

# The Guardianship Service



› How can they help you ?



Federal Public Service  
**Justice**

.be

## When you arrive in Belgium

Are you under the age of 18 and have you arrived in Belgium without your father or mother? You are searching for support and accommodation or you have been stopped by the police, ... If so, the Guardianship Service, which falls within the Federal Department of Justice, will be informed of your presence in Belgium.

The first concern of the Guardianship Service will be to ensure that you have a place to stay. If you do not have a place to stay, the Guardianship Service will ensure that you are taken to a centre where you will be looked after and provided with a bed and food.

If you are living with a family, with friends, or in an centre for asylum seekers, make sure that you give your address and telephone number to the Guardianship Service. This is very important so they can locate you.



## The conditions you must fulfil

In order to get assistance from a guardian, you must:

- › be under the age of 18;
- › be in Belgium without your father or your mother;
- › come from a country outside the European Economic Area <sup>1</sup>;
- › have made an application for asylum or be in Belgium without any residence permit.

In order to understand your plans, the Guardianship Service gathers as much information as possible and may ask to see you.

You can also contact the service yourself.

If you fulfil the conditions, the Guardianship Service will assign you a guardian as quickly as possible.

*1. The countries of the European Economic Area are: Germany, Austria, Belgium, Denmark, Spain, France, Greece, Finland, Ireland, Italy, Luxembourg, the Netherlands, Portugal, the United Kingdom, Sweden, Cyprus, Hungary, Estonia, Poland, the Czech Republic, Slovenia, Latvia, Lithuania, Slovakia, Malta, Romania, Bulgaria, Norway, Iceland, Liechtenstein.*

## Who is the guardian ?

If you stay in Belgium, the guardian is the person who will help you until you reach the age of 18. He is there to support and represent you. He will help you with the administrative or legal procedures at the Foreigners Office, at school, in the accommodation centres, .... He will be there to listen to your questions, your problems and will discuss with you the best decisions to take to carry out your plan.

The guardian will get you in touch with a lawyer, whom you will need to complete any desired administrative and legal procedures. The services of the lawyer are free of charge.

With your agreement and your help, the guardian :

- › will represent you in all legal matters, especially with respect to procedures concerning your stay in Belgium;
- › will build a relationship of trust with you and will visit you regularly;
- › will seek suitable accommodation, will register you for school and ensure that you receive the necessary medical and psychological assistance;

- › will sit down with you to try to find a long-term solution that fits in with your projects;
- › will help you find your parents.

You will receive a letter with the name and contact details of your guardian. Keep it with you at all times, as you will need it every time you deal with the authorities.

The guardian will also receive a letter with your contact details. This will allow the guardian to contact you as quickly as possible. You can also contact your guardian whenever you wish.



## Your opinion is important

If you disagree with your guardian, talk to him about it!

The Guardianship Service is also there to listen to you.

If the conflict cannot be solved, the matter will be brought before the magistrate.

At the end of the guardianship, they will send you a questionnaire. This will allow them to have your opinion on the support you were given.

## When does your guardianship end?

The guardianship ends in each of the following cases:

- › your father or your mother is in Belgium;
- › you reach the age of 18;
- › you leave Belgium;
- › you obtain Belgian nationality;
- › you receive an open-ended residence permit.

## Practical advice

Do not hesitate to get in touch with your guardian or with the Guardianship Service: they are there to help you.



Remember to keep with you the enclosed small card mentioning the contact details of the service and those of your guardian. This is important, as the authorities will need it to contact your guardian.

Respect your appointments with the Guardianship Service, your guardian and the authorities.

If you move or change your telephone number, give your guardian your new contact details.



## Contact

### Guardianship Service

115 boulevard de Waterloo

1000 Brussels

Telephone: 078 15 43 24

Fax: 02 542 70 83

### Your guardian

Name and first name .....

Address .....

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Phone number / Mobile phone .....

E-mail .....

Fax .....

Communication and Documentation Service  
Boulevard de Waterloo 115  
1000 Brussels  
Tél. : 02 542 65 11  
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