

**N-565, Application for Replacement  
Naturalization/Citizenship Document****INSTRUCTIONS****Purpose of This Form.**

This form is used to apply to the Bureau of Citizenship and Immigration Services (CIS) for a replacement Declaration of Intention, Naturalization Certificate, Certificate of Citizenship, or Repatriation Certificate or to apply for a special certificate of naturalization as a U.S. citizen to be recognized by a foreign country.

**NOTE:** The CIS is comprised of offices of the former Immigration and Naturalization Service (INS).

**Who May File.**

You may apply for a replacement:

- If you have been issued a Declaration of Intention, Naturalization Certificate, Certificate of Citizenship, or Repatriation Certificate and that document has been lost, mutilated or destroyed, or;
- If your name has been changed by marriage or by court order after the document was issued and you seek a document in the new name.

If you are a naturalized citizen who desires to obtain recognition as a citizen of the United States by a foreign country, you may apply for a special certificate for that purpose.

**General Filing Instructions.**

Please answer all questions by typing or clearly printing in black ink. Indicate that an item is not applicable with "N/A." If an answer is "none," please so state. If you need extra space to answer any item, attach a sheet of paper with your name and your Alien Registration Number (A#), if any, and indicate the number of the item.

Every application must be properly signed and filed with the correct fee. If you are under 14 years of age, your parent or guardian may sign the application on your behalf.

**Initial Evidence Requirements.**

You must file your application with the following evidence:

- You must submit two color photographs of yourself taken within 30 days of this application. These photos must be glossy, unretouched and

unmounted, and have a white background. The dimension of your face should be about 1 inch from your chin to top of your hair. Your face should be a 3/4 frontal view of the right side with your right ear visible. Using pencil or felt pen, lightly print name and A# if any, on the back of each photo. This requirement may be waived by the CIS if you can establish that you are confined because of age or physical infirmity.

- If you are applying for replacement of a mutilated document, you must attach the mutilated document.
- If you are applying for a new document because your name has been changed, you must submit the original CIS document and a copy of the marriage certificate or court order showing the name change.
- If you are applying for a special certificate of naturalization, you must attach a copy of your naturalization certificate.

**Copies.**

If these instructions state that a copy of a document may be filed with this application, and you choose to send us the original, we may keep that original for our records.

**Where to File.**

File this application at the local CIS office having jurisdiction over your place of residence.

**Fee.**

The fee for this application is **\$210.00**, except there is no fee if you check block 2(d) of Part 2. The fee must be submitted in the exact amount. It cannot be refunded. **Do not mail cash.**

All checks and money orders must be drawn on a bank or other institution located in the United States and must be payable in United States currency. The check or money order should be made payable to the **U.S. Department of Homeland Security**, except that:

- If you live in Guam, and are filing this application there, make your check or money order payable to the "Treasurer, Guam."
- If you live in the U.S. Virgin Islands, and are filing this application there, make your check or money order payable to the "Commissioner of Finance of the Virgin Islands."

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Checks are accepted subject to collection. An uncollected check will render the application and any document issued invalid. A charge of \$30.00 will be imposed if a check in payment of a fee is not honored by the bank on which it is drawn.

## Processing Information.

**Rejection.** Any application that is not signed or not accompanied by the correct fee will be rejected with a notice that the application is deficient. You may correct the deficiency and resubmit the application. However, an application is not considered properly filed until accepted by the CIS.

**Initial processing.** Once the application has been accepted, it will be checked for completeness, including submission of the required initial evidence. If you do not completely fill out the form, or file it without required initial evidence, you will not establish a basis for eligibility and we may deny your application.

**Requests for more information or interview.** We may request more information or evidence or we may request that you appear at a CIS office for an interview. We may also request that you submit the originals of any copy. We will return these originals when they are no longer required.

**Decision.** If you establish eligibility for the document, your application will be approved and the document issued. A special certificate of naturalization will be forwarded to the U.S. Department of State for delivery to a foreign government official. If your application is denied, you will be notified in writing of the reasons for the denial.

## Information and CIS Forms.

For information on immigration laws, regulations and procedures, or to order CIS forms, call our National Customer Service Center at **1-800-375-5283** or visit the CIS internet website at **[www.uscis.gov](http://www.uscis.gov)**.

## Penalties.

If you knowingly and willfully falsify or conceal a material fact or submit a false document with this request, we will deny the benefit you are filing for and may deny any other immigration benefit. In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.

## Privacy Act Notice.

We ask for the information on this form and associated evidence to determine if you have established eligibility for the immigration benefit you are seeking. Our legal right to ask for this information is in 8 USC 1439, 1440, 1443, 1445, 1446 and 1452. We may provide this information to other government agencies. Failure to provide this information and any requested evidence may delay a final decision or result in denial of your request.

## Paperwork Reduction Act Notice.

A person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood and that impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. Accordingly, the reporting burden for this collection of information is computed as follows: (1) learning about the law and form, 10 minutes; (2) completing the form, 10 minutes; and (3) assembling and filing the application, 35 minutes, for an estimated average of 55 minutes per response. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you may write the Bureau of Citizenship and Immigration Services, 425 I Street, RFS, N.W., Room 4034, Washington, D.C. 20529; OMB No. 1115-0015. **Do not mail your completed application to this address.**