



April 4, 2023

PA-2023-13

Policy Alert

SUBJECT: Venues for Administrative Naturalization Ceremonies

Purpose

U.S. Citizenship and Immigration Services (USCIS) is issuing policy guidance in the [USCIS Policy Manual](#) to clarify the types of venues USCIS may use for administrative naturalization ceremonies and the considerations for accepting offers to donate use of facilities.

Background

Before becoming a U.S. citizen, an eligible naturalization applicant must take the Oath of Allegiance in a public ceremony.¹ USCIS may generally accept offers to donate use of facilities that do not present a conflict of interest and do not violate the Hatch Act.² To affirm USCIS' commitment to using neutral, nonpartisan facilities, USCIS is clarifying the types of venues USCIS may use for administrative naturalization ceremonies and the required procedures. This clarifying guidance also strives to educate the public and potential donors regarding the process for donating venue space so they can appropriately partner with USCIS. USCIS has a long-standing goal of promoting public understanding of the naturalization process.

This update, contained in Volume 12 of the Policy Manual, is effective immediately. The guidance contained in the Policy Manual is controlling and supersedes any prior guidance on the topic.

Policy Highlights

- Clarifies the types of venues where USCIS may hold ceremonies by providing a non-exhaustive list of commonly used locations and the considerations for accepting the donation of the facilities.
- Clarifies the process for potential donors of facilities to submit an offer to donate use of facilities.
- Eliminates the requirement for a donor to complete and submit an Offer of Gift from Non-Governmental Sources (Form G-1194).

¹ See [INA 337](#). See [8 CFR 337.1\(a\)](#).

² See [5 U.S.C. 7321-7326](#).

- Explains the internal USCIS process for review and approval of multi-date offers to donate use of facilities.

Summary of Changes

Affected Section: Volume 12 > Part J > Chapter 2 > Section B, Authority to Administer the Oath

- Revises footnote 3.

Affected Section: Volume 12 > Part J > Chapter 5 > Section D, Guest Speakers

- Makes technical update in the fourth paragraph.

Affected Section: Volume 12 > Part J > Chapter 5 > Section I, Offers to Donate Use of Facilities

- Revises introductory content in full.
- Revises the title of Subsection 1 (Submission of Offer) to “Submission of One-Time Offer to Donate Facility” and revises content.
- Adds new Subsection 2 (Submission of Multi-Date Offers to Donate Facilities).
- Redesignates Subsection 2 as Subsection 3 (Review of Offer) and revises content.
- Redesignates Subsection 3 as Subsection 4 (Rejection of Offer) and revises content.

Affected Section: Volume 12 > Part J > Chapter 5 > Section J, Coordination with External Organizations

- Revises the first paragraph.
- Revises the second and ninth bullet in Subsection 1 (USCIS Responsibilities).
- Removes Subsection 3 (Conferences and Conventions).

USCIS may also make other minor technical, stylistic, and conforming changes consistent with this update.

Citation

Volume 12: Citizenship and Naturalization, Part J, Oath of Allegiance, Chapter 2, The Oath of Allegiance [[12 USCIS-PM J.2](#)] and Chapter 5, Administrative Naturalization Ceremonies [[12 USCIS-PM J.5](#)].