

COMMON USCIS NOTICES IN THE LEGAL INBOX

For any mail received, please 1. Upload to Salesforce as a file on the individual's contact page using the naming convention "First Name Last Name Type of Notice", 2. Post a comment in chatter about what was received, and 3. Take action or tag someone in the Salesforce chatter to take the next step. In some instances, you will call the client to resolve the matter. Other mail will involve other members of the legal stem.

1. REJECTION NOTICE

What this notice means: USCIS has NOT begun reviewing the application. Instead, it has "rejected," or returned the entire application, because the applicant provided **invalid credit card information**—thus, USCIS could not process the application fee.

A Rejection is not a "Denial," a different Notice that will be discussed later in this Guide.

Department of Homeland Security
U.S. Citizenship and Immigration Services

Form I-797C, Notice of Action

THIS NOTICE DOES NOT GRANT ANY IMMIGRATION STATUS OR BENEFIT.

NOTICE TYPE Rejection Notice		NOTICE DATE April 07, 2020	
CASE TYPE N-400, Application for Naturalization			
RECEIPT NUMBER [REDACTED]	RECEIVED DATE March 31, 2020	PRIORITY DATE March 31, 2020	PAGE 1 of 1
APPLICANT NAME AND MAILING ADDRESS [REDACTED] C/O [REDACTED] PROJECT CITIZENSHIP 4 FANEUIL S MARKET BUILDING FLR 3 BOSTON, MA 02109			
This is in reference to the Form N-400, Application for Naturalization, you submitted. Your N-400, fees, and any supporting documentation are being returned to you for the following reason(s): Your G-1450, Authorization for Credit Card Transaction is invalid due to incomplete information and/or the credit card information you supplied was denied. Please resubmit your completed Form N-400 with the appropriate fees. Include all required supporting evidence. If you submitted a G-1450 Authorization for Credit Card Transaction, your submitted G-1450 has been destroyed.			

What to do:

- Go to client's Salesforce profile → Upload the scanned "Rejection Notice" → Afterwards, click on "Client Information" → Check off "**Rejected**"
- Create client folder for Follow-up Drawer to file away the returned application forms.
- Call the client, let her know that her credit card was rejected. Client can either

- Fill out a new “Authorization for Credit Card Transaction” (Form G-1450) and email or mail the form OR
- Send a check or money order for the full amount by mail.
- Double check the fee amount. If client is paying in full = \$725 (for Form N-400)
- When client sends back the completed Form G-1450 / check → insert the form / check in the client folder from Follow-up Drawer → place the folder on the “RTM (Ready to Mail)” stack, if no other information is required from the client. Post in chatter that payment was received and case is now RTM.

...or the application was “rejected” because the applicant’s **fee waiver request** was not accepted.¹

THIS NOTICE DOES NOT GRANT ANY IMMIGRATION STATUS OR BENEFIT.

NOTICE TYPE Rejection Notice		NOTICE DATE January 23, 2020	
CASE TYPE N-400, Application for Naturalization			
RECEIPT NUMBER [REDACTED]	RECEIVED DATE January 02, 2020	PRIORITY DATE January 02, 2020	PAGE 1 of 2
<p>APPLICANT NAME AND MAILING ADDRESS [REDACTED] C/O [REDACTED] PROJECT CITIZENSHIP 4 FANEUIL S MARKET BUILDING FLR 3 BOSTON, MA 02109</p> <p>This is in reference to the Form N-400, Application for Naturalization, you submitted. Your N-400, fees, and any supporting documentation are being returned to you for the following reason(s):</p> <p>The payment amount is incorrect, or has not been provided. Please review the Form Instructions for fee information. Please resubmit the application/petition package with the appropriate fees to the address listed on the bottom of this page.</p> <p>Please note: The biometric services fee is <u>not</u> required for N-400 applicants 75 years of age or older.</p> <p>To qualify for a reduced fee your household income must be greater than 150 percent and not more than 200 percent of the Federal Poverty Guidelines based on your household size.</p> <p>Your household income could not be determined because of one or more of the following reasons:</p> <ul style="list-style-type: none"> • You did not provide information about the income of all household members; • The tax returns you submitted do not reflect your current income; or • You did not provide sufficient explanations for discrepancies between claimed household income and the supporting documentation evidence you submitted. <p>You did not submit sufficient evidence that your household income is greater than 150 percent and not more than 200 percent of the Federal Poverty Guidelines. Therefore, you did not provide sufficient documentation that you qualify for the reduced fee.</p> <p>Household income includes all types of income and financial assistance. Evidence may include:</p> <ul style="list-style-type: none"> • A copy of your most recent federal tax return. • If you did not file a federal tax return, or if your tax return does not properly reflect your current income, submit copies of consecutive pay statements (stubs) for a minimum of the past month, recent Form W-2, Form SSA-1099, or statements from your employers on business stationery showing salary or wages paid. • If you had other financial support, provide documentation such as parental support, alimony, child support, educational stipends, pensions, Social Security, royalties, veterans benefits, unemployment benefits, consistent or regular financial support from adult children, parents, dependents, or other people living in your household. <p>The current household income requirements based on household size are available at www.uscis.gov/i-942p.</p> <p>Please resubmit your completed Form N-400 with the appropriate fees. Include all required supporting evidence.</p> <p>If you submitted a G-1450 Authorization for Credit Card Transaction, your submitted G-1450 has been destroyed.</p>			

What to do:

- Go to client’s Salesforce profile → Upload the scanned “Rejection Notice” → Afterwards, click on “Client Information” → Check off “**Rejected**”

¹ For more information on fee waivers, please refer to **Fee Waivers** in the Project Citizenship Quick Guides (also available in Dropbox).

- Create client folder for Follow-up Drawer to file away the returned application forms.
- Determine what information is missing or incorrect. Discuss with legal team if it is unclear what is lacking or incorrect.
- Call client, discuss → Gather additional materials, make corrections → RTM, if done.
- If additional materials cannot be prepared / corrections cannot be made, client should be prepared to pay the full \$725 (for Form N-400) → Call client, discuss → Email Form G-1450 / ask client to send our office a check payable to “U.S. Department of Homeland Security.”

NOTICE OF CONTINUANCE

What this notice means: USCIS has requested additional information from the applicant before it can continue to review the application.

These are **TIME SENSITIVE** notices. If the applicant does not respond within the deadline indicated on the Notice, the application could be denied. Please pay close attention to the **DUE DATE**.

March 16, 2020

U.S. Department of Homeland Security
 U.S. Citizenship and Immigration Services
 2 Mill Street
 Lawrence, MA 01840



U.S. Citizenship
 and Immigration
 Services

[Redacted]

4 Faneuil S Market Bldg. Fl. 3
 Boston, MA 02109



[Redacted]

RE: [Redacted]
 N-400, Application for Naturalization



[Redacted]

NOTICE OF CONTINUANCE

Dear [Redacted]

Examination of your N-400 application shows that additional information, documents or forms are needed before your application can be acted upon. **Please see attached and respond by April 20, 2020.**

Failure to do so may result in the denial of your application.

After the first page of the Notice, there is a list of additional information USCIS has requested from the applicant:

Attachment

Please include a copy of this letter and send your response by mail to this address:

**U.S. Citizenship and Immigration Services
Lawrence Field Office
2 Mill Street
Lawrence, MA 01840**

Arrest / Police Records

Please submit police records for **all** arrests. If this is not available, please provide **certified** evidence (**with stamp or seal**) from the official law enforcement agency or court confirming the unavailability of the record. This documentation must have the **original verification** from the issuing authority; a **photocopy is not acceptable**.

What to do:

- Go to client's Salesforce profile → Upload the scanned "Notice of Continuance" → Afterwards, click on "Client Information" → go to "Outcome" → select "**Continuance**" → go to "**Continuance Due Date**" → type in due date indicated on the Notice.
- Call client, remind him to prepare the additional information USCIS has requested. Tag @Legal to ensure that nothing more needs to be done.

2. REQUEST FOR EVIDENCE

What this notice means: This notice is just like the **Notice of Continuance**. USCIS has requested additional information from the applicant before it can continue to review the application.

These are **TIME SENSITIVE** notices. If the applicant does not respond within the deadline indicated on the Notice, the application could be denied. Please pay close attention to the **DUE DATE**.

January 3, 2020

U.S. Department of Homeland Security
U.S. Citizenship and Immigration Services
National Benefits Center
P.O. Box 648004
Lee's Summit, MO 64002



U.S. Citizenship
and Immigration
Services

[REDACTED]

PROJEC CITIZENSHIP
4 FANEUIL S MARKET BUILDING FLR 3
BOSTON, MA 02109
USA



[REDACTED]



[REDACTED]

RE: [REDACTED]
N-400, Application for Naturalization

REQUEST FOR EVIDENCE

Dear [REDACTED]

This office has received your N-400, Application for Naturalization that you filed on November 19, 2019. However, we are unable to fully process your application for the reason(s) below:

In reviewing your Form N-426, USCIS discovered you failed to provide copies of your official separation documents to corroborate your claimed periods of service.

- For each period of your military service (except the National Guard), please provide a copy of your DD Form 214 that verifies your separation from military service was under honorable conditions.
- For each period of your military service in the National Guard, please provide a copy of your NGB Form 22 that verifies your separation from military service was under honorable conditions.

You must either mail all the requested information to an address shown below or scan and upload your response using your USCIS online account (if applicable) within 30 (thirty) days, on or before February 2, 2020.

For First Class mail, please use:
USCIS/National Benefits Center
Attn.: Adjudication – MilNatz
P.O. Box 8015
Lee's Summit, MO 64002

For Express Delivery, please use:
USCIS/National Benefits Center
Attn.: Adjudication – MilNatz
850 NW Chipman Rd., Suite. 5000
Lee's Summit, MO 64063

What to do:

- Go to client's Salesforce profile → Upload the scanned "Notice of Continuance" → Afterwards, click on "Client Information" → go to "Outcome" → select "Continuance" → go to "Continuance Due Date" → type in due date indicated on the Notice.
- Call client, remind him to prepare the additional information USCIS has requested. Tag @Legal to ensure that nothing more needs to be done.

3. NOTICE OF CLOSED APPLICATION

What this notice means: USCIS has reviewed the application. But it “closed” the application, because the applicant did not attend the naturalization interview.

The applicant may “reopen” the closed application within 1 year from the date the application was closed. To reopen, the applicant must submit a written request to USCIS.

August 19, 2019

U.S. Department of Homeland Security
U.S. Citizenship and Immigration Services
15 New Sudbury Street
John F. Kennedy Federal Building, Government
Center, Room E-160
Boston, MA 02203



U.S. Citizenship
and Immigration
Services

[REDACTED]
4 FANEUIL S MARKET BUILDING
FLR 3
BOSTON, MA 02109



RE: [REDACTED]
N-400, Application for Naturalization



NOTICE OF ADMINISTRATIVELY CLOSED APPLICATION

Dear [REDACTED]

Thank you for submitting Form N-400, Application for Naturalization, under section 316 of the Immigration and Nationality Act (INA). USCIS scheduled you to appear for a naturalization interview on July 9, 2019. However, you did not appear for your interview nor did you submit any correspondence to USCIS explaining why you were unable to appear for the interview.

Additionally, USCIS has not received written notification from you requesting a reschedule of your interview within 30 days of the scheduled interview date. Therefore, USCIS considers that you have abandoned your Form N-400 and has administratively closed your application.

You may reopen this application by submitting a written request to USCIS within 1 year from the date the Form N-400 was closed. There is no fee when submitting a timely written request to reopen the application. If USCIS does not receive your request to reopen within this time period, your application will be considered abandoned and dismissed without further notice to you. See Title 8, Code of Federal Regulations (8 CFR), section 335.6.

For questions about your application, you can use our many online tools (uscis.gov/tools) including our virtual assistant, Emma. If you are not able to find the information you need online, you can reach out to the USCIS Contact Center by visiting uscis.gov/contact-center.

What to do:

- Go to client's Salesforce profile → Upload the scanned "Notice of Closed Application" → Afterwards, click on "Client Information" → Outcome → select "Admin. Closed"
- Call client, ask what happened² ("Why couldn't you attend the naturalization interview?"), and ask if she would like to "reopen" their application.
- If client says yes to "reopen," draft Motion to Reopen letter and mail it to USCIS.

² Sometimes, the applicant already explained to USCIS their reason for not attending the naturalization interview and USCIS makes a note of that reason in the Notice, like in the example above.

Also, before calling the client, it is helpful to read through past Salesforce Chatter messages and see if the client or their family communicated with our office about any changed circumstances (for example, the client had to leave the U.S. urgently to take care of a sick family member in another country, or the client passed away).

4. **NOTICE OF DECISION**

What this notice means: USCIS has reviewed and **decided** the application.

USCIS could **deny** an application if an applicant did not pass the English or civics test(s), did not respond to a “Notice of Continuance” or “Request for Evidence” notice with information requested by USCIS, or other reasons.³

³ Reasons the USCIS may deny a naturalization application can be found in:
<https://www.uscis.gov/policymanual/HTML/PolicyManual-Volume12-PartB-Chapter4.html>

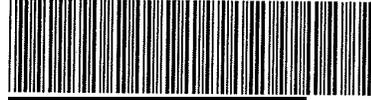
January 10, 2020

U.S. Department of Homeland Security
U.S. Citizenship and Immigration Services
15 New Sudbury Street
John F. Kennedy Federal Building, Government
Center, Room E-160
Boston, MA 02203



U.S. Citizenship
and Immigration
Services

[REDACTED]
PROJECT CITIZENSHIP
4 FANEUIL S MARKET BUILDING FLR 3
BOSTON, MA 02109
USA



RE: [REDACTED]
N-400, Application for Naturalization

DECISION

Dear [REDACTED]

This notice refers to the Form N-400, Application for Naturalization, to U.S. Citizenship and Immigration Services (USCIS) you filed on May 24, 2019 under section 316 of the Immigration and Nationality Act (INA).

After a thorough review of the information provided in your application for naturalization, the documents supporting your application, and your testimony during your naturalization interview, USCIS has determined that you are not eligible for naturalization. Accordingly, USCIS must deny your application for naturalization.

Generally, to qualify for naturalization, under INA 316, an applicant must:

- Be 18 years of age or older at the time of filing Form N-400;
- Be lawfully admitted for permanent residence;
- Be a lawful permanent resident for at least 5 years at the time of filing Form N-400;
- Demonstrate good moral character for at least 5 years prior to the Form N-400 filing date, and during the period leading to administration of the Oath of Allegiance;
- Have resided continuously in the United States for at least 5 years as a lawful permanent resident before filing Form N-400;
- Have resided for at least 3 months in the State or USCIS District where residency is claimed before filing Form N-400;
- Have resided continuously in the United States from the date of filing Form N-400 up to the time of administration of the Oath of Allegiance;
- Be physically present in the United States for at least 2½ years at the time of filing Form N-400;
- Demonstrate a basic knowledge of U.S. history and government;
- Demonstrate the ability to read, write, and speak words in ordinary usage in the English language; and
- Establish an attachment to the principles of the U.S. Constitution and be disposed to the good order and happiness of the United States.

Statement of Facts and Analysis Including Ground(s) for Denial

On June 17, 2004, you obtained permanent resident status through your spouse in immigrant classification F21. USCIS received your Form N-400 on May 24, 2019, and on November 4, 2019, you appeared for an interview to determine your eligibility for naturalization.

At the time of your naturalization interview the Immigration Services Officer (Officer) reviewed your responses to the questions on your application for naturalization and administered the naturalization test.

However, the Officer was not able to complete the interview. You were unable to understand and respond to the questions on your application for naturalization even after the Officer repeated and rephrased the questions. You were not able to understand or respond meaningfully to the questions asked during your interview.

During the English portion of the naturalization test the Officer gave you three attempts to read and write a sentence in ordinary usage of the English language. You refused all three attempts.

You refused the U.S. Government and history (civics) portion of the naturalization test. You did not achieve a passing score on any portions of the naturalization test.

You were therefore scheduled for a second interview on January 10, 2020.

During your second interview, you were again unable to respond to the questions on your application even after the Officer repeated and rephrased the questions for you. Therefore, you were unable to achieve a passing score on the English speaking and understanding portions of the naturalization test.

The Officer administered the English reading and writing portion of the naturalization test again. Once more you were given three attempts to read and write a sentence in the English language. However, you were still unable to read and write a sentence in ordinary usage of the English language.

The Officer administered the civics portion of the naturalization test again. Regrettably, you were still unable to answer 6 of 10 civics questions correctly.

As a result, you have not demonstrated your ability to pass the educational requirements for naturalization. Therefore, USCIS must deny your application for naturalization. See INA 312.

If you believe that you can overcome the grounds for this denial, you may submit a request for a hearing on Form N-336, Request for a Hearing on a Decision in Naturalization Proceedings, within 30 calendar days of service of this decision (33 days if this decision was mailed). See attached 8 CFR 336.2 (a) and 103.8(b). Without a properly filed Form N-336, this decision will become final. See INA 336.

For questions about your application, you can use our many online tools (uscis.gov/tools) including our virtual assistant, Emma. If you are not able to find the information you need online, you can reach out to the USCIS Contact Center by visiting uscis.gov/contact-center.

What to do:

- Go to client's Salesforce profile → Upload the scanned "Notice of Decision" → Afterwards, click on "Client Information" → Outcome → select "Denied" → go to "Denial Reason" → select "Failure to attend..." or other options.
- Call client, ask what happened ("Why couldn't you respond to the Notice of Continuance?" etc.), and ask if she would like to:
 - ❖ "Reapply" = submit application again = start over.
 - ❖ or, "Reopen" = provide evidence (listed in the Notice) to USCIS, showing that the applicant had valid reasons for not responding to the Notice of Continuance, etc.
 - This reopening involves a **fee** and has a DEADLINE—it must be done within 30 calendar days of the Denial decision.