



FRENCH PRIME MINISTER

Commission for the  
Compensation of  
Victims of Spoliations  
Resulting from the Anti-  
Semitic Legislation in  
Force during the  
Occupation

## QUESTIONNAIRE SUPPORT

### **Page 1: the claimant**

State your surname, forename, marital status, current address, telephone number and email address.

Include a copy of your proof of ID (or passport)

### **Pages 2 and 3: the civil status of the victims**

#### That of the direct victims of the spoliation:

State the surnames and forenames of the individuals for whom you are submitting the claim. These are the victims whose property was spoliated (yourself, your parents, your grandparents, your aunts and uncles, etc.).

If possible, include copies of any relevant death certificates, certificates of disappearance, political deportation cards or even the family record book stating the relevant dates of birth and death, or any other document proving your line of descent.

#### That of the heirs:

State once again your name, if you are one of the victims' beneficiaries, followed by the names of all other heirs - sisters, brothers, nephews, nieces, etc., even if they have now passed away. (Have each living heir sign the power of representation on page 10).

N.B.: it is recommended that you provide details of all beneficiaries since the CIVS will process only one case file per family.

Any compensation will be shared and paid directly to each beneficiary.



## **Page 4: the spoliation**

### What were the circumstances surrounding the spoliation?

This page allows you to tell the story of what happened to your family during the Occupation and to detail the spoliations they suffered, including arrest, deportation, their move to an unoccupied zone, the appointment of a commissioner responsible for managing shops/businesses, procedures, cars, bank accounts, etc.

You may add additional sheets or a list if you require more space than that provided on the questionnaire.

## **Page 5: the nature of the spoliated property**

### What sort of property does the spoliation concern?

- In the case of personal property: state whether the case concerns an apartment or a house and whether or not it was being rented, along with the number of rooms, the number of people living there at the time and whether there was a workshop or any professional property there.
- In the case of professional property: state the name and nature of the business and whether there was a managing commissioner in place or whether the shop was spoliated.

### Where was the property in question located?

Provide as much detail as possible regarding any known address(es) for the spoliation.

### What value would you assign to the property?

As a guide.

## **Pages 6 and 7:**

You may be aware of your family having made enquiries with the French or German authorities after the war.

## **Page 8: the referral**

**Remember to sign and date your declaration.**

## **Page 9: Power of attorney**

**Remember to complete and sign the power of attorney**

You must sign this as without this authorisation we will not be able to perform the necessary research in certain archive centres.

## **Page 10: power of representation**

The power of representation must be completed and signed by all beneficiaries involved in the procedure who wish to be included and/or represented.

Should you wish to be represented by an authorised representative you must also complete this power of representation, stating the names and contact details of the person representing you. Remember to attach a copy of their proof of ID and to provide their address and phone number.

**Please attach copies of any documents pertaining to civil status that you might have in your possession, or copies of any documents that might be useful to your claim.**

Please contact the Claimant Support Unit at the following address should you require any further information:

[renseignement@civs.gouv.fr](mailto:renseignement@civs.gouv.fr)

**Tel.: +33 (0)1 42 75 68 32**

**[www.civs.fr](http://www.civs.fr)**

## Information sheet

### **Introduction to the CIVS:**

Established on the recommendation of the Matteoli Mission, by Decree N<sup>o</sup>. 99-778 of 10 September 1999, the Commission is charged with examining individual claims presented by the victims or their heirs to make reparations for damage resulting from spoliations of property that occurred due to anti-Semitic laws passed during the Occupation, both by the occupant and by the Vichy authorities.

The Commission is not a jurisdiction; it is responsible for researching and recommending appropriate reparations or compensation. It endeavours to reach an agreement between the individuals concerned and may make any recommendations it may deem useful, particularly with regards to compensation, during meetings of members of the Deliberative Panel. These recommendations are then sent to the Secretary General of the French Government (SGG), who orders that the corresponding payment be made, if necessary.

### **Nature of spoliations giving rise to the right to reparation, restitution or compensation:**

Pursuant to Decree No. 99-778 of 10 September 1999, damages resulting from the **spoliation of material and financial property** give rise to such rights. Such spoliation must have been the result of anti-Semitic legislation in force during the Occupation (this is not the case with regard to the loss of property resulting from a bombardment) and may concern personal property, professional property, Aryanisation, bank accounts, property owned at the time of arrest, procedural costs, refugee shelters, fees for smuggling, etc.

The spoliation may, for example, concern furniture or property used to decorate an apartment, as well as the loss of professional property belonging to a craftsman's workshop or other business.

Compensation cannot be paid twice for the same damages. Furthermore, in the event that you have already received compensation in France, in the framework of the War Damage Act (1946), or in the framework of the German BRüG Act (1957), please state that this is the case.

The CIVS does not have the jurisdiction to examine reparation claims submitted by orphans of parents who were victims of anti-Semitic persecution (Decree No.°2000-657 of 13/7/2000 by the Ministry of Defence in Caen) or claims relating to children who were hidden during the war (Claims Conference).

### **How to submit a claim:**

Simply complete the CIVS questionnaire, available to download from the website: [www.civs.fr](http://www.civs.fr).



The Claimant Support Unit can be reached on +33 (0)1 42 75 68 32 or by email at [renseignement@civs.gouv.fr](mailto:renseignement@civs.gouv.fr)

You can write to us by post at the following address:

**CIVS**  
**66, rue de Bellechasse**  
**75007 PARIS**

**Documents to be attached:** Please send us copies of the following documents, if you have them:

- Photocopies of the relevant proof of ID/passports
- Family record book belonging to direct victims
- Family record book belonging to beneficiaries
- Any relevant birth, death and marriage certificates
- Certificate of disappearance/deportation card
- Evidence of any compensation previously paid
- Any document proving ownership or possession of goods that have been spoliated
- Any other documents you may consider relevant

**If you are not the sole beneficiary:**

You will need to state the identities and addresses of the victims' other beneficiaries (such as all of their children, for example) and state whether you are acting on their behalf. You will also be required to attach a copy of their ID card or passport to the signed power of representation.

Claims submitted by different beneficiaries but concerning the same instances of spoliation and the same victims will be merged into the same case file by the CIVS.

In any event, any compensation that would have been paid to the claimant must be divided between any beneficiaries who may have come forward. In the event that, under the terms of this division of compensation, shares had been put aside for beneficiaries not involved in the procedure, the latter must write to the Commission to request that their share (that is the amount owing to them) be paid out, attaching all documentation necessary to recover their share (ID card, record book, claim, etc.).

**Information for victims of financial spoliations** resulting from anti-Semitic persecution in France during the Occupation and their heirs:

The Commission is responsible for compensating claims submitted by victims whose property has been frozen, blocked, spoliated or Aryanised. In January 2001, the American and French governments signed an intergovernmental agreement introducing a series of specific procedures for the processing by the CIVS of claims against banks. This agreement allows for additional compensation to be paid to



victims of anti-Semitic persecution likely to have suffered the spoliation of banking assets.

You are eligible for compensation if you believe that you, or your family, may have held one or several personal and/or professional account(s) with a French bank between September 1939 and May 1945.

### **The CIVS procedure:**

The CIVS examines all of the claims it receives. You do not have to be a French citizen, be assisted by a lawyer or make any sort of payment, or even have any written proof, in order to submit a claim.

Once you have referred the matter to the CIVS by submitting a completed and signed (pages 8 and 9) questionnaire, along with any documents you may consider useful, you will receive a letter acknowledging receipt and informing you of your case file number.

Once the information required to process your claim has been examined, a systematic check will be performed within the relevant French and foreign archive departments for the purposes of research, supplementing the information you have provided, assessing the main damage claim and in particular confirming that no compensation has already been paid.

The case file will be submitted to a Reporting Magistrate for investigation. Having recorded your observations, the rapporteur will produce a report for the Commission, notably detailing the circumstances, nature and assessment of the spoliation in question.

Once the case file has been investigated it will be submitted to the Commission, comprising members of the Deliberative Panel, which meets in closed session and before which you may appear, should you so wish.

Given the simplicity and non-legal nature of the procedure you will not need to enlist the services of a lawyer. You may, however, should you so wish, enlist the help of any other person of your choice, or of an individual with a legitimate mandate (such as a lawyer, whose fees cannot be covered by the CIVS).

Finally, once your case file has been examined, the Commission will make a recommendation that will then be sent to the Secretary General of the French Government, who will order that the corresponding payment be made, if necessary.

### **Time frame for processing case files:**

It can take between 12 and 24 months to process a case file, or even longer if the necessary checks within the various archive centres prove more complex.

### **Processing fee:**

There is no charge for the procedure implemented by the Commission.



**COMMISSION FOR THE COMPENSATION OF VICTIMS OF SPOLIATION  
RESULTING FROM THE ANTI-SEMITIC LEGISLATION  
IN FORCE DURING THE OCCUPATION**

(Decree 99-778 of September 10, 1999)

**Case Number :**  
(to remind in all mail)

**QUESTIONNAIRE**

**1 CIVIL STATUS**

- **Yours** (include a photocopy of identity card or passport)

Family Name .....

First .....

Date of birth [day.... mo ... year...]...... Place of birth .....

Address.....

.....

Telephone numbers:.....

Email:.....

**Important : The Commission is competent only for the compensation of victims of material  
and financial spoliations.**

To be returned to:

**Commission pour l'indemnisation des victimes de spoliations intervenues du fait  
des législations antisémites en vigueur pendant l'Occupation (CIVS)**

66, rue de Bellechasse 75007 PARIS- FRANCE

Téléphone: +33 (0) 1 42 75 68 32

Fax : +33 (0) 1 42 75 68 97

[renseignement@civs.gouv.fr](mailto:renseignement@civs.gouv.fr)

[www.civs.fr](http://www.civs.fr)

• **Civil status of the direct victims of the spoliation**  
(**IMPORTANT: include all photocopies of civil status papers in your possession, including the livret de famille [official record of marriage and children]**)

Family name.....  
First Name.....  
Date of birth [day.... mo ... year...]...... Place of birth .....  
Date and place of death, if you know.....  
Last known address.....  
.....

Family name.....  
First Name.....  
Date of birth [day.... mo ... year...]...... Place of birth .....  
Date and place of death, if you know.....  
Last known address.....  
.....

• **CIVIL STATUS of the heirs of the victims of spoliation**

Family Name.....  
First.....  
Date of birth [day.... mo ... year...]...... Place of birth .....  
Address.....  
.....  
Telephone number.....  
Relation to the victims of the spoliations.....

Family Name.....  
First.....  
Date of birth [day.... mo ... year...]...... Place of birth .....  
Address.....  
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Telephone number.....  
Relation to the victims of the spoliations.....

Family Name.....  
First.....  
Date of birth [day.... mo ... year...]...... Place of birth .....  
Address.....  
.....



Telephone number.....  
Relation to the victims of the spoliations.....  
  
Family Name.....  
First.....  
Date of birth [day.... mo ... year...]...... Place of birth .....

Address.....  
.....  
Telephone number.....  
Relation to the victims of the spoliations.....

**Are you also acting in the name of the other heirs? .....**

**If so, include a proxy in your name based on the form on page 10 of this questionnaire.**



- **What assets were involved?**

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- **Where were these assets located? (give as precise an address as possible)**

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- **What value would you attribute to these assets?**

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**3 - PREVIOUS CLAIMS**

- **Has a claim ever been submitted to the French authorities? For which possessions and/or assets?**

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- **Specify the name and address of the organism**

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- **Indicate the result of the claim**

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- **Has a claim ever been submitted to the German authorities? For which possessions and/or assets?**

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- **Specify the name and address of the organism**

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- **Indicate the result of the claim**

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**4 DOCUMENTS**

- **If you have any documents to submit to the Commission, in particular concerning the circumstances of the spoliation, the nature and the value of the possessions despoiled, please send them along with this questionnaire.**

Description of the documents

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....
- 6. ....

I attest on my honor that the comments made above are exact, and I give my word of honor that I and the other claimants I represent will take personal responsibility to share the compensation awarded us with all heirs who later make themselves known, and transfer their share of the award to them.

Signed at (place)..... on(date)

Signature

Please return the power-of-attorney on page 9 after it has been duly completed. If you are representing other heirs, return one proxy from each of them, based on the form on page 10.

The proxy allows you to act on their behalf. Do not forget to include a photocopy of your passport or identity card.

To be returned to: **Commission pour l'indemnisation des victimes de spoliations intervenues du fait des législations antisémites en vigueur pendant l'Occupation (CIVS)**  
66, rue de Bellechasse 75007 PARIS- FRANCE  
Téléphone: +33 (0) 1 42 75 68 32  
Fax : +33 (0) 1 42 75 68 97  
[renseignement@civs.gouv.fr](mailto:renseignement@civs.gouv.fr)  
[www.civs.fr](http://www.civs.fr)

**COMMISSION FOR THE COMPENSATION OF VICTIMS OF SPOLIATION  
RESULTING FROM THE ANTI-SEMITIC LEGISLATION  
IN FORCE DURING THE OCCUPATION**

(Decree 99-778 of September 10, 1999)

**POWER OF ATTORNEY**

Case Number :

I, the undersigned (Name and First Name).....

Residing at.....

.....

.....

authorize the Commission for the Compensation of Victims of Spoliation Resulting from the anti-Semitic Legislation in Force During the Occupation to seek all information concerning the spoliation of material possessions of which I have been despoiled, or to which I am entitled as heir to a despoiled person. In particular, I authorize the Commission to ask the competent institutions for information in personal files constituted during past procedures, to consult the original files and to request copies.

Signed at (place)..... on(date)

Signature

To be returned to:

**Commission pour l'indemnisation des victimes de spoliations intervenues du fait  
des législations antisémites en vigueur pendant l'Occupation (CIVS)**

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IN FORCE DURING THE OCCUPATION**

(Decree 99-778 of September 10, 1999)

**PROXY**

Case Number :

I the undersigned (Name).....(First name).....

born on .....at.....

and living (please write down your complete address).....

.....

Give my proxy (power of attorney) to (Name and First Name).....

.....

to represent me before the Commission for the Compensation of Victims of Spoliation Resulting from the anti-semitic legislation in Force during the Occupation (COMMISSION POUR L'INDEMNISATION DES VICTIMES DE SPOLIATIONS INTERVENUES DU FAIT DES LÉGISLATIONS ANTISÉMITES EN VIGUEUR PENDANT L'OCCUPATION).

Signed at (place)..... on(date)

Signature

To be returned to: **Commission pour l'indemnisation des victimes de spoliations intervenues du fait des législations antisémites en vigueur pendant l'Occupation (CIVS)**  
66, rue de Bellechasse 75007 PARIS- FRANCE  
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