**Applicant Screening Form**

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

**Mailing Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agency/Person Conducting Screening:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Referral Source:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_\_\_

**Ensure that the applicant will be able to bring the following items to the clinic:**

* Permanent Resident Card (Green Card)
* Passport to verify travel to foreign countries
* Social Security Card (optional)
* Two passport photos with the applicant’s A# written on the back in pencil
* Money order in the amount of $680 to USCIS for application fee
  + Money order in the amount of $595 to USCIS if applicant is 75 or older
  + Documents for fee waiver (letter showing receipt of a means-tested benefit, tax returns, etc.)
* Dates of all trips abroad in the past five years
* List of addresses for the past five years
* List of employment for the past five years
* List of children’s names, dates of birth, and addresses
* Marriage and divorce certificates for current and prior marriages
* Massachusetts ID or driver’s license (optional)

**Eligibility Requirements:**

* The applicant is at least **18 years old**
* The applicant has been a lawful permanent resident for **5 years**, **OR**
  + The applicant has been a lawful permanent resident for **3 years** and has been married to a US citizen for 3 years
* The applicant has not taken any trips outside of the US that were longer than **6 months** in the last 5 (or 3) years
* The applicant has been living in Massachusetts for at least **3 months**
* The applicant is registered for **Selective Service** (if the applicant is a male born after 1959 and lived in the US between the ages of 18 and 26)
* The applicant is able to **read, write, and speak basic English**, **OR**
  + The applicant qualifies for a waiver based on their age and residency (**50/20** or **55/15**), **OR**
  + The applicant is requesting a **disability waiver** and has a disability that makes it impossible to learn English and/or civics

**Eligibility Problems:**

* The applicant has **criminal issues**
  + Possible questions
    - Have you ever had any trouble with the police?
    - Have you ever been in a police car?
    - Have you ever gone before a judge?
    - Have you ever been in jail?
  + If the applicant has any criminal issues, make a note below. Instruct applicant to bring criminal docket to the clinic
* The applicant has **immigration issues**
  + Possible questions
    - Have you ever had any problems with INS or ICE?
    - Have you ever been deported?
    - Have you ever been ordered deported and then not left?
  + Applicants with past immigration problems may not be appropriate to handle in a clinic setting and should be assessed further to see if they should proceed. Consult with GBCI as necessary.
* The applicant does not have **good moral character**
  + Possible questions:
    - Have you ever been to rehab?
    - Have you ever gotten an OUI? More than one?
    - Have you ever failed to pay child support?
    - Have you ever lied to an immigration official?
    - Have you ever lied to a government officer?
    - Have you ever claimed to be a US citizen?
    - Have you ever voted or registered to vote in the US?
  + Some of these are permanent bars to naturalization. Applicants who answer yes to these questions may not be appropriate to handle in a clinic setting and should be assessed further to see if they should proceed. Consult with GBCI as necessary.

**Notes**

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