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 <p>Department of Human Resources 311 W. Saratoga St. Baltimore, MD. 21201-3521</p>	<p>FIA INFORMATION MEMO</p>
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**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS**

FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, IMA

RE: NATURALIZATION OUTREACH TO NONCITIZENS

PROGRAM AFFECTED: ALL PROGRAMS

**ORIGINATING OFFICE: OPA/ DIVISION OF PROGRAM POLICY AND
REGULATION**

The Food and Consumer Service recently sent notice that President Clinton has directed them to take steps to promote naturalization outreach to noncitizens and, to the extent authorized by law, provide naturalization information to recipients. English and Spanish versions of an Immigration and Naturalization Service (INS) Fact Sheet about how to become a United States citizen were sent for distribution.

The Community Services Administration (CSA) plans to implement an outreach program for noncitizens to encourage naturalization. Further information will be forwarded when plans are finalized.

Please make the fact sheets available to applicants and recipients in local departments. An initial supply will be sent to local departments. Supplies will be available through the DHR warehouse for future orders.

Attachment

cc: FIA Management Staff
Constituent Services Office

FACT SHEET

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HOW TO BECOME A UNITED STATES CITIZEN

To be eligible for U.S. citizenship, you must :

- Be 18 years of age or older;
- Be a Legal Permanent Resident ("Green Card" holder) for at least 5 years, or 3 years if you are married to a U.S. citizen. You may submit an Application for Naturalization to the Immigration and Naturalization Service (INS) 3 months before you reach the residency requirement;
- Be a person of good moral character;
- Be able to speak, read, write and understand ordinary English words and phrases. If you are over 55 years old and have lived in the U.S. as a Legal Permanent Resident for 15 years, or are over 50 years old and have lived in the U.S. as a Legal Permanent Resident for 20 years, you may be exempt from this requirement; and
- Be able to demonstrate knowledge and understanding of the fundamentals of U.S. history and principles of government.

You must also :

- Submit an Application for Naturalization (Form N-400) to the INS, with the \$95.00 application fee, two photos, and a fingerprint card. INS will send the fingerprint card to the FBI to check whether you have committed a crime which might disqualify you from citizenship;
- Be interviewed by an INS officer when you are scheduled for an appointment; and
- If you are approved for citizenship by the INS, take the Oath of Allegiance to the United States of America.

Special exceptions to some of the general requirements above for citizenship are available for the disabled, members of the military, veterans, spouses married to U.S. citizens living overseas, and Legal Permanent Residents who work for certain organizations that promote U.S. interests abroad. If you are the minor child (under 18 years of age) of a U.S. citizen and were born outside the U.S., you may automatically be eligible for a Certificate of Citizenship. You should file an INS Form N-600 to receive this certificate.

To request an Application for Naturalization (INS Form N-400) and complete instructions, or an Application for Certificate of Citizenship (INS Form N-600), please call the INS at 1-800-870-3676. You may also call 1-800-755-0777 for additional recorded information.

INFORME

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Como Obtener la Ciudadania de los Estados Unidos

Para calificar para la ciudadanía, debe de:

- Tener 18 años cumplidos;
- Haber vivido en los Estados Unidos como residente legal (con "tarjeta verde") por lo menos 5 años, o 3 años si está casado(a) con un ciudadano(a) de los Estados Unidos. (Si prefiere, puede someter su solicitud al Servicio de Inmigración, tres meses antes de que haya cumplido con los requisitos de residencia que preceden);
- Ser una persona de conducta moral intachable;
- Poder hablar, leer y escribir palabras y frases comunes en Inglés. (Usted esta exempto de estos requisitos si usted es mayor de 55 años y ha vivido legalmente como residente permanente en los Estados Unidos durante 15 años, o si usted es mayor de 50 años y ha vivido legalmente como residente permanente en los Estados Unidos durante 20 años; y
- Demonstrar conocimientos fundamentales de la historia y forma del gobierno de los Estados Unidos.

Ademas:

- Someter una Solicitud para la Naturalización (forma N-400) acompañada de un pago de \$95 dólares, dos fotos, y sus huellas digitales. El Servicio de Inmigración mandará las huellas al FBI para asegurarse de que no haya cometido ningún crimen que pueda descalificarlo.
- Ser entrevistado por un oficial del INS cuando se le otorge su cita; y
- Estar dispuesto a tomar el juramento de lealtad a los Estados Unidos si es aprobado por el INS.

Existen algunas excepciones a los requisitos antes mencionados para aquellas personas que sufren de ciertos defectos fisicos y/o mentales, militares en servicio activo o veteranos de las fuerzas armadas, esposos y esposas de ciudadanos de los Estados Unidos que viven fuera del país, y para algunos residentes legales que trabajan para ciertas organizaciones que promueven los intereses de los Estados Unidos en otros países. Si usted es hijo o hija (menor de 18 años) de un ciudadano de los Estados Unidos y nació fuera del país, podría calificar automaticamente para un Certificado de Ciudadanía. Envíe su solicitud al INS en la forma N-600 para recibir este certificado.

Para obtener una Solicitud para la Naturalización (INS Form N-400) e instrucciones, o una Solicitud para un Certificado de Ciudadanía (INS Form N-600), favor de llamar al teléfono 1-800-870-3676. Para información grabada llame al teléfono 1-800-755-0777.
