

[emblem of Population and Immigration Authority]	Field: Visas
	Subject: Application Intake and Appeal Submission

Procedure No: 1.6.0001
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Last revised: 1.10.2013

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Procedure for the Intake of Applications and of Appeals against Decisions by PIA Branch Offices

A. Procedure Purpose

A1. To determine the method for the intake of applications and appeals by the branch offices, and regulate processing thereof. It is emphasized that this procedure applies only to applications and appeals against decisions that were filed in the branch offices of the Population and Immigration Authority (PIA) exclusively, and pursuant to the procedures governing visas, citizenship, registry and passports only, unless otherwise stipulated therein.

It is emphasized that all applications or appeals of any type must be received, even if the branch officer is certain that the application or appeal will be denied. However, the officer may inform the applicant that according to the criteria, the application will likely not be approved. If the applicant still wishes to proceed with submission of the application, it must be received as appropriate and processed according to ordinary procedure, on an equal basis with respect to applicants of all sectors.

A2. An applicant whose application for status in Israel is denied is required to leave the country at the time indicated in the exit requirement included in the notice of rejection. **The submission of an application/appeal, or the existence of an appointment for submitting an application/appeal do not preclude removal from Israel or detention,** unless otherwise stipulated in the provisions of a specific PIA procedure, including enforcement procedures, or where a judicial stay order has been issued.

B. Conditions and requirements

B1. Application submission at PIA branch offices:

B.1.1 Applications pertaining to visas and citizenship shall be submitted at the branch office serving the status applicant's area of residence (subject to the production of a lease

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agreement/apartment purchase agreement and current confirmation of various payments made for the intended residential address).

If the status applicant is not present in Israel, the application will be submitted by an Israeli sponsor (citizen/permanent resident) in the branch office serving the sponsor's area of residence (as detailed above).

If the sponsored person was present in Israel at some time in the past but does not have an Israeli sponsor, the application shall be submitted by a representative in the branch office in which the sponsored person's file was processed and where the most recent visa was issued. If the power of attorney was granted at a time in which a foreign national was not present in Israel, verification must be made that the power of attorney was signed in the presence of a notary public and confirmed by the Israeli diplomatic mission, or that the power of attorney was signed in the presence of a consul in the Israeli diplomatic mission.

- B.1.2** The applicant must submit the application at the branch office by appointment. Appointments are made by sending a fax to the branch office fax number which is posted on the PIA website, or by calling 1-700-551111. Appointments will be scheduled on an equal basis for every applicant from every sector, for all applicants and all sponsored persons, regardless of country of origin.
- B.1.3** The applicant must fill out the appropriate application form for the requested visa/permit, pay the fee for the required application and enclose all required documents according to procedure, as well as supporting documents. It is emphasized that the application form must be filled out by the applicant and not by the PIA officer.
- B.1.4** Initial application intake will be performed by the PIA officer who handles applications of this type on an equal basis with respect to every applicant.
- B.1.5** Applications under the exclusive authority of PIA headquarters will be filed at the branch office handling the applicant's file and transferred to PIA headquarters by the branch office, enclosing an internal transfer form which includes a factual case summary and the opinion and recommendation of the branch office, signed by the branch office manager (Annex A).

B2. Appeal submission:

- B.2.1** As a rule, **only one appeal may be submitted** against a decision made by any PIA official (as detailed below), unless the relevant procedure stipulates that an appeal against a decision made according thereto shall be made by way of an application to the Appellate Committee for Foreign Nationals or a court petition.

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B.2.2 The appeal will be submitted **in writing without delay and no later than 21 days** from the date on which the decision is received. An appeal submitted more than 21 days after the decision will not be processed and notification to that effect will be provided to the applicant, noting that s/he must leave the country immediately.

B.2.3 Appeals under the exclusive authority of PIA headquarters (as detailed below) will be filed at the branch office handling the applicant's file and transferred to headquarters by the branch office, enclosing an internal transfer form which includes a factual case summary and the opinion and recommendation of the branch office, signed by the branch office manager (Annex A), noting that it is an appeal.

C. Processing

C1. Application processing

C.1.1 Processing, review, and collection of supplementary information from the applicant with respect to received applications will be conducted in a manner that does not favor certain sectors over others in terms of service provision and accessibility.

C.1.2 The application will be reviewed by the competent PIA official, according to the provisions of the relevant procedure. The competent official may consult PIA headquarters in cases which s/he believes raise difficult questions necessitating such consultation.

C.1.3 After a decision is made, the applicant will be mailed a **written notification, citing the grounds for the decision**. The decision and the grounds for it must be entered into the electronic registry file.

C.1.4 **Note**, where a procedure stipulates that a decision shall be made by the branch office in consultation with PIA headquarters, the decision is under the authority of the branch office and it shall be noted therein that it was made by the branch office in consultation with PIA headquarters.

C.1.5 **Note**, where a procedure stipulates that a decision shall be made by PIA headquarters, the decision is under the authority of PIA headquarters and this shall be explicitly noted in a decision sent directly from headquarters to the applicant/appellant.

C.1.6 Inasmuch as the decision is a rejection that may be appealed, the notification shall indicate the possibility of filing an appeal without delay and within no more than 21 days.

Inasmuch as the decision is a rejection which may be appealed by way of an application to the Appellate Committee for Foreign Nationals, the notification shall indicate the possibility of filing such application without delay and within no more than 30 days.

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C.1.7 A copy of the decision rejecting the application, along with a demand to leave the country will be provided to the intelligence supervisor and the relevant regional department at the Enforcement and Foreigner Nationals Administration.

C2. **Appeal processing**

C.2.1 Appeals against decisions made by any PIA official will be considered by the competent official, according to the following hierarchy:

- Appeals against decisions made by a section chief within a branch office ⇒ reviewed by department coordinator.
- Appeals against decisions made by a department coordinator ⇒ reviewed by branch office manager/deputy manager.
- Appeals against decisions made by branch office manager/branch office committee ⇒ reviewed by desk manager.
- Appeals against decisions made by desk manager ⇒ reviewed by field manager.
- Appeals against decisions made by field manager ⇒ reviewed by the director of the Status and Registry Division.
- Appeals against decisions made by the director of the Status and Registry Division ⇒ reviewed by PIA executive director

C.2.2 Once a decision is made, **the appellant will be sent written notification including the grounds for the decision.** The decision and the grounds for it will be entered into the electronic registry file. A decision in an appeal that was considered by PIA headquarters, will be sent to the appellant by PIA headquarters, and a copy will be provided to the branch office manager.

C.2.3 A final rejection, after provision of the right to appeal pursuant to one of the procedures detailed hereinafter, given by the **Tel Aviv, Ramat Gan, Benei Brak, Petach Tikva, Kefar Sava, Herzeliya, Ramla, Rehovot, Rishon Letzion, Holon, Jerusalem and East Jerusalem branch offices, as well as decisions made by PIA headquarters in Jerusalem**, shall indicate the possibility of submitting an application for further review to the Appellate Committee for Foreign Nationals in Tel Aviv or Jerusalem within 30 days, subject to material and local jurisdiction, noting also the relevant fax number cited in the Appellate Committee Procedure (1.5.0001).

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The Appellate Committee is competent to review the following procedures:

- (1) Procedure for the Grant of Status to Foreign Spouses Married to Israeli Citizens (5.2.0008);
- (2) Procedure for Processing Status of Spouses of Israeli Citizens, Including Same-Sex Couples (5.2.0009);
- (3) Procedure for the Grant of Status to the Minor Child of the Spouse of a Person Entitled under the Law of Return (5.2.0024);
- (4) Procedure for the Grant of Status to the Great Grandchild of a Person Entitled under the Law of Return (5.2.0027);
- (5) Procedure for the Grant of Status to an Elderly and Solitary Parent of a Citizen of Israel (5.2.0033);
- (6) Procedure for the Grant of Status to Parents of Soldiers (5.2.0036).
- (7) Procedure for Updating the Workplaces of Foreign Workers (including in the construction sector) (5.3.0022);
- (8) Procedure for the Registration of and Grant of Status to Children with only One Parent Registered as a Permanent Resident of Israel (5.2.0029, 5.2.0030);
- (9) Procedure for the Grant of Status to a Foreign Spouse Married to a Permanent Resident (5.0011);
- (10) Expiry of Permanent Residency Procedure (5.2.0018);
- (11) Procedure for Cessation of Graduated Procedure (5.2.0017);
- (12) Procedure for Cessation of Graduated Procedure due to Violence (5.2.0019);
- (13) Procedure for the Grant of B/2 (visit) Permits and Residency Visas filed at the Branch Offices (5.4.1001);
- (14) Procedure for Extending B/2 Visit Visas (5.4.0007);
- (15) Procedure of the Inter-Ministerial Committee for Determination and Grant of Status in Israel (5.2.0022).