

Instructions for Form N-565, Application for Replacement Naturalization/Citizenship Document

Instructions

Please read these instructions carefully to properly complete this form. If you need more space to complete an answer, use a separate sheet of paper. Write your name and Alien Registration Number (A #), if any, at the top of each sheet of paper and indicate the section and number of the item to which the answer refers.

What Is the Purpose of This Form?

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. Declaration of Intention;
2. Certificate of Naturalization;
3. Certificate of Citizenship;
4. Repatriation Certificate; or
5. To apply for a special certificate of naturalization as a U.S. citizen to be recognized by a foreign country.

NOTE: USCIS has no legal basis to change a name absent a legal document such as a marriage certificate, divorce decree, or a court ordered name change. In addition, USCIS is prohibited from making any changes to an incorrect date of birth if one has completed the naturalization/citizenship process and sworn to the facts, including the wrong date of birth.

Who May File Form N-565?

You may apply for a replacement:

1. If you have been issued a Certificate of Naturalization, Certificate of Citizenship, Declaration of Intention or Repatriation Certificate which has been lost, mutilated, or destroyed;
2. If your name has been changed by marriage or by court order after the document was issued and you seek a document in the new name; or
3. If you are a naturalized citizen desiring to obtain recognition as a citizen of the United States by a foreign country, you may apply for a special certificate for that purpose.

General Instructions

Step 1. Fill Out the Form N-565.

1. Type or print legibly in black ink.
2. If extra space is needed to complete any item, attach a continuation sheet, indicate the item number, and date and sign each sheet.
3. Answer all questions fully and accurately. State that an item is not applicable with "N/A." If the answer is none, write "none."

Step 2. Initial Evidence Requirements.

1. If you are applying for replacement of a mutilated document, you must attach the mutilated document.
2. If you are applying for a new document because your name has been changed, you must submit the original USCIS document and a copy of the marriage certificate or court order showing the name change.
3. If you are applying for a special certificate of naturalization, you must attach a copy of your naturalization certificate.

Copies. Unless specifically required that an original document be filed with an application or petition, an ordinary legible photocopy may be submitted. Original documents submitted when not required will remain a part of the record, even if the submission was not required.

Translations. Any document containing a foreign language submitted to USCIS shall be accompanied by a full English language translation which the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

Photographs

You **must** submit two identical color photographs of yourself taken within 30 days of the filing of 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" 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 on the back of the photo.

Where to File?

If you reside in **AL, AR, CT, DE, DC, FL, GA, KY, LA, MS, ME, MD, MA, NH, NJ, NM, NY, NC, SC, OK, PA, PR, RI, TN, TX, VA, VI, VT, WV**

Submit your N-565 to the USCIS Texas Service Center at:

**DHS/USCIS
Texas Service Center
PO Box 851182
Mesquite, TX 75185-1182**

If you reside in **AK, AZ, CA, CO, GU, HI, ID, IL, IN, IA, KS, MI, MN, MO, MT, NE, NV, ND, OH, OR, SD, UT, WA, WI, WY**

Submit your N-565 to the USCIS Nebraska Service Center at:

**DHS/USCIS
Nebraska Service Center
PO Box 87565
Lincoln, NE 68501-7565**

What Is the Filing Fee?

The filing fee Form N-565 is **\$345**, except there is no fee if you check **block 2 (d)** of **Part 2** of the form.

You may submit one check or money order for the application and other documents for which you are applying.

Use the following guidelines when you prepare your check or money order for the Form N-565 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**.
3. If you live outside the United States, Guam, or the U.S. Virgin Islands, contact the nearest U.S. consulate or embassy for instructions on the method of payment.

NOTE: Please spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."

How to Check If the Fees Are Correct

The form fee for this form 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 "Check Filing Fees" to check the appropriate fee;
2. Telephone our National Customer Service Center at **1-800-375-5283** and ask for the fee information.

NOTE: If your Form N-565 requires payment of a biometrics services fee for USCIS to take your fingerprints, photograph or signature, you can use the same procedure to obtain the correct biometrics fee.

Processing Information

Rejection. Any application that is not signed or not accompanied by the correct fee will be rejected with a notice that the application is deficient. You may correct the deficiency and resubmit the application. However, an application is not considered properly filed until accepted by USCIS.

Initial processing. Once the application has been accepted, it will be checked for completeness, including submission of the required initial evidence. If you do not completely fill out the form, or file it without required initial evidence, you will not establish a basis for eligibility and we may deny your application.

Requests for more information or interview. We may request more information or evidence or we may request that you appear at a USCIS office for an interview. We may also request that you submit the originals of any document. We will return these originals when they are no longer required.

Decision. If you establish eligibility for the document, your application will be approved and the document issued. Where appropriate, a special certificate of naturalization will be forwarded to the U.S. Department of State for delivery to a foreign government official. If your application is denied, you will be notified in writing of the reasons for the denial.

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.

As an alternative to waiting in line for assistance at your local USCIS office, you can now schedule an appointment 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.

Penalties

If you knowingly and willfully falsify or conceal a material fact or submit a false document with this request, we will deny the benefit you are filing for, 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 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 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 55 minutes per response, including the time for reviewing instructions, 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. 1615-0091. The form expires July 31, 2012. **Do not mail your application to this address.**