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Apply at the Governorate

- Please **apply individually** at the Provincial Directorates of Migration Management, which function under the Governorates.
- You will be asked to submit in writing the reasons that made you leave your country.
- You can submit any relevant documents available to you.
- Each family member has a right to make an individual application. Your family members may also make applications on your behalf with your **written consent**. Please be informed that your separate application, without presenting any new elements to the case, may be considered “inadmissible” at later stages of the procedures based on your consent.
- Please indicate to the officer who registers you, if you or your family members have any urgent medical needs or disabilities or any special needs.
- At the time of your application, you will be given by the Provincial Directorate of Migration Management officers an information leaflet on your obligations in Turkey and your access to rights and services.
- Please submit a petition indicating your request with the reasons, to the Registration Officer, if you want to reside in a province other than the one where you are registered. This request will be evaluated by the Provincial Directorate of Migration Management officers.
- Following your application for international protection, a document called “Notifications to be made to the International Protection Applicants” will be given to you, in the language you can understand, by the Registration Officer.



2

Attend your registration appointment

- A separate registration form will be filled for you and for each member of your family.
- The Provincial Directorate of Migration Management officers will record your and your family members’ fingerprints and photograph. Children under 7 are not required to have their fingerprints taken.
- During your registration you will be asked questions related to the reasons that made you leave your country.
- You will be asked to **submit relevant documents** you may have brought with you. Copies of these documents will be taken and the originals will be returned to you.
- The information you provided during registration will be read back to you. If there is any missing or wrong information, please indicate this at the time of registration.
- You will be asked to sign the registration form and will receive a copy of the form.
- Interpretation services will be provided by the Provincial Directorate of Migration Management officers.
- If you feel more comfortable with an officer or interpreter of your sex, during registration procedures, please state this, even if not asked, to the Provincial Directorate of Migration Management officers.

! Any information you provide is kept confidential and is not shared with third parties. This could also include your family members if deemed necessary. !



3

Follow post-registration procedures

- “International Protection Applicant Registration Document” will be issued for you and for each family member **free of charge**. The validity period of this document is mentioned on the card. You will have to approach at the Provincial Directorate of Migration Management to extend the card before its expiry date.
- You will be informed of the date and time of the interview.
- In 20 days at the latest following your registration procedures, register your address with the Provincial Directorate of Population and Citizenship. All notifications to be made by the relevant state institutions will be sent to your registered address.
- You will be asked to present yourself and comply with **signature duty** on regular basis at the Provincial Directorate of Migration Management. You will be informed of your obligations regarding the frequency for complying with the notification duty by the Registration Officers. Not complying with this duty may cause your application to be considered as withdrawn and may lead to a removal decision.

! Should there be a change regarding your personal information (address, identity card, civil status, work, etc.) please share the updated information with the Provincial Directorate of Migration Management. !



4

Attend your interview

- Explain the reasons that made you leave your country in detail and always **tell the truth**.
- If you are represented by a lawyer, s/he can be present at the interview upon your written request.
- Please indicate to the interviewer, if you have difficulties in communicating with the interpreter, as soon as you have realized it.
- **Confidentiality** has to be respected. This means the information you provide will not be shared with any third party, and if needed, it will not be shared with your family members. Your family members can attend your interview only if you give consent.
- The officer will be noting down your statements in a form during the interview. They may also take visual and/or audio recording of the interview.
- At the end of the interview, the interviewer will read back your interview form. Indicate at this stage if you want to make any corrections or if you have anything else to add.

! You have to tell the truth and cooperate with the officers of the Provincial Directorate of Migration Management at all stages. !



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Follow post-interview procedures

- Upon completion of your interview, an “International Protection Applicant Identification Card” will be issued for you and each family member, free of charge. The validity period of this document is mentioned on the card. You will have to approach the Provincial Directorate of Migration Management to extend the card before its expiry date.
- Within 6 months after your interview, a decision may be issued on your application. You will be notified by the Provincial Directorate of Migration Management in case of delay in issuance of the decision.
- Your status as a “refugee” or “conditional refugee” or “subsidiary protection beneficiary” will be recognized if it is assessed that you are in need of international protection.

What will happen if your international protection application is rejected?

- You can submit a written appeal to the International Protection Evaluation Commission (IPEC) in **10 days**.
- You can also lodge a case before the Administrative Court in **30 days**. In some cases, appeal period is **15 days** which will be indicated in the decision notified to you.
- **You have to inform the officers about the case you lodged before the court.** This will suspend execution of deportation until the time of a final decision issued on your application.
- You have the right to be represented by a lawyer in the appeal procedure. If you do not have financial means, you can apply to the Bar Association in your province to request legal aid.
- You will be allowed to stay in Turkey during the appeal and court procedure.

! Please be aware that missing the timelines regarding appeal procedures will result in issuance of a deportation order. !

A withdrawal decision will be issued and assessment of your case will be suspended in the situations below:

- You withdraw your application in writing,
- You do not attend your interview three consecutive times without any excuse,
- You do not comply with your notification duty three consecutive times without any excuse,
- You abscond from the place where you are held under administrative detention,
- You do not go to your designated place of residence in 15 days,
- You leave your designated place of residence without permission,
- You refuse to share your individual data,
- You fail to fulfil your obligations at the registration and interview stages.

You can submit an appeal against the withdrawal decision to the International Protection Evaluation Commission in **10 days**. You can lodge a case before the Administrative Court in **30 days**.

The notification regarding the withdrawal decision will be done to the address recorded by you with the Provincial Directorate of Population and Citizenship. You will be considered as notified even if you do not receive the notification in person.

!!! IMPORTANT !!!

Applying for international protection in Turkey will give you the opportunity to access a range of services and support.

Please apply at the Provincial Directorates of Migration Management in the shortest possible time after your arrival in Turkey.

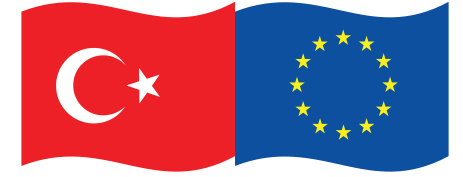
Call the DGMM ‘YIMER’ call centre for further information

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! All Directorate General of Migration Management (DGMM) and Provincial Directorate of Migration Management (PDMM) services are free of charge. !

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REINFORCEMENT OF TURKEY’S NATIONAL ASYLUM SYSTEM



STEPS TO APPLY FOR INTERNATIONAL PROTECTION

NATIONAL REFUGEE STATUS DETERMINATION PROCEDURES IN TURKEY

