

Naturalization Fee Waiver and Reduced Fee Option

How to Complete Form I-912, Request for Fee Waiver Form for USCIS Applications and Petitions, including Naturalization Applications

I. Introduction

In November 2010, USCIS introduced a standardized form, Form I-912, for requesting fee waivers for various immigration forms and petitions, including naturalization. The most recent version of the form was updated this year (04/26/16), but previous versions of the form are accepted. Applicants may still submit applicant-generated fee waiver requests (i.e., requests that are not submitted on Form I-912) that comply with 8 CFR § 103.7(c). Those who wish to receive a waiver of fees must demonstrate that they are unable to pay the required fee.

WARNING: While USCIS will accept previous versions of the Form I-912 and applicant-generated fee waiver requests that comply with 8 CFR § 103.7(c), we **strongly** recommend you use the most current version of the Form I-912. This will ensure you have provided all the information USCIS needs in order to evaluate and potentially grant your request.

An important change that can be seen with the newest version of the Form I-912 is that multiple individuals from the same household can complete one combined fee waiver request for family-related visa petitions and applications that are being requested at the same time. **However, this does not apply to N-400 Application for Naturalization or any application or petition being filed at a different point of time.** Be sure to complete one fee waiver per person if you are applying to naturalize.

The Form I-912 instructions provide applicants with guidance on properly filling out and completing the Form. This ILRC Guide is meant to supplement the form instructions and walk you through each step of the form. We have included a sample, completed form in **Appendix 8-J** to use when completing your own Form I-912.

USCIS Form I-912 and Instructions: <https://www.uscis.gov/i-912>

Additional Information on Filing a Fee Waiver: <https://www.uscis.gov/feewaiver>

Tips for Filing Forms with USCIS: <https://www.uscis.gov/forms-filing-tips>

II. Reduced Fee Option and Fee Schedule

In October 2016, USCIS published a new fee schedule to take effect December 23, 2016. This new fee schedule creates three levels of fees for the Form N-400, Application for Naturalization:

- The Standard Fee will be \$640 (a \$45 increase of \$595). This Standard Fee does not include the biometrics fee. The biometric service fee will remain \$85, for a total fee of \$725.
- A Reduced Fee of \$320 will be available for applicants with a family income greater than 150 percent of the Federal Poverty Guidelines but not more than 200 percent of the Federal Poverty Guidelines. An applicant granted a Reduced Fee will still be required to pay the full biometric service fee of \$85, for a total fee of \$405.
- A Fee Waiver (Form I-912) is still available and if granted, the applicant will not be charged a fee for the Form N-400 or the biometric services fee.

Applicants that would like to apply for the Reduced Fee schedule will need to complete the Form I-942. If an applicant is completing the Form I-912, he should **not** also complete the Form I-942. There is no fee associated with the Form I-942. At the date of this publication, there is only a draft version available of the Form I-942 and its instructions (for links to these documents, see below). While the Form I-942 is long (7 pages) it is intentionally similar to the Form I-912 to help ease the burden of completing the form.

Draft Form I-942: <https://www.regulations.gov/document?D=USCIS-2016-0001-0108>

Draft Form I-942 Instructions: <https://www.regulations.gov/document?D=USCIS-2016-0001-0107>

To request the reduced fee option, it is required you complete the Form I-942.

III. Instructions

Note: The Form I-912 and all supporting documents must be in English or include a full English translation.

Part 1. Basis for Your Request

USCIS determines if you qualify for a fee waiver based on one or more of the following reasons listed. Check any of the boxes that apply. You only need to qualify for one basis in order to receive the fee waiver. However, if you qualify for more than one basis you can select all that apply, but you will need to provide supporting evidence for each basis that you select.

- ✓ 1. I am, my spouse is, or the head of the household living in my household is currently receiving a means-tested benefit.
 - If you check this box , then complete **Part 2 through Part 4 and Part 7 through Part 10.**
 - A means-tested benefit is a benefit where an individual's eligibility for the benefit or amount of the benefit is based on the individual's income and resources. Means-tested benefits may be federally, state, or locally funded. Examples of means-tested benefit programs include: Medicaid, Supplemental Nutrition Assistance Program (SNAP)

benefits), Temporary Assistance to Needy Families (TANF), Supplemental Security Income (SSI). Talk with your benefit-granting agency to see whether the benefit you are receiving counts as a means-tested benefit.

- The following are NOT considered a means-tested benefit: Medicare; unemployment benefits; Social Security retirement benefits; Social Security Disability Insurance; Social Security Retirement, Survivors, and Disability Insurance (RSDI); or student financial aid.
 - You must provide evidence of receiving a means-tested benefit with a letter, notice, or other official document(s) listing the granting agency's name, the recipient's name, the type of the benefit, information that shows you are currently receiving this benefit. If the letter is more than 12 months old but you are still receiving the benefit, include an additional letter, statement, or other evidence showing you are still receiving this benefit. If you provide this proof of a means-tested benefit, then you will generally be granted a fee waiver, and no other information will be necessary.
 - If you have listed additional applicants in **Part 3** and you are receiving a means-tested benefit, (1) your spouse will normally qualify for a fee waiver and (2) your unmarried children under 21 years of age living with you will normally qualify for a fee waiver. If your spouse is receiving a means-tested benefit and you live together, then you will normally qualify for a fee waiver.
 - If someone else in your home receives a means-tested benefit, you cannot use it for a fee waiver for yourself but it may be used as evidence to show your income is at or below 150% of the Federal Poverty Guidelines or to show financial hardship.
 - However, if you are completing the fee waiver for a child or for someone else in your household, you can use their receipt of a means-tested benefit to show their eligibility for a fee waiver.
- ✓ 2. My household income is at or below 150 percent (%) of the Federal Poverty Guidelines.
- If you check this box , then complete **Part 2, Part 3, Part 5, Part 7, and Part 10**.
 - You may demonstrate that your household income at the time of filing for the most recent tax year is at or below 150% of the most recent poverty guidelines, which are published by the Secretary of Health and Human Services and are available at www.uscis.gov/I-912P.
 - For fee waiver purposes, a **household** can include an applicant, spouse (if living with you and if not separated), the head of the household (if not the applicant), and any other family members who live in the home and are dependent on your income, your spouse's income, or the head of household's income. For example:
 - An unmarried child or legal ward under 21 years of age living with the applicant;
 - An unmarried child or legal ward over 21 years of age but under 24 years of age who is a full-time student and living with the applicant when not attending school;
 - An unmarried child or legal ward for whom the applicant is the legal guardian because the individual is physically or mentally disabled to the point that he or she cannot adequately care of him/herself and cannot establish, maintain, or re-establish his or her own household;
 - Your parents who live with you; and

- Any other dependents who are listed on your, your spouse's, or the head of household's Federal tax return.
- You must submit the following documentation as evidence to show that your household income falls at or below 150% of the Federal Poverty Guidelines at the time of filing:

Documentation of Annual Income:

- Your most recent Federal tax return (if available)
- If you did not file a Federal tax return or if it does **not** reflect your current income, submit at least **one** of the following:
 - Consecutive pay statements or pay stubs for at least the past month;
 - Your recent Form W-2;
 - Form SSA-1099; or
 - A statement from your employer on business stationary showing your salary or wages paid.

Practice Tip: USCIS is looking for information about your **current** income at the time of filing. USCIS is willing to accept recent federal tax returns to determine if you qualify for a fee waiver. However, most people experience a change in their income from year to year so if possible it is recommended that, in addition to your most recent Federal tax return, you also include at least one of the following if available:

- Consecutive pay statements or pay stubs for at least the past month;
- Your recent Form W-2;
- Form SSA-1099; or
- A statement from your employer on business stationary showing your salary or wages paid.

This will help reduce the likelihood that USCIS has questions about your income.

- If you are a student and do not live at home or your parents do not claim you as a dependent on their Federal tax return, you only need to include evidence of your income and not your parents' incomes. If you did not file a Federal tax return, you should include evidence that you are a student and not required to file a tax return.
- Documentation establishing other financial support or subsidies – such as parental support, alimony, child support, scholarships and fellowships, pensions, Social Security, veteran's benefits, etc. Financial support may include money to pay monthly expenses received from adult children, dependents, and other people who are living in the individual's household, etc.
- If the documentation you have does not accurately reflect your situation, describe your particular situation and why you think you qualify for a fee waiver. Include details, such as information about unemployment benefits. You can also include affidavits from organizations, such as churches or non-profits, that are helping you that detail the benefits and support you are receiving from those organizations. If you are filing on behalf of, or as a **Special Immigrant Juvenile (SIJ)**, the fee waiver request should be supported by evidence showing that the applicant was

approved for or had filed for SIJ status. A SIJ Applicant does not need to complete Part 4 through Parts 6 and you do not need to show proof of income. Evidence may include one of the following:

- A recent state or juvenile court order establishing dependency or custodial assignment of the SIJ; or
- A letter from a foster care home or similar agency overseeing the SIJ's custodial placement that explains the SIJ's inability to pay; or
- An approval notice on a Form I-797, Notice of Action, for a Form I-360, filed for the SIJ.

Documentation of Household Members' Income:

- Documentation of family members can take be any of the forms listed above. Include evidence for ALL members that are counted as part of your household.
- If you are **legally separated from your spouse**, you do not need to list your spouse as a family member, but be sure to include in your household income any support that your spouse provides to your household.
- If you are applying for immigration benefits under provisions of the VAWA Act or applying for T or U visas under the Victims of Violence and Trafficking Protection Reauthorization Act, you should not provide your spouse's income.
- If a person living with you does not contribute financial support to the household, you do not need to include their income.

Documentation of Additional Income or Financial Support:

- You will need to provide information on any other financial assistance you receive. This may include:
 1. Veteran benefits, alimony or child support, parental or other family support, and educational stipends;
 2. Court order of any child support or other payments received; or
 3. Documentation from an agency showing other income or financial assistance you receive.
- If you provide sufficient evidence that your household income is at or below 150% of the Federal Poverty Guidelines at the time of filing, the fee waiver will normally be approved, and no further information will be required.

✓ 3. I have a financial hardship.

- If you check this box , then complete **Part 2, Part 3, and Part 6 through Part 10**.
- If you do not receive a means-tested benefit or your income does not fall at or below 150% of the Federal Poverty Guidelines, you may still qualify for a fee waiver if you demonstrate that you have a financial hardship due to extraordinary expenses or other circumstances affecting your financial situation to the point that you are unable to pay the fee.
- Examples include:
 - Unemployment;
 - Eviction or homelessness;
 - Unexpected and uninsured (or underinsured) medical bills;
 - Emergency situations that could not ordinarily be predicted;
 - Medical emergency or debilitating illness affecting you or your dependents;

- If you are under financial hardship, you should demonstrate that you have endured a negative financial impact due to this hardship in a reasonably recent period before filing the fee-waiver request to show you are unable to pay the fee.
- To document your financial hardship, you must submit the following documentation:
 - Information concerning all income and assets within the household. Assets include real estate, property, cash, checking and savings accounts, stocks, bonds, and annuities [except for pension plans and Individual Retirement Accounts (IRAs)]. You must provide evidence of the type and value of your assets.
 - Information concerning liabilities and expenses owed by you and your dependents, and any other expenses for which you are responsible. Liabilities and expenses include the cost of rent, mortgages, lease, the average monthly cost of food, utilities, child care and elder care, medical expenses, any tuition costs, commuting costs, and monthly payments of any lawful debts. You should provide documents such as copies of bills and/or payments.
- If you are unable to provide documentation of income and liabilities, you should provide a description of your financial hardship and why you are unable to provide evidence of your income.
 - Affidavits from churches and other community-based organizations showing that you are currently receiving some benefit from that entity can be used as proof of income.
 - In reviewing all documentation and information submitted, consider whether you possess cash or assets aside from income which could be liquidated without harming you financially. For example, you may own stocks or other assets that could be easily converted into cash.

Part 2. Information About You (Requestor)

1. Full Name

- In the first box, write your full last or family name.
- In the second box, write your full first or given name.
- In the third box, write your full middle name if you have one.

2. Other Names Used (if any)

- Complete this section if you have ever used another name, including your maiden name or a variation of your name. For example, if your name is Elizabeth but you have used Liz, complete this section. Fill out the entire line for each name used.

3. Alien Registration Number (A-Number)(if any)

- If you have an A-Number (e.g., A 11222333), write the numbers down only (e.g., 11222333). If you do not have one, write “Not Applicable” or “N/A.”

4. USCIS Online Account Number (if any)

- If you have a USCIS Account Number, write that down here. If you do not have one, write “Not Applicable” or “N/A.”

5. Date of Birth (mm/dd/yyyy)
 - Write the date in mm/dd/yyyy format, *e.g.*, for January 2, 1980, write “01/02/1980.”
6. U.S. Social Security Number (if any)
 - If you have a social security number, enter it here. Do not include the dashes that are included on your social security card. For example, if your social security number is listed as 111-22-3333, enter it as 111223333. Do not include any fake social security numbers or any valid numbers that weren’t issued in your name.
7. Marital Status
 - Check the box that applies to you.
 - If none of the check boxes apply to you, select “Other” and use the blank box to explain what your situation is.

Part 3. Applications and Petitions for Which You Are Requesting a Fee Waiver

1. In the table below, add the form numbers of the applications and petitions for which you are requesting a fee waiver.
 - In the first line, complete the information for yourself. “Full Name,” “A-Number,” and “Date of Birth” is the same information you already provided in Part 2. For “Relationship to You” enter “Self.” For “Forms Being Filed” write down the form for which you are seeking a fee waiver. For example, if you are filing a naturalization application for yourself, enter “N-400.”
 - Beginning on the second line, fill in information for each family member that is also seeking a fee waiver.
 - You may file one Form I-912 for all family members applying for immigration benefits. Family members include spouses, children, and wards. Each applicant listed in Part 3 must sign the Form I-912 in Part 7, explained below.
 - If you run out of room in the table, turn to **Part 11** on page 11 and finish completing the table in the additional space provided. Be sure to complete the “Page Number,” “Part Number,” and “Item Number” so that the person reviewing your application will know what this additional information is connected to.

Part 4. Means-Tested Benefits

If you selected **Item Number 1.**, in **Part 1.**, complete this section.

1. Complete the table below for each person receiving a means-tested benefit.
 - Fill out this section for yourself, your spouse, or the head of the household. Be sure to attach supporting documentation for each person listed.
 - If you are receiving a means-tested benefit, provide sufficient evidence of your means-tested benefit, and you did not select any other boxes in Part 1, then you may go directly to **Section 7.**

- If you run out of room in the table, turn to **Part 11** on page 11 and finish completing the table in the additional space provided. Be sure to complete the “Page Number,” “Part Number,” and “Item Number” so that the person reviewing your application will know what this additional information is connected to.

Part 5. Income at or Below 150 Percent of the Federal Poverty Guidelines

If you selected **Item Number 2.**, in **Part 1.**, complete this section.

Your Employment Status

1. Employment Status
 - Select the box that matches your current employment status.
2. If you are unemployed, are you currently receiving unemployment benefits?
 - If you selected “Unemployed or Not Employed” in the previous question, select the box to indicate whether you are receiving unemployment benefits.
- A. Date you became unemployed (mm/dd/yyyy)
 - Write the date in mm/dd/yyyy format, *e.g.*, for March 8, 2016 , write “03/08/2016.”

Information About Your Spouse

3. If you are married or separated, does your spouse live in your household?
 - Select the box that reflects whether you live with your spouse. If you are separated, but live still together be sure to select the “Yes” box.
- A. If you answered “No” to **Item Number 3.**, does your spouse provide any financial support to your household?
 - Select the box that reflects whether your spouse gives any money to you or someone in your household.
 - If you selected “Yes” to the previous question, **Item Number 3.**, you do not need to answer this question.

Your Household Size

4. Are you the person providing the primary financial support for your household?
 - Select the appropriate box : “Yes” if you provide the main income for your home or “No” if someone else provides the main income for the home.

If you answered “Yes” to **Item Number 4.**, type or print your name on the line marked “self” in the table below. If you answered “No” to **Item Number 4.**, type or print your name on the line marked “self” in the table below and add the head of household’s name on the line below yours.

- In the table, enter information for every person living in your household.

- In the first line of the table for **Item Number 4.**, write down the information for yourself. Be sure to fill out this line completely, even though you have already provided some of this information.
- In the second line of the table, put down the head of household's information if that is someone other than you (and you selected "No" to **Item Number 4**). If you answered "Yes" to **Item Number 4**, start listing members of your household in the second line.
- At the bottom of the table, count all of the people you entered on the table and write in the number for "Total Household Size." Be sure to include yourself when counting.
- If you run out of room in the table, turn to **Part 11** on page 11 and finish completing the table in the additional space provided. Be sure to complete the "Page Number," "Part Number," and "Item Number" so that the person reviewing your application will know what this additional information is connected to.

Your Annual Household Income

Provide information about your income and the income of all family members counted as part of your household. You must list all amounts in U.S. dollars.

5. Your Annual Income

- Enter the amount of income you earn in 1 year. If you earn \$1,500 per month, then multiply \$1,500 x 12, and enter \$18,000. If you earn \$500 per week, multiply \$500 x 52, and enter \$26,000.

6. Annual Income of All Family Members

Provide the annual income of all family members counted as part of your household as listed in **Item Number 4**. (Do not include the amount provided in **Item Number 5**.)

- For every person listed in the table in **Item Number 4**, add up their incomes and enter that amount here. Do not include your own income that you entered in **Item Number 5**.

7. Total Additional Income or Financial Support

Provide the total annual amount you receive in additional income or financial support from a source outside of your household. (Do not include the amount provided in **Item Numbers 5** or **6**.) You must add all of the additional income and financial support amounts and put the total amount in the space provided. Type or print "0" in the total box if there are none. Select the type of additional income or financial support you receive and provide documentation.

- If you receive any money or financial support besides the income listed in the previous two questions, enter that amount here. Then select each box for the additional income you receive. You can select as many that apply. For each box you select, provide documents or evidence showing how much you receive from that source.
- If you do not receive any additional money or financial support, enter "0." Do not leave the space blank.

8. Total Household Income (add the amounts from **Item Numbers 5., 6., and 7.**)

- Add together your income, your household's income, and the total of all additional income and enter that amount into this text box.

9. Has anything changed since the date you filed your Federal tax returns? (For example, your marital status, income, or number of dependents).

If you answered “Yes” to **Item Number 9.**, provide an explanation below. Provide documentation if available. You may also use this space to provide additional information about your circumstances that you would like USCIS to consider.

- In this space provided, you can provide an explanation and details about your situation. You can explain why your Federal Income Tax does not reflect your current financial status, changes in employment, or anything else you would like USCIS to know about your situation when evaluating your fee waiver request.
- If possible, include evidence and documentation to support the information you provide in this section.
- If you run out of room in the table, turn to **Part 11** on page 11 and finish completing the table in the additional space provided. Be sure to complete the “Page Number,” “Part Number,” and “Item Number” so that the person reviewing your application will know what this additional information is connected to.

Part 6. Financial Hardship

If you selected **Item Number 3.** in **Part 1.**, complete this section.

1. If you or any family members have a situation that has caused you to incur expenses, debts, or loss of income, describe the situation in the box below. Specify the amounts of the expenses, debts, and income losses in as much detail as possible. Examples may include medical expenses, job loss, eviction, and homelessness.

- In the space provided, describe your financial hardship, and be sure to include how this situation has caused you to incur costs (and what the costs were) or loss of income that you have experienced (and what that loss was). Provide evidence and documentation where possible.
- This section should be completed in English. If written in a different language, be sure to include an English translation.
- If you need more space, you can go to **Part 11** or attach a separate sheet of paper. At the top of each additional sheet of paper, write your name and Alien Registration Number (A-Number) if you have one, and indicate the section and item number that the answer refers to, and date and sign each sheet.

2. If you have cash or assets that you can quickly convert to cash, list those in the table below. For example, bank accounts, stocks, or bonds. (Do not include retirement accounts.)

- Include the following types of assets:
 - Cash, checking and savings accounts, annuities, stocks, and bonds;
 - Other property or assets that can easily be converted to cash without incurring a hardship.
- Do not include your pension plan or other retirement accounts.

- List the types of assets and their dollar value in the chart provided. If you need additional space, go to **Part 11**.
- Be sure to total up the value for each asset to get a total value for all of your assets.

3. Total Monthly Expenses and Liabilities

Provide the total monthly amount of your expenses and liabilities. You must add all of the expense and liability amounts and type or print the total amount in the space provided. Type or print “0” in the total box if there are none. Select the types of expenses or liabilities you have each month and provide evidence of monthly payments, where possible.

- Select each box that you have a monthly payment for. If you have other monthly payments of a type not listed, check the “Other” box and list what those payments are.
- Add up each payment and enter that amount in the box at the top, right corner of **Part 6**.
- For each monthly payment that you have, include evidence of that cost. Documentation can include bills and payment receipts. You can also include evidence of costs such as medical bills. If you are unable to provide evidence of costs, you can include affidavits or sworn statements from religious institutions, non-profits, or community-based organizations that can verify support you receive from them.

Part 7. Requestor’s Statement, Contact Information, Certification, and Signature

NOTE: Penalties

If you knowingly and willfully falsify or conceal a material fact or submit a false document with your Form I-912, USCIS will deny your fee waiver request and may deny any other immigration benefit. In addition, you may face sever penalties provided by law and may be subject to criminal prosecution.

Be sure that the information contained in the Form I-912 and the documents you provide as evidence are correct and accurate to the best of your knowledge.

1. Requestor’s Statement Regarding the Interpreter

- Check either box A or box B.
- If you select box B, enter the language that the form was read to you in.

A. I can read and understand English, and I have read and understand every question and instruction on this request and my answer to every question.

B. The interpreter named in **Part 9**, read to me every question and instruction on this request and my answer to every question in _____, a language in which I am fluent, and I understood everything.

- If this form is for more than one person and more than one interpreter was used, make copies of **Part 9** and complete the copy for each interpreter used. Include the copies with the completed Form I-912.

2. Requestor's Statement Regarding the Preparer (if applicable)

At my request, the preparer named in **Part 10.**, _____, prepared this request for me based only upon information provided or authorized.

- Complete this section if someone helped you complete your application. If you completed the form yourself, do not check this box.

Requestor's Contact Information

3. Requestor's Daytime Telephone Number

- List the telephone number that you can be reached at during the day. This can be your mobile number.

4. Requestor's Mobile Telephone Number (if any)

- If you did not list your mobile number in **Item 3.**, provide your mobile number here.

5. Requestor's Email Address (if any)

- If you have an email address, list it here.

Requestor's Signature

6. Requestor's Signature

- Do not sign the form until you are done and ready to file.
- After you read the release, sign and date Form I-912. By doing so, you take full responsibility for the accuracy of all the information provided, including all supporting documentation. You also authorize the release of any information, including the release of your Federal tax return so that USCIS may determine your eligibility for a fee waiver.

Family Members' Signatures

- Anyone else applying for a fee waiver **must** also sign and date the form either in **Part 7** or **Part 8**.
- If the Requestor's responses for **Part 7, Items 1 and 2**, match the response of the family member listed in **Part 3**, then those family members should type and print their names in **Items 7-11** and then have that person sign and date. If the family member has a different response (e.g. they used an interpreter while the requestor did not), instead of signing in **Part 7**, that family member should complete **Part 8** and sign their name in that section.
- If you are at least 14 years of age or older, you must sign and date the form.
- If you are under 14 years of age, your parent or legal guardian may sign and date the form for you.
- Your legal guardian may also sign and date the form for you if you are unable to sign because you are not mentally competent to manage your own affairs, no matter how old you are.

Part 8. Family Member's Statement, Contact Information, Certification, and Signature

NOTE: Penalties

If you knowingly and willfully falsify or conceal a material fact or submit a false document with your Form I-912, USCIS will deny your fee waiver request and may deny any other immigration benefit. In addition, you may face severe penalties provided by law and may be subject to criminal prosecution.

Be sure that the information contained in the Form I-912 and the documents you provide as evidence are correct and accurate to the best of your knowledge.

If **Part 7** does not apply to a family member listed in **Part 3**, have those family members complete this section. Make a copy of **Part 8** and have each member of the family complete this part if **Part 7** does not apply to them. For example, John completes this Form I-912 for himself, his wife, and their two children who are under the age of 14. While John speaks English and completed this form by himself, his wife Marta does not speak English and had the help of an interpreter to read the form. John marks in **Part 7** that he reads and understands English, and signs the form for himself and on behalf of the couple's two children. However, because Marta does not speak English she must complete **Part 8**. Marta does **not** sign under **Part 7**, but instead signs in **Part 8**.

1. Family Member's Statement Regarding the Interpreter for _____.

A. I can read and understand English, and I have read and understand every question and instruction on this request and my answer to every question.

B. The interpreter named in **Part 9** read to me every question and instruction on this request and my answer to every question in _____, a language in which I am fluent, and I understood everything.

2. Family Member's Statement Regarding the Preparer for _____.

At my request, the preparer named in **Part 10**., _____, prepared this request for me based only upon information I provided or authorized.

Family Member's Contact Information

3. Family Member's Daytime Telephone Number

- Enter the telephone number for where the Family Member can be reached during the day.

4. Family Member's Mobile Telephone Number (if any)

- Enter the Family Member's mobile number if you did not already list it in **Item 3**.

5. Family Member's Email Address (if any)

- If the Family Member has an email address, you can include it here.
- You are not required to provide an email address.

Family Member's Certification

- The Family Member must read this section before he or she signs in **Item 6**.

Family Member's Signature

6. Family Member's Signature

- The Family Member must sign here. By signing, the Family Member is attesting to the statement above under *Family Member's Certification*.
- Write the date in mm/dd/yyyy format, e.g., for January 2, 1980, write "01/02/1980."

IMPORTANT: Each person applying for a fee waiver must sign and date her Form I-912. If an individual is under the age of 14, his parent or legal guardian may sign the request on his behalf.

USCIS will reject the entire Form I-912 if it is missing a signature. A stamped or typewritten name is not acceptable for a signature.

If someone is helping you prepare the Form I-912 because you are currently outside of the U.S., that person will need to mail you the Form I-912 for you to sign and then you will need to mail it back to be submitted.

Part 9. Interpreter's Contact Information, Certification, and Signature

1. Did any person filing this request use an interpreter?
 - Check the box that applies to you.
 - If you checked the "Yes, (complete this section)" box , complete **Items 2 through 9**.
 - If you checked the "No, skip to **Part 10**." box , move on to **Part 10**. You do not need to answer any more **Items** in **Part 9**.
2. Was the same interpreter used for all individuals requesting a fee waiver (as listed in **Part 3**)?
 - Check the box that applies to you.
 - Select "Yes" if the same person helped everyone listed in **Part 3** complete this form. If you checked the "Yes" box , complete **Items 3 through 9**.
 - Select "No" if a different person or more than one person interpreted for the people listed in **Part 3** complete this form.

- If you checked the “No” box , make copies of this page (Page 8, **Part 9**). Make a copy and complete this page for each person who interpreted and list the household members that person interpreted for.
 - For example, Oscar and Clara use one Form I-912, but they each used a different interpreter to help them complete this fee waiver. Oscar and Clara will print two copies of **Part 9** and complete it as follows:
 - **Item 1:** Select the “Yes” box
 - **Item 2:** Select the “No” box .
 - On one copy of **Part 9**, they will write in John, Oscar’s full name and complete **Items 3 – 9** with Oscar’s interpreter’s information.
 - On the other copy of **Part 9**, they will write in Clara’s full name and complete **Items 3 – 9** with Clara’s interpreter’s information.

Interpreter’s Full Name

3. Interpreter’s Family Name (Last Name)

- In the first box, write the Interpreter’s full last name.

Interpreter’s Given Name (First Name)

- In the second box, write the Interpreter’s full first or given name.

4. Interpreter’s Business or Organization Name (if any)

- If the Interpreter was a professional who helped you, include his or her organization’s name.
- If the Interpreter helped you as a friend, you do not need to complete this item.

Interpreter’s Mailing Address

5. Street Number and Name

- Enter the Interpreter’s address. For example, 123 Main Street.
- If there is a unit number in the address, check the correct box and enter in the unit number. For example, if the Interpreter lived in Apartment 2C, check the “Apt.” box , and enter “2C” under **Number**.

City or town

- Enter the Interpreter’s city or town

State

- Enter the Interpreter’s state if in the U.S.

ZIP Code

- Enter the Interpreter’s ZIP code.

Province

- If the Interpreter lives outside of the U.S., complete this section if applicable.

Postal Code

- If the Interpreter lives outside of the U.S., complete this section.

Country

- If the Interpreter lives outside of the U.S., complete this section.

Interpreter's Contact Information

6. Interpreter's Daytime Telephone Number

- Enter the telephone number for where the Interpreter can be reached during the day.

7. Interpreter's Mobile Telephone Number (if any)

- Enter the Interpreter's mobile number if you did not already list it in **Item 6**.

8. Interpreter's Email Address (if any)

- If the Interpreter has an email address, you can include it here.
- You are not required to provide an email address.

Interpreter's Certification

- The Interpreter must read this section before he or she signs in **Item 9**.

Interpreter's Signature

9. Interpreter's Signature

- The Preparer must sign here. By signing, the Preparer is attesting to the statement above under *Preparer's Certification*.
- Write the date in mm/dd/yyyy format, e.g., for January 2, 1980, write "01/02/1980."

Part 10. Contact Information, Declaration, and Signature of the Person Preparing this Request, if Other Than the Requestor

1. Did any person prepare this request on your behalf?

- Check the box that applies to you.
- If you checked the "Yes, (complete this section)" box , complete **Items 2 through 10**. This section *must* be completed even if the Preparer was also the Interpreter and completed **Part 9**.
- If you checked the "No, skip" box , move on to **Part 11**. You do not need to answer any more **Items** in **Part 10**.

2. Was the same preparer used for all individuals requesting a fee waiver (as listed in **Part 3**)?

- Check the box that applies to you.

- Select “Yes” if the same person helped everyone listed in **Part 3** complete this form. If you checked the “Yes” box , complete **Items 3 through 9**.
- Select “No” if a different person or more than one person helped everyone listed in **Part 3** complete this form. If you checked the “No” box , make copies of this page (Page 9, **Part 10**). Make a copy and complete this page for each person who helped complete the fee waiver packet and list the household members that person helped.
- For example, Ana completes the Form I-912 for herself, her husband John, and their two children, Amy and Andy. Ana completes the form herself and her brother Roger helps John, Amy, and Andy. Ana will print two copies of **Part 10**. For herself, in **Item 1** she will check the “No” box and not fill out any of the additional questions on this page. For John, Amy, and Andy, they will complete **Part 10** as follows:
 - **Item 1:** Select the “Yes” box
 - **Item 2:** Select the “No” box . In the box, they will write in John, Amy, and Andy’s full names.
 - **Items 3 – 9:** Complete with Ralph’s information (see below).

Preparer’s Full Name

3. Preparer’s Family Name (Last Name)

- In the first box, write the Preparer’s full last name.

Preparer’s Given Name (First Name)

- In the second box, write the Preparer’s full first or given name.

4. Preparer’s Business or Organization Name (if any)

- If the Preparer was a professional who helped you, include his or her organization’s name.
- If the Preparer helped you as a friend, you do not need to complete this item.

Preparer’s Mailing Address

5. Street Number and Name

- Enter the Preparer’s address. For example, 123 Main Street.
- If there is a unit number in the address, check the correct box and enter in the unit number. For example, if the Preparer lived in Apartment 2C, check the “Apt.” box , and enter “2C” under **Number**.

City or town

- Enter the Preparer’s city or town

State

- Enter the Preparer’s state if in the U.S.

ZIP Code

- Enter the Preparer's ZIP code.

Province

- If the Preparer lives outside of the U.S., complete this section if applicable.

Postal Code

- If the Preparer lives outside of the U.S., complete this section.

Country

- If the Preparer lives outside of the U.S., complete this section.

Preparer's Contact Information

6. Preparer's Daytime Telephone Number

- Enter the telephone number for where the Preparer can be reached during the day.

7. Preparer's Mobile Telephone Number (if any)

- Enter the Preparer's mobile number if you did not already list it in **Item 6**.

8. Preparer's Email Address (if any)

- If the Preparer has an email address, you can include it here.
- You are not required to provide an email address.

Preparer's Statement

9. Have the Preparer check the box that describes him or her.

A. I am not an attorney or accredited representative but have prepared this request on behalf of the requestor and with the requestor's consent.

B. I am an attorney or accredited representative and my representation of this requestor in this case extends does not extend beyond the preparation of this request.

- If the Preparer selects this option, he must also check the box about the scope of his representation.
- **NOTE:** If an attorney or accredited representative helped you prepare this form, the Preparer may have to submit a Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, or G-28I, Notice of Appearance as Attorney In Matters Outside the Geographical Confines of the United States.

Preparer's Certification

- The Preparer must read this section before he or she signs in **Item 10**.

Preparer's Signature

9. Preparer's Signature

- The Preparer must sign here. By signing, the Preparer is attesting to the statement above under *Preparer's Certification*.
- Write the date in mm/dd/yyyy format, *e.g.*, for January 2, 1980, write "01/02/1980."

Part 11. Additional Information

If you need additional space while answering any of the questions in this form, you can use the extra space provided in **Part 11**. You can make additional copies of **Part 11** if the you need more space. Instead of making copies of **Part 11**, you can also write your answers on a separate piece of paper and attach it to this form. Be sure to include your full name and A-Number (if you have one) at the top of each sheet.

1. In the first box, write your full last or family name. In the second box, write your full first or given name.

- In the third box, write your full middle name if you have one.
- Be sure your answers to this section match **Part 2, Question 1**.

2. A-Number (if any)

- If you have an A-Number (*e.g.*, A 11222333), write the numbers down only (*e.g.*, 11222333).
- If you do not have one, write "Not Applicable" or "N/A."
- Make sure the number you enter matches the A-Number you entered in **Part 2, Question 3**.

3. A. Page Number

- Enter the page number of the question you are using this space to complete your answer.

B. Part Number

- Enter the part number here.

C. Item Number

- Enter the item number of the question you are using this space to complete your answer.
- The item number is the number immediately next to the question.

IV. Filing Your Request

After you fill out and sign the Form I-912, attach the form and all supporting documentation (*e.g.*, income tax return, monthly bills) to the application or petition that you are submitting (*e.g.*, N-400). If you are requesting a fee waiver, you cannot use USCIS' e-filing system. Instead, you should mail your paper application, Form I-912, and all supporting documents to the USCIS office according to the "Where to File" directions specified on the application/petition form

instructions (*e.g.*, if you are filing Form N-400 and reside in California, you would mail the N-400, I-912, and supporting documents to: USCIS Phoenix Lockbox, P.O. Box 21251, Phoenix, AZ 85036). Forms and information about where to file them can be found on the USCIS website: www.uscis.gov/forms.

A Form I-912 may not be submitted after USCIS has received the underlying petition or application, so make sure to mail the fee waiver request with your underlying application or petition.

If USCIS approves your fee waiver request, you will be notified that your application/petition has been receipted and the filing amount is \$0. If your fee waiver request is denied, you will receive your complete package back with a notice rejecting your application or petition and an explanation as to why the fee waiver request was denied. You may either resubmit your application or petition and fee waiver request with any additional required documentation or pay the necessary fee for the application or petition. If after checking the denial notice you are still not clear as to why USCIS denied your fee-waiver request, you may inquire via email at lockboxsupport@uscis.dhs.gov.

You should receive a response from USCIS within 30 days. If 30 days have passed and you have not received a response or request for additional information, please contact lockboxsupport@uscis.dhs.gov.

NOTE: If USCIS denies your fee waiver request, pay close attention to the information on resubmitting your application or petition that will be in the USCIS notice denying your fee waiver request. For certain immigration benefits, you may have only a limited period of time to resubmit your application or petition with the proper fee.