

Passports for Czech children in foster care or adopted in the United Kingdom

Applications should be made in person by the holder of parental responsibility at the consular section of the Czech Embassy in London. The application forms and information sheets are in Czech only, the help of a translator or an interpreter might be needed. A [list of translators and interpreters](#) can be found on the Embassy website. The length of the procedure will depend on the documentation already available. If the child has only a UK birth certificate, more steps will be required and the whole procedure may take 4 - 6 months.

Proof of parental responsibility

Matters of parental responsibility are regulated by [Council Regulation \(EC\) No 2201/2003](#) of 27 November 2003 concerning jurisdiction and the recognition and enforcement of judgments in matrimonial matters and the matters of parental responsibility. Article 39 of the Regulation specifies that when an attest of parental responsibility is needed "The competent court or authority of a Member State of origin shall, at the request of any interested party, issue a certificate using the **standard form set out in Annex II** (judgments on parental responsibility)."

The person with parental responsibility has to present this certificate when applying for a passport or any other document relating to the child. The birth parents are legally entitled to apply for the child's passport and other documents. Therefore, the procedure can be simpler when the birth parents are willing to cooperate with the Embassy.

Legalisation of UK documents for international use

Documents issued by British authorities, such as the certificate according to Annex II of the Regulation or a birth certificate, must be certified with a **UK apostille** (see <https://www.gov.uk/get-document-legalised>). Both the original document and the apostille must then be **translated into Czech**. The translation should be done by an authorised translator ([list of translators](#) is available on the Embassy website). If the translation is not done by a Czech court-appointed translator, the Embassy can verify the translation for an additional fee.

How to submit the application

It is necessary to make an appointment in advance, preferably by email to consulate.london@embassy.mzv.cz. All applications are subject to a [fee](#).

Before applying for the passport, the child's birth has to be registered in the Czech Republic and a certificate of Czech citizenship must be obtained. Following are detailed descriptions of what to do in three typical situations.

1. The child has a Czech birth certificate and a valid Czech citizenship certificate

The holder of parental responsibility should bring:

- a. his/her own valid passport,
- b. one 5 x 5 cm passport photo of the child,
- c. the child's Czech birth certificate and a valid, i.e. not older than 1 year, Czech citizenship certificate,
- d. court certificate according to Annex II [Council Regulation \(EC\) No 2201/2003](#) legalised for international use (see above);

and to submit the following completed and signed forms:

- e. [declaration that the child has not lost his/her Czech citizenship](#),
- f. [personal details](#).

Notes:

- i. A child of 6 years or older has to come to the Embassy together with the applicant and to provide a signature that would appear on the passport.
- ii. A child of 12 years or older has to provide his/her fingerprints.

- iii. A child of 15 years or older has to collect his/her new passport in person.
- iv. The fee for the new passport depends on the age of the child and is payable at the time of collection.
- v. The applicant should be able to fill in the proper forms in Czech, the Embassy does not provide routine translation services.

The requirements for obtaining a new passport are described (in Czech) in the following link:

- http://www.mzv.cz/london/cz/konzularni_a_vizove_informace/cestovni_doklady_cr/cestovni_pas_obsahujici_strojove_citelne.html

2. The child's birth is registered in the Czech Republic; the child does not have a Czech birth certificate and valid Czech citizenship certificate

The applicant (person with parental responsibility) has to apply first for a Czech birth certificate and a valid Czech citizenship certificate for the child.

The holder of parental responsibility should bring:

- a. his/her own valid passport,
- b. court certificate according to Annex II [Council Regulation \(EC\) No 2201/2003](#) legalised for international use (see above);

and to submit the following completed and signed forms:

- c. [application for a duplicate Czech birth certificate](#),
- d. [application for a Czech citizenship certificate](#),
- e. [questionnaire for the Czech citizenship certificate and the declaration that the child has not lost his/her Czech citizenship](#),
- f. [personal details](#).

When the requested documents arrive from the Czech Republic, the holder of parental responsibility can apply for a new passport (see procedure 1).

Notes:

- i. The applicant has to have his/her valid passport and should be able to complete the relevant forms in Czech, the Embassy does not provide routine translation services.
- ii. All applications are subject to a [fee](#) payable at the time of application.
- iii. A child of 15 years or older has to apply for the **Czech citizenship certificate** in person.

3. The child was born in the UK and has a UK birth certificate only

In this case it is necessary to register the birth and, at the same time, to apply for a Czech citizenship certificate and Czech birth certificate.

The applicant (holder of parental responsibility) should bring:

- a. his/her own valid passport,
- b. the child's UK birth certificate legalised for international use (see above),
- c. court certificate according to Annex II [Council Regulation \(EC\) No 2201/2003](#) legalised for international use (see above),
- d. birth certificates of both birth parents, if available. Detailed information about the parents, including their current or last place of residence in the Czech Republic, is essential for the registration and will be required,
- e. marriage certificate of the birth parents if the child was born in a marriage, if available;

and to submit the following completed and signed forms:

- f. [declaration that the child has not lost his/her Czech citizenship,](#)
- g. [application for registration of the birth,](#)
- h. [application for the Czech citizenship certificate,](#)
- i. [questionnaire for the Czech citizenship certificate,](#)
- j. [personal details.](#)

Note: In some cases, e.g. when the surname of a newborn female does not conform to the Czech usage, additional forms might be required to complete.

All the requirements for the registration of birth and for obtaining the Czech citizenship certificate for children born in the UK are described (in Czech) in the following links:

- Birth registration:
http://www.mzv.cz/london/cz/konzularni_a_vizove_informace/matricni_agenda/zadost_o_rodny_list_na_zaklade_britskeho.html.
- Czech citizenship certificate:
http://www.mzv.cz/london/cz/konzularni_a_vizove_informace/statoobcanska_agenda/informace_k_zadosti_o_zjisteni_statniho.html.

When the requested documents (i.e. birth certificate and citizenship certificate) arrive from the Czech Republic, the holder of parental responsibility can apply for a new passport (see procedure 1).

The ready passport can be collected by the holder of parental responsibility, child older than 15 years has to collect the passport by himself/herself.

Schedule of fees

Following are application fees as of February 2015. The fees are set in Czech Crowns and the actual amounts may vary according to the current exchange rate.

Birth registration	£ 8
Citizenship certificate	£ 10
Birth certificate	£ 10
Passport, under 15	£ 13
Passport, 15 or older	£ 36
Translation verification	£ 5 per page.

Contacts: Consular section of the Czech Embassy in London
30 Kensington Palace Gardens
W8 4QY London
Tel.: 020 7243 7931
Email: consulate.london@embassy.mzv.cz

Opening hours (except for Czech national days and bank holidays):

- Monday - Thursday: 9:00 - 13:00, 14:00-16:00 (by appointment only),
- Friday: 9:00 - 13:00 (by appointment only).