

Dear Leonardo,

Thank you for using CitizenPath to prepare your USCIS paperwork. The following pages include important instructions for completing your form/application and filing it with USCIS.

We want you to have a successful result. Therefore, if you have any additional questions or feel you need further assistance, please contact us.

CONTACT US Mon-Fri 8am to 5pm PST	SELF HELP Available online 24 / 7
1-888-777-9102 support@citizenpath.com	Online at http://www.citizenpath.com/help

We will also be emailing you a quick customer satisfaction survey. We would appreciate your honest feedback so that we can continue to improve our service.

Sincerely,

CitizenPath Customer Support Team

ORDER SUMMARY

ORDER #	N400-16095
COMPLETED BY	Leonardo Silva
DATE COMPLETED	04/10/2017



N-400

Application for Naturalization

Filing Check List

- Step 1:** Review, sign and date your application
- Step 2:** Make a copy of your final application for your records
- Step 3:** Prepare your filing fee and gather documents to submit
- Step 4:** Mail the completed application to USCIS

Step 1: Review, sign and date your application

Please review your printed application carefully. Make sure that each response reflects the information that you want to communicate to United States Citizenship and Immigration Services (USCIS). Mistakes and omissions of information will cause delays and may even result in your application to be denied. Reviewing the prepared application is applicant's responsibility. CitizenPath will not accept responsibility for the rejection or denial of an application due to the applicant's failure to review the application.

After you have reviewed the application and are comfortable that it is prepared accurately, please sign and date it in black ink on Page 17, Part 13, Item 3.

- Sign your full name in the box labeled "Signature".
- Write the date in the box labeled "Date (mm/dd/yyyy)" using the month/date/year format.

Your application must contain an original signature in black ink. A photocopy of a signed application or a typewritten name in place of a signature is not acceptable. If you are under 14 years of age, your parent or legal guardian may sign the application on your behalf. If signing for a child under 14 years of age, sign the child's name, then write "By" and sign your name.

We have provided you with a complimentary Form G-1145, *e-Notification of Application Acceptance*. This is an optional form that you may use if you would like to receive a text message or email when USCIS accepts your Form N-400 application. File the Form G-1145 with Form N-400 as instructed in Step 4. If you do not want a text message or email, you may disregard the Form G-1145.

Step 2: Make a copy of your final application for your records

CitizenPath recommends that you make a copy of the application for your own records.

Step 3: Prepare your filing fee and gather documents to submit

You must send in the following items with your N-400 application:

- Submit \$725 payment for your USCIS fees (\$640 application fee + \$85 biometrics services fee) with this application. If you choose to pay by check or money order, it must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency. Make the check or money order payable to U.S. Department of Homeland Security.

You may also pay your USCIS fees for N-400 by credit card. If you choose to pay by credit card, you must fill out Form G-1450 which can be downloaded at www.uscis.gov/g-1450.

- A photocopy of both sides of your Permanent Resident Card (green card).
- Submit a photocopy of your current legal marital status document. Examples of acceptable documents include your current marriage certificate, divorce, annulment decree, or death certificate of former spouse.
- Based on your response of “Yes” to one or more questions in Part 12, Items 1-43 (except 37 and 38), CitizenPath encourages you to consult with an immigration attorney before filing your application. When you are ready to file, you must:
 - Attach a written explanation on a separate sheet that details why you answered “Yes”
 - Attach any additional information or documentation that helps explain your answer.

Any document containing foreign language submitted to USCIS must be accompanied by a full English language translation which the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

Step 4: Mail the completed application to USCIS

Use a 9" x 12" envelope (or larger if necessary to accommodate documentation).

- Write your return address in the upper left corner of the envelope. If there is any problem with the mail, the mail carrier should return it to this address.
- Insert your application as well as supporting documents and payment (if applicable) in the envelope and mail from a post office by certified mail or a courier service that provides a return receipt. Your application package should be organized in the following order:
 - Payment (check, money order or G-1450) paper clipped to the top document
 - Cover letter (optional)
 - Form G-1145 (optional e-notification)
 - Form N-400
 - Supporting documents (Step 3 items)
- If you would like to mail your application via U.S. Postal Service (USPS), address it to:

USCIS
P.O. Box 660060
Dallas, TX 75266

- If you prefer to mail your application using Express Mail or commercial courier deliveries, address it to:

USCIS
Attention: N-400
2501 S. State Hwy 121 Business Ste 400
Lewisville, TX 75067

CitizenPath recommends you take your envelope into a post office to mail so that you can ensure that you have included proper postage and use certified mail or a courier service. Keep your return receipt in a safe place (such as with your other immigration-related paperwork).

What's Next?

1. Once your application has been accepted by USCIS, it will be checked for completeness. Incomplete applications may be denied at this point.
2. Next, USCIS will inform you in writing when to go to your local USCIS Application Support Center (ASC) for your biometrics services appointment. USCIS requires applicants to be fingerprinted for the purpose of conducting Federal Bureau of Investigation (FBI) criminal background checks. All applicants must have background checks completed before USCIS will schedule an interview. If you are 75 years old or older at the time of filing, you are exempted from the biometrics fee, but you must attend the biometrics appointment.
3. Once all the preliminary processes on your case are complete, USCIS will schedule an interview with you to complete the naturalization process. Report to the USCIS office at the date and time on your appointment notice, and take the appointment notice with you. It is very important not to miss your interview. If you have to miss your interview, you should write to the office where your interview is to be conducted as soon as possible and ask to have your interview rescheduled. Rescheduling an interview may add several months to the naturalization process, so make all attempts to attend your original interview date.
4. You will be issued a written notice of decision for your N-400 application. If an approval is granted, you will be eligible for naturalization. You must take the Oath of Allegiance.
5. Some people may be able to participate in the oath ceremony on the same day as your interview. If a same day oath ceremony is unavailable, USCIS will mail you a notification with the date, time, and location of your scheduled oath ceremony. Again, make every effort to attend the oath ceremony on the day USCIS scheduled you; rescheduling will delay your naturalization.
6. You are not a U.S. citizen until you take the Oath of Allegiance at a naturalization ceremony. The oath is administered by USCIS at an administrative ceremony or by a judge in a judicial ceremony. A court has exclusive authority to conduct the ceremonies in certain USCIS districts. You receive your Certificate of Naturalization after taking the Oath of Allegiance.

Good Luck!

Naturalization Interview Checklist

The following is a list of documents to bring with you to your Form N-400 interview. In many cases you will not be asked to show some of these items. However, if you do not have them in your possession at the time of the interview, it will likely delay your naturalization. You do not need to offer this information until you are specifically asked for it.

- Permanent Resident Card
- State-issued identification such as a driver's license
- Valid and expired passport(s) as well as any travel documents issued by USCIS
- Evidence of Your Current Legal Marital Status. Bring the original of all marriage certificates, divorce or annulment decrees, death certificates, and other official records to confirm your marital history and your current legal marital status.
- Bring evidence that all of the children listed on your Form N-400 are your children. Examples of acceptable documents include:
 - Birth certificates for all children you claim, or a court order naming you as the parent; or
 - Final adoption certificates or decrees for all children you have legally adopted.
- In addition, if you have dependent children living apart from you, bring evidence that you support each dependent child and that you have complied with child support obligations. Bring photocopies of the court or government order and evidence you have complied with the order if a court has ordered you to provide financial support for a spouse, ex-spouse, or children. Examples of acceptable documents include:
 - Cancelled checks or money order receipts;
 - A court or agency document showing child support payments;
 - Evidence of wage garnishments; or
 - A notarized letter from the parent or guardian who cares for your children.
- Bring photocopies of income tax returns that you filed with the IRS for the past 5 years (or 3 years if filing for naturalization on the basis of marriage to a U.S. citizen). Tax returns are not required for every case. However, USCIS strongly encourages you to bring your tax returns; especially if you are filing based on marriage to a U.S. citizen or have traveled outside the United States for a period that lasted 6 months or more. You can request copies of Federal tax documents at your local IRS office or www.irs.gov.

You may also bring an original IRS tax transcript listing tax information for the past 5 years (3 years if filing on the basis of marriage to a U.S. citizen). To obtain a free IRS tax transcript, visit www.irs.gov. Select “Tools” and then select “Order a Return or Account Transcript.” For assistance, you can also call the IRS at 1-800-908-9946.

- Bring proof of your registration with the Selective Service. If you were required to register and did not, provide a typed or printed statement explaining why you did not register and provide a status information letter from the Selective Service. For more information about the Selective Service registration, or how to get proof that you registered, visit www.sss.gov or call 1-888-655-1825.
- Bring documentation that explains your arrests and/or conviction(s):

If you have ever been arrested or detained anywhere in the world, by any law enforcement officer, for any reason, and no charges were filed, bring:

- An original or court-certified arrest report; and
- An official, certified statement from the arresting agency or applicable court confirming that no charges were filed.

If you have ever been arrested or detained anywhere in the world, by any law enforcement officer, for any reason, and charges were filed, bring:

- Certified photocopies of all arrest reports, charging documents, court dispositions, sentencing reports, and any other relevant documents.
- You may include any additional evidence in your favor concerning the circumstances of your arrests or convictions that you would like USCIS to consider.
- If you were placed on probation, you must provide evidence to show that you completed your probationary sentence.

If you have ever been convicted or placed in an alternative sentencing program (such as diversion) or rehabilitative program (such as drug treatment or community service program), bring:

- An original or court-certified sentencing record for each incident; and
- Evidence that you completed your sentence, such as a probation record, parole record, or evidence that you completed an alternative sentencing program or

rehabilitative program. Copies must be certified by the issuing agency.

If you have ever had any arrest or conviction vacated, set aside, sealed, expunged, or otherwise removed from your record, bring:

- A original or court-certified court order vacating, setting aside, sealing, expunging or otherwise removing the arrest or conviction from your record; or
- An original statement from the court that no record exists of your arrest or conviction.

You do not need to submit documentation for traffic fines or incidents that did not involve an arrest or did not involve drugs or alcohol, if the only penalty was a fine of less than \$500 or points on your driving record. You must submit documentation of traffic incidents if:

- The incident involved alcohol or drugs;
- The incident led to an arrest; or
- The incident seriously injured another person.

Note: You must provide the documentation even if someone including a judge, law enforcement officer, or attorney told you that you no longer have a record or told you that you do not have to disclose the information. It is also highly recommended that you consult with an immigration attorney and request representation at your naturalization interview.