

## APPLICATION PROCESSING PROCEDURES

For soldiers applying for citizenship, family members not included. All soldiers applying for citizenship should be referred to the PSB for assistance.

### CITIZENSHIP APPLICATION PROCESSING PROCEDURES

The U.S. Immigration and Naturalization Service (INCS) recently checked the quality of a random sample of citizenship application packets submitted by the Armed Forces under the military facilitated program. All packets received from the Army were found to be complete and of acceptable quality. According to this sampling, the Army procedures are working and the Personnel Services Battalions (PSBs) and Military Personnel Divisions (MPDs) are doing a good job of ensuring that soldiers' applications meet minimum standards. Congratulations!

Unfortunately, the Immigration and Naturalization Service in Nebraska has also received many incomplete application packets, often from veterans with no current military connection or from military personnel who submit their applications on their own instead of going through official channels under the military facilitated program.

Effective April 1, 2001, the only citizenship application packets the Immigration and Naturalization Service in Nebraska will process under the military facilitated program will be those that have the required cover sheet from the submitting office (for Army, the Personnel Services Battalion/Military Personnel Division). Applications without the required cover sheet will be processed under regular procedures. The cover sheet should be on letterhead stationary (i.e., the same letterhead stationery used for official memos) and contain the following information:

- a. The name and social security number (ssn) of the applicant soldier.
- b. Where the soldier physically is at the time of mailing the application.
- c. The soldier's preferred Immigration and Naturalization location for the interview and naturalization.
- d. The soldier's preferred date range for the interview (i.e., more than six months after the application packet is mailed.
- e. Dates of projected permanent change of station moves, deployments, periods of extended temporary duty (TDY) (i.e., projected departure and return dates for deployments and temporary duty), etc., if any.
- f. A point of contact within the United States (usually a relative), if stationed overseas and if feasible.
- g. The soldier's current U.S. mailing address (APO/FPO addresses are considered to be U.S. addresses).

The primary reason applications for citizenship under the military facilitated program have not been processed as rapidly as originally expected is that more military personnel have applied than the Immigration and Nationalization Services projected and staffed. Immigration and Naturalization Services is addressing this problem and improvements are now in progress.

Experience has shown that unexpected problems/situations sometimes occur at the Immigration and Naturalization Citizenship Interviews. The most commonly occurring event is that a soldier's case is continued because the interviewing official determines that one or more essential documents are missing and must be provided to the Immigration and Naturalization Services before the soldier can be naturalized. Such situations can be more readily resolved if the soldier has the name and phone number of the official who identified the deficiency. Therefore, as the soldier applying citizenship you should request and write down the name and phone number of the interviewing official when you go to your citizenship interviews.

Increasing the awareness of the benefits of applying for citizenship through your military channels will enhance the effectiveness of your application and the overall program.

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