

CHECKLIST FOR PROFILING INTERVIEW

OPENING OF THE INTERVIEW	COMMENTS
1. Introduction of all persons present at the interview	- RSD specialist, observer if applicable. <input type="checkbox"/> - In case of unaccompanied minor, ensure a person has been designated to assist the applicant (by the Ministry of Labor, Health and Social welfare). <input type="checkbox"/>
2. Introduce the applicant and the interpreter	<input type="checkbox"/>
3. Ensure that the applicant and the interpreter understand each other <input type="checkbox"/>	4. Ask the applicant to advise the RSD specialist immediately if he/she is having difficulty with the quality and/or accuracy of the interpretation <input type="checkbox"/>
5. Inform the applicant that he/she can request the interviews to be done by an interviewer and interpreter of a sex preferred by him/her.	How the applicant responds will dictate how the interview proceeds. <input type="checkbox"/>
6. Ensure the applicant is well (mentally and physically) and prepared to proceed with the interview	<input type="checkbox"/>
PROVIDE GENERAL INFORMATION	
7. Refugee/complementary protection	- Refugee status granted according to the 1951 Convention, if a person meets certain criteria. <input type="checkbox"/> - Complementary protection: Humanitarian status is granted to a person who does not meet the criteria to be a refugee but was forced to leave the country of origin due to generalized violence and would face serious risk for his/her life or freedom, if he/she returns to the country of origin. <input type="checkbox"/>
8. Confidentiality rule	Information acquired as a result of this interview is confidential and it may not be disclosed to government agencies, other organizations and nationals of the country of the same nationality or former habitual residence of the applicant or mass media without the written consent of the asylum-seeker. Explain the rule about the interpreter's confidentiality <input type="checkbox"/>
9. How the procedures work	- After making a decision on admissibility, the Ministry will schedule an interview within five (5) months from the date of the registration of the asylum application; notification will be made three (3) days in advance. <input type="checkbox"/> - Standard consideration of an asylum application is six (6) months. However, it can be extended for three (3) more months in exceptional cases. <input type="checkbox"/>
10. In case of family, explanation of the derivative status <input type="checkbox"/>	15. The right to seek assistance from UNHCR (explain that asylum-seeker can approach UNHCR at any stage) <input type="checkbox"/>
11. In case of family, the ability for family members to make separate applications <input type="checkbox"/>	16. The right to legal assistance <input type="checkbox"/>
12. Duty to cooperate and answer truthfully <input type="checkbox"/>	17. Ask the applicant if he understands the above information and has any questions <input type="checkbox"/>
13. Consequences of not answering truthfully <input type="checkbox"/>	18. Complete profiling form <input type="checkbox"/>
14. Importance of appearing when requested and consequences of failure to appear	<input type="checkbox"/>
CLOSING/FINAL STAGE	
19. Read out the declaration of the profiling form and check all the issues <input type="checkbox"/>	21. Note changes and corrections if there are any <input type="checkbox"/>
20. Have the completed form read back to the applicant to ensure he/she agrees with it <input type="checkbox"/>	22. Have the applicant sign and date the finalized form <input type="checkbox"/>
23. Notify the applicant of the "next steps"	Decision on registration: The Ministry notifies the decision to register or not the application within 5 days from taking such decision. <input type="checkbox"/> If positive: The Asylum-Seeker Certificate will be issued, which is valid for 6 months and will be extended until the final decision is made on the case. - The applicant shall provide all the supporting documents before he/she is invited for the interview. - Responsibility to notify about changes in personal information (e.g. address, contact number). If negative: the decision can be appealed within 10 days from the Ministry's rejection. <input type="checkbox"/>
24. Share the asylum brochure in a language the asylum-seeker understands <input type="checkbox"/>	25. Importance of notifying the asylum office of any change of address, telephone number or other contact information <input type="checkbox"/>
FOR STAFF USE	
26. Identify whether the claim appears to be an ordinary application OR whether the	(For example, victims of torture, trafficking victims, persons with mental issues, person with gender issues). <input type="checkbox"/>

applicant may have special needs.