

You want to apply for asylum

Registration and rest and preparation period

Why have you received this leaflet?

You have travelled to the Netherlands to ask for protection (asylum) because you do not feel safe in your own country. 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.

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.



You are under the age of 18 and have no parents or other people to officially take care of you in the Netherlands. Nevertheless, according to Dutch law, someone has to take care of you officially this is called guardianship. The organisation that deals with this in the Netherlands is called **Stichting Nidos**. Nidos applies for guardianship over you and appoints one of its employees as your guardian. The guardian will help you throughout the asylum procedure. For example, they can help you make important decisions. The guardian also ensures that you have a safe place to live and can go to school. Nidos has no influence on the decision about your asylum application. www.nidos.nl



The **Vreemdelingenpolitie (AVIM)** is a branch of the Dutch police tasked with monitoring foreign nationals in the Netherlands. They register your details in the system and collect documents for examination.



The **Koninklijke Marechaussee (KMar)** guards the borders of the Netherlands. They can also register your details in the system. They also look into the authenticity of documents (e.g. passports).



The **Centraal Orgaan opvang asielzoekers (COA)** is responsible for the reception of asylum seekers in the Netherlands and for the guidance this entails. The COA is responsible for your daily supervision and ensures that you have a place to live. They also provide you with food and health insurance. You can ask the COA for help if you want to see a doctor. The COA has no influence on the decision about your asylum application. www.coa.nl



The **Immigratie- en Naturalisatiedienst (IND)** is part of the Dutch Ministry of Justice and Security. The IND employees will investigate whether you are entitled to asylum in the Netherlands. For that purpose, they will ask you about who you are and why you have applied for asylum in the Netherlands. They will investigate your personal story and the situation in the country you came from, and decide whether you are permitted to 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 provides information and explanations about the asylum procedure. VWN will personally inform and support you throughout the procedure and mediate in the event of problems with other organisations. They work closely with your lawyer on this. VWN does not decide on your asylum application. www.vluchtelingenwerk.nl www.forrefugees.nl



There is **security** present 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. You can ask them about what is and is not allowed 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) is the organisation you go to if you are ill or have medical questions. There is a GZA health centre at or near every COA reception location. GZA can arrange appointments for you with a doctor's assistant, nurse, GGZ practice support worker or general practitioner. www.gzasielzoekers.nl



You are given an appointment with a nurse from **MediFirst** at the reception centre. The nurse will ask you 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?

The application phase usually takes three days. It may take a little longer in some cases, such as in busy periods. More information is given about the application phase 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 AC Ter Apel |
| Step 2 | Application form |
| Step 3 | Identification and registration |
| Step 4 | Interview with Nidos |
| Step 5 | To the reception location |
| Step 6 | Medical examination |
| Step 7 | Application interview |

Step 1: Arrival at the Application Centre in Ter Apel

You travel to 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 take you to the waiting area. You will be asked to wait here until an IND employee comes to get you.

Step 2: Initial registration and filling in the application form

The IND employees will ask you:

- for your personal information and take a photo of you, which will be stored in a computer system
- to complete a paper or digital questionnaire, called the application form, which the IND uses to collect important information about you. For example, it contains questions about where you live, your family and your journey. You must also briefly answer the question of 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.

Step 3: Identification and registration

The Dutch government needs to know who you are to process your asylum application. To that end, identification and registration is 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 needed to process your asylum application.

There are two organisations responsible for identification and registration: the AVIM and the KMar. Registration is done with the aid of an interpreter (over the phone). You can read about the registration process below. The AVIM or KMar employee will:

- ask for your name, place of residence and journey. This is to determine your identity, so it is important that you answer honestly.
- ask you to sign the asylum application. They will only ask this if you are aged 12 or above. 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 an Aliens Identity Card (VI), which you can use to show that you have applied for asylum in the Netherlands.
- take your documents, such as your passport. Your personal documents will be sent off for review. If they are genuine, they will be given back 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.

- ask how old you are if you have not brought any documents that prove who you are. The employee asks questions about you and your age and looks closely at how old you appear. This is called an age assessment. The IND also does this during the first interview, known as the intake interview. You can read more about this in step 5. If the AVIM/KMar and the IND consider you to be a minor, they will accept the age you have stated. If the AVIM/KMar and the IND believe you are clearly an adult, they will change your age in the system, and you will be deemed to be an adult. Your age will be changed to 21.
- If your age is still unclear, the IND can start an age verification procedure. You can read more about this on page 6.

Step 4: Interview with Nidos

After the registration, you will have an interview with a Nidos employee. This interview may also be held later. The employee needs to know more about you and will:

- ask who you are and how you are doing;
- ask why you fled and if you have any family in the Netherlands;
- tell you more about the asylum procedure;
- apply for guardianship after the interview.

Step 5: To the reception location

After registration and the Nidos interview, you will go to the reception centre. The COA will show you where you can sleep and eat. They will accompany you to your appointments in the coming days.

Step 6: Medical examination

You will have a medical examination the day after registration. The GZA will check if you have tuberculosis (TB), a contagious disease that usually affects the lungs. The GZA will X-ray your lungs, if necessary.

Step 7: Interview with the IND: the application interview

The application interview is an important meeting at which the IND asks you questions. The IND will use the information you have already provided on the application form. This interview is usually held on day 3. Sometimes, a Nidos employee may also be present.

The main goals of the application are to:

- Obtain information on:
 - Who you are;
 - Where you are from;
 - How you travelled 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 employee.
- look into whether another country in Europe should decide on your asylum application. For more information, see the leaflet "Children asking for international protection".
- determine how your asylum procedure will proceed.

The IND employee will ask you about:

- your identity, nationality, origin and place of residence
- family
- documents
- education
- work and military service
- residence in other countries
- your journey to the Netherlands
- your age. The employee will also look closely at how old you look
- 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 will have the opportunity to give 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 registration 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 that there are no misunderstandings caused by not understanding the questions correctly.

Age assessment

If all of the following apply to you, the IND can ask you to undergo a special examination to prove your age.

- You do not have any documents with you that prove your age; and
- you are not registered as an asylum seeker in another EU country. The police check this in a system with your fingerprints; and
- the police and IND have doubts about your age after the age assessment.

The examination

The examination takes place in a special centre. The examiner will take X-rays of your shoulder and wrist. X-rays are taken with a special device that can look at your bones through your skin. This does not hurt and feels the same as having a regular photo taken. Nor is it bad for your health. The collar bone and hand/wrist joint look different in children than in adults. The examiner can conclude your age from the X-rays of your shoulder and wrist.



After the examination

If the age examination shows that you have not specified the right date of birth, the IND may start to doubt whether the other things you have told them are really true, such as why you left your country. If the age examination shows that you are over 18, the IND can process your asylum application as an application by an adult asylum seeker. Your age will be changed to 21.

If you refuse the age examination, the IND may take this as a sign that you have not been honest about your date of birth. The IND will change your age to 21 and deem you to be an adult. This may also give them cause to doubt whether the other things you have told them are really true, such as why you left your country.

What happens after the application phase?

After the application phase:

- you will be sent to another reception centre. If you are between 15 and 18 years of age, you will go to a special reception centre after completing the application and registration. The accommodation is provided by the Central Agency for the Reception of Asylum Seekers (COA) and is specially equipped for young asylum seekers. If you are under the age of 13, Nidos will arrange your care. In that case, you will temporarily live with a foster family.
- 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
- you will enter the rest and preparation period (RVT). More information about the RVT is given below.

What happens during the RVT?

The RVT will last at least three weeks. It may take longer in busy periods. This period gives you the opportunity to rest from your journey to the Netherlands while awaiting the most important interview with the IND, the detailed interview. In the detailed interview, you explain the reasons for your asylum application. For more information, see the leaflet: Applying for Asylum: "Information about the General Asylum Procedure", which you will receive later. You can read about the RVT below. The steps may be in a different order.

Step 1	Information
Step 2	Lawyer
Step 3	Nurse interview
Step 4	Sending documents to the IND
Step 5	Invitation for 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. You can also ask a lawyer to help you during the application phase. However, you will have to arrange and pay for this yourself.

Step 3: Nurse interview

You will have an appointment with a nurse from MediFirst at the reception centre. The nurse will ask if you have any scars or 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 or your age, 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.

Step 5: Invitation for the detailed interview

You will receive a letter from the IND inviting you to the detailed interview. The leaflet "Applying for Asylum: 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 carefully and securely. The privacy law also establishes your rights, such as:

- 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.

This leaflet is a joint publication of:
Afdeling Vreemdelingenpolitie, Identificatie
en Mensenhandel (AVIM)
Centraal Orgaan opvang asielzoekers (COA)
Immigratie- en Naturalisatiedienst (IND)
Koninklijke Marechaussee (KMar)
Raad voor Rechtsbijstand (RvR)
VluchtelingenWerk Nederland (VWN)
Internationale Organisatie voor Migratie
(IOM)
Dienst Terugkeer en Vertrek (DT&V)

Commissioned by:
Ministerie van Justitie en Veiligheid,
directie Migratiebeleid
www.rijksoverheid.nl

No rights can be derived from the contents
of this publication.
If the translation leads to differences in
interpretation, the Dutch
version takes precedence.