

## ***Responsibilities***

**Local Service Record Holder Responsibilities:** the local service record holder's role in the citizenship application process is primarily administrative. The member is responsible for obtaining necessary application materials and submitting the application in a timely manner. There are two basic categories of applicants they are responsible for assisting which are described as follows (Others must work directly with USCIS to apply for citizenship.):

- Military members who are applying under qualifying military service
- Military members who have been Permanent Residents for the past five years

## ***Local Service Record Application Processing Procedures***

The main function of the local service record holder is to assist the member in completing the initial application by certifying the information on the N-426. If there are any questions pertaining to whether or not information should be included refer the individual to the NLSO or SJA for guidance.

**Complete the N-426.** If the member checked block "c" of the Form N-400, they must submit Forms N-426. The N-426 requires official certification of service dates and derogatory information from PSD. Service dates should be obtained through the Service Record. Check the Service Record for unfavorable information (in particular check pages 6, 7, 9, and 13) and UCMJ actions (NJP, court martial, etc.). Current information may be obtained at the local command, however, BUPERS must provide historical derogatory data.

When certifying the N-426 the local service record holder must verify the following information.

Is the form filled out completely?

Is each enlistment or extension of military service listed on a separate line?

Has the service dates and derogatory data been verified?

Has the Certifying Officer marked the block showing what type of service you had?

Is the Certifying Officer either a member of the same service as you or employed by the same service?

Has the form been signed and dated by the Personnel Officer or OIC PSD, or designee and stamped with the Command seal?

The local service record holder completes the form, stamps it with the command stamp, and the Personnel Officer or OIC, PSD, or designee signs the form and has the form returned to the command representative who mails it to Lincoln, NE.