



# Practical Interview Guide

For the Verification of the substantive requirements of article 5A of the Greek Citizenship Code



**HELLENIC REPUBLIC**  
Ministry of the Interior



**NATIONAL TRANSPARENCY AUTHORITY**

General Secretariat of Citizenship of the Ministry of the Interior &  
National Transparency Authority/ General Directorate for Integrity &  
Accountability

June 2021



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## WRITING

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This Guide has been drafted in accordance with the directions of NTA Governor, Angelos Binis and the Secretary General of Citizenship, Athanasios Balerbas under the supervision and coordination of the Head of the General Directorate of Integrity and Accountability of the NTA, Maria Konstantinidou.

The Project Team consists of: Stefania-Zographina Dramontani, Head of the Central Directorate of Citizenship of the Ministry of the Interior, Christos Kourtis, Head of the Integrity Policies and Standards Development Department of the Directorate Integrity Policy and Standards of the General Directorate for Integrity and Accountability, and Prodromos Hadjoannidis, official of the same Department.

### **Makis Vouridis, Minister of the Interior**

In the context of the modernisation of the procedure for granting Greek citizenship, which has already been implemented by the Ministry of the Interior, another initiative has been taken to strengthen efforts in this direction.



This is the publication of the Practical Guide to Interviews for the verification of the substantive conditions to be fulfilled (pursuant to Article 5A of the Code of Greek Citizenship) in order to verify the adequacy and validity of the naturalisation for each applicant. This guide constitutes an additional safety net in the system of protection of the procedure for the granting of Greek citizenship that our government is attempting to establish through the overall revision of the legal framework and other legislative initiatives that it has adopted.

It constitutes the roadmap, the basic manual that will assist the staff of the competent department in conducting interviews with candidates, with the aim of ensuring their integrity and accountability, the transparency of the procedure and the handling of any cases of corruption. At the same time, it introduces a common and integrated approach to the parameters necessary for the successful outcome of interviews.

This guide was prepared with the assistance of the National Transparency Authority, which provided its valuable technical expertise in application of the Memorandum of Cooperation it has signed with the General Secretariat for Citizenship of the Ministry of the Interior.

The procedure for granting Greek citizenship will continue to be strengthened and made more effective, ensuring respect for the principles of the rule of law and equality between foreign and native Greek citizens.

### **Angelos Binis, National Transparency Authority Governor**



The Practical Guide to Interviews is another product of the cooperation between the National Transparency Authority and the General Secretariat for Citizenship of the Ministry of the Interior, with the aim of ensuring the integrity of the process and the integrity of the officials who deal with issues related to the acquisition of Greek citizenship, as well as the prevention and combating of cases of fraud and corruption in the areas of competence of the General Secretariat for Citizenship. With this Guide, we aim to

to establish an integrated methodological approach and the application of common standards in the conduct of interviews by three-member teams in order to determine the essential conditions of the applicant for Greek citizenship.

We would like to thank the Minister of the Interior, Mr Makis Voridis, and the Secretary General for Citizenship, Mr Athanasios Balerba, as well as the staff of the General Secretariat for Citizenship, for their excellent and fruitful cooperation in the preparation of this guide. This cooperation is a sign of our commitment to strengthening integrity and preventing fraud, combating corruption and ensuring maximum transparency in the procedures for obtaining Greek citizenship.

### **Athanasios Balerbas, Secretary General of Citizenship, Ministry of Interior**

The close collaboration between the General Secretariat of Citizenship and the National Transparency Authority has been highly productive, particularly in the area of service operations audits and the development of studies and manuals that recommend best practices for the effective management of citizenship issues.

As a result of this collaboration, we have developed proposals that have led to a series of reforms at both the institutional and administrative levels. In this context, we have drafted a practical guide for interviews to ascertain substantive conditions for the naturalisation of foreign nationals.



This Guide provides Citizenship Officers with a valuable resource to ensure the successful and efficient outcome of their work. Its implementation fosters objectivity, strict compliance with the institutional framework and respect for the citizen, thereby contributing to the achievement of our strategic goal as a government to manage citizenship issues in a fair, objective and effective manner.



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## Introduction

### Why was the Guide created?

Within the framework of the Memorandum of Cooperation between the Ministry of the Interior and the National Transparency Authority (NTA), dated 21 December 2000, it was agreed that an interview guide would be drafted. The NTA will provide technical expertise to support the work of the three-member team conducting the interviews. This will involve establishing the link between the essential conditions for acquiring citizenship through naturalisation and the person applying for naturalisation.

The Guide is designed both as a practical list of points to be considered during the interview process and as a guide to support the work of the three-member teams in conducting interviews. It has been prepared to ensure the integrity and accountability of officials dealing with matters relating to the acquisition of Greek citizenship and to prevent and deal with cases of corruption and fraud. In addition, the guide is designed in accordance with the legislation in force and at the same time offers a practical approach that can be applied in the daily tasks of the three-member interview teams of the General Secretariat for Citizenship. It also proposes a common and integrated approach to the application of common templates by each three-member team to establish the existence of the substantive conditions for each applicant.

## What does it include?

The Guide promotes a structured interview method which guides the members of the three-member interview teams through the steps of (a) preparing for the face-to-face interview with the applicant and the foreign national to ascertain the fulfilment of the substantive conditions (Section 1), (b) initiating the interview and gathering information (Section 2), (c) conducting the interview (Section 3), including guidelines on the substantive examination of the application for naturalisation to be explored during the interview (Section 4), and concluding the interview (Section 5), (d) the conclusion of the interview and the action to be taken (section 5). In addition, Annex I contains a detailed guide of questions for the assessment of the substantive conditions for the economic and social integration of the foreigner applying for Greek citizenship and Annex II presents in detail the legal framework governing Greek citizenship.

## How was it created?

The Guide was drafted by the staff of the Integrity Policies and Standards Development Department of the Directorate Integrity Policy and Standards of the General Directorate for Integrity and Accountability of the National Transparency Authority, in cooperation with the Central Directorate for Citizenship of the General Secretariat for Citizenship of the Ministry of the Interior. Subsequently, the Guide was approved by the NTA Governor and the Secretary General of Citizenship. It should be noted that it is the result of a collaborative effort and reflects international best practice in the field of administrative interviews.

## To whom is it addressed?

This Guide has been developed with the primary objective of providing support to the three-member teams responsible for conducting interviews to ascertain the substantive requirements set out in Article 5A of the Code of Greek Citizenship (Code of Greek Citizenship) (Law No. 3284/2004 (A' 217)), as amended and in force. Furthermore, it serves as a tool for self-assessment and monitoring the work of these groups. It is anticipated that this guidance will be beneficial to both new members of the Group, providing additional support, and to more experienced members, serving as a reminder of their responsibilities. In particular, in accordance with paragraph 1. 6 of Article 7 (naturalisation procedures) of the aforementioned law states that the Regional Directorate of Citizenship must investigate the concurrence of the requirements of article 5A, paragraphs c' and d' of the same law (political, economic and social integration of the foreigner). This investigation will take the form of an interview with the applicant, with the aim of establishing their adequate integration in the economic and social life of the country and the possibility of their participation in it as a citizen.

It should be noted that the interview is conducted by three officials of university and technological education from the General Secretariat for Citizenship, who have at least five years' experience as rapporteurs. Following this, the applicant's overall assessment is carried out and a reasoned recommendation is drawn up for the acceptance or rejection of the application for naturalisation. Should the application be rejected, the applicant may challenge this decision by submitting an annulment application to the local Administrative Court of Appeal. It is important to note that the three-member group must clearly and specifically outline the criteria used to assess the applicant's suitability, as this will form the basis for the Ministry of the Interior's registration decision.

## How should it be used?

The Guide is structured on three levels, which are interconnected. The first level comprises a checklist of items to be evaluated during the interview to ascertain the applicant's suitability in terms of the substantive conditions for economic and social Integration in the applicant country. The catalogue offers a quick overview of the most important elements of each stage, from the preparation for the interview with the applicant to its completion and the time devoted to self-assessment and reflection by the members of the three-member interview team. The second level comprises brief instructions, which explain each item on the list and provide additional information. The third level comprises a standard questionnaire designed to assess the applicant's essential conditions for economic and social integration in the context of the country in question. The levels are linked interactively through hyperlinks, which enhance the practical usefulness of the manual when used electronically.

## How does the Guide relate to national legislation and practice?

The Guide supports the work of the three-member interview team by suggesting best practices for conducting an effective and fair interview, based on the verification of compliance with the essential requirements of Article 5A of the Greek Citizenship Code, as amended and in force. It should be noted that the main purpose of the three-member groups must be the objective and correct assessment, in accordance with the framework established by the law, of compliance with the above conditions. Specifically, the individual objectives of the three-member teams must be the following:

- ✓ To ensure maximum transparency.
- ✓ The proper functioning of the three-member team, in accordance with the rules of the Code of Administrative Procedure and the application of the principles of good administration.
- ✓ The establishment of a single framework for the way in which examinations and assessments are carried out, so that the basic objective is achieved.
- ✓ Providing information (briefing) to interested parties on the operation and competence of the three-member team.

Annex II of the Manual describes in detail the legal framework on the basis of which the conditions for naturalisation have been defined.

## In addition to the guide, what other tools are planned as part of the cooperation between the General Secretariat for Citizenship and the National Transparency Authority?

In the framework of the cooperation between the General Secretariat for Citizenship of the Ministry of the Interior and the National Transparency Authority, the implementation of seven (7) actions to strengthen integrity and prevent corruption cases was planned, including the preparation of this guide. The remaining six actions are detailed below:

a) conducting, in real time, preventive spot checks by NTA Inspector-Auditors teams in the examinations for the Certificate of Proficiency for naturalisation (C.P.N.), b) the preparation of the specific manual for conducting audits on the citizenship examination process, c) the preparation of a risk management report on the procedure of C.P.N. examinations, (d) the drafting of a Code of Ethics for the General Secretariat for Citizenship (e) the design of a mechanism for the detection of incidents of corruption and fraud; and (f) the conduct of training seminars for the officials of General Secretariat for Citizenship by the NTA on the subjects covered by the above actions. This Guide is part of the same framework and is considered complementary to the other actions to strengthen integrity and prevent fraud incidents.



## List of key interview points (checklist)

### Section 1: Preparing for the Interview

[Importance of preparation](#)



[Familiarity with the case](#)



[Collect information about the case in question](#)



[Read the case file information](#)



[Consult the available databases](#)



[Collect information about the applicant's country of origin](#)



[Evaluate the information about the length of residence in Greece](#)



[Define the Substantive Facts](#)



[Consult the relevant instructions](#)



[Consult the relevant instructions](#)



[Prepare yourself psychologically](#)



[Draw up a plan for examining the case on the basis of a theme or structure](#)



<a href="#"><b>Settlement of practical issues</b></a>	<input checked="" type="checkbox"/>
<a href="#">Appointment of suitable members to the relevant three-member interview team</a>	<input checked="" type="checkbox"/>
<a href="#">Organisation of the members of three-member interview team</a>	<input checked="" type="checkbox"/>
<a href="#">Call for interview of the applicant for naturalisation</a>	<input checked="" type="checkbox"/>
<a href="#">Keeping of minutes</a>	<input checked="" type="checkbox"/>
<a href="#">Room layout</a>	<input type="checkbox"/>
<a href="#">Security issues</a>	<input checked="" type="checkbox"/>
<a href="#">Video conferencing as an alternative method of meeting</a>	<input checked="" type="checkbox"/>

## Section 2: Starting the Interview

### **Establish and maintain a climate of mutual trust with the respondent**



Demonstrate professionalism



Put the applicant at the centre of the discussion



Use the appropriate tone and “body language”



### **Identify the applicant's details**



### **Welcome and start the discussion**



Welcome the candidate professionally and describe the roles of those in the room.



Ask the applicant about any special needs they may have



Encourage the applicant to report any difficulties in communication and/or understanding of the Greek language



### **Clarify any questions the applicant may have**



Explain the purpose of the interview



Provide information on the context and structure of the interview



Provide information on the confidentiality of the information



Provide information on the applicant's obligation to cooperate with the members of the three - member team



[Provide information on how to keep the minutes of the interview](#)



[Provide information on the reasoned contribution of the assessment of the application for naturalisation](#)





## Module 3: Conducting the Interview

### **Behavior**



Neutrality



Non- judgmental attitude



Avoiding misunderstandings due to assumptions or assessments related to the applicant's culture



### **Manage the interview process**



Coordinate to the dialogue



### **Free narration**



Introduce free narration



Ascertain the applicant's proficiency in the Greek language



Encourage the applicant by listening carefully



### **Deeper investigation phase**



Guidance



Confirm your understanding of the subject at hand



### **Interview techniques and types of questions**



Ask simple questions



[Use open-ended questions](#)



[Use the closed-ended questions in an appropriate way](#)



[Use clarifications or rephrasing questions](#)



[Ask the right questions in an appropriate and fair way](#)



[Ask questions appropriate to the applicant's skills and level of education](#)



[Opportunity to clarify the contradictions](#)



## Section 4: Verification that the applicant's substantive conditions are met

Collect information on the verification of applicant's economic and social integration

Ask questions about the applicant's social integration into the country's life

Ask questions about applicant's economic integration into the country's life

**Request and examine documentation on the applicant's activities that certify that the substantive conditions for social and economic integration are met**

Request and review documentation on the applicant's smooth social integration

Request and examine evidence of the applicant's blood relationship and relationship by affinity with a Greek citizen

Request and examine evidence of the applicant's continuous residence in the country

Request and examine evidence for the applicant's attendance at a Greek educational institution

Request and examine evidence of the applicant's vocational training

Request and examine evidence of the applicant's participation in social activities

Request and examine evidence of the applicant's participation in public or charitable activities

Request and examine evidence of the applicant's participation in social organisations or collective bodies whose members are Greek citizens

Request and examine evidence of the applicant's membership of political associations and unions

**Request and examine documentation on the applicant's smooth financial integration**



Request and examine evidence of the applicant sufficient income and the sources of its origin



Request and examine evidence of the applicant's ownership rights in immovable property in Greece



Request and examine evidence of the applicant's financial condition in Greece



Request and examine evidence for the required number of years on the basis of which the applicant is obliged to declare their income



Request and examine evidence of the applicant's tax and social security obligations



**If you consider it necessary, explore the possibility of taking into account other factors relating to the applicant's economic and social integration**



## Section 5: Completing the interview

Make sure that the interview covered all important aspects of the substantive conditions

Summarise all the necessary conditions mentioned by the applicant and ask if the summary is accurate

Ask the candidate if they would like to add any other information that was omitted during the interview

Re-verify that the applicant has a minimum level of (a) integration into the economic and social life of the country and (b) active and meaningful participation in the political life of the country

In the assessment process, consider the specific attributes and diverse learning potential of each applicant

Customize the investigation of the substantive conditions to the individual applicant based on the regional local characteristics

Consider the pertinent factual data of the applicant to assess the fulfillment of the substantive conditions

Drafting of minutes with explicit and specific justification of the evaluation criteria

Inform the applicant about the next steps of the procedure

How the applicant will be informed of the decision on the granting of naturalisation

Who makes the decision to grant naturalisation

Right to appeal against the rejection of the application

[If circumstances allow, give the applicant the opportunity to provide feedback on the interview report](#)



[Give the applicant the opportunity to ask questions](#)



[Actions after the interview: analysis of the interview](#)



[Evaluation of the interview](#)



[Self-evaluation and reflection](#)



# Section 1: Preparation

Preparation and planning is one of the most important stages of an effective interview. The success of the interview, and therefore the effective examination of the substantive conditions by the three-member team, depends directly on it.

## Importance of preparation

Effective preparation is essential for a successful interview, ensuring that the interview is conducted in an effective manner and that the right questions are asked. Insufficient preparation results in wasted time and inappropriate questions, necessitating a follow-up interview.

It is advisable to familiarize the moderator and the other two members of the interview team with the details of the case in question in advance. This will help to ensure a well-designed interview, as the review of existing material will identify any issues that need to be addressed before the interview can begin.

At the preparation stage, it will be necessary to assess the length of the interview, ensuring that sufficient time is allowed for the main subject of the audit and the essential conditions to ensure a successful outcome of the interview.



## Familiarity with the case

### *Collect information about the case in question*

#### Read the case file information

If the applicant's file is not available, it must be requested by the competent Regional Directorate of Citizenship, which will verify, through the competent rapporteur, the completeness of the file with regard to the supporting documents referred to in Article 6 of the Greek Citizenship Code. In particular, the competent members of the interview team must, examine the application form, the identity documents, the valid legal residence permit, the Certificate of Proficiency for Naturalisation (C.P.N.), the original birth certificate, legally certified and officially translated, the financial statements or administrative tax assessment transactions corresponding to the years of previous legal residence in the country, the social security registration number (S.S.R.N.), the electronic fee for the application for naturalisation, the authorisation of

the applicant to the competent department for the collection, processing and transmission of his/her personal data within the competent body, exclusively for the purposes of examining his/her application, any written statement, the results of the disability test, including medical reports, if any, and any other available information.

It should be noted that those supporting documents are not exhaustively listed and are not binding on the judgement of the three-member team.

#### **Consult the available databases**

The information held in the available databases or electronic systems may be crucial for the assessment of the application. In particular, additional information or documents concerning the applicant's identity, nationality, family status, personal circumstances and immigration history may be accessible in these systems.

#### **Collect information about the applicant's country of origin**

Examining the applicant's birth certificate or other equivalent certificate provided for by the legislation of the country of first citizenship, in order to determine the country of first citizenship. If a foreign national is granted international protection as a refugee, enjoys subsidiary protection status or is stateless and is unable to provide a birth certificate, it is sufficient to examine, respectively, the certificate of refugee status, subsidiary protection status or the stateless person card concerned. If the foreign national was born in Greece, the birth certificate is sufficient.

### ***Evaluate the information about the length of residence in Greece***

Please find information on the reasons and arrival time of the applicant for naturalisation in Greece, as well as his/her place of residence in time, upon arrival. Any family ties in the broad sense of the applicant with a Greek citizen, whether or not they reside in his/her own house, and the existence of other property rights in the country provide important information on the degree of permanent residence in the country.

#### ***Define the Substantive Facts***

Depending on the information already available, the relevant members of the interview team should try to identify the substantive facts during the interview. The substantive facts are those related to the applicant's smooth integration into civil and economic life, as well as the possibility of active and substantial participation in the political life of the country, with respect for the fundamental values that govern it. The members of the three-member team should be free of prejudice and should be aware that new facts may emerge in the course of the procedure.

For more information on substantive facts go to Section 4.

#### ***Consult the relevant instructions***

After the members of the competent interview team have examined the material of the case, it is necessary to define the substantive facts which confirm the applicant's economic and social integration into the life of the country within the framework of the legislation and law in force. In each case,



the members of the team should refer to all the relevant legal provisions, as well as to specific circulars issued by the General Secretariat for Citizenship.

### ***Prepare yourself psychologically***

The relevant members of the team, before conducting the interview, should be prepared psychologically, taking into account that the verification of the fulfilment of the substantive conditions for naturalisation must be examined on the basis of facts and that it should not be influenced by their behaviours, thoughts or biases, which are relevant to the case at hand and which may affect their objectivity.

### ***Draw up a plan for examining the case on the basis of a theme or structure***

As a good practice, it is suggested to draw up an information note reflecting the essential facts of a naturalisation case, based on the information already available, so that it can be consulted during the interview. In addition, a plan for examining the case is recommended on the basis of a thematic or logical structure, which may prove useful for drafting the relevant recommendation to the Minister of the Interior/Secretary-General for Citizenship. On the other hand, the prior preparation of a long and exhaustive set of questions may make it difficult for the interview to flow and therefore prove ineffective.

In addition, prior to the interview of the applicant, he must submit a declaration referred to in Article 8 of Law v.1599/1986, drafted in an appropriate manner stating the information attesting that the substantive requirements have been met, in order to: (a) orient the three-member team on the questions to be submitted to the applicant and (b) to ask the candidate and the corresponding supporting documents. However, the three-member team. However, the Group of Three may, at its discretion, request additional supporting documentation when asking questions of the applicant.

## **Settlement of practical issues**

It is the responsibility of the Interview Team to ensure that all practical issues are resolved in order to create an appropriate environment for the smooth conduct of the interview on the appointed day and time. It should be noted that an appropriate environment is essential for the collection of relevant information, which is necessary for the making of correct and fair decisions.

### ***Appointment of suitable members to the relevant three-member interview team***

The main purpose of the three-member interview team is to make an objective and accurate assessment in accordance with the law on whether the substantive requirements of Article 5A of the Code of Greek Citizenship have been met. To achieve this objective, a Code of Ethics and Conduct for the General Secretariat for Citizenship was drafted in accordance with the Memorandum of Cooperation between the National Transparency Authority and the Ministry of the Interior. This was done with the aim of fostering a culture of integrity among the Secretariat's staff. It should be noted that the interview to establish whether the applicant meets the substantive conditions will be conducted by three (3)

officials of the General Secretariat for Citizenship, who have at least five years' experience as rapporteurs. It is important to ensure that each member of the three-member interview team:

- is not allowed to ask questions about the applicant's political-philosophical beliefs or preferences
- ensure that questions leading to the disclosure of political behaviour are avoided
- does not take into account the Voluntary expression and disclosure of political views
- he/she must have a basic knowledge of the subject he/she is examining and know very well the questions he/she is going to ask.
- demonstrates exemplary behaviour
- protects confidential information
- maintain a suitable and safe workplace
- dresses decently and demonstrates professionalism
- apply the body of laws, rules and regulations
- develop an appropriate climate of trust with the applicant-interviewee (rapport)
- is professionally competent and regularly trained
- is characterised by honesty and negligence
- is neutral and accurately records the respondent's answers
- remains objective
- it has the ethos
- establishes and protects the integrity
- provide true and accurate reports
- treat the respondent with due respect
- is diligent
- does not knowingly cause any harm.

### ***Organisation of the members of the three - member interview team***

Good cooperation and coordination among the members of the interview team is considered particularly important for the correct verification of the applicant's fulfilment of the substantive conditions. Both before and during the interview, team members should be aware of their roles and responsibilities in order to achieve a fair and equitable division of labour. They should also have agreed before the interview who will ask the questions, who will take the minutes and who will check that all the questions have been asked.

It is appropriate for one of the team members to act as the moderator of the interview. During the interview, this member may be replaced by another, but it is preferable that this is planned at the outset, otherwise it should be clearly communicated when it happens.

The moderator of the three-member team and of the interview should ensure that the full set of questions has been asked and that all areas of the examination of the application form have been covered, as well as ensuring that any comments or additional questions from the team members have been listened to and answered. The member appointed to record the answers and keep the minutes of the interview should inform the other members if additional time is needed for recording.

It is also necessary to decide on the roles that the members of the three-member team will play in the interview process and how their responsibilities will be divided. As a rule of thumb, it could be decided that one member will focus on the interviewee and ask questions, while the other member will concentrate on taking minutes, checking the plan to ensure that all important issues have been covered and contributing with additional questions if necessary. It should be noted that taking minutes by someone other than the person asking the questions is an important and crucial part of the interview.

### ***Call for interview of the applicant for naturalisation***

If it is established that the applicant is a permanent and legal resident of the country, the Regional Directorate of Citizenship will invite him/her for an interview before the three-member team. The Regional Directorate is responsible for ensuring that, along with the invitation to the interview, the form for the solemn declaration referred to in Article 8 of Law 1599/1986 is provided, in which the applicant is informed of the essential requirements. In order to be eligible to apply, any legal entity that believes it meets the substantive conditions must fulfil the following requirements and indicate whether it consents or declines to have its personal data processed.

### ***Keeping of minutes***

In order to process the information and data obtained from the interview, it is considered necessary to properly record and document all the answers received. The final stage consists of interpreting and analysing the responses in comparison with the Guidelines for the integration of the applicant into the economic and social life of the country, by adopting the economic and social criteria defined as presumptions of economic and social integration into the content of Decision 29845/16.04.2021, as amended by Ministerial Order 58050/05.08.2021.

The finding that the applicant fulfils the substantive conditions must be sufficiently substantiated by a specific statement of reasons, which will be taken from the minutes of the three-member team. It should be emphasised that the interview will be conducted solely on the basis of the candidate's knowledge of the issues relevant to the substantive requirements, irrespective of his or her personal opinion, which may in no way influence the judgement of the relevant panel, which will carry out its duties impartially and objectively, providing sufficient evidence to support its views.

As a first step, a member of the designated three-member team should document the individuals who participated in the interview, along with the location, date, and time of the interview. It is also advisable to record their contact details in case further information or clarification of the responses provided during the interview is necessary.

Taking notes is the only tangible conclusion that can be drawn from an interview. It is therefore considered very important that they are properly observed and it is therefore advisable to record everything that is said during the interview. As mentioned above, all members of the team should ask questions and a designated member should record the interviewee's answers. Immediately after the interview, it is recommended that the member of the

team who recorded the interview makes notes and a transcript of the interview, categorising the answers into sections/categories. The moderator will then check the text of the minutes and add any information or explanations that he/she feels have not been recorded or have been recorded incorrectly.

In addition, in order to facilitate documentation, the three-member team is given the opportunity to use the method of transcribing the meetings in the context of the interview for the preparation of its minutes.

### ***Room layout***

For reasons of confidentiality, the interview is personal. The relevant members of the three-member team should check beforehand the suitability of the room in which the interview will take place and the layout of the seating to facilitate communication between the interview team and the interviewee.

The interviewer should also check the operation of any equipment used to record the interview.

### ***Security issues***

If the analysis of the pre-screening information indicates that the applicant has a history of violence or other security issues, the relevant three-member team should take the necessary protective measures. Good practice includes the specialisation of security personnel to carry out a full search of the applicant on arrival and to ensure the presence of a colleague throughout the interview.

Finally, the tripartite team should be fully briefed on evacuation procedures in the event of a fire or other emergency during the interview.



### ***Video conferencing as an alternative meeting method***

According to par. 13 of Article 14 of the Code of Administrative Procedure (Law 2690/1999) in force, it is established that collective bodies may also meet using electronic means (videoconferencing). The Ministry of the Interior promotes the use of videoconferencing as an alternative method of meeting in order to facilitate the smooth operation of the three-member interview team. Furthermore, it should be noted that the method of multi-conference, i.e. teleconferencing with the physical presence of the three-member interview team at their workplace, may be used. In particular, the interview with the foreign candidate will be held at the relevant department of the Region, while the members of the team, for whom transfer is required, will attend and participate in the proceedings of the meeting from meeting rooms in the corresponding region.

Please note that remote interviews conducted online can be recorded. It is considered to be more useful than a physical interview environment. It is recommended that the live recording of the interview is presented to the respondent /interviewee in a simple way, pointing out that it is more convenient than taking written notes and indicating that all participants (including the respondent) can later receive a copy of the audio recording. In such cases, it is rare for the respondent to disagree.

## Section 2: Starting the Interview

Members of the interview team should behave in a professional manner and provide the applicant with adequate and clear information about the interview process and purpose in a simple and understandable manner.

### Establish and maintain a climate of mutual trust with the respondent

The objective of the relevant three - member team during the personal interview is to collect accurate and reliable documentation concerning the applicant's economic and social integration in the country. The manner in which the moderator oversees the interpersonal interviewing process can have a significant impact on both the quality and quantity of the evidence collected. To achieve this, sufficient time should be invested in developing a good communication climate in which all participants feel safe and interact in a positive way. This positive atmosphere will help to relax and reduce feelings of anxiety, nervousness or suspicion on the part of the participant, encouraging them to express themselves freely. It is the responsibility of the moderator to establish a climate of trust. It is also important to encourage the applicant to participate in the dialogue. This is achieved by understanding and actively listening to by the moderator. The verbal and non-verbal messages from the moderator should make it clear to the applicant that he /she is the focus of the process.

The moderator must also adapt his or her mode of communication to the needs of the applicant. In practice, this means using appropriate words and phrases, providing information in a way that is understandable to the applicant, understanding the messages of non-verbal communication and taking into account cross-cultural parameters. Furthermore, by clarifying the roles of each participant, as well as all the steps and actions of the process, the moderator of the three - member team can reduce the applicant's feelings of tension and anxiety.

### *Demonstrate professionalism*

An important aspect of the decision-making process for determining whether the applicant meets the substantive conditions is the adoption of an objective and impartial attitude by the members of the team, which ensures that the facts and circumstances surrounding the application are accurately documented. The personal interview is the basis for establishing these facts. It should therefore be guided by the basic principles of respect, fairness and objectivity. In addition, adhering to basic communication principles such as flexibility, patience, calmness and consideration will help to create a good communication environment, which is the basis for obtaining all the necessary information.

In addition, the management of emotions by team members and the applicant is considered to be of paramount importance. In particular, team members should recognise and accept the emotions that arise during the interview and maintain a balance between empathy and avoiding personal emotional attachment to the applicant.

### ***Put the applicant at the center of the discussion***

It is the responsibility of the Team Coordinator to ensure that the applicant is aware that they are the focus of the interview. This can be achieved by demonstrating the mo competence, understanding, interest and willingness to listen to the applicant.

### ***Use the appropriate tone and 'body language'***

When conducting interviews with applicants who come from different countries, it is important for interviewers to be aware of the cultural differences in non-verbal communication. It is also advisable for team members to monitor their own “body language” to ensure they do not give the impression of indifference or aggression. Additionally, they can utilise their knowledge of non-verbal signals to facilitate communication with the applicant during the interview.

## **Identify the applicant's details**

Upon the applicant's arrival at the interview room, the moderator of the three-member team should verify the applicant's documents to confirm their presence at the interview (date and time). The applicant's documents must include a valid foreign passport or other proof of identity. In cases where the applicant is unable to hold a passport, the residence permit issued to applicants unable to hold a passport shall be acceptable.

## **Welcome and start the discussion**

***Welcome the candidate professionally and describe the roles of those in the room.***The interview process is often unfamiliar to applicants, who may not fully understand its purpose or the roles of the team members present. It is therefore important for interviewers to welcome applicants professionally, introduce them to all team members and explain their respective roles in the interview.

### ***Ask the applicant about any special needs they may have***

In the initial stage of the interview, it is the responsibility of the team’s moderator to ascertain whether the applicant is able to participate fully in the process. This should be done by asking the applicant if they have any health issues or other considerations that may affect their ability to engage in the interview. Furthermore, the applicant should be encouraged to disclose any communication difficulties and/or an inability to understand the Greek language, which should be taken into account during the interview.

### ***Encourage the applicant to report any difficulties in communication and/or understanding of the Greek language.***

The moderator of the three-member team should encourage the applicant to highlight any potential communication or comprehension issues that may arise during the interview. The words and phrases to be used by the moderator must be adapted to the specific individual characteristics of the applicant, s such as age, gender, education, and cultural background. This is crucial for the success of the interview and to ensure the applicant's rights are protected. It should be noted that the three – member team is invited to examine whether the substantive conditions for the applicant's economic and social integration into the country's life are met. Furthermore, the applicant's language abilities will be evaluated throughout the interview. It is evident that this criterion is of significant importance in demonstrating the applicant's ability to adapt to Greek reality, since it is the basis both for their integration into Greek life and for their ability to participate effectively in the country's political life.

### **Clarify any questions the applicant may have**

The Ministry of the Interior and the relevant authorities are responsible for informing interested parties about the conditions and procedures for acquiring Greek citizenship, as well as the substantive conditions that must be fulfilled for the approval of their application. This information is to be updated regularly and made available in a variety of formats, including leaflets, online materials on the relevant websites, and other suitable channels.

Furthermore, at the beginning of the interview, the Team Moderator should provide the applicant with the necessary information to enable them to understand the interview process. However, providing too much information may confuse the applicant. Finally, the interviewer should tailor the information provided to each applicant.

### ***Explain the purpose of the interview***

The moderator of the three – member team should explain the purpose of the interview to the applicant. It is important to clarify that the relevant three – member team should gather as much reliable evidence as possible to ascertain whether the substantive conditions for economic and social integration in the country have been met, in line with paragraphs, 1 and 2 of Article 5A, of the Code of Greek Citizenship, as amended and in force.

### ***Provide information on the context and structure of the interview***

The moderator should provide the applicant with a clear overview of the interview structure, including the types of questions that will be asked to assess the applicant's ability to integrate smoothly into the economic, social and political life of the country. The applicant will then be given the opportunity to correct or clarify any information provided to the Citizenship Department of the Ministry of the Interior of their place of residence at the time of submitting their citizenship documents. Furthermore, the applicant will be able to provide a detailed account of how they have integrated economically and socially into the country's life,



at their own pace, without interruption. The competent team member may then pose more specific questions about particular elements of the combination of the substantive conditions of Article 5A of the Code of the Greek Citizenship.

### ***Provide information on the confidentiality of the information***

The moderator should take into account that the applicant may have serious reasons for not disclosing certain information if he/she believes that it will not remain confidential. For this reason, the candidate will be clearly informed by the three – member team moderator about the purpose of the processing of his/her personal data and which personal data will be processed. It should be noted that data from which sensitive personal data (e.g. member cards of a religious organisation or a political association) are not requested by the three – member team, but which are provided voluntarily, will not be processed.

The processing of personal data requires the applicant's consent, which must be given to the three – member team before the processing begins or at the latest at the beginning of the processing (and never afterwards).

For this reason, the rapporteur shall ensure that the form of the declaration referred to in Article 8 of Law 1599/1986 is sent together with the invitation to the meeting, in which the applicant is informed of the essential requirements that they must meet and of the possibility to submit, in their opinion, any supporting document proving that they meet the essential requirements, while at the same time giving their consent to the processing of their personal data. The minutes of the three-member group must clearly indicate both the prior information and the candidate's consent.

### ***Provide information on the applicant's obligation to cooperate with the members of the three - member team***

The three – member team moderator should inform the applicant that the provision of accurate and reliable information is essential for making an objective and accurate assessment of whether the substantive conditions of Article 5A of the Greek Citizenship Code have been met. The applicant should then be advised of their obligation to provide honest, clear and reliable information. It is also important to note that if the applicant knowingly provides false information, they may be subject to negative consequences. If they do not know the answer to any or all of the questions, they should indicate this without attempting to insist on an answer.

### ***Provide information on how to keep the minutes of the interview***

Adequate documentation of the applicant's economic and social integration into the country's life, with a specific justification, must be derived from the minutes of the three-member interviewing team of the relevant Region.

***Please provide information on the reasoned contribution of the assessment of the application for naturalisation***

The moderator of the three-member team should inform the applicant of the practical steps involved in the recommendation for acceptance or rejection of their application for naturalisation. This recommendation will be drawn up after the interview has been completed and a full assessment has been made.





## Section 3: Conducting the Interview

### Behavior

#### ***Neutrality***

The moderator and the other members of the three - member team must maintain a neutral attitude when conducting the interview with the candidate. In particular, the moderator must endeavor to be as objective and clear as possible, i.e. not to be influenced by other similar cases or by their personal beliefs and opinions.

#### ***Non-judgmental attitude***

The moderator of the interview should maintain an appropriate tone and avoid being judgmental. Their approach and reaction to the applicant should be impartial and inquiring, even in cases where there are indications of discrepancies, false documents or concerning aspects of the applicant's economic, social and political integration into the country, which could lead to their exclusion.

## ***Avoiding misunderstandings due to assumptions and assessments related to the applicant's culture***

It is of particular importance that members of the relevant three-member team are aware of the cultural background of the applicant when conducting the interview. In particular, the moderator should be aware of the potential pitfalls of stereotyping and should not assume that all individuals perceive the world in their own way, nor that their perceptions are necessarily correct. This is due to the different cultural traditions between the interviewer and the interviewee. It is therefore important for the moderator to be aware of how their own cultural background influences their interpretation of the relevant facts, in order to ensure a constructive and productive interview.

## **Manage the interview process**

### ***Coordinate the dialogue***

It is moderator's responsibility to guide the applicant towards the full investigation of the substantive conditions of their economic, social and political integration into the life of the country. As an aid to this process, the coordinator could follow a plan to deal with the case on the basis of a logical, chronological or thematic structure, while maintaining a certain degree of flexibility.

## **Free narration**

### ***Introduce free narration***

The objective of the free narration is to obtain as much reliable information as possible and to give the applicant the opportunity to present evidence of the existence of the substantive conditions relating to their person, while at the same time explaining the reasons why they have applied for naturalisation. The moderator should ask the applicant to explain the reasons for their application and to provide evidence of their economic, social and political integration into the life of the country.

In most cases, a significant amount of reliable information is obtained through the free storytelling, which can be explored further in the interview. In order not to interrupt the applicant's free narrative, the moderator can make a note of some elements that they would like to come back to at the end of the interview. The candidate should also be reminded to provide as many details as possible that may prove useful or relevant to their application.

However, while recognising that there are limits to recall and that memory processes vary from person to person and are influenced by various factors, including age and level of education, the moderator should have reasonable expectations about the amount and quality of information that can be obtained about the essential facts.

### ***Ascertain the applicant's proficiency in the Greek language***

The purpose of the interview is to assess the candidate's oral comprehension and communication skills, based on the questions asked by the three-member team and the candidate's answers. In general, it is positive if the candidate is able to develop views, describe and narrate, even if there are syntactical errors. On the other hand, it is negative if the candidate answers with one word or does not answer at all, not only because of ignorance, but also because it is impossible to understand the question.

### ***Encourage the applicant by listening carefully***

It is the responsibility of the moderator to prompt the applicant to provide a detailed and coherent storytelling of their cultural and economic integration in the country. It is important to use short, neutral phrases such as 'Mm', 'Yes', or 'OK' to demonstrate to the applicant that they are being actively listened to throughout the interview. By using these phrases, the moderator encourages the applicant to continue their narrative, thus facilitating a productive dialogue. The moderator's synoptic repetition of certain parts of the applicant's storytelling may be effective both in 'refreshing' the applicant's memory and maintaining focus on the most important issues, without disrupting the storytelling.

Some applicants may find it challenging to speak freely. In such instances, it would be advisable for the moderator to adopt a more proactive attitude and pose more targeted questions, beginning with an introduction for each topic and utilising open-ended questions. Furthermore, the moderator should allow the applicant sufficient time to concentrate and provide concrete facts.

In case the applicant deviates from the subject matter, the moderator should redirect the discussion to the key issues relevant to establishing the ascertainment of the substantive conditions. For instance, the moderator could interrupt the storytelling to ascertain whether there is a rationale behind for the applicant to raise these issues. Subsequently, the moderator could request the applicant to resume the storytelling from the point where the conversation had been interrupted. In addition to the aforementioned case, it is advisable not to interrupt the applicant in their storytelling and to allow them sufficient time to reach the desired point.

## **Deeper investigation phase**

The moderator of the three-member team should focus on the main points of the candidate's storytelling and ask questions about them, examining each aspect of their economic, social and political integration into the life of the country in a consistent way. It should also focus on the main issues and then move on to explore sub-issues, so that there is a coherence and flow to the discussion. The use of this method of structuring the interview will ensure that all important elements are covered in order to verify the fulfilment of the essential requirements for the applicant's naturalisation. It is also considered important that the moderator remains flexible and asks questions based on new information provided by the applicant.

## ***Guidance***

The moderator should always provide an introduction to the broader context of the topic under discussion before moving on to more open-ended or focused questions. The introduction to the topic helps the applicant to stay on track, while at the same time allowing the interviewer to maintain an appropriate focus in the interview and to elicit important information with a minimum of questions.

### ***Confirm your understanding of the subject at hand***

During the interview, the moderator should make sure that he has correctly understood what the applicant has said and ask the applicant to repeat the main statements. For example, he could repeat the applicant's replies as regards the main elements of his application and ask him to confirm that he has understood them well.

## **Interview techniques and types of questions**

The success of an interview depends on the ability of the three-member team moderator to elicit truthful and reliable information from the interviewee. In practice, this is not so much a matter of verbal wording as of persuasion. The use of appropriate questions is an effective way to persuade the applicant to answer truthfully.

### ***Ask simple questions***

The complexity of the language used by the moderator and the way they phrase the questions can lead to inaccurate conclusions. Interview questions should be clear, straightforward, and tailored to the candidate's specific characteristics. Multiple questions should be avoided.

### ***Use open-ended questions***

The moderator should use open-ended questions to ask the applicant to describe the critical facts that demonstrate their ability to meet the criteria for integration into the country's economic, social and political life. It therefore encourages the applicant to provide as much information as possible. The objective of the questions is to provide the applicant with an opportunity to express their views freely and in detail on each topic. This type of question enables the applicant to express their views in their own words, which is considered to be a more effective method for obtaining quantitative information. Open-ended questions typically begin with words such as "how," "why," or phrases like "tell me," "explain," or "please describe", etc.

### ***Use the closed-ended questions in an appropriate way***

The objective of closed – ended questions is to elicit precise, well-defined responses that can be readily classified. The responses to this type of question are either a simple 'yes' or 'no', or they can take the form of a summary of information or a selection of certain alternatives. Key words/phrases of closed – ended questions are: "when", "if", "how much" and "what".

Although the moderator relies mainly on open-ended questions, they may use closed-ended questions to make sure that they have understood what the applicant has said or to obtain specific information. However, the moderator must be particularly careful because a closed – ended question asked at the wrong time or misused can disrupt the flow of the interview. It is therefore recommended that closed - ended questions are avoided during the flow of a discussion or free storytelling. If there are too many closed - ended questions in a row, the applicant may feel that they are being interrogated rather than given the opportunity to explain his/her request in detail.

### ***Use clarification or rephrasing questions***

Often additional questions are needed to clarify and specify the answers received by the moderator. If the answers received are unclear, then the moderator should ask further questions to ensure that they receives specific rather than vague answers. Stochastic questions or, alternatively, rephrasing questions reflect the respondent's own comments and are used to handle contradictions. Clarifying and rephrasing questions are important when the moderator needs to elicit a correct description of a fact by the applicant.

### ***Ask the right questions in an appropriate and fair way***

The moderator must ask questions in a fair, impartial and non-directive manner. Directed questions usually lead the applicant to the desired or expected answer that the moderator wants to elicit beforehand or give the applicant a false impression of what they should answer.

### ***Ask questions appropriate to the applicant's skills and level of education***

The moderator should ask questions that are appropriate to the applicant's skills and level of education, which they should have checked before conducting the interview, as well as the applicant's ability to understand certain concepts, in order to avoid barriers to communication due to the use of excessively simple or excessively difficult and complicated language. It should be pointed out that, in order to achieve an effective interview, the moderator should, at the moment of asking questions, use as far as possible the words and phrases used by the applicant, in order to facilitate the discussion and foster a feeling of mutual trust between the moderator and the applicant.

## **Opportunity to clarify the contradictions**

As previously stated, prior to the applicant being invited to attend an interview with the relevant three - member team, they are required to provide a declaration which contains the information that confirms that they meet the substantive conditions so that: a) the team can be guided by the questions to be asked; and b) the applicant is asked to provide the relevant supporting documents.

However, it is possible that during the interview some inconsistencies, contradictions or missing information in the candidate's statements, as well as discrepancies with information from other sources, may arise. In this case, the moderator should give the applicant the opportunity to explain and clarify any inconsistencies and contradictions.



## Section 4: Verification that the applicant's substantive conditions are met

In order to conduct an effective interview, the moderator of the three-member interview team must consider all issues related to the application for naturalisation, focusing on the essential fact which verify that the applicant has been smoothly integrated into the economic and political life of the country, for which purpose a number of factors mentioned in the Greek Citizenship Code are considered and taken into account, without excluding the consideration of other factors.

The purpose of the interview techniques presented in the guide is to enable the moderator to collect accurate and reliable information on the smooth integration of the foreign national into the life of the country, which should be examined in the light of the particular characteristics of each applicant in order to make a proper evaluation. The competent officer should bear in mind that the responsibility for documenting the facts of the application is shared between the General Secretariat for Citizenship and the applicant. In particular, before the interview takes place, the competent rapporteur and the head of the relevant unit of the General Secretariat for Citizenship will check the formal requirements (Article 23 of Law no. 3838/2010), the conditions of public order and security (Article 23 of Law 3838/2010), the conditions of continuous residence in the country (Article 7A of the Greek Citizenship Code) and the general completeness of the applicant's file. On the other hand, in the context of the interview to verify the substantive conditions (Article 5A of the Greek Citizenship Code), the applicant must submit evidence and supporting documents to confirm their smooth integration into the social and economic life of the country, which they have included in declaration



referred to in Article 8 of Law 1599/1986 , which they must have sent before being called for an interview before the three-member interview panel. Therefore, during the interview, the moderator must (a) be familiar with the substantive conditions to be met by the applicant and confirm or point out any questions relating to the information contained in the declaration (b) help the applicant to explain all the facts by asking appropriate questions in an appropriate manner; and (c) give the applicant the opportunity to clarify any contradictions.

## Collect information on the verification of applicant's economic and social integration

### ***Ask questions about the applicant's social integration into the country's life***

In order to collect evidence of the applicant's social integration, a questionnaire is provided in Annex I to this Guide. In particular, the following individual criteria are used to verify whether the applicant has successfully integrated into the country's society:

- The existence of blood relationship and relationship by affinity with a Greek citizen
- Permanent residence in the country
- Attending a Greek educational institution
- Professional training
- Participation in voluntary actions and events of citizens' society, which is broken down into:
  - Participation in social activities
  - Participation in public or charitable activities
  - Participation in social organisations or associations whose members are Greek citizens
  - Participation in the political life of the country.

### ***Ask questions about the applicant's economic integration into the country's life***

In order to collect evidence of the applicant's economic integration, a questionnaire is provided in Annex I to this Guide. In particular, the individual criteria used to verify whether the applicant has successfully integrated into the economic life of the country are divided into income criteria and criteria relating to the fulfilment of the applicant's tax and insurance obligations, broken down as follows:

- Income criteria and Asset status
  - Determination of the concept of adequate income and its sources of origin
  - Real estate ownership in Greece
  - The asset status
  - Determination of years on the basis of which the applicant has an obligation to declare the required income.
- Fulfilment of the applicant's tax and insurance obligations

## Request and examine documentation on the applicant's activities that certify that the substantive conditions for social and economic integration are met

The candidate, before the three-member group, may submit supporting documents certifying their economic and social integration into the life of the country for at least the last five years. This list is not exhaustive and is not binding on the interview panel. However, the relevant three-member team may, at its discretion, ask the applicant to provide additional documentary evidence through questions, while respecting the principle of proportionality and the principle of ex officio research for documentary evidence, in accordance with the legislation in force.

In addition, during the interview, the rapporteur of the case will be present to provide clarifying information on the case and is responsible for examining the applicant's evidence before the three-member team.

### ***Request and review documentation on the applicant's smooth social integration***

Request and examine the evidence of the applicant's blood relationship and relationship by affinity with a Greek citizen.

The marriage with a Greek citizen of birth, the duration of the marriage and the acquisition of children from the marriage are evidence of the foreign national's integration into the social life of the country. The stability of the aforementioned family ties established by the foreigner, in conjunction with the total duration of their stay in Greece, serve as significant indicators of their substantial integration into the Greek community and the further development of their cultural and civil ties with the country. Moreover, direct and continuous contact with native Greek citizens plays a pivotal role in the assimilation of Greek culture, customs, and way of life.

In accordance with Article 5 of the K.E.I., biological parentage/blood, that is to say the origin of one person from the other, is not required (descending relative in the ascending line, for example parents, grandparents, children, grandchildren) or the origin of two persons by the same parent (brothers, cousins, uncles, nephew, niece etc.), but it is sufficient that there be a relationship by affinity. The relationship by affinity continues to exist after the dissolution or annulment of the marriage which created it, i.e. affinity is the relationship of each spouse to the biological relatives of the other. Furthermore, the adoption, as a form of artificial relationship, with the same legal consequences as biological parentage, must be taken into account, given the creation of a family relationship with a similar social and emotional dimension for the individual.

Despite the absence of a close family relationship, the case of an applicant who has married a Greek citizen or has entered into a civil partnership, from which they have children, must be considered positively.

Indicative legal evidence to prove the above-mentioned cultural evidence: the three-member team is invited to investigate the existence of such bonds, by means of supporting documents and relevant questions on the family status of the person concerned. The applicant may submit as supporting documents, civil and birth certificates, a declaration under Article 8 of Law No. 1599/1986, in which the following are described the candidate's family ties with Greek citizens, describing the candidate's family ties with Greek citizens, so that the relevant municipal supporting documents can be sought ex officio.

#### **Request and examine evidence of the applicant's continuous residence in the country**

The uninterrupted presence of the foreigner in the Greek territory is an indication of his desire to make the country a permanent center of his business activities and to be linked to it with strong professional, family and social ties.

the local ties. It is therefore important to verify the continuous and uninterrupted presence in the country for the entire period from the submission of the application for registration to the completion of the examination procedure.

Indicative supporting documents for the proof of the above-mentioned civil evidence: utilities and landline telephony bills in the applicant's name, a copy of submission of property rental information statement (A.A.D.E.), declarations to the tax authorities and tax returns, professional licences (from public authorities), declaration of business commencement, certificate of company's Tax Identification Number, certificate of Greek Public Employment Service (DYPA).

#### **Request and examine the evidence of the applicant's attendance at a Greek educational institution**

Attending any level of Greek education, as well as a school in accordance with the compulsory Greek education and teaching programme, demonstrates the applicant's desire to integrate into the country's economic and social life. In this context, the total number of years the foreigner has spent in a Greek school, as well as any participation in lifelong learning programmes or in a second-chance school, are considered to be positive factors. Furthermore, the applicant's children's continuous attendance at a Greek school is a clear indication of a stable and long-term connection with the country. Furthermore, attendance at Greek educational institutions indicates that the applicant is a graduate of Greek education, while the duration of attendance is considered a significant factor. It should be noted that under Article 1A of the K.E.I., successful attendance at a Greek school for six years is in itself a sufficient condition for the acquisition of Greek citizenship. Indicatively, attendance at Greek educational institutions for a period of more than six (6) years should be taken into account as a significant factor in the assessment of the three-member interview team.

Indicative supporting documents to prove the above social presumptions: certificate of attendance of the applicant or their child at a school or pre-school educational institution in the country, diplomas, degrees, certificates of studies, certificates of attendance, etc. In addition, the applicant may submit certificates of attendance at educational institutions that are part of the Greek educational curriculum. Of particular importance in this case are all certificates from public educational institutions at all levels of education, such as public kindergartens, nursery schools, secondary and higher education facilities, public technical schools, lifelong learning programmes or second-chance schools, etc.

#### Request and examine evidence of the applicant's vocational training

The foreign national's participation in specialised vocational training seminars for workers, organised by accredited bodies, with the aim of developing their skills, may also constitute an indicator of integration into the economic and social life of the country, taking into account the fact that it indicates the foreign national's desire to specialise in the context of the country's labour market.

Indicative supporting documents for the proof of the above-mentioned social evidence: certificates of professional education and training issued by competent bodies, recognition of professional diplomas, certificates or other qualifications obtained in Greece or abroad.

#### Request and examine evidence of the applicant's participation in social activities

The candidate is asked about any professional or personal associations with Greek citizens, their interests in their free time, and their involvement in charitable and public activities.

The three-member team must encourage the candidate to report on this type of activity through a series of questions, without disclosing their political or philosophical beliefs. It should be noted that the combination of useful activities should be considered on an individual basis, depending on the ability of each candidate to participate in such activities. This should be judged in relation to the available free time and the candidate's living standard.

Evidence to support the above should be provided in the form of the applicant's statements made at the interview, as recorded in the minutes drawn up by the relevant panel of three, or relevant supporting documents.

Indicative documentary evidence of the above: the applicant's statements made during the interview, as recorded in the minutes drawn up by the three – members team, or relevant supporting documents.

#### Request and examine evidence of the applicant's participation in public or charitable activities

The foreign national's participation in voluntary and social activities, cultural activities or events of the local community is an indication of their adaptation to the reality of the Greek community reality. Furthermore, it demonstrates their intention to strengthen their presence in the community life of the place where they reside, acting as an integral part of the community. The foreign national's voluntary contribution to environmental actions and programmes in support of vulnerable groups, such as the disabled and the elderly, will be a key factor in the assessment of their integration into the community.

Charitable and public activities demonstrate the applicant's willingness to contribute to the community and show their interest in collective action and voluntary contribution in the areas of interest. Indicative activities include participation in.

- cultural and artistic activities at local level,
- programmes to support vulnerable social groups, the needy, the elderly, people with disabilities (PWD), etc,
- Economic-environmental actions,

- actions to promote sport,
- events that promote social equality and strengthen community cohesion,
- voluntary actions and initiatives (specifying their content in each case).

Indicative documentary evidence of the above: certificates of participation in charitable and voluntary activities, awards, public announcements and anything else the applicant deems appropriate.

**Request and examine evidence of the applicant's participation in social organisations or collective bodies whose members are Greek citizens**

The candidate's collective action through organisations whose members are Greek citizens contributes to the candidate's adaptation to the Greek cultural reality and strengthens the conviction of both the candidate and their social environment that they are an integral part of a community facing certain problems, sharing common interests and objectives and acting as a group for the common good.

In addition, it is necessary to assess the nature of the activity of the candidate in the context of a collective body, i.e. whether they have been active in the past or are still active members, as well as whether they are active as simple members or as part of its administration, facts from which the voluntary element of participation in collective bodies can be inferred, as well as interaction with Greek citizens or simple occasional involvement. In any case, it must be established that there is a lack of adaptation to the rules of the collective body and to the Greek social reality.

It is important to note that the objective of evaluating this criterion is not to assess the candidate's personal beliefs or affiliations, including religious, political or other opinions or beliefs, but to verify the candidate's ability to integrate smoothly into Greek society through their involvement in collective bodies, where Greek citizens also participate. This criterion is designed to capture the fact that the applicant is actively engaged in civil society organisations.

Indicative documentary evidence of the above: Membership cards or any other document or information demonstrating membership of bodies and collectivities of Greek civil society, a deed of incorporation or organisation of a legal entity such as the charter of an association a certificate of membership of an association, a declaration referred to in Article 8 of Law 1599/1986, stating the identification details of the association, etc.,

**Request and examine evidence of the applicant's membership of political associations and unions**

Participation in the political life of the country demonstrates the candidate's willingness to engage in civic and their interest and awareness of political events. It should be noted that the candidate is not obliged to disclose their political convictions, political party identity or political ideology. However, they are required to provide any information that is relevant and that they wish to provide. It is therefore outside the jurisdiction of the three-member team to enquire about the candidate's political opinions, philosophical beliefs, religious faith or trade union activities. The three – member team should refrain from asking questions on these matters.

Furthermore, participation in the elections for the election of representatives of primary local government is an indication of active and substantial participation in the political life of the country. It is also proof that the candidate feels that they are citizens of the country and understands that they are citizens with rights and responsibilities. Indicative documentary evidence of the above: Membership cards or any other document or evidence of associations' membership of national or local political life.

### ***Request and examine documentation on the applicant's smooth financial integration***

Request and examine evidence of the applicant's sufficient income and the sources of its origin.

The foreign national's long-term economic activity in the country, are evidence of a strong connection with Greece. Regular income earned in the country from employment, business activity or pension demonstrates a clear intention to settle permanently and continuously in the country. Conversely, non-employment and constant changes in professional activities may indicate that the foreign national has not yet taken a clear decision to settle permanently in the country, or that they have not yet succeeded in creating the conditions that will allow them to do so, even if this is their intention. It should be noted that the regularity of the applicant's income is a key factor in determining compliance with the material conditions. This is evidenced by the fulfilment of insurance and tax obligations, which are the next criteria for assessment.

it should be clarified that, in order to meet this condition, consideration should be given to the economic and occupational situation of the family members, as there are often individuals who are dependent on family income (for example, children who are not employed and spouses who are engaged in household tasks and childcare). This does not necessarily indicate a low level of integration. Furthermore, any contributions made by family members (part-time work, employment in a family business, domestic work, childcare, etc.) must be considered when calculating income.

It should be noted that a foreign national wishing to acquire Greek citizenship must prove that they have an annual income that ensures an adequate standard of living, without burdening the country's social welfare system. Furthermore, they must comply with the provisions laid down in respect of other persons who have been recognised as having a physical disability of more than 67%. In such cases, any allowances of any kind which they may receive from the social welfare system may be applied. In the case of a dependent member of the family with a physical disability of more than 67% (as defined in Article 11 of the Income Taxation Code (ITC), as amended by Law No. 4764/2020), the sufficient income is calculated based on the annual declared income of the taxpayer on whom the dependent is economically dependent.

If the applicant has a family, the required income is increased by 10% for each dependent member of the family. The declared income of the spouse is also taken into account when determining the sufficient income of a married foreign national. The annual income, which reflects the economic activity of the applicant, must ensure an adequate standard of living, the level of which is related to the annual remuneration of employees and manual workers in the country, as determined by the ministerial decision in force, which establishes the minimum wage and salary. The concept of economic activity does not include the welfare benefits. Therefore, income derived from current or past economic activity (e.g. pensions) is positively assessed.

It should be emphasised that knowing the economic situation of the person means finding an appropriate way of identifying their economic activity in the country; therefore, the collection of data of an economic nature should be carried out sparingly and in accordance with the principles of necessity, proportionality and appropriateness of means and methods, as well as with the consent (either of the applicant or of the members of his or her family).

Therefore, data of an economic nature should not be investigated in great detail, but in the context of gaining an overview of the economic activity of the individual in question.

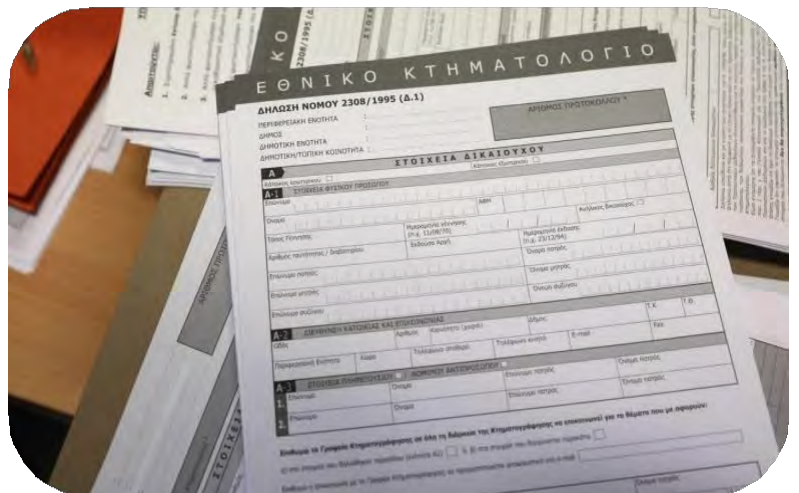
Indicative documentary evidence of the above: Income statements for the financial years required to prove economic integration in each case, private employment contract, statement of economic data from business activity (form E3), professional CVs, professional licences/ certificates (from public authorities), certificates from the local chamber of commerce and trade, commencement of business activity declaration, operation shop licences, certificate of employment, certificate of company's Tax Identification Number, declaration of confirmation of earnings certificate of Greek Public Employment Service (DYPA), company statutes, Employer's Reference letter etc.

#### **Request and examine evidence of the applicant's ownership rights in immovable property in Greece**

The interpretation of Law 3838/2010 allows, first of all, as a criterion for the assessment of the claim, the right in rem of the applicant to the property (articles 1033 and 1113 Greek Civil Code), in fact by stipulating the use of the property for private use, i.e. to satisfy the needs of the applicant and the members of their family. It is important to note that, based on the tax statements provided with the application for naturalisation, it must be evident that the foreigner's place of residence is in Greece. Furthermore, in view of the indicative criteria established by the legislator, other rights or obligations in rem relating to immovable property, such as mortgages, pledges and liens, should not be excluded from the assessment of the three - members team.

In addition, the indicative list of criteria also takes into account the acquisition of real estate for professional use, as it is linked to the business activity of the applicant in the country and its general financial condition. In addition, the three-members team may inquire about the existence of property rights, both personal and professional, the existence or not of a private dwelling and the existence of other rights to immovable property in the country.

Indicative documentary evidence of the above: real estate statement (E9), notarial documents, cadastral certificates etc. It should be noted that in order to prove all the rights in rem in immovable property, the following documents must be provided: notarial deeds and registrable deed (Articles 369 and 1192 of the Greek Civil Code), whereas a private document is not sufficient.



Therefore, in order to ascertain the existence of ownership of properties, it is necessary to present a notarial deed and a registrable deed from the competent mortgage office or cadastral office, as far as the areas where the property cadastral system already operates are concerned, in which case the submission of a cadastral sheet of the property is required.

#### Request and examine evidence of the applicant's financial condition in Greece

The regular income earned in the country by the foreign national personally from equity holdings and dividends from companies listed on the Greek stock exchange demonstrates their intention to settle permanently and continuously in the country. Furthermore, maintaining accounts in credit institutions which are under the supervision of the Bank of Greece demonstrates that the country is the centre of its business relations.

Furthermore, the concept of the “financial condition” encompasses all assets, both movable and immovable, as well as rights such as productive factors (personnel, owned or leased premises, equipment of the enterprise, cars, capital, and intangible assets such as brand names, trademarks, patents, goods in various stages of processing such as raw materials, finished or auxiliary products, securities, intellectual property, legal relations with developers, employers, agents, banks, suppliers, etc.).

The aforementioned examples are indicative and should not be limited to the individual's business activity, but rather to their general financial condition. However, the establishment of the above-mentioned financial rights refers to the professional and economic activity of the person concerned.

Indicative documentary evidence of the above: income tax return, bank deposit certificates, certificates of credit institutions supervised by the Bank of Greece for the maintenance of an active bank account, employer's certificate of earnings deed of incorporation of personal company or anonymous company statutes, etc.



**Ολοκληρωμένο Πληροφοριακό Σύστημα Περιουσιολογίου**

debugUser Έξοδος

Έτος: 2012

Στοιχείο: 2012

Επιλογή: 2012

2010

2011

2013

2014

Επιλογή: 2012

Προσθήκη

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**Διαθέσιμες Ενέργειες**

Μεταφορά επιλεγμένης δήλωσης Ε9 στο επόμενο έτος

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**Εκτυπώσεις**

Εκτύπωση περιουσιακής κατάστασης για το έτος 2012 (σε αρχείο .pdf)

Εκτύπωση εκκαθαριστικού τελεσίκοι εκκαθάρισης για το έτος 2012 (σε αρχείο .pdf)

Εκτύπωση αποδεικτικού υποβολής δήλωσης Ε9 για το έτος 2012 (σε αρχείο .pdf)

- Αρ. δήλωσης: 100596 (Ημ/νία υποβολής: 14/10/2013)
- Αρ. δήλωσης: 100388 (Ημ/νία υποβολής: 29/06/2012)

Αρχική Σελίδα    Περιουσιακή Κατάσταση    **Δηλώσεις Ε9**

Παρακάτω εμφανίζονται οι δηλώσεις που έχουν υποβληθεί. Επιλέγοντας τη δήλωση από την περιοχή 'Δηλώσεις Ε9', εμφανίζονται τα στοιχεία της στην παρακάτω περιοχή 'Στοιχεία επιλεγμένης δήλωσης'

**Δηλώσεις Ε9**

Αριθμός Δήλωσης	Α.Φ.Μ.	Τρόπος Υποβολής	Είδος Δήλωσης	Έτος	Ημερομηνία Δήλωσης	Σύνολο Οικοπέδων Και Κτισμάτων	Σύνολο Αγροτεμαχίων	Δ.Ο.Υ. Υποβολής Δήλωσης
100388		ΗΛΕΚΤΡΟΝΙΚΗ	ΑΡΧΙΚΗ	2012	29/06/2012	1	1	1101 - Α ΑΘΗΝΩΝ
100596		ΗΛΕΚΤΡΟΝΙΚΗ	ΣΥΜΠΛΗΡΩΜΑΤ	2012	14/10/2013	1	0	1101 - Α ΑΘΗΝΩΝ

**Στοιχεία επιλεγμένης δήλωσης**

**Στοιχεία υπόχρεου**

Κωδ. Αριθμός Ιδιοκτήτη	Σχέση	Α.Φ.Μ.	Επώνυμο	Όνομα	Πατρώνυμο	Μεταβολή
1	ΥΠΟΧΡΕΟΣ					

**Πίνακας 1: Στοιχεία Οικοπέδων (Εντός Σχεδίου ή Οικισμού) Και Κτισμάτων (Εντός και Εκτός Σχεδίου)**

Α.Τ.ΑΚ.	Α/Α	Διαύληση Ακινήτου						Υπόλοιποι Δράμα Οικοδομικού Τετραγώνου - Προσώμας						Ο.Τ.	Εν-δεξη Α.Π.Α.Α.	Κατηγορία Ακινήτου	Εδικών Συνθηκών
		Νομός	Δήμος ή Κοινότητα	Δημοτικό ή Κοινοτικό Διαμέρισμα	Οδός - Αριθμός	Τ.Κ.	Π.	Οδός	Π.	Οδός	Π.	Οδός	Π.				
6		ΑΘΗΝΩΝ (ΝΟΜΑΡΧΙΑ ΑΓΙΑΣ ΒΑΡΒΑΡΑΣ	ΑΓΙΑΣ ΒΑΡΒΑΡΑΣ	ΑΓ. ΒΑΡΒΑΡΑΣ	ΑΓ. ΜΑΡΙΝΗΣ	ΑΝΩΝΥΜΟΣ									764	1	1

**Πίνακας 2: Στοιχεία Αγροτεμαχίων**

Δεν υπάρχουν εγγραφές στον Πίνακα 2 για την επιλεγμένη δήλωση

Request and examine evidence for the required number of years on the basis of which the applicant is obliged to declare their income

In order to submit an application for naturalisation, a foreign national must have been resident in Greece legally and permanently for a minimum of three years, seven years or twelve years, depending on the category to which they belong, in accordance with Article 5(1)(d) of the Code of Greek Citizenship. This means that the applicant must demonstrate that they have earned sufficient income for each year separately, in proportion to the required number of years of previous legal residence. The income in question must be demonstrated on the basis of the yearly period in question, as follows: Applicants who are required to complete three years of previous legal residence must demonstrate sufficient income for all three years. Applicants required to complete seven years of previous legal residence must demonstrate sufficient income for at least the last five years prior to submitting the application. Applicants required to complete twelve (12) years of previous legal residence must demonstrate sufficient income for at least the last seven (7) years prior to submission of the application. Foreign national applicants who have applied under Article 25 of Law No. 3838/2010 must have completed five years of legal residence in the country before the date of publication of the above law (24/03/2010). They must demonstrate sufficient income for at least one year in the aforementioned financial period and four years in the financial period from 2015 onwards.

Indicative documentary evidence of the above: declarations to the tax authorities and tax returns, employer's certificate of earnings, declaration of business commencement, certificate of Tax Identification Number

Request and examine evidence of the applicant's tax and social security obligations

The foreign national's regular income in the country is demonstrated by the stable and uninterrupted fulfilment of tax and insurance obligations. This is evidenced by the submission of the Tax Determination Acts per fiscal year year, in accordance with Article 6(1)(e) of the Code of Greek Citizenship. In addition, the existence of full health insurance for the applicant and the members of their family is also a positive factor, as it indicates their intention to join and strengthen the country's social security system.

Consistent compliance with tax and insurance obligations over a number of years will support the finding of a permanent establishment in the country, without any temporary inability to comply with the aforementioned obligations constituting a negative decision by the three-members team. In accordance with this criterion, the fulfilment of the obligations imposed by the applicable legal and insurance legislation during the period preceding the submission of the application for registration will be examined, without prejudice to any derogations after the submission of the application. In particular, account shall be taken of the fulfilment of the applicant's obligations towards social security institutions. It should be made clear that the fulfilment of these obligations is not only of an economic nature, i.e. it does not refer, for example, only to established debts to insurance institutions, but concerns the fulfilment of insurance obligations in general.

In addition, an unfavourable assessment, without implying a negative decision, is given if the applicant has been convicted or fined by a court for a violation of insurance legislation (e.g. providing services without insurance, providing services without a residence/work permit, fines imposed for violation of health regulations, non-payment of insurance contributions, non-payment of wages and salaries, overtime work ceilings, tax evasion, fraud, annual limits for the operation of shops, conditions for the establishment of shops, businesses, workshops, etc.).

If the applicant is not obliged to submit a personal income tax return, they must submit to the competent regional authority a declaration (Article 8 of Law 1599/1986), stating that they don't submit a tax return and the reasons for the exemption from the above obligation. It should be noted that a foreign national who is not obliged to submit a tax return because they are a dependent family members (spouse, adult child up to 25 years of age who is pregnant or unemployed or is doing military service, and dependants), in accordance with Article 11 of the Income Tax Code, as amended by Law 4764/2020, is obliged to submit the tax returns required by law, which relate to the annual family income of the taxpayer on whom they are economically dependent.

Indicative documentary evidence of the above: copy of the income tax return statement, income tax statement, statements of insurance obligations from the domestic insurance institution(s), tax clearance certificate, certificates, social insurance clearance certificate (e-EFKA), certificate of the insurance institution for the applicant's period of employment, certificate of Tax Identification Number, certificate of registration in primary insurance, certificate of Social Insurance Number, Administrative Tax Determination Act per year in accordance with Article 6(1)(e) of the Code of Greek Citizenship.

If you consider it necessary, explore the possibility of taking into account other factors relating to the applicant's economic and social integration.

According to point (d) of par. 1 of Article 5A of the Greek Citizenship Code, the foreign national must have been smoothly integrated into the economic and social life of the country, for the purpose of determining which a number of factors are taken into account and taken into consideration, which are mentioned indicatively and only in the text of the legislation, without excluding the consideration of other factors. It should be noted that the essential requirements are listed in a limited manner (adequate knowledge of the Greek language, smooth integration into economic and social life, active and substantial participation in the political life of the country), while the individual criteria for fulfilling them listed in the legislation are indicative. It should be noted, however, that in each case it is necessary to provide sufficient evidence that additional factors have been taken into account by providing specific justification, which should be derived from the text of the minutes of the competent three-member interview team.



## Section 5: Completing the interview

After the applicant has presented the summary of the factual evidence for the fulfilment of the substantive conditions and the moderator has asked all relevant and necessary questions, the interview is concluded. The main objective of this stage is to ensure that all information relevant to the assessment of the applicant's substantive conditions for economic and social integration has been properly investigated. It also ensures that the applicant has received the necessary information before leaving the interview.

### Make sure that the interview covered all important aspects of the substantive conditions screening

It is the responsibility of the moderator to ensure that the applicant is given the opportunity to provide the information required to substantiate their application.

#### ***Summarise all the necessary conditions mentioned by the applicant and ask if the summary is accurate***

The moderator attempts to summarize the main points of the applicant's free narration. Although this process is often time-consuming, it is an effective way of ensuring that the moderator, in cooperation with the other members of the interview team, has covered in their written submission the main reasons provided by the applicant for meeting the requirements of the substantive conditions.

***Ask the candidate if they would like to add any other information that was omitted during the interview.***

It is essential to ensure that all relevant details are covered during the interview. The applicant should be given the chance to provide the information needed to properly document whether the substantive conditions have been met. By asking the applicant if he has anything to offer, the moderator of the three-member interview team ensures that the applicant feels his treatment is fair and that his views have been heard. Should the applicant wish to present further arguments, the three-member team should maintain a firm yet flexible approach. They should listen to and investigate any new issues related to compliance with the conditions, requesting the appropriate evidence from the applicant and informing them of how to submit it to the competent three-member team.

**Re-verify that the applicant has a minimum level of (a) integration into the economic and social life of the country and (b) active and meaningful participation in the political life of the country.**

At the end of the interview, the moderator, in cooperation with the other members of the team, should take into account the totality of the candidate's factual data under consideration in order to determine the fulfilment of the substantive conditions. Furthermore, it is not a prerequisite for the candidate to meet each of the individual criteria set out in Article 5A for the three-member team to provide a favourable assessment. On the contrary, it is necessary to take into account the overall assessment of the candidate's image and to consider the fact that certain individual criteria (such as knowledge of the language and having children with a Greek citizen) are in fact of greater importance in assessing the relevance of the relevant condition.

**In the assessment process, consider the specific attributes and diverse learning potential of each applicant**

The three-member team should take into account the specific characteristics of each candidate during the assessment, such as age, professional activity, years of residence in Greece, level of education, etc., as these factors influence the candidates' learning abilities with regard to the elements under examination and their potential for activity in the context of Greek society.

## Customize the investigation of the substantive conditions to the individual applicant based on the Region's local characteristics

The assessment of the three-member team will also focus on the adaptation of the substantive conditions to the local specificities of the region, so that the candidate can be assessed on the basis of the living conditions and activity potentials that exist at local level.

## Consider the pertinent factual data of the applicant to assess the fulfillment of the substantive conditions

In order for the three-member team to make a positive recommendation regarding the granting of naturalisation, the applicant must demonstrate a minimum level of competency in each of the three main areas of substantive conditions. These are: (a) the degree of integration into social and economic life, and (b) the capacity for active and meaningful participation in the country's political life. It should be noted that the minimum level of competency is assessed based on the presence of certain, but not all, specific criteria within the applicant's profile, as specified for each of the core substantive areas.

## Drafting of minutes with explicit and specific justification of the evaluation criteria

The decision on an application for naturalisation will be made in accordance with the provisions of the Administrative Procedure Code. It is of great importance that the judgement of the competent three-member team is based on specific evaluation criteria. Although these criteria are indicatively referred to in the law, they must be explicitly and specifically stated in the minutes drawn up, since the reasons for the naturalisation decision - issued by the Ministry of the Interior and published in the Official Gazette pursuant to Article 8 of the Greek Citizenship Code - are based on this recommendation.

## Inform the applicant about the next steps of the procedure

### ***How the applicant will be informed of the decision on the granting of naturalisation?***

The moderator of the three-member team shall inform the applicant of the way in which they will be informed of the outcome of their application for naturalisation. In particular, the moderator should inform the applicant both of the body which will communicate the result to them and of the method of communication, whether written and/or oral, etc.

### ***Who makes the decision to grant naturalisation?***

It is considered good practice for the moderator of the three-member team to inform the applicant of the competent authority that will decide on their application for naturalisation. In this case, the name of the official concerned should not be disclosed to the applicant.

### ***Right to appeal against the rejection of the application***

The applicant must be informed of their right to appeal if their application for naturalisation is rejected. At this stage, the moderator of the three-member team should clarify the following questions:

- When and to which authority the appeal should be submitted
- Which authority will consider the appeal
- Whether the applicant is entitled to legal assistance, etc.

The moderator should bear in mind that informing the applicant of the right to appeal may cause anxiety and give the impression that the three-member team has already taken a negative decision on the applicant's case. Therefore, the moderator should emphasise that no decision has yet been taken and that this information is given to all applicants for naturalisation.

### ***If the answer is positive, information on the document issuing procedure follows***

The moderator must inform the applicant of the consequences of accepting the application for naturalisation. In particular, it should be made clear that naturalisation is granted by a decision of the Director General of the General Secretariat for Citizenship of the Ministry of the Interior, which is published in the Official Gazette. Greek citizenship is then acquired by the foreign national taking the oath, which must be taken within one year of the publication of the naturalisation decision in the Official Gazette. The naturalisation decision is revoked if the oath is not taken within the one-year period. It is also stated that in the case of physically disabled persons, the oath may be taken at home or by teleconference.

As in the case of information on the possibility of appealing against negative decisions, the moderator must inform the applicant of the stage of processing of their application.

If circumstances allow, give the applicant the opportunity to provide feedback on the interview report.

At the end of the personal interview, the three-member team moderator may ask the candidate to confirm that the contents of the report or transcript accurately reflect their statements. If the applicant refuses to confirm the contents of the minutes or transcript, the reason for the refusal should be recorded in the relevant recommendation minutes.



## Give the applicant the opportunity to ask questions

The moderator of the three-member team should complete the interview by asking the applicant if they wish to ask any questions relevant to the whole procedure.

## Actions after the interview: analysis of the interview

### *Evaluation of the interview*

Although the interview has been completed, there may still be issues that require further investigation. The primary concern of the relevant members of the three-member team in assessing the applicant's substantive requirements is whether all relevant elements have been thoroughly explored or whether additional information needs to be gathered in order to make a fair and accurate decision on the naturalisation application. This issue should be clarified immediately after the interview, as all information and documentation relating to the case will be fresh in the minds of the three-member team.



It is also considered important for the moderator and other team members to take time for reflection and introspection after the interview, trying to see the interview from the applicant's perspective by asking themselves the following questions:

Did we demonstrate respect and empathy towards the candidate by adopting the appropriate standards of professional conduct?

### ***Self-evaluation and reflection***

Members of the interview teams for the substantive conditions can also use the Guide to assess how the interview is being conducted and identify areas for further improvement. This regular assessment will help to maintain appropriate professional behaviour and the effectiveness of their work.



## Annex I: Indicative Questionnaire for the verification of the substantive requirements of Article 5A of the Greek Citizenship Code

### Indicative Questionnaire for the verification of substantive requirements of Article 5A of the Greek Citizenship Code

#### [A. Data collection on social integration](#)

##### [A1. The formation of blood relationship and relationship by affinity with a Greek citizen.](#)

1. Are you single?

*If you are married*

1.1. Have you married a Greek citizen by birth?

1.2. What is the duration of your marriage?

1.3. Are you separated?

2. Have you entered into a civil partnership?

3. Are you divorced?

*If you are divorced:*

3.1. How many times have you been married??

3.2. How long did they last?

4. Are you a widow/widower?

*In case you are:*

4.1. What are the details of the deceased spouse?

5. Do you have dependents?

*In case you have:*

5.1. How many dependents do you have?

5.2. What are their last names and degree of relationship?

5.3. What is their date of birth?

5.4. What is their nationality?

5.5. What is their permanent address?

5.6. Do they attend a Greek school?

6. Are you related by affinity with a Greek citizen?

*In case you have:*

6.1. What is his/her full name and degree of relationship?

6.2. What is his/her permanent address?

7. Do you have direct and continuous contact with native Greek citizens?

*In case you have:*

7.1. What is his/her full name?

7.2. What is his/her permanent address?

7.3. Why do you have contact?

#### [A.2. Continuous residence in the country](#)

8. Since your last settlement, how long have you been in Greece?

9. Have you had a continuous and uninterrupted presence in Greece during the period between submitting your application for naturalisation and the present day?

*In case you didn't have a continuous presence in Greece:*

9.1. Did your absence exceed six months per year?

10. Had you visited Greece before settling permanently?

*In case you have visited Greece:*

10.1. What were the exact dates of your stay?

11. Had you lived in Greece in the past before settling permanently?

*In case you had lived in Greece:*

11.1. What were the exact dates of your stay?

11.2. What was the type of your residence permit?

#### [A.3. Attendance at a Greek educational institution](#)

12. You have obtained primary education diplomas from a Greek educational institution (nursery school, public school);

*In case you have obtained them:*

12.1. Which public school did you attend?

12.2. When did you obtain them?

12.3. What was the total duration of your attendance at these institutions?

13. Do you have secondary education diplomas from a Greek educational institution (secondary school, high school)?

*In case you have obtain them:*

13.3. Which secondary school / high school did you attend?

13.1. When did you obtain them?

13.2. What was the total duration of your attendance at these institutions?

14. Do you have a higher education diploma from a Greek educational institution (Universities, Polytechnics, Schools of Fine Arts, Technological Educational Institutes, Higher School of Pedagogical and Technological Education (ASPATE))?

*In case you have obtain it:*

14.1. Which educational institution and what is the title of the degree?

14.2. When did you obtain it?

14.3. What was the total duration of your attendance at these institutions?

15. Have you participated in lifelong learning training programmes (Second Chance Schools, Vocational Training Institutes, Lifelong Learning Centres, Colleges)?

*In case you have participated:*

15.1. In which institution?

15.2. In which specialty?

15.3. When did you complete your participation?

15.4. What was the total duration of your attendance at these institutions?

#### [A.4. Vocational training](#)

16. Have you attended any specialised training seminars to develop your professional skills?

*In case you have taken part:*

16.1. Which accredited body carried them out?

16.2. When did your participation in this/these project(s) end?

16.3. What was the duration of the training seminar(s)?

17. Do you have a professional licence?

*In case you have:*

17.1. Who is the issuing body?

#### [A.5. Participation in voluntary actions and events of citizens' society](#)

##### [A.5.1. Participation in social activities](#)

18. What are your interests in your free time?

19. Do you socialise with colleagues from your professional environment, neighbours, etc.?

20. Do you have friendly relations with Greek citizens?

[A.5.2. Participation in public or charitable activities;](#)

21. Do you participate in sports activities in your place of permanent residence in Greece?

*In case you participate:*

21.1. Which sport does it concern?

21.2 How exactly do you participate in them?

21.3. How long have you been participating?

22. Do you participate in cultural and artistic activities in your place of permanent residence in which Greeks also participate?

*In case you participate:*

22.1. What are the cultural and artistic actions?

22. How exactly do you participate in them?

22.3. How long have you been participating?

23. Do you participate in events that promote social equality and strengthen social cohesion in your place of permanent residence in Greece?

*In case you participate:*

23.1. What are the actions to promote social cohesion??

23.2 How exactly do you participate in them?

23.3. How long have you been participating?

24. Have you participated in voluntary environmental actions?

*In case you participate:*

24.1. Which are the environmental organizations?

24.2 How exactly do you participate in them?

24.3. How long have you been participating?

25. Have you participated in projects to support social groups such as the disabled and the elderly?

*In case you participate:*

25.1. What are these programmes?

25.2 How exactly do you participate in them?

25.3. How long have you been participating?

[A.5.3. Participation in social organisations or collective bodies whose members are Greek citizens](#)

26. You participate in or have founded Non-Governmental Organisations (NGOs) or associations of persons with a social orientation?

*In case you participate:*

26.1. What are the NGOs?

26.2 What is the purpose of these collective bodies?

26.3 How exactly do you participate in them?

26.4.How long have you been participating?

27. Do you participate in fundraising committees in your place of permanent residence whose members are Greek?

*In case you participate:*

27.1. What are the committees?

27.2 How exactly do you participate in them?

27.3. How long have you been participating?

28. Do you participate in sports entities in your place of permanent residence whose members are Greek?

*In case you participate:*

28.1. Who are the sports bodies?

28.2 How exactly do you participate in them?

28.3. How long have you been participating?

29. Do you participate in cultural organisations in your place of permanent residence, whose members are Greeks?

*In case you participate:*

29.1. What are the cultural organisations?

29.2 How exactly do you participate in them?

29.3. How long have you been participating?

#### [A.5.4. Participation in the political life of the country](#)

30. Have you published an article on the political situation or submitted a political report?

*In case you have published or submitted:*

30.1. Where you have published or submitted;

31. Have you participated in the elections for the election of representatives of primary local government?

31.1. Which local government elections have you participated in?

## [B. COLLECTION OF FINANCIAL INTERGRATION DOCUMENTS](#)

### [B.1. Income criteria](#)

#### [B.1.1. Determination of the applicant's sufficient income and its sources](#)

32. Do you have a professional or business activity in Greece?

*In case you are working:*

32.1. What is your job?

32.2. Who is the employer?

32.3. How long have you been employed in this job?

32.4. What other jobs have you had in the past and for how long?

33. What is your personal income?

34. What is your family income?

35. Do your family members contribute financially to the family income (in the form of part-time work, employment in a family business, domestic work, bringing up children, etc.)?

36. Do you consider that your income provides you with an adequate standard of living? (please justify your answer)

37. Do you receive a pension from a Greek public body?

*In case you receive:*

37.1. Who is the pension/insurance institution?

37.2. How long have you been taking it?

38. Do you receive a welfare benefit?

*In case you receive:*

38.1. Do you have any physical disability over 67%?

38.2. Who is the body granting the allowance?

38.3. How long have you been taking it??

#### [B.1.2. Ownership rights in immovable property in Greece](#)

39. Do you own immovable property in Greece?

*In case you own:*

39.1. How many assets do you own?

39.2 What is the use of your property (private residence, property for business use, etc.)?

39.3 Do you have any other rights in rem relating to immovable property, such as mortgages, pledges and liens

39.4. Where is your property located?

#### [B.1.3. Financial Condition](#)

40. Do you receive any income from participation in businesses?

41. Do you receive any income from dividends from companies listed on the Greek stock exchange?

42. Do you hold accounts in credit institutions which are under the supervision of the Bank of Greece?

43. Do you have at your disposal other movable property (business equipment, cars, goods, etc.)?

[B.1.4. Definition of the number of years on the basis of which the applicant is obliged to declare the required income](#)

44. What is the income you have earned for each year separately, in proportion to the required number of years of previous legal residence?

45. Have you submitted tax returns for the relevant years?

[B.2. Fulfilment of the applicant's tax and insurance obligations](#)

46. Are you obliged to submit a personal income tax return?

*In case you are not obliged to:*

46.1. Have you submitted to the competent regional authority a declaration (Article 8 of Law 1599/1986), stating that they don't submit a tax return and the reasons for the exemption from the above obligation.?

*If you are obliged to:*

46.2 Have you submitted tax returns for the required years of previous legal residence?

47. Do you consistently and continuously meet your tax obligations?

*In case you do not meet them smoothly:*

47.1. What is the period(s) of inability to meet your tax obligations?

48. Have you been fined for tax infringements?

*If it has been imposed on you:*

48.1. What was the infringement?

49. Are you insured?

*In case you are:*

49.1. Which insurance provider?

50. Do you consistently and continuously meet your insurance obligations?

*In case you do not meet them smoothly:*

50.1. What is the period(s) of inability to meet your insurance obligations?

50.2. Have you ever been convicted or fined for breaching insurance law?





## Annex II: Legislative Framework

1. Law 3284/2004 (Government Gazette 217 A'/10.11.2004) "On the ratification of the Greek Citizenship Code ".
2. Draft Law 3284/2004 (Government Gazette 217 A'/10.11.2004) "On the ratification of the Greek Citizenship Code ".
3. Ref. No. 29485/16.04.2021 Decision of the Minister of the Interior on the determination of the more specific elements that constitute evidence of economic and social integration of the foreign national applying for Greek Citizenship, in the context of the verification of the existence of the substantive conditions for naturalisation provided for in paragraph d, par. 1 of Article 5A of the Greek Citizenship Code.
4. Ref. No. 58050/05.08.2021 Decision of the Minister of the Interior on the amendment of Ministerial Decision No. 29485/22.04.2021.
5. Ref. No. Φ82215/18303/09.07.2013 Clarification document of the Secretary General for Population and Social Cohesion on the conceptual definition of the terms "nationality" and "citizenship"
6. Law 3838/2010 (Government Gazette 49 A'/24.03.2010) " "Modern provisions on Greek Citizenship and the political participation of expatriates and legally resident immigrants and other regulations".
7. Explanatory Report on the draft law "Modern provisions on Greek Citizenship and the political participation of expatriates and legally resident immigrants and other regulations".
8. Law 4604/2019 (Government Gazette 50 A'/26.03.2019) "Promotion of substantive gender equality, prevention and combating gender violence - Arrangements for the granting of citizenship - Provisions relating to elections in local government - Other provisions".

9. Explanatory Report on the draft law "Promotion of substantive gender equality, prevention and combating gender violence - Arrangements for the granting of citizenship - Provisions related to elections in local government - Other provisions".
10. Law 4735/2020 (Government Gazette 197 A'/12.10.2020) "Amendment of the Code of Greek Citizenship, new framework for the selection of administrations in the public sector, regulation of organizational issues of the General Secretariat of Citizenship and the General Secretariat of Human Resources of the Public Sector of the Ministry of Interior, regulations for the development perspective and the proper functioning of Local Government Organizations and other provisions".
11. Explanatory Report on the draft law "Amendment of the Code of Greek Citizenship, new framework for the selection of administrations in the public sector, regulation of organizational issues of the General Secretariat of Citizenship and the General Secretariat of Human Resources in the Public Sector of the Ministry of Interior, regulations for the development perspective and the proper functioning of Local Government Organizations and other provisions".
12. No. 52/13.12.2012 Circular of the Ministry of Interior on providing clarifications on the naturalization procedure for expatriate foreigners of foreign origin who are holders of Special Identity Card for Expatriates (EDTO).
13. No. 7/17.04.2013 Circular of the Ministry of Interior on the establishment and role of the Committees under Article 15 of Law 3284/2004. Assistance of substantive requirements in the procedure for the acquisition of Greek citizenship under Law 2790/2000, as amended and in force.
14. Ref. No. Φ82215/18303/09.07.2013 Clarification document of the Secretary General for Population and Social Cohesion on the conceptual definition of the terms "nationality" and "citizenship"
15. 15. No. 30/22.05.2014 Circular of the Ministry of Interior on scheduling interviews and requests for expediting the naturalization process.
16. Ref. No. Φ30181/20611/14/10.06.2016 Document of the Ministry of Interior on the procedure for filing applications for the determination of Greek citizenship pursuant to article 25 of the Greek Citizenship Code (Law 3284/2004).
17. No. 18/29.06.2017 Circular of the Ministry of Interior on the clarification of article 1B par. 1 of the Greek Citizenship Code - Attendance of a foreign student in a Greek school in Greece or in a school in Greece that follows the compulsory Greek education and teaching programme.



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