

Instructions for Form N-300, Application to File Declaration of Intention

Department of Homeland Security
U.S. Citizenship and Immigration Services

Instructions

Please read these instructions carefully to properly complete this form. If you need more space to complete an answer, use a separate sheet(s) of paper. Write your name and Alien Registration Number (A #), if any, at the top of each sheet of paper and indicate the section and number of the item to which the answer refers.

What Is the Purpose of This Form?

This form is for a permanent resident to apply for a Declaration of Intention to become a citizen of the United States. A Declaration of Intention is not required for naturalization, but may be required by some States if you wish to engage in certain occupations or professions, or obtain various licenses.

Who May File This Form?

If you are a lawful permanent resident over the age of 18 years, you may apply for a Declaration of Intention. You must be in the United States when you file this application.

What Initial Evidence Must Be Submitted?

After ensuring that the personal information required on **all 3 pages** of the application is complete, you must file your application with:

A copy of your Permanent Resident Card (Form I-551) or other evidence that you are a lawful permanent resident.

Photographs

You **must** submit two identical color photographs of yourself taken within 30 days of the filing of this application. The photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched.

Passport-style photos must be 2" x 2". The photos must be in color with full face, frontal view on a white to off-white background. Head height should measure 1" to 1 3/8" from top of hair to bottom of chin, and eye height is between 1 1/8" to 1 3/8" from bottom of photo. Your head must be bare unless you are wearing a headdress as required by a religious order of which you are a member. Using pencil or felt pen, lightly print your name and Alien Registration Number on the back of the photo.

NOTE: Because of the current USCIS scanning process, if a digital photo is submitted, it needs to be produced from a high resolution camera, which has at least a 3.5 mega pixel.

Where to File?

Mail your completed Form N-300 and accompanying documentation to the USCIS Lockbox facility at the following address:

USCIS
PO Box 650809
Dallas, TX. 75265

For Express Mail or courier deliveries, use the following address:

USCIS
Attn: Form N-300
2501 S. State Hwy 121 Business
Suite 400
Lewisville, TX 75067

E-Notification

If you are filing your Form N-300 at one of the USCIS Lockbox facilities, you may elect to receive an e-mail and/or text message notifying you that your Form N-300 has been accepted. You must complete Form G-1145, E-Notification of Application/Petition Acceptance, and attach it to the first page of your Form N-300. To download a copy of Form G-1145, including the instructions, click on the "FORMS" link on the USCIS Web site at www.uscis.gov.

Filing Address

The filing addresses provided on this form reflect the most current information as of the date this form was last printed. If you are filing Form N-300 more than 30 days after the latest edition date shown in the lower right corner, visit the USCIS Web site at www.uscis.gov before you file, and check the "FORMS" page to confirm the correct filing address and version currently in use. Check the edition date located at the lower right corner of the form. If the edition date on your Form N-300 matches the edition date listed for Form N-300 on the online "FORMS" page, your version is current. If the edition date on the online version is more recent, download a copy and use it. If you do not have Internet access, call the National Customer Service Center at **1-800-375-5283** to verify the current filing address and edition date. **USCIS will reject forms with the wrong revision date and return the fee with instructions to resubmit the entire filing using the current form.**

What Is the Filing Fee?

The filing fee for the Form N-300 is **\$250**.

Use the following guidelines when you prepare your check or money order for Form N-300:

1. The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency; **and**
2. Make the check or money order payable to **U.S. Department of Homeland Security**.

If you live outside the United States, Guam, or the U.S. Virgin Islands, contact the nearest U.S. Embassy or consulate for instructions on the method of payment.

NOTE: Spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."

Notice to Those Making Payment by Check. If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually take 24 hours, and will be shown on your regular account statement.

You will not receive your original check back. We will destroy your original check, but we will keep a copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to two times.

How to Check If the Fees Are Correct

The form and biometric fees on this form are current as of the edition date appearing in the lower right corner of this page. However, because USCIS fees change periodically, you can verify if the fees are correct by following one of the steps below:

1. Visit our Web site at www.uscis.gov, select "FORMS," and check the appropriate fee;
2. Review the Fee Schedule included in your form package, if you called us to request the form; or
3. Telephone our National Customer Service Center at **1-800-375-5283** and ask for the fee information.

NOTE: If your Form N-300 requires payment of a biometrics services fee for USCIS to take your fingerprints, photograph, or signature, you can use the same procedure to obtain the correct biometrics fee.

Processing Information

Acceptance. Any Form N-300 that is not signed or accompanied by the correct fee, except those accompanied by a fee waiver request, will be rejected. A Form N-300 that is not completed according to these instructions, is missing pages or otherwise not executed in its entirety, or is not accompanied by the required initial evidence may be rejected or delayed. If USCIS rejects your Form N-300 for the reasons above, the form and any fees will be returned to you, and you will be notified why the form is considered deficient. You may correct the deficiency and refile Form N-300. An application or petition is not considered properly filed until accepted by USCIS.

Initial Processing. Once the application has been accepted, it will be checked for completeness, including submission of the required initial evidence. If you do not completely fill out the form or file it without the required initial evidence, you will not establish a basis for eligibility and we may deny your application.

Requests for More Information. We may request more information or evidence, or we may request that you appear at a USCIS office for an interview. We may also request that you submit the originals of any copy. We will return these originals when they are no longer needed.

Decision. The decision on Form N-300 involves a determination of whether you have established eligibility for the requested benefit. You will be notified of the decision in writing.

Address Changes

If you have changed your address, you must inform USCIS of your new address. For information on filing a change of address go to the USCIS Web site at www.uscis.gov/addresschange or contact the National Customer Service Center at **1-800-375-5283**.

NOTE: Do not submit a change of address request to the USCIS Lockbox facilities because the Lockbox facilities do not process change of address requests.

USCIS Forms and Information

You can get USCIS forms and immigration-related information on the USCIS Web site at www.uscis.gov. You may order USCIS forms by calling our toll-free number at 1-800-870-3676. You may also obtain forms and information by telephoning our National Customer Service Center at **1-800-375-5283**.

As an alternative to waiting in line for assistance at your local USCIS office, you can now schedule an appointment through our Internet-based system, **InfoPass**. To access the system, visit our Web site. Use the **InfoPass** appointment scheduler and follow the screen prompts to set up your appointment. **InfoPass** generates an electronic appointment notice that appears on the screen.

Penalties

If you knowingly and willfully falsify or conceal a material fact or submit a false document with this request, we will deny the benefit you are filing for, and may deny any other immigration benefit. In addition, you will face severe penalties provided by law, and may be subject to criminal prosecution.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this benefit request, and the associated evidence, is collected under the Immigration and Nationality Act, section 101, et. seq.

PURPOSE: The primary purpose for providing the requested information on this benefit request is to determine if you have established eligibility for the immigration benefit for which you are filing. The information you provide will be used to grant or deny the benefit sought.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information, and any requested evidence, may delay a final decision or result in denial of your benefit request.

ROUTINE USES: The information you provide on this benefit request may be shared with other Federal, State, local, and foreign government agencies and authorized organizations following approved routine uses described in the associated published system of records notices [DHS-USCIS-007 - Benefits Information System and DHS-USCIS-001 - Alien File (A-File) and Central Index System (CIS), which can be found at www.dhs.gov/privacy]. The information may also be made available, as appropriate, for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 45 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Products Division, Office of the Executive Secretariat, 20 Massachusetts Avenue, N.W., Washington, DC 20529-2020. OMB No. 1615-0078. This form expires September 30, 2012. **Do not mail your application to this address.**