



Instructions for Application for Replacement Naturalization/Citizenship Document

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

USCIS
Form N-565
OMB No. 1615-0091
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What Is the Purpose of Form N-565?

Form N-565, Application for Replacement Naturalization/Citizenship Document, is used to apply to U.S. Citizenship and Immigration Services (USCIS) for a replacement of a:

1. Certificate of Naturalization;
2. Certificate of Citizenship;
3. Declaration of Intention; or
4. Repatriation Certificate.

You can also use this application to apply for a special certificate of naturalization to have a foreign country recognize you as a U.S. citizen.

Who May File Form N-565?

You may apply for a replacement document if you were issued a Certificate of Naturalization, Certificate of Citizenship, Declaration of Intention, or Repatriation Certificate, and at least one of the following applies:

1. The document was lost, stolen, destroyed, or mutilated;
2. The document is incorrect due to a typographical or clerical error by USCIS;
3. Your name was changed by marriage, divorce, annulment, or court order, and you seek a document in your new name; or
4. You **have a different** gender **than what is** listed on your current document, and you seek a document reflecting the **different** gender.

In addition, you may apply for a replacement of your Certificate of Citizenship if you obtained a court order or a document issued by the U.S. **Government** or the government of any U.S. state that changes your date of birth, and you seek a document with the new date of birth.

You may also file this application if you are a naturalized citizen seeking a special certificate of naturalization for the purpose of a foreign country recognizing you as a U.S. citizen.

NOTE: USCIS will not change your name without evidence such as a marriage certificate, divorce decree, or court order. We will not change the date of birth on a Certificate of Citizenship without **documentation**, such as a U.S. court order or state-issued documents.

USCIS **cannot** make any changes to an incorrect date of birth or name on a Certificate of Naturalization if you provided an incorrect date or name on your Form N-400, Application for Naturalization, and then later swore to the facts of your application by signing **Part 15. Signature at Interview**. We can only change the name on your Certificate of Naturalization if you changed your name after you naturalized.

General Instructions

We provide free forms through the USCIS website. To view, print, or complete our forms, you should use the latest version of Adobe Reader, which you can download for free at <http://get.adobe.com/reader/>.

Signature. You (or your signing authority) must properly complete your application. USCIS will not accept a stamped or typewritten name in place of any signature on this application. 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. If your application is not signed, or if the signature is not valid, we will reject your application. See 8 CFR 103.2(a)(7)(ii) (A). If USCIS accepts a request for adjudication and determines that it has a deficient signature, USCIS may deny the request.

Validity of Signatures. USCIS will consider a photocopied, faxed, or scanned copy of an original handwritten signature as valid for filing purposes. The photocopy, fax, or scan must be of the original document containing the handwritten ink signature.

Filing Fee. See Form G-1055, available at www.uscis.gov/forms, for specific information about the fees applicable to this form.

Evidence. When you file your application, you must submit all evidence and supporting documents listed in the **Initial Evidence** section of these **Instructions**.

Biometric Services Appointment. USCIS may require you to appear for an interview or provide biometrics (fingerprints, photograph, and/or signature) at any time to verify your identity, obtain additional information, and conduct background and security checks, including a check of criminal history records maintained by the Federal Bureau of Investigation (FBI), before making a decision on your application or petition. If we determine that a biometric services appointment is necessary, we will send you an appointment notice with the date, time, and location of your appointment. If you are currently overseas, your notice will instruct you to contact a U.S. Embassy, U.S. Consulate, or USCIS office outside the United States to schedule an appointment.

At your biometrics appointment, you must sign an oath reaffirming that:

1. You provided or authorized all information in the application;
2. You reviewed and understood all of the information contained in, and submitted with, your application; and
3. All of this information was complete, true, and correct at the time of filing.

If you do not attend your biometric services appointment, we may deny your application.

Copies. You should submit legible photocopies of requested documents unless the Instructions specifically instruct you to submit an original document. USCIS may request an original document at any time during our process. If we request an original document from you, we will return it to you after USCIS determines it no longer needs the original.

NOTE: If you submit original documents when they are not required or requested, **USCIS may destroy them after we receive them.**

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 they are competent to translate from the foreign language into English. The certification must also include their signature, printed name, the signature date, and their contact information.

USCIS Contact Center. For additional information on the application and Instructions about where to file, change of address, and other questions, visit the USCIS Contact Center at www.uscis.gov/contactcenter or call at **800-375-5283** (TTY **800-767-1833**). The USCIS Contact Center provides information in English and Spanish.

Disability Accommodations/Modifications. To request a disability accommodation/modification, follow the instructions on your appointment notice or at www.uscis.gov/accommodationsinfo.

How To Complete Form N-565

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 12. 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. **USCIS Online Account Number.** You will only have a USCIS Online Account Number (OAN) if you previously filed a form that has a receipt number that begins with IOE. If you filed the form online, you can find your OAN in your account profile. If you mailed us the form, you can find your OAN at the top of the Account Access Notice we sent you. If you do not have a receipt number that begins with IOE, you do not have an OAN. The OAN is not the same as an A-Number.
5. **Country of Citizenship or Nationality.** Provide the name of the country where you are a citizen and/or national. This is not necessarily the country where you were born. If you do not have citizenship in any country, type or print “stateless” and provide an explanation in **Part 12. Additional Information**.
6. **Part 8. Complete If Applying for a Special Certificate of Recognition as a Citizen of the United States to the Government of a Foreign Country.** Provide the information requested in **Item Numbers 1. - 3.** about the official of a foreign country who has requested this certificate, if you know it.

NOTE: You do not need to complete **Item Number 4.** before you file Form N-565. The USCIS or consular official’s certification will be completed after USCIS adjudicates your Form N-565, if it is approved.

7. **Part 9. Applicant’s Contact Information, Certification, and Signature.** You must sign and date your application and, if applicable, provide your daytime telephone number, mobile telephone number, and email address. The signature of a parent or legal guardian, if applicable, is acceptable. A stamped or typewritten name in place of a signature is not acceptable.
8. **Part 10. Interpreter’s Contact Information, Certification, and Signature.** 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 and sign and date the application.
9. **Part 11. Contact Information, Declaration, and Signature of the Person Preparing this Application, if Other Than the Applicant.** The person who completed your application, if other than you, the applicant, must sign this section. If the same individual acted as your interpreter and your preparer, then that person should complete both **Part 10.** and **Part 11.** A stamped or typewritten name in place of a signature is not acceptable.

We recommend that you print or save a copy of your completed application for your records.

Initial Evidence

1. **Photographs.** Only applicants who reside outside the United States **must** submit two identical color passport-style photographs of yourself taken recently. The photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched.

The photos must be 2 by 2 inches with a full face, frontal view. Head height should measure 1 to 1 3/8 inches from the top of your hair to the bottom of your chin, and eye height should measure between 1 1/8 to 1 3/8 inches from the top of your eyes to the bottom of the photo. Your head must be bare unless you are wearing headwear as required by your religious denomination. Use a pencil or felt pen to lightly print your name and A-Number (if any) on the back of the photos.

2. You must submit a copy of your U.S. Government-issued photo identification.
3. If your marital status has changed since your original document was issued, you must submit a copy of the document establishing your change in marital status (such as your marriage certificate, divorce decree, annulment decree, or spouse's death certificate).
4. If your document was lost, stolen, or destroyed, you must attach a copy of the document (if available), a police report, and/or a sworn statement explaining what happened to the document and any attempts to retrieve the document.
5. If you are applying for replacement of a mutilated document, you must **attach/enclose** the mutilated document.
6. If you are applying for replacement of a document that is incorrect due to a typographical or clerical error by USCIS, you must attach the original incorrect document and complete **Part 5** of Form N-565.
7. If you are applying for a new document because your name was changed, you must submit the original USCIS document and a copy of either the original or certified document establishing the name change (such as a marriage certificate, divorce decree, annulment decree, or court order), and complete **Part 6** of Form N-565.
8. If you are applying for a new Certificate of Citizenship because your date of birth has legally changed, you must submit the original USCIS document you are seeking to replace. You must also submit a copy of either the original or certified document establishing the date of birth change (for example, a court order or vital record document issued by the U.S. Government or the government of any U.S. state ("U.S. Government **documents**")). U.S. Government documents may include a birth certificate, a certificate recognizing foreign birth, a certificate of birth abroad, or other similar vital records issued by the U.S. state where you resided when the document was issued. **Only applicants applying for a new Certificate of Citizenship may select this option.**
9. If you are applying for a new document reflecting a different gender, **you must submit the original USCIS document you are seeking to replace and complete Part 7 of this Form N-565. Indicate how you identify. Based on your selection, a gender of "M" (male), "F" (female) or "X" (another gender identity) will be reflected on your secure documents if your application is approved.**
10. If you are applying for a special certificate of naturalization to obtain recognition as a citizen of the United States by a foreign country, you must attach a copy of your naturalization certificate.
NOTE: USCIS regulations require this special certificate when a foreign state requires proof of your citizenship for any legitimate purpose, except for admission to the foreign country or in processing their own immigration benefit requests (8 CFR 343b.2).
11. If you are filing from overseas and provide a foreign mailing address, USCIS will send your new document (if approved) to the nearest U.S. Embassy, U.S. Consulate, or USCIS field office. You will receive notification by mail where to pick up your new document.

Where to File?

Please see our website at www.uscis.gov/N-565 for the most current information about where to file this **application**.

Address Change

If you are not a U.S. citizen, you must notify USCIS of your new address within 10 days of moving from your previous residence. For information on changing your address, go to our website at www.uscis.gov/addresschange, or call the USCIS Contact Center.

NOTE: Do not submit a change of address request to the USCIS Lockbox.

Processing Information

Rejection. USCIS will reject any application that is not signed or accompanied by the correct fee and will send you a notice that the application is deficient. You may correct the deficiency and resubmit the application. An application is not considered properly filed until the date that USCIS accepts it.

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

Requests for More Information. USCIS 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. If we request an original document from you, we will return it to you after USCIS determines it is no longer **needed**.

Requests for Interview. We may request that you appear at a USCIS office for an interview based on your application. During your interview, USCIS may require you to provide your biometrics to verify your identity and/or update background and security checks.

Decision. The decision on Form N-565 involves a determination of whether you have established eligibility for the document you are requesting. If you establish eligibility for the document, USCIS will approve your application and issue the document. Where appropriate, USCIS will forward a special Certificate of Naturalization to the U.S. Department of State for delivery to a foreign government official. If your application is denied, USCIS will notify you of **our** decision in writing.

USCIS Forms and Information

To ensure you are using the latest version of this application, visit www.uscis.gov.

Penalties

If you knowingly and willfully falsify or conceal a material fact or submit a false document with your Form N-565, we will deny your application and may deny any other immigration benefit. In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.

DHS Privacy Notice

AUTHORITIES: The information requested on this application, and the associated evidence, is collected pursuant to Immigration and Nationality Act **Sections 338 and 343, and 8 CFR sections 338.5 and 343a.1.**

PURPOSE: The primary purpose for providing the information on this application is to request a replacement of your Declaration of Intention, Certificate of Naturalization, Certificate of Citizenship, Repatriation Certificate, or to apply for a special certificate of naturalization as a U.S. citizen to be recognized by a foreign country. DHS will use the information you provide to grant or deny the replacement document you are seeking.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information, including your Social Security number (if applicable), and any requested evidence, may delay a final decision or result in denial of your application.

ROUTINE USES: DHS may share the information you provide on this application and any additional requested evidence 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/ICE/CBP-001 Alien File, Index, and National File Tracking System, DHS/USCIS-007 Benefits Information System, and DHS/USCIS-018 Immigration Biometric and Background Check] and published privacy impact assessments [DHS/USCIS/PIA-016(a) Computer Linked Application Information Management System and Associated Systems, and DHS/USCIS/PIA-056 USCIS Electronic Information System, and DHS/USCIS/PIA-071 myUSCIS Account Experience], which can be found at www.dhs.gov/privacy. DHS may also share this information, as appropriate, for law enforcement purposes or in the interest of national security.

FBI Privacy Notice

USCIS may use your biometrics to obtain the criminal history records of the Federal Bureau of Investigation (FBI), for identity verification, to determine eligibility, to create immigration documents (for example, Permanent Resident Card, Employment Authorization Document), or any purpose authorized by the Immigration and Nationality Act. You may obtain a copy of your own FBI record using the procedures outlined at 28 CFR 16.30-16.34. For more information, please visit: <https://www.fbi.gov/services/cjis/compact-council/guiding-principles-noncriminal-justice-applicants-privacy-rights>. For information regarding how the FBI will use your fingerprints, please visit <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>.

Paperwork Reduction Act

USCIS may not conduct or sponsor an information collection, and you are 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 **.967 hours** per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, 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, Office of Policy and Strategy, Regulatory Coordination Division, 5900 Capital Gateway Drive, Mail Stop #2140, Camp Springs, MD 20588-0009; OMB No. 1615-0091. **Do not mail your completed Form N-565 to this address.**