

Citizenship Appointment Checklist

Your appointment is with: _____

Date: _____ Day: _____ Time: _____

Location: 500 Main Street, Hartford Staff initials _____

PLEASE CALL: 860-695-6337 if you need to cancel or reschedule

All Applicants

- ☐ Completed Consultation Information Form
- ☐ 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.
- ☐ Copies of any previous immigration paperwork.
- ☐ Any information regarding any arrests

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: 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. Attached is a sample verification form - "Budget Sheet"- from the CT Department of Social Services that you must include in your application to be considered for a fee waiver.

NOTE: We anticipate completing and submitting your application within 14 business days as long as our legal staff have received ALL requested documents.

Where to go for...

Criminal Records

Superior Court Records Center 111 Phoenix Ave., Enfield, CT 06082

Monday - Friday 9 a.m. – 5 p.m.

Tel. 860-741-3714 **Online:** <http://www.jud.ct.gov/Publications/es183.pdf>

Education

Free Citizenship and English classes are offered at the Library; you may also borrow material to study at home. Excellent online learning resources available at

<http://www.uscis.gov/citizenship>

Fingerprints

USCIS Application Support Center (ASC) 467 Silver Lane, East Hartford, CT 06118

Take bus Route B from Statehouse Square to ASC

Tax Transcripts

Mail: Complete form 4506-T or form 4506T-EZ and mail it to IRS to request your transcript. Both forms are available online. **Tel.** 800-908-9946 and follow voice prompts.

In-person: 135 High Street, Hartford.

<http://www.IRS.gov/transcript>

Translation Services

At the Library, \$20.00 per page (limited languages)

Transportation

Tel. 860-525-9181 **Online:** <http://www.cttransit.com>

NOTES:
