

# Immigration

*The material in this handout represents general legal principles. The law is continually changing; although the information in the handout was current as of the date it was drafted, some provisions in this pamphlet may have changed. It is always best to consult an attorney about your legal rights and responsibilities regarding your case.*



## Citizenship for Family Members

How to Apply?

File an **N-400** application for Naturalization when: Your spouse has been a Lawful Permanent Resident (LPR) for three years; or your family member has been an LPR for five years.

If you are serving or have served in the U.S. armed forces and are interested in becoming a U.S. citizen, or obtaining an immigration status for a family member, you may be eligible to apply for naturalization under special provisions of the Immigration and Nationality Act (INA). Because the processes vary, this handout attempts to address common immigration issues facing our service members.

## Citizenship (Naturalization) for Service Member

**Who is eligible?**

Military members who have served Honorably.

As a current or former member of the U.S. military, certain naturalization requirements may not apply to you. The requirements for naturalization are explained in greater detail at <https://www.uscis.gov/military/naturalization-through-military-service>

**How to Apply?**

- **N-400**, *Application for Naturalization*; and
  - If currently serving, **Form N-426**, *Request for Certification of Military or Naval Service*. The military must certify this form before you send it to USCIS. Must be a wet signature signed by first O-6 in chain of command.

**Form N-400** and required evidence will need to be submitted to USCIS. General Eligibility requirements can be found at - <https://www.uscis.gov/citizenship/learn-about-citizenship/citizenship-and-naturalization/i-am-a-lawful-permanent-resident-of-5-years>

Spouses of U.S. citizen service members who are (or will be) stationed outside the United States may be eligible for expedited naturalization. To request expedited processing, contact the Military Help Line at 877-247-4645. For further help expediting applications, reach out to your local base legal office.

Certain children of U.S. service members or U.S. government employees, and children of their spouses, may automatically acquire citizenship. This may include children of parents who are stationed and residing outside of the United States. Additional information can be found at <https://www.uscis.gov/policy-manual/volume-12-part-h-chapter-4>

There may also be an option for overseas naturalization for spouses of service members.

**Direct Filing Addresses for Form N-400**

(Applies to Military Members and their Spouse.)

When you submit Form N-400 on paper, the USCIS will mail you a USCIS Account Acceptance Notice with instructions on how to create an online account to track and manage your case.

U.S. Postal Service (USPS):

USCIS  
Attn: Military N-400  
P.O. Box 4446  
Chicago, IL 60680-4446

FedEx, UPS, or DHL deliveries:

USCIS  
Attn: Military N-400 (Box 4446)  
131 S. Dearborn, 3rd Floor  
Chicago, IL 60603-5517

## Military Parole in Place (PIP)

Are you Active-Duty? Do you have a family member who entered the US without authorization? If yes, Military Parole in Place (PIP) is a special process provided to our AD Servicemembers to help those family members (spouse, parent, child) adjust their status.

PIP is granted on a case-by-case basis for urgent humanitarian reasons or significant public benefit. PIP is considered a lawful immigration status for purposes of certain immigration benefits, such as a Green Card. PIP is typically granted in 1-year increments for family members to get a green card.

### How to Apply?

- Complete **Form I-131, Application for Travel Document**

\* You must handwrite "Military PIP" in Part 2 instead of checking a box.

You can find additional information at – <https://www.uscis.gov/military/discretionary-options-for-military-members-enlistees-and-their-families>

## Adjustment of Status (Green Card)

Adjustment of status is the process that you can use to apply for lawful permanent resident status (also known as applying for a Green Card) when you are present in the United States. This means that you may get a Green Card without having to return to your home country to complete visa processing.

<https://www.uscis.gov/green-card/green-card-processes-and-procedures/adjustment-of-status>

### Who is eligible?

There are several categories that may qualify you to apply for a green card. Categories can be found at - <https://www.uscis.gov/green-card/green-card-eligibility-categories>

### How to Apply?

Complete the following forms-

- **Form I-485, Adjustment of Status**
- **Form I-130, Petition for Relative**
- **Form I-693, Medical Exam**
- **Form I-765, Work Authorization and Social Security Number**
- **Form I-864, Affidavit of Support**
- Checklist of required initial evidence for immediate relatives and family-based preference **Form I-485** applicants can be found on -

<https://www.uscis.gov/forms/filing-guidance/checklist-of-required-initial-evidence-for-form-i-485-for-informational-purposes-only>

## K1 - Visa (Fiancé)

If you are a U.S. citizen who wants to bring your foreign fiancé(e) to the United States, the first step is to obtain a K-1 Visa for your fiancé(e).

### How to Apply?

- Complete **Form I-129F, Petition for Alien Fiancé(e)**

After the filed petition has been granted, there are time sensitive steps that will need to occur. You can find additional information at - <https://www.uscis.gov/family/family-of-us-citizens/visas-for-fiancees-of-us-citizens>

## Tips for Filing Forms by Mail

Please be sure to carefully read and follow the form filing instructions. Form fees, eligibility requirements, fee waiver eligibility, required documents, and mailing addresses vary depending on the form you are filing and why you are filing it. These tips will help ensure we accept your application, petition, or request package for processing. Tips can be found at - <https://www.uscis.gov/forms/filing-guidance/tips-for-filing-forms-by-mail>

## Create a USCIS Online Account

Many USCIS forms can be filed online. learn how to create a USCIS online account - <https://www.uscis.gov/file-online/how-to-create-a-uscis-online-account>

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## Study for the Test

- Civics Questions and Answers (2008 version)  
[https://www.uscis.gov/sites/default/files/document/questions-and-answers/OoC\\_100\\_Questions\\_2008\\_Civics\\_Test\\_V1.pdf](https://www.uscis.gov/sites/default/files/document/questions-and-answers/OoC_100_Questions_2008_Civics_Test_V1.pdf)
- 2008 Civics Practice Test  
<https://www.uscis.gov/citizenship/civics-practice-test-2008>

Certain applicants, because of their age and time as a lawful permanent resident, are exempt from the English requirements for naturalization and may take the civics test in

the language of their choice. For more information, please go to <https://www.uscis.gov/citizenship/exceptions-and-accommodations>

NOTE: All applications/forms require initial evidence and fees. It is recommended you utilize the checklist provided and checking the filing fee. There are two forms you can complete to request a waiver or reduced fee for certain immigration forms. You can only submit ONE of the following forms-

- **Form I-912, Fee Waiver**
- **Form I-942, Reduced Fee**

You may pay your filing fee and biometric services fee, if applicable, with a credit card issued by a U.S. bank. Place the form on the top of your application when you file.

- Complete **Form G-1450, Authorization for Credit Card Transactions**

Listen to our Hill AFB podcast for immigration information!



Updated May 2024