



How do you submit your documents?

You have applied for asylum in the Netherlands because you want protection from the Dutch government. The Immigration and Naturalisation Service (IND) decides whether you have a right to such protection. In order to take a decision, the IND needs to know who you are and why you are here. Therefore, we ask you to provide documents that can prove your identity and your story. In this leaflet you can find out how you can send or hand in your original documents.

Which documents do we need?

In order to assess your application properly, we ask you for original documents. These documents will enable the IND to carefully assess whether you have a right to asylum:

- Documents proving who you are (your identity) and where you come from (your origin). These are a proof of identity, for example a passport or identity card. Also include proofs of identity of minor children if they are travelling with you.
- Documents proving the reason for your application (your asylum story), such as documents that prove what happened to you in your country. For example, an arrest warrant or court judgment.
- Other relevant documents that you can also hand in are, for example, a driving licence, a family book (book containing personal details of family members), an UNWRA registration and/or a birth certificate.

To whom can you hand in your documents?

You can hand in your documents to various organisations. You can hand in documents:

- To the Aliens Police (AVIM) when you register. They will ask for your details and save them in the system.
- To the IND during your first interview (the reporting interview).
- At a location of the Central Agency for the Reception of Asylum Seekers (COA). You will live there temporarily during your asylum procedure.

When do you have to hand in your documents?

It is important for the processing of your asylum application by the IND, that you hand in your documents as soon as possible. So do not wait to hand in your documents until your detailed interview has been scheduled, but hand in the documents as quickly as possible. The detailed interview is the interview with the IND about the reasons for your asylum application. For this interview, the IND must be able to examine your original documents. What if you hand in the documents only during or after the detailed interview? This may have consequences for the processing of your application.

How can you hand in your documents?

You can immediately hand in your documents to a staff member or send them to us by post. This varies per organisation:

- During registration with the Aliens Police, a staff member will ask you for documents. The staff member will only ask you for documents that prove your identity. You can give your documents to the staff member during the interview. You will immediately receive a certificate that the documents have been handed in.
- During the reporting interview you can hand in documents about your identity and asylum story. The IND staff member will also go through the

contents of the documents you have with you. You will immediately receive a certificate that your documents have been handed in.

- You may still want to send important documents to the IND if you are at a COA location. Then you can send the documents by registered post. Registered post means that you will be notified when the IND has received your documents. Your lawyer can also do this for you. It is important that you provide the right details when sending documents. Find out below which details these are. You have to pay to send the documents yourself. You can send your documents to:

Attn. IND – Scanning Facility
Postbus 18
9560 AA
Ter Apel

Which details does the IND need when you send us documents?

The IND can only examine and save your documents if you enclose the right details. Use the enclosed cover sheet. You can note the following on this cover sheet:

- Your name (which you gave when you registered with the Aliens Police);
- Your foreign national's number (in Dutch: *Vreemdelingen-* or V-number) (this number has 10 digits. You can find it on your appointment card or your Foreign Nationals Identity Document type W).
- A short explanation in Dutch, English, French or German with each document you send. In the explanation you must state what kind of document it is and why it is important for your asylum application.
- A Dutch, English, French or German translation of the document.
- The date of your detailed interview with the IND, if this is already known.

The date is stated in the invitation (letter) you receive from the IND.

If you send the documents containing these details by registered post, then you can then find out with track and trace if your documents have arrived safely.

Make copies of the documents you send and save these copies carefully.

As long as your procedure is ongoing, you can identify yourself using your Foreign Nationals Identity Document.

Cover sheet – Sending documents

Put your original documents in an envelope and send them together with this **signed** and completed cover sheet on top to:

T.a.v. IND – scanstraat
 Postbus 18
 9560 AA
 Ter Apel

Name:	
V number:	
Case number:	
Address:	
Type of document:	1.
	2.
	3.
	4.
	5.
Contents of document(s) and relevance for asylum application:	1.
	2.
	3.
	4.
	5.
If known: start date of General Asylum procedure (in Dutch: Algemene Asielprocedure or AA):	