



Funded by  
the European Union



## **2025.50 Procedures for providing missing or supplementary information in application processes**

**European Migration Network  
Ad-hoc query**

**November, 2025**

# **AD-HOC QUERY ON 2025.50 PROCEDURES FOR PROVIDING MISSING OR SUPPLEMENTARY INFORMATION IN APPLICATION PROCESSES**

**REQUESTED BY EMN NCP NETHERLANDS ON 19 SEPTEMBER 2025**

**Exported for:** Unrestricted Dissemination

**Responses from:** EMN NCP Austria, EMN NCP Belgium, EMN NCP Bulgaria, EMN NCP Croatia, EMN NCP Cyprus, EMN NCP Czech Republic, EMN NCP Estonia, EMN NCP Finland, EMN NCP France, EMN NCP Germany, EMN NCP Greece, EMN NCP Hungary, EMN NCP Italy, EMN NCP Latvia, EMN NCP Lithuania, EMN NCP Luxembourg, EMN NCP Netherlands, EMN NCP Poland, EMN NCP Serbia, EMN NCP Slovakia, EMN NCP Slovenia, EMN NCP Spain, EMN NCP Sweden, EMN NCP Ukraine **(24 in total)**

**Disclaimer:** The following responses have been provided primarily for the purpose of information exchange among EMN National Contact Points (NCPs) in the framework of the EMN. The contributing EMN NCPs have provided, to the best of their knowledge, information that is up-to-date, objective and reliable. Note, however, that the information provided does not necessarily represent the official policy of an EMN Country.

## **BACKGROUND INFORMATION**

The Dutch Immigration and Naturalisation Service (IND) is conducting research aimed at improving its decision-making processes. The study explores potential causes of delays or interruptions in issuing decisions on applications by immigration officers. In the Dutch system, immigration officers legally must offer applicants for legal migration, including family reunification for beneficiaries of international protection, the opportunity to supplement an incomplete application at least once before a decision on the application is taken. Additionally, the immigration officer may grant extra opportunities to their own discretion. In the context of this research the Netherlands would like to know whether your national procedure allows immigration officers to offer applicants opportunities to submit additional information after an initial incomplete application, and if so, under what conditions and to what extent.

## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes


### WE WOULD LIKE TO ASK THE FOLLOWING QUESTIONS:

We would very much appreciate your responses by **10 October 2025**.

1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.
2. If it's obligatory in your Member State to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.
3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional information?
4. Do immigration officers have the discretion to offer applicants additional opportunities to submit supporting information in order to better examine the application? Yes/No. If yes, please explain, if applicable, under what circumstances this is allowed.
5. If your Member State provides applicants the opportunity to submit missing or additional information, what is the deadline granted to applicants to provide the missing information?
6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please elaborate.

### RESPONSES

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

		Unrestricted Dissemination ?	
	<b>EMN NCP Austria</b>	<b>Yes</b>	<p>1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.</p> <p>Yes. According to Art. 13 para. 3 General Administrative Procedures Act 1991, deficiencies in written submissions do not entitle the authority to reject them. Rather, the authority must immediately arrange for their correction ex officio and may, in the specific case of the applicant, order the correction of the defect within a reasonable period of time with the effect that the application will be rejected after this period has expired without result. If the defect is corrected in time, the application is deemed to have been submitted correctly in the first place.</p> <p>In the Austrian system, family members of a person entitled to protection are subject to family proceedings in accordance with Art. 34 of the Asylum Act 2005. Family members who enter Austria for the purpose of family reunification with a person entitled to international protection in accordance with Art. 35 of the Asylum Act 2005 submit an application for international protection after their arrival in Austria. Family proceedings are then conducted in accordance with Art. 34 of the Asylum Act 2005. Since applications for international protection can be made largely without formal requirements (apart from the fact that they must usually be submitted in person to the public security authorities), requests for improvement are not usually considered. The content of this application can be supplemented by the applicant at any time until a decision is made. In the course of determining the material truth, the</p>


## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			<p>authority may also be obliged to request the applicant to submit missing information or documents.</p> <p>In visa proceedings, too, Art. 11 of the Aliens Police Act 2005 stipulates that a decision that does not fully take into account the applicant's point of view may only be issued once the party has had the opportunity to remedy any formal defects and to make a final statement.</p> <p>---</p> <p>Source: Ministry of the Interior</p> <p>2. If it's obligatory in your Member State to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.</p> <p>No. (National law does not specify a number of options for submitting missing information after an incomplete application has been submitted.) If a request for correction is not complied with (within the deadline), the application must be rejected as inadmissible.</p> <p>---</p> <p>Source: Ministry of the Interior</p> <p>3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional information?</p> <p>The opportunity to improve must always be given if there are deficiencies in the written application or if necessary documents are missing (see the Supreme Administrative Court ruling of 11 December 2003, 2000/07/0041). In the case of applications under Art. 34 of the Asylum Act 2005, the obligation of the authority to request the applicant to submit further information may also arise from the principles of official maxim and material truth in order to</p>
--	--	--	---

## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			<p>determine the facts relevant to the decision. --- Source: Ministry of the Interior</p> <p>4. Do immigration officers have the discretion to offer applicants additional opportunities to submit supporting information in order to better examine the application? Yes/No. If yes, please explain, if applicable, under what circumstances this is allowed.</p> <p>Yes. Art. 19 para. 2 Settlement and Residence Act regulates the applicant's obligation to cooperate in the residence permit procedure. If necessary for establishing the facts and the identity of the applicant, the applicant must submit further documents and evidence to the authority, even after the application has been submitted, or the authority may request this additionally, even after the application has been submitted. --- Source: Ministry of the Interior</p> <p>5. If your Member State provides applicants the opportunity to submit missing or additional information, what is the deadline granted to applicants to provide the missing information?</p> <p>The deficiencies or missing documents must be remedied or submitted "within a reasonable period of time" in accordance with Art. 13 para. 3 General Administrative Procedures Act 1991. A deadline is considered reasonable if it is sufficient to submit existing documents. However, the deadline does not have to be so long as to enable the applicant to obtain documents that are not available. The authority may also extend the deadline retrospectively at its discretion, but there is no legal entitlement to this. Pursuant to Art. 19 para. 8 Settlement and Residence Act, in the event of failure to submit the required documents or evidence, the authority may, upon reasoned request by an applicant, allow the deficiency to</p>
--	--	--	---

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>be remedied if it can be proven that it was not possible or reasonable for the applicant to obtain them. Such an application may only be submitted until the decision has been issued. The applicant must be informed of this circumstance.          ---          Source: Ministry of the Interior</p> <p>6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please elaborate.</p> <p>No, the law does not provide for such a limit.          ---          Source: Ministry of the Interior</p>
	<p><b>EMN NCP Belgium</b></p>	<p><b>Yes</b></p>	<p>1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.</p> <p>1.1. General          This depends on the status that is requested. For some, the rules state that a complete application is necessary for it to be submitted, for some our regulation states that it is possible or it is an obligation to request (more) information.</p> <p>1.2. students          Yes, in accordance with Article 34.3 of the EU Directive 2016/801, the national procedure</p>

## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			<p>obliges immigration officers (Immigration Office, embassies and local authorities) to offer the opportunity to the applicant to submit missing information after the introduction of his/her application for a first residence permit as well as for its renewal.</p> <p>1.3. economic migration Yes, in accordance with article 19, §2 of the cooperation agreement of 2 February 2018 the competent authority will ask to complete the application.</p> <p>1.4. family reunification In general, a full application is expected, except in two situations: Family reunification with a beneficiary of refugee status / stateless person: to be able to enjoy the grace period (exemption of material conditions), family members benefit an extra 4 month period after the application was filed to submit any missing documents and thus complete their application.</p> <p>Family reunification as a third country national family member of an EU citizen that apply for family reunification on the Belgian territory, benefit an extra 3 month period after the application was lodged, to submit any missing documents and thus complete their application. Nonetheless, in all other situations, the Belgian authorities allow the applicant to update his or her application with new documents during the processing time. There is however no obligation to take the new information submitted after the deadline into account. Belgian authorities consider this a practice of goodwill.</p> <p>1.5. EU In general, a full application is expected.</p> <p>1.6. International Protection Yes. Articles 51/8 and 51/10 stipulate that a questionnaire must be completed after the</p>
--	--	--	--

## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			<p>request has been submitted. At this point, the applicant has the opportunity to submit all documents.</p> <p>2. If it's obligatory in your Member Station to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.</p> <p>2.1. General In general, when it is an obligation, the applicant has a certain amount of time to complete the application which depends on the status requested. The number of times the opportunity is given will depend more on the immigration officer and how he/she interprets the situation.</p> <p>2.2. students The applicant has 30 days to complete his/her application, or less if the application is made on Belgian territory and the validity of his/her residence permit expires before the 30-days deadline. In case of a renewal of a residence permit, the application has 15 days to complete his/her application. These strict deadlines run from the formal notification of the authority that documents/information are missing.</p> <p>2.3. economic migration In general, the applicant receives 15 days (10 days for seasonal workers) to complete the application. More time will be given in practice if the applicant requests it.</p> <p>2.4. Family reunification Family reunification with a beneficiary of refugee status / stateless person: to be able to enjoy the grace period (exemption of material conditions), family members benefit an extra 4 month period after the application was filed to submit any missing documents and thus complete their application -&gt; just once.</p>
--	--	--	---

## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			<p>Family reunification as a third country national family member of a EU citizen that apply for family reunification on the Belgian territory, benefit an extra 3 month period after the application was lodged, to submit any missing documents and thus complete their application. -&gt; just once.2.5. EU /</p> <p>3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional information?</p> <p>3.1. general Generally, this will be at the time of introduction (obligation).</p> <p>3.2. Students This opportunity must be given only at the time of the introduction of the application and concerns only missing documents/information that are required to be submitted for such an application under national law.</p> <p>3.3. Economic migration At this moment, it is requested when checking the receivability of the application. Later on, it is possible to ask for more information, even if the application is deemed complete.</p> <p>3.4. Family reunification Family reunification with a beneficiary of refugee status / stateless person: to be able to enjoy the grace period (exemption of material conditions), family members benefit an extra 4-month period after the application was filed to submit any missing documents and thus complete their application -&gt; just once. But the Belgian authorities need to take into account objective circumstances (proven by the applicant) that made it impossible to complete the application</p>
--	--	--	--


## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			<p>within the extra 4 month period. Family reunification as a third country national family member of a EU citizen that apply for family reunification on the Belgian territory, benefit an extra 3 month period after the application was lodged, to submit any missing documents and thus complete their application. -&gt; just once.3.5. EU /</p> <p>4. Do immigration officers have the discretion to offer applicants additional opportunities to submit supporting information in order to better examine the application? Yes/No. If yes, please explain, if applicable, under what circumstances this is allowed.</p> <p>4.1. general In general, there is no rule that states that they are not allowed to ask for more information.</p> <p>4.2. students Yes, immigration officers may, through the whole procedure, ask for extra documents/information that are considered necessary to take a decision on the application (e.g. to assess the sufficient resources). Such requests may be addressed both to the applicant or directly to the higher education institution.</p> <p>4.3. economic migration Yes, they can always ask for more information if it is necessary to take a decision.</p> <p>4.4. Family reunification Yes.</p> <p>4.5. EU Yes.</p>
--	--	--	--

## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			<p>5. If your Member State provides applicants the opportunity to submit missing or additional information, what is the deadline granted to applicants to provide the missing information?</p> <p>5.1. general Depends on the status requested.</p> <p>5.2. students No strict deadline but in practice generally between 15 and 30 days.</p> <p>5.3. economic migration Yes, 15 days in general, 10 days for seasonal workers. This is flexible if the applicant asks for more time.</p> <p>5.4. Family reunification Family reunification with a beneficiary of refugee status / stateless person: to be able to enjoy the grace period (exemption of material conditions), family members benefit an extra 4 month period after the application was filed to submit any missing documents and thus complete their application -&gt; just once, but the Belgian authorities need to take into account objective circumstances (proven by the applicant) that made it impossible to complete the application within the extra 4 month period. Family reunification as a third country national family member of a EU citizen that apply for family reunification on the Belgian territory, benefit an extra 3 month period after the application was lodged, to submit any missing documents and thus complete their application. -&gt; just once, no exceptions. 5.5. EU /</p>
--	--	--	--

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please elaborate.</p> <p>6.1. students/economic migration Not legally but if they do not complete the application, it will be refused. It will depend on whether it seems like the file has been completed and they don't have more information or whether the file has been completed but still more information is necessary, and the immigration officer believes they might have more information.</p> <p>6.4. Family reunification No.</p> <p>6.5. EU No.</p>
	<p><b>EMN NCP Bulgaria</b></p>	<p><b>Yes</b></p>	<p>1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.</p> <p>Yes. The migration officer must give the applicant the opportunity to submit any missing information and documents.</p>


## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			<p>According to the provisions of Art. 63 a, para. 2. of the Law on Asylum and Refugees, the applicant is obliged to submit all evidence in support of his application for international protection until the decision on the application is made, in case he fails to submit such evidence, the decision shall be made without such evidence.</p> <p>2. If it's obligatory in your Member State to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.</p> <p>No. The national legislation does not specify a minimum number of times this opportunity to be given.</p> <p>3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional information?</p> <p>The competent authorities that take decision for provision of the right to residence may require or check officially also other documents and circumstances, related to the legal status of the foreigner. With regard to the international protection, the case workers invite applicants to submit documents or information when required documents or data is missing or is incomplete. This happens at the stage of examination.</p> <p>4. Do immigration officers have the discretion to offer applicants additional opportunities to</p>
--	--	--	---

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>submit supporting information in order to better examine the application? Yes/No. If yes, please explain, if applicable, under what circumstances this is allowed.</p> <p>Yes.</p> <p>The competent authorities that take decision for provision of the right to residence may require or check officially also other documents and circumstances, related to the legal status of the foreigner.</p> <p>5. If your Member State provides applicants the opportunity to submit missing or additional information, what is the deadline granted to applicants to provide the missing information?</p> <p>In connection with the residence, the applicants are given additional time to provide the necessary documents depending on the legal base of the application varying from 7 days to up to one month.</p> <p>With regard to the international protection, the interviewing authority has to objectively and impartially prepare an opinion within 4 months of the initiation of the international protection procedure. During this period, the missing information or documents have to be submitted in view of the preparation of an opinion on the application for international protection lodged. At the request of the interviewing authority, the Chairperson of the State Agency for Refugees may extend the time limit by up to 9 months in case of complex factual and/or substantive issues.</p> <p>6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please elaborate.</p>
--	--	--	---


## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			No
	<b>EMN NCP Croatia</b>	<b>Yes</b>	<p>1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.</p> <p>Yes. In Croatia, the General Administrative Procedure Act applies to all administrative proceedings, including migration. It stipulates that, in the case of an incomplete application or when additional evidence is required to make a decision on a particular administrative matter, the party shall be invited to complete the application within a specified deadline.</p> <p>2. If it's obligatory in your Member Station to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.</p> <p>No, the Law does not prescribe specific number of times this opportunity must be given. When the applicant fails to submit the requested evidence within the specified time limit, the application shall be assessed on the basis of the available facts and evidence, unless the applicant provides a justified reason for not complying with the instruction. In duly justified cases, a new deadline for completing the application may be set.</p> <p>3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional information?</p>

## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			<p>Officers may invite applicants to submit missing or additional information whenever the available documentation or facts are insufficient to establish the circumstances relevant for deciding on the application.</p> <p>4. Do immigration officers have the discretion to offer applicants additional opportunities to submit supporting information in order to better examine the application? Yes/No. If yes, please explain, if applicable, under what circumstances this is allowed.</p> <p>Yes. Immigration officers have discretion to invite applicants to provide additional supporting information whenever it is necessary for the comprehensive examination of the case. This is allowed when new facts arise, when inconsistencies are detected, or when the available evidence is insufficient to determine all relevant circumstances.</p> <p>Officers may also grant an additional opportunity if the applicant provides justified reasons for not submitting the requested documents within the initial deadline (e.g. difficulties in obtaining documents, health or family reasons). The decision is then postponed until the additional information is received or the deadline expires.</p> <p>5. If your Member State provides applicants the opportunity to submit missing or additional information, what is the deadline granted to applicants to provide the missing information?</p> <p>The deadline for submitting additional information/documentation is not prescribed by law, but is determined by the official assessing, taking into account, in each individual case, the time objectively required to obtain the requested information/documentation.</p> <p>6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please</p>
--	--	--	--

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>elaborate.</p> <p>No. Immigration officers have discretionary right to grant additional opportunities to applicants to submit extra information. There is no formal limit on the number of times this discretion may be exercised, but it must be applied reasonably and proportionately, considering the stage of the procedure, the relevance of the requested information, and the need to ensure a fair and timely decision.</p>
	<p><b>EMN NCP Cyprus</b></p>	<p><b>Yes</b></p>	<p>1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.</p> <p>In matters of Legal Migration, particularly concerning the acquisition of Immigration Permits, applications shall be submitted along with all required supporting documentation. It is standard administrative practice to verify, at the point of submission, that the documents provided are complete, properly certified, and appropriate for the application. In instances where documents are missing or incomplete, the submitting officer shall inform the applicant or their duly authorized representative that the application cannot be accepted. The applicant is required to obtain and submit all requisite documents, officially translated and duly certified or ratified, before resubmission. During the examination of the application, should the examining officer require further documentation or clarification, a formal written notice (via letter or email) shall be issued to the applicant, granting a period of thirty (30) days for submission of the requested information. Failure to submit the documents within the prescribed period shall result in the examining officer proceeding with the examination based on the information and documentation available. It is to be noted that this procedure</p>


**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>represents an internal administrative practice and is not explicitly prescribed under the Immigration Law.</p> <p>For cases concerning beneficiaries of international protection, the law provides that the request must be accompanied by documentary evidence of the family relationship and accurate copies of the family members' travel documents. If necessary to prove the existence of the family relationship, the MD may conduct personal interviews with the refugee and/or their family members, conduct any other necessary investigation, and request any additional documents deemed necessary. Where a refugee cannot provide official documentary evidence of the family relationship, the MD will examine other evidence of the existence of such a relationship, which will be assessed under Cypriot law. According to the law, a decision refusing a request cannot be based solely on the absence of these documents. Therefore, in practice, all applicants are offered the opportunity to submit missing information or any other material that supports their claims.</p> <p>2. If it's obligatory in your Member Station to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.</p> <p>Legal migration: Please refer to the response provided for Question 1. Beneficiaries of international protection: The law provides only that a decision refusing a request cannot be based solely on the absence of such documents.</p> <p>3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional information?</p>
--	--	--	--

## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			<p>Legal migration: Please refer to the response provided for Question 1. Beneficiaries of international protection: Migration officers invite applicants to submit additional information and documents when the application is deficient in material needed to prove the claim. This includes the absence of mandatory items like documentary evidence of the family relationship and accurate copies of the travel documents. Moreover, when a refugee cannot provide official documentary evidence, or if the documents provided are of poor quality, the MD is compelled to examine "other evidence" and request additional material.</p> <p>4. Do immigration officers have the discretion to offer applicants additional opportunities to submit supporting information in order to better examine the application? Yes/No. If yes, please explain, if applicable, under what circumstances this is allowed.</p> <p>Legal migration: Please refer to the response provided for Question 1. Beneficiaries of international protection: Yes. MD officers have a mandate to be flexible in requesting additional information, which serves as an "additional opportunity" for the applicant. Again, the law provides the foundation for this flexibility by stating that a decision refusing a request "cannot be based solely on the absence of such documents." This means the MD cannot simply reject an application because a document is missing; all officers must attempt to gather sufficient evidence before making a final determination.</p> <p>5. If your Member State provides applicants the opportunity to submit missing or additional information, what is the deadline granted to applicants to provide the missing information?</p> <p>Legal migration: Please refer to the response provided for Question 1. Beneficiaries of international protection: While there is no specific deadline, the applicant will be granted sufficient time to submit all required evidence or to state clearly whether he or she</p>
--	--	--	--

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>is able to provide it before a decision is made.</p> <p>6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please elaborate.</p> <p>Legal migration: Please refer to the response provided for Question 1. Beneficiaries of international protection: The discretion to request information is unlimited as long as it is deemed necessary for a complete examination of the application.</p>
	<p><b>EMN NCP Czech Republic</b></p>	<p><b>Yes</b></p>	<p>1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.</p> <p>Yes. For an application for temporary residence, long-term residence, or permanent residence, it is possible for the officer to accept the application even if the documents required by law have not been submitted. The applicant is issued a request to submit the missing documents or the documents that contain a defect, along with their detailed specification and a deadline for their submission.</p> <p>2. If it's obligatory in your Member Station to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.</p>

## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			<p>According to Czech legislation, the administrative authority must invite the applicant to complete or correct an incomplete application. However, the law does not specify any minimum number of such invitations. The authority is not obliged to repeat the invitation if the applicant submits defective documents, but it may do so at its discretion if necessary.</p> <p>3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional information?</p> <p>The request is usually given to the applicant at the time of submitting the application. However, it may sometimes be discovered during the procedure that additional documents are required. A request to submit further documents may be issued to the residence permit applicant up until the final decision on the application.</p> <p>4. Do immigration officers have the discretion to offer applicants additional opportunities to submit supporting information in order to better examine the application? Yes/No. If yes, please explain, if applicable, under what circumstances this is allowed.</p> <p>Yes. Officers request the documents required by law. In cases where the burden of proof lies with the applicant (for example, when the applicant must demonstrate the purpose of their stay) the administrative authority does not specify which exact documents the applicant must submit. Instead, the request simply states that the applicant must provide proof of the purpose of stay.</p> <p>5. If your Member State provides applicants the opportunity to submit missing or additional information, what is the deadline granted to applicants to provide the missing information?</p>
--	--	--	--

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>A reasonable deadline is set at by the officer. For standard documents, the deadline is usually up to 30 days. If the applicant is required to submit a more complex document, such as a travel document, a longer deadline may be granted, such as six-month deadline for submitting a travel document for a child born in the territory of the Czech Republic, where obtaining such a document often takes more time.</p> <p>6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please elaborate.</p> <p>No.</p>
<p><b>EMN NCP Estonia</b></p>		<p><b>Yes</b></p>	<p>1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.</p> <p>Yes. The Police and Border Guard Board will verify whether the documents required for the application have been submitted correctly and whether the conditions for obtaining a residence permit are met. If there are any deficiencies in the application or the official requires additional information, the applicant will be contacted. The processing time will begin once the application is complete.</p> <p>2. If it's obligatory in your Member Station to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.</p>

## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			<p>No, there is no specific number set in national legislation. The number of times an applicant is informed about deficiencies and given the opportunity to correct them is assessed on a case-by-case basis. A reasonable timeframe is provided to allow the applicant to submit the missing information.</p> <p>3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional information?</p> <p>In any case where the application is not complete. In order to proceed with the examination of the application (i.e. to begin the substantive processing), at least the initial set of documents must be submitted. The opportunity to provide missing or additional information may be offered depending on what is lacking and at which stage the application stands.</p> <p>4. Do immigration officers have the discretion to offer applicants additional opportunities to submit supporting information in order to better examine the application? Yes/No. If yes, please explain, if applicable, under what circumstances this is allowed.</p> <p>Yes. There are no specific circumstances defined in legislation — the need for additional information is assessed case by case, depending on what is missing or unclear in the application.</p> <p>5. If your Member State provides applicants the opportunity to submit missing or additional information, what is the deadline granted to applicants to provide the missing information?</p>
--	--	--	--

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>There is no specific deadline set by law. Applicants are given a reasonable period of time to correct deficiencies or submit missing documents. If necessary, the applicant may request an extension of the initial deadline set by the authority, especially if collecting the required documents takes longer than expected.</p> <p>6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please elaborate.</p> <p>No, there is no official limit.</p>
+	EMN NCP Finland	Yes	<p>1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.</p> <p>Yes. According to section 22 of the Administrative Procedure Act (434/2003) if a document is submitted to an authority is defective, the authority shall request the sender to provide supplementary information within a prescribed time limit, unless this is unnecessary for a decision to be made on the matter. The document sender shall be informed about the supplementary information required. It is not necessary for an authority to request the addition of a signature on an unsigned document received by it if the document contains information on the sender and there is no reason to doubt its authenticity and integrity. Parties may also, on their own motion, supplement the information in an application of theirs or in another document submitted by them for the consideration of a matter and, during the consideration, submit documents to the authority that are needed for a decision to be made on the matter.</p>


**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>Also, according to section 7 paragraph 2 of the Aliens Act (301/2004) the authorities shall ensure that the matter is examined. Parties shall provide evidence of the grounds for their claims, and also, in other respects, cooperate in the examination of their matter. The authorities shall tell the party what further evidence needs to be presented in the matter. A request for evidence shall be specified and proportionate to the means available to the party, considering his or her circumstances.</p> <p>2. If it's obligatory in your Member State to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.</p> <p>No. According to national legislation the authorities shall provide the opportunity to submit missing information within a prescribed time limit in order to make a decision. If the missing information is not provided within the time limit, the decision can be made without it. The decision is usually negative if the information essential to resolving the matter has not been provided.</p> <p>3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional information?</p> <p>When the missing information is necessary for a decision to be made on the matter.</p> <p>4. Do immigration officers have the discretion to offer applicants additional opportunities to submit supporting information in order to better examine the application? Yes/No. If yes,</p>
--	--	--	---

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>please explain, if applicable, under what circumstances this is allowed.</p> <p>Yes, see the answers above. In addition, the client is also given the opportunity to be heard regarding matters that the authorities obtain directly from various official registers and use in the decision-making process, unless the hearing is clearly unnecessary.</p> <p>5. If your Member State provides applicants the opportunity to submit missing or additional information, what is the deadline granted to applicants to provide the missing information?</p> <p>According to section 33 of the Administrative Procedure Act (434/2003) a time limit sufficient in view of the nature of the matter shall be set for supplementing the information in a document and for submitting an explanation and presenting evidence. Usually, the time limit is two weeks. Parties shall be notified that failure to observe the time limit will not prevent a decision on the matter. The time limit may be extended at the request of the party if this is necessary for examining the matter.</p> <p>6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please elaborate.</p> <p>There is no predetermined limit on the number of requests. As a general principle, request is made only once. However, on a case-by-case basis and when necessary, multiple requests may be made. In family reunification applications, there are two parties involved. Consequently, information may be requested from both the applicant and the family member, depending on the required clarification. The decision regarding whether the outcome will be negative may be affected by whether the family member is given the opportunity to be heard, particularly if, for example, the applicant has failed to respond to a request for clarification</p>
--	--	--	--


## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			<p>addressed to them. In some cases, the best interest of the child may necessitate sending an additional request for clarification.</p>
	<p><b>EMN NCP France</b></p>	<p><b>Yes</b></p>	<p>1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.</p> <p>Article R431-11 of the Code on the Entry and Stay of Foreign nationals and the Right of Asylum (CESEDA) now requires prefecture services to ask applicants to provide missing supporting documents and information in the event of an incomplete application. This article states that "In the event of an incomplete application, the supporting documents and missing information must be requested by the administration and provided by the foreign national within a reasonable period of time."</p> <p>Applicants are now required to be notified by the prefectures if their application is incomplete.</p> <p>2. If it's obligatory in your Member Station to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.</p> <p>French legislation does not specify the minimum number of times that the prefecture must offer applicants the opportunity to submit missing information. The regulations stipulate that the authorities must request the missing documents at least once. Beyond that, the number of times is left to the discretion of the prefecture, within a reasonable time frame.</p> <p>3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional</p>

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>information?</p> <p>Prefecture services must ask applicants to provide missing or additional information during the processing of the application, in other words, before a prefectural decision has been made on the application. The prefecture must request information that is essential to the processing of the application. Article R431-10 of the CESEDA lists the main categories of supporting documents and information that must be provided in order to submit a complete application. Appendix 10 of the CESEDA then provides a more detailed table listing the documents required by the prefecture for each type of residence permit.</p> <p>4. Do immigration officers have the discretion to offer applicants additional opportunities to submit supporting information in order to better examine the application? Yes/No. If yes, please explain, if applicable, under what circumstances this is allowed.</p> <p>NO</p> <p>5. If your Member State provides applicants the opportunity to submit missing or additional information, what is the deadline granted to applicants to provide the missing information?</p> <p>A reasonable deadline is set by the prefecture so that the applicant can provide any missing or additional information for their incomplete application (see Q1).</p> <p>6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please elaborate.</p>
--	--	--	--

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			n/a
	<b>EMN NCP Germany</b>	<b>Yes</b>	<p>1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.</p> <p>Yes.</p> <p>According to Sec. 24, Para. 1, Sentence 1 of the Asylum Act (<a href="https://www.gesetze-im-internet.de/englisch_asylvfg/englisch_asylvfg.html#p0257">https://www.gesetze-im-internet.de/englisch_asylvfg/englisch_asylvfg.html#p0257</a>) the Federal Office for Migration and Refugees (BAMF) shall clarify the facts of the case and compile the necessary evidence. Furthermore, in line with the principle of a fair administrative procedure an applicant has the right to be heard on all facts relevant to the asylum decision. This is essential if the fact-finding conducted on the case by the case officer reveals discrepancies with the applicant's statements. Similarly, applicants who, for example, provide medical reasons for an asylum application are requested to provide medical opinions or reports.</p> <p>A new opportunity to comment shall normally be granted to the asylum seeker on the basis of information and evidence obtained after the interview.</p> <p>2. If it's obligatory in your Member Station to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.</p> <p>No.</p>

## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional information?

For information and intelligence which could not be obtained after the interview or could not be addressed in the interview, there is a need to give the applicant the opportunity to submit his observations or documents before the decision is issued, provided that the following conditions are met:


- The findings could not yet be discussed in the interview, in particular because they were collected on a new and case-by-case basis for the procedure in question.
- The statement of reasons for the refusal will be based on the new findings.
- The new information leads to a decision which the applicant did not have to expect from the course of the procedure so far.

New information is e.g. requests to the Foreign Office, or other bodies, such as physicians' reports, language-and-text analysis or physical-and-technical document verification.

In accordance with the principle of a fair administrative procedure, such new information and findings shall, where they are to be used as a basis for a negative decision, be sent to the applicant before the decision is taken, by sending the new information and findings concerned with the opportunity to submit observations.

A period of 14 days is to be allowed for comments. The applicant will be notified in the cover letter that, after the expiry of the time limit, the decision in the asylum procedure may be taken on the basis of the documents in the file. A longer period may also be required to request other documents, in particular medical reports.

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>4. Do immigration officers have the discretion to offer applicants additional opportunities to submit supporting information in order to better examine the application? Yes/No. If yes, please explain, if applicable, under what circumstances this is allowed.</p> <p>Yes. See the answer to question 3.</p> <p>5. If your Member State provides applicants the opportunity to submit missing or additional information, what is the deadline granted to applicants to provide the missing information?</p> <p>See the answer to question 3.</p> <p>6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please elaborate.</p> <p>No. New and additional information may be requested as long as it is pertinent to the asylum decision.</p>
	<p><b>EMN NCP Greece</b></p>	<p><b>Yes</b></p>	<p>1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.</p> <p>According to the migration legislation in force [Law 5038/2023, Government Gazette (FEK) Issue A' No. 81), the procedure for the issuance of a single permit (Directive 2011/98)</p>

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>provides that the single residence permit shall be issued/renewed, if the conditions are met, within four (4) months, at the latest, from the date of submission of the application. Where it is established that the presentation of additional supporting documents is necessary for the issuance of the residence permit, the competent service shall notify the applicant, in writing, that they have to present them within a reasonable period of time, i.e. not exceeding two (2) months. The aforementioned 4-month deadline shall be suspended until the additional supporting documents are presented. The above 2-month deadline may be extended by up to three (3) more months in exceptional cases related to the complexity of the examination of the application.</p> <p>Also, the legislation provides that, if the relevant preconditions are met, the EU Blue Card (Directive 2021/1883) shall be issued no later than ninety (90) days from the date on which a complete application are submitted by the person concerned. If the documents submitted or the information provided with the application are insufficient or incomplete, the applicant shall be informed, by the competent Service, of the required additional documents or information, and a deadline of thirty (30) days shall be set for their submission. In this case, the above mentioned period of ninety (90) days shall be suspended until the competent Service receives the additional documents or the required information. If the additional documents or the required information are not submitted within the said deadline, the application shall be rejected.</p> <p>Finally, regarding the conditions of entry and stay of third-country nationals for the purpose of employment as seasonal workers (Directive 2014/36), the legislation provides that if the supporting documents submitted with the application are incomplete, the competent Service shall inform the applicant of the additional information required and shall set a reasonable deadline for their submission. In this case, the deadlines which are set in the law and related to the approval act, as well as the decision to grant an entry visa for seasonal workers, shall be suspended until the complete file is received by the competent service in each case.</p>
--	--	--	--


## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			<p>Regarding beneficiaries of international protection, the legislation in force (article 14 para. 5 of Presidential Decree 131/2006) stipulates that the officer (caseworker) of the competent authority for the examination of the refugee's family reunification application shall decide on the family reunification application and notify the decision to the person concerned within nine (9) months from the date of submission of the application. In exceptional cases, where the verification of the fulfilment of the requirements for family reunification is subject to objective difficulties, the examination of a request within two (2) months after the expiry of the nine-month period shall be justified. In practice, a longer deadline may be allowed for documents to be filed, in which case a decision may be issued after 9 months, pending the submission of documents at the request of the beneficiary.</p> <p>2. If it's obligatory in your Member Station to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.</p> <p>As mentioned in answer 1, in the case of EU Blue Card, if the additional documents or the required information are not submitted within the said deadline, the application shall be rejected.</p> <p>3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional information?</p> <p>According to migration legislation, upon successful electronic submission of the application for the granting/renewal of a residence permit, the applicant receives the proof of submission, which does not constitute a temporary legal residence title and contains all the data and</p>
--	--	--	--

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>documents included in the request for the initial granting of the residence title. The proof of submission is an informative document that includes information regarding the data for submitting the request for authorization. The competent one-stop migration Service, as the case may be, examines the completeness of the application, within forty (40) days from the date on which the electronic request for the initial granting of the residence title is submitted. During that procedural stage, if the competent Service notices that the submitted documents are incomplete, it shall inform the applicant, in writing, that they have to submit them within a specific deadline as mentioned in the previous answer.</p> <p>4. Do immigration officers have the discretion to offer applicants additional opportunities to submit supporting information in order to better examine the application? Yes/No. If yes, please explain, if applicable, under what circumstances this is allowed.</p> <p>N/A</p> <p>5. If your Member State provides applicants the opportunity to submit missing or additional information, what is the deadline granted to applicants to provide the missing information?</p> <p>N/A</p> <p>6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please elaborate.</p>
--	--	--	--

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

	<b>EMN NCP Hungary</b>	<b>Yes</b>	<p>1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.</p> <p>Yes</p> <p>The current Hungarian legislation on immigration requires that certain types of applications are to be submitted via the immigration authority's electronic platform (EnterHungary). In these cases, the legislation specifically lists the documents that must be included in the application, without which it cannot be accepted (application form with a facial photograph and signature, copy of the travel document, document proving payment of the procedural fee). In case of an incomplete application, the immigration authority will request the submission of the above documents within 3 working days of the registration in the electronic system, setting a deadline up to a maximum of 10 days. If the documents are not submitted during the preliminary examination period, the application will be deleted on the 15th day following its registration, and submitting missing documents will no longer be available.</p> <p>After the application has been registered as received, in general terms it can be said that the burden of proof lies primarily with the client, who must credibly substantiate with appropriate documents that (s)he meets the conditions for permanent residence in Hungary. At the same time, the legislation currently in force allows and, in order to clarify the facts, requires that if the application does not meet the requirements set out in the legislation – or if it does meet them but it is necessary in view of new information that has come to light during the clarification of the facts – the immigration authority acting on the case shall call upon the applicant to remedy the deficiencies within a maximum period of forty-five days, warning the applicant of the legal consequences of non-compliance. After submitting the application, the applicant or their legal/authorized representative may attach/enclose the documents to the</p>


**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>application via post or electronically, or, in exceptional cases, may submit the documents to be attached/enclosed in person before the immigration authority acting on the case.</p> <p>2. If it's obligatory in your Member Station to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.</p> <p>The legislation currently in place does not specify how many times a request for remedying deficiencies may or must be sent to the applicant during a procedure. The legislation only limits the deadline for remedying deficiencies to a maximum of forty-five days. At the request of the client/legal representative, the immigration authority may extend the deadline for remedying deficiencies once, by a maximum of twenty-one days, provided that the objective deadline set for the case in question allows for it. However, the extended deadline for remedying deficiencies may not exceed 45 days. If the client fails to attach the documents requested by the immigration authority within the deadline, the authority shall decide on the basis of the information available to it, or if the application cannot be examined in the absence of the requested documents, the procedure shall be terminated.</p> <p>However, during the procedure, upon his/her own initiation, submitting any supporting document to his/her application is available to the client until a decision on his/her application is taken. In case of a decision refusing the application or terminating the procedure, the applicant has the possibility to lodge an appeal or to attach the missing documents during the judicial review procedure.</p> <p>3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional information?</p>
--	--	--	---

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>The immigration authority must only establish the factual circumstances necessary for decision-making, i.e., it must uncover and clarify the legally relevant factual elements on the basis of which the case can be examined on its merits. In accordance with the above, it is possible to request missing documents necessary for establishing the right of residence (usually documents supporting the purpose of residence, e.g., contract of employment, professional qualifications, or documents proving personal identification, means of subsistence, place of accommodation, health insurance, civil registry events, and documents proving a clean criminal record) upon in-person submission of the application / or electronic receipt of the application, and also in a later stage of the procedure. The pieces of legislation mostly list the documents that may be requested by way of example and also impose restrictions on the immigration authorities as to the stage of the procedure where the applicant may be requested to submit the missing documents.</p> <p>4. Do immigration officers have the discretion to offer applicants additional opportunities to submit supporting information in order to better examine the application? Yes/No. If yes, please explain, if applicable, under what circumstances this is allowed.</p> <p>No</p> <p>The immigration authority is required to request the documents necessary to clarify the factual circumstances from the client. However, the above obligation to clarify factual circumstances should not be interpreted as an endless task of investigation for the acting authority; the task of clarification of factual circumstances should be goal-oriented and efficient. The client is the person who knows his/her own situation and circumstances and the one who can disclose all of these information to the authority. If, despite this, (s)he fails to provide data or provides insufficient data, does not justify his/her application sufficiently, or does not prove that the conditions set in legislation are met, the authority will decide on the basis of the information received, and the client will bear the consequences of the lack of</p>
--	--	--	--


**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>evidence provision.</p> <p>5. If your Member State provides applicants the opportunity to submit missing or additional information, what is the deadline granted to applicants to provide the missing information?</p> <p>The deadline shall be up to a maximum of 45 days.</p> <p>6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please elaborate.</p> <p>See answer to Q2.</p>
	<p><b>EMN NCP Italy</b></p>	<p><b>Yes</b></p>	<p>1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.</p> <p>N/A</p> <p>2. If it's obligatory in your Member Station to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.</p> <p>N/A</p>

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional information?</p> <p>N/A</p> <p>4. Do immigration officers have the discretion to offer applicants additional opportunities to submit supporting information in order to better examine the application? Yes/No. If yes, please explain, if applicable, under what circumstances this is allowed.</p> <p>N/A</p> <p>5. If your Member State provides applicants the opportunity to submit missing or additional information, what is the deadline granted to applicants to provide the missing information?</p> <p>N/A</p> <p>6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please elaborate.</p> <p>NO</p>
--	--	--	--

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

	<p><b>EMN NCP Latvia</b></p>	<p><b>Yes</b></p>	<p>1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.</p> <p>After receiving documents by post or electronically, a competent immigration officer makes sure that the application is complete. If any document is missing, the applicant receives a message with listed missing documents. A foreigner gets extra time (approximately 14 days) to complete the application. A foreigner is entitled to ask for prolongation of the 14 days deadline if the required document cannot be obtained within this timeframe.</p> <p>The examination of documents starts from the moment in which the application is fully completed. If during the examination of documents, a decision maker needs an additional document or information, according to the Administrative Procedure Law, the examination of the case can be extended from four months to one year.</p> <p>Regarding family members of beneficiaries of international protection: No.</p> <p>If a foreigner requests a residence permit as a family member of a person who has acquired the refugee status, alternative status or temporary protection in the Republic of Latvia within the meaning of the Asylum Law, he or she shall present a valid travel document, pay the State fee, and submit: an application of a specific form for the request of a residence permit; a photograph; a document certifying the payment of the State fee and copies of documents attesting kinship. If a family member of a person who has acquired the refugee status, alternative status or temporary protection cannot submit the document attesting kinship and has indicated in writing a valid reason, the relevant authority may accept the documents necessary for reuniting with family members without the respective document.</p> <p>The Office of Citizenship and Migration Affairs, after receipt of all the necessary documents for requesting or registering a residence permit, shall examine such documents and provide a reply within the time period set by the law.</p> <p>Although it is not defined by the law, following the principles of good governance, the</p>
---	----------------------------------	-------------------	--


## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			<p>reasonable deadline is given to the applicant to submit missing information. The person is informed regarding missing information the same way as application was submitted.</p> <p>2. If it's obligatory in your Member Station to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.</p> <p>The possibility to eliminate deficiencies is stipulated by the Administrative Procedure Law. A competent immigration officer has the right to set a deadline (14 days, for example) by which the deficiencies must be eliminated. The case is left without progress until a fully completed application has been received. The number of times the opportunity to complete an application is given is not specified in any of legislative acts.</p> <p>Regarding family members of beneficiaries of international protection: N/A</p> <p>3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional information?</p> <p>In any case if Latvian authority receives not fully completed application – a document is missing or has no legal force, an extra time shall be given to complete the application. This obligation to give an opportunity to correct errors and shortcomings in the applications is stipulated in the Administrative Procedure Law. However; if an applicant does not meet a deadline, the case can be dismissed.</p> <p>Regarding family members of beneficiaries of international protection: N/A</p> <p>4. Do immigration officers have the discretion to offer applicants additional opportunities to</p>
--	--	--	---

## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			<p>submit supporting information in order to better examine the application? Yes/No. If yes, please explain, if applicable, under what circumstances this is allowed.</p> <p>Yes, national legislator has included references to general principles of law that must be observed when making a decision that will be binding to an individual, so, a decision maker has duty to offer to the applicant additional opportunities to submit supporting information in order to better examine the application and to take a final decision.</p> <p>Regarding family members of beneficiaries of international protection: No.</p> <p>The officials of the Office of Citizenship and Migration Affairs have the right to conduct interviews with a foreigner and his or her inviter and to request explanations and additional documents which justify the purpose of entry and stay and the truthfulness of the information provided by the foreigner, as well as to examine the information provided by the foreigner or his or her inviter in order to take a decision to issue or register, or annul a residence permit.</p> <p>5. If your Member State provides applicants the opportunity to submit missing or additional information, what is the deadline granted to applicants to provide the missing information?</p> <p>According to the Administrative Procedure Law, the examination of the case can be extended from one to four months, maximum up to one year. During this period of time an applicant shall submit the necessary information. The decision on the period for which the case consideration period is extended is made depending on the amount of information requested or the complexity of obtaining it.</p> <p>Regarding family members of beneficiaries of international protection: Deadline is not set by the law, but should be reasonable. For those requesting residence permits repeatedly or registering residence permits, considering that the documents for requesting or registering residence permits shall be submitted to the Office of Citizenship and Migration Affairs taking into account that, in accordance with time periods for providing a reply</p>
--	--	--	---

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>and preparing a residence permit, the foreigner does not exceed the lawful term of residence in the Republic of Latvia.</p> <p>6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please elaborate.</p> <p>Latvian authority mostly gives a short period of time (approximately 14 days) to submit missing documents after the applicant had filed an incomplete application or in the case if an extra information is required. There is no limit to the amount of times for such requests. Regarding family members of beneficiaries of international protection: N/A</p>
	<p><b>EMN NCP Lithuania</b></p>	<p><b>Yes</b></p>	<p>1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.</p> <p>Yes. Article 33(4) of the Law on the Legal Status of Foreigners obliges the Migration Department to inform the applicant if data or documents are missing, to set a reasonable deadline for submission, and to suspend the examination period until the documents are received. Paragraph 65 of the Description of the Procedure for Issuing Temporary Residence Permit specifies the procedure for notifying the applicant through the Migration Information System (MIGRIS).</p> <p>2. If it's obligatory in your Member Station to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.</p>


**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>No. The Law does not set a minimum number of mandatory opportunities. At least one opportunity must be given, but there is no fixed number of repetitions. However, paragraph 67 of the Procedure allows the applicant to request an extension of the deadline in case of illness or other serious reasons beyond the applicant's control, provided the request is submitted at least 14 days before the original deadline expires. The Migration Department must decide on the request within 7 days.</p> <p>3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional information?</p> <p>Immigration officers must do so when required documents or data are missing or incomplete (e.g., travel document, proof of health insurance, proof of means of subsistence, or documents supporting the ground for residence). This occurs at the examination stage, before a decision is taken. Where information is required from third parties or institutions, Article 33(5) of the Law on the Legal Status of Foreigners allows suspension of the examination for up to two months until it is received.</p> <p>4. Do immigration officers have the discretion to offer applicants additional opportunities to submit supporting information in order to better examine the application? Yes/No. If yes, please explain, if applicable, under what circumstances this is allowed.</p> <p>Yes. Officers have discretion to seek extra material and to give additional chances when it is needed for a proper examination. First, when the file is incomplete or unclear, the officer sends a formal notice via MIGRIS</p>
--	--	--	---

## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			<p>listing what is missing and sets a “reasonable” new deadline. From the moment that notice is sent, the examination clock is paused until the material arrives. This mechanism expressly covers missing biometrics and any additional documents the officer decides to request under the Procedure.</p> <p>Second, if clarification must come from third parties or institutions (e.g., police, VSD, SBGS, foreign authorities), the officer may suspend the case until that information is received, but for no longer than two months. The applicant must be told in writing within two working days that the term has been suspended and why.</p> <p>Third, officers can create additional opportunities tied to specific procedural steps. For example, if a remote interview is required and the applicant cannot attend for good reason, the officer re-notifies a new date and explicitly suspends the case until the interview is completed; if the applicant misses the slot without the required request, the officer issues a repeat notice with a new date, again pausing the examination period until the interview occurs.</p> <p>Fourth, where the already-gathered material is not sufficient on the merits, the Procedure allows the officer, after reviewing the application and collected file, to determine that more is needed, which is the legal hook for asking for further supporting evidence beyond the initial set.</p> <p>This discretion is not unlimited in time: if the applicant does not provide what was asked by the set deadline, the application is refused under the Procedure; conversely, the applicant may seek an extension for serious, applicant-uncontrolled reasons, and an authorized officer (or the Director) must decide that request within seven days and, if granted, set a new “reasonable” deadline.</p> <p>5. If your Member State provides applicants the opportunity to submit missing or additional</p>
--	--	--	---

## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			<p>information, what is the deadline granted to applicants to provide the missing information?</p> <p>The Law requires that a “reasonable deadline” be set (Article 33(4)). Paragraph 65 of the Procedure provides that the Migration Department must notify the applicant of deficiencies within one month of accepting the application and set a deadline for supplementing it. If the documents are not provided by this deadline, the application is rejected (Procedure, para. 66). Paragraph 67 allows the applicant to request an extension, but this must be submitted at least 14 days before the original deadline expires, with reasons and supporting evidence. If granted, a new “reasonable” deadline is set.</p> <p>6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please elaborate.</p> <p>No. Officers may invite additional information more than once when needed, pause the process while waiting for it (with a two-month cap for third-party information), and reschedule procedural steps like interviews, so long as they follow the statutory notice, suspension and deadline rules in the Law and the Procedure. The legislation does not fix a maximum number of extensions.</p>
	<b>EMN NCP Luxembourg</b>	<b>Yes</b>	<p>1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.</p> <p>YES. In most of the procedures for legal migration (salaried worker authorization of stay – article 42 (4) of the amended law of 29 August 2008 on free movement of persons and</p>


## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			<p>immigration (Immigration Law), European Blue Card, ICT, posted workers and seasonal workers (article 50bis al. 2), students, pupils, trainees, volunteers and jeune au pair (article 62ter al. 2) and researchers (article 64 (1) al. 3)) it is established that if the information or documents provided in support of the application are incomplete, the Minister in charge of Immigration shall specify to the applicant, within a reasonable period of time, which additional information is required and shall set a reasonable deadline for the applicant to provide it. This deadline shall suspend the examination of the application until the requested information or documents are received within the period granted for their submission. If the additional information or documents are not provided within the prescribed deadline, the application shall be rejected.</p> <p>2. If it's obligatory in your Member Station to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.</p> <p>As was mentioned above in answer to Q.1, there is a legal obligation to grant a deadline to provide the information or documents that the Minister considers pertinent for the application. However, the law does not foresee that this time limit can be granted more than one time as the law establishes that if the applicant does not submit the information or documents in time the application will be rejected.</p> <p>3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional information?</p> <p>The provision of the deadline is established after the first examination by the case officer of the application. At this moment, the case officer will determine if the application is completed</p>
--	--	--	--

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>or not. If the case officer considers that there are information or documents missing, then they will contact the applicant providing them with a deadline to submit the missing information or documents.</p> <p>4. Do immigration officers have the discretion to offer applicants additional opportunities to submit supporting information in order to better examine the application? Yes/No. If yes, please explain, if applicable, under what circumstances this is allowed.</p> <p>YES. The case officer, after receiving the information or documents requested, can consider that additional or supplementary information is needed to take an informed decision, and can provide an additional deadline for submitting this information, but this only can happen when the case is quite complex and this is discretionary.</p> <p>5. If your Member State provides applicants the opportunity to submit missing or additional information, what is the deadline granted to applicants to provide the missing information?</p> <p>In Luxembourg the law does not fix a deadline. In Luxembourg the reasonable deadline is fixed on a case by case basis taking into consideration the specificities of the case.</p> <p>6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please elaborate.</p> <p>NO.</p>
--	--	--	--


**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

	<p><b>EMN NCP Netherlands</b></p>	<p><b>Yes</b></p>	<p>1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.</p> <p>Yes, immigration officers in the Netherlands are obliged to grant applicants for regular migration and applicants for family reunification of a refugee sponsor an opportunity to supplement additional information in case of an incomplete application. However, there are exemptions to this right. Under certain conditions, the immigration officer may discontinue the examination of an application outright, without giving an opportunity to submit additional information. This may be the case if the application for a provisional residence permit (mvv) was not submitted in person, the required form was not used or not fully completed and signed, the application was not in Dutch, French, or English, or the required fees were not paid (Article 2n of the Aliens Act).</p> <p>2. If it's obligatory in your Member Station to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.</p> <p>In the Netherlands, legally, the applicant has the right to be given the opportunity to supplement missing information at least once before the examination of the application may be discontinued, although there are exceptions, as listed in Q1.</p> <p>3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional information?</p>
---	---------------------------------------	-------------------	--

## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			<p>In the Netherlands immigration officers must provide the opportunity to submit missing/additional information to applicants for regular migration or family reunification for a refugee sponsor under two conditions:</p> <p>If the initial application is incomplete, the applicant must be given the opportunity to rectify the omission (Article 4:5 of the General Administrative Law Act – Awb), before a decision can be made to discontinue the examination of the application. This concerns situations where the information and documents provided are insufficient for assessing the application or preparing the decision. If the notice of objection is incomplete, the IND must offer the opportunity to rectify the omission (Article 6:6 of the General Administrative Law Act – Awb), before a decision can be made to declare the notice of objection inadmissible. Additionally, immigration officers may provide additional opportunities to submit missing/additional information, if the officers deems this necessary and warranted (see answer at Q4).</p> <p>4. Do immigration officers have the discretion to offer applicants additional opportunities to submit supporting information in order to better examine the application? Yes/No. If yes, please explain, if applicable, under what circumstances this is allowed.</p> <p>Yes, in The Netherlands immigration officers can offer extra opportunities to submit additional information to their own discretion. This is generally done when an immigration officer believes crucial information is missing to make a decision on the application. These requests typically relate to the following types of information:</p> <p>Information that enables a decision to be made on the application. This mainly concerns documents that demonstrate the applicant meet the conditions of the application. For example, (official) documents such as a birth certificate or marriage certificate, personal statements (e.g., regarding parenting responsibilities), or third-party statements (e.g., regarding the best interests of the child). Information that is necessary to make a decision on an objection. For example when the name or address of the applicant is unknown, the date of issue is missing, the decision being contested is not clearly identified, or the grounds for the objection are not provided. A translation of the objection may also be required (if it is written</p>
--	--	--	--

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>in a foreign language).</p> <p>5. If your Member State provides applicants the opportunity to submit missing or additional information, what is the deadline granted to applicants to provide the missing information?</p> <p>In the Netherlands, the standard term to provide the additional information is 2 weeks for the most types of applications (with exceptions) (paragraph b1/3.3.2 of the Aliens Act Implementation Guidelines (Vreemdelingencirculaire 2000, Vc). Specifically for additional information requests for applications for family reunification by beneficiaries of international protection under the more favourable conditions, this deadline is 4 weeks. The applicant may request an extension.</p> <p>6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please elaborate.</p> <p>No. There are no strict rules or limitations in place in The Netherlands governing when or how often this opportunity should be given; it is largely left to the discretion of the individual decision-maker. Therefore, there is no maximum amount of times an immigration officer may offer the opportunity to submit additional information.</p>
	<p><b>EMN NCP Poland</b></p>	<p><b>Yes</b></p>	<p>1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.</p> <p>YES.</p>


**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>The administrative organ is obliged (under art. 64 of Code of Administrative Procedure) to call the applicant to fill the evidence in case of formal deficiencies. The applicant shall be summoned to correct the defects within 7 days. Under art. 50 § 1, art. 7 and art. 77 of Code of Administrative Procedure the administrative organs call the applicant to fill the evidence in case of substantive deficiencies</p> <p>2. If it's obligatory in your Member Station to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.</p> <p>In case of formal deficiencies, the summons is sent once. If properly delivered, the applicant has a specified deadline to correct them, which is related to the potential consequences of the application being left unexamined. In case of substantive deficiencies, the regulations do not specify a minimum or maximum number of letters that the authority may send to the applicant.</p> <p>3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional information?</p> <p>The officials are obliged to issue summons at every stage of the proceedings – from formal deficiencies to the issuance of a final decision by the second instance body – guided by the best interest of an applicant.</p> <p>4. Do immigration officers have the discretion to offer applicants additional opportunities to submit supporting information in order to better examine the application? Yes/No. If yes,</p>
--	--	--	---

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>please explain, if applicable, under what circumstances this is allowed.</p> <p>YES</p> <p>The officials are obligated to provide applicants with the opportunity to fill their evidence, in fact, in every case unless a mandatory ground for refusing a permit exists—for example, illegal stay. In such cases, requests for supplementary documentation are pointless. Foreigners can schedule an appointment at the office to submit documents or send them via postal service. The parties to the proceedings also have the right to actively participate in the case (in accordance with the Code of Administrative Procedure) and review the collected evidence. If a party has any doubts, he/she may submit a written request to the state administration body and receive an answer in a written form.</p> <p>5. If your Member State provides applicants the opportunity to submit missing or additional information, what is the deadline granted to applicants to provide the missing information?</p> <p>The deadline for submitting missing documents, according to the Code of Administrative Procedure, cannot be less than 7 days from the date of proper delivery of correspondence to the addressee. However, there is no maximum deadline. The deadline for submitting missing documents is specified in each letter addressed to the foreigner.</p> <p>6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please elaborate.</p> <p>There is no such limit specified in the law.</p>
--	--	--	---


**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

 <p><b>EMN NCP Serbia</b></p>		<p><b>Yes</b></p>	<p>1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.</p> <p>In the Republic of Serbia, applicants can submit information and documents throughout the entire asylum procedure.</p> <p>2. If it's obligatory in your Member Station to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.</p> <p>National legislation in the Republic of Serbia does not specify how many times missing information can be submitted after an incomplete application. Applicants are informed, in accordance with the Law on Asylum and Temporary Protection, that they have the right to present all facts and circumstances that they consider to be relevant for deciding on the submitted application, as well as to submit evidence.</p> <p>3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional information?</p> <p>The applicant is informed about asylum procedure including their right to submit additional information in the beginning of procedure.</p>

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>4. Do immigration officers have the discretion to offer applicants additional opportunities to submit supporting information in order to better examine the application? Yes/No. If yes, please explain, if applicable, under what circumstances this is allowed.</p> <p>Police officers acting in the asylum procedure shall, as a rule, inform each applicant of their right to submit additional information relating to their asylum application throughout the asylum procedure.</p> <p>5. If your Member State provides applicants the opportunity to submit missing or additional information, what is the deadline granted to applicants to provide the missing information?</p> <p>The Law on Asylum and Temporary Protection does not provide for a deadline for submitting missing information. However, Article 159, paragraph 2, of the Law on General Administrative Procedure stipulates that new facts and new evidence may be presented in an appeal, but the appellant is obliged to explain why he did not present them in the first-instance proceedings.</p> <p>6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please elaborate.</p> <p>Applicants can submit information and documents throughout the entire asylum procedure.</p>
--	--	--	--


**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

	<p><b>EMN NCP Slovakia</b></p>	<p><b>Yes</b></p>	<p>1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.</p> <p>In the case of an application for temporary residence, the police authority will not accept the application unless it is complete. An exception is an application for temporary residence for the purpose of employment – a single permit, where it is sufficient to provide a valid travel document and a confirmation of the possibility of filling a vacant position with the application. Other documents can be submitted later.</p> <p>In the case of permanent residence, the police authority will also not accept the application unless it is complete.</p> <p>In the event that a situation arises that, despite the above, it is found in the process of assessing the application that a document is missing or is insufficient, the police authority will suspend the proceedings and call on the applicant to provide a document.</p> <p>2. If it's obligatory in your Member Station to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.</p> <p>No, see the answer to question 1. In the event that the police authority finds that any document is missing when receiving the application, it must provide this information to the applicant in writing.</p> <p>3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional</p>
---	------------------------------------	-------------------	--

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>information?</p> <p>As mentioned in question 1, an incomplete application will not be accepted by the police authority. In the event that a situation arises in which it is found in the process of assessing the application that a document is missing or is insufficient, the police authority will suspend the proceedings and call on the applicant to provide the document.</p> <p>4. Do immigration officers have the discretion to offer applicants additional opportunities to submit supporting information in order to better examine the application? Yes/No. If yes, please explain, if applicable, under what circumstances this is allowed.</p> <p>See question 1.</p> <p>5. If your Member State provides applicants the opportunity to submit missing or additional information, what is the deadline granted to applicants to provide the missing information?</p> <p>As mentioned in question 1, an incomplete application will not be accepted by the police authority. In the event that a situation arises in which it is found in the process of assessing the application that a document is missing or is insufficient, the police authority will suspend the proceedings and call on the applicant to provide the document. Depending on the type of document, the police authority sets a deadline for submitting it on the basis of its own assessment (usually 30 calendar days).</p> <p>6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please elaborate.</p>
--	--	--	--


## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			NA
	<b>EMN NCP Slovenia</b>	<b>Yes</b>	<p>1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.</p> <p>Yes. In accordance with Article 67 of the General Administrative Procedure Act (hereinafter ZUP), which also applies to procedures under the Foreigners Act (ZTuj-2), incomplete or incomprehensible applications shall not be rejected on these grounds alone. The authority must request that the deficiencies be remedied/supplemented within five working days and set a deadline for the applicant to do so. The request to remedy/supplement the deficiencies shall be sent or delivered to the applicant if they submitted the application directly to the authority.</p> <p>2. If it's obligatory in your Member Station to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.</p> <p>Yes, at least once, see also previous answer.</p> <p>3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional information?</p> <p>The authority may request that the application be remedied/supplemented as long as it is conducting the evidentiary proceedings and deciding on the matter. In accordance with the ZUP, regardless of the provisions of sectoral laws and subordinate</p>

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>legislation, in proceedings initiated at the request of an applicant, it is not necessary to attach certificates, extracts, or other information on facts from official records kept by administrative and other state authorities, local self-government authorities, or public authorities. Consequently, the authority shall not request this information in a request to remedy the application.</p> <p>4. Do immigration officers have the discretion to offer applicants additional opportunities to submit supporting information in order to better examine the application? Yes/No. If yes, please explain, if applicable, under what circumstances this is allowed.</p> <p>Yes. If the applicant provides the missing information within the set deadline, but the authority then determines that it needs additional information, it may send another request for supplementation/remediation of the application.</p> <p>5. If your Member State provides applicants the opportunity to submit missing or additional information, what is the deadline granted to applicants to provide the missing information?</p> <p>The deadline for completing the application is set by the official conducting the proceedings, depending on how much time they estimate the applicant will need to remedy/supplement the deficiencies. The deadline must be set in accordance with the principles of protecting the rights of the applicant and the efficiency of the proceedings. The deadline is not intended to allow the applicant to meet certain substantive conditions for the issuance of a decision only within that period. This means that the deadline is not intended to wait for future uncertain facts to materialize. If the deficiencies require more time to remedy/supplement, the official shall set a longer deadline, or if the additions do not require much time, a shorter deadline shall be set. Since the deadline for supplementing/remedy an incomplete or incomprehensible application is set by the official, this deadline is extendable (but not indefinitely). However, the applicant must request an extension before the deadline expires and provide a valid reason</p>
--	--	--	--


**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>why he/she will not be able to supplement/remedy the application in time within the set deadline.</p> <p>6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please elaborate.</p> <p>No. The law does not specify how many times a request for additional information may be made. The official decides independently how to proceed, in accordance with the principle of independence. In doing so, however, they must respect the fundamental principles of protecting the rights of the applicant, material truth, and procedural economy, which means that they may only request the same information once.</p>
	<p><b>EMN NCP Spain</b></p>	<p><b>Yes</b></p>	<p>1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.</p> <p>Yes. Applications must comply with the provisions of current regulations, in particular the provisions of Law 39/2015, of October 1, on the Common Administrative Procedure of Public Administrations (hereinafter, LPAC). Article 68 of that regulation provides for the possibility of making a request for rectification to the persons concerned in the event of a lack of documentation, granting ten working days for such rectification (extendable to five more in certain cases), warning that, if the request is not complied with, the withdrawal will take place.</p>

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>2. If it's obligatory in your Member Station to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.</p> <p>No.</p> <p>In accordance with the provisions of Article 68 of the LPAC, the remediation requirements must be carried out with respect to the principles of effectiveness, proportionality and procedural economy, without unnecessary or unjustified repetition. Consequently, once a valid request has been made and the period given has elapsed without it having been complied with, the person concerned may be deemed to have withdrawn his/her request, unless there are circumstances justifying further administrative action to that effect.</p> <p>3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional information?</p> <p>Based on the provisions of LPAC, requests may be made at any time prior to the resolution of the procedure, provided that they are necessary to correct defects, complete the documentation or guarantee an adequate investigation of the file.</p> <p>4. Do immigration officers have the discretion to offer applicants additional opportunities to submit supporting information in order to better examine the application? Yes/No. If yes, please explain, if applicable, under what circumstances this is allowed.</p> <p>Yes.</p>
--	--	--	---


**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>In proceedings initiated at the request of the persons concerned, article 68.3 of the LPAC allows the competent body to request the modification or voluntary improvement of their application. Likewise, in accordance with Article 76, the persons concerned may make submissions to the proceedings and provide documents or other evidence.</p> <p>5. If your Member State provides applicants the opportunity to submit missing or additional information, what is the deadline granted to applicants to provide the missing information?</p> <p>Both the improvement of the request and the submissions must be prior to the hearing procedure phase. Once the hearing process has begun, interested persons will have a period of not less than ten days and not more than fifteen days to submit and present the documents and justifications they consider relevant, as indicated in Article 82 of the LPAC.</p> <p>6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please elaborate.</p> <p>Article 68 of the LPAC does not refer to any number of requirements to rectify the application.</p>
	<p><b>EMN NCP Sweden</b></p>	<p><b>Yes</b></p>	<p>1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.</p> <p>According to 20 § of the Administrative Procedure Act, if an application is incomplete or unclear, an authority shall primarily assist the individual in correcting it within the framework</p>

## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			<p>of its general service obligation. An authority may decide to order the individual to remedy any remaining deficiency if the deficiency means that the submission cannot serve as a basis for a substantive examination. The order shall state that the consequence of not complying with this may be that the submission will not be considered for examination.</p> <p>The Swedish Migration Agency has an obligation to investigate. It is the Swedish Migration Agency that must lead the investigation and ensure that the necessary material is received. This means, among other things, that the Agency may need to give the applicant instructions on what supplementary investigation is needed.</p> <p>2. If it's obligatory in your Member Station to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.</p> <p>No</p> <p>3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional information?</p> <p>It is up to the case officer's discretion.</p> <p>4. Do immigration officers have the discretion to offer applicants additional opportunities to submit supporting information in order to better examine the application? Yes/No. If yes, please explain, if applicable, under what circumstances this is allowed.</p> <p>Yes, N/A.</p>
--	--	--	---

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

			<p>5. If your Member State provides applicants the opportunity to submit missing or additional information, what is the deadline granted to applicants to provide the missing information?</p> <p>It is up to the case officer’s discretion but in practice it usually takes around two to three weeks.</p> <p>6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please elaborate.</p> <p>No, but it should comply with the Administrative Procedure Act's requirement that the assessment be as simple, quick and cost-effective as possible without compromising legal certainty.</p>
	<p><b>EMN NCP Ukraine</b></p>	<p><b>Yes</b></p>	<p>1. Does the national procedure in your Member State oblige or allow immigration officers to offer applicants the opportunity to submit missing information (including documents) after the applicant had filed an incomplete application? Yes/No. Please explain.</p> <p>Yes.</p> <p>2. If it’s obligatory in your Member Station to offer the opportunity to submit missing information after an incomplete application, does your national legislation specify a minimum number of times this opportunity must be given? Please explain.</p> <p>Articles 14 and 15 of the Law of Ukraine “On Immigration” stipulate the following: 14. If necessary, the territorial bodies or territorial divisions of the central executive authority</p>

## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			<p>that implements state policy in the field of migration (immigration and emigration), including combating irregular migration, citizenship, registration of individuals, refugees, and other categories of migrants specified by law, which ensure the proceedings in immigration cases, may request documents clarifying the grounds for granting an immigration permit, if this does not contradict this Law, as well as invite applicants or other persons for an interview.</p> <p>15. If, during the period of consideration of the application for an immigration permit, the information specified in the application provided for in paragraphs five, seven, or eight of this article, the foreigner or stateless person, or his/her legal representative, shall submit to the territorial body or territorial division that accepted the application for consideration documents confirming such changes within 10 days from the date of the changes, for inclusion in the case file on granting immigration permission and consideration when making a decision.</p> <p>3. If answered yes to Q1, under what circumstances (e.g. procedural stage, type of missing information) may or must immigration officers invite applicants to submit missing or additional information?</p> <p>In accordance with the requirements of paragraph 14 of clause 11 of the Procedure for processing applications for immigration permits and requests for revocation of immigration permits, invalidation of such decisions, their appeal and enforcement, approved by Resolution of the Cabinet of Ministers of Ukraine No. 1983 of 26.12.2002, if necessary, the relevant territorial bodies of the State Migration Service and territorial divisions of the State Migration Service, which ensure the proceedings in immigration matters, may request documents clarifying the grounds for granting an immigration permit, if this does not contradict the Law of Ukraine "On Immigration", as well as invite applicants or other persons for an interview. The requirement to submit other documents clarifying the grounds for granting an immigration permit and/or inviting applicants and other persons for an interview shall be made no later than two months before the expiry of the period for consideration of the</p>
--	--	--	--

## Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes

			<p>application for an immigration permit, as specified in part sixteen of Article 9 of the Law of Ukraine "On Immigration", shall be sent directly to the applicant to their personal email address or by post (if no email address is available) or through the Ministry of Foreign Affairs to the relevant diplomatic mission or consular office of Ukraine.</p> <p>4. Do immigration officers have the discretion to offer applicants additional opportunities to submit supporting information in order to better examine the application? Yes/No. If yes, please explain, if applicable, under what circumstances this is allowed.</p> <p>Yes, provided that this does not contradict the Law of Ukraine "On Immigration."</p> <p>5. If your Member State provides applicants the opportunity to submit missing or additional information, what is the deadline granted to applicants to provide the missing information?</p> <p>No later than the deadline for consideration of the application for an immigration permit, as specified in Part 16 of Article 9 of the Law of Ukraine "On Immigration."</p> <p>6. If answered yes to Q4, is there a limit to the amount of times an immigration officer may grant additional opportunities to request extra information from an applicant? Yes/No. Please elaborate.</p> <p>The issue is not the number of times, but the quality of the documents submitted by the immigrant. In other words, there is no limit on the number of submissions.</p>
--	--	--	--

**Ad-Hoc Query on 2025.50 Procedures for providing missing or supplementary information in application processes**

\*\*\*\*\*