



Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Screening completed by: \_\_\_\_\_

**APPLICANT SCREENING FORM**

Name: \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gender: \_\_\_\_\_

Green Card Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ → Eligible based on: 5 years 3 years (married and living with a spouse with citizenship for 3 years)  
Note: Exception for VAWA

Country of Origin: \_\_\_\_\_ English: Yes No (Language: \_\_\_\_\_)

If NO, ask { Does the applicant qualify for an English exemption (50/20 or 55/15)? Yes No  
Can the applicant memorize 100 civics questions?  
Is the applicant requesting a disability waiver? Yes No

**Do NOT schedule until N-648 is approved by Legal.**

Doctor's Name \_\_\_\_\_ Fax # \_\_\_\_\_

Applicant must provide interpreter for appointment and USCIS interview.

Mailing Address: \_\_\_\_\_ Apt/Floor: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Why citizenship?: \_\_\_\_\_ Outreach Source: \_\_\_\_\_

**If the contact person is someone other than the applicant:**  
Name: \_\_\_\_\_ Relation: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**POTENTIAL RED FLAGS**

>> Have you applied for citizenship before? Yes (what was the outcome?): \_\_\_\_\_ No

>> **Derivative Citizenship** (if yes, applicant may be eligible for N-600)

If YES, ask { • Are/were either of the applicant's parents U.S. citizens? Yes No  
o Was he/she a citizen before the applicant turned 18? Yes No  
o Were the applicant's parents married before he/she was 18? Yes No  
o Did the applicant have a green card at the time? Yes No  
o Was the applicant living in the U.S. with the citizen parent? Yes No

**Do NOT schedule until approved by Legal.**

>> **Travel**

• Has the applicant traveled outside of the U.S. in the last 5/3 years? Yes No  
• Were any of those trips longer than 6 months? Yes No

**If there is a trip longer than 6 months, consult Legal.**

>> **Criminal History** (includes in the U.S. and abroad)

- |  |     |    |
|--|-----|----|
| • Has the applicant ever gotten a speeding ticket? | Yes | No |
| • Has the applicant ever been arrested?            | Yes | No |
| • Has the applicant ever been in a police car?     | Yes | No |
| • Has the applicant ever been to court?            | Yes | No |
| • Has the applicant ever been to jail?             | Yes | No |

If yes, provide a brief explanation: \_\_\_\_\_

\_\_\_\_\_

*Any applicant with criminal history will need to send copies of his/her docket sheets before any appointment is scheduled.*  
**Do NOT schedule until approved by Legal.**

>> **Immigration History**

- |  |     |    |
|--|-----|----|
| • Has the applicant ever had any problems with INS/ICE/USCIS?      | Yes | No |
| • Has the applicant ever been detained when returning to the U.S.? | Yes | No |
| • Has the applicant ever been ordered deported or deported?        | Yes | No |

If yes, provide a brief explanation: \_\_\_\_\_

\_\_\_\_\_

>> **Good Moral Character**

- |   |     |    |
|---|-----|----|
| • Has the applicant ever registered to vote or voted in the U.S.? | Yes | No |
| • Has the applicant ever claimed to be a U.S. citizen?            | Yes | No |
| • Does the applicant currently owe any federal or state taxes?    | Yes | No |
| • Has the applicant ever had problems with alcohol?               | Yes | No |
| • Has the applicant ever lied to a government official?           | Yes | No |
| • Has the applicant ever failed to pay child support?             | Yes | No |

If the applicant is eligible to apply for naturalization, he/she will need to bring the following documents to the workshop or appointment:

- Permanent Resident Card (green card)
- All current and expired passports
- Social Security number

**Fee Waiver:**

- Does the applicant receive a public benefit?  
Yes No  
→ *Bring a recent letter from the agency.*

- Does the applicant's income fall below 150% or 200% of the Federal Poverty Guidelines?  
Yes No  
→ *Please fax or email year's tax return and one month of paystubs for all household members before appointment. May qualify for full or reduced fee waiver.*

**Fee:**

Payable to the **U.S. Department of Homeland Security.**

- Check, money order or credit card

**N-400:**

- Home addresses for the past 5 years
- Jobs/schools for the past 5 years
- If the applicant has **children**
  - Names, dates of birth, addresses, and A-numbers (if applicable)
- If the applicant is applying based on **marriage**
  - All marriage/divorce/death certificates
  - Proof of spouse's U.S. citizenship (U.S. passport, naturalization certificate, or birth certificate)

**N-600:**

- Birth certificate
- Passport used at point of entry
- U.S. citizen parent natz certificate and birth certificate
- U.S. citizen parents' marriage certificate (and divorce certificate if applicable)
- Proof of custody (school/medical records)
- Information about U.S. citizen parent (DOB, address, etc.)
- 2 passport pictures

**N-400:**

- \$725 or \$640 if age 75+ (no biometrics)

**N-600:**

- \$1,170