




N-600 Application Assistance Checklist

Before Starting:

- Put your name on the **Case Notes** sheet in the applicant folder.
- Make sure applicant has signed the **Acknowledgement of Services**.
- Use a **black pen**.
- Ensure that the applicant was **an LPR and in physical and legal custody of USC parent prior to turning 18**
- **FLAG** all potential issues in **Case Notes** for QC.

Filling out the N-600:

- Make sure applicant's **A-number** is on **every** page of the application, including all addenda.
- **Part 1:** Check only **one** box.
- **Part 2 Question 3:** Include **nicknames, aliases, maiden name**.
- **Part 2 Question 5:** Do not fill out **online account number**
- **Part 2 Question 8:** List the country that issued the applicant's **most recent passport**
- **Part 2 Question 12:** Check the "Other" box if the marriage was **otherwise legally terminated**
- **Part 2 Question 14A:** Look at **passport or travel document** used to originally enter the United States
- **Part 2 Question 14B:** Check **LPR**, even if applicant is now a USC
- **Part 2 Question 19:** **Mark "No"** even if applicant's parents were subsequently married

- **Part 2 Question 21:** Mark "Yes" even if the applicant is now over 18 and is no longer residing with parents.
- **Part 2 Question 22:** Check yes or no, but complete the remaining information **only if applying based on acquisition at birth** (born before October 10, 1952)
- **Part 4:** Complete only if applying **based on USC biological or adoptive father.** USC father should provide information about himself if applying for minor child's Certificate of Citizenship
- **Part 5:** Complete only if applying **based on USC biological or adoptive mother.** USC mother should provide information about herself if applying for minor child's Certificate of Citizenship
- **Part 6:** Complete **ONLY** if applying based on acquisition of citizenship at birth
- **Part 6 Question 2:** Being stationed abroad with military or government employee **counts as "residing in US"**
- **Part 7:** Complete **ONLY** if applying based on acquisition of citizenship at birth
- **Part 8:** Applicant **will sign in QC**
- **Parts 9:** If using an **interpreter**, provide **Interpreter's information.** Interpreter **will sign in QC**
- **Part 10: DO NOT SIGN-** Preparer will be filled out and signed at QC
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- **DO NOT COMPLETE** ANY MORE OF THE APPLICATION EXCEPT FOR A NUMBERS !

If you have any questions, please find your station captain.