

## STEP BY STEP INDICATIONS TO REQUEST FOR ASYLUM

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Document Gisti

1. First you have to be able to provide a **postal address** or a **domiliation** : it is possible to get a domiciliation certificate at **France Terre d'Asile** (FTDA) : 4 rue Doudeauville, 75018 Paris, métro Marx Dormoy – phone number : 0033 (0) 153 26 23 80 (on Tuesday morning).

*Keep the original certificate. The number on the certificate allows you to get your mail there. You will be given an **appointment** at the prefecture.*

2. You must go to the **Prefecture** for the appointment given by FTDA. You must have 4 ID photos and any identity and travel documents. If you are not given an appointment, you have to go to the Prefecture before 8.30 am. The address of the Prefecture is : 92 boulevard Ney, metro station : Porte de Clignancourt. The prefecture has to take your **fingerprints**. You have to fill the OFPRA form they will give you and then you will receive a **notification for an appointment**. You can ask for the assistance of some association (cf. list below)

3. The prefecture will give you a **temporary residence authorisation** (in French : *APS*) with a validity of one month. You will get an **asylum application** which has to be filled in French and to be sent as a **registered letter with recorded delivery** (in French : *lettre recommandée avec accusé de réception* (or to be dropped off) in the 21 following days to the OFPRA (201, rue Carnot 94136 Fontenay-sous-Bois Cedex). You can again be assisted by some association.

However, if you were controlled or if you requested for Asylum in another European country, the Prefecture will give you a « **Dublin notification** ». In that case you won't get the OFPRA form.

You should be aware that if you request Asylum in France, it will be the only country responsible for your request.

4. If you have the nationality of a “**safe**” country, or if the Prefecture finds that your application is **abusive**, or invokes a serious threat to the **public security**, you will get the OFPRA application but not the temporary residence authorisation.

5. When you give your application to the OFPRA, you must join a copy of the temporary residence authorisation, your **original passport** or any identity document and 2 ID photos. **You have to explain to the OFPRA precisely the reasons why you're asking for Asylum, the fears of persecution that you personally or your close family members stayed in your country have.**

6. If the application is complete, the OFPRA will send you a **letter of registration of your request** with a number. Pay attention to conserve this letter.

7. You have to go again to the Prefecture with this letter of registration and your certificate of domiciliation to get a “**receipt of residence for international protection**” (in French : *récépissé de séjour de protection internationale*). This receipt is renewable.