

Instructions for Form N-300, Application to File Declaration of Intention

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

The Purpose of Form N-300

This form enables you, a permanent resident, to notify U.S. Citizenship and Immigration Services (USCIS) that you intend to become a citizen of the United States. **USCIS does not require** that this form be filed to become eligible for naturalization.

Some states request that this form be submitted if the applicant is doing business with the state. Check with the state where you reside, or are doing business, to determine whether you are required to file this form.

Who Should File This Form

You should file this form if:

1. You are a permanent resident over 18 years of age; **and**
2. You are currently residing in the United States.

Required Evidence

Copy of Permanent Resident Card. Submit a copy of the front and back of your Form I-551 (Permanent Resident Card). USCIS must be able to read information on the photocopy.

Photographs. You must submit two identical color passport-style photographs of yourself taken within 30 days of filing Form N-300. The photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched. If a digital photo is submitted, it must be taken from a camera with at least 3.5 mega pixels of resolution.

Passport-style photos must be 2" x 2". The photos must be in color with full face, frontal view on a white to off-white background. Head height should measure 1" to 1 3/8" from top of hair to bottom of chin, and eye height is between 1 1/8" to 1 3/8" from bottom of photo. Your head must be bare unless you are wearing a headdress as required by a religious denomination of which you are a member; however, your face must be visible. Using pencil or felt pen, lightly print your name and Alien Registration Number (A-Number) on the back of the photo.

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 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-300, USCIS recommends that you begin with a new Form N-300 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-300.

Ensure that you are using the correct edition of the Form N-300. 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 Form N-300. 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 write 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 You, the Naturalization Applicant

- 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. U.S. Social Security Number.** Print your U.S. Social Security Number. Write "N/A" if you do not have one.
- 3. 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.
- 4. 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.
- 5. 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 will reject your application if you do not provide the information.**
- 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.
- 7. Home Address.** Provide the address where you now reside. Do **not** write a Post Office (P.O.) Box number here unless it is your **ONLY** address.
- 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. In addition, if USCIS does reject your application, USCIS may not be able to return the fee paid in connection with your Form N-300 to you if you do not provide 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 an e-mail address, write "None."

Part 2. Your Signature

Sign the Form N-300 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-300 if it is not signed.

Part 3. Signature of Person Who Prepared This Form N-300 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.

Part 4. Declaration of Intent

You are required to complete and sign this part. Refer to **Part 1** (Information About You) for instructions to assist you.

USCIS will return page 3 of your Form N-300 if it is approved.

USCIS will retain a copy of page 3 of your Form N-300.

Processing Information

Any Form N-300 that is not signed or accompanied by the correct fee, except those accompanied by a fee waiver request (Form I-912, Request for a Fee Waiver), will be rejected. A Form N-300 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-300 for any of the reasons above, the form and any fees will be returned to you if you provide a complete and valid mailing address. You will be notified why the form is considered deficient. You may correct the deficiency and refile a Form N-300. 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 originals of any copies that you previously provided to USCIS for your Form N-300. In addition, USCIS may request that you appear for an interview.

Decision

The decision on Form N-300 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-300. You will be notified of the decision in writing.

What Is the Filing Fee

The fee for filing Form N-300 is **\$250**.

Use the following guidelines when you prepare your check or money order for your Form N-300 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**.

NOTE: Spell out U.S. Department of Homeland Security; do not use 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-300. It will be returned to you.

How To Check If the Fees Are Correct

The fee on Form N-300 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 the USCIS Web site at www.uscis.gov, select **"FORMS,"** and check the "filing fee" column for the form you are filing;
2. Review the Fee Schedule included in your form package, if you called us to request the form; **or**
3. 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 provide 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-300

If USCIS denied your previously filed Form N-300 and you are filing a new Form N-300, you must pay the full amount. **Otherwise, USCIS will not accept your Form N-300. USCIS cannot apply a previously submitted filing fee to a newly filed Form N-300.**

Where To File

Mail your completed Form N-300, and accompanying documentation, to the USCIS Dallas Lockbox facility at the following address:

**USCIS
P.O. Box 650809
Dallas, TX 75265**

For Express Mail or courier deliveries, use the following address:

**USCIS
Attn: Form N-300
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067**

E-Notification

If you are filing your Form N-300 at one of the USCIS Lockbox facilities, you may elect to receive an e-mail and/or text message notifying you that your Form N-300 has been accepted. You must complete Form G-1145, E-Notification of Application/Petition Acceptance, and attach it to the first page of your Form N-300. To download a copy of Form G-1145, including the instructions, click on the “FORMS” link on the USCIS Web site at www.uscis.gov.

Form Revision Date 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-300 more than 30 days after the latest edition date shown in the lower right corner, 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-300 matches the edition date listed for Form N-300 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 the 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-300. 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-300, USCIS will deny your Form N-300 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 (A-File) and Central Index System (CIS), 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 information collection, and a person is not required to respond to a collection of information, unless Form N-300 displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 45 minutes per response. This includes the time to review the instructions, as well as complete and submit your Form N-300. 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 Coordination Division, Office of the Policy & Strategy, 20 Massachusetts Avenue, N.W., Washington, DC 20529-2020; OMB No. 1615-0078. **Do not mail your completed Form N-300 to this address.**