

Client Name: _____
Attorney Name: _____
Date: _____

N-400 ATTORNEY CHECKLIST

Before you sign the N-400 and send the Applicant to the Final Check Station, please ensure that the following trouble spots have been thoroughly reviewed!

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Citations/Criminal Issues:

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ALL criminal issues and their outcomes have been listed and all criminal issues have been analyzed/reviewed with an Hogar staff member

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Court dispositions have been attached for every criminal charge

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Applicant advised to take original court dispositions to interview

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All traffic citations are listed with their outcomes, as thoroughly and accurately as possible

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Applicant advised to take DMV record to interview.

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Applicant does not have any DUIs within the past five years

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Applicant does not have any pending criminal matters (no upcoming court hearing and not currently on probation)

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Travel: Applicant has never traveled overseas for more than 180 days during any one trip since receiving LPR status, and has not spent more than 2.5 years (912 days) in the aggregate outside of the U.S. during the last five years. (Or, if applying for three-year naturalization, 1.5 years or 547 days.)

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If asylee or refugee-based LPR: Applicant has not traveled to country of persecution (if they have done so, must be analyzed/reviewed with Hogar staff member)

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Selective Service issues: reviewed with Hogar staff member if Applicant is male and was in the United States (in any status including unauthorized status) between the ages of 18 and 26 and, upon Hogar staff member approval, selective service letter included if needed

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Part 10 (yes/no questions): Any “yes” answers are reviewed with Hogar staff member and explained on an addendum sheet

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Applicant never in removal, exclusion or deportation proceedings: (sometimes Applicants were granted LPR status in court proceedings, but if they ever were in court proceedings, must be analyzed/reviewed with Hogar staff member)

After review, if . . .

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N-400: If application IS complete: Filled out in black; signed in blue; all capital letters, all necessary addenda included; all arrest records included

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Every box on the N-400 is filled out with either a response, or “N/A”

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Applicant’s A# appears on right-hand corner of every page.

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Applicant’s phone number is filled out on the N-400 (page 2)

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Attorney has signed as preparer.

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Applicant has not signed below the bolded line on the last page (signs at interview)

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G-28: Filled out in black, signed in blue by Attorney and Applicant

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If application is NOT complete:

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Kept the original N-400 (***do not give back to the Applicant***) and placed in Hogar’s return-to-office-application file;

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Provided Applicant with instructions for follow-up, including yellow Hogar referral sheet and instructions regarding fees

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If follow-up is minor (and entails merely adding an address or date, etc.), workshop attorney has completed and signed G28 and N-400 and has instructed the applicant appropriately regarding follow-up.