

International Protection Pre-Questionnaire Consultation Checklist

Checklist	Information
1. <input type="checkbox"/>	Explain the role of the law centre or private practitioner in providing independent and confidential legal aid and advice to the international protection applicant in relation to their claim for protection.
2. <input type="checkbox"/>	Explain the importance of notifying the IPO/ IPAT /Department of Justice of any change of address and the consequences of not doing so.
3. <input type="checkbox"/>	Explain the importance of notifying the law centre/ private practitioner of any change of address.
4. <input type="checkbox"/>	Explain the importance of not leaving the jurisdiction and the lack of permissions to take up employment.
5. <input type="checkbox"/>	Explain the possibility that the file may be transferred to another law centre or be reassigned to a private practitioner. *
6. <input type="checkbox"/>	Explain the role of the solicitor. Inform the client that their solicitor is responsible for the file and that all work is done at their direction.
7. <input type="checkbox"/>	Explain the functions of the law centre/private practitioner, the IPO and the IPAT and the inquisitorial nature of the international protection process.
8. <input type="checkbox"/>	Explain the possibility of the inadmissibility procedures being applied.
9. <input type="checkbox"/>	Explain the possibility of the Dublin procedures being applied.
10. <input type="checkbox"/>	Explain the definitions of a refugee and subsidiary protection, taking account of the circumstances of the client's claim and the situation in the country of origin.
11. <input type="checkbox"/>	Explain the stages of the protection process.
12. <input type="checkbox"/>	Explain the purpose of the IPO questionnaire and time limits for submitting questionnaire.
13. <input type="checkbox"/>	Provide information on the interview at IPO
14. <input type="checkbox"/>	Provide information on an appeal to IPAT (10-15 day deadline) and either an oral hearing or a papers-only appeal.
15. <input type="checkbox"/>	The application for permission to remain, the ongoing obligation to inform the minister of any change of circumstances and the 5-day statutory deadline after receipt of appeal decision.

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16. <input type="checkbox"/>	The possibility of voluntary return and the implications of a deportation order.
17. <input type="checkbox"/>	Explain the onus and importance of giving a full, detailed, accurate and truthful account and the obligation to assist in the presentation and preparation of an international protection claim; the onus on the client to remain proactive and the duty to cooperate.
18. <input type="checkbox"/>	Explain the possibility of getting country of origin information on similarly situated persons
19. <input type="checkbox"/>	Explain the possibility of obtaining supporting evidence and identity documents and the importance of retaining postal envelopes.
20. <input type="checkbox"/>	Explain the relevance of internal protection and internal relocation as an option and potential for accelerated appeal.
21. <input type="checkbox"/>	The importance of supplying all information in questionnaire, including a full and detailed account of the events giving rise to the claim for protection.
22. <input type="checkbox"/>	Explain the importance of filling in family details for any potential future family reunification application.
23. <input type="checkbox"/>	Explain Family reunification, qualifying family members and time limits for application.
24. <input type="checkbox"/>	Explain the implications of 15(3) (a-c) regarding any children born or later entering Ireland and the duties of the international protection applicant.
25. <input type="checkbox"/>	Ascertain whether there is any possibility of exclusion clauses of the convention being applied.
26. <input type="checkbox"/>	Explain the cessation clauses and the possibility of voluntary return.
27. <input type="checkbox"/>	Ascertain Whether any other potential entitlements exist to obtain legal status, e.g. if the client is married to EU citizen.
28. <input type="checkbox"/>	Explain the implications of 39(4) findings: issues raised irrelevant to international protection; clearly unconvincing claim; failed to claim asylum at first opportunity; internal protection available; country of origin designated as safe country.
29. <input type="checkbox"/>	Confirm whether presence of vulnerability indicators eg. trafficking, domestic violence, torture and refer to services, if necessary.
30. <input type="checkbox"/>	Confirm whether any relevant medical issues and sign authority, if necessary.

*Board staff only