Temporary Protection Registration Application

Applicant's Guide - Temporary Protection Information System (TPIS)

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1. Introduction

This guide provides step-by-step instructions on how to complete the Pre-Application for Interview within the Temporary Protection Information System (TPIS).

The Pre-Application process is mandatory for individuals who wish to apply for Temporary Protection. The system does not require creating an account or logging in with a username and password. Instead, applicants will verify their identity using a mobile phone number and a unique token (OTP) received via SMS.

The Pre-Application process is divided into the following four steps:

- Applicant Information
- Family Members
- Interview Appointment
- Confirm & Submit

2. Accessing the System

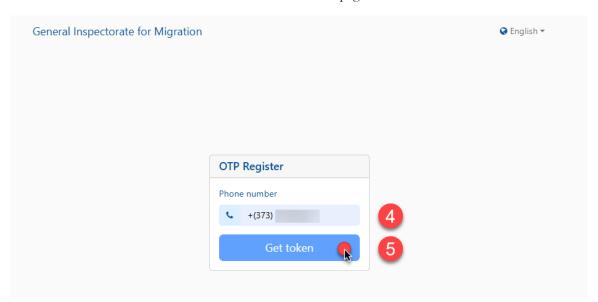
2.1 Starting the Application Process

- 1. Open your web browser and go to the TPIS website: https://protectietemporara.gov.md
- 2. Select your preferred language from the available options: Romanian, Ukrainian, English, or Russian.
- 3. On the homepage, click the "Apply for Temporary Protection" button.



2.2 Phone Number Verification

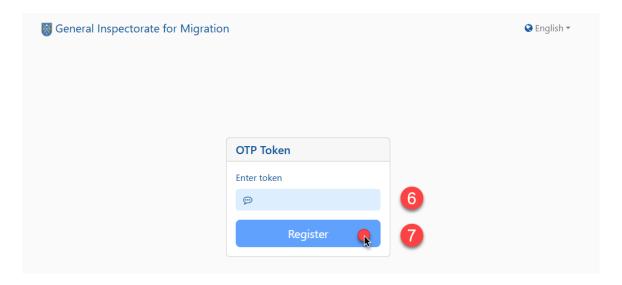
You will be redirected to the Phone Number Verification page:



- 4. Enter your Moldovan mobile phone number in the Phone Number field.

 Note: To successfully complete the application, you must use an active Moldovan phone number. Phone numbers from other countries are not accepted.
- 5. Click the "Get token" button.
 - The system will send a **one-time token (OTP)** via SMS to your phone.
 - The token is valid for **5 minutes**.

2.3 Entering the Token



- 6. After receiving the SMS, enter the token in the "Enter Token" field.
- 7. Click the "Register" button.
 - If the token is valid, you will be automatically redirected to the Temporary Protection Pre-Application Form.

Note: If the token has expired or is incorrect, you will need to request a new token by repeating the process.

2.4 Handling an Invalid or Expired Token

If the token is incorrect or has expired, the system will display the following error message:

Token is invalid or expired!

You will need to request a new token by following the steps below:

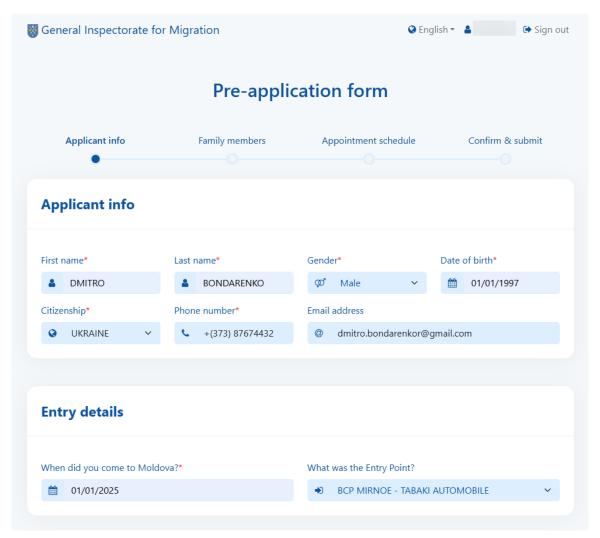
- Re-enter your phone number.
- Click the "Get Token" button again.
- Enter the new token received via SMS within 5 minutes.

Important: Make sure to enter the token exactly as received (case-sensitive, no extra spaces).

3. Completing the Temporary Protection Pre-Application Form

3.1 Phase 1: Applicant Information

On this page, you will provide your personal information as the primary applicant.



3.1.1 Applicant Information Section

In this section, fill in the following fields:

Field	Description	Required
First Name	Enter your first name using Latin letters only.	Yes
Last Name	Enter your last name using Latin letters only.	Yes
Gender	Select your gender from the dropdown list (Male/Female).	Yes
Date of Birth	Enter your date of birth in DD/MM/YYYY format. A date picker	Yes
	will assist you.	
Citizenship	Select your nationality from the dropdown list.	Yes
Phone	Enter your Moldovan mobile phone number in the format +(373)	Yes
Number	99999999.	
Email	Enter your email address. This field is optional.	No
Address		

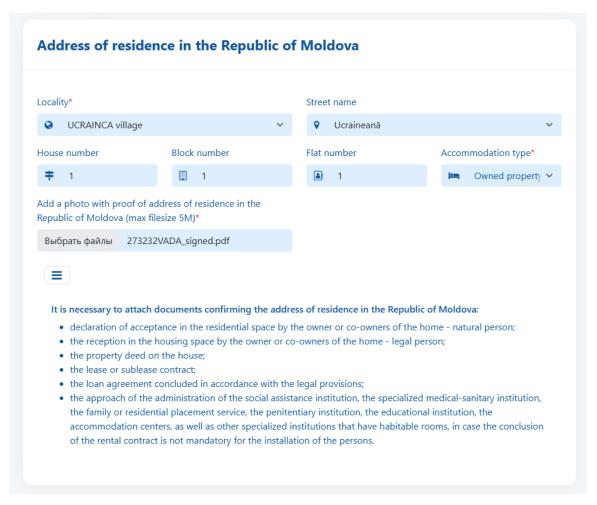
3.1.2 Secțiunea Detalii Intrare în Republica Moldova

In this section, you must provide details regarding your entry into the Republic of Moldova:

Field	Description	Required
Date of Entry into	Specify the date you entered the Republic of Moldova. Use the	Yes
Moldova	DD/MM/YYYY format.	
Border Crossing	Select the border crossing point from the dropdown list	No
Point	through which you entered the country.	

3.1.3 Address of Residence in the Republic of Moldova Section

In this section, you must provide details about your current residential address in the Republic of Moldova:



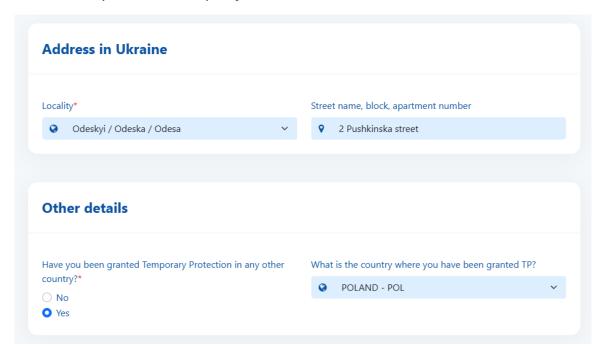
Field	Description	Required
Locality	Select the locality where you live in the Republic of Moldova.	Yes
Street Name	Select the street from the dropdown list.	No
House Number	Enter the house number.	No
Building Number	Enter the building number (if applicable).	No
Apartment Number	Enter the apartment number (if applicable).	No
Type of	Select the type of accommodation (e.g., Rented property,	Yes
Accommodation	Owned property, Hostel, Hotel, Refugee accommodation	
	center).	
Address Proof (file)	Upload a photo or a PDF document confirming your	Yes
	residence address (maximum file size 5 MB). Multiple files can	
	be uploaded.	

Important: The documents accepted as proof of address include: rental contract, declaration of accommodation, ownership deed, etc. The full list can be viewed by clicking the button:



3.1.4 Address in Ukraine Section

In this section, you must indicate your permanent address in Ukraine:



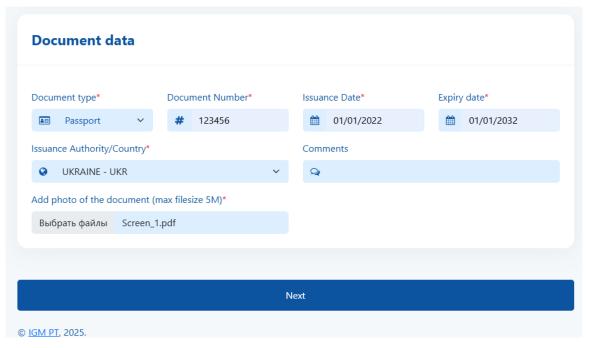
Field	Description	Required
Locality in Ukraine	Select the locality where you had your residence in	Yes
-	Ukraine.	
Street name, block,	Manually enter the street name, block number, and	No
apartment	apartment number (if any).	

3.1.5 In this section, you must indicate whether you have benefited from Temporary Protection in another country:

Field	Description	Required
Have you benefited	Select the appropriate option (Yes/No).	Yes
from Temporary		
Protection in another		
country?		
Country where you	If you selected "Yes", choose the country from the	Required
benefited from	dropdown list.	only if
Temporary	_	"Yes" is
Protection		selected

3.1.6 Document Data Section

In this section, you must provide information about your identity document:



Field	Description	Required
Document Type	Select the type of identity document (e.g., Passport, ID	Yes
	Card, Birth Certificate).	
Document Number	Enter the document number exactly as shown on the	Yes
	document.	
Issuance Date	Enter the document's issuance date in DD/MM/YYYY	Yes
	format.	
Expiry Date	Enter the document's expiry date in DD/MM/YYYY	Yes
	format.	
Issuing	Select the country that issued the document from the	Yes
Authority/Country	dropdown list.	
Comments	Enter any additional information related to the document	No
	(optional).	
Document File	Upload a photo or a PDF of the identity document	Yes
(upload)	(maximum file size: 5 MB). Multiple files can be uploaded.	

3.1.7 Navigation Buttons

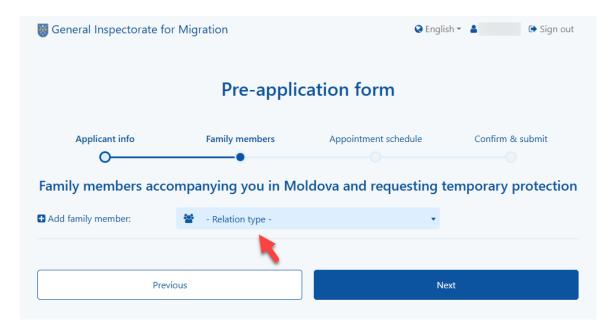
- Click the "Next" button to continue to the Family Members section.
- You can return to this section at any time before final submission of the application.

3.2 Phase 2: Family Members

In this section, you will need to add details of your family members who are applying together with you.

Process Flow for Adding Family Members:

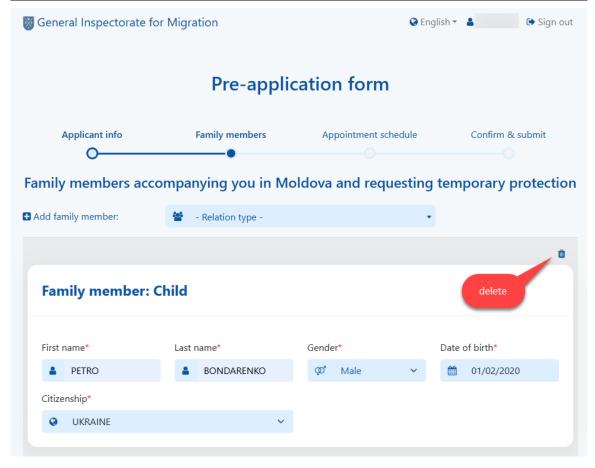
- 1. Select the relationship type (e.g., Spouse, Child).
- 2. Fill in the personal data.
- 3. Fill in the document information.
- 4. Fill in the address in the Republic of Moldova.
 - o Check "Same as applicant" if applicable.
- 5. Fill in the residential address in Ukraine.
 - O Check "Same as applicant" if applicable.



3.2.1 Adding a Family Member

For each family member, complete the following personal information:

Field	Description	Required
First Name	Enter the family member's first name using Latin letters only.	Yes
Last Name	Enter the family member's last name using Latin letters only.	Yes
Gender	Select the gender (Male/Female) from the dropdown list.	Yes
Date of	Enter the date of birth in DD/MM/YYYY format. A date picker will	Yes
Birth	be available for convenience.	
Citizenship	Select the family member's citizenship from the dropdown list.	Yes



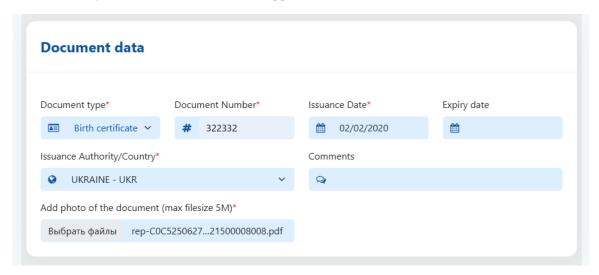
3.2.2 Document Information

For each family member, complete the identity document information in the following fields:

Field	Description	Required
Document Type	Select the type of identity document (e.g., Passport, ID	Yes
-	Card, Birth Certificate).	
Document Number	Enter the document number exactly as shown on the	Yes
	document.	
Issuance Date	Enter the issuance date of the document in	Yes
	DD/MM/YYYY format.	
Expiry Date	Enter the expiry date of the document in DD/MM/YYYY	Yes
-	format.	
Issuing	Select the country that issued the document from the	Yes
Authority/Country	dropdown list.	
Comments (optional)	If necessary, enter any additional comments related to the	No
	document.	

Document File	Upload a photo or a PDF of the identity document. The	Yes
(upload)	maximum file size is 5 MB. Multiple files can be uploaded.	

Important: Make sure that all uploaded documents are clear and legible. Incorrect or unreadable documents may result in the rejection of the application.



3.2.3 Completing the Address for Family Members

Residence Address in the Republic of Moldova

For each family member, you will need to enter the residential address in the Republic of Moldova:

Field	Description	Required
Locality	Select the locality of residence in the Republic of Moldova.	Yes
Street	Select or enter the name of the street (if applicable).	No
House Number	Enter the house number.	No
Block Number	Enter the block number (if applicable).	No
Apartment Number	Enter the apartment number (if applicable).	No
Type of	Select the type of accommodation (e.g., Rented property,	Yes
Accommodation	Owned property).	
Address Proof File	Upload a document or photo proving the address (max. 5	Yes
	MB).	

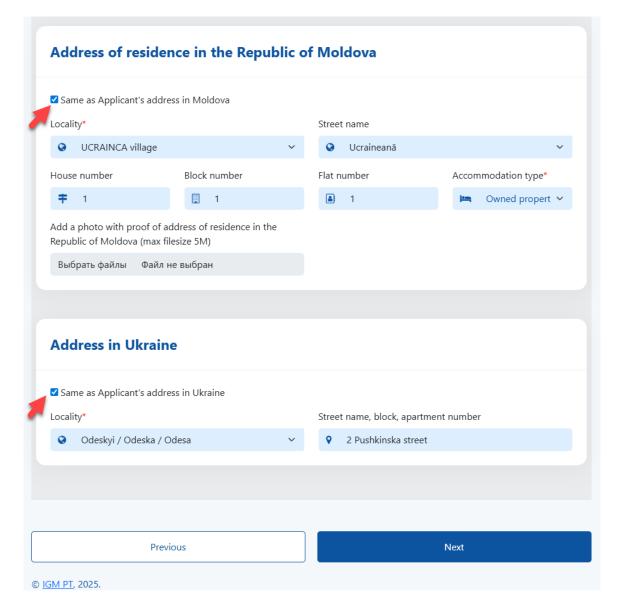
Important: If you check the <u>"Same as applicant"</u> option, the address fields in the Republic of Moldova will be automatically filled in with the main applicant's residence details.

Address of Residence in Ukraine

You will also need to complete the address of residence in Ukraine for each family member:

Field	Description	Required
Locality (Ukraine)	Select the locality of residence in Ukraine.	Yes
Street, Block, Apartment	Manually enter the street name, block number, and	No
(Ukraine)	apartment number (if applicable).	

Important: If you select the option "Same as applicant", the address fields for Ukraine will be automatically filled in with the primary applicant's home address details.



3.2.4 Adding Multiple Family Members

- After completing all details for one family member, select another relationship type.
- The process is repeated for each family member accompanying you.

Process Logic: To add a new family member, begin by selecting a new relationship type (e.g., Spouse, Child, Parent). After selection, the system will automatically open a new data entry block with the following sections:

- Personal Data (First Name, Last Name, Gender, Date of Birth, Citizenship)
- Document Data (Document Type, Document Number, Issue/Expiry Dates, Issuing Country, Files)
- Address of Residence in the Republic of Moldova
- Address of Residence in Ukraine

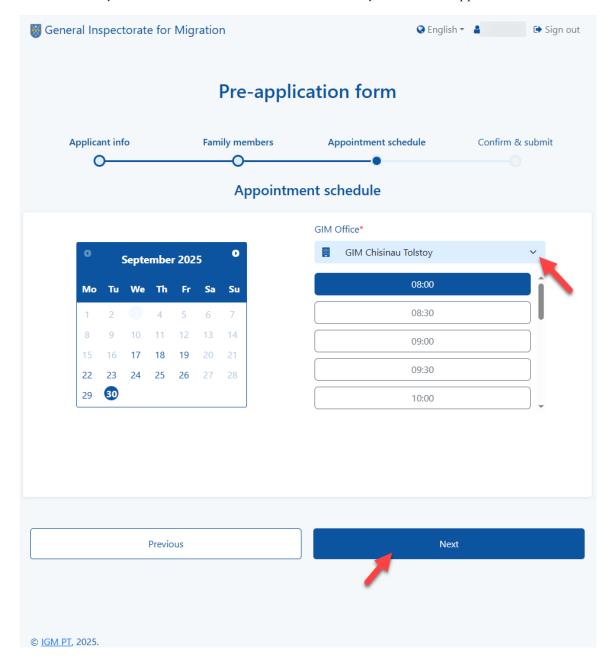
Repeat these steps for each family member.

3.2.5 Navigation Buttons

- Click the "Next" button to continue to the Interview Scheduling section.
- You can return to this section at any time to edit or delete family members before submitting the application.

3.3 Phase 3: Interview Scheduling

In this section, you will select the location, date, and time for your interview appointment.



3.3.1 Selecting the IGM Office for Interview Appointment

Field	Description	Required
Appointment	Select the location (IGM Office) where you wish to attend the	Yes
Location	interview. The list of available locations will be displayed in a	
	dropdown menu.	

3.3.2 Choosing Date and Time Slot

After selecting the location, the system will display a calendar with available appointment dates.

Click on your desired date to view the available time slots.

Select a time slot from the list.

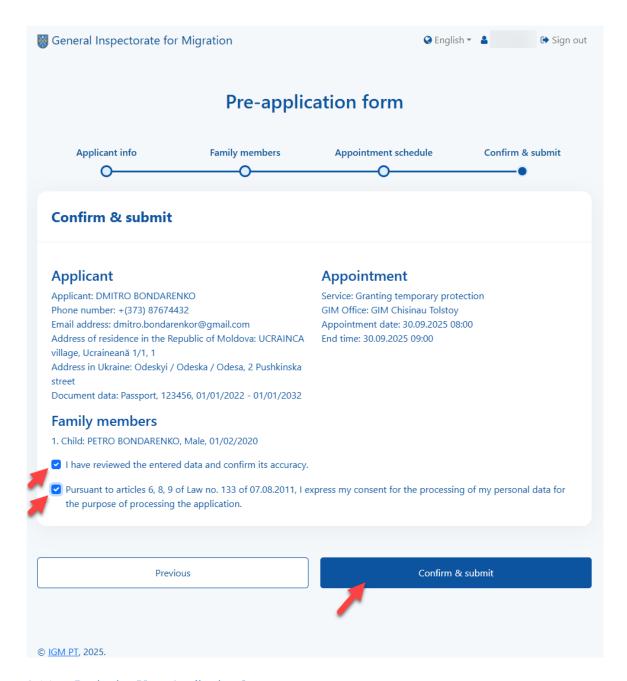
- Time slots are assigned on a first-come, first-served basis.
- If no time slots are available for the selected date, try choosing a different date or location.

3.3.3 Navigation Buttons

- Click the "Next" button to proceed to the Confirm & Submit section.
- You can return to this section at any time to edit your appointment details before the final submission.

3.4 Phase 4: Confirm & Submit

After completing all the previous steps, you will be shown a Confirmation Summary Page, where you can review your application details and finalize the submission.



3.4.1 Reviewing Your Application Summary

Carefully review all the information displayed on the **Summary Page**:

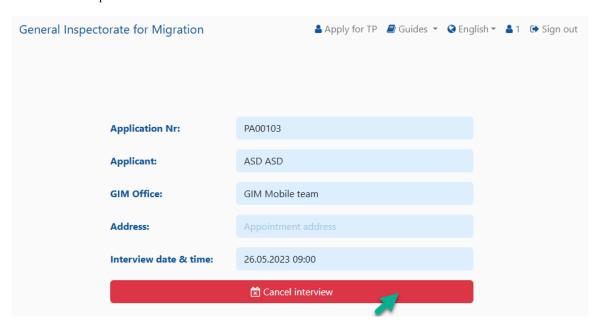
All fields are displayed in read-only mode.

- Application ID Unique identification number of your application.
- Primary Applicant Name Your first and last name.
- Appointment Location The IGM office where your interview is scheduled.
- Location Address Full address of the selected location.
- Appointment Date/Time The confirmed date and time for the interview.

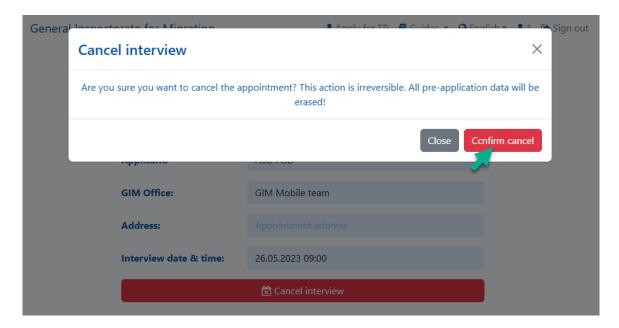
If you notice any errors, use the "Previous" buttons to return to earlier sections and correct the information before final submission.

4. Managing Your Appointment

You have the option to:



- Cancel the Appointment Click the "Cancel Appointment" button to cancel your scheduled interview.
- A confirmation message will appear before the cancellation is finalized.



• After cancellation, you may re-apply by starting a **new Pre-application**.