APPLICATION FORM FOR SECONDARY LEGAL ASSISTANCE, VALID FROM 1st SEPTEMBER 2026

Purpose of the application: (briefly describe what you wish to apply for):
……
……
……

Undersigned

Surname (block letters): ……

First name (block letters): ……

National register number/foreign nationals' register: ……

Address (street, house no., postal code, municipality): ……

……

E-mail address: ……

Mobile telephone number: 00……

Date of birth: ……

Sex: O M O F O N

Nationality: O Belgian O EU O non-EU

O declares that he/she cannot lay claim to a contribution from legal expenses insurance and declares that his/her family composition is as follows:

O single

O married to/cohabiting with (first name and surname of partner): ……

O other dependants: number of children younger than 18: ……

number of children aged 18 and older: ……

other (e.g. parent, brother/sister living at home): ……

The undersigned also declares that he/she has a net monthly income/family income of: ……

State the nature of the total income and amount(s) of both the applicant and any other family members

- o wage/salary (private/government employment) as well as service, educational, meal and eco-cheques, etc.:
  ……
- o unemployment benefits: ……
- o pension: ……
- o sickness benefits: ……
- o income from self-employed activity: ……
- o debt management arrangement/budget counselling: ……
- o maintenance: ……
- o income from immovable property (e.g. rent): ……
- o income from movable assets or subscribed capital: ……
- o other: ……
- o none: (if none: reason) ……
- o an exceptional debt burden that you are paying off: ……

<u>To be appended to this application</u>: documents – not dated more than two months before the application – in the name of the applicant and his/her dependants (partners, children, others living at home):

1. family composition certificate;
2. recent certification of the exact amount(s);
3. for self-employed: last tax assessment notice + certificate from bookkeeper for last quarter;
4. certificate from debt counsellor must state the exact amount of the subsistence income that is paid each month and the exact amount of the fixed monthly expenses (rent, utilities, etc.) that are paid directly by the debt counsellor in addition to this subsistence income.

O **eligible on the basis of categories that are deemed equivalent (Article 508/13/1 §4 of the Belgian Judicial Code):**

- o the minor, *at least on production of the identity card or a document to be appended to this application that proves minority*

O **eligible on the basis of categories that are deemed equivalent unless the contrary is proved (Article 508/13/1 § 2 of the Belgian Judicial Code)**

- o you receive subsistence income or social assistance from the Public Social Welfare Centre (OCMW) in ……: *append at least the valid decision from the OCMW concerned;*
- o guaranteed income for senior citizens: *append at least the annual certificate from the Civil Service for Pensions (Rijksdienst voor Pensioenen);*
- o you receive an income substitution benefit for disabled persons: *append at least the decision of the Minister responsible for social security or of his delegated official (www.handiweb.be);*
- o you have a dependant child who receives the guaranteed child benefit (child benefit without increases): *append at least the certificate from the Federal Child Benefit Agency (Famifed);*
- o you are the tenant of social housing in the Flemish Region or the Brussels-Capital Region and pay rent that corresponds to half of the basic rent: *append at least the last rent calculation data sheet;*
- o you are a prisoner: *append at least proof of your status as a prisoner, such as a certificate of imprisonment;*
- o you are an accused within the meaning of Articles 216*quinquies* to 216*septies* of the Belgian Criminal Procedure Code: *append at least the necessary supporting documents;*
- O you are a person with a psychiatric disorder to the Belgian Act of 26 June 1990 regarding the protection imposed on a person with a psychiatric disorder: *append at least the necessary supporting documents;*
- o foreign national, for the purpose of submitting an application for a residence permit, or an administrative review or judicial appeal against a decision that has been taken pursuant to the laws on the entry, residence, settlement and removal of foreign nationals: *append at least the necessary supporting documents;*
- o asylum seeker or person who submits an application for displaced person status: *append at least the necessary supporting documents;*
- o a person burdened with excessive debt with a view to starting a debt management arrangement procedure;

O the application does not create any conflict of interest with the interests of the other family members.

Additional questions to be answered by the applicant (except minors)

1. *Immovable assets (regardless of the country): I/We have*
   O no property
   O one owner-occupied property
   O two or more properties
2. *Money (regardless of the country): the total amount of money in my/our possession: approximately ……...euro*
3. *Vehicles (regardless of the country): mopeds, motorbikes and cars that my family uses*
   O no motorised vehicles
   O one motorised vehicle
   O two motorised vehicles
   O three motorised vehicles
   O more than three motorised vehicles
4. *Do you receive help from family members or friends (e.g. living for free at friends or family pay your rent, etc.)*
   O no
   O yes

If you are eligible for partially free legal assistance, you must also pay an amount of between €25.00 and €125.00. The president of the Legal Aid Office will estimate the amount of the advance payment. (Article 508/17 § 2 of the Belgian Judicial Code)

If the conditions that enable you to rely on fully or partially free secondary legal assistance change, you must immediately inform your lawyer and the Legal Aid Office (Article 508/13, § 4 of the Belgian Judicial Code)

If you receive money because of the actions of your lawyer which, if available on the day of the application for legal assistance would have meant that you would not have been eligible for a pro-Deo lawyer, the lawyer will charge you a fee under certain conditions with the consent of the Legal Aid Office (Article 508/19 of the Belgian Judicial Code).

O The undersigned declares that the information provided in this form is complete and correct.

Date and signature of the applicant preceded by the words '*read and approved*':

The lawyer or the Legal Aid Office must append the application to the documents in the LAO module and give a copy to the applicant.

Privacy Statement: *The Flemish Bar Association (OVB) and the Bars (depending on the Legal Aid Office you have chosen) process your personal data as joint controllers for the organisation of legal aid. Legal basis: our task carried out in the public interest, as referred to in Articles 495 and 508/1 et seq. of the Judicial Code, to organise second-line legal assistance. Source of your data: we obtain your personal data either directly from you when you submit an application for second-line legal assistance, or indirectly through your pro bono lawyer, an assistance organisation or a competent authority. Retention period: applications that are not pursued or are refused are kept for a maximum of 1 year, plus 1 year for verification. Closed files or files after payment of pro bono services are kept for a maximum of 7 years, plus 1 year for verification, or until a final judicial decision has been made in the event of an appeal. Data sharing: the performance of our task carried out in the public interest may require us to share your data with IT service providers (processors), the lawyer appointed, where applicable, and other competent authorities or third parties where legally required or necessary. Security: we have implemented appropriate technical and organisational measures to protect your personal data. Your privacy rights: where applicable, you have the right of access, rectification, erasure, restriction of processing and objection (Articles 15, 16, 18 and 21 GDPR). We will handle your written request within one month, which may be extended by two months depending on the complexity of the request. You may send your requests or questions to the Data Protection Officer at dpo@ordevanvlaamsebalies.be or by post to OVB, Staatsbladsstraat 8, 1000 Brussels. For identification purposes, we may ask you to provide a copy of the front side of your identity card. The full privacy statement can be found on the advocaat.be website.*