



## INTEGRATION OF FOREIGNERS - INFORMATION FOR FOREIGNERS

**Welcome to the page dedicated to information for foreigners. Here you will find the information you need to contact the Municipality of Prague 5**

Created and published by the Municipality of Prague 5.

The translations and publishing of this guide were co-financed by the Ministry of the Interior of the Czech Republic within the **"Support for Educational and Socio-Cultural Activities Aimed at the Integration of Foreigners in 2021 in the Municipal District of Prague 5"** project.

All the information, contacts and addresses specified herein were up-to-date as of 31<sup>st</sup> August 2021. We are not responsible for any changes after this date.

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## Municipality of Prague 5



Dear Madam, dear Sir,

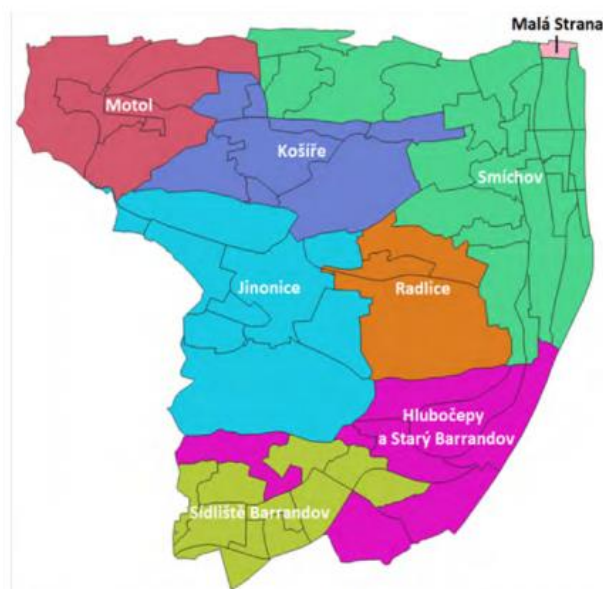
This document is intended for EU and non-EU nationals who legally live, work, or reside in the Municipal District of Prague 5. We are glad that you have chosen our municipal district for your residence and we would like to make your life here more pleasant by providing you with easier access to information. The purpose of this document is to provide you with brief basic information about the Municipal District of Prague 5 and to make it easier for you to solve problems related to your living in the Czech Republic. The official language is both Czech and Slovak and to communicate with the public administration a foreigner must always arrange for an interpreter from the list of interpreters according to Act No. 500/2004 Sb., the Administrative Code, as amended.

You can also find this information on our website [www.praha5.cz](http://www.praha5.cz).

The Municipal District of Prague 5 is one of the largest districts of the capital city of Prague with its area (27.49 km<sup>2</sup>) and number of inhabitants. It lies on the left bank of the Vltava River, in close proximity to the historic core of Prague, from which it is separated by a largely preserved medieval fortification called the Hunger Wall. The settlement of this area dates back to prehistoric times, as evidenced by a number of archaeological sites. The Municipality District of Prague 5 consists of several formerly independent municipalities - Smíchov, Košíře, Motol, Hlubočepy, Radlice, Jinonice-Butovice, and the southern tip of Malá Strana - Újezd.

**Map1:** Identification of monitored localities of the Municipal District of Prague 5

*Mapa 1 | Identifikace sledovaných lokalit MČ Praha 5*



*Zdroj | Vlastní zpracování MOORE podle dat ČÚZK*



## Help for Citizens - National Minorities

Charity of the Czech Republic helpline Vladislavova 12 110 00 Praha 1	Ukrainian language: 731 432 431
	Vietnamese language: 605 999 969
	Mongolian language: 733 676 667
	Ukrainian language: <a href="mailto:ukraina.info@charita.cz">ukraina.info@charita.cz</a>
	Vietnamese language: <a href="mailto:vietnam.info@charita.cz">vietnam.info@charita.cz</a>
	Mongolian language: <a href="mailto:mongol.info@charita.cz">mongol.info@charita.cz</a>
	<a href="http://www.charita.cz">www.charita.cz</a>
Centre for Integration of Foreigners - Social Counselling Pernerova 10 186 00 Praha 8	222 360 452
	704 600 700
	<a href="mailto:info@cicpraha.org">info@cicpraha.org</a>
	<a href="http://www.cicpraha.org">www.cicpraha.org</a>

**Integration Centre Prague (ICP)** - Free services are available to foreigners living in Prague.

- Legal and social counselling
- Czech language courses
- Accompaniment to authorities and institutions and interpreting
- Educational seminars
- Organisation of cultural and community events



The organisation's services are intended exclusively for citizens of third countries (outside the EU) with legal residence who have a visa for more than 90 days in the Czech Republic.

**Intercultural workers of ICP speak six world languages.** You will find the contacts [HERE](#)

**ICP has created mobile App for foreigners living in Prague.** Find more info [HERE](#)

**Contact:**

Address: Žitná 51, Praha 1

Telephone: +420 252 543 846

Email: [info@icpraha.com](mailto:info@icpraha.com)

Opening hours: Mo – Fr: 8:00 a.m. – 4:00 p.m.

Websites: <https://icpraha.com/>





## Addresses and Office Hours of the Municipality of Prague 5

Official name: Městská část Praha 5 / Municipality of Prague 5  
Address: nám. 14. října 1381/4, Praha 5, Postal Code 150 22, P. O. BOX č. 22  
Telephone: 257 000 511  
Official WWW: <https://www.praha5.cz>  
Electronic filling office: [podatelna@praha5.cz](mailto:podatelna@praha5.cz)  
Data box ID: yctbyzq  
Banking connection: 19-2000857329/0800 (for all applicable payments from the public)  
IČO: 00063631  
DIČ: CZ 00063631  
Mayor: Mgr. Renáta Zajíčková (ODS)  
Secretary: JUDr. Kateřina Černá

### **Office Hours:**

Monday 8:00 a.m. – 6:00 p.m.

Wednesday 8:00 a.m. – 6:00 p.m.

These office hours apply to all departments of the office unless otherwise stated. We prefer electronic communication or telephone consultations. Thank you.

### **Departments and Sections with Extended Working Hours:**

#### **Department of Registration of Citizens, Personal Documents and Elections**

DAYS	OFFICE HOURS
Monday	8:00 a.m. – 5:00 p.m.
Wednesday	8:00 a.m. – 5:00 p.m.
Tuesday and Thursday	8:00 a.m. – 2:00 p.m.
Friday	8:00 a.m. – 12:00 p.m.

#### **Section of Verification and Czech POINT**

DAYS	OFFICE HOURS
Monday, Wednesday	8:00 a.m. – 6:00 p.m.
Tuesday and Thursday	8:00 a.m. – 4:00 p.m.
Friday	8:00 a.m. – 2:00 p.m.

The Czech POINT counter, Prague 5 - Hlubočepy, Voskovcova 1075/51 is closed for operational reasons until further notice. Thank you for your understanding.

#### **Section of Traffic Offences in Peace**

DAYS	OFFICE HOURS
Monday	8:00 a.m. – 6:00 p.m.
Wednesday	8:00 a.m. – 6:00 p.m.
Tuesday and Thursday	8:00 a.m. – 4:00 p.m. (only clients who have made an appointment by phone)

#### **Main Cash Desk, nám. 14. října 1381/4**

Tel.: 257 000 442

DAYS	OFFICE HOURS
Monday	8:00 a.m. – 12:00 p.m., 1:00 p.m. – 6:00 p.m.
Wednesday	8:00 a.m. – 12:00 p.m., 1:00 p.m. – 6:00 p.m.
Tuesday, Thursday and Friday	10:00 a.m. – 12:00 p.m.



### **Parking Permit Issuing Office**

Preslova 5, Praha 5

Tel.: 257 000 133, 257 000 128

DAYS	OFFICE HOURS
Monday	8:00 a.m. – 6:00 p.m.
Wednesday	8:00 a.m. – 6:00 p.m.
Tuesday and Thursday	8:00 a.m. – 6:00 p.m.
Friday	8:00 a.m. – 6:00 p.m.

The last client will be accepted for processing 30 minutes before the end of office hours.

### **Ceremony Hall of the Municipal District of Prague 5, Stroupežnického 493/10**

Wedding ceremony hours: from 10:00 a.m. to 2:00 p.m.

Wedding ceremony hall capacity: 70 persons

Contact: ÚMČ Praha 5, Odbor matrik a státního občanství, Oddělení správy matrik a státního občanství, matrika manželství / Department of Civil Registers and Citizenship, Section of Civil Registers and Citizenship Administration, Marriage Registry, Praha 5 – Smíchov, Štefánikova 236/13, 246/15, 1<sup>st</sup> floor, office No. 112

Tel. No.: 257000539, e-mail [lidie.janacova@praha5.cz](mailto:lidie.janacova@praha5.cz)

Tel. No.: 257000538, e-mail: [helena.maresova@praha5.cz](mailto:helena.maresova@praha5.cz)

## **Conducting Business**

If a natural or legal person wants to start a business activity under the Trade Licensing Act, report a change, apply for interruption or renewal of the trade licence, start or end the business activity on the premises, apply for cancellation of the trade licence, apply for an extract from the Trade Register, apply for registration or change of data of a natural or legal person in the Register of Agricultural Entrepreneurs. **The Department of Trade and Civil Law Agendas of the Municipality of Prague 5** is responsible for sole traders and entrepreneurs - here you can set up your own business under the Trade Act even if you do not reside in the municipal district of Prague 5. Everything is handled by the Trade Registration Section of the Department of Trade and Civil Law Agendas.

**Contact:** Zlatuše Svobodová, Head of the Trade Registration Section, [zlatuse.svobodova@praha5.cz](mailto:zlatuse.svobodova@praha5.cz), 257000312

**Address:** Náměstí 14. října 4, Praha 5

#### **Legal Act Title:**

- 1. Notification of a trade**
- 2. Application for a concession**
- 3. Amendments and additions**
- 4. Interruption and continuation of a trade**
- 5. Commencement and termination of business at the establishment**
- 6. Cancellation**
- 7. Extract from the Trade Register**
- 8. Entry in the Register of Agricultural Entrepreneurs**

The individual acts are subject to fees in accordance with Act No. 634/2004 Sb.

**Where and how to submit the notification electronically:** [www.rzp.cz](http://www.rzp.cz), electronic submission

**Website:** <https://www.praha5.cz/zivotni-situace/zu-jak-ziskat-zivnostenske-opravneni/>



## Marriage

The date of the marriage is booked only by the fiancés when they personally visit the civil registry office in whose administrative district they wish to marry. They submit a "Marriage Questionnaire" signed by both fiancés and all the necessary documents.

The marriage certificate is issued within 30 days of the marriage and given to one of the spouses on presentation of proof of identity or sent to them by hand delivery to the signatory; other documents are returned with it.

### **What you need to submit:**

- the fiancés' identity documents
- the fiancés' birth certificates
- proof of citizenship (can be evidenced by ID card or passport)
- divorced fiancé - final judgment on divorce
- widowed fiancé - death certificate of the spouse
- birth certificates of common children
- birth certificates of the bride's children (if the father of these children is unknown)

**Required form:** marriage questionnaire

If you have any questions, please contact the Department of Civil Registers and Citizenship of the Municipality of Prague 5, Markéta Podjuklová, Head of the Section of Civil Registers and Citizenship Administration, [marketa.podjuklova@praha5.cz](mailto:marketa.podjuklova@praha5.cz), telephone No.: 257000850.

## Issuing the Birth Certificate of a Newborn Child

The civil registry office, in whose administrative district the natural person was born, receives a report on the birth of the child from the relevant medical institution (e.g. Motol University Hospital), or a verbal notification, on the basis of which it registers the birth of the child and issues a birth certificate within 30 days. The birth certificate is sent by hand delivery to one of the parents at the address provided by the parents in the questionnaire (the birth certificate is sent only if the civil registry office has all the necessary documents). Only the child's parents are authorized to act in this matter

### **What you need to submit:**

- parents' identity documents
- parents' birth certificates
- parents' marriage certificate
- protocol on the determination of paternity of the unborn child
- divorced mother - final judgment of divorce
- widowed mother - death certificate of the husband
- foreign mother - certificate of civil status issued by the home state
- foreign parent - during an official act, he/she shall ensure the presence of a court interpreter at his/her own expense; this does not apply if the parent has perfect command of the Czech language and submits a declaration of this fact

**Required form:** not specified (you will receive the questionnaire at the health facility)

**Fee:** not specified

If you have any questions, please contact the Department of Civil Registers and Citizenship of the Municipality of Prague 5, Markéta Podjuklová, Head of the Section of Civil Registers and Citizenship Administration, [marketa.podjuklova@praha5.cz](mailto:marketa.podjuklova@praha5.cz), telephone No.: 257000850.



## **Determination of Paternity of a Born or Unborn Child**

Only parents (adults) of the child who are not married may determine paternity by a consensual declaration regarding the unborn/born child in person before any civil registry office or court.

### **What you need to submit:**

- parents' identity documents
- parents' birth certificates (foreign documents - you must submit the original or an officially certified copy with the prescribed certification and official translation into Czech language)
- divorced mother - final judgment of divorce
- widowed mother - death certificate of the husband
- foreign mother - certificate of civil status issued by the home state
- foreign parent - during an official act, he/she shall ensure the presence of a court interpreter at his/her own expense; this does not apply if the parent has perfect command of the Czech language and submits a declaration of this fact

### **Required form and fees:** not specified

If you have any questions, please contact the Department of Civil Registers and Citizenship of the Municipality of Prague 5, Markéta Podjuklová, Head of the Section of Civil Registers and Citizenship Administration, [marketa.podjuklova@praha5.cz](mailto:marketa.podjuklova@praha5.cz), telephone No.: 257000850.

## **Issuing Duplicates of Civil Registry Documents: Birth, Marriage and Death Certificates**

Issued by the civil registry office in whose administrative district the natural person was born, married or died.

### **Who is entitled to apply:**

The natural person who is the subject of the registration or a member of his/her family (spouse, parents, children, grandparents) or sibling or his/her proxy who presents a power of attorney with a certified signature).

A natural person who proves that he or she needs the civil registration document in order to exercise his or her rights before the authorities of the state or local self-governing units.

The document is issued to the applicant upon presenting a proof of identity or it is sent to him/her by hand delivery to the signatory.

### **What you need to submit:**

- proof of identity,
- a public document indicating that the requested civil registration document relates to family members or siblings
- a public document or a document by which the applicant proves the necessity of the civil registration document for the exercise of rights before the state or local self-governing units
- a document proving a legal interest in the issue of a duplicate death certificate a legal interest in proving that he or she lived in the same household with the deceased at the time of his or her death or that he or she was the funeral organiser

**Required form:** application for a duplicate of a civil registration document

**Fee:** administrative fee of CZK 100 (in cash)



If you have any questions, please contact the Department of Civil Registers and Citizenship of the Municipality of Prague 5, Markéta Podjuklová, Head of the Section of Civil Registers and Citizenship Administration, [marketa.podjuklova@praha5.cz](mailto:marketa.podjuklova@praha5.cz), telephone No.: 257000850.

## Czech POINT



The Czech POINT project - issuing certified extracts from the Land Registry, extracts from cadastral maps, from the public register (registers: commercial, associations, foundations, institutes, associations of unit owners and publicly beneficial companies), from the Trade Register, from the Insolvency Register, from the Criminal Register of Natural Persons (possibility of issuing a foreign language form - the official language of the EU), from the Criminal Register of Legal Persons, from the scoring system of persons, from the list of qualified suppliers, from the Register of Participants in the Operation of the Waste Motor Vehicles Module of the Waste Management Information System, mediated identification, implementation of authorised document conversion on request from the Czech POINT system, ISDS data box agenda, basic registers agenda. Newly we arrange electronic signatures.

Czech POINT is available at some municipal offices, but also at the Czech Post and at some notaries. Extracts obtained at Czech POINT contact points are primarily intended for use in the Czech Republic.

If you have any questions, please contact the Department of Civil Registers and Citizenship of the Municipality of Prague 5, Iveta Nováková, Head of the Verification Section and Czech POINT, [iveta.novakova@praha5.cz](mailto:iveta.novakova@praha5.cz), telephone No.: 257000983

## Personal Documents

The Municipality of Prague 5, Department of Personal Documents, Registration of Citizens and Elections is located at Štefánikova 13,15, Prague 5, Smíchov.

Contact: Mgr. Antonín Kufa MBA, LL.M., Head of the Department, [antonin.kufa@praha5.cz](mailto:antonin.kufa@praha5.cz), telephone No.: 257000996

### **“E-PAS” Passport** (passport with biometric and machine-readable data carrier)

(1) Applications for a travel document are filed with the authority responsible for issuing the travel document or with a representative office.

(2) Applications for the issue of a passport are filed by a citizen with any municipal authority of a municipality with extended jurisdiction or with a representative office, with the exception of a consular office headed by an honorary consular officer; applications for the issue of a passport within a shortened time limit (within 5 working days, within 24 hours) cannot be filed with a representative office

An application for a travel document may be submitted by a citizen older than 15 years of age; if the citizen is underage, the application shall be accompanied by a **written consent of the legal representative with his/her certified signature**.

In the case of a citizen **under 15 years of age**, the application shall be submitted by the legal representative on his/ her behalf. If the legal representative is a parent, the consent of one of the parents is sufficient.





In case of the adoption of an underage citizen to a foreign country, the Office for the International Protection of Children submits the application or gives its consent instead of the legal representative.

**Important notice:** The personal presence of the citizen over 15 years of age to whom the travel document is issued or the legal guardian of the citizen under 15 years of age or the person who submitted the application in place of the legal guardian - the authorised person according to the law - is required for the receipt of the travel document.

**The travel document can be received by**

- a) a citizen over 15 years of age,
- b) a legal guardian, a foster parent, a person to whom a citizen under the age of 15 has been entrusted, the director of a facility for the execution of institutional education or a facility for children in need of immediate assistance, who takes care of a citizen under the age of 15 on the basis of a decision of a court, or the Office for International Child Protection,
- c) a guardian of a citizen whose legal capacity is limited so that he or she is not competent to receive a travel document, or a member of the household whose authorisation to represent the citizen has been approved by the court<sup>28)</sup>, or
- d) an authorised representative of a legal person established by the state, if the travel document is issued for the performance of official duties abroad pursuant to an international treaty,
- e) in exceptional cases, for reasons of special interest, an authorised representative on the basis of a power of attorney with the principal's officially certified signature.

**Since 26<sup>th</sup> June 2012, the child needs his/her own passport to travel abroad.**

**The individual acts are subject to a fee. For more information please contact the** Department of Personal Documents, Registration of Citizens and Elections, **Mgr. Antonín Kufa MBA, LL.M., Head of the Department,** [antonin.kufa@praha5.cz](mailto:antonin.kufa@praha5.cz), **telephone: 257000996, or the website:** <https://www.praha5.cz/zivotni-situace/cestovani-do-zahranici-cestovni-pas/>

## National Identity Card

Electronic national identity cards (hereinafter referred to as the e-OP), is regulated by Act No. 269/2021 Sb., the Act on National Identity Cards. Effectiveness of the text from 2<sup>nd</sup> August 2021.

The e-OP can be applied for by a citizen at any municipal office of the municipality with extended competence (hereinafter referred to as the ORP).

**Who is obliged to have an e-OP:**

- A citizen of the Czech Republic who has reached the age of 15 and has his /her permanent residence in the Czech Republic.

**Who is eligible to have an e-OP:**

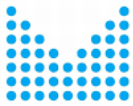
- a citizen under 15 years of age (administrative fee is CZK 100, validity of the e-OP is 5 years,
- a citizen who is not a permanent resident of the Czech Republic (administrative fee is CZK 200),
- a citizen whose legal capacity has been restricted.

**Where to apply:**

At any authorized office in the Czech Republic, that is also at the Municipality of Prague 5, Department of Personal Documents, Registration of Residents and Elections, located at.: **Štefánikova 13,15, Praha 5, Smíchov.**

**An electronic national identity card with a chip and biometric elements (within 30 days):**

No form must be filled in and no photographs must be provided.



### **Temporary national identity card (within 5 working days):**

The following form must be filled in:

<https://www.mvcr.cz/clanek/formulare-ke-stazeni-736999.aspx?q=Y2hudW09Mg%3d%3d>

### **Reasons for Issuing:**

- upon acquiring citizenship by declaration or by granting (administrative fee is CZK 200, validity 2 months, 2 photos),
- valid for 5 months:
  - due to a technical defect in the equipment ensuring the processing and transmission of data required for the issuance of the national identity card or in the production technology required for the issuance of the national identity card under Part Two of the Act, which lasts for more than 7 days, or
  - b) as a result of a natural disaster or other emergency when a national identity card cannot be issued under Part Two of the Act.

## **The e-OP Applicant Must Submit:**

- **documents required by law, which must be submitted in original or certified copy.**

(1) An applicant applying for his or her first national identity card is required to submit the following documents when applying for a national identity card:

- a) a birth certificate and, if there is reasonable doubt as to his or her citizenship of the Czech Republic, proof of Czech citizenship; or
- b) a passport issued by the Czech Republic with machine-readable data and a data carrier with biometric data (hereinafter referred to as the "passport").

(2) An applicant applying for his or her first national identity card who, prior to applying for a national identity card, has acquired the citizenship of the Czech Republic by declaration or by granting, is required to submit his or her birth certificate and proof of citizenship of the Czech Republic when applying for a national identity card:

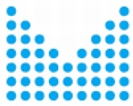
(3) An applicant applying for his or her first national identity card who is not a permanent resident of the Czech Republic on the date of application for a national identity card, is required to submit the following documents when applying for a national identity card:

- a) a birth certificate and proof of citizenship of the Czech Republic, or
- b) a passport.

(4) An applicant applying for his or her first national identity card who is limited in his/her legal capacity, but who is eligible to apply for a national identity card, is also required to submit a decision on the limitation of his/her legal capacity when applying for a national identity card

(5) A person who applies for an identity card on behalf of an applicant under paragraphs (1), (2) or (3) is required to submit the following documents when filing the application:

- a) the applicant's birth certificate and, if there is reasonable doubt as to the applicant's Czech citizenship, also proof of the applicant's Czech citizenship or the applicant's passport,
- b) a decision on the restriction of the applicant's legal capacity, if the applicant's legal capacity is so restricted that he or she is incapable of filing the application,
- c) his/her own identity card or travel document, including a travel document issued by a foreign authority, and
- d) a public document which establishes or confirms such person's authority to file an application on behalf of the applicant.



(1) An applicant applying for a new national identity card is required to present his or her existing national identity card when applying for a national identity card.

(2) An applicant applying for a new national identity card who is unable to present his or her existing national identity card when applying for a national identity card shall, at the time of application, present

a) a birth certificate and, if there is reasonable doubt as to his or her Czech citizenship, proof of Czech citizenship; or

b) another identity card; another identity card shall mean a document which is a public document and which contains information about the applicant, including his or her physical appearance and the citizenship of the Czech Republic, which enables the applicant to be identified.

(3) An applicant applying for a new national identity card who is not a permanent resident of the Czech Republic on the date of filing an application for the issue of a national identity card is required to submit the following documents when filing the application:

a) a birth certificate and proof of citizenship of the Czech Republic, or

b) another identity card.

(4) An applicant applying for a new national identity card who cannot produce the documents referred to in paragraphs (1), (2) or (3) when filing an application for a national identity card is required to prove his or her identity in another credible manner.

(5) An applicant applying for a new national identity card who is limited in his/her legal capacity, but who is eligible to file an application for a national identity card, is also required to submit a decision on the limitation of his/her legal capacity when filing the application.

(6) A person who files an application for a national identity card on behalf of an applicant under paragraphs (1), (2) or (3) is required to submit the following documents when filing the application:

a) the applicant's existing national identity card or, if the applicant's existing national identity card cannot be produced, the applicant's birth certificate, and, if there is reasonable doubt as to the applicant's Czech citizenship, also proof of the applicant's Czech citizenship or the applicant's passport,

b) a decision on the restriction of the applicant's legal capacity, if the applicant's legal capacity is so restricted that he or she is not capable of filing the application,

c) his/her own identity card or travel document, including a travel document issued by a foreign authority, and

d) a public document which establishes or confirms such person's authority to file an application on behalf of the applicant.

#### § 14

An applicant for a national identity card who has terminated his/her residence abroad prior to applying for a national identity card is required to submit the following documents when filing the application:

a) a birth certificate and proof of citizenship; or

b) a passport.

#### § 15

An applicant for a national identity card who has been issued a temporary national identity card is required to present the temporary national identity card and birth certificate when applying for the national identity card.

#### **A national identity card is valid for**

a) 1 year from the date of its issue, if issued to a person who has reached the age of 12 years in whom it is temporarily physically impossible to take fingerprints,

b) 5 years from the date of its issue, if issued to a person under 15 years of age,

c) 10 years from the date of its issue, if issued to a person who has reached the age of 15 years until the person reaches the age of 70 years, or



d) 35 years from the date of its issue, if issued to a person who has reached the age of 70 years. Existing valid national identity cards remain valid after 1st January 2012 until the time indicated on them - i.e. the introduction of the e-OP does not constitute a blanket mandatory replacement.

**The individual acts are subject to fees. For more information contact the Department of Registration of Citizens, Personal Documents and Elections, Mgr. Antonín Kufa MBA, LL.M., Head of the Department, [antonin.kufa@praha5.cz](mailto:antonin.kufa@praha5.cz), telephone No.: 257000996 or the website: <https://www.praha5.cz/zivotni-situace/obcanske-prukazy/>**

## **Permanent Residences**

**Permanent residence reporting - The place of permanent residence** is the address of residence in the Czech Republic chosen by the Czech citizen. A citizen may have only one place of permanent residence and that is in a building that is intended for housing and is marked with a land registry number, house number, or registration number.

### **The "Permanent Residence Registration" Form:**

The original of the **"Permanent Residence Registration Form"** must always be completed in accordance with Act No 133/2000 Sb. on the Registration of Inhabitants, as amended.

### **What documents does a citizen submit to change his/her permanent residence:**

- a) fill in and sign the permanent residence registration form,
- b) provide a proof of his/her identity by his/her national identity card or, if he/she does not have a valid national identity card, by another similar document which is a public document;
- c) provide proof of ownership of the apartment or house, or proof of legitimate use of the apartment, or a certified written statement from the authorised person agreeing to the notification of a change of permanent residence. Such a confirmation shall not be required if the authorised person confirms his/her consent on the permanent residence registration form in front of a registration officer. An authorised person is defined as a person over 18 years of age, of legal capacity, who is entitled to use the building or a defined part of it (e.g. an apartment or living room) or is the operator of the accommodation establishment where the citizen declares his/her permanent residence.

### **Who reports a change of permanent residence:**

For a citizen under 15 years of age, the change of permanent residence is reported by his/her legal representative or the natural person who has been granted custody of the child by a court decision.

For a citizen whose legal capacity has been restricted so that he or she is incapable of acting, the change of permanent residence shall be notified by his or her legal representative.

A member of the household whose authorisation to represent the citizen has been approved by the court, or an attorney authorised by him or her on the basis of a special power of attorney with officially certified signatures, may report the change of permanent residence on behalf of a citizen.

**The administrative fee for a change of permanent residence is paid in cash - in the amount of CZK 50 per person.**

**Children under 15 years of age are exempt from the fee.**

For more information contact the Department of Registration of Citizens, Personal Documents and Elections, Mgr. Antonín Kufa MBA, LL.M., Head of the Department, [antonin.kufa@praha5.cz](mailto:antonin.kufa@praha5.cz), telephone No.: 257000996 or the website: <https://www.praha5.cz/zivotni-situace/trvale-pobyty/>



## Cancellation of Permanent Residence

Application for cancellation of permanent residence at the request of the owner of the building or an authorised person

- is regulated by the provisions of Section 12(1)(c) and (2) of Act No. 133/2000 Sb., (Act on the Registration of Inhabitants), as amended:

### Cancellation of the Information on the Place of Permanent Residence

(1) The registration office shall decide on the cancellation of the information on the place of permanent residence if the citizen's right of use of the building or a defined part of the building, the address of which is indicated in the Registry of Inhabitants as the citizen's place of permanent residence, has ceased and if the citizen does not use the building or a defined part thereof,

(2) The registration office shall decide on the cancellation of the information on the place of permanent residence referred to in paragraph (1)(c) only on the proposal of the owner of the building or a defined part thereof or on the proposal of the authorised person referred to in Section 10(6)(c). In such a case, the applicant shall be obliged to prove the existence of the reasons referred to in paragraph 1(c) to the registration office.

**The burden of proof** is on the side of the petitioner and it is therefore up to the petitioner to prove the existence of the reasons for the cancellation of the information on the place of permanent residence. Documentary evidence may be submitted in copies, which need not be certified.

**From the preceding it follows that the proposal can be granted only if the three statutory conditions are met:**

1. the proposal is made by the owner of the premises or a defined part thereof or by an authorised person (see above),
2. the citizen's right of use to the apartment or house in question has expired (e.g. by termination, agreement by judgment), or the right of use did the citizen no good at all - i.e. it was derived (e.g. a boyfriend gave his consent to his girlfriend, a grandparent to a grandchild; or the right of use was derived from the law - a parent revokes the right of the child)
3. the citizen whose permanent residence is to be cancelled does not use the property ( apartment or house).

### Contact, Consultations and Advice on Applying for Cancellation of Permanent Residence:

The administrative procedure is conducted by the employee of the Department of Personal Documents, Registration of Citizens and Elections: Ms. Anna Matochová, DiS. ☎: **257 000 867**, [anna.matochova@praha5.cz](mailto:anna.matochova@praha5.cz)

**Place:** Štefánikova 13, 15, Praha 5, Odbor osobních dokladů, evidence obyvatel a voleb / Department of Personal Documents, Registration of Citizens and Elections, ground floor, door number 011

The proposal (including attachments) for the cancellation of permanent residence can be submitted in person at the office of the Municipality of Prague 5, Nám. 14. října 1381/4, in writing by postal service, electronically with a guaranteed electronic signature to the filling office at [podatelna@praha5.cz](mailto:podatelna@praha5.cz) or to the data box of the office - data box ID: yctbyzq .

## Local Fees



## Local fee from the accommodation

### **Instructions for Payers of the Local Fee From the Accommodation**

The payer of the fee is the provider of a paid accommodation, who is obliged to collect the fee from the accommodated person. The fee is to be paid by a natural person who is not registered in the given municipality, i.e. is not a permanent resident or is not registered here within the meaning of the Act on the Residence of Foreigners. The subject of the fee is a paid accommodation for a maximum of 60 consecutive calendar days with a single accommodation provider.

The payer is obliged to submit a notification to the fee administrator within 30 days from the date of commencement of the activity consisting in the provision of a paid accommodation. The payer shall report the termination of this activity to the fee administrator within 15 days.

### **What documents and information you need to bring with you:**

In fulfilling its reporting obligation, the payer must provide the addresses of all establishments or places where the payer provides paid accommodation and the number of beds used to provide paid accommodation in those establishments or places.

### **What forms are required and where they are available:**

Reporting obligation for the local fee from the accommodation

Monthly reports for the period

<https://www.praha5.cz/mistni-poplatek-za-lazensky-nebo-rekreacni-pobyt-a-mistni-poplatek-z-ubytovaci-kapacity-priznani/>

**The rate of the fee from the accommodation is CZK 21 per person and each commenced day of the accommodation, except for the day of the beginning of the accommodation.**

**The payer is required to submit a monthly report for the period by the 15<sup>th</sup> day of each subsequent month and remit the fees collected to:**

- the account of the fee administrator held with Česká spořitelna a.s. Praha 5, No. **19-2000857329/0800**, variable symbol = the payer number assigned by the fee administrator,
- by a postal order,
- at the cash desk of the Municipality of Prague 5, nám. 14. října 1381/4, 150 22 Praha 5.

If you have any questions, please contact the Municipality of Prague 5, **Department of Economics, Section of Local Fees and Fines, officer Eva Kubátová**, e-mail: [eva.kubatova@praha5.cz](mailto:eva.kubatova@praha5.cz), tel.: **257 000 527**.

## Local Fee for the Use of Public Areas

### **Information for the payer of the local fee for the use of public areas**

According to the Act on Local Fees, the use of public areas means excavation works, placement of temporary structures and facilities used for the provision of sales and services, placement of construction or advertising facilities, facilities of circuses, amusement parks and other similar attractions, placement of landfills, designation of a permanent parking space and use of such areas for cultural, sporting, and advertising events or for the needs of film and television production.

### **What documents and information you need to bring with you:**

A national identity card, power of attorney in the case of an authorised person, decision of the of the Municipality of Prague 5 issued pursuant to Act No. 13/1997 Sb., on Roads, as amended.



### What forms are required and where they are available:

Reporting obligation of the payer for the use of public areas

<https://www.praha5.cz/mistni-poplatek-za-uzivani-verejneho-prostranstvi-archiv/>

### How to pay the fee:

The fee can be paid to:

- the account of the fee administrator held with Česká spořitelna a.s. Praha 5, No. **19-2000857329/0800**, **variable symbol = the payer number assigned by the fee administrator**,
- by a postal order,
- at the cash desk of the Municipality of Prague 5, nám. 14. října 1381/4, 150 22 Praha 5.

If you have any questions, please contact the Municipality of Prague 5, **Department of Economics, Section of Local Fees and Fines**, officer **Jitka Hartmanová**, e-mail: [jitka.hartmanova@praha5.cz](mailto:jitka.hartmanova@praha5.cz), tel.: **257 000 526**.

## Local Fee for Dogs

### Information for the Payer of the Local Fee for Dogs

The fee for dogs is payable by the **natural person** who owns a dog to the municipality competent according to the place of **registration for permanent residence**, and for foreigners according to the **address of their reported place of residence**. A legal person shall pay to the municipality competent according to the **registered office of the company**. **The fee is payable for dogs older than 3 months.**

### What documents and information you need to bring with you:

A national identity card, information about the dog

### What forms are required and where they are available:

Reporting duty for the local fee for dogs

Expiry of the fee obligation - deregistration of the dog

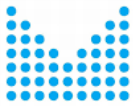
<https://www.praha5.cz/mistni-poplatek-ze-psu-formulare/>

### The amount of the fee:

- is CZK 1,500 per calendar year for one dog and CZK 2,250 for the second and each additional dog of the same owner,
- for dogs kept in a family house, it is CZK 600 per calendar year for one dog and CZK 900 for the second and each additional dog of the same owner,
- if the owner of the dog is a beneficiary of an invalidity, old-age, widow's or widower's pension, which is his/her only source of income, a recipient of an orphan's pension or a person over 65 years of age, the rate of the fee is CZK 200 per calendar year for one dog and CZK 300 for the second and each additional dog of the same owner,
- for a dog intended and used for guarding buildings, the holder of which is a legal person who is also the owner of the guarded building, the fee is CZK 600 per calendar year for one dog and CZK 900 for the second and each additional dog of the same holder.

### The fee is payable in advance without assessment, as follows:

- if it does not exceed **CZK 600 per year**, by **31<sup>st</sup> March** of each year at the latest



- if it exceeds CZK 600 per year, in two equal instalments, always no later than by 31<sup>st</sup> March and 31<sup>st</sup> August of each year

#### How to pay the fee:

The fee can be paid to:

- the account of the fee administrator held with Česká spořitelna a.s. Praha 5, No. 19-2000857329/0800, variable symbol = the payer number assigned by the fee administrator,
- by a postal order,
- at the cash desk of the Municipality of Prague 5, nám. 14. října 1381/4, 150 22 Praha 5.

If you have any questions, please contact the Municipality of Prague 5, **Department of Economics, Section of Local Fees and Fines**, officer **Alena Pallagyová**, tel. **257000535**, e-mail:

[alena.pallagyova@praha5.cz](mailto:alena.pallagyova@praha5.cz)

## Local Fee for Admission Fees

### Information for the Payer of the Local Fee for Admission Fees

The fee is payable by natural and legal persons organising cultural, sporting, sales, or promotional events. The administration and checking of the fee are carried out by the municipal districts according to the place where the event is held. Admission fee means the amount of money paid by a participant in order to attend an event.

### **What documents and information you need to bring with you:**

At least one week before the event, the payer is obliged to report to the fee administrator all the necessary data for the determination of the local fee.

### **What forms are required and where they are available:**

Reporting duty for the local fee from admission fees

<https://www.praha5.cz/mistni-poplatek-ze-vstupneho-formulare/>

### **How to pay the fee:**

The fee can be paid to:

- the account of the fee administrator held with Česká spořitelna a.s. Praha 5, No. **19-2000857329/0800**, variable symbol = the payer number assigned by the fee administrator,
- by a postal order,
- at the cash desk of the Municipality of Prague 5, nám. 14. října 1381/4, 150 22 Praha 5.

If you have any questions, please contact the Municipality of Prague 5, **Department of Economics, Section of Local Fees and Fines**, officer **Libor Šic**, tel. **257000887**, e-mail: [libor.sic@praha5.cz](mailto:libor.sic@praha5.cz)

## Complaints and Petitions

### **Section of Inspections and Complaints**

**Mgr. Maroš Čislák, Head of the Section**, [maros.cislak@praha5.cz](mailto:maros.cislak@praha5.cz), telephone No.: 257000443

Initiatives, comments, and complaints are submissions by a citizen, group of citizens or association of citizens seeking protection of their rights, protected interests or they point out deficiencies in the activities of the authorities of the Municipality of Prague 5.

Citizens' submissions addressed to the Board of Representatives of the Municipality of Prague 5 and the Council of the Municipality of Prague 5 are received by the Office Department of the Municipality of Prague 5, Organizational Section of the Municipality of Prague 5. Citizens' submissions addressed to the





Mayor of the Municipality of Prague 5 are received by the Mayor's Office Department of the Municipality of Prague 5. Citizens' submissions addressed to individual deputy mayors and councillors of the Municipality of Prague 5 are accepted by their secretariats.

**What are the conditions and procedure for dealing with the life situation:**

Written complaint, comments, initiatives - without any form

Oral complaint, suggestion, comment or initiative - making a written record (protocol) in the relevant department or in the secretariats of the departments or in the Department of Inspections and Complaints,

- e-mail ([epodatelna@praha5.cz](mailto:epodatelna@praha5.cz))

- data box

- filling office of the Municipality of Prague 5

Petition - requirements for submitting a petition in accordance with Act No. 85/1990 Sb., on the Petition Right.

## **Transportation**

**Contact:** Ivan Růžička, Head of the Department, [ivan.ruzicka@praha5.cz](mailto:ivan.ruzicka@praha5.cz), telephone No.: 257000474

**Address:** nám. 14. října č. 4, 150 22, Praha 5.

### **Connecting an Exit to a Road**

Connecting an exit to a road is a concept arising from Act No. 13/1997 Sb., on Roads. This term means the establishment, modification or cancellation of a traffic connection of a property in the form of an exit or a slip road to a road.

### **Determination of Traffic Signs**

Determination of traffic signs is a concept arising from Act No 361/2000 Sb., on the Rules of Traffic on Roads. This term refers to local and temporary traffic regulations and the use of traffic information devices (traffic signs and devices).

### **Opinion on Studies and Projects**

The opinion of the authority concerned in the field of traffic and road management is based on the wording of Act No 183/2006 Sb., on spatial planning and building regulations (Building Act), as amended. This opinion defends the interests set out in specific regulations - Act No 13/1997 Sb., on Roads, as amended, Act No 361/2000 Sb., on Rules of Traffic on Roads.

### **Special use of Roads**

Special use of roads is a concept arising from Act No. 13/1997 Sb., on Roads. This term means any use of the road other than the general one, which is specified in more detail in Section 25 of the above-mentioned Act. For our purposes, it means placing of advertising equipment and construction equipment, carrying out construction work, setting up reserved parking, setting up and operating sales stands, and organising sporting, cultural, and similar events, if they could endanger the safety or continuity of road traffic.

### **What forms are required and where they are available:**

The application form is available at [www.praha5.cz](http://www.praha5.cz) - in the downloadable forms section, or from the Department of Road Traffic during office hours.

### **You can use the following electronic service:**



[posta@praha5.cz](mailto:posta@praha5.cz), [odp@praha5.cz](mailto:odp@praha5.cz), [podatelna@praha5.cz](mailto:podatelna@praha5.cz) - e-mail address for submissions using an electronic signature

### Section of Traffic Offences in Peace

Ing. Rostislav Příbyl, Head of the Section, [rostislav.pribyl@praha5.cz](mailto:rostislav.pribyl@praha5.cz), telephone No.: 257000202

The workplace address of this department: Štefánikova 17, Praha 5, 5<sup>th</sup> floor.

## Parking – Paid Parking Zones

All detailed information about the paid parking zones in our municipality can be found on the website of the Technical Administration of Roads of the capital city of Prague at [Parkujvklidu.cz](http://Parkujvklidu.cz).

We would like to draw your attention to the new line +420 388 901 185 dedicated to the registration in the Personal User Pages. This is a dedicated call centre set up for this purpose only. It will therefore not answer any questions or handle any other type of requests. For technical questions, the line +420 257 015 257 remains in operation, but it will no longer handle requests for the registration in the Personal User Pages.

Expansion of the PPZ - from 4th January 2021, the paid parking zones will be expanded in the Cibulka (part) and Podbělohorská housing estates. Maps with the project of the extension in the given locations can be found in the attachments below.

In order to obtain a resident parking permit, a national identity card with permanent residence in the district with established PPZs for which the parking permit is intended and a vehicle registration card are required. If the vehicle is not registered to the applicants, a proof of use of the vehicle (legal relationship to the vehicle) is required. Detailed information is available in the [Methodology for Issuing Parking Permits in English](#).

**In order to obtain a subscription parking permit**, the applicant must have a place of business or establishment in the given municipal district with established PPZs. In order to be issued a parking permit, the establishment document (extract from the Commercial Register, Articles of Incorporation, Bylaws, etc.), any valid proof of the address of the establishment and the vehicle registration certificate indicating the business entity as the owner must be submitted. Subscription parking permits are also issued to individuals who own real estate in the defined area (evidenced by an extract from the Land Registry).

You can send your suggestions and opinions to [zps@praha5.cz](mailto:zps@praha5.cz).

**For more information on PPZs, please contact [Department of Public Space and Greenery Management](#):**

Jan Hrabánek, Milan Tikal

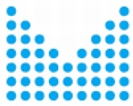
**Contact:** 257000285, 257000307

You can use the following link <https://www.praha5.cz/doprava/zony-placeneho-stani/> to find the map of the PPZs in the area of our municipal district. There are also downloadable documents related to the issuance of parking permits here (Methodology, price lists, manual for the user's personal website, etc.). For up-to-date information on paid parking zones, please visit [Park in peace](#).

## Social Issues

**Contact:** Mgr. Josef Vacek, Head of the Department, [josef.vacek@praha5.cz](mailto:josef.vacek@praha5.cz), telephone No.: 257000435

**Address:** nám. 14. října č. 4, 150 22, Praha 5.



The Department ensures activities in the field of social affairs within the meaning of Act No. 131/2000 Sb., on the Capital City of Prague and the Statute of the Capital City of Prague. Prague.

**It carries out the delegated performance of state administration within the scope of the municipal authority of a municipality with extended competence, in particular in the following fields:**

1. the agenda of social and legal protection of children pursuant to Act No. 359/1999 Sb.
2. the agenda of the social curator and coordination of the provision of social services and the provision of professional social counselling to persons at risk of social exclusion pursuant to the provisions of Section 92 of Act No. 108/2006 Sb., on Social Services
3. the agenda of social work pursuant to the provisions of Section 93a of Act No. 108/2006 Sb., on Social Services
4. the agenda of help in material distress according to the provisions of Section 7, Sections 63 - 65 of Act No. 111/2006 Sb.
5. the agenda of the exchange and issuance of O7 type parking permits to disabled persons who have been granted mobility allowance or special aid 69 (formerly extraordinary benefits of the 2<sup>nd</sup> and 3<sup>rd</sup> degree) pursuant to the provisions of Section 67(1) of Act No. 361/2000 Sb., on Road Traffic

### **Issuing a Parking Card Identifying a Vehicle Carrying a Severely Disabled Person**

#### **Who is authorized to act in this matter:**

A person holding the ZTP (i.e. particularly severe disability) or ZTP/P (particularly severe disability with a guide) card for whose transport the vehicle is marked, shall affix a specimen signature to the card, the document shall be laminated and handed over to the holder on the spot. The personal presence of the holder is therefore required.

**Only in the case of underage persons, the parent and persons with limited legal capacity shall arrange for the issue to be handled by a guardian appointed by the court.**

#### **What documents you need to bring with you:**

**A valid ZTP, ZTP/P card - with the exception of cards issued due to total or practical deafness.** They are not issued a parking pass with the 07 marking, only the 02 marking as a reminder to drivers with no other benefits. The hearing impaired driver shall present a valid driver's licence in order to be issued the 02 marking.

**A valid national identity card with permanent residence in the municipal district of Prague 5.**

**A 45 x 35 mm colour photo of the applicant with his/her current physical appearance..**

**A decision** of the Labour Office of the Czech Republic on the granting of a disabled person's card with the ZTP or ZTP/P designation or a report on the receipt of this card. This shall be submitted if the parking card 07 has never been issued to the applicant.

When issuing a special vehicle marking to a person with reduced legal capacity, the guardian of such a person shall present his/her identity card and the guardian's document issued by the competent court.

**Handled by the Municipality of Prague 5, Department of Social Issues and Crime Prevention, Nám. 14. října 1381/4, Praha 5, 2nd floor, door No. 223, phone 257 000 427, Ms Čapková. Office hours Monday and Wednesday 8 a.m. - 6 p.m.**

**The above activities are provided by the following departments and institutions established by the Municipality of Prague 5:**

#### **Department of Social Care and Development of Social Services**

Ivana Kosová, DiS., Head of the Section, coordinator of community planning of social services, [ivana.kosova@praha5.cz](mailto:ivana.kosova@praha5.cz), telephone No.: 257000439



MINISTRY OF THE INTERIOR  
OF THE CZECH REPUBLIC



### Department of Social and Legal Protection of Children

Mgr. Jana Kudrnová, Head of the Section, [jana.kudrnova@praha5.cz](mailto:jana.kudrnova@praha5.cz), telephone No.: 257000437

### Department of Social Curators, Counsellor for Foreigners and National Minorities

Mgr. Dagmar Čermáková, Head of the Section, [dagmar.cermakova@praha5.cz](mailto:dagmar.cermakova@praha5.cz), telephone No.: 257000265

Community planning in Prague 5- Sustainable development of social services - <https://kpss.praha5.cz/>



### Centrum sociální a ošetrovatelské pomoci Praha 5, p.o.

(Centre for Social and Nursing Assistance of Prague 5)

nám. 14. října 11, 150 00 Praha 5

tel.: +420 257 318 995, e-mail: [csop5@volny.cz](mailto:csop5@volny.cz),

Data box ID: 4wckg4n

Comp. Reg. No. (ID): 70108374

<https://www.csop5.cz/>

On the website of the Centrum sociální a ošetrovatelské pomoci Praha 5, p.o. (Centre for Social and Nursing Assistance in Prague 5), whose founder is the Municipality of Prague 5, you can find detailed information about the range of our services, including contacts to individual workplaces. The centre operates a field nursing service, a Nursing Home, personal hygiene centres, apartments with nursing services and a House of Social Services with a respite accommodation facility. It operates the Prádelna (Laundry) and Louka (Meadow) community centres, which provide community, cultural, social, educational, artistic, and sporting activities reflecting current social needs. The target group is very broad and reaches all ages. All the activities of the community centres promote activation, participation in a full social life, establishing relationships and friendships, and combating loneliness and prejudices of old age. They also run a day nursery.

