



# The Cambodian Family

***A Multi-Ethnic Human Services Agency Promoting Social Health***

1626 East Fourth Street, Santa Ana, CA 92701 (714) 571-1966 Fax (714) 571-1974

[www.cambodianfamily.org](http://www.cambodianfamily.org)

## Station #2: N-400 Application Assistance

Volunteers at this station are responsible for helping applicants understand and complete the N-400 application.

### BEFORE YOU BEGIN:

- Welcome clients and introduce yourself.
- Write your name in client's folder under part that says "Application Completion With."
- Complete N-400 with applicants on paper form with CAPITAL LETTERS and BLACK INK.
- Write A-Number (or you can even ask the client to do it) in boxes at the top. Add "0" in front of the A-number if it is not 9 digits.
- Use addendum form if there is not enough space on application for some questions or if the response is UNKNOWN. If dates are "approximate" please use addendum form and write dates are approximate.
- Leave "If Yes" questions BLANK if the response to the previous question is "No."
- Use post-its to make notes for attorneys.

### COMPLETING THE APPLICATION:

#### **Part 1: Information About Your Eligibility**

- Generally, applicants must be a permanent resident for at least 5 years but only 3 if they are the spouse of a US citizen or if they obtained permanent residency as a survivor of abuse. If victim of abuse, check "other" and write "Domestic Violence VAWA."
- Note: Applicants may complete forms up to 90 days before they hit the 5 or 3 year mark.

#### **Part 2: Information About You**

- Name as it appears on birth Certificate, passport, or most recent legal document.
- Copy name EXACTLY as it appears on Green Card, even if misspelled.
- If the client qualifies for 50/20 or 55/15 language waiver, please mark. The applicant does not need to speak English during their interview and may take the civics test in the language of their choice.
- 65/20 exemption—applicant does not need to speak English and they only have to study from 20 questions instead of the normal 100 questions. (Everyone is still asked only 10 questions in their interview and must get 6 or more correct to pass).

#### **Part 4: Information About Your Residence**

- Confirm applicants have lived in CA for at least 3 months.
- List former physical residences in reverse chronological order. Use physical addresses only.
- Can leave the zip code +4 blank!
- Must list all addresses for the last 5 years—NO GAPS IN TIME.

## Part 6: Information for Criminal Records Check

- Can refer to info. on most recent driver's license.
- If Hispanic or Latino, must mark "WHITE"
- Hair, eye, color: Check NATURAL color

## Part 7: Information About Your Employment and Schools You Attended

- List in reverse chronological (starting with most recent).
- Self-employed, unemployed, student, homemaker, retired, should all be listed.

## Part 8: Time Outside the United States

- Start with Question 3 and then complete Questions 1 and 2. Remember on this new form, they only ask for the last FIVE YEARS!
- Use approximate date if applicant does not remember the exact dates. Use addendum form to say it is an approximate date.
- **Tip**-look at passport stamps, and use [timeanddate.com](http://timeanddate.com) or calculator to add up days. Here's a nice rhyme to help you remember the amount of days in each month. 30 days has *September, April, June, and November*, all the rest have 31, except *February* which has 28 days clear and 29 each leap year.
- If don't know all absences, can state something like "since 2010, I have been going to Mexico for approx. one month every year to visit my family." Write this on addendum.

## Part 9: Information About Your Marital History

- If marking Separated or Divorce, client must have legal documents to show this. If not, they are still married.

## Part 10: Information About Your Children

- List all children including adult, married, adopted, step, deceased, or living outside of United States.

## Part 11: Additional Information

- All questions should be reviewed in English unless the client qualifies for the language waiver. Help them understand the questions if they are being asked at the interview.
- Leave "If Yes" questions BLANK if the response to the previous question is "No."
- If client did not file taxes ever since becoming an LPR (even if they weren't required to) please mark "yes" and use addendum form to explain.
- Question 9 is supposed to be for positive affiliations! Including PTA, church, The Cambodian Family, etc.
- For questions about genocide, torture, etc. if they are **solely the victim**, mark "No."
- All arrests, detentions, and citations must be listed. Need to send in court dispositions for serious crimes. Include traffic tickets but don't need to mail in proof for minor traffic violations.
- Question 46: All young men between ages 18-26 in the US must enroll in selective service including undocumented individuals, permanent residents, and citizens.
  - If they are not yet 26, must enroll at [www.sss.gov](http://www.sss.gov) before filing the N-400.
  - If they are now between ages 26-31, must request a "Status Information Letter" from Selective Service and include the "Selective Service Addendum."
  - If over 31, only has to include the "Selective Service Addendum."
- Question 53: Leave blank unless that person has royal blood. In which case, please inform staff so that they may have the honor of meeting that person!

**Part 12: Your Signature**

- Please have applicant sign and date.

**Part 13: Signature and Contact Information of The Person Who Prepared This Form, If Other Than the Applicant.**

- Please use The Cambodian Family's note that has been provided for you.

**Part 14: Statement of Applicants Who Used an Interpreter**

- For only those clients that qualify for the English Waiver (50/20, 55/15, 65/20), please have them sign their name and sign your name (you the volunteer) and put Cam Fam's number 714-571-1966 Ext. 109. Please consult staff if you have any concerns.

\*Remember, if you see any red flags or have any doubts, please use post-its to alert the attorneys. Also, feel free to use addendums to explain unknown information or approximate dates.