



**September 20, 2011**

**PM-602-0014.1**

## Policy Memorandum

**SUBJECT:** Model Plan for Administrative Naturalization Ceremonies; Revision to Adjudicator's Field Manual (AFM) Chapter 75.3; AFM Update AD10-53

### **Purpose**

This policy memorandum (PM) describes the Model Plan for Administrative Naturalization Ceremonies. It supersedes several earlier memoranda specified below.<sup>1</sup>

### **Scope**

This PM applies to and is binding on all domestic U.S. Citizenship and Immigration Services (USCIS) employees and offices.

### **Authority**

INA § 310; 8 CFR 310

### **Background**

On October 1, 1991, the Immigration Act of 1990 (IMMACT 1990) extended the authority to naturalize individuals to the Attorney General, and that authority now belongs to the Secretary of the Department of Homeland Security. Under the Secretary's authority, USCIS organizes and oversees administrative naturalization ceremonies designed to welcome new citizens, recognize the value of citizenship, and offer participants practical information about the rights and responsibilities associated with U.S. citizenship.

### **Policy**

The naturalization ceremony is a pivotal milestone in the naturalization process. USCIS aims to make administrative naturalization ceremonies positive, memorable moments in the lives of the participants. The significance of the Oath of Allegiance will be honored by USCIS policies and practices that reflect the special, unique nature of the occasion. The following guidance provides USCIS officials with the model plan for conducting administrative naturalization ceremonies in a meaningful and consistent manner.

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<sup>1</sup> This guidance applies only to administrative naturalization ceremonies involving an Application for Naturalization, Form N-400, where a DHS/USCIS designated official or an Immigration Judge administers the Oath of Allegiance. This guidance does not apply to administrative ceremonies involving children obtaining evidence of citizenship or judicial naturalization ceremonies where a federal, state or local court administers the Oath of Allegiance.

The guidance contained in this memorandum supersedes the following memoranda:

- *Policy Memorandum 82 Guidelines for Voter Registration at Naturalization Ceremonies*, issued January 28, 2002;
- *Guidelines for Voter Registration at Naturalization Ceremonies*, issued August 3, 2004;
- *Revised Guidance for Conducting Administrative Naturalization Ceremonies*, issued November 1, 2004; and
- *Guidance Concerning Guest Speakers at Naturalization Ceremonies*, issued January 11, 2008.

*Requesting Approval of Gift Offers to U.S. Citizenship and Immigration Services*, issued February 25, 2008, is superseded only to the extent it discusses gift offers for naturalization ceremonies.

### **Implementation**

This policy memorandum is effective as of September 20, 2011. Every domestic administrative naturalization ceremony scheduled for September 20, 2011, and thereafter, will conform to the guidance herein, unless otherwise exempt.

- ☞ 1. Sections (b) through (i) of Chapter 75.3 of the AFM are revised to read as follows:

### **75.3 Ceremony Related Issues**

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#### **(b) U.S. Citizenship Welcome Packet (Form M-771).**

(1) Contents. To standardize the experience at naturalization ceremonies, USCIS created Form M-771, U.S. Citizenship Welcome Packet, for distribution to every naturalization candidate participating in an administrative ceremony in the United States<sup>2</sup>. Form M-771 is prepared for delivery at the Eastern Forms Center (EFC) and contains the following items:

- (A) President's Congratulatory Letter and Envelope;
- (B) Department of State Form DS-11, Passport Application;
- (C) Form M-767, Important Information for New Citizens;
- (D) Form M-789, Oath of Allegiance/The Star Spangled Banner/Pledge of Allegiance Flier;
- (E) Certificate Holder; and

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<sup>2</sup> To the extent practicable, Forms M-771 will also be distributed to candidates participating in naturalization ceremonies overseas, subject to circumstances such as the location of the ceremony and the capacity of active military to carry the necessary materials in an active war zone.

(F) A Voter's Guide to Federal Elections.

Form M-771, U.S. Citizenship Welcome Packet, will be distributed either during the check-in process or after the ceremony program to each person being naturalized. Form M-771 can be distributed before the naturalization candidate has been administered the Oath of Allegiance but **only after** a USCIS Officer has determined that the applicant is eligible to take the Oath of Allegiance on the day of the ceremony. Because Form M-771 contains information for naturalized citizens, USCIS employees must:

- Make a statement that an applicant does not become a citizen of the United States until he or she takes the Oath of Allegiance, regardless of the contents of the packet, whenever distributed;
- Make a general statement about the contents of Form M-771; and
- Answer the candidates' naturalization-related questions.

Form M-771 includes the official congratulatory letter of the President of the United States. That letter is the **only** congratulatory letter USCIS distributes nationwide at naturalization ceremonies. See *Memorandum: Universal Distribution of President's Letter*, dated January 10, 2002. If the U.S. flag is distributed, it should be distributed exclusively to naturalization candidates.

Field leadership will determine, in consultation with the USCIS Ethics Office, whether materials and publications outside of the U.S. flag and the contents of Form M-771 are appropriate for distribution. Partisan publications, publications referencing a specific political group, and materials that contain commercial or religious solicitation or promotion of any kind must never be distributed to new citizens. Other governmental entities and non-governmental entities must not distribute their materials and publications until after the USCIS official has concluded the administrative naturalization ceremony and has released the new citizens; Field Leadership will determine, in consultation with the USCIS Ethics Office, whether outside organizations' materials are appropriate for distribution.

(2) Form M-76, The Citizen's Almanac and Form M-654, Pocket-size Declaration of Independence and Constitution of the United States. Form M-76 and Form M-654 must be made available to all interested naturalization candidates or newly naturalized citizens.

Form M-76 and Form M-654 must be made available either (1) during the check-in process or at the conclusion of the oath ceremony program or (2) at the conclusion of the naturalization interview.

The preferred distribution method for on-site and off-site ceremonies is (1) above, which is during the check-in process or at the conclusion of the oath ceremony. If the preferred method is implemented, Form M-76 and Form M-654 may be placed on a table in an area accessible to the naturalization candidates rather than being directly presented to each candidate.

(3) Ordering Procedures.

(a) Form M-771, U.S. Citizenship Welcome Packet. The Eastern Forms Center (EFC) will assemble Form M-771, U.S. Citizenship Welcome Packet, and distribute it based on requests from individual offices. Field offices requesting Form M-771 should complete and submit Form G-1178, Request for Form M-771, U.S. Citizenship Welcome Packet to the EFC.

Form G-1178 must be submitted to the EFC via:

- E-mail ([natzpak.request@dhs.gov](mailto:natzpak.request@dhs.gov)), or
- Fax (802-951-6220).

Form G-1178 is available electronically at <http://dhsconnect.dhs.gov/uscis/org/MGMT/IDP/docserv/PRINT/FCENTER/Page/default.aspx>. Select the link on the left called “US Citizenship Welcome Packet Order Form.” When Form G-1178 opens, please refresh your browser window to ensure you see the most recent version of the form.

Delivery – Following the instructions on Form G-1178, the EFC may send the requested supply of Form M-771 to the USCIS Field Office or, alternatively, to the venue of the naturalization ceremony. If selecting delivery to an alternate location, the USCIS Field Office must coordinate with the alternate location to ensure an individual will take responsibility for and secure the delivery from the USCIS-contracted delivery service.

The requesting office must place its order for Form M-771 to the EFC at least three weeks before the ceremony date to guarantee a timely delivery. Although the EFC will process all orders placed, it cannot guarantee timely delivery for any order placed less than three weeks prior to the ceremony.

(b) Form M-76, The Citizen’s Almanac and Form M-654, Pocket-size Declaration of Independence and Constitution of the United States. Form M-76 and M-654 should be ordered from the Western Forms Center (WFC) through the online ordering process at:

<http://dhsconnect.dhs.gov/USCIS/ORG/MGMT/IDP/DOCSEV/PRINT/Pages/WFC.aspx>. Select the link on the left called “Order from WFC Online.” If you do

not have an account, please call WFC at 909-949-7118 or email [marvin.t.manangan@uscis.dhs.gov](mailto:marvin.t.manangan@uscis.dhs.gov) to request a user ID and password.

Offices are encouraged to order Form M-76 and Form M-654 well in advance to ensure they have enough stock available.

(c) Ceremony Check-In Process. USCIS Officers will perform the ceremony check-in process before the start of the ceremony program. The USCIS Officer will review the responses on each naturalization candidate's Form N-445, Notice of Naturalization Oath Ceremony, and update responses as necessary. Once each candidate's eligibility for naturalization is verified, the USCIS Officer will collect from each candidate any and all USCIS-issued travel documents and lawful permanent resident cards.

(d) Ceremony Program. To standardize the naturalization ceremony experience, unless exempted, USCIS offices will implement steps (1) through (10) in all administrative ceremonies. USCIS offices are exempt from implementing the ceremony program when conducting a home visit, or an expedited administrative naturalization ceremony. (Field Offices may also enhance the ceremony program with additional appropriate elements, e.g., with a rendition of "America the Beautiful." Any questions about the appropriateness of additional content should be elevated through the chain of command within the Field Operations Directorate.)

(1) Play *Faces of America*. This segment is found in the *USCIS Naturalization Ceremony Video*.

(2) Play the National Anthem, The Star Spangled Banner, instrumental or vocal version from the *USCIS Naturalization Ceremony Video*. USCIS offices may incorporate a live performance as an alternative to the version on the video.

(3) Provide opening/welcoming remarks. The Master of Ceremonies provides the opening/welcoming remarks for the ceremony. Remarks include, but are not limited to, an introduction of ceremony principals and an overview of the ceremony program.

(4) Announce the "call of countries". The designated official reads aloud the list of countries represented by the birthplaces of the naturalization candidates.

(5) Administer the Oath of Allegiance to the naturalization candidates. See Adjudicator's Field Manual Chapter 75, The Oath Ceremony, section 75.2(a), Authority to Administer the Oath.

(6) Provide keynote remarks. Field Leadership or a guest speaker provides keynote remarks. Keynote remarks must be politically neutral and may include, but are not limited to, the privileges, responsibilities, and importance of U.S. citizenship; the importance of civic principles within the U.S. government; the significance of swearing allegiance to the United States; and the theme of the ceremony.

(7) Play *Presidential Congratulatory Remarks*. This segment is found in the *USCIS Naturalization Ceremony Video*.

(8) Recite the Pledge of Allegiance.

(9) Provide concluding remarks. The Master of Ceremonies or Field Leadership provides concluding remarks. Concluding remarks may include, but are not limited to, expressing appreciation to those family and friends in attendance, acknowledging the achievement of the naturalized citizens, announcing the services of those governmental and non-governmental entities in attendance, and explaining the distribution method for the certificates of naturalization.

(10) Present the Certificate of Naturalization, Form N-550. Field leadership and staff present the certificates of naturalization to the naturalized U.S. citizens.

(e) Guidance Concerning Guest Speakers at Naturalization Ceremonies. USCIS welcomes participation from distinguished community members. Field Leadership of the USCIS office conducting the ceremony must review the qualifications of any potential guest speaker who is not a Department of Homeland Security (DHS) employee and approve of his or her role in the program before he or she speaks at an administrative naturalization ceremony. If USCIS Headquarters selects an individual to be a guest speaker at a USCIS Field Office's administrative naturalization ceremony, USCIS Headquarters will review the individual's qualifications before making the recommendation. A guest speaker may be a civic, governmental, or military leader, a Member of Congress, a judge, a DHS official, or person whom USCIS's leadership deems appropriate for the occasion.

It is the responsibility of Field Leadership of the USCIS office conducting the administrative naturalization ceremony to preserve the solemnity and dignity of the occasion. When the guest speaker is selected and scheduled, Field Leadership must send to the speaker written notice (see Appendix 75-6) describing USCIS's expectations that:

- Appropriate remarks will focus on the importance of U.S citizenship; new privileges such as the ability to travel with a United States passport, to apply for a position in the Federal government, and to vote in federal, state and local elections; responsibilities of U.S. citizenship such as applying for a U.S. passport and registering to vote; the civic principles within the U.S. government; the significance of swearing allegiance to the United States; or the theme of the ceremony.
- Inappropriate remarks, including political (partisan or otherwise), commercial or religious statements, are not permitted.

If a guest speaker makes inappropriate remarks during an administrative naturalization ceremony, Field Leadership should inform the speaker and elevate the issue up the Field Leadership chain. If the guest speaker does not indicate a willingness to modify



his or her remarks in the future, Field Leadership should not accept requests from this individual to speak at future administrative naturalization ceremonies.

USCIS must uphold the integrity of each administrative naturalization ceremony and ensure that it is a politically neutral event. The presence of candidates for public office at a naturalization ceremony may create a perception inconsistent with USCIS's obligation of neutrality. Accordingly, candidates for public office generally may not speak at or participate in an administrative naturalization ceremony within the three months before an election for that office, including both primary and general elections. For example, if the state primary elections are on February 7, 2012, a candidate for public office standing in those primary elections may not be a guest speaker or have another formal participatory role any time between November 7, 2011 and February 7, 2012. The three-month rule does not apply to the President or Vice President of the United States. In addition, in exceptional circumstances, the USCIS Ethics Office may authorize exceptions to the three-month rule if the candidate's participation, subject to any appropriate conditions, would not unduly compromise the ceremony's political neutrality and would serve both USCIS's and the ceremony's best interests. If any additional questions arise related to the three-month rule, Field Leadership should contact their designated Ethics Officer.

(f) Guidance Concerning Voter Registration at Naturalization Ceremonies. The ability to vote in federal elections is both a right and responsibility that comes with U.S. citizenship. All newly naturalized citizens will have the opportunity to receive a voter registration application at administrative naturalization ceremonies. The mechanism for distribution may vary by ceremony location, but in every case must take place only after the conclusion of the ceremony. The options for distribution of voter registration applications are (in preferential order):

- State or local government election offices may distribute and collect voter registration applications for an Election Official to review and officially register the individual to vote;
- Non-governmental organizations may distribute and collect voter registration applications for an Election Official to review and officially register the individual to vote (if qualified and approved according to the criteria identified below); or
- In the absence of the above options, USCIS will provide voter registration applications to all new citizens – USCIS is not responsible for the collection of applications or any other activities related to voter registration.

If no space is available for governmental or non-governmental entities to provide on-site voter registration services, the USCIS Field Office will distribute voter registration applications, whenever feasible, to each newly naturalized citizen. If a Field Office is unable to distribute voter registration forms in any of the above three (3) vehicles, Field Leadership must notify their chain of command within the Field Operations Directorate.

In-person voter registration services by the state or local election office is the optimal mechanism for distribution. If state or local election officials are unable to participate, all interested non-governmental groups may seek the privilege of offering voter registration services at the conclusion of administrative naturalization ceremonies. Field Leadership must consider requests from all interested organizations seeking to participate in the ceremony. Field Leadership must offer equal, non-preferential opportunities to all qualified and approved non-governmental organizations.

To qualify, non-governmental organizations must be both non-profit and non-partisan. Organizations must be deemed qualified by USCIS Field Leadership. All interested organizations seeking to offer voter registration services at the conclusion of a USCIS administrative naturalization ceremony must submit a request in writing to the local Field Office Director to be considered. Field Leadership will provide a written response, only after consultation with the USCIS Office of Chief Counsel's Ethics Office, within 60 days from receipt of the organization's written request. Note: Approval may be granted on a one-time or standing basis, but may be removed at any time if the participation requirements set forth below are not met.

When it is determined that an organization is qualified and chosen to participate in voter registration services at an administrative naturalization ceremony, Field Leadership will send the organization a letter, listing specific selected requirements. (See Appendix 75-7). Field Leadership will then contact the organization to determine its availability to participate in scheduled administrative ceremonies.

While participating, non-governmental organizations and their representatives:

- Must not participate in any political activity, partisan or otherwise, while participating in voter registration activities during administrative naturalization ceremonies, regardless of whether the ceremonies take place on federal or non-federal property. (Political activity includes activity directed toward the success or failure of a political party, candidate for partisan political office, or partisan political group. For this purpose, political activity also includes advocacy for particular referenda or other political propositions. For example, a non-governmental group participating in voter registration activities at an administrative naturalization ceremony may not provide information for or against a state immigration law or proposition. The organization's activities while participating must also comply with the Hatch Act, 5 U.S.C. §§ 7321-26.)
- Must not engage in commercial or religious solicitation or promotion of any kind.
- Must not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status or veteran status.
- Must safeguard all personal information new citizens provide for voter registration and are prohibited from using this information for any purpose other than voter registration.



- Must follow scheduling and logistical requirements set forth by Field Leadership.
- Must wear professional attire and represent themselves and their organization professionally.
- Must have received proper training on how to register voters.
- Must receive an on-site briefing from Field Leadership regarding rules for that particular venue.
- Must wear name tags that include the name of the organization while registering voters (no other identification of the organization may be worn or displayed).

If a non-governmental entity fails to comply with the above requirements for participation, Field Leadership, in consultation with the USCIS Ethics Office, may revoke this privilege and exclude the entity from participating in future administrative naturalization ceremonies that occur on or outside of the administrative ceremony location. Additionally, if a USCIS official receives a complaint from (a) a newly naturalized citizen; (b) a guest or family member of a newly naturalized citizen; or (c) the state or local election office regarding an entity's inappropriate behavior or lack of ability to properly provide voter registration services, Field Leadership, in consultation with the USCIS Ethics Office, may revoke the privilege upon appropriate inquiry and review of the circumstances.

Field Leadership must always consult with their designated USCIS Ethics Officer when making both (1) the initial determination of whether an organization is qualified to participate in voter registration services, and (2) the determination of whether to revoke this privilege should an entity fail to demonstrate compliance with USCIS requirements. If a question of qualification or compliance remains after consultation, Field Leadership must elevate the discussion through their chain of command within the Field Operations Directorate.

If naturalized citizens have questions regarding voting and voter registration, USCIS should refer them to:

- The governmental or non-governmental entity offering voter registration services on-site;
- Other information resources within the local area; or
- The official U.S. government Web site [www.usa.gov](http://www.usa.gov).

(g) Guidance Concerning Ceremony Participation from other Governmental Entities.

Federal, state and local governmental entities, such as the Department of State's Passport Services Division, and the Social Security Administration, may be authorized to provide information and make services available to newly naturalized citizens and

their guests at the conclusion of the administrative naturalization ceremony. Governmental entities that desire representation at administrative naturalization ceremonies must seek advance approval from Field Leadership of the USCIS office conducting the ceremony.

(h) Guidance Concerning Ceremony Participation from Volunteers and Civic Organizations. Field Leadership may enlist individual volunteers, community-based organizations, and civic organizations to participate in various roles during the administrative naturalization ceremony. For example, Field Leadership may have the Armed Forces Color Guard perform the presentation of colors and the national anthem or have volunteers lead the Pledge of Allegiance. Field Leadership must consider requests from all interested, qualified volunteers and organizations so that all have an equal opportunity to participate in the ceremony. Field Leadership will determine the appropriate level of participation for the occasion; however, under no circumstances will any non-USCIS employee perform any USCIS function. For example, volunteers must not perform any of the USCIS employee's duties within the ceremony check-in process. Field Leadership must review the qualifications, designate the level of participation, and oversee the participation of all volunteers and organizations during the administrative naturalization ceremony. In addition, non-USCIS participants must not engage in political, commercial, or religious activity of any kind.

(i) Guidance Concerning Offers to Donate Use of Venues for Naturalization Ceremonies. USCIS employees are prohibited from soliciting a gift (including donated use of a venue to hold an administrative naturalization ceremony) from any non-Federal entity. An unsolicited gift, however, may be accepted with the concurrence of the USCIS Ethics Office and approval of the USCIS Director.

When a USCIS Field Office receives an unsolicited offer to donate a venue for an administrative naturalization ceremony, Field Leadership must complete Form G-1194, Offer of Gift From Non-Governmental Sources (see Appendix 75-8) and DHS Form 112-02, Gift Donation Form. Both Form G-1194 and Form 112-02 must be forwarded with a recommendation memorandum and the original written donor gift offer, through appropriate channels to the Field Operations Directorate to obtain approval of the USCIS Director. All documents must be submitted to the Field Operations Directorate at least four weeks in advance of the ceremony date to guarantee timely processing. Field Leadership must consult the USCIS Ethics Office if a USCIS Field Office receives any unsolicited donations, other than the venue donation, related to an administrative naturalization ceremony.

This process must be completed for administrative naturalization ceremonies, but is not required for judicial ceremonies, as the court is hosting the event and accepting the offer of gift or donated venue.<sup>3</sup>

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<sup>3</sup> This process is not required when non-government entities host USCIS for the purpose of conducting citizenship outreach initiatives and workshops.

<b>When the Donor is ...</b>	<b>... Form 112-02 is:</b>
Federal Government	Not Required
State or Local Government**	Not Required
Non-Governmental Entity	Required

\*\*Field Leadership of the USCIS Field Office conducting the ceremony may accept an offer of gifts or donated venues from a state or local governmental entity without the approval of the USCIS Director. However, before accepting such an offer, Field Leadership must consider if acceptance would create a conflict of interest. Field Leadership should confer with their designated USCIS Ethics Officer before making a decision to determine if acceptance would reflect unfavorably upon USCIS.

✉ 2. Appendix 75-6 is added to read:

**U.S. Department of Homeland Security**  
U.S. Citizenship and Immigration Services  
*Insert Local Field Office Information*  
City, State & Zip Code



**U.S. Citizenship  
and Immigration  
Services**

Name  
Address  
City, State, Zip Code

Date:

Dear Mr. /Ms.

I am writing to confirm that you are scheduled as the guest speaker for U. S. Citizenship and Immigration Services (USCIS) naturalization ceremony on **DATE**. The ceremony will take place at **ADDRESS** and begin at **TIME**.

The history of the United States is a celebration of the integration of immigrants into the fabric of our nation. The vitality of the American dream is enriched when naturalization candidates are administered the oath of allegiance during naturalization ceremonies. USCIS is committed to welcoming immigrants from all over the world to the United States and desires to make the naturalization ceremony a special occasion.

Your presence at the naturalization ceremony will enhance the USCIS program, and I am happy that you can join me in welcoming the candidates as newly naturalized United States citizens. I thank you for agreeing to participate in this special occasion and respectfully request that your remarks focus exclusively on the privileges, responsibilities, and importance of United States citizenship; the civic principles within the United States Government; and, the significance of swearing allegiance to the United States.

To uphold the integrity of the naturalization ceremony, I ask that you refrain from including any partisan political statements or religious content within your remarks. If you have any questions prior to the naturalization ceremony, please contact me at **XXX-XXX-XXXX**.

Sincerely,

Field Office Director, **XX** Field Office  
Office Line: **XXX-XXX-XXXX**

☞ 3. Appendix 75-7 is added to read:

**U.S. Department of Homeland Security**

U.S. Citizenship and Immigration Services  
*Insert Local Field Office Information*  
City, State & Zip Code



**U.S. Citizenship  
and Immigration  
Services**

Name  
Address  
City, State, Zip Code

Date:

Dear Mr. /Ms.

We are pleased to have [Insert Organization Name] register new voters at an upcoming naturalization ceremony on [Insert date, time, and location].

In order to maintain the respectful and dignified atmosphere at naturalization ceremonies, the following guidelines must be observed.

All organizational representatives:

- Must not participate in any political activity, partisan or otherwise, while participating in voter registration activities during administrative naturalization ceremonies, regardless of whether the ceremonies take place on federal or non-federal property. (Political activity includes activity directed toward the success or failure of a political party, candidate for partisan political office, or partisan political group. For this purpose, political activity also includes advocacy for particular referenda or other political propositions. For example, a non-governmental group participating in voter registration activities at an administrative naturalization ceremony may not provide information for or against a state immigration law or proposition. The organization's activities while participating must also comply with the Hatch Act, 5 U.S.C. §§ 7321-26.)
- Must not engage in commercial or religious solicitation or promotion of any kind.
- Must not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status or veteran status.
- Must safeguard all personal information new citizens provide for voter registration and are prohibited from using this information for any purpose other than voter registration.
- Must follow scheduling and logistical requirements set forth by Field Leadership.
- Must wear professional attire and represent themselves and their organization professionally.

- Must have received proper training on how to register voters.
- Must receive an on-site briefing from Field Leadership regarding rules for that particular venue.
- Must wear name tags that include the name of the organization while registering voters (no other identification of the organization may be worn or displayed).

Noncompliance with the above requirements may cause USCIS to revoke this privilege and prohibit your organization from participating in future ceremonies. Additionally, should a USCIS official receive a complaint from (a) a newly naturalized citizen; (b) a guest or family member of a newly naturalized citizen; (c) the state, city or local election office regarding the organization's inappropriate behavior or lack of ability to perform the task properly, USCIS may revoke this privilege.

Thank you for your commitment to serving the immigrant community and ensuring that our democracy continues to thrive. We look forward to a productive and meaningful partnership.

If you have any questions prior to the naturalization ceremony, please contact me at XXX-XXX-XXXX.

Sincerely,

Field Office Director, XX Field Office  
Office Line: XXX-XXX-XXXX



4. Appendix 75-8 is added to read:

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

**Form G-1194, Offer of Gift  
From Non-Governmental Sources**

**Purpose of This Form**

Field Leadership will complete this form whenever any non-governmental entity donates a venue to hold an administrative naturalization ceremony. This form provides the details of the entity's donation and is required whenever Field Leadership submits DHS Form 112-02, Gift Donation Form, to the Field Operations Directorate.

1. USCIS Field Office, Address *(Street Number, City, State, Zip Code)* Telephone Number

2. Organization Name *(Street Number, City, State, Zip Code)* Telephone Number

3. Description of Organization \_\_\_\_\_  
*(e.g., non-federal, public entity, profit or non-profit):*

4. Date of USCIS Event *(mm/dd/yyyy)*: \_\_\_\_\_

5. Description of donation *(e.g., space, audio/visual, equipment, chairs, staff, security, and admission):* \_\_\_\_\_

6. Estimated value of offered donation: \$ \_\_\_\_\_

7. Statement to whether donor has had business previously, currently or expects to do business with USCIS *(If yes, describe):*

8. Statement if donor will obtain any financial benefit as the result of the donation, or if there are any conditions placed on the donation. *(If yes, describe):*

9. Statement and brief description as to whether donor intends to present/sponsor the presence of other organizations before, during or after naturalization ceremony:

10. Affirmative acknowledgement that USCIS officials/employees will control the naturalization ceremony including any on-site USCIS specific or unique preparations: \_\_\_\_\_

Field Office Director, Initials: \_\_\_\_\_, Date: \_\_\_\_\_  
*(mm/dd/yyyy)*

11. Affirmative acknowledgement that USCIS officials/employees did not solicit this gift from any member of the organization: \_\_\_\_\_

Field Office Director, Initials: \_\_\_\_\_, Date: \_\_\_\_\_  
*(mm/dd/yyyy)*

12. Certification for Donation of Gift:

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*Sponsor's Printed Name and Title* *Sponsor's Signature* *Date (mm/dd/yyyy)*

13. Acknowledgment for Donation of Gift:

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*USCIS Field Office Director Printed Name* *Signature* *Date (mm/dd/yyyy)*

5. The AFM **Transmittal Memoranda** button is revised by adding, in numerical order, the following entry:

AD10-53 9/20/2011	<b>Chapter 75.3(b) through (i)</b> <b>Appendix 75-6</b> <b>Appendix 75-7</b> <b>Appendix 75-8</b>	Describes the Model Plan for Administrative Naturalization Ceremonies.
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#### **Use**

This policy memorandum is intended solely for the guidance of USCIS personnel in the performance of their official duties. It is not intended to, does not, and may not be relied upon to create any right or benefit, substantive or procedural, enforceable at law or by any individual or other party in removal proceedings, in litigation with the United States, or in any other form or manner.

#### **Contact Information**

Questions or suggestions regarding this policy memorandum should be addressed through appropriate channels to the Field Operations Directorate.