U.S. Citizenship and Immigration Services

Office of Communications

USCIS Update

Oct. 19, 2011

USCIS Improves Processing for Naturalization and Citizenship Forms

Enhancements to Streamline Processing Begin Oct. 30, 2011

WASHINGTON—U.S. Citizenship and Immigration Services (USCIS) is enhancing the filing process for select forms dealing with naturalization and citizenship (N-Forms). Beginning Oct. 30, 2011, the new process will allow individuals to file N-Forms at a secure Lockbox facility instead of our local offices. This change streamlines the way forms are processed, accelerates the collection and deposit of fees and improves the consistency of our intake process.

Individuals should begin submitting affected forms directly to the appropriate Lockbox beginning Oct. 30, 2011. Forms received by local USCIS offices during a transition period between Oct. 30 and Dec. 2, 2011, will be forwarded to the USCIS Lockbox facility for processing. Forms received at local USCIS offices after Dec. 2, 2011, will no longer be forwarded but will be returned to the individual with instructions on how to re-file at a designated USCIS Lockbox facility. USCIS will centralize intake of Forms N-336, N-600 and N-600K at the Phoenix Lockbox facility. The Dallas Lockbox facility will handle the Form N-300. Individuals filing Form N-400, Application for Naturalization, already file at a Lockbox facility.

The following table lists N-Forms affected by this filing change:

Affected N-Forms	**Date that Lockbox starts accepting N-Forms**	**Last receipt date that local offices will forward N-forms to Lockbox**
• N-300, Application to File Declaration of Intention • N-336, Request for a Hearing on a Decision in Naturalization Proceedings • N-600, Application for Certificate of Citizenship • N-600K, Application for Citizenship and Issuance of Certificate Under Section 322	Sunday, Oct. 30, 2011	Friday, Dec. 2, 2011

USCIS has updated the information on our N-Form Web pages regarding filing forms at a Lockbox to clearly identify this change in procedure. Please carefully read the form instructions before filing your form to ensure that you are filing the correct form type at the correct location. Any individual submitting the wrong form type for the benefit sought will not receive a fee refund. Instead, individuals will have to re-apply using the correct form and pay a new fee.

For more information about USCIS, please visit www.uscis.gov or follow us on Twitter (@uscis), YouTube (/uscis) and the USCIS blog *The Beacon*.

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