



HOW DO I DO THIS?

How to arrange for residence
issues in the Czech republic

2020



MINISTERSTVO VNITRA
ČESKÉ REPUBLIKY



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YOU MUST REPORT YOUR ARRIVAL IN THE CZECH REPUBLIC. A FAILURE TO FULFILL THIS REQUIREMENT IS CONSIDERED AN INFRACTION!

When: within 3 days from the day you entered the territory of the Czech Republic.

Where: at an office of the Foreign Police or, if you have applied for a long-term or permanent residence permit, at an office of the Department for Asylum and Migration Policy of the Ministry of the Interior (shortcut in the Czech language - OAMP MV ČR).

How: in person. If your accommodation provider (a hotel or a student dorm) has reported your arrival on your behalf, you are not required to report it.

LONG-TERM RESIDENCE PERMIT

Is generally applied for in the territory of the Czech Republic (in some cases, it is possible to apply for it at Czech embassies and consulates abroad – for example when applying for a long-term residence permit with the purposes of studies, scientific research, family reunification or obtaining an Employee Card or Blue Card). Generally follows a long-term visa granted for the same purpose. Is issued to foreigners who intend to stay in the Czech Republic temporarily for more than 1 year, or more than 3 months if they are Employee Card holders. Is issued in the form of a biometric residence card.

APPLYING FOR A LONG-TERM RESIDENCE PERMIT

Who may apply?

A long term residence permit may be applied for by third country nationals (i.e. non-EU country citizens) who already have a long-term visa (a visa for a stay over 90 days) and who intend to stay in the Czech Republic temporarily for more than 1 year. The permit can only be issued if the purpose of stay remains the same (exceptions apply to Blue Card and Employee Card holders, or for the purpose of family reunification and research).

When: the application must be filed 120 days before the visa expires at the earliest and on the last day of its validity at the latest. If the last day of visa validity happens to be a Saturday, Sunday or a public holiday, the application must be filed the latest on the first following working day. The application must be submitted at the office of the OAMP MV ČR on the last day of visa validity. This deadline must be respected; otherwise you are at risk of having to leave the Czech Republic!

Where: at an office of the OAMP MV ČR. In some cases, the application for issuance of the permit may be filed at a Czech embassy or consulate.

How: the application for issuance of a long-term residence permit must be filed in person.

Submission of the application is subject to an administrative fee of CZK 2,500 for adults and CZK 1,000 for children aged 0-15.

The application must be filed on the official form.



WHAT ARE THE REQUIREMENTS OF AN APPLICATION FOR A LONG-TERM RESIDENCE PERMIT?

The application form must be filled out in block letters! Write legibly!

1. Travel document,
2. 1 photo,
3. confirmation of the purpose of stay,
4. confirmation of the provision of accommodation in the Czech Republic (not required if the purpose of stay is scientific research),
5. confirmation of sufficient financial resources for your stay (not required if the purpose of stay is employment, scientific research, Employee Card or Blue Card*),
6. travel medical insurance for the Czech Republic and also a confirmation of the insurance premium payment (the latter is submitted upon request),
7. minors need to submit their statutory representative's consent with the minor's stay in the Czech Republic (unless a parent will be staying together with the minor in the territory or the minor is already staying in the territory of the Czech Republic),

8. statement of criminal records from the Czech Criminal Records Register (upon request),
 9. document certifying compliance with the requirements of measures for preventing transmission of infectious diseases (upon request).
- *) In respect of the Employee Cards and Blue Cards, however, the Employment Contract must correspond to certain minimum wage conditions.

IMPORTANT INFORMATION

The documents submitted with the application must not be older than 180 days, except for the travel document, birth and marriage certificates and the photograph. Except for the travel document, all documents must be in Czech or officially translated. Please note that you must always submit either the original document or its copy authenticated by a notary public! As for travel documents, vital records certificates, and documents certifying the purpose of stay in the Czech Republic, only originals may be submitted. Documents issued by foreign country authorities must be officially translated into Czech and must have super legalization or apostille affixed to them depending on the country of origin.

DOCUMENTS CERTIFYING THE PURPOSE OF STAY IN THE CR

a) Studies or other (education)

- confirmation of studies or enrolment for the particular academic year issued by a school or other educational institution

b) Employee Card

- Employment Contract, Agreement to Perform Work or Agreement on a Future Employment Contract for the period of 3 months as minimum with the agreed gross monthly wage corresponding to at least the basic rate of the minimum monthly wage and agreed working hours at the level of 15 hours as minimum, and documents confirming the required education and professional qualifications required for the job (the position must be listed under vacan-



cies available to Employee Card holders). More information is available on www.mpsv.cz/web/cz/-/vyhledavani-volnych-pracovnich-mist-pro-cizince.

- In specific cases it is possible to submit a decision of the Labour Office to grant a work permit instead.
- If, under section 98 of the Employment Act, a foreigner is entitled to what is called free access to the labour market, they need to submit a document certifying compliance with one of the conditions set out in this provision. If you will be employed by an employment agency (a list of employment agencies can be found here: www.uradprace.cz/web/en/employment-agencies), you have to submit a document stating your first name, last name (and maiden name, if appropriate), citizenship, place of birth, address, type of work you will be doing, place of work, name of the user and their address.

c) Blue Card

- Employment contract for a job requiring high professional qualifications for at least 1 year with an agreed gross monthly or annual wage corresponding to at least 1.5 times the average annual gross wage in the Czech Republic and weekly working hours determined by the law, and documents confirming high professional qualifications or expertise (the position must be listed among vacancies available to Blue Card applicants).

d) Business

- confirmation of entry into the relevant registry (trade or commercial), list or record,
- confirmation of no outstanding payments,
- if you are a member of a business organization, you must also submit a document confirming that your business corporation is not in default of payments. This document must be issued at earliest 30 days before the date of the submission and it must include a confirmation issued by:
 - Customs authorities
 - Tax Office authorities
 - the respective health insurance company
 - the respective branch of the Social Security Administration
 - income tax assessment (upon request).

e) Family reunification

- a document proving the family relationship (e.g. an original of a birth or marriage certificate and, where applicable, parental or statutory representative's consent).

f) Scientific research

- hosting agreement
- written commitment of the research organisation to cover all potential costs related to the researcher's stay in the CR after the termination of the researcher's residence permit, if these costs were incurred within 6 months from the end of validity of the hosting agreement and were paid from public resources.



g) Investment

More information is available on www.mvcr.cz/cizinci.

h) Looking for job/starting a business

- document proving graduation from a university
- confirmation of completing a scientific research issued by a research organization

APPLYING FOR AN EXTENSION OF YOUR LONG-TERM RESIDENCE PERMIT

When: 120 days before the previous permit expires at the earliest and on the last day of its validity at the latest. If the last day of visa validity happens to be a Saturday, Sunday or a state holiday, the application must be filed the latest on the first following working day. The application must be at least handed over to the mail service on the last day of the term.

Where: at an office of the OAMP MV ČR.

How: in person, by registered mail to the respective address or through an authorized representative.

Submission of the application is subject to an administrative fee of CZK 2,500 for adults and CZK 1,000 for children aged 0-15.

WHAT ARE THE REQUIREMENTS OF AN APPLICATION FOR AN EXTENSION OF A LONG-TERM RESIDENCE PERMIT?

1. Travel document,
2. confirmation of the purpose of stay,
3. confirmation of the provision of accommodation in the Czech Republic (not required if the purpose of stay is scientific research),
4. confirmation of sufficient financial resources for your stay (not required if the purpose of stay is employment, scientific research, Employee Card or Blue Card),
5. confirmation of medical insurance in the Czech Republic and a confirmation of the insurance premium payment (not required if the purpose of stay is scientific research, Employee Card or Blue Card),
6. 1 photograph if your appearance has changed.

*) In respect of the Employee Cards and Blue Cards, however, the Employment Contract must correspond to certain minimum wage conditions.

IMPORTANT INFORMATION

The documents submitted with the application must not be older than 180 days, except for the travel document, birth and marriage certificates and the photograph. Except for the travel document, all documents must be in Czech or officially translated. Please note that you must always submit either the original document or its copy authenticated by a notary! As for travel documents, vital records certificates, and documents certifying the purpose of stay in the Czech Republic, only originals may be submitted. Documents issued by foreign country authorities must be officially translated into Czech and must have super legalization or apostille affixed to them depending on the country of origin.

CHANGING YOUR PURPOSE OF STAY

When? During the validity of the previous residence permit.

Where? At the relevant office of the OAMP MV ČR.

How? In Person. If you wish to change your purpose of stay to "business", you can do so only after having resided in the Czech Republic for 5 years, except for foreigners applying for a long-term residence permit with the purpose of investment and foreigners residing in the Czech territory based on a long-term residence permit with the purpose of looking for a job or starting a business. If you have come to the

Czech Republic for the purpose of family reunification, you can change your purpose of stay only after 3 years of having resided in the country or after reaching the age of 18. This limitation does not apply to the change into the Employee Card, Blue Card or the purpose of stay “research”.

Submission of the application is subject to an administrative fee of CZK 2,500 for adults and CZK 1,000 for children aged 0-15.

PERMANENT RESIDENCE PERMIT

- this application is generally filed after 5 years of a continuous stay in the Czech Republic based on a long-term visa or a long-term residence permit,
- the calculation of the 5 years includes a stay on the grounds of a long-term visa and/or a long-term residence permit,
- if your stay is for the purpose of studies, you can only count half of its duration,
- the previous continuous stay condition does not apply to children of foreigners with a permanent residence permit if the purpose of filling the application is family reunification
- the application can be filed in person at an office of the OAMP MV ČR of the Interior in the Czech Republic or in person at a Czech embassy or consulate abroad,
- an issuance of a decision regarding the application
- within 60 days from providing your biometric data, you are required to come in person to receive your permanent residence permit, i.e. your biometric residence card,
- the biometric card expires after a certain time. Do not forget to extend it in due time.



APPLYING FOR A PERMANENT RESIDENCE PERMIT THE APPLICATION FORM MUST BE FILLED OUT IN BLOCK LETTERS!

When: after 5 years of a continuous temporary stay in the Czech Republic.

Where: at the relevant office of the OAMP MV ČR or at a Czech embassy or consulate abroad.

How: in person.

Submission of the application is subject to an administrative fee of CZK 2,500 for adults and CZK 1,000 for children aged 0-15.

The application must be filed on the official form.

WHAT ARE THE REQUIREMENTS OF AN APPLICATION FOR A PERMANENT RESIDENCE PERMIT?

1. Travel document,
2. 1 photo,
3. confirmation of the provision of accommodation in the Czech Republic,
4. confirmation of financial resources for your stay,
5. Czech language exam (the first attempt is for free *),
6. statement of criminal records from the Czech Criminal Records Register – obligatory for all applications filed at Czech embassies and consulates with the exception of children under 15, otherwise submitted only upon request.

*) You can get a voucher for the free mock Czech language exam at the Department for Asylum and Migration Policy of the Ministry of the Interior.

IMPORTANT INFORMATION

The documents submitted with the application must not be older than 180 days, except for the travel document, birth and marriage certificates and the photograph. Except for the travel document, all documents must be in Czech or officially translated. Please note that you must always submit either the original document or its copy authenticated by a notary public! As for travel documents, vital records certificates, and documents certifi-

ing the purpose of stay in the Czech Republic, only originals may be submitted. Documents issued by foreign country authorities must be officially translated into Czech and must have super legalization or apostille affixed to them depending on the country of origin.

PERMANENT RESIDENCE AND HEALTH INSURANCE

Once you receive a permanent residence permit, the OAMP MV ČR will inform Všeobecná zdravotní pojišťovna (VZP) – Public Health Insurance Company – of this fact. If you wish to be insured by a different public health insurance company, you must notify the authorities without delay. Failing to do so will automatically make you a client of VZP. Paying for health insurance is obligatory (you pay for your insurance yourself; in certain cases it is paid by the state).

If you are employed, you are already registered in the public health insurance system but you still have to inform your health insurance company that you have received a permanent residence permit.

LEGAL STATUS OF LONG-TERM RESIDENTS

The OAMP MV ČR will grant you the status of a long-term EU resident simultaneously with the permanent residence permit, provided you meet the following requirements: you have continuously resided in the country for 5 years, you have not seriously disrupted the public order or threatened the security of the Czech Republic or any other EU member state, and you have proved that you have sufficient financial resources for staying in the territory.



Having such a status you may move to any other EU country and apply for a long-term residence directly there, if you intend to study, work or do business there.

For more information visit www.mvcr.cz/cizinci.

REPORTING CHANGES

It is your legal duty to report changes related to your residence!
If you do not meet this obligation you may face a fine!

Foreigners are required to report changes to their last name, marital status, travel documents, address, and residence documents related to their stay in the Czech Republic, such as their residence card. Changes are reported at a relevant office of the OAMP MV ČR.

CHANGE OF ADDRESS

When: if you have a long-term visa or a long-term residence permit and you are planning on staying at your new address for more than 30 days, you are obliged to report the change within 30 calendar days from the date when the change occurred. If you have a permanent residence permit and you are planning on staying at your new address for more than 180 days, you are obliged to report the change within 30 working days.

Where: at the office of the OAMP MV ČR where you belong based on your new address.

How: in person or through a representative with a power of attorney. If you have a permanent residence permit, changing your address means that you need to have a new biometric residence card issued and therefore you also need to schedule an appointment for biometrics at the same time. If you have a long-term residence permit, the address is not stated on the permit meaning that you don't need a new biometric card. The new address will be noted in your travel document.

What documents do you need to report the change?

You need a confirmation of the provision of accommodation at the new address (e.g. an authenticated copy of your rental agreement or a confirmation of the provision of accommodation with an authenticated signature).

Please note that if you do not report the change of your address and do not stay at the originally reported address, the OAMP MV ČR may cancel the registration of your place of residence. This means that your permanent residence permit card will also cease to

be valid as the data stated there is no longer valid and you may face problems when crossing borders. The long-term residence permit does not expire together with the cancellation of the registration of the place of reported residence. However, your long-term visa or long-term residence permit may be revoked if you do not have anywhere to stay!

CHANGE OF FAMILY STATUS – MARRIAGE OR DIVORCE

When: within 3 days from the date when the change occurred.

Where: at the office of the OAMP MV ČR where you belong based on your address.

How: in person or through a representative with a power of attorney.

What documents do you need to report the change?

You need a document confirming the change of marital status (e.g. a marriage certificate or the final judgment of a court on divorce). If this document was not issued in the Czech Republic, it must be officially translated into Czech and either provided with an apostille or super legalised.

CHANGE OF FIRST NAME OR LAST NAME

When: within 3 days from the date when the change occurred.

Where: at the office of the OAMP MV ČR of the Interior where you belong based on your address.

How: in person or through your representative with a power of attorney. Changing your first or last name means that you need to have a new biometric residence card issued and therefore you also need to schedule an appointment for biometrics at the same time.

What documents do you need to report the change?

You need a new travel document issued with the new first or last name.



CHANGE OF TRAVEL DOCUMENTS

When: within 3 days from the date when the new travel document was issued or within 3 days from having returned back to the Czech Republic with the new travel document.

Where: at the office of the OAMP MV ČR where you belong based on your address.

How: in person or through a representative with a power of attorney.

What documents do you need to report the change?

You need your new travel document.

GENERAL INFORMATION

HOW DO I FIND OUT IF MY APPLICATION HAS BEEN PROCESSED?

If your application has been approved, you will find its reference number listed online at www.mvcr.cz/cizinci. Also, the relevant office of the Ministry of the Interior will contact you unless you contact them first. If the processing of your application is suspended or the application is rejected, the OAMP MV ČR will send you a registered letter with the information about the result.

HOW IS A BIOMETRIC RESIDENCE CARD ISSUED?

If you find out from the website of the OAMP MV ČR that your application has been approved, you are advised to try to get an appointment for biometrics as soon as possible. After providing your biometric data, you will be given a date when you can pick up your residence card. You need to pick up your residence card from the OAMP MV ČR of the Interior in person within 60 days from providing your biometric data. Please note that if you do not pick up your card within this deadline, the processing of your application will be suspended! Decision on the long-term or permanent residence permit of an EU citizen or his/her family member shall become effective when you pick up your residence card from the OAMP MV ČR. The decision on the issuance of the permanent residence permit for a third country citizen shall become legally effective on the day of the pick-up, if you waive your right to appeal against the decision.

Payments for newly issued documents are made by revenue stamps.

LOSS OF A TRAVEL DOCUMENT OR A BIOMETRIC RESIDENCE CARD.

It is obligatory to report the loss of a travel document or a biometric card immediately! Not reporting a loss of a document is an offence.

Where and when:

The loss of your passport must be immediately reported to the Police; the loss of your residence permit card must be reported to the relevant office of the OAMP MV ČR of the Interior within 3 working days.

How: in person or through your representative with a power of attorney. If you lose your residence card, you will need to be issued a new one, which is why you should schedule an appointment for biometrics at the same time.

CHILD BORN IN THE CZECH REPUBLIC

If you have a child born in the Czech Republic, you must file an application for the same type of residence permit as yours or the other parent's. Not filling an application for a residence permit for a child born in the Czech Republic is an offence.

When: within 60 days of the child's birth.

Where: at an office of the OAMP MV ČR.

How: in person.

Along with the application, you must submit the child's travel document (or a travel document of one of the statutory representatives which involves the child), the child's birth certificate and, when applying for a long-term visa, also proof that you have paid for the travel health insurance.

CORRESPONDENCE

The authorities may send you a registered letter with important information. The letter is considered delivered 10 days after its arrival to your post office, even if you do not pick it up after receiving a notification. It is also necessary to mark your mailbox and doorbell with your name, so that the mail carrier can reach you.

What happens if my mail carrier cannot reach me because I have not marked my mailbox with my name or because I do not live at my address?

The announcement where your mail can be picked up will be published in the form of a public announcement on the official notice board of the relevant office of the OAMP MV ČR (in Prague it is the office located on Nad Štolou 3) and also on the ministry's website.



Please note that this announcement will be considered delivered to you on the 15th day after its publication on the notice board. Please report your change of address or the extension of your rental agreement in due time!

SENDING DOCUMENTS BY MAIL

If you send a document to the OAMP MV ČR by mail, use REGISTERED mail only and keep the receipt. It is your proof of the fact that you have sent the letter. You may also use the option of DODEJKA (avis de réception), in which case you will be notified when the Ministry of the Interior receives your letter. Make sure that you use the correct address: residence permits are in the competence of the OAMP MV ČR, not the Foreign Police. Consignments with an incorrect address will be rejected!

RECOMMENDATIONS

- Always carry your biometric residence card and medical insurance card with you when you are in the territory of the Czech Republic.
- Do not pay for things that you can arrange on your own or with help of an NGO.
- Give your power of attorney only to people you trust!
- Don't be afraid to try and arrange things on your own.
- Visit www.mvcr.cz/cizinci.