Public Access to Documents at Frontex

**MANUAL**

This document provides information and guidance on how to request access to documents held by Frontex.

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**Our commitment to TRANSPARENCY**

Frontex, the European Border and Coast Guard Agency, is committed to transparency. It must have a transparent system of informing the public about its work and policies. This means, for instance, that these institutions have the obligation to run an open, efficient, and impartial system for access to documents. All EU citizens and residents enjoy this right, laid down in Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to documentation held by the institutions of the European Union.

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**LEGAL basis**

This database is continuously supplemented. It contains documents already published and in line with the Functioning of the European Union. The Rules of Procedure for Access to Documents of the European Union, establish the rights of citizens, with the明明的 purpose of giving the fullest possible public access to documents, Frontex relies on Articles 15(3) and 39(3) of the Treaty on the Functioning of the European Union and is guided by decisions of the European Ombudsman.

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**APPLY FOR ACCESS TO DOCUMENTS a step-by-step guide**

1. **SEARCH FOR FRONTEX DOCUMENTS**
   - Where you should submit your request?
   - What to provide?
   - How to search?
   - What should you do if you have not found any documented reference?

2. **SUBMIT YOUR APPLICATION**
   - You are not obliged to provide reasons for your request.
   - The decision whether to disclose a document is made regardless of eligibility.

3. **CONFIRM YOUR APPLICATION**
   - Your application will be taken into account only if it matches your query or interest.
   - If you have not found any documented reference that matches your query or interest, you have three options.

4. **OUR REPLY TO YOUR APPLICATION**
   - By tradition, you will receive answer within 15 working days.
   - If your application is not sufficiently precise, you will be asked to provide further information.

5. **Finally, PRACTICAL TIPS**
   - Make sure your request is clear and precise.
   - You should not hesitate to provide more details.

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**CONSEQUENCES FOLLOWING YOUR APPLICATION**

It is important to carefully follow the rules and procedures to ensure the maximum possible access to the required information. The decision whether or not to disclose a document is made regardless of eligibility. In certain cases, Frontex is obliged to invoke exceptions to this right, such as protecting the public or private interests, court proceedings and legal advice. In such cases, the decision may be extended by another 15 working days. If the decision is for full or partial refusal, you have the right to appeal to the European Ombudsman.

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**Further information**

For more information, please visit the Frontex website where you can find an online library containing documents created by Frontex since its foundation in 2004. You can also access the public register of documents. To submit your application, you can send an e-mail to pad@frontex.europa.eu or visit our website.