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Operations Division Branch	-1-	Order contains	7 pages
Collected Standing Orders	[emblem]		

Procedure for Processing Inquiries regarding the Existence and Removal of a Preclusion to Travel Abroad
by Palestinian Residents

1. **General:**

- a. In addition to the security preclusion preventing Palestinian residents from entering Israel, there is a security preclusion preventing them from traveling **abroad**.
- b. The following is a procedure for handling residents with security preclusions for travel abroad.

2. **Objective:**

- a. **Prior inquiry** – establishing a procedure for handling residents who request information on whether or not there is a security preclusion against them.
- b. **Appeal** - formulating a process for appealing security preclusions for:
 - (1) Residents who were informed they were precluded during prior inquiry.
 - (2) Residents who were denied exit at the Allenby Bridge border crossing.

3. **Prior Inquiry:**

- a. A Palestinian resident who wishes to inquire ahead of time whether there is a security preclusion to his traveling abroad will submit an application for prior inquiry **in person, or via the Palestinian Coordination**, using a designated form (for the designated form, see **Appendix A**, under “prior inquiry”).
- b. Processing of the application must be documented and monitored in accordance with this procedure.

4. **Prior Inquiry – the method:**

- a. Prior to processing an application, the DCO will perform the following:
 - (1) Verify the resident's identity as per identification verification procedures, including verification that the applicant is a resident of the DCO's district.
 - (2) The soldier will ensure the applicant files **two copies** of the designated application form. If the resident arrives at the reception window with only one copy, the soldier will provide him with an additional blank copy and ask him to fill it out.
 - (3) The resident will be directed to provide biometric data (without filing an application for or obtaining a biometric card) – **however, the applicant will not be forced to provide biometrics, nor will providing biometrics serve as a condition for processing the application.**
- b. The soldier will check if there is a travel preclusion against the resident.
- c. **Processing of a prior inquiry application is immediate.** The application will be examined on the "resident information" computer database.
 - (1) A resident who **has** a travel preclusion on record: The resident will be notified that there is an intention to prevent his travel abroad and that he may **file an appeal**. The coordination officer, or his second in command, will sign the application and **the response will be marked on both copies of the application form.** Inasmuch as the resident does not wish to file an appeal at the time, he will receive one copy and the second copy will remain on file at the DCO. Inasmuch as the resident wishes to file an appeal at the time, he must indicate this on both copies of the form and submit them. DCO personnel will accept both copies and will provide the resident with a confirmation of receipt ("wassal") which indicates the application for inquiry regarding a travel preclusion had been received. For processing of the appeal, see sec. 5.
 - (2) A resident who **does not have** a travel preclusion on record: the application will be transferred for clarification to the ISA. The resident will be told that the application is in processing and a response would be received within 4 business days. In this case, proceed to sec. 5.
- d. If the resident is not precluded from travel, DCO staff will do the following:
 - (1) **DCO personnel will accept both copies and will provide the resident with a confirmation of receipt ("wassal") which indicates the application for inquiry regarding a travel preclusion had been received. DCO personnel will indicate the following on the form: the type of application, the date of receipt, the time of receipt, the expected time for response (no more than four business days from the time of submission).**

- (2) **If the ISA responds that there is a travel preclusion against the resident, the resident is to be notified that there is an intent to prevent him from traveling abroad and that he may file an appeal. The coordination officer, or his second in command, will sign the application and the response will be marked on both copies of the application form. Inasmuch as the resident does not wish to file an appeal at the time, he will receive one copy and the second copy will remain on file at the DCO. Inasmuch as the resident wishes to file an appeal at the time, he must indicate this on both copies of the form and submit them. DCO personnel will accept both copies and will provide the resident with a confirmation of receipt (“wassal”) which indicates the application for inquiry regarding a travel preclusion had been received. For processing of the appeal, see sec. 5.**
- (3) **If the ISA responds that there is no travel preclusion against the resident, he will be told that there is no preclusion to his traveling abroad. The response will be indicated on both copies of the application form. One copy will be returned to the applicant and the other will be kept on file at the DCO.**

5. **Appealing a security preclusion – the method**

- a. **A resident who is told during prior inquiry that there is an intent to prevent him from traveling abroad, or a resident who has been denied exit abroad, may file an appeal against the security preclusion.**
- b. **The application will be filed on a designated form, see appendix A, under “appeal”. If this is an appeal filed at the DCO after receiving word that there is a travel preclusion, the appeal will be filed on both copies of the application for inquiry regarding a travel preclusion.**
- c. **The following documents must be attached to the application:**
- (1) **Two copies** of the designated application form. The form must include full details including land and cellular phone numbers. If a resident arrives at the reception window with one copy, the soldier will give him an additional blank copy and ask him to fill it out.
 - (2) A photocopy of the applicant’s identity card.
 - (3) **Relevant documents (medical treatment/studies/other) – applications without supporting documents will not be refused admittance, but transferred for individual diagnostics by security officials.** It will be made clear to the applicant that consideration of exceptional grounds will be difficult in the absence of all relevant documents.
 - **In any event, an application will not be refused due to the fact that it was filed without documents. If necessary, DCO personnel will issue the relevant forms (appendix A) and will make photocopies as prescribed in the procedure.**

- d. The response to the appeal will be given, as a rule, within eight weeks. **Applications which are not transferred at the required time will not be refused, but rather transferred for ISA processing. The resident will be told that a response to his appeal will be received in eight weeks. If a response is received earlier, the resident will be so notified.**

DCO personnel will accept both copies and will provide the resident with a confirmation of receipt (“wassal”) which indicates the application for inquiry regarding a travel preclusion had been received. DCO personnel will indicate the following on the form: the type of application, the date of receipt, the time of receipt, the expected time for response (no more than eight weeks from the time of submission).

- e. In cases of a negative answer for residents **seeking to go abroad for medical treatment** which is not available in the Area/Israel: prior to conveying the information to the applicant, it will be sent to the Legal Advisor after obtaining the health coordinator’s corroboration that the treatment is not available in the Area/Israel.
- f. A resident whose appeal is rejected may file another appeal **no earlier than nine months after the previous appeal was filed.**
- g. A response to an appeal will be provided on the two copies of the designated form on which it was filed. The coordination officer or his second in command will sign the response. One copy will be returned to the resident and the other will be kept on file. The content of the response depends on its nature:
- (1) Affirmative response – the resident will be told that the travel preclusion against him had been lifted.
 - (2) Negative response – i.e. the preclusion remains – the soldier will provide the resident with a negative response only after making sure that the application form includes an unclassified short explanation (detailing the reasons for the refusal to lift the preclusion). There may be cases in which no details are provided in an unclassified explanation for security reasons.

6. **Highlights:**

- a. Applications may be filed in person or via the Palestinian Coordination.
- b. Applicants who are denied exit at the border crossing will be able to file the appeal directly (the application will be filed by the applicant in person or via the Palestinian Coordination).
- c. Computer notations must be entered at every stage of processing.
- d. Telephone numbers must be entered into the database.
- e. Answers must be provided in accordance to the of this procedure.

- f. **Travel abroad for the purpose of medical treatment:** As a rule, a person seeking medical treatment abroad is not to be denied travel if he has no access to alternative medical treatment in the Area (and in rare cases, in Israel). When the ISA issues a refusal in a case such as this, the Legal Advisor may be consulted.
- g. **Negative answers to prior inquiry applications will be given to the resident/Palestinian Coordination immediately.**

Appendix A:

Processing form: Preclusions to travel abroad

DCO/District: _____ Date of submission: _____

1. Applicant's details (full name):

_____	_____	_____	_____
First name	Father's name	Grandfather	Surname

2. ID No: _____

3. Land and cellular phone numbers: _____, _____, _____

7. [sic] Destination: _____

8. Purpose of travel: _____

9. Date of travel: from _____ to _____

4. [sic] Attached documents/confirmations:

Resident's signature: _____