

You want to apply for asylum

Registration phase and rest and preparation period

Why have you received this leaflet?

You have traveled to the Netherlands to ask for protection (asylum) There is a lot involved when you apply for asylum. This leaflet explains what you can expect during the first days of the asylum procedure. The IND calls this the application phase. This leaflet also explains what happens after the application phase.

Which organisations will you encounter in the application phase?

In the application phase, you will meet and talk to people from various organisations. Some of them belong to the Dutch government, and some do not. The logos of the various organisations are shown below, along with a brief explanation of what they do.



The **Afdeling Vreemdelingenpolitie, Identificatie en Mensenhandel** (AVIM) is a department of the Nationale Politie. The AIVM is tasked with monitoring foreign nationals in the Netherlands. They identify you, register your details in the system and collect documents for examination.



Koninklijke Marechaussee

The **Koninklijke Marechaussee** (KMar) guards the borders of the Netherlands. They also examine whether documents such as passports are genuine. They can also register your details in the system.



Centraal Orgaan opvang asielzoekers

The **Centraal Orgaan opvang asielzoekers** (COA) is responsible for the reception and support of asylum seekers in the Netherlands during the asylum procedure. The COA also makes sure you have food and health insurance, and can help you contact a doctor, if necessary. The COA is an independent organisation and does not decide on your asylum application.

www.coa.nl



Immigratie- en Naturalisatiedienst
Ministerie van Justitie en Veiligheid

The **Immigratie- en Naturalisatiedienst** (IND) is a division of the Dutch Ministry of Justice and Security. The IND investigates whether you are entitled to asylum in the Netherlands. IND officials will therefore ask you questions about who you are and why you have applied for asylum in the Netherlands. The IND will investigate your story and the situation in the country you came from to determine whether you can temporarily or permanently stay in the Netherlands. www.ind.nl



VluchtelingenWerk Nederland (VWN) is an independent human rights organisation that promotes the interests of asylum seekers. VWN will provide information about the asylum procedure, inform and support you throughout the procedure, and mediate in the event of problems with other organisations. They work closely with your lawyer to this effect. VWN does not decide on your asylum application. www.vluchtelingenwerk.nl

www.refugeehelp.nl



There are **security guards** in the IND buildings and COA reception centres. You can recognise them by their uniforms. The security guards are there for your safety. They store your luggage, and you can ask them about the rules in the buildings and on the grounds. The security guards have no influence on the decision about your asylum application and cannot access your personal file.



GezondheidsZorg Asielzoekers (GZA) provides assistance if you are ill or have any medical questions. There is a GZA health centre at or near every COA reception centre. GZA can arrange appointments for you with a doctor's assistant, nurse, GGZ senior practice nurse or general practitioner.

www.gzasielzoekers.nl



You will have a meeting with a nurse from **Argonaut Advies** (formerly Medifirst) at the reception centre. The nurse will ask you whether you wish to undergo a medical examination. The examination is intended to determine whether you have any psychological or physical problems that may affect your interviews with the IND.

What happens in the application phase?

More information about the application phase is provided below. Please note that the steps may not always be in the same order. You always start by registering in Ter Apel. The rest of the steps can be completed at other locations.

Step 1	Arrival at the Application Centre (AC) in Ter Apel
Step 2	Initial registration by the IND
Step 3	Identification and registration
Step 4	Medical examination
Step 5	Application interview

Step 1: Arrival at the Application Centre in Ter Apel

You arrive at the Application Centre in Ter Apel. This is the building where all asylum procedures start. After your arrival:

- a security guard will note your name, take your luggage,
- and escort you to the waiting area. You will wait here for an IND official to call you up for an interview.

Step 2: Initial registration by the IND

- The IND will ask you for your personal details and take your picture; they will be stored in a computer system
- The IND may ask you to complete a paper or digital questionnaire. This is called an application form. In certain situations, such as when it is busy, the IND may decide not to use an application form. The IND uses the application form to collect important information about you. For example, it contains questions about where you live, your family and your journey. You must also briefly explain why you are applying for asylum. The IND uses this information to determine how your asylum procedure will proceed. It is important that you answer honestly.

If it is busy, you may be temporarily moved to another COA reception centre after initial registration. You will stay there until your procedure resumes.

Step 3: Identification and registration

The Dutch government needs to know who you are to process your asylum application. Identification and registration is therefore completed first:

- Identification means establishing who you are. This is done with documents and by asking questions about your origins.
- Registration means storing your data in a national system. These details are necessary to process your asylum application.

Two organisations are in charge of identification and registration: the AVIM and the KMar. Registration is done with the assistance of an interpreter (over the phone). You can read about the registration process below. The AVIM or KMar will:

- Ask for your name, place of residence and journey to establish your identity. It is important that you answer honestly.
- Ask you to sign the asylum application. This document is official proof that you have applied for asylum in the Netherlands.
- Take a photo of your face, take your fingerprints and ask for your signature. This is needed to create a Foreign Nationals Identity Document (VI). You can use this document to show that you have applied for asylum in the Netherlands.
- Take your documents, such as your passport. Your personal documents will be sent away for examination. If they are genuine, they will be returned to you at the end of the asylum procedure.
- Take your phone for examination. Your phone will be examined for information that is relevant to your asylum application. The phone will be returned to you after examination. This may take a few days.
- Examine your luggage.

After registration, you will go to the reception centre. If it is busy, you may be temporarily moved to another reception centre after initial registration. You will stay there until your procedure resumes. The COA will show you where you can sleep and eat.

Step 4: Medical examination

After registration, you will have a medical interview with the GZA. In some cases, the municipal health service (GGD) will check to see if you have tuberculosis (TB), a contagious disease. To do so, they will take an X-ray of your lungs.

Step 5: Interview with the IND: the application interview

The application interview is an important meeting during which the IND asks you questions. If you have filled in an application form, the IND will use that information in the interview.

The main goals of the application interview are to:

- Obtain information about:
 - Who you are.
 - Where you come from.
 - How you traveled here.
- See which documents you have handed in. If you have any documents that you have not yet handed in, you can give them to the IND during this interview.
- Look into whether another country in Europe should decide on your asylum application. For more information, please read the leaflet "I have asked for asylum in the EU - which country will handle my claim?".

- Determine how your asylum procedure will proceed.

The IND will ask you about:

- Your identity, nationality, origin, place of residence and living environment.
- Family.
- Documents.
- Education.
- Work and military service.
- Residence in other countries.
- Your journey to the Netherlands.
- Your reason for seeking asylum.

During this interview, you only need to give a brief answer as to why you are applying for asylum. The IND uses this information to plan the correct procedure. You can provide a detailed explanation of the reasons for your asylum application in a second interview known as the detailed interview.

The IND will draw up a report of the interview. You will be given a copy of the report later.

After the application interview, the IND may record your voice to determine which area you come from. You will be asked to speak briefly in the language or languages you are used to speaking.

Interpreter

You will have many conversations with various organisations. An interpreter will be available to help with most conversations. The interpreter will translate Dutch phrases and words into a language you understand and translate what you say into Dutch. The interpreter has no influence on the decision about your asylum application. In some cases, the interpreter may attend a meeting in person, but it is usually done over the phone. An interpreter will always be present during the interview with the IND about your reasons for applying for asylum. If you and the interpreter have trouble understanding each other it is important to say so straight away. In that case, the IND will try to arrange a different interpreter. It is important

What happens after the application phase?

After the application phase:

- You will usually go to another COA reception centre.
- The IND will determine how your asylum procedure will proceed.
- The IND can determine how much investigation is required to decide on your asylum application. The IND may investigate your documents, for example.
- The rest and preparation period (RVT) starts if you are going into the General Asylum Procedure.

What happens during the RVT?

The RVT lasts from a week to a few months. It may take longer during busy periods. In the RVT, you will rest from your journey and prepare for the General Asylum Procedure (AA). For more information, see the leaflet: "Your Asylum Application, Information about the General Asylum Procedure", which you will receive later. In some cases, you will not receive an RVT, such as if you cause trouble at the reception centre. In that case, you will have a meeting with a lawyer before the AA begins. Your lawyer will help you prepare for the interview with the IND. More information about the RVT is given below. The steps may be in a different order.

Step 1	Information
Step 2	Lawyer
Step 3	Meeting with nurse
Step 4	Sending documents to the IND
Step 5	Invitation to the detailed interview

Step 1 : Information

VWN gives you information about the asylum procedure and the organisations you will encounter during the procedure.

Step 2 : Lawyer

You will be assigned a lawyer who will help you prepare for the asylum procedure. Your lawyer knows the laws and regulations on asylum, and is aware of the importance of the detailed interview. You do not have to pay for the lawyer.

Step 3: Meeting with nurse

You will be given an appointment with a nurse at the reception centre. The nurse will ask if you have any mental or physical problems. The nurse needs to know if these problems could affect your interview with the IND. This allows the IND to take any problems into account as much as possible.

Step 4: Sending documents to the IND

If you have any important documents that prove your asylum story, have them sent to the Netherlands as soon as possible. The IND may still need to have the documents examined to make sure they are genuine. For more information, see the leaflet: "How do you submit documents?".

Step 5: Invitation to the detailed interview

You will receive a letter from the IND inviting you to the detailed interview. The leaflet "Your Asylum Application, Information about the General Asylum Procedure" explains the rest of the procedure.

Personal data processing

Personal data is any kind of information about you. The organisations that collaborated on this leaflet are listed below. They process personal data while processing your application, notification or request. They will ask you for your details and will also ask other organisations or individuals if necessary. These organisations use and store your data and share it with other organisations if required to do so by law. Privacy legislation sets out obligations for organisations that process your data. For example, they must handle your data accurately and securely. Privacy legislation also establishes your rights. For example, you have the right to the following, on request:

- The right to access your data stored by organisations.
- The right to know what organisations are doing with your data and why.
- The right to know with which organisations your details have been shared.

To find out more about your rights and how your personal data is processed, visit the respective organisation's website.

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en Mensenhandel (AVIM)
Nidos
Centraal Orgaan opvang asielzoekers (COA)
Immigratie- en Naturalisatiedienst (IND)
Koninklijke Marechaussee (KMar)
Raad voor Rechtsbijstand (RvR)
VluchtelingenWerk Nederland (VWN)
Internationale Organisatie voor Migratie
(IOM)
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