



Administrative Office
101 W. 31st Street
9th Floor, Room 900
New York, NY 10001
646-344-7245

**City College
Immigration Center**
160 Convent Ave.
North Academic Center
Room 1-206
New York, NY 10031
212-650-6620

**College of Staten Island,
El Centro, and Project
Hospitality Immigration Center
at The Help Center**
514 Bay St.
Staten Island, NY 10304
718-273-6737

**CUNY Express
Immigration Center**
560 W. 181st St.
New York, NY 10033
212-568-4692

**Flushing
Immigration Center**
39-07 Prince St., Suite 2B
Flushing, NY 11354
718-640-9223

**Hostos Community College
Immigration Center**
427 Walton Ave., T-501
Bronx, NY 10451
718-518-4395

**Medgar Evers College
Immigration Center**
1150 Carroll St., Room 226
Brooklyn, NY 11225
718-270-6292

**York College
Immigration Center**
Welcome Center Atrium
94-20 Guy R. Brewer Blvd.
Jamaica, NY 11451
718-262-2983

For a list of our New York City
Council Member Immigration
Center locations visit:
www.cuny.edu/citizenshipnow

**To register for our
next Application
Assistance Event,
please call:
(646) 664-9400**

Date: _____

N-400: COMPLETED APPLICATION CHECK-OUT LIST

This checklist applies to most naturalization cases. Additional documentation may be required depending on your case. Speak with an authorized immigration law expert to find out about other documents that may be required to file with your application.
PROCEDURES, FILING ADDRESSES, FEES, AND FORM EDITIONS CHANGE FREQUENTLY. CHECK WWW.USCIS.GOV FOR UP-TO-DATE INFORMATION BEFORE FILING.

YOU MUST INCLUDE THE FOLLOWING BEFORE MAILING YOUR N-400 APPLICATION TO USCIS

- Form N-400:** Answer all questions and sign and date Part 12.
- Additional pages:** Include these for trips, children or for other questions that need a continuation sheet.
- Proof of your permanent resident status:** Copy of front and back of your Green Card, or copy of I-551 stamp in your passport indicating your A-Number.
- Two identical color passport-style photographs:** Write your name and A-Number lightly on the back of each photo and on the envelope provided.
- Check or Money Order for \$680:** Made payable to **“U.S. DEPARTMENT OF HOMELAND SECURITY.”** Write your name and A-Number on the front of the check or money order;
Note: Applicants 75 and older may be exempt from paying the \$85 biometric fee and from being fingerprinted.

OR

- Form I-912, Fee Waiver Request,** and the following supporting documents: _____

Optional Items (if applicable):

- If applying based on marriage to a U.S. citizen:** Include evidence that your spouse has been a U.S. citizen for all three years of your marriage and that you continue to live with your spouse, your current marriage certificate, and proof of termination of prior marriages for you and your spouse, documents such as federal tax returns, bank accounts, leases, mortgages, and/or birth certificates of children.
- If you are male and you failed to register with U.S. Selective Service between your 18th and 26th birthdays AND you are currently between 26 and 31 years old (or 29 years old based on marriage to a U.S. citizen spouse):** 1) Submit with your N-400 application an explanation of why you did not register; and 2) Bring your Selective Service Status Information Letter to your interview.

If you live in New York, New Jersey, Connecticut and Pennsylvania and you are using the U.S. Postal Service.

MAIL DOCUMENTS TO:

**USCIS
PO Box 660060
Dallas, TX 75266**

Make sure to use Certified Mail and Return Receipt.

★ MAKE A COPY OF YOUR ENTIRE APPLICATION FOR YOUR RECORDS BEFORE MAILING IT ★

NOTES TO APPLICANT: _____

Follow up appointment at Center: _____ **Date:** _____ **Time:** _____

DO NOT FILE THIS DOCUMENT WITH USCIS

NATZ (1/23/15 Revision)



NATURALIZATION: NEXT STEPS

- **Receipt Notice:** Within two weeks of mailing your application, you should receive a receipt notice from USCIS verifying receipt of your application and payment of fees, or approval of your fee waiver. Keep this receipt as proof USCIS received your application. If you do not receive a notice, call USCIS customer service at: **800-375-5283**.
- **Biometrics Appointment:** Shortly after, you will receive a “biometrics” appointment notice to have your fingerprints taken. You **MUST** go to this appointment with a photo ID and your appointment notice. If you fail to go to this appointment, your Naturalization application will be denied. (Applicants 75 years or older may not be fingerprinted and may not receive this notice.)
- **Naturalization Interview:** About two to three months after your fingerprints are taken you will be scheduled for your naturalization interview. Be sure to bring all the documents USCIS requests when you receive your naturalization interview appointment notice (originals and copies). At the interview, a USCIS officer will review your N-400 application with you to make sure you meet the qualifications for citizenship, including your ability to understand and speak English (unless you meet certain exemptions). Please see the section “English Language Requirement” on page 4, of the **Read Me First Guide** for additional information. For test preparation materials, please see the sections “Civil Knowledge and English Vocabulary” on page 75 and “English Reading Vocabulary for the Current Naturalization Test” on page 87 of the **Read Me First Guide** or visit **www.uscis.gov**.
- **After the Interview:** At the end of the interview, the USCIS officer will tell you whether you passed. If you passed, you will be scheduled for the final step, the swearing-in (or oath) ceremony, about one to two months later. If you did not pass, the officer will give you a paper explaining why; you may have to send in more documentation or take the test again. Applicants who fail the English or civics test the first time will be scheduled to re-take the test within 90 days without having to pay another application fee. If you fail the test a second time, your application will be denied.
- **Swearing-In Ceremony:** At the swearing-in ceremony, you will take the Oath of Allegiance to the United States. You become a U.S. Citizen when you complete the swearing-in ceremony.

Warnings!

- If your mailing address changes while your application is pending you **MUST** notify USCIS immediately of your address change. Failure to do so will most likely result in the denial of your application. You can change your address with USCIS online at: **www.uscis.gov**, or by completing and mailing a Change of Address Form, AR-11.
- If you receive a “Request for Evidence” (RFE) from USCIS you should submit whatever additional documentation is required within the time period provided. You should bring as much documentary evidence to your appointment as possible. If your application is denied, you have 30 days to request a hearing by filing Form N-336 along with a \$650 filing fee or a request for a fee waiver. There is no fee for military Naturalization applications under INA 328 & 329.