



# UCAN - Training Manual

*Immigration & Naturalization Basics and Workshop Training Guide*





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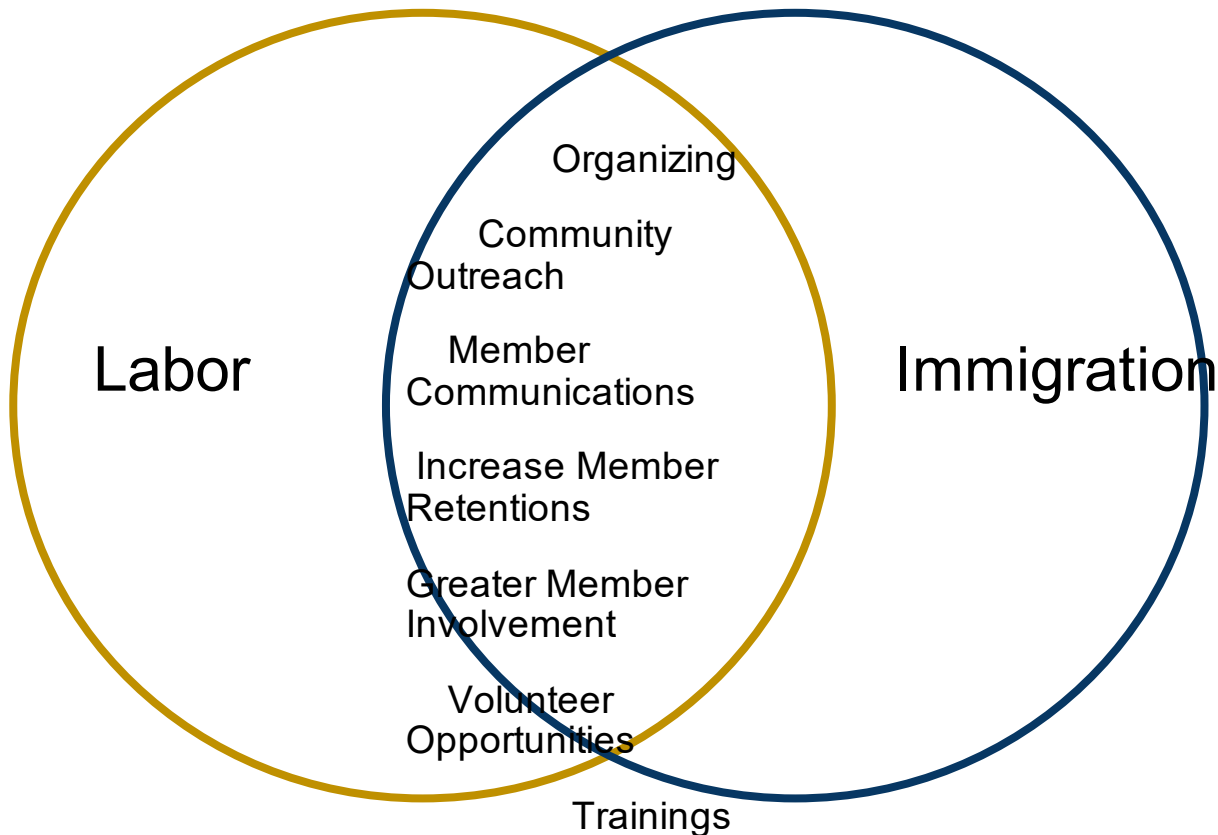
## **INTRODUCTION**

## **Goals & Mission**

What is the UCAN program? A collaboration between locals and the international union.

## Immigrants' Rights Are Workers' Rights

The face of America's workforce has become increasingly diverse, especially in meatpacking, retail, and service industries. This provides more opportunities for organizing efforts.



### Top five meatpacking and poultry processing states, by number of workers

Meatpacking		Poultry processing	
State	Number of workers	State	Number of workers
Nebraska	26,607	Georgia	31,950
Iowa	26,543	Arkansas	29,014
Texas	23,623	North Carolina	22,441
Kansas	17,893	Alabama	21,697
Illinois	17,143	Mississippi	16,036

**Notes:** Figures represent the five-year average of workers reported by firms, by industrial sector in each state from January 2014 through December 2018. Beef and hog slaughtering firms are identified by the following North American Industry Classification System (NAICS) codes: 311611 – Animal Slaughtering, Except Poultry; 311612 – Meat Processed from Carcasses; 311613 – Rendering and Meat Byproduct Processing. Poultry processing firms are identified by the NAICS code 311615 – Poultry Processing.

## Characteristics of all U.S. workers and of animal slaughtering and processing workers in the U.S.

	All U.S. workers	Animal slaughtering and processing workers
<b>Race</b>		
<i>White</i>	63.5%	34.5%
<i>Black</i>	11.3%	21.9%
<i>Latinx</i>	16.8%	34.9%
<i>Asian American/Pacific Islander</i>	5.9%	6.8%
<b>Foreign-born</b>	17.1%	37.5%

### Top countries of origin among foreign-born workers

<i>Mexico</i>	27.6%	<i>Mexico</i>	46.9%
<i>India</i>	5.9%	<i>El Salvador</i>	6.4%
<i>Philippines</i>	4.6%	<i>Guatemala</i>	5.6%
<i>China</i>	4.2%	<i>Burma (Myanmar)</i>	5.2%
<i>El Salvador</i>	3.6%	<i>Cuba</i>	3.1%
<i>Other*</i>	54.1%	<i>Other**</i>	32.9%

### Top languages among foreign-born workers

<i>Spanish</i>	45.2%	<i>Spanish</i>	65.2%
<i>English</i>	15.5%	<i>English</i>	5.1%
<i>Chinese</i>	3.6%	<i>Vietnamese</i>	2.4%
<i>Filipino, Tagalog</i>	3.6%	<i>Karen languages</i>	2.3%
<i>Vietnamese</i>	2.7%	<i>Cushitic languages</i>	2.2%
<i>Other</i>	29.5%	<i>Other</i>	22.8%

### Citizenship status among foreign-born workers

<i>Naturalized citizen</i>	49.6%	29.1%
<i>Noncitizen</i>	50.4%	70.9%

**Source:** Integrated Public-Use Microsample (IPUMS) of 2018 American Community Survey 5-Year Estimates; (All U.S. Workers N=7,269,186) (U.S. Animal Slaughtering and Processing Workers N=20,068).

# INTERNATIONAL UNION & LOCAL COLLABORATION

## The International Union provides:

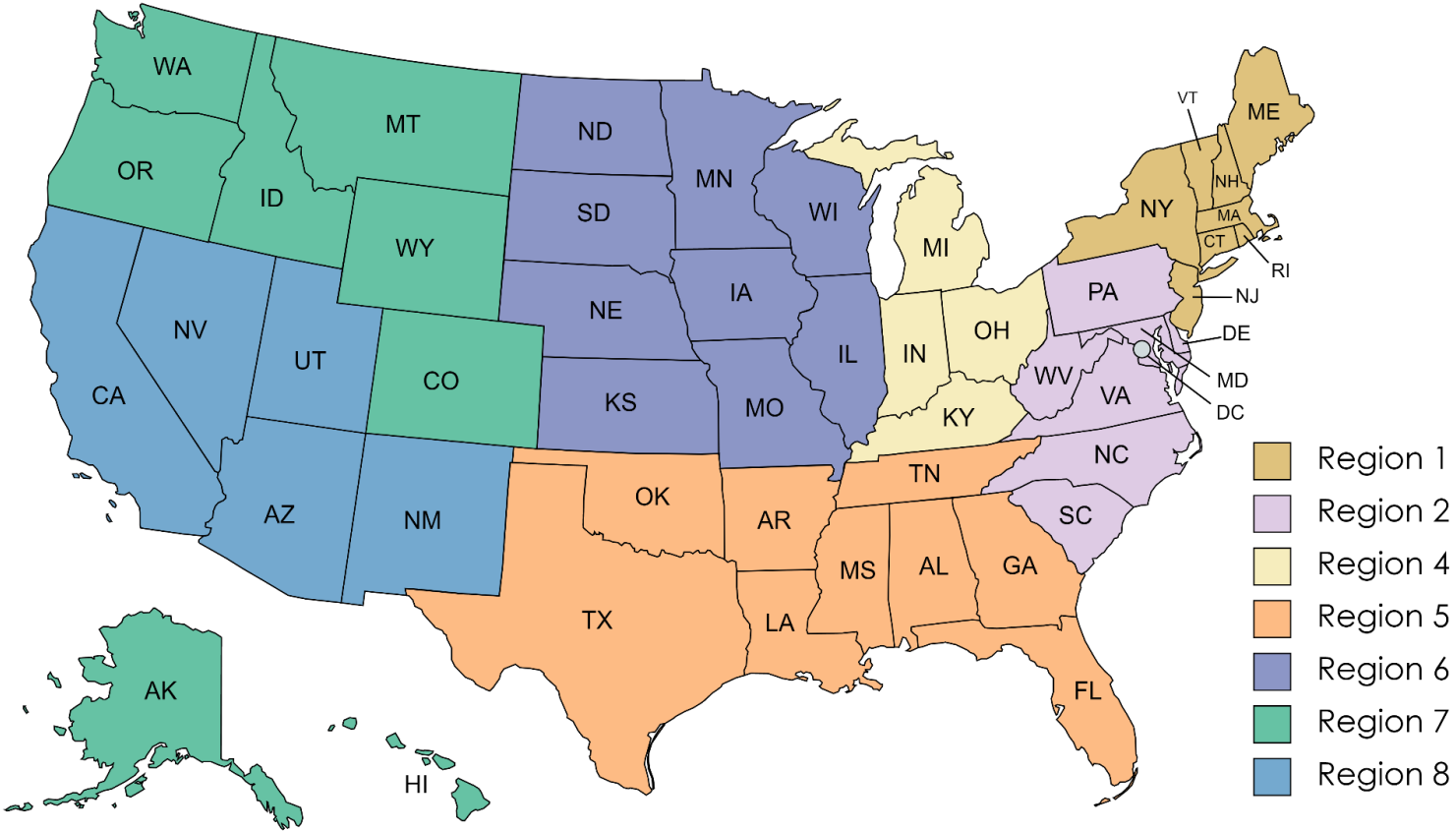
- The IU contracts with the attorneys of Novo Legal Group to provide members with access to competent attorneys to fulfill the mission of the UCAN program;
- Access to these attorneys through the UCAN program is for the purpose of conducting legal consultations, verifying eligibility for immigration benefits, overseeing UCAN training & workshops, and reviewing members' applications.

## Locals are to provide:

- Location - locations suitable for UCAN training and workshops will ensure basic privacy for members while consulting with an attorney and while working with volunteers in filling out applications;
- Printed Materials - such as printed copies of all necessary materials, including liability waivers, screening sheets, application forms, and study materials;
- Internet Access - wifi internet is needed for attorneys and volunteers to verify member information, research issues, and fill out forms online (if applicable);
- Equipment & Supplies - generally, attorneys and volunteers will need access to a printer, copier, and scanner, power outlets, pens, paper, stapler, paperclips, post-it notes, envelopes, highlighters, whiteout, chairs, and tables/desks.
- Volunteers - local staff or member/community volunteers to assist the attorneys and members in screening, filling out applications, making copies, interpreting, and preparing applications to be mailed and filed with USCIS;
- Advertisements - all necessary advertisements or announcements to members of any upcoming UCAN workshop including event date, time, and location.



# UFCW REGIONS & LEADERSHIP



- Region 1
- Region 2
- Region 4
- Region 5
- Region 6
- Region 7
- Region 8

Region 1	Region 2	Region 4	Region 5
Director: Contact: Phone: Email:	Director: Contact: Phone: Email:	Director: Contact: Phone: Email:	Director: Contact: Phone: Email:
Region 6	Region 7	Region 8	
Director: Contact: Phone: Email:	Director: Contact: Phone: Email:	Director: Contact: Phone: Email:	

# PROTOCOLS - SCHEDULING REQUESTS

## Scheduling Requests:

- All requests for training and workshops must go through their region and IU. Requests are to be made to the respective IU regional representatives using the attached event request form.
- Regional representatives then coordinate with the local and attorneys at Novo Legal Group, to schedule a time for the requested training and/or workshop, subject to approval from the IU director of civil rights.
- Consider having a UCAN email address per region for locals to email them.
  - ucanr1@ufcw.org
  - ucanr2@ufcw.org
  - ucanr3@ufcw.org
  - ucanr4@ufcw.org
  - ucanr5@ufcw.org
  - ucanr6@ufcw.org
  - ucanr7@ufcw.org
- Another option is to have a link to a google form that, once filled out can be “submitted” which then emails the appropriate people.

## Dates & Time:

- Once approval is granted by the IU and conveyed to Novo Legal Group, Novo will coordinate with the region and local to schedule the respective event.
- Events will be scheduled a minimum of 4 weeks in advance with confirmation of meeting the minimum requirements at least 2 weeks prior to the event start date.
- Events will be held on a single day to begin no earlier than 8 am and end no later than 7 pm.
- Additional days will be approved by the IU on a case-by-case basis.

## Minimum Requirements:

- Events require a minimum of 10 confirmed attendees. If minimum attendance is not confirmed by two (2) weeks prior to the event date, the event will be rescheduled.

## Local & Regional Volunteers:

- The region and locals are responsible for organizing sufficient volunteers to host the event. The number of volunteers necessary will depend on the type of workshop and the number of confirmed attendees.

TRAINING

# IMMIGRATION & NATURALIZATION 101

## Agencies and Laws

- Immigration and Naturalization Service (now defunct)
  - INS ceased to exist on March 1, 2003 and its functions were transferred to the newly created Department of Homeland Security.
- US Department of Homeland Security
  - US Citizenship and Immigration Services (USCIS)
  - US Immigration and Customs Enforcement (ICE)
  - US Homeland Security Investigations (HSI)
  - US Customs and Border Protection (CBP)
- US Department of Justice
  - Executive Office for Immigration Review (EOIR)
  - Board of Immigration Appeals (BIA)
- US Department of State
  - National Visa Center (NVC)
  - U.S. Consulates Abroad
- Immigration and Nationality Act (INA)
- 8 Code of Federal Regulations (8 CFR)

## Noncitizens Without Lawful Presence

A person who is present in the US without authorization or who has remained beyond the period of authorized stay of the US government - Includes both authorized and unauthorized entrants.

## Noncitizens Without Lawful Status

A person who is present in the US who is not an “Immigrant” or “Nonimmigrant,” as defined by law (see section below). A person without lawful *status* may still be lawfully *present* in the US. For example, persons who are granted Deferred Action under the Deferred Action for Childhood Arrival (“DACA”) program, or persons granted Temporary Protected Status (“TPS”) are not considered to have lawful status, but are considered to be lawfully present in the US.

## Nonimmigrants

Persons seeking entry into the U.S. with a temporary visa for a limited period of time and for a specific purpose. A nonimmigrant visa requires the intention to return to the person’s country of residence after their temporary stay in the U.S.

There are over 20 nonimmigrant visa categories and include the following:

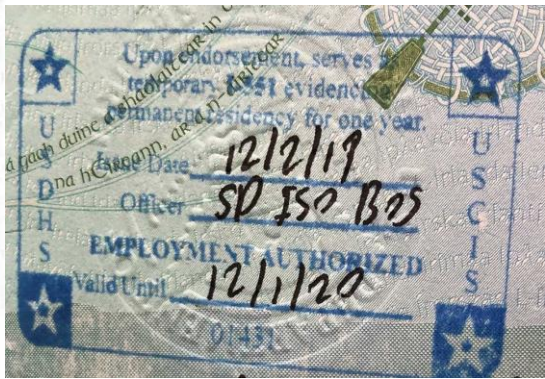
- B-2 visitors for pleasure
- F-1 students
- H-1B professional workers
- H-2A agricultural workers
- H-2B non-agricultural workers
- J-1 exchange students/trainees

## Immigrants

An “Immigrant” is a person with Lawful Permanent Residence (LPR) (known as “Green Card Holders”). “Immigrant” is the status of being lawfully accorded the privilege of







# CITIZENSHIP & NATURALIZATION

## Overview

### Benefits of Naturalization

- Become eligible to vote in state and federal elections
- Able to sponsor certain family members to immigrate to the US
- Hold public office
- Obtain other employment that requires citizenship
- Access to public assistance programs requiring citizenship
- Serve on a Jury

### How Citizenship is Obtained

- Born in the US
- Derivation of Citizenship
- Acquisition of Citizenship
- Naturalization

## Derivative Citizenship

A child might automatically derive US citizenship if they:

- Are under the age of 18 when the parent is sworn in as a citizen;
- Are living in the United States with a green card; and
- Are living in your physical and legal custody.

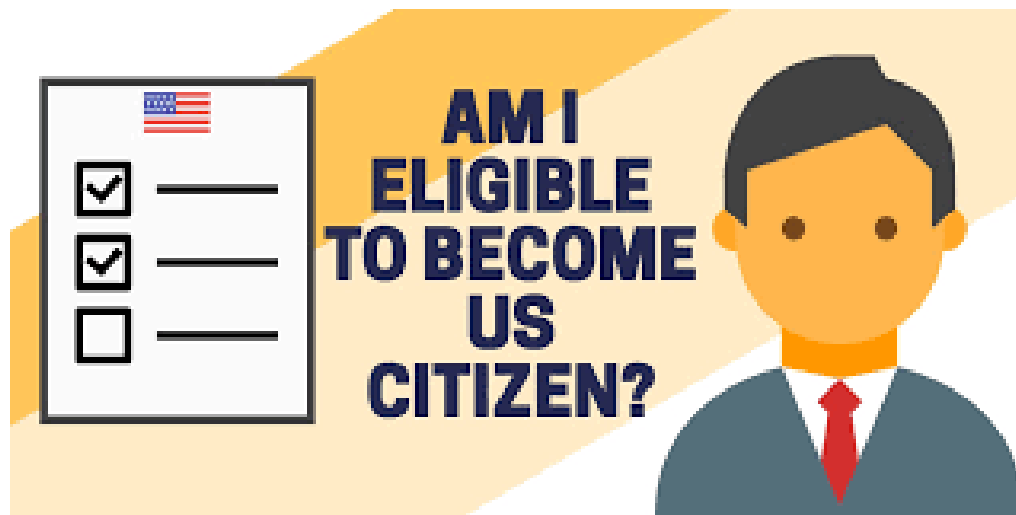
If a child derives citizenship, the child will not need to independently apply for citizenship. However, the parent should apply for proof of citizenship. There are two ways to do this.

1. File an N-600 with US Citizenship and Immigration Services.
2. Apply for a US Passport by submitting the DS-11 Form at your local Passport agency:

The application fee for a US passport is \$115 for individuals under age 16 and \$165 for individuals age 16 and older. You can obtain a copy of the DS-11 Form and find additional information on applying for a US passport

In either case, the parent will need to prove that their child meets the eligibility requirements above. Evidence included:

- Parent's certificate of citizenship
- The child's birth certificate
- The child's green card
- Anything that shows that the child lives with the parent. This includes school or medical records.



## U.S. Citizenship by Naturalization - Eligibility

- Be at least 18 years old
- Have a **green card** for:
  - 5 years; or
  - 3 years if LPR status was gained through a marriage to a U.S. citizen
  - Meet physical presence requirements for the amount of time spent inside the U.S.
- Speak, read, and write basic English (some exceptions apply)
- Answer questions about US History and Government (some waivers)
- Be a person of Good Moral Character
- Have a willingness and ability to take the oath of allegiance to the U.S.

## Requirements for Naturalization

### Continuous residence

The law requires that an applicant for naturalization have “continuous presence” in the US. While lawful permanent residents are permitted to travel abroad, an absence from the US for over six consecutive months can disrupt continuous residence. An absence of one full year or more will break continuous residence.

The applicant must also reside for at least 90 days (3 months) in the state (district) where the application for naturalization is filed.

### Physical Presence

The law also requires that an application for naturalization maintain “physical residence” in the United States. To show this, the applicant must demonstrate that within the last 5-years (or for certain applicants, 3-years), an applicant spent at least half of that period of time physically in the US.

## English Language Requirement

- Speaking - A USCIS officer will determine an applicant's ability to speak and understand English during the Naturalization interview in reviewing the application and conversing;
- Reading - An applicant must read aloud one out of three sentences correctly to demonstrate an ability to read in English. The Reading Test Vocabulary List is available in the appendix;
- Writing - An applicant must be able to write one out of three sentences correctly to demonstrate an ability to write in English. The Writing Vocabulary List is also available in the appendix.

## English Requirement Waivers

- Certain applicants are able to waive the English language requirement under the following circumstances:
  - 55-15 Rule: 55 years old AND LPR for 15 years at time of filing; OR;
  - 50-20 Rule: 50 years old AND LPR for 20 years at time of filing; OR
  - Medical Exception: Severe mental, developmental, physical disability that prevents her from learning/demonstrating English (Form N-648, by medical professional)
- Benefits of the English language waiver are that the applicant may:
  - (1) Bring their own interpreter/translator to the interview, and
  - (2) take the civics test in their primary language.

## Civics Requirement Waiver & Exception

- Total Waiver: Applicants can completely waive the Civics requirement if they can demonstrate a severe mental, developmental, physical disability that prevents them from learning/demonstrating civics knowledge (N-648).
- 65-20 Exception: If the applicant is 65 years old AND has been an LPR for 20 years at time of filing ☐ Still need to correctly answer 6 out of 10 questions but only need to study from a pool of 20 questions instead of the full 100.

## Good Moral Character (GMC)

- GMC Requirement: The Applicant must be a person of good moral character for the 5 years prior to submitting her application.
- What is GMC: There is no good definition for what GMC actually is, but here are examples of Bad Moral Character:
  - Things that result in temporary ineligibility for citizenship
  - Removal proceedings (deportation proceedings)
  - Certain political activities

- Probation / Parole (must be completed)
- Things that result in **permanent** ineligibility for citizenship
- Someone who is deportable
- Any criminal conviction equal to or more serious than a conviction for DUI, domestic violence, assault, etc. *Anything worse than a traffic ticket.*
- Note: USCIS will check your fingerprints for criminal records

### Oath Of Allegiance

- The principles embodied in the Oath are codified in Section 337(a) of the INA, which provides that all applicants shall take an oath that incorporates the substance of the following:
  - Support the Constitution;
  - Renounce all allegiance and fidelity to foreign states;
  - Support and defend the Constitution and laws of the U.S. against all enemies, foreign and domestic;
  - Bear true faith and allegiance to the same; and
  - Bear arms on behalf of the U.S. when required by the law; or
  - Perform noncombatant service in the Armed Forces of the U.S. when required by the law; or
  - Perform work of national importance under civilian direction when required by the law.



# 10 STEPS to NATURALIZATION

1



1. Determine if you are already a U.S. citizen.

2



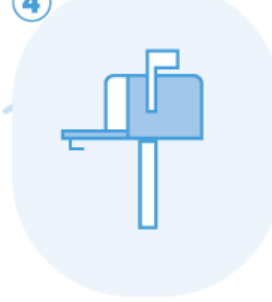
2. Determine if you are eligible to become a U.S. citizen.

3



3. Prepare your Form N-400, Application for Naturalization.

4



4. Submit your Form N-400, Application for Naturalization.

5



5. Go to the biometrics appointment, if applicable.

6



6. Complete the interview.

7



7. Receive a decision from USCIS on your Form N-400, Application for Naturalization.

8



8. Receive a notice to take the Oath of Allegiance.

9



9. Take the Oath of Allegiance to the United States.

10



10. Understanding U.S. citizenship.

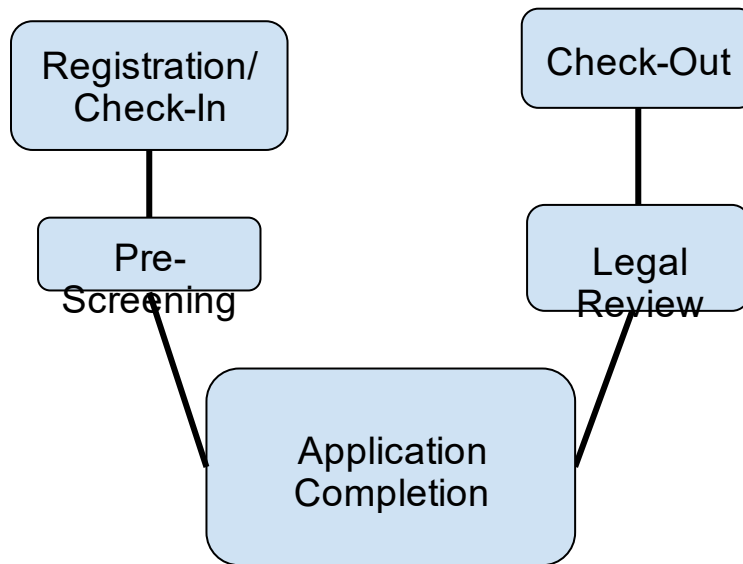
## UCAN WORKSHOPS

**Workshops are events lasting between 4-8 hours:**

- At these workshops, regional and local volunteers assist workers and community members in the process of applying for U.S. citizenship through naturalization. Attorneys provided by the IU are present to confirm eligibility and review member applications.
- Participants at these workshops will arrive with some basic documents and, if successful, will leave with applications filled out and ready to be mailed to USCIS.
- Because the process for filling out the application for naturalization can be lengthy and cumbersome, volunteers are essential to the success of a workshop.
- Workshops are designed to run smoothly and efficiently for our members, similar to a well-running assembly line. (ex. Screeners, Form Fillers, Interpreters, etc.)
- Volunteers are required to sign a confidentiality agreement prior to the workshop.



## Workshop Processing



## Workshop Stations

### Registration and Check-In:

- The first table a participant will encounter. Registration volunteers greet the participants as they arrive, complete registration, record participant attendance, and provide participants with a registration packet.
- Registration Packet is a manila folder which includes:
  - Limited Representation Agreement
  - Initial Intake
  - Red Flags Checklist

### Pre-Screening:

- Volunteer verifies registration information, completes the Red Flag Checklist with participants, reviews and makes copies of supporting documents, e.g. green card, etc.
- If no red flags are present, the participants pass to Application Preparation. If there is a red flag, the volunteer passes the participant to Attorney screening.
- If no Application Preparer is available, issue a questionnaire to participants.

### Application Preparation:

- Volunteers sit with participants to assist in filling out the application. This position requires attention to detail and patience with members as the process can be cumbersome and time-consuming. Generally, volunteers will spend between 1.5 - 2 hours per member in preparing the application.

- The application preparation phase will require the most manpower and be most time-consuming. Typical rule of thumb is to have (1) volunteer for (4) registered applicants.
- For events with (8) or more application preparation volunteers, it is recommended to have an additional attorney volunteer to oversee the process and answer questions.

### Legal Review:

- Participant meets with an attorney to review the completed application along with all required supporting documentation.
- The Legal Review should be conducted in an area slightly more secluded and private.
- A thorough review will require between 10 and 30 minutes to complete.
- At the conclusion of the review, the participant will be:
  - Referred to check-out to prepare the application for filing with USCIS and receive exit packet;
  - Provided specific information to address eligibility (eg. wait 30 days before filing, obtain court records, etc.);
  - Referred to counsel for specific eligibility questions, if applicable.

### Checkout:

- Volunteers with Checkout will assist and instruct the participant in preparing the final application package for submission to USCIS by:
  - Assembling application and supporting documents in the following order:
    1. Money Order or Check:
      - a. \$760.00 to US Department of Homeland Security
    2. Form N-400 Application
    3. Form G-28 (if applicable)
    4. Addenda (if applicable)
    5. Affidavits (if applicable)
    6. Other supporting documentation
      - a. Passport
      - b. Green card
      - c. Court records
      - d. Dissolution of Marriage records
  - Providing applicants with a copy of their completed application package including all forms and supporting documents.
  - Packaging the application materials into a pre-labeled envelope

addressed to the relevant USCIS lockbox.

- Providing participants with an Exit Packet which includes:
  - i. Q&A After Submitting an application;
  - ii. 100 Civic Questions
  - iii. English Reading and Writing Vocabulary Lists
  - iv. USCIS Document Checklist M-477
  - v. G-1450 Authorization for Credit Card Transactions

# VOLUNTEER OPPORTUNITIES & RESPONSIBILITIES

## Volunteer Positions:

- **Registration & Check-In** - Greets workshop participants as they arrive, conducts pre-screening of eligibility questions, reviews and signs the Limited Representation Agreement, and records participant and volunteer attendance;
  - Tips & Best Practices for Preparing Applications:
    - Warmly greet all arriving participants. This may be the first time they are interacting with the union - so make a positive impression;
    - Remind the participants that the workshop is available to them because the union cares about its members and the community and is here to help and support them.
- **Pre-Screening** - Verifies registration information and reviews the Red Flag Checklist with members. If no red flags are present, passes the participants to Application Preparation. If there is a red flag, passes the participants to Attorney screening;
  - Tips & Best Practices for Preparing Applications:
    - Honesty is the best policy when filling out the red flag checklist;
    - A “Yes” answer does not automatically mean the participant is ineligible, do NOT make them feel that the answer MUST all be “No”. Many times a participant will answer “Yes” but will still be cleared by an attorney.
- **Application Preparation** - Sit with participants to assist in filling out the application. This position requires attention to detail and patience with members as the process can be cumbersome and time consuming, typically 1.5 - 2 hours per member;
  - Tips & Best Practices for Preparing Applications:
    - Type the application on a computer, if possible;
    - If handwriting the application, PRINT CLEARLY;
    - Use an Addendum / Continuation Sheet if there is not enough space on the form. *See Addenda in Workshop Materials;*
    - Work without rushing. Focus on applicant understanding and accurate information.
    - Ask other volunteers and attorneys if you have any questions (If you’re working on the N-400 for the first time and you have no questions; you are probably making mistakes.)
- **Checkout** - Assists participants after they have spoken with an attorney. Closes

instruct participants on how to mail in their applications, while providing participants with study materials and resources on what to expect moving forward;

- *Tips & Best Practices for Preparing Applications:*
  - Make sure all participants have a completed application packet ready to be submitted to USCIS;
  - Make sure participants understand that while there isn't a cost for the workshop, that they are still responsible for the filing fee;
  - Make sure participants understand they are responsible for the filing of their applications, updating their address with USCIS, and attending their biometrics and interview appointments;
  - Remind the participants that the workshop was possible ONLY because the Union cares about its members and is here to support them.
- **Copiers** - Take copies of participant documents, copy of finalized application, and ensures there are enough copies of workshop materials and resources;
- **Interpreters** - Interpret for specific members at every step of the process.
  - *Tips & Best Practices for Preparing Applications:*
    - Make sure to interpret ONLY that which is being asked and answered. You may feel compelled to assist in trying to explain, but remember, if they need an interpreter now, they will also need one at the interview and USCIS officers can be very strict with how the interpretation is handled during an interview.

**Volunteers are required to sign an agreement attesting to the following:**

- Confidentiality - all information provided by the applicant is confidential in nature and is not subject to any third party unless authorized by the applicant in writing;
- Limited Services - all services are exclusive to the UCAN program and no legal services will be provided, in any way, outside of the UCAN program, nor will any services be provided without the supervision of a licensed attorney or representative;
- Unlawful Practice of Law - it is against the law for a non-attorney or BIA representative to provide any legal advice and volunteers will not engage in providing UCAN services outside of the UCAN program and workshops;
- Free Services - volunteers may not charge a fee associated with their involvement in the UCAN program. Services provided in the UCAN program are provided as a free service to participants.

# SCREENING FOR RED FLAGS

If someone triggers any of these red flags, make sure to refer them to the immigration supervising attorney or attorney assigned for legal review.

## Physical Presence

- Have been out of the U.S. for 6 consecutive months since receiving Green Card;
- Have moved to another country since receiving Green Card;

## Green Card Issues

- Information on Citizenship application differs from or contradicts information previously provided to U.S. government in applying for visa or residency;
- False Statements to retain/obtain Immigration Benefits (e.g. Green Card or Work Permit)

## Criminal / Immigration Issues

- Arrests, charges, or convictions of ANY crime!
- Drug abuse/addict
- USCIS may have a reason to believe that someone is a drug trafficker, engaged in prostitution, or commercial vice
- Engaged in what USCIS calls “terrorist activity”
- Involvement in illegal gambling
- Probation / Parole from a Criminal Conviction
- A court has determined that the applicant violated a protection order
- Applicant is in deportation proceedings
- Applicant has a deportation order (past or present)
- Applicant helped someone enter the U.S. unlawfully, even family members (spouse, children, etc.)

## Good Moral Character Issues (Taxes / Child Support)

- Applicant has failed to pay taxes
- Applicant paid taxes as a “non-resident”
- Applicant failed to pay child support
- Applicant is a male and did not register for the Selective Service between 18-26 years old

## WORKSHOP TIPS/BEST PRACTICES

- Gauge your capacity - We all want to help but let's not bite off more than we can chew! Remember, we can always hold another workshop. Quality over quantity.

Know how many participants can be processed based on the number of volunteers that are available;

- Watch out for language – Do we have the appropriate member/volunteer interpreters for the languages the participants speak? Remember, some participants will need interpretation for every step of the way.
- Know the location - Always visit the location of the workshop beforehand to make sure the facilities are adequate and offer parking, bathrooms, wifi, tables, chairs, etc.
- Bring in all supplies - It is essential to have supplies and materials when we need them during the workshop, such as: Have all materials, folders, extra pens, whiteout, tape, etc.
- Have volunteers arrive early - It's a good idea to gather all volunteers prior to the arrival of any participants and walk everyone through the process and their roles;
- Have food for volunteers - Drinks, snacks, and food are great to have on hand to keep volunteers focused and can also help with fussy children and impatient participants;
- Signs and advertising - Always bring plenty of signs for directions to entrance, to mark parking, etc
- Coverage chart - It is helpful to have a chart clearly indicating which volunteers will be covering the different stations.

# REMOTE REVIEW & WORKSHOPS

## POST-WORKSHOP FOLLOW-UP

- What level of assistance will you or your community partners offer the participants after the workshop?
  - Client mails in their own application and no follow-up assistance from partners;
  - Client mails in their own application but has contact information for necessary assistance from you or other community partners;
- How will you evaluate and improve each event?
- Some useful information to track to improve workshops can include:
  - How did members hear about the event? (Outreach methods)
  - How many members who attended were eligible vs. how many were turned away? (community education)
  - How many people completed applications the day of the event?

# **WORKSHOP MATERIALS**



## Workshop Request Form

To schedule a training or workshop please discuss request with your Regional Director first. Please then fill out this form and submit it to Monica Vargas for approval via email: [mvargas@ufcw.org](mailto:mvargas@ufcw.org)

Requesting Local's Information		
Local:	Contact Name:	
Contact Phone:	Contact E-mail:	
Proposed Workshop		
Proposed Date(s):	Location Address:	
Start Time:	End Time:	
(# ) Approx. Members:	(# ) Staff Support:	Wifi Available:
Workshops are conducted either in-person or virtually. Please indicate which you are requesting. In-person workshops generally require a minimum of 10 confirmed individuals.		
<b>Virtual/Remote</b> - Please indicate how you can accommodate the virtual workshop. (i.e. staff has iPads/Laptops with cameras):		
<b>In-Person</b> (Please Justify Need):		
<b>Transportation</b> - Can you provide local transportation for the attorney?:		
Additional Comments		



## UCAN TRAINING & VOLUNTEER AGREEMENT

### Confidentiality

UFCW respects the rights of and adheres to the participant's (also called applicant) privileges of confidentiality. I understand that all information provided by the client to myself or to UFCW is confidential in nature and is not subject to any third party unless authorized by that client in writing.

### Limited Services

I understand that the services that I provide at any event or program organized by UFCW is as a volunteer. I understand that my role as a volunteer and the services I am providing will be limited to UFCW programs and clinic events and will conclude upon the completion of the clinic or upon the end of the business day if I am participating in an ongoing program. I will not provide any legal services whatsoever outside of the context of an event or program organized by UFCW and without the supervision of a licensed immigration attorney. The services that I provide are limited to information about Naturalization or Deferred Action for Childhood Arrivals (DACA), or Temporary Protected Status (TPS) based on information that I provide during the clinic or meeting during the program. The applicant is ultimately responsible for his or her applications.

### Unlawful Practice of Law

I understand that I am not providing any legal advice. I am providing only assistance with the service provided at the clinic and referral to immigration attorneys if needed. If I am not a licensed attorney, I understand that it is against the law for me to provide any legal advice. I understand that the information I learn at this training does not qualify me to give any legal advice, but solely to share general information with the community and serve as a resource at clinic events. I understand that legal advice includes, but is not limited to, such actions as: (1) providing recommendations for how an applicant should proceed in her case; (2) applying law to specific facts; (3) and instructing applicants on the best way to complete a form.

### Free Services

I understand that there is no cost associated with the legal services that I provide. Any and all services provided as part of UFCW's clinics or programs are provided as a free service to participants and applicants. I will not require a fee for the services I am providing at any point.

I understand and agree to this policy, and I understand that a breach in confidentiality or any of the other terms of this agreement will cause me to be ineligible to volunteer in the future, and may expose me, UFCW, and other UFCW volunteers to legal liability in the future.

---

Member Name

---

Signature

---

Date

**It is intended that this agreement be renewed every year.**



## UCAN LIMITED REPRESENTATION AGREEMENT

In participating in the UCAN program/workshop, I understand and agree to the following:

1. I am meeting with an attorney recruited by the UFCW clinic organizers for a one-time consultation.
2. There is no cost to me for this meeting.
3. The services that I will receive today will be limited to advice and information regarding Citizenship, DACA, TPS, or Immigration questions based on information that I provide during the meeting.
4. These services will be limited to the consultation at today's clinic and will conclude upon the completion of this meeting. Neither the UFCW clinic organizers nor the attorney(s) assisting me today agree to represent me in any capacity and are not responsible for any information, advice, or assistance that I have obtained in the past or will obtain in the future.
5. I agree to provide complete and truthful information to the attorney(s) who are assisting me. I understand that this information is confidential to the full extent permitted by the law and required by lawyers' ethical rules.
6. If I have any further questions about my immigration status or any other legal issues discussed today, I should consult one of the attorneys I have been referred to or consult an attorney on my own.
7. Participating in the immigration clinic does not create an attorney/client relationship.

Please Check One:

- I can read and understand English and have read and understood this Agreement and, by my signature below, agree to its terms.
- The above has been read to me in \_\_\_\_\_, a language in which I am fluent, and I understand this Agreement and, by my signature below, agree to its terms.

\_\_\_\_\_ Member Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Date



## UCAN ACUERDO LIMITADO DE SERVICIOS LEGALES

Al participar en el programa / taller de UCAN, entiendo y estoy de acuerdo con lo siguiente:

1. Me reuniré con un abogado reclutado por la clínica de UFCW para una consulta única.
2. No hay ningún costo para mí por esta reunión.
3. Los servicios que recibiré hoy se limitarán a consejos e información sobre cuestiones de ciudadanía, DACA, TPS o inmigración en función de la información que proporcione durante la reunión.
4. Estos servicios se limitarán a la consulta en la clínica de hoy y concluirán una vez finalizada esta reunión. Ni los organizadores de la clínica de UFCW ni los abogados que me asisten hoy están de acuerdo en representarme en ninguna capacidad y no son responsables de ninguna información, consejo o asistencia que haya obtenido en el pasado o que obtendré en el futuro.
5. Acepto proporcionar información completa y veraz a los abogados que me están ayudando. Entiendo que esta información es confidencial en la medida permitida por la ley y requerida por las reglas éticas de los abogados.
6. Si tengo más preguntas sobre mi estado migratorio o cualquier otro asunto legal discutido hoy, debería consultar a uno de los abogados a los que me han referido o consultar a un abogado por mi cuenta.
7. Participar en la clínica de inmigración no crea una relación abogado / cliente.

Marque uno:

- Puedo leer y entender inglés y he leído y entendido este Acuerdo y, con mi firma a continuación, acepto sus términos.
- Se me ha leído lo anterior en \_\_\_\_\_, un idioma en el que hablo con fluidez, y entiendo este Acuerdo y, con mi firma a continuación, acepto sus términos.

---

Nombre del Miembro

---

Firma

---

Fecha



### PARTICIPANT REGISTRATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Member: Y/N Employer: \_\_\_\_\_

BASIC ELIGIBILITY QUESTIONS	Yes	No
Is the participant at least 18 years old?		
Is the participant a Permanent Resident of the United States?		
Does the participant have a Permanent Resident Card "Green Card"?		
Has the participant been a Permanent Resident for at least 5 years?		
Has the participant been a Permanent Resident for at least 3 years <b>AND</b> been married to a U.S. citizen for 3 years?		

ENGLISH LANGUAGE REQUIREMENTS	Yes	No
The participant must speak and understand basic English, <b>UNLESS</b> :		
Is over 50 years old and has been an LPR for at least 20 years; or		
Is over 55 years old and has been an LPR for at least 15 years; or		
Has a disability that prevents them from speaking or learning English?		

Preparer Name: \_\_\_\_\_

Interpreter Name: \_\_\_\_\_ Language: \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### UCAN Red Flag Checklist

The information provided by the UFCW should not be used as a substitute for legal advice specific to the facts of your case.



If ANY of the above questions have an answer of “YES” then the applicant MUST speak with an immigration attorney prior to participating in the UCAN workshop and filling out the N-400.

**Be Careful! In some cases, applying for naturalization can lead to DEPORTATION proceedings**

HAVE YOU EVER:	NO	YES
Registered to VOTE, or voted in the U.S.?		
TRAVELED outside the U.S. for more than 6 months since getting your green card?		
Been STOPPED or ARRESTED by the police in the U.S. or any other country?		
Spent any time in JAIL or PRISON in the U.S. or any other country?		
Been CHARGED with a CRIME in the U.S. or in any other country?		
Been FOUND GUILTY of any OFFENSE in the U.S. or any other country?		
Had your RECORD be EXPUNGED (ERASED or WIPED CLEAN)?		
INJURED, HARMED, or KILLED anyone for any reason?		
Given FALSE DOCUMENTS or INFORMATION to an immigration officer?		
Been STOPPED, DETAINED, or ARRESTED by an IMMIGRATION official?		
Been before or told to see an IMMIGRATION JUDGE in IMMIGRATION COURT?		
Been DEPORTED, REMOVED, or RETURNED while seeking to enter the US?		
Been DENIED NATURALIZATION?		
Married someone JUST to get a green card?		
Failed to file a U.S. TAX RETURN since you obtained your green card?		
Failed to PAY CHILD SUPPORT if your children do not live with you?		
TOLD someone that you are a US citizen?		
LIED or WITHHELD information to get your green card?		
Are either of your parents U.S. Citizens?		
WORKED in the legal Marijuana Industry?		

Attorney Reviewer	Cleared for Workshop	Note:
(Name)	Y / N	

## WHAT HAPPENS AFTER I FILE MY APPLICATION?

### Receipt Notice (2-6 weeks)

- After filing your Form N-400, USCIS will respond by sending you a receipt notice. Save this important letter. It contains your IO-digit receipt number. You can use this receipt number to check the status of your case. If you didn't receive a Notice of Action, you should contact [www.uscis.gov](http://www.uscis.gov) and make a case inquiry.

### Biometrics Appointment Notice (1-2 months)

- Next, you will receive an appointment notice for USCIS to run a fingerprint background check and take your photo. The biometrics notice will include your appointment date, time and location.

### Biometrics Appointment (2-4 months)

- The biometrics or ASC appointment is generally a short appointment (15-30 minutes) so that USCIS can collect your fingerprints, photograph and signature. You will need to bring the appointment notice along with a valid ID for your appointment.

### Naturalization Interview (6-14 months)

- At the interview, a USCIS officer will typically go through the entire N-400 application to confirm that the answers previously provided are still correct.
- Additionally, they will ask the applicant to read and write a sentence in English, will administer the history/civics examination, and will review the results from the applicant's background check.
- If you are informed at the interview that you have been preliminarily approved for naturalization, then the next step will be to wait for the notice with the place and time of the oath ceremony. An applicant does not become a United States Citizen until after they are sworn in at the oath ceremony.
- In some cases, the USCIS officer will not be able to make a decision on an application for naturalization on the day of your interview. In these cases, the USCIS officer will continue your case.
- After your interview, USCIS will give you Form N-652, Naturalization Interview Results. It gives you information about the results of your interview. They will either grant, continue, or deny your naturalization application after your interview.

### Oath of Allegiance Ceremony (12-20 months)

- You are not a U.S. citizen until you take the Oath of Allegiance at a naturalization ceremony. After taking the Oath of Allegiance, you will turn in your green card and receive your Certificate of Naturalization. Review your Certificate of Naturalization and notify USCIS of any corrections to your certificate before leaving the ceremony site.

# UCAN Q&A: After Submitting an Application

## How do I check the status of my application?

- To check the status of your application you can go to <https://egov.uscis.gov> and enter your 10-digit N-400 receipt number or you can call the National Customer Service Center at 1-800-375-5283. Have your A-number and application receipt number ready.

## During my application-processing period can I leave the United States?

- Yes, you can as long as your Permanent Resident Card is not expired, and you do not have any serious crimes on your record. However, be aware that it is not in your best interest to miss any appointments related to your naturalization application.

## What do I do if my address has changed?

- It is important that you always keep your address updated with USCIS, especially if you have an application pending. To update your address, you may file form AR 11, Change of Address Form found at [www.uscis.gov](http://www.uscis.gov). You can file this form through the mail. You may also update your address by calling 800-375-5283.

## What if I can't make it to the interview?

- It is very important not to miss your interview. If you have to miss your interview, you should notify the office where your interview is scheduled by mail as soon as possible. In your letter, you should ask to have your interview rescheduled. Rescheduling an interview may add several months to the naturalization process, so try not to change your original interview date.

## What is a Second Interview?

- You may need to have a second interview if you did not pass the English or the Civics exam; or USCIS needs more information.
- The second interview will be at least 90 days after your first interview.
- Will repeat the exams that you did not pass.
- You can bring an attorney.

## Can I reapply for naturalization if USCIS denies my application?

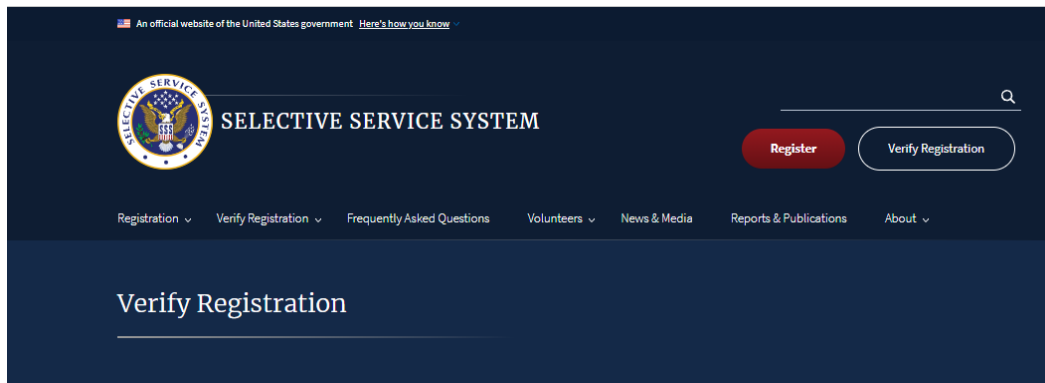
- Generally, yes, you may reapply. If you reapply, you will need to complete and resubmit a new N-400 and pay the fee again. You will also need to have your fingerprints and photographs taken again. If your application is denied, the denial letter should indicate the date you may reapply for citizenship. If you are denied because you failed the English or civics test, you may reapply for naturalization as soon as you want.
- There is an administrative review process for those who are denied naturalization. If you feel that you have been wrongly denied naturalization, you may request a hearing with an immigration officer. Your denial letter will explain how to request a hearing and will include the form you need. The form for filing an appeal is the "Request for Hearing on a Decision in Naturalization Proceedings under Section 336 of the Act" (Form N-336).

# HELPFUL DIGITAL RESOURCES

## Selective Service Registration Verification

<https://www.sss.gov/verify/>

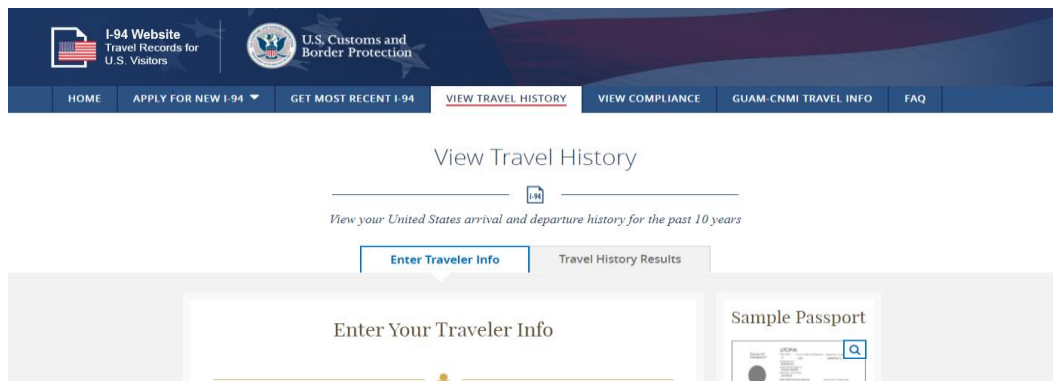
- From this link you can search for a participant's Selective Service Registration Info.
- You will need the participant's name, date of birth, and social security number.



## CBP - Travel History

<https://i94.cbp.dhs.gov/i94/#/history-search>

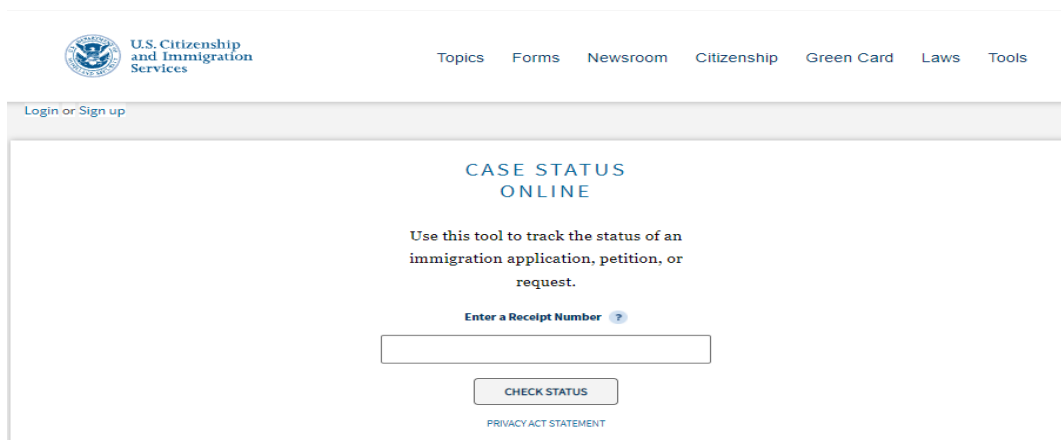
- From this link you can search for a participant's travel history for the past 5 years
- You will need a copy of the participant's passport to search for the travel history.



## USCIS - Online Case Status

<https://egov.uscis.gov/casestatus/landing.do>

- From this link you can check the status of a pending application
- You will need the 10 digit receipt number found on all receipts and notices.



## USCIS - Processing Times

<https://egov.uscis.gov/processing-times/>

- From this link you can check the processing times out of your local office
- You will need to know the form number (N-400) and the field office city



U.S. Citizenship  
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### Check Case Processing Times

Select your form number and the office that is processing your case

For more information about case processing times and reading your receipt notice, visit the [Case Processing Times](#) page.

Form

Select One

Field Office or Service Center

Select One

Get processing time

## USCIS - Fee Calculator

<https://www.uscis.gov/feecalculator>

- From this link you can verify the filing fees for applications with USCIS
- You will need to know the form number or name at the time of the search

### Calculate Your Fees

What is the Fee Calculator?



How does it work?



For forms not listed, please refer to the Form Instructions or our [Filing Fees](#) page.

Select a form

N-400

N-400, Application for Naturalization

Submit

## N-400 Instructions

<https://www.uscis.gov/sites/default/files/document/forms/n-400instr.pdf>



### Instructions for Application for Naturalization

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

USCIS  
**Form N-400**  
OMB No. 1615-0052  
Expires 09/30/2022

What Is the Purpose of Form N-400?

## USCIS Change of Address

<https://egov.uscis.gov/coa/displayCOAInitForm.do?fromFirstCoaPage=true>

- From this link you can update your address with USCIS online!
- You will need to have your application receipt number



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[Print Completed AR-11 Form](#)

### Change of Address

Have you moved? Help us ensure that you receive any notices or documents without delay. Most applicants with pending applications or petitions should notify us as soon as possible, no more than 10 days after your move.

Note: If you do not have a receipt number, you cannot update your address online.

If you are entering the United States on an immigrant visa, we will mail your Green Card to the mailing address in the U.S. you provided at the time of your immigrant visa interview or when you were admitted entry into the United States. If you move after you arrive in the U.S., please update your address. The Form Number used for an address change on a USCIS Immigrant Fee payment is "IVF" or "OS155A".

Note: If you are in immigration proceedings, you must separately notify the Immigration Court of any address changes. Filing a change of address request with USCIS does not update your address with the Immigration Court.

#### What you'll need

- > Receipt # (only for pending case)
- > Old & New Address
- > Email Address

Have you filed an immigration-related application or petition and have not yet received a decision notice, card, or document?

YES

NO

## Civics Study Tools - English <https://www.uscis.gov/sites/default/files/document/questions-and-answers/100q.pdf>

(rev. 01/19)



U.S. Citizenship  
and Immigration  
Services

### Civics (History and Government) Questions for the Naturalization Test

The 100 civics (history and government) questions and answers for the naturalization test are listed below. The civics test is an oral test and the USCIS Officer will ask the applicant up to 10 of the 100 civics questions. An applicant must answer 6 out of 10 questions correctly to pass the civics portion of the naturalization test.

On the naturalization test, some answers may change because of elections or appointments. As you study for the test, make sure that you know the most current answers to these questions. Answer these questions with the name of the official who is serving at the time of your eligibility interview with USCIS. The USCIS Officer will not accept an incorrect answer.

## Civics Study Tools - Multilingual

<https://www.uscis.gov/citizenship/find-study-materials-and-resources/citizenship-multilingual-resources>

- Arabic, American Sign Language, Chinese, Korean, Spanish, Tagalog, and Vietnamese

## English - Reading Vocabulary List

[https://www.uscis.gov/sites/default/files/document/guides/reading\\_vocab.pdf](https://www.uscis.gov/sites/default/files/document/guides/reading_vocab.pdf)

PEOPLE	CIVICS	PLACES	HOLIDAYS	QUESTION WORDS	VERBS	OTHER (FUNCTION)	OTHER (CONTENT)
Abraham Lincoln	American flag	America	Presidents' Day	How	can	a	colors
George Washington	Bill of Rights	United States	Memorial Day	What	come	for	dollar bill
	capital	U.S.	Flag Day	When	do/does	here	first
	citizen		Independence Day	Where	elects	in	largest
	city		Labor Day	Who	have/has	of	many
	Congress		Columbus Day	Why	is/are/was/be	on	most
	country		Thanksgiving		lives/lived	the	north
	Father of Our Country				meet	to	one
	government				name	we	people
	President				pay		second
	right				vote		south
	Senators				want		
state/states							
White House							

## English - Writing Vocabulary List

[https://www.uscis.gov/sites/default/files/document/guides/writing\\_vocab.pdf](https://www.uscis.gov/sites/default/files/document/guides/writing_vocab.pdf)

PEOPLE	CIVICS	PLACES	MONTHS	HOLIDAYS	VERBS	OTHER (FUNCTION)	OTHER (CONTENT)
Adams	American Indians	Alaska	February	Presidents' Day	can	and	blue
Lincoln	capital	California	May	Memorial Day	come	during	dollar bill
Washington	citizens	Canada	June	Flag Day	elect	for	fifty/50
	Civil War	Delaware	July	Independence Day	have/has	here	first
	Congress	Mexico	September	Labor Day	is/was/be	in	largest
	Father of Our Country	New York City	October	Columbus Day	lives/lived	of	most
	flag	United States	November	Thanksgiving	meets	on	north
	free	Washington			pay	the	one
	freedom of speech	Washington, D.C.			vote	to	one hundred/100
	President				want	we	people
	right						red
	Senators						second
	state/states						south
White House						taxes	
						white	

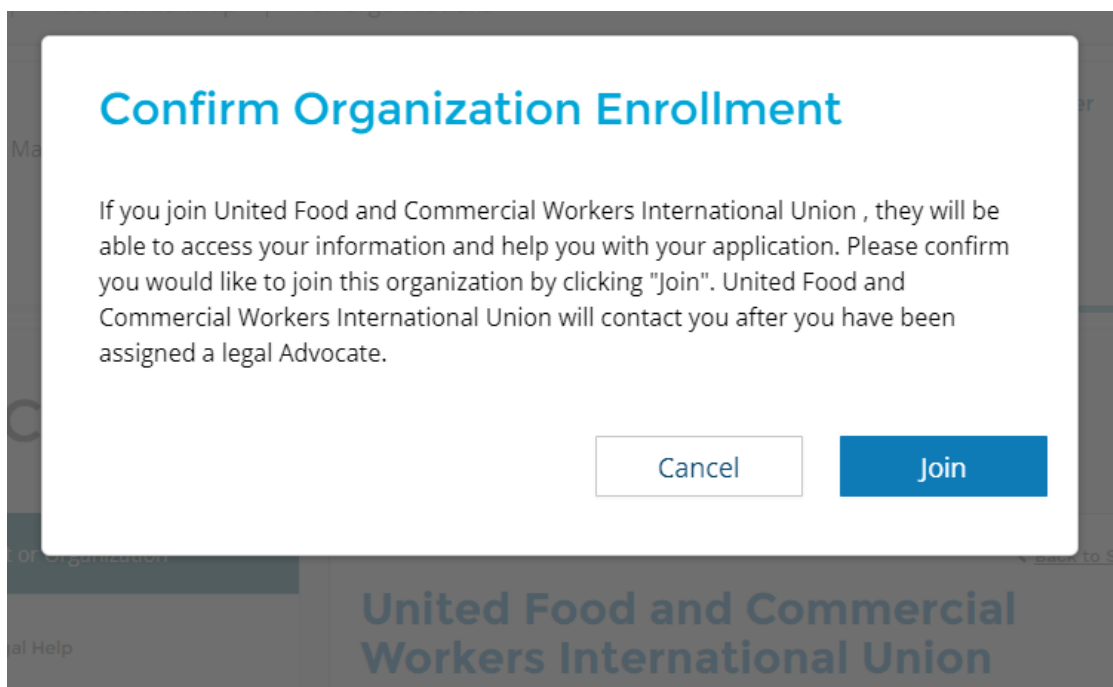
## Login information for Citizenship Works

<https://www.citizenshipworks.org/portal/ufcw>

- The UFCW has a special relationship with Citizenshipworks that can make filling out participants' applications for naturalization easier;
- Volunteers should clearly record the phone number for the account and the password used to allow continued access to the account as needed;
- Participants should create an account for Citizenshipworks ONLY through the above link. Make sure you see the UFCW logo below to know you are in the right place.



- Once the participant's account is created in [Citizenshipworks/portal/ufcw](https://www.citizenshipworks.org/portal/ufcw), you should receive a prompt from the program asking if you'd like to have the participant "Join" the UFCW organization for purposes of naturalization.



- Only after the participant has joined the UFCW account for Citizenship Works can the attorney review the participant's application and authorize it for printing.

# DIRECT FILING ADDRESSES N-400

If you live in:		Mail your form to:
Alabama	Kentucky	<p><b>U.S. Postal Service (USPS):</b>                      USCIS                      Attn: N-400                      P.O. Box 21251                      Phoenix, AZ 85036-1251</p> <p><b>FedEx, UPS, and DHL deliveries:</b>                      USCIS                      Attn: N-400 (Box 21251)                      1820 E. Skyharbor Circle S                      Suite 100                      Phoenix, AZ 85034-4850</p>
Alaska	Marshall Islands	
American Samoa	Micronesia	
Arizona	Minnesota	
Armed Forces Americas	Mississippi	
Armed Forces Europe	Montana	
Armed Forces Pacific	Nebraska	
California	Nevada	
Colorado	New Mexico	
Commonwealth of the Northern Mariana Islands	North Dakota	
Guam	Oregon	
Hawaii	Palau	
Idaho	Puerto Rico	
Kansas	South Dakota	
	Tennessee	
	U.S. Virgin Islands	
	Utah	
	Washington	
	Wyoming	

If you live in:		Mail your form to:
Arkansas		<p><b>U.S. Postal Service (USPS):</b>                      USCIS                      Attn: N-400                      P.O. Box 660060                      Dallas, TX 75266-0060</p> <p><b>FedEx, UPS, and DHL deliveries:</b>                      USCIS                      Attn: N-400 (Box 660060)                      2501 S State Hwy 121 Business                      Suite 400                      Lewisville, TX 75067-8003</p>
Louisiana		
Oklahoma		
Texas		

If you live in:		Mail your form to:
Connecticut	New Hampshire	<p><b>U.S. Postal Service (USPS):</b>                      USCIS                      Attn: N-400                      P.O. Box 4060                      Carol Stream, IL 60197-4060</p> <p><b>FedEx, UPS, and DHL deliveries:</b></p>
Delaware	New Jersey	
District of Columbia	New York	
Florida	North Carolina	
Georgia	Pennsylvania	
Maine	Rhode Island	
	South Carolina	

Maryland Massachusetts	Vermont Virginia West Virginia	USCIS Attn: N-400 (Box 4060) 2500 Westfield Drive Elgin, IL 60124-7836
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If you live in:	Mail your form to:
Illinois Indiana Iowa Michigan Missouri Ohio Wisconsin	<p><b>U.S. Postal Service (USPS):</b>            USCIS            Attn: N-400            P.O. Box 4380            Chicago, IL 60680-4380</p> <p><b>FedEx, UPS, and DHL deliveries:</b>            USCIS            Attn: N-400 (Box 4380)            131 S. Dearborn, 3rd Floor            Chicago, IL 60603-5517</p>



# UNION CITIZENSHIP ACTION NETWORK

Through the UCAN program, your local union can sponsor workshops funded by the UFCW International to support your members in applying for citizenship through naturalization.

Through UCAN, you can:

-  SCREEN MEMBERS FOR CITIZENSHIP
-  RECEIVE FREE IMMIGRATION LEGAL SUPPORT
-  HELP MEMBERS OBTAIN THE SECURITY OF CITIZENSHIP
-  ORGANIZE IMMIGRANT WORKERS

To organize an event for your local, coordinate with your regional director first. Once approved, the UFCW International will coordinate legal support from Novo Legal to plan a training for your staff and the logistical details for the in-person workshop.



## GET STARTED TODAY!



LEARN MORE



Website:  
[www.novo-legal.com/ufcw](http://www.novo-legal.com/ufcw)



Email:  
[mvargas@ufcw.org](mailto:mvargas@ufcw.org)

# **ADDENDA & AFFIDAVITS**

## ADDENDUM - AFFIDAVIT OF NON-REGISTRATION

Applicant: LAST NAME, First Name  
Alien No.: A123 456 789  
Form N-400: Part 12; Page 16; Question 44.C.2.

Throughout my time in the U.S. I was never aware that I was required to register as part of the Selective Service. Had I known I was supposed to register for the selective service, I most certainly would have.

I attest that my failure to register for Selective Service was not willful or knowing.

My loyalty is to the United States and I now seek to serve my country as a United States Citizen and uphold the laws of the United States. I sincerely regret and apologize for my unawareness to register for Selective Service.

---

Date

---

Name

## ADDENDUM - CRIMINAL HISTORY

Applicant:      LAST NAME, First Name  
Alien No.:      A123 456 789  
Form N-400:    Part 12; Page 14; Question 29

<b>Why were you arrested, cited, detained, or charged?</b>	<b>Date arrested, cited, detained, or charged. (mm/dd/yyyy)</b>	<b>Where were you arrested, cited, detained, or charged? (City or Town, State, Country)</b>	<b>Outcome or disposition of the arrest, citation, detention, or charge (no charges filed, charges dismissed, jail, probation, etc.)</b>

<b>Why were you arrested, cited, detained, or charged?</b>	<b>Date arrested, cited, detained, or charged. (mm/dd/yyyy)</b>	<b>Where were you arrested, cited, detained, or charged? (City or Town, State, Country)</b>	<b>Outcome or disposition of the arrest, citation, detention, or charge (no charges filed, charges dismissed, jail, probation, etc.)</b>

## ADDENDUM - RESIDENCE/ADDRESS HISTORY

Applicant: LAST NAME, First Name  
Alien No.: A123 456 789  
Form N-400: Part 5; Page 4; Question 1

### F. Physical Address 5

Street Number and Name			Apt.	Ste.	Flr.	Number
<input type="text"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
City or Town		County	State	ZIP Code + 4		
<input type="text"/>		<input type="text"/>	<input type="text" value="▼"/>	<input type="text"/>	-	<input type="text"/>
Province or Region (foreign address only)	Postal Code (foreign address only)	Country (foreign address only)				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
Dates of Residence	From (mm/dd/yyyy)	To (mm/dd/yyyy)				
	<input type="text"/>	<input type="text"/>				

### G. Physical Address 6

Street Number and Name			Apt.	Ste.	Flr.	Number
<input type="text"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
City or Town		County	State	ZIP Code + 4		
<input type="text"/>		<input type="text"/>	<input type="text" value="▼"/>	<input type="text"/>	-	<input type="text"/>
Province or Region (foreign address only)	Postal Code (foreign address only)	Country (foreign address only)				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
Dates of Residence	From (mm/dd/yyyy)	To (mm/dd/yyyy)				
	<input type="text"/>	<input type="text"/>				

### H. Physical Address 7

Street Number and Name			Apt.	Ste.	Flr.	Number
<input type="text"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
City or Town		County	State	ZIP Code + 4		
<input type="text"/>		<input type="text"/>	<input type="text" value="▼"/>	<input type="text"/>	-	<input type="text"/>
Province or Region (foreign address only)	Postal Code (foreign address only)	Country (foreign address only)				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
Dates of Residence	From (mm/dd/yyyy)	To (mm/dd/yyyy)				
	<input type="text"/>	<input type="text"/>				

# ADDENDUM - EMPLOYMENT/SCHOOL HISTORY

Applicant: LAST NAME, First Name  
Alien No.: A123 456 789  
Form N-400: Part 8; Page 6; Question 1-3

Employer or School Name

Street Number and Name

Apt. Ste. Flr. Number

City or Town

State

ZIP Code + 4

   - 

Province or Region  
(foreign address only)

Postal Code  
(foreign address only)

Country  
(foreign address only)

Date From (mm/dd/yyyy)

Date To (mm/dd/yyyy)

Your Occupation

Employer or School Name

Street Number and Name

Apt. Ste. Flr. Number

City or Town

State

ZIP Code + 4

   - 

Province or Region  
(foreign address only)

Postal Code  
(foreign address only)

Country  
(foreign address only)

Date From (mm/dd/yyyy)

Date To (mm/dd/yyyy)

Your Occupation

Employer or School Name

Street Number and Name

Apt. Ste. Flr. Number

City or Town

State

ZIP Code + 4

   - 

Province or Region  
(foreign address only)

Postal Code  
(foreign address only)

Country  
(foreign address only)

Date From (mm/dd/yyyy)

Date To (mm/dd/yyyy)

Your Occupation



## ADDENDUM - INFORMATION ABOUT YOUR MARITAL HISTORY

Applicant: LAST NAME, First Name

Alien No.: A123 456 789

Form N-400: Part 10; Page 8; Question 8 - **Current Spouse's Prior Spouses**

**A. Legal Name of My Current Spouse's Prior Spouse**

Family Name (Last Name)

Given Name (First Name)

Middle Name (if applicable)

**B. Immigration Status of My Current Spouse's Prior Spouse (if known)**

U.S. Citizen     Lawful Permanent Resident     Other (Explain):

**C. Date of Birth of My Current Spouse's Prior Spouse (mm/dd/yyyy)**

**D. Country of Birth of My Current Spouse's Prior Spouse**

**E. Country of Citizenship or Nationality of My Current Spouse's Prior Spouse**

**F. My Current Spouse's Date of Marriage with Prior Spouse (mm/dd/yyyy)**

**G. Date My Current Spouse's Marriage Ended with Prior Spouse (mm/dd/yyyy)**

**H. How My Current Spouse's Marriage Ended with Prior Spouse**

Annulled     Divorced     Spouse Deceased     Other (Explain):

**A. Legal Name of My Current Spouse's Prior Spouse**

Family Name (Last Name)

Given Name (First Name)

Middle Name (if applicable)

**B. Immigration Status of My Current Spouse's Prior Spouse (if known)**

U.S. Citizen     Lawful Permanent Resident     Other (Explain):

**C. Date of Birth of My Current Spouse's Prior Spouse (mm/dd/yyyy)**

**D. Country of Birth of My Current Spouse's Prior Spouse**

**E. Country of Citizenship or Nationality of My Current Spouse's Prior Spouse**

**F. My Current Spouse's Date of Marriage with Prior Spouse (mm/dd/yyyy)**

**G. Date My Current Spouse's Marriage Ended with Prior Spouse (mm/dd/yyyy)**

**H. How My Current Spouse's Marriage Ended with Prior Spouse**

Annulled     Divorced     Spouse Deceased     Other (Explain):

## ADDENDUM - INFORMATION ABOUT YOUR MARITAL HISTORY

Applicant: LAST NAME, First Name

Alien No.: A123 456 789

Form N-400: Part 10; Page 9; Question 9 - **Applicant's Prior Spouses**

**A. My Prior Spouse's Legal Name**

Family Name (Last Name)

Given Name (First Name)

Middle Name (if applicable)

**B. My Prior Spouse's Immigration Status When My Marriage Ended (if known)**

U.S. Citizen    Lawful Permanent Resident    Other (Explain):

**C. My Prior Spouse's Date of Birth  
(mm/dd/yyyy)**

**D. My Prior Spouse's Country  
of Birth**

**E. My Prior Spouse's Country of  
Citizenship or Nationality**

**F. Date of Marriage with My Prior  
Spouse (mm/dd/yyyy)**

**G. Date Marriage Ended with My  
Prior Spouse (mm/dd/yyyy)**

**H. How Marriage Ended with My Prior Spouse**

Annulled    Divorced    Spouse Deceased    Other (Explain):

**A. My Prior Spouse's Legal Name**

Family Name (Last Name)

Given Name (First Name)

Middle Name (if applicable)

**B. My Prior Spouse's Immigration Status When My Marriage Ended (if known)**

U.S. Citizen    Lawful Permanent Resident    Other (Explain):

**C. My Prior Spouse's Date of Birth  
(mm/dd/yyyy)**

**D. My Prior Spouse's Country  
of Birth**

**E. My Prior Spouse's Country of  
Citizenship or Nationality**

**F. Date of Marriage with My Prior  
Spouse (mm/dd/yyyy)**

**G. Date Marriage Ended with My  
Prior Spouse (mm/dd/yyyy)**

**H. How Marriage Ended with My Prior Spouse**

Annulled    Divorced    Spouse Deceased    Other (Explain):

## ADDENDUM - INFORMATION ABOUT YOUR CHILDREN

Applicant: LAST NAME, First Name  
Alien No.: A123 456 789  
Form N-400: Part 11; Page 11; Question 2 - Additional Children

### Current Legal Name

Family Name (Last Name) Given Name (First Name) Middle Name (if applicable)

A-Number (if any) Date of Birth (mm/dd/yyyy) Country of Birth  
▶ A-

### Current Address

Street Number and Name Apt. Ste. Flr. Number

City or Town County State ZIP Code + 4  
    -

Province or Region Postal Code Country  
(foreign address only) (foreign address only) (foreign address only)

What is your child's relationship to you? (for example, biological child, stepchild, legally adopted child)

### Current Legal Name

Family Name (Last Name) Given Name (First Name) Middle Name (if applicable)

A-Number (if any) Date of Birth (mm/dd/yyyy) Country of Birth  
▶ A-

### Current Address

Street Number and Name Apt. Ste. Flr. Number

City or Town County State ZIP Code + 4  
    -

Province or Region Postal Code Country  
(foreign address only) (foreign address only) (foreign address only)

What is your child's relationship to you? (for example, biological child, stepchild, legally adopted child)

# **FORMS & RESOURCES**

# Change of Address Form



## Alien's Change of Address Card

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

USCIS  
Form AR-11

**NOTE: An asterisk (\*) indicates a mandatory field that must be completed.**

### Information About You

*Family Name (Last Name)	*Given Name (First Name)	Middle Name (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Date of Birth (mm/dd/yyyy)	Alien Registration Number (A-Number) (if any)	
<input type="text"/>	▶ A- <input type="text"/>	

### Information About Your Address

\*Present Physical Address (No PO Boxes)

*Street Number and Name	Apt.	Ste.	Flr.	Number
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
*City or Town	*State	*ZIP Code		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
		<a href="#">(USPS ZIP Code Lookup)</a>		

Previous Physical Address

Street Number and Name	Apt.	Ste.	Flr.	Number
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
City or Town	State	ZIP Code		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Mailing Address (optional)

Street Number and Name	Apt.	Ste.	Flr.	Number
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
City or Town	State	ZIP Code		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
		<a href="#">(USPS ZIP Code Lookup)</a>		

### Your Signature

*Your Signature	Date of Signature (mm/dd/yyyy)
<input type="text"/>	<input type="text"/>

## Document Checklist

**All applicants must send the following 3 items with their N-400 application:**

1.  A photocopy of both sides of your Permanent Resident Card (formerly known as the Alien Registration Card or “Green Card”). If you have lost the card, submit a photocopy of the receipt of your Form I-90, Application to Replace Permanent Resident Card; **and**
2.  A check or money order for the application fee and the biometric services fee, as stated in the M-479, Current Naturalization Fees, enclosure in the *Guide*. (Applicants 75 years of age or older are exempted from the biometrics services fee). Write your A-Number on the back of the check or money order.

You may also pay using a credit card. There is no additional fee when you do so. The N-400 is the only form that you can pay for by credit card using the G-1450, Authorization for Credit Card Transaction. Check [www.uscis.gov](http://www.uscis.gov) for more specific information.

3.  If you reside outside the United States, 2 identical color photographs, with your name and Alien Registration Number (A-Number) written lightly in pencil on the back of each photo. For details about the photo requirements, see **Part 5** of Form M-476, A Guide to Naturalization, and the Form N-400, Application for Naturalization instructions. If your religion requires you to wear a head covering, your facial features must still be exposed in the photo for purposes of identification.

**Send copies of the following documents, unless we ask for an original.****If an attorney or accredited representative is acting on your behalf, send:**

- A completed original Form G-28, Notice of Entry of Appearance as Attorney or Representative.

**If your current legal name is different from the name on your Permanent Resident Card, send:**

- The document(s) that legally changed your name (marriage certificate, divorce decree, or court document).

**If you are applying for naturalization on the basis of marriage to a U.S. citizen, send the following 4 items:**

1.  Evidence that your spouse has been a U.S. citizen for the last 3 years:
  - a. Birth certificate (if your spouse never lost citizenship since birth); **or**
  - b. Certificate of Naturalization; **or**
  - c. Certificate of Citizenship; **or**
  - d. The inside of the front cover and signature page of your spouse’s current U.S. passport; **or**
  - e. Form FS-240, Report of Birth Abroad of a Citizen of the United States of America; **and**
2.  Your current marriage certificate; **and**
3.  Proof of termination of all prior marriages of your spouse (divorce decree(s), annulment(s), or death certificate(s)); **and**
4.  Documents referring to you and your spouse:
  - a. Tax returns, bank accounts, leases, mortgages, or birth certificates of children; **or**
  - b. Internal Revenue Service (IRS)-certified copies of the income tax forms that you both filed for the past 3 years; **or**
  - c. An IRS tax return transcript for the last 3 years.

**If you were married before, send:**

- Proof that **all** earlier marriages ended (divorce decree(s), annulment(s), or death certificates(s)).

**If you are currently in the U.S. military service and are seeking citizenship based on that service, send:**

- A completed original Form N-426, Request for Certification of Military or Naval Service.

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**If you have taken any trip outside the United States that lasted 6 months or more since becoming a Lawful Permanent Resident, send evidence that you (and your family) continued to live, work and/or keep ties to the United States, such as:**

- An IRS tax return “transcript” or an IRS-certified tax return listing tax information for the last 5 years (or for the last 3 years if you are applying on the basis of marriage to a U.S. citizen).
- Rent or mortgage payments and pay stubs.

**If you have a dependent spouse or child(ren) who do not live with you, send:**

- Any court or government order to provide financial support; **and**
- Evidence of your financial support (including evidence that you have complied with any court or government order), such as:
  - a. Cancelled checks;
  - b. Money and receipts;
  - c. A court or agency printout of child support payments;
  - d. Evidence of wage garnishments;
  - e. A letter from the parent or guardian who cares for your child(ren).

**If you have ever been arrested or detained by any law enforcement officer for any reason, and no charges were filed, send:**

- An original official statement by the arresting agency or applicant court confirming that no charges were filed.

**If you have ever been arrested or detained by any law enforcement officer for any reason, and charges were filed, send:**

- An original or court-certified copy of the complete arrest record and disposition for each incident (dismissal order, conviction record or acquittal order).

**If you have ever been convicted or placed in an alternative sentencing program or rehabilitative program (such as a drug treatment or community service program), send:**

- An original or court-certified copy of the sentencing record for each incident; **and**
- Evidence that you completed your sentence:
  - a. An original or certified copy of your probation or parole record; **or**
  - b. Evidence that you completed an alternative sentencing program or rehabilitative program.

**If you have ever had any arrest or conviction vacated, set aside, sealed, expunged or otherwise removed from your record, send:**

- An original or court-certified copy of the court order vacating, setting aside, sealing, expunging or otherwise removing the arrest or conviction, **or** an original statement from the court that no record exists of your arrest or conviction.

**NOTE:** If you have been arrested or convicted of a crime, you may send any countervailing evidence or evidence in your favor concerning the circumstances of your arrest and/or conviction that you would like U.S. Citizenship and Immigration Services to consider.

**If you have ever failed to file an income tax return since you became a Lawful Permanent Resident, send:**

- All correspondence with the IRS regarding your failure to file.

**If you have any Federal, state or local taxes that are overdue, send:**

- A signed agreement from the IRS or state or local tax office showing that you have filed a tax return and arranged to pay the taxes you owe; **and**
- Documentation from the IRS or state or local tax office showing the current status of your repayment program.

**NOTE:** You may obtain copies of tax documents and tax information by contacting your local IRS offices, using the Blue Pages of your telephone directory, or through its Web site at [www.irs.gov](http://www.irs.gov).

**If you are applying for a disability exception to the testing requirement, send:**

- An original Form N-648, Medical Certification for Disability Exceptions, completed less than 6 months ago by a licensed medical or osteopathic doctor or licensed clinical psychologist.

**If you did not register with the Selective Service and you (1) are male, (2) are 26 years old or older, and (3) lived in the United States in a status other than as a lawful nonimmigrant between the ages of 18 and 26, send:**

- A “Status Information Letter” from the Selective Service (Call 1-847-688-6888 for more information).

# Form G-1450 Credit Card Authorization Here



## Authorization for Credit Card Transactions

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

USCIS  
Form G-1450

### How To Fill Out Form G-1450

1. Type or print legibly in black ink.
2. Complete the "Applicant's/Petitioner's/Requester's Information," "Credit Card Billing Information," and "Credit Card Information" sections and sign the authorization. **NOTE:** The credit card must be issued by a U.S. bank.
3. Place your Form G-1450 ON TOP of your application, petition, or request package.

**NOTE:** Failure to provide the requested information may result in USCIS and your financial institution not accepting the payment. USCIS cannot process credit card payments without an authorized signature.

**NOTE:** Please see the USCIS Form G-1450 website for additional information.

**We recommend that you print or save a copy of your completed Form G-1450 to review in the future and for your records.**

By completing this transaction, you agree that you have paid for a government service and that the filing fee, biometric services fee and all related financial transactions are final and not refundable, regardless of any action USCIS takes on an application, petition, or request. You must submit all fees in the exact amounts. USCIS will charge your credit card up to the amount you authorize below.

Please refer to the form(s) you are filing for additional information, or you may call the USCIS Customer Contact number at **1-800-375-5283**. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

Applicant's/Petitioner's/Requester's Information (Full Legal Name)			
Given Name (First Name)	Middle Name (if any)	Family Name (Last Name)	
Credit Card Billing Information (Credit Card Holder's Name as it Appears on the Card)			
Given Name (First Name)	Middle Name (if any)	Family Name (Last Name)	
Credit Card Holder's Billing Address:			
Street Number and Name		Apt. Ste. Flr.	Number
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
City or Town		State	ZIP Code
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Credit Card Holder's Signature and Contact Information:			
Credit Card Holder's Signature			
Credit Card Holder's Daytime Telephone Number		Credit Card Holder's Email Address	
Credit Card Information			
Credit Card Number	Credit Card Type:		Authorized Payment Amount
	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover		\$ _____ .00
Credit Card Expiration Date (mm/yyyy)			



# 100 Civics Questions - Naturalization Test

## AMERICAN GOVERNMENT

### A: Principles of American Democracy

1. What is the supreme law of the land? [Question 1 Audio](#)
  - the Constitution
2. What does the Constitution do? [Question 2 Audio](#)
  - sets up the government
  - defines the government
  - protects basic rights of Americans
3. The idea of self-government is in the first three words of the Constitution. What are these words? [Question 3 Audio](#)
  - We the People
4. What is an amendment? [Question 4 Audio](#)
  - a change (to the Constitution)
  - an addition (to the Constitution)
5. What do we call the first ten amendments to the Constitution? [Question 5 Audio](#)
  - the Bill of Rights
6. What is one right or freedom from the First Amendment?\* [Question 6 Audio](#)
  - speech
  - religion
  - assembly
  - press
  - petition the government
7. How many amendments does the Constitution have? [Question 7 Audio](#)
  - twenty-seven (27)
8. What did the Declaration of Independence do? [Question 8 Audio](#)
  - announced our independence (from Great Britain)
  - declared our independence (from Great Britain)
  - said that the United States is free (from Great Britain)
9. What are two rights in the Declaration of Independence? [Question 9 Audio](#)
  - life
  - liberty
  - pursuit of happiness
10. What is freedom of religion? [Question 10 Audio](#)
  - You can practice any religion, or not practice a religion.
11. What is the economic system in the United States?\* [Question 11 Audio](#)
  - capitalist economy
  - market economy
12. What is the “rule of law”? [Question 12 Audio](#)
  - Everyone must follow the law.
  - Leaders must obey the law.
  - Government must obey the law.
  - No one is above the law.

### B: System of Government

13. Name one branch or part of the government.\* [Question 13 Audio](#)

- Congress
- legislative
- President
- executive
- the courts
- judicial

14. What stops one branch of government from becoming too powerful? [Question 14 Audio](#)

- checks and balances
- separation of powers

15. Who is in charge of the executive branch? [Question 15 Audio](#)

- the President

16. Who makes federal laws? [Question 16 Audio](#)

- Congress
- Senate and House (of Representatives)
- (U.S. or national) legislature

17. What are the two parts of the U.S. Congress?\* [Question 17 Audio](#)

- the Senate and House (of Representatives)

18. How many U.S. Senators are there? [Question 18 Audio](#)

- one hundred (100)

19. We elect a U.S. Senator for how many years? [Question 19 Audio](#)

- six (6)

20. Who is one of your state's U.S. Senators now?\* [Question 20 Audio](#)

- Answers will vary. [District of Columbia residents and residents of U.S. territories should answer that D.C. (or the territory where the applicant lives) has no U.S. Senators.]

21. The House of Representatives has how many voting members? [Question 21 Audio](#)

- four hundred thirty-five (435)

22. We elect a U.S. Representative for how many years? [Question 22 Audio](#)

- two (2)

23. Name your U.S. Representative. [Question 23 Audio](#)

- Answers will vary. [Residents of territories with nonvoting Delegates or Resident Commissioners may provide the name of that Delegate or Commissioner. Also acceptable is any statement that the territory has no (voting) Representatives in Congress.]

24. Who does a U.S. Senator represent? [Question 24 Audio](#)

- all people of the state

25. Why do some states have more Representatives than other states? [Question 25 Audio](#)

- (because of) the state's population
- (because) they have more people
- (because) some states have more people

26. We elect a President for how many years? [Question 26 Audio](#)

- four (4)

27. In what month do we vote for President?\* [Question 27 Audio](#)

- November

28. What is the name of the President of the United States now?\* [Question 28 Audio](#)

- Visit [uscis.gov/citizenship/testupdates](https://uscis.gov/citizenship/testupdates) for the name of the President of the United States.
29. What is the name of the Vice President of the United States now? [Question 29 Audio](#)
- Visit [uscis.gov/citizenship/testupdates](https://uscis.gov/citizenship/testupdates) for the name of the Vice President of the United States.
30. If the President can no longer serve, who becomes President? [Question 30 Audio](#)
- the Vice President
31. If both the President and the Vice President can no longer serve, who becomes President? [Question 31 Audio](#)
- the Speaker of the House
32. Who is the Commander in Chief of the military? [Question 32 Audio](#)
- the President
33. Who signs bills to become laws? [Question 33 Audio](#)
- the President
34. Who vetoes bills? [Question 34 Audio](#)
- the President
35. What does the President's Cabinet do? [Question 35 Audio](#)
- advises the President
36. What are two Cabinet-level positions? [Question 36 Audio](#)
- Secretary of Agriculture
  - Secretary of Commerce
  - Secretary of Defense
  - Secretary of Education
  - Secretary of Energy
  - Secretary of Health and Human Services
  - Secretary of Homeland Security
  - Secretary of Housing and Urban Development
  - Secretary of the Interior
  - Secretary of Labor
  - Secretary of State
  - Secretary of Transportation
  - Secretary of the Treasury
  - Secretary of Veterans Affairs
  - Attorney General
  - Vice President
37. What does the judicial branch do? [Question 37 Audio](#)
- reviews laws
  - explains laws
  - resolves disputes (disagreements)
  - decides if a law goes against the Constitution
38. What is the highest court in the United States? [Question 38 Audio](#)
- the Supreme Court
39. How many justices are on the Supreme Court? [Question 39 Audio](#)
- Visit [uscis.gov/citizenship/testupdates](https://uscis.gov/citizenship/testupdates) for the number of justices on the Supreme Court.
40. Who is the Chief Justice of the United States now? [Question 40 Audio](#)
- Visit [uscis.gov/citizenship/testupdates](https://uscis.gov/citizenship/testupdates) for the name of the Chief Justice of the United States.
41. Under our Constitution, some powers belong to the federal government. What is one power of the federal government?  
[Question 41 Audio](#)

- to print money
  - to declare war
  - to create an army
  - to make treaties
42. Under our Constitution, some powers belong to the states. What is one power of the states? [Question 42 Audio](#)
- provide schooling and education
  - provide protection (police)
  - provide safety (fire departments)
  - give a driver's license
  - approve zoning and land use
43. Who is the Governor of your state now? [Question 43 Audio](#)
- Answers will vary. [District of Columbia residents should answer that D.C. does not have a Governor.]
44. What is the capital of your state?\* [Question 44 Audio](#)
- Answers will vary. [District of Columbia residents should answer that D.C. is not a state and does not have a capital. Residents of U.S. territories should name the capital of the territory.]
45. What are the two major political parties in the United States?\* [Question 45 Audio](#)
- Democratic and Republican
46. What is the political party of the President now? [Question 46 Audio](#)
- Visit [uscis.gov/citizenship/testupdates](https://uscis.gov/citizenship/testupdates) for the political party of the President.
47. What is the name of the Speaker of the House of Representatives now? [Question 47 Audio](#)
- Visit [uscis.gov/citizenship/testupdates](https://uscis.gov/citizenship/testupdates) for the name of the Speaker of the House of Representatives.
- C: Rights and Responsibilities
48. There are four amendments to the Constitution about who can vote. Describe one of them. [Question 48 Audio](#)
- Citizens eighteen (18) and older (can vote).
  - You don't have to pay (a poll tax) to vote.
  - Any citizen can vote. (Women and men can vote.)
  - A male citizen of any race (can vote).
49. What is one responsibility that is only for United States citizens?\* [Question 49 Audio](#)
- serve on a jury
  - vote in a federal election
50. Name one right only for United States citizens. [Question 50 Audio](#)
- vote in a federal election
  - run for federal office
51. What are two rights of everyone living in the United States? [Question 51 Audio](#)
- freedom of expression
  - freedom of speech
  - freedom of assembly
  - freedom to petition the government
  - freedom of religion
  - the right to bear arms
52. What do we show loyalty to when we say the Pledge of Allegiance? [Question 52 Audio](#)
- the United States
  - the flag
53. What is one promise you make when you become a United States citizen? [Question 53 Audio](#)
- give up loyalty to other countries

- defend the Constitution and laws of the United States
- obey the laws of the United States
- serve in the U.S. military (if needed)
- serve (do important work for) the nation (if needed)
- be loyal to the United States

54. How old do citizens have to be to vote for President?\* [Question 54 Audio](#)

- eighteen (18) and older

55. What are two ways that Americans can participate in their democracy? [Question 55 Audio](#)

- vote
- join a political party
- help with a campaign
- join a civic group
- join a community group
- give an elected official your opinion on an issue
- call Senators and Representatives
- publicly support or oppose an issue or policy
- run for office
- write to a newspaper

56. When is the last day you can send in federal income tax forms?\* [Question 56 Audio](#)

- April 15

57. When must all men register for the Selective Service? [Question 57 Audio](#)

- at age eighteen (18)
- between eighteen (18) and twenty-six (26)

## AMERICAN HISTORY

A: Colonial Period and Independence

58. What is one reason colonists came to America? [Question 58 Audio](#)

- freedom
- political liberty
- religious freedom
- economic opportunity
- practice their religion
- escape persecution

59. Who lived in America before the Europeans arrived? [Question 59 Audio](#)

- American Indians
- Native Americans

60. What group of people was taken to America and sold as slaves? [Question 60 Audio](#)

- Africans
- people from Africa

61. Why did the colonists fight the British? [Question 61 Audio](#)

- because of high taxes (taxation without representation)
- because the British army stayed in their houses (boarding, quartering)
- because they didn't have self-government

62. Who wrote the Declaration of Independence? [Question 62 Audio](#)

- (Thomas) Jefferson

63. When was the Declaration of Independence adopted? [Question 63 Audio](#)

- July 4, 1776

64. There were 13 original states. Name three. [Question 64 Audio](#)

- New Hampshire
- Massachusetts
- Rhode Island
- Connecticut
- New York
- New Jersey
- Pennsylvania
- Delaware
- Maryland
- Virginia
- North Carolina
- South Carolina
- Georgia

65. What happened at the Constitutional Convention? [Question 65 Audio](#)

- The Constitution was written.
- The Founding Fathers wrote the Constitution.

66. When was the Constitution written? [Question 66 Audio](#)

- 1787

67. The Federalist Papers supported the passage of the U.S. Constitution. Name one of the writers. [Question 67 Audio](#)

- (James) Madison
- (Alexander) Hamilton
- (John) Jay
- Publius

68. What is one thing Benjamin Franklin is famous for? [Question 68 Audio](#)

- U.S. diplomat
- oldest member of the Constitutional Convention
- first Postmaster General of the United States
- writer of "Poor Richard's Almanac"
- started the first free libraries

69. Who is the "Father of Our Country"? [Question 69 Audio](#)

- (George) Washington

70. Who was the first President?\* [Question 70 Audio](#)

- (George) Washington

B: 1800s

71. What territory did the United States buy from France in 1803? [Question 71 Audio](#)

- the Louisiana Territory
- Louisiana

72. Name one war fought by the United States in the 1800s. [Question 72 Audio](#)

- War of 1812
- Mexican-American War
- Civil War
- Spanish-American War

73. Name the U.S. war between the North and the South. [Question 73 Audio](#)

- the Civil War
- the War between the States

74. Name one problem that led to the Civil War. [Question 74 Audio](#)

- slavery
  - economic reasons
  - states' rights
75. What was one important thing that Abraham Lincoln did?\* [Question 75 Audio](#)

- freed the slaves (Emancipation Proclamation)
  - saved (or preserved) the Union
  - led the United States during the Civil War
76. What did the Emancipation Proclamation do? [Question 76 Audio](#)

- freed the slaves
  - freed slaves in the Confederacy
  - freed slaves in the Confederate states
  - freed slaves in most Southern states
77. What did Susan B. Anthony do? [Question 77 Audio](#)

- fought for women's rights
  - fought for civil rights
- C: Recent American History and Other Important Historical Information

78. Name one war fought by the United States in the 1900s.\* [Question 78 Audio](#)

- World War I
  - World War II
  - Korean War
  - Vietnam War
  - (Persian) Gulf War
79. Who was President during World War I? [Question 79 Audio](#)

- (Woodrow) Wilson
80. Who was President during the Great Depression and World War II? [Question 80 Audio](#)

- (Franklin) Roosevelt
81. Who did the United States fight in World War II? [Question 81 Audio](#)

- Japan, Germany, and Italy
82. Before he was President, Eisenhower was a general. What war was he in? [Question 82 Audio](#)

- World War II
83. During the Cold War, what was the main concern of the United States? [Question 83 Audio](#)

- Communism
84. What movement tried to end racial discrimination? [Question 84 Audio](#)

- civil rights (movement)
85. What did Martin Luther King, Jr. do?\* [Question 85 Audio](#)

- fought for civil rights
  - worked for equality for all Americans
86. What major event happened on September 11, 2001, in the United States? [Question 86 Audio](#)

- Terrorists attacked the United States.
87. Name one American Indian tribe in the United States. [Question 87 Audio](#)

[USCIS Officers will be supplied with a list of federally recognized American Indian tribes.]

- Cherokee
- Navajo
- Sioux

- Chippewa
- Choctaw
- Pueblo
- Apache
- Iroquois
- Creek
- Blackfeet
- Seminole
- Cheyenne
- Arawak
- Shawnee
- Mohegan
- Huron
- Oneida
- Lakota
- Crow
- Teton
- Hopi
- Inuit

## INTEGRATED CIVICS

A: Geography

88. Name one of the two longest rivers in the United States. [Question 88 Audio](#)

- Missouri (River)
- Mississippi (River)

89. What ocean is on the West Coast of the United States? [Question 89 Audio](#)

- Pacific (Ocean)

90. What ocean is on the East Coast of the United States? [Question 90 Audio](#)

- Atlantic (Ocean)

91. Name one U.S. territory. [Question 91 Audio](#)

- Puerto Rico
- U.S. Virgin Islands
- American Samoa
- Northern Mariana Islands
- Guam

92. Name one state that borders Canada. [Question 92 Audio](#)

- Maine
- New Hampshire
- Vermont
- New York
- Pennsylvania
- Ohio
- Michigan
- Minnesota
- North Dakota
- Montana
- Idaho
- Washington
- Alaska

93. Name one state that borders Mexico. [Question 93 Audio](#)

- California
- Arizona
- New Mexico
- Texas

94. What is the capital of the United States?\* [Question 94 Audio](#)

- Washington, D.C.

95. Where is the Statue of Liberty?\* [Question 95 Audio](#)

- New York (Harbor)
- Liberty Island

[Also acceptable are New Jersey, near New York City, and on the Hudson (River).]

B: Symbols

96. Why does the flag have 13 stripes? [Question 96 Audio](#)

- because there were 13 original colonies
- because the stripes represent the original colonies

97. Why does the flag have 50 stars?\* [Question 97 Audio](#)

- because there is one star for each state
- because each star represents a state
- because there are 50 states

98. What is the name of the national anthem? [Question 98 Audio](#)

- The Star-Spangled Banner

C: Holidays

99. When do we celebrate Independence Day?\* [Question 99 Audio](#)

- July 4

100. Name two national U.S. holidays. [Question 100 Audio](#)

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving
- Christmas

## Reading Vocabulary List

PEOPLE	CIVICS	PLACES	HOLIDAYS	QUESTION WORDS	VERBS	OTHER (FUNCTION)	OTHER (CONTENT)
Abraham Lincoln	American flag	America	Presidents' Day	How	can	a	colors
George Washington	Bill of Rights	United States	Memorial Day	What	come	for	dollar bill
	capital	U.S.	Flag Day	When	do/does	here	first
	citizen		Independence Day	Where	elects	in	largest
	city		Labor Day	Who	have/has	of	many
	Congress		Columbus Day	Why	is/are/was/be	on	most
	country		Thanksgiving		lives/lived	the	north
	Father of Our Country				meet	to	one
	government				name	we	people
	President				pay		second
	right				vote		south
	Senators				want		
	state/states						
White House							

## Writing Vocabulary List

PEOPLE	CIVICS	PLACES	MONTHS	HOLIDAYS	VERBS	OTHER (FUNCTION)	OTHER (CONTENT)
Adams	American Indians	Alaska	February	Presidents' Day	can	and	blue
Lincoln	capital	California	May	Memorial Day	come	during	dollar bill
Washington	citizens	Canada	June	Flag Day	elect	for	fifty/50
	Civil War	Delaware	July	Independence Day	have/has	here	first
	Congress	Mexico	September	Labor Day	is/was/be	in	largest
	Father of Our Country	New York City	October	Columbus Day	lives/lived	of	most
	flag	United States	November	Thanksgiving	meets	on	north
	free	Washington			pay	the	one
	freedom of speech	Washington, D.C.			vote	to	one hundred/100
	President				want	we	people
	right						red
	Senators						second
	state/states						south
	White House						taxes white