



## Office of Intake and Document Production

### Filing Tips:

**Form N-600:** Application for Certificate of Citizenship

**Form N-600K:** Application for Citizenship and Issuance of Certificate Under Section 322

**Form N-336:** Request for a Hearing on a Decision in Naturalization Proceedings

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The Office of Intake and Document Production (OIDP) manages USCIS Lockbox operations. The Lockbox network centralizes and streamlines application receipting and provides secure fee collection and strong financial controls. OIDP offers the following tips to help ensure customer applications are accepted at a Lockbox facility and sent to USCIS offices for adjudication.

### General Filing Tips

- Read the form filing instructions, ensure your form is neat and legible, and keep all entries within the spaces provided on the form.
- Use a current form version and mail all pages of the form. Forms are available free of charge on [www.uscis.gov](http://www.uscis.gov) or by calling USCIS Customer Service at 1-800-375-5283.
- When possible, use the Adobe fillable forms available online at [www.uscis.gov](http://www.uscis.gov). These forms have helpful features, and their use will ensure the most current form version is being used.
- If you want to receive an e-mail and/or a text message that your form has been accepted at a USCIS Lockbox facility, complete [Form G-1145](#), E-Notification of Application/Petition Acceptance and clip it to the first page of your application.
- When completing forms by hand, use blue or black ink and do not gray any part of the form or use highlighters or correction fluid. Use of these items prevents USCIS Lockbox scanners from reading the forms, possibly resulting in form rejection.
- Submit all required documentation or evidence as indicated in the form instructions.
- Sign the form in the correct section (see the form-specific tips below). An original signature is required. If there is no signature or if it is signed in the wrong place, the application will be rejected.
- Pay the correct fee. Check the form instructions or <http://www.uscis.gov/forms> for the latest fee information. USCIS cannot refund the amount of any overpayments. If the correct fee is not received, the application will be rejected.
- Checks or money orders must be payable in U.S. dollars, otherwise they will be rejected.
- Although one check covering multiple applications is acceptable, we recommend submitting separate checks or money orders when multiple applications are filed.
- Complete the check correctly.
  - The “Pay to the Order of” line should read: U.S. Department of Homeland Security.
  - Ensure the numerical and written check amounts are the same.

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- Ensure the check date is not postdated or stale (over one year old).
- Only applications with fees or fee waiver requests should be sent to a USCIS Lockbox facility. Please do not send items such as a response to a Request for Evidence (RFE) or Notice of Intent to Deny (NOID) to a Lockbox facility; send these documents to the office that requested the information.
- Please submit certified translations for all foreign language documents. The translator must certify that s/he is competent to translate and the translation is accurate. The certification format should include the certifier's name, signature, address, and date of certification. A suggested format is:

**Certification by Translator**

I [typed name], certify that I am fluent (conversant) in the English and \_\_\_\_\_ languages, and that the above/attached document is an accurate translation of the document attached entitled \_\_\_\_\_.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed Name \_\_\_\_\_

Address \_\_\_\_\_

- The USCIS Lockbox facilities do not process changes of address. Please send changes of address to:

U.S Department of Homeland Security  
 Citizenship and Immigration Services  
 Attn: Change of Address  
 1344 Pleasants Drive  
 Harrisonburg, VA 22801

**Filing Tips for Form N-600**

- Use the current form version and pay the correct fee as indicated in the form filing instructions. Current forms, filing instructions, fee information and filing addresses can be found at <http://www.uscis.gov/n-600> or by calling USCIS Customer Service.
- Complete all sections of the form. The form will be rejected if these fields are missing:
  - Part 1 Name
  - Part 1 Date of Birth
  - Part 2 Information about your eligibility
  - Part 3 Address
- Check only ONE box in Part 2. If multiple boxes are checked in Part 2, USCIS will reject the Form N-600 and return it to the applicant for correction and re-filing.
- Sign the form in Part 7. If there is no signature, USCIS will reject the Form N-600 and return it for correction and re-filing. Parents completing Form N-600 on behalf of a child who is under 14 years of age can sign in Part 7.
- Third party representatives who complete Form N-600 for an applicant are required to sign the designated section in Part 8, "Signature of person preparing this form, if different than above."

- Customers filing Form N-400 and Form N-600 together in one package must submit separate payments for each application, or the applications and fees will be returned for correction and re-filing.

#### **Filing Tips for Form N-600K**

- Use the current form version and pay the correct fee as indicated in the form filing instructions. Current forms, filing instructions, fee information and filing addresses can be found at <http://www.uscis.gov/n-600k> or by calling USCIS Customer Service.
- Pay the fee as indicated in the form filing instructions. Customers can also check filing fees as this link: <http://www.uscis.gov/forms>.
- Complete all sections of the form. The form will be rejected if these fields are missing:
  - Part 1 Name
  - Part 1 Date of Birth
  - Part 2 Information about the child's eligibility
  - Part 3 Address
- Check only ONE box in Part 2. If multiple boxes are checked in Part 2, USCIS will reject the Form N-600K and return it to the applicant for correction and re-filing.
- Sign the form in Part 7. If there is no signature, USCIS will reject the form N-600K and return it for correction and re-filing. Parents completing Form N-600K on behalf of a child who is under 14 years of age can sign in Part 7.
- Third party representatives who complete Form N-600K for an applicant are required to sign the designated section in Part 8, "Signature of person preparing this form, if different than above."
- The child must be under the age of 18 to be eligible for this benefit.

#### **Filing Tips for Form N-336**

- Use the current form version and pay the correct fee as indicated in the form filing instructions. Current forms, filing instructions, fee information and filing addresses can be found at <http://www.uscis.gov/n-336> or by calling USCIS Customer Service.
- Pay the fee as indicated in the form filing instructions. Customers can also check filing fees as this link: <http://www.uscis.gov/forms>.
- Complete all sections of the form. The form will be rejected if these fields are missing:
  - Part 1 Name
  - Part 1 Address
- Sign the form in Part 1. If there is no signature in Part 1, USCIS will reject the Form N-336 and return it for corrections and re-filing.

Customers may contact [Lockboxsupport@dhs.gov](mailto:Lockboxsupport@dhs.gov) with questions regarding applications and petitions that are pending at a USCIS Lockbox facility and those that have been rejected.

NOTE: This information is current as of January 31, 2012. Filing instructions and filing fees may change. Please ensure you have the most current information, available on [www.uscis.gov](http://www.uscis.gov) or by calling the USCIS Customer Service Center.