

Hartford Public Library Citizenship Program

Free Assistance Completing Your Citizenship Application at Hartford Public Library

Step 1. If you are interested in applying for Naturalization, you must first participate in an Intake Process at Hartford Public Library's The American Place, 500 Main Street, Hartford. Hours: Monday through Thursday 10 – 8; Friday and Saturday 10 – 5,

Step 2. After successfully completing the intake process you will meet with an Immigration Screening Specialist.

Step 3. At the screening, we will collect all necessary documents and then schedule you for an appointment for a Consultation with legal staff.

Step 4. During your Consultation, legal staff will decide if you are eligible to apply for Naturalization. NOTE: The legal staff may need additional information or documents before reaching a decision on a client's eligibility.

SCREENING SCHEDULE *(No appointment necessary)*

Mondays and Tuesdays: 10:00 a.m. – 2:00 p.m.

Wednesdays and Thursdays: 2:00 p.m. – 7:00 p.m.

Saturdays: 3:30 p.m. – 5:00 p.m.

Location: The American Place

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Document Checklist: Please bring the following items with you to the screening:

ALL APPLICANTS

- Green Card
- Driver's License or State ID
- ALL passports from your country; if you can't locate older ones, bring the most recent.
- Federal tax returns from the past 5 years. Download and complete form 4506-T or form 4506T-EZ <http://www.IRS.gov/transcript> and mail it to IRS to request your transcript.
Tel. 800-908-9946 and follow voice prompts. **In-person:** 135 High Street, Hartford.
- Completed *Consultation Information Form* **OR** N-400 Form to the best of your ability.
- If applicable copies of any previous immigration paperwork.
- If applicable information regarding any arrests. CT Superior Court Records Center 111 Phoenix Ave., Enfield. Tel. 860-741-3714
<http://www.jud.ct.gov/Publications/es183.pdf>

APPLICANTS MARRIED, DIVORCED AND/OR WITH CHILDREN

In addition to the above please bring the following documents (originals or copies)

- Your Birth Certificate
- Divorce Decree(s)
- Marriage Certificate(s)
- Birth Certificates of your children under 18
- Green card numbers of all your children and spouse

FEE WAIVER APPLICANTS:

- Budget Sheet.** Your eligibility for a fee waiver depends on your income and / or level of benefits which may include: SNAP, Section 8, cash assistance and Medicaid. You must include a *Budget Sheet* from the CT Dept. of Social Services in your application to be considered for a fee waiver. <https://www.connect.ct.gov>