

**Instructions for N-600K, Application for Citizenship  
and Issuance of Certificate Under Section 322****Instructions**

Please read these instructions carefully to properly complete this form. If you need more space to complete an answer, use a separate sheet(s) 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?**

This form, the N-600K is an application for the naturalization of a child **who regularly resides outside the United States** and for the issuance of a Certificate of Citizenship to the child.

**Who May Use Form N-600K?**

The following individuals may use this form:

1. A U.S. citizen parent seeking citizenship on behalf of a minor adopted or biological child under section 322 of the Immigration and Nationality Act (INA) (providing for citizenship through an application process for biological and adopted children who regularly reside outside of the United States and meet certain conditions while under the age of 18 years).
2. If a U.S. citizen parent of a child who otherwise meets the eligibility requirements of INA 322 has died, a U.S. citizen parent of the U.S. citizen parent or a U.S. legal guardian can file this application at any time within five years of the U.S. citizen parent's death.

**Who May File Form N-600K?**

This form should be filed only if the child:

1. In the case of minor adopted or biological children (under 18 years) qualifying for citizenship under section 322 of the INA, the application must be filed by the U.S. citizen parent with legal and physical custody of the child.
2. In the case of an application filed by a U.S. citizen parent of a deceased citizen parent or of an application filed by a U.S. citizen legal guardian, the child does **not** have to be residing in the legal and physical custody of the applicant. The application can be filed and approved if the child is residing in the legal and physical custody of a person who does not object to the application.
3. Will not yet have reached their eighteenth birthday at the time of fulfilling all of the requirements for citizenship, including the required interview of U.S. citizen parent and the child, and

3. Is a biological child who is a legitimate child or is a child who was legitimated, while in the legal custody of the legitimating parent(s), prior to reaching the sixteenth birthday **or**
4. Is an adopted child who has a full and final adoption **and** the child either is the beneficiary of an approved I-600 or fulfilled the two-years legal custody, two-years joint residence requirements of INA section 101(b)(1)(E).

**Who May Not File Form N-600K?**

Therefore this form should not be used for stepchildren, children who are not legitimate and children who were not legitimated prior to their 16th birthday. Such children are not eligible for benefits under section 322 of the INA. Any person other than a citizen parent should not use this form except in cases in which a U.S. citizen parent has died.

**What Is the Filing Fee?**

The fee for Form N-600K is **\$460.00**. Except for a person who is requesting a Certificate of Citizenship for an adopted child, (checking **Part 2, Box A or C on the form**), all applicants must pay the fee for filing Form N-600K, under section 322 of the INA.

For U.S. citizen parents, or a U.S. citizen grandparent or U.S. citizen legal guardian filing in lieu of a deceased U.S. citizen parent, filing on behalf of an adopted minor child under section 322 of the INA (checking **Part 2, Box B on the form**), the fee for this is **\$420.00**.

Use the following guidelines when you prepare your check or money order for the Form N-600K.

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**, unless:
  - A. If you live in Guam and are filing your petition there, make it payable to **Treasurer, Guam**.

**B.** If you live in the U.S. Virgin Islands and are filing your petition there, make it payable to **Commissioner of Finance of the Virgin Islands**.

**C.** If you live outside the United States, Guam, or the U.S. Virgin Islands, contact the nearest U.S. embassy or consulate 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."

**Notice to Those Making Payment by Check.** If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually take 24 hours, and will be shown on your regular account statement.

You will not receive your original check back. We will destroy your original check, but we will keep a copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to two times.

#### **How to Check If the Fees Are Correct.**

The form and biometric fees on this form are 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 website at **www.uscis.gov**, select "Immigration Forms" and check the appropriate fee;
2. Review the Fee Schedule included in your form package, if you called us to request the form; or
3. Telephone our National Customer Service Center at **1-800-375-5283** and ask for the fee information.

**NOTE:** If your Form N-600K requires payment of a biometric service fee for USCIS to take your fingerprints, photograph, or signature, you can use the same procedure to obtain the correct biometric fee.

#### **Where To File.**

For all applicants seeking a U.S. citizenship and the issuance of a Certificate of Citizenship for a minor adopted or biological child who resides outside of the United States and qualifies for citizenship under section 322 of the INA, the Form N-600K may be filed at any USCIS office or suboffice in the United States or its outlying possessions (including San Juan, Puerto Rico; the U.S. Virgin Islands; and Guam). The address of USCIS offices can be found at: **www.uscis.gov**.

### **General Instructions.**

#### **Step 1. Fill Out Form N-600K.**

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.
4. **If the child has a USCIS "A" number, write the "A" number in the place indicated on the top right hand corner of the first page.** Use the "A" number on the Permanent Resident Card (formerly known as the Alien Registration Receipt or "Green" Card), if the child has one. Otherwise, use the "A" number shown on the USCIS or former INS-issued correspondence about the child.

#### **Step 2. General Requirements.**

**Translations.** Any document containing 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.

**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. Do not send an original Certificate of Citizenship or Certificate of Naturalization. USCIS may request that you present original documents at the interview.

#### **What Documents or Evidence Must I Send With the Application?**

The following is a list of documents that must be submitted with the Form N-600K. **Unless specifically noted otherwise, every applicant must submit each of the documents listed below for himself/herself and the U.S. citizen parent(s) (or grandparent(s) if applicable) through whom the applicant is claiming U.S. citizenship.**

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## 1. 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.

**NOTE: Because of the current USCIS scanning process, if a digital photo is submitted, it needs to be produced from a high resolution camera, which has at least a 3.5 mega pixel.**

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 order of which you are a member. Using pencil or felt pen, lightly print your name and Alien Receipt Number on the back of the photo.

**2. Birth Certificate or Record of the Child** - A certified birth certificate or record issued by a civil authority in the country of birth.

**3. Birth Certificate or Record of the Citizen Parent** - A certified birth certificate or record issued by a civil authority in the country of birth is required for applications filed by a citizen parent of a citizen parent.

**3. Marriage Certificate(s)** - Certified marriage certificate(s) issued by a civil authority in the state or country of marriage.

**4. Documents Showing the Termination of a Marriage** - Examples include a divorce decree, death certificate, or annulment document.

**5. Proof of U.S. Citizenship** - Examples of this are birth certificates showing birth in the United States; an N-550, Certificate of Naturalization; an N-560, Certificate of Citizenship; an FS-240, Report of Birth Abroad of United States Citizen; or a valid unexpired U.S passport.

**6. Proof of Legitimation** - *(Only required for applicants who were born out of wedlock).*

Documents must establish legitimation according to the laws of the child's residence or domicile or father's residence or domicile (if applicable).

Legitimation for INA benefits requires that the child is in the legal custody of the legitimating parent(s) at the time of legitimation.

**7. Proof of Legal Guardianship** - Proof of legal guardianship issued by competent authority in the place of residence of the legal guardian must be submitted for any application filed by a legal guardian in lieu of a deceased citizen parent.

**8. Proof of Legal Custody** - *(Only required for applicants whose U.S. citizen parent(s) divorced and/or separated and for applicants who are adopted or legitimated).*

**9. Evidence of Lawful Admission and Maintenance of Such Lawful Status** (e.g. Form I-94, Arrival/Departure Record) - *(Required at time of interview for all applicants seeking citizenship under section 322 of the INA).*

**10. Proof of Required Residence or Physical Presence in the United States** - Any document that proves the U.S citizen parent(s)' residence or physical presence in the United States. This proof may include but is not limited to the following:

A. School, employment, military records;

B. Deeds, mortgages, leases showing residence;

C. Attestations by churches, unions, or other organizations;

D. U.S. Social Security quarterly reports;

E. Affidavits of third parties having knowledge of the residence and physical presence.

**11. Proof of U.S. Citizen Grandparent(s)' Required Physical Presence in the United States** - *(Only required for applicants seeking citizenship under section 322 of the Act whose U.S. citizen parent(s) does not meet the physical presence requirement of five years in the United States, two years of which were after the age of 14).*

Documentation establishing that the U.S. citizen grandparent(s) met the required physical presence requirements.

**12. Current Status of U.S. Citizen Grandparent.**

An application filed by a citizen parent that relies on the physical presence in the United States of a citizen grandparent cannot be approved unless the citizen grandparent is a U.S. citizen, if living, or if deceased, was a U.S. citizen at the time of his or her death.

An application filed by any grandparent or legal guardian in lieu of a deceased citizen parent that relies on the physical presence of a citizen grandparent cannot be approved unless evidence is submitted that the citizen grandparent was a U.S. citizen and still alive at the time of the death of the citizen parent.

**13. Copy of Notice of Approval of a Form I-600, Petition to Classify Orphan as an Immediate Relative, and Supporting Documentation for Such Form (Except Home Study)** - *(All adopted orphans applying under section 322 of the INA must either have this form or have complied with the two years legal custody and two years of joint residence requirement of INA 101(b)(1)(E)).*

**14. Copy of Full, Final Adoption Decree** - *(Only required for adopted applicants).*

**15. Evidence of All Legal Name Changes.**

### What If a Document Is Not Available?

If it is not possible to obtain any one of the above-required documents, you must establish why the evidence is not available. You may be required to submit an original written statement from the relevant government or other authority explaining the reason for the unavailability of the document(s). You may submit the following **secondary evidence** for consideration. However, secondary documents that do not overcome the availability of primary documents may result in denial of the application:

- 1. Baptismal Certificate:** A certificate under the seal of the church where the baptism occurred, showing the date and place of the child's birth, date of baptism, the names of the godparents, if known.
- 2. Church Records:** A certificate under the church seal issued within two months of birth.
- 3. School Record:** A letter from authorities of the school attended (preferably the first school), showing the date of admission to the school, the child's date of birth or age at that time, place of birth, and the names and places of birth of parents, if shown in the school records.
- 4. Census Records:** State or Federal census records showing the name(s) and place(s) of birth, and the date(s) of birth or age(s) of the person(s) listed.
- 5. Affidavits:** Written statements sworn to (or affirmed) by two persons who have personal knowledge of the claimed event (i.e., the date and place of a birth, marriage, or death). The persons may be relatives and need not be citizens of the United States. Each affidavit should contain the following information regarding the person making the affidavit: his/her full name and address; date and place of birth; relationship to the applicant, if any; full information concerning the event; and complete details concerning how he/she acquired knowledge of the event.

## Step-By-Step Instructions.

This form is divided into ten parts. The information below will help you fill out the form.

### Part 1. Information About Your Child.

**NOTE:** If you are a U.S. citizen parent, grandparent or legal guardian applying for a certificate of citizenship on behalf of your minor biological, or adopted child, give information for your **minor child**.

- 1. Current Legal Name** - The child's current legal name is the name on the birth certificate unless it has been changed after birth by a legal action such as a marriage, adoption, or court order.
- 2. Name Exactly as It Appears on Your Permanent Resident Card** (if applicable and if different from above). Write the child's name exactly as it appears on the card, even if it is misspelled.
- 3. Other Names Used Since Birth** - If the child has ever used any other names since birth, write them in this section. If you need more space, use a separate sheet of paper.
- 4. U.S. Social Security Number** - Print the child's U.S. Social Security number. If the child does not have a Social Security number, write "N/A" in the space provided.
- 5. Date of Birth** - Use eight numbers to show the child's date of birth (example: May 1, 1992, should be written 05/01/1992).
- 6. Country of Birth** - Give the name of the country where the child was born. Write the name of the country even if it no longer exists. If the name of the country has changed, write the name of the country as it was at the time of your birth.
- 7. Country of Citizenship/Nationality** - Write the name of the country of the child's citizenship/nationality.
  - A.** If the country no longer exists and/or the child is stateless, write the name of the country where the child was last a citizen or national.
  - B.** If the child is a citizen or national of more than one country, write the name of the foreign country that issued the last passport.
- 8. Gender** - Indicate whether male or female.
- 9. Height** - Give the child's height in feet and inches.

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## Part 2. Information About the Child's Eligibility.

Check the box that indicates why the child is eligible to apply for a Certificate of Citizenship.

If you are a U.S. citizen parent applying for a Certificate of Citizenship on behalf of a minor biological child, check the box in **Section A**. If you are a U.S. citizen parent applying for a Certificate of Citizenship on behalf of a minor adopted child, check the box in **Section B**. If you are the U.S. citizen parent of a deceased U.S. citizen parent applying for your grandchild, check the box in **Section C**. If you are the U.S. citizen legal guardian of an eligible child, check the box in **Section C**.

## Part 3. Additional Information About the Child.

The information in this section should be about the child who will be issued the Certificate of Citizenship.

**NOTE:** If you are a U.S. citizen parent, grandparent, or legal guardian applying for a Certificate of Citizenship on behalf of a minor biological or adopted child, give information for your **minor child**.

1. **Home Address** - Give the address where the child now lives. Do not put post office (P.O.) box numbers here.
2. **Mailing Address** - If the mailing address is the same as the home address, write "same." If the mailing address is different from the home address, write it in this part. Provide "Care Of" information if applicable.
3. **Telephone Numbers** - Telephone numbers and e-mail addresses allow USCIS to contact you more quickly about the application. If you are hearing impaired and use a TTY telephone connection, please indicate this by writing "(TTY)" after the telephone number.
4. **Current Marital Status** - Check the marital status of the child on the date you are filing this application.
5. **Information About the Child's Entry Into the U.S. and Current Immigration Status** -  
**Do not complete this section.** The USCIS Adjudicator will complete this during the interview.
6. **Previous Application for Certificate of Citizenship or U.S. Passport** - If you know of any prior application for a Certificate of Citizenship or a U.S. passport (or you are a U.S. citizen parent who previously applied for a Certificate of Citizenship or U.S. passport for your minor child), indicate on a separate piece of paper what happened with the application and whether a Certificate of Citizenship or U.S. passport was or was not issued.

7. **Information on Adoption** - If the child was adopted, provide information as to the place and date of adoption.
8. **Marital Status of Parents at Time of Birth (or Adoption)** - Indicate whether the child's parents were married to each other at the time of the child's birth. If the child was born out-of-wedlock, indicate "No," even if the parents subsequently married. If the child was adopted, indicate whether the adoptive parents were married to each other at the time of the adoption.

## Part 4. Information on Child's U.S. Citizen Father or Mother (or Adoptive Father or Mother).

**NOTE:** If you are a U.S. citizen father or mother (or adoptive father or mother) applying for citizenship and a certificate of citizenship on behalf of your minor child, where information is requested about in this section, provide **information about YOURSELF** in the sections noted. If you are a U.S. citizen grandparent or legal guardian, provide **information about the child's U.S. citizen PARENT** in the sections noted.

1. **Current Legal Name** - Give current legal name, or name at time of death, of the U.S. citizen father or mother. It is the name on the birth certificate unless it was changed after birth by a legal action such as a marriage, adoption, or court order.
2. **Date of Birth** - Use eight numbers to show the U.S. citizen father or mother's date of birth (example: May 1, 1969, should be written 05/01/1969).
3. **Country of Birth** - Give the name of the country where the U.S. citizen father or mother was born. Write the name of the country even if it no longer exists. If the name of the country has changed, write the name of the country as it was at the time of your U.S. citizen father or mother's birth.
4. **Home Address** - Give the address where the U.S. citizen father or mother now lives. **Do not** put post office (P.O.) box numbers here.
5. **U.S. Citizenship** - Indicate how the U.S. citizen father or mother became a U.S. citizen. Provide all the requested information.
6. **Loss of U.S. Citizenship** - Indicate whether the U.S. citizen father or mother ever lost U.S. citizenship. Provide this information even if the U.S. citizen father or mother regained citizenship at a later date.
7. **Residence and/or Physical Presence** - Provide all the dates when the U.S. citizen father or mother was in United States. Dates should include all time immediately after birth as well as after the age of 14 years and older.

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## 8. Marital History.

- A. Write the number of times the U.S. citizen father or mother was married. Include any annulled marriages. If there was more than one marriage to the same spouse, count each time as a separate marriage.
- B. If now married, provide information about the U.S. citizen father or mother's current spouse. Check appropriate box to indicate immigration status.
- C. Indicate whether the U.S. citizen father or mother's current spouse is also your parent. If "No," you will be asked to provide information about your father or mother's previous spouse or spouses.

## Part 5. Information About the U.S. Citizen Grandfather or Grandmother.

### Complete This Section Only If:

- 1. You are a U.S. citizen parent, grandparent or legal guardian applying for citizenship on behalf of a United States citizen's adopted or biological child who regularly resides outside the United States;
- 2. The U.S. citizen parent, **has not** been physically present in the U.S. for five years, two years of which were after the age of 14 years; and
- 3. If the eligible application is relying on the physical presence in the United States of the U.S citizen father or mother of the United States citizen parent (the child's grandfather or grandmother) to get citizenship for the adopted or biological child.
- 4. The applicant should provide information about the U.S. citizen parent (the grandparent of the child) of the U.S. citizen father or mother in the sections noted.
  - A. **Current Legal Name** - Give current legal name of the U.S. citizen grandfather or grandmother. It is the name on his or her birth certificate unless it was changed after birth by a legal action such as a marriage, adoption, or court order.
  - B. **Date of Birth** - Use eight numbers to show the U.S. citizen grandfather or grandmother's date of birth (example: May 1, 1949, should be written 05/01/1949).
  - C. **Country of Birth** - Give the name of the country where the U.S. citizen grandfather or grandmother was born. Write the name of the country even if it no longer exists. If the name of the country has changed, write the name of the country as it was at the time of the U.S. citizen grandfather or grandmother's birth.

**D. Home Address** - Give the address where the U.S. citizen grandfather or grandmother now lives. **Do not** put post office (P.O.) box numbers here.

**E. U.S. Citizenship** - Indicate how the U.S. citizen grandfather or grandmother became a U.S. citizen. Provide all the requested information.

**F. Loss of U.S. Citizenship** - Indicate whether the U.S. citizen grandfather or grandmother ever lost U.S. citizenship. Provide this information even if the U.S. citizen grandfather or grandmother regained citizenship at a later date.

**G. Residence and/or Physical Presence** - Provide all the dates when the U.S. citizen grandfather or grandmother was in United States. Dates should include all time immediately after birth as well as after the age of 14 years and older.

## Part 6. Legal Guardian.

Complete this part **only** for applications filed by a legal guardian in lieu of a deceased U.S. citizen parent.

## Part 7. Your Signature.

Except in cases in which a U.S. citizen parent of the child has died, only a U.S. citizen parent may file this application on their child's behalf. In cases in which a U.S. citizen parent has died, a U.S. citizen grandparent or U.S. citizen legal guardian can file the application. The applicant must sign and date the application. If the applicant does not sign the application, the application will be returned.

## Part 8. Signature of Person Preparing Form, If Other Than Applicant.

If you do not fill out the Form N-600K yourself, the preparer must also sign, date, and give his or her address. If the preparer is a business or organization, its' name must be included on the form.

## Part 9. Affidavit.

**Do not complete this part. You will be asked to complete this part at the interview.**

## Part 10. Officer Report and Recommendation.

**Do not complete this part. This part is for USCIS use only.**

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## Penalties.

If you knowingly and willfully falsify or conceal a material fact or submit a false document with this Form N-600K, we will deny the Form N-600K and may deny any other immigration benefit.

In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.

## Privacy Act Notice.

USCIS will use the information and evidence requested on Form N-600K to determine your eligibility for the requested immigration benefit. We may provide information from your application to other government agencies. Our legal right to ask for this information can be found in the Immigration and Nationality Act, as amended. We may provide this information to other government agencies. Failure to provide this information, and any requested evidence, may delay a final decision or result in denial of your Form N-600K.

## USCIS Forms and Information.

To order USCIS forms, call our toll-free number at **1-800-870-3676**. You can also get USCIS forms and information on immigration laws, regulations, and procedures by telephoning our National Customer Service Center at **1-800-375-5283** or visiting our internet website at **www.uscis.gov**.

As an alternative to waiting in line for assistance at your local USCIS office, you can now schedule an appointment through our internet-based system, **InfoPass**. To access the system, visit our 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.

## 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 1 hour and 35 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 Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529. OMB No. 1615-0087. **Do not mail your application to this address.**