****

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_\_\_

**Screening completed by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant Screening Form**

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

**Green Card Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ 🡪 Eligible based on:** 5 years 3 years + marriage to USC

**Country of Origin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ English:** Yes No(Language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**Does the applicant qualify for an English exemption (50/20 or 55/15)?** Yes No

**Is the applicant requesting a disability waiver?** Yes No

**If NO, ask**

**Mailing Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Apt/Floor:** \_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Employer: ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Referral Source:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If the contact person is someone other than the applicant:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Potential Red Flags’**

>> **Has the applicant applied before?** Yes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No

>> **Derivative Citizenship** (*if yes, applicant may be eligible for N-600*)

* Are/were either of the applicant’s parents U.S. citizens? Yes No
  + Was he/she a citizen before the applicant turned 18? Yes No
  + Were the applicant’s parents married before he/she was 18? Yes No

**If YES, ask**

* + Did the applicant have a green card at the time? Yes No
  + Was the applicant living in the U.S. with the citizen parent? Yes No

>> **Travel**

* Has the applicant traveled outside of the U.S. in the last 5/3 years? Yes No
* Were any of those trips longer than 6 months? Yes No

>> **Selective Service** (male applicants only)

* Did the applicant live in the U.S. between the ages of 18 and 26? Yes No
* Did the applicant register for the Selective Service? Yes No
  + If no, did the applicant know about the requirement? Yes No

>> **Criminal History** (includes in the U.S. and abroad)

* Has the applicant ever gotten a speeding ticket? Yes No
* Has the applicant ever been arrested? Yes No
* Has the applicant ever been in a police car? Yes No

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* Has the applicant ever been to court? Yes No
* Has the applicant ever been to jail? Yes No

Fill in as much information as possible:

|  |  |  |
| --- | --- | --- |
| When was the arrest/citation? | Why was the applicant arrested/cited? | What happened? (fine, probation, jail) |
|  |  |  |
|  |  |  |
|  |  |  |

*Any applicant with criminal history will need to bring copies of his/her docket sheets to the workshop or appointment. Consult with Project Citizenship as necessary.*

>> **Immigration History**

* Has the applicant ever had any problems with INS/ICE/USCIS? Yes No
* Has the applicant ever been detained when returning to the U.S.? Yes No
* Has the applicant ever been ordered deported? Yes No
* Has the applicant ever been deported? Yes No

If yes, provide a brief explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

>> **Good Moral Character**

* Has the applicant ever registered to vote or voted in the U.S.? Yes No
* Has the applicant ever claimed to be a U.S. citizen? Yes No
* Does the applicant currently owe any federal or state taxes? Yes No
* Has the applicant ever had problems with drugs or alcohol? Yes No
* Has the applicant ever gone to rehab? Yes No
* Has the applicant ever lied to a government official? Yes No
* Has the applicant ever failed to pay child support? Yes No

If the applicant is eligible to apply for naturalization, he/she will need to bring the following documents to the workshop or appointment:

* Permanent Resident Card (green card)
* All current and expired passports
* Social Security number
* Home addresses for the past 5 years
* Jobs/schools for the past 5 years
* Two passport-sized photos
* If the applicant has **children**
* Names, dates of birth, addresses, and  
  A-numbers (if applicable)
* If the applicant is applying based on **marriage**
* All marriage/divorce/death certificates
* Proof of spouse’s U.S. citizenship (U.S. passport, naturalization certificate, or birth certificate)

Fee Waiver:

* Does the applicant receive a public benefit?

Yes No

* *Bring a recent letter from the agency.*
* Does the applicant’s income fall below 150% of the Federal Poverty Guidelines?

Yes No

* *Bring taxes or one month of paystubs.*

Fee:

The application fee is **$680**, payable to the **U.S. Department of Homeland Security**.

* Check or money order.