USCIS Web site at www.uscis.gov.

- 4. Provide your A-Number on the top right corner of each page.** Your A-Number is located on your Permanent Resident Card (formerly known as the Alien Registration or "Green" Card). 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 Form N-470. For example, write number A1234567 as A001234567 or write number A12345678 as A012345678. **You must provide your A-Number. USCIS may reject your application if you do not provide your A-Number.**

Translations. You must provide a full English translation for any document written in a foreign language you submit to USCIS. The translator must certify that the translation is complete and accurate and that he or she is competent to translate from the foreign language into English.

Copies. You may submit copies of documents unless USCIS requests original documents. Original documents submitted when not required may remain a part of the record.

Specific Form Instructions

This form is divided into five parts.

Part 1. Information About Your Eligibility

Check the box that shows why you are eligible to apply to preserve residence for naturalization purposes.

Part 2. Information About You

- 1. 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. **Do not provide a nickname.**
- 2. 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.
- 3. U.S. Social Security Number.** Print your U.S. Social Security Number. Write "N/A" if you do not have one.

- 4. 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.
- 5. Country of Birth.** Provide the name of the country where you were born. Write the name of the country even if the country's name has since changed or the country no longer exists.
- 6. Country of Nationality.** Provide the name of the country(ies) where you are currently a citizen or national.
 - A.** If the country no longer exists or you are stateless, write the name of the country where you were last a citizen or national.
 - B.** If you are a citizen or national of more than one country, write the name of the country that issued your last passport that you currently use to travel.
- 7. Home address.** Provide the address where you now reside. Do **not** write your Post Office (P.O.) Box number here unless it is your **ONLY** address.

If you reside outside the United States

If you do not have a State or Province, enter the name of your city again in that box. If you do not have a ZIP or Postal Code, enter 00000 in the ZIP or Postal Code box.

- 8. Mailing Address.** Provide your mailing address even if it is the same as your home address. Provide "*in care of name*" information, if applicable. You must write something in every box, except an apartment number or "C/O" if you do not have one, within "Mailing Address."

NOTE: USCIS may not be able to contact you if you do not provide a complete and valid address. If USCIS rejects your application, USCIS may not be able to return the fee for the Form N-470 to you if you do not write a complete and valid address. If USCIS cannot return the fee, USCIS will cash your check.

- 9. Telephone Numbers.** Provide your current telephone numbers. If the answer is none, write "None." If you are hearing impaired and use a TTY telephone connection, please indicate this by writing "TTY" after the telephone number.
- 10. E-Mail Address.** Provide your current e-mail address. If you do not have one, write "None."
- 11. Date You Became a Permanent Resident.** Provide the official date when your permanent residence began, as shown on your Permanent Resident Card. Write the date in

this order: Month, Day, Year. For example, write August 9, 1988, as 08/09/1988. **USCIS may reject your application if you do not provide the information.**

12. Uninterrupted Residence in the United States. Check the box to indicate if you have, or have not, resided in and been physically present in the United States for an uninterrupted period of at least 1 year **since your admission as a permanent resident.**

13. Time Outside the United States. List below all the trips of 24 hours or more that you have taken outside the United States **since you became a permanent resident. Include trips to Canada, Mexico, and the Caribbean.** Begin with your most recent trip. If you need more space, use an additional sheet(s) of paper.

14. Employment Position and Length of Employment. Provide an explanation of your employment position requiring you to be absent from the United States. Also state the intended length of time you will be employed when absent from the United States. If you are a religious worker filing the N-470 after your return to the United States from abroad, please provide the entire length of time of your employment outside the United States in said capacity.

15. Income Tax. Check the box to indicate if you have, or have not, 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 **since you became a permanent resident.**

Part 3. Information About Family Members Who Reside With You

1. Residence With You Inside the United States. Check the box to indicate whether you have permanent resident family members who reside with you inside the United States.

2. Residence With You Outside the United States. Check the box to indicate whether those permanent resident family members will reside with you outside the United States.

If you check “Yes,” provide information for your spouse and **all** of your children who will reside with you outside the United States.

Part 4. Your Signature

Sign the Form N-470 as you normally sign your name. You may place an “X” mark instead of a signature if you are unable to write in any language.

NOTE: USCIS will reject your Form N-470 if it is not signed.

Part 5. Signature of Person Who Prepared Form N-470 for You (if applicable)

If you prepared this application by yourself, leave this section blank. If someone filled out this application for you, he or she must complete this section.

Processing Information

Any Form N-470 that is not signed or accompanied by the correct fee, except those accompanied by a fee waiver request (Form I-912, Request for Fee Waiver), will be rejected. A Form N-470 that is not completed according to these instructions, is missing pages or otherwise not executed in its entirety, or is not accompanied by the required initial evidence may be rejected or delayed. If USCIS rejects your Form N-470 for any of the reasons above, the form and any fees will be returned to you if you provided a complete and valid mailing address. You will be notified why the form is considered deficient. You may correct the deficiency and refile Form N-470. An application or petition is not considered properly filed until accepted by USCIS.

Requests for More Information or Interview

USCIS may request more information or evidence. USCIS may also request that you submit the originals of any copies you previously provided to USCIS with your Form N-470. In addition, USCIS may request that you appear for an interview.

Decision

The decision on Form N-470 involves a determination of whether you have established eligibility for the requested benefit. If you do not establish a basis for eligibility, USCIS will deny your Form N-470. You will be notified of the decision in writing.

When To File

- 1.** Generally, you must have been physically present and residing in the United States for an uninterrupted period, **without any absences whatsoever**, for at least 1 year after your admission as a permanent resident before you can file Form N-470.
- 2.** 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 from the United States for a continuous period of 1 year.

Religious Workers Exception to the 1 Year Absence Requirement

Religious workers may apply:

1. Before departing from the United States;
2. After departing from the United States; **or**
3. After returning to the United States.

Religious workers are not required to have lived in the United States for a specific period of time prior to filing Form N-470.

What Is the Filing Fee

The filing fee for Form N-470 is **\$330**.

Use the following guidelines when you prepare your check or money order for your Form N-470 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**.

If you live outside the United States, Guam, or the U.S. Virgin Islands, contact the nearest U.S. Embassy or consulate for instructions on the method of payment.

NOTE: Spell out U.S. Department of Homeland Security; do not write the initials "USDHS" or "DHS."

Notice To Those Making Payment by Check

USCIS will make a copy and convert your original check into an electronic funds transfer (EFT). This means USCIS will use the account information on your check to electronically debit your account for the check amount. This debit usually takes 24 hours and should show up on your regular account statement.

USCIS will not return your original check. USCIS will destroy it and keep a copy with your file. If the EFT cannot be processed due to technical reasons, you authorize USCIS to process the copy of the check. If the EFT cannot be completed because of insufficient funds, USCIS may try the EFT up to two times.

If you receive an insufficient funds notice, USCIS will send you instructions on how to submit your penalty fee. **Do not** send a check for the penalty fee to the address where you filed your Form N-470. It will be returned to you.

How To Check If the Fees Are Correct

The fee on Form N-470 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, select "FORMS," and check the appropriate fee;
2. Telephone the USCIS National Customer Service Center at **1-800-375-5283** and ask for the fee information.

Fee Waiver Request

Individuals may request a fee waiver based on an inability to pay. Form I-912 provides a standard means for submitting fee waiver requests. The instructions provide applicants with guidance on properly completing Form I-912 and submitting supporting documentation. The instructions also give information on how USCIS makes a decision on a fee waiver request. To download a copy of Form I-912, including the instructions, click on the "**FORMS**" link on the USCIS Web site at www.uscis.gov.

Re-filing Form N-470

If USCIS denied your previously filed Form N-470 and you are filing a new Form N-470, you must pay the full amount. **Otherwise, USCIS will not accept your Form N-470. USCIS cannot apply a previously submitted filing fee amount to a newly filed Form N-470.**

Where To File

Please see our Web site at www.uscis.gov/N-470 or call the USCIS National Customer Service Center at **1-800-375-5283** for the most current information about where to file this benefit request.

Form Revision and Filing Addresses

The filing addresses provided on this form reflect the most current information as of the date this form was last printed. If you are filing Form N-470 more than 30 days after the latest edition date shown in the lower right corner, please visit the USCIS Web site at www.uscis.gov before you file, and check the “FORMS” page to confirm the correct filing address and version currently in use. Check the edition date located at the lower right corner of the form. If the edition date on your Form N-470 matches the edition date listed for Form N-470 on the online “FORMS” page, your version is current. If the edition date on the online version is more recent, download a copy and use it. If you do not have Internet access, call the USCIS National Customer Service Center at **1-800-375-5283** to verify the current filing address and edition date. **USCIS will reject forms with the wrong revision date and return the fee with instructions to resubmit the entire filing using the current form.**

Address Changes

If you have changed your address, you must inform USCIS of your new address. For information on filing a change of address go to the USCIS Web site at www.uscis.gov/addresschange or contact the National Customer Service Center at 1-800-375-5283.

NOTE: Do not submit a change of address request to the USCIS Lockbox facilities because the USCIS Lockbox facilities do not process change of address requests.

USCIS Forms and Information

You can get USCIS forms and immigration-related information on the USCIS Web site at www.uscis.gov. You may order USCIS forms by calling the USCIS toll-free number at **1-800-870-3676**. You may also obtain forms and information by telephoning the USCIS National Customer Service Center at **1-800-375-5283**.

You can schedule an appointment to meet with a USCIS representative at your local USCIS office through the USCIS Internet-based system, **InfoPass**. To access the system, visit the USCIS 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.

Attorney or Representative

You may be represented, at no expense to the U.S. Government, by an attorney or other duly accredited representative. Your representative must submit Form G-28, Notice of Entry of Appearance as Attorney or Representative, with your Form N-470. If USCIS requests you to appear for an interview, your representative may also submit the Form G-28 at that time. Form G-28 can be obtained by visiting the USCIS Web site at www.uscis.gov, calling the USCIS forms line number at **1-800-870-3676**, or by contacting the USCIS National Customer Service Center at **1-800-375-5283**.

Penalties

If you knowingly and willfully falsify or conceal a material fact or submit a false document with this Form N-470, USCIS will deny your Form N-470 and may deny any other immigration benefit. In addition, you may be subject to criminal prosecution and penalties provided by law.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this form, and the associated evidence, is collected under the Immigration and Nationality Act, section 101, et seq.

PURPOSE: The primary purpose for providing the requested information on this form is to determine if you have established eligibility for the immigration benefit for which you are filing. The information you provide will be used to grant or deny the benefit sought.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information, and any requested evidence, may delay a final decision or result in denial of your form.

ROUTINE USES: The information you provide on this form may be shared with other Federal, State, local, and foreign government agencies and authorized organizations following approved routine uses described in the associated published system of records notices [DHS-USCIS-007 - Benefits Information System and DHS-USCIS-001 - Alien File, Index, and National Filed Tracking System of Records, which can be found 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 36 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 1615-0056. Form expires January 31, 2012. **Do not mail your completed Form N-470 to this address.**