

N-4, Monthly Report Naturalization Papers

Date: _____

Office of the Clerk of the _____ Court

(County or District)

(City, State and Zip Code)

Bureau of Citizenship and Immigration Services:

In compliance with the naturalization laws and regulations, listed below are each oath administration ceremony conducted under the jurisdiction of the above named court during the month and year _____

I have also enclosed the duplicate court list endorsed by me as clerk of the above named court during the same month, except for those which have already been delivered personally to your representative. Those so delivered are indicated by an (*) opposite the court list number.

Also enclosed are () voided certificates of naturalization. A specific listing of the voided certificates may be found on each endorsed court list.

(Clerk of Court)

By

(Deputy Clerk)

Date of Ceremony	Court List Number	Place of Ceremony	Number of Persons Administered Oath	Number of Voided Certificates

Instructions

This form is to be submitted monthly by the clerk of any court conducting naturalization activities in conformity with Section 339 of the Immigration and Nationality Act (Act), (8 U.S.C. 1450), and Title 8, Code of Federal Regulations, Part 339. The completed form, with a copy and all attachments, is to be submitted to the Field Office of the Bureau of Citizenship and Immigration Services (BCIS) having jurisdiction over the location of the court.

The BCIS office receiving the form shall retain the duplicate and all attachments, and forward the original to BCIS Headquarters, Immigration Service Division, Business Process and Reengineering Branch.

Authority for collection of the information contained in Form N-4 is contained in Section 339 of the Act (8 USC 145D). The information contained in this form will principally be used by the BCIS to finalize the record process regarding individuals naturalized and to determine payments to the courts as provided in Section 344(f) of the Act (8 U.S.C.1455).

Reporting Burden. Public reporting for the collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching, existing data sources, gathering and maintaining the dated needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden to: Bureau of Citizenship and Immigration Services, HQRF5, 425 I Street, N.W., Room 4034, Washington, DC, 20536. **(Do not mail your completed application to this address.)**