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# RESIDENCE IN THE CZECH REPUBLIC

## AN OVERVIEW



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## TRAVEL IDENTITY CARD

The police will issue a travel identity card upon request, if:

- you do not have a valid travel document and cannot obtain one in any other way
- you are under 15 years of age and have been hospitalised

### Validity:

- max. 6 months
- cannot be extended

The police will issue a travel identity card without a request, if:

- you are staying on the territory without a valid travel document after your short-term visa has been declared invalid
- a judgment imposing the sentence of your expulsion became effective and you have no other travel document

The Ministry of the Interior will issue a travel identity card upon request, if:

- you have a long-term residence permit, do not have a valid travel document and you cannot obtain one (maximum validity is 180 days)
- you have a long-term visa or a long-term residence permit for the purpose of leave to remain on the territory and you are staying on the territory without a valid travel document (maximum validity is 365 days)

The Ministry will issue a travel identity card without a request, if:

- you are staying on the territory without a valid travel document
- after a judgment cancelling the validity of a long-term visa, long-term residence permit or permanent residence becomes effective
- after the expiry of a permanent residence permit
- after the issue of a visa for the purpose of leave to remain

### Requirements for Application:

- a completed application form
- 2 photographs
- confirmation that you cannot obtain a travel document (e.g. a statement from your embassy)

### Processing Time:

- 30 days from the date on which the application was filed

### Administrative Fee:

- CZK 200

### Requirements for Application:

- the same documents as when filing a new application for long-term residence.

## PERMANENT RESIDENCE PERMIT On The TERRITORY of The CZECH REPUBLIC

### You Can Apply, if You Are:

- a third country national
- after five years of continuous residence
- without the condition of former continuous residence on the territory - for humanitarian reasons
- for reasons worth special consideration
- if your stay on the territory is in the interest of the Czech Republic
- if it concerns a minor or an adult dependent child of a foreign national who
- is staying on the territory on the basis of a permanent residence permit, if the reason of such application is family reunification of these foreign nationals
- following the termination of international protection proceedings (in cases set by law, within 2 months after the termination of the proceedings for granting international protection)

### Where to Apply:

- at an Interior Ministry office according to your place of residence
- at a permanent diplomatic mission of the Czech Republic

### Requirements for Application:

- a completed application form
- a travel document
- 2 photographs
- evidence of funds to cover the permanent residence on the territory (NOT in cases stipulated by law)
- if you are under 18 years of age – consent of one of your parents, statutory representative or a guardian with your stay
- a document proving that you have accommodation in the Czech Republic
- a document certifying the required knowledge of the Czech language (NOT in cases stipulated by law)
- a document proving the purpose of stay on the territory (NOT if you are applying after 5 years of residence)
- a document issued by a foreign state which is similar to an extract from the Register of Criminal Records (NOT for persons under 15 years of age or in cases stipulated by law)

### Validity:

- 10 years (5 years for children under 15 years of age)

### Processing Time:

- 60 days from the date of filing in the Czech Republic
- 180 days from the date of filing outside the Czech Republic

### Administrative Fee:

- CZK 2,500 (CZK 1,000 for children under 15 years of age)

*After the period of 2 years of continuous temporary residence on the territory, you can apply for a permanent residence permit if you are, for at least one year, a family member of a national of the Czech Republic who has permanent residence on the territory, or if you are a family member of a national of another EU Member State who had been issued a permanent residence permit on the territory (the law stipulates what is needed for the application).*

## CHANGE IN THE SCOPE OF COMPETENCE IN CONNECTION WITH THE AMENDMENT OF ACT no. 427/2010 Coll., ON THE RESIDENCE OF FOREIGN NATIONALS

An essential change is the transfer of all residence issues and paperwork related with the issuance of long-term visas to the competence of the Ministry of the Interior of the Czech Republic.

The following authorities are active in the area of residence of foreign nationals on the territory of the Czech Republic:

### Foreign Police

#### Ministry of the Interior

*Ministry of Foreign Affairs* – issuance of permits for the residence of foreign nationals using privileges and immunity based on international law

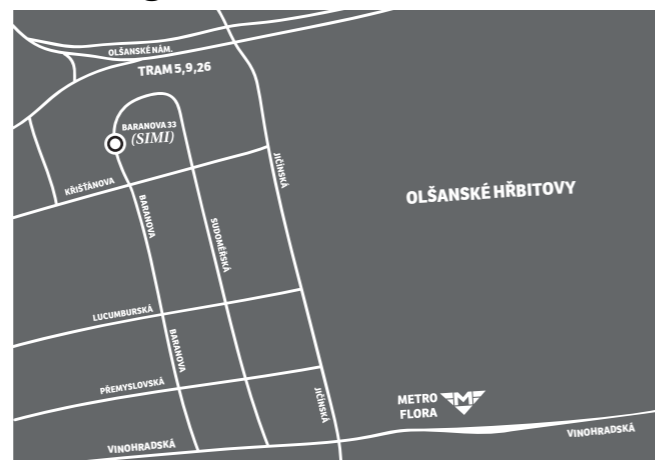
### Foreign Police Decides on:

- denying entry to a foreign national onto the territory and cancelling the validity of a visa
- detaining a foreign national for the purpose of administrative expulsion, covering costs related to administrative expulsion, placing a foreign national into a facility
- extending the period of residence for a short-term visa, on termination of temporary residence and issues a departure order
- cancelling the validity of a short-term visa
- administrative expulsion, imposing an obligation to leave the territory, imposing a special provision for the purpose of leaving the territory
- placement of a foreign national in a facility
- performs a residence check

### Interior Ministry Decides on:

- the issuance of a permanent residence permit and its extension
- the issuance/withdrawal of an Alien's passport
- acknowledgement/cancellation of the status of a holder of a long-term residence permit
- the issuance, cancellation, extension of Green Cards

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## ISSUES A CONFIRMATION OF RESIDENCE NEW FROM 2011

- Takes biometric data

Decides on:

- the issuance of long-term visas, on the extension of residence and validity of long-term visas
- the issuance of long-term and temporary residence permits and their extension
- the issuance, withdrawal and extension of Blue Cards

## CHANGES IN HEALTH INSURANCE

### FOR FOREIGNERS FROM 1 JANUARY 2011

The possibility of immediate insurance is eliminated (except for tourist visas up to 90 days). If public health insurance in the Czech Republic does not apply to you, you must be insured COMPREHENSIVELY with a coverage limit of at least EUR 60,000. Comprehensive care does not include dental examinations (only in an acute case), etc. – READ THE INSURANCE EXCLUSIONS CAREFULLY at individual insurers!!!

- This insurance must cover the full duration of your stay and can be negotiated only with an insurer authorised to provide such insurance for the territory of the Czech Republic:

- If you submit a residence application from abroad, you can insure yourself at an insurer that:
- also operates in other member states of the European Union or in a state bound by the Treaty on the European Economic Area (Iceland, Liechtenstein, Norway)
- operates in a state of which you are a citizen or in which you have been granted residence
- Together with proof of travel health insurance, you must also present a certified translation into Czech of the insurance contract and the general terms and conditions of insurance.
- Proof of payment of the insurance premium must be presented with the residence application. If you are not granted residence, certain insurers will refund the unused portion of the premium to you (Slavia, Maxima, Uniqa with a 20% cancellation fee).
- Every insurer has the right not to insure you.

## BIOMETRIC DATA

- facial image and fingerprints
- this applies only to nationals of third countries
- taken only by selected offices of the Ministry of the Interior

### Obligatory when applying for:

- a long-term residence permit or its extension
- a permanent residence permit
- the issuance of a Green or Blue Card
- the issuance of a new residence permit card

### Administrative Fees (in the form of fee stamps):

- CZK 2,500 (CZK 1,000 for children under 15 years of age) for the issuance of a residence permit card or extension of its validity
- CZK 1,000 for a change in a residence permit card
- CZK 4,000 (CZK 2,500 for children under 15 years of age) for the issuance of a residence permit card as a replacement for a damaged, destroyed, lost or stolen residence permit card or residence permit card with a non-functional storage medium.

## ALIEN'S PASSPORT

### You can apply if:

- you have permanent residence and do not have a valid passport and you prove that you cannot obtain one
- you are under 15 years of age and you stay in the Czech Republic on the basis of a decision on your placement in foster care
- you have been granted subsidiary protection and do not possess a travel document
- you have been provided temporary protection and you have no travel document

### Requirements for Application:

- a filled-in form
- 2 photographs in the case of a foreign national's passport with no biometric identifiers

### Where to Apply:

- at an Interior Ministry office according to your place of residence

### Processing Time:

- 30 days from the date on which the application was filed
- 15 days from the date on which the application was filed – without biometric identifiers

### Validity:

- 10 years
- 5 years for children under the age of 15
- based on the validity of the card of the person that has been granted subsidiary or temporary protection
- 6 months – without biometric identifiers
- validity cannot be extended

### Administrative Fee:

- CZK 600 (CZK 100 for children under 15 years of age) – with biometric identifiers
- CZK 1,500 (CZK 1,000 for children under 15 years of age) – without biometric identifiers

## **LONG-TERM VISA**

### **– A VISA FOR A STAY EXCEEDING 90 DAYS**

**Types of Visa by Purpose of Stay:**

- employment
- business
- research
- study
- takeover of a permanent residence permit, long-term residence permit for the purpose of family reunification, scientific research, Green Card, Blue Card
- leave to remain in the Czech Republic

**You Can Apply, if You Are:**

- a foreign national of a “third country” – anyone who is not an EU citizen

**Where to Apply:**

- at a permanent diplomatic mission of the Czech Republic in your country of origin
- at any permanent diplomatic mission of the Czech Republic in cases of particular citizenship, e.g. USA, Japan (Ministry of the Interior decree No. 429/2010 Coll.),
- on the territory of the Czech Republic - a visa for the purpose of leave to remain

**Requirements for Application:**

- a completed application form
- a valid travel document
- photographs - if an image record of the applicant is not taken
- a document proving accommodation for the period of stay in the Czech Republic
- medical travel insurance covering the period of stay
- a document proving the purpose of stay
- employment
  - work permit or reference number of the application for a work permit
  - identification data of the labour office where the application for the work permit was filed
- business
  - a document proving your registration in a particular registry, list or record
  - funds to cover your stay in the Czech Republic
- research
  - a hosting agreement
  - a written statement from the research organisation
- handover of a residence permit
  - a decision on the issuance of a permanent or long-term residence permit, Green or Blue Card
- studies
  - confirmation of acceptance for studies
- upon request
  - a document issued by a foreign state which is similar to a copy from the Registrar of Criminal Records (does not apply to foreign nationals under the age of 15 years), medical report

**Processing Time:**

- 90 days from the day when the application was filed (120 days in complex cases)

**Validity:**

- maximum of 6 months
- if the purpose is the takeover of a residence permit, the visa is valid for 60 days
- extensions are possible

**Administrative Fee**

- CZK 2,500 (children under 6 years of age are exempt from the fees)

## **LONG-TERM RESIDENCE PERMIT**

**You Can Apply:**

- if you are a third country national, you are staying on the territory with a visa for a stay of over 90 days, you are intending to stay temporarily on the territory for a period of more than 6 months and the purpose of stay remains the same
- in other cases stipulated by law

**Purposes of Stay:**

- Family reunification
- Resident of another EU Member State
- Study
- Protection on the territory
- Research
- Green or Blue Card
- Leave to remain in the Czech Republic
- Employment
- Business

*As of 2011 the residence permit for the purpose of “participation on behalf of a legal entity” is no longer being issued!!*

**Where to Apply:**

- at an office of the Ministry of the Interior according to your place of residence
- at any permanent diplomatic mission of the Czech Republic in cases of particular citizenship, e.g. USA, Japan (Ministry of the Interior decree No. 429/2010 Coll.)
- in cases stipulated by the law - at a permanent diplomatic mission of the Czech Republic in the country of origin of the applicant

**Validity:**

- based on individual purposes
- can be repeatedly extended

**Requirements for Application:**

- a completed application form
- a travel document
- 2 photographs
- a document proving accommodation for the period of stay

- a document proving the purpose of stay
- evidence of funds to cover the stay
- a document on medical travel insurance
- *it is necessary to file the application in person*

**Submission of the Application:**

- 90 days at the earliest and 14 days at the latest before the termination of the residence permit for over 90 days

**Processing Time:**

- based on individual purposes of stay

*In the course of your residence on the territory, the Ministry of the Interior is entitled to examine whether you fulfil your purpose of stay.*

## **LONG-TERM RESIDENCE For The PURPOSE Of BUSINESS**

**You Can Apply:**

- if you operate a business as a self-employed person (OSVČ, trade licence) or you are a statutory body (statutory representative) or a member of a statutory body of a corporation or a cooperative (partner).

**Where to Apply:**

- at an Interior Ministry office according to your place of residence
- at a permanent diplomatic mission of the Czech Republic

**Requirements for Application:**

- a completed application form
- a travel document
- a document proving accommodation for the period of stay
- 2 photographs
- evidence of registration in the relevant registry – e.g. trade licence registry or business registry
- evidence of funds to cover your stay
- if you are self-employed (OSVČ): confirmation that you do not have any underpayments on taxes, social security fees and fees for the state employment policy
- if you are a statutory representative, a partner of a corporation or a cooperative: confirmation that this corporation/cooperative does not have any underpayments on taxes, social security fees and fees for state employment policy
- upon request an income tax assessment

**Validity of Permit**

- 2 years

**Processing Time:**

- 60 days from the date on which the application was filed

**Administrative Fee:**

- CZK 2,500

## **EMPLOYEE CARD (EC)**

**Two types of cards:**

- DUAL (combines an employment permit with a residence permit)
- NON-DUAL (is used solely as a residence permit)

**You may apply for:**

- Dual EC – if you want to stay in the territory of the Czech Republic for more than 3 months for the purpose of employment and if you apply for a job vacancy listed in the Central Register of Vacancies, available for employee card holders
- Non-dual EC – if you want to stay in the territory of the Czech Republic for more than 3 months for the purpose of employment and you are:
  - a) a foreign national with free access to the labour market
  - b) a foreign national required to apply for an employment permit

**Where to apply:**

- At a branch of the Ministry of the Interior according to where your place of residence is
- At a Czech embassy

**The application for EC must include:**

- Completed form (green in colour) • Travel document • Proof of accommodation throughout your stay • 2 photographs • Proof of travel health insurance (only in selected cases)
- Employment contract or agreement to perform work or agreement to agree
  - wage (amounting at least to the specified monthly minimum wage)
  - working time (at least 15 hours a week)
- Documents confirming competence for exercising the profession (NOT for non-dual EC)
- You must apply for a job vacancy listed in the Central Register of Vacancies, available for employee card holders (NOT for non-dual EC)
- Only for non-dual EC
  - evidence showing that you have free access to the labour market, or
  - employment permit

**At request:** - equivalent document to the criminal record certificate

- proof of recognition of your foreign education by the relevant Czech

authority - medical report confirming that you do not suffer from any serious disease

**EC validity:** - For the duration of your employment or employment permit, 2 years at maximum

**Time to issue a decision:**

- 60 days from the application submission, 90 days in complex cases

**Administrative fee:** CZK 1,000

**Renewal:**

- No more than 90 days and no less than 14 days before the EC expiration
- No need to apply for a job vacancy listed in the Central Register of Job Vacancies, available for employee card holders
- ATTENTION!! – For dual EC, you are allowed to stay in the territory of the Czech Republic throughout the approval process of the dual EC renewal application after your EC has expired but YOU ARE NOT ALLOWED TO WORK
  - For non-dual EC – if you have free access to the labour market, you may work throughout the entire period of time
  - if you have an employment permit, you may work until it expires

**Employment changes:**

- For dual EC –a permit from the Ministry of the Interior is required
- For non-dual EC

- if you have free access to the labour market, you have must notify the

Ministry of the Interior of the change within 3 working days

- if you need an employment permit, you must apply for the change at a competent branch of the regional Labour Office

## **BLUE CARD**

**You Can Apply:**

- if you are going to stay temporarily on the territory for more than 3 months and will be employed at a position requiring a high qualification (you have higher education or higher technical education that lasted at least 3 years)

**Where to Apply:**

- at a permanent diplomatic mission of the Czech Republic
- at the Ministry of the Interior in the Czech Republic (in cases stipulated by law)

**Requirements for Application:**

- a passport
- a document proving accommodation for the period of stay
- 2 photographs
- an employment contract for the performance of employment requiring high qualification concluded for the period of at least one year for the statutory working week. The contract must also contain the amount of gross monthly or annual salary agreed upon andshould correspond with at least the amount of 1.5 times the average gross annual salary announced by the Ministry of Labour and Social Affairs
- a document certifying high qualification

**Processing Time:**

- 90 days from the date on which the application was filed

**Extension of the Validity of Blue Card:**

- at an Interior Ministry office according to your place of residence

**Requirements for the Extension of Validity:**

- the same requirements as when filing an application

**Administrative Fee:**

- CZK 1,000

## **LONG-TERM RESIDENCE PERMIT For The PURPOSE Of FAMILY REUNIFICATION On The TERRITORY**

**You Can Apply, if You Are:**

- a spouse, minor or adult dependent child of a foreign national who has been granted a residence permit or asylum (the marriage must have been concluded before the granting of asylum)
- a minor or adult dependent child of the spouse of the foreign national who has been granted a residence permit or asylum
- a minor under foster care, guardian care or adopted by a foreign national who has been granted a residence permit or asylum or by his/her spouse
- a parent, grandparent or guardian of a minor who has been granted asylum
- a solitary foreign national over 65 years of age or regardless of age a foreign national who is unable to provide for his/her own needs on account of their state of health in the case of family reunification with a parent or child in possession of a residence permit in the Czech Republic
- a foreign national who resided on the territory of a different EU Member

State as a family member of a Blue Card holder prior to entering the Czech Republic (a long-term residence permit for the purpose of performance of an employment requiring high qualification). In this case you are required to file an application within 1 month from the date of entry to the Czech Republic.

**The person that you are going to reunite with must have:**

- a permanent or long-term residence permit and have stayed on the territory of the Czech Republic for a minimum of 15 months (in the case of reunification of spouses, each of them has to be over 20 years of age) or
- a type “A” Green Card and have stayed in the Czech Republic for at least 6 months, *or*
- a type “B” Green Card and have stayed in the Czech Republic for at least 1 year, *or*
- a Blue Card, *or*
- been granted asylum (if you file an application within 3 months from the date when the asylum was granted, you also need to submit: a completed application form, travel document, 2 photographs, a document certifying your family relationship)

**Where to Apply:**

- at a permanent diplomatic mission of the Czech Republic
- at an Interior Ministry office based on your place of residence if you are staying on the territory of the Czech Republic based on a visa for a stay for over 90 days or long-term residence permit for another purpose

**Requirements for Application:**

- a completed application form
- a travel document
- 2 photographs
- a document proving that you have accommodation in the Czech Republic
- a document certifying your family relationship
- consent of a parent/statutory representative/guardian, if a child reunites with another person (you do not have to submit a consent if you are unable to submit such document due to reasons beyond your control or if the child is already staying on the territory of the Czech Republic)
- evidence of funds to cover the stay
- medical travel insurance

**Processing Time:**

- 270 days from the date of filing

**Validity:**

- at least 1 year

**Administrative Fee:**

- CZK 2,500 (CZK 1,000 for children under 15 years of age)

## **LONG-TERM RESIDENCE PERMIT For The PURPOSE Of STUDY**

**You Can Apply:**

- if you intend to study on the territory of the Czech Republic and if the studies comply with the Act on the Residence of Foreign Nationals on the Territory of the Czech Republic

**Where to Apply:**

- at a permanent diplomatic mission of the Czech Republic
- at an Interior Ministry office based on your place of residence if you are staying on the territory of the Czech Republic based on a visa for a stay for over 90 days or long-term residence permit for another purpose

**Requirements for Application:**

- a completed application form
- a travel document
- a document confirming the acceptance to study
- a document proving accommodation for the period of residence in the Czech Republic
- 2 photographs
- if you are under 18 years of age – consent of one of your parents, statutory representative or a guardian with your stay
- evidence of funds to cover the stay
- medical travel insurance

**Validity of Permit**

- 1 year

**Processing Time:**

- 60 days from the date of filing

**Administrative Fees:**

- CZK 2,500

## **CHANGE Of PURPOSE Of STAY**

**When to Apply:**

- if you want to stay on the territory for a different purpose than the one you have a permit for

**Where to Apply:**

- at an office of the Ministry of the Interior according to your place of residence

**Special Conditions:**

- residence for the purpose of family reunification – the change of purpose of stay is possible after 3 years of residence on the territory or after reaching 18 years of age
- residence on a Green Card – the change of purpose is possible after 1 year of residence on the territory
- change to the purpose of business – after 2 years of long-term residence on the territory