

# GUIDE FOR FOREIGNERS

## ÚMČ Praha 4 / Municipality of Prague 4

Dear Madam, Dear Sir,

The brochure you are holding is designed for non-EU nationals, legally living, working or residing in the territory of the Prague 4 City District. We are pleased you chose our city district for your stay and we would like to make your life here easier through this publication. The purpose of this document is to provide you with the brief basic information about Prague 4 City District and thus make easier for you to solve issues related to living abroad in the Czech Republic.

You can also find this information on our website [www.praha4.cz](http://www.praha4.cz)

The city district is an autonomous territorial unit, which administers the affairs of the population living within its borders. The administration of the Prague 4 City District includes the neighborhoods of Nusle, Michle, Podolí, Braník, Hodkovičky, Krč, parts of Lhotka, as well as parts of the cadastral districts of Záběhlce and Vinohrady.

Městská část Praha 4 / Prague 4 City District

**Address:** Antala Staška 2059/80b,140 46 Praha 4 – Krč

**Office hours for public:** Monday, Wednesday: 8.00 - 18.00 hod.,  
Thursday: 8:00 - 10:00

*In exceptional cases there is a possibility to make an appointment by phone outside official office hours*

Phone numbers	<b>Telephone exchange</b>	<b>261 192 111</b>
	<b>Free information line</b>	<b>800 194 237</b>
	<b>Free information line for senior citizens</b>	<b>800 100 128</b>
	<b>Green environment line</b>	<b>800 131 290</b>
Fax	<b>241 741 743</b>	
Website	<a href="http://www.praha4.cz">www.praha4.cz</a>	
Email	<a href="mailto:posta@praha4.cz">posta@praha4.cz</a>	Address for receiving messages provided with an electronic signature and processed by the electronic registry
	<a href="mailto:radnice@praha4.cz">radnice@praha4.cz</a>	Address for a regular communication without a guaranteed electronic signature
Data box ID	<b>ergbrf7</b>	

# Information about the Bureaus and Departments of Municipality of Prague 4 Bureau of Administration Odbor správních agend (OSA)

**Address:** Antala Staška 2059/80b, Praha 4 – Krč (1st floor); tel.: 261 192 659  
Jílovská 1148/14, Praha 4; tel.: 261 192 687

## **Department of Registry and Citizenship (Oddělení matrik a státního občanství)**

- administers a national registry of births, marriages and deaths of all individuals (both Czech citizens and foreigners) living in the territory of Prague 4
- issues birth certificates, marriage certificates and death certificates – if the registry event took place in the administrative district of Prague 4, it writes approving statements of parents regarding paternity, keeps record of marriage licenses that took place in Prague 4 and registers name changes for both Czech citizens and foreigners who have permanent residence in the administrative district of Prague 4; all these activities relate to registry matters that were established in the Municipal office of Prague 4 and apply to both Czech citizens and foreigners living in Prague 4
- registers name changes of both Czech citizens, as well as foreigners who have permanent residence in the administrative district of Prague 4

### **Czech citizenship – basic information**

- *Obtaining Czech citizenship is embodied in Act Nr. 186/2013 of the Statute Book, Law on citizenship of the Czech Republic and amendment of certain laws (Law on citizenship of the Czech Republic).*
- *Czech citizenship can be granted to a foreigner upon application, if the applicant is integrated to the society in the Czech Republic, especially regarding integration in terms of family, work or social standpoint and if the applicant meets other conditions as set out in paragraph 14 of the Law on citizenship, e.g. if the applicant:*
  - *has had a permanent residency permit for at least 3 years (in the case of an applicant who is a citizen of the European Union); or at least 5 years; or for a period which together with immediately preceding legal stay in the territory of the Czech Republic amounts to at least 10 years*
  - *proves, that they have resided in the territory of the Czech Republic for at least one half of the prescribed period of stay*
  - *has not been legally convicted, imprisoned, or put on probation for a negligent or intentional criminal offence*
  - *demonstrates knowledge of the Czech language*
  - *shows basic knowledge of the constitutional system of the Czech Republic and a fundamental understanding of cultural, social, geographical and historical facts about the Czech Republic*
  - *in the last three years preceding the application, did not seriously violate obligations arising from other legal regulations regulating the entry and residence for foreigners in the territory of the Czech Republic*
  - *establishes the amount and sources of their income*
  - *proves that their stay in the Czech Republic, over the last three years, clearly and without serious reasons did not burden the system of state social support and the material need assistance system*

- There is no legal entitlement to the granting of citizenship, the Ministry of Interior decides on granting citizenship of the Czech Republic and foreigners submit an application to the administrative authority in the district of their permanent residency permit.

### **Department of Administration and Census (Oddělení správní a evidence obyvatel)**

- handles registration of permanent residency (PR) permits for Czech citizens, including termination of PR permits of Czech citizens when leaving the country, and the collection of related administrative fees (e.g. in case of the change of residency), organizes elections in Prague 4 City District for:

- the President of the Republic
- the Chamber of Deputies of the Parliament of the Czech Republic
- the Senate of the Parliament of the Czech Republic
- the European Parliament (EU citizens are also eligible to vote)
- the Municipal Government of Prague 4, and the Municipal Government of City of Prague; (EU citizens are also eligible to vote)

- issues fishing permits to citizens with PR in Prague 4 and to foreigners residing in Prague 4

- documents required from non-citizen residents for the application of a fishing license include:

- a valid passport, or a long-term residency permit
- a Czech Fishing Union certificate with a test of basic knowledge of fishing, fishing license (or other document to qualify for a fishing license) valid abroad with translation into Czech and confirmed by signature

- issues hunting licenses to citizens with PR in Prague 4 and to foreigners residing in Prague 4

- documents required from non-citizen residents for the application of a hunting license:

- a passport, including a certificate of residency, a valid document qualifying the applicant to hunt, proof of a clean criminal record (a foreigner who does not have the permanent residence in the Czech Republic and applies for a hunting license for less than 30 days, can substitute the criminal record statement by providing a valid hunting license from the country of their residence), proof of insurance

### **Identity Cards Department (Oddělení občanských průkazů)**

- handles all matters related to identity cards - administration of applications, issuing and distribution of Identity Cards, registering the loss or theft of Identity Cards, (including the issuance of a certificate of loss), and the collection of related administrative fees

### **Travel Documents Department (Oddělení cestovních dokladů)**

- handles all matters related to Czech passports – accepting applications of citizens for the issuance of a passport, distribution of completed passports, registering the loss, theft or damage of a passport, issuing express passports in a shortened time, and the collection of related administrative fees

# **Trade Licensing Bureau Odbor živnostenský (OŽ)**

**Address:** Antala Staška 2059/80b, Praha 4 – Krč (4th Floor)

## **Department of Trades and Concessions**

### **(Oddělení živností a koncesí)**

- issues trade licenses and concession certificates for individuals and legal entities, enacts their amendments, alternatively their cancellations, assigns identification numbers to self-employed individuals, accepts applications for tax registration, registers and records notice of the initiation and termination of self-employment, accepts applications for pension and health insurance, receives notification of job vacancies or occupancies, registers and records initiation (termination) notices for health and pension insurance for the self-employed.

## **Department of Administration**

### **(Oddělení správní)**

- provides Trade Register statements, accepts notifications of businessmen on the suspension of their business operations for a fixed period, or notifications about the continuation of their business operations, cancels trade licenses at the request of the entrepreneur

## **Control Department**

### **(Oddělení kontrolní)**

- checks compliance with the Trade license Act, supervises the Consumer Protection Act and compliance with the market code

- the obligations of entrepreneurs include:

- an obligation to ensure that there is a person with knowledge of Czech or Slovak language present in business premises where goods or services to consumers are for sale
- an obligation to issue, at the request of the customer, a receipt for the sale of goods or the provision of services (the mandatory content of the receipt is stipulated in the Trade Act)

# **Environment and Transportation Bureau**

## **Odbor životního prostředí a dopravy (OŽPAD)**

**Address:** Antala Staška 2059/80b, Praha 4 – Krč (8th Floor); tel: 261 192 437

### **Department of Environment and Waste Management**

#### **(Oddělení životního prostředí a odpadového hospodářství)**

- operations of the state administration in the area of waste management, agricultural land resources protection, air protection, nature conservation, and in the field of plant care, i.e.: administrative procedures authorizing the logging of timber growing outside the forest, receipt of notifications about planned and emergency logging of timber, registry of waste management reports, administrating infractions and offences for violating air protection laws, waste management and agricultural land resources and nature protection laws, control operations, issuing binding statements on construction and zoning proceedings, receiving reports about gathering of animals, performance of local administration in the area of waste management, arranging of a functioning system of sorted and high-capacity waste in the territory of Prague 4 and the revitalization of container locations, processing of grants distributed by the Prague 4 City District and controlling their fulfilment

### **Department of Transportation**

#### **(Oddělení dopravy)**

- provides the conception of transportation solutions in the territory of Prague 4  
- makes decisions about claim permits for local roads (without disruption of the surface and earthwork), about short-term road claim permits concerning the placement of a construction container, about permissions for special use of local roads by the placement of stands, counters, space to offer goods, front gardens, ornamental greenery, placement of billboards, reserved paid parking, reserved parking space for disabled persons  
- deliberates misdemeanors and administrative offenses in matters concerning local and public roads  
- issues permits to build connection to a neighboring road, issues statements on construction proceedings, provides traffic signs and arrangement of local and temporary traffic modifications

### **Department of Area Managers**

#### **(Oddělení správců oblastí)**

- cooperates with owners and caretakers of sites to secure cleanness, maintenance and repairs of roads in green areas, provides waste disposal from public areas, secures the maintenance and cleanliness of public greens, and provides for the capture of stray and abandoned animals

## **Bureau of Education Odbor školství (OŠ)**

**Address:** Antala Staška 2059/80b, Praha 4 – Krč (6th Floor)

### **Family Policy Department (Oddělení rodinné politiky)**

- cooperates with the Institute of Social Services in Prague 4, with the Retirement Home Spořilov and the Hospice Malovická, prepares and organizes events for senior citizens and activities for families with children, works together with non-profit organizations engaged in caring for the elderly and disabled citizens in the territory of Prague 4, accepts applications for grants in the field of social and family policy

### **Organizational – methodical Department (Oddělení organizačně – metodické)**

- proposes the appointment and dismissal of heads of City District schools and school facilities to the School Board, handles parent's complaints in the field of education and conducts investigations into headmaster's practices, keeps records of demand and supply of available jobs in the educational system, participates with schools in securing enrolment of children to kindergartens and primary schools, supports the establishment of conditions for integration of disabled children and their inclusion in mainstream classes

### **Prevention and Ethnic Minorities Department (Oddělení prevence a národnostních menšin)**

- provides methodical assistance to kindergartens, elementary and secondary schools in relation to the education of foreigners in schools, provides primary drug prevention and preventive activities in the field of crime prevention, works together with all involved entities in the prevention of drug addiction and crime prevention, administers the care of specific risk groups, including consulting services in the field of social assistance

## **Bureau of Social Affairs Odbor sociální (OSOC)**

**Address:** Antala Staška 2059/80b, Praha 4 – Krč (2nd Floor)

- No social benefits have been paid within the Bureau of Social Affairs of the Prague 4 Municipality from January 1, 2012. The Employment Office of the City of Prague handles all state social support affairs.

### **Department of Social Prevention**

#### **(Oddělení sociální prevence)**

- deals with social and legal child protection to the extent set by act 359/1999 of the Statute Book

- Provides counselling and cooperation in dealing with the following social issues:

- Care, welfare and educational issues of children, truancy, drugs
- Adoption
- Foster care

- Provides expert advice and assistance:

- To persons at risk of social exclusion

### **Department of social and legal protection of children**

#### **(Oddělení sociálně právní ochrany dětí)**

- deals with social and legal child protection to the extent set by act 359/1999 of the Statute Book

- Provides counselling and cooperation in dealing with the following social problems:

- Suspected abuse or neglect of children, insufficient parental care
- Children adjusting from broken households with divorced parents
- Child Maintenance and Alimony
- Arrangement of contacts with children
- Difficult life situations with children, loss of housing
- Domestic violence cases



## Czech POINT in Prague 4



- Czech POINT is a project whose aim is to reduce excessive bureaucracy in relation citizen - public administration. Basic registers of population are running from July 1, 2012: the register of population (ROB), the register of individuals (ROS), the register of rights and obligations (RPP) and the register of territorial identification of addresses and real estate (RUIAN).

### **- Information Centres of the Municipality of Prague 4:**

#### **Czech POINT ANTALA STAŠKA**

Address: Antala Staška 2059/80b, Praha 4  
(building of the new Municipality of Prague 4;  
metro line C - Budějovická)

#### **Information Centre BRANICKÁ**

Address: Branická 44, Praha 4  
(building of the so called Dominican Court)

#### **Information Center JÍLOVSKÁ**

Address: Jílovská 1148/14, Praha 4  
(office building of the Bureau of Administration)

#### **Information Centre HLAVNÍ**

Address: Hlavní 1402/141, Praha 4  
(former Sigma movie theatre building)

#### **Information Centre NÁMĚSTÍ HRDINŮ**

Address: náměstí Hrdinů 3/1634, Praha 4 (Centrotex  
building ; metro line C - Pražského povstání)

#### **Information Centre ŠTÚROVA**

Address: Štúrova 1284/20, Praha 4  
(in the Albert store building)

### **- The above Czech Point sites provide registry documentation:**

- copies of documents from public records (personal identification not required):

- **Commercial Registry** – the business Identification number (IČ) of subject is required
  - **Trade Registry** – the business Identification number IČ of the entrepreneur/individual is required
  - **Land Registry** – the cadastre territory name and the number of the ownership certificate is required
- fee for the provision of official documents: 100,- Kč for the first page, 50,- Kč for each succeeding page

- copies of documents from non-public records (personal identification required):

- **Criminal Record** – a valid ID with an assigned personal identification number is required
  - fee: 100,- Kč for each Criminal Record check
- **Central Register of Drivers - listing of driving infraction offence points**
  - a valid identification document (valid ID, passport or identification document of the foreigner) and a driving license are required
  - This service allows each driver to obtain a summary statement of their offense points.
  - fee: 100,- Kč

### **- At the Information Centres of the Prague 4 Municipality you can apply for the following documents:**

- Criminal record check for legal persons
- Filing under the Trade Act (§ 72)
- Application for the Criminal record check, or copy under the Act Nr. 124/2008 Sb.
- Basic registers
- Authorized document conversion
- Insolvency Register
- Data boxes
- Central repository of verification clauses
- Listing of a certified output from the List of qualified suppliers
- Submissions to the register of users of car wrecks module ISOH
- Czech POINT system depository

- Listings are charged according to the valid schedule of charges.

## The List of NGOs working with migrants

Several non-profit organizations are based in Prague, such as the Integration Center Prague / Integrační centrum Praha o.p.s., that offer FREE assistance to migrants in their integration into Czech society. Feel free to use the services of these organizations.

Name and address	Contact	Website
<b>Integrační centrum Praha o.p.s. (ICP)/ Integration Center Prague Prague 4 bureau</b> Hvězdova 1594/19, 140 00 Praha 4 - Nusle	775 771 944, 774 711 845 <a href="mailto:info@icpraha.com">info@icpraha.com</a> ; <a href="mailto:praha4@icpraha.com">praha4@icpraha.com</a>	<a href="http://www.icpraha.com/index">http://www.icpraha.com/index</a>
<b>Klub Hanoi/ Club Hanoi</b> Libušská 319/126, 142 00 Praha 4	603 583 690, 608 535 792 <a href="http://klubhanoi.cz">klubhanoi@klubhanoi.cz</a>	<a href="http://www.klubhanoi.cz">www.klubhanoi.cz</a>
<b>Sdružení pro integraci a migraci (SIMI)/ Association for integration and migration</b> Baranova 33, 130 00 Praha 3	224 224 379, 605 253 994 <a href="mailto:poradna@refug.cz">poradna@refug.cz</a>	<a href="http://www.migrace.com">www.migrace.com</a>
<b>Centrum pro integraci cizinců (CIC)/ Centre for integration of foreigners</b> Kubelíkova 55/827, 130 00 Praha 3	222 360 452 <a href="mailto:info@cicpraha.org">info@cicpraha.org</a>	<a href="http://www.cicpraha.org/">http://www.cicpraha.org/</a>
<b>Poradna pro migraci (PPI)/ Advisory Centre for migration</b> Opletalova 6, 110 00 Praha 1	603 281 269, 603 807 567 <a href="mailto:praha@p-p-i.cz">praha@p-p-i.cz</a>	<a href="http://www.p-p-i.cz">www.p-p-i.cz</a>
<b>InBáze</b> Legerova 50, 120 00 Praha 2	224 941 415, 739 037 353 <a href="mailto:info@inbaze.cz">info@inbaze.cz</a>	<a href="http://www.inbaze.cz">www.inbaze.cz</a>
<b>Organizace pro pomoc uprchlíkům (OPU)/ Organization for Aid to refugees</b> Kovářská 939/4, 190 00 Praha 9	730 158 779, 730 158 781 <a href="mailto:opu@opu.cz">opu@opu.cz</a>	<a href="http://www.opu.cz">www.opu.cz</a>
<b>Mezinárodní organizace pro migraci (IOM)/ International organization for migration</b> Argentinská 38, 170 00 Praha 7	233 370 160 <a href="mailto:prague@iom.int">prague@iom.int</a>	<a href="http://www.iom.cz">www.iom.cz</a>
<b>Arcidiecézní charita – Poradna pro migranty a uprchlíky/ Caritas – Council for migrants and refugees</b> Pernerova 20, 186 00 Praha 8	224 813 418 <a href="mailto:migrace@praha.charita.cz">migrace@praha.charita.cz</a>	<a href="http://www.praha.charita.cz/sluzby/migrace/">www.praha.charita.cz/sluzby/migrace/</a>
<b>Info-dráček</b> Tyršova 1, 120 00 Praha 2	778 050 186 <a href="mailto:info@info-dracek.cz">info@info-dracek.cz</a>	<a href="http://www.info-dracek.cz">www.info-dracek.cz</a>
<b>Poradna pro občanství, občanská a lidská práva (PPO)/ Counselling Centre for Citizenship, Civil and Human Rights</b> Ječná 7, 120 00 Praha	270 003 288 <a href="mailto:poradna@poradna-prava.cz">poradna@poradna-prava.cz</a>	<a href="http://www.poradna-prava.cz">www.poradna-prava.cz</a>
<b>Multikulturní centrum Praha (MKC)/Multi- cultural Centre Prague</b> Náplavní 1, 120 00 Praha 2	296 325 345 <a href="mailto:infocentrum@mkc.cz">infocentrum@mkc.cz</a>	<a href="http://www.mkc.cz">www.mkc.cz</a>
<b>Konsorciem nevládních organizací pracujících s migranty v ČR/ Consortium of NGOs working with migrants</b> Vladislavova 44/10, 110 00 Praha 1	224 946 635 <a href="mailto:office@konsorcium-nno.cz">office@konsorcium-nno.cz</a>	<a href="http://www.konsorcium-nno.cz">www.konsorcium-nno.cz</a>
<b>Evropská kontaktní skupina o.s. (EKS)/ European contact group</b> Dejvická 267/28, 160 00 Praha	222 221 799 <a href="mailto:info@ekscr.cz">info@ekscr.cz</a>	<a href="http://www.ekscr.cz">www.ekscr.cz</a>
<b>Gle o.p.s.</b> Tyršova 1832/7, 120 00 Praha 2	224 241 589 <a href="mailto:info@gle.cz">info@gle.cz</a>	<a href="http://www.gle.cz">www.gle.cz</a>
<b>Lače Čhave o.s.</b> NZDM Rozhledna, Smolkova 565, 142 00 Praha 12	723 293 601 <a href="mailto:info@lache-chave.cz">info@lache-chave.cz</a>	<a href="http://www.lache-chave.cz">www.lache-chave.cz</a>
<b>Nová škola o.p.s./ New school</b> Křížíkova 344/6, 186 00 Praha 8	737 544 773 <a href="mailto:novaskola@novaskolaops.cz">novaskola@novaskolaops.cz</a>	<a href="http://www.novaskolaops.cz">www.novaskolaops.cz</a>
<b>Youth Included</b> Santrochova, 4/1773, 162 00 Praha 6	723 293 601 <a href="mailto:youthincluded@gmail.com">youthincluded@gmail.com</a>	<a href="http://www.youthincluded.com">www.youthincluded.com</a>