



## 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.
- [Addenda](#) include applicant's [name](#), [A-number](#), and the [number of the question](#).

### **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. Advise applicant to make sure the name on the draft naturalization certificate is correct at the interview.
- [Social Security #](#) is correct.
- [Date applicant became a Permanent Resident](#) is correct.
- Double-check Question 13 for [50/20](#) or [55/15](#) English exemption and [65/20](#) easier civics test. Refer to preparer memo for dates. Check [ALL](#) boxes Yes or No.

### **Part 4:**

- Applicant's [phone numbers](#) and [email address](#) are correct.

### **Part 5:**

- Applicant's [home address](#) is correct. (Applicant should notify USCIS of any address changes while the application is pending).
- Applicant has resided in the same state [for at least the last 3 months](#).

- Mailing address is provided, if applicant cannot receive mail reliably at home address.
- No gaps in residence.

**Part 6:**

- Check applicant's eligibility for derivation. (Citizenship may have been derived if applicant's parent became a citizen before the applicant's 18<sup>th</sup> birthday).

**Part 7:**

- All information is correct.

**Part 8:**

- All gaps in employment are accounted for. (Month and year are sufficient).

**Part 9:**

- International trips are listed in reverse chronological order for the past five years. (Check passport entry stamps or ask the applicant for best estimates).



- If applicant has any trips abroad that lasted over 6 months, provide travel warning handout with list of suggested evidence to bring to the USCIS interview.

**Part 10:**

- 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 11:**

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

**Part 12:**

- 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).



- Verify applicant's [criminal record](#). If applicant is unsure or discloses **any new** criminal issues, **STOP**: flag down station captain.



- Verify applicant's [immigration issues](#). If applicant answers **yes** to any of these questions or discloses new info, **STOP**: flag down station captain.
- 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](#). Have the applicant read the Oath of Allegiance on page 20 of the N-400.

#### Part 13:

- Preparer's name is in Line 2.
- Applicant has [signed](#) the [application](#).

#### Part 14:

- If an [interpreter](#) was used, interpreter's name is printed on the application and interpreter signs. [ONLY](#) fill out if applicant is exempt or has a disability waiver.

#### Part 15:

- If you are not an attorney, check first box. If you are an attorney, check the second box and the box that indicates your representation does not extend. Print your name on the application as [Preparer](#) and [sign](#).

#### Parts 16-18:

- Parts 16-18 are left blank.

#### Applicant Signatures:

- N-400 – Part 13: [applicant signs](#) and dates.
- I-912 – Part 7, Line 6: [applicant signs](#), prints name, and dates.
- G-28 – Part 4, Line 3 [applicant signs](#) and dates (blue sheet).



## Immigration History

How did the applicant obtain her green card?	Codes	Risk of Deportation
From Spouse	IR1 or IR6	Was the marriage bona fide? <b>If not, stop.</b>
As Battered Victim of Spouse or Parent	IB0-IB8 (Eligible to apply on the basis of 3 years as LPR)	Was the account of abuse legitimate? <b>If not, stop.</b>
From Parent	F16 or F11 (unmarried child of USC)	Was the applicant married prior to the date on the green card? <b>If yes, stop.</b>
Through Employer	E codes	Did the applicant work for the employer that petitioned for him? <b>If not, stop.</b> Did the applicant have at least two years of experience when the employer petitioned for him? <b>If not, stop.</b>
Through Asylum	AS codes GA codes (Iraqis processed in Guam) SY codes (Syria)	Has the applicant returned to her country of origin? If yes, stop. Did the applicant have a credible fear of returning to their country of origin? <b>If not, stop.</b>
Through Diversity Lottery	DV1-DV8	Was the applicant truthful in the application for a diversity visa? <b>If not, stop.</b>

### **Has the applicant ever had any contact with any Immigration authorities or seen an Immigration Judge?**

If yes:

Use the 9 digit A# and call 1-800-898-7180 to determine if applicant was ever placed into removal proceedings. (Add a zero at the beginning if it has 8 digits).

**OR**

Go to <https://portal.eoir.justice.gov/> and click the link that says "Immigration Court Information System." Enter in the client's 9-digit A# (add a zero at the beginning if it has 8 digits).

- If the A# appears, record the information in the applicant's file.
- If A# does NOT appear but Applicant maintains that he/she had contact with immigration authorities, we must do a FOIA or FBI background check prior to proceeding. **STOP.**