

Information for applicants, their lawyers and trusted persons

It is important that before the interview at the Office of the Commissioner General for Refugees and Stateless Persons (hereafter CGRS), you make every effort to obtain original documents proving who you are, as well as documents relating to countries or places of previous residence, travel documents and any other document in support of your asylum application. You must submit these documents to the CGRS **as soon as possible**.¹ This means that you submit all documents to the CGRS as soon as you have them in your possession.

Do not wait until the day of your interview at the CGRS to submit the documents you receive from your country, to the CGRS. This will allow the CGRS to process your application more smoothly.

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I. How to submit documents to the CGRS BEFORE the personal interview?

1) Submit all your documents to the CGRS in one of the following ways:

- by **registered mail** by **ordinary mail** to the Office of the Commissioner General for Refugees and Stateless Persons, Rue Ernest Blérot 39, 1070 BRUSSELS;
- by handing them in at the reception desk of the Office of the Commissioner General for Refugees and Stateless Persons (Rue Ernest Blérot 39, 1070 BRUSSELS) against **receipt**;
- **by e-mail to the CGRS** (CGRA-CGVS.Dispatching@ibz.fgov.be).

By e-mail:

- **Only documents in PDF, WORD or any other Microsoft Office format** can be submitted by e-mail. JPEG and PNG files can also be submitted.
- **Supporting documents CANNOT be submitted through internet links** (no YouTube, no We-transfer or anything that can lead to an unsafe website).
- **Audio and video clips** cannot be submitted by e-mail either.

By mail or by handing them:

- **Compact Discs (CD-ROMs) or USB sticks** may also be submitted by (ordinary or registered) mail or by handing them in at the reception desk (against receipt). If they contain video or audio clips, **briefly explain their relevance in the inventory below**.

¹ Article 48/6, § 1 of the Aliens Act.

- 2) Make a **copy** of all the original documents in your possession.
 - Do not send original documents to the CGRS.
 - Bring the original documents to the CGRS on the day of your interview.

- 3) If possible, have your documents translated into Dutch, French, English or German.²
 - Do not wait to send your documents until you receive the translation. You can also send the translation afterwards or bring it with you to the interview at the CGRS.

- 4) Make an **inventory**. At the bottom of this explanation, you will find a form you can use for this purpose. If you want to make an inventory yourself, you can do this as follows:
 - **Number** each document.
 - Draw up a **table of contents**:
 - Indicate your **full name** and your **CGRS case number at the top**.
 - If you do not yet have a CGRS case number, indicate your public security number. The public security number is the case number you received at the Immigration Office.
 - Explain **what** each document is.
 - *For example*: identity card, passport, nationality certificate, driver's license, diploma, arrest warrant, military booklet.
 - Explain **why** you submit the document.
 - *For example*: to prove who I am, that I have been arrested, that I have done my military service, that I have gone to school.
 - Clearly indicate whether you only have a **copy** or also the **original** document.
 - Bring the original document to the CGRS on the day of your interview.
 - Indicate if you have already requested a translation of the document.
 - If you already have a translation of the document, attach it to the document.

- 5) **Bundle** the table of contents together with all the documents.

- 6) **Send** the bundle **to the CGRS**. This can be done in the following way:³
 - Send the bundle **by registered mail or by ordinary mail to the Office of the Commissioner General for Refugees and Stateless Persons, Rue Ernest Blérot 39, 1070 BRUSSELS.**

² Article 48/6, § 3, paragraph 1 of the Aliens Act.

³ Article 17, § 3 of the Royal Decree of 11 July 2003 for regulating the workings of and the judicial procedures for the Commissioner General for Refugees and Stateless Persons.

- **Hand in** the bundle at the reception desk of the Office of the Commissioner General for Refugees and Stateless Persons (**Rue Ernest Blérot 39, 1070 BRUSSELS**). When doing so, you will receive a **receipt**.
- **Send the bundle by e-mail to the CGRS** (CGRA-CGVS.Dispatching@ibz.fgov.be).

II. What if you still receive documents **AFTER** your interview at the CGRS?

If you receive any documents after your interview at the CGRS, you must **send** them **to the CGRS as soon as possible**, because the CGRS can only take into account the documents it receives before taking a decision regarding your application.

- 1) Send all your documents to the CGRS either by e-mail or by post (registered or ordinary mail).
 - **Only documents in PDF, WORD or any other Microsoft Office format** can be submitted by e-mail. **JPEG and PNG files** can also be submitted.
 - **Supporting documents CANNOT be transmitted through internet links** (no YouTube, no We-transfer or anything that can lead to an unsafe website).
 - **Audio and video clips** cannot be transmitted by e-mail either.
 - CD-ROMs or USB sticks may also be submitted by (ordinary or registered) mail or by handing them in at the reception desk (against receipt). If they contain video or audio clips, briefly explain their relevance in the inventory below.
- 2) Make a **copy** of all the original documents in your possession.
 - Do not send original documents to the CGRS **unless** the protection officer asked you during your interview to do so.
- 3) If possible, have your documents **translated** into Dutch, French, English or German.⁴
 - Do not wait to send your documents until you receive the translation.
- 4) Make an **inventory**. At the bottom of this explanation, you will find a form you can use for this purpose. If you want to make an inventory yourself, you can do this as follows:
 - **Number** each document.
 - Draw up a **table of contents**:
 - Indicate your **full name** and your **CGRS case number at the top**.
 - Explain **what** each document is.
 - *For example*: identity card, passport, nationality certificate, driver's license, diploma, arrest warrant, military booklet.

⁴ Article 48/6, § 3, paragraph 1 of the Aliens Act.

- Explain **why** you submit the document.
 - *For example:* to prove who I am, that I have been arrested, that I have done my military service, that I have gone to school.
 - Clearly indicate whether you are submitting a **copy** or the **original** document.
 - Indicate if you have already requested a translation of the document.
 - If you already have a translation of the document, attach it to the document.
 - If you do not have a translation, the CGRS will translate the main information of your documents.⁵
- 5) **Bundle** the table of contents and all your printed and copied documents. Make sure that the first sheet of your bundle is the table of contents and that everything is properly attached together.
- 6) **Send** the bundle **to the CGRS**. This can be done in the following way:⁶
- Send the bundle **by registered mail** or **by ordinary mail** to Office of the Commissioner General for Refugees and Stateless Persons, Rue Ernest Blérot 39, 1070 BRUSSELS.
 - **Hand in** the bundle at the reception desk of the Office of the Commissioner General for Refugees and Stateless Persons (**Rue Ernest Blérot 39, 1070 BRUSSELS**). When doing so, you will receive a **receipt**.
 - **Send the bundle by e-mail to the CGRS** (CGRA-CGVS.Dispatching@ibz.fgov.be).

⁵ Article 48/6, § 3, paragraph 5 of the Aliens Act.

⁶ Article 17, § 3 of the Royal Decree of 11 July 2003 for regulating the workings of and the judicial procedures for the Commissioner General for Refugees and Stateless Persons.

INVENTORY

NAME OF THE APPLICANT:

CGRS reference: **IO reference:**

TO BE COMPLETED IN DUTCH, FRENCH, GERMAN OR ENGLISH

Nr.	What do you submit?	What do you want to prove with this document?	Do you currently have an original version of this document in your possession?	Do you have a translation of the document?
1.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not yet received
2.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not yet received
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not yet received
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not yet received
5.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not yet received
6.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not yet received
7.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not yet received
8.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not yet received
10.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not yet received