

The Information Publication for Foreigners in the Czech Republic provides an overview of the basic information on the Czech Republic. It aims to help foreigners coming primarily from outside the EU countries to get better understanding of common life situations, which they may encounter within the process of integration into the Czech society. Apart from the basic information on the Czech Republic, the Publication informs about the structure and functioning of the public administration dealing with emergency situations, education system, healthcare and social security, employment, residence, transport and other issues. Moreover, it should serve as a comprehensible and practical guide, which refers to more detailed information sources in case of further interest in a given field. The information contained in the Publication refers to conditions applicable as of 1. 1. 2011 if not stated otherwise.

The Publication is also available in an electronic version at <http://www.cizinci.cz>, in section Information Materials and Guides and also at <http://www.imigracniportal.cz>. The Publication has been published in Czech, English, Ukrainian, Russian, Mongolian and Vietnamese.

Information Publication for Foreigners Czech Republic



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1. INTRODUCTION

You were handed the “Information Publication for Foreigners in the Czech Republic” that was updated within the Foreigners Integration Concept of the Ministry of the Interior of the Czech Republic in cooperation with other selected Ministries and non-governmental non-profit organizations. It is primarily designed for foreigners from third countries, i.e. countries outside the European Union (EU) Member States, European Economic Area (EEA) and Switzerland. At the same time, the publication may serve to all people that encounter foreigners on a regular basis and are interested in deeper insight into the given topics. The publication is not primarily designed for applicants for international protection and to those who have acquired international protection.

The goal of the publication is not to provide a detailed and exhaustive summary of all information necessary for life in the Czech Republic as that is not even possible with respect to the limited scope of the publication. Its aim is to provide a **complex overview of basic information on the Czech Republic and to facilitate orientation in ordinary life situations** which foreigners of third countries encounter within the process of integration into the Czech society. Apart from the basic information on the CR, the publication also informs on the structure and functioning of the public administration, solving crises, education system, health care and social security, employment, housing, transport, etc. The publication also features a list of Centres Supporting Foreigners Integration (Integration centres – see Chapter 15) and selected non-governmental non-profit organizations (NNO) operating in the field of foreigner integration (see Chapter 16).

The publication is available in printed and also in electronic form in the section “Information materials and guides” on the websites <http://www.cizinci.cz> or <http://www.imigracniportal.cz> or in English <http://www.immigrationportal.cz>.

Apart from the Czech version, translations into English, Ukrainian, Russian, Vietnamese and Mongolian are available. The publication should serve as a comprehensible and practical guide that refers to more detailed information resources in case of further interest in a given area. With regard to the fact that the Czech Republic makes towards creation of “an information society of the 21. century”, individual institutions and authorities use more and more often their own Internet websites, apart from classic information channels (printed materials, post, telephone), in order to provide information to the public. The websites offer detailed information on each subject. Valuable information is also available on the main Internet website of Czech public administration:

<http://portal.gov.cz>

The publication also contains a reference to the possibility of acquiring more detailed information; the reference is marked with the following symbol:



For further division within concrete websites, the symbol “▶” is used.

We are aware of the fact that working with Internet and a lot of information that the Internet offers may not always be a matter of daily routine to you. Nevertheless, we recommend paying attention to its use, because Internet has been getting more and more importance not only as a source of useful information, but also as a means of fast action when dealing with private or official matters. If you do not have any experience with the Internet on your own, and you would like to use its services despite that, address the Integration centres or NGO's dealing with the issues of foreigner integration for help. It is a standard to provide the clients with a free Internet access. A free Internet access is also available in a network of public libraries covering the entire CR; there are also Internet cafés offering Internet access for a small fee within a range of 40–100 CZK per hour).

With regards to the constantly changing social reality and production of new legal regulations, please bear in mind that the stated Internet references and **information contained in the publication relate**

to the condition by 1. 1. 2011 (we point out this fact directly in the text in case of some other date). Therefore, it may happen that **the publication may not register some up-to-date changes introduced after this date.**

With regards to the character and mission of this information publication, it was also necessary to accept certain **abridgements and generalizations**. At the same time, it was not possible to include the entire legislation concerned with the subject into the limited space. The publication therefore does not substitute the law and emphasizes that **the official source of information in the legislation is only the up-to-date text of the law published in the Collection of Laws**. Should you need a more detailed or concrete explanation for any topic contained in the publication, please do not hesitate to contact the appropriate authority which will help you deal with your issue. Also, do not hesitate to use the services of Integration centres and non-profit organizations operating in the field of foreigner integration. **Both Integration centres and NGO's predominantly provide their services for clients for free of charge and they will gladly help you solve problems you may encounter in the Czech Republic.**

This type of publication necessarily brings also statement of basic and seemingly generally known facts. However, it is also necessary to realise that the Czech Republic also hosts people from culturally distant areas for whom these basic matters may be difficult to understand. In its very substance, this text is meant to be general and neutral. It is therefore not possible to perceive the advice as serving to a specific foreigner group.

We are aware of the fact that the integration into the Czech society, which has become a temporary or permanent home for many foreigners, is a demanding task requiring to gain new information and knowledge of the Czech language. Knowledge of the language makes it easier to deal with common life situations and it is also important for better understanding as far as communication with state authorities or personal communication is concerned. As we believe the publication will become a useful and practical assistant in efforts to integrate into the Czech society.

2. GENERAL INTRODUCTION ABOUT THE CZECH REPUBLIC

- **Official name of the state:** The Czech Republic (abbreviation CR, international code CZE); short form Česko
- **Official language:** Czech
- **Population:** approx. 10 mil. inhabitants
Most of the population (ca 60%) is irreligious, approx. 30% inhabitants claims to belong to a certain church or a religious community. Christianity is the traditional religion. Most believers are Roman Catholic.
Almost 95% of inhabitants claim to be of Czech nationality, others to Bulgarian, Croatian, Hungarian, German, Polish, Romani, Russian, Rusyn, Greek, Slovak, Serbian, Ukrainian and other.
- **Government:** republic, parliamentary democracy
The executive is headed by the President and the government, the Legislature by a two-chamber Parliament of the Czech Republic (consisting of the Chamber of Deputies and the Senate).
- **Currency:** Czech koruna (Kč, CZK)
One koruna (1 CZK) equals 100 haléřů. There are coins in denominations of 1 CZK, 2 CZK, 5 CZK, 10 CZK, 20 CZK, 50 CZK and bank notes in denominations of 100 CZK, 200 CZK, 500 CZK, 1,000 CZK, 2,000 CZK and 5,000 CZK (from 1. 4. 2011).
The koruna rate – CZK/EUR 25,27; CZK/USD 19,17 (average in 2010).
- **Geography:** The Czech Republic is in Central Europe and consists of 3 historical lands – Bohemia (western part), Moravia (eastern part) and Czech Silesia (north–west of the country). The CR is bordered by 4 countries: Germany to the west, Poland to the north, Slovakia to the east and Austria to the south.
Česko lies on the line of two mountain ranges. The western and central part of the country is covered by the Bohemian Massif (Česká vysočina) and Western Carpathians go into the eastern part of the country. The main water courses are Elbe and Vltava, in Moravia it is the Morava river and the Dyje river and in Silesia it is the Odra and Opava rivers.
- **Administrative division of the country:** 14 self-governing regions and municipalities (municipalities, municipalities with authorized municipal office and municipalities with extended powers).
- **The capital:** Prague (the largest city – ca 1 mil. inhabitants)
It is situated in the centre of Bohemia and lies on the Vltava river. The historical city centre is a UNESCO monument.
- **Other large cities:** Brno (the second largest city of the Czech Republic, a historical metropolis of Moravia, many institutions reside there, e.g. the Constitutional Court), Ostrava, Plzeň, Olomouc, České Budějovice.
- **Time zone:** UTC (Co-ordinated universal time) + 1 hour (in summer + 2 hours)
- **National holidays and other holidays:**
National holidays and other holidays are public holidays (work can be imposed only in exceptional cases on these days).

National holidays:

1 January – Restoration Day of the Independent Czech State

8 May – Liberation Day (1945)

5 July – Saints Cyril and Methodius Day

6 July – Jan Hus Day (1415)

28 September – Czech Statehood Day

28 October – Independent Czechoslovak State Day (1918)

17 November – Student Struggle for Freedom and Democracy Day (1989)

Other holidays:

- 1 January – New Year's Day
- Easter Monday – a flexible spring holiday
- 1 May – Labour Day
- 24 December – Christmas Eve
- 25 December – Christmas Day
- 26 December – the Second Christmas Day

• **Brief history:**

The oldest historically documented ethnic group were Celts from the beginning of the 4th century B.C. From the 6th century, the area was settled with Slavic tribes that formed the so-called Samo Empire in the 7th century. After 820, the first documented polity was formed, partially also in the area of the present republic – Great Moravia with which the beginnings of Christianity are related in this area. After its fall, creation of statehood moved to Bohemia by the beginning of the 10th century. The Přemyslid dynasty achieved consolidation of the Czech state in 995.

From the middle of the 12th century, economic and cultural prosperity began; it was also supported by influx of German colonists. In the 13th and 14th century, the Czech state improved and stabilized on the inside, grew economically and achieved the greatest prosperity in its history. Development of education is documented by establishment of a university by the king Charles IV in Prague in 1348. (Today's Charles University).

The deep social depression in Europe as well as within the Czech state at the turn of the 14th and 15th century led to the Hussite movement that transformed from the original movement for the Church reformation into a militarized popular resistance – the Hussite wars. Since the Middle Ages, the borders of the main historical countries have not change very significantly, other lands were always only a temporary part of the Czech state. In 1526, the Lands of the Bohemian Crown became a part of the Hapsburg Empire. After the fall of the monarchy (the Austro-Hungarian Empire), Czechoslovakia was formed of the historical Czech lands (Bohemia, Moravia, Silesia) with parts of the former Kingdom of Hungary (Slovakia and Carpathian Ruthenia) as one of the successor states of the Austro-Hungarian Empire (related to the personality of T. G. Masaryk) due to the World War I in 1918.

After the Munich Agreement of 29. 9. 1938, the Nazi Germany occupied the Czech borders (this was also supported by the disloyal approach of a considerable part of German national minority towards the Czech state); subsequently, Germany occupied also the remainder of the land and established the Protectorate of Bohemia and Moravia. In Slovakia, an autonomous state was established which became a Nazi Germany satellite. After the World War II, the Czechoslovakia was renewed in 1945 (without Carpathian Ruthenia) and at the same time, a three-million German minority was displaced and forced out of the country.

In February 1948, the Communist party performed a coup d'état and introduced a totalitarian rule in the country. In the 1960s, the totalitarian rule was partially loosened; this was however stopped in August 1968 by a military intervention by the USSR and other countries of the Warsaw Pact.

The fall of the Communist regime in November 1989 (so-called "Velvet Revolution") allowed renewal of multi-party democracy). In December 1989, Václav Havel (one of the founders of the underground movement Charter 77) was elected the first non-Communist president since 1948. In the following years, withdrawal of the Soviet occupation forces was achieved and there were some democratic reforms within the state.

By the end of 1992, the Czech and Slovak sides reached an agreement of division of the Czech and Slovak Federal Republic into two autonomous states. By 1 January 1993, the Czech Republic came to origin due to the break of the Federal Republic; the Czech Republic became a member of NATO on 12 March 1999 and a member of the European Union on 1 May 2004. Since 21 December 2007, the Czech Republic has been a part of the Schengen Area.



Comprehensive information sources reference

- The Czech Statistical Office (collects, processes and provides a wide range of statistical information on social, economic and ecological development of the CR) – <http://www.czso.cz>
- Cities and municipalities in the Czech Republic – <http://epusa.cz/>
- The Portal of the Public Administration (detailed catalogue of public administration bodies and self-administration bodies of the CR, legislation, life situations, electronic submissions, information designed for foreigners – ► Foreigner) – <http://portal.gov.cz/>

3. STRUCTURE AND FUNCTIONING OF THE EXECUTIVE, LEGISLATIVE AND JUDICIAL POWERS; PUBLIC ADMINISTRATION

“State authority may be asserted only in cases and within the bounds provided for by law and only in the manner prescribed by law.”

(Article 2, paragraph 2 of the Charter of Fundamental Rights and Basic Freedoms)

3. 1. The Parliament of the Czech Republic

The Executive power – the power to draft and accept acts and laws in the Czech Republic – it belongs to the Parliament consisting of two chambers, i.e. the Chamber of Deputies and the Senate. Meetings of the Chamber of Deputies and the Senate are public. Laws authorized by the Parliament of the CR are published in the Collection of Laws.

► Chamber of Deputies (lower house)

The Chamber of Deputies discusses drafts of laws, discusses and authorized laws that are subsequently submitted to the Senate; it decides on giving a vote of confidence to the government, it elects the President of the Republic. The Chamber of Deputies has 200 deputies elected for a period of 4 years. Elections are performed by closed ballots on the basis of general, direct and equal right to vote.

The following four political parties are represented in the Chamber of Deputies: The Civic Democratic Party (ODS), the Czech Social Democratic Party (ČSSD), the Communist Party of Bohemia and Moravia (KSČM), Public Affairs (VV) and TOP 09 (status on 1 January, 2011).

► Senate (upper house)

The Senate discusses Laws submitted by the Chamber of Deputies. The Senate has 81 Senators elected for the period of 6 years (every two years, a third of Senators is elected). Elections are performed by closed ballots on the basis of general, direct and equal right to vote.

The basic law of the Czech Republic is the Constitution of the Czech Republic.

3. 2. The Executive

► President

The President is the head of the state. He is elected by the Parliament every 5 years. However, at present, discussions have been going on about a direct election of the Presidents by the citizens of the Czech Republic (from the next election in 2013). His competences include appointing the government, signing the laws, arrange and ratify international agreements, announce elections and to grant pardons and amnesties.

► Government

The government is the top authority of the Executive. It consists of the Prime Minister, Deputy Prime Ministers and Ministers named by the President of the Republic. The government as a whole is responsible for the state management and legislation creation; it governs the activity of the state machinery, executes the laws and issues regulations within them. The government answers to the Chamber of Deputies which may not vote in the confidence into the government.

The government coalition is formed by the Civic Democratic Party (ODS), TOP 09 and Public Affairs (VV) from 13 July 2010.

3. 3. Courts, Public Prosecutor's Office

“Unless a law provides otherwise, a person who claims that her rights were curtailed by a decision of a public administrative authority may turn to a court for review of the legality of that decision. However, judicial review of decisions affecting the fundamental rights and basic freedoms listed in this Charter may not be removed from the jurisdiction of courts.” (Art. 36 part. 2 of the Charter of Fundamental Rights and Basic Freedoms)

➤ Courts

Courts are the most important guarantee of a person's rights protection. General courts exercise civil jurisdiction (commercial, family and succession jurisdiction are included in it) and penal as well as administrative jurisdiction. Only courts can decide on guilt and punishment.

The basic feature of jurisdiction is its independence from the state. The jurisdiction administration is executed by the Ministry of Justice; however, the Ministry cannot intervene into the decision-making activity of courts in any way. Therefore, courts are also able to solve such causes where one of the participants of the judicial proceeding is the state, e.g. in administrative jurisdiction.

It is usually possible to appeal against a court decision to a court of a higher degree. The system of general courts is formed by the Supreme Court, the Supreme Administrative Court, High Courts of Justice, Regional and District Courts. Most actions are solved by the regional courts of the first instance. Judges are named by the President of the CR without time limitation.

➤ Constitutional Court

The Constitutional Court is outside the system of general courts and it is a jurisdiction authority protecting constitutionality. It decides on motions of suspension of legal regulations or their parts, on constitutional complaints; anyone who feels deprived of their rights induced by the Constitution, the Charter of Fundamental Rights and Basic Freedoms and other constitutional laws of the CR may file a constitutional complaint after taking all preceding judicial remedies (in judicial proceedings, the complainant has to be represented by an attorney).

➤ Public Prosecutor's Office

The goal of the Public Prosecutor's Office within representation of the state in protection of public interest is to:

- bring an action on behalf of the state against persons accused of criminal act and to represent the prosecutor in the judicial proceeding,
- supervise operation of police authorities and investigators in explanation and examination of criminal acts,
- provide supervision in penal facilities (prisons, institutions, etc.).

The Public Prosecutor's Office is not an autonomous authority, it is subordinate to the Ministry of Justice. Seats and districts of the individual Public Prosecutor's Offices are the same as seats and districts of the courts.

3. 4. Public Administration

The Public Administration represents management of matters of public interest by means of national or other public authorities. The state has kept the administration of certain public affairs in its competence and entrusted them to its executive bodies (we talk about **state administration**). In other affairs, the state has entrusted management of affairs of public interest to self-administrative bodies (we talk about **local administration**).

➤ State Administration

Central state administration bodies (Constitution of the CR describes them as central administrative authorities) are mainly Ministries. Regional or local authorities of the state administration are e.g. Employment bureaus or tax authorities. A significant part of state administration is executed by **regions** (by means of regional authorities) and **municipalities** (by means of municipal authorities). According

to the scope of the state administration executed, there are municipalities with extended powers and municipalities with authorized municipal office.

► **Local Administration**

Municipalities

Municipalities are the basic spatial self-administration citizen communities. The municipality bodies are:

- The Local authority (the highest municipality body that executes the most important competences in the field of autonomous competence of the municipality).
- Town Council (executive body),
- the mayor,
- municipal office,
- special bodies established to execute delegated competences.

Regions

There are 14 regions in the CR. The capital city of Prague is a city and a region at the same time.

Region	Region capital	Region	Region capital
The capital city of Prague	Prague	Olomouc Region	Olomouc
South Bohemian Region	České Budějovice	Pardubice Region	Pardubice
South Moravian Region	Brno	Plzeň Region	Plzeň
Karlovy Vary Region	Karlovy Vary	Central Bohemian Region	Prague
Hradec Králové Region	Hradec Králové	Ústí nad Labem Region	Ústí nad Labem
Liberec Region	Liberec	Vysočina Region	Jihlava
Moravian-Silesian Region	Ostrava	Zlín Region	Zlín



The region bodies are:

- The Regional Assembly (the highest regional body that executes the most important competences in the field of autonomous competence of the region).
- Regional Council (executive body),
- Governor (hejtman),
- Regional office,
- special bodies established to execute delegated competences.

Authorities of the capital city of Prague are:

- Authority of the capital city of Prague,
- Council of the capital city of Prague,
- Mayor of the capital city of Prague,
- Municipal authority of the capital city of Prague,
- special bodies of the capital city of Prague,
- municipal police of the capital city of Prague.

3. 5. eGovernment in CR

The development of electronization of public administration – eGovernment – is a long-term and gradual process that aims to make procedures of public administration bodies more efficient; this would consequently also lead to improvement in quality of public administration services. Utilization of new possibilities of electronic communication represents not only facilitation of access of information from public administration and about public administration, but it also brings the possibility of performing selected tasks concerning public administration directly by means of the Internet.

Basic information on public administration functioning for foreigners is available on the Public Administration Portal – <http://portal.gov.cz/> (► Foreigner). This link which is also partially available in English contains basic information for foreigners interested in a stay in the Czech Republic. The link includes a list of references to central public administration authorities where more detailed information can be acquired.

All important information on public administration authority activities in the Czech Republic can be found on their websites. The up-to-date list is available on the website <http://portal.gov.cz/> (► Adresář) (Address book), or on the electronic public administration portal website ePUSA – <http://www.epusa.cz>, which gathers links to all regional, city and municipal authorities in the CR.

Every authority also publishes contact information on its website for “classic” as well as electronic communication. That means that it is possible to communicate with the authority by means of an electronic filing office on the Internet (remote access), e.g. even from a place outside the Czech Republic.

Website of each public administration authority contains also so-called official noticeboard where you can find (apart from important updated information) also possible published information on deliveries of packages for foreigners (Public notice – Notification on the possibility to accept papers for...), see e.g. <http://www.mvcr.cz>.

Development of the eGovernment services is concentrated into several branches. The basic feature allowing electronization of the public administration actions is the Law No. 200/2008 of Coll. on electronic actions and authorised document conversion. This law that has been in force since 1 July 2009 practically establishes equality of electronic documents and printed documents which may be used when dealing with various public administration bodies. The law also defines conversion options of printed documents into electronic form and electronic application for the public administration authorities. So called data boxes have been introduced for communication with the public administration; they allow guaranteed and secure electronic communication with the authorities. In relation to that, the delivery mode has also been modified which is – to put it simply – based on the principle that public administration documents are considered as delivered after 10 days after their delivery into the data box (see Delivery fiction). Also a network of work stations Czech POINT can be used for communication with public administration authorities. They are marked with the following symbol (logo):



Czech POINT is an assisted contact place for relations with the public administration of the Czech Republic. Czech POINT work stations are at city and municipal authorities, at post offices and at the Economic Chamber bureaus; they are also operated by certain notaries and it is also possible to use them abroad at Czech representative authorities. The up-to-date list of Czech POINT work stations is available at <http://www.czechpoint.cz> (► Contacts).



The individual stations provide a wide range of services. The most used services are Extract from the judicial record, Extract from the real estate cadastre and Extract from the commercial register. The services also include the possibility to place an application according to the Trade and Industry Code (§ 72). As a novelty, document conversion from printed form into electronic form and vice-versa (so called authorized conversion) is also possible.

Services provided at the Czech POINT stations (as of 1 July 2009) are:

- **Extract from the real estate cadastre**
- **Extract from the commercial registry**
- **Extract from the Trade and Industry Code**
- **Extract from the judicial record**
- **Acceptance of an application according to the Trade and Industry Code (§ 72)**
- **Application for an extract or copy of the judicial record according to the Law No. 124/2008 of Coll**
- **Extract from the demerit point system of the driver**
- **Issuance of an authorized withdrawal from the List of qualified suppliers**
- **Application into the participant registration into operation of carwreck ISOH module**
- **Extract from the Insolvency register**
- **Authorized document conversion and data boxes (services according to the Law No. 300/2008 of Coll.)**
- **Czech POINT E-SHOP – extracts by post**

The Czech POINT services have been continuously extended and their complete and up-to-date list is available at <http://www.czechpoint.cz>. The selected types of Czech Point services may be used in a place of the client's choice and there is also the option of access using the Internet.



Another significant eGovernment branch is the Basic Registers project which should allow data sharing within the public administration on (among other things) people living and running businesses in the Czech Republic, territorial information (addresses and data from the real estate cadastre) and information on the Czech legislation from 1 July 2012. These registers will contain basic reference data accessible for the public administration authorities (according to their competences), eliminating the necessity of repeated requests.



The Public Administration Digital Map project creates a basic viewing background material on territorial information, which is viewing selected basic information on the map of the Czech Republic, see <http://www.mvcr.cz/clanek/digitalni-mapa-verejne-spravy.aspx>.



Complete information on the individual projects is available at <http://www.egoncentrum.cz>.

3. 6. Official language at the authorities

The official language at all authorities in the CR is Czech. **All documents and papers in a foreign language must be submitted to authorities in their original and at the same time in an authorized translation into Czech unless the administration authority specifies such a translation is not necessary.** If you believe that you will not be able to understand everything when dealing with the authorities, you have the right for assistance of an interpreter registered in the Interpreter register; however, you have to provide the interpreter at your own expense (except for e.g. administrative proceedings in which a duty is imposed on the participant – a misdemeanour proceedings or proceedings concerning another administrative offence).



References to similar information resources

- Basic information for foreigners in the CR <http://www.mvcr.cz/sluzby-pro-verejnost-informace-pro-cizince.aspx>
- General problems of asylum and migration <http://www.mvcr.cz/o-nas-azyl-a-migrace.aspx>
- General information for foreigners, including references to the public administration central authorities (in Czech and English) **Portál veřejné správy (Public administration portal)** <http://portal.gov.cz/> (► Cizinec) (Foreigner)
- A list of public administration authorities <http://portal.gov.cz/>
- A portal of references to regional, city and municipal authorities in the CR <http://www.epusa.cz/>
- Information on delivering official consignments for foreigners (Public notice – notification on the possibility to accept papers for...) <http://www.mvcr.cz/>
- Information on Czech POINT contact stations <http://www.czechpoint.cz> (► Contacts)
- Public administration digital map – project information <http://www.mvcr.cz/clanek/digitalni-mapa-verejne-spravy.aspx>
- Information on the individual projects <http://www.egoncentrum.cz>
- Details on the Chamber of Deputies activities, on deputies, Chamber of Deputies documents including Laws etc. are available at the Chamber of Deputies of the Parliament of the Czech. Rep. website – <http://www.psp.cz>
- List of political parties and movements registered in the Czech Republic is available at <http://www.mvcr.cz> (► Public services ► List of political parties)
- Details on the Senate, its bodies, activities, documents, individual senators etc. are available on the Senate website – <http://www.senat.cz>
- Details on the President of the Czech Republic is available at the President of the CR website – <http://www.hrad.cz>
- Details on the government activities and links to websites of individual Ministries are available at the government website – <http://www.vlada.cz>
- Texts of the Law and international treaties are available at <http://portal.gov.cz> (► Laws)
- Detailed references to individual courts are available at the Ministry of Justice website – <http://www.justice.cz> (► Courts)
- Detailed information on the Constitutional Court and its activities are available at <http://www.concourt.cz>
- Detailed references to the individual Public Prosecutor’s Offices are available at the Ministry of Justice website – <http://www.justice.cz> (► Public Prosecutor’s Office)
- List of municipalities (cities) with extended powers are available at <http://epusa.cz>
- If you are looking for a particular municipality or city, you will find the information at <http://epusa.cz>
- Information on individual regions is available at <http://www.kr-urady.cz>
- List of interpreters registered at regional courts is available at the Ministry of Justice website – <http://www.justice.cz> (► Other ► Experts and Interpreters)
- A detailed overview of individual authorities according to location and activity is available at the Public Administration Portal – <http://portal.gov.cz> (► Addresses) or on the website <http://www.statnisprava.cz>
- Detailed information on Czech Point work stations and services (see Chapter 3. 5.) <http://www.czechpoint.cz>
- Detailed information on foreigner employment http://portal.mpsv.cz/sz/zahr_zam

4. FOREIGNER'S STAY ON THE TERRITORY OF THE CZECH REPUBLIC/ SCHENGEN AND CITIZENSHIP

4. 1. Basic Information on Foreigner's Residence

The stay of foreign nationals on the territory of the Czech Republic is subject to Act No. 326/1999 of Coll., on the stay of foreign nationals in the territory of the Czech Republic and on amendments to certain acts, as subsequently amended (hereinafter referred to as the "Foreigners Act"). See the website of the Ministry of the Interior for the current full wording of the Foreigners Act at <http://www.mvcr.cz/cizinci> (► Services for the public ► Information for foreigners ► Conditions for the stay of foreign nationals in the territory of the Czech Republic ► Laws and regulations).

The following categories of foreigners are established by the Foreigners Act:

- a) **EU citizens** (the same regime is applied to the citizens of EEA: Norway, Iceland, Liechtenstein and Switzerland) and their family members,
- b) **nationals of so-called third countries**, i.e. countries outside EU/EEA and apart from Switzerland (considering the purpose of this publication, this chapter contains information on the stay of third-country nationals).

The stay of foreign nationals in the territory of the Czech Republic is subject to the legal regulations of the EU/EC. Visa issues are primarily regulated by Council Regulation (EC) No. 539/2001 (as subsequently amended) listing the third countries whose nationals must be in possession of visas when crossing the external borders and a list of those whose nationals are exempt from that requirement.

Being part of the Schengen area since 21 December 2007, the Czech Republic fully applies the regulations of the so-called Schengen acquis.

4. 2. Temporary residence on the territory of the Czech Republic/Schengen

► Temporary Stay in the territory of the Czech Republic/Schengen – up to 90 days

The Schengen states have harmonized their conditions for the entry to and short-term stay in the joint territory.

Countries within the Schengen area are EU Member States apart from Great Britain, Ireland, Cyprus, Bulgaria, Romania and Liechtenstein; Switzerland, Island and Norway are also a part of the Schengen area (non-Member States of the EU). Liechtenstein will most probably join the Schengen area by the end of 2011.

○ Stay of third-country nationals in the territory of the Czech Republic/Schengen without a visa

Nationals of third countries included in a so-called "white list" pursuant to the Council Regulation (EC) No. 539/2001 may stay in the Czech Republic/Schengen. (See the website of the Ministry of the Interior for the list of countries whose nationals may stay in the territory of the Czech Republic/Schengen without a visa: www.mvcr.cz (► About us ► Asylum and migration ► Migration ► Visa policy ► Overview of a temporary stay in the Czech Republic of a foreigner without visa). The visa-free stay of the above-mentioned foreign nationals is limited by the Visa-Free Treaty, which means that it does not apply to stays for the purpose of gainful employment.

Foreign nationals who are exempt from the visa obligation may stay in the territory of the Czech Republic or another Schengen area state without a visa for up to 3 months in six months from their first entry to the territory of the Schengen area (the periods of stays in the territories of the respective Schengen states accumulate. However, they may be employed only under the condition that they are authorized for employment in the applicable Schengen country in compliance with valid legal regulations of this country.

Other cases in which it is possible to stay in the territory of the Czech Republic without a visa are stipulated in §18 of the Foreigners Act.

o **Stay of foreigners in the territory of the Czech Republic/Schengen on short-term visa**

Short-term visa (uniform Schengen visa)

Conditions of granting a short-term visa, reasons of its denial, conditions of residence on short-term visa prolongation and reasons for expiration of its validity are specified directly by the applicable legal regulation of the European Communities – Regulation (EC) No 810/2009 of the European Parliament and of the Council of 13 July 2009 establishing a Community Code on Visas (hereinafter referred to as the “Visa Code”) effective as of the 5. 4. 2010. The foreigner is informed on the reasons for the short-term visa denial or validity cancellation. The Visa Code text is available at <http://www.mvcr.cz/cizinci> (► Conditions of foreigner entry and residence in the territory of the Czech Republic ► Laws and regulations ► Regulation (EC) No 810/2009 of the European Parliament and of the Council).



The uniform Schengen visa is granted for transit through the territory of Member States or presumed stays in these territories not exceeding 3 months in any six-month period from from the first entry to the territory of the Schengen area or for transit through international transit areas of one or more airports of Member States (the Airport Transit Visa) to the foreigner who complies with all conditions for entry and stay specified in the aforementioned Regulation.

The Czech Republic is competent to grant the uniform Schengen visa in the event that

- a) it is the only destination of the applicant,
- b) it is the main destination of applicant as far as the length or purpose of the stay are concerned, in case the visit comprises more than one destination,
- c) it is the first Schengen state entered by the applicant in the event that the destination cannot be specified without doubts.

The CR is also applicable for evaluation of the application for a grant of unified visa for the purpose of transit if the foreigner intends to transit its territory or if the foreigner transits multiple Member States before entering the CR. Similarly, applicability in case of airport transit visa has been established.

The application is processed and decision is issued by the consulate of the applicable Member State in which jurisdiction the applicant has permitted residence. The consulate of the applicable Member State assesses the application submitted by the state national of a third country who legally dwells within its jurisdiction, but does not have permitted residence in it, and issues a decision if the applicant substantiates the application submission at the consulate.

In compliance with Article 8 of the Visa Code, the CR may be represented by another Member State in certain third countries in issuance of short-term visa. Before the visa application submission, it is recommended to verify which consulate of which Member State is applicable and whether it is located in the given third country, or if the applicable member state has arranged representation. Please find more information at <http://www.mzv.cz> (in Czech at: ► Informace pro cizince ► Obecné vízové informace ► Zastupování při udělování schengenských víz; or in English: at Information for Foreigners ► General visa information ► Representation Arrangements for Schengen Visa Issuance).



Beyond the framework of three months in course of a half-year, state nationals of certain third countries may dwell in the territory of the CR on the basis of a bilateral treaty closed prior to entry of the CR into Schengen and in exceptional cases, the foreigner may be granted a limited-validity visa only for the territory of the Czech Republic or other Schengen countries.

The application for a unified Schengen visa issuance (visa for stay not exceeding 90 days) **is to be submitted at the consular authority of the CR abroad;** this authority will deal with the application in 15 days from the date of the submission.

It is possible to apply for the short-term visa issuance also on the outer border in case of meeting requirements specified in the Visa Code in Articles 35 and 36. In such cases, visa entitles its holder to a maximum 15-day stay, or more precisely in case of transit for the period necessary for transit purposes.

The airport (transit) visa – enables the foreign national to stay in the transit area of an international airport in the territory of the Czech Republic or the Schengen area while waiting for another flight, i.e. in the event of transit landing or stopover between two parts of an international flight. The list of countries whose nationals are required to have the airport visa to stay in the transit area of an international airport in the territory of the Czech Republic is specified in Appendix IV of the Visa Code. Under certain

circumstances, each member state may establish another group of foreigners who can stay in the transit areas of international airports in the territory of the Czech Republic only on the basis of the airport visa. In the CR, this list is established by the Regulation No. 428/2010 of Coll. as subsequently amended.

► **Long-term stay in the territory of the Czech Republic: long-term visa (visa for a stay exceeding 90 days)**

The visa for a stay exceeding 90 days is issued by the Ministry of the Interior of the Czech Republic at the request of a foreign national who plans to stay in the Czech Republic for a purpose, which requires a stay exceeding 3 months. Such a purpose may include for example: **employment, business, study or research**. The application is filed with a representation authority of the Czech Republic (Section 53 of the Foreigners Act); nationals of countries listed in the Ministry of the Interior Regulation issued on the basis of Regulation § 182 par.1 letter f) of the Foreigners Act (Regulation No. 429/2010 of Coll., of 21 Dec 2010) may apply for the visa also at another representation authority in the state of which the foreign national is a citizen, or which has issued the passport, or in the state where the foreign national has been granted long-term or permanent residence.¹ The Regulation No. 429/2010 of Coll. containing the aforementioned list is available e.g. at <http://www.mvcr.cz> (Legislation ► Collection of Laws).



In the territory of CR, it is only possible to submit the application in cases specified by Law (§ 33 of the Foreigners Act – visa for stay for the purpose of exceptional leave to remain in the territory).

The application should be processed in 90 days, or – in extremely complex cases – 120 days from the application filing date (Article 170, paragraph 6 of the Foreigners Act). The time limit for processing of a long-term visa application for the purpose of studies, pedagogical activity or research is 60 days from the date of the application submission. The time limit for processing of a visa issuance application for the purpose of exceptional leave to remain in the territory is 30 days.

Applications for a diplomatic visa issuance or special visa or long-term visa issuance for the foreigner for the purpose of submission of application for long-term residence permit issuance granted by the Ministry of Foreign Affairs (MFA) are processed by the MFA within 60 days (§170 par. 5 of the Foreigners Act).

In relation to the change implemented by the Regulation No. 265/2010 of the European Parliament and of the Council amending the Convention Implementing the Schengen Agreement, **foreigners who hold valid residence permit and a valid travel document are allowed to move freely for up to three months in any six-month period within the territories of the other Member States.**

The following documents must be submitted with the application:

- passport (§ 108 of the Foreigners Act),
- document proving the purpose of the stay – e.g.
 - **if the purpose of residence is employment** – the foreigner shall submit a work permit or shall state the work permit application reference number in the application and shall state for which Labour Office they applied for such permit – not required only in cases in which a work permit is not a condition of employment according to Law (§ 98 of Act No. 435/2004 of Coll.),
 - **if the purpose of residence is business** – the foreigner shall submit a proof of registration in the applicable registry or register book – i.e. a proof of registration in the trade register, commercial register or another applicable register, list or register of persons operating under other legislation (since 2011, there was a change of the current state when it sufficed for the foreigner to state the number of the declaration of a trade under the Trade Act in the application for long-term visas for business purposes or application for a concession and in what trade office the foreigner reported the business or applied for the concession – the visa was therefore granted without prior termination of proceedings necessary to perform the trade).

¹ Nationals of the following countries **are not obliged** to apply at the authority applicable according to the place of residence: Albany, Andorra, Antigua and Barbuda, Argentina, Bahamas, Barbados, Venezuela, Bosnia and Herzegovina, Brasil, Brunei, Federation of Saint Kitts and Nevis, Guatemala, Honduras, Chile, Croatia, Israel, Japan, Canada, the Republic of Korea, Costarica, the Republic of Macedonia, Malaysia, the Republic of Mauritius, Monaco, Nicaragua, New Zealand, Panama, Paraguay, Montenegro, Salvador, San Marino, Seychelles, Singapore, USA, Mexico, Serbia, Vatican, Taiwan, Uruguay, Hongkong, Macao (status valid on 1. 6. 2011).

- financial means needed for the stay (§ 13 of the Foreigners Act) – specific amounts are determined from the existential minimum specified by the Law No. 110/2006 of Coll.,
- accommodation arrangement document, § 31 of the Foreigners Act) – the new law explicitly states what constitutes such a document (a proof of ownership of an apartment or a house, proof of eligible use of an apartment or a house or a written confirmation of the person who is an owner or eligible user of the apartment or the house, with their certified signature granting the foreigner approval of accommodation);

The law also explicitly states that accommodation may be provided only in an object which is, according to a special legal provision (i.e. order of the Ministry of the Interior No. 326/2000 of Coll., on the labelling of streets and naming other public areas, on the manner of application and placement of numbers designating buildings, on the essentials of the notification procedure and the renumbering of buildings and numbers allocation and documents necessary for the numbers allocation), marked with a house registry number or an orientation number, and it is designed for residence, accommodation or recreation by the Building Act,

- 2 photographs; this does not apply in the event that an image of the foreign national is to be recorded.

The following documents must be submitted by the foreign national upon request:

- a document similar to an extract from a penal register as a basis for the assessment of impecability (§ 174 of the Foreigners Act) issued by the state of which the foreign national is a citizen, as well as any states in which the foreign national has stayed in the last 3 years for a period exceeding 6 months without interruptions, or a statutory declaration in the event that no such document is issued by the state concerned (cannot be requested from a foreigner of less than 15 years of age) – § 31 par. 5 letter a) of the Foreigners Act,
- a medical report stating that the foreign national does not suffer from a “serious” disease (§ 31 par. 5 letter b) of the Foreigners Act) (the list of diseases is stipulated in Regulation of the Ministry of Health No. 274/2004 of Coll.).

Before the visa for a stay exceeding 90 days is granted, the foreigner must provide a document proving the conclusion of health travel insurance for the duration of their stay in the territory (for exemptions from this requirement see §180j, paragraph 4 of the Foreigners Act). The extent and minimum health travel insurance limits are stipulated in §180j, paragraphs 1 and 6 of the Foreigners Act).

Request for a long-term visa is considered inadmissible (§ 53 par. 3 of the Foreigners Act), if

- the foreigner has not submitted essentials specified by the law with the application (§ 31 of the Foreigners Act),
- the application has not been submitted on an official form or at the local representation office, or
- the foreigner refused to provide their fingerprints or photograph.

In such cases, the representation office returns the application form to the foreigner as well as all submitted essentials and the administration fee and at the same time informs the foreigner in written on concrete reasons on the basis of which the application was considered inadmissible (§ 53 par. 4 of the Foreigners Act).

If the application for long-term visa is rejected, the Ministry of the Interior informs the foreigner in writing of the reasons for denial of long-term visa. At the same time, the foreigner is informed on their right to apply for a new assessment of the reasons of the long-term visa denial within 15 days – the procedure is specified in §180e of the Foreigners Act).

The period of stay for long-term visa can be extended repeatedly, but no longer than until the expiry of this visa (i.e. for the period of max. 6 months) and under the condition that the purpose of residence remains the same. Conditions under which the foreigner’s stay for the long-term visa can be extended and application requirements are specified in the § 35 of the Foreigners Act.

Request for extension of stay for the long-term visa in the territory is submitted by the long-term visa holders at the local regional office of the Ministry of the Interior. The time limit for processing is 14 days from the date of its submission. Applications for extension of visa exceeding 90 days stay for exceptional leave to remain or extension of such a visa will be processed by the Ministry of the Interior within 30 days.

➤ **Long-term residence: long-term residence permit**

The extended stay permit (§ 42 of the Foreigners Act) can normally be applied for by a foreign national meeting the following criteria:

- he or she is staying in the territory of the Czech Republic on the basis of a long-term visa,
- he or she wishes to stay in the territory on a temporary basis for a period of time exceeding months, and
- the purpose of the stay remains the same.

Essentials required for the application of a long-term permit issuance

For applications submitted by foreigners who reside in the territory of the CR for a long-term visa, practically the same essentials are required as for the application for a long-term visa issuance (§ 46 par.1 in conjunction with § 31 par.1, or more precisely § 34) – this particularly concerns:

- passport,
- a proof the stay purpose,
- resources for the stay in the territory,
- document proving that an arrangement has been made regarding an accommodation,
- 2 photographs,
- document of travel health insurance and upon request also a payment receipt of premium stated in the document of travel health insurance, if it is not a case specified in § 180j par. 4 of the Foreigners Act.
- medical report certifying you do not suffer from a serious disease; submitting the medical report may only be requested in case of reasonable suspicion of a serious disease.

If it is a “**document proving the purpose of residence**”, the Foreigners Act specifies the way of their verification and further required essentials (see below) for specific residence purposes. In other cases, the foreigner has to prove such a purpose to the administrative authority.

❖ Purpose of residence – **employment**:

With the application for a long-term residence permit for **employment purposes**, the foreigner must submit a decision on a work permit or a decision to extend the work permit (§ 46 par. 6 of the Foreigners Act) and essentials according to § 31 par. 1 letters a), d) and e).

The Foreigners Act also defines employment for purposes of this Act in § 178b: “Employment for the purposes of this Act shall mean the activity for which the foreigner needs a work permit, Green Card or Blue Card. An employment also means carrying out activities and accomplishing tasks arising from the business activities of a legal entity undertaken by a partner, statutory body or a member of a statutory or other body of a trading company, for a trading company or by a member of a cooperative or a member of a statutory or other cooperative authority for a cooperative.”

❖ Purpose of residence – **business**:

For a long-term residence permit for **business purposes**, the foreigner (§ 46 paragraph 7 of the Foreigners Act), the foreigner is obliged to submit:

- essentials according to § 31 par. 1 letter a), d) and e),
- a document proving that the total monthly income of the foreigner and the persons assessed with him/her residing in the territory is not less than the total of subsistence minimum amounts of the foreigner and the persons assessed with him/her and the highest amount of normative housing costs established for the purpose of housing benefit by a special legal regulation or the amount which the foreigner credibly proves as the amount of actual justified costs expended for his/her housing and for housing of the persons assessed with him/her.
- proof of registration into the applicable register book, list or registry,

- confirmation from the applicable tax office that he/she does not have enforceable arrears, and a confirmation of the District Social Security Administration that he/she has paid their outstanding balance on social security premiums and contributions to the state employment policy, including penalties. If the foreigner is not a tax payer or a social insurance premium payer and does not contribute to the state employment policy, he/she submits a document issued by the Tax Office or the District Social Security Administration confirming this fact,
- a foreigner who is a statutory body of a business company or a cooperative or its member, further confirmation of the competent tax authority that the business companies or cooperatives has no enforceable arrears, and confirmation of the District Social Security Administration that the company or cooperative has no outstanding balance on social security and contribution to the state employment policy, including penalties,
- income tax payment assessment upon request.

In applications submitted for residence purposes regulated by the relevant EU regulations (e.g. family cohabitation, study visits, etc.), specific essentials are also required in addition to standard conditions, including:

❖ **Purpose of residence – common family cohabitation:**

- a document verifying the family relationship;
- agreement of a parent or another legal representative or guardian with the permanent residence of the child in the territory unless the cohabitation of a family with that parent or legal representative or guardian is concerned (this does not apply if the foreign national demonstrates that he or she is unable to submit such a document for reasons independent on his or her will or if the child resides in the territory);
- a document of total monthly family income after the reconciliation in the minimum amount required by law (for more details see § 42b of the Foreigners Act).

Note: in cases where the holder permission to family reunification is granted asylum and the application for a long-term residence permit for the family reunification has been submitted within 3 months from the issue date of the decision on granting asylum, the foreigner is required to submit only a travel document and photographs and to prove the family relationship in the application.

❖ **Resident of another EU country:**

- a document proving declaration of status of a resident of another EU Member State;
- a document proving total monthly income of the applicant and persons assessed with him/her residing in the territory (for more details see § 42c par. 3, 4).

Note: The Foreigners Act is in terms of residence purposes specifically only deals with residence of another EU Member State citizen for employment purposes – the foreigner is obliged to submit a work permit (or state the application number for a work permit and the employment office at which he/she requested such authorization) and the employer’s statement confirming they will employ the foreigner (§ 42c paragraph 4).

❖ **Purpose of residence – studies:**

- consent of parents or other legal representative, with the foreigner’s stay in the territory (if the foreigner is a minor);
- sufficient resources for the stay in the territory, in the case of university studies or unpaid professional experience (in other cases, a document stating that the costs of the foreigner’s stay will be covered by the home host organization) – see § 42d paragraph 2 of the Foreigners Act.



❖ **Purpose of residence – scientific research:**

- hosting agreement (the content of the agreement will be specified in the § 30C of the Act No. 341/2005 Coll. on public research institutions, as subsequently amended – the Agreement establishes the legal relationship and the working conditions of the researcher);
- written commitment of the research organization to pay any costs associated with the researcher’s stay in the territory after expiry of permission to reside in the territory, including those related to his departure from the territory (for more details see § 42f, paragraph 3 of the Foreigners Act).

Application for a long-term residence permit shall be submitted to the Ministry of Interior. In addition, the foreigner is entitled to apply for a residence permit at the Czech Republic representation office abroad in cases specified by law, e.g. in case of issue of such a permit for the purpose of common family cohabitation (§ 42a of the Foreigners Act), studies (§ 42d of the Foreigner Act), for purposes of scientific research (§ 42f of the Foreigner Act), etc.

The foreigner is **obliged to submit the application for a long-term residence permit in person.** The representation office may refrain from the obligation of personal submission in justified cases (§ 169, paragraph 14 of the Foreigners Act).

Citizens of countries not listed in the Decree No. 429/2010 of Coll. are required to submit an application for a long-term residence permit only long-term stay at the representation office in the state of which the foreigners are citizens or which issued the travel document, or in the state in which they are granted long-term or permanent residence.

The standard time limit for processing long-term residence applications is 60 days [§ 169 paragraph 1 point. E) of the Foreigners Act]. The deadline for processing applications for the purpose of family reunification in the territory is 270 days from the date of application [§ 169 paragraph 1 letter c) of the Foreigners Act], the application for a long-term residence permit of a resident of another EU Member State and of their family shall be processed within 120 days [§ 169 paragraph 1 letter a) of the Foreigners Act].

Determination of validity period of a long-term residence permit

The law will specify the validity of long-term residence permit with regard to the specific purpose of residence (see § 44 of the Foreigners Act).

❖ **Long-term residence validity extension for a long-term residence permit:**

- The validity of residence permit can be extended repeatedly.
- **Requirements** are identical with certain variations as to the application for a residence permit (for more details see § 44a paragraph 3 to 11 of the Foreigners Act).
- **Determination of the extended long-term residence permit duration** is specified by law with respect to the specific purpose of residence in the territory (see § 44a of the Foreigners Act).

❖ **Change of residence purpose:**

Generally, the **valid long-term residence permit holder** may apply for a new permit for any other residence purpose:

- “**Business**” (new since 2011) – a foreigner who intends to reside in the territory for business purposes, may ask for such a change, **if they are a valid long-term residence permit holder and reside in the territory for more than 2 years,**
- The Act specifies **certain other special cases of change of residence purpose**, for example, foreigners residing in the territory for the purpose of family reunification (see § 45 Foreigners Act, which also establish the characteristics of the request to amend the purpose of long-term residence).

Note: Renewal of a long-term residence permit or changes in addresses are performed through issuance of a new “residence permit” document.

Schengen – travel in the Schengen states

According to Article 21 of the Schengen Implementing Convention, foreigners who hold a valid residence permit issued by a Member State pursuant to this authorization and a valid travel document, may **move freely** (for the period up to 3 months during any six month period) **in the territory of other Schengen states**.

The condition is that the foreigner is not listed in the national list of persons to be refused entry into the territory of the Schengen state, and that they meet the conditions specified in the Schengen Borders Code (Article 5, paragraph 1 letter a / c / e / l) – i.e. in particular, they must have a valid passport and sufficient resources to stay.

However, they may **be employed** only under the condition that they are authorized for employment in the applicable Schengen country in compliance with valid legal regulations of this country.

- **Green Card – Extended residence permit for the purpose of employment in the territory in special cases – Green Card** (Article 42g of the Foreigners Act)

An application for the Green Card may be filed by a national of a country specified in the list of countries whose citizens are entitled to ask for the Green Card issuance (pursuant to Regulation No. 461/2009 of Coll., provided that the purpose of his or stay in the territory of the Czech Republic is to obtain one of the jobs specified in the central registry of vacancies that can be occupied by Green Card holders (Article 37a of Act No. 435/2004 of Coll., *on employment, as subsequently amended* – hereinafter only as the “Employment Act”) and on condition that he or she meets the requirements regarding education and professional skills necessary to do the job. Detailed information including the aforementioned Regulation listing the countries are available at <http://www.mvcr.cz/cizinci> (► pg. 2 ► Green Cards). At present, this concerns citizens of Australia, Montenegro, Croatia, Japan, Canada, the Republic of Korea, New Zealand, Bosnia and Herzegovina, Macedonia, USA, Serbia and Ukraine. The Ministry of the Interior decides upon Green Card issuance.



Green Cards are issued for:

- a) qualified workers with university education and key personnel – type “A”
- b) for workers in positions with a minimum requirement of apprenticeship – type “B”
- c) for other workers – type “C”

Citizens of countries not listed in the Decree of the Ministry of the Interior No. 429/2010 of Coll. are required to submit an application for a Green Card only at the representation office in a country whose citizens the foreigners are, or the state which issued the travel document, or in the state in which the foreigner is granted long-term or permanent residence. A foreigner is entitled to request a Green Card issuance at the Ministry of Interior of a foreigner who resides in the CR territory

- using a Green Card and requests a new Card in the so-called protection period (see § 46e paragraph 3 of the Foreigners Act),
- using a Green Card for at least 1 year, or
- using a long-term visa or long-term residence permit for a continuous period of at least 2 years.

Green Card entitles the foreigner to stay in the territory and employment for a period specified in it. There is no legal title to a Green Card issuance.

Upon a Green Card application, foreigners must submit:

- passport,
- a photograph; this does not apply in the event that an image of the foreign national is to be recorded.
- documents to prove educational and professional qualifications for the job to which the foreigner calls to classify.

Upon request, the foreigner is obliged to submit a medical report that he/she does not suffer from “serious illness” (the list of diseases is specified in the Ministry of Health Decree No. 274/2004 of Coll.).

The application for stay or the CR within 2 months from the date of entry must also include a document similar to an extract from the Criminal Records issued by the foreigner’s home state upon request as a ba-

sis for evaluating criminal probity, and states in which the foreigner stayed during the last 3 years continuously for longer than 6 months, or a statutory declaration in case the State does not issue such a document.

Prior to issuance of visa for a stay exceeding 90 days for the purpose of receiving a Green Card, a foreigner must submit a proof of travel health insurance for the duration of their stay from the date of entry into the territory until it is to be covered by the Act on Public Health Insurance Act (Act No. 48 / 1997 of Coll.) and upon request also a proof of premium payment stated in the travel health insurance payment document.

- **Blue Card – Residence permit related to performance of highly qualified employment** (§ 42i of the Foreigner Act)

Blue Card is a new residence institute designed for long-term residence connected with performance of highly qualified employment (§ 42i of the Foreigner Act). Blue Card entitles the foreigner to stay and perform employment, i.e. a foreigner does not need a separate work permit.

Application for issuance of a Blue Card is granted to a foreigner if they intend to stay in the territory for a period longer than 3 months and **will be employed in a job requiring high qualifications**, which can be filled by a stranger who is not a citizen of the European Union under the Employment Act.

The high qualification is considered **university education completed properly or further vocational training, which lasted at least 3 years**.

The foreigner **submits the application for Blue Card issuance at the representation office** and in some cases also in the Ministry of Interior in the territory. **The Ministry of the Interior produces a decision** on application for a Blue Card within 90 days.

Essentials of a Blue Card application (§ 42j Foreigners Act)

- passport,
- a document of accommodation provided for the stay in the Czech Republic,
- a photograph,
- an **employment contract** for performance of highly qualified employment **for at least one year** for statutory working week which further **includes the amount of gross monthly or annual salary agreed equivalent of at least 1.5 times the average annual gross salary** announced by Communication of the Ministry of Labour,
- documents certifying high qualification,
- if it is a pursuit of a regulated profession, a proof of compliance with the conditions for the profession performance (note: the Ministry decides to issue a Blue Card after expression of the applicable recognition authority),
- a **document of total monthly family income**, if the foreigner resided in the CR as a **holder of a blue card in another EU Member State** prior to the application for a Blue Card in the territory,
- **travel health insurance** – the period of residence from the date of entry into the territory until the foreigner will be subject to a public health insurance. Upon request, a receipt of premium payment stated in the travel health insurance document.

When applying for a Blue Card, the foreigner is also obliged to submit upon request:

- **document similar to an extract from the Criminal Records**,
- a **medical report** proving he/she does not suffer from a serious illness (only in case of reasonable suspicion).

The Blue Card is issued with a validity of 3 months longer than the time for which the contract of employment was closed, but not exceeding 2 years. It is possible to extend the Blue Card.

Duties and obligations of a Blue Card holder:

- if a Blue Card holder terminates his/her employment at the time of its validity, they are obligated to notify the Ministry of the Interior within the period specified,
- to notify the change of employer and change of employment position (during the first two years these changes are subject to prior consent of the Ministry of the Interior. After two years of residence in the territory, the foreigner is obliged to report these changes within 3 work days),
- Notification of the relevant facts relating to their stay in the territory.

► **Removal order** (§ 50 of the Foreigners Act)

Please note that this residence permit is **only used for a smooth exit from the CR territory!**

Removal order is granted in specified cases by the police, the Ministry of the Interior or the Ministry of Foreign Affairs, if a foreigner's legal residence in the CR is terminated (e.g. in case of cancellation of visa, permits for long-term or permanent residence or in case of administrative deportation). Removal order authorizes the foreigner to **stay temporarily in the Czech Republic for a period necessary for performance of urgent tasks and leaving the country** (maximum 60 days). A foreigner is **obliged to leave** the territory of the CR within a specified period.

4. 3. Permanent Residence in the Czech Republic

With respect to most aspects of everyday life, a foreign national with permanent residence in the Czech Republic has the same status as a Czech citizen.

► **Permanent residence permit for family members of citizens of the EU or the Czech Republic**

A **foreign national (EU country or third-country citizen)**, who is in a family relationship with a citizen of the EU or the Czech Republic within the framework stipulated in Article 15 of the Foreigners Act, particularly within the following framework:

- a) *spouse,*
- b) *parent – applies to dependent EU citizens under 21 years of age living in a common household,*
- c) *child under 21 years of age, or such child of a spouse of an EU citizen, and*
- d) *dependent direct relative in an ascending or descending line, or such a relative of a spouse of an EU citizen*

may apply to the Ministry of the Interior for a permanent residence permit for a family member of an EU citizen. The period of application processing is 60 days. Nevertheless, the fact that a family member is concerned is not the only prerequisite of granting a permanent residence permit; other conditions stipulated in § 87h of the Foreigners Act must also be complied with.

Such conditions include namely:

- a) 5 years of uninterrupted temporary stay in the territory (Article 87h, paragraph 1, letter a/ of the Foreigners Act), or
- b) 2 years of uninterrupted temporary stay in the territory provided that the applicant has been a family member of a Czech citizen with a registered permanent residence in the territory, or a family member of a citizen of another EU member state who has been issued a permit for permanent residence in the territory (§ 87h, paragraph 1, letter b) of the Foreigners Act).



Other conditions whose fulfilment preconditions the issue of a permanent residence permit to a family member of an EU or Czech citizen are specified in § 87h, paragraph 1, letters c) and d) of the Foreigners Act.

There is a legal title to the issuance of a permanent residence permit for these reasons, and the Ministry of the Interior may deny the application only for strictly defined reasons specified in § 87k of the Foreigners Act. A family member of an EU or Czech citizen may also apply for issuance of a permanent residence permit for humanitarian reasons pursuant to § 87h, paragraph 2, letter b) of the Foreigners Act. In such a case, however, there is no legal title to the issue of the permanent residence permit. The issue of a permit to a family member of an EU or Czech citizen is exempt from administrative fees.

The particulars of an application for the permanent residence permit for an EU national or his/her family member are stipulated in § 87i of the Foreigners Act. Such particulars include a passport, 2 photographs, document proving accommodation arrangement and – provided that an application pursuant to § 87g, paragraph 1 or § 87h, paragraph 1 of the Foreigners Act is concerned – a document proving the fulfilment of the condition set in those provisions.

► **Permanent residence of a foreign national who is neither an EU citizen, nor his/her family member, without previous uninterrupted stay in the territory of the Czech Republic** (§ 66 of the Foreigners Act)

Under certain conditions, a foreign national may apply for a permanent residence permit without having previously stayed in the territory of the Czech Republic. In such a case, however, there is no legal title to the issue of the permanent residence permit, the only exception being an application pursuant to § 66, paragraph 1, letter d) of the Foreigners Act. In such cases, applications for permanent residence are filed with foreign representations of the Czech Republic abroad. § 69 of the Foreigners Act stipulates the conditions on which the application may be filed with the Ministry of the Interior in the territory of the Czech Republic.

➤ **Permanent residence of a foreign national who is neither an EU citizen, nor his/her family member, preconditioned by a previous uninterrupted stay in the territory of the Czech Republic** (§ 68 of the Foreigners Act)

After 5 years of an uninterrupted stay in the Czech Republic on the basis of a visa for a stay exceeding 90 days/extended stay permit, every foreign national is entitled to apply for permanent residence. Further details regarding the treatment of the duration of the foreigner's stay outside of the territory are stipulated in Article § 68, paragraph 2a and paragraph 3 of the Foreigners Act; if the purpose of the stay was study, only one half of the duration of the stay counts.

The particulars of an application for the permanent residence permit for a foreign national who is not an EU national or his/her family member are stipulated in § 70, paragraph 2 of the Foreigners Act. The following documents are required:

- 2 photographs,
- passport,
- document proving the purpose of the stay in the territory, e.g. a birth certificate, marriage certificate or another document proving a family relationship, document proving the fact that the foreigner used to be a citizen of the Czech Republic; this does not apply in the event that the foreigner is applying for a permanent residence permit pursuant to § 68 of the Foreigners Act,
- document proving the procurement of financial means needed for the permanent stay in the territory,
- document similar to an extract from a penal register as a basis for the assessment of impeccability issued by the state of which the foreign national is a citizen or in which he or she has permanent residence, as well as any states in which the foreign national stayed in the last 3 years for a period exceeding 6 months without interruptions, or a statutory declaration in the event that no such document is issued by the state concerned; § 70, Paragraph 2, Letter e) of the Foreigner Act regulates exceptions from that obligation (this obligation does not apply primarily to foreign nationals under the age of 15; a foreign national applying for permanent residence pursuant to § 68 is obliged to submit such a document when asked to do so),
- document proving that an arrangement has been made regarding an accommodation in the territory,
- agreement of a parent or legal guardian with the permanent residence of the child in the territory unless the cohabitation of a family with that parent or legal guardian is concerned; this does not apply if the foreign national demonstrates that he or she is unable to submit such a document for reasons independent on his or her will,
- document demonstrating the required level of knowledge of Czech (this document is not required in cases specified in § 70, Paragraph 5 of the Foreigners Act).

Pursuant to provisions of § 70, Paragraph 2, Letter h) (with the exception of cases stated in § 70, paragraph 5, letter c) of the Foreigners Act, the document must be issued by a school specified on the list of schools entitled to hold examinations in the Czech Language specified in Regulation of the Ministry of Schools, Youth and Sports No. 348/2008 of Coll., on the teaching of and examinations in the Czech language for the purpose of obtaining permits for the permanent residence in the territory of the Czech Republic. The scope of the examination is specified in the above-mentioned Regulation. It is required to prove

competency in Czech at level A1 of the Common European Framework of Reference for languages. A sample document proving the required competence in Czech, as well as the list of schools entitled to hold examinations in the Czech language are appended to the Regulation.

Pursuant to the provisions of Article 70, Paragraph 5 of the Foreigners Act, **the document proving the Czech language competence is not required** from a foreign national who

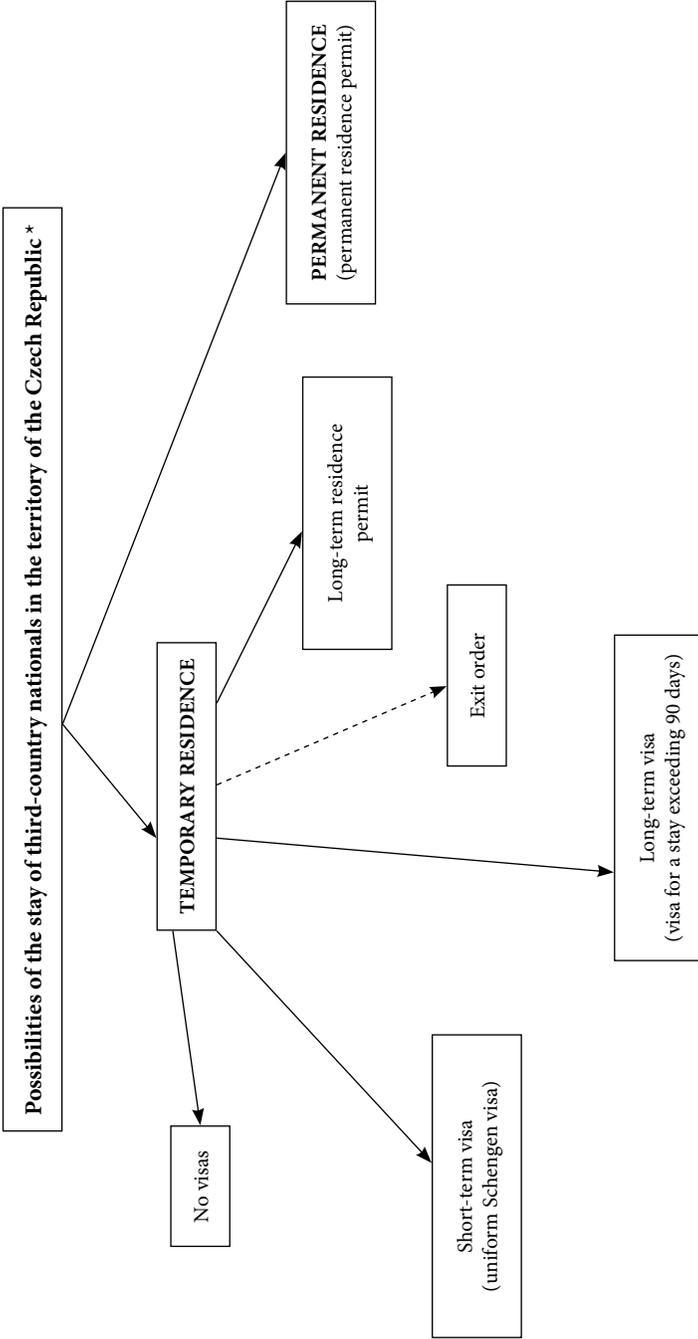
- has not reached the age of 15,
- proves that in the course of 20 years preceding the permanent residence application submission, he/she was a student of a primary or secondary school for at least one school year without interruption or that he/she studied at a university with Czech teaching language or a study programme focusing on the Czech language for at least one academic year,
- proves that he/she passed another generally acknowledged exam from the Czech language which complies to the level specified in the Ministry of the Interior Regulation [§ 182a par. 2 letter a)], if such a fact is confirmed by the Ministry of Education, Youth and Sports,
- is applying for a permanent residence permit pursuant to § 66 or 67 or after the expiration of a permanent residence permit pursuant to § 87, Paragraph 7, Letter a), Item 4 of the Foreigners Act,
- proves to suffer from a physical or mental handicap affecting his or her ability to communicate, or
- has reached the age of 60.

A foreign national wishing to apply for a permit for permanent residence in the territory of the Czech Republic, which requires to append a document proving the required competence in the Czech language to the application, may apply for the examination with some of the schools specified in the list appended to the regulation. The first try to pass the exam is paid by the state to the foreign national on the basis of a voucher issued by a regional Department of Asylum and Migration Policy of the Ministry of the Interior before the exam is taken (in Prague at the station of permanent residence agenda, Nad Vršovskou horou 88/4, Prague 10-Bohdalec). The voucher may only be issued to the foreigner once. Details on the language exam available at <http://www.msmt.cz/mezinarodni-vztahy/cestina-pro-cizince>; <http://cestina-pro-cizince.cz> or in English at <http://check-your-czech.com>. Information on this website are available in Czech and English, but also in Ukrainian, Russian, Vietnamese, Mongolian, Chinese, Arab and French.

The **primary authority** deciding on applications for permanent residence permits is the **Ministry of the Interior, Department of Asylum and Migration Policy** (§ 165 letter j) of the Foreigners Act). The application may be filed with the appropriate regional branch office of the Department of Asylum and Migration Policy, depending on the foreign national's place of residence (see Chapter 17.4. for a detailed list with addresses and contact information on regional branches). An appeal against the decision may be lodged in 15 days; the appeal is then decided by the Committee for Decisions on Foreigner Residence Issues. If the second decision is negative, too, the case may be brought before the Municipal Court in Prague in 2 months following the service.

The following conditions apply to filing an application for a permanent residence permit:

- none of the documents except of the passport, documents issued by the register office and photograph may be older than 180 days,
- in the event of a justified suspicion, you may be asked to submit a medical report stating that you do not suffer from a serious disease,
- all documents executed in a foreign language must be translated into Czech by a sworn translator unless the administration authority advises the foreign national that such a translation is not required.



* Note: In case of a third country national who is a relative to an EU resident at the same time, temporary residence permit is usually issued in a form of a movement card of the family member of the EU citizen or more correctly the permanent residence permit.

4. 4. Biometric data in residence permit cards

As of 4. 7. 2011 residence permit cards are being issued in CR with so called biometric data – **face depiction and fingerprints** taken by means of a special technical device. This practice arising from the European legislation brings many changes for **third-country nationals** residing in the CR **on the basis of a long-term or permanent residence** and furthermore for holders of one of the international protection forms (asylum/subsidiary protection) – does not apply to EU citizens and their family members. So far it does not concern third country nationals residing in the CR for visa.

Why is biometric data collected?

Recording biometric data is used to verify the authenticity of a residence permit certificate and to verify the identity of its holder – a citizen of a third country by comparing the biometric data processed in a data carrier with the data recorded in the Information System or by comparing biometric data processed in a data carrier with the currently displayed biometric data of the certificate holder acquired during identity authentication using technical equipment. Since 20. 5. 2011, biometric data is a mandatory part of residence permits issued by the EU Member States for third-country nationals.

Biometric data is acquired at **selected – therefore not all – offices of the Department of Asylum and Migration Policy of the Ministry of the Interior** equipped with special technical devices. In the list of the MI offices in Chapter 17. 4, these offices are designated by the abbreviation “BIO”. After having their biometric data taken, the foreigners are obliged to collect their residence permit certificates within the specified time limit at the same office where they were taken the biometric data. Such an office may differ from the office at which the foreigner submitted the applicable application, or more precisely at which he/she usually arranges other matters related to their stay in the CR.

In relation to biometric data, foreigners are required to:

to appear in person in the time limit of 3 work days from the day of their entrance in the territory of the CR to the office of the Department of Asylum and Migration Policy of the Ministry of the Interior in the case of applications filed for long-term/permanent residence abroad, i.e. after issuance of the long-stay visas for the purpose of **obtaining long-term or permanent residence permit** with a valid travel document for the data acquisition (including biometric data) for the issuance of a residence permit certificate. The exact address of the office that will provide the residence permit issuance is given upon visa issuance for the purpose of a residence permit acceptance at the embassy.

The appointment at the office can be arranged on the phone, already from abroad, foreigners are also given the appointment line contact of the given office that will provide the residence permit certificate upon issuance of the long-term visa for the purpose of a residence permit acceptance.

If the foreigner does not have an appointment by telephone, the department shall deal with him according to the usual order and if it was not possible due to utilization of biometric data recording device for the purpose of a residence permit issuance, the foreigner shall be ordered at the earliest possible date following. In case of **application for long-term/permanent residence in the CR territory**, the foreigner must **personally visit the applicable office of the Ministry of the Interior** upon appeal in order to to perform biometric data and signature acquisition designed for its further digital processing.

With regard to legal regulations of the CR and directly applicable provisions of EU law, foreigners are required to submit their biometric data and signatures for further digital processing. And furthermore, within a specified period, but no later than 60 days from the acquisition, the foreigner must **go to the Ministry in person** to receive the residence permit certificate (you will be called to do that by the administrative authority).

*When submitting an application or right after the acquisition of biometric data, it is important to **leave your telephone contact** or e-mail contact, where you will be contacted by the Asylum and Migration Policy of the Ministry of Interior officers about the agreed deadline of the biometric data acquisition (only for applications submitted from the CR territory), or more precisely the date of receipt of the residence certificate. If you did not leave a contact/and or we are unable to contact you, you will be requested to submit the biometric data (only for applications submitted from the Czech Republic territory), or to collect the certificate within the specified time period in writing. In such a case you **may arrange an appointment at the office in advance via telephone** – see contacts in Chapter 17. 4.*

Attention: If you will not travel to the CR territory within the valid visa for the purpose of receiving a residence permit (in this single case including permanent residence) without serious reasons or you fail to visit a DAMP office in order to provide biometric data or fail to collect the residence permit certificate within issuance of this permit or extension of its validity, the processing of your application will be stopped. If you filed an application from the territory of the Czech Republic and **failed to provide biometric data or to collect the issued certificate** after having received the decision of granting permanent residence or decision of extension of validity of this certificate issued for permanent residence, **you will be fined up to CZK 10 000.**

Certificates of residence permit without biometric data

Certificates issued pursuant to the applicable legislation by the end of April 2011 **remain valid until their expiration date or change of information contained therein.**

Representation options

You cannot be represented by another person in relation to the biometric data acquisition or residence certificate handover.

Is it possible to refuse to provide the biometric data?

You can not refuse to submit biometric data, acquisition of biometric data is mandatory for all citizens of third countries (except for family members of EU citizens), who are issued a certificate in relation to a long-term or permanent residence permit.

In what cases the biometric data is not acquired?

Under certain circumstances, fingerprint images are not acquired – if it is not possible for reasons of anatomical or physiological changes, or finger handicap. In this case, a residence permit certificate containing biometric data only on facial appearance is issued.

What are the rules concerning children?

In children under 6 years only facial images are captured.

My first certificate issued for a residence permit does not contain biometric data – I am obliged/required to apply for a new certificate?

Your current certificate remains valid for the period specified therein. You will receive your biometric certificate in relation to:

- extension of a long-term residence permit validity (you are obliged/required to submit the application before 90 and no later than 14 days prior to expiration of permit) or
- extension of the permanent residence permit certificate validity (you are required/obliged to submit the application within 90 days prior to expiration of license), or
- if necessary for issuance of a new residence permit certificate (e.g. in relation to a change of any of the information contained in the existing license)

What happens to the foreigner's biometric data?

Your biometric data acquired in relation to the residence permit certificate is stored in a data carrier located in the residence certificate. Data retention follows the rules of personal data protection; biometric data, which is forwarded to the Foreigner Information System by the Ministry (§ 158a, paragraph 5) and is further stored there, **will be destroyed 60 days after termination or cancellation of validity of residence permit certificates** (§ 160 / 7). Biometric data may be used exclusively to authenticate of residence permit certificates and to verify your identity by comparing biometric data processed in a data carrier, which is contained in the certificate of residence, with data recorded in the Foreigners Information System by comparing data processed in the data carrier with your currently displayed biometric data acquired during authentication using technical equipment. If you are not able to submit a residence permit certificate that you are a holder of for the purpose of identity verification or if the data carrier with biometric data in the residence certificate does not work, identity authentication will be performed using your fingerprints and matching them with biometric data recorded for this purpose in the Foreigner Information System.

Is it possible to verify functionality of the data medium?

Yes, you are entitled to ask the Ministry of the Interior to verify the functionality of the data carrier. If the verifications shows malfunction for reasons not attributable to you, you are entitled to a free issuance of a new certificate.

Administration fees

According to the Law on Administrative Fees, the following charges are collected for activities associated with biometric cards (in the form of revenue stamps available for purchase at any post office):

- issuance of a residence permit card or extension of its validity **for long-term residence**: 2,500 CZK (1,000 CZK referring to children under 15),
- Issuance of a residence permit card or extension of its validity **for permanent residence**: 2,500 CZK (regardless of age, i.e. also for children under 15),
- **change in the residence permit certificate**: 1000 CZK,
- issuance of a residence permit as a **replacement** of a card, which has been damaged, destroyed, lost or stolen or a card, whose data carrier with biometric data is broken: 4,000 CZK (2,500 CZK as regards children under 15 years of age).

4. 5. Other important information

► Travel Health Insurance

Requirements for travel health insurance in stays exceeding 90 days are specified in the Visa Code. The document proving the conclusion of travel health insurance policy is not required in cases stipulated in §180i, paragraph 2 of the Foreigners Act. If a Schengen visa is concerned, the insurance must be valid in the whole territory of the the Schengen area.

In case of stay exceeding 90 days (long-term visa, long-term residence), the proof of travel health insurance is a document by which the foreigner proves insurance covering expenses he is obliged to pay during his stay in the territory in case of provision of necessary and immediate medical assistance, including expenses related to transport or in case of his/her death expenses related to transport of his/her body into the country which issued the travel document or to another state in which he/she has been granted residence permit. The amount of the agreed insurance benefits per insurance event is at least 60,000 EUR, without contribution of the insured person in the aforementioned expenses.

Health travel insurance for stay exceeding 90 days may be arranged:

- a) in an insurance provider authorized to perform this type of insurance in the territory of the CR according to the Insurance Act,
- b) in an insurance provider who is authorized to perform such a type insurance in other EU Member States or in a country bound by the European Economic Area Treaty or in a state whose travel document the foreigner holds, or in another state in which the foreigner has been granted a residence permit.

In case of **insurance arranged abroad**, the foreigner shall submit a travel health insurance document as well as **certified translations of the insurance contract** and **general terms and conditions of the insurance** into Czech, proving closing the travel health insurance, primarily of the insurance range, limit and benefit of 60,000 EUR and the fact that the insurance has been arranged without contribution of the insured person, or upon request of the insurance premium cover for the insurance of the entire period of the required stay in the territory.

Conditions of the insurance are specified in § 180j.

► Reporting the place of abode (§ 93 of the Foreigners Act)

Pursuant to the Foreigners Act, a foreign national is **required to report where he or she is staying in the Czech Republic to the police within 3 business days after entering the country**. This does not apply to foreign nationals under the age of 15, staff members of consular offices or international government organizations accredited in the Czech Republic, including their family members who are registered with the Ministry of Foreign Affairs, or foreign nationals whose accommodation has been arranged by the Czech Ministry of the Interior. This obligation also does not apply to foreign nationals who have met this requirement by registering with an accommodation provider, e.g. in a hotel (§ 103, letter b/ of the Foreigners Act).

In case of any **change of their place of abode**, the foreign nationals who have been issued permanent residence permits are obliged to report the change to the Ministry of the Interior **within 30 business days** after such a change takes place provided that the expected change of the place of stay is to exceed 180 days (§ 98 par. 1).

Foreign nationals staying in the territory of the Czech Republic on the basis of visas for a stay exceeding 90 days or permanent residence permits are obliged to report any change of their place of abode to the Ministry within 30 days after such a change takes place provided that the expected change of the place of abode is to exceed 30 days (§ 98 par. 3). Foreign nationals who may stay in the territory of the Czech Republic without a visa are obliged to report any change of their place of abode to the Police within 30 days after such a change takes place provided that the expected change is to exceed 90 days (§ 98 par. 4).

An **EU citizen** is obliged to report the place of residence in the territory **within 30 days** from the day of entry into the Czech Republic; if their presumed stay will exceed 30 days; **this obligation also applies to a family relative of an EU citizen**, if this citizen resides in the territory. The obligation to report the place of residence to the police does not apply to the foreigner who has fulfilled it with their accommodation provider.

► **Reporting mailing address**

According to the § 158 par. 3 of the Foreigners act, it is possible to keep record of the address to which documents are to be delivered according to the Foreigners act or a special legal regulation. The foreigner may report the address, its change or cancellation to the Police or to the Ministry of the Interior.

► **Reporting changes of the data in the card**

In case of changes of data stated in the card (e.g. surname), you are obliged to report the change to the Ministry of the Interior **within 3 workdays** from the day the change occurred.

In case of change of the place of residence (domicile) – see above: “Reporting the Place of Residence”.

► **Legalization of public documents**

All documents executed in a foreign language and appended to an application for a visa or residence permit must be either:

- **superlegalized** or provided with a legalization endorsement issued by a Czech representation abroad. This endorsement verifies that the document has been issued or certified by an authorized party or appropriate authority, and it also verifies the authenticity of the signatures, official stamps and seals that are part of such a public document;

or

- provided with a verification endorsement – **Apostille** (official certification attached to the document) – in this case, the document does not have to be legalized by a Czech representation abroad; instead, the final certification is done in the country where the document is issued by a so-called “apostille body”. Such a certification verifies (similarly as the legalization endorsement) that the document has been issued or verified by a proper authority and that signatures and official stamps and seals are authentic. Apostilles are issued only by countries that are parties to the Convention Abolishing the Requirement for the Legalization of Foreign Public Documents signed at The Hague on 5. 10. 1961. The list of agreement parties and authorities issuing Apostilles is available in English and French on the website of the Hague Conference on Private International Law www.hcch.net (► Conventions ► All Conventions ► 12. Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents ► Status table/Authorities);

or

- **exempt from the special certification requirement**, if so established under an existing international treaty between the Czech Republic and the country which issued the document.

The information as to whether or not it is necessary to have a document superlegalized or provided with an apostille or whether the documents to be submitted are exempt from any special certification requirements can be obtained by calling a Czech representation abroad.

More information is available on the website of the Ministry of Foreign Affairs of the CR www.mzv.cz (► Travelling ► Document verification – information of the department of legalization at the division of





consular activities) or on the website of the Ministry of Justice of the CR www.justice.cz (► Ministry of Justice ► Expert activities and services for the public ► Verification of foreign documents).

!!! ATTENTION !!!

*In relation to the quickly-changing legal modification in the field of foreigner residence, there are frequent amendments to the Foreigners Act. Therefore, we recommend that you gather information continuously at the nearest (regional) **Department of Foreigner Residence of the Ministry of the Interior** (For contacts see Chapter 17. 4.) or seek assistance of **non-governmental non-profit organizations** helping foreigners (Chapter 16). You may also use:*

Information lines of the Ministry of the Interior for foreigners, tel.: 974 832 421, 974 832 418

e-mail: pobyty@mvcz.cz

website of the Ministry of the Interior: www.mvcz.cz/cizinci

4. 6. Birth number

A foreign national who has been granted a permanent residence permit or a temporary residence permit for a period exceeding 90 days, or an EU citizen who intends to stay in the territory of the Czech Republic for a period of time exceeding 3 months, **will be assigned a birth certificate number by virtue of office of the Ministry of the Interior** (foreigners are provided with it by the Department for Asylum and Migration Policy) pursuant to § 14 letter d) of Article 5 of the Law No. 133/2000 of Coll., on public records, as subsequently amended. For further information on the conditions of assigning the birth certificate number (required documents, application processing terms etc.), contact the appropriate department of the Foreign Police which has granted the permit to a natural person concerned.

More detailed information on the application submission procedure, including the form, is available at <http://www.mvcz.cz> (► Services for the public ► Counselling and services ► A citizen at the office ► Birth numbers).



4. 7. Citizenship of the Czech Republic

There are two ways how to obtain Czech citizenship: through birth (a child automatically becomes a Czech citizen once being born if at least one of his or her parents is a citizen of the Czech Republic, or if the child was born in the Czech Republic and his or her parents are persons without citizenship and at least one of them is a permanent resident of the Czech Republic) and by granting.

The Czech citizenship may be awarded by the Ministry of the Interior at the request of a foreign national who meets all of the following criteria (there is no legal title to being granted citizenship):

- he or she has had a permanent residence in the Czech Republic for at least five years (the foreign national is required to stay most of the time in the Czech Republic for that period). In specified cases, the Ministry of the Interior may **waive the minimum stay duration** requirement.
- he or she demonstrates that he or she will lose the existing citizenship, or demonstrates that he or she has lost the existing citizenship by obtaining the Czech citizenship. The foreign national is not required to append a document proving the loss of the existing citizenship to the application. This document should be submitted after a so-called promise of granting the citizenship of the Czech Republic is issued in administrative proceedings. The demonstration of the loss of the existing citizenship may be waived in certain cases.
- He or she has not been lawfully sentenced for an intentional crime in the Czech Republic in the last 5 years. This condition may not be waived.
- he or she demonstrates a knowledge of the Czech language. This requirement can be waived by the Ministry of the Interior under circumstances of special consideration (e.g. due to the applicant's advanced age or health status).
- He or she fulfils obligations stipulated by the Foreigners Act in the field of health insurance and social security, taxes and levies (e.g. he or she is not in arrears with the payment of health

insurance premium, pays taxes in due manner and time, adheres to the reporting obligations). This requirement can be waived by the Ministry of the Interior under circumstances of special consideration.

The particulars of the application for the citizenship of the Czech Republic are specified in the Act on the Acquisition and Relinquishment of Czech Citizenship. An application for the Czech citizenship, addressed to the Ministry of the Interior, must be filed with the regional authority in the location of the applicant's permanent residence (in Prague, the applications are filed with the District Offices of the city districts of Prague 1 to Prague 22; in Brno and Ostrava, the applications are filed with the respective municipalities, and in Plzeň, the applications are filed with the District Office of Plzeň 3). A married couple may file a single joint application and include a child under the age of 18.

The regional authority fills in the questionnaire with the applicant, verifies his or her knowledge of Czech, and – in 30 days following the application date – sends the application for granting the citizenship of the Czech Republic, accompanied with the regional authority statement, municipal authority statement and other documents, to the Ministry of the Interior for decision through the mediation of the Foreigners Police that also appends its statement.

The Ministry is obliged to decide on the application in 90 days and, in the majority of cases, the applicant is invited for a personal interview as part of the review process. If the Ministry **rejects, an appeal against such a decision may be lodged with the Minister of the Interior** the citizenship application, within 15 days after the decision is served. If the decision of the Minister of the Interior is negative, too, the case may be brought before the Municipal Court in Prague in 2 months following the service.

If the application is approved, the applicant takes the citizenship oath in front of the secretary of a municipal authority of a municipality with extended powers and then, he or she is presented with the Certificate of Czech Citizenship. The foreign national becomes a Czech citizen by taking the oath. Children **under the age of 18** acquire the citizenship with their parents. The administrative fee for granting the citizenship of the Czech Republic is CZK 10,000. At the applicant's request, the Ministry of the Interior may reduce this amount in specially justified cases of state interest **down to CZK 1000**.

More detailed information on the procedure for the Czech citizenship application is available e.g. at <http://www.mvcr.cz> (► Services for the public ► Counselling and services ► Citizenship of the Czech Republic).



At present, the Ministry of the Interior has been preparing a new Act on acquiring and losing of the Czech Republic citizenship; the Act suggests new definitions of conditions of granting citizenship of the Czech Republic for foreigners applying for granting of the Czech Republic citizenship. The Act is expected to become effective by 1. 1. 2013.



References to similar information resources:

- See the website of the Ministry of the Interior for the **current full wording of the Foreigners Act** at <http://www.mvcr.cz/cizinci> (► Conditions for the stay of foreign nationals in the territory of the Czech Republic ► Laws and regulations).
- Regulation No. 429/2010 of Coll., which includes the list of countries whose citizens may apply for a long-term visa at a representative office other than in the state of the foreigner, or office that issued the foreigner's passport or more precisely in the state in which the foreigner has long-term or permanent residence permitted, is available e.g. at <http://www.mvcr.cz> (Legislation ► Collection of Laws).
- For more detailed information **on the stay of EU citizens and their relatives** in the territory of the Czech Republic, see the following websites
 - <http://www.mvcr.cz/cizinci> (► Information on the stay of EU citizens and their relatives) in the form of an information brochure in Czech, English, German, Bulgarian and Romanian; or

- <http://www.mvcr.cz/cizinci> (► Conditions of entry and stay of foreigners in the Czech Republic ► EU citizens, Iceland, Norway, Liechtenstein and Switzerland and citizens of third country citizens – relatives of citizens of EU, Iceland, Norway, Liechtenstein and Switzerland)
- See the following websites for more detailed information on the stay of third-country nationals in the territory of Schengen/CR:
 - <http://www.mvcr.cz/cizinci>
 - <http://www.mvcr.cz> (► EU ► Schengen)
 - <http://www.euroskop.cz/schengen> and also in section Schengen and CR
- The list of countries with whom the Czech Republic has concluded treaties on cancelling the visa obligation is available on the website: www.mvcr.cz (► About us ► Asylum and migration ► Migration ► Visa policy ► Overview of a temporary stay in the Czech Republic of a foreigner without visa).
- The template of the **Schengen visa application** together with instruction for its use in Czech and English is available at <http://www.mvcr.cz/cizinci> (► RELATED LINKS ► Forms ► Schengen visa application)
- **Residence permit application form**, which is Czech and English with the form translation also into Ukraine, Vietnamese, Russian and Mongolian, is downloadable at <http://www.mvcr.cz/cizinci> (► RELATED LINKS ► Forms ► Residence permit application)
- More detailed information on the conditions of **obtaining a permanent residence permit** is available <http://www.mvcr.cz/cizinci> (► Permanent residence in the territory of the Czech Republic)
- The Internet website of the Ministry of the Interior for foreigners <http://www.mvcr.cz/cizinci> also offers e.g.:
 - Sample forms and applications (► RELATED LINKS ► Forms)
 - Answers to questions most frequently asked by foreigners: (► Frequently asked questions)
 - Laws and regulations applicable to the entry and stay of foreign nationals in the territory of the Czech Republic (► Conditions of the entry and stay of foreign nationals in the territory of the Czech Republic ► Laws and regulations)
- See the website of the Ministry of Foreign Affairs at (<http://www.mzv.cz>) for detailed information on visa issues (► Information for foreigners)
- See the website of the Ministry of Foreign Affairs **for a directory of representations of the Czech Republic abroad and foreign embassies in the Czech Republic** at <http://www.mzv.cz> (► About the Ministry ► Diplomatic missions)
- Information on the stay of foreign nationals can also be found on the website of the Foreign Police Service (<http://www.policie.cz>) (► Departments of the Police of the Czech Republic ► State-wide departments ► Foreign Police service ► Information on the stay of foreign nationals)
- **List of countries**, which have acceded to the Convention Abolishing the Requirement for the Legalization of Foreign Public Documents and a list of countries **with which the Czech Republic has concluded bilateral legal assistance treaties specifying public documents that are exempt from higher legalization requirements** www.justice.cz (► Ministry of Justice ► International relations ► Legalization of document for foreign countries)
- See <http://www.nkcr.cz> (► Notaries contact information) for a **list of notaries** dealing with the official legalization of the concordance of transcripts or copies of documents with their originals
- See the website of the Ministry of Justice at <http://www.justice.cz> (► Penal Register) or contact any Czech POINT centre at <http://www.czechpoint.cz> for detailed information on the Penal Register.
- More detailed information on Green Cards including the Regulation specifying the list of countries whose citizens may apply for the Green Card is available at <http://www.mvcr.cz/cizinci> (► pg. 2 ► Green Cards)
- Detailed information on the procedure of the **citizenship application submission** is primarily available at
 - Public Administration Portal – <http://portal.gov.cz> (► Situations in life ► Foreigner ► Citizenship)

- and the website of the Ministry of the Interior – <http://www.mvcr.cz> (► Services for the public ► Advice and services ► Citizenship of the Czech Republic).
- More detailed information on the procedure of the **birth number issuance application** including the form is available at <http://www.mvcr.cz> (► Services for the public ► Counselling and services ► Citizen at the office ► Birth numbers)
- Detailed information on the **language exam in Czech** for the purposes of application for permanent residence are available in Czech, English and also Ukrainian, Russian, Vietnamese, Mongolian, Chinese, Arab and French at
 - <http://www.msmt.cz/mezinarodni-vztahy/cestina-pro-cizince>;
 - <http://cestina-pro-cizince.cz> or in English (<http://check-your-czech.com>).

5. WHERE TO SEEK HELP

5. 1. Attorneys

Attorneys represent their clients at courts proceedings and at other state authorities, act as legal counsels during criminal proceedings, provide legal assistance in all types of legal matters, and assist their clients with the execution of documents (contracts etc.). Attorneys' services are provided subject to payment. All attorneys are members of the Czech Bar Association which oversees their operation and serves as a body dealing with complaints lodged by clients dissatisfied with the services provided by an attorney.

5. 2. Ombudsman

The Ombudsman (public rights defender) is in charge of protecting people against (wrongful) acts of authorities and other public administration institutions provided that such acts are contrary to the law or otherwise wrong or unfair, i.e. inconsistent with the principles pursued by a democratic state governed by law and the principles proper administration, or in the event that such bodies are dormant. The Ombudsman **cannot interfere with relations or disputes based on private law**, or decision-making activities of courts, and no appeals against court decisions can be lodged with the Ombudsman.

Although the Ombudsman has the right to carry out independent investigations in the respective matters, the law does not allow him/her to substitute state administration bodies, and therefore ***the Ombudsman is not permitted to change or cancel any decisions issued by such authorities. Nevertheless, in the event that any malpractice on the part of an authority or institution is identified by the Ombudsman, a remedy may be requested by his/her office.***

5. 3. Consumer Protection, the Czech Trade Inspection Authority

The primary function of the **Czech Trade Inspection Authority** (hereinafter only ČOI) is to monitor compliance with the conditions specified for the purpose of quality, hygienic harmlessness and safety of non-food products and services; besides that, it is also in charge of supervising the provision of proper product information and ensuring that consumers are not being misled by false, unsubstantiated or incomplete information on the actual the properties of products or services. Consumers are offered **advice and information services** at each office of the Czech Trade Inspection Authority. Here the consumers may also submit suggestions for an inspection, file a complaint or ask for advice on how to deal with problematic situations regarding the purchase of goods or services.

As for food products, the Czech Trade Inspection Authority is only responsible for monitoring adherence to proper sales practices; food products and raw materials used for their production are inspected by the State Agriculture and Food Inspection Authority.

Other institutions participating in the monitoring efforts for the protection of the consumer include public health authorities, veterinary authorities, local trades licensing offices and customs offices (see § 23 of Law No. 634/1992 of Coll., on consumer protection).

Another option is to take advantage of services provided by non-governmental, non-profit organizations specializing in consumer protection which enable the consumer public to access information related to consumers' rights. Specific consumer issues and problems can be discussed in specialized advice bureaus and on numerous internet discussion forums.

5. 4. Corruption

The Department for Asylum and Migration Policy of the Ministry of the Interior has a special anti-corruption line for foreigners. The line is designed for **announcements of all forms of corruptive behaviour that foreigners encounter when e.g. dealing with residence agenda.**

 **974 847 704 – Anti-corruption line for foreigners**

Monday and Wednesday: 8:00 AM–5:00 PM

Tuesday and Thursday: 8:00 AM–3:00 PM

Friday: 8:00 AM–2:00 PM

Outside these working hours, the announcers may leave their messages on the recording machine; they will be processed by the operator on the next day. It is possible to leave a message in any language.

The operator, agent of the Department of Asylum and Migration Policy experienced in communication with foreigners is available for calls in Czech and English. The line tariff is governed by the standard phone tariff applicable for landlines.

Useful advice and information on what to do if you become a witness to a situation involving corruption or corrupt practices can be found at **Anti-corruption website of the Ministry of the Interior** – <http://www.korupce.cz>. The website contains a wide range of information, laws, documents, suggestions, as well as and contact information on the respective authorities in charge of eliminating corruption.

In the Czech Republic, you can also **use the anti-corruption line at 199**. Line 199 is intended to provide legal advice to those who have encountered corruption on the part of representatives of state authorities, as well as in the private sector. Calling the line 199 and obtaining legal advice is free of charge. The line is operated by the Czech branch of Transparency International, a non-governmental non-profit organization with several years of practice in providing legal advice to people affected by corruption. Line 199 can be called from anywhere and almost any time. See <http://www.linka199.cz> for more detailed information.

5. 5. Managing Emergency Situations

While staying in the Czech Republic, may witness or become directly involved in various situations that you might find difficult to solve, and you may need help. This chapter provides a brief summary of information as to what to do in such situations and which body to contact for assistance.

!!! In the event of emergency, you can always call the line !!!

 **112 – Europe-Wide Emergency Number**

(Calling the line is free of charge – a penalty is charged for misuse, you can also communicate in English or German)

When giving message at the emergency line, please state:

- What exactly has happened and what is the extent of the incident (e.g. what is at risk or has been affected, how many victims are there.),
- what is the exact location of the incident (address – town, street, land registry or orientation number of a house, road number, mileage marker, direction of travel or detailed indication of location in an open space etc.)
- Information about yourself (name, phone number and location where you are calling from).

After the end of the emergency call, the operator may call you back to verify the incident or to ask for more detailed information, e.g. how to get to the place concerned.

In the Czech Republic, there are also nation-wide emergency lines:

➤ **150 – Fire-brigade of the Czech Republic**

Call this number if you witness an emergency situation (fire, accident involving a leakage of a dangerous substance etc.) endangering persons, property or the environment.

➤ **155 – Lifesaving service**

Call this number if you, during your stay, find yourself in a situation threatening the health or even life of yourself, your family members or other people and immediate medical assistance

is needed. The lifesaving service is operated so as to assist in situations involving a sudden serious illness or injury if the patient is unable to get to a doctor or hospital on his/her own and it is necessary to arrange for a prompt medical attention and transportation of the patient to a hospital so as to prevent an aggravation of the patient's condition.

► **158 – Police of the Czech Republic**

Each of us may encounter a situation entailing some type of illegal activity pursued by other people; thus, we may become informants, aggrieved parties or witnesses to certain events. **Criminal offences**, as the most serious type of illegal conduct are described in the Penal Act (Law No. 40/2009 of Coll., the Penal Code that will become effective on 1 1. January 2010, substituting Law No. 140/1961 of Coll., the Penal Code, effective prior to that date). Individuals over the age of 15 are considered responsible under penal law. The police and the Public Prosecutor's Office are in charge of investigating criminal offences and prosecuting perpetrators.

Offences are less serious violations of law which are not considered as a felony. The investigation of offences is within the competence of the police; offences are usually heard before municipal authorities.

If you have become a witness to or victim of a criminal act or offence, encountered a situation that puts you or your family members at risk, contact any police officer or the police station nearest to the place of your residence or stay for assistance, or call the above-specified telephone number. The police are required to accept and record your report. If you are not satisfied with the treatment you have received from the police, you can file a complaint. Such a complaint should be filed with the Inspection and Complaint Department of any administrative branch of the Police of the Czech Republic. If you believe that a police officer has committed a criminal offence with respect to you or your family members, you can contact directly the Inspection Office of the Police.

► **156 – Municipal (city) police**

The municipal police represent a municipal authority in charge of maintaining public order within the scope of the competence of the given municipality. Anyone may turn to municipal officers who are members of the municipal police for assistance; the officers are obliged to provide required assistance within the scope of their assignments. The municipal police forces collaborate closely with the Police of the Czech Republic. If you are not satisfied with the treatment you have received from the municipal or city police, you can file a complaint. Such a complaint should be filed with the establishing body, i.e. the board of representatives of the city or municipality concerned.

5. 6. Managing Other Emergency Situations

In addition to the situations described above, you may also encounter some other difficulties during your stay, namely: domestic violence, particularly as regards children and women, drug addiction, human trafficking, HIV/AIDS, acute housing shortage, serious personal or family problems.

In the situations described above, you can take advantage of assistance provided by specialized organizations, their contacts are available on the website <http://www.zachranny-kruh.cz> (► Who will help you).

These specialized organizations also include e.g.:

ORGANIZATION NAME	CONTACT	WHOM DOES IT HELP
HELPLINE – CRISIS INTERVENTION CENTRES	284 016 666 – nonstop	Psychological-social help for persons in a crisis
RIAPS (ambulatory psychological and social services)	Chelčického 39, 130 00 Prague 3, 222 586 768 (8:00 AM–4:00 PM) 222 582 151 (4:00 PM–8:00 AM) http://www.csspraha.cz/krizove-centrum-riaps	Persons in a difficult life situation

SAFETY LINE	116 111 – free of charge, nonstop pomoc@linkabezpeci.cz www.linkabezpeci.cz	For children and youth
CHILDREN 'S CRISIS CENTRE SPONDEA	Sýpka 25, 613 00 Brno krizovapomoc@spondea.cz 541 235 511, 608 118 088 www.spondea.cz	Maltreated and abused children, victims of domestic violence, Brno
CHILDREN CRISIS CENTRE	241 484 149 – nonstop www.dkc.cz	Maltreated and abused children, Prague
CONFIDENTIALITY LINE DIAKONIE	Diakonie ČCE – Christian Help Centre in Prague, Varšavská 37, 120 00 Prague 2 Monday–Friday: 9:00 AM–8:00 PM 222 514 040, 222 521 912 777 734 173, 728 047 416 linka.duvery@diakonieccce.cz http://skp.diakonieccce.cz/	Persons in a difficult life situation, including accommodation for mothers with children in distress
PODANÉ RUCE ASSOCIATION	Francouzská 36, 602 00 Brno 545 247 535 www.podaneruce.cz	Endangered by drugs, Moravia
K-CENTRE LINE	724 246 771, 487 831 545 k-centrum http://www.k-centrum-cl.cz	Endangered by drugs, Bohemia
NATIONAL AIDS PREVENTION LINE	800 144 444 – free of charge Monday–Friday 1:00 PM–6:00 PM http://www.aids-hiv.cz	HIV, AIDS
BÍLÝ KRUH BEZPEČÍ (WHITE RING OF SAFETY)	257 317 100 (Prague) – nonstop 2 51 51 13 13 (Dona line – help for victims of domestic violence) www.bkb.cz	Help for victims of crime or domestic violence
LA STRADA CR	INFO and SOS – line: 222 71 71 71, Czech and also: – on Mondays from 10:00 AM to 2:00 PM in Russian – on Tuesdays from 10:00 AM to 4:00 PM in English – on Wednesdays from 12:00 AM to 8:00 PM in Russian and Romanian 800 077 777 – free of charge on Wednesdays from 12:00–8:00 PM Also available in other languages upon arrangement. pomoc@strada.cz Organization office: 222 721 810 www.strada.cz	Providing social services for traded and exploited persons and to people endangered by these phenomena. The services are also provided for foreigners regardless of their residential status; they can also be provided anonymously.

ELEKTRA	272 911 110; 603 812 361 poradna@centrumelektra.cz www.centrumelektra.cz	For women abused as children
ROSA	Podolská 25, 147 00 Prague 4 241 432 466, 602 246 102 www.rosa-os.cz	Centre for victims of domestic violence
INTERVENTION CENTRE OF THE PLZEŇ REGION AND FIELD CRISIS SERVICE	Cukrovarská 16, 301 00 Plzeň Non-stop telephone line: 777 167 004 www.dchp.cz	Help for people endangered by domestic violence and help in crisis life situations and extraordinary events
CHARITY CZECH REPUBLIC	Crisis help MAGDALA 251 552 790 (Prague), 516 417 351 magdala@charita-adopce.cz www.charita.cz	Help for victims of human trafficking, help for foreigners in distress
CONFIDENTIALITY LINE	800 200 007 – free of charge	Confidentiality line for seniors

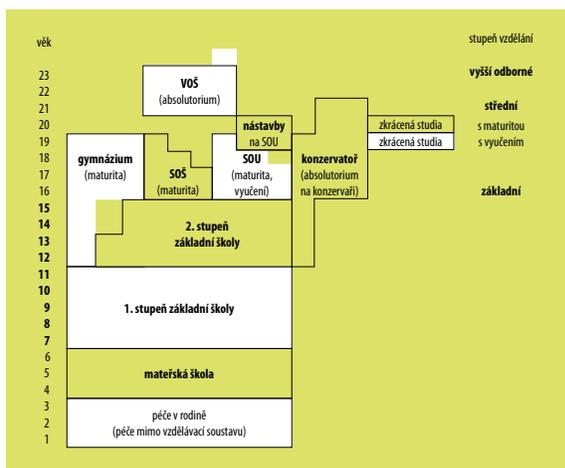
There are also **Citizen's Counselling Centres** that people can approach for help or assistance in various life situations. Free counselling also concerns social issues, family and interpersonal relationships, human rights, employment relationships, residence, relations concerning property rights, insurance, financial issues, health care, consumer protection, etc. More detailed information on social services is in Chapter 10. 5.

6. EDUCATION SYSTEM AND EDUCATION RECOGNITION

“Everyone has the right to education. School attendance shall be obligatory for the period specified by law.” (Article 33, paragraph 1 of the Charter of Fundamental Rights and Basic Freedoms)

The basic legal regulations specifying education are the School Act and the University Act. The Law No. 561/2004 of Coll., on pre-primary, primary, secondary education, advanced vocational training and other education (School Act), Law No. 111/1998 of Coll., on universities, and other important regulations as amended stated on e.g. MŠMT (Ministry of Education, Youth and Sports) website <http://www.msmt.cz> (► Documents) ► Laws) and ► Education ► Universities) ► Documents ► Legislation ► Legislation norms and related regulations) or more precisely on the website of the Ministry of the Interior <http://www.mvcr.cz> (► Legislation) ► Collection of Laws).

Education is based on equal approach to education with no discrimination, on taking education needs of an individual into account, on mutual respect, opinion tolerance, solidarity and respect for dignity of all education participants. Primary and secondary education of citizens of the Czech Republic or any other EU Member State in schools operated by the state, region or municipality is free. The education system allows everyone to educate themselves for their entire lives. The education system includes education leading to an educational degree or education not leading to an educational degree (primary artistic or language education, interest advancement and other education) and educational services. The education system also allows education of persons with special educational needs, provides residential care, safety training and preventive care.



Věk – Age	Péče v rodině (péče mimo vzdělávací soustavu) – Family care (care outside the system of education)
VOŠ (absolutorium) – Higher technical school (leaving certificate)	Konzervatoř (absolutorium na konzervatoři) – Conservatory (conservatory leaving certificate)
Nástavby na SOU – Further training at secondary vocational schools	Stupeň vzdělání – Education degree
Gymnázium (maturita) – “Gymnázium” (general-purpose secondary school) (school-leaving certificate)	Vyšší odborné – Higher professional
SOŠ (maturita) – Secondary technical school (school-leaving certificate)	Zkrácená studia – Fast-track courses
SOU (maturita, vyučení) – Secondary vocational school (school-leaving certificate, vocational certificate)	Střední – Secondary
2. stupeň základní školy – 2 nd level of elementary school	S maturitou – With a school-leaving certificate

1. stupeň základní školy – 1 st level of elementary school	S vyučením – With a vocational certificate
Mateřská škola – Kindergarten	Základní – Elementary

Degrees of education according to the valid School Act are: primary education, secondary education, advanced vocational training concluded with a vocational certificate, advanced vocational training concluded with a maturity exam, secondary expert education at a conservatory and advanced expert education. (University education is specified by the Law No. 111/1998 of Coll. on universities).

Types of schools are kindergarten, primary school, secondary school (gymnázium-grammar schools, secondary vocational school and apprentice training centre), conservatory, vocational college, primary school of art and language schools with the right of state language examination.

Types of scholar facilities are scholar facilities for further education of pedagogic workers, scholar counselling facilities, facilities for interests and other education, special-purpose scholar activities, educational and accommodation facilities, facilities of school catering, scholar facilities designed for residential care, safety training and preventive care.

Education is organized within a **school year** which begins on the 1 September and ends on the 31 August of the following calendar year. The school year is divided into the period of teaching and the period of school holiday. The teaching period begins on the 1 September and ends on the 30 June of the following calendar year (exact date may vary with respect to the nearest work day or other circumstances) and it is sub-divided into two half-years. The period of school holidays consists of autumn holidays, Christmas holidays, half-year holidays, spring break, Easter holidays and the main holidays. Teaching takes places in a five-day teaching week.

Specifications of foreigner's educations are specified primarily in § 20 of the School Act. Persons that are not citizens of the Czech Republic and rightfully reside in the Czech Republic have access to pre-primary, primary, secondary and vocational education under the same conditions as citizens of the Czech Republic, including education in residential care and safety training. Foreigners become children, pupils and students of a particular school under conditions specified by the School Act, if they prove legitimacy of their residence in the Czech Republic to the school headmaster. Legitimacy of the residence in the CR does not have to be proved in case of application into the primary school. Citizens of the EU Member States do not have to prove legitimacy of their residence in the Czech Republic. Persons who are not citizens of the Czech Republic and have acquired previous education in a foreign institution are waived admission procedure of Czech language upon appeal in education at secondary and advanced vocational schools if it is a part of the admission procedure. The school will verify the knowledge of Czech language which is necessary for education in the given field by means of an interview.

6. 1. Pre-primary education

Pre-primary education is organized as unnecessary in **kindergartens** provided by **the state, region, municipality or a private founder. Kindergartens may also be private or within a company; the School Act is still applicable if they are registered in the MŠMT register.** Pre-primary education concerns (apart from exceptions) children from 3 to 6 years of age. Children are admitted into kindergartens upon application of their parents (legal guardians). The place, term and period for application submission for admission of the child for pre-primary education for the following school year is specified by the pre-primary school principal in the agreement. **The Principal** decides on the admission of the child or on establishing a trial period for the child; the length of the period must not exceed 3 months. Children in their last year before start of compulsory education are admitted with priority into pre-primary education. A child may enter pre-primary education also in the course of the school year. **Fees for pre-primary education are established by the kindergarten principal; the last year in which the child reaches 6 years of age is provided free of charge (§ 123, paragraph 2 of School Act).**

The pre-primary education supports development of the pre-primary education aged child, it contributes to children's healthy emotional, intellectual and physical development and adoption of the basic behaviour rules, essential life values and interpersonal relationships. Pre-primary education creates the basic conditions for educational continuation. Pre-primary education helps balance out inequalities

in child's development before the start of primary education and it provides special pedagogic care to children with special educational needs.

More details on pre-primary education, operational conditions, catering, health and security care and on determination of the fee are specified in the MŠMT regulation No. 14/2005 of Coll. on primary education, as amended by the regulation No. 43/2006 of Coll. **and furthermore in regulation No. 410/2005 on hygienic requirements for the premises and operation of a facility providing education of children and youth, as amended by the regulation No. 343/2009 of Coll.**

6. 2. Compulsory and primary education

The right to free education in primary and secondary schools is declared in the Charter of Fundamental Rights and Basic Freedoms. Private schools can provide education for fees. Compulsory education takes 9 years and concerns children from 6 years of age if they are not granted deferment. Compulsory education leads primarily to acquisition of elementary education. All foreigners have access to elementary education if they reside in the Czech Republic.

Children are **applied for their compulsory education** by his/her parents or legal guardians. Registration into the first year of primary school takes place from 15 January to 15 February. Individual primary schools inform on the registration deadlines in advance. Conditions for fulfilment of compulsory education of children with permanent residence in the school location are provided by the municipalities that manage the primary school or provide fulfilment of compulsory education in a primary school managed by another municipality or associations of municipalities. In the area of the municipality, a municipality part or area of more municipalities, catchment school districts are outlined in which the municipality provides elementary education for children from the given school district. Division into school districts does not interfere with the right to register the child for his/her compulsory education in other than catchment school.

Primary school is divided into a junior and a senior grade. **The junior grade** takes 5 years (from the first to the fifth grade), **the senior grade** takes four years (from the sixth to the ninth grade). After successful finish of the primary school junior grade, it is possible to continue compulsory education on a junior level of a six-year or eight-year grammar school. **Elementary education for pupils with physical handicap who go to classes or schools with modified teaching programme may take ten years if previously authorized by the Ministry; the junior grade ranging from the first to the sixth grade and the senior grade from the seventh to the tenth grade.**

The pupil will acquire the **degree of elementary education** by successful finish of the educational programme of elementary education at an elementary school, on a junior level of a six-year or eight-year grammar school or in a corresponding portion of an eight-year educational programme at a conservatory. It is also possible to acquire the degree of elementary education by successfully finishing an elementary education course realised by a primary or secondary school, if the applicant fulfilled the compulsory education requirement.

Since 2007, primary schools have been realising compulsory education by their own school educational programmes. Schools must teach compulsory educational content guaranteed by the state, but they also teach other optional content. Therefore, there may be differences in content exceeding the compulsory standard among the schools, but also in teaching forms.

Children of all foreigners residing in the Czech Republic are obliged to go to school. Breaching this obligation may result in penalties for the children legal guardians.

6. 3. Secondary education

After finishing primary school or fulfilment of compulsory education, it is possible to continue education at a **secondary school (grammar school, secondary vocational school, apprentice training centre)** or at a **conservatory**. Secondary schools prepare their students for further studies or vocational practice and work. Education takes place in a full-time daily form, distance form, evening courses or combined form. The graduate will acquire a secondary education degree, secondary education with

a vocational certificate or maturity exam according to the educational programme type; secondary education with a maturity exam is a pre-requisite for university studies.

The headmaster of the applicable secondary school decides on admission for studies within the admission procedure. Legal regulations establish **admission procedure terms** for secondary schools and conservatories.

It is necessary to file an application for admission into the first year of secondary education. Applications for the first round of secondary education admission procedure are filed by an adult applicant or legal guardian of an underage applicant to the headmaster of the applicable secondary school, by means of a form designated by the Ministry and within a deadline specified in § 60b.

The applicant submits the application for the full-time study form to the secondary school headmaster by 15 March, in case of study programmes with talent examinations by 30 November.

The applicant submits the application for other than full-time study form to the secondary school headmaster by 20 March, in case of study programmes with talent examinations by 30 November.

The applicant may submit applications into three schools for the first round of admission procedure for a full-time study form.

Applicants finishing their compulsory education at a foreign school also submit a certificate of achieved education issued by the foreign school as well as a certificate of recognition of equality of the foreign educational certificate issued by the foreign school or recognition decision for the educational certificate in case that admission procedure requires achievement of a certain education degree.

Studies at a grammar school is general and primarily prepares students for their university studies. There four-year, six-year or eight-year study programmes. Pupils that have finished the senior grade of primary school enter six-year and eight-year study programmes, four-year grammar schools admit pupils who have finished the ninth grade of elementary school.

Secondary vocational schools (SOŠ) and apprentice training centres (SOU) provide pupils with education as well as with professional qualification for their future vocation or professional working activities. They also provide preparation for university or vocational college studies. Education in SOŠ and SOU is available in 240 **study programmes of vocational education**, which can be divided according to study length or degree of education provided. In two-year study programmes, secondary education is achieved; in three-year study programmes, secondary education with a **vocational certificate** is achieved; and in four-year study programmes, secondary education with a **maturity exam** is achieved. It is also possible to achieve secondary education with a maturity exam through **extended studies** for applicants who have already finished secondary education with a vocational certificate in a three-year study programme. Two-year and three year study programmes provide qualification for manufacturer and service occupations, study programmes with a maturity exam provide qualification for secondary technical, management and other activities. Secondary schools may also organize **summary studies** for acquisition of secondary education with a vocational certificate or with a maturity exam for applicants who have already finished secondary school with a vocational certificate and or a maturity exam and they want to have another qualification in a different field. Summary studies take 1 or 2 years in the full-time study programme.

Conservatory education develops knowledge, skills and abilities of a pupil achieved in primary and primary art education, it provides general education and prepares its students for demanding artistic or artistic and art-pedagogic activities in the fields of music, dance, singing and in musical-dramatic art. Furthermore, conservatory education also creates conditions for a full personal and civic life, continuation in education and for working experience. The first year of the six-year conservatory study programme admits applicants with finished compulsory education or successfully finished primary education before finishing the compulsory education. The first year of the eight-year conservatory study programme admits applicants with successfully finished fifth grade of primary school and who have met admission requirements by proving applicable skills, knowledge, interest and fitness. Admission procedure for a conservatory study programme is in the form of a talent examination.

By successfully concluding of a conservatory study programme, the student achieves **secondary education with a maturity exam** or **secondary professional education at a conservatory**.

6. 4. Advanced vocational training

Advanced vocational training develops and deepens student knowledge and skills acquired in secondary education and it provides general and professional education and practical preparation for performance of demanding activities. Successful conclusion of the applicable accredited study programme brings the degree of advanced professional training. The length of advanced vocational training is 3 years including professional practice in full-time form and even 3.5 years in medical study programmes.

Applicants with secondary education with a maturity exam who successfully passed the admission procedure (proved applicable skills, knowledge, interests and fitness) are admitted for education in an advanced vocational training school

The advanced vocational education is concluded by an advanced vocational exam. The certificate of advanced vocational training and a diploma of an advanced vocational training school graduate prove the achievement of advanced vocational training. Advanced vocational school graduates have a “Certified Specialist” non-academic degree (“diplomovaný specialista”, DiS.).

6. 5. Recognition of foreign education in primary, secondary and advanced vocational schools

Certificate of primary, secondary or advanced vocational education abroad can be submitted to the department of education of the applicable regional authority with a request of:

- issuance of a recognition document of equality of a foreign educational certificate in the Czech Republic,
- decision on recognition of a foreign certificate validity in the CR (“validaton”).

Recognition document of equality of a foreign educational certificate in the CR is issued by the **regional authority** in cases when the Czech Republic is bound by an international treaty on educational document equality recognition in the country where the foreign school was founded and recognized. If the foreign certificate does not state content and scope of subjects, the foreigner will also submit general content of education of the study programme in which they acquired their education. The application with a certified translation of the applicable educational certificate from the country of origin is submitted to the department of education of the applicable regional authority where you will also obtain the applicable form.

If there is no international treaty on recognition of educational certificates equality between the CR and a country, the regional authority decides on the validity on the basis of the submitted foreign certificate original or its notarized copy translated into Czech. If the foreign certificate does not state content and scope of subjects, the foreigner also has to submit general content of education of the study programme in which they acquired their education. If there is no treaty on judicial cooperation between the CR and the country in question, the educational certificate has to be superlegalized or certified by an apostille (for more detail see Chapter 4. 4.).

The regional authority then can decide in three possible ways:

1. if the content and scope in the foreign school is comparable to a similar framework study programme in the CR without significant differences, the authority **grants** the validation and issues a validation statement on recognition of the foreign certificate validity in the CR,
2. if the authority discovers that the content and scope in the foreign school is significantly different from a similar study programme in the Czech Republic, it **denies** the application; or
3. if the authority discovers that the content and scope of education in the foreign school is partially different and the foreigner does not submit the foreign certificate or the general content of the study programme, the authority will order a **validation examination**. This examination verifies whether knowledge and skills of the foreigner correspond to the goals and content of education according to the applicable study programme and that may also include a practical part. The foreigner does not sit a validation examination in the Czech language and literature. A committee of at least three members decides on the examination result.

The detailed specification of foreign education recognition is available in § 108 of the Law No. 561/2004 of Coll., the School Act, as amended, and in the regulation of the Ministry of Education,

Youth and Sports No. 12/2005 of Coll., which contains details on the validation examination and certification patterns on recognition of the foreign certificate equality on education achieved and validation statement.

If you wish to obtain more detailed information on foreign education recognition, you may contact the department of education at the regional authority in the place of your residence in person or via telephone.

6. 6. Universities

Universities in the CR are divided into **public, national** (military and police) and **private**. All university studies are subject to admission procedure. The prerequisite for university studies (apart from universities of art) is completed secondary general or complex secondary professional education. Foreigners may study in Czech universities under the same conditions as Czech citizens. Public and private universities provide free education, private universities for fees of various amounts. Foreigners who want to study at a public university in the Czech Republic in some other language than Czech have to pay for their studies on their own. University studies exist in a full-time formats (everyday student attendance according to selected subjects), or distance formats (distance, where student attend classes only several days in a month) and in combined format.

6. 7. Recognition of foreign university education and qualification

A foreigner graduate of a foreign university may apply for recognition of foreign university education and qualification. It is necessary that the student has a foreign study certificate or document on studies conclusion. The written application needs to be submitted to:

- the rectorate of a public university that realises an accredited study programme similar in terms of content;
- the Ministry of Defence if it concerns university education in military studies;
- the Ministry of the Interior if it concerns university education in security studies;
- the Ministry of Education, Youth and sports if it concerns university education acquired in Afghanistan, Bulgaria, Slovenia, Bosnia-Herzegovina, Hungary, Poland, Georgia, Moldova, Turkmenistan, Tajikistan.

You will submit the **written application** for recognition of foreign education and qualification (forms are not specified, you may use an application pattern available on the website of the Ministry of Education, Youth and Sports or of a public university) at the authority specified above; the application has to contain the date of birth, permanent residency address, name and address of the foreign university, name of the study programme and study field, date of start and finish of the studies. It is necessary to enclose a notarized copy of the university diploma translated into Czech and the list of exams passed, or a Diploma Supplement to the application. Enclosures must be verified by an apostille or superlegalized (see Chapter 4. 4.).

The period of application processing is 30 days. It is possible to appeal against a negative decision to the Ministry of Education, Youth and Sports, if a public university decided on the recognition, or directly to the Minister of Education, if the decision was issued by the applicable ministry.

6. 8. Recognition of professional qualification

It is necessary to be granted a professional qualification recognition in order to perform certain occupations or activities in the Czech Republic. These so-called **regulated occupations or activities** comprehend such occupations or activities for performance of which certain requirements are specified by the legal regulations of the EU member state; without meeting them, the person cannot perform this occupation or activity (e.g. degree and field of education, practice, citizen integrity, medical fitness, security of responsibility for the damage caused in performance of the activity in question, etc.). These states designate which occupations and activities will be regulated in the individual Member States. Consequently, each member state regulates a different number of occupations and activities, has a different scope of such regulation; the requirements vary with each occupation and activity. **The Czech**

Republic regulates ca 390 occupations and professional activities. The Law No. 18/2004 of Coll., on professional qualification recognition which implements the Directive 2005/36/EC on a professional qualification recognition also specifies the general course of the professional qualification recognition procedure to which the Administrative Procedure Code with slight changes applies.

Qualification recognition is focused on evaluation knowledge and skills of a particular person. At the same time, this knowledge and skills may be certified with a formal qualification (education and preparation) document, but they may also be certified with a document on factual performance of the given activity or another document. The result of the professional recognition process is a decision on whether the person in question has sufficient knowledge and skills to perform a particular occupation or activity.

This recognition also concerns the EU citizens, citizens of other EEA countries and Switzerland and their relatives who have acquired the qualification or it has been recognized in another member state than CR or in another EEA country or Switzerland, if they want to perform an occupation as businessmen or employees in the Czech Republic. Furthermore, it also concerns other foreigners (according to § 1 par. 2 of the Law on professional qualification recognition) – citizens of third countries, and mainly persons:

- with a permanent residence, or
- legal position of a long-term resident of the European Community granted in the Czech Republic or in another member state and their relatives if they have long-term residency, or
- with a stay for the purposes of a scientific research granted in the CR or another EU country and their relatives if they have long-term residency, or
- a stay for the purpose of studies.

Within the amended Law No. 18/2004 of Coll., also **inclusion of holders of the EU Blue Card** – i.e. foreigners permitted a residence related to performance of a highly qualified occupation.

How does an applicant for a professional qualification recognition proceed? At first, the applicant needs to find out whether the occupation or activity they want to perform in the Czech Republic is registered among regulated or non-regulated occupations or activities – see the reference to the database of regulated occupations in the Czech Republic.

If the occupation or activity intended by the applicant in the Czech Republic is not regulated, the applicant is entitled to perform the occupation or activity in the Czech Republic without having to have the professional qualification recognized. Whether or not is the applicant going to perform the occupation or activity depends solely on their agreement with the potential employer.

If the occupation or activity intended by the applicant in the Czech Republic is regulated, the applicant has to apply for their professional qualification recognition at the applicable recognition authority in the Czech Republic.

A recognition authority entitled to decide in a concrete matter of professional qualification recognition is the central administrative body of the Czech Republic which governs such regulated occupation or the competence of which is the closest to the regulated occupation. In case the applicant is going to perform the regulated activity as a businessman in the form of a trade or as a responsible representative of a trade licence holder, the recognition authority is the Ministry of Industry and Commerce. In case this authorisation to perform a regulated activity is decided by a chamber of professionals according to a specification in a special legal regulation, this chamber is the recognition authority.

A complete lists of regulated vocations and activities, including the reference to the applicable recognition authority which has the competence to decide on recognition of the given qualification is on the website <http://www.msmt.cz> (► EU a zahraničí ► Uznávání kvalifikací a vzdělání v EU ► Uznávání kvalifikací ► Databáze regulovaných povolání ► Databáze regulovaných povolání a činností v ČR).

6. 9. Other forms of education: language courses, Czech courses and education for adults

► Language education

Language schools with the right of state language examination are registered in the register of school and educational institutions and their operation is governed by the School Act. Language schools with

the right of state language examination differ from commercial language schools in the following aspects: 1. they guarantee the quality of language education defined by the state, 2. bestow state language examination, 3. teachers have to be school employees and they have to meet the qualification requirements imposed by the Law.



The website <http://www.vuppraha.cz> publishes educational documents of language schools with the right of state language examination (► Rámcové vzdělávací programy ► Jazykové vzdělávání).

The offer in the field of language teaching is very wide at present. There is a wide range of language schools and agencies offering various forms of language education – individual, group, intensive, a month- a half-year and year-courses, morning, afternoon and evening courses. The offer of individual languages is also very wide, the basic offer includes English, German, Russian, French, Spanish. The price varies depending on the study length and intensity (it is however necessary to consider an amount ranging within several thousands of korunas).

► Czech language courses

Courses of the Czech language for foreigners are organized by language schools, language agencies, some non-governmental non-profit organizations and integration centres (see Chapter 15. and 16.). There is a wide range of courses from beginners to professional preparation (e.g. business Czech), various lengths and intensities, some of the courses are concluded with an exam. Selected language schools offer a state language examination from Czech for foreigners, including the preparatory course. Most universities established language preparation centres for foreign university students, some of them also provide teaching for non-students. Teaching of Czech for foreigners is also supported by the public administration central authorities within the integration programme for foreigners permanently and legally settled in the Czech Republic in the form of financing projects organized by non-governmental organizations and integration centres. In some cases, it is necessary to submit a Czech language certificate in order to be granted a permanent residency (see Chapter 4. 3.).



References to detailed information resources

- Texts of legal regulations in the field of education (including the School Act) are also available on the Internet website of the Ministry of Education, Youth and Sports – <http://www.msmt.cz> (► Documents)
- **Addresses of kindergartens** are available at <http://www.msmt.cz> (► Education ► List of schools and educational institutions). It is also possible to obtain the information from the kindergarten principal or from the local authority in the place of your residence.
- Detailed **primary schools of the CR overview** is available on the MŠMT website – <http://www.msmt.cz> (► Education ► List of schools and educational institutions)
- Detailed secondary schools of the CR overview is available on the MŠMT website – <http://www.msmt.cz> (► Education ► List of schools and educational institutions) and other useful information on the website of the Institute of Information on Education – <http://www.uiv.cz>
- Information on education study programmes are available on the website of the National Institution of Technical and Vocational Education www.nuov.cz including school database (<http://www.infoabsolvent.cz>) and career counselling (<http://www.nuov.cz> ► Education and labour market)
- The Public Administration Portal – <http://portal.gov.cz> (► Life situations ► Citizen ► Education, science and research ► Secondary schools and universities) offers detailed information on how to deal with difficult life situations related to education
- The website of the Ministry of Education, Youth and Sports – <http://www.msmt.cz> contains many interesting information, such as **addresses of public and private universities** and accredited university study programmes (► Educations ► Universities ► List of universities), and also a detailed overview of legal regulations concerning university education (► Education ► Universities ► Documents ► Legislation)

- If you wish to acquire further **information on foreign education recognition**, you may contact the educational department of the regional authority in the place of your residence in person or via telephone (regional authority addresses are available on the websites www.portal.gov.cz (► Directory ► Regions), Municipal Authority of the Capital city of Prague http://skoly.Prague-mesto.cz/79209_Uznavani-rovnocennosti-a-nostifikace-vysvedceni-vydanych-zahranicnimi-skolami) or at <http://magistrat.Prague.eu> (► How to arrange ► Education ► Recognition of equivalence and validation of certificates issued by foreign schools)
- More detailed information on **recognition of foreign university education** is also available on the website of the Ministry of Education, Youth and Sports – <http://www.msmt.cz> and on the website of the Centre for Equivalence of educational certificates – Centre for University Education Studies – <http://www.csvs.cz>
- **A complete lists of regulated vocations and activities**, including the reference to the applicable recognition authority which has the competence to decide on recognition of the given qualification is on the website <http://www.msmt.cz> (► EU and abroad ► Recognition of qualifications and education in EU ► Recognition of qualifications ► Database of regulated occupations ► Database of regulated occupations and activities in the Czech Republic).
- One of the overviews of Czech for Foreigners courses is available at <http://www.migraceonline.cz/e-knihovna/?x=2131271>
- Information on language education institutions are available e.g. at <http://jazykove-skoly.cz/> or <http://www.jazykovky.cz/>
- Educational documents of language schools with the right of a state language exam are published at <http://www.vuppraha.cz> (► Framework educational programmes ► Language education)

7. HEALTHCARE SYSTEM AND HEALTH INSURANCE

Pursuant to Article 31 of the Charter of Fundamental Rights and Freedoms, everyone has the right to health protection. On the basis of public insurance, citizens are entitled to free health care and medical aids under conditions stipulated by Law No. 48/1997 of Coll. on public health insurance, as amended (hereinafter only referred to as Law No. 48/1997 of Coll.). Healthcare services are normally covered by health insurance. If a person does not have health insurance or if the respective healthcare services are not covered by such health insurance, the services are provided for a fee.

Every healthcare worker must immediately provide first aid to anyone whose life or welfare would be at serious risk without such an assistance whenever standard types of assistance are not immediately available, and to arrange for further professional medical assistance as necessary (e.g. at a healthcare facility).

Healthcare services are provided in accordance with Law No. 20/1966 of Coll., on public healthcare, as amended. This covers both outpatient and institutionalized care – depending on the patient's condition. A publication called **The Patient's Guide** helps citizens and patients orientate in the system of healthcare provision; its electronic version is available at the website of the Ministry of Health – <http://www.mzcr.cz> as a banner directly on the main page (► Patient's Guide).



Health insurance types

There are two types of health insurance in the Czech Republic:

- **statutory public health insurance**, participation in this system is established by virtue of Law No. 48/1997 of Coll. or other legal regulations (prevailing form);
- **travel health insurance**, established by closing an insurance contract:
 - **short-term**
 - **long-term**

7. 1. Public Health Insurance

The participation in the public health insurance system is **established** by virtue of Law No. 48/1997 of Coll.:

- **to persons with a permanent residence** in the territory of the Czech Republic,
- to persons who are **employees of an employer** whose registered office or permanent residence is in the territory of the Czech Republic,

or

on the basis of the Regulation No. 1231/10 of the European Parliament and of the Council;

- **third country nationals who are not subject to the Regulation (EC) No 883/2004 of the European Parliament and of the Council and its implementing Regulation No. 987/09 only for the reason of their nationality**, as well as for their relatives or bereaved if the rightfully reside in the Czech Republic and they are in a situation that is not limited in all aspects to the territory of the Czech Republic only.

The participation in the public health insurance system **ceases to exist** by virtue of Law No. 48/1997 of Coll.:

- when the insured person **dies or is declared dead**;
- **by terminating a permanent residence** in the territory of the Czech Republic,
- **by terminating employment** in CR (applies to persons who do not have permanent residence in the Czech Republic);

or

According to the Regulation (EC) No. 883/04 of the European Parliament and the Council and its implementing regulation No. 987/09 (in relation to the Regulation (EC) No. 1231/10 of the European Parliament and the Council):

- **at the moment**, when for the nationals of the third countries, their relatives and bereaved who are subject to the Regulation (EC) No. 883/04 of the European Parliament and the Council and its implementing regulation No. 987/09, **Czech legal regulations on social security cease to be applicable** (including health insurance).

► Payers of premium

Payers of premium are:

- **the insured** specified in § 5 of the Law No. 48/1997 of Coll.: (there are 3 sub-groups:
 - employees,
 - self-employed persons (OSVČ), and
 - persons with no taxable income);
- **employers;**
- **the state.**

If the participant of the public health insurance system is an **employee**, one third of the insurance premium is paid by the employee and two thirds by his or her employer. The insurance premium is paid to the insurance company at which the employee is insured. When an employee takes up a job, the employer is obliged to inform the insurance company accordingly in 8 days. If the employee finds out that the employer failed to do so, he or she is obliged to report this fact to the insurance company immediately.

The premiums are paid by the state by means of the state budget mainly for the following insurance participants:

- dependent children (up to the age of 26),
- persons receiving pensions from the Czech pension insurance system,
- recipients of parent benefits, mothers on maternity leave and parenthood leave, and
- job seekers (registered with an employment bureau).

All categories for which the state pays the premiums are stated in § 7 of Law No. 48/1997 of Coll.).

► Rights and obligations of foreign nationals receiving health care in the Czech Republic

A foreign national participating in the **public health insurance system** has the same rights as a CR citizen. They are primarily the following **right**:

- the right to choose the health insurance provider (the insurance provider can only be changed once in 12 months period, effective as of the first day of a calendar quarter),
- the right to choose a doctor and health care facility which have concluded contracts with the respective insurance provider (the insured person may assert this right once every three months),
- provision of health care services without any direct payments (this excludes services and procedures that are not covered by public health insurance by virtue of law),
- provision of medicaments and food products for special medical purposes without any direct payments, provided that such preparations and food products are covered under the public health insurance system and prescribed in compliance with law.

There are also some **obligations** resulting from the foreigner participation in **the public health insurance system** which primarily concern:

- to pay insurance premium to the appropriate insurance provider (unless specified otherwise by the Law No. 48/1997 of Coll.);
- to identify themselves with valid insurance identity cards when receiving health care services;
- to notify the respective insurance provider of the establishment or termination of employment in 8 days (unless it is done so by the employer), as well as the initiation or termination of business activities, obtaining of a permanent residence permit, health insurance provider change, any facts decisive for the creation and cessation of the obligation of the state to pay the insurance premium, birth of a child (to the health insurance provider with which the mother of the child is insured on the day of its birth) and the loss of or damage to the insurance identity card;
- to return the insurance identity card in the event of health insurance expiration, change of the health insurance provider or long-term stay abroad;
- to report any changes of personal and residence data (in 30 days from the change implementation);
- to pay regulation fees to the health care facility concerned in the amount of CZK 30,- for the doctor's visit, CZK 60,- for a day's stay at the hospital (in 2011, increase to CZK 100,- was considered) and CZK 90,- for emergency hospitalization.

In the event of any doubt as to whether or not any health care services are being provided in a proper manner, the insured person may contact the director or operator of the respective health care facility;

in the event of any questions regarding the professional or ethical conduct of a doctor, patients can turn for assistance to the Czech Medical Chamber, the Czech Dental Chamber, the Czech Chamber of Pharmaceutical Professionals, or the appropriate health insurance provider, or the state administration authority that has registered the health care facility.

► **Scope of paid health care services**

Health care covered by the public health insurance system

Health care services that are fully covered by the public health insurance system include outpatient and ward (hospital) care, emergency and rescue services, preventive care, dispensary care, supply of pharmaceuticals, medical devices and dental products, spa treatment, care provided in special paediatric treatment centres and sanatoriums, factory prevention care, transportation of patients (if the insured person's condition requires it) and reimbursements for travel expenses, diagnostic opinions (to a limited degree), post-mortem examination and autopsy.

Insured persons contribute to the **payment of the costs for certain procedures or medical devices** exceeding the scope defined by law. This, for example, includes certain dental procedures, some spa treatment procedures and, most frequently, contribution to the payment for certain medicaments and medical devices. Some drugs and medical devices are fully covered by the insurance, while some of them are partly paid by the patient. Medicaments without payment cover established from the health insurance have to be fully paid at the patient's expense. The costs of any medicaments or medical devices that are required during hospitalization are fully covered by the insurance. Health care services that are not covered by the public health insurance system and which must be paid for directly are specifically defined by law (this applies e.g. to selected dental procedures or acupuncture).

7. 2. Travel Health Insurance

Foreign nationals, who do not comply with the requirements for the participation in the public health insurance system, may conclude travel health insurance for example with Pojišťovna VZP, a.s., Victoria Volksbanken, a.s., Pojišťovna Slavia, a.s., Maxima pojišťovna, a.s. and UNIQA pojišťovna.

When effecting insurance with insurance companies which are not properly registered, there is a **risk of a failure to pay for the necessary health care**. Make sure that the insurance company you intend to conclude insurance with is properly registered in the Czech Republic – <http://www.cnb.cz> (► Supervision of financial market ► Lists and registries ► Lists of regulated and registered subjects of the financial market ► Direct search of a financial market subject)



1. Short-term travel health insurance (for stays up to 365 days)

This type of insurance policy is suitable for short-term stays in the territory of the Czech Republic, e.g. for tourists or people travelling on business. The coverage only includes emergency and immediate care, including acute dental care. The coverage limits and terms and conditions of the policy are specified in the particular insurance contract. The policy is concluded for a specific number of days (the minimum coverage period is usually three days).

2. Long-term health insurance

This type of insurance is suitable for persons staying in the territory of the Czech Republic on a long-term basis, i.e. for at least six months, which is the minimum duration of this insurance. The insurance is established by concluding a contract as at the date specified in the contract, and ends upon the expiration of the term stipulated in the contract, or – if applicable – for other reasons specified in the Insurance Policy Act. The insurance covers a narrower scope of health care compared with the public health insurance. The coverage limits and terms and conditions of the policy are specified in the particular insurance contract and insurance terms and conditions.

Long-term health insurance is available to individuals up to the age of 70 who must undergo an entry exam at a health care facility selected by the insurance company. The policy is concluded for a term ranging from 6 to 24 months and always for full months; after the expiration of the policy, it can be renewed for up to another 24 months. The payment is made in Czech crowns in advance for the entire term of the policy. The terms and conditions for the policy, the extent of coverage, the rights and obligations of the insured

person and the insurer, as well as and the premium payment methods are specified in the insurance terms and conditions which must be in compliance with the Insurance Act and the Insurance Policy Act. They also have to comply with the conditions specified by the law on foreigner stay in the territory of the CR.

➤ **Payers of premium**

Regarding the **contract-based** health insurance, the insured persons are the premium payers (policy holders) as a rule.

➤ **Rights and obligations of foreign nationals receiving health care in the Czech Republic**

In the event of any doubt as to whether or not any health care services are being provided in a proper manner, the insured person (policy holder) may contact the director or operator of the respective health care facility; in the event of any questions regarding the professional or ethical conduct of a doctor, patients can turn for assistance to the Czech Medical Chamber, the Czech Dental Chamber, the Czech Chamber of Pharmaceutical Professionals, or the state administration authority that has registered the health care facility.

➤ **Scope of paid health care services**

Health care services covered by long-term contract-based insurance

The coverage limits applicable under a long-term contract-based health insurance policy are part of the insurance terms and conditions containing among other things also exceptions to this insurance policy, i.e. a list of procedures and types of care that are not covered by the long-term contract-based health insurance policy. That is why it is recommended to comprehend these conditions thoroughly prior to closing the insurance contract.

The scope of services that are covered under this type of contract-based policy usually include diagnostic, treatment, outpatient and hospital care, the costs of medicaments and medical devices (to the extent analogous to the coverage for individuals insured under the public health insurance scheme with rare exceptions) and costs related to the transportation of the patient to a health care facility.

Health care services covered by short-term contract-based insurance

The coverage limits applicable under a short-term contract-based health insurance policy are part of the insurance terms and conditions of the given insurance company.

Free provision of health care services on the basis of international treaties

Health care services (outside the scope of the public health insurance system) are also provided to foreign nationals on the basis of:

- 1. bilateral agreements on free provision of health care services** that have been concluded between the Czech Republic and the individual's home country. These specifically include agreements on the free provision of emergency and urgent health care in the territory of the Czech Republic and agreements on mutual waiver of payments. To receive health care services under these international treaties, the foreign national must prove his or her nationality by producing a passport. Health care services provided in this manner are paid for by the Ministry of Health of the Czech Republic. Agreements of this type have been concluded with the following countries: Yemen, Cuba, Libya, Morocco and Bosnia and Herzegovina.
- 2. Bilateral social security agreements form another type of such agreements provided that they also regulate the provision of health care services.** Generally speaking, the care provided under this type of an agreement is restricted to emergency and urgent assistance; however, if approved by the respective insurance provider, this type of coverage may be extended. These foreign insured persons are required to submit the applicable form prior to their medical care issued by the foreign institution assisting the health insurance provider in the CR that will issue *Certificate of registration* or *Card of the Insured person from the contract state staying in CR*. Such contracts have been concluded with the following countries: Croatia, Macedonia, Turkey, Serbia, Montenegro and Israel (note: the contract with Israel modifies the claim for a necessary and immediate medical assistance only in case of sudden childbirth and immediate medical care in case of a job-related injury in the territory of the CR).

!!! ATTENTION !!!

If your condition requires acute and immediate medical assistance, you have the right to receive medical care at the nearest health care facility – even without identifying yourself with an insurance identity card. In such a case, every doctor is required to provide treatment to you. The payment for the costs of health care provided as specified above depends on the fact whether you participate in the public health insurance system, whether you have concluded an individual health insurance policy or whether you have not concluded any insurance at all and therefore will be required to settle the costs on your own.

7. 3. Mandatory vaccination

The mandatory vaccination programme specifically applies to children. Your general practitioner or paediatrician should keep a record of your vaccinations and remind you about any necessary re-vaccinations as part of your regular medical check-ups. Vaccination substances are fully covered by the state. The application is covered by the public health insurance system.

7. 4. Organization of Health Care System in the Czech Republic

In the Czech Republic, there are both state-owned and privately-owned health care facilities. The majority of health care providers have an existing contract for the supply of and payment for health care services with some insurance providers, thus offering their services without any direct payments from patients insured with given insurance providers. However, it is recommended that individuals inform on this fact (i.e. enquire in advance as to whether or not a particular doctor or facility has a contract with their concrete insurance provider).

The United Accreditation Committee has been working in the Czech Republic since 1998. This association grants accreditations predominantly to in-patient medical facilities and in 2010, the first accreditation was granted to an out-patient medical facility. The patient has the possibility to choose a medical facility according to whether the facility is accredited, i.e. complies with authorized standards of medical services quality and safety. The list of all accredited healthcare facilities, i.e. stations whose activities comply with the standards defining such a level of performance which is necessary for provision of quality and secure healthcare services, is available on the website of the United Accreditation Committee – <http://www.sakcr.cz> (► Accredite facilities).



The hospitals granted the Joint Commission International (JCI) accreditation in the Czech Republic are Central Military Hospital in Prague (ÚVN), Na Homolce Hospital, Teaching Hospital Ostrava and the Institute of Hematology and Blood Transfusion (IHBT) in Prague.

► Outpatient Care

In the event of an illness, the patient normally first seeks assistance from the local so-called **primary care provider**. These are general practitioners, paediatricians, dentists or a gynaecologists. If for any reason, a patient does not know any local doctor or health care providers he or she can ask for information at the local municipal authority. It is also possible to request assistance from the insurance provider or to find a doctor in a telephone directory. When choosing a doctor, one must keep in mind that the patient may only receive care from a doctor who has an existing contract for the supply of health care services with the patient's insurance provider. If the patient is a participant of the public health insurance system, he or she must first register with all primary care providers. By concluding such a registration, the doctor makes a commitment to care for the patient on a continuous basis – i.e. to provide basic care (including house calls) and, if necessary, to arrange for the provision of specialized care by a specialist or at a hospital. Individuals with a contract-based insurance policy do not have to register with doctors and they are provided health care services by doctors who have concluded appropriate contracts with their insurance provider.

A doctor may only refuse to register a patient if the acceptance of the patient would pose such an extra burden of work on the doctor that it would impact the doctor's ability to provide quality care to this or to other patients in his or her care. However, the doctor may not refuse to provide assistance in situations requiring urgent medical attention (accidents or sudden acute illness). If the patient is rejected, it is the patient's right to receive a written confirmation of such a rejection from the doctor. If you have any doubts regarding the reasons given, contact your health insurance provider and request a re-examination of the case.

Should the patient's condition require the attention of a specialist, the primary care provider will recommend a **proper specialized health care facility** which has a contract with the patient's insurance provider, and issue a written recommendation for the provision of specialized care or request for a consulting examination. If the patient's condition requires immediate specialized care, such a referral from a general practitioner is not required. After seeing the patient, the specialist provides the referring general practitioner with whom the patient is registered with a feedback on the diagnostic findings and recommended treatment procedures, or makes recommendations regarding the patient's ability to work.

► **Institutionalized care (hospitalization)**

If the nature of the illness requires it, the primary care provider or outpatient specialist recommend that the patient be treated at a hospital or directly arrange for the patient's hospitalization. After the completion of the examination and treatment at the hospital, the patient is released and the patient's general practitioner is sent a report on the treatment received at the hospital and its results, along with any related further treatment recommendations. In addition to hospitals, inpatient care is also available through a network of specialized treatment institutions.

► **Emergency and Rescue Services**

Medical assistance is also provided in situations involving a sudden illness or accident outside office hours or if the patient's doctor is absent and also in situations involving a sudden serious illness when the patient is unable to get to a doctor or hospital on his/her own and it is necessary to arrange for a prompt medical attention and transportation of the patient to a hospital so as to prevent an aggravation of the patient's condition or danger to life (cf. Chapter 5. 5.).

► **Pharmacies**

Pharmacies dispense medicaments and medical devices to patients either on prescription or without it. Pharmacies dispense drugs to patients according to prescriptions, either at no cost to the patient (if the drug is fully covered by a health insurance provider) or with a co-payment if the insurance only covers part of the cost of the drug. A fee of CZK 30 is paid for dispensing every prescribed item, if it is at least partially covered by the health insurance, disregarding the number of packages prescribed. Prescriptions issued by emergency care providers are valid for 1 calendar day; prescriptions for antibiotics and antimicrobial chemotherapeutics are valid for 5 calendar days; other prescriptions are usually valid for 14 calendar days. In addition to drugs, pharmacies also dispense selected medical devices. These aids are usually also distributed by specialized facilities operating on the basis of contracts concluded with insurance providers, dispensing aids on a prescription (voucher) basis either at no additional cost to the patient, or with a co-payment, or with the full cost charged to the patient. Applicable health insurance providers may also lend certain medical devices to patients on the basis of the contract.

7. 5. Protection and Promotion of Public Health

The protection and promotion of public health is connected with the health care system in the Czech Republic.

The rights and obligations in this field are regulated by the Law No. 258/2000 of Coll., on the protection of public health, as amended. This act and its implementing regulations cover specific issues such as **measures for the prevention of the spread of infectious diseases and epidemics**, occupational safety and health protection measures, health requirements related to water and its supply, requirements for recovery events for children, hygienic requirements for spaces designed for operation of school and educational

institution, social-educational facilities and facilities for children requiring immediate assistance, requirements for performance and operation of activities that are severe epidemiologically, including other requirements for catering services operation etc. The public administration in this field is performed by the public health protection authorities which include (according to the aforementioned law) the Ministry of Health, regional hygienic stations, other Ministries and regional authorities. Protection and promotion of public health is handled by public health authorities and certain health institutions. Activity in the field of primary prevention and promotion of public health focused mainly on health education and counselling is provided by the National Institute of Public Health (NIPH). See <http://www.szu.cz> for more information on the National Institute of Public Health (NIPH) activity, including pollen reporting. Certain health institutions provide laboratory and expertise activities as well as vaccination and HIV testing. More detailed information on particular activities of individual health institutions is available on their websites. See the website of the Ministry of Health at <http://www.mzcr.cz> (► Public Health ► Health institutions) for the list of health institutions and applicable contacts.

7. 6. Ticks in the Czech Republic

In the Czech Republic, very small black parasites of 0.8–5 mm – so-called ticks live in free country-side as well as in gardens sometimes; they are one of the most frequent vectors of diseases among animals and people. They are parasites of the family of Acari. They bite wild animals and drink their blood, but they can also bite and drink blood from humans. A tick bite does not hurt. By sucking the blood, the tick may become contaminated with various diseases from a diseased animal, and it can transmit the infection into the human blood upon biting and sucking. An infected tick may therefore become a source of infection. Viral diseases transmitted in this way include encephalitis (acute inflammation of the brain) against which there is vaccination. Bacterial diseases include the Lyme disease – there is no vaccination against it. Therefore, it is very important to avoid the tick bite altogether. And if it happens in spite of all prevention, it is necessary to pull it out immediately.

Risk locations of increased tick occurrence are mainly deciduous and mixed forests, bushes, tall grass; however, tick may also be also in parks and gardens. The hazard period is determined by seasonal tick activity that begins depending on local conditions in the second half of March and ends in the first half of November. The activity usually peaks from May to July. Ticks move on the ground and upwards on plants. They get attached to an animal passing by or to a human using tiny hooks on their legs.

If you go to places where tick are common, it is preferable to choose long-sleeved and long-legged clothes during stay in these hazard locations, to use a repellent, not sit or lie on the ground, to avoid grass and bushes if possible and to carefully examine the entire body after return to see if there is no tick attached. The places of the most frequent tick attachment are the popliteal space, groins, armpits, behind ears and on heads in children (in hair). Tick can attach anywhere, including the intimate places. If you find a tick on your body, it is necessary to remove it immediately. We disinfect the place of attachment using an iodine or other disinfectant. Do not twist or squeeze or kill the tick using oils or ointments – it may empty its stomach into the wound and therefore increase the risk of infection. Using a wet cloth – a towel for example – we slightly move (shackle) the tick from side to side until it becomes released 2 or 3 minutes later. If necessary, it is also possible to take the tick under using a pair of tweezers and remove it. It is also possible to use the commercial dented cards. After removing it, we pack the tick into toilet paper and the flush it down the toilet. At the end, we wash our hands in warm water and we disinfect the tick wound. It may happen that you will fail to get out the entire tick and a small part of it may remain in the wound. This is not dangerous at all and it will disappear together with the wound on its own in a couple of days.

More detailed information is available at <http://www.szu.cz> (► Topics Health and Safety ► Diseases and their prevention ► Infectious diseases ► Diseases transmitted by insects and arthropods ► Tick attack prevention).





References to similar information resources

- See the website of the Ministry of Health at <http://www.mzcr.cz> (► Ministry of Health ► Sources of information ► Health insurance providers) for a directory of health insurance providers).
- You can verify whether the insurance provider is entitled to provide the insurance at the website of the Czech National Bank – <http://www.cnb.cz> (► Supervision of financial market ► Lists and registries ► Lists of regulated and registered subjects of the financial market ► Direct search of a financial market subject)
- List of **all accredited healthcare facilities**, i.e. stations whose activities comply with the standards defining such a level of performance which is necessary for provision of quality and secure healthcare services, is available on the website of the United Accreditation Committee – <http://www.sakcr.cz> (► Accredited facilities).
- The publication **Patient’s Guide** is available on the website of the Ministry of Health at <http://www.mzcr.cz> – there is a Patient’s Guide banner directly on the main page (► Ministry of Health ► Medical professional ► Quality and Security Portal ► Public laic section)
- Website of the Czech Medical Chamber – <http://www.lkcr.cz>
- Website of the Czech Chamber of Pharmacists – <http://www.lekarnici.cz>
- For information for persons insured according to Regulation (EC) No. 883/04 of the European Parliament and Council and nationals of states with which bilateral treaties on social security have been concluded, see <http://www.cmu.cz> (► For policyholders ► Contracting states)
- Maxima pojišťovna, a.s. – Insurance of foreigners
<http://www.maxima-as.cz> (► Insurance ► Mandatory insurance and insurance of immediate assistance – foreigners or Complex health insurance for foreigners)
- Pojišťovna VZP, a.s. – Insurance of foreigners
<http://www.pvzp.cz/cs/> (► Insurance of foreigners)
- Slavia pojišťovna, a.s. – Insurance of foreigners
<http://www.pojistovna-slavia.cz> (► Personal insurance ► Health Insurance of foreigners)
- UNIQA pojišťovna, – Insurance of foreigners
<http://www.uniqa.cz> (► Citizens ► Health ► Insurance of foreigners)
- VICTORIA-VOLKSBANKEN pojišťovna, a.s.– Insurance of foreigners <http://www.victoria.cz> (► Private clients ► Health Insurance of foreigners WELCOME)
- See <http://www.szu.cz> for more information on the National Institute of Public Health (NIPH) activity, including pollen reporting.
- Legal regulations and updated information on the public health protection including the overview and references to Regional Hygienic Station and Health institutions are available at the website of the Ministry of Health at <http://www.mzcr.cz> (► Ministry of Health ► Legislation or ► Public health etc. ► Regional hygienic stations or ► Health institutions)

8. EMPLOYMENT



All the necessary information concerning employment of foreigners in the Czech Republic can be acquired in labour offices and the MLSA integrated portal dealing with employment matters – <http://portal.mpsv.cz/sz>

There are two possibilities for foreigners to become gainfully active; as **employees** or as **entrepreneurs** (more details on entrepreneurship in Chapter 9.).

8. 1. Employment of Foreigners – procedure

The conditions of employment of foreigners in the Czech Republic are stipulated in the Act No. 435/2004 Coll. On Employment, as amended (hereinafter referred to as the Employment Act). Citizens of the European Union, the European Economic area or Switzerland and their family member do not need a work permit in the Czech Republic.

Foreigners from third countries may be recruited and employed, provided that

- **the foreigner has a valid work permit**, unless the Employment Act provides otherwise, and a valid visa issued for the purpose of employment or long-term residence permit for employment **or**
- **holds a green card** (a permit for long-term residence for purposes under special circumstances and it is intended for foreigners in countries specified in the Decree No. 461/2008 Coll. issued by the Ministry of Interior. – for more details, please visit http://portal.mpsv.cz/sz/zahr_zam/zelka,
- **holds a blue card** (a new type of permit for long-term resident for employment purposes requiring higher professional qualification) – for more information, please visit http://portal.mpsv.cz/sz/zahr_zam/modka.



► Work Permit

A foreigner may be employed in the Czech Republic only if he or she holds a valid work permit **and a valid residence permit in the Czech republic or hold green card or blue card**. There are **exceptions** to this rule (stipulated in the Section 98 of the Employment Act); this rule does not apply to foreigners with the permanent residence permit, asylum seekers and foreigners staying in the Czech Republic based on a long-term residence permit as refers to the purpose of family reunification with a foreigner who has been granted permanent residence or asylum. A work permit is also not required for a foreigner who is engaged in full-time studies in the Czech Republic, foreigners who have completed secondary or higher education in the Czech Republic, foreigners who take place in and carry out continuous training activities as teaching staff, college academic staff, scientific or r&d staff. A work permit is further not required for a foreigner who has a long term residence permit for the purpose of family reunification, if it is a reunification of a family with a foreigner who has the legal status of a long term European Community resident and who has been during his or her staying in the Czech Republic employed based on holding a work permit or a green card for a minimum period of 12 months.

A new group of people who are not required to hold a work permit are foreigners who stay in the Czech Republic based on a long term residence for the purpose of family reunification, if it is a reunification with a foreigner who has the legal status of a long term European Community resident, a former holder of a blue card.

Should the foreigner in the Czech Republic have more than one job at the same time, he or she must have a separate work permit for each of these jobs. An employment/job means also carrying out activities and accomplishing tasks **arising from the business activities of a legal entity** undertaken by a partner, statutory body or a member of a statutory **or other** body of a trading company for a trading company or by a member of a cooperative or a member of a statutory or other cooperative's authority for a cooperative. A work permit is also required if a foreigner is to work in the Czech Republic who is engaged in a labour-law relationship with a foreign employer who has sent out the foreigner to perform to perform an agreement concluded with a domestic legal or natural person.

A work permit shall not be issued to a foreigner who has asked for asylum in the Czech Republic, it cannot be issued for a period of 12 months from the date the application of asylum was filed.

Work permits are issued by **the Labour Office** in whose district the foreigner will work. For the act of filing the application, the foreigner can be represented by their employer or other representative with a power of attorney. Applicants are required to pay an administrative fee of CZK 500.



A work permit can be issued in case of an announced vacancy (i.e. the employer informs the LO that a new vacancy has arisen or has been created). The LO shall issue the work permit only after the vacancy has been listed in the offer of vacancies of the LO for a certain period of time and after this vacancy could not have been offered to an applicant from the Czech Republic, applicant from EU Member States, European Economic Area or Switzerland due to insufficient qualification or lack of vacancies. Some categories of foreigners will be issued the work permit by LO regardless of the situation on the labour market (e.g., trainees – i.e. foreigners who are employed for a limited period of time for the purpose of improving their skills and qualification needed for their chosen occupation, but not longer than for a period of one year with possible prolongation). The work permit is not transferable and is only valid for the employment with the employer mentioned in the decision. This also applies to the type of employment and **place of work**. A work permit in the Czech Republic is issued **for a definite period which can be no longer than 2 years**. Should any of the above mentioned facts change before the expiration of the work permit, the foreigner is obliged to apply with the local LO for a new work permit. If the employment (agreement to perform work, agreement to complete a job) finishes sooner, **so does the validity of residence permit for the purpose of employment**.



With regard to the situation on the labour market, the LO may **extend the work permit** upon foreigner's request, repeatedly, but always for a maximum period of **2 years**. The application for work permit prolongations must be filed with the relevant FO no sooner than 3 months and no longer than 30 days before the expiration of the current permit. In order for the work permit to be renewed, the foreigner must exercise the same work for the same employer **and at the same place or work**. A request for a work permit extension shall contain the same requisite details as the application for a new work permit. A statement of the employer that they will continue to employ the foreigner must be attached. Upon receiving an extended work permit, the foreigner should visit a local competent authority of the Ministry of Interior and submit an application for the extension of stay in case of visa for a stay over 90 days for the purpose of employment or to submit an application for long term residence for the purpose of employment or its extension. Such application must be submitted **no sooner than 120 days and no longer than 14 days** before the expiration of visa for a stay over 90 days or long term residence permit.

A **foreigner** employed without a work permit or a foreigner carrying out work in contravention of the work permit issued is committing an offence for which **he or she can be fined up to CZK 10 000**.

An **employer (be it a legal entity or a natural person engaged in business activities)** who enables a foreigner to work illegally, is **committing an administrative offence and can be fined up to CZK 5000000**. The same fine can be imposed upon a natural person who enables the carrying out of illegal work.

► Protection period



If your employment was terminated, you may in some cases under the Labour Code use the **60-day protection period after termination of employment**, in case:

- Your employment was terminated due to any of the reasons mentioned in Section 52 point a) to e)² of the Labour Code or due to an agreement for the same reasons or due to immediate termination under Section 56³ of the Labour Code;

2 Pursuant to Section 52, these are the only reasons why an employer can terminate a work relationship with an employee

- a. the employer's business, or part of it, closes down
- b. the employer's business, relocates
- c. the employee is made redundant because of changes to tasks, equipment, downsizing or restructuring for the purpose of improving work efficiency or due to other organizational changes
- d. for certified medical reasons such as industrial disease or injury, or the risk thereof
- e. based on medical examination, the employee has lost his or her long-term ability to perform his job

- you have resided in the Czech Republic for the purpose of employment as of the day of the termination of the work relationship:
 - for a period of at least 1 year, provided this period immediately preceded the termination of a work relationship, or
 - for a period of less than 1 year, provided you have been continuously residing in the Czech Republic for a period of 3 years as of the day of the termination of the work relationship; for these purposes, the period of the stay based on a visa over 90 days and on the basis of long term residence permit is included in the aforementioned period

If you are a Green Card holder, you can make use the 60-day protection period provided that you work relationship has been terminated due to a reason or reasons under Section 52 letter a) to e) of the Labour Code or based on a mutual agreement due to same reasons, or by immediate dismissal pursuant to Section 56 of the Labour Code.

If you are a Blue Card holder, you may find a new employer within three months period after the termination of your employment. If a holder of a Blue Card becomes repeatedly unemployed during the period of its validity, the Ministry of Interior shall void the card. This does not apply in case your work relationship has been terminated due to a reason under Section 52 letter a) to e) of the Labour Code or based on a mutual agreement due to same reasons, or by immediate dismissal pursuant to Section 56 of the Labour Code.

8. 2. Labour Law Relations

Labour law relations, i.e. relations between employees and employers are governed by many laws, especially by the Labour Code (Act No. 262/2006 Coll.).

► Employment Relationship

The employment relationship is the most typical and most common labour law relation in the Czech Republic. Its content consists of mutual rights and obligations of the employee and the employer. Employment relationship in the Czech Republic is **usually established by a contract of employment**. Employment relationship is concluded **for an indefinite period or as a fixed-term contract**. Within the employment contract, it can be agreed upon a probation period of **three months**, unless it was agreed upon a shorter one.

Employment relationship can be terminated through means such as:

- **agreement** on termination of employment;
- **notice of termination** (submitted either by the employee or by the employer, wherein the employer may give notice only in cases specifically defined by the Labour Code; the employment is terminated based on notice of termination at the end of the notice period the minimum duration of which is 2 months and which applies to both the employee and the employer);
- **immediate termination** (by the employee or the employer, but only in a very specific range of cases);
- **termination within the probationary period** (neither the employee nor the employer is obliged to provide reasons);
- **expiration of employment period**, provided the employment was established as fixed term
- as far as foreigners are concerned, the employment may be terminated **as of the date on which their residence permit for the Czech Republic expires** based on an enforceable decision on the withdrawal of residence permit or as of the date on which a judgement ordering deportation of such individuals comes into force.

The Employment Contract is very important when it comes to defining rights and obligations arising from the concluded employment relationship. The employer should inform you about your rights

- 3 *Pursuant to Section 56, these are the only reasons why an employee can immediately terminate a work relationship:*
- a. *the employee can no longer carry out work according to a medical appraisal and the employer has not offered him or her any other suitable work within 15 days of the employee's submission of such an appraisal or*
 - b. *the employer has not paid the employee's wage or salary or any compensation for such wage or salary or its part within 15 days of the expiry of maturity date (Section 141, paragraph 1)*

and obligations arising from the employment contract and about work and salary conditions under which the work will be performed before concluding the contract. When negotiating the employment, the employer is obliged to respect the principle of equal treatment, non-discrimination and no abuse of rights and obligations.

The employment contract must meet certain formal and content **standards**. Above all, it must be concluded in **written form**. In the contract, the employer and the employee must agree to certain **essential terms** such as the type of work, place of work and the date of taking up the work without which the contract would be invalid.

The employment contract may also include other terms and conditions based on the interests of the parties involved. Should an employment contract include any arrangements contradicting laws created by the legislature, that part of the employment contract would be invalid. Invalid would be, for example, an arrangement in which the employee surrendered some of their rights in advance.

► **Agreements on Work Performed Outside the Employment Relationship**

They constitute a certain **supplement** to the traditional employment contract. In this case, the employee does not benefit from the same level of protection as in the case of a conventional employment contract, such as the right to take a vacation. They can exist parallel to an employment, be it either arranged with the same employer (a secondary job assignment) or with various employers. There is a difference between an 'agreement to perform work' (which can be concluded with a particular employer for a period of time which must not exceed one half of a regular work week) and an 'agreement to complete a job' (which can be concluded if the presumed amount of work for one employer (work assignment) does not exceed 150 hours in a single calendar year).

8. 3. **Employee's Rights and Obligations**

The Labour Code stipulates that the employers **treat equally all their employees in terms of the working conditions, remuneration for work, professional training, promotions or other type of advancement. Both direct and indirect discrimination in labour relations due to sex, sexual orientation, language, faith, religion, political or other opinion, etc. is forbidden.** Should the rights and obligations arising from the principle of equal treatment or should discrimination take place, the employee is entitled to ask the employer to waive such violations and to eliminate the consequences of such violations and to be adequately compensated. Should such remedies be insufficient and should the dignity of the employee be compromised, he or she is entitled to a monetary compensation for their loss. The amount of compensation is determined by the court.

The maximum length of a **weekly work hours** is determined by the Labour Code (Section 79) to **40 hours**. The basic vacation duration (time off with wage compensation) in the Czech Republic is **four weeks**.

Minimum wage is the minimum acceptable amount of remuneration for work in a labour relation. Its basic regulation is set by the Labour Code (Act No. 262/2006 Coll. as amended). The basic rate of minimum wage, other rates of minimum wage structured according to the impact of influences limiting the employee's ability as well as conditions governing the payment of minimum wage are stipulated in Government Regulation No. 567/2006 Coll., on the minimum wage, on the lowest levels of guaranteed pay, on the definition of a difficult working environment and on the size of extra pay for work in a difficult working environment, as amended.

Minimum wage applies to all employees in a labour relation or in a legal relation based on agreements on work performed outside the employment relationship (agreement to complete a job and agreement to perform work) No distinction is made between the employment for an indefinite period or a fixed term employment. The title to the minimum wage arises in every labour relation or law relation based on agreements on work performed outside the employment relationships.

Nowadays, **the gross minimum wage rate** for a weekly working time of 40 hours equals to **CZK 48.11 per hour or CZK 8,000 per month**.

The Government Regulation No. 567/2006 of Coll. determines not only the minimum wage but also the amount guaranteed wage levels. The minimum wage is the only valid wage unit for employees in

business organisations using the collective bargaining on wages principle. Such collective agreements may stipulate higher minimum wage than the Government Regulation on minimum wage does.

In the non-business domain (public service and administration) and other organizations within the business domain in which no collective agreements have been concluded or their collective agreements do not stipulate minimum wage conditions, **the minimum levels of guaranteed wage apply** alongside the minimum wage. Inspections of adherence to employee remuneration related labour-law regulations are conducted by the State Labour Inspection Office and its subordinate regional labour inspectorates with respect to the place where work activities take place (pursuant to Act No. 251/2005 Coll., on labour inspection, as amended).

With respect to the role of **woman** as a mother and specificities of her body, the legislature gives women (especially pregnant women and mothers) **increased protection and care**. Women are even forbidden to perform some types of jobs.

► **Maternity leave**

The employer is obliged to excuse the absence of a female employee at work for a period of time related to giving birth and taking care of a newborn which equals to 28 weeks. In case a woman has given birth to two or more children at the same time or it is a single mother, she is entitled to 37 weeks (standard length of maternity leave).

Maternity leave with respect to birth giving can never be shorter than 14 week and can under no circumstances be terminated or interrupted before six weeks from the birth of the child have passed.

While on maternity leave or parental leave, the mother/father is not entitled to any salary compensation. During this period, the person receives financial assistance in the form of a sick leave benefit and state social support he or she is entitled to under the conditions governed by regulations on sickness insurance (financial assistance during motherhood, financial assistance) or under the Act on State Social Support (parental allowance). For more details, please see Chapter 10. 4.

► **Parental Leave**

Parental leave is for

- a female employee – mother of a child after the end of her maternity leave, and/or
- a male employee – father after the birth of his child

in the length of which they ask for, thus never longer than when the child reaches three years of age. Parental leave is also considered a major personal obstacle preventing the performance of a job and the employer is obliged to excuse the parent's absence. Both the female and the male employers are obliged to go on their maternity and parental leave at the same time.

The Labour Code and related implementing regulations govern in detail the rights of employees arising from an employment relationship. The adherence to the rights and obligations arising from legal regulations in labour relations concerning the remunerations of employees, wage or salary compensation, working hours and vacation, work safety and operational safety of technical equipment, employment of minors and employees taking care of children is inspected by the **State Labour Inspection Office** (www.suip.cz) and its subordinate regional labour inspectorates. These institutions can be addressed in case the aforementioned obligations are violated by the employer.



8. 4. Employment Procurement and Other Employment Services

Labour offices play an important role in the enforcement of the right to employment. Among the most important services the labour offices provide in this respect are (free) procurement of employment, consultancy and informational services, arranging retraining courses and payment of unemployment benefits and financial assistance during retraining courses.

❖ Range of eligible persons:

The right to employment is granted to foreign nationals in the same scope as to Czech nationals under the condition they have been granted permanent residence or asylum in the Czech Republic.

Labour offices keep a **database of job seekers**. Every person who is not currently engaged in a worker similar relationship, is not self-employed and is not a student can be registered with that database. Job seekers are obliged to cooperate with the labour office for the employment procurement purposes. Job seekers may be removed from the database if they refuse to take up a suitable job without legitimate reasons, if they refuse to take the agreed upon retraining course, if they are not cooperative during the drawing up of their individual action plan, its updating and assessment, if they do not meet the conditions set by such plan or if they thwart cooperation with the labour office (e.g. do not discuss the recommended job or do not come to the labour office to a planned appointment).

Under specific conditions, job seekers are entitled to receive **unemployment benefits**. The amount of the benefit is calculated as a percentage of the average net monthly salary the job seeker was paid in their last employment. The maximum unemployment benefit equals to 2.5 times the subsistence minimum.

Due to the changes in the concept of the subsistence minimum as of the 1 January, 2007, some parts of the Employment Act related to the subsistence minimum have been amended. This also applies to the maximum unemployment benefit amount. As of 1 January, 2007, the maximum unemployment benefit amount equals to 0.58 times the average wage in the national economy for a period of first three quarters of a calendar year preceding the calendar year in which the application for the unemployment benefit was submitted.



The database vacancies is kept by the labour offices and it is available at the integrated portal of MSLA – <http://portal.mpsv.cz/sz>

Apart from using the services of labour offices, one can make use of various employment agencies licensed by the Minister of Labour and Social Affairs. If an agency was granted the 'Permit to Procure Employment to Foreign Nationals in the Territory of the Czech Republic', it is then licensed to procure employment to foreigners with temporary resident permits. The agencies can provide employment procurement services either free of charge or for a fee which cannot be **charged to the natural person who is being procured employment**. Available vacancies can be also found through **classified ad** in newspapers and through **internet search engines**.



Please note that **vacancies suitable for foreigners** can be also found on the MSLA website accessible at www.praceprocizince.cz or at http://portal.mpsv.cz/sz/zahr_zam/prociz. This website enables foreigners to look for a job in a so-called 'database of vacancies', which makes use of information of all labour offices in the Czech Republic. The search engine on this website is set so vacancies suitable for foreigners are chosen automatically, i.e. only vacancies which the employer wants to make available to foreigners or vacancies that have been free for a long time – are available for more than 3 months (can be set for the search). Users can search in Czech, Ukrainian and English.

8. 5. Trade Unions

Employees have the right to associate in unions, the purpose of which is to protect their rights and negotiate with employer the best work conditions possible. The Labour Code and other legal regulations vest a broad range of competencies to unions. Unions can therefore ensure compliance with labour laws or conclude so-called 'collective bargaining agreements' on behalf of employees regulating the rights of employees within a particular company or a whole industry.



References to similar information resources

- Detailed **information regarding the employment of foreign nations** in the Czech Republic can be found on the Integrated portal of the Ministry of Labour and Social Affairs dedicated to employment – <http://portal.mpsv.cz/sz> (► Foreign Employment Matters)
- The list of categories of foreign nationals who **do not need a work permit** can be found on the Integrated portal of the MSLA dedicated to employment– <http://portal.mpsv.cz/sz> (► Foreign Employment Matters ► Employment of Foreigners ► Special Cases)
- The list of categories of foreign national to whom the labour office will issue a work permit regardless of the situation on the labour market can be found on the Integrated portal of the MSLA dedicated to employment – <http://portal.mpsv.cz/sz> (► Foreign Employment Matters ► Employment of Foreigners ► Special Cases)
- The list of labour offices – <http://portal.mpsv.cz> (► Employment ► Information from Labour Offices)
- A sample application form for a work permit and other necessary forms can be downloaded from the Integrated portal of the MSLA dedicated to employment– <http://portal.mpsv.cz/sz> (► Foreign Employment Matters ► Forms to Download)
- A list of current labour-law regulations can be found on the official website of the Ministry of Labour and Social Affairs – <http://www.mpsv.cz> (► Labour and Law)
- **The application form for inclusion in the database of job seekers** and applications for unemployment benefits are available at any labour offer or can be downloaded at <http://portal.mpsv.cz> (► Employment ► For citizens ► Forms to Download)
- **A list of employment agencies** can be found on the Integrated portal of the MSLA – <http://portal.mpsv.cz> (► Employment ► For Citizens ► Employment Agencies ► click “search” = the list of all employment agencies will be displayed)
- More information on individual trade unions can be found, for example, on the website of Czech and Moravian Trade Unions Confederation – <http://www.cmkos.cz>
- <http://www.mpsv.cz> (► Income and Standard of Living), here you can find regularly updated information on the **minimum wage**.

9. RUNNING BUSINESS IN THE CZECH REPUBLIC

Persons who are earning their living on their own, i.e. run business or engage in another economic activity are referred to as **self-employed persons** (abbreviation in Czech OSVC).

9. 1. Commercial Activities on Trading Certificate

In the Czech Republic, commercial activities on the basis of the Trading Certificate are regulated under the Law No. 455/1991 of Coll., on trades licensing, as amended (hereinafter referred to as the "Trade Licence Law"). Natural persons with a permanent residence (domicile) outside of the Czech Republic or legal entities with a registered office outside of the Czech Republic (hereafter referred to as "foreign entities") may run a business in the Czech Republic under the same conditions and under the same limitations as a Czech person/entity unless it is otherwise established under the Trades Licensing Act or a special act. A natural person who is a holder of a permanent residence permit or who has been granted asylum, and a legal entity with a registered office in the Czech Republic are also treated as Czech entities. **Foreign nationals with a permanent residence status and asylum holders and persons granted supplementary protection, therefore have the same status in terms of their ability to run business as Czech citizens.** Foreign nationals without permanent residence status in the Czech Republic (this excludes EU nationals, nationals of other countries that are part of the European Economic Area Treaty and citizens of Switzerland) must possess a valid residence permit in order to run business in the Czech Republic (a visa for stay exceeding 90 days, long-term residence permit – see the procedure description below).

The establishment of the right to run business by foreign natural persons is subject to the following general and special conditions. The general conditions are as follows:

- minimum age of 18;
- capacity to enter into legal acts;
- impeccability;

The special conditions of performing commercial activities on the Trading Certificate include professional or other abilities if they are required by the Trades Licensing Act or other special acts.

The following types of businesses are defined in the current legislation:

- **announced businesses** (the right to conduct business is established upon reporting the business to the Trades Licensing Office and certified by the issuance of an extract from the Trades Register),
- **licensed businesses**, the right to run business is established by granting a licence and certified by the issuance of an extract from the Trades Register.

The **announcement** or **business license application** may be submitted (in person, electronically or through the mediation of a public administration contact point) with **any appropriate Municipal Trades Licensing Office** (the Municipal Trades Licensing Office is a department of a municipal office of a municipality with extended powers) or through the mediation of the Czech POINT service (see Chapter 3. 5.). Any documents accompanying the application which were not issued in the Czech language must be translated by a sworn translator and certified (superlegalized or apostille certified – for details see Chapter 4. 4.) with an exception of documents issued in another EU member state and submitted by a person from an EU member state. With an exception of certificates of education issued in an EU member state, or submitted by a person from such a state, all certificates of education issued abroad are subject to the recognition procedure (cf. Chapters 6. 5. and 6. 7.) In documents issued in an EU member state submitted by persons from an EU state, it is possible to use the recognition of professional qualification by a recognition authority (the Ministry of Industry and Trade) according to the Law No. 18/2004 of Coll. in compliance with the Directive 2005/36/EC on professional qualification recognition or to submit the EU documents directly to the Trade Licensing Office in case of technical trades and certain related or licensed trades.

When registering an announced business, the Trades Licensing Office will make an appropriate entry in the Trades Register in 5 days following the date of delivering the application and issue an extract to the entrepreneur (applicant) provided that he or she has complied with the conditions stipulated by

law. In the case of a licensed business, the decision on the issuance of a business licence is usually issued within 60 days following the date of delivering the application to the Municipal Trades Licensing Office provided that all particulars have been complied with, and make an appropriate entry in the Trades Register and issue an extract to the entrepreneur in 5 days following the decision effective date.

If the announcement of an announced business or an application for a business licence for a licensed business is being submitted – by a foreign natural person, who is required to provide a permit of residence in the Czech Republic and who has proved the compliance with all the applicable requirements (with the exception of the requirement related to a residence permit) – the Trades Licensing Office shall issue to such a person a certificate for the purpose of residence permit (pursuant to Article 47, paragraph 7 of the Trades Licensing Act) stating that as of that date, the person meets the applicable general and special criteria for running a business (this certificate actually does not establish a title to run a business). The applicant can then use this statement to prove the purpose of his or her stay in the Czech Republic when applying for a visa for a stay exceeding 90 days or a residence permit for a long-term stay for business purposes with a foreign representation/Foreign Police. **After having their residence permit granted**, the foreigner is obliged to submit the residence permit to the Trades Licensing Office within 3 business days from deregistering their place of stay in the territory of the Czech Republic and at the same time max. 6 months after the issuance of the aforementioned statement. The Trades Licensing Office will issue a Companies Register extract within 5 days from the submission of the residence permit. The right to run business is established by the day of the document submission of the foreigner proving that long-term visa or long-term residence permit has been granted to the Trades Licensing Office at which the business was announced or the business licence application was submitted. In case the foreigner fails to submit the long-term residence permit, the Trades Licensing Office will initiate proceedings regarding the fact that the applicant has not complied with the conditions of the trade licence establishment.

A natural person income tax return must be filed by anyone whose yearly income has exceeded CZK 15,000. Such a tax return is filed with the appropriate Revenue Authority by 31 March of the given year or by 30 June if the tax return has been filed by a tax consultant. Any questions regarding your tax obligations while conducting business can be directed to the Revenue Authority in the location of your business.

9.2. Trading Companies

Trading companies are subject to the Law No. 513/1991 of Coll., the Commercial Code, as amended. Trading companies are considered as legal entities.

A foreign entity's right to conduct business in the Czech Republic is established as at the date of incorporation of its enterprise organizational part in the scope of its business subject in the Companies Register. In order to conduct business as a company, foreign nationals must possess a **residence permit issued for the purpose of membership in a legal entity** (when filing an application for an extended visa for a stay over 90 days / a long-term residence permit, the applicant provides an abstract from the Companies Register as a proof of the reason for his or her stay in the country).

The above-specified residence permit may be granted only to members of statutory bodies of legal entities. Visas for a stay exceeding 90 days or permanent residence permits are not granted to foreign nationals who are only partners or members of a legal entity and who are not members of statutory bodies. These foreign nationals are granted residence permits for the purpose of "employment" provided that they have been granted a labour permit by a labour office. A foreign national who is not a statutory body of a company or does not perform such tasks for a cooperative, may exercise his or her rights and obligations with respect to the trading company or a cooperative during short-term stays in the territory of the Czech Republic while taking part in general assemblies of the trading company or meetings of members of a cooperative.

Companies Register

The **Companies Register** is a publicly accessible list maintained by the regional court (so-called register court), based on the registered office of the respective trading company. Anyone has the right

to access this register and make copies and obtain extracts from it. The register contains data on entrepreneurs as provided by law. The following entities must be incorporated in the Companies Register: a) trading companies, and cooperatives, b) foreign persons pursuant to § 21, paragraph 4, c) natural persons who are entrepreneurs and whose domicile is in the Czech Republic and persons pursuant to § 21, paragraph 5, transacting business in the territory of the Czech Republic, provided that they apply for incorporation and d) other persons bound to be incorporated according to a special legal regulation

Generally speaking, foreign nationals do no longer have to register into the Companies Register in order to be granted the right to run business in the CR. This right is established already by issuance of the trade licence. According to Section 21 par. 5, foreign natural persons do not have to register into the Companies Register if they are:

- a) nationals of an EU Member State, another country of the European Economic Area or the Swiss Confederation,
- b) relatives of a person described in a) who has the right of residence in the CR,
- c) nationals of a third country who was granted legal position of a long-term resident in an EU Member State,
- d) relatives of a person described in c) who was granted the long-term residence permit in the CR,
- e) another person than persons in a) to d) for whom a right to run business arises according to the Trades Licensing Act.



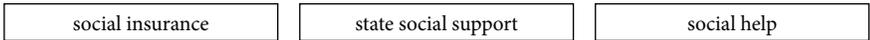
References to similar information resources

For more detailed information on **conditions applicable to foreign nationals pursuing business activities on the basis of the Trading Certificate** in the Czech Republic see:

- Public Administration Portal – <http://portal.gov.cz> (► Situations in life ► Entrepreneur ► Trading Certificate holders);
 - Each Trades Licensing Office, a list of which can also be found on the Public Administration Portal – <http://portal.gov.cz> (► Directory);
 - on the website of the Ministry of Industry and Trade at <http://www.mpo.cz> (► Business activities promotion ► Business activities on Trading Licence ► Guide for Business Activities on Trading Licence);
 - in the “*Information material for foreign natural persons engaging in business activities pursuant to the Trades Licensing Act in the territory of the Czech Republic*” available in several language versions on the website of the Ministry of Industry and Trade at <http://www.mpo.cz> (► Business activities promotion ► Business activities on Trading Certificate ► Integration of foreign nationals ► Project No. 1/2011).
- The **directory of Revenue Offices** can be found on the Public Administration Portal – <http://portal.gov.cz> (► Directory ► according to type ► Tax administration).
- **Tax return and other forms** are available at filing rooms of Revenue Offices and can also be downloaded from the website of the Ministry of Finance at – <http://www.mfcr.cz> (► Taxes and customs duties ► Taxes ► Download forms).
- Detailed information on Czech Point work stations and services (see Chapter 3.5.) – <http://www.czechpoint.cz>
- The Companies Register is available on the website of the Ministry of Justice.
The main page:
 - <http://www.justice.cz>
 - or advanced search:
 - <http://www.justice.cz/xqw/xervlet/insl/index?sysinf.@typ=or&sysinf.@strana=searchSubject>

10. SOCIAL SECURITY

Persons (Czech citizens, foreigners who are not granted the claim) are protected by three systems if necessary:

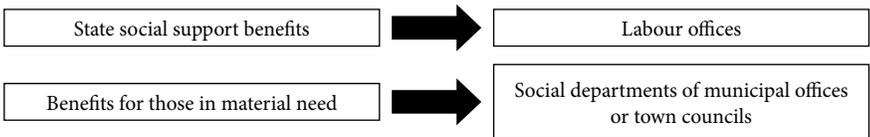


These three systems form an interwoven and mutually completing complex.

10. 1. Social security organization and administration



The authorities responsible for managing and making decisions on the contributions distributed under the social security system are the District Social Security Administration Offices (DSSAO), in Prague, it is the Prague Social Security Administration Office (PSSAO) and its local branches, and the Czech Social Security Administration Office in Prague. This authority manages and supervises the activities of the DSSAO and PSSAO. The authorities responsible for the distribution of the state social support benefits and the benefits for those in material need are local labour offices and authorized local municipal offices, respectively.



10. 2. Social Insurance

The social security system entails disability insurance and the basic mandatory pension insurance. In addition to the social security premium, a contribution to the state employment policy is collected within this system.

► Disability Insurance

Disability Insurance (Law No. 187/2006 of Coll.) is part of the social security system. Disability insurance is intended for individuals engaging in gainful activities and its purpose is to financially secure these individuals at a time when they lose their income due to a temporary social situation, e.g. temporary inability to work due to an illness, injury or quarantine, pregnancy and motherhood or care for a child. The citizenship of the insured person is not decisive for the purposes of disability insurance pursuant to the Disability Insurance Act.

❖ **Range of eligible persons:**

All **employees** or other individuals with the same status (persons with the status of an employee are defined under the Disability Insurance Act) and **self-employed persons** participate in the disability insurance system.

The disability insurance system in the Czech Republic is based on the following principles:

- only individuals who are insured and who work in a manner establishing eligibility for participation are covered by this insurance programme,

- at the time of the occurrence of a social situation, the person applying for a benefit must be a participant of the disability insurance programme or a protection period after the termination of employment must be applicable,
- the person applying for a benefit must meet legal requirements for the eligibility to receive the appropriate benefit,
- the amount of benefit is calculated on the basis of the applicant's previous income which was subject to social security contributions.

Under the disability insurance programme, **employees** (they are **obliged to participate** in this programme) receive four types of benefits:

- disability allowance,
- nursing allowance,
- compensatory contribution during pregnancy and motherhood
- financial contribution during motherhood.

Disability allowance

Employees participating in the disability insurance programme who are found temporarily unable to do their current job by a doctor, or who are ordered maintain quarantine are eligible for the payment of disability allowance. The disability allowance can be received for a maximum of 380 calendar days counted from the beginning of the temporary inability to work (including the previous duration of the period of temporary inability to work within 380 days before the beginning of the temporary inability to work).

As of 1. 1. 2011, the disability allowance is always paid for calendar days as from the 22nd calendar day of the duration of the temporary inability to work. For the first 21 calendar days, the employee whose labour relation establishing his or her participation in disability insurance lasts is secured by means of wage compensation provided by the employer. The wage compensation is paid for workdays – from the 4th workday in the event of a temporary inability to work (from the 1st workday in the event of quarantine).

The disability allowance is also paid in specified cases if the temporary inability to work occurs after the termination of an insured employment during a so-called **protection period**. In the case of applying for the disability allowance, the protection period is **7 calendar days** from the termination of an employment that established participation in the disability insurance.

Nursing allowance

The nursing allowance is paid to employees who:

- are unable to work because they must care for a child under the age of 10 or another family member,
- share a common household with the family member who is being cared for; this condition is not reviewed when a parent is caring for a child under 10 years of age.

The nursing allowance is paid for no more than the first 9 calendar days (up to 16 calendar days for employees – single parents) provided that the need to provide care persists for that period.

Financial contribution during motherhood

This type of financial contribution is paid to female employees who:

- have participated in the disability insurance programme for at least 270 days over a 2-year period preceding the date of initiating the receipt of the financial contribution during motherhood (the date of initiating the receipt of the financial contribution during motherhood is set by the insured employee within the period ranging from the beginning of the 8th week to the beginning of the 6th week before the expected due date).
- gave birth,
- does not work within the framework of the employment from which the contribution has been granted.

The financial contribution during motherhood is provided for a period of 28 weeks (37 weeks in the case of women who gave birth to two or more children at the same time and take care of at least two of them). The aid is provided from the 6th to the 8th week prior to the expected due date.

The Disability Insurance Act allows the mother of the child and her husband or the child's fathers to take turns in taking care for the child, providing that each of them is entitled to receive the financial contribution in motherhood during such a care for the child under conditions and for a period of time specified in the Disability Insurance Act. Taking turns is allowed from the beginning of the 7th week following the due date, and the frequency of taking turns is not restricted. In the event that the parents take turns in taking care of the child, the payment of the financial contribution during motherhood to the mother is discontinued, and it begins to be paid to the man on the basis of his disability insurance provided that he is eligible for the payment and vice versa.

For women whose insured employment was terminated during pregnancy, the length of protection period for the establishment of the title to the financial contribution during motherhood (in calendar days) is equal to the duration of that latest employment, with the maximum period of time being 180 calendar days.

Compensatory contribution during pregnancy and motherhood

The compensatory contribution during pregnancy and motherhood is paid to female employees who:

- have been transferred to a different job due to pregnancy or motherhood or breastfeeding,
- is being paid a lower wage due to the transfer.

The compensatory contribution during pregnancy and motherhood may be provided until the female employee starts her maternity leave, and after the end of the maternity leave until the 9th month after the birth of the child; in the event that she has been transferred due to breastfeeding, the title to the contribution lasts for the whole period of time.

The participation of **self-employed persons** in the disability insurance programme is **voluntary**, and to subscribe to the programme, a person must register for the disability insurance of self-employed persons, using a standardized form. The participation is established as from the date specified in the registration form, but no earlier than on the date of its filing with the District Social Security Office in the subscriber's location. The disability insurance of a self-employed person ceases to exist as at the first day of the calendar month for which the appropriate premium has not been duly paid by such a self-employed person.

The following benefits are provided under the disability insurance programme for self-employed individuals:

- disability allowance
- financial contribution during motherhood

As for the provision of disability allowance, the same rules apply to self-employed persons as those applicable to employees, with the following differences:

- the self-employed person must have been a participant in the disability insurance programme for at least 3 months prior to the occurrence of inability to work. This requirement does not have to be met if the participation in the insurance programme took effect as of the date of initiating/resuming the independent gainful activities,
- The disability insurance premium has been paid,
- in order to be eligible for financial contribution during motherhood, the self-employed person must have participated in the insurance for at least 180 days in one year preceding the first day of the period in which the allowance is paid,
- the self-employed person may not be personally engaged in a gainful activity.

Claiming Benefits

The insured individual makes a claim for a disability allowance by submitting a form issued by the attending physician. Claims are submitted by employees to their employers. Employers accept applications for an allowance from their former employees, too. Self-employed persons file claims for the allowance with the District Social Security Office in the location of their permanent residence or in the location of the performance of their independent gainful activities (if the self-employed person is not a permanent resident of the Czech Republic).

Payment of disability allowance

Disability allowances are paid by the appropriate District Social Security Administration Office. The District Social Security Administration Office pays the allowance in one month following the day on which the application is delivered to the Office. The participant is entitled to choose the method of payment. If he or she prefers to receive the payment **on his or her account** kept with a bank in the Czech Republic, the number of such an account is to be specified in the allowance application. Another option is payment **in cash** (by postal order); **in such a case, the costs of delivery are paid by the subscriber.**

The **amounts** of disability allowance, nursing allowance, financial contribution during motherhood depend on the wage/salary level. For more detailed information, see www.mpsv.cz (► Disability insurance ► Calculation of disability allowance).

For more detailed information on the disability insurance administration, see www.cssz.cz (► Disability insurance)

► Pension insurance

❖ **Range of eligible persons:**

Participation in the pension insurance programme in the Czech Republic is **mandatory** for all individuals engaging in gainful activities.

Benefits provided under the basic pension insurance scheme include the old age pension, full disablement pension, partial disablement pension, surviving spouse and orphan benefits (Law No. 155/1995 of Coll.). The pension consists of two components – the basic benefit (a fixed amount which is the same for all types of pensions, regardless of how long the individual has been insured and regardless of the level of income) and the percentage-based benefit. The eligibility to receive the pension and its level and payment terms are determined by the Czech Social Security Administration Office in Prague (Law No. 582/1991 of Coll.).

The insured individual is eligible to receive the **general old age pension** if:

- the person has been insured for at least 25 years and has reached an age establishing eligibility for the old age pension (hereinafter referred to as the “pension age”) before 2010, or
- the person has been insured for at least 15 years and is at least 65 years of age prior to 2010.

Effective from 1 January 2010, the required insurance duration is extended by one year annually, with the target being to reach 35 years of insurance including alternative insurance periods (non-contribution periods), or 30 years of insurance excluding the alternative insurance periods. Analogously, the period required for the old age pension eligibility with a shorter insurance period (at least 15 years of insurance before 1 January 2010) will be extended to 20 years of insurance, providing that the age establishing eligibility for the old age pension will also increase in that case; from 65 years before 1 January 2010 to an age exceeding the pension age by 5 years.

The general retirement age still remains differentiated for certain recipient groups although since 1996 the pension age has been gradually increased by 2 months per year (men) and 4 months per year (women). The goal is to reach the pension age of 65 years for men, childless women and women who have raised a single child, and 62 to 64 years for other women, depending on the number of children they have raised.

A retired person may receive the basic old age pension and remain to be employed provided without any limitations.

The insured person is eligible to the old age pension even before reaching the pension age, up to three years in advance; this is referred to as the **early old age pension**. A measure effective as from 1 January 2010 has been adopted, in consequence of which the early pension age is being increased in relation to the gradual increasing of the standard pension age. The opportunity to opt for the early old age pension (up to three years earlier with a pension age of 63 years or a lower age) will survive; in the event that the pension age exceeds 63 years, the duration of the period for the possible old age pension will be extended to a maximum of 5 years with a pension age of 65 years.

A recipient of an early old age pension may only engage in a gainful activity in the period of reaching the pension age only unless it does not require participation in the insurance programme. After reach-

ing the pension age, the working recipient of an early old age pension has the same status as the working recipient of an old age pension.

An insured individual is eligible to receive a full **disablement pension** if:

- the person has become fully disabled and has been insured for the required period of time, or
- the person has become fully disabled as a result of a job-related injury.

An insured individual is eligible to receive a partial disablement pension if their work abilities decreased by at least 35%.

If the work ability of the insured individual decreased by

- a) at least 33 % but by max. 49 %, it is a I. degree disablement,
- b) at least 50 % but by max. 69 %, it is a II. degree disablement,
- c) at least 70 %, it is a III. degree disablement,

It is permitted to obtain a partial disablement pension and to engage in a gainful activity at the same time because the Pension Insurance Act does not prohibit such an arrangement.

An insured individual is eligible to receive a **surviving spouse pension** if:

- the deceased spouse was either the recipient of the old age, full disablement or
- had met the eligibility requirements for the disablement pension or requirements for the old age pension at the time of death,
- or died as a result of a job-related injury (or illness).

The surviving spouse pension is always paid for a period of one year after the death of the other spouse. After that, the surviving spouse is eligible to receive the surviving spouse pension if he or she meets at least one of the following criteria:

- he or she is caring for a dependent child,
- he or she is caring for a child who is dependent on the assistance of another person (degrees II to IV),
- he or she is caring for his/her parents or parents of the deceased spouse who are living in the same household and who depend on the assistance of another person (degrees II to IV),
- he or she is fully disabled (III. degree of disablement),
- he or she has reached the age limit at least 4 years lower than the pension age set for men born in the same year or has reached retirement age if the retirement age is lower.

The eligibility to receive the surviving spouse benefit may reapply if any of the above conditions are met again within five years after the expiration of a former eligibility for the payment of this benefit.

To become eligible for the **orphan pension**, the recipient must be a dependent child whose parent (adoptive parent) or the person who has taken the child into a care replacing the parental care and on whom the child was financially dependent at the time of the person's death due to the fact that the child's own parents could not provide such care for legitimate reasons; however, it is required that the parent / adoptive parent / care giver have met the eligibility criteria listed above for the payment of a surviving spouse benefit. If both of the child's parents have deceased, the child is eligible to receive the orphan pension for each of the deceased parents.

A relatively long period of time required for the establishment of the eligibility to receive the Czech pension (the old age pension in particular) may result in a situation that a person fails to comply with the eligibility conditions in the course of his or her active life in the Czech Republic. A certain assistance is offered on the basis of bilateral international treaties on social security concluded with the Czech Republic. Such treaties are not equal as regards their contents, they may deal with various fields, nevertheless, they always deal with the issue of pensions. According to such treaties, the contracting states take into consideration the period of time registered in the other state for the purpose of meeting the criterion of the required insurance duration. If the insurance duration requirement is complied with on the basis of such a count-up, the pension will be granted in an amount adequate to the respective duration periods. A person may receive a separate pension from the Czech Republic, as well as from the other contracting country in which he or she used to be employed and insured, in the amount corresponding to the period of insurance acquired in the territory of the applicable country.

In addition to 30 states with which such an arrangement applies according to an EU regulation, it is also included in bilateral treaties of the Czech Republic with Bosnia and HerzegovinaChileIsrael-QuébecSerbia, Bosnia and HerzegovinaChileIsraelQuébecSerbia, Croatia, Bosnia and Herzegovin-

aChileIsraelQuébecSerbia, Japan, Canada, Bosnia and HerzegovinaChileIsraelQuébecSerbia, Korean Republic Macedonia, Bosnia and HerzegovinaChileIsraelQuébecSerbia, Montenegro, Turkey, Ukraine and the USA. These treaties are in effect, and other treaties are under preparation (currently with Australia, India, the Russian Federation, Moldova and Mongolia).

Applications for any of the above types of pensions are filed with the district Social Security Administration Office.

For more detailed information, see www.mpsv.cz or www.cssz.cz (► Pension insurance).

The Supplementary Pension Insurance with a State Subsidy (Law No. 42/1994 of Coll.) represents an upgrade to the basic pension insurance scheme and it allows for the subscribers to secure additional income in the form of long-term savings in addition to the pension received on the basis of the future pension from a pension insurance scheme. This programme is also available to natural persons who are at least 18 years of age, residents of the Czech Republic (or any other EU country) and participants of the pension insurance scheme or recipients of pension benefits under the Czech pension insurance scheme, or participants of the public health insurance scheme in the Czech Republic and who conclude an agreement with a pension fund.

Subscribing to this programme is voluntary and is based on a contract between the subscriber and one of the pension funds operating on the Czech market. The pension funds manage financial means invested in the system and pay out the supplementary pension insurance benefits. The pension funds are managed in compliance with pension plans. Before signing the contract with the pension fund, the subscriber must be provided with the respective pension plan and the statute of the pension fund. Benefits distributed under the supplementary pension insurance programme include the old age pension (mandatory), disablement pension and early retirement pension, survivor pension, one-time settlement and lump-sum settlement.

► **Social security insurance premium and contribution to the state employment policy**

Contributions to the social security insurance, which include pension insurance and disablement insurance premiums, are – along with the contributions to the government employment policy – regulated by the Law No. 589/1992 of Coll.

The premium rates paid from the assessment base are as follows:

- a) for employers 25 % – of that: 2.3 % for disability insurance, 21.5 % for pension insurance and 1.2 % for the state employment policy,
(as of 1. 1. 2011 the employer with an average monthly number of employees lower than 26 employees may take up “additional insurance”. That means that he is then obliged to pay 26% instead of 25%),
- b) for employees – 6.5 % (of that: 6.5 % for pension insurance),
- c) for self-employed persons – 29.2 % for pension insurance and the state employment policy (of that: 28 % for pension insurance, 1.2 % for the state employment policy),
- d) for individuals voluntarily participating in the disability insurance programme from 1. 1. 2011 2.3% for the disability insurance,
- e) for individuals voluntarily participating in the pension insurance programme 28 % for pension insurance.

10. 3. Subsistence minimum

The subsistence minimum and existence minimum defined in the Law No. 110/2006 of Coll., on subsistence and existence minimum, are very important for social systems. They are used primarily **in the field of assistance to those in material need** (pursuant to the Law No. 111/2006 of Coll., on assistance to those in material need), in assessing poverty, as well as socially protective quantities. Their levels are used for the purpose of deriving the **livelihood contribution** amount on the basis of set conditions.

The subsistence minimum is also used **in the field of state social support benefits** (on the basis of the Law No. 117/1995 of Coll., on state social support), particularly as regards the **child allowance** and **social contribution**. The comparison of the household income with the set multiple of the subsist-

ence minimum serves as the basis for determining the eligibility to receive such benefits which secure a tailored assistance to families with children in specified social situations, and as regards the social contribution, the subsistence minimum forms a basis for its calculation.

The subsistence minimum is a socially recognized minimum level of financial income needed for the purpose of securing nutrition and other basic personal needs.

The subsistence minimum amounts can be broken down as follows:

- for an individual,
- for the first person in a household,
- for the second and next adult person in a household (who is not a dependent child),
- for a dependent child (three age groups).

The subsistence minimum is a sum of all the subsistence minimum sums applicable to the respective household members.

The existence minimum represents the minimum level of financial income considered as necessary for the purpose of securing nutrition and other basic personal needs at the level needed for survival. The existence minimum may not apply to a dependent child, old age pensioner, fully disabled person and person over 68 years of age.

Neither the subsistence minimum nor the existence minimum include the necessary housing costs. The protection in the field of housing is handled as part of the state social support system in the form of housing allowances and through the system for assistance with material needs as an additional housing allowance.

We state the **monthly subsistence minimum and existence minimum amounts in CZK** defined in the Law No. 110/2006 of Coll., on subsistence and existence minimum, for your information:

The monthly subsistence minimum amounts

- | | |
|--|-----------|
| • for an individual | CZK 3,126 |
| • for the first person in a household | CZK 2,880 |
| • for the second and next adult person in a household who is not a dependent child | CZK 2,600 |
| • for a dependent child of the age of | |
| ○ up to 6 years | CZK 1,600 |
| ○ 6 to 15 years | CZK 1,960 |
| ○ 15 to 26 years | CZK 2,250 |

The subsistence minimum is a sum of all the subsistence minimum sums applicable to the respective household members.

The monthly existence minimum amounts in CZK

- | | |
|---------------------|-----------|
| • existence minimum | CZK 2,020 |
|---------------------|-----------|

The amounts of subsistence and existence minimum may be increased by an order of the government depending on the actual consumer prices development (pursuant to the Law No. 110/2006 of Coll., on subsistence and existence minimum.)

10. 4. State social support

❖ **Range of eligible persons:**

A person is eligible for the payment of state social support if the individual (and the persons who are reviewed as part of this individual's application) is:

- a permanent resident of the Czech Republic (CR citizens)
- **foreign nationals with permanent residence in the Czech Republic**
- individuals who are directly subject to applicable European Community regulations
- **foreign national registered for residence in CR** (apart from applicants for international protection accommodated in the accommodation centre of the Ministry of the Interior) from the day which marked 365 days from the day of the report

- **foreign nationals younger than 1 year born in the territory of CR and registered for residence in CR** (apart from applicants for international protection accommodated in the accommodation centre of the Ministry of the Interior)
- **under-age foreign nationals committed into custody in the territory of CR** substituting parental care or into institutional care
- foreigners who are holders of permanent residence permit with granted legal position of a long-term resident in the European Community in the territory of another EU member state and they were issued long-term residence permit in the Czech Republic if they have a domicile in CR or family relatives of such a foreigner and again under the condition they have their domicile in the territory of CR
- foreigners issued **long-term residence permit in the territory of CR for the purpose of a scientific research**
- foreigner who was granted **supplementary protection**
- foreigner who were issued long-term residence permit for the territory of CR for the purpose of employment requiring high qualification (blue card).

Through the mediation of the state social support, the state provides contributions primarily to families with dependent children in the event that it is acknowledged that the families are unable to deal with their social situation using their own capabilities and means. The state social support system is regulated by the **Law No. 117/1995 of Coll., on state social support**, as subsequently amended.

The following allowances are provided pursuant to this law:

- child allowance
- parental contribution
- social contribution
- housing contribution
- foster care allowance
- birth allowance
- funeral benefit

When assessing the title to allowances, the assets of the family are not taken into consideration; the income is taken into consideration with certain allowances. Applications for allowances are filed with Labour Offices appropriate to the applicant's domicile, using prescribed forms (the forms are available from Labour Offices or at <http://forms.mpsv.cz/sspforms/>).

The **child allowance** is the basic long-term allowance provided to families with dependent children. Families whose incomes do not exceed **2.4 times the subsistence minimum are eligible**. The child allowance is provided at three levels depending on the child's age and amounts to CZK 500 (up to 6 years), CZK 510 (from 6 to 15 years) and CZK 700 (from 15 to 26 years of age).

A parent who takes care of a child who is the youngest in the family on a full-time basis, properly, for a whole calendar month, is eligible for the **parental allowance**. The parent may choose the duration of withdrawal of the parental allowance: **two, three or four years**. By choosing the period of withdrawal, the parent also chooses the appropriate amount of allowance.

- **Fast-rate withdrawal** of the parental allowance – after the financial contribution during motherhood (hereinafter only as FCDM) at a higher level (CZK 11,400) until the child reaches an age of 24 months; this form of withdrawal may be requested only by a parent who is eligible for FCDM of a minimum amount of CZK 380 per calendar day;
- **Standard-rate withdrawal** of the parental allowance – after the FCDM at the standard level (CZK 7,600) until the child reaches an age of 36 months; this form of withdrawal may be requested only by a parent who is eligible for the FCDM.
- **Low-rate withdrawal** of the parental allowance – after the FCDM or from the childbirth (if the mother is not eligible for FCDM) at the standard level (CZK 7,600) until the child reaches an age of 9 months and further at a lower level (CZK 3,800) until the child reaches an age of 48 months.

The parent is required to apply for the selected duration and amount of withdrawal of the parental allowance with the local State Social Support Office (Labour Office), using a prescribed form and adhering to certain firmly set time limits. Once the decision is made, the selected withdrawal option cannot be modified any more. As regards handicapped children, the parent is entitled to the parental allowance at the basic level (CZK 7,600) until the child reaches the age of 7 as from the day of assessing the child as handicapped in the long term or heavily handicapped in the long term, disregarding the previously selected parental allowance withdrawal option (before the health condition of the child was assessed). If that child is entitled to the care contribution (pursuant to the Act on social Services), the parent is entitled to one half of the parental allowance. If the parent takes care of a child who is heavily handicapped in a long term and such a child does not obtain the care contribution, the parental allowance is paid at the lower level (CZK 3,000) from the child's age of 7 to its age of 15.

The payment of the parental allowance is preconditioned by the full-time and proper care of the child. There are certain exceptions to that rule – the child may attend pre-school or rehabilitation facilities to a limited extent. The income of the parent is not taken into consideration. The parent is entitled to improve the social situation of the family by a gainful activity while being eligible to obtain the parental allowance; however, he or she is required to ensure that the child is taken care of by another person who must be of age.

The purpose of the **social contributory payment** is to assist low-income families to cover the costs connected with the provision for the needs of their dependent children. The eligibility to the social contributory payment is preconditioned by the care of at least one dependent child that is long-term ill, long-term handicapped or long-term heavily handicapped or if at least one of the parents is long-term heavily handicapped or is a dependent child which is long-term handicapped or long-term ill. The eligibility is also related to the set income limit in the family that has to be lower in the previous calendar quarter than a double of the subsistence family minimum. The amount of contribution reflects not only the family income, where with increasing income, the contribution is decreasing gradually, but also the degree of children's and parents' handicap.

The housing contribution is a contribution paid by the state to low-income families and individuals. The owner or lessee of a flat with permanent residence in the flat is eligible to the housing contribution in the event that 30 % (35 % in Prague) of the family income is not enough to cover their housing costs, and at the same time, such 30 % (35 % in Prague) of the family income is lower than the applicable normative costs stipulated by law.

The childbirth allowance is a one-time allowance granted to mothers to cover the costs relating to a childbirth. The childbirth allowance belongs to a woman who has given birth to her first living child or to more living children born together with the first one. If the woman who has given birth dies without being paid the childbirth allowance, the child's father becomes entitled to it. The eligibility to the childbirth allowance is also related to the set income limit in the family that has to be lower in the calendar quarter in which the child was born than a double of the subsistence family minimum. The amount of the childbirth allowance is CZK 13,000 for every child that is born; if more living children were born together with the first one, the amount is CZK 19,000.

A person who has arranged for a funeral of a dependent child or a person who was a parent of a dependent child is eligible for the **funeral benefit** provided that the deceased person has permanent residence in the territory of the Czech Republic as at the day of death. The amount of the funeral allowance is CZK 5,000.

Foster care allowances (contribution intended to cover the child's needs, foster parent remuneration contribution paid upon accepting a child and contribution for the purchase of a motor vehicle) are intended to cover the needs connected with the care for a child for whom its parents cannot or do not wish to care and who is placed in the custody of foster parents. With an exception of the social contribution, the foster parent as well as the child in the custody may become eligible for further social support benefits, e.g. the parental allowance, child allowance etc.

More detailed information is available at Labour Offices or on the following websites: portal.mpsv.cz/sz/local, <http://portal.mpsv.cz>, www.uradprace.cz.



10. 5. Social Assistance

Social assistance entails primarily the provision of allowances to those in material need, social services, care contribution and social security benefits to physically handicapped persons.

System of benefits for those in material need

- The system is regulated by Act No. 111/2006 Sb., Coll., on benefits for those in material need, as amended with later regulations.
- It represents a modern form of assistance to persons with insufficient incomes, motivating them to endeavour actively after earning financial means needed to cover their needs. It is based on the principle stipulating that every working person has to earn more than someone who does not work or even evades work.
- It is stipulated that every person is eligible for the provision of basic information leading not only to the solution to his or her current situation, but also preventing the occurrence of material poverty. Social work with clients is an integral part of the assistance provided to those in material need.

Material poverty is a situation when a person or a family do not have a sufficient income and their overall social status and property conditions do not enable them to satisfy their basic needs at least at the minimum level acceptable by the society. At the same time, they are unable to increase their income for objective reasons (by their own work, lodging claims or collecting receivables, sale or utilization of their property) and resolve their troublesome situation on their own.

The allowances provided to those in material needs include namely: the livelihood contribution, housing costs supplementary payment and extraordinary immediate assistance. The authorized municipal authorities decide on the payment of the benefits paid to those in material need.

Livelihood contribution

- This is the basic allowance paid to those in material need, assisting to persons or families with insufficient incomes.
- A person or family are eligible for a livelihood contribution if the income of such a person or family (after deducting adequate housing costs) is lower than the livelihood amount.
- The livelihood amount is set on an individual basis for each person, depending on the assessment of his/her efforts and capabilities. The respective livelihood amounts are added up for the purpose of determining the livelihood of a family. The livelihood amount is based on the subsistence minimum and existence minimum amounts.
- The amount of the livelihood contribution is determined as the remainder between the livelihood of a person or family and their income from which adequate housing costs are deducted. (The adequate housing costs are the housing costs; however, the maximum amount is 30 % of the income of the person or family; in Prague, the rate is 35 %).

Housing costs supplementary payment

- The second type of allowance provided to those in material need is used as a solution in the situation when the income of an individual or a family (including the housing contribution from the state social support system) is not sufficient for the coverage of the housing costs.
- The allowance is provided to a tenant or flat owner who is eligible for the livelihood contribution and housing contribution. It is stipulated in the law that the housing costs supplementary payment can be provided in exceptional cases even if the applicant is not eligible for the livelihood contribution or to an applicant who is not entitled to the housing contribution because of the fact that he or she does not live in a rented flat.
- The amount of the housing costs supplementary payment is calculated in a manner ensuring that the livelihood amount remains available to the person or family concerned after the settlement of justified housing costs (i.e. the rent, services connected with housing and costs of water/power/gas supply).

Extraordinary immediate assistance

It is provided to persons who find themselves in situations which require immediate solution. Five such situations are stipulated by law:

1. The conditions of material poverty are not complied with; nevertheless, the person concerned is at risk of a serious damage to health unless he or she is provided assistance. The allowance may be provided in an amount supplementing the person's income up to the existence minimum (subsistence minimum in the case of a dependent child).
2. Affection by a serious extraordinary event (natural disaster, wind disaster, incident damaging the environment, fire etc.) The allowance may be provided up to the level of 15 times the subsistence minimum applicable to an individual, i.e. up to CZK 46,890.
3. Lack of financial means for the settlement of a single payment connected e.g. with the payment of a fee for the issuance of a duplicate ID card or in the event of a loss of financial means. The allowance may be provided up to the level equal to such a single payment.
4. Lack of financial means for the purchase or repair of consumer goods or the payment of justified costs related with the education or leisure-time activities of dependent children. The allowance may be provided up to the level equal to such costs; the maximum amount paid during a calendar year is 10 times the subsistence minimum of an individual, i.e. up to CZK 31,260.
5. Social exclusion risk. This entails e.g. situations of persons returning from prison, children's home or foster care after coming of age or after completing an addiction treatment. The allowance may be provided in a maximum amount of CZK 1,000. The allowance may be provided in a maximum amount of CZK 1,000. It may be provided repeatedly during a year, nevertheless, the sum total may not exceed 4 times the subsistence minimum of an individual, i.e. CZK 12,504.

The proceedings regarding the provision of an allowance are initiated on the basis of filing an application on a prescribed form which is available from authorized municipal authorities or at <http://portal.mpsv.cz/> (► Forms ► Forms for help in material poverty). Applications for benefits for those in material need are lodged with social departments of authorized municipal authorities according to the person's place of residence. In the course of the proceeding, it is assessed whether the person or family are actually in material need and whether they comply with the conditions of eligibility for the appropriate benefit. In the final phase, the amount of the benefit is determined.

Range of eligible persons

The following persons are eligible for the livelihood contribution and housing costs supplementary payment

- a) a person with reported permanent residence in the territory of the Czech Republic or permanent residence in the territory of the Czech Republic,
- b) a person who has been granted asylum or supplementary protection,
- c) a foreign national without permanent residence in the territory of the Czech Republic who is entitled to such rights on the basis of an international treaty,
- d) a citizen of the EU member state provided that he or she is reported to stay in the territory of the Czech Republic for a period of time exceeding 3 months unless his or her eligibility for social benefits is based on a directly applicable regulation of the European Communities, and his or her family member under the same conditions,
- e) a person whose eligibility for social benefits is based on a directly applicable regulation of the European Communities,
- f) a foreign national who is a holder of a permanent residence permit with an assigned legal status of a long-term resident of the European Community in the territory of another member state of the EU, and his or her family member provided that they have been issued a permit for a long-term stay in the territory of the Czech Republic provided that they have permanent residence in the Czech Republic.

Besides the persons specified above, the extraordinary immediate assistance may also be provided to other persons staying in the territory of the Czech Republic.

Social services

The system of social services is regulated by the Law No. 108/2006 of Coll., on social services, effective as from 1 January 2007. This law regulates the conditions of providing assistance and support to people in adverse social situations through the mediation of social services and contribution for care.

❖ **Range of eligible persons (Article 4 of the Social Services Act):**

Social services and contribution for care are provided upon compliance with the conditions stipulated by the law:

- to a person who is a **permanent resident** of the Czech Republic,
- to a person who has been granted **asylum**,
- a foreign national without permanent residence in the territory of the Czech Republic who is entitled to such rights on the basis of an international treaty,
- nationals of other EU Member States if they are registered in the Czech Republic for a stay of longer than 3 months (unless such individuals are eligible to receive social benefits under a directly applicable European Communities regulation),
- **family members of other EU Member States nationals** if they are registered in the Czech Republic for a stay of longer than 3 months (unless such individuals are eligible to receive social benefits under a directly applicable European Communities regulation),
- foreign nationals, who are holders of a permanent residence permit and who were awarded the **legal status of a long-term European Community resident** in another EU member state, if they are registered in the Czech Republic for a stay of longer than 3 months.

Selected social services are also available to individuals who are legally residing in the Czech Republic, provided they meet the criteria stipulated in the Social Services Act; such social services have been redefined as follows: (asylum houses, contact centres, crisis assistance, intervention centres, low-threshold day centres, low-threshold centres for children and teenagers, overnight shelters, field programmes). For more detailed information on such services, refer to § 57, 59–63 and § 69 of the Social Services Act.

The contribution for care is intended for persons suffering from a long-term deterioration of health status.

The provision of the contribution for care to the citizens of **other states than the EU Member States** is subject to § 4 of the Law No. 108/2006, on social services.

Information on social services and their provision can be obtained e.g. from town, municipal or regional authorities (social security departments), civic or other specialized advisory centres or directly from the providers of social services. For information on the allowance for care, contact your local municipal authority of a municipality with extended powers which renders decisions on granting these allowances.



References to similar information resources

- For detailed **information on health insurance** see the website of the Ministry of Labour and Social Affairs at <http://www.mpsv.cz> or any District Social Security Administration Office (for a directory of district offices, see <http://www.cssz.cz> (► Contacts).
- For detailed **information on pension insurance** and the respective types of pension, see the website of the Czech Social Security Administration Office at <http://www.cssz.cz> (► Pension insurance) and the Ministry of Labour and Social Affairs at <http://www.mpsv.cz> (► Pension Insurance)
- For detailed **information on the state social support benefits**, contact your local Labour Office (see Chapter 17. 2.) for contact information) and the website of the Ministry of Labour and Social Affairs at <http://www.mpsv.cz> (► State social support).
- More detailed **information on benefits for those in material need** and social care benefits for physically handicapped persons are available:
 - from local authorized municipal authorities and municipal authorities of municipalities with extended powers, or from the authorities of city districts – in Prague.
 - on the website of the Ministry of Labour and Social Affairs at (MPSV) – <http://www.mpsv.cz>
- **More detailed information on the subsistence minimum can be found on the website of the Ministry of Labour and Social Affairs** – <http://www.mpsv.cz> (► Income and standard of living)

11. HOUSING

11. 1. Living in one's own flat or house

One of the possibilities how to live is to purchase a flat or a house as their own property (the term "personal property" is often used in practice, but it is already incorrect). Conditions for acquisition of property by foreigners in the Czech Republic are specified in the foreign exchange law No. 219/1995 of Coll. as amended.

❖ **Range of eligible persons:**

According to the foreign exchange law, acquisition of flats and houses by foreigners was limited until 2011 and only Czech nationals could acquire such property, i.e. natural persons with permanent residents in the Czech Republic or legal persons residing in the CR and foreigners specified in the § 17 of the foreign exchange law. **The amendment of the foreign exchange law** published on 19. 7. 2011 in the Collection under the No. 206/2011 (part 73), **allowed foreigners to acquire immovable property including flats, with no limitations**. In practice, the Cadastral Offices have been registering immovable property acquired by foreigners since 1 May 2011, as the second transition period ended on that day which was limiting the Law before.

This **change does not concern acquisition of agricultural land and forests** from the national property of the Czech Republic specified by the Law No. 95/1999 of Coll., on conditions of transfer of agricultural and forest lands from the national property to another person, by the amendment of the Law No. 569/1991 of Coll., on land resources of the Czech Republic as subsequently amended, and by the Law No. 357/1992 of Coll., on inheritance tax, gift tax or estate transfer tax, as subsequently amended.

A purchase of a flat or a house is realised on the basis of a contract of sale between the seller and the buyer; the contract is governed by the Civil Code (Law No. 40/1964 of Coll., as amended). The contract has to be in a written form, otherwise it is not valid. **The buyer becomes house or flat owner** upon the right of ownership entry into the Cadastre. Legal effect of the entry are bounded to the day of the entry application delivery to the applicable Cadastral Office. The entire process concerning a purchase of a house or flat from signing the contract up to a successful entry of the right of ownership into the Cadastre is complicated and may take up to several months. It is therefore suitable to address an expert in the field of real estate in this matter; an attorney, a real estate agent, etc.

11. 2. Renting a house or a flat

Another housing possibility is tenancy. This possibility is accessible to a wider range of persons in comparison to purchasing one's own house or flat. Legal regulation for tenancy is also included in the Civil Code. The Civil Code also allows yielding a rented flat or its part for rent, but only with the lessor's approval.

A flat tenancy is originated on the basis of a lease between the flat lessor and the lessee or on the basis of other legal circumstances specified by the Civil Code, e.g. transfer of the flat lease by law. **The lease has to be in a written form and has to include basic requirements (e.g. designation of the contract parties) as well as requirements stated in the special part of the Civil Code specifying tenancy (designation of the flat, its equipment, scope of its use and the manner of rent determination and payment for performance related to the flat use or their amount), otherwise the contract is invalid**. If the tenancy period is not specified in the contract, the contract is considered to be closed for an infinite period of time.

Rights and duties related to tenancy are specified in the Civil Code and in the lease.

Flat tenancy may be terminated by several ways:

- a **written agreement** closed between the lessor and the lessee,
- **expiration of the lease period** for which the tenancy was arranged,
- **written termination notice of the lessee (without giving the reason), or the lessor (always for reasons specified in the Civil Code)**. According to the character of the termination reason, the lessor may terminate the tenancy with court assent or without it. The termination period must not be shorter than 3 months and has to finish at the end of a calendar month.

If the lessor terminates the tenancy without court assent, the lessee may take legal action to have the termination set aside as void within 60 days. The lessee is not obliged to clear the flat until the procedure of void termination is not finished by the final court decision. Almost in all cases of tenancy termination, the lessee is entitled to a flat exchange or shelter.

11. 3. Living in a housing co-operative

The flat tenancy in a housing co-operative has certain peculiarities. Every housing co-operative is usually an owner of one or more co-operative apartment houses used by the members of the co-operative. A **co-operative member** uses the flat on the basis of a **contract of lease closed with the co-operative**. When dealing with issues concerning the content of tenancy of co-operative flats (i.e. closing the lease, rights and duties of the co-operative and the lessee, etc.) it is important to take into account the **co-operative statutes** to which the Commercial Code refers.

11. 4. Power supplies, municipal waste fees and other services in a flat

When using a rental flat or house in ownership, it is necessary to register for e.g. power supply, gas, municipal waste collection, etc. If the lessor does not provide some services, the lessee or owner has to arrange them by themselves.

In some municipalities, there is a fee for the municipal waste collection on the basis of local binding regulations. The Law No. 565/1990 of Coll. on local fees entitles collection of this fee. The amount of the fee is specified individually in each municipality – maximum amount is 500 CZK per year per person who registered the given municipality as their place of residence, including foreigners. Children up to 3 years of age are an exception. The fee is not related to the amount of waste produced by the given person. If the fee is not paid in due deadline, it may increase up to 1,500 CZK for every person. In 2012, increase of the maximum fee the municipalities may collect (500 CZK) is considered up to 1,000 CZ.

11. 5. Loss of shelter

If relatives or friends cannot help in case of loss of shelter, it is suitable to address a charity organization offering help in such situations. These charity organizations are e.g. the Salvation Army, Charity of the CR and other. These organizations are represented all over the Czech Republic and among other things, they also manage charity shelters often called shelter homes. If a mother with children gets into trouble, she can address shelter homes for mothers with children that are located in certain cities. However, it is necessary to bear in mind that those homes offer only temporary shelter (emergency). It is also possible to use commercial hostels for commercial prices which can be quite high in bigger cities. Their addresses are available e.g. in phone books, Internet websites, etc.

More detailed information on social services is available in Chapter 10.5.

11. 6. Other important information

➤ Mortgage loan

A mortgage loan (also called mortgage) is a loan designed for purchase or construction of a flat or a house for actual housing or for their reconstruction. A natural person as well as a legal person may apply for a mortgage loan. Mortgages are provided by banks who establish various conditions for their use. Redemption of a mortgage is usually provided by a lien to the estate, even under construction. The mortgage loan may even have a 30-year repayability. More detailed information on mortgages are available in individual banks.

➤ Building savings

Building savings is one of the possibilities to obtain financial resources for purchase, construction or reconstruction of a flat or a house. Building savings may be founded by a person with a permanent residence in the Czech Republic and who has a birth number assigned. Therefore, also foreigners with permanent residence in the Czech Republic may use the advantages of the building savings (state support). More detailed information on building savings are available in every building savings company.

► **Insurance**

No flat or house can be 100% protected from the possibility of fire, flooding, robbery, etc. To mitigate the consequences of these events, it is possible to get the flat or house insured. More detailed information on the insurance is available in individual insurance companies.

*Significant changes in legal regulation of flat tenancy or flat or house ownership including services related to the flat use are being prepared **within the Civil Code recodification process works**. Time horizon of acceptance of this new legal regulation is probably **the year 2014**.*



References to similar information resources

- **Real Estate Cadastre** is available on the Internet on the website <http://www.cuzk.cz>
- More detailed **information on housing in the CR** is available on the website of the Ministry for Regional Development – <http://www.mmr.cz> (► Housing policy)
- The information brochure “**Housing for Foreigners**” is available on the website <http://www.cizinci.cz> (► Information materials and Guides)

12. TRANSPORT

12. 1. Municipal transport

The municipal transport includes primarily (the system varies according to the city size and local situation) transport by **bus**, **tram**, **trolleybus** or **subway** (only Prague). The transport is **paid** and every city has its own tariff system. It is necessary to pay transport fees also for transport of dogs and luggage in case they fail to meet conditions of free transport. **Payment of the transport fee is checked by ticket controllers and failure to pay the fee is penalized with a high fine.**

More detailed information about the transport fees and schedules may be obtained in person, via telephone or on the Internet website of the individual public transport companies.

In some cities of the Czech Republic, the transport is **integrated** which means that tickets for the applicable zone designed for city transport may also be used for suburban transport in the outlined area of the cities and between them. In integrated transport systems, the individual transport types (bus, train, etc.) cooperate and form a network of interwoven lines with a unified tariff, transport conditions and regular intervals between the lines.

12. 2. Intercity transport

Intercity transport in the Czech Republic includes primarily **bus** or **train transport**. Domestic air transport is used only marginally, between the biggest cities (Prague, Brno, Ostrava).

Intercity bus transport is provided by a wide range of transport providers in the Czech Republic. Each of these providers has their own tariff system that offers **single tickets** as well as **pre-paid passes**. Similarly as public transport companies, most bus transport providers offer **discounts** for certain passenger groups (e.g. to students, disabled people, seniors, children up to a certain age, etc.). More information on the amount of transport fees, discounts, transport conditions and schedules is available e.g. on the website <http://www.idos.cz>, in information centres or at bigger bus stations (e.g. Central Bus Station Florenc Prague, CBS Zvonarka Brno, CBS Ostrava, apod.).

Rail transport in the Czech Republic is provided mainly by the company Czech Railways (České dráhy) (<http://www.cd.cz>). Apart from the basic transport fees, this transport provider offers a wide range of discounts available to a wide range of passengers within its tariff system. Personal transport is also provided by other private transport companies that assert their tariffs on selected tracks.

Connections within railway, bus or municipal public transport is available on the website <http://www.idos.cz>. This website allows searching connections in every type of transport separately or combined and therefore find an optimum connection.

Integrated transport systems of selected cities:

Prague – Prague Integrated Transport (PID) <http://www.ropid.cz>

Brno – Integrated Public Transport System of the South Moravian Region (IDS JMK)

<http://www.idsjmk.cz>

12. 3. The right to drive

The right to drive is necessary in order to drive a vehicle in the Czech Republic; it is documented by a driving license. Issuance of a driving license is conditions by passing a practical training, theoretical education in a driving school and by passing an exam of professional qualification. Driving licenses are issued to holders of the right to drive by the applicable municipal authorities of municipalities with extended powers in the Czech Republic. **The holder of the driving license is obliged to carry the driving license when driving a vehicle on him/her and to submit it to control upon request.**

A driving license issued in the Czech Republic entitles its holder to drive also abroad if the holder travels to a country that acknowledges the driving license. Otherwise, it is necessary to appeal for issuance of an **international driving license**. Only a holder of a valid national driving license may appeal for issuance of an international driving license. More information is available in Chapter 12. 4.

A driving license issued in a European Community member state also entitles its holder to drive motor vehicles in the Czech Republic; driving license and an international driving license issued by a foreign state according to the Convention on Road Traffic concluded in Geneva in 1949 and also according to the Convention on Road Traffic concluded in Vienna in 1968. If you are not sure whether your driving license issued by a foreign country complies to the aforementioned Conventions, address the applicable municipal authority of a municipality with extended powers in this matter according to your place of residence in the Czech Republic. More information on driving license replacement is available below in Chapter 12. 4.

Every person who intends to use their **vehicle** in the Czech Republic (apart from persons whose stay in the Czech Republic does not last longer than 185 days in the applicable calendar year), has to **register** it at the applicable municipal authority of a municipality with extended powers.

Road vehicles registered in the Czech Republic have to have a vehicle insurance contract, they are subject to regular technical examinations checking the technical condition of the vehicle, with regular emission measurement. Documents on the technical condition of the vehicle and documents on emission measurements are issued by vehicle testing centres and emission measurement centres.

In the Czech Republic, utilization of a selected network of motorways and highways is subject to a fee payment. Payment of a highway fee is documented with a **highway coupon**. Highway coupons are available at petrol stations, in the Czech Post offices, at frontier crossings or auto-clubs. It is possible to purchase coupons valid for one year, one month or ten days.

Maximum speed in the Czech Republic:

city: 50 km/h

outside the city: 90 km/h

dálnice: 130 km/h

In the Czech Republic it is not allowed to drive a car after the consumption of alcoholic beverages or other drugs regardless of the quantity of the consumption.

12. 4. Replacement of a foreign driving license by a Czech one⁴

Replacement of a foreign driving license issued by a foreign country and a driving license of the European Community for a Czech Republic driving license is governed by the Law No. 361/2000 of Coll., on road transport and on changing certain Acts (Law on road transport), as subsequently amended.

We can divide the replacement into the following branches:

► **replacement of driving licenses issued by the European Community countries⁵**

A foreigner who owns a driving license of European Communities and settles in the Czech Republic is not obliged to replacement their driving license for a Czech Republic driving license. If a foreigner who is a citizen of a EU member state temporarily resides in the Czech Republic for a period of at least 185 days, they can apply for replacement of their EC driving license for a CR driving license.

The CR driving license fully complies with the driving license standard issued by the EU countries:



⁴ Information in this Chapter follow an information brochure elaborated by the South Moravian Region, Department of Regional Development, South Moravian Regional Centre for Integration of Foreigners and also from information from the Ministry of Transport of the Czech Republic.

⁵ In practice, this concerns EU Member States, Iceland, Liechtenstein, Switzerland and Norway.

► replacement of driving licenses issued by a foreign country

The foreigner, who is not a citizen of a EU country and who has a permanent residence or temporary residence for a long-term visa for a period exceeding 1 year in the Czech Republic, they are obliged to apply at the applicable municipal authority of a municipality with extended powers for issuance of a driving license in exchange for the driving license issued by the foreign country within 3 months from the day of permission of permanent residence or temporary residence for a long-term visa.

The replacement can only be carried out with those driving licenses issued by the foreign country that comply with the standard of driving licenses specified by the Convention on Road Traffic Vienna 1968 and Geneva 1949 – more detail in the text below.

Not every driving license issued abroad (apart from countries of the European Union) is possible to replacement for a Czech Republic driving license, as the driving license issued by a foreign state have to, as it was mentioned above, comply with the standards of the driving license pattern specified by the Convention on Road Traffic (Vienna, 1968) – the description of the driving license is stated below. This applies also in case an international driving license is enclosed with it. The only exception are driving licenses from Japan and South Korea; their replacement is subject to a special treatment and manner of transfer of the driving license groups (Regulation No. 31/2001 of Coll. on Road Traffic and on Changing Certain Acts, as amended) – in this case, it is also possible to submit international driving license as an alternative for official translation.

Driving license description specified in the Convention on Road Traffic (Vienna, 1968)

- The national driving license has to be in a form of a document.
- The licence has to be made of paper or plastic. For plastic driving licenses, the 54 x 86 mm format should be applied. Their colour should be pink.
- The front side of the licence should say “Driving license” in the national language (or languages) of the country issuing the licence.
- The driving license has to include the following data numbered in the order specified below.
 1. Surname;
 2. Name, other names;
 3. Date and place of birth (may be replaced with other data specified by national legislation);
 4. (a) Date of issuance;
 4. (b) Date of expiration;
 4. (c) Name or stamp of the authority issuing the licence;
 5. Licence number;
 6. Holder’s photo;
 7. Holder’s signature;
 9. Groups (sub-groups) of vehicles for which the licence applies;
 12. Additional information or limitations for each vehicle group (sub-group) in a form of a code.
- If the national legislation requires further information, they have to be stated in the driving license under the following numbers:
 4. (d) Identification number for the purposes of registration other than the number stated under number 5 of paragraph 4
 8. The place of usual residence
 10. Date of issuance for each vehicle group (sub-group);
 11. Date of expiration for each vehicle group (sub-group);
 13. Information for registration in case of change of usual residence;
 14. Information for registration or other information related to road traffic safety.
- All information in the driving license must be written in Latin alphabet. In case of other alphabets, the information has to be re-written in Latin alphabet.

If the driving license issued by a foreign country fails to comply with the aforementioned “Conventions”, it is not possible to drive vehicles in the Czech Republic with it, and therefore it is not possible to get it replaced for a Czech driving license. In the given case, if its holder intends to drive vehicles in the Czech Republic, they must take the courses and training in a driving school, pass an examination of professional qualification to drive motorized vehicles and then apply for issuance of a driving license.

General information on replacement of driving licenses issued by a foreign country and European Community driving licenses

The application for replacement of driving license is submitted to the applicable municipal authority of a municipality with extended powers according to the place of permanent residence, temporary residence lasting at least 185 days in the Czech Republic or temporary residence for a long-term visa for a period longer than 1 year in the Czech Republic. E.g. in Brno, it is the Brno City Municipality Office – Transport Administration Department.

If the municipal authority of the municipality with extended powers doubts validity of the driving license issued by a foreign country or a European Community driving license, it will verify the validity at the representation office of the country that issued the driving license.

The replacement procedure:

Submit the written application for issuance of a driving license on the basis of driving licenses issued in foreign countries and European Community driving licenses by means of the required form in person or by a representative at the applicable municipal authority department of a municipality with extended powers. Application forms for issuance of a driving license are available at the applicable authorities of municipalities with extended powers or for inspection (with instructions) on the Internet website of the Ministry of Transport.

<http://www.mdcr.cz/NR/rdonlyres/321FBCAB-7CA4-4E01-B30C-53F06F195515/0/vzornew.pdf>

Submit the following at the applicable authority:

- application form for issuance of a driving license;
- a valid identification document (foreigner residence permit or identity card or passport together with an identity card certificate issued by the applicable authority upon modification of information in the identity card, its loss, destruction, etc. if you have an identity card),
- driving license issued by a foreign country or a European Community driving license,
- one card photograph (standardized photograph of contemporary appearance, dimensions 3.5×4.5 cm depicting the applicant in front direct view with distance of facial area from eyes to chin of minimum 13 mm, in civil clothes without dark glasses and without head-dress),
- and possibly other documents depending on the particular case (workers of the drivers register will provide information).

The driving license will be issued within max. 20 days from submission of the application for issuance of a driving license.

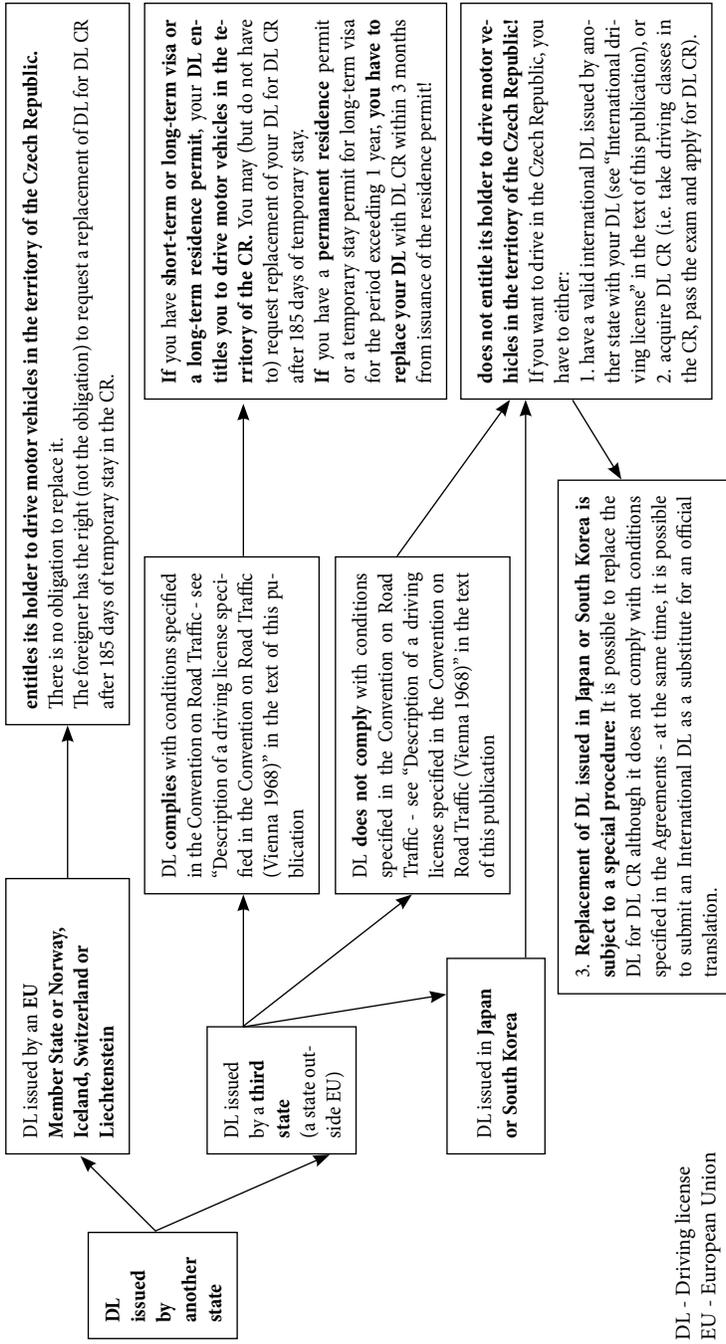
Administration fee:

- issuance of a driving license within max. 20 days is for an **administration fee of 50,- CZK**. This fee is also collected for issuance of a driving license after requested extension of the right to drive or upon loss of the driving license, its damage, destruction or theft, as well as for issuance of an international driving license.
- issuance of a driving license within max. 5 days is for an **administration fee of 500,- CZK**,
- citizens with a particularly severe disability that were granted exceptional benefits of II. or III. degree (holders of the ZTP and ZTP/P cards) are exempt from the driving license issuance fee,
- The driving license replacement will be performed free of charge if the licence is subject to compulsory replacement according to the § 134 of the Law No. 361/2000, i.e. driving licenses issued in the Czech Republic in the period from 1. 1. 2001–31. 12. 2002 (have to be replaced by 31. 12. 2012) and from 1. 1. 2003–30. 4. 2004 (have to be replaced by 31. 12. 2013),
- replacement of a driving license issued by a foreign country which is subject to compulsory replacement due to the Law No. 361/2000 of Coll. is also granted free of charge.

The holder of the right to drive is obliged to collect the driving license in person or by means of an authorized representative on the basis of a notarized letter of authority at the applicable municipal authority in a municipality with extended powers. The driving license is valid for 10 years from the day of its issuance if the validity is not limited for a shorter period due to time limitation of the driver's medical fitness.

If the application is granted, no discretionary remedies are specified. If the application is not granted, it is possible to take appeal in compliance with information contained in the applicable decision.

Is my driving license valid in the CR? May I/Do I have to replace it with a Czech Republic driving license?



DL - Driving license
EU - European Union

Note: Replacement of a foreign DL for a Czech DL brings an advantage to the foreigner e.g. in case of loss of the DL. If the foreigner is a holder of a Czech driving license, he/she may request issuance of a new Czech driving licence at the applicable municipal authority of a municipality with extended powers according to his/her place of residence in the territory of the Czech Republic. In case of loss of a DL issued by a foreign state, there is no solution.

International driving license

The international driving license is a supplement document for the national driving license. It is designed only for motor vehicles driving in international road traffic and it is necessary to always submit it with a valid national driving license. The international driving license is necessary to be carried during driving in the countries outside the EU; it is not necessary to carry it in the EU if you own the latest version of the Czech Republic driving license.

International driving licenses are not valid in the country of their issuance as they are only designed for international road traffic and that with a valid national driving license.

There are two types of international driving licenses:

- *The Vienna standard*

The Convention on Road Traffic (Vienna, 1968) – is valid for three years from the day of issuance in all countries who have signed this convention.⁶

- *Geneva pattern*

The Convention on Road Traffic (Geneva, 1949) – is valid for one year from the day of issuance in all countries who have signed this convention.⁷

Both types of international driving licenses are of grey-white colour and include a double page or two double pages inserted that contain information stated in the international driving license in the main world languages. **Some countries only acknowledge one of these international driving licenses, therefore it is recommended that the applicant states in which country he intends to use the driving license.** The international driving license is issued upon request of the holder of the right to drive.

References to similar information resources

- More detailed information on **driving licenses** are available on the website of the Ministry of Transport at <http://www.mdcr.cz> (► Road Traffic ► Driving license, Driving schools ► Driving license)
- More detailed information on **vehicle registration** are available on the website of the Ministry of Transport at <http://www.mdcr.cz> (► Road Traffic ► Vehicle import, registration and authorization ► Vehicle authorisation)
- **The list of registration offices** is available on the website of the Ministry of Transport at <http://www.mdcr.cz> (► Road Traffic ► Vehicle import, registration and authorization ► Vehicle registration ► Overview of registration offices)
- More detailed information on **vehicle testing centres and in emission measurement stations** are available on the website of the Ministry of Transport at <http://www.mdcr.cz> (► Road Traffic ► STK and SME)
- Preview of both types of standards of international driving licenses is available on the website of the Ministry of Transport at <http://www.mdcr.cz> (► Road Traffic ► Driving license, Driving schools ► Driving license ► Issuing an international Driving license ► Two patterns)

6 *This Vienna standard of international driving license is recommended or required according to the Convention in the following countries: Albany, United Arab Emirates, Armenia, Azerbaijan, Bahamas, Bahrain, Belgium, Belarus, Bosnia-Herzegovina, Brazil, Bulgaria, Montenegro, Czech Republic, Denmark, Estonia, Philippines, Finland, France, Georgia, Guyana, Croatia, Iran, Italy, Israel, South African Republic, Yugoslavia, Kazakhstan, Kyrgyzstan, Democratic Republic of the Congo, Cuba, Kuwait, Liberia, Lithuania, Latvia, Luxembourg, Hungary, Macedonia, Morocco, Moldova, Monaco, Mongolia, Germany, Niger, Norway, Pakistan, Peru, Ivory Coast, Poland, Austria, Romania, Russian Federation, Greece, San Marino, Seychelles, Senegal, Slovakia, Slovenia, Serbia, Central African Republic, Sweden, Switzerland, Tajikistan, Tunisia, Turkmenistan, Ukraine, Uruguay, Uzbekistan, Zimbabwe.*

7 *This Geneva standard of international driving license is recommended or required in the following countries: Albany, Algeria, United Arab Emirates, Argentina, Australia, Bangladesh, Barbados, Belgium, Benin, Botswana, Bulgaria, Burkina Faso, Montenegro, Czech Republic, Czech Republic, Denmark, Dominican Republic, Egypt, Ecuador, Fiji, Philippines, Finland, France, Ghana, Georgia, Guatemala, Haiti, the Netherlands, Chile, India, Ireland, Iceland, Italy, Israel, Jamaica, Japan, South African Republic, Jordan, Cambodia, Canada, Kyrgyzstan, Congo, Democratic Republic of the Congo, Republic of Korea, Cuba, Cyprus, Laos, Lesotho, Lebanon, Luxembourg, Madagascar, Hungary, Malawi, Malaysia, Mali, Malta, Morocco, Monaco, Namibia, Niger, Nigeria, Norway, New Zealand, Papua-New Guinea, Paraguay, Peru, Ivory Coast, Poland, Portugal, Austria, Slovakia, USA, Serbia, Sri Lanka, Central African Republic, Syria, Spain, Sweden, Thailand, Togo, Trinidad and Tobago, Tunisia, Turkey, Uganda, Vatican, Great Britain, Venezuela, Zimbabwe.*

13. FAMILY, MARRIAGE, LIFE EVENTS

It is necessary to bear in mind that family relationship of foreign nationals may be governed by a different than Czech rule of law. The Law No. 97/1963 of Coll. on International Private and Procedural Law, as amended states which rule of law will govern the family relationships of foreign nationals. Certain facts are specified in this Law:

- the capability of the person to conclude marriage as well as conditions of its validity are governed by the rule of law of the national country of the person*
- the form of conclusion of marriage is governed by the law of the place where the marriage is concluded*
- personal and property relations of the husband and wife are governed by the rule of law of their national country; if they are nationals of various countries, these relations are governed by the Czech law*
- marriage cancellation by divorce is governed by the law of the country of which the husband and wife are citizens at the time of the procedure beginning; if the husband and wife are nationals of different countries, the marriage cancellation follows the Czech law. If a necessity to apply foreign law that would not authorized cancellation of marriage or only under exceptionally severe circumstances but the husband and wife or at least one of them have lived in the Czech Republic for a longer period of time, Czech law is used*
- relationships between parents and children, including education and nurture, are governed by the law of the country whose national the child is; if the child lives in the Czech Republic, these relationships may be judged according to the Czech law if it is in the child's interest.*

Regulations of this law are used only if nothing else is defined in the international treaty by which the Czech Republic is bounded.

Within the family as well as in other rights and duties, the husband and wife are completely equal and they decide upon the family matters together. The husband and wife are entitled to the same standard of living.

Both parents should participate equally in education and nurture of their children. Parents have **maintenance obligations** towards their children. This obligation applies until the time the children are able to support themselves. Both parents contribute to nurture of their children according to their abilities, possibilities and means. According to the Czech law, both marital and extramarital children have the same rights and duties.

13. 1. Civil registers and their competence

Civil registers is a state database of births, concluded marriages, civil unions and deaths of natural persons in the Czech republic and births, concluded marriages and deaths that happened abroad concerning citizens of the Czech Republic. The civil register is divided into the birth register for which a book of births is kept, the marriage register for which a book of marriages is kept, the registered partnership register for which a book of civil unions is kept, and death register of which a book of deaths is kept.

The civil register books also include other information which change and complete entries in the books.

The entries in the civil register books form a basis for issuance of **civil register certificates**, i.e. birth certificates, marriage certificates, death certificates and certificates of registered partnership.

The civil register offices are municipal authorities, in the Capital of Prague authorities of municipal districts, in statutory cities divided territorially they are authorities of statutory districts or municipal districts and in proving grounds they are proving authorities assigned by the Ministry of the Interior by executive regulations that also determine their administrative districts.

13. 2. Conclusion of marriage (conditions); registered partnership (conditions)

a) **Marriage** is concluded by a deliberate and complete marital consent of a man and a woman on the fact that they solemnize their marriage concluded by a civil register office, by an authority that is not a civil register office if one of the engaged couple is registered for permanent residence in its administrative district, or by the authority of Church or religious community authorized to that purpose by a special regulation. The consent is made in public and ceremonious way in the presence of two witnesses.

The engaged couple will fill in the required form prior to the conclusion of marriage and will submit it to the civil register office in the district of which the marriage is supposed to be concluded. They enclose the required documents with the form. A church marriage may only be concluded after the engaged couple submits a certificate of compliance with all legal requirements for conclusion of marriage to the registrar. The certificate must not be older than three months and it is issued by the civil register office in the district of which the marriage will be concluded.

The marriage cannot be concluded with a married man or woman, it cannot be concluded between ancestors or descendants or siblings; the same applies in case of relation based on adoption if the adoption is still in progress. An under-age person older than 16, a person whose capability of legal actions is limited by a court order or a natural person suffering from a mental disorder that would result in reduction of capability of legal actions, will enclose a court decision permitting conclusion of marriage with the required documents.

If the submitted documents are issued by foreign country authorities, they are submitted with official translation into Czech and they have to have all verifications required (see Chapter 4. 4.). The civil register office may dispense the document verification if its provision is related to an obstacle difficult to overcome.

Foreigners submit a certificate issued by the Police of the Czech Republic on legitimacy of residence in the CR to the civil register office prior to the conclusion of marriage; this does not apply in case it concerns a European Union citizen, a citizen of another contracting country of the Agreement on the European Economic Area or their relatives. This certificate must not be older than 7 work days by the day of the marriage conclusion.

b) On 1 July 2006 the Law No. 115/2006 of Coll. o registered partnership and on amending certain related acts. A **Registered partnership**, (hereinafter only as "union"), is originated by expression of will of *two persons of the same sex* performed in a form of a free and complete consent of those persons about entering into a partnership. The consent is performed in person at the civil register office in the region that is competent for the consent authorisation according to the place of permanent residence of at least one of the persons entering into the partnership. The applicable civil register offices (14) were appointed by a Ministry of the Interior regulation.

The persons who wish to enter a partnership fill in a requested form prior to the consent and submit it to the applicable civil register office. They enclose the required documents with the form. If the submitted documents are issued by foreign country authorities, they are submitted with official translation into Czech and they have to have all verifications required (see Chapter 4. 4.).

Similarly as in case of marriage conclusion, foreigners wishing to enter into a partnership and who does not have a permanent residence in the Czech Republic has to submit a certificate issued by the Police of the Czech Republic on legitimacy of their residence in the CR to the civil register office prior to the conclusion of marriage; this does not apply in case it concerns a European Union citizen, a citizen of another contracting country of the Agreement on the European Economic Area or their relatives. This certificate must not be older than 7 work days by the day of entering into the partnership.

Everyone who is not forbidden do so by the Law may enter into the partnership. The condition of entering into the partnership is that at least one of the persons entering into the partnership was a Czech Republic citizen. Persons mutually related in the direct line of descent and siblings cannot enter into the partnership. Furthermore, a person who has not achieved 18 years of age yet, is not capable of legal actions or has concluded marriage or entered into a partnership previously or has entered into a similar relationship of people of same sex abroad and their marriage or partnership or a similar relationship is still in progress.

Women's surnames are formed in compliance with the rules of Czech grammar. Upon the marriage conclusion record or upon the record of the consent to enter into a partnership, it is possible to enter the surname that a female foreigner will use after the marriage conclusion in the masculine form in the civil register book upon the request of the female foreigner engaged in the marriage conclusion.

13. 3. Divorce

There is a possibility of divorce in the Czech Republic. Marriages get divorced by a court. Prior to the decision of the marriage divorce, it is necessary to arrange the subsequent care of under-age children. There are two types of divorce in the Czech Republic, fault based (difficult) and no-fault based divorce.

In case of **no-fault based** divorce, the entire procedure is significantly accelerated and simplified. If

- the marriage lasted for at least a year,
- the husband and wife will agree on the divorce,
- have been apart for at least six months and
- will arrange their mutual property rights and rights related to their children,

the court will divorce the marriage without examining whether the marriage is deeply and irretrievably broken.

In case of a **fault-based** divorce procedure (where one of the married couple disagrees with the divorce, or when the partners are not able to arrange their mutual relations after the divorce), the court may divorce the marriage upon proposal of one of the partners only in case the marriage is deeply and irretrievably broken. The court will decide only after proceedings for which both parents and the child's guardian designed specifically for this purpose are summoned. In certain exceptional cases, the court may not divorce the marriage.

Prior to the decision divorcing marriage of parents of an under-age child, the court will arrange rights and duties of the parents towards the child after the divorce and will also determine who will get the child into parental care and how should each of the parents contribute to the child's nutrition. If both parents are capable to raise the child and they are interested in it, the court may confine the child into joint custody of both parents, if it is in the child's interest, and if the child's needs are provided for.

The maintenance obligation towards the child is not extinguished after the divorce. If one of the parents thinks the maintenance obligation is not being fulfilled sufficiently, they may address the court and request modification of maintenance arrangements. Alimony may also be modified not only in case of divorce, but also when one of the parents breaches the maintenance obligation deliberately and the marriage is still in progress.

If the court confines the child into custody of one of the parents, it may also arrange the relationship of the other parent or grandparents or siblings with the child, if such an arrangement is in the interest of the child and the family relations. The parent arrangement that does not require court approval has priority. Children are entitled to the same standard of living as their parents. The court may also be addressed by a non-married couple of an under-age child because of the maintenance obligation, i.e. not only husband and wife.

A divorced husband or wife who is not able to support themselves may address his former spouse to contribute to their reasonable maintenance according to their abilities, possibilities and property situation.

13. 4. Birth of a child to a foreigner

The birth of the child must be announced to the civil register office by the medical facility in which the childbirth was completed; if the childbirth was not completed in a medical facility, the childbirth will be announced by the first physician that provided medical care in the course of the birth or after it. The civil register office in which the child was born is applicable to enter a record of birth into the book of births. The civil register official will enter a record into the book of births and will also issue a birth certificate for the child. At the same time, the civil register will announce the birth to the citizen registry.

In case of a child of Czech Republic citizen whose mother is a foreigner, the address of the applicable authority in the district of which the child was born becomes the place of the child's permanent residence if the parents will not agree otherwise.

The valid legislation provides a foreigner child legally residing in the CR with protection by automatically considering the child residence as temporary. However, this protection is time limited and the parent has to apply for visa/long-term or permanent residence permit for their child within max. 60 days from birth. If the parent resides in the Czech Republic for a visa, he/she is obliged to file an application for the child for the same type of visa. If the parent resides in the Czech Republic for a short-term visa, the application is submitted to the police in which he/she is registered for residence. If the parent resides for a long-term visa, they will apply at the Ministry. If an application for a permanent residence permit is submitted within the required period, the child's residence is considered permanent from the birth. In case of parents travelling outside the Czech Republic with the child, the child's residence is considered temporary.

A child born to parents who reside in the Czech Republic for visa (mainly for the long-term visa for 90 days), the child does not participate in the public health insurance system even if the parents are insured e.g. for their employment.

The scope of travel health insurance for these cases is specified in the § 180j par. 5 and 7 of the Law on Foreigners which also includes the condition of complex health care. This complex health care also includes health care related to pregnancy of the insured mother and to the birth of her child.

If the child is born outside the insurance framework, the following applies. A contract health insurance for the child has to be arranged (of course it depends on the parents whether they conclude the insurance or will pay for health care in cash). The child has to pass an entrance examination paid at the expense of the parents. On the basis of this examination, the insurance company will close a health insurance contract for the child and determines the amount of insurance premium. The insurance company also draws an insurance card for the child. The medical care in the maternity hospital has to be paid in cash, since the contract will only be closed after the child's entrance examination.

13. 5. Death of a close person

The civil register office in which the person died is applicable to enter a record of death into the book of deaths. The death is announced to the civil register office by the inspecting physician using a certificate of inspection of the deceased person on the basis of which the civil register official makes the entry into the death book and issues a death certificate – for the family members of the deceased (husband, wife, parents, children, grandparents and grandchildren) or to the deceased's siblings or to authorised family representatives. The death certificate is also issued for a foreigner who proves that it is necessary for assertion of his rights before national authorities or before municipal authorities.

The funeral or possibly the transport of the deceased outside the Czech Republic is organized by the funeral organizers themselves.

References to similar information resources

- More detailed **information on civil registers** is available at the municipal authority in the place of your residence, or you can use the
 - Public Administration Portal – <http://portal.gov.cz> (► Life situations ► Citizen ► Citizen and state ► Personal information ► Civil registries), where you can also find instructions on how to proceed in cases of issuance of civil register certificates, inspection of civil register books, issuance of certificates of information entered in the civil register book, etc.
 - The website of the Ministry of the Interior – <http://www.mvcr.cz> (► Services for the public ► Counselling and services ► A citizen at an office ► Civil registries)
- Detailed **information on conclusion of marriage** are available at the nearest civil register office, or you can visit:
 - the Internet website of the Ministry of the Interior – <http://www.mvcr.cz> (► Counselling and services ► A citizen at an office ► Marriage)
 - Public Administration Portal – <http://portal.gov.cz> (► Life situations ► Foreigner ► Marriage or ► A citizen ► Family ► Marriage), where information is available on conclusion of marriage, conclusion of civil marriage, conclusion of Church marriage, conclusion of marriage with a foreigner, etc.

14. SELECTED INFORMATION ON THE CZECH SOCIETY

This chapter is included in all language versions of this publication; however, it is primarily designed for those foreigners who come from countries more distant culturally with significantly differing customs in social life and traditions. The chapter will not contain much new information for foreigners from countries near in terms of geography and culture, since it can be presumed that their lifestyle is similar to the one in the Czech Republic. However, this information, redundant for some foreigners, is included in all translated versions of the document for the sake of the text cohesion.

14. 1. Verbal and non-verbal communication

When communicating with others, a person is expected to do so in a polite, non-confrontational and considerate manner (It is customary to give the chance to participate to all of the people involved in a discussion and to listen to all opinions – even those to which we are opposed and to which we should not respond impulsively).

Czech people are not usually loud or unduly boisterous in public. Rather reserved and tempered demeanour and certain self control are appreciated. A loud conversation accompanied with an excessive use of gestures may attract unwanted attention.

*When **communicating** with others (except when talking to close friends) the following is **considered unmannered**:*

- *picking a controversial topic for conversation;*
- *failure to respect the opinions of others and interrupting others when they are speaking;*
- *speaking too quickly;*
- *poor pronunciation;*
- *excessive use of gestures;*
- *highly emotional (theatrical) behaviour;*
- *use of profanity, picking on others, making fun of others;*
- *making derogatory remarks about others etc.*

Inconsiderate behaviour, such as speaking with your hands in your pockets or while chewing gum or smoking a cigarette, etc. is also regarded as being impolite.

As part of official communications, it is advisable to use proper Czech. A woman is an equal partner in a conversation. Native speakers will usually appreciate foreigners speaking (or trying to speak) Czech.

It is generally recommended to choose non-controversial topics for conversation and topics which do not require the participants to express strong opinions (e.g. politics or religion). It is regarded inadequate to speak (boast) about one's credits and achievements and material well-being. Extreme curiosity and intrusive questions regarding a person's medical condition, personal, family or work situation are also considered to be impolite. Such topics should only be discussed if brought up by the other person involved and amongst close friends.

Speaker

- *enquiring about the age of a woman in the course of a conversation,*
- *asking about the other person's salary (income),*
- *asking about the value of the person's assets,*
- *mentioning sensitive information that could be subject to abuse (such as someone's birth certificate number),*
- *reminding others of a painful, traumatic or tragic event (such as a family member's death, divorce, etc.).*

Neutral social topics are weather, family and children.

A single or multiple nods of the head are regarded as a gesture of **approval or agreement** and a turn of the head from side-to-side is regarded as a gesture of **disapproval or disagreement**. It is considered inconsiderate to point at someone or something with one's finger, to open one's mouth to indicate surprise or to pull someone's sleeve to let them know you want to talk to them etc. It is not customary to sit right next to another person in public transport vehicles (unless necessary), to walk too close to someone else or to hold or touch the other person during a conversation. This particularly applies to a conversation between a man and a woman. One meter is considered to be a polite distance during conversations. An eye contact with the other person should be maintained in the course of a conversation (but not extensively). Avoiding an eye contact is looked upon negatively and can have a significant impact on the credibility of the speaker.

A greeting or an introduction is usually accompanied by a handshake. However, a handshake is normally not used in all situations – especially if the people greeting one another are not friends or if they are not introducing themselves to one another. A handshake is also commonly used during formal or business meetings. Only family members and good friends (even those of the opposite sex) may hug one another or kiss one another on the cheek during greetings or when saying goodbye.

The following is customary:

- a handshake should be firm and brief;
- the right hand is used when shaking hands;
- hands are not shaken cross-wise;
- a woman offers her hand first to a man, a superior to a subordinate and an older person to a younger person;
- a handshake should be accompanied by brief eye contact.

14. 2. Daily routine

When attending business meetings, you should arrive on time; the time set for an appointment or meeting should be adhered to and any changes should be announced in advance and be accompanied by an apology. It is considered impolite to be more than 15 minutes late.

The workday in the Czech Republic starts earlier than in many other European countries. Small businesses often open as early as 7:00 AM and hypermarkets usually open at 8:00 AM; many blue collar jobs start between 6:00 and 7:00 AM, elementary and secondary schools usually start at 8:00 AM., and public offices and banks generally open between 8:00 and 9:00 AM. Days when public offices are officially open to the public are usually Mondays and Wednesdays.

The above-noted schedule has an impact on the daily routines of people in the Czech Republic and their general eating schedules; nevertheless, there are of course many exceptions. Lunch is usually taken between 11:30 AM and 1:30 PM, dinner usually between 6:00 PM and 8:00 PM and most Czechs go to bed between 10:00 PM and midnight.

Restaurants and pubs are normally open from 10:00 AM till midnight; however, many bars and clubs stay open much later. Theatre performances and concerts usually start between 7:00 and 8:00 PM.

14. 3. Czech cuisine

The Czech observe certain rituals when having their meals. They wish others to enjoy their meal – in Czech *dobrou chuť*. Eating does not start until everyone is seated at the table. In the Czech society, men and women sit at the table together.

A traditional Czech lunch begins with soup, the main dish usually features meat with some side (all kinds of meat are popular, traditionally the most frequent are pork and beef, the least frequent is mutton, but chicken meat is getting more popular); some traditional Czech dishes are e.g.: *Roast pork with dumplings and sauerkraut; a goose or a duck with dumplings and sauerkraut; beef with dumplings*, and salad or compote may follow. Specialities of the Czech cuisine include e.g. *bramborák* (oil-fried small cakes made of grated raw potatoes), *utopenci* (wursts marinated in vinegar with onion) or *tvarůžky from Olomouc* (original Moravian cheese).

It is worth remembering that

- a guest may find a free seat in a restaurant by themselves; guests are shown to their tables only in luxurious restaurants;
- the Czech cutlery usually consists of a soup spoon, a fork and a knife;
- the fork is used by the left hand and the knife and spoon in the right;
- a fork and a spoon placed in parallel on a plate signify that the person is done eating; crossed cutlery items mean that the guest will continue with his meal;
- tip is not obligatory, but it is common and increases with the total expense;
- tips are never left on the table nor put into the waiter's hand;
- it is very rude to belch and to sip loudly.

14. 4. Customs and traditions

The most significant customs and traditions associated with two main Christian holidays – Christmas and Easter, and traditions associated with weddings.

Christmas

Is held from 24 to 26 December (holidays in the Czech Republic) to celebrate the birth of Jesus Christ. The Christmas celebrations are preceded by thorough clean-up, baking of many kinds of Christmas candy (Christmas breads are made a day before the Christmas Eve), gift-giving which is held in the evening of 24 December, Christmas decorations. A Christmas tree is also one of the Christmas symbols. The traditional Christmas Eve dinner consists of fish soup, fried carp and potato salad. Christmas is associated with many customs. Married couples (partners) may kiss under the mistletoe, an apple is cut for prophecies of prosperity, walnut shells with candles are sent to sail in wash-basins, etc.

Easter

During Easter, celebrated for remembrance of crucifixion and resurrection of Jesus Christ, eggs are painted in families as symbols of the spring resurrection of nature. Easter eggs decorated by paint and many other techniques are called *kraslice*. Every year, they are sold in stalls and shops with items of popular art. They are a part of the Easter carolling and traditional decoration. Hot cross bun (in Czech “mazanec”), Easter lamb-shaped cake and stuffing are baked and twigs of lambs' tails are put into vases around the house. Men or boys weave (or buy) “pomlázky” (Easter whips specially made for the occasion) with which they symbolically “whip” women and girls on Easter Monday. The Easter celebrations do not have a much religious form, the Good Friday is not a holiday.

New Year's Eve and the New Year

A very popular celebration of the turn of the calendar year associated with drinking alcohol, noisy effects, traditional popular prophecies and New Year's resolutions.

Wedding

If partners decide to conclude marriage, it is suitable that the future groom asks the parents of his intended wife for a **wedding** permission, preferably with a bouquet (to go “ask her parents for her hand”). In the Czech Republic, civil weddings (*civil marriages*) prevail; they are held in a ceremonial hall, mostly at municipal authorities (or e.g. in a château). The engaged couple may also conclude marriage in a church by a form of a Church ceremony (*církevní sňatek*).

The newly-weds send out wedding announcements to their friends, acquaintances, colleagues; they also invite some of these people to the wedding itself. On the wedding day, a cake is ordered, bouquets for the bride and both mothers, wedding guests have a myrtle twig clipped on their clothes. The bride usually wears a white dress. The bride and groom usually exchange wedding rings before the registrar, they have their first married kiss and sign the wedding protocol together with their two witnesses. The bride usually gets her husband's surname, but she may keep her maiden name as well. Upon leaving the ceremonial hall, the wedding guests throw paper confetti or rice at the newly-weds. Upon their arrival to the wedding feast at a restaurant, a plate or a glass is broken before the bride and groom; it is a Czech saying that glass shatter brings good luck. The couple then cleans up the shatter together. During lunch,

a waitress serves the soup into one plate for the married couple, and they have to feed themselves mutually. The newly-weds get wedding presents and leave for a honeymoon.

14. 5. Religion

The Constitution of the Czech Republic guarantees freedom of religion, using the **Charter of Fundamental Rights and Basic Freedoms** (articles 3, 15 and 16) which is a part of the Constitutional order of the Czech Republic. The Law No. 3/2002 of Coll. on churches and religious societies, as subsequently amended, deals with the religious community issues. This Law is based on respect of freedom of religion and internal autonomy of churches and religious communities and on thorough assertion of confession neutrality of the state towards churches and religious communities.

According to general jurisdiction, religious issues still fall within competence of the department of churches of the Ministry of Culture. This department processes long-term concepts of the system of relationships between the state and churches and religious communities and the concept of religious freedom in the Czech Republic. The department of churches provides registrations of churches and religious communities, church associations and religion societies, modification of the basic documents and registration cancellations. Furthermore, it also registers legal persons based by the established churches and religious community, or cancels their registration.

It is possible to submit application for a church or religious community registration according to the Law No. 3/2002 of Coll. on churches and religious communities, as subsequently amended, in a written form, in two copies, in Czech. The application for a church or religious community registration has to be submitted by min. 3 natural persons who have reached 18 years of age, are capable of legal actions and are citizens of the Czech Republic or foreigners with permanent residence in the Czech Republic. An important enclosure for the application for a church or religious community registration are signature sheets containing a list of at least 300 adult citizens of the Czech Republic or foreigners with permanent residence in the Czech Republic who claim to belong to the church or religious community.

Religious communities in the Czech Republic may operate freely also without registration at the Ministry of Culture according to the Law No. 3/2002 of Coll. on churches and religious communities, as subsequently amended.

More detailed information on churches and religious communities can be found at www.mkcr.cz (► Ministry branches) ► churches and religious communities).

List of registered churches, religious communities and other legal personalities can be found at http://www3.mkcr.cz/cns_internet/.

14. 6. Basic cultural knowledge

► National cultural monuments

There are many places in the Czech Republic that are popular destinations for tourists from around the world, 12 most important monuments and monument preservation areas are even registered in the list of world cultural heritage UNESCO.

Information on cultural monuments, museum, etc. can be found on the website of the Ministry of culture at <http://www.mkcr.cz>.

The most significant cultural and educational institutions include the Charles University, National Theatre, National Museum.

► Famous Czech artists, writers and thinkers

Many famous artists come from the Czech lands. Mainly some composers (e.g. **Bedřich Smetana**, **Antonín Dvořák** or **Leoš Janáček**) are renowned worldwide.

► Czech writers of last 200 years

- **Božena Němcová** (1820–1862), author of prose with feminist touch, front representative of the literature of the Czech National Revival.
- **Karel Hynek Mácha** (1810–1836), a poet and prosaist, author of *Máj*, a key personality of the Czech Romanticism and modern Czech literature.

- **Karel Jaromír Erben** (1811–1870), a poet and a folkloric historian, author of *Kytice*, a front representative of the Czech Romanticism together with K. H. Máchá.
- **Jan Neruda** (1834–1891), journalist, poet and short-story writer of the *Máj* group, author of a collection of short-stories *Povídky Malostranské*
- **Tomáš Garrigue Masaryk** (1850–1937), philosopher and historian, a key personality in the Czech history after 1918, the first president of the Czechoslovak Republic
- **Jaroslav Hašek** (1883–1923), prosaist, journalist, author of stories of the legendary soldier Švejk
- **Franz Kafka** (1883–1924), writer from the group of Prague German authors of the First Republic, a predecessor of absurd and existential prose
- **Karel Čapek** (1890–1938), prosaist, humanist, significant journalist and translator
- **Vítězslav Nezval** (1900–1958), leading personality of Czech poetism and surrealism, poet, prosaist, playwright and essayist
- **Jaroslav Seifert** (1901–1986), the only Czech holder of the Nobel Prize for Literature, a poet stemmed from poetism
- **Bohumil Hrabal** (1914–1997), a narrator influenced by poetism and surrealism, author of tens of proses popular all over the world
- **Arnošt Lustig** (1926), prosaist and journalist, thematically oriented on the holocaust experience
- **Milan Kundera** (1929–2011), prosaist and essayist, one of the first representatives of the Postmodern in Czech literature
- **Václav Havel** (*1936), author of numerous essays and theatre plays, pioneer of absurd drama in the Czech literature, became a President of the CR after 1989
- **Michal Viewegh** (*1962), popular novelist, one of the most translated prosaists after 1989
- **Jáchym Topol** (*1962), author of post-modern prose, a personality that stemmed from the Czech underground 1970s and 1980s.

Further information, mainly on activities of non-profit organization in the field of culture, are available on the Internet websites of the Institute of Art – Department of Theatre www.mezikulturnidialog.cz. This portal creates space for discussion, publication of opinions, commentaries and event promotion by the organizers themselves with several interactive modules. Among other things, there are also extensive address books of organizations dealing with the issue of intercultural dialogue as well as organizations that provide support for projects related to this topic. The portal is equipped with a editorial system enabling insertion of up-to-date articles and their distribution to the registered interested people.



15. INTEGRATION CENTRES

Centres for Support of Foreigners Integration (hereinafter also Integration Centres or Centres) are established on the basis of a long-term programme of the European Fund for the Integration of third-country nationals administered by the Ministry of the Interior. In 2009, the Integration Centres operation was initiated in the Regions of Moravia-Silesia, South Moravia, Pardubice, Plzeň, Ústí nad Labem and Zlín; In 2010, Integration Centres are planned to be launched in the Regions of South Bohemia, Liberec, Olomouc and Karlovy Vary. In the following years, Integration Centres should be established in all CR regions.

Eight of these Centres is managed by the Administration of Refugee Facilities of the Ministry of the Interior as the organizational element of the state. The Centre in the South Moravian Region was established by the South Moravian Region, the Region operates the Integration Centre together with five partners. The Centre in the Ústí nad Labem Region is operated by the Integration Advisory Bureau.

The target group of the Integration Centres are foreign nationals of the third countries (outside EU) with granted long-term residence or permanent residence in the CR. The activity of Integration Centres focuses on provision of services for foreign nationals from the target group as well as on activities focused on the majority society and its institutions.

The centres were supposed to be the initiator, organizer and realiser of activities supporting social, legal and language emancipation of foreigners in the aforementioned regions. The activity of Integration centres is performed in direct co-operation with regional and local authorities and institutions as well as in co-operation with other entities in the locations including non-governmental non-profit organizations (NNO).

The primary activities of the Centres include:

1. Services provided for Integration Centre clients

➤ Counselling and information activities

- leads to provision of information concerning particulars for residence, social contributions and social assistance, medical care and health insurance, housing, employment market, education and school system, dealing with life situations such as childbirth, wedding, death of a close person, etc.
- mediation of help to foreign nationals in applicable organizations and authorities, including assistance in case of need.

➤ Legal counselling

- in each Centre, there is a lawyer present in certain hours that provides legal counselling.
- the counselling is provided primarily on the residence and visa issues and to labour relationships

➤ Courses of Czech for foreigners:

- elementary courses – for foreigners with minimum knowledge of the Czech language, clients do not have to register in advance.
- intensive courses – for foreigners with intermediate knowledge of the Czech language, they take regular courses

The courses will help acquire further knowledge of Czech as well as prepare for the exam for the permanent residence exam (level A1). The courses are accessible to individuals as well as to mothers with children, babysitting is provided during the classes.

➤ Socio-cultural courses

- the courses aim to acquire knowledge on the Czech Republic, mainly on social, health and education systems.
- using simple examples and model situations, everyone will try how to react correctly in everyday situations, e.g. how to communicate with local people, how to shop, order meals in restaurants, etc.
- the goal is to learn to communicate with employers and authorities, to get to know more on Czech history, traditions and holidays.

➤ Permanent situation monitoring

- monitoring of the number, position, status, national composition of foreigners, etc.

2. Activities of Integration Centres focused on the majority society and its institutions

► **Realisation of regular platform meetings**

– in individual regions, Integration Centres organize or participate in regular meetings of regional platforms. The goal of these meetings is to interconnect the integration agents, to define barriers of the integration process, to establish short-term and long-term recommendations and to outline roles of individual agents in their practical realisation.

► **Realisation of information, cultural and social events**

– in individual regions, the Activity Centres mediate the foreigner integration topic to representatives of the majority society. Integration centres organize or support realisation of cultural, social or sports events and educational activities mainly in schools and public institutions.

More detailed information on individual Integration Centres and their concrete activities are available at www.integracnicentra.cz.



15. 1. Integration Centres Contact Details

► **Integration Centres realised by the Refugee Facilities Administration (SUZ):**

Opening hours (*the same in all SUZ centres*)

Monday	12:00 AM–7:00 PM
Tuesday	closed for the public
Wednesday	12:00 AM–7:00 PM
Thursday	8:00 AM–12:00
Friday	8:00 AM–12:00

Centre Supporting Foreigner Integration – PARDUBICE REGION

Boženy Němcové 2625, 530 02 Pardubice

Mgr. Ivona Baklíková

Centre Manager

Mob.: +420 725 148 519
Tel.: +420 466 736 124
Tel./fax: +420 466 952 066
e-mail: icpardubice@suz.cz
www.integracnicentra.cz

Centre Supporting Foreigner Integration – PLZEŇ REGION

Americká 3 (2. floor), 301 00 Plzeň

Mgr. Zuzana Sermešová

Centre Manager

Mob.: +420 725 874 976
Tel.: +420 377 223 157
Fax: +420 377 224 430
e-mail: icplzen@suz.cz
www.integracnicentra.cz

Centre Supporting Foreigner Integration – ZLÍN REGION

Lorencova 3791, 760 01 Zlín

Bc. Bernard Šulák

Centre Manager

Mob.: +420 725 148 515
Tel.: +420 577 018 651
Fax: +420 577 018 062
e-mail: iczlin@suz.cz
www.integracnicentra.cz

Centre Supporting Foreigner Integration – MORAVIAN-SILESIA REGION

Československá 2227/7, 702 00 Ostrava

Bc. Kamil Vývoda

Centre Manager

ICQ: (600-235-100)
Skype: (cpic_ostrava)
Mob.: +420 607 860 812
Tel.: +420 596 112 626
Fax: +420 596 112 124
e-mail: icostrava@suz.cz

www.integracnicentra.cz

Centre Supporting Foreigner Integration – SOUTH BOHEMIAN REGION

Kněžskodvorská 2296 (rear of the Česká spořitelna facility, parallel to Pražská street, 1. floor)

370 04 České Budějovice

Mgr. Markéta Jindrová

Centre Manager

Tel.: +420 387 202 508
Fax: +420 387 735 285
e-mail: icceskebudejovice@suz.cz

www.integracnicentra.cz

Centre Supporting Foreigner Integration – KARLOVY VARY REGION

Závody Míru 876/3a (1. floor), 360 17 Karlovy Vary

Pavla Hanková

Centre Manager

Tel.: +420 353 892 559
Fax: +420 353 892 560
e-mail: ickarlovyvary@suz.cz

www.integracnicentra.cz

Centre Supporting Foreigner Integration – LIBEREC REGION

Hanychovská 622 (the original building of the former bakeries, 1. floor)

460 10 Liberec

Petra Sovová, DiS.

Centre Manager

Tel.: +420 482 313 064
Fax: +420 482 313 825
e-mail: icliberec@suz.cz

www.integracnicentra.cz

Centre Supporting Foreigner Integration – OLOMOUC REGION

Tř. Kosmonautů 1085/6, 779 00 Olomouc

Mgr. Jan Mochťák

Centre Manager

Tel.: +420 585 204 686
Fax: +420 585 242 383
e-mail: icolomouc@suz.cz

www.integracnicentra.cz

► **Integration centre realised by the South Moravian Region:**

SOUTH MORAVIAN Regional Centre for Integration of Foreigners

Mezírka 1 (3. floor), 602 00 Brno

Bc. Veronika Kollárová, DiS.

Centre Manager

Tel.: +420 533 433 540

e-mail: cizincijmk@centrum.cz

<http://www.cizincijmk.cz/>

Opening hours

Monday–Thursday 9:00 AM–8:30 PM

Friday 9:00 AM–5:00 PM

► **Integration Centre operated by the Integration Advisory Bureau:**

Centre Supporting Foreigner Integration – ÚSTÍ NAD LABEMREGION

Velká Hradební 33 (in the National House building), 400 21 Ústí nad Labem

Jan Kubiček

Centre Manager

Tel.: +420 475 216 536

e-mail: usti@centrumcizincu.cz

www.centrumcizincu.cz

Opening hours

Monday 9:00 AM–6:30 PM

Tuesday 9:00 AM–5:00 PM

Wednesday 9:00 AM–6:30 PM

Thursday 9:00 AM–5:00 PM

Friday 9:00 AM–3:00 PM

16. CONTACTS ON THE NON-GOVERNMENTAL ORGANIZATIONS (NGO'S) DEALING WITH THE ISSUES OF FOREIGNERS' INTEGRATION

OVERVIEW OF NGO PROVIDING COUNSELLING SERVICES FOR FOREIGNERS

Attention: Some counselling centres do not provide counselling every day. We recommend you to schedule your visit on the phone or via e-mail. Counselling is provided FREE OF CHARGE.

THE CAPITAL CITY OF PRAGUE + CENTRAL BOHEMIAN REGION

Archdiocese Charity Prague-Migration Centre

Counselling for refugees and migrants

Apart from counselling in Prague, the Charity also provides field service in the Central Bohemian Region, primarily in Mladá Boleslav, Příbram, Mělník and Poděbrady.

Pernerova 20, 186 00 Prague 8

Monday and Thursday from 10:00 AM to 4:00 PM or according to a phone appointment

Tel.: 224 813 418

mobil: 737 282 803, 605 268 444

e-mail: uprchlici@charita-adopce.cz

website: www.charita-adopce.cz

Community Centre InBáze Berkat

Legerova 50, 120 00 Prague 2

Tel.: 739 037 353, 224 941 415

e-mail: info@inbaze.cz

website: www.inbaze.cz

Centre for Foreigners Integration (CIC)

Prague: Kubelíkova 55, 130 00 Prague 3

Tel.: 222 713 332, 222 360 452

Kolín: Zahradní 46

Tel.: 312 310 322

CIC may be addressed by people interested in counselling from the entire Czech Republic. Social counselling is provided in the CIC office in Prague, Kolín and also in appointed hours in Kutná Hora and Mladá Boleslav or in the field according to appointment (e.g. in the place of residence, at offices).

Field counselling is not provided in territories of the Moravian-Silesian, Olomouc, Zlín and South Moravian Region.

e-mail: info@cicpraha.org

website: www.cicpraha.org

Diakonie of the Evangelical Church of Czech Brethren Centre of national programmes and services

Čajkovského 8, 130 00 Prague 3

Tel.: 724 039 455

e-mail: scps@diakoniecce.cz

website: www.diakoniecce.cz

Civil association Klub Hanoi

Information office, legal and accounting advice for foreigners from South-East Asia

Office address: 6th floor of the building of the Sapa premises

Libušská 319, 142 00 Prague 4-Pisnice

(Company seat and delivery address: Černého 426, 180 00 Prague 8-Strážkov)

Tel.: 603 583 690, 608 338 257

e-mail: klubhanoi@klubhanoi.cz

website: www.klubhanoi.cz

Info-dráček

Libušská 319, budova XB3, 142 00 Prague 4

Tel.: 776 457 256

e-mail: info@info-dracek.cz

website: <http://info-dracek.cz>

IOM – International Migration Organization

intergovernmental organization

Čechova 23, 170 00 Prague 7

Tel.: 233 382 259

e-mail: prague@iom.int

website: www.iom.cz

La Strada Czech Republic

Issues of human trafficking and exploitation, support of trafficked and exploited persons

P.O.Box 305, 110 00 Prague

SOS and INFO line: (+420) 222 71 71 71

MON: 10:00 AM–2:00 PM (in Czech and Russian)

TUE: 10:00 AM–4:00 PM (in Czech and English)

THU: 10:00 AM–4:00 PM (in Czech)

800 07 77 77 (free of charge)

WED: 12:00 AM–12:00 PM (in Czech, Russian and Romanian)

Besides opening hours of the SOS and INFO lines, a machine is available on which you may leave a message and La Strada will get back to you.

e-mail: pomoc@strada.cz

website: www.strada.cz

META o. s. – Association for opportunities of young migrants counselling in the field of education and professional assertion

Prague: Ječná 17, 120 00 Prague 2

Monday 1:00 PM–7:00 PM

Tuesday, Wednesday, Thursday 10:00 AM–5:00 PM

Kolín: Zahradní 46 (Centre CIC), 280 02 Kolín

Thursday 10:00 AM–5:00 PM or on appointment also elsewhere in the Central Bohemian Region

Tel./fax: 222 521 446

Mob.: 775 339 003, 773 639 395

e-mail: info@meta-os.cz, markova@meta-os.cz, smilkova@meta-os.cz, hlavnickova@meta-os.cz

website: www.meta-os.cz, www.inkluzivniskola.cz

Refugee Assistance Organization (OPU Prague)

OPU provides counselling for foreigners from all over the CR

Kovářská 4, 190 00 Prague 9-Libeň

Tel.: 284 683 714, 284 683 545

Fax: 233 371 258

e-mail: opu@opu.cz

website: www.opu.cz

Integration Advisory Bureau (PPI)

Senovážná 2, 110 00 Prague 1

Tel.: 224 233 034, 224 216 758

Tel./fax: 224 213 426

e-mail: Praha@p-p-i.cz

website: www.p-p-i.cz

Citizenship Advisory Bureau / Citizen and Human Rights (PPO)

Ječná 7, Prague 2

Petrská 29, 110 00 Prague 1

Tel.: 270 003 280

e-mail: poradna@poradna-prava.cz, poradna@iol.cz

website: www.poradna-prava.cz

Seven Rays

Cafourkova 6, 180 00 Prague 8-Bohnice

Tel.: 233 543 760

e-mail: info@sevenrays.cz

website: www.sevenrays.cz

Integration and Migration Association (SIMI)

Senovážná ulice 2, 110 00 Prague 1

Tel.: 224 224 379

e-mail: poradna@refug.cz

website: www.uprchlici.cz

SOUTH BOHEMIAN REGION

Diocese Charity České Budějovice

Counselling for refugees and migrants

Kanovnická 16/405, 370 01 České Budějovice

Tel.: 386 351 125

e-mail: cizinci@charitacb.cz

website: www.charitacb.cz

Refugee Assistance Organization (OPU)

in the premises of MEI Czech Offices, s.r.o.

Žižkova 1, 370 01 České Budějovice

Tel.: 387 747 281, 389 007 281, 608 802 633

e-mail: opu.cbudejovice@opu.cz

website: www.opu.cz

SOUTH MORAVIAN REGION

Diocese Charity Brno

Celsuz – Services for foreigners

tř. Kpt. Jaroše 9, 602 00 Brno

Tel.: 545 426 631, 545 426 632

Mob.: 603 157 640

e-mail: celsuz.dchbrno@caritas.cz

website: <http://celsuz.cz/sluzby-pro-cizince>

Refugee Assistance Organization (OPU)

Leitnerova 9/682, 602 00 Brno

Tel./fax: 543 210 443

Mob.: 731 928 388

e-mail: opu.brno@opu.cz

website: www.opu.cz

Association of citizens dealing with emigrants (SOZE)

Mostecká 5, 614 00 Brno

Tel.: 545 213 643, fax: 545 213 746

e-mail: soze@soze.cz

website: www.soze.cz

HRADEC KRÁLOVÉ REGION

Counselling for refugees and migrants

Diocese Charity Hradec Králové

Velké náměstí 37, 500 01 Hradec Králové

Tel.: 495 063 135, fax: 495 063 134

e-mail: jan.koci@hk.caritas.cz, poradna.cizinci@hk.caritas.cz

website: www.hk.caritas.cz

LIBEREC REGION

Counselling for long-term legitimate foreign residents in Česká Lípa

Parish charity Česká Lípa

Hrnčířská 721, 470 01 Česká Lípa

Tel.: 487 823 922, 774 116 412

e-mail: cizinci@fchcl.cz

website: www.fchcl.cz

MORAVIAN-SILESIA REGION

Association of citizens dealing with emigrants (SOZE)

Kremličkova 7, 709 00 Ostrava-Mar. hory

Tel.: 596 622 297

e-mail: soze@soze.cz

website: www.soze.cz

OLOMOUC REGION

Association of citizens dealing with emigrants (SOZE)

Ostružnická 28, 772 00 Olomouc

Tel.: 585 242 535

e-mail: soze@soze.cz

website: www.soze.cz

Žebřík – Centre of Foreigner Support

Vrahovická 83 (Dům služeb), 796 01 Prostějov

Tel.: 581 111 550

e-mail: zebrik@zebrik-os.cz

website: www.procizince.cz

PARDUBICE REGION

Human Rights Bridge

17. listopadu 216, 530 02 Pardubice

Tel./fax: 732 754 239, 467 771 170

e-mail: info@mostlp.org

website: www.mostlp.org

PLZEŇ REGION

Diocese Charity Plzeň

Counselling for refugees and migrants

Cukrovarská 16, 301 00 Plzeň

Tel./fax: 377 441 736, mob.: 731 433 096

e-mail: poradna@dchp.cz

website: www.dchp.cz

Foreigner Contact Centre

Tylova 1 (2. floor), 301 00 Plzeň

Tel.: 773 337 890, 777 337 891 – social worker, 773 337 892 – interpreter in Russian, Uzbek and Kyrgyz,
773 337 893 – interpreter in Vietnamese

e-mail: info@kccplzen.cz

website: www.kccplzen.cz

Refugee Assistance Organization (OPU)

Tylova 2090/1, 301 00 Plzeň – I. floor, door No. 20

Tel.: 377 222 098

e-mail: opu.plzen@opu.cz

website: www.opu.cz

ÚSTÍ NAD LABEM REGION

Diocese Charity Litoměřice

Dómské náměstí 10, 412 01 Litoměřice

Tel./fax: 416 731 452

Tel.: 603 943 233

e-mail: migrace@dchltm.cz

website: www.dchltm.cz

Civil association OBERIG

Information and Education Centre for Foreigners – “Slovanský dům”

Horova 8, 400 01 Ústí nad Labem-city

Tel.: 475 205 721, 774 909 018, 777 909 018

e-mail: oberig@email.cz

website: www.oberig.cz

Community Multi-cultural Centre PPI Ústí nad Labem

Velká hradební 33, 400 01 Ústí nad Labem

Tel.: 475 208 449, 731 175 833, tel./fax: 475 216 536

e-mail: ustii@p-p-i.cz

website: www.p-p-i.cz, www.centrumcizincu.cz

VYSOČINA REGION

Centre of Multi-cultural Education

Masarykovo náměstí 34, 586 01 Jihlava

Tel.: 774 612 268

e-mail: horska-centrum.ji@centrum.cz

website: www.centrum-ji.tym.cz

Civil Advisory Service Třebíč

Prerovského 126/6, 674 01 Třebíč

Tel.: 724 304 718, 568 845 348

e-mail: obcanskaporadna@seznam.cz

website: www.optrebic.ic.cz

Civil Advisory Service Jihlava

Žižkova 13, 586 01 Jihlava

Tel.: 567 330 164

e-mail: opj@volny.cz

website: www.obcanskaporadna.cz

Field work station in Telč

Masarykova 330, Telč (in the Medical Centre)

office hours every Tuesday (11:30 AM–3:30 PM)

OVERVIEW OF OTHER NGO OPERATING IN THE FIELD OF FOREIGNER INTEGRATION

Association of Civil Counselling Centres

Tachovské náměstí 3, 130 00 Prague 3

Tel.: 222 780 599

e-mail: aop@obcanskeporadny.cz

website: www.obcanskeporadny.cz

Czech Helsinki Committee

Štefánikova 216/21, 150 00 Prague 5

Tel.: 220 515 188

e-mail: sekr@helcom.cz

website: www.helcom.cz

Člověk v tísni

Sokolská 18, 120 00 Prague 2

e-mail: mail@clovekv tisni.cz

website: www.clovekv tisni.cz

European Contact Group in CR

Žitná 45, 110 00 Prague 1

Tel.: 222 211 799, 774 454 560

e-mail: info@ekscr.cz

website: www.ekscr.cz

Parish Charity Kyje-Černý most

Maňákova 754, Prague 14

Tel.: 739 203 254

e-mail: charita-kyje-cm@centrum.cz

website: <http://charitakyje.cz>

Charity CR

Vladislavova 12, 110 00 Prague 1

Tel.: 296 243 330

e-mail: sekretariat@charita.cz, migrace@charita.cz

website: www.charita.cz

Multicultural Centre Prague

Vodičkova 36 (Lucerna palace), 116 02 Prague 1

Tel.: 269 325 345

e-mail: infocentrum@mkc.cz

website: www.mkc.cz

Slovo 21

Francouzská 2, 120 00 Prague 2

Tel.: 222 520 037, 222 520 070

e-mail: slovo21@centrum.cz

website: www.slovo21.cz

17. CONTACTS ON STATE AUTHORITIES

17. 1. Foreign Police

Foreign Police is a special division of the Police of the Czech Republic, which primarily performs tasks related to detection of illegal migration and implementation of repressive measures against foreigners staying in the Czech Republic in contravention of the Foreigners Act.

The CR Foreign Police offices are applicable for legally residing foreigners for the purposes of:

- reporting their place of residence in the territory of the CR in time limits specified by Law
- invitation verification
- issuance of short-term residence certificate or certificate of the legitimacy of residence in the territory (e.g. for the purpose of marriage)
- extension of the residence period in the territory for a short-term visa
- control of the residence legitimacy in the territory

Contacts for the respective Foreign Police offices are also available on the website of the Police of the CR at <http://www.policie.cz> ► Departments of the Police of the CR ► Nationwide departments ► Foreign Police Service ► Contacts).



► Directorate of the Foreign Police

Olšanská 2, PO BOX 78, 130 51 Prague 3

Tel.: 974 841 219 – Director´s Secretary

Fax: 974 841 093

e-mail: krcpp@mvcz.cz

PRAGUE

► Department of Foreign Police

Regional Police Directorate of the Capital city of Prague

Olšanská 2, 130 51 Prague 3

Tel.: 974 820 229

Fax: 974 820 069

e-mail: cppkr@mvcz.cz

► Residential Administration Department PRAGUE

Olšanská 2, 130 51 Prague 3

Tel.: 974 820 317

Fax: 974 820 783

e-mail: ocppraha@mvcz.cz

Office hours:

Monday, Wednesday	7:30 AM–6:00 PM
Thursday	7:30 AM–4:00 PM
Friday	8:00 AM–12:00 AM

CENTRAL BOHEMIAN REGION

► Department of Foreign Police

Olšanská 2, 130 51 Prague 3

Tel.: 974 820 229

Fax: 974 820 062

e-mail: cppkr@mvcz.cz

► Residential Administration Department PRAGUE-ZBOROVSKÁ

competence: districts **Prague East, Prague West**

Borovská 1505/13, 150 93 Prague 5

Tel.: 974 882 682

Fax: 974 822 699

Office hours:

Monday, Wednesday	8:00 AM–5:00 PM
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► **Residential Administration Department RAKOVNÍK**

competence: districts **Rakovník, Kladno**

Dukelských hrdinů 2319, 269 33 Rakovník

Tel.: 974 880 428

Fax: 974 880 425

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

► **Residential Administration Department PŘÍBRAM**

competence: districts **Příbram, Beroun**

Žežická 498, 261 23 Příbram V

Tel.: 974 879 219

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

► **Residential Administration Department BENEŠOV**

competence: districts **Benešov, Tábor**

Jiráskova 801, 256 01 Benešov

Tel.: 974 871 672

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

► **Residential Administration Department KUTNÁ HORA**

competence: districts **Kutná Hora, Kolín, Nymburk, Poděbrady**

Na Náměti 419, 284 29 Kutná Hora

Tel.: 974 875 427

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

► **Residential Administration Department MLADÁ BOLESLAV**

competence: districts **Mladá Boleslav, Mělník**

Štefánikova 1304, 293 01 Mladá Boleslav

Tel.: 974 877 300

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

SOUTH BOHEMIAN REGION

► **Department of Foreign Police**

Regional Police Directorate of the South Bohemian Region

Pražská tř. 558, 370 74 České Budějovice

Tel.: 974 221 829, fax: 974 221 960

e-mail: sekrscpp@mvcz.cz

► **Residential Administration Department České Budějovice**

competence: districts **České Budějovice, Prachatice and Český Krumlov**

Pražská tř. 23, 370 74 České Budějovice

Tel.: 974 226 800, 805

Fax: 974 226 808

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

► **Residential Administration Department Jindřichův Hradec**

competence: district **Jindřichův Hradec**

Janderova 147, 377 46 Jindřichův Hradec

Tel.: 974 233 800, 801

Fax: 974 233 808

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

► **Residential Administration Department Písek**

competence: districts **Písek and Strakonice**

Na Výstavišti 377, 397 01 Písek

Tel.: 974 235 800, 801, fax: 974 235 808

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

SOUTH MORAVIAN REGION

► **Department of Foreign Police**

Regional Police Directorate of the South Moravian Region

Kounicova 24, 611 32 Brno

Tel.: 974 621 829, fax: 974 621 828

e-mail: ocpbrno@mvcz.cz

► **Residential Administration Department BRNO**

competence: districts Brno-city, Brno-country, Vyškov, Blansko

Cejl 62b, 602 00 Brno

Tel.: 974 628 131

Fax: 974 628 140

Office hours:

Monday, Wednesday

Tuesday, Thursday

8:00 AM–5:00 PM

8:00 AM–2:00 PM

► **Residential Administration Department BŘECLAV**

competence: districts Břeclav, Hodonín

Pod Zámkem 922, 691 42 Valtice

Tel.: 974 632 830

Fax: 974 632 835

Office hours:

Monday, Wednesday

Tuesday, Thursday

8:00 AM–5:00 PM

8:00 AM–2:00 PM

► **Residential Administration Department ZNOJMO**

competence: district Znojmo

Pražská 59, 670 20 Znojmo

Tel.: 974 641 821

Fax: 974 641 825

Office hours:

Monday, Wednesday

Tuesday, Thursday

8:00 AM–5:00 PM

8:00 AM–2:00 PM

KARLOVY VARY REGION

► **Department of Foreign Police**

U Divadla 466, 356 01 Sokolov

Tel.: 974 361 832, 353 815 111

Fax: 353 815 147

e-mail: opkpeso@mvcr.cz

► **Residential Administration Department KARLOVY VARY**

competence: districts Karlovy Vary, Sokolov

Závodu míru 725/16, 360 17 Karlovy Vary

Tel.: 974 362 847

Fax: 353 561 356

e-mail: ocpkv@mvcr.cz

Office hours:

Monday, Wednesday

Thursday

8:00 AM–5:00 PM

8:00 AM–2:00 PM

► **Residential Administration Department CHEB**

competence: district Cheb

17. listopadu 2103/40, 350 01 Cheb

Tel.: 974 362 804

Fax: 974 362 808

e-mail: ocpch@mvcr.cz

Office hours:

Monday, Wednesday

Thursday

8:00 AM–5:00 PM

8:00 AM–2:00 PM

HRADEC KRÁLOVÉ REGION

► **Department of Foreign Police**

Ulrichovo nám. 810, 501 01 Hradec Králové

Tel.: 974 521 829

Fax: 974 521 828

e-mail: krph.ocp.sekret@mvcr.cz

► **Residential Administration Department HRADEC KRÁLOVÉ**

competence: districts Hradec Králové, Jičín and Rychnov nad Kněžnou

Ulrichovo nám. 810 501 01 Hradec Králové

Tel.: 974 520 805

Fax: 974 520 808

e-mail: krph.ocp.opa@mvcr.cz

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

► **Residential Administration Department TRUTNOV**

competence: districts Trutnov and Náchod

Horská 78, 541 11 Trutnov

Tel.: 974 539 831, 974 539 821

Fax: 974 539 818

e-mail: krph.ocp.opatu@mvcz

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

LIBEREC REGION

► **Department of Foreign Police**

Regional Police Directorate of the Liberec Region

Nám. Dr. E. Beneše 584/24, 460 31 Liberec 1

Tel.: 974 461 829

Fax: 974 461 828

► **Residential Administration Department LIBEREC**

competence: districts Liberec, Jablonec nad Nisou, Česká Lípa and Semily

Nám. Dr. E. Beneše 584/24 (entrance from the Mariánská street),

460 31 Liberec 1

Tel.: 974 461 804, 974 461 805

Fax: 974 461 827

e-mail: ocplbc@mvcz

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

Tuesday, Thursday

8:00 AM–2:30 PM

MORAVIAN-SILESIA REGION

► **Department of Foreign Police**

Regional Police Directorate of the Moravian-Silesian Region

Milíčova 20, 728 51 Ostrava

Tel.: 974 721 829, fax: 974 721 228

e-mail: scppova@mvcz

► **Residential Administration Department OSTRAVA**

competence: districts Ostrava, Opava, Karviná and Bruntál

Výstavní 55, 703 00 Ostrava-Vitkovice

Tel.: 974 721 874, 875

e-mail: opaostrava@mvcz

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

Tuesday, Thursday

8:00 AM–2:00 PM

► **Residential Administration Department Frýdek-Místek**

competence: districts Frýdek-Místek, Nový Jičín

Beskydská 2061, 738 19 Frýdek-Místek

Tel.: 974 732 850

Fax: 974 732 858

e-mail: opaostrava@mvcz

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

OLOMOUC REGION

► **Department of Foreign Police**

U Výstaviště 18, 751 52 Přerov

Tel.: 974 761 829

Fax: 974 761 828

e-mail: krpolk@pcz

► **Residential Administration Department PŘEROV**

competence: districts Prostějov, Přerov, Olomouc

U Výstaviště 18, 751 52 Přerov

Tel.: 974 761 841–845, 849

Fax: 974 761 828

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

► **Residential Administration Department ŠUMPERK**

competence: **districts Šumperk, Jeseník**

Havlíčkova 8, 787 01 Šumperk

Tel.: 974 779 850

Fax: 974 779 828

e-mail: krolkocp.opa.su@mvcz.cz

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

Tuesday, Thursday

8:00 AM–12:00 AM

PARDUBICE REGION

► **Department of Foreign Police**

Regional Police Directorate of the Pardubice Region

Pražská ulice, 530 06 Pardubice

Tel.: 974 561 829

Fax: 974 561 828

e-mail: ciz.pa@mvcz.cz

► **Residential Administration Department PARDUBICE**

competence: **districts Pardubice, Chrudim**

Pražská ulice, 530 06 Pardubice

Tel.: 974 560 809, fax: 974 560 808

► **Residential Administration Department SVITAVY**

competence: **districts Ústí nad Orlicí, Svitavy**

Purkyňova 1907/II, 568 02 Svitavy

Tel.: 974 578 810

Fax: 974 578 828

e-mail: krpplk.oscp.opa.pl@pcz.cz

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

PLZEŇ REGION

► **Department of Foreign Police**

Regional Police Directorate of the Plzeň Region

Nádražní 2, 306 28 Plzeň

Tel.: 974 321 829, fax: 974 321 828

e-mail: scpppld@mvcz.cz

► **Residential Administration Department PLZEŇ**

competence: **districts Plzeň-město, Plzeň-jih, Plzeň-sever, Rokycany, Tachov**

Slovanská alej 26, 307 51 Plzeň

Tel.: 974 324 668, 669

Fax: 974 324 672

e-mail: scpple@mvcz.cz

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

Thursday

8:00 AM–12:00 AM

► **Residential Administration Department KLATOVY**

competence: **districts Klatovy, Domažlice**

Plzeňská 90, 339 15 Klatovy

Tel.: 974 334 800

Fax: 974 334 808

e-mail: ocpkt@mvcz.cz

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

Thursday

8:00 AM–12:00 AM

ÚSTÍ NAD LABEM REGION

► **Department of Foreign Police**

Regional Police Directorate of the Ústí nad Labem Region

Masarykova 27, 400 01 Ústí nad Labem

Tel.: 974 421 827, fax: 974 421 828

e-mail: orcypul@mvcz.cz

► **Residential Administration Department ÚSTÍ NAD LABEM**

Competence: districts Ústí nad Labem, Teplice, Litoměřice a Děčín

Masarykova 29, 400 01 Ústí nad Labem

Tel.: 974 421 846

Fax: 974 427 061

Office hours:

Monday, Wednesday

Tuesday, Thursday

Friday

8:00 AM–5:00 PM

8:00 AM–2:00 PM

8:00 AM–11:00 AM

► **Residential Administration Department CHOMUTOV**

competence: districts Chomutov, Louny and Most

Beethovenova 5689, Kord No. 2

430 01 Chomutov

Tel.: 974 443 171

Office hours:

Monday, Wednesday

Tuesday, Thursday

Friday

8:00 AM–5:00 PM

8:00 AM–2:00 PM

8:00 AM–11:00 AM

VYSOČINA REGION

► **Department of Foreign Police**

Regional Police Directorate of the Vysočina Region

Vrchlického 46, 587 24 Jihlava

Secretary, telephone: 974 261 829

Fax: 974 261 828

e-mail: ocpji@mvcv.cz

► **Residential Administration Department JIHLAVA**

competence: districts Jihlava, Pelhřimov, Třebíč and Žďár nad Sázavou

Vrchlického 46, 587 24 Jihlava

Tel.: 974 266 490

Fax: 974 266 706

e-mail: opaji@mvcv.cz

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

ZLÍN REGION

► **Department of Foreign Police**

Regional Police Directorate of the Zlín Region

J. A. Bati 5637, 760 01 Zlín

Tel.: 974 661 829

Fax: 974 661 675

e-mail: krpz.ocp@mvcv.cz

► **Residential Administration Department KROMĚŘÍŽ**

competence: district Kroměříž

Březinova 2819, 767 28 Kroměříž

Tel.: 974 675 886–8

Fax: 974 675 889

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

► **Residential Administration Department UHERSKÉ HRADIŠTĚ**

competence: district Uherské Hradiště

Velehradská třída 537, 686 43 Uherské Hradiště

Tel.: 974 678 808, 974 678 801

Fax: 974 678 904

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

► **Residential Administration Department VSETÍN**

competence: district Vsetín

Hlásenka 1516, 755 01 Vsetín

Tel.: 974 680 840–1

Fax: 974 680 848

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

► **Residential Administration Department ZLÍN**

competence: district Zlín

Trída Tomáše Bati 44, 760 01 Zlín

Tel.: 974 662 650–3

Fax: 974 662 654

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

17. 2. Labour Offices

Labour Offices grant foreigners work permits for employment in the Czech Republic.

Contact information of all labour offices are available on the integrated portal of the Ministry of Labour and Social Affairs – <http://portal.mpsv.cz> (► Zaměstnanost (Employment rate) ► Informace z úřadů práce (Labour offices information)).



17. 3. Regional authorities

The Regional Authority is one of the regional bodies responsible for the general development of the given region and for the provision of assistance to the people living in the region including namely: creation of conditions for social care development, responding to the needs related to the protection and promotion of healthy living conditions, transportation and accessibility, availability of information, training and education, cultural development and protection of public order.

Contact information of regional authorities are available at <http://portal.gov.cz> (► Adresář (Addresses) ► Kraje (Regions)).



17. 4. Offices of the Department for Asylum and Migration Policy of the Ministry of the Interior

Effective as of 1 January 2011, the **Department of Asylum and Migration Policy** of the Ministry of the Interior (hereinafter referred to as DAMP MI CR) is the appropriate administration body authorized to decide on applications for long-term visa, permits for long-term residence and its extensions, issuance of a temporary stay certificate for EU citizens, on permits for temporary residence of an EU citizen relative and on permanent residence permits in the territory of the Czech Republic. For this purpose, the respective offices of the DAMP MI CR have been established, enabling foreign nationals to submit their applications for residence permits or foreign nationals who have already been granted a residence permit to comply with their obligation to report changes pursuant to the Foreigners Act.

Please address the Departments of Foreigner Residence mainly in cases when:

- you apply for extension of a long-term visa validity (application for issuance of this type of visa is submitted at CR embassies abroad)
- you apply for a long-term residence permit or extension of its validity
- you apply for a permanent residence permit
- you apply for a residence card of an EU citizen relative or its extension
- you report a change of the place of residence in the territory because you intend to stay at the new place for a period exceeding 30 days
- you apply for an issuance of residence certificate (if you reside in the territory on the basis of a long-term visa, permit to long-term or short-term residence or if you are an EU citizen relative or if you stay in the territory only temporarily)

Up-to-date information on the respective offices of the DAMP MI CR and mainly on their office hours are available on the website of the Ministry of the Interior at <http://www.mvcr.cz/cizinci> (► Contacts). Contacts stated below are **valid as of 15. 8. 2011 and it is safe to presume that some changes will occur – including locations of the individual offices!**



Selected – therefore not all – offices of the DAMP MI CR acquire biometric data for residence permit certificates. These offices are marked by the following symbol in the text below:

BIO – designation of an office acquiring biometric data

PRAGUE

1. PERMANENT RESIDENCE:

► Regional Department of Foreigner's Residence PRAGUE I **BIO**

competence: **Prague-the Capital, districts Prague-West and Prague-East**

Ministry of the Interior – Department for Asylum and Migration Policy (DAMP)

Department of Foreigner's Residence Prague I

Nad Vršovskou horou 88/4

Office hours:

Prague 10-Michle (Bohdalec)

Monday, Wednesday

8:00 AM–5:00 PM

Tel.: 974 847 712 information line

Tuesday, Thursday

8:00 AM–3:00 PM

974 847 715 information line

Friday

8:00 AM–11:00 AM

974 847 711 appointments by phone

(on call only)

2. LONG-TERM AND TEMPORARY RESIDENCE

► Department of Foreigner's Residence PRAGUE II **BIO**

competence: **district Prague-West**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Prague II

Zborovská 1505/13, Prague 5-Smíchov

Office hours:

Tel.: 974 882 690

Monday, Wednesday

8:00 AM–5:00 PM

(including appointments by phone)

Tuesday, Thursday

8:00 AM–3:00 PM

Friday

8:00 AM–11:00 AM

► Department of Foreigner's Residence PRAGUE III **BIO**

competence: **Prague 2, 4, 5 and 10**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Prague III

Cigánkova 1861/2, Prague 4-Chodov

Office hours:

Tel.: 974 820 666

Monday, Wednesday

8:00 AM–5:00 PM

(including telephone reservations)

Tuesday, Thursday

8:00 AM–3:00 PM

Friday

8:00 AM–12:00 AM

► Department of Foreigner's Residence PRAGUE IV **BIO**

competence: **Prague 1, 3, 6, 7, 8 and 9**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Prague IV

Koněvova 188/32, Prague 3-Žižkov

Office hours:

Tel.: 974 820 409

Monday, Wednesday

8:00 AM–5:00 PM

974 820 415

Tuesday, Thursday

8:00 AM–3:00 PM

(only for telephone reservations)

Friday

8:00 AM–12:00 AM

► Department of Foreigner's Residence PRAGUE V **BIO**

competence: **for the district Prague-East**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Prague V

Nad Štolou 3, Prague 7-Holešovice (Letná)

Office hours:

Tel.: 974 833 142

Monday, Wednesday

8:00 AM–12:00 AM

(including telephone reservations)

12:30 PM–3:00 PM

Tuesday, Thursday

8:00 AM–12:00 AM

12:30 PM–3:00 PM

Friday

8:00 AM–11:00 AM

CENTRAL BOHEMIAN REGION

► **Department of Foreigner's Residence BENEŠOV** **BIO**

competence: **districts Benešov and Tábor**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Benešov

Jiráskova 801, Benešov

Office hours:

Tel.: **974 871 674** Monday, Wednesday 8:00 AM–5:00 PM

(including telephone reservations) Tuesday, Thursday 8:00 AM–2:00 PM

► **Department of Foreigner's Residence RAKOVNÍK** **BIO**

competence: **districts Rakovník and Kladno**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Rakovník

Dukelských hrdinů 2319, Rakovník

Office hours:

Tel.: **974 880 426** Monday, Wednesday 8:00 AM–5:00 PM

(including telephone reservations) Tuesday, Thursday 8:00 AM–2:00 PM

974 880 433 (only biometrics) Friday 8:00 AM–11:00 AM

► **Department of Foreigner's Residence MLADÁ BOLESLAV** **BIO**

competence: **districts Mladá Boleslav and Mělník**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Mladá Boleslav

Štefánikova 1304, Mladá Boleslav

Office hours:

Tel.: **974 877 471** Monday, Wednesday 8:00 AM–5:00 PM

(including telephone reservations) Tuesday, Thursday 8:00 AM–2:00 PM

Friday 8:00 AM–11:00 AM

► **Department of Foreigner's Residence PŘÍBRAM**

competence: **districts Příbram and Beroun**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Příbram

Žežická 498, Příbram

Office hours:

Tel.: **974 879 226** Monday, Wednesday 8:00 AM–5:00 PM

(including telephone reservations)

! On other office days, any Prague facility may be addressed in case of emergency.

► **Department of Foreigner's Residence KUTNÁ HORA** **BIO**

competence: **districts Kutná Hora, Nymburk and Kolín**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Kutná Hora

Office hours:

Hornická 642, Kutná Hora Monday, Wednesday 8:00 AM–5:00 PM

Tel.: **974 875 426** Tuesday, Thursday 8:00 AM–2:00 PM

(including telephone reservations) Friday 8:00 AM–11:00 AM

SOUTH BOHEMIAN REGION

► **Department of Foreigner's Residence ČESKÉ BUDĚJOVICE** **BIO**

competence: **districts České Budějovice, Prachatice and Český Krumlov**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence České Budějovice

Pražská třída 23, České Budějovice

Office hours:

Tel.: **974 226 859** Monday, Wednesday 8:00 AM–5:00 PM

(including telephone reservations) Tuesday, Thursday 8:00 AM–12:00 AM

Friday 8:00 AM–11:00 AM

(on call only)

► **Department of Foreigner's Residence PÍSEK**

competence: **districts Písek and Strakonice**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Písek

Na Výstavišti 377, Písek

Tel.: 974 235 859

(including telephone reservations)

Office hours:

Monday, Wednesday

Tuesday, Thursday

Friday

(on call only)

8:00 AM–5:00 PM

8:00 AM–12:00 AM

8:00 AM–11:00 AM

► **Department of Foreigner's Residence JINDŘICHŮV HRADEC**

competence: **district Jindřichův Hradec**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence

Jindřichův Hradec

Janderova 147/II, Jindřichův Hradec

Tel.: 974 233 851, 2, 5, 7 and 9

(including telephone reservations)

Office hours:

Monday, Wednesday

Tuesday, Thursday

Friday

(on call only)

8:00 AM–5:00 PM

8:00 AM–12:00 AM

8:00 AM–11:00 AM

► **Department of Foreigner's Residence BENEŠOV BIO**

competence: **districts Benešov and Tábor**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Benešov

Jiráskova 801, Benešov

Tel.: 974 871 674

(including telephone reservations)

Office hours:

Monday, Wednesday

Tuesday, Thursday

(on call only)

8:00 AM–5:00 PM

8:00 AM–2:00 PM

SOUTH MORAVIAN REGION

► **Department of Foreigner's Residence BRNO BIO**

competence: **districts Brno-city, Brno-country, Vyškov and Blansko**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Brno

Hněvkovského 30/65, Brno

Tel.: 543 213 313, 543 214 316

(including telephone reservations)

Office hours:

Monday, Wednesday

Tuesday, Thursday

Friday

(on call only)

8:00 AM–5:00 PM

8:00 AM–2:00 PM

8:00 AM–11:00 AM

► **Department of Foreigner's Residence BŘECLAV**

competence: **districts Břeclav and Hodonín**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Břeclav

Národních hrdinů 18/15, Břeclav

Tel.: 974 632 421–422

(including telephone reservations)

Office hours:

Monday, Wednesday

Tuesday, Thursday

Friday

(on call only)

8:00 AM–5:00 PM

8:00 AM–2:00 PM

8:00 AM–11:00 AM

► **Department of Foreigner's Residence ZNOJMO**

competence: **district Znojmo**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Znojmo

Pražská 59, Znojmo

Tel.: 974 641 751–753

(including telephone reservations)

Office hours:

Monday, Wednesday

Tuesday, Thursday

Friday

(on call only)

8:00 AM–5:00 PM

8:00 AM–2:00 PM

8:00 AM–11:00 AM

KARLOVY VARY REGION

► Department of Foreigner's Residence KARLOVY VARY **BIO**

competence: **districts Karlovy Vary and Sokolov**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Karlovy Vary

Krymská 47, Karlovy Vary

Office hours:

Tel.: 353 226 683	Monday, Wednesday	8:00 AM–5:00 PM
EU – 4.floor 974 360 734	Tuesday, Thursday	8:00 AM–2:00 PM
(including telephone reservations)	Friday	8:00 AM–11:00 AM
	(on call only)	

► Department of Foreigner's Residence CHEB

competence: **district Cheb**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Cheb

Office hours:

17. listopadu 2108/40, Cheb	Monday, Wednesday	8:00 AM–5:00 PM
Tel.: 974 372 803	(on call only)	
(including appointments by phone)	Tuesday, Thursday	8:00 AM–3:00 PM
	Friday	8:00 AM–11:00 AM
	(on call only)	

HRADEC KRÁLOVÉ REGION

► Department of Foreigner's Residence HRADEC KRÁLOVÉ **BIO**

competence: **districts Hradec Králové, Rychnov nad Kněžnou and Jičín**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Hradec Králové

Ulrichovo náměstí 810/4, Hradec Králové

Office hours:

Tel.: 974 520 791	Monday, Wednesday	8:00 AM–5:00 PM
(including telephone reservations)	Tuesday, Thursday	8:00 AM–11:30 AM
	Friday	8:00 AM–11:00 AM
	(on call only)	

► Department of Foreigner's Residence TRUTNOV

competence: **districts Trutnov and Náchod**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Trutnov

Horská 78, Trutnov

Office hours:

Tel.: 974 539 813	Monday, Wednesday	8:00 AM–5:00 PM
(including appointments by phone)	Tuesday, Thursday	8:00 AM–11:30 AM
	Friday	8:00 AM–11:00 AM
	(on call only)	

LIBEREC REGION

► Department of Foreigner's Residence JABLONEC NAD NISOU **BIO**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Jablonec nad Nisou

Podhorská 564/62, Jablonec nad Nisou

Office hours:

Tel.: 974 474 801	Monday, Wednesday	8:00 AM–5:00 PM
(including telephone reservations)	Tuesday, Thursday	8:00 AM–2:00 PM
	Friday	8:00 AM–11:00 AM

MORAVIAN-SILESIA REGION

► Department of Foreigner's Residence OSTRAVA **BIO**

competence: **districts Ostrava, Opava and Karviná**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Ostrava

Výstavní 55, Ostrava

Tel.: **974 725 897**

974 725 899

(including telephone reservations)

Office hours:

Monday, Wednesday 8:00 AM–5:00 PM

Tuesday, Thursday 8:00 AM–2:00 PM

Friday 8:00 AM–11:00 AM

(on call only)

► Department of Foreigner's Residence FRÝDEK-MÍSTEK

competence: **district Frýdek-Místek and Nový Jičín**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Frýdek-Místek

Beskydská 2061, Frýdek-Místek

Tel.: **974 732 899**

(including appointments by phone)

Office hours:

Monday, Wednesday 8:00 AM–5:00 PM

Tuesday, Thursday 8:00 AM–2:00 PM

Friday 8:00 AM–11:00 AM

(on call only)

OLOMOUC REGION

► Department of Foreigner's Residence OLOMOUC **BIO**

competence: **districts Přerov, Olomouc and Prostějov**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Přerov

U Výstaviště 3183/18, Přerov

Tel.: **543 760 393, 394**

(including telephone reservations)

Office hours:

Monday, Wednesday 8:00 AM–12:00 AM

12:30 PM–5:00 PM

Tuesday, Thursday 8:00 AM–12:00

Friday 8:00 AM–11:00 AM

(on call only)

PARDUBICE REGION

► Department of Foreigner's Residence PARDUBICE **BIO**

competence: **districts Pardubice and Chrudim**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Pardubice

Bulharská 936, Pardubice

Tel.: **974 560 781**

(including telephone reservations)

Office hours:

Monday, Wednesday 8:00 AM–5:00 PM

Tuesday, Thursday 8:00 AM–11:30 AM

Friday 8:00 AM–11:00 AM

(on call only)

► **! Point for EU citizens and their relatives – PARDUBICE !**

Boženy Němcové 2625, Pardubice

Tel.: **974 560 782**

(including telephone reservations)

Office hours:

Monday, Wednesday 8:00 AM–5:00 PM

Tuesday, Thursday 8:00 AM–11:30 AM

Friday 8:00 AM–11:00 AM

(on call only)

PLZEŇ REGION

► Department of Foreigner's Residence PLZEŇ **BIO**

competence: **districts Plzeň-city, Plzeň-North, Plzeň-South, Tachov and Rokycany**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Plzeň

Slovanská alej 2046/26, Plzeň

Tel.: **974 320 290**

(including telephone reservations)

974 320 351

(including appointments by phone)

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

Tuesday, Thursday

8:00 AM–12:00 AM

Friday

8:00 AM–11:00 AM

(on call only)

► Department of Foreigner's Residence KLATOVY

competence: **districts Klatovy and Domažlice**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Klatovy

Randova 34, Klatovy

Tel.: **974 334 803**

(including appointments by phone)

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

(on call only)

Tuesday, Thursday

8:00 AM–5:00 PM

Friday

8:00 AM–11:00 AM

(on call only)

ÚSTÍ NAD LABEM REGION

► Department of Foreigner's Residence ÚSTÍ NAD LABEM **BIO**

competence: **districts Ústí nad Labem, Teplice, Litoměřice and Děčín**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Ústí nad Labem

Masarykova 27, Ústí nad Labem

Tel.: **974 420 340**

(including appointments by phone)

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

Tuesday, Thursday

8:00 AM–2:00 PM

Friday

8:00 AM–11:00 AM

► Department of Foreigner's Residence CHOMUTOV **BIO**

competence: **districts Chomutov, Louny and Most**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Chomutov

Beethovenova 5689, Chomutov

Tel.: **974 443 158**

(including appointments by phone)

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

Tuesday, Thursday

8:00 AM–2:00 PM

Friday

8:00 AM–11:00 AM

VYSOČINA REGION

► Department of Foreigner's Residence JIHLAVA **BIO**

competence: **districts Jihlava, Třebíč, Pelhřimov and Žďár nad Sázavou**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Jihlava

Vrchlického 2627/46, Jihlava

Tel.: **974 266 832**

(including appointments by phone)

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

Tuesday, Thursday

8:00 AM–12:00 AM

Friday

8:00 AM–11:00 AM

(on call only)

ZLÍN REGION

➤ **Department of Foreigner's Residence ZLÍN** **BIO**

competence: **the entire region**

Ministry of the Interior – Department for Asylum and Migration Policy (OAMP)

Department of Foreigner's Residence Zlín

Pod Vrškem 5360, Zlín

Tel.: **974 662 820**

(including appointments by phone)

Office hours:

Monday, Wednesday

8:00 AM–5:00 PM

Tuesday, Thursday

8:00 AM–12:00 AM

Friday

8:00 AM–11:00 AM

(on call only)

18. OTHER IMPORTANT INFORMATION AND REFERENCES

Internet search engines

When searching information using the Internet, mainly in situations when we do not know the exact name of the Internet website with the desired information, it is suitable to use Internet search engines; they are Internet websites providing references to the information in question after entering a key word. We enter the key word or expression (e.g. “employment of foreigners”) into the blank space and then click the SEARCH, SEARCHING or GO icon.

Internet search engines are for example:

- www.google.cz
- www.seznam.cz
- www.centrum.cz

Zlaté stránky (Yellow Pages)

A practical helper when looking for help of any kind – repairmen, specialized stores, doctors, attorneys, but also addresses and contacts of state authorities and authorities of territorial or interest administration – Yellow Pages. Yellow Pages are available in most phone booths and are distributed for free to the landline users. It is also available at <http://www.zlatestranky.cz>, also in English.

Postal services

The biggest postal services provider in the Czech Republic is the Czech Post which has facilities all over the country. Its services include mainly posting, transport and delivery of letters, packages and monetary consignments in domestic as well as international range. It also provides express and courier services, sells stamps and highway coupons or intermediates retirement pension payments.

Detailed information on postal services provided by the Czech Post are available at individual post offices or on the website <http://www.cpost.cz>.

Banking services

Some banks provide their services for foreigners on a regular basis. The foreigner then may (if internal regulations of the bank allow it) open a bank account, arrange a credit card, take a loan, use Internet banking, etc. Every bank will gladly provide you with detailed information on banking services offered. Complete list of banks and abroad bank facilities in the Czech Republic is maintained by the Czech National Bank. The list is available for inspection at www.cnb.cz (► Dohled nad finančním trhem ► Seznamy a evidence ► Seznamy registrovaných a regulovaných subjektů).

NOTES

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