



N-400 Application Assistance Checklist

Before Starting:

- Making sure to use a **black pen**, put your name on the **Case Notes** sheet in the applicant folder, above the line marked “**Application by.**”
- Confirm that the applicant has signed the **Acknowledgement of Services**.
- Consulting the applicant’s **green card**, ensure that the applicant became a permanent resident on or before the eligibility date on the **Preparer Memo**.
- Be advised that you should **FLAG** for Quality Control **all** missing information and potential issues on the **Case Notes** sheet under the “**Missing Documents/Information**” heading.

Filling out the N-400 Application for Naturalization:

- Make sure applicant’s **A-number** is on **every** page of the application, including all addenda.
- Part 1:** Consulting the applicant’s green card, check only **one** box.
 - For any applicant with **four years and nine months** or more of residency, check box A.
 - If applying with **only three years of residency on the basis of marriage**, the applicant needs to present a copy of the marriage certificate AND either the Certificate of Naturalization or the Birth Certificate and current U.S. passport of current spouse.
- Part 2, Question 3:** Include **nicknames**, even if the applicant has never used them on paper.
- Part 5:** List **residences** in reverse chronological order, with the applicant’s current residence first. There should be **no gaps** in time between residences or foreign addresses listed.
- Part 6:** If either of the **applicant’s parents is a U.S. citizen**, **STOP** and call station captain.
- Part 8:** List **employers/schools** in reverse chronological order, with the applicant’s current employer/school first, making sure to include all periods of **unemployment**.



- **Part 9:** List **trips abroad** in reverse chronological order, with the most recent trip first. Do not include the day the applicant left or came back to the U.S. in total days outside the U.S. **FLAG** any trips lasting longer than six months (180 days).

- **Part 10:** If the applicant or the applicant's spouse is **divorced**, the applicant needs to present copies of all marriage and divorce certificates.



- **Part 10, Question 6:** If applying **on the basis of marriage**, the applicant **must not be separated** from U.S. citizen spouse. If spouse's address does not match applicant's, **STOP** and call station captain.

- **Part 11:** List **all children**, including any adopted children, deceased children, and stepchildren (children of the applicant's current spouse).

- **Part 12, Questions 1-21:** **FLAG** "yes" answers to any question.



- **Part 12, Questions 22-29:** Read **criminal record disclaimer [below]** to applicant. If applicant has a criminal record beyond pre-approved dockets and speeding tickets, **STOP** and call station captain.

I want to make sure you understand that as a part of the citizenship application process, you will be fingerprinted and a federal background check will be conducted. This will pull up all criminal records. It is important that you disclose ALL information about your criminal record on this application. A criminal record does not automatically mean you cannot become a citizen, but not disclosing that information on this application may result in ineligibility or even deportation.

- **Part 12, Questions 30-43:** **FLAG** "yes" answers to any question.

- **Part 12, Questions 45-50:** **FLAG** "no" answers to any question.



- **Parts 13:** **STOP** here. **Parts 13-18** will be completed at the Quality Control station or at the applicant's naturalization interview.

Please direct any questions to your station captain.