

How to complete the application form for individuals

These guidelines **pertain to the application form which is designed for individual victims**. It does not refer to the form for groups of victims or organizations. Please complete this application form if you or someone you are acting on behalf of has suffered harm as a result of a crime under the jurisdiction of the International Criminal Court (ICC), and wish to participate and/or submit a claim for reparations in proceedings before the ICC. The form has been designed to obtain all the information needed for your application.

Before completing the form please read the following instructions carefully. They will help you fill out the form correctly. For a better understanding of the ICC and the victim participation process in general, please refer to the ICC Victims Participation and Reparations Section (VPRS) [information booklet](#) on the ICC website. Ideally, **this form should be completed with the assistance of someone trained by the VPRS.**

Every victim applying to participate and/or claim reparations in ICC proceedings must complete their own **separate application form**. When filling in the application form:

- Please answer all questions as completely as possible. If some questions are not answered, or are only partially answered, the form may be considered by the ICC as incomplete. The Court may need to come back to the victim for further information, thus slowing down the process.
- Please note that the space provided in the form for writing answers to some of the questions may not be enough. If more space is needed to answer certain questions, please continue on a separate sheet of paper and attach it to the application form. The victim's name and signature should be indicated on each sheet of paper attached to the application, as this will help to prevent them from getting lost.
- Please write very clearly, so that the Court can understand everything that is included in the application. Please use pen (black ink) rather than pencil, since pencil can more easily be erased.

The ICC Judges will decide whether the applicant is a victim of a crime under the jurisdiction of the ICC, whether the applicant is entitled to participate in the proceedings and, in the event of a conviction, whether the applicant is entitled to reparations. Applications which are not transmitted to the judges remain in the custody of the Registry of the ICC.

The judges decide whether the information contained in the form, including the applicant's identity, will be forwarded to the Prosecutor and to the Defence. **Please note that some of the information provided may be made available to the public in the course of judicial proceedings.**

If the applicant has security concerns regarding their engagement with the ICC or relating to any information contained in the application form, these concerns should be written down in response to Question 8. Please be aware that, **despite raising security concerns, information recorded in the application may still be shared with the judges and/or the parties during the course of proceedings.**

Are you a victim, or a person acting on behalf of a victim?

Throughout the application form, the person that suffered the harm is referred to as the **victim**. Please note the difference between a victim and a person acting on behalf of a victim for the purposes of the ICC:

A victim is:

- a person who has suffered direct harm as a result of a crime within the jurisdiction of the ICC (direct victim)
- a person who suffered harm as a result of crime(s) targeting another person related to them (indirect victim).

(For example, if the person is a family member of a victim who died or suffered other types of harm as a result of a crime within the jurisdiction of the ICC, he/she must fill in a form on his or her own behalf detailing the crimes and his/her personal harm resulting from the loss of his/her family member).

A person acting on behalf of a victim is:

an individual who presents an application to the ICC **on behalf of another person who is the victim**. This is the case for:

- victims who are unable to present their application themselves (children, persons with disabilities affecting their ability to present an application)
- victims who prefer to ask someone else to present an application on their behalf and have given their consent for someone else to do so.

PAGE 1 OF THE FORM:

A Surname of victim _____ First *and/or* other names of victim _____
Any names by which the victim is commonly known can be given here

B Date of birth *or* age _____ **C** Gender _____ Victim application number __/____/____
In case the applicant does not know their date of birth, approximate age can be given If previously applied, please give the application number

D Nationality _____ **E** Ethnic group _____

This section refers to the victim, not the person acting on behalf of the victim.

- A.** A copy of proof of identity of the victim should be submitted with the form (for example, national identity card, birth certificate, voting card, passport, driver's license, student or employment card, letter from a local authority, camp registration card, card from a humanitarian agency, tax document). When you submit your application form by mail: Only attach copies of documents, not originals. If any information in the form is different from the information on the identity document provided (for example, name spelling, date of birth), please explain the reason for the difference next to the answer, or on a separate sheet clearly referencing the error/discrepancy.
- B.** Please state the gender the victim identifies with.
- C.** If the victim's date of birth or age is unknown, please give an approximate date or age; if not possible, provide any information that could assist in determining/approximating age.
- D.** Enter the victim's nationality(ies). If the victim is stateless, this should be mentioned here.
- E.** If applicable, enter the victim's ethnic group or tribe.

1. What process is the victim applying for?

Please tick both boxes if you want to participate in the proceedings as well as reparations in case of a conviction

PARTICIPATION

REPARATIONS (in case of a conviction)*

Victims may choose to participate in judicial proceedings before the ICC Chambers against one or more accused persons and request reparations in case of a conviction using this form. If the victim would like to apply for both participation and reparations, the victim should tick both the "PARTICIPATION" and "REPARATIONS" boxes.

Should the victim **only wish to participate in judicial proceedings**, meaning, providing their views and concerns during judicial proceedings through a lawyer who represents the victim in the courtroom, the victim should only tick the "Participation" box.

Please also consult the [VPRS information booklet](#) for more general information about participation in ICC proceedings.

Should the victim **only wish to request reparations**, the victim should only tick the “Reparations” box. Please note that: i) reparations will only be awarded in the event of a conviction at the close of criminal proceedings against one or more individuals; ii) relevant judicial proceedings may last several years before a final judgment is pronounced; and iii) supporting information related to reparations will be asked for at the appropriate time.

If the victim only wishes to claim reparations, the victim still needs to complete all three pages of the application form.

Please note that documents related specifically to verifying or supporting reparation claims (that are not immediately available to the victim at the time the victim completes the form) need not be included at this time for the validity of the form.

Please also consult the [VPRS information booklet](#) for more general information about reparations.

2. What happened to the victim? Describe the events in as much detail as possible

This includes any **crime that may have been committed against family members of the victim and as a result of which the victim suffered harm**. If you do not have enough space to fully describe what happened to you, you may use a separate piece of paper on which you shall append your name and signature

Please be as specific as possible about **what happened to the victim and/or to the victim’s family member(s)**. It is important to provide a clear description of the facts and details of the victim’s personal impressions. It is in the interest of the victim to provide a clear and factual account of the events that happened to the victim (and/or their family member), **precisely as he/she remembers them**.

If different events took place at different date(s) and/or place(s), please clearly explain each relevant event and record the date when it occurred.

3. When did these event(s) occur? _____

4. Where did these event(s) occur? _____

Please be specific. If possible, provide the exact date on which the incident(s) occurred (day/month/year). If the date of the events is unknown, please give an approximate the date of events (for example, proximity to major, known events, like a religious holiday, elections, any public memorial, publicly reported armed attacks, as the case may be). If possible, provide name of a town or city where or near to the place where the incidents occurred.

5. Who does the victim believe is responsible for these event(s)? _____

If the applicant does not know who the person(s) allegedly responsible for these events are, it is sufficient to provide some information that would identify the group to which the individuals belong (for example, a description of the uniforms worn by alleged perpetrators or language spoken by alleged perpetrators, etc.).

If the victim does not know who is responsible for the events, the victim can simply reply “not known”.

6. What personal harm did the events cause to the victim? *Proof of harm should be provided if possible* _____

Please provide information about the type of harm that the victim suffered as a result of the crimes allegedly committed and described in Question 2. The ICC recognises different types of harm that a victim suffers as a result of crimes that the ICC has jurisdiction over. These crimes can cause physical suffering to a person's body, emotional or psychological suffering or mental harm, by which a person's mind is affected because of what he/she has experienced or witnessed. Material harm could also be recognised; for example loss of, or damage to property as the result of a crime in the ICC's jurisdiction. Harm is however not limited to physical, psychological or material harm. There may be other types of harm, such as the impairment to work or loss of educational opportunities, etc. Please clarify if the victim **still suffers** as a result of the harm suffered. If so, please indicate if the continued suffering **affects others** that are dependent on the victim for financial or other support.

A
B
C

To be completed only if a person is acting on behalf of the victim:

Victim is a child
 Victim is a person with a disability
 Victim is an adult and gives consent for someone to act on their behalf

D Relationship to victim _____

Please provide with this application copies of proof of identity of the person acting on behalf of the victim and a copy of proof of their kinship

Consenting victim must sign below or attach a declaration - please see instructions

Details of person acting on behalf of victim:

Surname _____ First name _____ Date of birth/age _____

Signature of person acting on behalf of victim _____ Date _____ Location _____

A. Victim is a child: According to the Convention on the Rights of the Child, every person below the age of 18 is a child; therefore an adult related to the child has to present the application acting on their behalf. A document (copy) providing proof of kinship has to be attached to the application form. Proof of kinship could be any relevant official documentation attesting to such kinship (names & relationship). It can also be a declaration from two witnesses, submitted alongside copies of their identity documents.

B. Victim has a disability: If the victim has a disability that affects their ability to present an application, then a guardian can present the application acting on their behalf. A document (copy) providing proof of guardianship has to be attached to the application form. Proof of guardianship could be any relevant official documentation attesting to such guardianship (names and legal relationship). It can also be a declaration from two witnesses, submitted alongside copies of their identity documents.

C. Victim is an adult: If the victim is an adult and prefers that someone else presents the application on their behalf. In this case, it is very important that the victim expresses consent by attaching a letter of consent signed by the victim, or by signing the victim's signature box of Page 2. In both cases, the person acting on behalf needs to sign the 'person acting on behalf signature' field.

D. Proof of identity of the person acting on behalf of the victim must be attached to the form, in addition to the document proving kinship or guardianship. Valid identity documents are: national identity card, birth certificate, voting card, passport, driver's license, student or employee card, letter from a local authority, camp registration card, card from a humanitarian agency, tax document or other document identifying the person.

E. Signature: If the victim is an adult who gives consent for someone to act on their behalf, both persons (the applicant and the person acting on their behalf) must sign the application form. The person acting on behalf of the victim should sign the first signature box and the victim should sign the second.

In submitting this application the victim acknowledges with the signature that the information contained herein is accurate to the best of the victim's knowledge and should be considered for the truth of its content

Signature of victim _____ Date _____ Location _____

SIGNATURES:

It is very important that one or both of the two signature boxes on the bottom of Page 1 is completed.

The box above (the second signature box on the form) must be used when a victim applies on their own behalf.

By signing the form, the victim is verifying the authenticity of the application. This serves to demonstrate that the victim is taking responsibility for the content of the information given in the form and its accuracy, even if someone else has actually written it down. By signing, the victim also confirms their intention to submit an application for participation in ICC proceedings and/or for reparations. **If a person is assisting the victim to apply by writing down what the victim says, it is fundamental that he or she reads back the content of the form to the victim to ensure that he or she agrees with the content before signing it.**

If the person is not able to write, for example if they are illiterate, they may make a personal mark, or put their thumbprint.

DOES THE VICTIM CONSENT TO PROVIDING THE PERSONAL INFORMATION CONTAINED IN THIS APPLICATION FORM TO THE ICC'S TRUST FUND FOR VICTIMS (TFV)?

YES NO

*In case of a conviction, reparations may be dispersed through the ICC's TFV

Please note that by ticking the "Yes" box, the information provided in this form may be transmitted to the ICC's Trust Fund for Victims so that they may consider how best to use their limited resources to conduct assistance-related activities or facilitate reparation awards in the event of a conviction.

The Trust Fund for Victims is also bound by duties of confidentiality.

Trust Fund For Victims

To complement the Court's work on reparation, an independent Trust Fund for Victims was established. The ICC judges may ask the Trust Fund to help to carry out its orders of reparations against a convicted person. In addition, the Fund can use the contributions it receives to finance projects for the benefit of victims and their family members. For more information, please consult the Trust Fund For Victims [website](#)

PAGE 2 OF THE FORM:

Personal information

7. If applicable, why does the victim want to participate in the ICC proceedings? _____

Please explain the reasons that motivate the victim to participate in the ICC proceedings. For example, “to help establish the truth”; “to obtain justice”; “to obtain reparations”, etc.

8. Does the victim have reasons to be concerned about security, including that of his/her family, as a result of interaction with the ICC?

Yes No *If yes, please explain* _____

The victim can express his/her concerns, not only about physical security but also about harm to the psychological well-being, reputation, privacy and/or dignity or those of the victim’s family as a result of their relation and interaction with the ICC. The identity of the victim will not be revealed to the public while the application is being considered.

9. Victim’s marital status _____

Please indicate whether the victim is married, divorced, widowed, or cohabitating.

10. I] Number of children the victim has _____

II] Total number of dependents the victim has _____

Indicate I] the number of children and II] the number of people such as spouse(s), orphans or other family members who are dependent on the victim for financial or other support.

11. Specify disabilities the victim has, if any _____

Indicate any form of impairment, not necessarily resulting from the alleged crimes that may impact on the victim’s health, mobility, cognitive ability or decision-making capacity.

12. Specify language(s) spoken by the victim _____

So that the ICC can communicate with the victim in a language the victim understands, it is important that we have an indication of the victim’s first and main language. Keep in mind that the ICC usually works in French and English, but may decide to also work in other languages.

13. Specify occupation the victim has, if any _____

Please specify in question 13 which occupation/job, formal or informal, the victim is carrying out, if any, at the time of filling the form.

14. LEGAL REPRESENTATION:

I] Has the victim chosen a lawyer to represent him or her in the proceedings before the ICC? Yes No

If yes, please provide the name and contact details of the lawyer _____

II] Does the victim have financial resources to pay for a lawyer? Yes No

III] Does the victim have concerns being represented by a lawyer/legal team that also represents other victims in the proceedings?

Yes No *If yes, please explain* _____

IV] Characteristics and qualities that the victim considers necessary in a lawyer representing them in the proceedings

I] A victim is free to choose a legal representative. Please indicate here if the victim has already made a choice at the time of filling this form. In order to represent victims before the ICC, a lawyer must be on the ICC list of counsel. Lawyers who are not listed but that meet the criteria established by the ICC may apply for inclusion on the list. Please consult the VPRS information booklet for more information about legal representation.

II] If the applicant can afford to pay for a lawyer who will represent them in the ICC proceedings, please confirm here.

III] When there are many victims participating in the proceedings, the ICC may decide to group them and appoint one lawyer, or a team of lawyers, to represent them. Please provide an explanation if the applicant believes that all the victims or specific groups of victims cannot be represented by the same lawyer or team of lawyers.

IV] The victim may list here any particular characteristics and qualities they prefer in a lawyer, or a team of lawyers. These preferences will be considered by the ICC if it becomes necessary to organise the representation of victims participating in the proceedings. For example, victims may wish their lawyers to be from the same country or speak the same language.

V] If the victim is unrepresented:

a) Does the victim wish to be represented by a lawyer from the Office of Public Counsel for Victims at the ICC (*an independent office of lawyers within the ICC, representing victims in proceedings*)

Yes No

b) Does the victim wish to choose a lawyer from the ICC List of Counsel

Yes No

V] a) Victims can choose to be represented in ICC proceedings by lawyers from the Office of Public Counsel for Victims (“OPCV”). Lawyers from the OPCV are paid by the Court, but they exercise their mandate fully independently from the Court. They have been representing victims in other cases before the ICC.

b) The ICC Registry can assist victims to choose a lawyer, notably by sharing with them the names of lawyers who are currently registered on the ICC List of Counsel and who would fit the characteristics and qualities sought by the victims.

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Contact information of the victim:

CONTACT INFORMATION OF THE VICTIM:

Address _____

Phone number(s) or other ways to contact the victim _____

Email _____

Name of interpreter, if any _____

This could be the victim’s own contact details, or those of a family member or other individual if the victim prefers to be contacted through someone else. Please indicate if the address given is not that of the victim.

If the victim expects to relocate, please provide the name and address of a trusted person who would know how to contact the victim, and who is aware of the application being submitted.

If applicable: Contact information of a person/organisation **that assisted the victim** in filling in the form:

Contact information of the person or organization who assisted in filling in this form (if applicable):

Surname _____ First name _____

Name of the organization (if applicable) _____

Phone number(s) and email (if applicable) _____

Address _____

This section does not request the details of a person acting *on behalf of a victim*. This box should only be filled out if the victim or person acting on behalf of the victim **were assisted in completing the form.**

If the victim or the person acting on behalf of the victim completed the form unassisted, this section should be left blank.

Please also provide the name of the person who provided interpretation, if there was one.

The following documents should be attached to this application form. Please tick the boxes of all documents included with this application, as applicable:

- Copy of proof of identity of the victim
- Copy of proof of identity of the person acting on behalf of the victim
- Declaration giving consent for someone to act on behalf of the adult victim
- Copy of proof of kinship
- Copy of medical records or other documentation that prove the personal harm suffered by the victim, including names and contacts of individuals who could corroborate the victim's reparation claims (*if relevant and immediately available at no cost to the victim*)

Victims are requested to provide photocopies of documents such as proof of identity or proof of kinship. Please do not send original documents. Photocopies of documents not specifically requested but that might be relevant to the application such as forensic, medical, police or court records, photographs, films, etc. should also be attached to the application if immediately available and at no cost to the victim. All documentation provided (including the pictures on documents) should be readable.

Names and contacts of individuals who could corroborate the victim's reparations claims should be provided if available. Those names should be listed, together with the relevant contact details. **Please note that this information should only be provided with the consent of the individual(s) concerned.**

Please tick the boxes relevant to all supporting documentation submitted, as this will facilitate the ICC registration processes.

If any clarification is needed, please contact VPRS at: VPRS.Information@icc-cpi.int, or via postal address:

VPRS
Po Box 19519
2500 CM, The Hague
The Netherlands

Contact telephone number: +31(0)70 515 95 55