



June 28, 2017

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Policy Alert

SUBJECT: Administrative Naturalization Ceremonies

Purpose

U.S. Citizenship and Immigration Services (USCIS) is updating policy guidance in the [USCIS Policy Manual](#) on USCIS administrative naturalization ceremonies, to include guidance regarding participation from other U.S. government and non-governmental entities.

Background

This new guidance on USCIS administrative naturalization ceremonies updates Part J of Volume 12 of the Policy Manual. Specifically, this guidance updates the chapter previously entitled “Model Plan for Administrative Naturalization Ceremonies.” The guidance contained in the USCIS Policy Manual is controlling and supersedes any prior guidance.

Policy Highlights

- Clarifies activities considered acceptable “voter registration services,” including distribution, review, and assistance in completing voter registration forms.
- Clarifies that non-governmental organizations must submit requests to provide voter registration services in writing to local USCIS offices at least 60 days prior to any event.
- Reaffirms that non-governmental organizations may not alter completed voter registration materials in any manner, nor collect or retain personal information of those who sign up for voter registration at naturalization ceremonies.
- Clarifies guidance for acceptance of donations of neutral facilities for ceremonies.
- Reaffirms that ceremonies are politically neutral and that elected officials and members of Congress may not distribute any materials at ceremonies.

Citation

Volume 12: Citizenship and Naturalization, Part J, Oath of Allegiance, Chapter 5, Administrative Naturalization Ceremonies [[12 USCIS-PM J.5](#)].