



## INSTRUCTIONS TO COMPLETE AND SUBMIT APPLICATIONS BY EMAIL

The Greek Asylum Service will accept the following types of applications by email:

- Application to change personal data
- Application to change contact information (phone/address)
- Application to postpone/expedite the date of the interview
- Application to submit additional documents
- Application to request copies from the file
- Application to separate files
- Application to request a statement on the status of the application for international protection (regarding the stage where the process is pending or after the change of personal data or to renew a residence permit after its expiration or after the residence permit has been lost or stolen).
- Application for legal aid

From the Asylum Service website you will select the application you wish to submit in the language of your choice (<http://asylo.gov.gr/en/>). **Your application should be submitted via email to the Regional Asylum Office nearest to your place of residence.** You can find the email address of the relevant Regional Asylum Office on the website of the Greek Asylum Service ([http://asylo.gov.gr/en/?page\\_id=49](http://asylo.gov.gr/en/?page_id=49)).

You will be able to save the application on your phone and/or personal computer in order to edit it and/or print it.

**On your application you should type your personal information (your case number, your personal file number, first name and surname) in Latin characters** and in the relevant boxes of the application form in order for the Asylum Service to verify your identity. Please also provide a telephone number and an email address so you can be contacted if needed for issues that pertain to your application. You will receive updates with regards to the status of your application via email, according to the email address you have provided on your application. **Your email address should be in Latin characters. You should provide your personal information exactly as it appears in your Applicant's Card for International Protection.**



	Όνομα πατέρα/ Father's name	Ημ/νια συνέντευξης ή εξέτασης προσφυγής/ Date of interview or examination of appeal
	Όνομα μητέρας/ Mother's name	Γραφείο Συνέντευξης Α' Βαθμού/ Interview Office
	Ημερομηνία γέννησης/Date of birth	Ημερομηνία λήξης/Date of expiry
	Τόπος γέννησης/Place of birth	Αριθμός ΠΑΑΥΠΑ
	Υπηκοότητα/Nationality	Υπογραφή αιτούντος / Υπογραφή υπαλλήλου signatures
Όνομα/ Name	Ημερομηνία έκδοσης/Date of issue	
Επώνυμο/ Surname	Ημερομηνία Υποβολής αιτήματος/Date of application	
	Αριθ. Υπ./Case No: Αριθ. Δελτίου/Card No: Αριθ. Φακ. / Folder ID:	

  

Όνομα/ Name	Αριθ. Υπ./Case No:
Επώνυμο/ Surname	Αριθ. Δελτίου/Card No:
Όνομα πατέρα/ Father's name	Αριθ. Φακ. / Folder ID:



You should complete your application either by selecting an answer from the list of available choices in the application form or by typing your answer in the corresponding box in the application form.

Wherever you see a box with a black arrow (see below) on your application, you should press the arrow in order to see all the available answer choices.

[επιλέξτε το κατάλληλο από τα παρακάτω]

Choose an item.	
Choose an item.	
ΔΙΑΒΑΤΗΡΙΟ	
ΤΑΥΤΟΤΗΤΑ	
ΛΗΞΙΑΡΧΙΚΗ ΠΡΑΞΗ ΓΕΝΝΗΣΗΣ	
ΠΙΣΤΟΠΟΙΗΤΙΚΟ ΟΙΚΟΓΕΝΕΙΑΚΗΣ ΚΑΤΑΣΤΑΣΗΣ/ΟΙΚΟΓΕΝΕΙΑΚΟ ΒΙΒΛΙΑΡΙΟ	

Wherever you see boxes such as those indicated below, you should press inside the boxes in order to type your answers.

ΤΟΠΟΣ ΓΕΝΝΗΣΗΣ		
ΑΠΟ Click or tap here to enter text.		ΣΕ Click or tap here to enter text.
ΥΠΗΚΟΟΤΗΤΑ		
ΑΠΟ Click or tap here to enter text.		ΣΕ Click or tap here to enter text.

When you have completed your application you should print it, sign it and then scan the signed application. **The signed and scanned application should be saved in PDF format, in greyscale and should be clear and readable. You should name your PDF file according to**



**the names listed below** (type the names exactly as they are written below) and according to the purpose of your application.

-If you are submitting an application to change your personal data, your PDF file should have the following name: AitisiAllagisVasikwnStoixeiwn

-If you are submitting an application to change your contact information, your PDF file should have the following name: AitisiAllagisStoixeiwnEpikoinwnias

-If you are submitting an application to postpone the date of your scheduled interview, your PDF file should have the following name: AitisiAnavolis , whereas if you are submitting an application to expedite your interview your PDF file should have the following name: AitisiEpispeusis

-If you are submitting an application to provide additional documents, your PDF file should have the following name: KatathesiEggrafwn

-If you are submitting an application for file separation, your PDF file should have the name: AitisiDiawrismouFakelwvn

-If you are submitting an application for a statement of your application status, your PDF file should have the name: AitisiVevaiwsisKatastasis

If you are submitting an application to request copies from your personal file, your PDF file should have the name: AitisiAntigrafwvn

-If you are submitting an application for legal aid, your application should have the name: AitisiNomikiSindromi

Please note that if you are applying to request copies of your personal files, in order to protect your personal data, the Asylum Service will not provide the copies via email. In this case, you would have to come to the Regional Asylum Service office after making an appointment in order to collect them. If you have a lawyer we can send these documents to the email address of your lawyer but only after your lawyer sends via mail post the application accompanied by a copy of his/her identification card and an official authorization document with your original signature that states that you have authorized your lawyer to receive the documents on your behalf (the authorization should also be authenticated).

**All documents submitted via email should also be in PDF format and greyscale. They should be readable and clear. You should name the documents in Latin characters by describing their content (e.g., marriage certificate, family medical booklet, etc.).**

Bear in mind that on your next visit to the Regional Asylum Service office you should have with you the original documents you have previously sent via email as these will be requested and needed in order to complete the examination of your case.



It is required that when you send your application including any additional documents via email to the relevant Regional Asylum Service Office, that you enter the **name “Aitisi”** and **your case number in the Subject area of the email.** Applications submitted by lawyers or counselors should be accompanied by official authorizations that bear the original signatures of the applicants and signatures should be authenticated.