CITIZEN CONCIERGE

N-565 FILING INSTRUCTIONS

Overview for Filing Form N-565

ORDER#
PREPARED FOR
PREPARED ON

Contact Us
1-888-777-9102
support@citizenconcierge.com

What does Form N-565 serve for?

Form N-565, Application for Replacement Naturalization/Citizenship Document, is used to apply to U.S. Citizenship and Immigration Services (USCIS) for a replacement of a:

1. Certificate of Naturalization;
2. Certificate of Citizenship;
3. Declaration of Intention; or
4. Repatriation Certificate.

You can also use this application to apply for a special certificate of naturalization to have a foreign country recognize you as a U.S. citizen.

The Form N-565, also known as the Application for Replacement Naturalization/Citizenship Document, serves the purpose of requesting a replacement of various citizenship documents from USCIS. These documents may include a Certificate of Naturalization, Certificate of Citizenship, Declaration of Intention, or Repatriation Certificate. Additionally, this form can also be used to apply for a special certificate of naturalization that recognizes a person as a U.S. citizen in a foreign country.

Who May File Form N-565?

you are eligible to apply for a replacement document using Form N-565 if you were issued a Certificate of Naturalization, Certificate of Citizenship, Declaration of Intention, or Repatriation Certificate and if any of the following conditions are met:

1. The original document was lost, stolen, destroyed, or mutilated.

2 The original document contains typographical or clerical errors made by USCIS.

3 You have changed your name due to marriage, divorce, annulment, or court order, and you want a document in your new name.

4 You have obtained a court order, a government-issued document, or a letter from a licensed health care professional that recognizes a different gender than the one listed on your current document, and you want a document that reflects the recognized gender.

Furthermore, if you need to change the date of birth on your Certificate of Citizenship because you have obtained a court order or a document from the U.S. government or a state government that reflects the new date of birth, you can also apply for a replacement document. Additionally, if you are a naturalized citizen and need a special certificate of naturalization for a foreign country to recognize you as a U.S. citizen, you may file this application.

If you lost your document in the mail, you should first submit an online case service request for non-delivery of document before filing Form N-565.

It is important to note that USCIS will not change your name without proper evidence such as a marriage certificate, divorce decree, or court order. Likewise, USCIS will not change the date of birth on your Certificate of Citizenship without proper documentation such as a court order or state-issued documents. If you provided an incorrect date of birth or name on your Form N-400, Application for Naturalization, and then signed Part 16. Signature at Interview, USCIS cannot make any changes to your Certificate of Naturalization. However, if you changed your name after naturalization, USCIS can change the name on your Certificate of Naturalization.

General Instructions

USCIS forms are available free of charge on the USCIS website. Use the latest version of Adobe Reader to view, print or fill out the forms. Adobe Reader can be downloaded for free at http://get.adobe.com/reader/.

Signature. Each application must be properly signed and filed. USCIS will not accept stamped or typewritten names in place of signatures. If you are under 14 years old, your parent or legal guardian may sign the application on your behalf. If the request is not signed or if the signature is not valid, USCIS will reject the request. A legal guardian may sign for a mentally incompetent person. Refer to 8 CFR 103.2(a)(7)(ii)(A).

Validity of Signatures. USCIS will consider a photocopied, faxed, or scanned copy of the original handwritten signature valid for filing purposes. The photocopy, fax, or scan must be of the original document containing the handwritten ink signature.

The appropriate **filing fee** must be submitted with each application, as outlined in the "What Is the Filing Fee" section of these Instructions.

All **evidence** and supporting documents listed in the Initial Evidence section of these Instructions must be submitted at the time of filing. The USCIS Policy Manual, Volume 12, Part K, Certificates of Citizenship and Naturalization at www.uscis.gov/policymanual, can provide further information.

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), USCIS may require you to appear for an interview or provide biometrics (fingerprints, photograph, and/or signature) at any time before making a decision on your application or petition. Once USCIS receives your application and ensures it is complete, they will inform you if you need to attend a **biometric services appointment** . If an appointment is necessary, the notice will provide you with 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.

At your biometrics appointment, you must sign an oath reaffirming that you provided or authorized all information in the application, reviewed and understood all of the information contained in, and submitted with, your application, and that all of this information was complete, true, and correct at the time of filing.

Copies: Unless the Instructions specifically state that you must submit an original document, you should provide legible photocopies of requested documents. USCIS may request an original document at any time during processing of an application or petition, or at the time of filing. If USCIS requires an original document from you, it will be returned after USCIS determines that it is no longer needed.

NOTE: If you submit original documents when not required or requested by USCIS, your original documents may be immediately destroyed after we receive them.

Translations. If you provide a document that contains information in a language other than English, you must also provide a complete English translation. The translator must certify that the English language translation is accurate and complete and that he or she is qualified to translate from the foreign language into English. The certification must include the translators signature, printed name, the date of the signature, and the translators contact information.

How To Fill Out Form N-565

1 Use black ink and write legibly when filling out this application.

2 If you require additional space to answer any item in this application, you can use the space provided in **Part 12** , Additional Information, or attach a separate sheet of paper. On each sheet, type or print your name and Alien Registration Number (A-Number) (if applicable) at the top, indicate the **Page Number, Part Number,** and **Item Number** to which your answer corresponds, and sign and date each sheet.

3 Provide complete and accurate answers to all questions. If a question does not apply to you (e.g., "Provide the name of your current spouse" when you have never been married), type or print "N/A" unless otherwise directed. If your response to a question that requires a numeric answer is zero or none (e.g., "How many times have you departed the United States" or "How many children do you have"), type or print "None" unless otherwise directed.

4 If you are applying for a Special Certificate of Recognition as a Citizen of the United States to the Government of a Foreign Country, complete Part 8 by providing the information requested in Item Numbers 1-3 about the foreign country official who has requested the certificate (if known). Note that you do not need to complete Item Number 4 before submitting Form N-565, as the USCIS or consular officials certification will be completed after USCIS adjudicates your Form N-565 if it is approved.

5 In Part 9, Applicants Statement, Contact Information, Certification, and Signature, indicate whether you read the application yourself or had an interpreter assist you by selecting the appropriate box. If someone helped you fill out the application, select the box indicating that you used a preparer. You must also sign and date your application and provide your daytime telephone number, mobile telephone number (if applicable), and email address (if applicable). Every application must include the signature of the applicant (or parent or legal guardian, if applicable). A stamped or typewritten name instead of a signature will not be accepted

6 6. In Part 10, Interpreters Contact Information, Certification, and Signature, if you had an interpreter 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. The interpreter should provide their name, the name and address of their business or organization (if applicable), their daytime telephone number, mobile telephone number (if applicable), and email address (if applicable). The interpreter must sign and date the application.

7 Part 11, Contact Information, Declaration, and Signature of the Person Preparing this Application, if Other Than the Applicant, must contain the signature of the person who completed your application, if it was someone other than you, the applicant. If the same person acted as your interpreter and your preparer, they should complete both Part 10 and Part 11. If the person who completed this application is associated with a business or organization, they should include the business or organization name and address information. Anyone who helped you fill out this application MUST sign and date it. 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, they may also need to submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, along with your application.

It is recommended that you print or save a copy of your completed application for future review and for your records.

Initial Evidence

1 Photographs. If you reside within the United States, USCIS may require you to attend an appointment at an ASC to have your photograph taken. However, if you live outside the United States, you must submit two recent identical color passport-style photographs of yourself. These photos should have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched. The photos must measure 2 by 2 inches and be in color with a full face, frontal view against a white to off-white background. The height of your head should measure between 1 to 1 3/8 inches

from the top of your hair to the bottom of your chin, and your eye height should be between 1 1/8 to 1 3/8 inches from the bottom of the photo. Your head must be bare, except if you are wearing headwear that is required by a religious denomination to which you belong. On the back of the photo, use a pencil or felt pen to lightly print your name and A-Number (if applicable)

2 You are required to submit a copy of your U.S. Government-issued photo identification.

3 In the event that your marital status has changed since the issuance of your original document, you must provide a copy of the document that establishes the change in your marital status. This may include your marriage certificate, divorce decree, annulment decree, or your spouses death certificate.

4 If your document has been lost, stolen, or destroyed, you must include a copy of the document (if available), a police report, and/or a sworn statement detailing what occurred to the document and any efforts made to recover it.

5 When applying for a replacement of a mutilated document, you must provide the original mutilated document.

6 If you are seeking a replacement of a document that has errors due to a typographical or clerical mistake by USCIS, you must submit the original incorrect document and complete Part 4 of Form N-565.

7 When applying for a new document due to a change in name, you must submit the original USCIS document and a copy of the original or certified document establishing the name change (such as a marriage certificate, divorce decree, annulment decree, or court order). Additionally, you must complete Part 5 of Form N-565.

8 If you are seeking a new Certificate of Citizenship due to a legal change in your date of birth, you must submit the original USCIS document you wish to replace, along with a copy of the original or certified document that establishes the change in date of birth (such as a court order or vital record document issued by the U.S. Government or a U.S. state). U.S. Government documents may include a birth certificate, a certificate recognizing foreign birth, a certificate of birth abroad, or similar vital records issued by the U.S. state where you resided when the document was issued. Only applicants applying for a new Certificate of Citizenship may select this option. You must also complete Part 6 of Form N-565.

9 If you are applying for a new document that reflects a different gender than is shown on your current document, you must submit the original USCIS document along with one of the forms of evidence listed below supporting the requested official change in gender designation and complete Part 7. of Form N-565.N-565.

You must provide one of the following types of evidence to support your requested change in gender designation:

you are eligible to apply for a replacement document using Form N-565 if you were issued a Certificate of Naturalization, Certificate of Citizenship, Declaration of Intention, or Repatriation Certificate and if any of the following conditions are met:

A You can provide a court order that grants a change of sex or gender

B Another option is to submit a government-issued document that reflects the requested gender designation. This could be an amended birth certificate, passport, drivers license, or any other official document showing identity that is issued by the U.S. Government, a state or local government in the United States, or a foreign government.

C Alternatively, you can provide a letter from a licensed healthcare professional certifying that the requested gender designation aligns with your gender identity. Licensed healthcare professionals may include licensed counselors, nurse practitioners, physicians (Medical Doctors or Doctors of Osteopathy), physician assistants, psychologists, social workers, and therapists. The health care certification should contain the following information:

1 Court order that grants change of sex or gender.

2 The health care professionals license number and issuing state, country, or other jurisdiction of the professional license;

3 Language stating the health care professional has treated or evaluated you in relation to your gender identity; and

4 The health care professionals assessment of your gender identity.

10 When applying for a special certificate of naturalization to obtain recognition as a citizen of the United States by a foreign country, you need to include a copy of your naturalization certificate. **NOTE:** USCIS regulations require this special certificate when a foreign state requests proof of your citizenship for any legitimate purpose, except for admission to the foreign country or in processing their own immigration benefit requests.

11 If you are submitting your application from overseas and provide a foreign mailing address, USCIS will send your new document (if approved) to the nearest U.S. Embassy, U.S. Consulate, or USCIS field office. You will receive notification by mail informing you where to pick up your new document.

What Is the Filing Fee?

The filing fee for Form N-565 is $555.
EXCEPTION: There is no filing fee required if you select Part 3., Item Number 4. on Form N-565.

Payments by Check or Money Order

1. The check or money order must be issued by a bank or other financial institution that is 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." Its important to spell out the full name and not use any abbreviations such as "USDHS" or "DHS."

Notice to Those Paying by Check. Please be aware that if you submit a check as payment to USCIS, it will be converted into an electronic funds transfer (EFT). This means that we will create a digital copy of your check and use the account information provided to electronically debit the appropriate amount from your account. The debit from your account will usually occur within 24 hours, and will be reflected on your regular account statement from your bank.

Its important to note that you will not receive your original check back from USCIS. Instead, we will destroy the original and keep a copy for our records. If, for any technical reasons, USCIS is unable to process the EFT, we will use the copy of your check in place of the original. If your check is returned as unpayable, we will attempt to submit the payment one more time. If the check is returned as unpayable a second time, we will reject your application and charge you a fee for the returned check.

Payments by Credit Card

If you are submitting your application to a USCIS Lockbox facility, you have the option to pay your filing fee using a credit card. For more information on how to do this, please refer to Form G-1450, Authorization for Credit Card Transactions, which can be found on our website at www.uscis.gov/G-1450.

NOTE: by completing the transaction, you acknowledge that you have paid for a government service and that the filing fee, along with any other financial transactions, are non-refundable regardless of USCISs decision or processing time for your application, petition, or request. Please DO NOT MAIL CASH, and make sure to submit all fees in the exact amount required.

How To Check If the Fees Are Correct

To ensure that the filing fee for Form N-565 is accurate, you can follow one of these steps:

1. Go to the USCIS website at www.uscis.gov, choose the "FORMS" section, and check the appropriate fee for Form N-565.

2. Connect with a live USCIS representative by visiting the USCIS Contact Center at www.uscis.gov/contactcenter. The USCIS Contact Center provides information in English and Spanish, and you can also use TTY (deaf or hard of hearing) by calling 1-800-767-1833.

Fee Waiver

If you are unable to pay the filing fee for Form N-565, you may be eligible for a fee waiver under 8 CFR 103.7(c). To request a fee waiver, you should complete Form I-912, Request for Fee Waiver, or submit a written request along with any required evidence of your inability to pay the filing fee. You can find more information about the fee waiver process, including guidance on eligibility and required documentation, on the USCIS website at www.uscis.gov/feewaiver.

Where to File?

Please visit the USCIS website at www.uscis.gov/N-565 or contact the USCIS Contact Center at www.uscis.gov/contactcenter to get the most up-to-date information on where to file this application. The USCIS Contact Center can provide information in both English and Spanish, and for those who are deaf or hard of hearing, you can call the TTY number at 1-800-767-1833.

Processing Information

Rejection. If an application is not signed or lacks the correct filing fee, USCIS will reject it and send a notice of deficiency. The applicant can correct the deficiency and resubmit the application. Note that an application is not considered properly filed until the date that USCIS accepts it.

Initial Processing. . After USCIS receives your application, it will be reviewed to ensure it is complete. If any required information is missing or not provided accurately, it could affect your eligibility and result in USCIS rejecting or denying your application.

Requests for Additional Information: USCIS may request additional information or evidence to support your application. In such cases, you may be required to provide the originals of any copies you have submitted. Original documents that you provide will be returned to you after USCIS determines that they are no longer needed.

Decision: USCIS will review your application to determine if you meet the eligibility criteria for the document you are requesting. If you are found eligible, USCIS will approve your application and issue the requested document. In some cases, USCIS may forward a special Certificate of Naturalization to the U.S. Department of State for delivery to a foreign government official. If your application is denied, USCIS will notify you of the decision in writing.

USCIS Forms and Information

If you want to ensure that you are using the most up-to-date version of this application, please visit the USCIS website at www.uscis.gov. This website contains the most recent USCIS forms and other relevant immigration-related information.

Additionally, you can visit the USCIS Contact Center at www.uscis.gov/contactcenter to obtain basic information about immigration services and ask questions about your pending case. The USCIS Contact Center offers digital self-help tools and live assistance to help you obtain consistent and accurate information and answers to your immigration case questions.

Penalties

Knowingly falsifying or concealing a material fact or submitting false documents with your Form N-565 is a serious offense that may result in denial of your application and other immigration benefits, as well as severe legal penalties and criminal prosecution. When you sign your application, you are making a statement under penalty of perjury that all the information and documentation provided with the application is complete, true, and correct.

By signing, you also give USCIS permission to access any information necessary to verify your eligibility for the immigration benefit sought. USCIS has the legal authority to verify this information

under 8 U.S.C. sections 1103 and 1454 and 8 CFR parts 103 and 338. USCIS may verify information before or after your case is decided to ensure compliance with applicable laws and regulations.

DHS Privacy Notice

AUTHORITIES: The collection of information and evidence requested in this application is carried out in accordance with Section 343(a) of the Immigration and Nationality Act by the relevant authorities.

PURPOSE: The main objective of submitting the information in this application is to request a replacement for official documents such as Declaration of Intention, Certificate of Naturalization, Certificate of Citizenship, Repatriation Certificate, or to apply for a special certificate of naturalization that acknowledges your U.S. citizenship in a foreign country. The Department of Homeland Security (DHS) will utilize the information you provide to either approve or reject your request for a replacement document.

DISCLOSURE: Although the provision of information is voluntary, it is important to note that not providing the requested information, including your Social Security number (if applicable) and any evidence required, may cause a delay in the decision-making process or potentially result in your application being denied

ROUTINE USES: DHS has the authority to share the information and additional evidence you provide in this application with other government agencies and authorized organizations at the federal, state, local, and foreign levels. DHS adheres to approved routine uses outlined in published system of records notices, including DHS/USCIS/ICE/CBP-001 Alien File, Index, and National File Tracking System, DHS/USCIS-007 Benefits Information System, and DHS/USCIS-018 Immigration Biometric and Background Check, as well as published privacy impact assessments such as DHS/USCIS/PIA-016(a) Computer Linked Application Information Management System and Associated Systems, DHS/USCIS/PIA-056 USCIS Electronic Information System, and DHS/USCIS/PIA-071 myUSCIS Account Experience. These documents can be accessed at www.dhs.gov/privacy. DHS may also share this information for law enforcement purposes or in the interest of national security, as appropriate.

Paperwork Reduction Act

To ensure that the information collection process is valid, an agency cannot conduct or support it, and individuals are not required to respond to information collections unless it has a currently valid Office of Management and Budget (OMB) control number. The estimated public reporting burden for this particular information collection is 1 hour and 20 minutes for each response, which includes the time needed to review instructions, gather required documentation and information, complete the application, prepare statements, attach necessary documentation, and submit the application. The collection of biometrics is estimated to require an additional 1 hour and 10 minutes. Comments regarding the burden estimate or any other aspect of this information collection, including suggestions for reducing the burden, should be sent to U.S. Citizenship and Immigration Services, Office of Policy and Strategy, Regulatory Coordination Division, 5900 Capital Gateway Drive, Mail Stop #2140, Camp Springs, MD 20588-0009; OMB No. 1615-0091. It is important to note that the completed Form N-565 should not be mailed to this address.