

STEPS FOR COMPLETING YOUR CITIZENSHIP APPLICATION AT THE AMERICAN PLACE

➤ STEP 1: APPLICANT MUST MEET THE FOLLOWING BASIC QUALIFICATIONS

	Yes	No	Not Sure
I am at least 18 years old.			
I have a Permanent Resident Card (Green Card).			
I have been a Permanent Resident for at least 5 years (3 years if married to a U.S. Citizen).			
During the last 5 years (3 years if married to a U.S. citizen), I have NOT been out of the United States for a total of 30 months or 917 days.			
During the last 5 years (3 years if married to a U.S. citizen), I have NOT taken a trip out of the United States that lasted one year or more.			
I am a person of good moral character (Examples: <i>Owe no taxes; have no criminal history; provide child support, etc.</i>).			
I have lived in CT for three months or more.			
Males ONLY: I have been in the U.S. between the ages of 18 and 26 and registered with the Selective Service. Click here to register or confirm that you are registered. https://www.sss.gov/Registration-Info			
Knowledge of U.S. History & Government: I am interested in registering in the Library's FREE Citizenship Class to prepare for the Citizenship Test.			
Knowledge of English: Intermediate level of English comprehension, speaking, reading and writing is required. The most common reason for applicants failing the Naturalization Interview is their lack of English skills – specifically speaking and listening.			
English Waiver: <ul style="list-style-type: none"> • Are you age 50 or older with 20 years legal permanent residency (Green Card holder) in the U.S.? • Are you age 55 or older with 15 years legal permanent residency (Green Card holder) in the U.S.? 			

➤ **STEP 2: APPLICANT MUST DEMONSTRATE KNOWLEDGE OF ENGLISH**

- **The most common reason for applicants failing the Naturalization Interview is the applicants' lack of English skills – specifically speaking and listening.**
- Applicants requesting assistance at The American Place must first demonstrate proficiency in basic understanding, reading, writing, and spoken English by completing a Pre-Intake Form and participating in an English Oral Language Assessment.
- Applicants whose English language skills meet the required proficiency level may begin their application process and register for Citizenship class.
- Applicants needing further English support are recommended to attend the Library's free English program.
- Applicants may be exempt from the English language requirements for citizenship (but still must take the civics test) under the following circumstances
 - You are age 50 or older, and have lived in the U.S. for 20 years.
 - You are age 55 or older and have lived in the U.S. for 15 years.

➤ **STEP3: APPLICANT COLLECTS ALL DOCUMENTS LISTED ON THE DOCUMENT CHECKLIST AND COMPLETES ALL CLIENT INFORMATION FORMS.**

➤ **STEP 4:** Mail **photocopies only** of your documents to: The American Place, Hartford Public Library, 500 Main Street, Hartford 06103.

You may also drop-off your documents in-person, by appointment only.

Call: (860) 695-6354 **Text:** (860) 785-0872 **Email:** immigration@hplct.org

➤ **STEP 5:** Upon reviewing your documents, we will schedule a meeting with a Legal Representative to determine eligibility for Citizenship. Only after **ALL** required documents have been gathered by the applicant will an appointment with a legal representative be scheduled.

➤ **STEP 6:** Upon determining eligibility, we aim to submit the application to USCIS within 2 weeks. Please note that missing documents, filing fees or complicated legal issues can lengthen the submission time.

DOCUMENT CHECK LIST

Please organize **ALL** required documents below in original form (no copies) to submit to the Citizenship Program Specialist at your appointment.

Required Documents:	
Green Card	<input type="checkbox"/> Yes <input type="checkbox"/> No
CT State ID or CT Driver's License	<input type="checkbox"/> Yes <input type="checkbox"/> No
Current passport from your country or I-94 Travel Document	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tax returns (1040 or 1040 EZ) for 2014-2018 https://www.irs.gov/individuals/get-transcript Household taxes from the most recent tax filing year are required to determine eligibility for fee waivers	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF APPLICABLE:	
Marriage History	
Marriage Certificate(s) for every marriage	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Naturalization Certificate of current spouse	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Divorce Decree(s) for every divorce or Death certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Marriage and Divorce/Death Certificate of your spouse's prior marriage(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Children Information	
Birth Certificates of your children under 18 years old, born <u>after</u> you received your green card.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Name, birthday, address, and A# of your children and stepchildren	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If children do not reside with you; proof of child support	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Other Information	
Copies of any information regarding traffic tickets and arrests	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Copies of any previous immigration applications and notices	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Please complete the Client Information forms or write/type a list of the following:	
✓ Past <u>5 years</u> of employment. Employer / Address/ Start Date / End Date	
✓ Past <u>5 years</u> of residency: Address / City / State / Date moved in / Date moved out	
✓ Your children and step children: Name / Address / Date of birth / Country of birth/ Green Card #	