

Replacing Naturalization or Citizenship Papers*

You can replace Naturalization or Citizenship Papers by applying to the Department of Homeland Security U.S. Citizenship and Immigration Services. You will need **Form N-565**, which can be downloaded at <https://www.uscis.gov/n-565>.

Along with the completed application, you must submit two identical passport-style photographs of yourself taken within 30 days of filing the application. The photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and retouched. The photos must be 2 by 2 inches, in color with full face, frontal view. Head height should measure 1 to 1 3/8 inches from top of hair to bottom of chin, and eye height should be between 1 1/8 to 1 3/8 inches from bottom of photo. Your head must be bare unless you are wearing headwear as required by a religious denomination of which you are a member. Using a pencil or felt tipped pen, lightly print your name and Alien Registration Number (A-Number), if any, on the back of the photo.

The filing fee for replacing these documents is **\$345**. It must be paid by check or money order drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency. Make the check or money order payable to “**U.S. Department of Homeland Security.**”

Mail application, photographs, and check or money order for fee to:

DHS/USCIS
Texas Service Center
P. O. Box 851182
Mesquite, TX 75185-1182

Requesting a Fee Waiver

You can request a fee waiver if you can provide documentation showing that you qualify based upon one of these criteria:

- You, your spouse, or the head of household living with you, are currently receiving a means-tested benefit such as Medicaid, SNAP, TANF, and SSI (among others)
- Your household income is at or below 150 percent of the Federal Poverty Guidelines at the time you file. Check the current Federal Poverty Guidelines for this year at [Form I-912P, HHS Poverty Guidelines for Fee Waiver Requests](#).
- You are currently experiencing financial hardship that prevents you from paying the filing fee, including unexpected medical bills or emergencies

You will need Form I-912 to request a fee waiver. The form, as well as instructions and Poverty Guidelines, can be found online at <https://www.uscis.gov/feewaiver>.

If you are applying for a fee waiver, you will need to enclose **with your application and photos** mailed to the address above:

- The completed (Fee Waiver) Form I-912
- The appropriate documentation described in the I-912 Instruction Form, pages 5-8 (The documentation you will need to include will depend on which of the three criteria above that qualifies you for the waiver.)

If you are requesting a fee waiver, you do not need to enclose payment with your application.

*Compiled by Dena Wise, Ph.D. from information obtained at <https://www.uscis.gov/n-565> and <https://www.uscis.gov/i-912>. November, 2016.