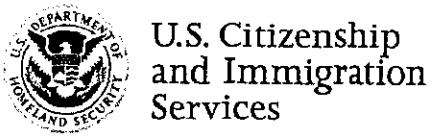
U.S. Department of Homeland Security
U.S. Citizenship and Immigration Services
Washington, DC 20529



Office of Intake and Document Production

Filing Tips:
Form N-600: Application for Certificate of Citizenship
Form N-600K: Application for Citizenship and Issuance of Certificate Under Section 322
Form N-336: Request for a Hearing on a Decision in Naturalization Proceedings

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The Office of Intake and Document Production (OIDP) manages USCIS Lockbox operations. The Lockbox network centralizes and streamlines application receipting and provides secure fee collection and strong financial controls. OIDP offers the following tips to help ensure customer applications are accepted at a Lockbox facility and sent to USCIS offices for adjudication.

General Filing Tips

- Read the form filing instructions, ensure your form is neat and legible, and keep all entries within the spaces provided on the form.
- Use a current form version and mail all pages of the form. Forms are available free of charge on www.uscis.gov or by calling USCIS Customer Service at 1-800-375-5283.
- When possible, use the Adobe fillable forms available online at www.uscis.gov. These forms have helpful features, and their use will ensure the most current form version is being used.
- If you want to receive an e-mail and/or a text message that your form has been accepted at a USCIS Lockbox facility, complete Form G-1145, E-Notification of Application/Petition Acceptance and clip it to the first page of your application.
- When completing forms by hand, use blue or black ink and do not gray any part of the form or use highlighters or correction fluid. Use of these items prevents USCIS Lockbox scanners from reading the forms, possibly resulting in form rejection.
- Submit all required documentation or evidence as indicated in the form instructions.
- Sign the form in the correct section (see the form-specific tips below). An original signature is required. If there is no signature or if it is signed in the wrong place, the application will be rejected.
- Pay the correct fee. Check the form instructions or http://www.uscis.gov/forms for the latest fee information. USCIS cannot refund the amount of any overpayments. If the correct fee is not received, the application will be rejected.
- Checks or money orders must be payable in U.S. dollars, otherwise they will be rejected.
- Although one check covering multiple applications is acceptable, we recommend submitting separate checks or money orders when multiple applications are filed.
- Complete the check correctly.
    - The "Pay to the Order of" line should read: U.S. Department of Homeland Security.
    - Ensure the numerical and written check amounts are the same.

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- Ensure the check date is not postdated or stale (over one year old).

- Only applications with fees or fee waiver requests should be sent to a USCIS Lockbox facility. Please do not send items such as a response to a Request for Evidence (RFE) or Notice of Intent to Deny (NOID) to a Lockbox facility; send these documents to the office that requested the information.
- Please submit certified translations for all foreign language documents. The translator must certify that s/he is competent to translate and the translation is accurate. The certification format should include the certifier's name, signature, address, and date of certification. A suggested format is:

Certification by Translator

I [typed name], certify that I am fluent (conversant) in the English and _____ languages, and that the above/attached document is an accurate translation of the document attached entitled _____.

Signature_____ Date_____

Typed Name_____

Address_____

- The USCIS Lockbox facilities do not process changes of address. Please send changes of address to:

U.S Department of Homeland Security
Citizenship and Immigration Services
Attn: Change of Address
1344 Pleasants Drive
Harrisonburg, VA 22801

Filing Tips for Form N-600

- Use the current form version and pay the correct fee as indicated in the form filing instructions. Current forms, filing instructions, fee information and filing addresses can be found at http://www.uscis.gov/n-600 or by calling USCIS Customer Service.
- Complete all sections of the form. The form will be rejected if these fields are missing:
  - Part 1 Name
  - Part 1 Date of Birth
  - Part 2 Information about your eligibility
  - Part 3 Address
- Check only ONE box in Part 2. If multiple boxes are checked in Part 2, USCIS will reject the Form N-600 and return it to the applicant for correction and re-filing.
- Sign the form in Part 7. If there is no signature, USCIS will reject the Form N-600 and return it for correction and re-filing. Parents completing Form N-600 on behalf of a child who is under 14 years of age can sign in Part 7.
- Third party representatives who complete Form N-600 for an applicant are required to sign the designated section in Part 8, "Signature of person preparing this form, if different than above."

AILA InfoNet Doc. No. 12021549. (Posted 02/15/12)

- Customers filing Form N-400 and Form N-600 together in one package must submit separate payments for each application, or the applications and fees will be returned for correction and re-filing.

Filing Tips for Form N-600K

- Use the current form version and pay the correct fee as indicated in the form filing instructions. Current forms, filing instructions, fee information and filing addresses can be found at http://www.uscis.gov/n-600k or by calling USCIS Customer Service.
- Pay the fee as indicated in the form filing instructions. Customers can also check filing fees as this link: http://www.uscis.gov/forms.
- Complete all sections of the form. The form will be rejected if these fields are missing:
  - Part 1 Name
  - Part 1 Date of Birth
  - Part 2 Information about the child's eligibility
  - Part 3 Address
- Check only ONE box in Part 2. If multiple boxes are checked in Part 2, USCIS will reject the Form N-600K and return it to the applicant for correction and re-filing.
- Sign the form in Part 7. If there is no signature, USCIS will reject the form N-600K and return it for correction and re-filing. Parents completing Form N-600K on behalf of a child who is under 14 years of age can sign in Part 7.
- Third party representatives who complete Form N-600K for an applicant are required to sign the designated section in Part 8, "Signature of person preparing this form, if different than above."
- The child must be under the age of 18 to be eligible for this benefit.

Filing Tips for Form N-336

- Use the current form version and pay the correct fee as indicated in the form filing instructions. Current forms, filing instructions, fee information and filing addresses can be found at http://www.uscis.gov/n-336 or by calling USCIS Customer Service.
- Pay the fee as indicated in the form filing instructions. Customers can also check filing fees as this link: http://www.uscis.gov/forms.
- Complete all sections of the form. The form will be rejected if these fields are missing:
  - Part 1 Name
  - Part 1 Address
- Sign the form in Part 1. If there is no signature in Part 1, USCIS will reject the Form N-336 and return it for corrections and re-filing.

Customers may contact Lockboxsupport@dhs.gov with questions regarding applications and petitions that are pending at a USCIS Lockbox facility and those that have been rejected.

NOTE: This information is current as of January 31, 2012. Filing instructions and filing fees may change. Please ensure you have the most current information, available on www.uscis.gov or by calling the USCIS Customer Service Center.

AILA InfoNet Doc. No. 12021549. (Posted 02/15/12)

FAQ for Form N-600
Application for Certificate of Citizenship

Department of Homeland Security
U.S. Citizenship and Immigration Services (USCIS)

USCIS
M-1056
Prepared 01/26/12

What is Form N-600, Application for Certificate of Citizenship?

Form N-600, Application for Certificate of Citizenship, is filed to obtain a Certificate of Citizenship which serves as evidence of your or your child's U.S. citizenship. You may file Form N-600 if you were born abroad and are claiming U.S. citizenship at birth through your parents. You may also file Form N-600 to obtain evidence of citizenship if you automatically became a U.S. citizen by operation of law after your birth but before you turned 18 years of age. A parent or guardian may also file Form N-600 on behalf of a minor child.

Please note that USCIS does not issue Certificates of Citizenship in cases where the person became a U.S. citizen based on birth in the United States. USCIS only issues Certificates of Citizenship to those individuals who were born abroad but are U.S. citizens at birth through their parents, or who became citizens after birth but before the age of 18.

U.S. Citizenship law has changed throughout the years. This document describes some of the more common laws, but there are other specific provisions that may apply in your situation. You should contact USCIS by visiting the USCIS Web site at www.uscis.gov or calling the USCIS National Customer Service Center at 1-800-365-5283 for further information.

U.S. Citizenship at Birth

To determine if you became a U.S. citizen at birth, USCIS looks to the law that was in effect at the time of your birth. You may have become a U.S. citizen at birth if:

1. **You were born outside the United States and its outlying possessions to two U.S. citizen parents**
   a. Both of your parents were U.S. citizens at the time of your birth (*see general questions below if you were born out of wedlock*);
   b. Your U.S. citizen parents were married to each other at the time of your birth; ***and***
   c. At least one of your U.S. citizen parents lived in the United States or its outlying possessions prior to your birth.

2. **You were born outside the United States and its out outlying possessions to one U.S. citizen parent and one alien parent on or after November 14, 1986**
   a. Your parents were married at the time of your birth (*see general questions below if you were born out of wedlock*);
   b. One of your parents was a U.S. citizen when you were born;
   c. Your U.S. citizen parent was physically present in the United States or its outlying possessions at least five years before your birth; ***and***
   d. At least two of those five years were after your U.S. citizen parent's 14th birthday.

AILA InfoNet Doc. No. 12021549. (Posted 02/15/12)

3. **You were born outside the United States and its outlying possessions to one U.S. citizen parent and one alien parent before November 14, 1986 but after October 10, 1952**
    a. Your parents were married at the time of your birth *(see general questions below if you were born out of wedlock);*
    b. One of your parents was a U.S. citizen when you were born;
    c. Your U.S. citizen parent was physically present in the United States or its outlying possessions at least ten years before your birth; ***and***
    d. At least five of those ten years were after your U.S. citizen parent's 14th birthday.

For items number 2 and 3 above, the law provides that a certain time spent abroad by a citizen parent can be counted toward the physical presence requirement. Specifically, time spent time abroad can be counted to satisfy the physical presence requirement if the citizen parent was: (1) serving honorably in the U.S. Armed Forces; (2) employed with the U.S. Government; ***or*** (3) employed with certain international organizations. Additionally, time spent abroad by the U.S. citizen parent while the U.S. citizen parent was the unmarried son or daughter and a member of the household of a person who meets any of those three conditions can also be counted.

Automatic U.S. Citizenship After Birth But Before the Age of 18

To determine if you automatically became a U.S. citizen after birth, but before 18 years of age, USCIS looks to the law in effect on the date you met the last condition required for citizenship. All the conditions must be met before your 18th birthday. The date the last condition was met is the date of U.S. citizenship.

You may have automatically acquired U.S. citizenship after birth if:

1. **You were under 18 years of age on February 27, 2001, or were born after that date, and all the following conditions are met:**
    a. You have at least one U.S. citizen parent (*by birth or naturalization*);
    b. You are under at 18 years of age; ***and***
    c. You are residing in the United States in the legal and physical custody of your U.S. citizen parent pursuant to a lawful admission for permanent residence.
2. **You were under 18 years of age from December 24, 1952 to February 26, 2001, and all the following conditions were met:**
    a. Naturalization of parent or parents
        - Both your parents naturalized;
        - If one of your parents died, your surviving parent naturalized;
        - If there has been a legal separation of your parents, the parent having legal and physical custody of you naturalized; ***or***
        - If you were born out of wedlock, and your paternity has not been established by legitimation, your mother naturalized.
    b. The naturalization(s) took place before your 18th birthday; ***and***
    c. You were residing in the U.S. as a lawful permanent resident.

NOTE: The order in which you met the conditions does not matter as long as you met all the conditions before your 18th birthday.

AILA InfoNet Doc. No. 12021549. (Posted 02/15/12)

3. **If you are the adopted child of a U.S. citizen parent you acquired U.S. citizenship if the following conditions are met after February 27, 2001 and *before* your 18th birthday:**

   a. You have at least one U.S. citizen parent, whether by birth or naturalization; ***and***
   b. You reside in the United States in the legal and physical custody of your U.S. citizen parent pursuant to a lawful admission for permanent residence; ***and***
   c. You qualify as the "child" of your U.S. citizenship through adoption because:
      - Your adoptive parent adopted you before your 16th birthday (or, in some cases, your 18th birthday) and had legal custody of you and resided with you for at least two years; ***or***
      - You were admitted to the United States as an orphan (IR-3) or Convention adoptee (IH-3) whose adoption by your U.S. citizen parent(s) was fully completed abroad; ***or***
      - You were admitted to the United States as an orphan (IR-4) or Convention adoptee (IH-4) who was coming to the United States to be adopted and your adoptive parent(s) completed your adoption before your 18th birthday.

GENERAL QUESTIONS

My U.S. citizen parent(s) is deceased. Does this affect my ability to apply for a Certificate of Citizenship?

No. Your parent's death does not affect your ability to apply for a Certificate of Citizenship if you automatically acquired citizenship, either at birth or after birth, before your parent's death. However, if you did not automatically acquire citizenship before your parent's death, your parent's death may affect your ability to apply for a Certificate of Citizenship unless you meet the requirements of section 322 of the INA. Please note that section 322 of the INA does not provide for automatic citizenship, but it does allow for naturalization before the age of 18 and allows you to rely on your grandparent's physical presence instead of your parent's physical presence.

I am claiming citizenship through my mother. My parents were not married at the time of my birth. Does this affect whether I automatically acquired citizenship?

It may. You acquired U.S. citizenship at the time of your birth if you were born out of wedlock after December 23, 1952 and your U.S. citizen mother was physically present in the United States or its outlying possessions for at least one year prior to your birth. The requirements before December 23, 1952 varied to some extent. If you have specific questions before that time period, please contact the USCIS National Customer Service Center at **1-800-365-5283**.

If you are claiming U.S. citizenship after birth, your birth out of wedlock may affect your ability to acquire citizenship through your mother depending on when you turned 18 years of age.

- If you were over 18 years of age on February 27, 2001, and you were born out of wedlock, you generally could only acquire citizenship after birth through your mother if your paternity had not been established by legitimation.

AILA InfoNet Doc. No. 12021549. (Posted 02/15/12)

- If you were under 18 years of age on February 27, 2001, or were born after that date, you can acquire U.S. citizenship through your U.S. citizen mother regardless of whether you were born out of wedlock if, before you turn 18, your mother is a citizen and you are residing in the U.S. based on a lawful admission for permanent residence in the legal and physical custody of your U.S. citizen mother.

I am claiming U.S. citizenship through my father. My parents were not married at the time of my birth. Does this affect whether I automatically acquired citizenship?

It may. If you were born out of wedlock, are claiming that you acquired U.S. citizenship at the time of your birth, and you were born after November 14, 1986, you must demonstrate:

- That your father was physically present in the United States for five years, at least two of which were after 14 years of age;
- A blood relationship with your father by clear and convincing evidence;
- That your father was a U.S. citizen at the time of your birth;
- That your father (unless deceased) has agreed in writing to provide financial support for you until you reach 18 years of age; ***and***
- While you are under 18 years of age
    - You are legitimated under the law of your residence or domicile;
    - Your father acknowledges paternity of you in writing under oath; ***or***
    - Your paternity is established by a court.

If you were born out of wedlock, are claiming that you acquired U.S. citizenship at the time of your birth, and you were born between January 13, 1941 and November 14, 1986, you must establish that your paternity was established by legitimation while you were under the age of 21.

NOTE: If you were at least 15 years of age but under 18 years of age on November 14, 1986, you could choose to have either of the requirements above apply to you.

If you are claiming that you acquired U.S. citizenship after birth through your father and you were born out of wedlock after February 27, 2001, or you were under the age of 18 on that date, you may have acquired U.S. citizenship after birth. You must establish that you were legitimated, or are considered legitimate, that you were residing in the legal and physical custody of your father in the U.S. while you were under the age of 18, and that you were admitted as a lawful permanent resident.

My parents are divorced. Does this affect my ability to apply for a Certificate of Citizenship?

Your parents' divorce does not affect your ability to **apply** for a Certificate of Citizenship if you automatically acquired citizenship before your parents' divorce. If, however, your parents' divorce occurred before you acquired U.S. citizenship, and you are claiming U.S. citizenship after birth, you will generally need to demonstrate that before 18 years of age you resided in the legal and physical custody of your U.S. citizen parent after a lawful admission for permanent residence. If the parent who is a U.S. citizen is not the parent who has legal and physical custody of you, you may not be able to automatically acquire U.S. citizenship.

AILA InfoNet Doc. No. 12021549. (Posted 02/15/12)

I do not currently reside in the United States. Am I still eligible for a Certificate of Citizenship?

Generally, persons who acquired U.S. citizenship and reside abroad should seek evidence of citizenship through a passport application to the Department of State. In most cases, one must be living in the United States to apply for a Certificate of Citizenship.

Generally, you cannot **automatically** acquire citizenship after birth through your parent if you have not been lawfully admitted for permanent residence to the U.S. However, a parent or legal guardian may be able to apply for naturalization for you under section 322 of the Immigration and Nationality Act if you are under 18 years of age and temporarily present in the United States pursuant to a lawful admission, which includes a lawful admission in non-immigrant status. Please refer to Form N-600K, Applications for Citizenship and Issuance of Certificate Under Section 322 for more information.

ADOPTIONS

I was adopted overseas and admitted to the United States for permanent residence as an "orphan" under the classification IR3. Am I eligible for a Certificate of Citizenship?

Yes, if you were admitted under the IR-3 classification before your 18th birthday and on or after February 27, 2001, and, before your 18th birthday, you were residing in the United States with your adoptive parent(s).

I was adopted overseas and admitted to the United States for permanent residence as a "Convention adoptee" under the classification IH3. Am I eligible for a Certificate of Citizenship?

Yes, if you were admitted under the IR-3 classification before your 18th birthday and on or after February 27, 2001, and, before your 18th birthday, you were residing in the United States with your adoptive parent(s).

I was admitted to the United States as an "orphan" under the classification IR4. Am I eligible for a Certificate of Citizenship?

Yes, if your adoptive parents completed your adoption in the United States before your 18th birthday and on or after February 27, 2001, and, before your 18th birthday, you were residing in the United States with your adoptive parent(s). Your U.S. citizen parents must have adopted you in the United States before your 18th birthday if you came as an IR4 because they did not complete the adoption process abroad.

In some cases, you may have been classified as an IR-4 even though you were adopted abroad because your U.S. citizen adoptive parents did not see you before or during your adoption or only one U.S. citizen parent adopted you abroad.

In such cases, your U.S. citizen adoptive parents must have taken whatever steps were required to have your adoption recognized under the law of your State of residence upon your arrival to the

AILA InfoNet Doc. No. 12021549. (Posted 02/15/12)

United States. Some States provide a judicial process for "re-adoption" or other formal recognition of a foreign adoption. A family law attorney may be able to advise you about the requirements of your own State's law concerning what your parents needed to do to finalize your adoption process.

I was admitted to the United States as a "Convention adoptee" under the classification IH4. Am I eligible for a Certificate of Citizenship?

Yes, if your adoptive parents completed your adoption in the United States before your 18th birthday and on or after February 27, 2001, and, before your 18th birthday, you were residing in the United States with your adoptive parent(s). Your U.S. citizen parents must have adopted you in the United States before your 18th birthday if you came as an IH4 because they did not complete the adoption process abroad.

I was adopted by my U.S. citizen adoptive parent(s) and then I was admitted to the United States for permanent residence as an "adopted child" under the classification IR2. Am I eligible for a Certificate of Citizenship?

Yes, if you were admitted under the IR2 classification as adopted child before your 18th birthday and on or after February 27, 2001, and, before your 18th birthday, you were residing in the United States with your adoptive parent(s).

I was admitted as an adopted child, the CCA does not apply to me, and both my adoptive parents are U.S. citizens based on birth in the United States. Am I eligible for Certificate of Citizenship?

No. Before February 27, 2001, former INA § 321 did not provide for the automatic naturalization of adopted children whose U.S. citizen adoptive parents are U.S. citizens by birth. Instead, the U.S. citizen adoptive parents would apply for a grant of citizenship under former INA § 322. You must apply for naturalization on your own behalf under INA § 316 by filing Form N-400 if your U.S. citizen adoptive parents did not apply for your naturalization under former INA § 322 before February 27, 2001.

I am a U.S. citizen parent who adopted a child that entered the U.S. as an "orphan" (IR3) and my child received his or her U.S. passport. I never received a Certificate of Citizenship for my child. What do I do?

Contact your local USCIS office for more information. You may visit our website at www.uscis.gov where you can find more information and to make an Infopass appointment to visit your local office.

I am a U.S. citizen parent who adopted a child that entered the U.S. as a "Convention adoptee" (IH3) and my child received his or her U.S. passport. I never received a Certificate of Citizenship for my child. What do I do?

Contact your local USCIS office for more information. You may visit the USCIS website at www.uscis.gov where you can find more information and to make an Infopass appointment to visit your local office.

AILA InfoNet Doc. No. 12021549. (Posted 02/15/12)

I am a U.S. citizen parent whose adopted child was admitted under the IR2, IR4, or IH4 classification. How do I receive a certificate of citizenship for my child?

If your adopted child was admitted under the IR2, IR4, or IH4 classification, you must apply for a certificate of citizenship by filing Form I-600.

FILING

I already have a U.S. passport issued by the Department of State. Am I required to file a Form N-600 for a Certificate of Citizenship?

No. You are not required to file a Form N-600 for a Certificate of Citizenship. The Certificate of Citizenship is an optional form. A validly issued U.S. passport generally serves as evidence of your U.S. citizenship during its period of validity unless that passport has been revoked by the Department of State. However, you may be required to submit your Certificate of Citizenship when attempting to apply for certain other benefits, including, but not limited to:

- Social Security benefits
- State issued ID including a Driver's License or Learning Permit
- Financial Aid
- Employment
- Passport Renewal

INTERVIEW

Will I be interviewed?

Not all applicants for a Certificate of Citizenship are required to appear for an in-person interview. USCIS will determine, based on the evidence submitted in support of your application, whether you are required to appear in person for an interview.

What am I required to bring at the time of my interview?

All original documents of the copies you submitted when you filed your Form N-600 as well as any additional documents that will establish your eligibility. Documents not in English must be accompanied by a certified translation.

Is my parent required to accompany me to the interview?

If you are 18 years of age or older, you may appear for your N-600 interview without your U.S. citizen parent. If you are under 18 years of age, you must appear for the interview with your U.S. citizen parent unless USCIS has waived your parent's appearance per 8 CFR § 341.2.

AILA InfoNet Doc. No. 12021549. (Posted 02/15/12)

USCIS DECISION

What happens if USCIS approves my Form N-600?

If USCIS approves your Form N-600, USCIS will issue you a Certificate of Citizenship. If you are over 14 years of age, you will be scheduled to appear at a USCIS office to take the Oath of Allegiance if the Oath of Allegiance ceremony is not conducted on the same day as the interview. If you are under the age of 14, you may not be required to take the Oath of Allegiance.

What happens if USCIS denies my Form N-600?

You may file an appeal on Form I-290B, Notice of Appeal or Motion, within 30 days of the date of the USCIS decision. If the time for appeal has expired, you may not file **another** Form N-600. If you do, it will be rejected. If your time for appeal has expired, you must file a motion to reopen or reconsider also on Form I-290B.

Disclaimer

This Fact Sheet is intended solely to provide answers to frequently asked questions. It is not intended to, does not, and may not be relied upon to create or confer any right(s) or benefit(s), substantive or procedural, enforceable at law by any individual or other party in benefit applications before USCIS, in removal proceedings, in litigation with the United States, or in any other form or manner. This information sheet does not have the force of law, or of a DHS directive. If you have a question concerning your eligibility for a Certificate of Citizenship then please consult with an attorney to help you prepare your Form N-600.

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