

Public documents request

Any EU citizen and any natural or legal person residing or having its registered office in the EU has a right of access to the documents held by EUAA, subject to the conditions laid down in the Regulation (EC) No 1049/2001 regarding public access to European Parliament, Council and Commission documents (hereafter referred as “the Regulation”) and in the Decision adopted on 20 September 2011 by the Management Board of the Agency.

To make an application for access to a document held by EUAA in the exercise of its functions, please contact EUAA. Your application must be written in one of the EU’s official languages and can be sent to the Agency by post (on the following address: European Union Agency for Asylum - MTC Block A, Winemakers Wharf, Grand Harbour Valletta, MRS 1917, Malta) or electronically through the below contact form. The application must be made in a sufficiently precise manner and must contain, in particular, sufficient elements to enable the Agency to identify the document or documents requested. You may also state the language in which you prefer to receive the document and an alternative language should your first choice be unavailable. Please note that documents can be supplied only in existing languages and formats. The Agency is not required to create a new document, translate a document or gather information in order to reply to your application.

As soon as the Agency receives your application, an acknowledgement will be sent to you together with a unique registration number assigned to your request. The Agency will deal with your application within a maximum of fifteen working days, unless that period is extended on the conditions laid down in the Regulation.

If your application is refused, or if you do not receive a reply within the period laid down, you may make a confirmatory application to the Agency within fifteen working days stating that it is a confirmatory application and giving the registration number which will have been sent to you with the acknowledgement of your initial application.

A confirmatory application will be handled within 15 working days. In case of a total or partial refusal, the Agency will inform the applicant of further remedies, namely court proceedings and/or a complaint to the Ombudsman.

Data protection

The processing of personal data entered on the application form is subject to the protection policies established by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of

personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

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