



UCAN WORKSHOP TRAINING GUIDE



WHAT DOES IT MEAN TO BE A CITIZEN?

- Stability
- Security
- A life-changing event for you and your family. (Family reunification)
- The ability to vote
- An organizing tool for the union: “my union helped me become a citizen.”



UNDERSTANDING THE PATHWAY TO CITIZENSHIP

No Status

Undocumented folks who have either never had status or who had status at one point that expired.

Some Status

Non-immigrant visa holders, TPS, asylees / refugees, DACA holders, .

LPR

Lawful Permanent Residents are those who have adjusted their status to one that will last for the rest of their lifetime.

Citizen

The final step: as a citizen, you enjoy the full benefits and security of the United States and you are not subject to removal.*

HOW DOES ONE BECOME A CITIZEN?

Becoming a citizen can occur through three separate methods: by birth, by automatic acquisition, or by naturalization.

01.

Jus Soli - “right of the soil.”
In the U.S., anyone born on American soil automatically becomes a U.S. citizen, as per the 14th Amendment of the Constitution. This is a product of the post-Civil War Amendments.

02.

After-acquired citizenship (derivative citizenship) happens if one or both parents naturalized before the child became 18 and that parent(s) had custody of the child and met the same residency requirements.

03.

Naturalization -- a choice to become a United States citizen through applying for the status. In order to apply, one must meet certain eligibility criteria.

SO HOW DOES THIS PROCESS BEGIN?

The law outlining the requirements for becoming a United States citizen is outlined at INA 316 and the accompanying regulations at 8 CFR 316. In essence, the requirements break down into 6 categories: Age / Residency requirements; physical presence; good moral character; English language requirements; civics knowledge; and your willingness to swear allegiance to the United States.



AGE & RESIDENCY

1. AGE -- you must be at least 18 years of age to apply to become a United States citizen.
2. You must have been a Lawful Permanent Resident of the United States for at least five years, or 3 years if you are married to a United States citizen.
3. During those required years, you must have lived continuously in the United States (meaning no trips longer than 6 months). If you have trips that are longer, talk to an attorney!
4. You must have been physically present in the United States for at least half of the required years (913 days of 5 years, e.g.)
5. You must have resided in the state from which you are applying for citizenship from for at least 3 months.



GOOD MORAL CHARACTER (GMC)

During the required years, you must have maintained GMC by not having:

1. Been a habitual drunkard
2. committed a crime involving moral turpitude, prostitution, drug offenses
3. Profited from illegal gambling
4. given false testimony to the U.S. government
5. been in jail for more than 180 days
6. been convicted of an aggravated felony
7. failed to pay child support
8. not paid your taxes



ENGLISH LANGUAGE REQUIREMENTS & CIVICS

During the naturalization test itself in front of a USCIS officer, the applicant will need to be able to:

1. Demonstrate an ability to speak, read, and write in English.
2. Demonstrate a knowledge of the fundamentals of US civics.

POP QUIZ!

Exceptions to the English requirements:

Age > 50, residency > 20 years.

Age > 55, residency > 15 years.

Exceptions to civics: medical exemption.





OATH OF ALLEGIANCE



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“I hereby declare, on oath, that I absolutely and entirely renounce and abjure all allegiance and fidelity to any foreign prince, potentate, state, or sovereignty, of whom or which I have heretofore been a subject or citizen; that I will support and defend the Constitution and laws of the United States of America against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I will bear arms on behalf of the United States when required by the law; that I will perform noncombatant service in the Armed Forces of the United States when required by the law; that I will perform work of national importance under civilian direction when required by the law; and that I take this obligation freely, without any mental reservation or purpose of evasion; so help me God.”

WHY MIGHT SOMEONE BE DENIED CITIZENSHIP?

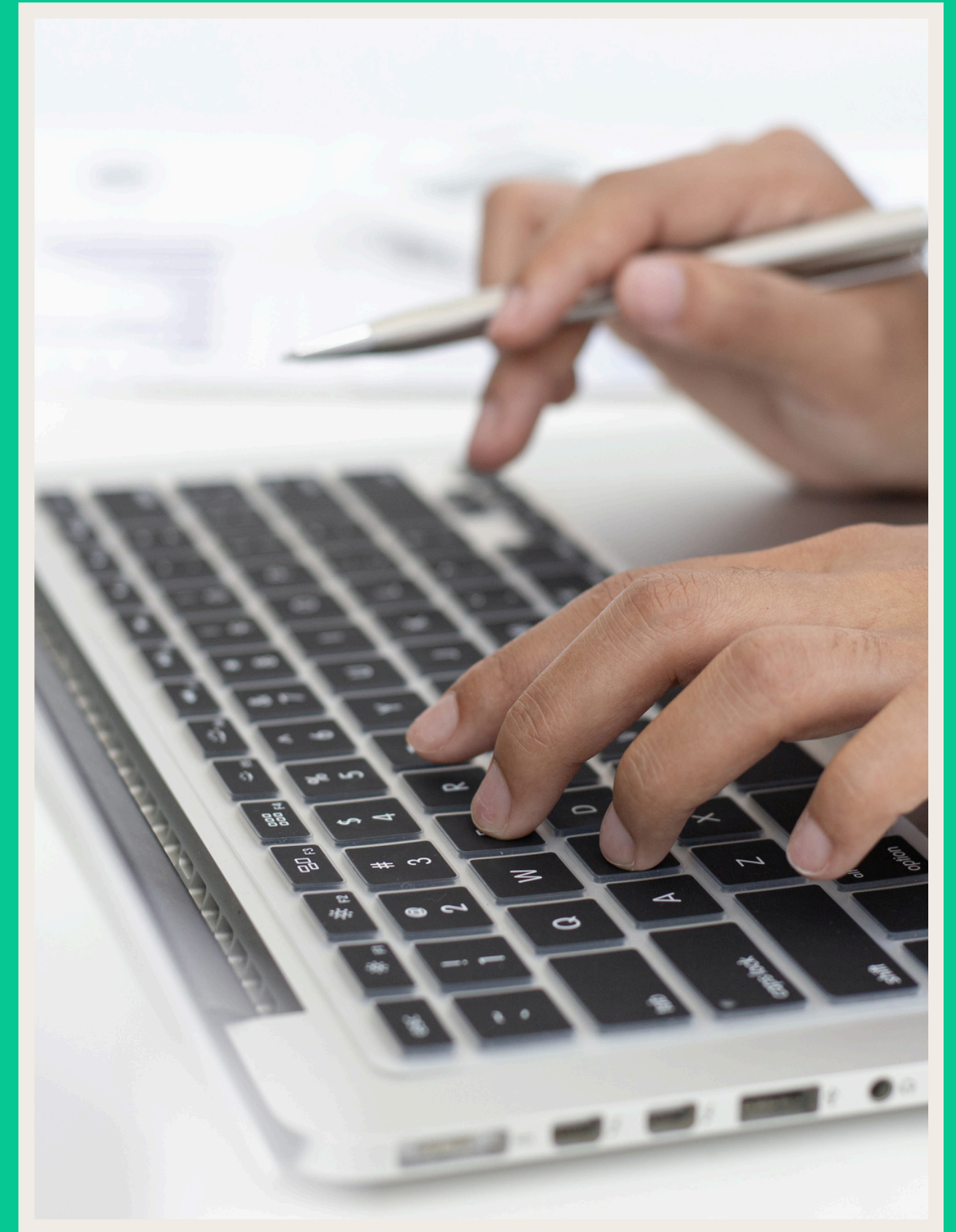
- Failure of the English or Civics requirement
- Lack of Good Moral Character
- Failure to Respond to a Request for Evidence

Worst-case scenario: referral to IJ for removal from the United States.



FORM LOGISTICS

- Form Name: Form N400
- Edition: 01/20/25.
- Where do we file? United States Citizenship & Immigration Services (USCIS) varied by location.
- Filing fee: \$760 for paper filing (\$380 for people below 400% FPG).
- <https://www.uscis.gov/n-400>



UCAN WORKSHOP

- Sponsored by the UFCW International - no out-of-pocket cost to the local.
- IU provides Novo attorneys, structure, and materials for the event.
- The locals provide staff / volunteers, a meeting location, and supplies.
- We are currently using CitizenshipWorks software to make this process neater and cleaner.
- The workshops can be virtual or in-person.



WORKSHOP STATIONS

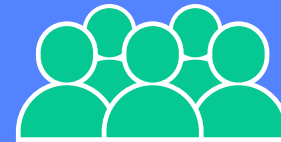
Registration



Pre-
screening



Application
Completion



Legal
Review



Checkout /
Packet
Assembly



Postage /
Mailing



WORKSHOP STATIONS

Registration

Responsibilities:

- Make sure that those who are showing up are the same folks who registered ahead of time.
- Make sure they are arriving at the correct check-in time: if they are too early, they may have to wait for space.
- Make sure they have brought:
 - Their green card
 - copies of their certified criminal records (if needed)
 - IRS tax transcripts for the last 5 years
 - Money order for packet mailing

WORKSHOP STATIONS

Pre-Screening

Responsibilities:

- Confirm LPR for minimum 5 years
- Confirm English ability (unless subject to exception)
[Please be strict here: it does not help them to pass them along]
- Confirm no trips > 6 months or more time outside US than in during last 5 years
- Make copies of documents
- Confirm Q&D completed fully



WORKSHOP STATIONS

Application Completion

Responsibilities:

- Make an account on CitizenshipWorks
- Complete form N-400 using the information from the Q&D
- Compare the accuracy and spelling of information on the Q&D by using the documents brought by the applicant

WORKSHOP STATIONS

Legal Review

Responsibilities:

- Authority over eligibility: (English / Crim hx / GMC, etc)
- Answer questions regarding criminal history & eligibility
- Confirm accuracy and completeness of the N400 information

WORKSHOP STATIONS

**Checkout
Packet
Assembly**

**Mailing /
Postage**

Responsibilities:

- **At checkout, your role is to assemble the packet into a mailable compilation, and then make a copy of everything that is included in the packet (including money order)**
- **Mail the original copy to USCIS and attach postage to the envelope**
- **Inform the client about when to expect receipts and remind them to be on the lookout for an interview notice**



VALUABLE RESOURCES TO REMEMBER:

01.

USCIS N400 Website:
www.uscis.gov/n-400

02.

Our UFCW hub:
www.novo-legal.com/ufcw

03.

Reach out to us:
Email UCAN
UCAN@novo-legal.com



VALUABLE RESOURCES TO REMEMBER:

NOVO
LEGAL

ABOUT ▾IMMIGRATION ▾CRIMINAL DEFENSE ▾CIVIL RIGHTS ▾FAMILY LAW ▾CONTACT ▾

UFCW Resource Library

Comprehensive UFCW Legal Resource Library: Essential Tools and Guides for Labor Law Compliance, Union Rights, and Member Support

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► **START HERE.** Type or print in black ink. If you do not answer all of the questions, it may take longer for U.S. Citizenship and Immigration Services (USCIS) to process your Form N-400.

If your parent (or legal adoptive parent) is a U.S. citizen by birth, or was naturalized before you reached your 18th birthday, you may not need to file Form N-400 as you may already be a U.S. citizen. Before you file this application, please visit the USCIS website at www.uscis.gov/N-400 for Form N-400, Application for Certificate of Citizenship.

Part 1. Information About Your Eligibility (Select only one box to identify the basis of your eligibility or your Form N-400 may be delayed or rejected.)

Future Year 3 Digit A Number: ► A-

1. Reason for Filing (Please see Instructions for eligibility requirements under each provision.):

How tall are you?/Cuánto mide (estatura)?:

How much do you weigh?/Cuánto pesa?:

What color are your eyes?/De qué color son sus ojos:

What color is your hair?/De qué color es su cabello?:

Address:

Phone: Member: Y/N Employer:

BASIC ELIGIBILITY QUESTIONS		Yes	No
Is the participant at least 18 years old?			
Is the participant a Permanent Resident of the United States?			

<https://www.novo-legal.com/ufcw-resources>