

## The procedure before the prefecture

In order to submit an asylum application, the individual must apply to the prefecture for permission to stay under the asylum arrangements

If it is accepted, the application is then transferred to the French Office for the Protection of Refugees and Stateless Persons

### 1. Before the prefecture

#### 1.1 Where to submit the asylum application?

Asylum applicants must go to **their local prefecture**. The competent prefecture to receive the application for permission to stay under the asylum arrangements, generally is the prefecture of the county seat. For example, asylum-seekers residing in the Seine-et-Marne department must apply to the prefecture of Melun. The asylum-seekers residing in the Seine-Saint-Denis department must apply to the prefecture of Bobigny.

#### 1.2 What are the documents to present to the prefecture?

The following documents must be presented (Art. R741-2 du CEDESA<sup>1</sup>) :

- an application form (available in 24 languages) to be filled in French ;
- 4 standardised identification pictures (3,5cmx4,5cm, bare-headed, and all identical ;
- information regarding the asylum seeker's civil status, and his partner's and children's ;
- documents attesting that the seeker has arrived, or the documents indicating the itinerary from the moment he/she left the home country ;
- a proof of address: the prefecture needs the address of the asylum-seeker to mail him information regarding his application and stay in France. If the asylum-seeker do not have a fixed address he can declare the address of a private person, an hostel or an association (approved by the prefecture).

The address given by the asylum-seekers must be located in the region in which the application is made.

Address changes must be notified to the prefecture ; the French Office for the Protection of Refugees and Stateless Persons, or the National Court of Asylum.

Within 15 days, the asylum-seeker receives a provisional residence authorisation, which is valid for a month, while the authorities make a decision regarding his application.

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□ *Code d'Entrée et du séjour des étrangers et du droit d'asile (see document 1)*