

French Administration

Essential Checklist

Use this checklist whenever you start or manage an administrative procedure in France. It is designed to help you identify the right administration, organise your documents and keep track of what happens next.

Before Starting

- I can describe exactly what I am trying to achieve.
- I have identified the administration responsible for the procedure.
- I have checked the current official instructions.
- I know whether there is a deadline.
- I know which documents are required.
- I have checked whether my documents are still valid.
- I know whether translations, certified copies or other formalities may be required.
- I am using the current form or online procedure.

Preparing the File

- My personal information is consistent across my documents.
- I have gathered the required supporting documents.
- I have organised the documents in a logical order.
- I have saved digital copies of everything.
- I have clearly named my files.
- I have kept any previous correspondence relating to the procedure.

Submitting

- I have completed a final check before submitting.
- I have kept a copy of the final application.
- I have kept proof of submission.
- I have recorded the submission date.
- I have recorded the reference or application number.
- I have noted any expected next step or deadline.

Following Up

- I know when it is appropriate to follow up.
- My follow-up message clearly identifies me and my procedure.
- I have included the relevant reference number.
- I have explained briefly what I am waiting for.
- I have kept a copy of my follow-up.
- I have recorded the response or lack of response.

If Something Goes Wrong

- I have identified exactly what is missing or unclear.
- I have read the latest correspondence carefully.
- I am contacting the correct administration.
- I am keeping written evidence of my communications.
- I know whether the situation may require appropriate professional advice.

HumaForm Tip ■

If you can reconstruct your administrative file in five minutes — what you submitted, when, to whom, and what happened next — you are in a much stronger position when following up.

Keep this checklist with your administrative documents and update it as your situation changes.

General organisational resource only. Administrative procedures and requirements can change. Always verify current information with the relevant official authority.