

INFORMATION PAPER

IMPC-HAW-HRM

12 January 2017

SUBJECT: Naturalization Processing and Services

1. Purpose. To provide detailed information on naturalization processing procedures and to outline documents required for submission of Naturalization applications.

2. Facts.

a. Naturalization applications may be submitted through your unit S1 or Army Passport Office located in the Personnel Services Branch, Military Personnel Division, Directorate of Human Resources (DHR), USAG-HI, in Room 109, Bldg 750, the Soldiers Support Center, Schofield Barracks, HI.

b. Customers who qualify to apply for naturalization through this office fall into one of the following categories: Army, Navy, Marine Corps, Air Force, selective Reserve and Ready Reserve Components.

c. Applications must meet the following qualifications:

1. Good moral character
2. Knowledge of the English language
3. Knowledge of the U. S. government and history
4. Attachment to the United States by taking an oath of allegiance to the U. S. Constitution, and
5. Must be a legal resident of the U.S. (Green card holder)

d. No-fees will be charged for Naturalization Application (After October 1, 2004). Applicant must have served in the U. S. military for at least one year, honorably, during peacetime

e. During wartime (September 11, 2001 to the present), an individual may qualify for naturalization, if (a) served honorably in active duty status for any period of time, and (b) such active duty service was during a specifically designated period of hostilities.

f. Prior service members can file for the no-fee Naturalization process if their applications are filed within six months from date of separation.

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g. The applicant must submit the following documents in order to complete their naturalization packet for processing: <https://www.uscis.gov/n-400> -N400, Application for Naturalization, <https://www.uscis.gov/n-426> N426, Request for Certification for Military Service, 2 passport size photos (2x2), a copy of Alien card and a DOD Referral for Biometrics (Fingerprints), which must be taken at the local INS office located at 500 Ala Moana Blvd. #2-403, Honolulu, Hawaii phone number 1-800-375-5283/1-877-247-4645. **Ensure cover letter is complete and your N-426 Part 8 Certification is sign by Unit CDR or S1 representative or a Passport agent.**

j. Once completed mail your applications to:

Department of Homeland Security, BCIS Nebraska Service Center, 850 South Street, Lincoln, NE 68501. Soldiers can contact the number listed to check status of their application at (1-877-247-4645) or email: militaryinfo@USCIS.dhs.gov

h. Assistance for the preparation contact your or any passport office the Passport/Naturalization office located at the Soldier Support Center, Tel: 808-655-1974/4629 or 4949.

Action Officer/Andrew Young/(808) 655-1974
Released by Robert M. Stephens, Ph.D.

