

Hartford Public Library, The American Place
Document Checklist for Citizenship Applicants and Steps for Scheduling an Appointment with an Immigration Counselor

STEP 1

Organize ALL required documents below in original form (not copies) to submit to the Intake Specialist at your appointment.

1. Green Card
2. CT State ID or CT Driver's License
3. Current passport from your country **or** I-94 Travel Document
4. Tax returns (1040 or 1040 EZ) for the last five years:

<https://www.irs.gov/individuals/get-transcript>

5. Create a list of your past 5 years employment history; Include name of employer, address; start and end dates (month/day/year.)

Example:

Hartford Hospital, 80 Seymour St, Hartford, CT 06102.

October 5, 2013 to June 30, 2017

6. Create a list of where you've lived over the past 5 years; include address, start and end dates (month/day/year.)

Example:

15 Green St. Apt 1A Hartford, CT 06103.

January 01, 2015 – December 30, 2017

7. If applicable, copies of any previous immigration applications and notices
8. If applicable, copies of any information regarding tickets and arrests

Applicants Married, Divorced and/or with Children: In addition to the above, please bring ORIGINALS of the following documents

9. Marriage Certificate(s) for every marriage
10. If applicable, Green card number and date of naturalization of current spouse.
11. Divorce Decree(s) for every divorce or Death Certificate
12. Birth Certificates of your children under 18 years old
13. Biographical information of your children and stepchildren: Date of Birth; Address; Green Card number (if applicable); Child Support Documentation (if applicable.)

STEP 2

Make your appointment to see the Intake Specialist. Bring **ALL** required documents to your intake appointment along with a \$50 non-refundable fee. Please **DO NOT** schedule an appointment with an Intake Specialist until you have collected ALL the applicable documents listed above.

To make an appointment: Tel. 860-695-6354 OR Email: immigration@hplct.org

Intake Appointment Hours

Monday through Thursday 9:30 am to 4:00 pm

Saturdays 9:30 am to 11:30 pm

STEP 3

Upon receiving ALL required documents, information and the \$50 non-refundable screening fee, the intake specialist will schedule an appointment with a legal representative to determine eligibility for Citizenship.

NOTE: The legal representative may request additional information or documents before reaching a decision on a client's eligibility. Upon determining your eligibility, we anticipate completing and submitting your application within 3 weeks. Additional fees will be charged to process and submit your application and are dependent on your household's income.

Hartford Public Library is recognized by the U.S. Department of Justice, Office of Legal Access Program (OLAP) to offer legal advice by its attorneys and qualified legal specialists. As a not-for-profit organization, we are able to offer these services at low cost to the public. Questions? Call 860-695-6354 Email immigration@hplct.org

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