Quality Control Checklist

Before Starting:

☐ Put your name on the **Client Info Page** sheet transferred to you via zoom chat from the application assistance volunteer. Note anything you want to flag for Project Citizenship to follow up on here. **Cross out** any notes from the application assistance volunteer on the Client Info Page that you resolve or determine irrelevant.

☐ Applicant knows about the **English language and civics requirements** (ESOL/civics class referrals available).

☐ **Record applicant's A-number** on page one to autofill in 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.

☐ **Record** applicant's **Social Security Number.**

☐ **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 18th 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, **STOP** and note on the **Client Info Page**.

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. Add A#s for any children who have green cards.

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** and note it in the **Client Info Page**.

☐ Verify applicant's **immigration issues**. If applicant answers **yes** to any of these questions or discloses new info, **STOP** and note it in the **Client Info Page**.

☐ Applicant has registered for **Selective Service,** if required.
   - If the client is unsure, go to sss.gov to verify registration. If registered, add information to N-400.
   - If applicant failed to register and is over the age of 26, attach selective service addenda and note it in the **Client Info Page**.
   - If applicant is between the ages of 18-26 and has not registered, applicant must register before submitting the application. Project Citizenship will follow up with client to register.

☐ Applicant understands and agrees to take the **Oath of Allegiance**.

Parts 16-18:

☐ Parts 13-18 are left blank.

If you need to contact the Workshop Manager for any reason, please use the "Ask For Help" in Zoom.

Immigration History

How did the applicant obtain her green card?	Codes	Risk of Deportation
From Spouse	IR1 or IR6	Was the marriage bona fide? If not, stop.
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? If not, stop.
From Parent	F16 or F11 (unmarried child of USC)	Was the applicant married prior to the date on the green card? If yes, stop.
Through Employer	E codes	Did the applicant work for the employer that petitioned for him? If not, stop. Did the applicant have at least two years of experience when the employer petitioned for him? If not, stop.
Through Asylum	AS codes GA codes (Iraqis processed in Guam) SY codes (Syria)	Has the applicant returned to her country of origin? If yes, please note in Client Info Page. Did the applicant have a credible fear of returning to their country of origin? If not, stop.
Through Diversity Lottery	DV1-DV8	Was the applicant truthful in the application for a diversity visa? If not, stop.

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 prior to proceeding. **STOP.**