



UCAN - Training Manual

Immigration & Naturalization Basics and Workshop Training Guide





Table of Contents

Introduction

Welcome to the UCAN program

Goals and Mission - Why Immigration?

International Union and local collaboration

Scheduling and Request Process

Training

Immigration & Naturalization 101

Citizenship & Naturalization

Naturalization Requirements

Derivative Citizenship Requirements

Naturalization Application Process

UCAN Workshops

Organization

Volunteer Training & Roles

Outreach

Sample Outreach Flyers

Best Practices for Application Assistance

Workshop Setup

Workshop Materials

Workshop Reporting & Follow-up

Citizenship Works

N 400 Application

FAQs at Citizenship Clinics

Workshop Materials

Workshop Request Form

Training Participation Agreement

Limited Legal Service Agreement

UFCW Registration Pre Screening Form

Naturalization Screening Form

UFCW Stop Sign Pre Screening Form

Q&A's After Submitting an Application

Q&A's Naturalization Interview

Participant Exit Letter

Links and Logins

100 Civic Questions

English Reading & Writing Vocabulary

Sample Clinic Flyers

Questionnaire & Document List

Remote Review & Workshops

Format

Documents Needed for Review

INTRODUCTION

Goals & Mission

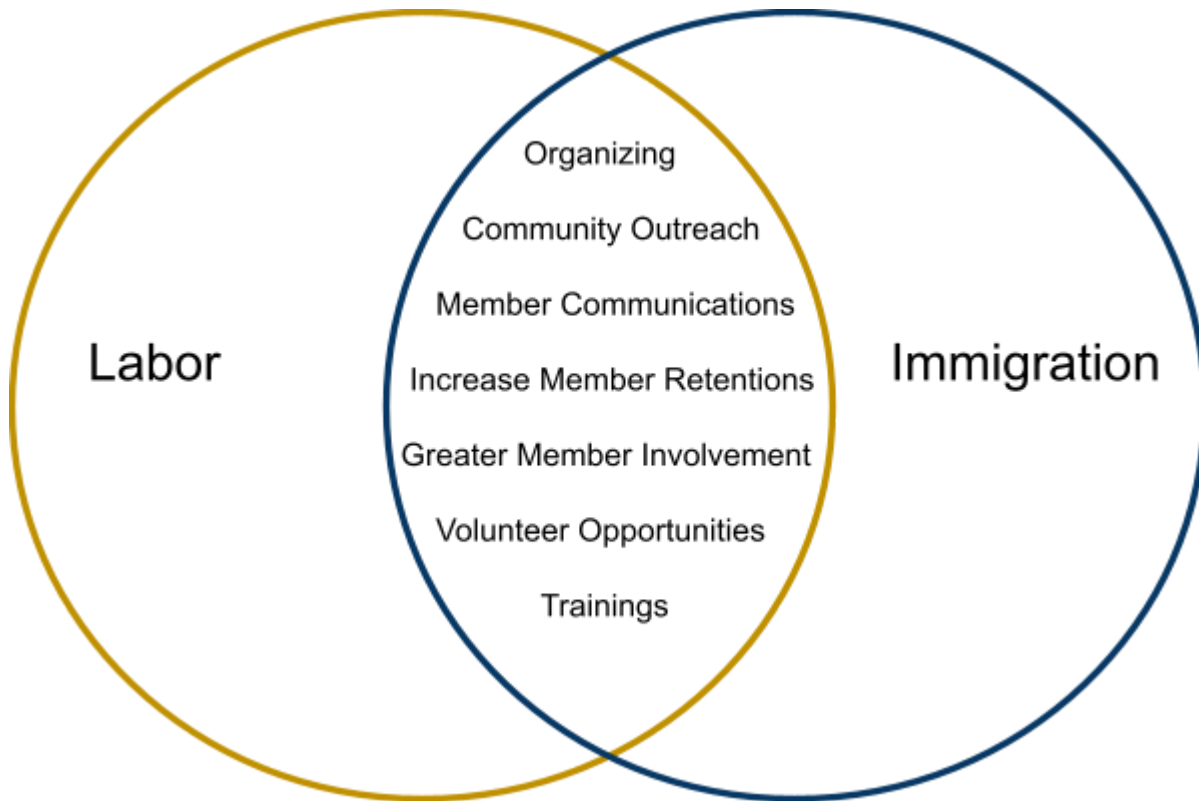
Don't know if we can really add this without input from UFCW. What are the goals of the program?

What is the UCAN program? A collaboration between locals and the international union.

Is there a mission statement for this program?

Immigrants' Rights Are Workers' Rights

The face of America's workforce has become increasingly diverse, especially in meatpacking, retail, and service industries. This provides more opportunities for organizing efforts.



Top five meatpacking and poultry processing states, by number of workers

Meatpacking		Poultry processing	
State	Number of workers	State	Number of workers
Nebraska	26,607	Georgia	31,950
Iowa	26,543	Arkansas	29,014
Texas	23,623	North Carolina	22,441
Kansas	17,893	Alabama	21,697
Illinois	17,143	Mississippi	16,036

Notes: Figures represent the five-year average of workers reported by firms, by industrial sector in each state from January 2014 through December 2018. Beef and hog slaughtering firms are identified by the following North American Industry Classification System (NAICS) codes: 311611 – Animal Slaughtering, Except Poultry; 311612 – Meat Processed from Carcasses; 311613 – Rendering and Meat Byproduct Processing. Poultry processing firms are identified by the NAICS code 311615 – Poultry Processing.

Characteristics of all U.S. workers and of animal slaughtering and processing workers in the U.S.

	All U.S. workers	Animal slaughtering and processing workers
Race		
<i>White</i>	63.5%	34.5%
<i>Black</i>	11.3%	21.9%
<i>Latinx</i>	16.8%	34.9%
<i>Asian American/Pacific Islander</i>	5.9%	6.8%
Foreign-born	17.1%	37.5%

Top countries of origin among foreign-born workers

<i>Mexico</i>	27.6%	<i>Mexico</i>	46.9%
<i>India</i>	5.9%	<i>El Salvador</i>	6.4%
<i>Philippines</i>	4.6%	<i>Guatemala</i>	5.6%
<i>China</i>	4.2%	<i>Burma (Myanmar)</i>	5.2%
<i>El Salvador</i>	3.6%	<i>Cuba</i>	3.1%
<i>Other*</i>	54.1%	<i>Other**</i>	32.9%

Top languages among foreign-born workers

<i>Spanish</i>	45.2%	<i>Spanish</i>	65.2%
<i>English</i>	15.5%	<i>English</i>	5.1%
<i>Chinese</i>	3.6%	<i>Vietnamese</i>	2.4%
<i>Filipino, Tagalog</i>	3.6%	<i>Karen languages</i>	2.3%
<i>Vietnamese</i>	2.7%	<i>Cushitic languages</i>	2.2%
<i>Other</i>	29.5%	<i>Other</i>	22.8%

Citizenship status among foreign-born workers

<i>Naturalized citizen</i>	49.6%	29.1%
<i>Noncitizen</i>	50.4%	70.9%

Source: Integrated Public-Use Microsample (IPUMS) of 2018 American Community Survey 5-Year Estimates; (All U.S. Workers N=7,269,186) (U.S. Animal Slaughtering and Processing Workers N=20,068).

INTERNATIONAL UNION & LOCAL COLLABORATION

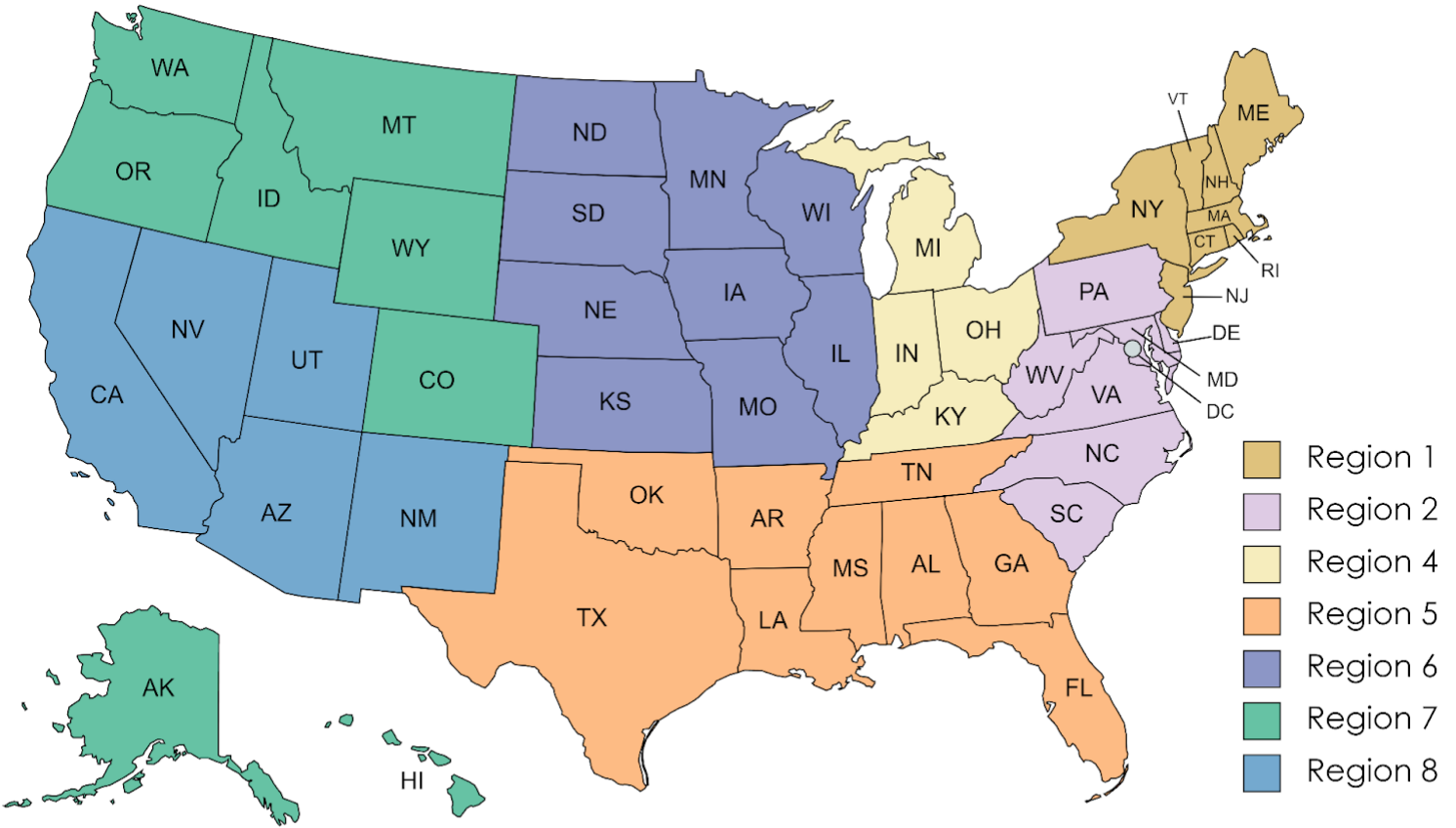
The International Union provides:

- The IU contracts with the attorneys of Novo Legal Group to provide members with access to competent attorneys to fulfill the mission of the UCAN program;
- Access to these attorneys through the UCAN program is for the purpose of conducting legal consultations, verifying eligibility for immigration benefits, overseeing UCAN training & workshops, and reviewing members' applications.

Locals are to provide:

- Location - locations suitable for UCAN training and workshops will ensure basic privacy for members while consulting with an attorney and while working with volunteers in filling out applications;
- Printed Materials - such as printed copies of all necessary materials, including liability waivers, screening sheets, application forms, and study materials;
- Internet Access - wifi internet is needed for attorneys and volunteers to verify member information, research issues, and fill out forms online (if applicable);
- Equipment & Supplies - generally, attorneys and volunteers will need access to a printer, copier, and scanner, power outlets, pens, paper, stapler, paperclips, post-it notes, envelopes, highlighters, whiteout, chairs, and tables/desks.
- Volunteers - local staff or member/community volunteers to assist the attorneys and members in screening, filling out applications, making copies, interpreting, and preparing applications to be mailed and filed with USCIS;
- Advertisements - all necessary advertisements or announcements to members of any upcoming UCAN workshop including event date, time, and location.

UFCW REGIONS & LEADERSHIP



Region 1	Region 2	Region 4	Region 5
Director: Contact: Phone: Email:	Director: Contact: Phone: Email:	Director: Contact: Phone: Email:	Director: Contact: Phone: Email:
Region 6	Region 7	Region 8	
Director: Contact: Phone: Email:	Director: Contact: Phone: Email:	Director: Contact: Phone: Email:	

PROTOCOLS - SCHEDULING REQUESTS

Scheduling Requests:

- All requests for training and workshops must go through the IU. Requests are to be made to the respective IU regional representatives using the attached event request form.
- Regional representatives then coordinate with the local and attorneys at Novo Legal Group, to schedule a time for the requested training and/or workshop, subject to approval from the IU director of civil rights.
- Consider having a UCAN email address per region for locals to email them.
 - ucanr1@ufcw.org
 - ucanr2@ufcw.org
 - ucanr3@ufcw.org
 - ucanr4@ufcw.org
 - ucanr5@ufcw.org
 - ucanr6@ufcw.org
 - ucanr7@ufcw.org
- Another option is to have a link to a google form that, once filled out can be “submitted” which then emails the appropriate people.

Dates & Time:

- Once approval is granted by the IU and conveyed to Novo Legal Group, Novo will coordinate with the region and local to schedule the respective event.
- Events will be scheduled a minimum of 4 weeks in advance with confirmation of meeting the minimum requirements at least 2 weeks prior to the event start date.
- Events will be held on a single day to begin no earlier than 9 am and end no later than 7 pm.
- Additional days will be approved by the IU on a case-by-case basis.

Minimum Requirements:

- Events require a minimum of 10 confirmed attendees. If minimum attendance is not confirmed by two (2) weeks prior to the event date, the event will be rescheduled.

Local & Regional Volunteers:

- The region and locals are responsible for organizing sufficient volunteers to host the event. The number of volunteers necessary will depend on the type of workshop and the number of confirmed attendees.

TRAINING

IMMIGRATION & NATURALIZATION 101

Agencies and Laws

- Immigration and Naturalization Service (now defunct)
 - INS ceased to exist on March 1, 2003 and its functions were transferred to the newly created Department of Homeland Security.
- US Department of Homeland Security
 - US Citizenship and Immigration Services (USCIS)
 - US Immigration and Customs Enforcement (ICE)
 - US Homeland Security Investigations (HSI)
 - US Customs and Border Protection (CBP)
- US Department of Justice
 - Executive Office for Immigration Review (EOIR)
 - Board of Immigration Appeals (BIA)
- US Department of State
 - National Visa Center (NVC)
 - U.S. Consulates Abroad
- Immigration and Nationality Act (INA)
- 8 Code of Federal Regulations (8 CFR)

Noncitizens Without Lawful Presence

A person who is present in the US without authorization or who has remained beyond the period of authorized stay of the US government - Includes both authorized and unauthorized entrants.

Noncitizens Without Lawful Status

A person who is present in the US who is not an “Immigrant” or “Nonimmigrant,” as defined by law (see section below). A person without lawful *status* may still be lawfully *present* in the US. For example, persons who are granted Deferred Action under the Deferred Action for Childhood Arrival (“DACA”) program, or persons granted Temporary Protected Status (“TPS”) are not considered to have lawful status, but are considered to be lawfully present in the US.

Nonimmigrants

Persons seeking entry into the U.S. with a temporary visa for a limited period of time and for a specific purpose. A nonimmigrant visa requires the intention to return to the person’s country of residence after their temporary stay in the U.S.

There are over 20 nonimmigrant visa categories and include the following:

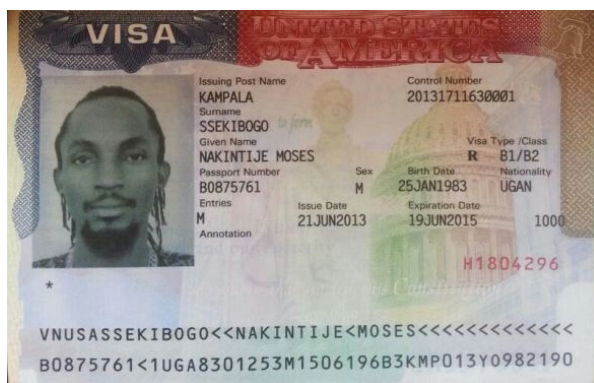
- B-2 visitors for pleasure
- F-1 students
- H-1B professional workers
- H-2A agricultural workers
- H-2B non-agricultural workers
- J-1 exchange students/trainees

Immigrants

An “Immigrant” is a person with Lawful Permanent Residence (LPR) (known as “Green Card Holders”). “Immigrant” is the status of being lawfully accorded the privilege of permanently residing in the US.

Conditional Lawful Permanent Residents - This is a conditional status that was obtained through marriage during the first two years of the marriage. Conditional Lawful Permanent Residency is valid for two years and must apply to remove conditions at the end of the two year period establishing that the marriage was, and continues to be, valid and not a sham.

Documentation – Nonimmigrant Visa



A U.S. visa does not authorize entry into the United States or a stay in a particular status, but only serves as a preliminary permission to travel to the United States and to seek admission at a port of entry. The final admission to the United States is made at the port of entry by a U.S. Customs and Border Protection (CBP) officer. For those entering in a nonimmigrant visa status, the admission details are recorded by the CBP officer on a Form I-94 (or Form I-94W for nationals of the Visa Waiver Program countries for short visits), which serves as the official document authorizing the stay in the United States in a particular status and for a particular period of time.

I-94, Arrival-Departure Record



DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

Departure Record
Admission Number
123456789 01

18. Family Name
19. First (Given) Name
20. Birth Date (DD/MM/YY)
21. Country of Citizenship

CBP Form I-94
See Other Side
STAPLE HERE

ADMITTED
SEP 18 2006
Class J1 D/S
Unit

Form I-94, the Arrival-Departure Record Card, is a form used by US Customs and Border Protection intended to keep track of the arrival and departure to/from the United States of people who are not United States citizens or lawful permanent residents. While the form is usually issued by CBP at ports of entry or deferred inspection sites, USCIS can issue a Form I-94 in limited circumstances (such as part of the Form I-797A approval notice for a Form I-129 petition for an alien worker).

RESIDENT ALIEN
U.S. Department of Justice - Immigration and Naturalization Service

GARCIA-LOPEZ, ROSA MARIA

NAME: ROSA MARIA GARCIA LOPEZ
DOB: 052756
ALIEN NUMBER: A73000000
CLASS: LOS-NR-1

SAMPLE
Rosa Maria Garcia L

A yellow Resident Alien Card for Rosa Maria Garcia Lopez. It features a photo of her on the left, a circular seal in the center with her name and alien number, and a fingerprint on the right. The card is marked as a sample.

Upon endorsement, serves as temporary evidence of permanent residency for one year.

U.S. Citizenship and Immigration Services

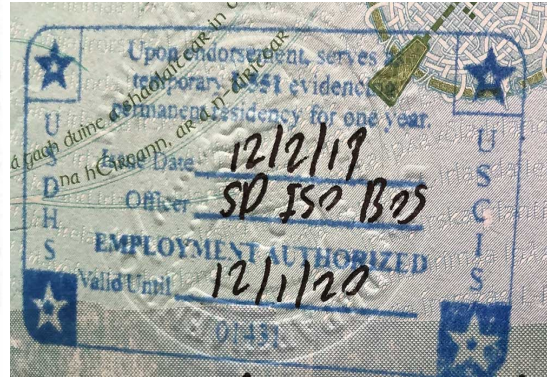
Employment Authorized

Valid Until: 12/1/20

Officer: SP ISO BOS

Date: 12/2/19

01431

A blue ink stamp from USCIS. It contains the text 'Employment Authorized' and 'Valid Until: 12/1/20'. The officer's name 'SP ISO BOS' and the date '12/2/19' are handwritten. The stamp also includes the USCIS logo and the number '01431'.

CITIZENSHIP & NATURALIZATION

Overview

Benefits of Naturalization

- Become eligible to vote in state and federal elections
- Able to sponsor certain family members to immigrate to the US
- Hold public office
- Obtain other employment that requires citizenship
- Access to public assistance programs requiring citizenship
- Serve on a Jury

How Citizenship is Obtained

- Born in the US
- Derivation of Citizenship
- Acquisition of Citizenship
- Naturalization

Derivative Citizenship

A child might automatically derive US citizenship if they:

- Are under the age of 18 when the parent is sworn in as a citizen;
- Are living in the United States with a green card; and
- Are living in your physical and legal custody.

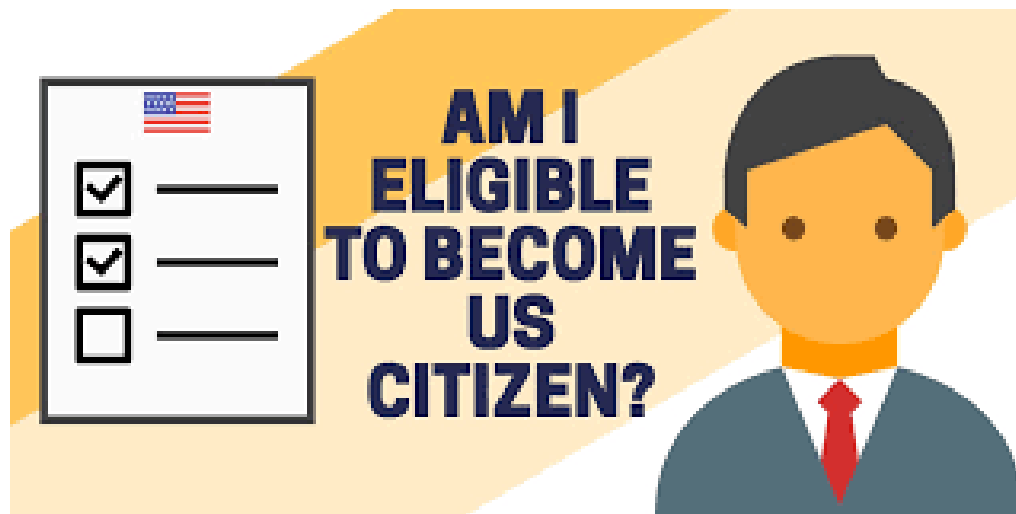
If a child derives citizenship, the child will not need to independently apply for citizenship. However, the parent should apply for proof of citizenship. There are two ways to do this.

1. File an N-600 with US Citizenship and Immigration Services.
2. Apply for a US Passport by submitting the DS-11 Form at your local Passport agency:

The application fee for a US passport is \$115 for individuals under age 16 and \$145 for individuals age 16 and older. You can obtain a copy of the DS-11 Form and find additional information on applying for a US passport

In either case, the parent will need to prove that their child meets the eligibility requirements above. Evidence included:

- Parent's certificate of citizenship
- The child's birth certificate
- The child's green card
- Anything that shows that the child lives with the parent. This includes school or medical records.



U.S. Citizenship by Naturalization - Eligibility

- Be at least 18 years old
- Have a **green card** for:
 - 5 years; or
 - 3 years if LPR status was gained through a marriage to a U.S. citizen
 - Meet physical presence requirements for the amount of time spent inside the U.S.
- Speak, read, and write basic English (some exceptions apply)
- Answer questions about US History and Government (some waivers)
- Be a person of Good Moral Character
- Have a willingness and ability to take the oath of allegiance to the U.S.

Requirements for Naturalization

Continuous residence

The law requires that an applicant for naturalization have “continuous presence” in the US. While lawful permanent residents are permitted to travel abroad, an absence from the US for over six consecutive months can disrupt continuous residence. An absence of one full year or more will break continuous residence.

The applicant must also reside for at least 90 days (3 months) in the state (district) where the application for naturalization is filed.

Physical Presence

The law also requires that an application for naturalization maintain “physical residence” in the United States. To show this, the applicant must demonstrate that

within the last 5-years (or for certain applicants, 3-years), an applicant spent at least half of that period of time physically in the US.

English Language Requirement

- Speaking - A USCIS officer will determine an applicant's ability to speak and understand English during the Naturalization interview in reviewing the application and conversing;
- Reading - An applicant must read aloud one out of three sentences correctly to demonstrate an ability to read in English. The Reading Test Vocabulary List is available in the appendix;
- Writing - An applicant must be able to write one out of three sentences correctly to demonstrate an ability to write in English. The Writing Vocabulary List is also available in the appendix.

English Requirement Waivers

- Certain applicants are able to waive the English language requirement under the following circumstances:
 - 55-15 Rule: 55 years old AND LPR for 15 years at time of filing; OR;
 - 50-20 Rule: 50 years old AND LPR for 20 years at time of filing; OR
 - Medical Exception: Severe mental, developmental, physical disability that prevents her from learning/demonstrating English (Form N-648, by medical professional)
- Benefits of the English language waiver are that the applicant may:
 - (1) Bring their own interpreter/translator to the interview, and
 - (2) take the civics test in their primary language.

Civics Requirement Waiver & Exception

- Total Waiver: Applicants can completely waive the Civics requirement if they can demonstrate a severe mental, developmental, physical disability that prevents them from learning/demonstrating civics knowledge (N-648).
- 65-20 Exception: If the applicant is 65 years old AND has been an LPR for 20 years at time of filing → Still need to correctly answer 6 out of 10 questions, but only need to study from a pool of 20 questions instead of the full 100.

Good Moral Character (GMC)

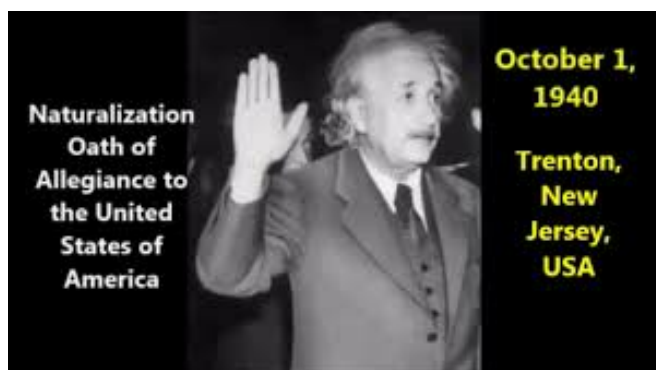
- GMC Requirement: The Applicant must be a person of good moral character

for the 5 years prior to submitting her application.

- What is GMC: There is no good definition for what GMC actually is, but here are examples of Bad Moral Character:
 - Things that result in **temporary** ineligibility for citizenship
 - Removal proceedings (deportation proceedings)
 - Certain political activities
 - Probation / Parole (must be completed)
 - Things that result in **permanent** ineligibility for citizenship
 - Someone who is deportable
 - Any criminal conviction equal to or more serious than a conviction for DUI, domestic violence, assault, etc. *Anything worse than a traffic ticket.*
- Note: USCIS will check your fingerprints for criminal records

Oath Of Allegiance

- The principles embodied in the Oath are codified in Section 337(a) of the INA, which provides that all applicants shall take an oath that incorporates the substance of the following:
 - Support the Constitution;
 - Renounce all allegiance and fidelity to foreign states;
 - Support and defend the Constitution and laws of the U.S. against all enemies, foreign and domestic;
 - Bear true faith and allegiance to the same; and
 - Bear arms on behalf of the U.S. when required by the law; or
 - Perform noncombatant service in the Armed Forces of the U.S. when required by the law; or
 - Perform work of national importance under civilian direction when required by the law.



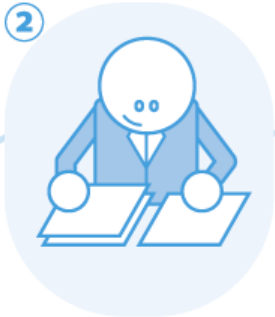
10 STEPS to NATURALIZATION

1



1. Determine if you are already a U.S. citizen.

2



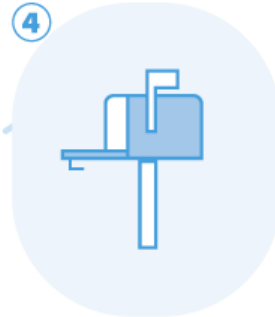
2. Determine if you are eligible to become a U.S. citizen.

3



3. Prepare your Form N-400, Application for Naturalization.

4



4. Submit your Form N-400, Application for Naturalization.

5



5. Go to the biometrics appointment, if applicable.

6



6. Complete the interview.

7



7. Receive a decision from USCIS on your Form N-400, Application for Naturalization.

8



8. Receive a notice to take the Oath of Allegiance.

9



9. Take the Oath of Allegiance to the United States.

10



10. Understanding U.S. citizenship.

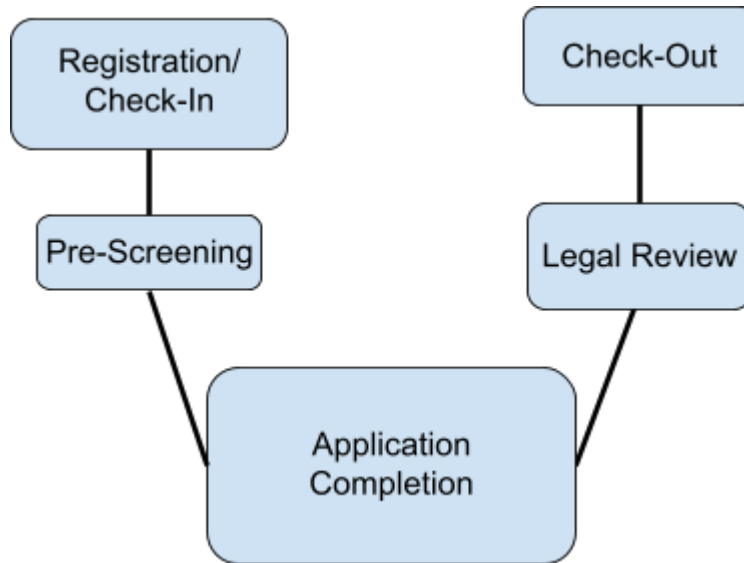
UCAN WORKSHOPS

Workshops are events lasting between 4-8 hours:

- At these workshops, regional and local volunteers assist workers and community members in the process of applying for U.S. citizenship through naturalization. Attorneys provided by the IU are present to confirm eligibility and review member applications.
- Participants at these workshops will arrive with some basic documents and, if successful, will leave with applications filled out and ready to be mailed to USCIS.
- Because the process for filling out the application for naturalization can be lengthy and cumbersome, volunteers are essential to the success of a workshop.
- Workshops are designed to run smoothly and efficiently for our members, similar to a well running assembly line. (ex. Screeners, Form Fillers, Interpreters, etc.)
- Volunteers are required to sign a confidentiality agreement prior to the workshop.



Workshop Processing



Workshop Stations

Registration and Check-In:

- The first table a participant will encounter. Registration volunteers greet the participants as they arrive, complete registration, record participant attendance, and provide participants with a registration packet.
- Registration Packet is a manila folder which includes:
 - Limited Representation Agreement
 - Initial Intake
 - Red Flags Checklist

Pre-Screening:

- Volunteer verifies registration information, completes the Red Flag Checklist with participants, reviews and makes copies of supporting documents, e.g. green card, etc.
- If no red flags are present, passes the participants to Application Preparation. If there is a red flag, the volunteer passes the participant to Attorney screening.
- If no Application Preparer is available, issues a questionnaire to participants.

Application Preparation:

- Volunteers sit with participants to assist in filling out the application. This position requires attention to detail and patience with members as the process can be cumbersome and time-consuming. Generally, volunteers will spend between 1.5 - 2 hours per member in preparing the application.
- The application preparation phase will require the most manpower and be most time-consuming. Typical rule of thumb is to have (1) volunteer for (4) registered applicants.
- For events with (8) or more application preparation volunteers, it is recommended to have an additional attorney volunteer to oversee the process and answer questions.

Legal Review:

- Participant meets with an attorney to review the completed application along with all required supporting documentation.
- The Legal Review should be conducted in an area slightly more secluded and private.
- A thorough review will require between 10 and 30 minutes to complete.
- At the conclusion of the review, the participant will be:
 - Referred to check-out to prepare the application for filing with USCIS and receive exit packet;
 - Provided specific information to address eligibility (eg. wait 30 days before filing, obtain court records, etc.);
 - Referred to counsel for specific eligibility questions, if applicable.

Checkout:

- Volunteers with Checkout will assist and instruct the participant in preparing the final application package for submission to USCIS by:
 - Assembling application and supporting documents in the following order:
 1. Money Order or Check:
 - a. \$725.00 to US Department of Homeland Security
 2. Form N-400 Application
 3. Form G-28 (if applicable)
 4. Addenda (if applicable)

5. Affidavits (if applicable)
6. Other supporting documentation
 - a. Passport
 - b. Green card
 - c. Court records
 - d. Dissolution of Marriage records
- Providing applicants with a copy of their completed application package including all forms and supporting documents.
- Packaging the application materials into a pre-labeled envelope addressed to the relevant USCIS lockbox.
- Providing participants with an Exit Packet which includes:
 - i. Q&A After Submitting an Application;
 - ii. 100 Civic Questions
 - iii. English Reading and Writing Vocabulary Lists
 - iv. USCIS Document Checklist M-477
 - v. G-1450 Authorization for Credit Card Transactions

VOLUNTEER OPPORTUNITIES & RESPONSIBILITIES

Volunteer Positions:

- **Registration & Check-In** - Greets workshop participants as they arrive, conducts pre-screening of eligibility questions, reviews and signs the Limited Representation Agreement, and records participant and volunteer attendance;
 - *Tips & Best Practices for Preparing Applications:*
 - Warmly greet all arriving participants. This may be the first time they are interacting with the union - so make a positive impression;
 - Remind the participants that the workshop is available to them because the union cares about its members and the community and is here to help and support them.
- **Pre-Screening** - Verifies registration information and reviews the Red Flag Checklist with members. If no red flags are present, passes the participants to Application Preparation. If there is a red flag, passes the participants to Attorney screening;
 - *Tips & Best Practices for Preparing Applications:*
 - Honesty is the best policy when filling out the red flag checklist;
 - A “Yes” answer does not automatically mean the participant is ineligible, do NOT make them feel that the answer MUST all be “No”. Many times a participant will answer “Yes” but will still be cleared by an attorney.
- **Application Preparation** - Sit with participants to assist in filling out the application. This position requires attention to detail and patience with members as the process can be cumbersome and time consuming, typically 1.5 - 2 hours per member;
 - *Tips & Best Practices for Preparing Applications:*
 - Type the application on a computer, if possible;
 - If handwriting the application, PRINT CLEARLY;
 - Use an Addendum / Continuation Sheet if there is not enough space on the form. *See Addenda in Workshop Materials;*
 - Work without rushing. Focus on applicant understanding and accurate information.
 - Ask other volunteers and attorneys if you have any questions (If

you're working on the N-400 for the first time and you have no questions, you are probably making mistakes.)

- **Checkout** - Assists participants after they have spoken with an attorney. Closers instruct participants on how to mail in their applications, while providing participants with study materials and resources on what to expect moving forward;
 - *Tips & Best Practices for Preparing Applications:*
 - Make sure all participants have a completed application packet ready to be submitted to USCIS;
 - Make sure participants understand that while there isn't a cost for the workshop, that they are still responsible for the filing fee;
 - Make sure participants understand they are responsible for the filing of their applications, updating their address with USCIS, and attending their biometrics and interview appointments;
 - Remind the participants that the workshop was possible **ONLY** because the Union cares about its members and is here to support them.
- **Copiers** - Take copies of participant documents, copy of finalized application, and ensures there are enough copies of workshop materials and resources;
- **Interpreters** - Interpret for specific members at every step of the process.
 - *Tips & Best Practices for Preparing Applications:*
 - Make sure to interpret **ONLY** that which is being asked and answered. You may feel compelled to assist in trying to explain, but remember, if they need an interpreter now, they will also need one at the interview and USCIS officers can be very strict with how the interpretation is handled during an interview.

Volunteers are required to sign an agreement attesting to the following:

- Confidentiality - all information provided by the applicant is confidential in nature and is not subject to any third party unless authorized by the applicant in writing;
- Limited Services - all services are exclusive to the UCAN program and no legal services will be provided, in any way, outside of the UCAN program, nor will any services be provided without the supervision of a licensed attorney or representative;
- Unlawful Practice of Law - it is against the law for a non attorney or BIA

representative to provide any legal advice and volunteers will not engage in providing UCAN services outside of the UCAN program and workshops;

- Free Services - volunteers may not charge a fee associated with their involvement in the UCAN program. Services provided in the UCAN program are provided as a free service to participants.

SCREENING FOR RED FLAGS

If someone triggers any of these red flags, make sure to refer them to the immigration supervising attorney or attorney assigned for legal review.

Physical Presence

- Have been out of the U.S. for 6 consecutive months since receiving Green Card;
- Have moved to another country since receiving Green Card;

Green Card Issues

- Information on Citizenship application differs from or contradicts information previously provided to U.S. government in applying for visa or residency;
- False Statements to retain/obtain Immigration Benefits (e.g. Green Card or Work Permit)

Criminal / Immigration Issues

- Arrests, charges, or convictions of ANY crime!
- Drug abuse/addict
- USCIS may have a reason to believe that someone is a drug trafficker, engaged in prostitution, or commercial vice
- Engaged in what USCIS calls “terrorist activity”
- Involvement in illegal gambling
- Probation / Parole from a Criminal Conviction
- A court has determined that the applicant violated a protection order
- Applicant is in deportation proceedings
- Applicant has a deportation order (past or present)
- Applicant helped someone enter the U.S. unlawfully, even family members (spouse, children, etc)

Good Moral Character Issues (Taxes / Child Support)

- Applicant has failed to pay taxes
- Applicant paid taxes as a “non-resident”
- Applicant failed to pay child support
- Applicant is a male and did not register for the Selective Service between 18-26 years old

WORKSHOP TIPS/BEST PRACTICES

- Gauge your capacity - We all want to help but let's not bite off more than we can chew! Remember, we can always hold another workshop. Quality over quantity. Know how many participants can be processed based on the number of volunteers that are available;
- Watch out for language – Do we have the appropriate member/volunteer interpreters for the languages the participants speak? Remember, some participants will need interpretation for every step of the way.
- Know the location - Always visit the location of the workshop beforehand to make sure the facilities are adequate and offer parking, bathrooms, wifi, tables, chairs, etc.
- Bring in all supplies - It is essential to have supplies and materials when we need them during the workshop, such as: Have all materials, folders, extra pens, white out, tape, etc.
- Have volunteers arrive early - It's a good idea to gather all volunteers prior to the arrival of any participants and walk everyone through the process and their roles;
- Have food for volunteers - Drinks, snacks, and food are great to have on hand to keep volunteers focused and can also help with fussy children and impatient participants;
- Signs and advertising - Always bring plenty of signs for directions to entrance, to mark parking, etc
- Coverage chart - It is helpful to have a chart clearly indicating which volunteers will be covering the different stations.

REMOTE REVIEW & WORKSHOPS



POST-WORKSHOP FOLLOW-UP

- What level of assistance will you or your community partners offer the participants after the workshop?
 - Client mails in their own application and no follow-up assistance from partners;
 - Client mails in their own application but has contact information for necessary assistance from you or other community partners;
- How will you evaluate and improve each event?
- Some useful information to track to improve workshops can include:
 - How did members hear about the event? (Outreach methods)
 - How many members who attended were eligible vs. how many were turned away? (community education)
 - How many people completed applications the day of the event?

WORKSHOP MATERIALS



2022 - Workshop Request Form

To schedule a training or workshop please fill out this form and submit it to LaQuita Honeysucker for approval via email: lhoney sucker@ufcw.org

Requesting Local's Information		
Local:	Contact Name:	
Contact Phone:	Contact E-mail:	
Proposed Workshop		
Proposed Date(s):	Location Address:	
Start Time:	End Time:	
(#) Approx. Members:	(#) Staff Support:	Wifi Available:
Workshops are conducted either in-person or virtually. Please indicate which you are requesting. In-person workshops generally require a minimum of 10 confirmed individuals. Additionally, during the pandemic, travel can be difficult. Please justify why in-person is needed, otherwise, it should be conducted virtually.		
Virtual/Remote - Please indicate how you can accommodate the virtual workshop. (i.e. staff has iPads/Laptops with cameras):		
In-Person (Please Justify Need):		
Transportation - Can you provide local transportation for the attorney?:		
Additional Comments		



2022 - UCAN LIMITED REPRESENTATION AGREEMENT

In participating in the UCAN program/workshop, I understand and agree to the following:

1. I am meeting with an attorney recruited by the UFCW clinic organizers for a one-time consultation.
2. There is no cost to me for this meeting.
3. The services that I will receive today will be limited to advice and information regarding Citizenship, DACA, TPS, or Immigration questions based on information that I provide during the meeting.
4. These services will be limited to the consultation at today's clinic and will conclude upon the completion of this meeting. Neither the UFCW clinic organizers nor the attorney(s) assisting me today are agreeing to represent me in any capacity and are not responsible for any information, advice, or assistance that I have obtained in the past or will obtain in the future.
5. I agree to provide complete and truthful information to the attorney(s) who are assisting me. I understand that this information is confidential to the full extent permitted by the law and required by lawyers' ethical rules.
6. If I have any further questions about my immigration status or any other legal issues discussed today, I should consult one of the attorneys I have been referred to or consult an attorney on my own.
7. Participating in the immigration clinic does not create an attorney/client relationship.

Please Check One:

- I can read and understand English and have read and understood this Agreement and, by my signature below, agree to its terms.
- The above has been read to me in _____, a language in which I am fluent, and I understand this Agreement and, by my signature below, agree to its terms.

Member Name

Signature

Date



2022 - UCAN ACUERDO LIMITADO DE SERVICIOS LEGALES

Al participar en el programa / taller de UCAN, entiendo y estoy de acuerdo con lo siguiente:

1. Me reuniré con un abogado reclutado por la clínica de UFCW para una consulta única.
2. No hay ningún costo para mí por esta reunión.
3. Los servicios que recibiré hoy se limitarán a consejos e información sobre cuestiones de ciudadanía, DACA, TPS o inmigración en función de la información que proporcione durante la reunión.
4. Estos servicios se limitarán a la consulta en la clínica de hoy y concluirán una vez finalizada esta reunión. Ni los organizadores de la clínica de UFCW ni los abogados que me asisten hoy están de acuerdo en representarme en ninguna capacidad y no son responsables de ninguna información, consejo o asistencia que haya obtenido en el pasado o que obtendré en el futuro.
5. Acepto proporcionar información completa y veraz a los abogados que me están ayudando. Entiendo que esta información es confidencial en la medida permitida por la ley y requerida por las reglas éticas de los abogados.
6. Si tengo más preguntas sobre mi estado migratorio o cualquier otro asunto legal discutido hoy, debería consultar a uno de los abogados a los que me han referido o consultar a un abogado por mi cuenta.
7. Participar en la clínica de inmigración no crea una relación abogado / cliente.

Marque uno:

- Puedo leer y entender inglés y he leído y entendido este Acuerdo y, con mi firma a continuación, acepto sus términos.
- Se me ha leído lo anterior en _____, un idioma en el que hablo con fluidez, y entiendo este Acuerdo y, con mi firma a continuación, acepto sus términos.

Nombre del Miembro

Firma

Fecha



2022 - PARTICIPANT REGISTRATION

Name: _____ Date: _____

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?		
Does the participant have a Permanent Resident Card "Green Card"?		
Has the participant been a Permanent Resident for at least 5 years?		
Has the participant been a Permanent Resident for at least 3 years AND been married to a U.S. citizen for 3 years?		

ENGLISH LANGUAGE REQUIREMENTS	Yes	No
The participant must speak and understand basic English, UNLESS :		
Is over 50 years old and has been an LPR for at least 20 years; or		
Is over 55 years old and has been an LPR for at least 15 years; or		
Has a disability that prevents them from speaking or learning English?		

Preparer Name: _____

Interpreter Name: _____ Language: _____

NOTES: _____

2022 - UCAN Red Flag Checklist

The information provided by the UFCW should not be used as a substitute for legal advice specific to the facts of your case.

If ANY of the above questions have an answer of “YES” then the applicant MUST speak with an immigration attorney prior to participating in the UCAN workshop and filling out the N-400.



Be Careful! In some cases, applying for naturalization can lead to DEPORTATION proceedings

HAVE YOU EVER:	NO	YES
Registered to VOTE, or voted in the U.S.?		
TRAVELED outside the U.S. for more than 6 months since getting your green card?		
Been STOPPED or ARRESTED by the police in the U.S. or any other country?		
Spent any time in JAIL or PRISON in the U.S. or any other country?		
Been CHARGED with a CRIME in the U.S. or in any other country?		
Been FOUND GUILTY of any OFFENSE in the U.S. or any other country?		
Had your RECORD be EXPUNGED (ERASED or WIPED CLEAN)?		
INJURED, HARMED, or KILLED anyone for any reason?		
Given FALSE DOCUMENTS or INFORMATION to an immigration officer?		
Been STOPPED, DETAINED, or ARRESTED by an IMMIGRATION official?		
Been before or told to see an IMMIGRATION JUDGE in IMMIGRATION COURT?		
Been DEPORTED, REMOVED, or RETURNED while seeking to enter the US?		
Been DENIED NATURALIZATION?		
Married someone JUST to get a green card?		
Failed to file a U.S. TAX RETURN since you obtained your green card?		
Failed to PAY CHILD SUPPORT if your children do not live with you?		
TOLD someone that you are a US citizen?		
LIED or WITHHELD information to get your green card?		
Are either of your parents U.S. Citizens?		
WORKED in the legal Marijuana Industry?		

Attorney Reviewer	Cleared for Workshop	Note:
(Name)	Y / N	

2022 - WHAT HAPPENS AFTER I FILE MY APPLICATION?

Receipt Notice (2-6 weeks)

- After filing your Form N-400, USCIS will respond by sending you a receipt notice. Save this important letter. It contains your IO-digit receipt number. You can use this receipt number to check the status of your case. If you didn't receive a Notice of Action, you should contact www.uscis.gov and make a case inquiry.

Biometrics Appointment Notice (1-2 months)

- Next, you will receive an appointment notice for USCIS to run a fingerprint background check and take your photo. The biometrics notice will include your appointment date, time and location.

Biometrics Appointment (2-4 months)

- The biometrics or ASC appointment is generally a short appointment (15-30 minutes) so that USCIS can collect your fingerprints, photograph and signature. You will need to bring the appointment notice along with a valid ID for your appointment.

Naturalization Interview (6-14 months)

- At the interview, a USCIS officer will typically go through the entire N-400 application to confirm that the answers previously provided are still correct.
- Additionally, they will ask the applicant to read and write a sentence in English, will administer the history/civics examination, and will review the results from the applicant's background check.
- If you are informed at the interview that you have been preliminarily approved for naturalization, then the next step will be to wait for the notice with the place and time of the oath ceremony. An applicant does not become a United States Citizen until after they are sworn in at the oath ceremony.
- In some cases, the USCIS officer will not be able to make a decision on an application for naturalization on the day of your interview. In these cases, the USCIS officer will continue your case.
- After your interview, USCIS will give you Form N-652, Naturalization Interview Results. It gives you information about the results of your interview. They will either grant, continue, or deny your naturalization application after your interview.

Oath of Allegiance Ceremony (12-20 months)

- You are not a U.S. citizen until you take the Oath of Allegiance at a naturalization ceremony. After taking the Oath of Allegiance, you will turn in your green card and receive your Certificate of Naturalization. Review your Certificate of Naturalization and notify USCIS of any corrections to your certificate before leaving the ceremony site.

UCAN Q&A: After Submitting an Application

How do I check the status of my application?

- To check the status of your application you can go to <https://egov.uscis.gov> and enter your 10 digit N-400 receipt number or you can call the National Customer Service Center at 1-800-375-5283. Have your A-number and application receipt number ready.

During my application-processing period can I leave the United States?

- Yes, you can as long as your Permanent Resident Card is not expired, and you do not have any serious crimes on your record. However, be aware that it is not in your best interest to miss any appointments related to your naturalization application.

What do I do if my address has changed?

- It is important that you always keep your address updated with USCIS, especially if you have an application pending. To update your address you may file form AR 11, Change of Address Form found at www.uscis.gov. You can file this form online or through the mail. You may also update your address by calling 800-375-5283.

What if I can't make it to the interview?

- It is very important not to miss your interview. If you have to miss your interview, you should notify the office where your interview is scheduled by mail as soon as possible. In your letter, you should ask to have your interview rescheduled. Rescheduling an interview may add several months to the naturalization process, so try not to change your original interview date.

What is a Second Interview?

- You may need to have a second interview if you did not pass the English or the Civics exam; or USCIS needs more information.
- The second interview will be at least 90 days after your first interview.
- Will repeat the exams that you did not pass.
- You can bring an attorney.

Can I reapply for naturalization if USCIS denies my application?

- Generally, yes, you may reapply. If you reapply, you will need to complete and resubmit a new N-400 and pay the fee again. You will also need to have your fingerprints and photographs taken again. If your application is denied, the denial letter should indicate the date you may reapply for citizenship. If you are denied because you failed the English or civics test, you may reapply for naturalization as soon as you want.
- There is an administrative review process for those who are denied naturalization. If you feel that you have been wrongly denied naturalization, you may request a hearing with an immigration officer. Your denial letter will explain how to request a hearing and will include the form you need. The form for filing an appeal is the "Request for Hearing on a Decision in Naturalization Proceedings under Section 336 of the Act" (Form N-336).

2022 - HELPFUL DIGITAL RESOURCES

Selective Service Registration Verification

<https://www.sss.gov/verify/>

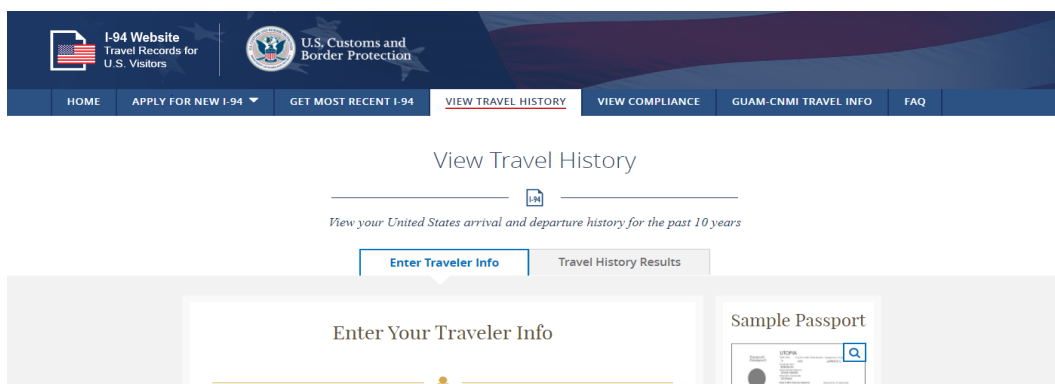
- From this link you can search for a participant's Selective Service Registration Info.
- You will need the participant's name, date of birth, and social security number.



CBP - Travel History

<https://i94.cbp.dhs.gov/I94/#/history-search>

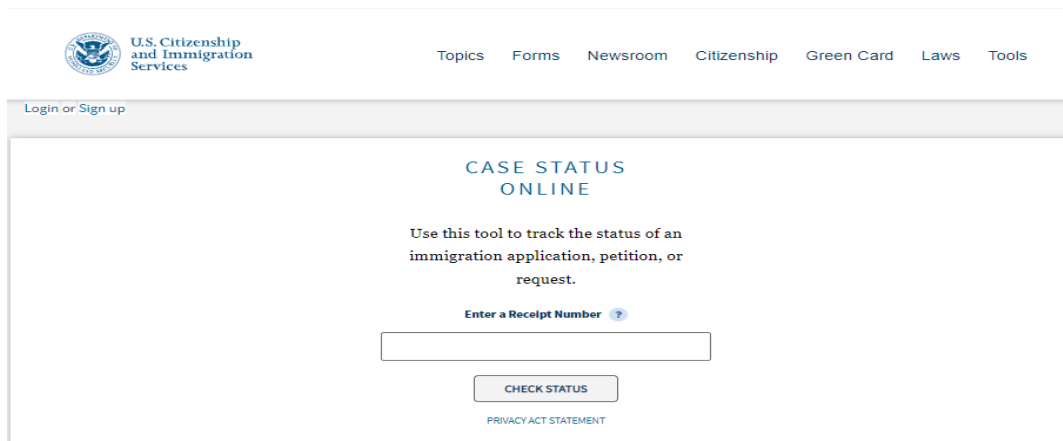
- From this link you can search for a participant's travel history for the past 5 years
- You will need a copy of the participant's passport to search for the travel history.



USCIS - Online Case Status

<https://egov.uscis.gov/casestatus/landing.do>

- From this link you can check the status of a pending application
- You will need the 10 digit receipt number found on all receipts and notices.



USCIS - Processing Times

<https://egov.uscis.gov/processing-times/>

- From this link you can check the processing times out of your local office
- You will need to know the form number (N-400) and the field office city



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Check Case Processing Times

Select your form number and the office that is processing your case

For more information about case processing times and reading your receipt notice, visit the [Case Processing Times](#) page.

Form

Select One

Field Office or Service Center

Select One

Get processing time

USCIS - Fee Calculator

<https://www.uscis.gov/feecalculator>

- From this link you can verify the filing fees for applications with USCIS
- You will need to know the form number or name at the time of the search

Calculate Your Fees

What is the Fee Calculator?



How does it work?



For forms not listed, please refer to the Form Instructions or our [Filing Fees](#) page.

Select a form

N-400

N-400, Application for Naturalization

Submit

N-400 Instructions

<https://www.uscis.gov/sites/default/files/document/forms/n-400instr.pdf>



Instructions for Application for Naturalization

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form N-400
OMB No. 1615-0052
Expires 09/30/2022

What Is the Purpose of Form N-400?

USCIS Change of Address

<https://egov.uscis.gov/coa/displayCOAInitForm.do?fromFirstCoaPage=true>

- From this link you can update your address with USCIS online!
- You will need to have your application receipt number



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[Print Completed AR-11 Form](#)

Change of Address

Have you moved? Help us ensure that you receive any notices or documents without delay. Most applicants with pending applications or petitions should notify us as soon as possible, no more than 10 days after your move.

Note: If you do not have a receipt number, you cannot update your address online.

If you are entering the United States on an immigrant visa, we will mail your Green Card to the mailing address in the U.S. you provided at the time of your immigrant visa interview or when you were admitted entry into the United States. If you move after you arrive in the U.S., please update your address. The Form Number used for an address change on a USCIS Immigrant Fee payment is "TVF" or "OS155A".

Note: If you are in immigration proceedings, you must separately notify the Immigration Court of any address changes. Filing a change of address request with USCIS does not update your address with the Immigration Court.

What you'll need

- > Receipt # (only for pending case)
- > Old & New Address
- > Email Address

Have you filed an immigration-related application or petition and have not yet received a decision notice, card, or document?

YES

NO

Civics Study Tools - English

<https://www.uscis.gov/sites/default/files/document/questions-and-answers/100q.pdf>

(rev. 01/19)



U.S. Citizenship
and Immigration
Services

Civics (History and Government) Questions for the Naturalization Test

The 100 civics (history and government) questions and answers for the naturalization test are listed below. The civics test is an oral test and the USCIS Officer will ask the applicant up to 10 of the 100 civics questions. An applicant must answer 6 out of 10 questions correctly to pass the civics portion of the naturalization test.

On the naturalization test, some answers may change because of elections or appointments. As you study for the test, make sure that you know the most current answers to these questions. Answer these questions with the name of the official who is serving at the time of your eligibility interview with USCIS. The USCIS Officer will not accept an incorrect answer.

Civics Study Tools - Multilingual

<https://www.uscis.gov/citizenship/find-study-materials-and-resources/citizenship-multilingual-resources>

- Arabic, American Sign Language, Chinese, Korean, Spanish, Tagalog, and Vietnamese

English - Reading Vocabulary List

https://www.uscis.gov/sites/default/files/document/guides/reading_vocab.pdf

PEOPLE	CIVICS	PLACES	HOLIDAYS	QUESTION WORDS	VERBS	OTHER (FUNCTION)	OTHER (CONTENT)
Abraham Lincoln	American flag	America	Presidents' Day	How	can	a	colors
George Washington	Bill of Rights	United States	Memorial Day	What	come	for	dollar bill
	capital	U.S.	Flag Day	When	do/does	here	first
	citizen		Independence Day	Where	elects	in	largest
	city		Labor Day	Who	have/has	of	many
	Congress		Columbus Day	Why	is/are/was/be	on	most
	country		Thanksgiving		lives/lived	the	north
	Father of Our Country				meet	to	one
	government				name	we	people
	President				pay		second
	right				vote		south
	Senators				want		
	state/states						
White House							

English - Writing Vocabulary List

https://www.uscis.gov/sites/default/files/document/guides/writing_vocab.pdf

PEOPLE	CIVICS	PLACES	MONTHS	HOLIDAYS	VERBS	OTHER (FUNCTION)	OTHER (CONTENT)
Adams	American Indians	Alaska	February	Presidents' Day	can	and	blue
Lincoln	capital	California	May	Memorial Day	come	during	dollar bill
Washington	citizens	Canada	June	Flag Day	elect	for	fifty/50
	Civil War	Delaware	July	Independence Day	have/has	here	first
	Congress	Mexico	September	Labor Day	is/was/be	in	largest
	Father of Our Country	New York City	October	Columbus Day	lives/lived	of	most
	flag	United States	November	Thanksgiving	meets	on	north
	free	Washington			pay	the	one
	freedom of speech	Washington, D.C.			vote	to	one hundred/100
	President				want	we	people
	right						red
	Senators						second
	state/states						south
	White House						taxes
						white	

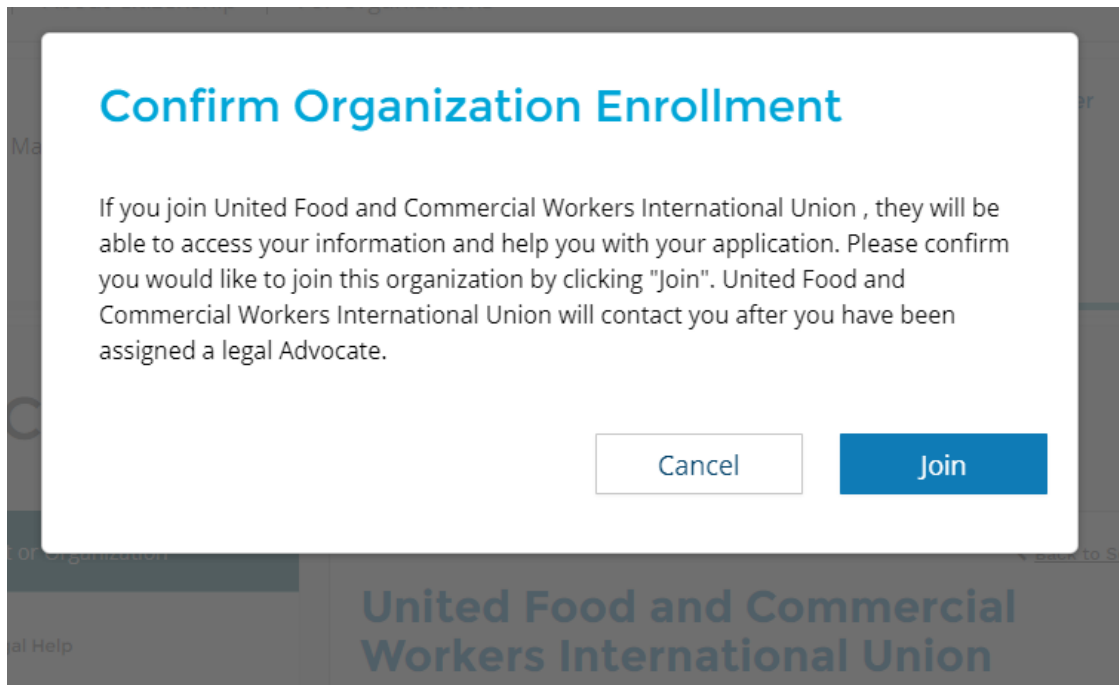
Login information for Citizenship Works

<https://www.citizenshipworks.org/portal/ufcw>

- The UFCW has a special relationship with Citizenshipworks that can make filling out participants' applications for naturalization easier;
- Volunteers should clearly record the phone number for the account and the password used to allow continued access to the account as needed;
- Participants should create an account for Citizenshipworks ONLY through the above link. Make sure you see the UFCW logo below to know you are in the right place.



- Once the participant's account is created in Citizenshipworks/portal/ufcw, you should receive a prompt from the program asking if you'd like to have the participant "Join" the UFCW organization for purposes of naturalization.



- Only after the participant has joined the UFCW account for Citizenship Works can the attorney review the participant's application and authorize it for printing.

2022 - DIRECT FILING ADDRESSES N-400

If you live in:		Mail your form to:
Alaska	Mariana Islands	U.S. Postal Service (USPS): USCIS Attn: N-400 P.O. Box 21251 Phoenix, AZ 85036-1251 FedEx, UPS, and DHL deliveries: USCIS Attn: N-400 (Box 21251) 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034-4850
Arizona	Montana	
California	North Dakota	
Colorado	Nebraska	
Micronesia	Nevada	
Guam	Oregon	
Hawaii	Utah	
Idaho	Washington	
Kansas	Wyoming	

If you live in:		Mail your form to:
Alabama	New Hampshire	U.S. Postal Service (USPS): USCIS Attn: N-400 P.O. Box 660060 Dallas, TX 75266-0060 FedEx, UPS, and DHL deliveries: USCIS Attn: N-400 (Box 660060) 2501 S State Hwy 121 Business Suite 400 Lewisville, TX 75067-8003
Arkansas	New Jersey	
Connecticut	New Mexico	
D.C.	New York	
Delaware	Oklahoma	
Florida	Puerto Rico	
Georgia	Rhode Island	
Kentucky	South Carolina	
Louisiana	South Dakota	
Massachusetts	Tennessee	
Maryland	Texas	
Maine	Virginia	
Mississippi	Virgin Islands	
North Carolina	Vermont	
	West Virginia	

If you live in:		Mail your form to:
Illinois		U.S. Postal Service (USPS): USCIS Attn: N-400 P.O. Box 4380 Chicago, IL 60680-4380 FedEx, UPS, and DHL deliveries: USCIS Attn: N-400 (Box 4380) 131 S. Dearborn, 3rd Floor Chicago, IL 60603-5517
Indiana		
Wisconsin		
Iowa		
Michigan		
Minnesota		
Ohio		
Missouri		
Pennsylvania		

2022 - WORKSHOP FLYERS

ADDENDA & AFFIDAVITS

ADDENDUM - AFFIDAVIT OF NON-REGISTRATION

Applicant: LAST NAME, First Name
Alien No.: A123 456 789
Form N-400: Part 12; Page 16; Question 44.C.2.

Throughout my time in the U.S. I was never aware that I was required to register as part of the Selective Service. Had I known I was supposed to register for the selective service, I most certainly would have.

I attest that my failure to register for Selective Service was not willful or knowing.

My loyalty is to the United States and I now seek to serve my country as a United States Citizen and uphold the laws of the United States. I sincerely regret and apologize for my unawareness to register for Selective Service.

Date

Name

ADDENDUM - CRIMINAL HISTORY

Applicant: LAST NAME, First Name
 Alien No.: A123 456 789
 Form N-400: Part 12; Page 14; Question 29

Why were you arrested, cited, detained, or charged?	Date arrested, cited, detained, or charged. (mm/dd/yyyy)	Where were you arrested, cited, detained, or charged? (City or Town, State, Country)	Outcome or disposition of the arrest, citation, detention, or charge (no charges filed, charges dismissed, jail, probation, etc.)

Why were you arrested, cited, detained, or charged?	Date arrested, cited, detained, or charged. (mm/dd/yyyy)	Where were you arrested, cited, detained, or charged? (City or Town, State, Country)	Outcome or disposition of the arrest, citation, detention, or charge (no charges filed, charges dismissed, jail, probation, etc.)

ADDENDUM - RESIDENCE/ADDRESS HISTORY

Applicant: LAST NAME, First Name
Alien No.: A123 456 789
Form N-400: Part 5; Page 4; Question 1

F. Physical Address 5

Street Number and Name		Apt.	Ste.	Flr.	Number
<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
City or Town	County	State	ZIP Code + 4		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>
Province or Region (foreign address only)	Postal Code (foreign address only)	Country (foreign address only)			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Dates of Residence	From (mm/dd/yyyy)	To (mm/dd/yyyy)			
	<input type="text"/>	<input type="text"/>			

G. Physical Address 6

Street Number and Name		Apt.	Ste.	Flr.	Number
<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
City or Town	County	State	ZIP Code + 4		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>
Province or Region (foreign address only)	Postal Code (foreign address only)	Country (foreign address only)			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Dates of Residence	From (mm/dd/yyyy)	To (mm/dd/yyyy)			
	<input type="text"/>	<input type="text"/>			

H. Physical Address 7

Street Number and Name		Apt.	Ste.	Flr.	Number
<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
City or Town	County	State	ZIP Code + 4		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>
Province or Region (foreign address only)	Postal Code (foreign address only)	Country (foreign address only)			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Dates of Residence	From (mm/dd/yyyy)	To (mm/dd/yyyy)			
	<input type="text"/>	<input type="text"/>			

ADDENDUM - EMPLOYMENT/SCHOOL HISTORY

Applicant: LAST NAME, First Name
Alien No.: A123 456 789
Form N-400: Part 8; Page 6; Question 1-3

Employer or School Name

Street Number and Name

Apt. Ste. Flr. Number

City or Town

State

ZIP Code + 4

 -

Province or Region
(foreign address only)

Postal Code
(foreign address only)

Country
(foreign address only)

Date From (mm/dd/yyyy)

Date To (mm/dd/yyyy)

Your Occupation

Employer or School Name

Street Number and Name

Apt. Ste. Flr. Number

City or Town

State

ZIP Code + 4

 -

Province or Region
(foreign address only)

Postal Code
(foreign address only)

Country
(foreign address only)

Date From (mm/dd/yyyy)

Date To (mm/dd/yyyy)

Your Occupation

Employer or School Name

Street Number and Name

Apt. Ste. Flr. Number

City or Town

State

ZIP Code + 4

 -

Province or Region
(foreign address only)

Postal Code
(foreign address only)

Country
(foreign address only)

Date From (mm/dd/yyyy)

Date To (mm/dd/yyyy)

Your Occupation

ADDENDUM - INFORMATION ABOUT YOUR MARITAL HISTORY

Applicant: LAST NAME, First Name

Alien No.: A123 456 789

Form N-400: Part 10; Page 8; Question 8 - **Current Spouse's Prior Spouses**

A. Legal Name of My Current Spouse's Prior Spouse

Family Name (Last Name)

Given Name (First Name)

Middle Name (if applicable)

B. Immigration Status of My Current Spouse's Prior Spouse (if known)

U.S. Citizen Lawful Permanent Resident Other (Explain):

C. Date of Birth of My Current Spouse's Prior Spouse (mm/dd/yyyy)

D. Country of Birth of My Current Spouse's Prior Spouse

E. Country of Citizenship or Nationality of My Current Spouse's Prior Spouse

F. My Current Spouse's Date of Marriage with Prior Spouse (mm/dd/yyyy)

G. Date My Current Spouse's Marriage Ended with Prior Spouse (mm/dd/yyyy)

H. How My Current Spouse's Marriage Ended with Prior Spouse

Annulled Divorced Spouse Deceased Other (Explain):

A. Legal Name of My Current Spouse's Prior Spouse

Family Name (Last Name)

Given Name (First Name)

Middle Name (if applicable)

B. Immigration Status of My Current Spouse's Prior Spouse (if known)

U.S. Citizen Lawful Permanent Resident Other (Explain):

C. Date of Birth of My Current Spouse's Prior Spouse (mm/dd/yyyy)

D. Country of Birth of My Current Spouse's Prior Spouse

E. Country of Citizenship or Nationality of My Current Spouse's Prior Spouse

F. My Current Spouse's Date of Marriage with Prior Spouse (mm/dd/yyyy)

G. Date My Current Spouse's Marriage Ended with Prior Spouse (mm/dd/yyyy)

H. How My Current Spouse's Marriage Ended with Prior Spouse

Annulled Divorced Spouse Deceased Other (Explain):

ADDENDUM - INFORMATION ABOUT YOUR MARITAL HISTORY

Applicant: LAST NAME, First Name

Alien No.: A123 456 789

Form N-400: Part 10; Page 9; Question 9 - **Applicant's Prior Spouses**

A. My Prior Spouse's Legal Name

Family Name (Last Name)

Given Name (First Name)

Middle Name (if applicable)

B. My Prior Spouse's Immigration Status When My Marriage Ended (if known)

U.S. Citizen Lawful Permanent Resident Other (Explain):

C. My Prior Spouse's Date of Birth (mm/dd/yyyy)

D. My Prior Spouse's Country of Birth

E. My Prior Spouse's Country of Citizenship or Nationality

F. Date of Marriage with My Prior Spouse (mm/dd/yyyy)

G. Date Marriage Ended with My Prior Spouse (mm/dd/yyyy)

H. How Marriage Ended with My Prior Spouse

Annulled Divorced Spouse Deceased Other (Explain):

A. My Prior Spouse's Legal Name

Family Name (Last Name)

Given Name (First Name)

Middle Name (if applicable)

B. My Prior Spouse's Immigration Status When My Marriage Ended (if known)

U.S. Citizen Lawful Permanent Resident Other (Explain):

C. My Prior Spouse's Date of Birth (mm/dd/yyyy)

D. My Prior Spouse's Country of Birth

E. My Prior Spouse's Country of Citizenship or Nationality

F. Date of Marriage with My Prior Spouse (mm/dd/yyyy)

G. Date Marriage Ended with My Prior Spouse (mm/dd/yyyy)

H. How Marriage Ended with My Prior Spouse

Annulled Divorced Spouse Deceased Other (Explain):

ADDENDUM - INFORMATION ABOUT YOUR CHILDREN

Applicant: LAST NAME, First Name
Alien No.: A123 456 789
Form N-400: Part 11; Page 11; Question 2 - Additional Children

Current Legal Name

Family Name (Last Name)

Given Name (First Name)

Middle Name (if applicable)

A-Number (if any)

Date of Birth (mm/dd/yyyy)

Country of Birth

▶ A-

Current Address

Street Number and Name

Apt. Ste. Flr. Number

City or Town

County

State

ZIP Code + 4

Province or Region

Postal Code

Country

(foreign address only)

(foreign address only)

(foreign address only)

What is your child's relationship to you? (for example, biological child, stepchild, legally adopted child)

Current Legal Name

Family Name (Last Name)

Given Name (First Name)

Middle Name (if applicable)

A-Number (if any)

Date of Birth (mm/dd/yyyy)

Country of Birth

▶ A-

Current Address

Street Number and Name

Apt. Ste. Flr. Number

City or Town

County

State

ZIP Code + 4

Province or Region

Postal Code

Country

(foreign address only)

(foreign address only)

(foreign address only)

What is your child's relationship to you? (for example, biological child, stepchild, legally adopted child)

FORMS & RESOURCES

Change of Address Form Here

M-477 Form Here

Form G-1450 Credit Card Authorization Here

100 Civics Questions - Naturalization Test

Reading Vocabulary List

Writing Vocabulary List