☐ Returning Student ☐ New Student ☐ Staff Initials _____ Agency_____ Date_____

Hartford Public Library Citizenship Education Intake Form

http://www.hplct.org/tap/Citizenship (860) 695-6334

(1) **First Name**: _____ **Middle Name**: _____ **Last Name**: _____

Home Address: _____ **City**: _____ **Zip Code**: _____

Home Phone: _____ **Cell Phone**: _____

What is the best time to call you? _____ AM / PM **Email Address**: _____

(2) **Birth date**

_____ / _____ / _____
Month Day Year

(3) Country Born: _____

First Language: _____

(4) **Gender**: ☐ Male ☐ Female

(5) **Selective Service: (Male ages 18 to 26)** ☐ Registered ☐ NA

(6) Legal Permanent Residence (LPR) Status

► Please verify LPR status. Do not allow students/clients to self-identify LPR status. Participant must present an unexpired Green Card (Form I-551 Lawful Permanent Resident Card) illustrated below.

Number: _____ Residence Since: _____/_____/ _____

Other documents that may be used as evidence of LPR status are:

- An Expired Form I-551 and a Form I-797 "Notice of Action" from USCIS stating that the Permanent Resident Card has been extended for 1 year. The expired I-551 and I-797 are only valid for one year from the date on the I-797;
- A Form I-94 or I-94A containing a temporary I-551 stamp and photograph;
- A Temporary I-551 printed notation on a machine-readable immigrant visa (MRIV) in an unexpired foreign passport;

(7) **Application Status**

☐ Submitted Citizenship Application (N-400) Do you have an Interview date? ☐ Yes ☐ No If Yes, Date: _____

(8) ► **Citizenship Application Form (N-400)** Do you need assistance filling the N400 form? ☐ Yes ☐ No

Please do **NOT** assist clients with their application form. **YOU MAY ASSIST THE CLIENT** with downloading/printing the N400form, the instructions to completing the N400 form, and the Naturalization Eligibility Worksheet. If the client is unable to complete the form or eligibility worksheet **on their own** please send applicant to the Project Manager who will determine the appropriate referral.

(9) Education

☐ No High School Diploma

_____ - *Last Grade Completed*

☐ High School Diploma

☐ College / University

_____ - *# of years in college / university*

(10) Language: On a scale of 1 to 5 circle one for each skill area. Number 1 being the lowest and number 5 the highest.

Reading	1	2	3	4	5
Writing	1	2	3	4	5
Understanding	1	2	3	4	5
Speaking	1	2	3	4	5

(11) Miscellaneous Characteristics

☐ Employed ☐ Unemployed – Seeking Employment ☐ Unemployed – Not Seeking Employment/Retired

☐ Needs Transportation ☐ Needs Child/Dependent Care

(12) Language Waiver ☐ Meets Language Waiver

Being able to read, write, and speak Basic English (Grade 3 level) is required for Naturalization. There are exceptions to this rule for someone who: - Is 55 years old and has been a permanent resident for at least 15 years; or - Is 50 years old and has been a permanent resident for at least 20 years.

(13) Computers

Do you have Internet access at home? ☐ Yes ☐ No Are you comfortable using the Internet? ☐ Yes ☐ No ☐ Some

(14) ▶ **Library Card**

Do you have a Hartford Public Library Card? ☐ Yes ☐ No If Yes, # _____

Participants must register for a Library Card. If your client does not possess a Hartford Public Library card, please remind them to bring a current Photo ID (Connecticut driver's license or State of Connecticut ID card) to register for their free library card. If they live outside of Hartford they need to bring their town Library card and a Photo ID. NOTE: Proof of address (utility bill, mail, etc.) is required only if it's not printed on their Photo ID, such as a Passport and Green Card.

(15) Program Assigned (Student may participate in more than one program, but only select one Self-Study program at a time.)

☐ **Citizenship Class** ☐ **Mock Interview** **Self Study** ☐ Advanced – Ready for the test

☐ Intermediate

☐ Beginner

☐ Self-Study Language Waiver

(16) ▶ **I understand that student information is confidential and will be used only for program administration, research and evaluation purposes.**

Applicant Signature Required:_____ ***Date***: _____

(17) Client Orientation Appointment Date: _____ Time: _____

NOTES:

If you have any questions. Please contact:

1st Maryanne Daly-Doran, Project Manager: 860-695-6372 mddoran@hplct.org

2nd Homa Naficy: Associate Librarian, Education & Outreach Services: 860-695-6334 naficy@hplct.org

Project Manager Use Only: Attendance

Class Hours _____ Self-Study Hours _____ Field Trips _____ Mock Interview _____