

[Date]

[Client]

Dear [Client]

Your naturalization interview has been scheduled for [Day of Week, Date] at [Time]. I will plan to be with you at the time of your interview. Please be there at least 30 minutes before the scheduled time. If you cannot go to the interview that day, please let me know so I can reschedule it.

What To Take To The Interview: Please be sure that you take the interview notice, your alien registration card and your passport to the interview. If you have ever been issued a Re-Entry Permit, please bring it to the interview. IF you have traveled outside of the United States since we filed your application, please bring a list of the trips with you to the interview. Please bring a copy of your most recently filed tax return.

If you have had ANY arrests (including traffic tickets) since we filed your application, please call me and speak with me or leave me a message about the arrest. IF you have remembered any USCIS, Border Patrol or CBP problems or any arrests from anytime in your life that you have not mentioned to me, please call me about this BEFORE your interview.

IF THE OFFICER calls you before I come, please tell the officer YOUR ATTORNEY WILL BE WITH YOU FOR THE INTERVIEW and that you want to wait for your attorney. You are NOT required to go into the interview before the scheduled time without your attorney unless you want to do so.

Your Interview: Please be sure you have studied for the government and history test. You will be asked to answer orally 10+ questions the day of the interview followed by short reading and writing test. Then the Officer will review your application. (Be sure to review the copy of your application that was mailed to you when we filed.) Be totally honest in answering the questions the officer asks you. If you do not understand any question, ask the officer to repeat the question. I cannot answer questions for you, but I can help you to understand or clarify the questions.

If you have any questions regarding this upcoming interview, please call the office and schedule an appointment to come see me. Thank you for your attention to this matter.

Sincerely,

Nancy T. Shivers
NTS/cp

Exhibit A

[Date]

Officer
USCIS/DHS
20760 North US Hwy 281, Suite A
San Antonio, TX 78258

Re: Name
A#
Date

Dear Officer:

Please waive my appearance today because I am out of state. I will continue to be [Name] attorney for his naturalization. If any N14 is issued, please send me a copy. Thank you for your attention to this request.

Sincerely,

Nancy T. Shivers
NTS/cp

[Date]

[Client]

Dear [Client]

Congratulations! On [Date] at [Time] you must report for final processing to be sworn in as a U.S. citizen. Attached is a copy of your swearing-in notice.

You must take the notice to the swearing-in ceremony! You must answer all the questions on the back and sign the notice. Please note that you are to answer the questions for the time period from the date of your last interview with U. S. Citizenship and Immigration Services. (I.e. Question 2 will be NO unless you have traveled outside the U.S. since the interview.)

Be sure to take your permanent resident card; you will have to surrender the card. Also, take your passport and any U.S. immigration documents you have (this may include a Re Entry permit). You will be issued the Naturalization Certificate at the end of the ceremony. You will use that certificate to apply for the U.S. passport—at a U.S. post office or other passport office facility. You will have to submit the original naturalization certificate with the passport application, but it will be returned to you along with the U.S. passport. You may want to apply for the passport card at the same time. This is a useful document for land or air travel in the United States AND for travel by land to/from Mexico and Canada.

If it is convenient for you, please come by the office after the ceremony or soon thereafter so that we can make note of the certificate information. If you intend to petition for a relative right away, keep a copy of the certificate before requesting your U.S. passport. Again, congratulations!

Sincerely,

Nancy T. Shivers
NTS/cp