



I-912 Fee Waiver Checklist

I-912:

- In Part 1, the applicant may select more than one box, but it is not necessary. If applicant receives **means-tested benefit, ONLY check box 1.**
- The fee waiver is an **evidence-based request.** The applicant will need to provide evidence to support the selection(s) in Part 1.
- The chart in Part 3 should only include the applicant's full name, A- number, date of birth, **self** (where relationship is required), and **N-400 or N-600** as form being filed. **List only one form.**
- If applicant has N648 or is exempt from English language requirements, complete **Part 9.**

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

- Only **Parts 1, 2, 3, 4, 7, and 10** should be completed.
- In Part 4, **benefits** that the applicant, his/her spouse (ONLY if they live together), or the head of household 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 benefit letter should be current, **within the last 6 months.** If it is older than 6 months, complete the form but inform the applicant of the need to get an updated letter before mailing the application.
- Confirm with the applicant that the benefit is being **received now.**
- The benefit's **expiration date** is not necessary if evidence shows a recent date.
- Ensure that the applicant has **signed and dated** Part 7.

If the applicant is applying based on income:

- Only **Parts 1, 2, 3, 5, 7 and 10** should be completed.
- If the applicant does not have evidence of income, **STOP** and inform the applicant to **submit evidence** to Project Citizenship to complete the fee waiver.

- **Evidence** may be a tax return and 4 paystubs for *at least* the past month, or a W-2, 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 Size	Household Income
<ul style="list-style-type: none"> • The chart in Part 5, question 4, should include ALL household members including applicant. • Count anyone living with the applicant, including: <ul style="list-style-type: none"> ○ Applicant; ○ Head of household (if not the applicant); ○ Spouse; ○ Parents; ○ Unmarried child(ren) under 21; ○ Child(ren) between 21 and 24 who are full-time students; ○ Disabled child(ren) to whom the applicant has legal guardianship. <p>and/or anyone else who contributes more than 50% support to the applicant (e.g. not a roommate).</p>	<ul style="list-style-type: none"> • Part 5, question 6 is the annual income from all household members EXCLUDING the applicant's. 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 Part 5, question 7 (e.g. alimony, child support, unemployment compensation, etc.) • Verify that the total (in question 8) is calculated correctly. The total must be less than the 150% Federal Poverty Guidelines for the applicant's household size (including the applicant).

- In Part 5, question 4, if the applicant **is not** the head of household, list **first the applicant and below the head of household**.
- Ensure that the applicant has **signed and dated** Part 7.

If the applicant is applying based upon financial hardship:

- Any applicant who would like to apply for the fee waiver based financial hardship will need to **submit evidence** to Project Citizenship to complete the fee waiver.

If you have any questions, please alert a staff member