



**TOTAL FORCE U.S. CITIZENSHIP**

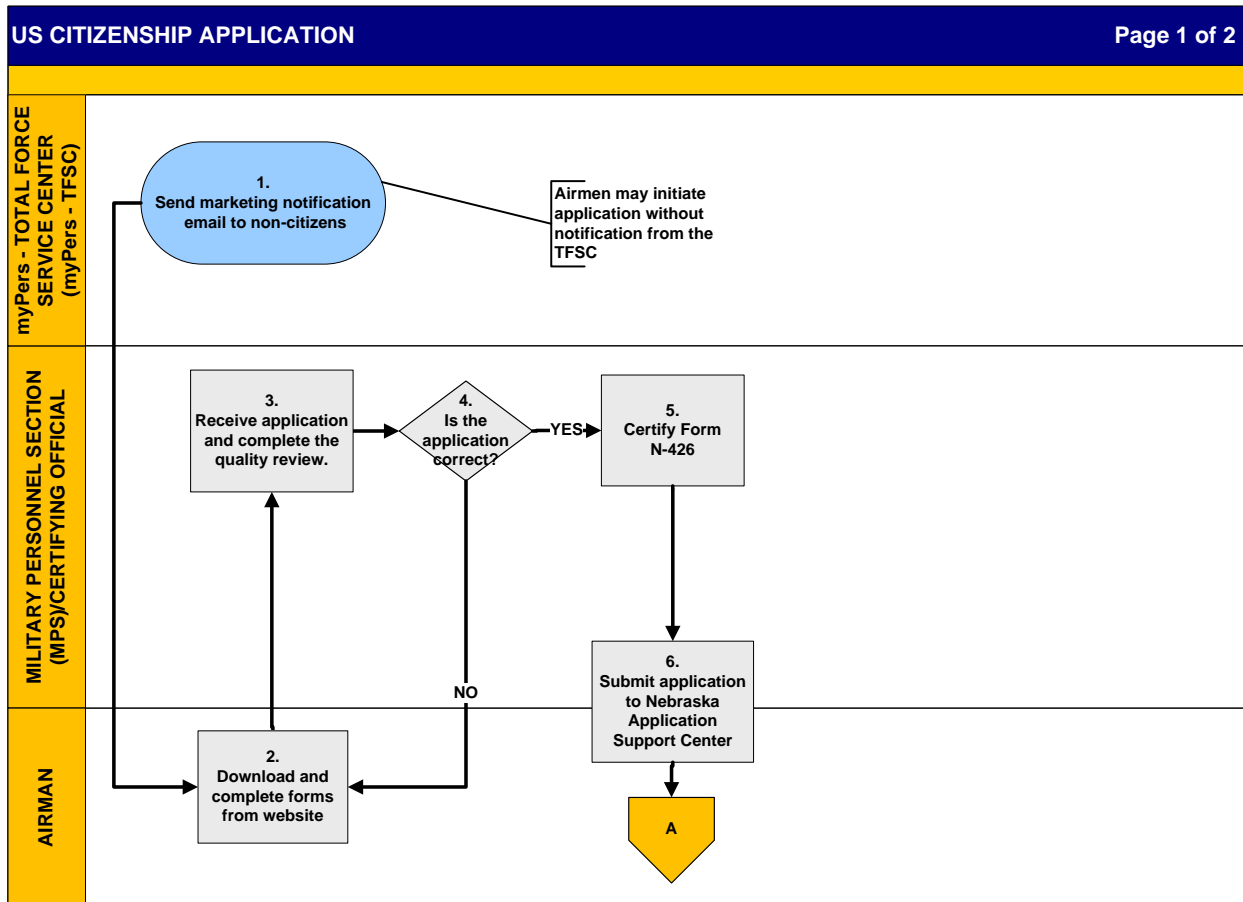
**INTRODUCTION**

U.S. Citizenship and Immigration Services (USCIS) provides information to Airmen interested in naturalization. Airmen 18 years or older who wish to become citizens may apply under this process before their initial enlistment is complete. If Airmen are applying for naturalization based on their service in the Air Force, they may be eligible to apply under special provisions provided for in the Immigration and Nationality Act. Visit the [AFPC Total Force Guide to Citizenship, Naturalization Information for Military Personnel](#) and the [USCIS](#) websites for general Citizenship information.

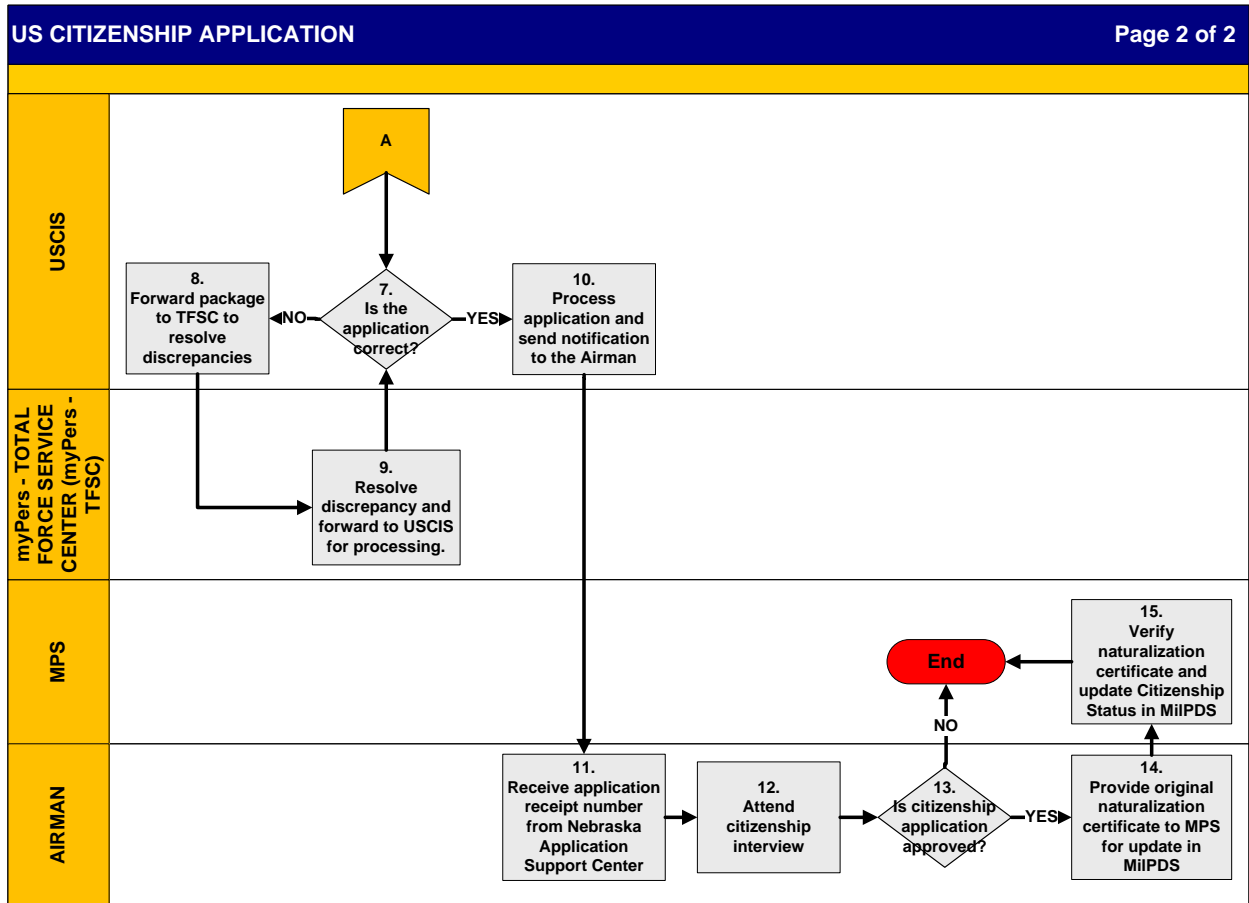
**OPR:** myPers - Total Force Service Center (AFPC/DPTO)

**REFERENCES:** [US Citizenship and Immigration Services \(USCIS\), A Guide to Naturalization](#)

**TARGET AUDIENCE:** Regular Air Force (RegAF), Air Force Reserve (AFRES) and Air National Guard (ANG)



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APPLICATION FOR CITIZENSHIP		
STEP	ACTION OWNER	NARRATIVE
<b>1</b>	myPers - Total Force Service Center – San Antonio (myPers - TFSC)	<b>Retrieve Non-US Citizenship roster.</b> Send the marketing notification e-mail to the Airman using the quarterly non-US Citizen Roster. Direct the Airman to the AFPC website for brochures and application/forms. <b>NOTE:</b> Airmen may initiate application without notification from the myPers - TFSC.
<b>2</b>	Airman	<b>Download and complete forms.</b> Review citizenship application processing information on the <a href="#">AFPC Total Force Guide to Citizenship</a> website and download required forms to prepare the citizenship application. Utilize the <a href="#">USCIS - Document Checklist</a> to assist in completing the forms. <b>NOTE:</b> Basic trainees and technical school students must

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		initiate citizenship at their permanent duty location.
<b>3</b>	Military Personnel Section (MPS)/Certifying Official	<b>Receive Application.</b> Receive application and complete quality review.
<b>4</b>	MPS/Certifying Official	<b>Application Correct?</b> If no, <b>RETURN TO STEP 2</b> . If yes, <b>GO TO STEP 5</b> .
<b>5</b>	MPS/Certifying Official	<b>Certify Form N-426.</b> Complete and certify <a href="#">Form N-426, Request for Certification of Military or Naval Service</a> . Coordinate with the Airman's unit and annotate derogatory information in the remarks section. If the Airman does not have derogatory information, type in the remarks section " <b>NO DEROGATORY INFORMATION ON FILE</b> ". <b>NOTE:</b> Use a blank sheet if more space is required.
<b>6</b>	MPS/Certifying Official or Airman	<b>Submit completed application.</b> Submit completed application to the USCIS Nebraska Service Center using certified mail: <b>USCIS Nebraska Service Center</b> P.O. Box 87426 Lincoln, NE 68501-7426 <b>NOTE:</b> If the Airman has derogatory information, the MPS must mail the package.
<b>7</b>	United States Citizenship and Immigration Services (USCIS)	<b>Is the application correct?</b> If no, <b>GO TO STEP 8</b> . If yes, <b>GO TO STEP 10</b> .
<b>8</b>	USCIS	<b>Forward.</b> Forward the Airman's application to the myPers - TFSC to resolve discrepancies.
<b>9</b>	myPers - TFSC	<b>Resolve discrepancy.</b> Act as liaison between the Airman and USCIS to resolve discrepancies related to citizenship applications. Forward the application to USCIS for processing.
<b>10</b>	USCIS	<b>Process.</b> Process application and send notification to the Airman.
<b>11</b>	Airman	<b>Receive application receipt number.</b> Receive application receipt number from USCIS Nebraska Service Center which contains the application receipt number. The application receipt number allows the Airman to access the <a href="#">USCIS</a> website to check status of the application.
<b>12</b>	Airman	<b>Attend Citizenship Interview.</b> Attend citizenship interview scheduled by USCIS. Airmen may request an interview at a specific Field Office on the Citizenship Application cover letter at <a href="#">Attachment 1</a> . <b>NOTE:</b> The application may take up to 6 to 18 months to process. If the citizenship interview appointment is not received within 12 months, access USCIS, enter the 13-character application receipt number (located on

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		the application notice from USCIS) in the upper left corner and click the 'Check Status' box.
<b>13</b>	Airman	<b><i>Citizenship approved?</i></b> If yes, <b><i>GO TO STEP 10</i></b> . If no, <b><i>process ends</i></b> .
<b>14</b>	Airman	<b><i>Handcarry documents</i></b> . Upon receipt of citizenship approval, provide the original Certification of Naturalization to the MPS for update in the Military Personnel Data System (MilPDS).
<b>15</b>	MPS/Certifying Official	<b><i>Verify and update</i></b> . Verify original Certification of Naturalization and update citizenship status in MilPDS.
		<b><i>End Process</i></b> .

## RESPONSIBILITIES:

### 1. **myPers - TOTAL FORCE SERVICE CENTER (myPers - TFSC):**

- a. Establish procedural guidance to assist Airmen and base agencies in processing citizenship applications.
- b. Act as liaison between the Airman and USCIS to resolve problems related to citizenship applications.
- c. Produce the Non-U.S. Citizen Roster on a quarterly basis and e-mail applications procedures to non-citizens.
- d. Advise Guard/Reserve Airmen of the requirement to possess a valid military e-mail/ mailing address.
- e. If the Form N-426 is returned and the Airman has separated, obtain and review the Airman's DD form 214 to assist in providing information for the certification of the N-426.
- f. Annotate derogatory information in the remarks section. If the Airman does not have derogatory information, type in the remarks section "**NO DEROGATORY INFORMATION ON FILE**". If possible, include a copy of the DD Form 214 along with the N-426 when forwarding to USCIS. **NOTE:** Use a blank sheet if more space is required.
- g. When sending the certified Form N-426 to USCIS, include the documents returned as they may include a form the Airman originally signed.
- h. Return the forms within 60 days. Forms not returned in this timeframe may cause further delays or in some cases cancel the Airman's request or case.
- i. USCIS may contact myPers - TFSC when the Airman is deployed. Contact the Airman and act as a liaison between the Airman and USCIS.

### 2. **AIRMEN:**

- a. Follow citizenship application instructions on the [AFPC Total Force Guide to Citizenship](#) and the [USCIS](#) websites.
- b. Print and complete the required forms and documents:
  - [G-325B, Biographic Information](#) **NOTE:** Do not complete Page 2.
  - [N-426, Request for Certification of Military or Naval Service](#)

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- [Instructions for Form N-426, Request for Certification of Military or Naval Service](#)
  - [N-400, Application for Naturalization](#)
  - [Instructions for Form N-400, Application for Naturalization](#)
  - [USCIS - Document Checklist](#)
  - [USCIS - Naturalization Requirements Information Fact Sheet](#)
  - [USCIS – Naturalization Information for Military Personnel](#)
- c. Submit completed application, required documentation and the USCIS - Document Checklist to MPS for review and signature. Retain an electronic copy of the application for future use or reference. **NOTE:** If an error is discovered after submitting the original application package, write a letter identifying the error to the servicing Field Office and include the necessary correct information. The Airman's servicing Field Office information is located on the Form I-797, **Notice of Action** received from USCIS.
- d. Airmen who have not received a receipt notice from the USCIS within **90 days** of submitting their application may call the USCIS Military Help Line at 1-877-247-4645. Airmen may also check the application status on the [USCIS](#) website, calling the USCIS Military Help Line or sending an e-mail to [militaryinfo.nsc@dhs.gov](mailto:militaryinfo.nsc@dhs.gov). Airmen must provide the following information:
- Full Name
  - Alien Number
  - Date of Birth
  - Current Address
  - Last Action from USCIS
  - Date Application was submitted
  - Type of Application
  - Application Receipt Number (ex. LIN\* 123456789) - not required if never received from original submission of application
- e. Upon citizenship status approval, provide original Naturalization Certificate to the MPS for MilPDS update. **NOTE:** USCIS strongly recommends Airmen obtain a U.S. passport after the naturalization ceremony. The passport serves as evidence of citizenship and is easier to carry. If an Airman loses their Certification of Naturalization, it can take up to 12 months to receive a replacement. Airman may obtain a passport application at the oath ceremony or the United States Post Office.
3. **MILITARY PERSONNEL SECTION (MPS) CUSTOMER SUPPORT SECTION/CERTIFYING OFFICIAL:**
- a. Educate Airmen in their responsibilities as outlined above and assist with the Citizenship application process, as necessary.
  - b. Advertise Citizenship application guidance information to base populace.
  - c. Collect completed original application and copies of all required source documents from the Airman and review for accuracy. Review the [USCIS - Document Checklist](#) containing a listing of required forms and documents.

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- Annotate derogatory information in the remarks section. If the Airman does not have derogatory information, type in the remarks section “**NO DEROGATORY INFORMATION ON FILE**”. **NOTE:** Use a blank sheet if more space is required
  - Customer Service representatives sign and apply an official Department of the Air Force or Organizational stamp (seal) where indicated at the bottom of page two
  - Mark the box in the ‘Separation Information’ section on the N-426 whether the Airman is serving honorably or served honorably otherwise the application is returned
  - Complete and annotate ‘To be completed by the Certifying Official’ boxes. Include the full name, signature, date, phone number and e-mail address. The Department Seal is optional
  - Ensure the ‘Type of Service’ and ‘Characterization of Service’ is properly marked
- d. Complete the Citizenship Application cover letter at [Attachment 1](#) and mail with the original application to the USCIS Nebraska Application Service Center. **DO NOT mail original personal documents such as divorce decrees.** Brief the Airman to handcarry originals to the USCIS interview.
- e. Brief Airmen a 6-month extension is authorized if the Airman is within 120 days of their date of separation (DOS) and citizenship has not been obtained for reasons beyond the Airman’s control in accordance with [AFI 36-2606](#), *Reenlistment in the United States Air Force*.
- f. Brief applicant the unit commander may approve up to 10 days permissive temporary duty (PTDY) for the Airman to complete naturalization processing when USCIS has set a court hearing in accordance with [AFI 36-3003](#), *Military Leave Program*.
- g. Verify naturalization certificate and update citizenship in MilPDS.
- h. Notify Reenlistments to update Reenlistment Eligibility Code as applicable.
- NOTE:** Separated Personnel – For Airmen separated from the military, submit an uncertified Form N-426 with DD Form 214, **Certificate of Release or Discharge from Active Duty**.

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**MILITARY PERSONNEL DATA SYSTEM (MILPDS) UPDATE  
INSTRUCTIONS****MILPDS NAVIGATION (MPS):**

Select Customer Support, Customer Service, Personal Data, and Additional Info. Click the “Open” button or double-click each selection. The People Folder appears.

**MILPDS UPDATE PROCEDURES:**

1. Press the F11 function key to enter the query and Type the Airman’s SSN (000-00-0000) in the SSAN field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A), in the Full Name field and press the Ctrl + F11 function key to execute the query. The People Folder populates with the Airman’s current information.

2. Click the Additional Info button. The Addl Person Info window appears.

3. Select ADDL PERSN INFRMTION, move the cursor down, and click in the Details field being updated. The Extra Person Information window appears.

4. Scroll down to Citizenship, click the LOV button, and select the Airman’s citizenship code.

**CAUTION:** If the Airman has a Place of Birth address in the CONUS and the attempt to update any code except “1,” a reject message will appear stating a mismatch occurred between the citizenship status code and the place of birth address.

**NOTE:** Ensure Place of Birth (see Place of Birth update procedures) is compatible with citizenship.

5. Click the “X” located in the top right corner of each window to close the window or application.

**OUTPUT PRODUCTS:**

TR Remark.

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## ATTACHMENT 1 CITIZENSHIP APPLICATION COVER LETTER

TO: USCIS Nebraska Service Center  
P.O. BOX 87426  
Lincoln, NE 68501-7426

FROM: [UNIT ADDRESS]  
[STREET ADDRESS]  
[CITY, ST ZIP Code]

RE: Application for Naturalization, Form N-400

NAME: [ ] USCIS "A" Number: [Type Alien Reg # Here]

1. USCIS office where member wishes to be interviewed: [Go to USCIS website for listing]
2. USCIS office where member wishes to receive the Oath of Allegiance:  
[Go to USCIS website for listing]
3. Applicant is unavailable for interview/oath (inclusive dates): [ ]
4. Applicant Information: Active Duty Air Force
5. Home Mailing Address: [ ]
6. Home Phone: [ ]
7. Work Phone: [ ]
8. Email Address: [ ]
9. This facilitated military Form N-400 application contains the following documentation and/or information:
  - Form N-400, completed and signed
  - Certified Form N-426
  - Form G-325B with attached background information
  - Photocopy of Permanent Resident Card (both sides)
  - 2 color photographs
  - Authorization for USCIS Usage of Military Fingerprints memorandum
  - Miscellaneous documents

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