

## Application Checklist

| <b>All applicants must include</b>  |   |
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|   | Application for Naturalization, Form N-400.   |
|   | A photocopy of both sides of your Permanent Resident Card (previously known as the Alien Registration Card).  |
|   | Two color photographs (full frontal image).   |
| <b>Other documents that may apply</b>   |   |
|   | If assigned overseas, include:  |
|   | FD-258 (fingerprint card) completed by a U.S. consular or military installation.  |
|   | If an attorney or accredited representative is acting in your behalf, include:  |
|   | Form G-28, Notice of Entry of Appearance as Attorney or Representative.   |
|   | If your current name is different from the name on your Permanent Resident Card, include:   |
|   | The document which legally changed your name (marriage license, divorce decree, <b>OR</b> court document) <b>OR</b> a detailed explanation of why you use a different name.   |
| <b>If you are applying for naturalization on the basis of marriage to a U.S. citizen, include:</b>                                  |   |
|   | Proof that your spouse has been a U.S. citizen for at least the past 3 years (birth certificate, naturalization certificate, certificate of citizenship, copy of the inside of the front cover and signature page of your spouse's valid U.S. passport, <b>OR</b> Form FS240, Report of Birth Abroad of a Citizen of the United States of America). |
|   | Your current marriage certificate.  |
|   | Proof of termination of ALL of your spouse's prior marriages (divorce decree <b>OR</b> death certificate).  |
|   | An original IRS Form 1722 listing tax information for the past year <b>OR</b> copies of the income tax forms you filed for the past year.   |
| <b>If you were previously married, include:</b>   |   |
|   | Proof of termination of <b>ALL</b> of your prior marriages (divorce decree <b>OR</b> death certificate).  |
| <b>If you are applying under qualifying military service, include:</b>  |   |
|   | An original Form N-426, Request for Certification of Military or Naval Service.   |
|   | If you have taken a trip outside the United States since becoming a Permanent Resident, include the total number of days you spent outside of the United States (including on military service) the last 5 years. Count the days of every trip that lasted 24 hours or longer.  |
|   | If you have a dependent spouse or children and have been ordered to provide financial support, include:   |
|   | Copies of the court or government order to provide financial support <b>AND</b>   |
|   | Evidence that you have complied with the court or governing order (cancelled checks, money order receipts, a court or agency printout of child support payments, <b>OR</b> evidence of wage garnishments).  |
| <b>If you have ever been arrested or detained by any law enforcement officer for any reason and no charges were filed, include:</b> |   |
|   | An official statement from the arresting agency or applicable court indicating 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, include:   |
|   | An original certified copy of the complete court disposition for each incident (dismissal order, conviction record, <b>OR</b> acquittal order).   |
| <b>If you have ever been convicted or placed in an alternative sentencing program or rehabilitative program, include:</b>           |   |
|   | The sentencing record for each incident, <b>AND</b>   |
|   | Evidence that you completed your sentence (probation record, parole record, <b>OR</b> 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, include:   |
|   | An original or certified copy of the court order vacating, setting aside, sealing, expunging, or otherwise removing the arrest or conviction.   |
| <b>If you have ever failed to file an income tax return when it was required by law, include:</b>                                   |   |
|   | Copies of all correspondence with the Internal Revenue Service (IRS) regarding your failure to file.  |

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|  | If you have any Federal, state, or local taxes that are overdue, include:   |
|  | A signed agreement from the IRS, state, or local tax office showing that you have filed a tax return and arranged to pay the taxes you owe, <b>AND</b>  |
|  | Documentation from the IRS, state, or local tax office showing the current status of your repayment program.  |
|  | If you did not register with the Selective Service and you (1) are male, (2) are over 26 years old, and (3) lived in the United States in a status other than as a lawful nonimmigrant between the ages of 18 and 26, send: |
|  | A "Status Information Letter" from the Selective Service (call 1-847-688-6888 for more information).  |

Checklist for Naturalization Application

| Completion of the Form N-400, Application for Naturalization  | Yes | No | N/A |
|---|-----|----|-----|
| Is the form filled out completely?  |     |    |     |
| Is the appropriate block in Part 2 of the form checked?   |     |    |     |
| If the applicant checked block "c", is the Form N-426 attached?   |     |    |     |
| Has the applicant signed the N-400 in Part 11?  |     |    |     |
| Completion of the Form N-426, Request for Certification of Military or Naval Service  |     |    |     |
| Is the form filled out completely?  |     |    |     |
| Has the local service record holder verified the service dates and derogatory data?   |     |    |     |
| Has the form been signed by the local service record holder and stamped with the official command seal?   |     |    |     |
| Is the form filled out completely (required for all applications)?  |     |    |     |
| <b>Other required actions</b>   |     |    |     |
| Has the sailor included other necessary documents, such as marriage certificates, divorce certificates, etc.?   |     |    |     |
| Has the command representative included a cover sheet indicating the POC and commercial phone number and email address, and for overseas applicants, where and when the applicant would like to be interviewed? |     |    |     |