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**I-912 Fee Waiver Checklist**

**I-912:**

* Section 1, Line 5 should have **N-400** in the box to indicate that the applicant is requesting a fee waiver for the naturalization application.
* The chart should be left **blank** in Section 2. The naturalization application does not have derivative beneficiaries.
* The fee waiver is an **evidence-based request**. The applicant will need to provide evidence to support the selection in Section 3.

**If the applicant is applying based on a means-tested benefit:**

* Only **Sections 4 and 7** should be completed.
* In Section 4, **all benefits** that the applicant receives should be listed. Complete the chart even if the applicant lacks evidence, but inform the applicant about the need to provide **evidence** for each benefit before mailing the application.
* The **name of the person receiving the benefits** should be written in the chart. If it is someone other than the applicant, make sure that the **beneficiary’s name and relationship to the applicant** is included.
  + The date on the letter should be current, **within the last 3 months**. If it is older than 3 months, complete the form but inform the applicant of the need to get an updated letter before mailing the application.
* Check the **date** that the applicant began receiving each benefit and confirm with the applicant that the benefit is being **received now**.
* Ensure that the applicant has **signed and dated** Section 7.

**If the applicant is applying based on income:**

* Only **Sections 5 and 7** should be completed.
* If the applicant does not have evidence of income, STOP and inform the applicant to make a **follow-up appointment** with Project Citizenship to complete the fee waiver.   
  + **Evidence** may be a tax return, paystubs for *at least* the past month, or a letter from an employer stating salary or wages.
* If the applicant does have **evidence** of their income, the fee waiver should be completed using the following guidelines:

**Household Income**

* Line 10 is the **average monthly wage** from all household members. The applicant will need to provide **evidence** of income for all household members counted in the application.
* Any **other money received** should be entered in Line 11 (e.g. alimony, child support, unemployment compensation, etc.)
* Verify that the **total** is calculated correctly. The total must be less than the **150% Federal Poverty Guidelines** for the applicant’s household size (including the applicant).

**Household Size**

* Line 9 is the number of household members **other than the applicant**. Do not include the applicant here.
* Count anyone **living with** the applicant, including:
  + Spouse;
  + Parents;
  + Unmarried children under 21;
  + Children between 21 and 24 who are full-time students;
  + Disabled children of whom the applicant has legal guardianship;

and/or anyone else who **contributes more than 50% support to the applicant** (e.g. not a roommate).

* Ensure that the applicant has **signed and dated** Section 7.

**If the applicant is applying based upon financial hardship:**

* Any applicant who would like apply for the fee waiver based financial hardship will need to make a **follow-up appointment** with Project Citizenship to complete the fee waiver.

**If you have any questions, please find your station captain or anyone wearing a red lanyard.**