

Submitting Your Application

- **Submit Your Application Only Once.**

It takes a few minutes for the E-Filing system to accept an application. Do **not** click on the “submit” button a second time. Your bank account is charged each time you submit an application.

- If you accidentally submit your application more than once, call 1-800-375-5283 for assistance.

- **Try Again Later if You Receive “System Busy” Error Message.**

If you get a “system busy” error when you try to submit your application electronically, you will need to try filing your application at a later time. For security reasons, you cannot save an “un-filed application” and you will need to re-key your information.

- **Save Your Application.**

Once you’ve submitted your application you will see a confirmation screen with your Application Receipt Number listed at the top.

After you read the information, go to the bottom of the screen:

- Click on “Preview the filled applications in PDF format.”
- You may want to print at least one copy of the application and Confirmation Receipt notice.
- Save the application and Confirmation Receipt notice on a disk or on your computer’s hard drive.

- **Read the Form’s Instructions to Determine if You Must Submit Supporting Documents.**

The form instructions indicate which supporting documentation you may need to send to U.S. Citizenship and Immigration Services as part of your application. These documents may include copies of birth certificates, marriage certificates, and divorce decrees.

- **Call 1-800-375-5283 to Schedule an Appointment for Electronic Capture of Your Signature, Photograph, and Fingerprints.**

- The USCIS cannot process your application until you have appeared for your scheduled appointment at an Application Support Center.
- You will need the Application Receipt Number found on your Confirmation Receipt notice to schedule an appointment.

- **Take A Copy of Your Application Receipt Notice to Your Appointment at the Application Support Center.**

The ASC staff will need your Application Receipt Number (which appears on your Application Receipt notice) to verify that you have E-Filed. U.S. Citizenship and Immigration Services cannot process your application until you have appeared for your appointment at the Application Support Center (ASC).