



Quality Control Checklist

Before Starting:

- You have put your name on the Case Notes sheet in the applicant folder.
- Applicant knows about the English language and civics requirements. (ESOL/civics class referrals available.)
- A-number is on every page of the application.
- Addenda include applicant's name, A-number, and the number of the question.

Part 1:

- Only one eligibility box is checked.
- Date on green card satisfies the eligibility date.

Part 2:

- Applicant's name is spelled correctly.
- Applicant is aware of name change option.
- Social Security # is correct.
- Date applicant became a Permanent Resident is correct.
- Double-check Question 13 for 50/20 or 55/15 English exemption and 65/20 easier civics test. Refer to preparer memo for dates.

Part 4:

- Applicant's phone numbers and email address are correct.

Part 5:

- Applicant's home address is correct. (Applicant should notify USCIS of any address changes while the application is pending.)
- Mailing address is provided, if applicant cannot receive mail reliably at home address.

- No [gaps in residence](#).

Part 6:

- Check applicant's eligibility for [derivation](#). (Citizenship may have been derived if applicant's parent became a citizen before the applicant's 18th birthday.)

Part 7:

- All information is correct.

Part 8:

- All [gaps in employment](#) are accounted for. (Month and year are sufficient.)

Part 9:

- [International trips](#) are listed in reverse chronological order for the past five years. (Check passport entry stamps or ask the applicant for best estimates.)

Part 10:

- Check [marriage and divorce dates](#) to ensure that a divorce was legally obtained before any new marriage.
- If [ex-spouse's information](#) is blank due to estrangement, remind the applicant to explain that to the immigration officer.

Part 11:

- [All children](#) are included, even if deceased or living outside of the U.S.

Part 12:

- Applicant understands all of the questions in this section. (Remind the applicant to study his/her answers before his/her interview.)
- Applicant has [never voted](#) in the U.S.
- Applicant [paid taxes](#) every year. (Addendum needed otherwise)
- Verify applicant's [criminal record](#). If applicant is unsure or discloses **any new** criminal issues, **STOP**: flag down station captain.





- Verify applicant's [immigration issues](#). If applicant answers **yes** to any of these questions or discloses new info, **STOP**: flag down station captain.
- Applicant has registered for [Selective Service](#), if required. If applicant failed to register, letter of explanation is attached. If applicant is between the ages of 18-26 and has not registered, applicant must register before submitting the application.
- Applicant understands and agrees to take the [Oath of Allegiance](#).

Part 13:

- Preparer's name is in Line 2.
- Applicant has [signed](#) the [application](#) and all [addenda](#).

Part 14:

- If an [interpreter](#) was used, interpreter's name is printed on the application and interpreter signs. [ONLY](#) fill out if applicant is exempt or has a disability waiver.

Part 15:

- If you are comfortable signing and you are an attorney check the box that says attorney and the box that says representation does not extend beyond preparation. If you are not an attorney check box that says no. Print your name on the application as [Preparer](#) and [sign](#). If you are not comfortable signing leave the section blank.

Parts 16-18:

- Parts 16-18 are left blank.

Applicant Signatures:

- N-400** – Part 13 : [applicant signs](#) and dates
- N-400** – All addenda must be [signed](#)
- I-912** – Part 7, Line 6: [applicant signs](#), prints name, and dates. If there is an [interpreter](#), the interpreter completes Part 9.
- G-28** – Part 4, Line 3 [applicant signs](#) and dates (blue sheet)



Immigration History

How did the applicant obtain her green card?	Codes	Risk of Deportation
From Spouse	IR1 or IR6	Was the marriage bona fide? If not, stop.
As Battered Victim of Spouse or Parent	IB0-IB8 (Eligible to apply on the basis of 3 years of marriage to USC)	Was the account of abuse legitimate? If not, stop.
From Parent	F16 or F11 (unmarried child of USC)	Was the applicant married prior to the date on the green card? If yes, stop.
Through Employer	E codes	Did the applicant work for the employer that petitioned for him? If not, stop. Did the applicant have at least two years of experience when the employer petitioned for him? If not, stop.
Through Asylum	AS codes GA codes (Iraqis processed in Guam) SY codes (Syria)	Has the applicant returned to her country of origin? If yes, stop. Did the applicant have a credible fear of returning to their country of origin? If not, stop.
Through Diversity Lottery	DV1-DV8	Was the applicant truthful in the application for a diversity visa? If not, stop.

Has the applicant ever had any contact with any Immigration authorities or seen an Immigration Judge?

If yes, use the 9-digit A# and call 1-800-898-7180 to determine if applicant was ever placed into removal proceedings. (Add a zero at the beginning if it has 8 digits.)

- If the A# appears on 1-800 system, record the information on the recording in the client's file.
- If A# does NOT appear but Applicant maintains that she had contact with immigration authorities, we must do a FBI background check with fingerprints prior to proceeding. **STOP.**