Instructions for Application to Preserve Residence for Naturalization Purposes

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

USCIS
Form N-470
OMB No. 1615-0056
Expires 05/31/2019

What Is the Purpose of Form N-470?

This application is for a lawful permanent resident who must leave the United States for certain employment purposes and wishes to preserve his or her continuous residence to pursue naturalization.

You may be able to preserve continuous residency (previously accumulated for naturalization purposes) even though you may be residing outside the United States for longer than one year. The time spent outside the United States may be counted toward your residency requirement if you file Form N-470.

Who May File Form N-470?

You should file this application if you meet **all** of the requirements below:

1. You must have been physically present and residing in the United States for an uninterrupted period, **without any absences**, for at least one year after your admission as a lawful permanent resident (except religious workers);
2. You will be absent from the United States for one year or more;
3. You have qualifying employment in a specific job with the U.S. Government, private sector, or religious organization; **and**
4. You want to preserve your continuous residence for naturalization purposes.

If U.S. Citizenship and Immigration Services (USCIS) approves your Form N-470, your spouse and dependent unmarried sons or daughters will receive the same benefit. All of them must be members of the same household and reside with you while you reside outside the United States.

NOTE: You must still apply for a reentry permit in advance of trips outside the United States that you expect to last for one year or more. Approval of Form N-470 does not exempt applicants from the physical presence requirements for naturalization unless they are employed by, or under contract with the U.S. Government.

Continuous residency requirements for Form N-400

Generally, applicants who file Form N-400 must reside in the United States for **five** years immediately preceding the date of filing. Additionally, USCIS requires applicants to have been physically present in the United States for at least 30 months of those 5 years.

NOTE: Qualifying spouses of U.S. citizens who file Form N-400 must reside in the United States for three years immediately preceding the date of filing. Those spouses are required to have been physically present in the United States for at least 18 months of those 3 years.

Lawful permanent residents who remain outside the United States for more than one uninterrupted year will disrupt their residency requirement unless they are the beneficiaries of an approved Form N-470.

Exception for spouse of U.S. citizen employed by the U.S. Government, American institution of research, or an American firm engaged in development of foreign trade with the United States.

A spouse of a U.S. citizen who is eligible for naturalization under the Immigration and Nationality Act (INA) section 319(b) is not required to file Form N-470 to preserve continuous residence, as such spouses are exempted from establishing the naturalization residency and physical presence requirements.

General Instructions

USCIS provides forms free of charge through the USCIS Web site. In order to view, print, or fill out our forms, you should use the latest version of Adobe Reader, which you can download for free at **http://get.adobe.com/reader/**. If you do not have Internet access, you may call the USCIS National Customer Service Center at **1-800-375-5283** and ask that we mail a form to you. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

Signature. Each application must be properly signed and filed. For all signatures on this application, USCIS will not accept a stamped or typewritten name in place of a signature. If you are under 14 years of age, your parent or legal guardian may sign the application on your behalf. A legal guardian may also sign for a mentally incompetent person.

Filing Fee. Each application must be accompanied by the appropriate filing fee. (See the **What Is the Filing Fee** section of these Instructions.)

Biometric Services Fee. If you file this application with USCIS, you do not need to include a biometric services fee at the time you submit your application. If you are later notified that you must submit biometrics, you will receive a biometric services appointment notice with instructions on how to submit the additional biometric services fee. If you file this application with an agency other than USCIS, please check with that agency to determine if and when you must submit a biometric services fee.

Evidence. At the time of filing, you must submit all evidence and supporting documentation listed in the **Specific Instructions** and/or **What Evidence Must You Submit** sections of these Instructions.

Biometric Services Appointment. USCIS may require that you appear for an interview or provide fingerprints, photograph, and/or signature at any time to verify your identity, obtain additional information, and conduct background and security checks, including a check of criminal history records maintained by the Federal Bureau of Investigation (FBI), before making a decision on your application, petition, or request. After USCIS receives your application and ensures it is complete, we will inform you in writing, if you need to attend a biometric services appointment. If an appointment is necessary, the notice will provide you the location of your local or designated USCIS Application Support Center (ASC) and the date and time of your appointment or, if you are currently overseas, instruct you to contact a U.S. Embassy, U.S. Consulate, or USCIS office outside the United States to set up an appointment.

If you are required to provide biometrics, at your appointment you must sign an oath reaffirming that:

1. You provided or authorized all information in the application;
2. You reviewed and understood all of the information contained in, and submitted with, your application; and
3. All of this information was complete, true, and correct at the time of filing.

If you fail to attend your biometric services appointment, USCIS may deny your application.

Copies. You may submit legible photocopies of documents requested, unless the Instructions specifically state that you must submit an original document. USCIS may request an original document at the time of filing or at any time during processing of an application, petition, or request. If you submit original documents when not required, the documents may remain a part of the record, and USCIS will not automatically return them to you.

Translations. If you submit a document with information in a foreign language, you must also submit a full English translation. The translator must sign a certification that the English language translation is complete and accurate, and that he or she is competent to translate from the foreign language into English. The certification should also include the date, the translator's signature and printed name, and may contain the translator's contact information.

How To Fill Out Form N-470

1. Type or print legibly in black ink.
2. If you need extra space to complete any item within this application, use the space provided in **Part 7. Additional Information** or attach a separate sheet of paper; type or print your name and Alien Registration Number (A-Number) (if any) at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.

3. Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks "Provide the name of your current spouse"), type or print "N/A," unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "None," unless otherwise directed.

4. **Avoid highlighting, crossing out, or writing outside the area provided for a response.**

   If you must make substantial corrections to your Form N-470, USCIS recommends that you begin with a new Form N-470 rather than using correction tape or fluid to white out information. USCIS scanners may see through the white correction tape or fluid. This may lead to incorrect information being captured in USCIS systems which may cause processing delays or a rejection of your Form N-470. Ensure that you are using the correct edition of Form N-470. The correct edition is available on the USCIS Web site at **www.uscis.gov**.

5. **Provide your A-Number on the top right corner of each page.** Your A-Number is located on your Permanent Resident Card (formerly known as the Alien Registration or "Green" Card.) The A-Number on your card consists of seven to nine numbers, depending on when your record was created. If the A-Number on your card has fewer than nine numbers, place enough zeros before the first number to make a total of nine numbers on the Form N-470. For example, type or print number A1234567 as A001234567 or type or print number A12345678 as A012345678. **You must provide your A-Number. USCIS may reject your application if you do not provide your A-Number.**

Specific Instructions

This application is divided into seven parts.

Part 1. Information About Your Eligibility

Item Numbers 1. - 6. Select the box that shows why you are eligible to apply to preserve residence for naturalization purposes.

Part 2. Information About You

Item Number 1. Current Legal Name. Your current legal name is the name on your birth certificate unless it has been changed after birth by a legal action such as a marriage or court order. **Do not provide a nickname.**

Item Number 2. Other Names Used (if any)**.** List all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in **Part 7. Additional Information**.

Item Number 3. Your name exactly as it appears on your Permanent Resident Card (if different from above)**.** Type or print your name exactly as it appears on your card even if it is misspelled.

Item Number 4. USCIS Online Account Number (if any)**.** If you have previously filed an application, petition, or request using the USCIS online filing system (previously called USCIS Electronic Immigration System (USCIS ELIS)), provide the USCIS Online Account Number you were issued by the system. You can find your USCIS Online Account Number by logging in to your account and going to the profile page. If you previously filed certain applications, petitions, or requests on a paper form via a USCIS Lockbox facility, you may have received a USCIS Online Account Access Notice issuing you a USCIS Online Account Number. If you received such a notice, your USCIS Online Account Number can be found at the top of the notice. If you were issued a USCIS Online Account Number, enter it in the space provided. The USCIS Online Account Number is **not** the same as an A-Number.

Item Number 5. U.S. Social Security Number. Provide your U.S. Social Security Number. Type or print "N/A" if you do not have one.

Item Number 6. Date of Birth. Always use eight numbers to show your date of birth. Type or print the date in this order: Month, Day, Year. For example, type or print May 1, 1958, as 05/01/1958.

Item Number 7. Country of Birth. Provide the name of the country where you were born. Type or print the name of the country even if the country's name has since changed or the country no longer exists.

Item Number 8. Country of Citizenship or Nationality. Provide the name of the country where you are currently a citizen or national. If the country no longer exists or you are stateless, type or print the name of the country where you were last a citizen or national. If you are a citizen or national of more than one country, type or print the name of the country that issued your last passport that you currently use to travel.

Item Number 9. Physical Address. Provide the address where you now reside. Do **not** type or print your Post Office (PO) Box number here unless it is your **ONLY** address.

If you reside outside the United States

If you do not have a State or Province, enter the name of your city again in that box. If you do not have a ZIP or Postal Code, enter 00000 in the ZIP or Postal Code box.

Item Number 10. Mailing Address. Provide your mailing address even if it is the same as your home address. Provide "In Care Of Name" information, if applicable. You must type or print something in every box, except an apartment number or "In Care Of Name" if you do not have one, within "Mailing Address."

NOTE: USCIS may not be able to contact you if you do not provide a complete and valid address. If USCIS rejects your application, USCIS may not be able to return the filing fee for Form N-470 to you if you do not type or print a complete and valid address. If USCIS cannot return the filing fee, USCIS will cash your check.

Item Number 11. Date You Became a Lawful Permanent Resident. Provide the official date when your lawful permanent residence began, as shown on your Permanent Resident Card. Type or print the date in this order: Month, Day, Year. For example, type or print August 9, 1988, as 08/09/1988. **USCIS may reject your application if you do not provide the information.**

Item Number 12. Uninterrupted Residence in the United States. Select the box to indicate if you have, or have not, resided in and been physically present in the United States for an uninterrupted period of at least one year **since your admission as a lawful permanent resident.**

Item Number 13. Time Outside the United States. Provide all the trips of 24 hours or more that you have taken outside the United States **since you became a lawful permanent resident. Include trips to Canada, Mexico, and the Caribbean.** Begin with your most recent trip. If you need extra space to complete this section, use the space provided in **Part 7. Additional Information**.

Item Number 14. Employment Position and Length of Employment. Provide an explanation of your employment position requiring you to be absent from the United States. Also state the intended length of time you will be employed when absent from the United States. If you are a religious worker filing Form N-470 after your return to the United States from outside the United States, provide the entire length of time of your employment outside the United States in said capacity.

Item Number 15. Income Tax. Select the box to indicate if you have, or have not, ever filed an income tax return as a nonresident or otherwise claimed or received benefits as a nonresident alien under U.S. Federal, state, or local income tax laws **since you became a lawful permanent resident.**

Part 3. Information About Family Members Who Reside With You

Item Number 1. Residence With You Inside the United States. Select the box to indicate whether you have lawful permanent resident family members who reside with you inside the United States.

Item Number 2. Residence With You Outside the United States. Select the box to indicate whether those lawful permanent resident family members will reside with you outside the United States.

If you select "Yes," provide information for your spouse and all of your children who will reside with you outside the United States.

Part 4. Applicant's Statement, Contact Information, Certification, and Signature

Item Numbers 1. - 6. Select the appropriate box to indicate whether you read this application yourself or whether you had an interpreter assist you. If someone assisted you in completing the application, select the box indicating that you used a preparer. Further, you must sign and date your application and provide your daytime telephone number, mobile telephone number (if any), and email address (if any). Every application **MUST** contain the signature of the applicant (or parent or legal guardian, if applicable). A stamped or typewritten name in place of a signature is not acceptable.

Part 5. Interpreter's Contact Information, Certification, and Signature

Item Numbers 1. - 7. If you used anyone as an interpreter to read the Instructions and questions on this application to you in a language in which you are fluent, the interpreter must fill out this section, provide his or her name, the name and address of his or her business or organization (if any), his or her daytime telephone number, his or her mobile telephone number (if any), and his or her email address (if any). The interpreter must sign and date the application.

Part 6. Contact Information, Declaration, and Signature of the Person Preparing this Application, if Other Than the Applicant

Item Numbers 1. - 8. This section must contain the signature of the person who completed your application, if other than you, the applicant. If the same individual acted as your interpreter **and** your preparer, that person should complete both **Part 5.** and **Part 6.** If the person who completed this application is associated with a business or organization, that person should complete the business or organization name and address information. Anyone who helped you complete this application **MUST** sign and date the application. A stamped or typewritten name in place of a signature is not acceptable. If the person who helped you prepare your application is an attorney or accredited representative whose representation extends beyond preparation of this of this application, he or she may be obliged to also submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, along with your application.

Part 7. Additional Information

Item Numbers 1. - 6. If you need extra space to provide any additional information within this application, use the space provided in **Part 7. Additional Information**. If you need more space than what is provided in **Part 7.**, you may make copies of **Part 7.** to complete and file with your application, or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.

We recommend that you print or save a copy of your completed application to review in the future and for your records.

What Evidence Must You Submit?

You must submit all evidence requested in these Instructions with your application. If you fail to submit required evidence, USCIS may reject or deny your application for failure to submit requested evidence or supporting documents in accordance with 8 CFR 103.2(b)(1) and these Instructions.

When to File Form N-470?

1. Generally, you must have been physically present and residing in the United States for an uninterrupted period, **without any absences**, for at least one year after your admission as a lawful permanent resident before you can file Form N-470.
2. You do not have to be in the United States to file Form N-470, but you must file it before you have been absent from the United States for a continuous period of one year.

Religious Workers Exception to the One Year Absence Requirement

Religious workers may apply:

1. Before departing from the United States;
2. After departing from the United States; **or**
3. After returning to the United States.

Religious workers are not required to have lived in the United States for a specific period of time prior to filing Form N-470.

What Is the Filing Fee?

The filing fee for Form N-470 is **$330**.

NOTE: The filing fee is not refundable, regardless of any action USCIS takes on this application. **DO NOT MAIL CASH.** You must submit all fees in the exact amounts.

Use the following guidelines when you prepare your check or money order for the Form N-470 filing fee:

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**.

   NOTE: Spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."
3. If you live outside the United States, contact the nearest U.S. Embassy or U.S. Consulate for instructions on the method of payment.

Notice to Those Making Payment by Check. If you send us a check, USCIS will convert it 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 your bank will show it on your regular account statement.

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

How To Check If the Fees Are Correct

Form N-470's filing fee is current as of the edition date in the lower left corner of this page. However, because USCIS fees change periodically, you can verify that the fees are correct by following one of the steps below.

1. Visit the USCIS Web site at **www.uscis.gov**, select "FORMS," and check the appropriate fee; or
2. Call the USCIS National Customer Service Center at **1-800-375-5283** and ask for fee information. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

NOTE: If your Form N-470 requires payment of a biometric services fee for USCIS to take your fingerprints, photograph, and/or signature, you can use the same procedure to obtain the correct biometric services fee.

Fee Waiver

You may be eligible for a fee waiver under 8 CFR 103.7(c). If you believe you are eligible for a fee waiver, complete Form I-912, Request for Fee Waiver (or a written request) and submit it and any required evidence of your inability to pay the filing fee with this application. You can review the fee waiver guidance at **www.uscis.gov/feewaiver**.

Re-filing Form N-470

If USCIS denied your previously filed Form N-470 and you are filing a new Form N-470, you must pay the filing fee. **Otherwise, USCIS will not accept your Form N-470. USCIS cannot apply a previously submitted filing fee amount to a newly filed Form N-470.**

Where To File?

Please see our Web site at **www.uscis.gov/N-470** or call our National Customer Service Center at **1-800-375-5283** for the most current information about where to file this application. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

Address Change

An applicant who is not a U.S. citizen must notify USCIS of his or her new address within 10 days of moving from his or her previous residence. For information on filing a change of address go to the USCIS Web site at **www.uscis.gov/addresschange** or contact the USCIS National Customer Service Center at **1-800-375-5283**. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

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

Processing Information

Initial Processing. Once USCIS accepts your application we will check it for completeness. If you do not completely fill out this application, you will not establish a basis for your eligibility and USCIS may reject or deny your application.

Requests for More Information. We may request that you provide more information or evidence to support your application. We may also request that you provide the originals of any copies you submit. USCIS will return any requested originals when they are no longer needed.

Requests for Interview. We may request that you appear at a USCIS office for an interview based on your application. At the time of any interview or other appearance at a USCIS office, we may require that you provide your fingerprints, photograph, and/or signature to verify your identity and/or update background and security checks.

Decision. The decision on Form N-470 involves a determination of whether you have established eligibility for the immigration benefit you are seeking. USCIS will notify you of the decision in writing.

USCIS Forms and Information

To ensure you are using the latest version of this application, visit the USCIS Web site at **www.uscis.gov** where you can obtain the latest USCIS forms and immigration-related information. If you do not have Internet access, you may order USCIS forms by calling the Forms Request Line at **1-800-870-3676**. You may also obtain forms and information by calling the USCIS National Customer Service Center at **1-800-375-5283**. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

Instead of waiting in line for assistance at your local USCIS office, you can now schedule an appointment online at **www.uscis.gov**. Select "Schedule an appointment online" and follow the screen prompts to set up your appointment. Once you finish scheduling an appointment, the system will generate an appointment notice for you.

Attorney or Representative

You may be represented, at no expense to the U.S. Government, by an attorney or other duly accredited representative. Your representative must submit Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, with your Form N-470. If USCIS requests you to appear for an interview, your representative may also submit Form G-28 at that time. Form G-28 can be obtained by visiting the USCIS Web site at **www.uscis.gov**, calling the Forms Request Line at **1-800-870-3676**, or by contacting the USCIS National Customer Service Center at **1-800-375-5283**. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

Penalties

If you knowingly and willfully falsify or conceal a material fact or submit a false document with your Form N-470, we will deny your Form N-470 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 application, and the associated evidence, is collected under the Immigration and Nationality Act, section 101.

PURPOSE: The primary purpose for providing the requested information on this application is to determine if you have established eligibility for the immigration benefit for which you are filing. The Department of Homeland Security (DHS) will use the information you provide to grant or deny the immigration benefit you are seeking.

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

ROUTINE USES: DHS may share the information you provide on this application with other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows approved routine uses described in the associated published system of records notices [DHS/USCIS-007 - Benefits Information System and DHS/USCIS-001 - Alien File, Index, and National File Tracking System of Records] which you can find at **www.dhs.gov/privacy**. DHS may also share the information, 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 Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at 36 minutes per response including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. The collection of biometrics is estimated to require 1 hour and 10 minutes. 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 Coordination Division, Office of Policy and Strategy, 20 Massachusetts Ave NW, Washington, DC 20529-2140; OMB No. 1615-0056. **Do not mail your completed Form N-470 to this address.**