

**Responsibility for Hlavní město Praha: Oddělení pobytových agend<sup>1</sup>**

Olšanská 2, Praha 3, tel.: 974 821 111 (switchboard)  
Opening hours: Mo, We: 7.30–18.00 | Tu, Th: 7.30–15.00

**Responsibility for Hlavní město Praha and the Praha-západ and Praha-východ districts:**

**Oddělení pobytu cizinců<sup>2</sup> Praha I**

Please note, responsible **only** for permanent residence permits and related issues

Nad Vršovskou horou 88/4, Praha 10 – Michle

Tel.: 974 847 712 (incl. telephone appointments)

Opening hours: Mo, We: 8.00–17.00 | Tu, Th: 8.00–15.00 | Fr: 8.00–11.00

**Responsibility for the Praha-západ district: Oddělení pobytu cizinců Praha II**

responsible for long-term residence permits and related issues

Zborovská 1505/13, Praha 5 – Smíchov

Tel.: 974 882 690 (incl. telephone appointments)

Opening hours: Mo, We: 8.00–17.00 | Tu, Th: 8.00–15.00 | Fr: 8.00–11.00

**Responsibility for Praha 2, 4, 5 and 10: Oddělení pobytu cizinců Praha III**

responsible for long-term residence permits and related issues

Cigánkova 1861/2, Praha 4 – Chodov

Tel.: 974 820 666 (incl. telephone appointments)

Opening hours: Mo, We: 8.00–17.00 | Tu, Th: 8.00–15.00 | Fr: 8.00–12.00

**Responsibility for Praha 1, 3, 6, 7, 8 and 9: Oddělení pobytu cizinců Praha IV**

responsible for long-term residence permits and related issues

Koněvova 188/32, Praha 3 – Žižkov

Tel.: 974 820 409 (incl. telephone appointments)

Opening hours: Mo, We: 8.00–17.00 | Tu, Th: 8.00–15.00 | Fr: 8.00–12.00

**Responsibility for the Praha-východ district: Oddělení pobytu cizinců Praha V**

responsible for long-term residence permits and related issues

Nad Štolou 3, Praha 7 – Letná

Tel.: 974 833 142 (incl. telephone appointments)

Opening hours:

Mo, We: 8.00–12.00, 12.30–15.00 | Tu, Th: 8.00–12.00, 12.30–16.00 | Fr: 8.00–11.00

<sup>1</sup>Section for Residency issues

<sup>2</sup>Foreigners Residency section

**Responsibility for Středočeský kraj and the Praha-západ and Praha-východ districts:**

**Oddělení pobytových agend pro Středočeský kraj se sídlem v Praze**

Zborovská 1505/13, Praha 5 – Smíchov, tel.: 974 861 111 (switchboard)

Opening hours: Mo, We: 8.00–17.00 | Tu, Th: 8.00–15.00 | Fr: 8.00–11.00

**Responsibility for the Kladno and Rakovník districts:**

**Oddělení pobytu cizinců Rakovník**

Dukelských hrdinů 2319, Rakovník, tel.: 974 880 250 (incl. telephone appointments)

Opening hours: Mo, We: 8.00–17.00 | Tu, Th: 8.00–14.00 | Fr: 8.00–11.00

**Oddělení pobytových agend Rakovník**

Dukelských hrdinů 2319, Rakovník, tel.: 974 861 111 (switchboard)

Opening hours: Mo, We: 8.00–17.00 | Tu, Th: 8.00–14.00 | Fr: 8.00–11.00

**Responsibility for the Beroun and Příbram districts:**

**Oddělení pobytu cizinců Příbram**

Žežická 498, Příbram, tel.: 974 879 226 (incl. telephone appointments)

Opening hours: Mo, We: 8.00–17.00 | Tu, Th: 8.00–14.00 | Fr: 8.00–11.00

**Oddělení pobytových agend Příbram**

Žežická 498, Příbram, tel.: 974 861 111 (switchboard)

Opening hours: Mo, We: 8.00–17.00 | Tu, Th: 8.00–14.00 | Fr: 8.00–11.00

**Responsibility for the Benešov and Tábor districts:**

**Oddělení pobytu cizinců Benešov**

Jiráskova 801, Benešov, tel.: 974 871 674 (incl. telephone appointments)

Opening hours: Mo, We: 8.00–17.00 | Tu, Th: 8.00–14.00 | Fr: 8.00–11.00

**Oddělení pobytových agend Benešov**

Jiráskova 801, Benešov, tel.: 974 861 111 (switchboard)

Opening hours: Mo, We: 8.00–17.00 | Tu, Th: 8.00–14.00 | Fr: 8.00–11.00

**Responsibility for the Kutná Hora, Nymburk and Kolín districts:**

**Oddělení pobytu cizinců Kutná Hora**

Hornická 642, Kutná Hora, tel.: 974 875 426 (incl. telephone appointments)

Opening hours: Mo, We: 8.00–17.00 | Tu, Th: 8.00–14.00 | Fr: 8.00–11.00

**Oddělení pobytových agend Kutná Hora**

Hornická 642, Kutná Hora, tel.: 974 861 111 (switchboard)

Opening hours: Mo, We: 8.00–17.00 | Tu, Th: 8.00–14.00 | Fr: 8.00–11.00

**Responsibility for the Mladá Boleslav and Mělník districts:**

**Oddělení pobytu cizinců Mladá Boleslav**

Štefánikova 1304, Mladá Boleslav, tel.: 974 877 471 (incl. telephone appointments)

Opening hours: Mo, We: 8.00–17.00 | Tu, Th: 8.00–14.00 | Fr: 8.00–11.00

**Oddělení pobytových agend Mladá Boleslav**

Štefánikova 1304, Mladá Boleslav, tel.: 974 861 111 (switchboard)

Opening hours: Mo, We: 8.00–17.00 | Tu, Th: 8.00–14.00 | Fr: 8.00–11.00

**FURTHER INFORMATION:**

Info line: 974 832 421 (Mo–Fr: 8.00–16.00)  
E-mail: pobyty@mvcz.cz  
Web: www.mvcz.cz/cizinci  
Anti-corruption hot line: 974 847 704

December 2010



# RESIDENCY IN THE CZECH REPUBLIC



MINISTERSTVO VNITRA  
ČESKÉ REPUBLIKY



## RESIDENCY IN THE CZECH REPUBLIC

Starting in 2011, the Ministry of the Interior will assume responsibility for the **management of long-term residence permits and long-stay visas**. The Ministry has taken over these activities from the Foreign Police.

This means that the **offices dealing with all matters related to residency in the Czech Republic will change**. At the same time, the **catchment areas** for individual offices will also change.

### In what circumstances should you contact the new REGIONAL OFFICES OF THE MINISTRY OF THE INTERIOR (Department for Asylum and Migration Policy)?

Contact the Foreigners Residency section when you wish to:

- apply for an extension to a long-stay visa (applications for such visas should continue to be made to the relevant Czech embassies)
- apply for a long-term residence permit or its extension
- apply for permanent residence
- apply for a certificate of temporary residence (EU citizens)
- apply for a residency card for a member of your family (EU citizens) and its extension
- report a change in your place of residence in the Czech Republic should you intend to reside there for longer than 30 days
- apply for a certificate of residency (should you hold a long-stay visa, a long-term or permanent residence permit, or should you be an EU citizen or a member of their family, and should you reside only temporarily in the Czech Republic)

### THE FOREIGN POLICE

retains responsibility for dealing with:

- your reporting of your place of residence in the Czech Republic within the given statutory time period
- the verification of an invitation
- the issuing of short-term residence certificates or certificates certifying a legitimate right of residence in the Czech Republic (e. g. for marriage)
- extensions to stays in the Czech Republic should you hold a short-term visa
- checks on the legitimacy of stays in the Czech Republic

## AMENDMENT TO THE ACT ON RESIDENCE OF FOREIGN NATIONALS – KEY CHANGES

The Act on Residence of Foreign Nationals in the Czech Republic, as amended (Act no. 326/1999 Coll.) shall remain the key legal instrument stipulating the conditions for the entry and stay of foreigners in the Czech Republic.

Its latest amendment introduced a number of changes, the most important of which are the following:

### New resident cards

From May 2011, citizens of third countries (not applicable to family members of EU citizens) will be issued with cards detailing residency status and carrying biometric data. In connection with this, you should visit a dedicated Ministry of the Interior facility to provide this data (your facial image and fingerprints will be taken). Those already staying in the Czech Republic and applying for a residence permit will be invited by the Ministry of the Interior to present themselves at one of these facilities. When your new card is ready, you will be asked to collect it.

Should you fail to collect your long-term residence card, the process will be terminated.

Should you fail to collect a permanent residence card, you may be fined.

Existing resident cards will remain valid until their original expiry date or until the personal data listed therein changes, at which point they will be replaced by biometric cards.

### New application conditions

You are obliged to apply for a residence permit (both long-term and permanent) in person at the relevant Ministry of the Interior office.

### New requirements on the proof of your having accommodation

When proof of your having accommodation is required for a residence permit, you should submit one of the following documents:

- proof of your ownership of the apartment/house in question
- proof of your right to use the apartment/house in question
- a notarised statement by the owner or rightful user of the relevant apartment/house stating that they agree to your living there

No other documents shall be taken as proof of your having accommodation.

Accommodation may only be provided in a property intended for residential, recreational or tourist accommodation.

### Changes in residence permits related to business

Should you **wish to change the purpose of your residence to that of business, you are required to have been residing in the Czech Republic for at least two years**. This condition is applicable both to those wishing to be self-employed and those intending to become partners/members in trading companies or co-operatives.

Pursuant to the amendment, **you are now required to submit**, together with your application for issue/renewal of a long-term residence permit for the purpose of business, the following:

- proof that your monthly income is higher than the total of the subsistence minimum plus the cost of your accommodation;
- proof of your registration in the relevant register, list, or record (e.g. a commercial/trade licence register);
- if you are self-employed: statements issued by the relevant authorities certifying that you have no outstanding tax or social security payments;
- if you are a partner/member in a trading company and/or a co-operative: statements issued by the relevant authorities certifying that the trading company/co-operative has no outstanding tax or social security payments;
- upon request: a paid income tax assessment.

### New applications for travel medical insurance cards

Should you be **requesting - from abroad - a permit to stay in the Czech Republic for longer than 90 days** and proof of your having travel medical insurance is required, such insurance shall cover the cost of necessary and immediate health care. The sum assured shall be at least EUR 60,000. Along with proof of your having travel medical insurance, you will be required to submit a notarised Czech translation of your insurance contract and its general conditions. Upon request, you are also obliged to submit proof that you have paid the insurance premium for the entire period of your requested stay.

If you are **already in the Czech Republic and are applying for renewal of your long-stay visa or long-term residence permit**, you will be required to submit proof of travel medical insurance providing comprehensive health care from an insurer licensed to provide such insurance in the Czech Republic.

### NOTE:

The information listed here is for reference only - for the text of the Act, please visit

[www.mvcr.cz/cizinci](http://www.mvcr.cz/cizinci)

Proceedings concerning applications for long-stay visas or long-term residence permits which commenced before the amendment came into effect shall be completed pursuant to the law in effect at the date of application.