



# THE DIGITISATION OF OFPRA: SUMMONSES AND DECISIONS RELATING TO ASYLUM CLAIMS

## 2023

# THE DIGITISATION OF OFPRA



## WHAT IS DIGITISATION?

If you registered your asylum claim at the prefecture's GUDA (single point of contact for asylum applications) after **2nd May 2022**, you will receive all OFPRA correspondence relating to your application via your **online account**. No mail will be sent to you by post.

The OFPRA is the authority responsible for examining asylum claims in France.

The OFPRA will send you all your correspondence via this online platform:

- the confirmation that they have received your file and your submission of an asylum claim
- your invitation to the OFPRA interview
- the OFPRA's decision following your interview
- Depending on your situation, you may receive other correspondence via your online account: the 6-month letter, cancellations of summonses or invitations, requests for medical certificates, information regarding the reclassification of your case under standard procedure, etc.

You can request an exemption from this scheme but they are rare. The exemption, which would allow you to receive correspondence from the OFPRA in 'paper' form without having to login to your online account, is granted depending on the status of your asylum claim. If you are under duress or constraint, are being exploited, or are not able to move freely, we urge you to tell the OFPRA about your situation.



## HOW DO I ACCESS MY CORRESPONDENCE ONLINE?

**If you don't have internet access, get in touch with a SPADA employee. They will help you check your account, explain the next steps you need to take and print any documents you receive on your account.**

1. **At the GUDA**, you will receive an information leaflet with **your connection code** to access your OFPRA online account. You will need your **AGDREF number written on your asylum application certificate**.

2. Go to the website: <https://www.usager.ofpra.gov.fr/ofpra/user/login>

The image shows a Google search interface. At the top, the Google logo is displayed. Below it is a search bar containing the text 'OFpra'. To the right of the search bar is a QR code. Below the search bar, a list of search results is shown. The first result is 'Ofpra' with the URL 'https://www.ofpra.gov.fr'. Below this, there are several links: 'Espace numérique', 'Demander un acte', 'Comment contacter l'Ofpra', and 'Contact et informations pratiques'. A red dashed box highlights the search bar and the search results. A red arrow points from the search bar to the 'Espace numérique' result.

**Google**

OFpra

Ofpra  
https://www.ofpra.gov.fr

**Espace numérique**  
Connexion à votre espace numérique personnel sécurisé ...

**Demander un acte**  
Demander un acte ; /demarches-en-ligne-bpi/acte-de-naissance ...

**Comment contacter l'Ofpra**  
Vous pouvez joindre le standard de l'Ofpra au 01 58 68 10 10, du ...

**Contact et informations pratiques**  
Vous pouvez joindre le standard de l'Ofpra au 01 58 68 10 10, du ...

RÉPUBLIQUE FRANÇAISE  
Liberté  
Égalité  
Fraternité

**OFpra**  
OFFICE FRANÇAIS DE PROTECTION  
DES REQUÉRANTS ET ASILEES

Applicant area  
for asylum seekers

Enter your search term ...

About us ▾ Asylum / Statelessness ▾ Civil status documents ▾ Resources ▾ For professionals ▾ History and Archives ▾

# THE DIGITISATION OF OFPRA

The website has several language options. Click “Français” in the top right corner and select your language:



### 3. When you first connect, you must activate your account:

**CONNEXION À VOTRE ESPACE NUMÉRIQUE PERSONNEL SÉCURISÉ DE L'OFPPRA**  
Tous les champs sont obligatoires

Numéro de dossier Ofpra ou Numéro AGDREF

Mot de passe

[J'ai oublié mon mot de passe](#)

**JE N'AI PAS ENCORE ACTIVÉ MON ESPACE PERSONNEL**

**ACTIVATION DE VOTRE ESPACE NUMÉRIQUE PERSONNEL SÉCURISÉ**  
Tous les champs sont obligatoires

Numéro AGDREF

Clé de connexion (qui vous a été remise lors de votre passage en guichet unique)

[Créer votre mot de passe](#)

**VOTRE MOT DE PASSE DOIT CONTENIR**

- ✗ Au moins 12 caractères (latin)
- ✗ Au moins une majuscule
- ✗ Au moins une minuscule
- ✗ Au moins un chiffre
- ✗ Au moins un caractère spécial parmi : ! # \$ % ? & [ ] @ ^ - + / ; : , < > \*

Nouveau mot de passe

Confirmer le mot de passe

MINISTÈRE DE L'INTÉRIEUR

**ATTESTATION DE DEMANDE D'ASILE**  
PROCEDURE NORMALE  
Première demande d'asile

Identifiant : XXXXXXXXX

Nom :  
Nom d'usage :  
Prénoms :  
Sexe : Masculin  
Situation familiale : Célibataire

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REPUBLIQUE FRANÇAISE

CERGY, le 16/03/2023  
Préfecture du Val-d'Oise

NOM : PRESOM  
CLÉ DE CONNEXION : XXXXXX

REMISE DE VOS IDENTIFIANTS DE CONNEXION AU PORTAIL DE L'OFPPRA

Madame, Monsieur,

- Enter your AGDREF number and your connection code as shown on the information sheet you received at the GUDA.
- Create a password to give you access to your inbox next time you login.

You must use at least 12 characters, including a lower-case letter, an upper-case letter, a number and a special character (& ? \* \$ + = / ; )


**Advice: note or take a photo of your connection code and password so you never lose them!**

# THE DIGITISATION OF OFPRA


- **Enter your phone number or email address.** If you don't have an email address, we recommend making one so you can use it for other procedures.

**MY CONTACT INFORMATION**

Mobile phone number (only 06xxxxxxxx ou 07xxxxxxxx)



E-mail








**Validate**

- Once you're connected to your account, you can see how much mail you have received and how much is unread. You can check your mail in the "My Documents" section at the top of the page.  
You will receive a text or email to let you know when you have received mail to your online account. However, it is still important to check your online OFPRA profile yourself weekly.

To read a letter in the list of documents you have received, click on this logo :



Status	Document	Provision date	Sender	Notification date*	Remaining time to access the account	View
✓ Read on 4/21/23	Decision Decision	4/20/23	OFPRA	4/21/23	 Notified letter	
✓ Read on 4/21/23	6 Mois 6 Months	2/23/23	OFPRA			
✓ Read on 10/11/22	Convocation Appointment	9/6/22	OFPRA	9/6/22	 Notified letter	
✓ Read on 10/11/22	Introduction lodging	8/31/22	OFPRA			

**When you've finished looking at your documents, disconnect so that no one but you can access your mail. Your account is strictly private.**

## You have lost or forgotten your password:

- If you still have the information leaflet from the GUDA: go to the website homepage, click “I forgot my password” and enter your ADGREF number and connection code written on the info leaflet.
- If you no longer have your connection code but you entered your email or phone number on the site: click “I no longer have my connection code”. You will receive a password by text or email.
- If you no longer have your connection code and you don't have an email or phone number: go to your SPADA or to accommodation centre.

**CONNECTION TO YOUR OPFRA SECURE PERSONAL DIGITAL ACCOUNT**

All fields are mandatory

Ofpra file number or AGDREF number

Password

**I forgot my password**

**Log in**

**FORGOT YOUR PASSWORD**

All fields are mandatory

Ofpra file number or AGDREF number

Personal connection key (number given by the prefecture at the One stop service)

**I lost my personal connection key**

Cancel

**Submit**

# WHEN SHOULD I CHECK MY ACCOUNT?

When you receive new mail on your account, a message will show up in red.



**You must click on the document's icon to read the message.**

Some letters specify a notification date. You must read the letter within a 2 weeks of the notification date.

**⚠ If you don't read OFPRA's letters when they are delivered to your profile, OFPRA will nevertheless assume that you have read them within 2 weeks.**

You cannot tell OFPRA that you were not notified.

## **CAUTION !** **If OFPRA's decision is negative :**

- If you open the letter before 2 weeks have passed from the notification date: the period for lodging an appeal with the CNDA starts from the date you opened the letter (containing the decision) on your account.
- If you read the letter 2 weeks after it was posted online: the deadline for lodging and appeal with the CNDA begins on the day it was posted online. It will be difficult to obtain legal aid (free lawyer) and you won't have much time to appeal to the CNDA.

For more information on appealing to the CNDA, see the **Watizat guide** (in the 'procedures' section) and Pour avoir plus d'informations sur le recours devant la CNDA, consultez le **guide Watizat** (procédures) et la **chaîne Youtube de Watizat**.



<https://watizat.org>

**⚠ It is important to check your online OFPRA account yourself once a week. If you can't access it yourself, go to the SPADA or contact the social worker at the accommodation centre you're staying at.**