THE SOLDIER'S GUIDE TO CITIZENSHIP APPLICATION

United States Army Human Resources Command

The Adjutant General Directorate

Personnel Service Support Division

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(Destroy All Previous Editions)

Table of Contents

Introduction.

Applicability.

Eligibility Requirements.

Terms.

Procedures:

Step 1. Prepare.

Step 2. Review the General Naturalization Requirements.

Step 3. Complete your Application.

Step 4. Have your Fingerprints Taken.

Step 5. Have your Photographs Taken.

Step 6. Collect the Necessary Documents.

Step 7. Bring your Completed Application to the Battalion (BN) or Brigade Combat Team (BCT) S-1, Military Personnel Division (MPD), or Military Personnel Office (MILPO).

Step 8. Mail the Application Packet to US Citizenship and Immigration Services (CIS).

Step 9. Wait for CIS To Schedule your Interview.

Step 10. Attend your Interview.

Step 11. Wait for the CIS Decision.

Step 12. Take the Oath.

Step 13. Receive the Certificate of Naturalization.

Appendices:

Appendix A. Application Checklist.

Appendix B. BN/BCT S-1, MPD, or MILPO Checklist for Naturalization Application.
Appendix C. Where To Go for Help.
Appendix D. Soldier Citizenship Application Program Responsibilities.
Appendix E. Format for BN or BCT S-1, MPD, or MILPO Cover Memorandum for Military Facilitated Applications for Citizenship.
Appendix F. Fingerprint Notice.
Appendix G. Citizenship Application Processing Events.
Appendix H. Authorization for USCIS Usage of Military Fingerprints.
Appendix I. Request for Overseas Processing.

Introduction

The Department of Defense has partnered with US Citizenship and Immigration Services (CIS) to assist non-citizen military personnel with their citizenship applications. The goal is to streamline and expedite the handling of their applications.

The Department of the Army has directed its Battalion (BN) and Brigade Combat Team (BCT) S-1s, Military Personnel Divisions (MPD), and Military Personnel Offices (MILPO) to assist Soldiers with their applications for citizenship and to coordinate with the US Army Human Resources Command (USAHRC) as necessary to facilitate the process.

This guide explains the procedures for Soldiers to apply for citizenship under the military facilitated program and the responsibilities of the BN or BCT S-1s, MPDs, and MILPOs to assist them. For additional information, Soldiers should visit the CIS website: http://www.uscis.gov/.

Applicability

This Guide was designed to assist Active Army, Army Reserve, and Army National Guard Soldiers who meet the criteria for citizenship based on qualifying military service. This Guide also helps Soldiers who choose to apply based on their permanent resident status; however, the applications of these Soldiers will not be processed as quickly as those who apply based on qualifying military service.

Although some information in this Guide may be helpful to Soldiers' family members, applications for citizenship submitted by the Soldiers' family members are not part of the Soldier Citizenship Application Program. Soldiers' family members who need assistance with applying for citizenship may consult their local Army Community Services (ACS) Center or Legal Assistance Office. Non-citizen family members of Soldiers may also consult these two websites for helpful information: http://www.uscis.gov/ and http://www.VisaJourney.com/.

Eligibility Requirements

Table T1 on the next page summarizes the differences in naturalization eligibility requirements between those who apply based on permanent resident status and those who apply based on qualifying military service. Following the table are descriptions of terms that explain the primary prerequisites for naturalization. If you still have questions about your eligibility, you should consult an immigrant assistance organization or CIS.

TABLE T1

Basis for Eligibility	Category	Time as a Lawful Permanent Resident	Fees Charged	Continuous Residency	Physical Presence in the U.S.	Time in District or State
Lawful Permanent Resident for at least five (5) years.	A	Must have been a lawful permanent resident for at least 5 years on the day application is filed.	Yes	Required	Required minimum of 30 months	Required
Lawful Permanent Resident for at least three (3) years, have been married to a U.S. citizen for this 3 years.	B	Must have been a lawful permanent resident for at least 3 years on the day the application is filed.	Yes	Required	Required minimum of 18 months	Required
Served in the Armed Forces during recognized periods and enlist/reenlist in the U.S. (Sec 329).	C	Not Required	No	Not Required	Not Required	Not Required
Member of the U.S. Armed Forces and have served for at least 1 year (Sec 328).	C	Must be a lawful permanent resident on the day the application is filed.	No	Not required	Not required	Not required

Terms

Eligibility--Active Army, Army Reserve, or Army National Guard Soldier with qualifying military service.

Category--Throughout this document, you will see reference to your filing category. Refer to this section of the chart to review the associated criteria.

Time as a permanent resident--Permanent residents are individuals who have Lawful Permanent Resident status in the United States as provided for under immigration laws. Permanent residents are normally given permanent resident cards (often called "green cards").

Continuous residence--Continuous residence means that you have not lived outside the United States other than for military service during the period in question. Residence is defined as home of record, location of dependents, or location where applicant has resided for 3 months prior to filing the application.

Physical presence in the United States--Physical presence means that you have actually been in the United States. Most applicants must be physically present in the United States for a certain number of months to be eligible for naturalization. This requirement does not apply to Soldiers who apply under Category C.

Time as a resident in district or state--Most people must live in the district or state in which they are applying for at least three months before applying. This requirement does not apply to Soldiers applying under Category C.

Good moral character--To be eligible for naturalization, you must be a person of good moral character. CIS will make a determination on your moral character. Some of the factors CIS may consider are:

> *Criminal record*--The Application for Naturalization, Form N-400, asks several questions about crimes. You should report all crimes you have committed, including ones that have been expunged (removed from your record) and those that happened before your 18th birthday. If you do not tell CIS about these crimes and they are discovered through background checks, you may be denied naturalization even if the crime itself was not a crime for which your case could be denied.

> *Lying*--If you do not tell the truth during your interview with the CIS, they may deny your application for lacking good moral character. If CIS grants you naturalization and you are later found to have lied during your interview, your citizenship may be revoked. If you have questions, you may want to seek advice from an immigrant assistance organization, legal assistance attorney, or an immigration attorney before applying.

Proficiency in the English language—The law requires applicants to demonstrate an understanding of the English language, including the ability to read, write, and speak simple words and phrases in ordinary usage of the English language.

Knowledge of civics—According to the law, applicants must show that they have a knowledge and understanding of the fundamentals of the history, principles, and form of government of the United States.

Procedures

Step 1. Prepare.

Reading and understanding is the first step in the naturalization process. Since some naturalization requirements are difficult to understand, many people have questions. If you read this Guide before beginning the naturalization process, many of your questions will be answered. You should start by reviewing the checklist at Appendix A, which lists the various documents applicable to your filing status.

Step 2. Review the General Naturalization Requirements.

If you do not meet all the requirements, you will save time by waiting until you are eligible to apply. If you still have questions about your eligibility after reviewing the General Naturalization Requirements, you should seek advice by visiting a CIS office, contacting a community immigrant assistance organization, or talking to a legal assistance or immigration attorney. The General Naturalization Requirements are available at http://www.uscis.gov/.

Step 3. Complete your Application.

After you have reviewed the General Naturalization Requirements and believe you are eligible for naturalization, you should obtain an Application for Naturalization (Form N-400). You may obtain Form N-400 at your supporting BN or BCT S-1, MPD, or MILPO or by calling the CIS Forms Line at commercial 1-800-870-3676. The form may also be downloaded from the Internet at http://www.uscis.gov/.

Part 2 of the form has a large influence on the amount of time it takes to process your application and determines which CIS service center your application is mailed to. Most Soldiers will apply under Category C or A.

It is required that all Soldier applicants, regardless of filing category, fill out and submit the G-325B version of the Biographic Information form. Please be aware that you will be required to answer questions about your application at your interview. When completing your application, it is essential that you answer all questions honestly.

Step 4. Have your Fingerprints Taken.

Preferred Procedures for Category C Applicants within the US--Obtain the Fingerprint Notice in Appendix F from your servicing BN or BCT S-1, MPD, or MILPO. Through prior agreement with CIS, BN or BCT S-1s, MPDs, and MILPOs have the authority to schedule fingerprinting appointments at a CIS Application Support Center (ASC) by filling in the appropriate information and handing the completed notice to you. Since ASCs will not accept a blank Fingerprint Notice, it is essential for you to ensure that you servicing BN or BCT S-1, MPD, or MILPO actually has filled out this form.

The Fingerprint Notice from the BN or BCT S-1, MPD, or MILPO will state where and when to have your fingerprints taken. The address of the ASC nearest you is available at http://www.uscis.gov/.

It is your responsibility to show up at the designated ASC on the appointed date with the completed Fingerprint Notice and your military ID card in hand for presentation to the appropriate CIS official. After your fingerprints are taken, CIS will send your fingerprints to the FBI. If the FBI rejects your fingerprints, CIS will notify you to schedule a second visit to the ASC.

These Preferred Procedures are an important benefit. Failure to implement these procedures will cause a delay of several months in the processing of your application for citizenship.

Preferred Procedures for Category C Applicants Physically Located Overseas (i.e., outside the 50 United States, the District of Columbia, Guam, Puerto Rico, and the US Virgin Islands)--Contact the nearest Military Police unit or Security Manager and request that two sets of DARK and CLEAR fingerprints be taken on FD-258 Fingerprint Cards. CIS will not accept fingerprints on any other type of form or card. The two sets of fingerprints on FD-258 cards will be included in the citizenship application packet mailed to CIS from overseas locations.

Alternative Procedures for all Category C Applicants—When it is not feasible to use the Preferred Procedures, you may authorize CIS to use your fingerprints that were taken when you enlisted in the Army by filling out, signing, dating, and including in your citizenship application packet the completed Authorization for USCIS Usage of Military Fingerprints in Appendix I.

Even if you plan to use the Preferred Procedures, it is a good idea to complete the form in Appendix I and include it in your application packet just in case unforeseen circumstances keep you from carrying out your plans.

The citizenship applications of Soldiers using the Preferred Fingerprint Procedures will be processed much faster than those who use the Alternative Procedures. Even so, having the option of using these Alternative Procedures is a valuable benefit for Soldiers because of the long distances of many Army

installations from ASCs in the US and situations sometimes arising in overseas areas that prevent using the FD-258 cards.

For some Soldiers, unexpected technological problems may cause the military fingerprints to be unusable. In such rare cases, CIS will notify the affected Soldiers of their need to go have their fingerprints taken using the Preferred Procedures above as soon as feasible.

Procedures for all Categories A and B Applicants--For Soldiers applying under Category A or B, the BN or BCT S-1 does not have authority to schedule appointments per the Preferred Procedures, and the use of military fingerprints per the Alternative Procedures is not authorized.

Soldiers filing under Category A or B will receive their appointment letters directly from CIS after the completed application is received for processing.

After you receive the fingerprint appointment notice, go to the designated ASC. Take your fingerprint notice letter from CIS, your Permanent Resident Card, and another form of identification (driver's license, military ID card, passport, or state identification card) with you. Your second form of identification should have your photograph on it.

The procedures for Categories A and B Soldier applicants from overseas locations are the same as the Preferred Procedures for Category C Applicants Physically Located Overseas.

Step 5. Have your Photographs Taken.

You must include two color photographs with your application.

The specifications for these photographs are the same as those for a US passport. For more information on these requirements, see this website: http://www.travel.state.gov/passport/pptphotos/index.html.

Step 6. Collect the Necessary Documents.

You will need to include copies of several documents with your application. Use the checklist at Appendix A to make sure you include the right documents. Send an English translation with any document that is not already in English. The translation must include a statement from the translator that he or she is competent to translate and that the translation is correct. In some instances, the checklist directs you to send original documents. If you must send an original document to CIS, remember to make and keep a copy for your records. If filing under Category A or B, skip to Step 8.

Step 7. Bring your Completed Application to the BN or BCT S-1, MPD, or MILPO.

The BN or BCT S-1, MPD, or MILPO will review the documentation for accuracy and completeness. When the Soldier brings in the completed Application for Citizenship (Form N-400) with the required forms/documentation, the BN or BCT S-1, MPD, or MILPO will review them to ensure that the forms are filled out correctly and that all required documents are included (see checklist at Appendix B).

The BN or BCT S-1, MPD, or MILPO must verify the application and service data and then complete the back side of Form N-426.

It is essential for the BN or BCT S-1, MPD, or MILPO to certify that the character of the Soldier's service is "honorable." As a general rule, a Soldier is considered to be serving honorably unless a decision has been made, either by the Soldier's commander or a court martial, to discharge him/her under less than honorable conditions.

In the rare cases where the character of a Soldier's service is questionable, ONLY the Soldier's commander can decide this issue, and the sole criterion for the decision is: If the Soldier were being discharged today, based on his/her record, what type of discharge would the Soldier receive? If Honorable or General or Under Honorable Conditions, the character of service on the N-426 will read "honorable." If Under Less than Honorable Conditions, the N-426 character of service item will NOT read "honorable."

If this item is left blank, CIS will insist that this form be redone correctly.

For Army Reserve and Army National Guard Soldiers, it is essential that all periods of service be clearly annotated and that each period of service be specified as either Active or Inactive service.

For Army National Guard Soldiers, it is especially critical to show the legal authority (e.g., Title 10 or Title 32, US Code) for each period of Active Duty service as shown on the "Authority" line of the orders that called the individual Soldier to active duty.

For Army National Guard Soldiers who have no Active Duty service under Title 10, US Code, since 11 September 2001, it is essential that all time served in a National Guard drilling unit since 11 September 2001 be clearly specified as service in the Selected Reserve of the Ready Reserve.

The BN or BCT S-1, MPD, or MILPO will authenticate the Soldier's service data, and after the information is validated, sign and apply the official seal previously provided to CIS to the N-426.

Step 8. Mail the Application Packet to CIS.

The application packets for all Soldiers filing under Category C must be mailed to the special address for military personnel at the Nebraska Service Center listed here. It is better for the Soldier if the servicing BN or BCT S-1, MPD, or MILPO actually does the mailing of the citizenship application packet to the Nebraska Service Center. The interview may be scheduled at a CIS location selected by the Soldier. It is essential that the cover memorandum described in Appendix E be placed on top of the application packet inside the envelope.

US Citizenship and Immigration Services
Nebraska Service Center
PO Box 87426
Lincoln, NE 68501-7426

If the Soldier is currently located overseas or is scheduled to depart to an overseas location (either on a permanent change of station (PCS) move or a deployment) and wants the interview scheduled for the first opportunity in the overseas area:

> The Soldier should fill out and include in the application packet the CIS Request for Overseas Processing form in Appendix I. Inclusion of this completed form will enable CIS to move the Soldier's file to the correct overseas location as soon as feasible after it has been prepared for interview.

> The servicing BN/BCT S-1, MPD, or MILPO should send an e-mail message to the appropriate overseas CIS office after the Soldier's citizenship application packet has been mailed. This message must contain the Soldier's name, Alien Number, Social Security Number, date of birth, e-mail address, current or projected country of assignment or deployment, current or projected (if available) mailing address, and the projected date of arrival in country according to the Soldier's PCS or deployment orders. Sending this message will help CIS to plan, schedule, and prepare for overseas naturalization interviews and ceremonies.

For Soldiers located in or departing to Europe, the Middle East, South or Near Asia, or Africa, the message should be sent to this address: Rome.Natz@dhs.gov.

For Soldiers located in or departing to Korea or some other part of East Asia, Japan, Okinawa, Southeast Asia, the Pacific Islands, or Australasia, the message address is: CIS.Seoul@dhs.gov.

For Soldiers located in or departing to Latin America or the Caribbean area, a copy of the Request for Overseas Processing (Appendix I) should be faxed to this number in Mexico City, Mexico: +525-55-080-2174.

Soldiers choosing to apply under Category A or B must mail their applications to the CIS Service Center serving the region where they qualify for residency (see Table T1 and Terms). Be sure to include payment for all applicable fees, the Form G-325B with all administrative data completed, and a signed copy of the release forms for the personnel and medical records check.

>The California Service Center services Arizona, California, Hawaii, Nevada, Guam, and the Northern Mariana Islands.

US Citizenship and Immigration Services
California Service Center
PO Box 10400
Laguna Nigel, CA 92677-0400

> The Nebraska Service Center services Alaska, Colorado, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, and Wyoming. Please note that this address is different from the CIS Nebraska address for Category C applicants.

US Citizenship and Immigration Services
Nebraska Service Center
PO Box 7400
Lincoln, NE 68501-7400

> The Texas Service Center services Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee, and Texas.

US Citizenship and Immigration Services
Texas Service Center
PO Box 851204
Mesquite, TX 75185-1204

> The Vermont Service Center services Connecticut, Delaware, the District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, Puerto Rico, and the US Virgin Islands.

US Citizenship and Immigration Services
Vermont Service Center

75 Lower Weldon Street
St. Albans, VT 05479-0001

Step 9. Wait for CIS To Schedule your Interview.

After everything is ready, CIS will schedule your interview and mail you a notice of the date, time, and place of the appointment. It is very important that you attend the interview. If you must reschedule, contact the office where your interview is scheduled as soon as possible. You should explain your situation and ask to have your interview rescheduled. When a new date has been set, CIS will send you a new interview notice.

If you are either assigned or deployed to Europe, the Middle East, South or Near Asia, or Africa and want your interview held at the next opportunity for Soldiers in your area, send an e-mail message request containing your name, Alien Number, Social Security Number, date of birth, e-mail address, mailing address, country where you are located, and your current date eligible for return from overseas (DEROS) or date you expect to redeploy back to your home station or mobilization station to this address: Rome.Natz@dhs.gov. If any changes occur in this information, send Rome.Natz@dhs.gov another message informing them of the changes.

If you are either assigned or deployed to Korea or some other part of East Asia, Japan, Okinawa, Southeast Asia, the Pacific Islands, or Australasia and want your interview held at the next opportunity for Soldiers in your area, send an e-mail message containing your name, Alien Number, Social Security Number, date of birth, e-mail address, mailing address, country where you are located, and your current DEROS or date you expect to redeploy back to your home station or mobilization station to this address: CIS.Seoul@dhs.gov. If any changes occur in this information, send CIS.Seoul@dhs.gov another message informing them of the changes.

If you are either assigned or deployed to Latin America or the Caribbean area and want your interview held at the next opportunity for Soldiers in your area, fill out a Request for Overseas Processing (Appendix J) and fax it to this number in Mexico City, Mexico: +525-55-080-2174. If any changes occur in this information, fill out and fax another Request for Overseas Processing (Appendix J) to Mexico City at +525-55-080-2174. You may also include with your form any explanations or documents that CIS Mexico City needs.

Every time your mailing address changes for whatever reason before you receive the interview notice, you must inform CIS of your new mailing address. The most efficient way to provide this update is by going online at http://www.uscis.gov/.

If your change of address is to or from an APO or FPO address and you cannot input this update due to technical problems, provide this information by sending an e-mail message to MilitrayInfo.NSC@dhs.gov at any time or by calling the CIS Military Help Line, 1-877-CIS-4MIL (1-877-247-4645) between 0800 and 1630 hours, Central Standard Time, during Monday through Friday. Be sure to include your name and Alien Number in your e-mail message or telephone call.

Keeping CIS informed of your current mailing address is a task required in addition to the change of address card you normally submit to your unit mail room and/or the local Post Office to ensure the forwarding of your mail. Remember, if CIS cannot contact you by mail, they cannot interview you.

Step 10. Attend your Interview.

Go to the CIS office on your notice for the interview at the specified time. You should appear at the office where you are to be interviewed before the time of your interview. Since many CIS offices are crowded, you should not bring other people with you. If you fail to appear at your interview without contacting CIS, your case will be administratively closed. If your case is closed and you do not contact CIS within 1 year to reopen it, your application will be denied due to abandonment. Rescheduling an interview may add several months to your naturalization process.

If CIS schedules your interview for a date when you are not available due to deployment or other military necessity, write on the interview notice why you cannot attend and when you expect to be available (some time after you expect to return to your home station or mobilization station) and mail the annotated notice back to the address of the CIS office that sent you the interview notice. If feasible, attach a copy of your deployment orders to the annotated notice you return to CIS. CIS has assured the Army that they will work with Soldiers to reschedule interviews missed due to military necessity, PROVIDED the Soldiers keep CIS informed of their status.

Provide additional documents if CIS requests them. In some cases, CIS may ask you to bring additional documents to the interview. These documents will be listed on your appointment letter. If you fail to bring the necessary documents, your case may be delayed or denied.

Take the English and Civics tests. During your interview, your ability to read, write, and speak English will be tested. You will also be given a civics exam to test your knowledge and understanding of US History and Government. Many schools and community organizations help applicants prepare for their citizenship tests. Some of these programs are very good; however, CIS does not review or approve any of these outside classes or materials. You may first want to check

the CIS website (http://www.uscis.gov/) for available study material. Test questions are provided as part of the CIS Guide to Naturalization.

Your English language proficiency will be tested in one or more of the following ways:

> Reading—To test your reading ability, you may be asked to read aloud parts of the N-400, read a set of civics questions and answer them, and/or read several simple sentences aloud.

> Writing—To test your writing skills, you may be asked to write one or two simple sentences.

> Speaking—Your speaking ability will be tested when you answer questions about yourself and your application.

Your knowledge of US History and Government will be tested by requiring you to answer orally a set of civics questions or to take a written multiple choice test with as many as 20 questions.

Answer questions about your application and background. At your interview, a CIS officer will place you under oath and then ask you about:

> Your background.

> Evidence supporting your case.

> Your place and length of residence.

> Your character.

> Your attachment to the US Constitution.

> Your willingness to take an Oath of Allegiance to the United States.

The CIS officer may ask you questions to make sure you meet all the eligibility requirements. Be prepared to explain any differences between your application and other documents you have provided to CIS. Remember that you are under oath. Always tell the truth during your interview. If you are granted citizenship but CIS finds out later that you lied on your application or during your interview, your US citizenship may be revoked.

A representative may accompany you to the interview if you have sent a Notice of Entry of Appearance as Attorney or Representative, Form G-28. Also, if you are exempt from the English requirements, you may bring an interpreter to the

interview. If you have any disabilities, you may bring a family member or legal guardian with you at the discretion of the CIS officer.

For future reference, request and write down the name and telephone number of the CIS officer who interviews you. This information will facilitate the resolution of any issues or unexpected problems that may arise, especially if your application is continued or denied.

Step 11. Wait for the CIS Decision.

After your interview, your application for US citizenship will be granted, continued, or denied.

Granted—Sometimes, CIS can tell you if you will be granted citizenship at the end of your interview. Otherwise, you will receive a notice telling you when and where your oath ceremony will be held.

Continued--The CIS officer may also continue your case. This means your case is on hold. The most common reasons for continuation are failing the English and civics tests or failing to give CIS the documents they need. If your case is continued, you will either be asked to come to a second interview, usually within 60-90 days of the first interview, or to provide additional documents.

Denied—CIS may also deny your application for naturalization. If CIS denies your application, you will receive a written notice telling you why. There is an administrative review process for applicants who receive denials. If you believe that you were wrongly denied citizenship, you may request a hearing with a CIS officer. Your denial letter will explain how to request a hearing and will include the form you need. The form for filing an appeal is the Request for Hearing Proceedings under Section 336 of the Immigration and Naturalization Act, Form N-336.

Step 12. Take the Oath.

If CIS approves your application for naturalization, you must attend a ceremony and take the Oath of Allegiance to the United States. Here are the procedures for this process:

Receive a Ceremony Date. CIS will notify you by mail of the date and time of your ceremony. The notice CIS sends you is called the Notice of Naturalization Oath Ceremony, Form N-445. In some cases, CIS may give you the option of taking the Oath on the same day as your interview. If you decide to take a same day oath, CIS will ask you to come back to the office later that day. At this time, you will take the Oath and receive your Certificate of Naturalization.

Check in at the Ceremony. When you arrive at the ceremony, you will be asked to check in with CIS. Try to arrive early. Remember, there are many other people being naturalized with you who must also check in. If you cannot attend the ceremony on the day you are scheduled, return the CIS notice (Form N-445) to your local CIS office with a letter explaining why you cannot be at the ceremony and requesting that CIS reschedule you.

Return your Permanent Resident Card. You will be required to return your Permanent Resident Card to CIS when you check in for your oath ceremony. You will no longer need your Permanent Resident Card because you will receive your Certificate of Naturalization at the ceremony.

Answer Questions about What You Have Done since your Interview. If more than a day has passed between your interview and the ceremony, you will need to answer several questions. These questions are located on the back of your notice from CIS (Form N-445). You should read the questions carefully and mark your answers before you arrive at the ceremony.

Take the Oath. You are not a citizen until you have taken the Oath of Allegiance. If you are unable to swear the Oath, you may replace these words with "solemnly affirm." If you are unable to use the words "so help me God" because of religious beliefs, you may omit these words. If you believe you qualify for a modified oath, you should include a letter with your application explaining the situation. CIS may also ask you to provide a document from your religious organization explaining its beliefs and stating that you are a member in good standing.

Step 13. Receive the Certificate of Naturalization.

After you have taken the Oath, you will receive your Certificate of Naturalization. You may use this document as proof that you are a US citizen.

You should show this document to your servicing BN or BCT S-1, MPD, or MILPO as soon as possible so that your citizenship status can be updated on your military personnel records.

Certificate of Naturalization Number--It is illegal to make a photocopy of your Certificate of Naturalization. Before storing this document in a place for special safekeeping, you should write down the Certificate of Naturalization Number on a small card or piece of paper and keep this number with your military ID card at all times. This advice is for your own protection. Even in the best of information systems, data can be lost or temporarily not available. Having this number handy can facilitate the resolution of any problems that may occur if questions arise about your citizenship status.

Passport— It is strongly recommended that you obtain a US passport soon after your naturalization ceremony. A passport serves as evidence of citizenship and is easier to carry around or replace if lost than a Certificate of Naturalization. If you lose your Certificate of Naturalization, it can take as long as a year to obtain a new certificate.

APPENDIX A

Application Checklist

All applicants must include:	
	Application for Naturalization, Form N-400.
	A photocopy of both sides of your Permanent Resident Card (previously known as the Alien Registration Card and often called a "green card").
	Two color photographs (passport style).
	An original Form G-325B, Biographic Information.
Other documents that may apply:	
	If applying under Category C, an original N-426, Certification of Military or Naval Service.
	If applying under Category C, a filled out, signed, and dated Authorization for USCIS Usage of Military Fingerprints form (Appendix H).
	If applying under Category C, located overseas or scheduled to depart to an overseas location, and want the interview scheduled for the first opportunity in the overseas area, a completed Request for Overseas Processing form (Appendix I).
	If located overseas and applying under Category A or B, include: Two sets of DARK and CLEAR fingerprints on FD-258 fingerprint cards completed by a US consulate or military installation.
	If an attorney or accredited representative is acting in your behalf, include a Form G-28, Notice of Entry of Appearance as Attorney or Representative.
	If your current name is different from the name on your Permanent Resident Card, include the document which legally changed your name (marriage license, divorce decree, OR court document) OR a detailed explanation of why you use a different name.
	If you are applying for naturalization on the basis of permanent resident status (i.e., Category A or B), you are required to pay the N-400 and biometric fees as specified at http://www.uscis.gov. Category A and B applicants who are located outside the United States on military orders when the application is submitted do not have to pay the biometric fee because the fingerprints are taken at a Government facility (i.e., two sets of DARK and CLEAR fingerprints on FD-258 cards.
	If you are applying for naturalization on the basis of marriage to a US citizen, include the following documents: > Proof that your spouse has been a US citizen for at least the past 3 years (birth certificate, naturalization certificate, certificate of citizenship, copy of the inside of the front cover and signature page of your spouse's valid US passport, OR Form FS-240, Report of Birth Abroad of a Citizen of the United States of America). > Your current marriage certificate. > Proof of termination of ALL of your spouse's prior marriages (divorce decree OR death certificate).

	> An original IRS Form 1722 listing tax information for the past 3 years OR copies of the income tax forms you filed for the past 3 years.
	If you were previously married, include proof of termination of ALL of your prior marriages (divorce decree OR death certificate).
	If you have taken a trip outside the United States that lasted for 6 months or more since becoming a Permanent Resident, include an original IRS Form 1722 listing tax information for the past 5 years (or for the past 3 years if you are applying on the basis of marriage to a US Citizen). Overseas assignments and temporary duty (TDY), temporary changes of station (TCS), and unit deployments exceeding 6 months do not require the IRS Form 1722.
	If you have a dependent spouse or children and have been ordered to provide financial support, include: > Copies of the court or government order to provide financial support. > Evidence that you have complied with the court or governing order (cancelled checks, money order receipts, a court or agency printout of child support payments, OR evidence of wage garnishments).
	If you have ever been arrested or detained by any law enforcement officer for any reason and no charges were filed, include an official statement from the arresting agency or applicable court indicating that no charges were filed.
	If you have ever been arrested or detained by any law enforcement officer for any reason and charges were filed, include an original certified copy of the complete court disposition for each incident (dismissal order, conviction record, OR acquittal order).
	If you have ever been convicted or placed in an alternative sentencing program or rehabilitative program, include: > The sentencing record for each incident. > Evidence that you completed your sentence (probation record, parole record, OR evidence that you completed an alternative sentencing program or rehabilitative program).
	If you have ever had any arrest or conviction vacated, set aside, sealed, expunged, or otherwise removed from your record, include an original or certified copy of the court order vacating, setting aside, sealing, expunging, or otherwise removing the arrest or conviction.
	If you have ever failed to file an income tax return when it was required by law, include copies of all correspondence with the Internal Revenue Service (IRS) regarding your failure to file.
	If you have any Federal, state, or local taxes that are overdue, include: > A signed agreement from the IRS, state, or local tax office showing that you have filed a tax return and arranged to pay the taxes you owe. > Documentation from the IRS, state, or local tax office showing the current status of your repayment program.
	If you did not register with the Selective Service and you (1) are male, (2) are over 26 years old, and

	(3) lived in the United States in a status other than as a lawful nonimmigrant between the ages of 18 and 26, send a "Status Information Letter" from the Selective Service (call 1-847-688-6888 for more information).

APPENDIX B

Battalion (BN) or Brigade Combat Team (BCT) S-1, Military Personnel Division (MPD), or Military Personnel Office (MILPO) Checklist for Naturalization Application

	Yes	No	N/A
Is the Form N-400 filled out completely?			
Is the appropriate block in Part 2 of the N-400 checked?			
If the applicant answered "yes" to one or more questions in Part 10 of the N-400, is an explanation on a separate sheet attached?			
Has the applicant signed the N-400 in Part 11?			
Is a filled out, signed, and dated Authorization for USCIS Usage of Military Fingerprints form attached (Category C only)?			
Is the Form N-426 attached (Category C only)?			
Is the N-426 filled out completely (Category C only)?			
Has the BN or BCT S-1, MPD, or MILPO obtained the information required to complete sections 11 and 12 of the N-426?			
Has the BN or BCT S-1, MPD, or MILPO verified the service dates and character of service on the N-426?			
Has the back of the N-426 been signed by the BN or BCT S-1, MPD, or MILPO and stamped with the official seal (i.e., the seal used to authenticate PCS/TDY orders)?			
Is the Form G-325B filled out completely (required for all applications)?			
Has the soldier included a check for the application fee in the correct amount (Categories A and B only)?			
Has the soldier included other necessary documents, such as marriage certificates, divorce certificates, etc.?			

	Yes	No	N/A
Has the BN or BCT S-1, MPD, or MILPO included a cover sheet indicating the BN or BCT S-1, MPD, or MILPO POC and commercial phone number and email address, and for Category C applicants, where the applicant would like to be interviewed (see format at Appendix E)?			

APPENDIX C

Where To Go for Help

There are many resources available to naturalization applicants. Some of these are:

Battalion (BN) or Brigade Combat Team (BCT) S-1, Military Personnel Division (MPD), or Military Personnel Office (MILPO). The BN or BCT S-1, MPD, or MILPO is your primary contact for citizenship application. They have all the information you need to become familiar with the naturalization process and to obtain help for completing your application. The BN or BCT S-1, MPD, or MILPO will assist you with completing the forms, service date verification, and forwarding the overall application package to the CIS Service Center.

CIS. If you want more information about naturalization, you may visit the CIS website at: http://www.uscis.gov. If you have already submitted an application for citizenship, you may check the status at this website.

Soldiers and their family members may obtain help with their applications for citizenship and other immigration problems by calling the Military Help Line at 1-877-CIS-4MIL (1-877-247-4645) between 0800 and 1630 hours, Central Standard Time, during Monday through Friday. Soldiers and family members calling outside these times may leave a voice mail message and receive answers to their questions by e-mail.

Soldiers and family members may obtain this same assistance by sending an e-mail message directly to CIS at this address at any time: MilitaryInfo.NSC@dhs.gov.

Vocal conversation is the most efficient way to clarify and/or resolve many types of situations. There are also cases where a simple e-mail inquiry is more effective. Due to the limited operating hours of the Military Help Line, it would help everyone if all Soldiers and family members whose questions can be handled by e-mail would choose this method of communication, thereby leaving open the telephone lines for those who really need to talk with CIS representatives. The advantages of using e-mail inquiries include but are not limited to:

- Misunderstandings of what was actually said by both sides of the conversation are substantially reduced.

- More time is available for CIS representatives to research the facts of the individual case plus the applicable laws and regulations so that a higher quality answer can be provided.

- Inquiries can be submitted and the CIS responses can be read at any time of day or night.

Community Based Organizations (CBOs). In most communities, there are organizations that assist immigrants who want to become naturalized. These organizations often offer classes in English and civics. They may also help immigrants complete their applications. CBOs may charge a fee, or they may offer their services free of charge. You may locate a CBO by contacting your local CIS office. You may also look in the phone book under "Immigration and Naturalization" or "Immigration and Naturalization Consultants" or talk to other immigrants who have been naturalized.

The Local Legal Assistance Office or Immigration Attorneys. If you have questions about your eligibility, legal advice may be appropriate.

CIS Information Counters. If you have questions that have not been answered either by this Guide or by the other sources listed here, you may always go to the information counter at your local CIS office. There, you may talk directly with a CIS employee.

APPENDIX D

Soldier Citizenship Application Program Responsibilities

Soldier. The applicant must:

> Ensure that all required forms are completed properly.

> Ensure that all required documents are included in the application packet.

> Inform Citizenship and Immigration Services (CIS) of every change of mailing address for whatever reason.

> Notify CIS immediately of any schedule conflicts with naturalization interview and oath ceremony.

> Have fingerprints taken.

> Attend the interview.

> Attend the naturalization ceremony and take the Oath of Allegiance.

Battalion (BN) or Brigade Combat Team (BCT) S-1, Military Personnel Division (MPD), or Military Personnel Office (MILPO). The servicing BN or BCT S-1, MPD, or MILPO must assist Soldiers with their applications for citizenship by carrying out these responsibilities:

> Keeping an adequate supply of applicable forms and guidance (e.g., this Guide) in stock.

> Assisting Soldiers in completing and submitting their applications for citizenship.

> Preparing a cover memorandum to CIS with the information in Appendix E for each Soldier's application packet.

> Serving as a liaison between the Soldier and CIS as appropriate.

Personnel Service Support Division (PSSD), US Army Human Resources Command (USAHRC). The primary functions of PSSD are to monitor the application process and to resolve problems. The responsibilities of PSSD are to:

> Establish procedural guidance.

> Serve as a liaison among the BN or BCT S-1s, MPDs, or MILPOs; the Office of the Deputy Chief of Staff, G-1 (Army G-1); and CIS.

Directorate of Military Personnel Management (DMPM), Army G-1. The DMPM is the policy proponent for the Soldier Citizenship Application Program and is responsible for:

> Managing the Army's involvement in the citizenship application process.

> Directing procedural changes as required.

> Monitoring the administration of the Soldier Citizenship Application Program.

> Reporting to the Department of Defense as required on the timeliness of citizenship application processing.

> Resolving issues elevated by USAHRC.

APPENDIX E

Format for Battalion (BN) or Brigade Combat Team (BCT) S-1, Military Personnel Division (MPD), or Military Personnel Office (MILPO) Cover Memorandum for Military Facilitated Applications for Citizenship

BN OR BCT S-1, MPD, OR MILPO LETTERHEAD AT TOP

OFFICE SYMBOL DATE

MEMORANDUM FOR U.S. CITIZENSHIP AND IMMIGRATION SERVICES, NEBRASKA SERVICE CENTER, PO BOX 87426, LINCOLN, NE 68501-7426

SUBJECT: Application for Citizenship of (put Soldier's Name and Alien Number here)

1. The enclosed Soldier's application for citizenship contains the following documents:

____ Form N-400, completed and signed.

____ Two passport style photographs.

____ Form N-426, signed and certified.

____ Form G-325B.

____ Authorization for USCIS Usage of Military Fingerprints, filled out, signed, and dated.

____ Request for Overseas Processing, completed (if located overseas or scheduled to depart to an overseas location).

____ Other documents (If any other document(s) listed in Appendix A of this Guide applies (apply) to this Soldier, list it (them) here.).

2. The following contact and interview information applicable to this Soldier includes but is not limited to the following items:

Soldier's e-mail address(es):

OFFICE SYMBOL
SUBJECT: Application for Citizenship of (put Soldier's Name and Alien Number here)

Soldier's duty and home telephone numbers:

Soldier's current mailing address:

Soldier's preferred interview site, IF other than the site nearest his/her current location:

Soldier's country location and date eligible to return from overseas (DEROS), if assigned outside the US:

Soldier's country of deployment and date(s) (if currently deployed, the expected date of redeployment back to the home station or the mobilization station; if a deployment is imminent, the projected deployment date on the deployment orders):

Soldier's reassignment orders information (if on reassignment orders to a different installation, give the name of the gaining installation and the projected reporting date):

Alternative U.S. mailing address (IF the Soldier has a relative or friend in the U.S. who is willing to forward mail to the Soldier):

3. The point of contact for this action is (name, phone number, and e-mail address).

FOR THE COMMANDER:

(signature)

Encl
as

SIGNATURE BLOCK

BN or BCT S-1, MPD, or MILPO seal, if available)

APPENDIX F

Fingerprint Notice

FINGERPRINT NOTIFICATION	NOTICE DATE
CASE TYPE N-400 Application for Naturalization	CIS A#
APPLICATION NUMBER **Department of Defense Referral**	PAGE 1 of 1

APPLICANT NAME AND MAILING ADDRESS

To process your application, CIS must take your fingerprints and have them cleared by the FBI.

PLEASE APPEAR AT THE AUTHORIZED CIS FINGERPRINT FACILITY LISTED BELOW AT THE DATE AND TIME SPECIFIED.

AUTHORIZED CIS FINGERPRINT FACILITY	DATE AND TIME OF APPOINTMENT

WHEN YOU GO TO THE AUTHORIZED CIS FINGERPRINT FACILITY TO HAVE YOUR FINGERPRINTS TAKEN, YOU MUST BRING:

1. **THIS APPOINTMENT NOTICE** and
2. **PHOTO IDENTIFICATION**—Your Alien Registration card and your military ID card. If you do not have your Alien Registration card, bring a passport, visa, driver's license, State issued photo ID, or other equivalent document and be prepared to explain why you do not have your Alien Registration card. If you appear without the required documents, you will not be fingerprinted.

WARNING!

Due to the limited availability of seating at authorized CIS fingerprint facilities, only persons who are necessary to assist you with transportation or completing the fingerprint worksheet should accompany you.

APPENDIX G

Citizenship Application Processing Events

1. You should receive a receipt within 30 days after the Citizenship and Immigration Services (CIS) Nebraska Service Center receives your application for citizenship. If you have not received your receipt within 60 days after your Battalion (BN) or Brigade Combat Team (BCT) S-1, Military Personnel Division (MPD), or Military Personnel Office (MILPO) mailed your application packet, you may send an e-mail status query to MilitaryInfo.NSC@dhs.gov at any time or call the CIS Military Help Line at 1-877-CIS-4MIL (1-877-247-4645) between 0800 and 1630 hours, Central Standard Time, during Monday through Friday. Be sure to include your name and Alien Number in your e-mail message or telephone call.

2. The CIS goal is to process your case within four months after receipt of application packet. The CIS interview site will schedule your interview and mail you a notice of the date, time, and place. If you have not received your interview notice within five months after CIS acknowledged receipt of your application, you may send an e-mail status query to MilitaryInfo.NSC@dhs.gov at any time or call the CIS Military Help Line at 1-877-CIS-4MIL (1-877-247-4645) between 0800 and 1630 hours, Central Standard Time, during Monday through Friday. Be sure to include your name and Alien Number in your e-mail message or telephone call.

3. Upon completion of your interview, your application may be granted, continued, or denied.

a. If your application is granted, you may be sworn in as a citizen one day to two weeks after your interview, depending on when the local CIS office can schedule your ceremony. The CIS representative may be able to tell you if your citizenship is granted at the end of the interview. If so, you will be informed when and where you will swear or affirm the oath of citizenship. If not, CIS will send you notice of the date, time, and place of your ceremony.

b. If your case is continued, your application will be placed on hold. The most common reasons for continuing cases are failure of the English/civics tests and missing documentation. Depending on the circumstances, you will be asked to come back for a second interview (usually within 60-90 days of the first interview) and/or to provide CIS with additional documents. If you are asked to provide additional documents, you must do so within 30 days. Failure to provide the required materials within 30 days will cause CIS to deny your application for citizenship.

c. If your application is denied, CIS will send you a written notice explaining why. Information on your options (i.e., how to file a Motion to Reopen or a Motion to Reconsider your case with the decision making office and how to appeal the decision to a higher authority) if you disagree with the reasons for denial will be included with this notice. At this point, you may want to seek advice about your situation and options from your local Army Legal Assistance Office. The notice of the date, time, and place of the hearing resulting from your motion or appeal will be your only form of receipt/acknowledgement from CIS.

4. The most frequently occurring reason why applications for citizenship are delayed or denied is because applicants fail to inform CIS of their current mailing address. It is imperative that CIS has your current address. They cannot contact you without it.

a. As a rule of thumb, you should provide CIS your new mailing address every time it changes due to such events as a PCS move, departure on a deployment, return from a deployment, reassignment to a different unit if you receive mail at your unit, a move to different living quarters if you receive mail at your residence, or any other situation that would cause you to file a change of address form in your unit/installation mail room and/or your local Post Office.

b. The most efficient way to update your mailing address is by going online at http://www.uscis.gov/.

c. If your change of address is to or from an APO or FPO address and you cannot input this information due to technical problems, provide this information by sending an e-mail message to MilitaryInfo.NSC@dhs.gov at any time or calling the CIS Military Help Line at 1-877-CIS-4MIL (1-877-247-4645) between 0800 and 1630 hours, Central Standard Time, during Monday through Friday. Be sure to include your name and Alien Number in your e-mail message or telephone call.

5. If you are either assigned or deployed to Europe, the Middle East, South or Near Asia, or Africa and want your interview held at the next opportunity for Soldiers in your area, send an e-mail message request containing your name, Alien Number, Social Security Number, date of birth, e-mail address, mailing address, country where you are located, and your current date eligible for return from overseas (DEROS) or date you expect to redeploy back to your home station or mobilization station to this address: Rome.Natz@dhs.gov. If any changes occur in this information, send Rome.Natz@dus.gov another message informing them of the changes.

6. If you are either assigned or deployed to Korea or some other part of East Asia, Japan, Okinawa, Southeast Asia, the Pacific Islands, or Australasia and want your interview held at the next opportunity for Soldiers in your area, send an e-mail message containing your name, Alien Number, Social Security Number,

date of birth, e-mail address, mailing address, country where you are located, and your current DEROS or date you expect to redeploy back to your home station or mobilization station to this address: CIS.Seoul@dhs.gov. If any changes occur in this information, send CIS.Seoul@dhs.gov another message informing them of the changes.

7. If you are either assigned or deployed to Latin America or the Caribbean area and want your interview held at the next opportunity for Soldiers in your area, fill out a Request for Overseas Processing (Appendix I) and fax it to this number in Mexico City, Mexico: +525-55-080-2174. If any changes occur in this information, fill out and fax another Request for Overseas Processing (Appendix I) to Mexico City at +525-55-080-2174. You may also include with your form any explanations or documents that CIS Mexico City needs.

8. The keys to success in achieving your goal of becoming a citizen of the United States are accuracy, completeness, and communication. It is essential that you follow correctly all of the CIS instructions. Completely furnishing all of the requested information and responding to all communications from CIS as quickly as possible will help. CIS has assured the Army that they will work with Soldiers who meet these conditions. For example, if the interview appointment date is during a time when you are or expect to be deployed, promptly send back this information on the interview response card with periods of time you expect to be available, and CIS will attempt to schedule your interview for one of these days. If you qualify for naturalization and follow the correct procedures, you will become a citizen of the United States of America.

APPENDIX H

Authorization for USCIS Usage of Military Fingerprints

U.S Citizenship and Immigration Services
Military Naturalization Program

Authorization for USCIS Usage of Military Fingerprints

In an effort to facilitate the processing of your N-400, Application for Naturalization, USCIS requests permission to use your fingerprints previously obtained by the military to enable USCIS to perform background checks required for naturalization, in lieu of new fingerprints. The Privacy Act, 5 U.S.C. Section 552a provides that USCIS must have your *written authorization* to use these fingerprints. Please provide the identifying information as requested below. Carefully read, sign and date the authorization in dark ink using your full name.

Please note that in the event USCIS cannot obtain the fingerprints previously taken by the military, you may be asked to provide new fingerprints at a later date. Please also note that we may reuse this authorization multiple times in lieu of re-fingerprinting. This Form is voluntary and there is no fee.

This signed authorization must accompany your application for naturalization.

Full Name (Last, First, Middle): _____

Date of Birth (mm/dd/yr): _____

Social Security Number: _____

U.S. Alien Registration Number: _____

Branch of Service: _____

Date of Enlistment: _____

Current Duty Station: _____

Current Mailing Address: _____

_____

E-Mail Address: _____

Telephone Number: _____

I authorize USCIS to use my fingerprints obtained by the military for the processing of my application for naturalization. I understand that USCIS will use these fingerprints for submission to the FBI for a background check and a name check for criminal history as required by law to complete the naturalization process.

Signed: _____

Date: _____

APPENDIX I

Request for Overseas Processing

U.S Citizenship and Immigration Services
Overseas Military Naturalization Program

Request for Overseas Processing

If you are an active duty member of the U.S. Armed Forces currently stationed abroad, or you will be deployed overseas in the next few months, and would like to be processed for naturalization overseas, please complete and submit this form to the appropriate USCIS overseas office.

NOTE: Prior to requesting overseas processing, applicants must first submit an Application for Naturalization, Form N-400, with all necessary supporting documents to the Nebraska Service Center.

Who to Contact?

- ASIA/PACIFIC: Requests for processing in Japan, Korea and other parts of East Asia, Southeast Asia, Pacific Islands and Australasia, should be submitted by E-mail to USCIS Seoul at: CIS.Seoul@dhs.gov

- EUROPE/MIDDLE EAST/AFRICA or SOUTH and NEAR ASIA: Requests for processing in Europe, the Middle East, Africa, or South Asia should be submitted by E-mail to USCIS Rome at: Rome.Natz@dhs.gov

- LATIN AMERICA/CARIBBEAN - Requests for processing in Latin America or the Caribbean should be submitted by fax to USCIS Mexico City at: +525-55-080-2174

BY SUBMITTING THIS FORM, I AM REQUESTING TO BE INCLUDED ON THE LIST OF APPLICANTS FOR OVERSEAS NATURALIZATION PROCESSING.

LAST NAME, First name: _____

Date of Birth (mm/dd/yr): _____

Social Security Number: _____

U.S. Alien Registration Number: A_____

Branch of Service: _____

Current Duty Station: _____

Date of projected PCS to next duty station: _____

LIN Receipt No. or Date Packet Mailed to NSC: _____

Email Address: _____

Mailing Address: _____

_____

_____

Telephone Number: _____