

Apply for U.S. Citizenship at Hartford Public Library N-400 Screening Process

Follow these steps to get ready for your cost-free consultation with a legal representative.

☛ **STEP 1: Participate in an Intake Process at *The American Place*** At intake, staff will assess your knowledge of English, provide a general overview of basic Citizenship qualifications, and provide you with a detailed document checklist.

☛ **STEP 2: Collect and organize ALL required documents** to present to an Immigration Screener. (See reverse)

☛ **STEP 3: Come in to meet with a Screener who will review documents during the hours listed below.**

Screening Schedule (no appointment necessary)

| | |
|-----------|--------------|
| Monday | 10:00 – 3:30 |
| Tuesday | 10:00 – 3:30 |
| Wednesday | 10:00 – 3:30 |
| Thursday | 10:00 – 3:30 |
| Saturday | 10:00 – 3:30 |

***Closed for lunch 12:00 – 1:00**

☛ **STEP 4: Once YOU have collected ALL necessary documents, the Screener will make an appointment for you with a Legal Representative.**

Minimum requirements; you must be:

- 1) 18 years of age or older
- 2) A U.S. Legal Permanent Resident (Green Card holder) for 5 years or more. *Exception: Marriage to a US citizen requires 3 years of U.S. residency*
- 3) Speak, read, write, and understand basic English. Applicants age 50 and over could be excused from the English literacy requirement.

☛ The legal representative may need additional information or documents before reaching a decision on a client's eligibility. Upon deciding your eligibility we anticipate completing and submitting your application within 4 weeks.

The Library offers FREE English and Citizenship classes as well as basic reading and writing tutoring..

Determination:

- Ready for screening
- ESL Required
- Reading/Writing required

Staff Initials _____



THE AMERICAN PLACE
500 Main Street
Hartford, CT 06103
www.hpct.org
(860) 695-6354 or 695-6337



Citizenship Application (N-400) Document Checklist

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.
- Your Birth Certificate
- Federal tax transcripts from the past 5 years. To request a transcript **online** download and complete form 4506-T or form 4506T-EZ <http://www.IRS.gov/transcript>.
Tel. 800-908-9946 and follow voice prompts. **In-person:** 450 Columbus Blvd., Hartford.
- A completed HPL *Consultation Information Form*
- If applicable, copies of any previous immigration applications and notices.
- Copies of any information regarding previous citations or arrests, if applicable. For additional information regarding previous cases, contact: Connecticut Superior Court Records Center – Phone: 860-741-3714 Email: SuperiorCourtRecordsCenter@jud.ct.gov.
Webpage: <https://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)

- 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. Evidence may include a Budget Sheet (you can request this from DSS) and/or recent tax transcripts.



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