



N-600 Quality Control Checklist

Before Starting:

- You have put your name on the Case Notes sheet in the applicant folder.
- A-number is on every page of the application.
- Check the box at the top of page 1 to note that Form G-28 is attached.
- Addenda include applicant's name, A-number, and the number of the question.

Part 1:

- Only one eligibility box is checked.

Part 2:

- Applicant's name is spelled correctly.
- Social Security # is correct.
- Date of birth is correct.
- Applicant's mailing address and physical address are correct.
- Information about applicant's first admission into the United States is correct:
 - Check passport used to originally enter U.S.
- Applicant's current immigration status is correct.
- If the applicant has ever previously applied for a Certificate of Citizenship or U.S. passport, check question 15 "yes."
 - *If the applicant has ever previously applied for a Certificate of Citizenship, alert a staff member before continuing.*

- If the applicant was adopted by U.S. citizen parents, all information in questions 17 and 18 is correct.
- Questions 19-21 are answered correctly.
- Only complete the information in question 22 if the applicant is claiming acquisition of citizenship at birth (rare).

Part 3:

- All biographic information is included and accurate, especially height.

Part 4:

Only complete if claiming citizenship through a U.S. citizen father.

- All information is correct. If father is a U.S. citizen by naturalization, the certificate of naturalization number and the date of naturalization are correct.
 - If the date of naturalization is later than *either* the applicant's 18th birthday or the date the applicant became an LPR, alert a staff member.

Part 5:

Only complete if claiming citizenship through a U.S. citizen mother.

- All information is correct. If mother is a U.S. citizen by naturalization, the certificate of naturalization number and the date of naturalization are correct.
 - If the date of naturalization is later than *either* the applicant's 18th birthday or the date the applicant became an LPR, alert a staff member.

Part 6 and 7:

Only complete if claiming acquisition of citizenship at birth (rare).

Part 8:

- Preparer's (you!) name is in Line 2.
- If the applicant is 14 years of age or older, the applicant has signed the application and all addenda.
- If the applicant is younger than 14, the applicant's parent must sign the application and all addenda.

Part 9:

- If an [interpreter](#) was used, interpreter's name is printed on the application and interpreter signs.

Part 10:

- If you are comfortable signing and you are an attorney check the box that says attorney and the box that says representation does not extend beyond preparation. If you are not an attorney check box that says no. Print your name on the application as [Preparer](#) and [sign](#). If you are not comfortable signing leave the section blank.

Parts 12-13:

- Parts 12-13 are left blank.

Applicant Signatures:

- N-600** – Part 8: [applicant \(or parent\) signs](#) and dates
- N-600** – All addenda must be [signed](#)
- I-912** – Part 7, Line 6: [applicant \(or parent\) signs](#), prints name, and dates. If there is an [interpreter](#), the interpreter completes Part 9.
- G-28** – Part 4, Line 2.a. [applicant \(or parent\) signs](#) and dates (blue sheet)