

# When to Conduct a Non-US Citizen Check

## Non-US Citizen

*Non-US Citizens are required to have a non-US Citizen Check*

## US Citizen/Lawful Permanent Resident

*US Citizens/Lawful Permanent Residents are NOT required to have a non-US Citizen Check*

### Definition:

- Foreign born and NOT issued a US Passport and do not have any legal residency status (i.e. individual is not a green card holder, individual does not have alien registration numbers, individual is not a DACA recipient)

### Definition:

- US Citizen or National by birth in the US or US territory/commonwealth or born to US parent(s) in a foreign country
- Naturalized or Derived US citizen
- Lawful Permanent Resident: A person lawfully authorized to live permanently within the United States, i.e issued a "green card"

Ensure the citizenship data in VA-CABs profile is updated correctly to allow a pre-screening decision without the non-US Citizen Case requirement.

## INFORMATION REQUIRED FOR NON-US CITIZEN CHECK

- |                             |                            |                            |
|-----------------------------|----------------------------|----------------------------|
| • Name                      | • Appointment Type (in VA) | • Passport Issue Date      |
| • Other Last Names Used     | • Citizenship              | • Passport Expiration Date |
| • Email Address             | • Country of Citizenship   | • Date of Entry to USA     |
| • Date of Birth             | • Country of Birth         | • Visa Number              |
| • Birth Sex                 | • Passport Number          | • Visa Expiration Date     |
| • US Social Security Number | • Passport Issue Country   |                            |

## WHERE TO FIND INFORMATION

### Passport



### Visa

[Types of US Work Visas](#)



### Permanent Resident

