**Citizenship Day Coordinator Resource Guide**

This guide was developed by the AILA National Pro Bono Services Committee with assistance from the NALEO Educational Fund. It is meant to provide everything your chapter needs to host your annual Citizenship Day event(s).

This document contains the bulk of the information you will need as a coordinator, but in addition to the Coordinator Guidebook please refer to additional attachments located at [www.aila.org/citizenshipday](http://www.aila.org/citizenshipday), including a Naturalization Eligibility Worksheet, Sample Workshop Layout and Media and Outreach Guide. Happy Citizenship Day!

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**AILA CITIZENSHIP DAY**

**COORDINATOR GUIDEBOOK**

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AILA’s Annual Citizenship Day event will take place on the [U.S. Constitution Day/Citizenship Day,](https://en.wikipedia.org/wiki/Constitution_Day_(United_States)) which is celebrated on Saturday, September 17 nationally. Citizenship Day is a single-day nationwide event at which AILA chapters across the country will partner with other grassroots organizations to provide free or low cost assistance to eligible legal permanent residents who wish to apply for U.S. citizenship. We encourage you to be a part of this effort by developing partnerships with community-based organizations, immigration advocacy groups, local churches, and schools to get the word out and staff the clinics. The following pages and documents available to you on AILA InfoNet will help you get started. Please note that these resources are templates your chapter may update and use to promote your own event locally. Please be sure to alter the highlighted pieces of info throughout this document as needed.

If you find that you have questions throughout your planning process, please contact AILA National Pro Bono Programs at [probono@aila.org](mailto:probono@aila.org).

**DEVELOPING A CITIZENSHIP WORKSHOP – INITIAL STEPS**



**Recruiting Chapter Support** – Ask your Chapter Chair or Pro Bono Liaison to convene a special meeting of a few folks to plan an initial AILA/CBO meeting.

Prior to that meeting, you or the Citizenship Day Coordinator should send out an email to the chapter soliciting volunteers for a Citizenship Day workshop. (A sample email is included in the materials at A-1). This preliminary email will help measure the extent of chapter interest. As more local details are developed (i.e., locations, CBO partners), a more specific email can be sent out actually recruiting members and their staff (office paralegals and other support staff can be extremely helpful in the process.)

If this is your chapter’s first time doing something like this, it might be best to work in one site, as it will be easier to manage. However, if there is enough interest locally, you can hold events in several sites.

**Recruiting CBO Partners –** At the initial AILA Citizenship Day meeting, folks should identify what other organizations exist in the community that might be interested in working with AILA, set a date for an AILA/CBO meeting and identify an outreach plan to those organizations. (These could include ethnic organizations, Catholic Charities, Lutheran Social Services, other CBOs or service providers, law schools, congressional representatives, and city or state officials.)

The first AILA/CBO meeting should discuss the following:

1. • the general idea of the workshop,
2. • potential locations,
3. • ethnic communities to be served,
4. • methods of recruiting volunteers (including translators) from the community and partnership arrangements. Meeting with school officials, church pastors, and librarians is an excellent way to seek volunteers.
5. • methods for getting the word out to the ethnic community you are attempting to serve (flyers at restaurants, laundromats, supermarkets, church bulletins, libraries, banks, school children to their parents, cab drivers, etc.)
6. • timetable for the project (sample enclosed in Section A materials

* ensuring the event benefits/adds to existing local CBO services and programs.

**Choosing Citizenship Day Locations –**

Locations should be near centers of immigrant concentration and ideally have the following:

1. Access to copy machine (not coin operated) where paper can be easily added

2. Public parking available nearby

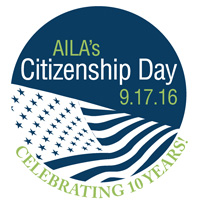
3. Bus service in the area

4. Tables/chairs

5. Adequate space for

1. • An Intake area with a greeter and a person to handle payment
2. • A volunteer room for day training and food breaks
3. • A waiting area for 6-20 people
4. • Rooms/areas for filling out applications by volunteers and translator(s) – seating for 4-8 (1 person can prepare 4-6 applications in a day)
5. • Rooms/areas for Legal Review (an attorney/ accredited rep per 2-4 preparers) and
6. • An area for copying, photographing (if available) and packaging the application for mailing
7. 6. Computer with internet access
8. Ideal locations would also have:
9. 1. Camera facilities or a photo shop nearby
10. 2. A lunch room for volunteers
11. 3. A post office nearby

**We would appreciate it if you could decide promptly at the beginning of the program year if your chapter will participate in this campaign and identify the person who will be the chapter’s Citizenship Day coordinator immediately, if you have not done so already. Please contact AILA Pro Bono Programs with this information –** [**probono@aila.org**](mailto:probono@aila.org)

**INDEX OF AILA**

**CITIZENSHIP DAY MATERIALS**

1. **Preparation Materials for Workshops**
   1. **Sample Chapter Recruitment Email**

Designed for wide distribution.

* 1. **Suggested Timeline – Working Schedule**

Draft of a detailed timeline of tasks for Citizenship Day Committee with 4 subcommittees: Promotion, Recruitment, Materials & Training.

* 1. **Citizenship Day Detailed Flyer**

Announcing the event, co-sponsors and locations. Designed for distribution to immigrant community via restaurants, hotel work sites, cab drivers, schools, religious institutions, CBOs, etc. Includes detailed information about eligibility and what to bring to workshop. You may wish to edit this flyer to develop one that is more appropriate for wider distribution.

* 1. **Volunteer Training Outline**

For training volunteers unfamiliar with naturalization in how to assist clients in filling out N-400 application forms that will be reviewed by an attorney.

* 1. **Supply List**

Suggestions of materials needed for each workshop site, based on estimate of 75 clients showing up at the site.

1. **Materials for the Day of the Workshop**
   1. **Site Coordinator Outline**

Overview for the site coordinator on the day of the workshop, outline and schedule for the day of and after the workshop.

* 1. **Volunteer Check-in Sheet**
  2. **Volunteer Confidentiality Agreement**
  3. **Station Checklists & Instructions**

List of duties for each of the four principal work stations on Citizenship Day: Greeting, Form Preparation, Legal Review and Copy/Photo/Mail Station.

* 1. **Application Preparer’s Waiting Sheet**

Client Waiting List.

* 1. **Attorney’s Waiting Sheet**

Client Waiting List.

* 1. **Application Preparation Sheet**

For clients to complete while waiting – includes past addresses, places of work, travel, and information on applicant’s children.

* 1. **N-400 Supplemental Sheet**

For use if extra space is needed to answer any question on the N-400 form.

* 1. **Intake Sheet and Limited Advice Agreement**

Client acknowledgement of limited representation, translators’ certification, and initial intake form.

* 1. **Red Flags – Potential Problem Areas**

Information about issues that may be problematic when client applies for citizenship. Attorney volunteer should review this information with client, noting any potential problem areas.

* 1. **What To Do Next Sheet**

Attorney volunteer should review this information with client to advise him/her of any additional steps necessary to complete the application.

* 1. **Selective Service Declaration**

For client to complete if unknowingly failed to register for selective service.

* 1. **Volunteer Evaluation Form**

To be completed by volunteers at the close of the event.

1. **Post Workshop Client Handouts**
   1. **Fee and Disability Waivers**

Information about waivers that is not addressed in the workshop and resources available to clients after the event.

* 1. **Common Questions About Naturalization**

General information for clients.

* 1. **Naturalization and Selective Service**

General information for clients.

* 1. **What to do if You are Having Trouble Passing the English Part of the Citizenship Test**

General information for clients and resources available after the event.

* 1. **Attorney Referral List**

List of attorneys who agreed to provide follow up services for a fee, along with a notario fraud/consumer protection advisory.

1. **Preparation Materials for Workshops**

A-1

**INITIAL CHAPTER SOLICITATION EMAIL**

Hi Folks,

            The chapter (through the tremendous efforts of our Pro Bono Committee), along with various other organizations in the community, is considering organizing a community Citizenship Day to help eligible legal permanent residents apply for citizenship. We are looking for volunteer lawyers, legal workers, and translators who are willing to give up one Saturday (Date TBD) to help people apply for naturalization.

           We will have teams of folks (community members, law students, translators, legal workers and lawyers) organized to do this at many different locations throughout the state.  There will be training available for all volunteers, so prior experience with naturalization, while a great benefit, is not a requirement.  You will not be asked to actually represent anyone and will not be asked to sign on as counsel.

            We know that there is a tremendous need in the community and we realize that volunteers could easily become overwhelmed.  So before we decide how many sites we can handle we need a rough idea of how many folks are willing to help.

            If you are willing to help out, please reply to this email.  Please let us know if you are willing to volunteer outside the metro area, so we can evaluate whether we can serve multiple sites.

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AILA Citizenship Day

Task List / Timeline

Event day is *TBD*

Citizenship Subcommittees Include:

Materials

Promotion

Recruitment

Training

Tasks below are assigned to specific committees.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subcommittee** | **Task** | **Deadline** | **Comments** | **Completed?** |
| Committee | Recruit Citz Day Chair |  |  |  |
| Committee | Determine criteria for sites |  |  |  |
| Committee | Confirm site coordinators |  |  |  |
| Committee | Finalize communities/cities for sites |  |  |  |
| Recruitment | Send e-mail out to AILA attorneys and past volunteers to “save the date” |  |  |  |
| Materials | Finalize list of materials needed |  |  |  |
| Promotion | Determine which organizations to contact to promote event |  |  |  |
| Committee | Finalize all site locations |  |  |  |
| Committee | Finalize partner organizations (community organizations who will help with organizing) |  |  |  |
| Promotion | Write press releases in English & Spanish & all other languages relevant to community served. |  |  |  |
| Promotion | Finalize English version of flyer |  |  |  |
| Recruitment | Send e-mail out to last year’s volunteers soliciting volunteers for this year |  |  |  |
| Committee | Contact all community organizations providing natz services to explain what citizenship day is about, eliminate misunderstandings, and promote the event as a good place to send cases they can’t normally handle |  |  |  |
| Materials | Finalize amount of materials and other supplies needed |  |  |  |
| Materials / Promotion | Request materials from congressional reps or AILA National (N-400s, natz interview questions & answers, etc.) |  |  |  |
| Promotion | Locate media sponsors |  |  |  |
| Promotion | Finalize press distribution list |  |  |  |
| Promotion | Obtain translations of all flyers |  |  |  |
| Recruitment | Contact law schools, area colleges, area organizations & churches for interpreter & administrative volunteers |  |  |  |
| Materials | Gather originals of all materials |  |  |  |
| Promotion | E-mail flyers to organizations |  |  |  |
| Promotion | Distribute press releases |  |  |  |
| Materials | Put together appointment schedule |  |  |  |
| Recruitment | Complete recruitment of all volunteers |  |  |  |
| Training | Put together training/orientation materials |  |  |  |
| Materials | Translate specific materials (i.e. N-400) |  |  |  |
| Materials | Put together assignment site instructions (fee collection, intake, etc.) |  |  |  |
| Promotion | Contact Congressional Offices about event |  |  |  |
| Site Coordinators | Determine photo shops and post offices near site & communicate this to materials committee |  |  |  |
| Promotion | Distribute press releases and flyers to organizations and press again |  |  |  |
| Recruitment | Finalize site assignments & communicate these assignments to volunteers |  | Be sure each site has at least one attorney w/ natz experience on criminal issues |  |
| Training | Provide naturalization training at AILA Chapter Meeting |  |  |  |
| Training | Send informational materials to all volunteers |  |  |  |
| Materials | Copy materials |  |  |  |
| Promotion | Write up press talking points for site coordinators |  |  |  |
| Training | Site Coordinator Training |  |  |  |
| Materials | Material compilation party & determine how materials will be delivered to each site |  |  |  |
| Committee | Put together site coordinator contact/cell phone list |  |  |  |
| Promotion | Follow-up with key press contacts (i.e. ethnic radio & newspaper) |  |  |  |
| Training | Conduct web based training for volunteers (optional) |  |  |  |
| Site Coordinators | If possible, set up site night before event |  |  |  |
| Committee | Event Day |  |  |  |
| Site Coordinators | Have key volunteers ready to schedule early arrivals |  |  |  |
| Site Coordinators / Training | Train all volunteers from 8:30 to 10:00 |  | Or do conference call/web based training ahead of time and 30 minute review on day of event |  |
| Committee | Site Coordinators return fees collected & receipts |  |  |  |
| Committee | Send out evaluation to all volunteers |  |  |  |
| Committee / Site Coordinators | Send thank you notes to all volunteers |  |  |  |
| Chair | Distribute materials/site reimbursement checks |  |  |  |
| Committee | Meet to review volunteer evaluations / decide recommendations & changes for next year’s event |  |  |  |
| Chair | Prepare final report |  |  |  |

\*\*Please review Sample Workshop Layout document at [www.aila.org/citizenshipday](http://www.aila.org/citizenshipday) for additional information.**A-3**

**SAMPLE EVENT FLYER (two sided)**

**The \_\_\_\_\_\_\_\_\_\_\_\_\_ Chapter of the American Immigration Lawyers Association (AILA)**

***in partnership with***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

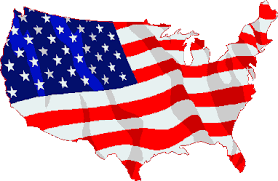
***presents:***

CITIZENSHIP DAY

**Date: TBD**

**Time: TBD.**

**Cost: $$$ per person**

****

|  |  |
| --- | --- |
| **LOCATION** | **Address** |
|  |  |
|  |  |
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|  |  |

*You will* ***not*** *be tested at the workshop.*

**Naturalization Eligibility**

* Be at least 18 years old by the date you file
* Have been a lawful permanent resident for at least the last five years (or three years, if married to a U.S. citizen).
* Have been present in the U.S. for 2-1/2 of the past five years (or 1-1/2 of the past three, if married to a U.S. citizen), and have not been outside the U.S. for one year or more within the last five years (or three years, if married to a U.S. citizen)
* Have been a resident of the state from which you are filing your application for at least three months
* Be able to speak, read and write ordinary English
* Be able to pass a U.S. history and government exam
* Be a person of "good moral character" (this will be difficult to establish if you have failed to pay child support, taxes, or have been convicted of certain crimes, among other things)
* Be willing to take an oath of loyalty to the U.S.

**What to Bring to Citizenship Day**

**Everyone**

* Your Permanent Resident Card (Green Card)
* $\_\_\_ filing + biometric fee (no fee if active military – bring proof of status)
* $\_\_\_ fee for assistance (includes the cost of copies - cash or check made payable to "AILA \_\_\_\_\_\_\_ Chapter")
* 2 color passport photos
* List of home addresses for the past five years and the dates during which you resided at these addresses
* List of employer names and addresses for the past five years, including the dates you worked with these employers
* Dates you have been outside of the U.S. since becoming a permanent resident and the countries you traveled to during these trips. Bring your passport, itineraries, tickets to track all trips made outside the USA.
* Your children’s complete names, dates of birth, and their A#s (alien registration numbers) if they have one
* Your most recent tax return
* If possible bring an interpreter to translate

**Other documents**

* **If the name on your green card is different than your current legal name:**

Bring the documents that legally changed your name (marriage certificate, divorce decree, or court document).

* **If you are applying for US citizenship based upon a marriage to a US citizen bring:**
  + Proof your spouse had been a citizen for the past 3 years (spouse’s birth certificate, naturalization certificate, certificate of citizenship, US passport, or form FS240);
  + Current marriage certificate;
  + Proof of termination of all prior marriages of your spouse (divorce decrees, annulment, or death certificates);
  + Document showing that you and your spouse are still living together (examples: tax returns, bank statements, leases, mortgages, birth certificates of your children, IRS-certified copies of income taxes for the past 3 years or IRS tax return transcript for the last 3 years).
* **If you have been married more than one time:**
  + Bring proof that ALL earlier marriages ended (Divorce decree(s), annulment(s), or death certificates(s)).
* **If you have taken a trip outside of the US lasting longer than 6 months since becoming a Permanent Resident:**
  + Bring IRS tax return “transcript” for last 5 years (or last 3 years if married to a U.S. citizen)
  + Rent or mortgage payments;
  + Pay stubs.
* **If you have a dependent spouse or children who do not live with you bring:**
  + Any court order to provide financial support;
  + Evidence of your financial support (examples: cancelled checks, money orders receipt, evidence of wage garnishments, or letter from parent or guardian who cares for your children).
* **If you think you have been arrested, detained, or if you have had to appear before a court for any reason whether in the last five years or earlier:**
  + Bring ALL documents relating to the arrest, conviction, court appearance, and final disposition.
  + **EXCEPTION--**Minor traffic violations (examples: parking tickets, speeding tickets).
* **If your federal, state, or local taxes are overdue (or you have failed to pay them):**
  + Bring copies of any documents, letters, or papers you sent to or received from the government about the problem.
* **Selective Service:** In general, all men ages 18 to 25 present in the U.S. (regardless of citizenship or immigration status) are required to register for the U.S. Selective Service. Only men who are in the U.S. in valid nonimmigrant status (i.e. on a student, temporary worker, or visitor’s visa) while age 18 to 25 are not required to register. If you were required to register at any time when you were in the U.S., even if you are at an age which does not require you to register now, please bring proof of your registration.
  + If you do not have proof of your registration, you can go to the Selective Service web site ([www.sss.gov](http://www.sss.gov/)), enter your name, Social Security number, and birth date, and make a print out showing that you registered. Bring this print out with you. Or you can call (847) 688-6888 or (847) 688-2576 to get proof that you registered. You should submit this with your naturalization application.

**Questions? Email: \_\_\_\_\_\_\_\_\_\_\_, Call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**VOLUNTEER TRAINING OUTLINE**

**AILA National Citizenship Day MM/DD/YYYY**

I. **Welcome & Introductions**

* Explain purpose/goal of the day – only for naturalization – not for other immigration questions/problems
* No way of knowing how day will turn out – must be ready for anything (slow times, rush of people, etc.)

II. **Steps/Stations**

* Registration/Intake/Appointments – Waiting Area (Know Your Rights Presentations)
* Application Preparation
* Attorney Review
* Copying/Mailing/Photograph assistance

\*Please keep in mind that any of the above steps may take longer with some applicants for a variety of reasons. **NO volunteer should feel rushed or be rushed**. Attorneys in particular should not be rushed and all volunteers should be aware that attorneys must take their time in reviewing all cases. Failure to adequately review an application could jeopardize an applicant’s immigration status and therefore careful attorney review is critical.

III. **Naturalization Information**

A. **Basic Naturalization Eligibility Requirements**

* 18 years of age
* LPR for 5 years or 3 years if married to US citizen (& living in marital union)
* Speak, read, and write ordinary English (about 4th grade level)
* Knowledge of U.S. history or civics
* Physical Presence: must be physically present in the U.S. for at least ½ of the previous 5 years or ½ of 3 if married to a USC; no single absence from the U.S. of one year or more; living in STATE for at least 3 months prior to applying
* Good Moral Character for last 5 years or 3 years if married to USC

\**Non-attorney volunteers do not need to know or remember the above requirements as all applications will be reviewed by an attorney. This is just a basic overview for your information.*

B. **N-400 Application**

* Review entire application and make sure all questions are answered

**Key Areas to Review:**

* **Basis of Eligibility -** Page 1, Part 2: Very important to review all options before marking a choice. If a person qualifies for Part 2B, then they only have to prove Good Moral Character for the past 3 years instead of the past 5 years.
* **Date became LPR -** Page 2, Part 3C: This date should match up with the choice marked on Page 1, Part 2 mentioned above.
* **Address and Employment History -** Page 3, Part 6: Try to get as much information about addresses and employment history over past 5 years as possible. **However, if they cannot remember everything, it is OK to just put down as much as they can remember.** For example, if someone knows he lived in a certain city but doesn’t know the exact address, you can simply put “Unknown, City, State.”
* **Travel -** Page 4, Part 7: Part A only asks for the number of days spent outside the U.S. in the last 5 years. However, Part C asks to list all the trips outside the U.S. (over 24 hours) since becoming a permanent resident. So the number of days in Part C will not necessarily match the number of days in Part A.
* **Children -**Page 6, Part 9: Hopefully applicants will remember all their children, but if they forget a child it isn’t the end of the world. If they can’t remember the date of birth of a child, simply put “unknown.”
* **Taxes -** Page 7, Part 10C, Questions 13-14: If there is any question about this, put a sticky note on it and have the attorney review it with the applicant.
* **Arrests/Citations -** Page 8, Part 10D: Try to ask these questions in a variety of ways. For example, question #16, ask: “Have you ever had trouble with the police?” “Have you ever spoken with a police officer before?” “Have you ever had any contact with the police?” Please note that you must list traffic citations!
* **Selective Service Registration -** Page 9, Part 10G: If they have not registered but are over 31, this is not a problem. If they do not know if they registered, depending on the site you may be able to check online at: <https://www4.sss.gov/regver/verification1.asp>
* **Preparer Signature -** Page 10, Part 12: The volunteer can sign this if he/she prepared the application. Alternatively, the attorney can sign after review if he/she wants. If no volunteer wants to put his/her name as preparer, please list AILA-\_\_\_\_\_\_ Chapter Naturalization Day \_\_\_\_\_\_\_\_\_ Site in the “Printed Name” spot and then list the address of the location.

\*\*Please review Naturalization Eligibility Worksheet document at [www.aila.org/citizenshipday](http://www.aila.org/citizenshipday) for additional information.

***Remember that no final determination of eligibility should be made prior to attorney review***

***REMIND EVERYONE THAT CAREFUL ATTENTION MUST BE GIVEN TO EACH APPLICATION – WE DO NOT WANT ANYONE HAVING PROBLEMS WITH IMMIGRATION AS A RESULT OF THIS ASSISTANCE!!!***

IV. **Attorneys**

* **Criminal Experts:** Identify who is on site and who is available by phone. Difficult criminal issues, applicant must be directed to the attorney referral list.
* **Resources Available:** Point out what copies have been made and are available (especially those that we only have 2 per site, not 1 per attorney).
* **Referrals:** Attorneys should not make self-referrals. Referral lists are available.
* **Fee Waivers** will not be done at Naturalization Day, however, there is a resource sheet available
* **Disability Waivers** will not be done at Naturalization Day, however, there is a resource sheet available

V. **End Package**

Everyone walking out the door after being helped should get the following:

* “What to do next” form
* English classes information
* Directions to post office and photo places (unless done on site)
* Priority mail envelope with delivery confirmation slip filled out – it should include one completed application with all the required information
* One manila envelope with a copy of everything that is in the priority envelope (basically one full copy of their application & accompanying materials)

You may want to review all the forms available (as there are quite a few)

VI. **Other logistics:** (bathrooms, lunch breaks, food/drinks, etc.) – site specific

VII **Media**: If any volunteer is approached by any person from the media, please refer them immediately to the site coordinator.

**A-5**

**AILA XX Chapter**

**Citizenship Day, MM/DD/YYYY**

**Supply list**

**Supplies to be bought:**

|  |  |  |
| --- | --- | --- |
| **Item** | **Number needed per site** | **Total amount needed [if multiple sites]** |
| Pens |  |  |
| Post it notes |  |  |
| Large envelopes |  |  |
| Paper clips |  |  |
| Highlighters |  |  |
| Tape to hang signs |  |  |
| Marker to write on sign |  |  |
| Name tags |  |  |
| Waters |  |  |
| Sodas |  |  |
| Crackers, cookies etc |  |  |
| White-out tape/liquid |  |  |
| Clipboards (borrowed) |  |  |
| Receipt books |  |  |
| Money / cash box (borrowed) |  |  |
| Copy paper (in case site copiers run out) |  |  |
| Notepads / scratch paper |  |  |
|  |  |  |
|  |  |  |

**Supplies to be made or received for free:**

|  |  |  |
| --- | --- | --- |
| **Item** | **Number needed per site** | **Total amount needed** |
| Welcome signs / direction signs |  |  |
| USPS Delivery Confirmation forms |  |  |
| USPS Priority envelopes |  |  |
| Selective Service registration forms |  |  |
| Pamphlets from local non-profits regarding resources (if collected) | As many as provided | As many as provided |
| AR-11 form |  |  |
| Money sheet/directions |  |  |
| Appointment sheet (sign-in) for intake area |  |  |

**Documents to be copied:**

|  |  |  |
| --- | --- | --- |
| **FOR PARTICIPANTS:** |  |  |
| Intake sheets (on colored paper, 1 pg) |  |  |
| Attorney Referral form (1 pg, 2-sided) |  |  |
| What to do next form |  |  |
| Addresses & Directions to post office & photo places (specific to each site) |  |  |
| Common questions about naturalization (1 pg, 2-sided) |  |  |
| “What to do if you are having trouble passing the English part of the exam” (1 pg) |  |  |
| Common questions about naturalization and children (1 pg, 2-sided) |  |  |
| Fee waiver information & disability info with referrals to non-profits |  |  |
| English classes or citizenship exam prep courses referral sheet  (city/state/site specific) |  |  |
| N-400 form (10 pages) |  |  |
| Fraud Info (1pg, 2-sided) |  |  |
| Addendums for the N-400 |  |  |
| Address/Employment fill-in sheets |  |  |
| Photo example sheet | Not specified | Not specified |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **FOR ATTORNEYS** |  |  |
| Kurzban natz charts |  |  |
| Naturalization and the Military |  |  |
| General Naturalization Requirements |  |  |
| Good Moral Character |  |  |
| Lee v. Gonzales info |  |  |
| “Seek Legal Help Before Applying for Citizenship” (red flag checklist) | 1 for each attorney volunteer |  |
| Naturalization and the Selective Service |  |  |
| **FOR VOLUNTEERS** |  |  |
| Confidentiality agreement for volunteers |  |  |
| Volunteer check-in sheet |  |  |

1. **Materials for the Day of the Workshop**

**B-1**

**AILA CITIZENSHIP DAY, MM/DD/YYYY**

**SITE COORDINATOR OUTLINE**

**I. What to take with you:**

A. Supply box (or boxes) assembled by committee

B. Cell phone list of all site coordinators (& your cell phone!)

C. Contact list for all volunteers (attorneys and non-attorneys)

D. Your sanity & patience

**II. Set-up (on the [Day Before] or early morning of the [Day Of the Event]):**

A. Post signs (for bathrooms, reception, general sign on outer door, etc.)

B. Set up stations (if not already clearly done) for intake/reception, filling out applications, attorney review, and post-attorney review stuff

C. Clarify with site what can/cannot be used on the day of the event & what needs to be done at the end of the day (cleaning, etc.)

D. Sort paperwork so documents for attorneys/volunteers and natz day participants are clearly separated and marked for easy identification. It is a good idea to keep one master copy of all documents in case you need to make copies later in the day.

E. Set out food and refreshments for volunteers

**III. Final Volunteer Training ([Insert time—Approx 1 hour morning of event])**

A. Review schedule and process (intake, application assistance, attorney review, copying, etc.). See station checklist/instructions (B-4) for more info.

B. Volunteers should clearly be assigned duties at that point if not done before. Designate one volunteer assigned to handle the money (review money instructions for more information).

C. Review intake form, N-400 form, and other paperwork (certified mail, money order, etc.) and discuss how to properly fill out. See volunteer training outline for more info.

D. Review role of interpreters

E. Stress the importance that the forms be filled out correctly – talk about what can happen if something is done incorrectly or falsely (putting someone into removal proceedings, etc.)

F. Have everyone sign confidentiality agreement/Interpreter agreement

**IV. Attorney Site Training ([Insert time—approx. ½ hour, morning of.)**

A. Have someone available to sign them in as they’ll arrive during the volunteer training

B. Give them the materials and talk to them about their role

C. Have everyone sign confidentiality agreement

D. Review schedule and process

E. Identify criminal expert attorney’s review those available by phone

**V. During the day ([Insert Program Time])**

A. Try to stay available – be the roaming person – rather than be tied to one station (fill in as necessary)

B. Deal with all media (unless other media person has been designated)

C. Contact other sites in the area if you have too many people (need to send people elsewhere) or have a slow-period (and can take people from other sites)

**VI. Closing**

A. Thank all volunteers!

B. Clean-up & pack up extra supplies/documents

**VII. After Workshop**

A. Make notes of what worked & what could be improved and turn in report

B. Keep all costs/expenses/receipts for reimbursement and turn in

C. Turn in any invoices from site (for copying & any other expenses)

D. **Return supplies and money**

E. **Debriefing Evaluation meeting with committee Lunch provided.**

F. Send thank you notes to your volunteers

**B-2**

**AILA CITIZENSHIP DAY, MM/DD/YYYY**

**Volunteer Check-in Sheet**

**Please check your locations’ name:**

**❒ Site Name 1 ❒ Site Name 2 ❒ Site Name 3 ❒ Site Name 4 ❒ Site Name 5 ❒ Site Name 6**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Name** | **Address** | **City, State, Zip** | **E-mail** | **Phone** | **Language** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
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**B-3**

**CITIZENSHIP DAY**

**Volunteer Confidentiality Agreement**

As a volunteer (community member, student, attorney, paralegal, or translator) for AILA Citizenship Day, **MM/DD/YYYY**, I understand the importance of maintaining confidentiality.

I pledge not to disclose confidential or personal information about anyone seeking assistance at Citizenship Day to third parties without the consent of the individual. If I have any questions regarding confidentiality, I will consult with an attorney or the coordinator at my location before divulging information to any other person.

By signing this document, I am bound to keep all information, including that which concerns individuals seeking assistance, attorneys, and volunteers, confidential. This is the case both during and after the actual Citizenship Day event.

Volunteer Printed Name Location

Volunteer Signature Date

**B-4**

**AILA XX Chapter**

**Citizenship Day, MM/DD/YY**

**Station Instructions/Checklist**

**Greeting Station**

1. Greet clients
2. Give client an intake form, determine if the client needs an interpreter, and enter client onto the volunteer preparer/intake schedule with the interpreter needs in mind.
3. Write the client’s appointment time on the top of his/her intake sheet.
4. Ask the client how long he/she has been a permanent resident (green card holder) and if he/she became a permanent resident from sponsorship by a U.S. citizen spouse. If the answer is less than three years, ask for help from a Site Coordinator.
5. [Designated money collector - collect $$.$$ (cash or check payable to “AILA XX Chapter”) – see specific money collection instructions] {**Note that some events will be pro bono. Delete if not applicable to your program)**
6. If the client cannot be served by a volunteer preparer immediately, find out if the client has brought two passport-style photos. If not, give the client the photo directions paper and explain to the client to go and have his/her photos taken and then return to the site 15 to 30 minutes before the appointment time, or invite them to stay for a Know Your Rights presentation, if available.
7. Give the client the N-400 Application and Address/Employment/Children/Travel worksheet. Ask the client to fill in as much of the worksheet as she/he is able until called.
8. Direct the client to the waiting area, or, if there will be a long wait, ask the client to return 15 to 30 minutes prior to his/her scheduled appointment time or invite them to stay for a Know Your Rights presentation, if available.

**Form Preparation Station**

1. Look at the schedule for the client’s name
2. Meet the client in the waiting area with the interpreter, if needed, and escort the client to your intake station.
3. Write your name on top of the client’s intake sheet (so the attorney will know who assisted the client if there are questions).
4. Explain that you are not an attorney but will be assisting the client with the initial completion of the application and then the client will meet with an attorney for the final review and to discuss any potential problem areas.
5. Review the intake form
   1. Did the client bring the listed documents?
   2. Does the client have U.S. citizen parents or grandparents? (If yes, stop and arrange for an attorney to look at the client’s potential U.S. citizenship situation.)
   3. Go over the “Limited Legal Advice Agreement” and explain that the attorney will ask the client to sign this.
6. Work with the client to complete the N-400 – please be as neat as possible
7. For all unanswered questions, “red flag” answers, etc., mark the section with a sticky note including writing what the potential issue is - these will be reviewed by the attorney.
8. When you have completed the application, put the client’s name and the current time on the attorney wait list and take the client back to the waiting area (or if the attorney is immediately available, hook the client up with the attorney but still record the client’s name & time on the list.)

**Legal Review Station**

1. At the front desk, look at the “Attorney Waiting List” for the name of the next client and write your name and the time next to the client’s name.
2. Invite the client back to your station, with the interpreter, if needed.
3. Review the “Limited Legal Advice Agreement” with the client and sign it.
4. First address the red flags from the intake station. You may also consult the “red flag list.” If the client’s issues are too complex, please give the client the appropriate list of resources (attorney list/citizenship programs). If you can finalize the application with the client but the client will need additional assistance with one area of documentation (for example, a fee waiver), finish reviewing the N-400 and provide the client with the appropriate resource list.
5. Review the rest of the N-400. Once complete, instruct the client to sign the form. In addition, if you are comfortable, sign the form yourself as the preparer or write “Prepared by AILA Naturalization Day, -Location/ID Site.”
6. Clip all supporting documentation to the N-400:
   1. Copy of I-551
   2. Photos
   3. Legal name change documentation (if applicable)
   4. If based on marriage to USC, current marriage certificate, spouse’s USC documentation, termination of prior marriages, documentation of current validity of marriage
   5. If client has taken a trip outside of US for more than six months, IRS tax return transcript for past 5 (or 3) years, rent or mortgage payments, pay stubs
   6. If client has dependent spouse or children not living w/ client, court order to provide financial support, evidence of financial support
   7. If client has criminal/arrest issues (most likely these clients will be referred to see an attorney outside of the clinic), arrest/conviction records
   8. If applicable, selective service registration – if the client’s selective service status needs to be checked, please see a Site Coordinator.
7. Go through the instructions for what the client should do next, how to access the civics and English test study guides, and resources the client can go to for assistance.
8. Keep the client’s intake sheet (we will collect these later).
9. Bring the client back to the waiting area and tell the client to wait there for their application to be returned to him/her.
10. Write in the time you completed assisting the client on the Attorney Waiting List.
11. Bring the client’s package of application materials to the Copy and Mail Station.

\*\*\*Note: We have a computer available to check selective service status on-line and to look up other information as needed.

**Copy, Photograph and Mail Station**

1. Make one set of copies of the forms, green card/permanent resident card, and supporting documents.
2. Do a final check of the forms:
   1. Signed?
   2. Dated?
   3. Filled out completely?
   4. Photos attached (two)?
   5. Filing Fees attached ($$$ naturalization application + biometric fee)?
3. Put originals in an envelope – do not seal the envelope if items are missing!
4. Address the envelope, including writing the client’s return address.
5. If photographs are possible at site – take photographs and cut to size.
6. On the “next steps sheet” (which the attorney should have provided) write what items are missing
7. Give client:
   1. the envelope with the application,
   2. the complete copy,
   3. the “next steps sheet” with the missing items clearly marked, and
   4. a map of where to find the post office.
8. Review one last time what the client is supposed to do. The attorney should have given the client the resource lists.
9. Wish the client luck!

B-5

AILA CITIZENSHIP DAY

MM/DD/YYYY

Application Preparer’s Waiting List (for 7 volunteers with interviews set at 45 minutes each)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Arrival Time | Client Name | Intake Appt. Time | Interpreter Needs (write language) | Volunteer (& Interpreter) Name(s) | Actual Time Intake Started |
|  |  | 10:00 |  |  |  |
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**B-6**

**AILA XX Chapter**

**Citizenship Day, MM/DD/YYYY**

Attorney Waiting List

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Client Name** | **Paralegal/**  **Intake Person** | **Time Added to the List** | **Attorney** | **Attorney Pick-up Time** | **Attorney Completion Time** | **Copying Completion Time** |
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**B-7**

**AILA CITIZENSHIP DAY**

**APPLICATION PREPARATION SHEET – ADDRESS/EMPLOYMENT/CHILDREN/TRAVEL**

**To help prepare your forms please filling in this information.**

**1. Please list your address for the past 5 years:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Address** | **City, State, Zip or Country** | **To** | **From** |
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**2. Please list your employers for the past 5 years:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employers’ name** | **Employers’ address** | **To** | **From** |
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1. **Provide the following information about all your sons and daughters**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Name of Son/Daughter** | **Date of Birth**  **(Month/ Day/Year)** | **A#\_\_\_\_** | **Country of Birth** | **Current Address**  **(Street, City, State, Country)** |
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1. **List below all trips of 24 hours or more outside the U.S. since you got your green card. Begin with your most recent trip.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Left US**  **(Month/ Day/Year)** | **Date Returned**  **(Month/ Day/Year)** | **Countries visited** | **Total days outside the US** |
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**B-8**

**N-400 Naturalization Application SUPPLEMENT SHEET**

Name:

A#:

Part \_\_\_\_

Question \_\_\_\_\_

**B-9**

**AILA CITIZENSHIP DAY MM/DD/YYYY  
INTAKE SHEET**

**Time: \_\_\_\_\_\_ or Number: \_\_\_\_\_\_\_**

**$$$ paid: ( ) Cash ( ) Check** (payable to "AILA XX Chapter")

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Age: \_\_\_\_\_\_\_ Country of Origin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Zip code: \_\_\_\_\_\_\_\_\_\_\_**

**Primary Language:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Need interpreter? ( ) Yes ( ) No**

**Documents:**

( ) Permanent Resident Card (Green Card) Since \_\_\_\_\_\_\_\_\_\_

( ) $$$ filing + biometric fee (no fee if active military – bring proof of status)

( ) 2 color passport photos

**B-9/Page 2**

**Limited Legal Advice Agreement**

I agree that the services that I will receive today at the American Immigration lawyers Association (AILA) Citizenship Day from the pro bono attorney indicated below will be limited to assisting me in completing my naturalization application today. I agree to provide the true and accurate information needed for completing the forms. I understand that the pro bono attorney assisting me today will not be representing me in my naturalization application or at my interview. I also understand that is my responsibility to complete any remaining steps on my application and to file the application.

I agree to provide complete and truthful information to the attorneys who are assisting me. I understand that this information is confidential and will not be disclosed without my consent.

The undersigned pro bono attorney and client have read and understand this Agreement and by signing it agree to its terms.

Dated this XXTH day of Month, of YYYY.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client’s Printed Name Client’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attorney’s Printed Name Attorney’s Signature

State Bar #\_\_\_\_\_\_\_\_\_\_\_\_\_

**Translators Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am capable of translating into **Spanish** and I have accurately translated the above Limited Legal Advice Agreement into **Spanish**. I have read, understood, and signed the confidentiality agreement. Additionally, I agree to accurately translate all materials and discussion into Spanish and English today, Month, Day, Year.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B-10

RED FLAGS – POTENTIAL PROBLEM AREAS

**If any of the following things is true for you, you will need legal advice before applying for citizenship.** These things don’t necessarily mean that you cannot apply for naturalization, but you should talk with an immigration attorney so you can explain your situation to the CIS.

**Check the box next to whichever of the following is true for you:**

**PRESENCE**

* You have been out of the U.S. for more than 6 months at a time since getting your green card.
* You have moved to another country since getting your green card.

**CRIMINAL / IMMIGRATION**

* You have been arrested for, charged with, convicted of, or have admitted committing a crime.
* You have been or are a drug abuser or addict OR CIS may have reason to believe you are a drug trafficker.
* You have been involved in prostitution or commercialized vice.
* You have engaged in or are engaging in activity CIS calls “terrorist activity”.
* You have been involved with illegal gambling.
* You are on probation or parole from a criminal conviction.
* A court has determined that you violated a protection order.
* You are in deportation or removal proceedings, or have a deportation order – past or present.
* You have helped someone come to the U.S. illegally, even if the person is your child or spouse.

**GREEN CARD ISSUES**

* The information on your citizenship application differs from or contradicts the information you gave to get your green card or another immigration status.
* You have made false statements to retain or obtain an immigration benefit, including your green card.

**SELECTIVE SERVICE**

* You are a male and did not register for the Selective Service between the ages of 18 and 26.

**MONEY – TAXES / CHILD SUPPORT**

* You have failed to pay taxes, or paid as a non-resident.
* You haven’t supported your children.

**OTHER**

* You are what CIS calls a habitual drunkard.
* You came to the U.S. to practice polygamy.
* You have voted or registered to vote in any election in the U.S.

You claimed to be a U.S. citizen but weren’t.

**B-11**

Thank you for attending the

**AILA CITIZENSHIP DAY, Month, Day, YYYY**

**HERE IS WHAT YOU NEED TO DO NEXT**

If your naturalization application and all accompanying materials are complete:

* + **If you reside in** Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Territory of Guam, or the Commonwealth of the Northern Mariana Islands, **send** your application packet to:

**U.S. Citizenship & Immigration Services  
P.O. Box 21251**

**Phoenix, AZ 85036**

Private Courier (non-USPS) Deliveries should be sent to:

USCIS

Attention: N-400

1820 E. Skyharbor Circle S.

Suite 100

Phoenix, AZ 85034

* + **If you reside in** Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Oklahoma, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Vermont, Virginia, West Virginia, Commonwealth of Puerto Rico, or the U.S. Virgin Islands, **send** your application packet to:

**U.S. Citizenship & Immigration Services  
P.O. Box 660060  
Dallas, TX 75266**

Private Courier (non-USPS) Deliveries should be sent to:

USCIS

Attention: N-400

2501 S. State Hwy 121 Business

Suite 400

Lewisville, TX 75067

* + If you still need to add your **filing fees,** you must either write a check or purchase a money order for the total fee amount. The check or money order should be paid to the “U.S. Department of Homeland Security” (not USCIS or DHS). Attach the fee to the front of your application. Write you’re A# and your name on the check or money order. Your total filing + biometric fee should equal $680.
  + **Keep your copy** of the naturalization application and documents in a safe place. You may need it to prepare for your interview.
  + If you struggle with **English**, you may want to register and attend an ESL class. Please see attached list for local classes.
  + **Start studying** for the naturalization exam. You can find study information at **http://www.uscis.gov/us-citizenship/naturalization-test**.
  + **If change your address**, you must inform immigration within 10 days. To report your new address you must do two things:

1. Call 1-800-375-5283 to report your new address, or do a change of address online at [www.uscis.gov](http://www.uscis.gov), *and*
2. Use form AR-11, available at [**http://uscis.gov/graphics/formsfee/forms/ar-11.htm**](http://uscis.gov/graphics/formsfee/forms/ar-11.htm)**.** Send your completed AR-11 to:

U.S. Department of Homeland Security  
USCIS  
Attn: Change of Address  
1344 Pleasants Drive  
Harrisonburg, VA 22801

* + If you need to leave the country before your naturalization interview, get legal advice.
  + If anything changes before your interview (for example, you get married, divorced, arrested, or leave the country etc.) bring information and documents about that event to your naturalization interview.

**B-12**

**DECLARATION OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Comes now the Declarant, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and under the penalty of perjury of the laws of the State of XX does hereby swear and affirm as follows.

I failed to register for the Selective Service when I was between the ages of 18 to 26. However, this failure was not knowing and willful as I will explain at my interview.

Further Declarant Sayeth Not,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed at \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_,

this \_\_\_\_ day of \_\_\_\_\_, 20XX

**B-13**

Citizenship Day Evaluation Form

Citizenship day Site Location Reporting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We Saw Approximately \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ People

We had \_\_\_\_\_\_\_\_\_ attorney volunteers and \_\_\_\_\_\_\_\_\_ non attorney volunteers during the course of the day

**On a Scale of 1 to 5 with 5 being the best please evaluate the following**

Training Available before Citizenship Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Available on Citizenship Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Materials Available \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AILA Support \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Overall Experience with Citizenship Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this something you think we should do again? \_\_\_\_\_Yes \_\_\_\_No

What could we do to make Citizenship Day Better?

What Worked Well?

 Tell us some of the stories or comments (good or bad) that you heard:

Any Other Comments:

1. **Post Workshop Client Handouts**

**C-1**

**Fee Waivers**

If you are unable to pay the fee for the Naturalization Application (N-400) you may request a fee waiver. In order to apply for a fee waiver, it is recommended that you obtain the following documentation:

\_\_\_ Proof of living arrangements (e.g. living with relatives, living in own home or apartment) and evidence of whether your dependents are living with you

\_\_\_ Evidence of employment (pay stubs, W-2s, statement from employer, latest income tax return)

\_\_\_ Rent or Mortgage receipts, food & clothing receipts, utility bills (gas, electricity, water, telephone), child care receipts, tuition bills, transportation expenses, medical receipts)

\_\_\_ Proof of other essential expenses/bills

\_\_\_ Proof of public benefits received (food stamps, Medicaid, SSI, TANF, other)

\_\_\_ Proof that verifies your disability (from SSA, DSHS, VA, DOD)

\_\_\_ Documentation that shows all assets owned by you or your dependents

\_\_\_ Proof of debts (outstanding loans, credit cards, bills)

***See attached list of organizations that can provide further assistance with the fee waiver***.

**Disability Waivers**

If, because of your disability, you can't learn English and/or the history and government questions, you can ask U.S. Citizenship & Immigration Services (CIS) for a waiver from these requirements.

People have received waivers for disabilities like strokes, Post Traumatic Stress Disorder and Alzheimer's. If CIS grants you the waiver, you won't have to answer the questions on English, history, or the government.

The Waiver is very difficult to get. It is ONLY for people with disabilities that make them unable to learn or remember new information. It is NOT for people who just have a hard time learning English or memorizing the history questions.

To get a disability-based waiver, you must have your doctor fill out Form N-648 (available online at <http://www.uscis.gov/n-648> ). The doctor must explain why you can't learn English or history and government.

***You or your doctor should consult with an immigration attorney so the form is completed satisfactorily. See other side for list of organizations that may be able to offer you assistance.***

***C-1 /SIDE 2***

**DO YOU NEED HELP WITH A DISABILITY WAIVER?**

**Please call:**

Insert Local Resources Here

**DO YOU NEED HELP WITH A FEE WAIVER?**

Insert Local Resources Here

## C-2

## SOME COMMON QUESTIONS ABOUT NATURALIZATION

**What are the requirements for naturalization?**

The basic requirements are that you:

* Be at least 18 years old
* Have been a lawful permanent resident (that is, have a “green card” for at least the last five years (or three years, if married to and living with a U.S. citizen).
* Have been present in the U.S. for 2-1/2 years (30 months) out of the past five years (or 1-1/2 years (18 months) out of the past three, if married to and living with a U.S. citizen), and haven’t been outside the U.S. for one year or more within the last five years (or three years, if married to a U.S. citizen)
* Have been a resident of the state from which you are filing your application for at least three months
* Be able to speak, read and write ordinary English (some exceptions are discussed below)
* Be able to pass a U.S. history and government exam (some exceptions are discussed below)
* Be a person of "good moral character" (this will be difficult to establish if you have failed to pay child support, taxes, or have been convicted of certain crimes, among other things)
* Take an oath of loyalty to the U.S.

**What is the process?**

To apply for naturalization, you'll need to submit a Form N-400, Application for Naturalization, a photocopy of both sides of your green card, two photos (face-on) and a check or money order for $595 filing + $85 biometric fee. If you reside in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Territory of Guam, or the Commonwealth of the Northern Mariana Islands, send your application to: USCIS, P.O. Box 21251, Phoenix, AZ 85036. Private courier (non-USPS) deliveries should be sent to: USCIS, Attention: N-400, 1820 E. Skyharbor Circle S., Suite 100, Phoenix, AZ 85034.. If you reside in Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Oklahoma, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Vermont, Virginia, West Virginia, Commonwealth of Puerto Rico, or the U.S. Virgin Islands, send your application to: USCIS, P.O. Box 660060, Dallas, TX 75266. Private Courier (non USPS) Deliveries should be sent to: USCIS, Attention: N-400, 2501 S. State Hwy 121 Business, Suite 400, Lewisville, TX 75067. Please use the newest version of the N-400 form, which is 21 pages long. You can send your application to CIS 90 days before you have five years of lawful permanent residence (or three years, if married to a U.S. citizen). It is a good idea to send any documents to CIS (formerly INS) by certified mail, and keep copies. After you submit your application, CIS will send you a written notice scheduling you for fingerprints. Several months later, you will be notified by the CIS about your interview date. At the interview you will be questioned about the information on your application, and tested for English ability and knowledge of U.S. history and government. If the application is approved, CIS will schedule you to appear at a swearing in ceremony and get your certificate of naturalization.

**What if I can’t pay the fee?**

You can send CIS a request for a waiver of the application (not the fingerprint) fee with your application. You must submit a signed statement stating that you are unable to pay the fee and show proof that you are low-income (for example, a copy of your SSI check or TANF grant).

**Do I need to be fluent in English?**

You don't need to be fluent. You should, however, be able to answer questions about your application in English at the interview, and answer the U.S. history and government questions in English. The interviewer will dictate an English sentence to you, which you need to be able to read and write in English.

**Am I exempt from the English Requirement?**

You may be exempted from the English requirement, and have the interview and examination conducted in your own language, if you are over **50** years old and have been a lawful permanent resident for at least **20** years, or if you are over **55** years old and have been a lawful permanent resident for at least **15** years by the date of your application. If you are exempt from the English requirement you may bring an interpreter to the interview, who may not be a relative. Some people may also be exempted because of certain disabilities - physical or mental - which keep them from learning or being tested on English language or Civics. These applicants must have their disability properly documented by a medical professional trained to evaluate that type of disability, and submit this documentation, on CIS form N-648, with the naturalization application, N-400.

**Are the requirements the same for refugees and asylees?**

The basic requirements are the same, although refugees and asylees are entitled to a special residence rule when applying to naturalize. Refugees are not eligible for lawful permanent resident (LPR) status until they have been in the U.S. for a year, and asylees cannot apply for LPR status until one year after their asylum applications have been approved. Under **rollback**, refugees can start counting the five years required for citizenship from the date they arrived in the U.S., rather than the date they obtained LPR status, and asylees can start counting from one year before their applications for LPR were approved. Refugees’ and asylees’ green cards may already list these as the date their lawful permanent resident status was granted.

**How do I learn about U.S. history and government?**

Many community colleges and a number of community-based organizations offer citizenship courses that will teach what you need to know for the exam. The CIS examiner must choose about 10 questions from a list of 100 standard ones. This list of questions, and their answers, is available for review. Under the law, persons who are over 65 and have been a lawful permanent resident of the U.S. for more than 20 years are entitled to be asked 10 questions out of a list of 25. A list of these 25 questions is also available. If you do not pass the history and government exam at your first interview, you may be re-examined once without filing a new application.

**Can I take the history and government test before my interview with CIS?**

In the past, applicants for naturalization could take the history and government test in one of two ways: at the interview with the CIS, or before the interview at certain independent testing agencies approved by the CIS. Since 1998, however, the test is only available at your naturalization interview with CIS.

**Does being on welfare or receiving SSI make me ineligible to naturalize?**

**NO!** Receiving public benefits is not, in and of itself, a bar to naturalization. Your receipt of public assistance will only get in the way of naturalizing if it is discovered that you received them through some kind of fraud, for instance, by failing to disclose all of your assets while you were receiving benefits.

**Do I risk anything by applying for naturalization?**

If you become a U.S. citizen, you may have to give up citizenship in your native country. However, many countries allow dual citizenship. Some countries will not allow ownership of property by non-citizens, so if you must give up citizenship, you may also have to give up property rights in your native country.

***You may also risk deportation by applying to naturalize.*** Even if you have a green card, the CIS may determine that you are deportable, or were excludable the last time you entered the U.S., if it is discovered that you have been convicted of certain crimes, have been out of the U.S. for too long, helped someone enter the U.S. illegally, made fraudulent statements to receive public assistance or immigration benefits, among other reasons. ***Because of this risk, it is very important that you have help from a person knowledgeable about these issues in evaluating your eligibility before you apply.***

**Do my children become citizens when I do?**

Children who are under 18 automatically derive citizenship when one parent naturalizes, as long the children are LPRs and are in the legal and physical custody of the naturalizing parent.

**C-3**

**AILA NATURALIZATION DAY**

NATURALIZATION AND THE SELECTIVE SERVICE

In general, all men ages 18 to 25 present in the U.S. (regardless of citizenship or immigration status) are required to register for the U.S. Selective Service. Men who are in the U.S. in valid nonimmigrant status (i.e. on a student or visitor’s visa) while age 18 to 25 are not required to register. Registering for the Selective Service does not mean that you will automatically be called to serve in the military.

Naturalization applicants are supposed to show good moral character for the five years before their application is filed (or three years, if applying based on marriage to a U.S. citizen). USCIS (formerly called INS) says that men who were required to register for the Selective Service but “knowingly and willfully” did not register during the five (or three) years before applying to naturalize can’t show good moral character. Many people don’t know about the requirement to register for the Selective Service, and therefore don’t register. **If you are applying to naturalize, please review the following about the Selective Service requirement:**

If you are a man but were not in the U.S. while age 18 to 25, or if you are a woman: you do not need to worry about this requirement.

**If you are a man now over age 25 and registered for the Selective Service between the ages of 18 and 25:** You can go to the Selective Service web site ([www.sss.gov](http://www.sss.gov/)), enter your name, Social Security number, and birth date, and make a print out showing that you registered. Or you can call (847) 688-6888 or (847) 688-2576 to get proof that you registered. You should submit this with your naturalization application.

If you are a man now age 18 to 25 present in the U.S. and thinking about applying to naturalize: You should make sure you have registered for the Selective Service and show proof that you registered when you submit your naturalization application. See the Selective Service contact information above. NOTE: if your beliefs prevent you from serving in the military, you still need to register for the Selective Service, but if you are called to serve in the military, you can explain why your beliefs prevent you from serving.

**If you are a man and were in the U.S. between the ages of 18 and 25** **but did not register for the Selective Service, see what you should do if thinking about naturalizing based on which of the following three categories applies to you:**

# If you are now under age 31 (or 29, if applying based on marriage to a U.S. citizen) and you didn’t register because you didn’t know about the requirement: you can probably still apply to naturalize, but you should submit a statement saying that you didn’t know about the requirement and your failure to register for the Selective Service was not knowing and willful. You should try to register now but probably won’t be able to.

# If you are now under age 31 (or 29, if applying based on marriage to a U.S. citizen) and you didn’t register even though you knew about the requirement: you should get legal assistance before applying.

* If you are over age 31 (or 29, if applying based on marriage to a U.S. citizen): you can probably still apply to naturalize without explaining why you didn’t register, as long as you didn’t do anything in the past five (or three if applying based on marriage to a U.S. citizen) years that affects your good moral character (such as a crime, not paying child support, etc.).

**C-4**

**WHAT TO DO IF YOU ARE HAVING TROUBLE PASSING THE ENGLISH PART OF THE CITIZENSHIP EXAM**

Most applicants for naturalization are required to demonstrate a basic knowledge of reading, writing, and speaking English. However, there are some exceptions to this requirement.

If one of the following is true for you, you don’t have to take the English test and can have an interpreter at your interview:

* You are over 50 years old and have been a lawful permanent resident (or “green card” holder) for at least 20 years.
* You are over 55 years old and have been a lawful permanent resident (or “green card” holder) for at least 15 years.
* You have a disability and your doctor has completed a form (called an N-648 or “disability waiver”) for you. This form is for people who have medical problems that prevent them from learning English. If your doctor has completed an N-648, it is a good idea to have someone trained to review N-648s look at it before it is sent to CIS (formerly called INS) with your naturalization application.

Remember:

* There are a lot of programs in CITY/STATE to help people learn English. Also, there are some programs that provide one-on-one English instruction. You can get a list of these programs from your community organization.

* For naturalization, you don’t have to show that you speak, read, and write English perfectly. You only need to show a basic knowledge.
* Please don’t feel ashamed to ask your doctor to see whether you qualify for an N-648. Some people have medical problems that they don’t know about. Some people also don’t know whether their medical problems get in the way of learning. If you are having problems learning English, consider having your doctor look at the N-648 form to see if you qualify.

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**AILA NATURALIZATION DAY**

**EXAMPLE**

**ATTORNEY REFERRAL LIST**

:

1.

Attorney Name

Practice/Firm Name

Address

Office Number

Email Address

\*Languages Spoken

\*Will they consider reduced fee?

2.

Organization Name  
Address  
Office Number

Email, if available

\*Are Interpreters provided

\*Are Free and reduced-fee services for low income people offered?

\*Do they accept cases involving criminal matters

**IMPORTANT NOTE TO CLIENT:**

In order to determine if you would like to hire an attorney, you should consider how much they will charge for their services, and how much experience they have with immigration matters. It is important that you feel comfortable with the attorney when you speak with him or her.

The rates charged by attorney may vary depending upon the difficulty of the case, the time involved, as well as the reputation and experience of the attorney. Some may accept monthly payments if you cannot pay the full amount up front. To avoid confusion ask how much you will be charged for a particular service and whether payment options are available.

This is not a complete list. You may consult [www.ailalawyer.com](http://www.ailalawyer.com) to search for a licensed immigration attorney near you. We don’t recommend any specific attorney, nor do we have any influence over their prices or the quality of their services. You may also visit [www.immigrationlawhelp](http://www.immigrationlawhelp) to locate a community-based organization that is legally authorized to assist you in immigration matters.

***Renewing your legal permanent resident card, applying for U.S. citizenship, or even choosing the correct USCIS form can be complicated and may have negative consequences if done prematurely or without first obtaining the correct information****.*

It is very important that you seek assistance from a qualified, licensed immigration professional. Do not seek help from a “notario,” notary public, or immigration consultant for legal advice on your immigration case. In the United States, notary publics are neither attorneys nor BIA Accredited Representatives. Therefore, they are not authorized to offer legal advice nor speak on your behalf with government agencies like U.S. Citizenship and Immigration Services (USCIS).

Protect yourself and your family’s immigration future – seek the *right* help with all of your immigration matters! Visit [www.stopnotariofraud.org](http://www.stopnotariofraud.org) to find more information about who is allowed to help you with your immigration documents.