



USCIS Update

September 15, 2008

Direct Mail Program Adds Form N-400, Application for Naturalization

WASHINGTON— U.S. Citizenship and Immigrations Services (USCIS) announces publication of a [Federal Register Notice](#) that expands the Direct Mail program to include Form N-400, *Application for Naturalization*. The notice advises the public to file non-military N-400 applications with the appropriate Lockbox and provides a 30-day transition period whereby the Service Centers will forward any N-400 applications received at their facilities to the appropriate Lockbox. Applicants should continue to file Military N-400 cases at the Nebraska Service Center (NSC). In addition, in order to assist military spouses, NSC will also accept and process N-400s filed by spouses of active members of the military.

Beginning on October 14, 2008, applicants must submit Form N-400 and related supplements to one of two new USCIS Lockbox facilities for initial processing, using the following addresses:

If You Reside In:	File N-400 with:
Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Territory of Guam, Northern Mariana Islands	<p>USCIS Lockbox Facility, USCIS, P.O. Box 21251 Phoenix, AZ 85036</p> <p>Private Courier (non-USPS) USCIS, Attn: N400 1820 E Skyharbor Circle S. Floor 1, Phoenix, AZ 85036</p>
If You Reside In:	File N-400 with:
Alabama, Arkansas, Connecticut, Delaware, DC, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Oklahoma, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Vermont, Virginia, West Virginia, U.S. Virgin Islands.	<p>USCIS Lockbox Facility, USCIS, P.O. Box 299026 Lewisville, TX 75029.</p> <p>Private Courier (non-USPS) USCIS, Attn: N400 2501 S. State Hwy 121, Bldg. 4 Lewisville, TX 75067.</p>

Since 1998, Form N-400, Applications for Naturalization, have been filed at the four Service Centers. The Service Centers completed initial processing on the cases before the cases were forwarded to the local USCIS Field Offices for interviews. During 2008, the processing of N-400s is undergoing change through a two-step process. First, N-400 cases were transferred internally, by the Service Centers to the National Benefits Center (NBC). The NBC, located in Lee's Summit, Missouri, began to accept N-400 cases from the Service Centers in June 2008. During the time that the first step was taken, there was no change to where the applicants filed their applications.

The [Federal Register Notice](#) begins the second step of the process, requiring the public to file their applications directly with a Lockbox facility beginning October 14, 2008. Each Lockbox facility will



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scan the documents submitted and complete the data entry and fee processing steps before forwarding accepted applications on to the NBC for further processing. The NBC will not accept any N-400 filings mailed directly from the public.

The N-400 form instructions have been updated to reflect the new filing procedures. Other updates to the form instructions include inserting the requirements to submit two passport-style photographs and a copy of the Permanent Resident Card for applicants who are lawful permanent residents.

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