



Date: ____ / ____ / ____

Screening completed by: _____

APPLICANT SCREENING FORM

Name: _____ DOB: ____ / ____ / ____ Gender: _____

Green Card Date: ____ / ____ / ____ → Eligible based on: 5 years 3 years (married and living with a spouse with citizenship for 3 years)
Note: Exception for VAWA

Country of Origin: _____ English: Yes No (Language: _____)

If NO, ask { Does the applicant qualify for an English exemption (50/20 or 55/15)? Yes No
Can the applicant memorize 100 civics questions?
Is the applicant requesting a disability waiver? Yes No

Do NOT schedule until N-648 is approved by Legal.

Doctor's Name _____ Fax # _____
Applicant must provide interpreter for appointment and USCIS interview.

Mailing Address: _____ Apt/Floor: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Email: _____

Why citizenship?: _____ Outreach Source: _____

If the contact person is someone other than the applicant:
Name: _____ Relation: _____
Phone Number: _____ Email: _____

POTENTIAL RED FLAGS

>> Have you applied for citizenship before? Yes (what was the outcome?): _____ No

>> Derivative Citizenship (if yes, applicant may be eligible for N-600)

If YES, ask { • Are/were either of the applicant's parents U.S. citizens? Yes No
○ Was he/she a citizen before the applicant turned 18? Yes No
○ Were the applicant's parents married before he/she was 18? Yes No
○ Did the applicant have a green card at the time? Yes No
○ Was the applicant living in the U.S. with the citizen parent? Yes No

Do NOT schedule until approved by Legal.

>> Travel

• Has the applicant traveled outside of the U.S. in the last 5/3 years? Yes No
• Were any of those trips longer than 6 months? Yes No
• Have the applicant ever spent more than 1 year abroad since obtaining a GC? Yes No

If there is a trip longer than 6 months, consult Legal.

>> **Criminal History** (includes in the U.S. and abroad)

- | | | |
|--|-----|----|
| • Has the applicant ever gotten a speeding ticket? | Yes | No |
| • Has the applicant ever been arrested? | Yes | No |
| • Has the applicant ever been in a police car? | Yes | No |
| • Has the applicant ever been to court? | Yes | No |
| • Has the applicant ever been to jail? | Yes | No |

OVER →

If yes, provide a brief explanation: _____

Any applicant with criminal history will need to send copies of his/her docket sheets before any appointment is scheduled.
Do NOT schedule until approved by Legal.

>> **Immigration History**

- | | | |
|--|-----|----|
| • Has the applicant ever had any problems with INS/ICE/USCIS? | Yes | No |
| • Has the applicant ever been detained when returning to the U.S.? | Yes | No |
| • Has the applicant ever been ordered deported or deported? | Yes | No |

If yes, provide a brief explanation: _____

>> **Good Moral Character**

- | | | |
|---|-----|----|
| • Has the applicant ever registered to vote or voted in the U.S.? | Yes | No |
| • Has the applicant ever claimed to be a U.S. citizen? | Yes | No |
| • Does the applicant currently owe any federal or state taxes? | Yes | No |
| • Has the applicant ever had problems with alcohol? | Yes | No |
| • Has the applicant ever lied to a government official? | Yes | No |
| • Has the applicant ever failed to pay child support? | Yes | No |

If the applicant is eligible to apply for naturalization, he/she will need to bring the following documents to the workshop or appointment:

- Permanent Resident Card (green card)
- All current and expired passports
- Social Security number

Fee Waiver:

- Does the applicant receive a public benefit?
Yes No
→ *Bring a recent letter from the agency.*
- Does the applicant's income fall below 150% or 200% of the Federal Poverty Guidelines?
Yes No
→ *Please fax or email year's tax return and one month of paystubs for all household members before appointment. May qualify for full or reduced fee waiver.*

N-400:

- Home addresses for the past 5 years
- Jobs/schools for the past 5 years
- If the applicant has **children**
 - Names, dates of birth, addresses, and A-numbers (if applicable)
- If the applicant is applying based on **marriage**
 - All marriage/divorce/death certificates
 - Proof of spouse's U.S. citizenship (U.S. passport, naturalization certificate, or birth certificate)

Fee:

Payable to the **U.S. Department of Homeland Security.**

- Check, money order or credit card

N-600:

- Birth certificate
- Passport used at point of entry
- U.S. citizen parent natz certificate and birth certificate
- U.S. citizen parents' marriage certificate (and divorce certificate if applicable)
- Proof of custody (school/medical records)
- Information about U.S. citizen parent (DOB, address, etc.)
- 2 passport pictures

N-400:

- \$725 or \$640 if age 75+ (no biometrics)

N-600:

- \$1,170