

Making and registering an application for international protection

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**Information brochure for the applicant for international
protection on the making and registering of the application
in Belgium**

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1. Where and when to make the application for international protection ?

The step that precedes the lodging of an application for international protection is the making and registering of your application.

When you are in Belgium, your application is registered in Brussels, at the arrival centre of the Petit-Château, Rue de Passchendaele 2, 1000 Brussels.

You can register from Monday to Friday (not on public holidays and weekends).

You must be present in person for your application to be registered. All family members who wish to make an application for international protection must be present with you at the arrival centre.

Important: if you make an application for protection at the border, in prison, in a closed centre or in a return house :

At the border (port, airport): you make your application to the authorities responsible for border control.

In the prison, in a closed centre or in a house managed by the Immigration Office, you must make your application to the prison director, the director of the closed centre or an official of the Immigration Office.

2. Steps in the procedure

Step 1 : Security search

At the arrival centre, you can be submitted to a security search.

Your luggage is put aside and labeled; later in the day it will be returned to you.

Step 2 : Identity data

You will then be met by an official of the Immigration Office who may be accompanied by an interpreter and you will be asked for your identity data, among other things. You will also be asked on which date you arrived in Belgium, what your address is in Belgium and if you have need of reception in Belgium.

You will also be asked if you need an interpreter.

Advice: if you do not speak Dutch or French, it is highly recommended that you request the assistance of an interpreter.

Step 3 : Submitting identity documents

Your **original** identity documents must be submitted to the Immigration Office as soon as possible. These documents shall be kept in the administrative file of the authorities responsible for examining the application for international protection throughout the duration of the processing of this application.

You will receive a copy of the documents whose originals are kept in the administrative file and a receipt with a short description of the documents submitted.

Any other document that is not kept in the administrative file will be photocopied and the original will be returned to you.

The retained identity documents will be returned to you, or to your lawyer if you have appointed your lawyer by written proxy, when a final decision is taken on your request for international protection (conditions: <https://dofi.ibz.be>).

These documents will be returned to you if you are granted subsidiary protection.

Exceptions :

If you are recognized as a refugee, the CGRS will keep your passport;

If the minister or the Immigration Office has ordered the storage of these documents as a preventive measure or as an implementing measure of a return decision, the documents will not be returned to you;

False or forged documents are never returned;

The original documents in the administrative file can be returned in advance by the authority competent for the processing of your application, provided that you validly demonstrate that an early return is necessary. You may consult the section « Procédure relative à la restitution de documents d'identité » at <https://dofi.ibz.be>

Step 4 : Procedural needs

The Immigration Office official might possibly complete, with your cooperation, a questionnaire to check whether there are special circumstances that make your full participation in the

procedure difficult or even impossible. This questionnaire does not therefore evaluate the reasons underlying your application for international protection.

Your answers to these questions help to determine whether you need special assistance during the procedure to tell your story correctly and completely and to reinforce this application with any evidence.

It is of the utmost importance that you fully cooperate in completing this questionnaire and that you provide all the information that proves these needs as quickly as possible.

You can always provide additional information during the procedure, also at the Office of the Commissioner general for refugees and stateless persons.

Step 5 : Biometric data

You will be photographed and your fingerprints taken.

The photograph serves as proof that you have personally registered an application for international protection in Belgium.

Note: face, eyes and hairline must be visible

By taking fingerprints, the Immigration Office can check, among other things, whether you have already filed an application for international protection in Belgium or in another Member State of the European Union.

Step 6 : Certificate of presentation

After all these steps you will receive a certificate of presentation. This certificate proves that you have made your application and that the application has been registered. However, you have still not lodged your application.

You will be called at a later date to lodge your application in the Pacheco building (Boulevard Pacheco 44 (Cube) in 1000 Brussels).

To find out when you must go to the Pacheco building to lodge your application, you must consult the website of the Immigration Office, <https://dofi.ibz.be> section: «Asylum invitation».

Your certificate of presentation contains a number which you will find above your picture; you will find this number on the document « Asylum invitation ».

If your number appears on the document « Asylum invitation », you know that you must present yourself on the date listed at the top of the document.

3. Unaccompanied minors

If you state that you are an unaccompanied minor alien, an official from the Immigration Office will complete a specific form with your cooperation, the « unaccompanied minor foreign national » form.

If necessary this form is completed with the help of an interpreter. This questionnaire collects general information about your relatives in the country of origin and / or in Europe, your itinerary, the reason for your flight, etc.). It is also possible that the official of the Immigration Office has doubts about your alleged minority. In that case, this is also indicated in the form and you will be informed accordingly.

This form is sent to the Guardianship Office of the Federal Public Service Justice. The Guardianship Office is competent for identification and will assign you a guardian if you meet the conditions set.

The Federal Agency for the Reception of Asylum Seekers (Fedasil) will take care of your reception needs.

4. Exceptions

If, in certain exceptional circumstances, the Immigration Office deems it necessary, your application can be lodged immediately at the arrival centre. An interview may also be possible the same day.

5. After the registration

After registration, you will be referred to Fedasil for a medical screening.

The Fedasil team will return your luggage.

Finally, a Fedasil official checks whether you meet the conditions for receiving a place in the reception network during the processing of your application for international protection.

6. Contacts

Immigration Office

Arrival centre: Rue de Passchendaele 2, 1000 Brussels.

- Railway station Brussels-North 20 minutes on foot.
- Metro Yser 7 minutes on foot.
- Metro Sainte-Catherine 8 minutes on foot.

Pacheco: Boulevard Pacheco 44 (44Cube), 1000 Brussels.

Website: <https://dofi.ibz.be>

Office of the Commissioner general for the refugees and stateless people

Website: www.cgrs.be

Council for Alien Law Litigation

Website: www.rvv-cce.be

Fedasil

Website: www.fedasil.be

Guardianship Office

Website: justice.belgium.be