



COPY/MAIL CHECKLIST

- Ask for **fee waiver docs OR ask for payment** (\$725 check/money order/credit card info)
- Ask applicant to take a seat
- Check for signatures on:
 - N-400
 - G-28 page 3
 - Fee waiver
- Fill out **missing documents sheet**
- **Copy** any original documents that need to be given back to applicant (marriage certificates, spouse's naturalization papers, etc)
- **Copy** packet:
 - Missing document sheet
 - **Signed** N-400 + addenda + any supporting documents
 - **Signed** Fee waiver + supporting documents (if applicable)
 - **Signed** G-28 page 3
 - Green card copy
- Place in file:
 - Fee waiver + documents (if applicable)- Masshealth PSI, sign pages, income documents
 - G-28 page 3
 - Original N-400 + all other copies
 - Payment and photos (if applicable)
- Place envelope in the applicant folder, with missing documents sheet on top, and file away
- Place application copy in **exit folder**, with missing documents sheet on top
 - Explain what the applicant needs to send to PC- give a self-addressed stamped envelope
 - Show applicant the 100 questions to study- ask if they need it in Spanish, Portuguese, Arabic, Chinese, Haitian Creole, Korean, Tagalog, Vietnamese
 - ESOL and Service Provider Referrals