



How to renew your Residence Permit (ADET)

- In order to renew your residence permit you have to apply to the Asylum Unit of International Protection Beneficiaries via email, at least thirty (30) calendar days before the expiration of your initial residence permit.
- If your refugee or subsidiary protection status has been revoked your residence permit cannot be renewed.

The renewal process of your residence permit includes

4 steps/actions:

- 1.** You apply via email to the A.U. of Beneficiaries
- 2.** You receive a reply via email from the A.U. of Beneficiaries
- 3.** You submit supporting documents to the Passport Office (or Alien Office)
- 4.** You pick up your renewed residence permit from the Regional Asylum Office or Asylum Unit.



1

You apply via email to the A.U. of Beneficiaries

- ✓ You have to apply via email to the following email address of the Asylum Unit of International Protection Beneficiaries:

GAS.residencepermits@migration.gov.gr

- ✓ You can find the electronic application [here](#). It is available in Greek and English.
- ✓ You also have to attach to the email a recent digital photo for Greek passports (up to 2 MB).
- ✓ You have to send a separate email with a separate application and photo for each member of your family.
- ✓ You must type in the subject area of the email the word «Renewals.» You also need to type the number of your current residence permit in the subject line (e.g., "Renewals_P123456789").



There are additional important instructions regarding the application via email that you can read [here](#). These instructions are available in: English, Arabic, Farsi, Tigrinia and French.

2

You receive a reply via email from A.U. of Beneficiaries



- ✓ Make sure you have given your correct email address in your application as you will receive instructions for the next steps.
- ✓ You will receive a reply via email from the A.U. of Beneficiaries. This reply will be in a language that you understand.
- ✓ The reply will inform you that a positive decision has been issued with regards to your to your residence permit renewal application. The reply will also contain instructions on the next steps.
- ✓ The email reply will refer you to [Passport Offices of the Greek Police](#) (or Alien Offices) where you will have to submit additional documents.
- ✓ More specifically, the email reply will mention the specific Passport Office you need to visit and the documents you need to submit to this passport office.

3

You submit supporting documents to the Passport Office (or Alien Office)

- ✓ You have to bring with you to the Passport Office the following documents:
 - A print out of the email you received
 - The attached file in the email with the instructions
 - Your current residence permit.
 - In case your residence permit has been lost or stolen you have to bring with you the declaration you made to the police
 - Two (2) recent photos Greek passport type



You will receive a receipt from the Passport Offices for the documents you have submitted. You must not lose this receipt as you will need it in the last stage when you pick up your residence permit.

4

You pick up your renewed residence permit from the Regional Asylum Office or Asylum Unit

- ✓ The email you received from the AU of Beneficiaries will specify from which Regional Asylum Office or Asylum Unit you can pick up your renewed residence permit (according to your area of residence).
- ✓ In order to see if your residence permit has been renewed you have to follow the announcements in **Renewed Residence Permits**. You have to search these announcements using the number of your initial residence permit.
- ✓ The announcement that contains the number of your initial residence permit mentions the day and time you can pick up your renewed resident permit
- ✓ You have to pick up your residence permit at the specific day and time mentioned in the announcement.
- ✓ You have to come in person. You can't send someone else on your behalf.
- ✓ You have to **wear a mask** when you visit the Regional Asylum Office to pick up your renewed residence permit.



You have to bring with you the following documents in order to receive your renewed residence permit:

- Your current residence permit that you have to submit to the Regional Office
- In case your residence permit was lost or stolen you have to bring the declaration you made to the police
- The receipt (Barcode) you received from the Passport Office for the documents you submitted