



## To apply for Travel Documents

- In order to apply for travel documents you have to be a **recognized refugee** or an alien with **Subsidiary Protection**. Travel documents are individual.
  
- Travel documents for recognized refugees who are adults or minors of fourteen (14) years of age or older, are valid for five (5) years. For minors under fourteen (14) years of age they are valid for three (3) years.



### **How to apply for travel documents:**

- You have to apply to a [Passport Office of the Greek Police](#) (or Aliens Office). Choose a Passport Office according to your current geographical area of residence. In the Passport Office you have to submit an application- that is provided by the Passport Office and supporting documents. Your fingerprints will also be taken.
  
- When you apply you should have with you your Residence Permit (ADET) as you will be asked by the Passport Office to present it. If you don't have a Residence Permit



then you need to have with you your International Protection Applicant's card with the stamp "Residence Permit is Pending."



In order to request travel documents for your children, the same application and supporting documents mentioned above are required. Further, if your children are above six (6) years old, their fingerprints need to be taken. In this case you should bring your children with you when you submit their application to the Passport Offices.



When you submit your application and supporting documents you will receive a receipt from the Passport Office. You must not lose this receipt as you will need it in order to pick up your travel documents.



- ✓ If you have submitted an application for travel documents before May 30, 2020 in the Asylum Service offices, apart from the above documents, you also have to submit to the Passport Office the decision of the Asylum Service that shows that your application for travel documents has been approved.
- ✓ In order to see if your decision is ready you have to look at the announcements for [Decisions for Travel Documents](#). You can search for your decision in the announcements of the Asylum Service [here](#), according to your case number.
- ✓ If you have submitted an application after May 30, 2020, a decision won't be issued, and you don't need to submit a decision.



Choose a Passport Office according to your current place of residence [from this list](#).



Documents you need to submit with your application for travel documents if you are a **Recognized Refugee**:

- Solemn Declaration application for the issue of travel documents which can be provided by the Passport Office.
- Copy of the International Protection decision document.
- Copy of the Residence Permit decision document (ADET).
- Two recent photographs (passport type).
- Administrative Fee ([Information on e-Administrative Fee](#))



Documents you need to submit with your application for travel documents if you are a **beneficiary of Subsidiary Protection**:

- Solemn Declaration application for the issue of travel documents which can be provided by the Passport Office.
- Copy of your Subsidiary Protection decision document that specifies that you have the right to travel documents from the Greek State. If the above mentioned decision does not include the above specification, you are required to provide a document that objectively proves that



the authorities of your country of origin can not issue to you a national passport (e.g., a relevant declaration issued from the Embassy of your country of origin in Greece).

- Copy of the Residence Permit decision document (ADET).
- Two recent photographs (passport type).
- Administrative Fee (Information on e-Administrative Fee)



### **Additional information regarding applications for children**

- ✓ When you have joint custody of your children with your spouse and you can't both be present at the Passport Office for the application of your children, a written consent is needed from the parent that won't be able to be there. The signatures in the written consent need to be authenticated.
- ✓ When you have joint custody of your children with your spouse and you can't both be present at the Passport Office for the application of your children, a written consent is needed from the parent that won't be able to be there. The signatures in the written consent need to be authenticated.
- ✓ If you are an unaccompanied minor your application will be submitted on your behalf by the appointed representative/commissioner for your case.



## How to pick up your travel documents

- ✓ You can pick up your travel documents **only** from one of the following Regional Asylum Offices-Asylum Units:
  1. [The Thessaloniki Regional Asylum Office](#)
  2. [The Asylum Unit of Nikaia](#)
  
- ✓ Every time new travel documents are ready, announcements are posted.
- ✓ You have to check the recent announcements in [Travel Documents that are Ready](#), using your case number. The announcement that contains your case number will specify the exact time, date and location you have to pick up your document.
- ✓ You have to go to the Regional Asylum Office (or Asylum Unit) at the time and date specified in the announcement.
- ✓ You have to go **in person** to pick up your travel document. You can't send someone else on your behalf.
- ✓ You have to **wear a mask** at the Regional Asylum Office (or Asylum Unit) when you go to pick up your travel documents.



**When you pick up your travel document you have to have with you the following:**

- The receipt you received from the Passport Office for the submission of your documents.
- Your Residence Permit (ADET) that must be valid.
- If you don't have a Residence Permit (ADET), you should have with your International Protection Applicant's card with the stamp "Residence Permit is Pending."