



Instructions for Application for Replacement Naturalization/Citizenship Document

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form N-565
OMB No. 1615-0091
Expires 02/28/2015

What Is the Purpose of Form N-565?

Form N-565, Application for Replacement Naturalization/Citizenship Document, is used to apply to U.S. Citizenship and Immigration Services (USCIS) for a replacement of a:

1. Certificate of Naturalization;
2. Certificate of Citizenship;
3. Declaration of Intention;
4. Repatriation Certificate; or
5. To apply for a special certificate of naturalization to be recognized as a U.S. citizen by a foreign country.

Who May File Form N-565?

You may apply for a replacement if:

1. You **were** issued a Certificate of Naturalization, Certificate of Citizenship, Declaration of Intention, or Repatriation Certificate which **was** lost, stolen, destroyed, or mutilated;
2. You **were** issued a Certificate of Naturalization, Certificate of Citizenship, Declaration or Repatriation Certificate which is incorrect due to typographical/**clerical** error by USCIS;
3. Your **name was** changed by marriage or by court order after the document was issued and you seek a document in your new name;
4. You received your Certificate of Citizenship and afterwards you obtained a court order or a state-issued document that changes your date of birth and you seek a certificate with the new date of birth;
5. You were issued a Certificate of Citizenship or a Certificate of Naturalization and **your change of gender is legally recognized through a court order, a government-issued document, or a medical certification; or**
6. You are a naturalized citizen seeking a special certificate of naturalization for the purpose of a foreign country recognizing you as a citizen of the United States.

USCIS will not change a name without evidence such as a marriage certificate, divorce decree, or court order. We will not change a date of birth on a Certificate of Citizenship without documentation such as a U.S. court order or state-issued documents.

NOTE: USCIS **cannot** make any changes to an incorrect date of birth on a Naturalization Certificate if you **reported an incorrect date on your Form N-400, Application for Naturalization, and then later swore to the facts of your application by signing Part 15. Signature at Interview.**

General Instructions

USCIS provides forms free of charge through the USCIS Web site. In order to view, print, or fill out our forms, you should use the latest version of Adobe Reader, which you can download for free at <http://get.adobe.com/reader/>. If you do not have Internet access, you may call the USCIS National Customer Service Center at **1-800-375-5283** and ask that we mail a form to you.

Signature. Each application must be properly signed and filed. For all signatures on this application, USCIS will not accept a stamp or typewritten name in place of a signature. If you are under 14 years of age, your parent or legal guardian may sign the application on your behalf. A legal guardian also may sign for a mentally incompetent person.

Filing Fee. Each application must be accompanied by the appropriate filing fee. (See the **What Is the Filing Fee** section of these instructions.)

Evidence. At the time of filing, you must submit all evidence and supporting documentation listed in the **Initial Evidence** section of these instructions. For additional information, see the USCIS Policy Manual, Volume 12, Part K, Certificates of Citizenship and Naturalization at www.uscis.gov/policymanual.

Biometric Services Fee. If you file this application with USCIS, you do not need to include a biometric services fee at the time you submit it. If you are later notified that you must submit biometrics, you will receive a biometric services appointment notice with instructions on how to submit the additional biometric services fee. If you file this application with an agency other than USCIS, please check with that agency to determine if and when you must submit biometric services fees.

Acknowledgement of Appointment at USCIS Application Support Center (ASC). Review the USCIS ASC Acknowledgement that appears in **Part 9.** of the application. The purpose of this acknowledgement is to confirm that you have completed your application, reviewed your responses, and verified that the information was provided by you and is complete, true, and correct. If someone helped you fill out your application, the person should review the ASC Acknowledgement with you to make sure you understand it.

Copies. You may submit legible photocopies of documents requested, unless the instructions specifically state that you must submit an original document. USCIS may request an original document at the time of filing or at any time during processing of an application, petition, or request. If you submit original documents when not required, the documents may remain a part of the record, and USCIS will not automatically return them to you.

Translations. If you submit a document with information in a foreign language, you must also submit a full English translation. The translator must sign a certification that the English language translation is complete and accurate, and that translator is competent to translate from the foreign language into English.

How to Fill Out Form N-565

1. Type or print legibly in black ink.
2. If you need extra space to complete any item within this application, attach a separate sheet of paper; type or print your name and Alien Registration Number (A-Number) (if any) at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.
3. Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks "Provide the name of your current spouse"), type or print "N/A," unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have?" or "How many times have you departed the United States?"), type or print "None," unless otherwise directed.

We recommend that you print or save a copy of your completed application to review in the future and for your records. If you must appear for a biometric services appointment at a USCIS ASC, we recommend that you review your copy of your completed application before you come to your appointment. At your appointment, USCIS will permit you to complete the application process only if you are able to confirm, under penalty of perjury, that all of the information in your application is complete, true, and correct. If you are not able to make that attestation in good faith at that time, USCIS will require you to return for another appointment.

Initial Evidence

1. **Photographs.** You **must** submit two identical color photographs of yourself taken within 30 days of filing this application. The photos must be printed on thin paper with a glossy finish, and be unmounted and unretouched. Passport-style photos must be 2 **inches** x 2 **inches**. The photos must be in color with full face, frontal view on a white to off-white background. Head height should measure 1 **inch** to 1 3/8 **inches** from top of hair to bottom of chin, and eye height is between 1 1/8 **inches** to 1 3/8 **inches** from bottom of photo. Your head must be bare unless you are wearing headwear as required by a religious order of which you are a member. Using a pencil or felt pen, lightly print your name and A-Number (if any) on the back of the photo.
 2. If you are applying for replacement of a mutilated document, you must attach the mutilated document.
 3. If you are applying for replacement of a document that is incorrect due to typographical/**clerical** errors by USCIS, you must attach the incorrect document, **complete Part 4**.
 4. If you are applying for a new document because your name **was** changed, you must submit the original USCIS document and a copy of the marriage certificate or a certified copy of the complete document (**such as a marriage certificate or certified copy of a court order, amended birth certificate, or amended passport**) showing the name change, **complete Part 5**.
 5. If you are applying for a new Certificate of Citizenship because your date of birth has legally changed, you must submit the original USCIS document and the state-issued document or a certified copy of the complete document (court order) showing the date of birth change, **complete Part 6**. State-issued documents may include birth certificate, certificate recognizing the foreign birth, certificate of birth abroad, or other similar state vital record issued by the child's state of residence. **Only applicants applying for a new Certificate of Citizenship may select this option.**
 6. If you are applying for a new document because your gender has legally changed, you must submit the original USCIS document and a certified copy of the complete document (court order, **government-issued document, or a medical certification**) recognizing the gender change, **complete Part 7**. **Government documentation may include an amended birth certificate, or foreign, state, or local justification documentation recognizing the gender such as a passport or driver's license. A licensed physician (Doctor of Medicine (M.D.) or Doctor of Osteopathy (D.O.) must provide the certification and the certificate must include the following information:**
 - A.** Physician's full name, address, and phone number;
 - B.** Physician's medical license or certificate (including number and issuing state);
 - C.** Physician's Drug Enforcement Administration registration number or comparable foreign registration number (if applicable);
 - D.** Language stating that the individual has had appropriate clinical treatment for gender transition to the new gender (male or female); and
 - E.** Language stating you have a doctor-patient relationship with the certifying physician and that he or she has treated you in relation to your change in gender or has reviewed and evaluated your medical history in relation to your change in gender.
- NOTE:** Statements from persons who are not licensed physicians, such as psychologists, physician assistants, nurse practitioners, social workers, health practitioners, chiropractors, are not acceptable. Visit www.uscis.gov/N-565 for additional information.
7. If you are applying for a special certificate of naturalization to obtain recognition as a citizen of the United States by a foreign country, you must attach a copy of your naturalization certificate.

NOTE: USCIS regulations require this special certificate when a foreign state requires proof of your citizenship for any legitimate purpose, except for admission to the foreign country or in processing their own immigration benefit requests. (Regulation is 8 CFR 343b.2.)
 8. If your marital status has changed since you were last issued a document, you must submit your most recent marriage certificate, divorce decree, or spouse's death certificate.

Specific Instructions

Part 9. Applicant's Statement, Contact Information, USCIS ASC Acknowledgement, Certification, and Signature

Item Numbers 1. - 6. Select the appropriate box to indicate that you either read this application yourself or someone interpreted this application for you from English to a language in which you are fluent. If applicable, select the box to indicate if someone prepared this application for you. You must also affirm that you have read and understand (or that an interpreter or preparer read to you, and you understand) the **Acknowledgement of Appointment at USCIS Application Support Center in Part 9.** Further, you must sign and date your application and provide your daytime telephone number, mobile telephone number (if any), and email address (if any). Every application **MUST** contain the signature of the applicant (or parent or legal guardian, if applicable). A stamped or typewritten name in place of a signature is not acceptable.

Part 10. Interpreter's Contact Information, Certification, and Signature

Item Numbers 1. - 6. If you used anyone as an interpreter to read the instructions and questions on this application to you in a language in which you are fluent, the interpreter must fill out this section, provide his or her name, the name and address of his or her business or organization (if any), his or her daytime telephone number, and his or her email address (if any). The interpreter must also certify that he or she has read **Part 9. Acknowledgement of Appointment at USCIS Application Support Center** to you in the same language in which you are fluent. The interpreter must sign and date the application.

Part 11. Contact Information, Statement, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant

Item Numbers 1. - 8. This section must contain the signature of the person who completed your application, if other than you, the applicant. If the same individual acted as your interpreter and your preparer, that person should complete both **Part 9.** and **Part 10.** If the person who completed this application is associated with a business or organization, that person should complete the business or organization name and address information. Anyone who helped you prepare this application **MUST** sign and date the application. A stamped or typewritten name in place of a signature is not acceptable. Anyone who helped you prepare your application must also certify that he or she has read **Part 9. Acknowledgement of Appointment at USCIS Application Support Center** to you and that you informed him or her that you understood the ASC Acknowledgement. If the person who helped you prepare your application is an attorney or accredited representative, he or she must also submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, along with your application.

Where to File?

Please see our Web site at www.uscis.gov/N-565 or call our National Customer Service Center at **1-800-375-5283** for the most current information about where to file this application. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

What Is the Filing Fee?

The filing fee for Form N-565 is **\$345**.

NOTE: There is no fee required if you select **Item C. in Item Number 1.** of **Part 2** of the application. Visit www.uscis.gov/N-565 for current and additional filing fee information.

Use the following guidelines when you prepare your check or money order for the Form N-565 filing fee:

1. The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency; and
2. Make the check or money order payable to **U.S. Department of Homeland Security**.

NOTE: Spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."

Notice to Those Making Payment by Check. If you send us a check, USCIS will convert it into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually take 24 hours and your bank will show it on your regular account statement.

You will not receive your original check back. We will destroy your original check, but will keep a copy of it. If USCIS cannot process the EFT for technical reasons, you authorize us to process the copy in place of your original check. If USCIS cannot complete the EFT because of insufficient funds, we may try to make the transfer two additional times.

How to Check If the Fees Are Correct

Form N-565 fee is current as of edition date in the lower right corner of this page. However, because USCIS fees change periodically, you can verify if the fees are correct by following one of the steps below.

1. Visit the USCIS Web site at www.uscis.gov, select "FORMS," and check the appropriate fee; or
2. Call the USCIS National Customer Service Center at **1-800-375-5283** and ask for fee information. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

NOTE: The filing fee is not refundable, regardless of any action USCIS takes on this application. **DO NOT MAIL CASH.** You must submit all fees in the exact amounts.

Processing Information

Rejection. USCIS will reject any application that is not signed or accompanied by the correct fee and will send you a notice that the application is deficient. You may correct the deficiency and resubmit the application. An application is not considered properly filed until the date that USCIS accepts it.

Initial Processing. Once USCIS accepts your application, we will check it for completeness. If you do not completely fill out this application, you will not establish a basis for eligibility and USCIS may deny your application.

Requests for More Information. We may request that you provide more information or evidence to support your application. We also may request that you provide the originals of any copies you submit. USCIS will return any requested originals when they are no longer needed.

Decision. If you establish eligibility for the document, USCIS will approve your application and issue the document. Where appropriate, a special certificate of naturalization will be forwarded to the U.S. Department of State for delivery to a foreign government official. If your application is denied, USCIS will notify you in writing of the reasons for the denial.

USCIS Forms and Information

To ensure you are using the latest version of this application, visit the USCIS Web site at www.uscis.gov where you can obtain the latest USCIS forms and immigration-related information. If you do not have Internet access, you may order USCIS forms by calling our toll-free number at **1-800-870-3676**. You may also obtain forms and information by calling the USCIS National Customer Service Center at **1-800-375-5283**. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

Instead of waiting in line for assistance at your local USCIS office, you can now schedule an appointment through our online system, **InfoPass**, at infopass.uscis.gov. Use the **InfoPass** appointment scheduler and follow the screen prompts to set up your appointment. **InfoPass** generates an electronic appointment notice that appears on the screen.

Penalties

If you knowingly and willfully falsify or conceal a material fact or submit a false document with **your Form N-565**, we will deny **your Form N-565** and may deny any other immigration benefit. In addition, you will face severe penalties provided by law, and may be subject to criminal prosecution.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this application, and the associated evidence, is collected pursuant to Immigration and Nationality Act sections 333, 341, 343 (codified as amended at 8 U.S.C. sections 1444, 1452, 1454) and 8 CFR sections 338.5, 343a.1.

PURPOSE: The primary purpose for providing the **requested** information on this **application** is to request a replacement of your Declaration of Intention, Certificate of Naturalization, Certificate of Citizenship, Repatriation Certificate, or to apply for a special certificate of naturalization as a U.S. citizen **for recognition** by a foreign country. The information you provide is used to provide a replacement certificate if you **are** determined eligible.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information, and any requested evidence, may delay a final decision in **your case or result in denial of your application**.

ROUTINE USES: **DHS may share the information you provide on this application** with other Federal, state, local, and foreign government agencies and authorized organizations. **DHS follows approved routine uses described in the associated published system of records notices [DHS-USCIS-007 - Benefits Information System and DHS-USCIS-001 - Alien File, Index, and National File Tracking System of Records] which you can find at www.dhs.gov/privacy.** DHS may also share the information, as appropriate, for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 55 minutes per response in paper format, including the time for reviewing instructions, gathering the required documentation and information, completing the application, attaching necessary documentation, and submitting the application. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Ave NW, Washington, DC 20529-2140; OMB No. 1615-0091. **Do not mail your completed Form N-565 to this address.**