



Soldiers' Naturalization Checklist



Before submitting your naturalization application to USCIS, you **must** carefully and completely fill out the forms and collect all required documents. Your Legal Assistance attorney will review your submission and provide recommendations. Use this checklist to prepare for your appointment.

NECESSARY DOCUMENTS:

- All forms must be **typed** or neatly printed in black-ink BLOCK (all caps) letters.
- Forms can be found at: www.uscis.gov.
- Whitening-out and crossing out are discouraged.
- Bring the following to your Legal Assistance appointment:
 - a. This completed check list
 - b. USCIS Form N-426 signed by O-6 or higher
 - c. USCIS Form G-1145 for electronic updates
 - d. DD Form 4/1 Enlistment/Reenlistment Document
 - e. Completed USCIS Form N-400
 - f. Attachments:
 - Copy of current marital status document, if applicable (marriage or death certificates, annulment or divorce orders)
 - Copy (front & back) of Permanent Resident Card
 - Provide any documents if there was a change in status that happened after you obtained your Green Card.
 - Copy of orders to Germany
 - Copy of TWO passport style photos if you reside outside the U.S.
 - Certified copy of police and court documents if you have been arrested.
 - Copy of your DD-214 if you are no longer in the service.

The N-426 Request for Certification of Military or Naval Service:

- Soldier completes N-426 parts 1-4
 - Part 1, box 2: Military Service Number = DOD number on military I.D.
 - Part 1, section 8: Physical Address = German address
 - Part 3, Date Service Began = Date of enlistment on 4/1, box 5
- Return to your unit's S1 or first-line supervisor with instruction to route this to your Brigade S1 with your N-426 and 4/1
- **Brigade staff completes Parts 5-8**
 - Part 5, question 1: Honorable Period of Military Service 1 = "Yes"
 - Part 6, question 1: Is the requestor separated? = "No"
 - Part 7: Remarks = "No derogatory information found."
 - Part 8: Certification
 - Period of honorable service starts on date of enlistment found on 4/1, box 5, to "Present"
 - AC = 180 days from the date of enlistment
 - RC / NG = 365 days from the date of enlistment
 - Name of Department = "Department of the Army, Name of Brigade, Germany,"

- Name and Title: "Colonel, U.S. Army, Name of Colonel"
- Dated, with 0-6's phone number and email address

N-400 APPLICATION FOR NATURALIZATION:

- Make sure your A# is on every page, even if you do not mark anything else on the page
- If a block is not applicable, leave it blank, do not write "N/A" on every inapplicable box

Part 1: Information About Your Eligibility

- Information about your eligibility

Part 2: Information About You

- Legal Name: Family Name = Last Name; Given Name = First Name
- Name on your Permanent Resident (green) Card
- Name Change
 - Regardless of "Yes" or "No" answer, complete the rest of Part 2

Part 3: Accommodations for Individuals with Disabilities and or Impairments

- Accommodations due to disability most likely "No"

Part 4: Information About Your Residence

- 1 A: Current Physical Address Dates of Residence
 - Physical Address = Where you are now (Germany)
 - From = date you left to BCT; To = "Present"
- 1 B: Current Mailing Address (if different from address above)
 - Recommend to use your APO.
- 1 C: Physical Address 2
 - If you used Germany address in 1 A and HOR address in I B, put HOR address in I C After your current mailing address, list all former residences in chronological order, including former Permanent Duty Station residences.
 - From = date you started living there; To = date you left to BCT
- 1 C-E: Addresses for the last 5 years, starting with the present, going in reverse order
 - No gaps
 - Include addresses outside of the U.S.
 - If foreign address does not have a zip code, type/write "00000"

Fred Mertz	A#: 123456789
Part 5. Information About Your Residence	
F. 1500 N. Main Street, Apt B Louisville, Kentucky 40018	
From 01/11/1955 To 12/31/1956	

Part 8: Information About Your Employment and Schools You Attended

- For the last **5 years**, starting from present, going in reverse order
- Even if RC/NG "United States Army"
- "Date From" = the enlistment date on 4/1, box 5
- "Date To" = "Present"
- "Your Occupation" "Solider"
- If you are also a student and/or NG or RC with a job, those should also be marked "Present"
- If you run out of space, add a separate sheet and follow the example above
- No gaps-list periods of unemployment

Part 9: Time Outside the United States

- If you came to the U.S. for the first time within the last 5 years, list the number of days you were in your country prior to arrival
- If you are not sure, you can get your 1-94 at: <https://i94cbp.dhs.gov/I94/#/home>

Part 10: Information About Your Marital History

- Current **and** former spouses
- Spouse in another country

Part 11: Information About Your Children

- Even children you have not seen or supported, in another country, born out of wedlock
- All Children

Part 12: Additional Information About You

- **"Ever"** is key
- 9 A-B: Math Club, Band, Soccer Team in another country
- 15 A = "Yes" because you are currently in a military unit
- 19 = "Yes" because you have completed BCT and are here for AIT
- 22-28 "Yes" if you have **ever** had parking/traffic ticket
- Attach Court/DMV print-out & take to interview
- 37-38 = "Yes" because again, you are in the military
- 44 A-B: for males, most likely = "Yes"
 - Find on: <https://www.sss.ciov/HomeNerification>

Part 13: Applicant's Statement, Certification, and Signature

- Sign, date, and STOP

Mailing the Packet:

- Send to via **certified mail** to:
USCIS Immigration and Naturalization
P.O. Box 4446
Chicago, IL 60680-4446
- In the following order:

1. G-1145
2. N-426
3. N-400
4. Attachments

FAQs / General Information:

How do I make an appointment so an attorney can review my N-400 packet?

- Visit your local Legal Assistance Office or visit <https://www.7atc.army.mil/About-Us/Staff/SJA/Programs/> to email your nearest office to make an appointment.

I am deploying soon. Can my application be expedited? Can I complete the process via video or satellite interview?

- If you are scheduled to deploy in the near future, write in bold letters, “I have an upcoming deployment” on the first page of the application/petition, or on a cover sheet attached to your application.
- USCIS only reviews requests for expedited processing on a case-by-case basis. Some examples of situations that may qualify for expedited processing include pending military deployments and emergency or humanitarian situations.
- USCIS does not currently offer video or satellite interviews. However, the local USCIS office will make every attempt to conduct your interview before you move or deploy. Notify USCIS of your upcoming change of station, deployment, or change of address asap. You can contact them by phone, email, or update your address by completing an AR-11 online on uscis.gov.

When am I permitted to file my N-400?

- If you are applying for naturalization through U.S. military service, you may file the once you have completed one day of honorable active-duty service or one day of honorable service in the Selected Reserve of the Ready Reserve. In most cases, the earliest you can submit your application is during basic training. Individuals in the Delayed Entry Program (DEP) are typically not eligible to apply.

Can I complete the naturalization process via video or satellite interview?

- USCIS does not currently offer video or satellite interviews. However, the local USCIS office will make every attempt to conduct your interview before you move or deploy. Please contact your local USCIS office or call the USCIS Military Help Line at 1-877-247-4645 as soon as possible to notify them of your upcoming change of station.

USCIS Contact Information:

Online: <https://www.uscis.gov/n-400>

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

Military Hotline: 1-877-247-4645 and TTY 800-877-8339

General Military E-mail: Militaryinfo@uscis.dhs.gov