**N-400 Instructions:**

Document Checklist:

**All applicants must send the following 3 items with their N-400 Application:**

1. A photocopy of both sides of your Permanent Resident Card. If you have lost the card, submit a photocopy of the receipt of your Form I-90 (Application to Replace Permanent Resident Card); and
2. A check or money order for the application fee and the biometric service fee, as stated below. Write your application number on the back of the check or money order.

You may also pay using a credit card. There is no additional fee when you do so. The N-400 is the only form you can pay by credit card using the G-1450 (Authorization for Credit Card Transaction); and

1. If you reside outside of the United States, 2 identical colour photographs, with your name and Alien Registration Number written lightly in pencil on the back of each photo. For details about the photo requirements, see Part 5 of Form M-476 (A Guide to Naturalization) and the Form N-400 (Application for Naturalization) instructions. If your religion requires you to wear a head covering, your facial features must still be exposed in the photo for purposes of identification.

**Send copies of the following documents, unless we ask for an original:**

If an attorney or accredited representative is acting on your behalf, send:

»» A completed *original* Form G-28 (Notice of Entry of Appearance as Attorney or Representative.

If your current legal name is different from the name on your Permanent Resident Card, send:

»» The document(s) that legally changed your name (marriage certificate, divorce decree or court document).

If you are applying for naturalization based on marriage to a US citizen, send the following 4 items:

1. Evidence that your spouse has been a US citizen for the last 3 years:
   1. Birth certificate (if your spouse never lost citizenship since birth),
   2. Certificate of Naturalization,
   3. Certificate of Citizenship
   4. The inside of the front cover and signature page of your spouse’s current US passport
   5. Form FS-240, Report of Birth Abroad of a Citizen of the United States of America
2. Your current marriage certificate
3. Proof of termination of all prior marriages of your spouse (divorce decree(s), annulment(s) or death certificate(s))
4. Document referring to you and your spouse:
   1. Tax returns, bank accounts, leases, mortgages or birth certificates of children
   2. Internal Revenue Service certified copies of the income tax forms that you both filed for the past 3 years
   3. An Internal Revenue Service tax return transcript for the last 3 years

If you were married before, send:

»» Proof that all earlier marriages ended (divorce decree(s), annulment(s) or death certificate(s)).

If you are currently in the US military service and are seeking citizenship based on that service, send:

»» A completed *original* Form N-426 (Request for Certification of Military or Naval Service)

If you have taken any trip outside the United States that lasted 6 months or more since becoming a Lawful Permanent Resident, send evidence that you (and your family) continued to live, work and/or keep ties to the United States, such as:

»» An IRS tax return transcript or an IRS-certified tax return listing tax information for the last 5 years (or for the last 3 years if you are applying based on a marriage to a US citizen)

»» Rent or mortgage payments and pay stubs

If you have a dependant spouse or child(ren) who do not live with you, send:

»» Any court or government order to provide financial support,

»» Evidence of your financial support (including evidence that you have compiled with any court or government order), such as:

1. Cancelled checks,
2. Money and receipts,
3. A court or agency print out,
4. Evidence of wage garnishments,
5. A letter from the parent or guardian who cares for your child(ren)

If you have ever been arrested or detained by any law enforcement officer for any reason, and no charges were filed, send:

»» An *original* official statement by the arresting agency or applicant court confirming that no charges were filed

If you have ever been arrested or detained by any law enforcement officer for any reason, and charges were filed, send:

»» An *original* or court-certified copy of the complete arrest record and disposition for each incident (dismissal order, conviction record or acquittal order)

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

»» An *original* or court-certified copy of the sentencing record for each incident

»» Evidence that you completed your sentence:

1. An *original* or certified copy of your probation or parole record
2. Evidence that you completed an alternative sentencing program or rehabilitative program

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

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

Note: If you have been arrested or convicted of a crime, you may send any countervailing evidence or evidence in your favour concerning the circumstances of you arrest and/or conviction that you would like USCIS to consider.

If you have ever failed to file an income tax return since you became a Lawful Permanent Resident, send:

»» All correspondence with the IRS regarding your failure to file

If you have any Federal, state or local taxes that are overdue, send:

»» A signed agreement from the IRS or state or local tax office showing the current status of your repayment program

Note: You may obtain copies of tax documents and tax information by contacting your local IRS offices.

Current Naturalization Fees:

|  |  |
| --- | --- |
| The fee for filing your naturalization application is: | $640.00 |
| The biometric services fee is: | $85.00 |
| **Total:** | **$725.00** |

You must send the $725.00 fee with your application. Pay the fee with a check or money order drawn on a US bank payable to the Department of Homeland Security. Do no use the initials DHS or USDHS. Do not send cash.

You may also pay using a credit card. There is no additional fee when you do so. The N-400 is the only form that you can pay for by credit card using the G-1450 (Authorization for Credit Card Transaction).

USCIS may require that you appear for an interview or provide fingerprints, photograph and/or signature at any time to verify your identity, obtain additional information, and conduct background and security checks, including a check of criminal history records maintained by the FBI, before making a decision on your application.

Remember that your application fee is not refundable even if you withdraw your application or your case is denied.