

Citizenship Memo-Foreign Born/Dual Citizenship

1) IF YOU ARE A U.S CITIZEN, BUT WERE NOT BORN IN THE U.S, YOU MUST:

- FORM SF-85P: COMPLETE **SECTION 8** CAREFULLY (INCLUDING #8d)
- PROVIDE A **MEMO OF EXPLANATION** REGARDING YOUR BIRTH ABROAD
- PROVIDE **PROOF OF CITIZENSHIP:** A COPY OF YOU NATURALIZATION PAPERS, STATE DEPARTMENT FORM 240, CITIZENSHIP CERTIFICATE OR U.S. PASSPORT

2) IF YOU ARE A DUAL CITIZEN YOU MUST:

- PROVIDE A LETTER OF EXPLANATION REGARDING WHY YOU HAVE DUAL CITIZENSHIP
- PROVIDE A LETTER OFFERING TO RELINQUISH CITIZENSHIP TO non-US COUNTRY IF SO REQUESTED BY **JUSTICE MANAGEMENT DIVISION**
- FORM SF-85P: COMPLETE **SECTION 8** CAREFULLY (including #8d)
- COMPLETE THE LOYALTY OATH PROVIDED
- PROVIDE **PROOF OF CITIZENSHIP:** A COPY OF YOU BIRTH CERTIFICATE, NATURALIZATION PAPERS, STATE DEPARTMENT FORM 240, CITIZENSHIP CERTIFICATE OR U.S PASSPORT
- OFI FORM-36:** If you list relatives on the foreign born relatives statement, or, on the security questionnaire you must provide citizenship data for all relatives that reside in the U.S. on the OFI Form-36. Provide citizenship certificate, naturalization number, or alien registration number. All attempts should be made if you currently have any communication with these relatives.

3) IF YOU HAVE FOREIGN BORN RELATIVES YOU MUST:

- COMPLETE THE FOREIGN NATIONAL RELATIVES OR ASSOCIATES STATEMENT:** List mother, father, brother, sister, cousins, grandparents, aunts and uncles. Include family members that live in the US, and your **frequency of contact** with them.
- COMPLETE OFI- FORM 36:** (ADDITIONAL DATA FOR SINGLE SCOPE BACKGROUND INVESTIGATIONS AND OTHER BACKGROUND INVESTIGATION.) You must provide citizenship data for your foreign born relatives that live in the U.S. Provide citizenship certificate, alien registration number or naturalization number. All attempts should be made if you currently have any communication with these relatives.