



Instructions for the Preparation and Submission of Applications

(Petitions – Claims – Complaints – Grievances)

Step No. 1 Select the State (colonial metropole) whose actions have caused harm (or violated the rights) to you or your deceased ancestors.

Options: The United Kingdom (Great Britain), the Federal Republic of Germany, the Kingdom of Belgium, the Kingdom of Spain, the Italian Republic (Italy), the Portuguese Republic (Portugal), the French Republic (France), the Netherlands (Holland).

Depending on the State (colonial metropole) selected, download the file containing the corresponding draft application (petition – claim – complaint – grievance).

Before completing it, carefully read through the text. All fields marked as “SPECIFY” must be replaced with your own information. If any required information or documents are unavailable, please indicate that such details are not held.

If exact dates are unknown, an approximate period may be given. If certain documents are missing, submission is still permissible. If documents are in a foreign language, where possible, attach a translation into the official language of the recipient country.

Step No. 2 Complete the introductory section of the claim (page No. 2) by providing your full personal details:

1. full first and last name (as per official documents, including all official forenames and patronymic, where applicable);
2. date of birth;
3. place of birth;
4. nationality;
5. residential address (full postal address including postcode);
6. email address;
7. telephone number;
8. correspondence address (full postal address including postcode, preferably matching your residential address);
9. identification number (ID or other number from your identity document).

Step No. 3 Provide (completing separately for each ancestor), where available, the personal data of your ancestor who suffered from the actions of the colonial metropole:

1. full first and last name (as per official documents, if available, including all official forenames and patronymic, if known), as well as any alternative spellings (if applicable);
2. date or year of birth;
3. place of birth;
4. date or year of death;
5. place of death;
6. place of residence;



7. territory under colonial administration;
8. familial relationship;
9. documents confirming the relationship and/or inheritance.

Step No. 4 Describe in as much detail as possible (by replacing the text in paragraph 2 of section 2 of the claim) the nature of the violation of your rights and/or those of your ancestor. Please provide: the date or approximate period of events, location, actions of specific authorities, officials, military units or companies, the type of harm caused, any property, land or valuables that were seized or destroyed, and the consequences for the life, health, freedom, family and financial situation of the ancestor. Also provide sources of information and available evidence.

The violation may have taken the form of, for example: deprivation of life, bodily harm, ill-treatment, deprivation of liberty (including slavery), forced labour, displacement, eviction from land, destruction of housing, confiscation of land, livestock, money, family or cultural valuables, loss of livelihood, discriminatory treatment, or other human rights violations.

Step No. 5 In point 5 of section 4 of the application (petition – claim – complaint – grievance), specify the method of redressing the violated rights: monetary compensation (optionally stating a specific amount) or restitution (indicating the property to be returned).

Step No. 6 Add the titles of the annexes (depending on which documents you possess) that must be submitted together with the application (petition – claim – complaint – grievance):

1. document(s) proving your identity;
2. documents confirming your relationship to the deceased ancestor who suffered from the actions of the colonial metropole, as well as documents concerning the birth and death of your ancestor;
3. documents confirming the violation of your rights and/or those of your ancestor, and other evidence supporting the circumstances set out in the application (petition – claim – complaint – grievance): archival documents, extracts, photographs, historical materials, publications, court decisions, witness statements.

Step No. 8 Instructions for submitting the application (petition – claim – complaint – grievance).

In order to increase the likelihood that your application (petition – claim – complaint – grievance) is received, registered and considered, we recommend using all available submission methods indicated for the relevant authority in the introductory part of the application: in-person delivery, postal mail, the official online form, and email. Always retain the original copies of any attached documents; send only copies together with the application (petition – claim – complaint – grievance) for consideration.

1) In-person submission of documents.

If the relevant authority accepts documents in person, print the application in two copies and sign both. Print the annexes in one copy and prepare the complete set of documents. Before visiting, it is advisable to re-check the authority's official website for the document submission location, opening hours, and whether an appointment is required. Hand one copy of the application together with the annexes to the registry, secretariat, or other department responsible for receiving correspondence. On the second copy of the application, ask for a receipt stamp



indicating the date of receipt and, if possible, the incoming (registration) number, the authority's official stamp, or a staff member's signature. Retain the copy bearing the receipt stamp.

2) Submission of documents by postal mail.

Print the final text of the application, sign it, and prepare copies of the annexes. Send the application and annexes to the official postal address of the authority given in the introductory part of the application. It is recommended to use a recorded delivery service with tracking capability and, where available, proof of delivery. Be sure to keep: a copy of the application and all annexes sent, the postal receipt, the postal tracking number, tracking information, and proof of delivery or receipt.

3) Electronic submission of documents via the official form or online portal.

Follow the link provided for the relevant authority in the introductory part of the application. Complete the mandatory fields in the form. If the system allows attachments, attach the application as a signed PDF scan, along with the required annexes, combined into a single PDF file. Before sending, verify that all files open, are legible, and have been fully uploaded. If it is not possible to attach the application, transfer its text into the relevant field of the form or set out the main facts and claims, while simultaneously sending the full text of the application by another available method. After submission, be sure to retain confirmation of submission, the reference number, the date of submission, any automatic email acknowledgement, or take a screenshot of the page confirming successful transmission. If the relevant authority provides a dedicated online portal for a specific type of submission, you must follow the submission procedure prescribed by that authority as set out on its website.

4) Submission of documents by email.

Send the application to the official email address of the relevant authority as given in the introductory part of the application. In the subject line of the email, it is advisable to indicate the nature of the submission and the full name of the applicant, for example: "Application (petition – claim – complaint – grievance) Surname, First Name". In the body of the email, briefly state that the application and annexes are attached, and request confirmation of receipt and registration of the submission, as well as its incoming (registration) number. Attach the application as a signed PDF scan, together with the required annexes, combined into a single PDF file. Before sending, ensure that the total size and file formats are acceptable to the relevant authority's mail system. Retain the sent email, together with all attachments, the date and time of sending, as well as any automatic acknowledgements and subsequent correspondence.

5) Simultaneous submission by multiple methods

If the same application is sent to the same authority by several methods, the text of the application and the list of annexes must be identical. Where possible, indicate in the electronic covering correspondence that an identical copy of the application has also been sent by other means, providing relevant details. This will allow the authority to identify that the documents received relate to the same submission.

6) Submission of the application to multiple recipients.

If the introductory part of the application lists several State bodies, the application must be sent separately to each recipient using all available submission methods for that recipient. For each body, separately retain proof of dispatch and receipt, registration numbers, and any subsequent correspondence.



Step No. 9 After submitting the application, keep all confirmations of its registration. If you are given an incoming number, case number, or other identifier for the submission, use it in all subsequent correspondence. If, after confirmed delivery of the application, no acknowledgement of registration is received within a reasonable period, it is advisable to contact the authority again and check: whether the application has been received, whether it has been registered, what number has been assigned to it, which department is handling it, and whether any further documents or information are required. Until consideration of the application is concluded, retain in your possession the full copy of the application, all annexes, and evidence of its dispatch and receipt by each recipient.