



# Application to File Declaration of Intention

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

USCIS  
**Form N-300**  
OMB No. 1615-0078  
Expires 03/31/2018

## What Is the Purpose of Form N-300?

Form N-300, Application to File Declaration of Intention, enables you, a lawful 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 you file this application to become eligible for naturalization.

## Who May File Form N-300?

You may file this application if:

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

## General Instructions

USCIS provides forms free of charge through the USCIS website. In order to view, print, or fill out our forms, you should use the latest version of Adobe Reader, which you can download for free at <http://get.adobe.com/reader/>. If you do not have Internet access, you may call the USCIS National Customer Service Center at **1-800-375-5283** and ask that we mail a form to you. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

**Signature.** Each application must be properly signed and filed. For all signatures on this application, USCIS will not accept a stamped or typewritten name in place of a signature. If you are under 14 years of age, your parent or legal guardian may sign the application on your behalf. A legal guardian may also sign for a mentally incompetent person.

**Filing Fee.** Each application must be accompanied by the appropriate filing fee. (See the **What Is the Filing Fee** section of these Instructions.)

**Evidence.** At the time of filing, you must submit all evidence and supporting documentation listed in the **Specific Instructions** and/or **What Evidence Must You Submit** section of these Instructions.

**Copies.** You may submit legible photocopies of documents requested, unless the Instructions specifically state that you must submit an original document. USCIS may request an original document at the time of filing or at any time during processing of an application, petition, or request. If you submit original documents when not required, the documents may remain a part of the record, and USCIS will not automatically return them to you.

**Translations.** If you submit a document with information in a foreign language, you must also submit a full English translation. The translator must sign a certification that the English language translation is complete and accurate, and that he or she is competent to translate from the foreign language into English. The certification should also include the date, the translator's signature and printed name, and may contain the translator's contact information.

## How To Fill Out Form N-300

1. Type or print legibly in black ink.

2. If you need extra space to complete any item within this application, use the space provided in **Part 5. Additional Information** or attach a separate sheet of paper; type or print your name and Alien Registration Number (A-Number) (if any) at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.
3. Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks “Provide the name of your current spouse”), type or print “N/A,” unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, “How many children do you have” or “How many times have you departed the United States”), type or print “None,” unless otherwise directed.
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, type or print number A1234567 as A001234567, or type or print number A12345678 as A012345678. **You must provide your A-Number. USCIS may reject your application if you do not type or print your A-Number.**

## Specific Instructions

This application is divided into **Parts 1 - 6**.

### Part 1. Information About You

**Item Number 1. Your Current Legal Name** (do not provide a nickname). Your current legal name is the name on your birth certificate unless it was changed after birth by a legal action such as a marriage or court order. **Do not provide a nickname.**

**Item Number 2. Other Names Used** (if any). List all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space, to complete this section, use the space provided in **Part 5. Additional Information**.

**Item Number 3. U.S. Social Security Number** (if any). Print your U.S. Social Security Number. Type or print “N/A” if you do not have one.

**Item Number 4. USCIS Online Account Number** (if any). If you have previously filed an application, petition, or request using the USCIS online filing system (previously called USCIS Electronic Immigration System (USCIS ELIS)), provide the USCIS Online Account Number you were issued by the system. You can find your USCIS Online Account Number by logging in to your account and going to the profile page. If you previously filed certain applications, petitions, or requests on a paper form via a USCIS Lockbox facility, you may have received a USCIS Online Account Access Notice issuing you a USCIS Online Account Number. If you received such a notice, your USCIS Online Account Number can be found at the top of the notice. If you were issued a USCIS Online Account Number, enter it in the space provided. The USCIS Online Account Number is not the same as an A-Number.

**Item Number 5. Date of Birth.** Provide your date of birth in the mm/dd/yyyy format.

**Item Number 6. Date You Became a Lawful Permanent Resident.** Provide the official date when your lawful permanent residence began, as shown on your Permanent Resident Card. Type or print the date in mm/dd/yyyy format. For example, type or print August 9, 1988, as 08/09/1988. **USCIS will reject your application if you do not provide the information.**

**Item Number 7. Country of Birth.** Provide the name of the country where you were born. Type or print the name of the country even if the country’s name has since changed or the country no longer exists.

**Item Number 8. Country of Citizenship or Nationality.** Provide the name of the country where you are currently a citizen or national.

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- A.** If the country no longer exists or you are stateless, type or print 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, type or print the name of the country that issued your last passport.

**Item Number 9. Absence From the United States.** Select the box that indicates if you have been absent for a period of six months or longer since being admitted to the United States as a lawful permanent resident.

**Item Number 10. Mailing Address.** Provide your mailing address even if it is the same as your physical address. Provide “In Care Of Name” information, if any. You must type or print in every box, except in the apartment, suite, floor, or “In Care Of Name” if you do not have one, within “Mailing Address.”

**Item Number 11. Physical Address** (do not provide a PO Box in this space unless it is your **ONLY** address). Provide the address where you now reside.

**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 filing fee, USCIS will cash your check.

## **Part 2. Applicant’s Statement, Contact Information, Certification, and Signature**

**Item Numbers 1 - 6.** Select the appropriate box to indicate whether you read this application yourself or whether you had an interpreter assist you. If someone assisted you in completing the application, select the box indicating that you used a preparer. Further, you must sign and date your application and provide your daytime telephone number, mobile telephone number (if any), and email address (if any). Every application **MUST** contain the signature of the applicant (or parent or legal guardian, if applicable). A stamped or typewritten name in place of a signature is not acceptable.

## **Part 3. Interpreter’s Contact Information, Certification, and Signature**

**Item Numbers 1 - 7.** If you used anyone as an interpreter to read the Instructions and questions on this application to you in a language in which you are fluent, the interpreter must fill out this section, provide his or her name, the name and address of his or her business or organization (if any), his or her daytime telephone number, his or her mobile telephone number (if any), and his or her email address (if any). The interpreter must sign and date the application.

## **Part 4. Contact Information, Declaration, and Signature of the Person Preparing this Application, if Other Than the Applicant**

**Item Numbers 1 - 8.** This section must contain the signature of the person who completed your application, if other than you, the applicant. If the same individual acted as your interpreter **and** your preparer, that person should complete both **Part 3.** and **Part 4.** If the person who completed this application is associated with a business or organization, that person should complete the business or organization name and address information. Anyone who helped you complete this application **MUST** sign and date the application. A stamped or typewritten name in place of a signature is not acceptable. If the person who helped you prepare your application is an attorney or accredited representative, whose representation extends beyond preparation of this application, he or she may be obliged to also submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, along with your application.

## **Part 5. Additional Information**

**Item Numbers 1 - 5.** If you need extra space to provide any additional information within this application, use the space provided in **Part 5. Additional Information.** If you need more space than what is provided in **Part 5.**, you may make copies of **Part 5.** to complete and file with your application, or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.

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## Part 6. Declaration of Intent

You are required to complete and sign this part. Refer to **Part 1. Information About You** for Instructions to assist you. If you are completing this application on a computer, all fields you completed in **Part 1.** will prepopulate in **Part 6.** Please review the information to ensure all information was collected correctly.

USCIS will return the original Declaration of Intent page from your Form N-300 if it is approved.

USCIS will retain a copy of the Declaration of Intent page from your Form N-300 in your file.

**We recommend that you print or save a copy of your completed application to review in the future and for your records.**

### What Evidence Must You Submit?

You must submit all evidence requested in these Instructions with your application. If you fail to submit required evidence, USCIS may reject or deny your application for failure to submit requested evidence or supporting documents in accordance with 8 CFR 103.2(b)(1) and these Instructions.

#### 1. 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 provided on the copy.

#### 2. Photographs

You must submit two identical color photographs of yourself taken within 30 days of filing this application. The photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched.

Passport-style photos must be 2 by 2 inches. 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 inches from top of hair to bottom of chin, and eye height is between 1 1/8 to 1 3/8 inches from bottom of photo. Your head must be bare unless you are wearing headwear as required by a religious denomination of which you are a member. Using a pencil or felt pen, lightly print your name and Alien Registration Number (A-Number) (if any) on the back of the photo.

### What Is the Filing Fee?

The filing fee for Form N-300 is **\$270.**

**NOTE:** The filing fee is not refundable, regardless of any action USCIS takes on this application. **DO NOT MAIL CASH.** You must submit all fees in the exact amounts.

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

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**Notice to Those Making Payment by Check.** If you send us a check, USCIS will convert it 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 your bank will show it on your regular account statement.

You will not receive your original check back. We will destroy your original check, but will keep a copy of it. If USCIS cannot process the EFT for technical reasons, you authorize us to process the copy in place of your original check. If your check is returned as unpayable, USCIS will re-submit the payment to the financial institution one time. If the check is returned as unpayable a second time, we will reject your application and charge you a returned check fee.

### How To Check If the Fees Are Correct

Form N-300's filing fee is current as of the edition date in the lower left corner of this page. However, because USCIS fees change periodically, you can verify that the fees are correct by following one of the steps below.

1. Visit the USCIS website at [www.uscis.gov](http://www.uscis.gov), select "FORMS," and check the appropriate fee; or
2. Call the USCIS National Customer Service Center at **1-800-375-5283** and ask for fee information. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

### Fee Waiver

You may be eligible for a fee waiver under 8 CFR 103.7(c). If you believe you are eligible for a fee waiver, complete Form I-912, Request for Fee Waiver (or a written request) and submit it and any required evidence of your inability to pay the filing fee with this application. You can review the fee waiver guidance at [www.uscis.gov/feewaiver](http://www.uscis.gov/feewaiver).

### Where To File?

Please see our website at [www.uscis.gov/N-300](http://www.uscis.gov/N-300) or call our National Customer Service Center at **1-800-375-5283** for the most current information about where to file this application. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

### Address Change

An applicant who is not a U.S. citizen must notify USCIS of his or her new address within 10 days of moving from his or her previous residence. For information on filing a change of address, go to the USCIS website at [www.uscis.gov/addresschange](http://www.uscis.gov/addresschange) or contact the USCIS National Customer Service Center at **1-800-375-5283**. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

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

### Processing Information

You must have a United States address to file this application.

**Initial Processing.** Once USCIS accepts your application we will check it for completeness. If you do not completely fill out this application, you will not establish a basis for your eligibility and USCIS may reject or deny your application.

**Requests for More Information.** We may request that you provide more information or evidence to support your application. We may also request that you provide the originals of any copies you submit. USCIS will return any requested originals when they are no longer needed.

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**Requests for Interview.** We may request that you appear at a USCIS office for an interview based on your application. At the time of any interview or other appearance at a USCIS office, we may require that you provide your fingerprints, photograph, and/or signature to verify your identity and/or update background and security checks.

**Decision.** The decision on Form N-300 involves a determination of whether you have established eligibility for the immigration benefit you are seeking. USCIS will notify you of the decision in writing.

### USCIS Forms and Information

To ensure you are using the latest version of this application, visit the USCIS website at [www.uscis.gov](http://www.uscis.gov) where you can obtain the latest USCIS forms and immigration-related information. If you do not have Internet access, you may order USCIS forms by calling the Forms Request Line at **1-800-870-3676**. You may also obtain forms and information by calling the USCIS National Customer Service Center at **1-800-375-5283**. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

Instead of waiting in line for assistance at your local USCIS office, you can schedule an appointment online at [www.uscis.gov](http://www.uscis.gov). Select "Schedule an appointment online" and follow the screen prompts to set up your appointment. Once you finish scheduling an appointment, the system will generate an appointment notice for you.

### Penalties

If you knowingly and willfully falsify or conceal a material fact or submit a false document with your Form N-300, we will deny your Form N-300 and may deny any other immigration benefit. In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.

### USCIS Privacy Act Statement

**AUTHORITIES:** The information requested on this application, and the associated evidence, is collected under Section 334 of the Immigration and Nationality Act 8 USC 1445, as amended INA section 101.

**PURPOSE:** The primary purpose for providing the requested information on this application is to notify USCIS, and certain states, that you intend to become a United States Citizen.

**DISCLOSURE:** The information you provide on this application and submit to USCIS is voluntary. However, certain states may require the completion of this benefit application prior to engaging in any business with you. Failure to complete this application does not make you ineligible for USCIS benefits, but may prevent you from engaging in business with the state.

**ROUTINE USES:** DHS may share the information you provide on this application with other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows 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 File Tracking System Records] which you can find at [www.dhs.gov/privacy](http://www.dhs.gov/privacy). DHS may also share the information, as appropriate, for law enforcement purposes or in the interest of national security.

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## 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 Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at 80 minutes per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, attaching necessary documentation, and submitting the application. 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 Policy and Strategy, 20 Massachusetts Ave NW, Washington, DC 20529-2140; OMB No. 1615-0078. **Do not mail your completed Form N-300 to this address.**

# 2016 Fee Rule 10/01/2016