**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.
* A-number is on the back of the **passport photos**.
* **Addendums** include applicant’s **name**, **A-number**, and the **number of the question**.
* For **Fee Waiver** or **Medical/Disability Waiver**, necessary forms are filled out and attached.

**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 12 for **50/20** or **55/15** English exemption and **65/20** easier civics test.

**Part 3:**

* Applicant’s **phone numbers** and **email address** are correct.

**Part 4:**

* 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 5:**

* 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 6:**

* All information is correct.

**Part 7:**

* All **gaps in employment** are accounted for. (If applicant does not remember exact dates, month and year are sufficient.)

**Part 8:**

* **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 9:**

* 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 10:**

* **All children** are included, even if deceased or living outside of the U.S.

**Part 11:**

* 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)
* Applicant has **no criminal issues**. (If applicant is unsure or discloses **any** criminal issues, **stop** and make a referral to GBCI.)
* Applicant has **no immigration issues**. (If applicant answers **yes** to any of these questions, **stop** and make a referral to GBCI.)
* 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 12:**

* Applicant has **signed** the **application** and all **addenda**.

**Parts 13-14:**

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* Preparer’s/Interpreter’s name is printed on the application and the application has been signed by the **Preparer/Interpreter**.

**Parts 15-17:**

* Parts 15-17 are left blank.