**Workshop Flow Chart**

Ineligible applicants are advised on next steps. Applicants with criminal issues are briefly evaluated, then referred to Project Citizenship or allowed to continue.

Application Assistance

* Applicant checks in.
* Applicant signs Waiver and Release.
* If walk-in, applicant is screened. Ineligible applicants are advised on next steps.
* Applicant receives the Applicant Folder and is sent to the waiting area.

Copy/Mail

Quality Control

* Applicant meets with QC volunteer to review the N-400.
* Volunteer reviews the N-400 for completeness and accuracy.
* Volunteer briefly assesses any criminal or other issues.
* If applicant is eligible, volunteer explains the N-648 and gives the applicant the form and information for the applicant’s doctor.
* Application is printed, if on computer.
* Applicant signs all forms and addenda.
* If eligible, applicant meets with volunteer to complete the I-912 fee waiver application.

Registration

* Applicant meets with volunteer to complete the N-400.
* Completed N-400 is saved on the computer so it can be accessed by Quality Control/or placed in Applicant Folder.
* Volunteer checks to see if applicant is eligible for a fee waiver.

Fee Waiver

* Volunteer makes 2 copies of N-400 (1 for applicant and one for project citizenship records).
* Volunteer makes 2 copies of applicant’s Permanent Resident Card and any other documents (1 for application package and 1 for project citizenship records).
* Volunteer and applicant complete the N-400 cover sheet.
* Original application and copies of documents are placed in the addressed envelope.
* Certified Mail Receipt is attached to envelope. Volunteer writes tracking number on Case Notes.
* Applicant is instructed to mail the envelope and keep any copies in a safe place.
* Applicant receives exit packet.

Applicants with criminal or other issues are briefly evaluated. Applicants may be allowed to continue or referred to Project Citizenship.