



Embassy of the Czech  
Republic in Washington D.C.

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# **CONSULAR MANUAL FOR HONORARY CONSULATE OF THE CZECH REPUBLIC**

**2015**

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## **1. Introduction**

The main documents governing all aspects of an Honorary Consular post of the Czech Republic abroad are:

1. Vienna Convention on Consular Relation
2. Statute of the Honorary Consular Officer of the Czech Republic
3. Law of the Czech Republic and U.S.A.
4. Instruction documents of the Ministry of Foreign Affairs of the Czech Republic and the Department of State.

## **2. Tasks of the consular service**

The consular service is an integral part of the Ministry of Foreign Affairs of the Czech Republic (MFA). Its main task is to perform the functions of the executive branch vis-à-vis individuals (natural and legal persons) abroad. The consular service serves Czech nationals as well as foreigners.

In international relations, the basic principle is sovereign equality, which means that no state can exercise sovereign power over the territory of another state, unless provided otherwise by international law. The fundamental document defining areas and boundaries of diplomatic mission's powers in relation to individuals is the Vienna Convention on Consular Relations of 24 April 1963, published in MFA Regulation No. 32/1969.

Within the MFA structure, the consular service falls within the responsibility of the Consular Department (providing service to Czech nationals abroad) and the Consular Policy and Methodology Department (in charge of the tasks relating to the entry and stay of foreigners in the territory of the Czech Republic). Both departments are part of the Legal and Consular Section of the Ministry of Foreign Affairs of the Czech Republic.

Outside the Czech Republic, consular services are provided by consular sections of embassies and by consular posts. There are two types of consular posts: a consular post headed by a career consular officer and an honorary consular post.

The network of Czech honorary consulates, supervised by Czech career posts, continues to develop and improve. The Czech Republic has nearly 170 honorary consulates in different parts of the world. Like some other countries, the Czech Republic increasingly relies on honorary consulates to complement its network of career consulates. Honorary consuls do not have the status of Czech civil servants. However, they must have the required qualifications, including good

social standing and knowledge of the local conditions. Honorary consuls receive no salary and are expected to pay the costs incurred by their consulates.

Czech honorary consulates are increasingly important actors in the process of developing bilateral contacts in areas such as economy, trade, science and technology and culture, especially in countries where the Czech Republic has no career embassy or consulate. They play an irreplaceable role in promoting the Czech Republic in their countries, and in assisting Czech nationals and companies faced with problems abroad.

The Czech Republic's consular service is also responsible for providing consular protection to EU citizens in a third country in situations such as accident, loss of travel documents, emergency, arrest or detention, etc. The general principle for addressing such situations is enshrined in the Charter of Fundamental Rights of the European Union. Its Article 46 states that every citizen of the EU shall, in the territory of a third country in which the Member State of which he or she is a national is not represented, be entitled to protection by the diplomatic or consular authorities of any Member State, on the same conditions as the nationals of that Member State. A similar provision can be found in Article 20 of the Treaty on the Functioning of the European Union.

### **3. Consular functions**

Consular functions of an Honorary Consulate are:

- a) Furthering bilateral relations
- b) Assisting natural and legal persons
- c) Protecting the rights and interests of natural and legal persons
- d) Assisting vessels and aircraft
- e) Assisting nationals of the Member States of the European Union
- f) Travel documents
- g) Authenticating documents

#### **Furthering bilateral relations**

The honorary consul shall further the development of commercial, economic, cultural and scientific relations between the Czech Republic and the receiving State; in particular, he shall:

- a) Inform the supervising post about all significant circumstances that might affect mutual relations in the above areas,
- b) Inform the supervising post about any investment and export opportunities for Czech companies in the consular district,

- c) Mediate contacts between natural and legal persons from the Czech Republic and from the receiving State,
- d) Organize events aimed at developing contacts in the above areas,
- e) Inform the general public in the receiving State about developments in the Czech Republic,
- f) Develop social activities,
- g) Support the local Czech community.

### **Assisting natural and legal persons**

The honorary consul shall assist Czech natural and legal persons in dealing with difficulties; in particular, he shall:

- a) Provide basic information about the country, such as information about the laws, regulations and local customs,
- b) in cooperation with the supervising post, assist Czech nationals temporarily present or permanently resident in the consular district in cases of distress, namely in cases of illness, accident and loss of travel documents or money,
- c) Promptly report to the supervising post any accidents resulting in serious injury or death of Czech nationals and, in cooperation with the supervising post, assist the persons concerned,
- d) In cooperation with the supervising post, arrange for the transport of the remains of deceased Czech nationals or, as appropriate, for their burial in the consular district,
- e) In cooperation with the supervising post and with the Czech Ministry of Foreign Affairs, participate in efforts to address humanitarian crises and emergencies and, as appropriate, in delivering Czech development assistance within the consular district.

### **Protecting rights and interests of natural and legal persons**

The honorary consul shall promptly report to the supervising post:

- a) Any situations that pose or are likely to pose a risk to the lives, health or property of Czech nationals,

b) The occurrence of communicable diseases of humans or agricultural animals and the occurrence of plant pests,

c) Any cases of Czech nationals, who have been arrested, remanded in custody or committed to prison, whenever such cases come to his knowledge.

2) In cooperation with the supervising post, the honorary consul shall protect the rights and interests of Czech natural and legal persons, in particular by:

a) making sure that the applicable international treaties and the laws and regulations of the receiving State are respected in relation to Czech nationals who have been arrested, remanded in custody or committed to prison,

b) Taking steps to restore the rights of persons whose rights have been violated in his consular district, and helping such persons to obtain appropriate legal representation before the courts and other authorities of the receiving State,

c) Assisting in the appointment of guardians or trustees for minors and other Czech nationals who lack full legal capacity,

d) Taking steps to protect the property of Czech natural and legal persons,

e) Taking steps to safeguard the rights and interests of Czech natural and legal persons in cases of settlement of the estates of persons deceased in the consular district.

### **Assisting vessels and aircraft**

The honorary consul shall promptly inform the supervising post:

a) About the local regulations and customs relating to ports and airports,

b) Of any accidents of Czech vessels and aircraft, as well as of any foreign vessels or aircraft with Czech nationals on board at the time of the accident.

The honorary consul shall assist Czech vessels and aircraft, in particular by:

a) making sure that Czech vessels and aircraft are accorded all rights in compliance with international law, international and local customs and the laws and regulations of the receiving State,

b) issuing, at the request of the master of the vessel or captain of the aircraft, certificates stating the time of arrival and departure of the vessel or aircraft, the date of the master's or captain's arrival at the office of the honorary consul, the

number of passengers, the kind and quantity of cargo and the port of destination,

c) Taking steps to save the lives of passengers and crews and to preserve cargo in cases of emergencies and accidents.

### **Assisting nationals of the Member States of the European Union**

In cooperation with the supervising post, the honorary consul shall extend consular protection to nationals of the Member States of the European Union.

### **Travel documents**

The honorary consul shall:

a) receive applications from Czech nationals for changes and amendments to their travel documents and forward them to the supervising post or, if authorized to do so by the supervising post, shall make such changes and amendments,

b) Subject to the consent of the supervising post, issue emergency passports to Czech nationals and emergency travel documents to nationals of the Member States of the European Union,

c) If authorized to do so by the supervising post, receive applications for passports without machine readable data and without a biometric data storage device.

### **Authenticating and certifying documents**

The honorary consul shall, on request:

a) Authenticate signatures,

b) Certify copies (photocopies) of documents,

c) Certify translations.

### **Safekeeping**

The honorary consul is authorized to receive from Czech nationals for safekeeping:



- a) Papers and other documents,
- b) Money,
- c) Valuables,
- d) Securities.

### **Visas**

The honorary consul shall, by agreement with the supervising post, provide information on the requirements regarding visa applications and shall cooperate in processing visa applications in accordance with the instructions of the supervising post.

## **4. Emergency assistance**

Czech nationals facing an emergency situation abroad may request the assistance of the Czech Republic's missions, such as embassies, consulates general, consular offices, honorary consulates or honorary consulates general.

The missions may provide assistance in all emergency situations mentioned below. However, an active cooperation on the part of the person in emergency is expected.

The fundamental international legal instrument concerning assistance to people in emergency situations in a foreign country is the Vienna Convention on Consular Relations.

The missions assist in cases of:

- traffic accident
- hospitalization
- bereavement
- arrest or detention
- lost or stolen passports
- lost or stolen money
- situations not considered an emergency

### **Traffic Accident**

In case of a traffic accident, assistance is provided in each case according to the specific needs. It consists mainly in facilitating the communication with local authorities, providing information and translation (where needed), facilitating contact with a local lawyer or communication with the local police authorities if

needed, in contacting a towing company, a service company, an insurance company, etc. If necessary, the honorary consulate will help contact a doctor.

The honorary consulate must immediately report the case to the consular section of the supervising post and follow its instructions.

### **Hospitalization**

Assistance is provided according to needs in each individual case; it consists mainly in helping with the communication (in case of a language barrier), providing information and translation (where needed), providing contact with a health insurance company, helping to communicate with the medical staff, etc.

The honorary consulate must immediately report the case to the consular section of the supervising post and follow its instructions.

### **Bereavement**

The form of assistance depends on each individual case; it consists mainly in facilitating the communication (in case of a language barrier), providing necessary information, providing contact information of local funeral directors or a forensic institute, finding out about the modalities of repatriation (transport of the body back to the Czech Republic) or, as the case may be, facilitating communication with the local police authorities, etc.

The honorary consulate must immediately report the case to the consular section of the supervising post and follow its instructions.

### **Arrest or detention**

If arrested or detained abroad, a Czech national has the right to request contact with the Czech diplomatic mission located or accredited in the country whose authorities have decided about the arrest or detention. The mission's assistance consists in providing information on the Czech national's situation vis-à-vis the local legal system, facilitating contact with a local lawyer and communication with local law enforcement authorities. A consular officer can visit the arrested or detained persons upon their own request or upon the request of their family members. However, the arrested or detained person has the right to refuse such visit and assistance.

The honorary consulate must immediately report the case to the consular section of the supervising post and follow its instructions.

### **Lost or stolen travel documents**

The passport holder must report the loss or theft to the nearest embassy or consular post without delay. The honorary consulate must write a report of lost or stolen passport, immediately report the case to the consular section of the

supervising post and follow its instructions. In cooperation with the supervising post, the honorary consulate will help issue a replacement travel document.

As a rule, it is up to the holder of the lost or stolen passport to report the loss or theft to the local police authorities and obtain a police report. Those who are unable to solve the problem with the police on their own may request the Czech mission's assistance. The mission can provide advice, facilitate contact with the police or help contact friends or family.

To obtain a replacement travel document, the person concerned must fill in the application for an emergency passport and provide the necessary documents (photos, declarations, etc.). On the basis of the police report (depending on the local situation) and following the verification of the person's identity and nationality, the honorary consulate, in cooperation with the supervising post, issues a replacement travel document.

### **Lost or stolen money**

Czech nationals whose money has been lost or stolen should be recommended to contact their families or friends in the Czech Republic and ask them to send the money via money transfer services such as Western Union, Chequepoint, etc. These companies usually have wide network of branches and are able to transfer the money within less than an hour (depending on circumstances); the maximum amount of money transferred is not limited. In this way, the person concerned avoids unnecessary travelling to the career embassy or consular post.

However, to those who are unable, for any reason, to solve the situation on their own, the honorary consul can offer advice and help contact the local police in order to obtain a police report of the theft. In such case, the person concerned must have a valid proof of identity (i.e. a passport, an ID card within the EU).

The honorary consulate cannot provide money to replace lost or stolen personal belongings. It can only facilitate the help, mainly by contacting the supervising post who will then help contact the person's friends and relatives in the Czech Republic. They may then send the money via the above mentioned companies specializing in speedy money transfers. The honorary consulate can also help find the cheapest and easiest way for the Czech national to return to the Czech Republic.

### **Situations not considered an emergency**

Situations that are not considered as constituting an emergency are typically cases when Czech nationals travel abroad to visit friends or relatives or to look for a job opportunity without having return tickets or funds to return to the Czech Republic and without having sufficient funds to support their stay abroad. In such cases, the people concerned may often be considered in a state of

emergency before going abroad. People knowingly travelling abroad without sufficient funds cannot expect any kind of financial assistance from the government authorities.

## **5. Authentication of documents**

The honorary consular officer shall, on request, authenticate:

- a) signatures,
- b) copies (photocopies) of documents,
- c) translations

### **Signatures**

By authenticating a signature, the honorary consul confirms that the applicant signed the document in his own hand before him or before an officer of the honorary consulate responsible for authentication, or that the applicant acknowledged the signature as his own.

To have a signature authenticated, the applicant must come to the honorary consulate in person.

In special circumstances, the honorary consul may authenticate a signature outside the premises of the honorary consulate (e.g. in a healthcare facility); however, presence of the person whose signature is to be authenticated is always required.

It is inadmissible to authenticate a signature received by mail, by fax or through other indirect form of contact, when the applicant is not present in person.

If the applicant is a person unknown to the honorary consul, his identity must be proved by a **valid** ID document with a photograph (e.g. a passport, Czech ID card, US driver's license). The applicant and the witnesses put their signatures next to the relevant entry in the logbook of certified documents.

To authenticate a signature on a document that is to be signed at the honorary consulate, the honorary consul will ask the applicant to sign the document in his own hand before him. To authenticate a signature on an already signed document, the honorary consul will ask the applicant to acknowledge that the signature on the document was written in his own hand. In either case, a record of authentication is entered in the logbook of certified documents and the applicant adds his signature to the entry.

The honorary consulate must not authenticate a signature if the officer responsible for authentications is unfamiliar with the language of the document.

The honorary consulate must not authenticate a signature on a blank document or a document without text content.

The certificate of authentication must be placed on the signature page of the document, or on a sheet of paper securely attached to the signature page using a string; the ends of the string must be covered by a sticker on which the honorary consul affixes an official stamp; the large round stamp or the small round stamp of the honorary consulate with the small state emblem of the Czech Republic may be used depending on the size of the document.

The authentication certificate shall include:

- a) Applicant's name, surname, date and place of birth, personal number ("rodné číslo") as the case may be, and residence address;
- b) Information on the way in which the applicant's identity was verified;
- c) A statement that the applicant signed the document in his own hand before the honorary consul or that the applicant acknowledged the signature as his own.

## Sample signature authentication

### Notarization Book entry left page

1. Serial number of the authentication operation
2. Date (European format dd.mm.yyyy)
3. Name, address, birth number or date of birth (European format dd.mm.yyyy) of the person, Type and number of the valid identity document and SIGNATURE OF THE PERSON
4. Document was signed at the Honorary Consulate. (Insert "ANO"=yes if so or "-----" in the other case)
5. Document was not signed at the Honorary Consulate but the applicant declared that the document has been signed by him (Insert "ANO"=yes if so or "-----" in the other case)
6. Type of document ("plná moc"=proxy, "smlouva"=contract, etc.)

| Pořadové číslo vidimace, legalizace | Den vidimace, legalizace | Jméno, příjmení, trvalý pobyt, rodné číslo fyzické osoby, jejíž podpis je legalizován a její podpis<br>Totožnost zjištěna úředním průkazem (druh a číslo průkazu) | Listina byla u úřadu vymezeného v § 1 a 2 zákona podepsána | Podpis byl uznán za vlastní | Označení druhu listiny, která je vidimována |
|-------------------------------------|--------------------------|---|--|-----------------------------|---|
| 1                                   | 2                        | 3   | 4  | 5                           | 6   |
| 123/2014                            | 28.10.2014               | Josef NOVÁK , 28.10.1918<br>123 First Street, Little Rock<br>Dr.Lic # 123456789<br><i>signature of the person</i>   | ANO  | —                           | plná moc                                    |

### Notarization Book entry right page

7. Fee amount and Fee receipt number
8. Name, address, birth number of the witness, Type and number of the valid identity document and SIGNATURE OF THE WITNESS
9. Signature of the Honorary Consul

| Údaj o uhrazení správního poplatku (uvedení čísla dokladu, kterým byl uhrazen) | Legalizace provedena v přítomnosti svědků (jméno, příjmení, trvalý pobyt, rodné číslo a podpis svědků) | Podpis pověřeného pracovníka                        |
|--|--|---|
| 7  | 8  | 9   |
| 1x 11,- USD<br>receipt no. 116601-C  |  | signature of the Honorary Consul <i>[Signature]</i> |

### Receipt (black for applicant, green for Embassy, red for the Honorary Consulate)

|  |                           |              |               |                           |
|--|---------------------------|--------------|---------------|---------------------------|
| Příjmení a jméno strany <b>Josef NOVÁK</b> |                           | * 116601 - C |               | Razítko ZÚ                |
| Za úkon a čís.                             | POPLATEK                  |              | Hotové výdaje | Celkem zaplacen           |
| 123/2014                                   | Pol. sazebn. nebo recipr. | Sazba        | v místní měně | USD                       |
|  | 150 a)                    | Kč 250,-     | 11,-          | 11,-                      |
| Datum: 28.10.2014                          |                           |              |               | Podpis <i>[Signature]</i> |

Certificate of Authentication sticker – document signed at the Honorary Consulate

**OVĚŘOVACÍ DOLOŽKA PRO LEGALIZACI**

Podle ověřovací knihy HK Little Rock poř. č. **123/2015**  
vlastnoručně podepsal\* - ~~uznal podpis na listině za vlastní\*~~  
jméno/a, příjmení, datum a místo narození žadatele  
**Josef NOVÁK, 28.10.1918, PRAHA**

~~adresa místa trvalého pobytu\*~~ - ~~adresa místa pobytu na~~  
~~území ČR\*~~ - ~~adresa bydliště mimo území ČR\*~~  
**123 Street, BETHESDA MD 20815**

druh a číslo dokladu, na základě kterého byly zjištěny  
osobní údaje, uvedené v této ověřovací doložce  
**ŘP USA Č. 123456789**

V Little Rock dne 16.04.2015  
Lenka Hořáková, honorární konzulka

Otisk úředního razítka a podpis ověřující osoby



**CERTIFICATE OF AUTHENTICATION FOR LEGALIZATION**

According to authentication book of the HC in Little Rock serial No. **123/2014**  
this document was signed by own hand - ~~declared that this document has been~~  
~~signed by~~

Name, surname, date and place of birth  
**Josef NOVÁK, 28/10/1918, Prague**

~~Address of permanent residency~~ - ~~address in the Czech Republic~~ - address  
outside of the Czech Republic

**123 Street, BETHESDA MD 201815**

whose identity and personal details have been confirmed by  
**U.S. Drivers licence no.123456789**

In Little Rock 16.04.2015 (*European format dd.mm.yyyy*)  
Lenka Hořáková, Honorary Consul

Stamp and signature of the officer

Certificate of Authentication sticker – document NOT signed at the Honorary Consulate

**OVĚŘOVACÍ DOLOŽKA PRO LEGALIZACI**

Podle ověřovací knihy HK Little Rock poř. č. **123/2015**

~~vlastnoručně podepsal\*~~ - uznal podpis na listině za vlastní\*

jméno/a, příjmení, datum a místo narození žadatele

**Josef NOVÁK, 28.10.1918, PRAHA**

~~adresa místa trvalého pobytu\*~~ - ~~adresa místa pobytu na území ČR\*~~ - adresa bydliště mimo území ČR\*

**123 Street, BETHESDA MD 20815**

druh a číslo dokladu, na základě kterého byly zjištěny osobní údaje, uvedené v této ověřovací doložce

**ŘP USA Č. 123456789**

V Little Rock dne 16.04.2015

Lenka Hořáková, honorární konzulka

Otisk úředního razítka a podpis ověřující osoby



**CERTIFICATE OF AUTHENTICATION FOR LEGALIZATION**

According to authentication book of the HC in Little Rock serial No. **123/2014**

~~this document was signed by own hand~~ - declared that this document has been signed by

Name, surname, date and place of birth

**Josef NOVÁK, 28/10/1918, Prague**

~~Address of permanent residency~~ - ~~address in the Czech Republic~~ - address outside of the Czech Republic

**123 Street, BETHESDA MD 201815**

whose identity and personal details have been confirmed by

**U.S. Drivers licence no.123456789**

In Little Rock 16.04.2015 (*European format dd.mm.yyyy*)

Lenka Hořáková, Honorary Consul

Stamp and signature of the officer



## **Copies of documents**

The honorary consulate is authorized to certify that a copy is a true copy of the original document or of a previously certified copy.

When certifying a copy, the honorary consul must carefully compare the copy with the original. The copy to be certified as a true copy of the original must correspond exactly to the original document in wording, spelling, punctuation, abbreviations, word order, sentence structure, etc. However, its external form does not have to match exactly the form of the original, e.g. a portrait-oriented original can have a landscape-oriented true copy.

When certifying a hand-written copy, the honorary consul must cross out the blank lines of the copy.

A copy of a document can be certified only if it is undamaged and complete, and if it fully corresponds to the original in its structure and content. However, copies can be made in a scale smaller or larger than the original.

If the copy to be certified is a copy of a document containing a registered trademark in the form of a graphic symbol (logo), the honorary consul can only certify a copy that has not been enlarged or reduced in scale in relation to the original. Please note that in such case, only a photocopy and not a hand-written copy can be certified.

If the copy to be certified contains all pages of the original (or of the previously certified copy), the certified copy is then considered a full copy of the original.

If the copy to be certified contains only some pages of the original (or of the previously certified copy), the certified copy is considered a partial copy of the original. This fact has to be stated in the honorary consul's certificate, together with the number of pages of the original and the numbers of pages included in the copy.

### **The honorary consul must not certify a copy:**

- a) of an identity card, military identity card, passport and other proof of identity, savings book, cheque, lottery ticket, betting slip, plot plan and technical drawing;
- b) If the copy does not correspond to the original (or to the previously certified copy);

To certify that the copy is a true copy of the original, the honorary consul affixes a certificate stating:

a) Whether the presented document is the original (top copy) or a previously certified copy and how many pages it has;

b) Whether the copy is a full or a partial copy of the original;

### Sample copy authentication


#### Notarization Book entry left page

1. Serial number of the authentication operation
2. Date (European format dd.mm.yyyy)
3. Name, address, date of birth (European format dd.mm.yyyy) or birth number of the person, Type and number of the valid identity document
4. Document was signed at the Honorary Consulate. (Insert "-----" )
5. Document was not signed at the Honorary Consulate but the applicant declared that the document has been signed by him (Insert "-----" )
6. Type of document ("rodný list"=birth certificate etc.)

| Pořadové číslo vidimace, legalizace | Den vidimace, legalizace | Jméno, příjmení, trvalý pobyt, rodné číslo fyzické osoby, jejíž podpis je legalizován a její podpis<br>Totožnost zjištěna úředním průkazem (druh a číslo průkazu) | Listina byla u úřadu vymezeného v § 1 a 2 zákona podepsána | Podpis byl uznán za vlastní | Označení druhu listiny, která je vidimována |
|-------------------------------------|--------------------------|---|--|-----------------------------|---|
| 1                                   | 2                        | 3   | 4  | 5                           | 6   |
| 123/2014                            | 28.10.2014               | Josef NOVÁK<br>123 First Street, Little Rock<br>Dr.Lic # 123456789  | ---  | ---                         | rodný list 2 str<br>kopie                   |

#### Notarization Book entry right page

7. Fee amount and Fee receipt number
8. Signature of the applicant – leave blank
9. Signature of the Honorary Consul

| Údaj o uhrazení správního poplatku (uvedení čísla dokladu, kterým byl uhrazen) | Legalizace provedena v přítomnosti svědků (jméno, příjmení, trvalý pobyt, rodné číslo a podpis svědků) | Podpis pověřeného pracovníka  |
|--|--|---|
| 7  | 8  | 9   |
| 2x 14,-=28,-USD<br>receipt no. 116601-C  |  | signature of the<br>Honorary Consul  |

Receipt (black for applicant, green for Embassy, red for the Honorary Consulate)

|   |                              |                 |  |  |  |
|---|------------------------------|-----------------|--|--|--|
| Příjmení a jméno<br>strany <b>Josef NOVÁK</b> |                              | * 116601 - C    |  | Razítko ZÚ  |  |
| Za úkon<br>a čís.                             | POPLATEK                     |                 | Hotové výdaje  | Celkem zapláceno   |  |
| <b>123/2014</b>                               | Pol. sazebn.<br>nebo recipr. | Sazba           | USD  |  |  |
|   | <b>151 a)</b>                | Kč <b>600,-</b> | v místní měně <b>28,-</b>  | <b>28,-</b>  |  |
|   |                              |                 | Datum: <b>28.10.2014</b>   |  |  |
|   |                              |                 | Podpis  |  |  |

Certificate of Authentication sticker – full copy

**OVĚŘOVACÍ DOLOŽKA PRO VIDIMACI**

Podle ověřovací knihy HK Little Rock poř. č. **123/2015**

tento/tato úplný/á\* - částečný/á\* ~~opis\*/kopie\*~~, obsahující **2** stran  
souhlasí doslovně s předloženou listinou, z níž byl/a pořízen/a a tato  
listina je prvopisem\* ~~ověřenou vidimovanou listinou\* listinou, která je~~  
~~výstupem z autorizované konverze dokumentů\* opisem nebo kopií~~  
pořízenou ze spisu\* ~~stejnopisem písemného vyhotovení rozhodnutí nebo~~  
~~výroku rozhodnutí\*~~, obsahujícím **2** stran. Listina, z níž je vidimovaná listina  
pořízena, ~~obsahuje/neobsahuje\*~~ viditelný zajišťovací prvek, jenž je  
součástí obsahu právního významu této listiny.

V Little Rock dne 16.04.2015

Lenka Hořáková, honorární konzulka

Otisk úředního razítka a podpis ověřující osoby



**CERTIFICATE OF AUTHENTICATION FOR LEGALIZATION**

According to authentication book of the HC in Little Rock serial No. **123/2014**

This full - ~~partial transcript~~ - copy of **2** pages is identical to the submitted  
document which is original – authenticated copy – authorized conversion  
document – transcript or copy from official file – duplicate of the decision ,  
consisting of **2** pages. The original document has – has not a visible security  
feature that is part of the legal significance of the document.

In Little Rock 16.04.2015 (*European format dd.mm.yyyy*)

Lenka Hořáková, Honorary Consul

Stamp and signature of the officer

### Certificate of Authentication sticker – partial copy

#### OVĚŘOVACÍ DOLOŽKA PRO VIDIMACI

Podle ověřovací knihy HK Little Rock poř. č. **123/2015**

~~tento/tato úplný/á\*~~ - částečný/á\* ~~opis\*/kopie\*~~, obsahující **2** stran  
soulhlasí doslovně s předloženou listinou, z níž byl/a pořízen/a a tato  
listina je prvopisem\* ~~ověřenou vidimovanou listinou\*~~ listinou, která je  
výstupem z autorizované konverze dokumentů\* ~~opisem nebo kopií~~  
~~pořízenou ze spisu\*~~ stejnopisem písemného vyhotovení rozhodnutí  
~~nebo výroku rozhodnutí\*~~, obsahujícím **4** stran. Listina, z níž je  
vidimovaná listina pořízena, ~~obsahuje/neobsahuje\*~~ viditelný zajišťovací  
prvek, jenž je součástí obsahu právního významu této listiny.

V Little Rock dne 16.04.2015

Lenka Hořáková, honorární konzulka

Otisk úředního razítka a podpis ověřující osoby



#### **CERTIFICATE OF AUTHENTICATION FOR LEGALIZATION**

According to authentication book of the HC in Little Rock serial No. **123/2014**

This ~~full~~ - partial ~~transcript~~ - copy of **2** pages is identical to the submitted  
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document – transcript or copy from official file – duplicate of the decision ,  
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feature that is part of the legal significance of the document.

In Little Rock 16.04.2015 (*European format dd.mm.yyyy*)

Lenka Hořáková, Honorary Consul

Stamp and signature of the officer

## **Translations**

The honorary consulate is authorized to certify translations made at the honorary consulate or presented by the applicant. The honorary consulate can refuse to certify a translation if the officer responsible for certifications is unfamiliar with the language of the document or if the authorities of the receiving State do not accept translations certified by an honorary consul.

A certificate stating that the translation corresponds to the original document must be affixed to the translation or to a sheet of paper securely attached to the translation; the translation must be attached to the original (or to the certified copy of the original). If the translation and the original do not constitute one document, they must be bound together with a string; the ends of the string must be covered by a sticker on which the honorary consul affixes the official stamp; the large round stamp or the small round stamp of the honorary consulate with the small state emblem of the Czech Republic may be used depending on the size of the document; the stamp must overlap both the sticker and the document.

The certificate must state:

- a) The language of the original;
- b) Whether the translation was made at the honorary consulate or provided by the applicant;
- c) Whether the translation is a full translation or a partial translation of the original;
- d) That the translation corresponds to the original.

## **Sample copy authentication**


### Notarization Book entry left page

1. Serial number of the authentication operation
2. Date (European format dd.mm.yyyy)
3. Name, address, date of birth (European format dd.mm.yyyy) or birth number of the person, Type and number of the valid identity document
4. Document was signed at the Honorary Consulate.  
(Insert "-----" )
5. Document was not signed at the Honorary Consulate but the applicant declared that the document has been signed by him  
(Insert "-----" )
6. Type of document ("rodný list"=birth certificate etc.)

| Pořadové číslo vidimace, legalizace | Den vidimace, legalizace | Jméno, příjmení, trvalý pobyt, rodné číslo fyzické osoby, jejíž podpis je legalizován a její podpis<br>Totožnost zjištěna úředním průkazem (druh a číslo průkazu) | Listina byla u úřadu vymezeného v § 1 a 2 zákona podepsána | Podpis byl uznán za vlastní | Označení druhu listiny, která je vidimována |
|-------------------------------------|--------------------------|---|--|-----------------------------|---|
| 1                                   | 2                        | 3   | 4  | 5                           | 6   |
| 123/2014                            | 28.10.2014               | Josef NOVÁK<br>123 First Street, Little Rock<br>Dr.Lic # 123456789  | ---  | ---                         | rodný list 2 str<br>překlad                 |

#### Notarization Book entry right page

7. Fee amount and Fee receipt number
8. Signature of the applicant – leave blank
9. Signature of the Honorary Consul

| Údaj o uhrazení správního poplatku (uvedení čísla dokladu, kterým byl uhrazen) | Legalizace provedena v přítomnosti svědků (jméno, příjmení, trvalý pobyt, rodné číslo a podpis svědků) | Podpis pověřeného pracovníka  |
|--|--|---|
| 7  | 8  | 9   |
| 2x 14,-=28,-USD<br>receipt no. 116601-C  |  | signature of the<br>Honorary Consul  |

#### Receipt (black for applicant, green for Embassy, red for the Honorary Consulate)

|  |  |                          |                              |  |  |
|--|--|--------------------------|------------------------------|--|--|
| Příjmení a jméno strany <b>Josef NOVÁK</b> |  | * 116601 - C             |                              | Razítko ZÚ  |  |
| Za úkon a čís.<br><b>123/2014</b>          | POPLATEK                                   |                          |                              | Hotové výdaje  | Celkem zapláceno   |
|  | Pol. sazebn. nebo recipr.<br><b>151 c)</b> | Sazba<br>Kč <b>600,-</b> | v místní měně<br><b>28,-</b> | <b>USD</b>   | <b>28,-</b>  |
| Datum: <b>28.10.2014</b>                   |  |                          |                              |  | Podpis  |

### Certificate of Authentication sticker

#### OVĚŘENÍ PŘEKladu

Podle ověřovací knihy HK Little Rock poř.č. **123/2014**

Potvrzuje se, že tento úplný /~~částečný~~/ překlad o **2** stranách  
v řeči české stranou předložený /~~zdejší~~ úřadem pořízený/  
souhlasí doslovně s textem předložené listiny o **2** stránkách v  
řeči **anglické**.

V Little Rock dne 28.10.2014

Lenka Hořáková, honorární konzulka

Otisk úředního razítka a podpis overující osoby



### **CERTIFICATE OF AUTHENTICATION FOR LEGALIZATION**

According to authentication book of the HC in Little Rock serial No. **123/2014**

It is hereby confirmed that this full / ~~partial~~ translation of **2** pages in language  
Czech submitted by the applicant – ~~prepared by this office~~ is identical to the  
original text of **2** pages in language English

In Little Rock 28.10.2014 (*European format dd.mm.yyyy*)

Lenka Hořáková, Honorary Consul

Stamp and signature of the officer

### **Types of certificates**

A certificate is usually affixed to the document as a sticker or written on it using a type-writer; only in cases of emergency or if there is a danger in delay, it is possible to write a certificate in hand using block letters.

In addition to the requirements set out in the preceding articles (Authenticating a signature, Certifying copies and Certifying translations), each certificate must include:

- a) Reference number of the certification or authentication;
- b) Place and date of the certification or authentication;

Below the certificate (partly across the sticker and partly on the authenticated document) , the honorary consul must affix the large round official stamp of the honorary consulate, or depending on the size of the document, the small round official stamp of the honorary consulate.

The certificate must be signed by the officer of the honorary consulate responsible for certifications and authentications; to the signature, he shall add his name, surname and, as the case may be, academic degree and position, using a type-writer, a rubber stamp or, in cases of emergency, handwriting in block letters.

Certificates not complying with these requirements (e.g. certificates containing only a stamp and a signature of a responsible officer) are inadmissible.

A certificate marked on a separate sheet of paper must be securely attached to the certified document using a string; the ends of the string must be covered with a sticker on which the honorary consul affixes the large round stamp or the small round stamp of the honorary consulate, depending on the size of the document; the stamp shall overlap both the sticker and the document.

If the certified document is not to be used in the Czech Republic or if the applicant requests so, the certificate may be issued in another language, e.g., in English, French, German, Spanish, Russian or in the official language of the receiving State. In such case, the honorary consul issues a certificate in Czech and adds the relevant translation. Such certificate is considered bilingual.

### **Documents that cannot be certified**

The honorary consul cannot certify the document, if:

- a) He is unable to read it or to understand its content;
- b) Its content or purpose is in an obvious conflict with the laws and regulations of the Czech Republic, or tries to evade them, or is inconsistent with morality;
- c) Its content is in an obvious conflict with the laws and regulations of the receiving State;
- d) The document contains changes, additions, insertions or deletions which could affect its authenticity.

### **Fees**

Honorary consulates must charge fees for all certifications and authentications in accordance with the regulations of the Ministry of Foreign Affairs of the Czech Republic concerning administrative fees.



The amount of the fee must be indicated in the certificate as a numeral and an international currency symbol (e.g. USD 10). If the certification was exempted from fees, the certificate shall state a zero amount (USD 0). The reason for the exemption or reduction of the fee must be written below the certificate; it must also be stated in the logbook of certified copies.

### **Apostille**

If a person wishes to certify the authenticity of a document issued or certified in a state of the United States be advised of the following: Effective March 16, 1999, the Czech Republic joined the Convention Abolishing the Requirement of Legalization for Foreign Public Documents (1961 Hague Convention). As of this date, with the certification by The Hague Convention Apostille, U. S. documents are entitled to recognition in the Czech Republic and no legalization by the Czech Consulate is required.

For certification of a document with the Apostille, the following steps are normally taken:

1. After the document has been executed before a public notary, the clerk of the county court for the county in which the notary is licensed issues a "notarial certificate". This certificate states that the notary was licensed on the date the act was performed. (In some states, the county court is known as the district court, the circuit court or, in Pennsylvania, a "prothonotary". Some states do not require this step at all).
2. The secretary of state for the county certifies the document with the Apostille. The document is then ready to be used in the Czech Republic.

Contact information of Offices of the Secretaries of State is available on the internet or at [www.mzv.cz/washington](http://www.mzv.cz/washington).

## 6. Czech Passports

The honorary consular officer shall:

- a) subject to the consent of the supervising post, issue travel documents to Czech citizens and emergency travel documents to nationals of the Member States of the European Union,
- b) If authorized to do so by the supervising post, receive applications for passports without machine readable data and without a biometric data storage device.

### **Biometric passport (10years validity)**

Travel document with machine readable data and electronic chip with biometric data (photograph and fingerprints) are issued by the competent authorities of the Czech Republic with the validity of 10 years, persons under 15 years with a validity of 5 years.

In accordance with EU Council Regulation no. 2252/2004 on standards for security features and biometrics in passports and travel documents issued by Member States, approved on 13. 12. 2004, all EU Member States are obliged to introduce biometrics into newly issued travel documents. These biometric characteristics are used to verify the authenticity of passports and visas, as well as for verifying the identity of the passport holder. Czech Republic started issuing passports with machine readable data and biometric data (e-passport) on 1 September 2006.

### Documents necessary for application

1. Proof of identity (valid passport or valid ID card).
2. Proof of name and last name to be mentioned in the passport (valid passport or a valid identity card, married women submitted Czech marriage certificate).
3. Proof of citizenship of the Czech Republic (valid passport, a valid identity card or a current certificate on Czech citizenship issued within one year before the date of application). The certificate must be issued prior to the application of the passport.
4. A valid US driver's license or so. Green card (only if the applicant presents current certificate of citizenship of the Czech Republic and invalid passport or identity card of the Czech Republic).
5. Proof of birth number (birth certificate, passport, identity card).
6. The administrative fee is payable upon receipt of passport.

An application for a passport for children under 15 years old can submit and sign only parents or other authorized person (foster parents, etc.). Personal presence of children under 15 years is only required when submitting an application,

completed passport takes legal representative. Minor applicants over 15 years of the application attach written parental consent or legal representative, with the release of the passport. If an application for a passport served in the absence of parents or other legal representative, must be their signature on that agreement notarized. Parent attached to the application for a passport for a minor addition to the birth certificate of the child and their birth certificate or a valid identity document (passport or identity card).

### **Non-biometric passport (6 months validity)**

Travel document without machine-readable zone and without a carrier of biometric data, is issued by the competent authority in the Czech Republic with a maximum validity of 6 months.

Requests can be submitted to the Embassy or Consulates General in person or by mail. Travel document made out by the applicant personally handed over to the embassy, general consulate or honorary consulates as the applicant chooses.

Warning: Some states may not allow entering its territory without a passport with machine-readable zone and biometric data.

An application for a passport without a machine-readable zone and without biometric data may be lodged with the relevant embassy of the Czech Republic (embassies, consulates general and honorary consulates of the Czech Republic) according to your place of residence in the United States.

To submit a request for a Czech passport without a machine-readable zone and without biometric data is required to submit the following:

1. An application for a passport "BLESK" on the appropriate form of blue color, which on request will be sent by mail.
2. 2 pieces passport size photographs
3. proof of citizenship of the Czech Republic
  - a. valid passport Czech Republic, or
  - b. Czech Republic valid ID, or
  - c. citizenship certificate of the Czech Republic no older than 12 months from the date of
4. A completed application for a certificate of citizenship of the Czech Republic. The signature on this application must be verified by a local notary. Application is charged a separate fee so please remember, the fee for issuing a passport and added this amount
5. Photocopy of identity document (invalid passport, driving license or CR / USA or so. Green Card)

6. In case of theft or loss of travel document is required to complete the form Notification of theft, loss, damage or destruction of the travel document
7. Originals Czech registry documents (or. a notary public in the Czech Republic a certified copy). These documents include:
  - a. Czech birth certificate
  - b. Married women must always attach Czech marriage certificate (marriage certificate not attach only if the new passport will have the same surname as in the existing passport).
8. Statement of Citizenship

Czech authorities issue new passports only on the basis of the Czech registry documents. If the registry events (e.g. birth, marriage, divorce) occurred abroad, it is first necessary to register these events at the registry office in the Czech Republic (special registry in Brno).

An application for a passport may be sent to the embassy by mail but applicants must pick up their passports in person at the Embassy or Consulate-General, or at Honorary Consulates.

Fees are payable when applying for a passport.

### **Emergency passport**

Emergency travel document – Emergency passport is issued only in emergency situations i.e. in the event of theft, damage or loss of the original valid passport. It can be issued with validity to a maximum of 6 months.

Application for an emergency passport may be lodged with the relevant office of the Czech Republic (embassies, consulates general and honorary consulates of the Czech Republic) according to the place of residence in the United States.

### **Required documents for application**

1. completed form "Application for issuance of a travel document "
2. 2 photos passport size 3.5 x 4.5 cm . Photos must comply with the legally prescribed requirements
3. photocopies of I.D. documents and documents confirming Czech citizenship of the applicant
4. confirmation of the loss or destruction of passport - police report / case number or Notification of theft, loss, damage or destruction of passport
5. fee - see item 157b of the tariff.

Emergency passport can be collected personally only at the relevant office of the Czech Republic. In case it is necessary to issue the emergency passport at the Honorary Consulate the Embassy or Consulate General will instruct the Honorary Consul and provide all necessary information. The Embassy or Consulate General must verify the identity of the person before

### Sample of issued emergency passport

**ČESKÁ REPUBLIKA / CZECH REPUBLIC**  
**Cestovní průkaz / Emergency Passport**

Typ / Type: P      Kód / Code: CZE      Číslo průkazu / Document No.: 00931008

01 Příjmení / Surname: **NOVÁK**  
 02 Jméno / Given names: **Josef**  
 03 Státní občanství / Nationality: **ČESKÁ REPUBLIKA / CZECH REPUBLIC**  
 04 Datum narození / Date of birth: **28.10.1918**  
 05 Rodné číslo / Personal No.: **181028/1008**  
 06 Pohlaví / Sex: **M**      07 Místo narození / Place of birth: **PRAHA**  
 08 Datum vydání / Date of issue: **1.1.2014**      10 Průkaz vydal / Authority: **HK Little Rock**  
 09 Platnost do / Date of expiry: **1.6.2014**  
 11 K cestě do / Place of destination: **CZE, USA**  
 13 Podpis držitele průkazu / Signature of holder: *[Signature]*

12 Razítko a podpis vydávajícího orgánu / Stamp and signature of issuing authority: *[Stamp and Signature]*

**!!! All dates in European format dd.mm.yyyy !!!**

### Fee receipt

|   |  |                        |                            |               |                            |
|---|--|------------------------|----------------------------|---------------|----------------------------|
| Příjmení a jméno strany: <b>Josef NOVÁK</b> |  | * 116601 - C           |                            | Razítko ZÚ:   |                            |
| Za úkon a čís.: <b>123/2014</b>             | POPLATEK                                 |                        |                            | Hotové výdaje | Celkem zaplacené           |
|   | Pol. sazebn. nebo recipr.: <b>157 b)</b> | Sazba Kč: <b>400,-</b> | v místní měně: <b>18,-</b> | <b>USD</b>    | <b>18,-</b>                |
| Datum: <b>28.10.2014</b>                    |  |                        |                            |               | Podpis: <i>[Signature]</i> |

## 7. Czech Citizenship

The methods of acquisition and loss of citizenship of the Czech Republic is regulated by Act no. 186/2013 Coll., on the citizenship of the Czech Republic.

Legislation since 1.1.2014 allows the existence of dual (or multiple) citizenship for Czech citizens. The only legal way of disposal of Czech citizenship is since 1.1.2014 its disposal on the basis of the declaration of renunciation of citizenship of the Czech Republic (§ 40 of the Law on Citizenship of the Czech Republic).

The acquisition of citizenship of another country e.g. USA therefore does not imply loss of Czech citizenship.

The Law on Citizenship of the Czech Republic enshrines the right to make declaration of citizenship by former citizens of the Czech Republic, Czech Republic

### **Acquisition of Czech citizenship**

Czech citizenship is acquired by:

- Birth
- Establishment of Paternity
- Statement
- The granting of
- Adoption
- Found on the territory of the Czech Republic
- In connection with the conferring of institutionalization, foster or other forms of alternative care

### **Acquisition of Czech citizenship by birth**

The child acquires the citizenship of the Czech Republic by birth, when at least one parent is a citizen of the Czech Republic. If parents are not married, it is necessary to proceed according to the provisions relating to the determination of paternity (see below).

A child whose mother is not a Czech citizen, but is a citizen of another Member State of the European Union, the Swiss Confederation or of a State party to the Agreement on the European Economic Area (hereinafter referred to as "State of the Union"), or has permanent residence in the Czech Republic, or is homeless, acquires the citizenship of the Czech Republic on the day it was made an affirmative declaration of paternity by a citizen of the Czech Republic.

A child whose mother is not a Czech citizen, state of the European Union nor permanent residence the Czech Republic, not even a homeless person acquires citizenship of the Czech Republic on the day it was made an affirmative declaration of paternity by a citizen of the Czech Republic, if the parents have demonstrated paternity registry office a genetic test in the form of an expert report.

### **Acquisition of Czech citizenship by former citizens of the declaration**

Statement of acquisition of citizenship of the Czech Republic may acquire citizenship of the Czech Republic, a natural person referred to in the Act on Citizenship of the Czech Republic.

**Declaration according to § 31** - for individuals who lost their Czech or Czechoslovak citizenship before the effective date of Act no. 186/2013 Coll.

**Declaration according to § 32** - for individuals who were on 31 December 1992 citizens of the Czech and Slovak Federative Republic

**Declaration according to § 33** - for individuals who were born in the period from October 1, 1949 to May 7, 1969 outside the territory of the Czechoslovak Republic and one of the parents was the day of its birth Czechoslovak citizen and 1 January 1969, would become or became a Czech citizen.

**Declaration according to § 34** - for individuals who have been wrongly issued proof of citizenship of the Czech Republic

### **Acquisition of citizenship of the Czech Republic by granting**

Czech citizenship can be granted if the applicant has been granted permanent residence by the date of application continuously

- a) For at least 5 years,
- b) For at least 3 years in the case of an applicant who is a citizen of the European Union, or
- c) for which, together with the immediately preceding legally residing on the territory of the Czech Republic is at least 10 years of age .

Other conditions of Czech citizenship can be found in the Law on Citizenship of the Czech Republic.

### **Acquisition of Czech citizenship by adoption, finding in the Czech Republic and in relation to the conferring constitutional, foster or other forms of alternative care**

Information about these methods of acquisition of Czech citizenship can be found in the Law on Citizenship of the Czech Republic.

### **Loss of citizenship of the Czech Republic**

A citizen of the Czech Republic loses citizenship of the Czech Republic by declaration of renunciation of citizenship of the Czech Republic, if meeting the following conditions:

- a) Permanently residing abroad,
- b) Does not have permanent residence in the Czech Republic
- C) is also a citizen of a foreign state, or has applied for the acquisition of foreign citizenship and a declaration of renunciation of citizenship of the Czech Republic is in connection with the acquisition of such citizenship.

### **Proof of citizenship of the Czech Republic**

Czech citizenship is demonstrated by the documents referred to in the Act.

1. Certificate of Czech citizenship
2. Valid Czech passport
3. Valid Czech ID card

## **8. Consular fees**

The honorary consular officer shall charge consular fees for the consular acts performed by him. In addition to the fee, he may charge from the applicant compensation for any reasonable and necessary expenses directly incurred in connection with the consular act. The collected consular fees shall be duly recorded in the cash book and regularly sent to the Czech Ministry of Foreign Affairs through the supervising post in accordance with internal regulations. The honorary consular officer shall retain the compensation for expenses incurred in connection with consular acts. The compensation for expenses shall likewise be duly recorded.

The honorary consular officer may, by prior agreement, claim from the supervising post compensation for documented reasonable and necessary expenses he has incurred in carrying out a direct instruction from the supervising post or from the Czech Ministry of Foreign Affairs concerning the exercise of consular functions or the organization of visits of important representatives and senior employees of government authorities of the Czech Republic to the consular district.

The honorary consular officer shall pay all operational costs of the consular post from his own resources, including entertainment costs, the remuneration of consular employees and costs related to diplomatic protocol.

### **Principles of evidence Fee receipts**

Fee receipts are strictly accountable forms, bound in book form and bearing the registration number.

Fee receipts are always filled in separately for each type of operation, and each applicant. It is unacceptable to record charges for the execution of several administrative tasks and payments are made by the various tariff items, the sum of the single fee receipt.

In case of payment of several fees for the same administrative act by charging the same tariff item, performed for more than one person at a time, but paid only one payer, it is possible to make records of received payment fee once proof



of which is in the column "name and surname parties" except Name and surname payer also indicate the number of persons for whom the payment is received, and in the column "Sazba Kč" state the total rate calculated as a multiple of the rate and the total number of individual persons. In the box "v místní měně", the total rate in foreign currency calculated as a multiple of the rate for the act provided for in foreign currency.

Fee receipts shall be completed legibly and completely, i.e. all relevant pre-printed boxes. The box "Za úkon a číslo" the reference number under which is the administrative action filed in the file protocol, or serial number of the transaction according to the notarization book (ověřovací kniha).

The original fee receipt (black), the first copy (green) and the second copy (red) is provided with a small round seal with the national emblem and signature of the officer.

|                               |                           |       |                     |               |                  |            |
|-------------------------------|---------------------------|-------|---------------------|---------------|------------------|------------|
| Příjmení a jméno strany ..... |                           |       |                     | * 116601 - C  |                  | Razítko ZÚ |
| Za úkon a čís.                | POPLATEK                  |       |                     | Hotové výdaje | Celkem zapláceno |            |
|                               | Pol. sazebn. nebo recipr. | Sazba | v místní měně ..... |               |                  |            |
|                               |                           | Kč    |                     |               |                  |            |
|                               |                           |       |                     |               | Datum:           |            |
|                               |                           |       |                     |               | Podpis           |            |

|                               |                           |       |                     |               |                  |            |
|-------------------------------|---------------------------|-------|---------------------|---------------|------------------|------------|
| Příjmení a jméno strany ..... |                           |       |                     | * 116601 - C  |                  | Razítko ZÚ |
| Za úkon a čís.                | POPLATEK                  |       |                     | Hotové výdaje | Celkem zapláceno |            |
|                               | Pol. sazebn. nebo recipr. | Sazba | v místní měně ..... |               |                  |            |
|                               |                           | Kč    |                     |               |                  |            |
|                               |                           |       |                     |               | Datum:           |            |
|                               |                           |       |                     |               | Podpis           |            |

|                               |                           |       |                     |               |                  |            |
|-------------------------------|---------------------------|-------|---------------------|---------------|------------------|------------|
| Příjmení a jméno strany ..... |                           |       |                     | * 116601 - C  |                  | Razítko ZÚ |
| Za úkon a čís.                | POPLATEK                  |       |                     | Hotové výdaje | Celkem zapláceno |            |
|                               | Pol. sazebn. nebo recipr. | Sazba | v místní měně ..... |               |                  |            |
|                               |                           | Kč    |                     |               |                  |            |
|                               |                           |       |                     |               | Datum:           |            |
|                               |                           |       |                     |               | Podpis           |            |

**Name and surname of the applicant**      **Small round stamp**

|                                  |                              |              |               |                 |
|----------------------------------|------------------------------|--------------|---------------|-----------------|
| Příjmení a jméno<br>strany ..... |                              | * 116601 - C |               | Razítko ZÚ      |
| Za úkon<br>a čís.                | POPLATEK                     |              | Hotové výdaje | Celkem zaplacen |
|                                  | Pol. sazebn.<br>nebo recipr. | Sazba        | v místní měně |                 |
|                                  |                              | Kč           |               |                 |
|                                  |                              |              |               |                 |
|                                  |                              |              |               |                 |

**Serial number**      **Item number**      **Fee in CZK**      **in local currency**      **Total**      **Signature**      **Date**

Receipt number shall be indicated in the notarization book (ověřovací kniha).

When filling fee receipts it is prohibited to change or rewrite the listed information. If the receipt contains incorrect data, it is necessary to cancel the whole (strikethrough and stamp "CANCELLATION") and replace it with a new receipt. In case of a refund, collect the original black receipt and have it marked with the word "RETURN".

Originals completed and signed fee receipts shall be forwarded to applicant, with the exception of acts for free and in the case of a refund or cancellation.

The first (green) copy of fee receipts are attached to the quarterly report sent to the Embassy together with the check for the whole amount collected.

### Sample receipt for one signature authentication

|                                  |                              |              |               |                 |
|----------------------------------|------------------------------|--------------|---------------|-----------------|
| Příjmení a jméno<br>strany ..... |                              | * 116601 - C |               | Razítko ZÚ      |
| Za úkon<br>a čís.                | POPLATEK                     |              | Hotové výdaje | Celkem zaplacen |
|                                  | Pol. sazebn.<br>nebo recipr. | Sazba        | v místní měně |                 |
|                                  |                              | Kč           |               |                 |
|                                  |                              |              |               |                 |

**123/2014**      **150 a)**      **250,-**      **11,-**      **USD**      **11,-**      **28.10.2014**      **Podpis**

### Sample receipt for two signature authentication from the same person

|                                  |                              |              |               |                 |
|----------------------------------|------------------------------|--------------|---------------|-----------------|
| Příjmení a jméno<br>strany ..... |                              | * 116601 - C |               | Razítko ZÚ      |
| Za úkon<br>a čís.                | POPLATEK                     |              | Hotové výdaje | Celkem zaplacen |
|                                  | Pol. sazebn.<br>nebo recipr. | Sazba        | v místní měně |                 |
|                                  |                              | Kč           |               |                 |
|                                  |                              |              |               |                 |

**123/2014**      **150 a)**      **500,-**      **22,-**      **USD**      **22,-**      **28.10.2014**      **Podpis**

### Exchange rate and update of the fees amount

Every month, usually the last day of the month, the Embassy emails updated list of consular fees calculated with the actual exchange rate.

*Dear Honorary Consuls General, Dear Honorary Consuls,*

*Below please find our updated consular fees based upon the current exchange rate between the CZK and the USD (21,853 CZK to 1 USD). The consular fees shall be valid as of October 1, 2014.*

*We thank you for your cooperation and understanding.*

*With regards*

*Magdalena Kubeckova  
consular officer*

| <i>Item</i> | <i>Item description</i>                                   | <i>Fee</i>     | <i>Fee in USD</i> |
|-------------|---|----------------|-------------------|
| <i>150a</i> | <i>Verification of signature</i>                          | <i>250 CZK</i> | <i>11 USD</i>     |
| <i>151a</i> | <i>Verification of photocopy (per page)</i>               | <i>300 CZK</i> | <i>14 USD</i>     |
| <i>151c</i> | <i>Verification of a presented translation (per page)</i> | <i>300 CZK</i> | <i>14 USD</i>     |
| <i>157b</i> | <i>Travel document (Emergency passport)</i>               | <i>400 CZK</i> | <i>18 USD</i>     |

## 9. Schengen/Czech visa information

### Do US citizens need a visa for entry and stay in the Czech Republic?

US citizens do not need a Schengen short-term visa for entry and stay in the Czech Republic under the condition that the stay in the Czech Republic is not profitable and that the intended duration of the stay in the Schengen Area does not exceed 90 days in any given 180-day period.

US citizens need a long-term visa for the stay longer than 3 months.

### Where a visa application should be submitted?

This depends on the location where the applicant lives or where he studies. The Embassy of the Czech Republic along with its three Consulates General of the Czech Republic in Chicago, New York and Los Angeles serve residents within their particular designated jurisdiction.

### When a visa application should be submitted?

#### Schengen-visa application

Applications cannot be lodged earlier than 3 months prior to the intended visit and should be submitted at least 15 days before departure. An application lodged less than 15 days before the intended departure may be accepted but the issuance of the visa cannot be guaranteed before the intended date of departure.

### **Long-term visa**

The applicants should keep in mind that an application for a long-term visa for the purpose of study or scientific research is processed within 60 days and a long-term visa application for all other purposes within 90 days. Therefore, the applications should be filed in time.

## **Are the applicants required to appear in person at the Embassy/Consulates General to submit a visa application?**

### **Schengen visa**

Every applicant must submit the Schengen visa application in person in order to provide fingerprints. The requirement for submitting a visa application in person may be waived only by specific categories of applicants on the basis of an exemption granted by the Embassy.

### **Long term visa**

US citizens may send the long-term visa applications per post, since they are not required to provide fingerprints. There is one exception - applicants for business long term visa must submit the application in person, since an interview must be carried out.

Non-US citizens shall lodge the long-term visa application in person.

## **Which travel document can be accepted for a visa application?**

A travel document for the purposes of granting a Schengen short-term visa or a long-term visa shall not be older than 10 years. It must contain at least two blank pages and its validity must last 3 months beyond the validity of the visa.

## **Which documents shall be presented when applying for a visa?**

### **Schengen short-term visa**

- Completed and signed application form with a photo
- Proof of the purpose of the intended journey
- Proof of accommodation
- Proof of sufficient financial means to cover the journey
- Proof of reservation of a return plane ticket
- Travel medical insurance
- Visa fee

**Long-term visa**

- Completed and signed application form
- 2 photographs
- Document confirming the purpose of the stay in the Czech Republic
- Proof of accommodation
- Proof of funds to cover the stay in the Czech Republic
- Criminal history record (Non-US citizens) or Affidavit (US citizens)
- Document proving travel medical insurance (It is to be presented after the visa application has been approved – see more details below)
- Visa fee

**How long does the visa approval process take?****Schengen short-term visa**

The decision regarding Schengen-visa application can take up to 15 days after the application has been considered admissible.

**Long-term visa**

An application for a long-term visa for the purpose of study or scientific research is processed within 60 days and a long-term visa application for all other purposes within 90 days.

**What types of Schengen-visa can be issued?**

Schengen-visa may be issued for one, two or multiple entries. The applicant should indicate in the application form how many entries he or she wishes to make. A multiple entry visa is issued when the applicant presents proof of the need of frequent or regular travel to the Czech Republic.

## **10. US visa for Czech citizens**

**Do the nationals of the Czech Republic need a visa for visiting US?**

Czech nationals, holders of biometric passports, who plan to travel to the United States for temporary business or pleasure require an approved Electronic System for Travel Authorization (ESTA) prior to boarding a carrier to travel by air or sea to the United States under the Visa Waiver Program (VWP). VWP requires that travelers apply online at the U.S. Embassy in Prague for an ESTA approval to travel to the United States before embarking on their trip. The registration is valid for two years or until the expiration of your current passport, whichever date is sooner.

**In what cases do the citizens of the Czech Republic need a US visa?**

Anyone who is not eligible to enter the United States visa free under the Visa Waiver Program with an ESTA must apply for a US visa. The type of visa required will depend on the purpose of the travel. Especially those Czech citizens who plan to work or study for a temporary period in the US are required to hold an appropriate non-immigrant visa.

An immigrant visa is required of anyone who wishes to enter the United States to reside there permanently, whether or not that person plans to seek employment in the United States. U.S. Immigration law provides for the issuance of immigrant visas in four general categories: immediate relatives, family based employment, and Diversity Immigrant Visa Program, known as the "green card" lottery.

## **11. Consular protection of EU citizens**

EU citizens staying in a third country where their Member State of nationality does not have an embassy or consulate have the right to diplomatic and consular protection by the consular authorities of any other Member State, under the same conditions as their own nationals.

EU citizens from any other Member State may therefore request assistance of an honorary consulate of the Czech Republic in a country where their Member State does not have an embassy or consulate.

The honorary consulate promptly reports to the supervising post and follows its instructions in dealing with:

- Death of a person
- Serious accident or illness
- Arrest or detention
- Victims of crimes
- Emergency aid and repatriation
- Issue of an emergency travel document (subject to authorization by the supervising post)

The honorary consulate cannot provide assistance in the following matters:

- It does not substitute for assistance provided by the embassy or consulate of the country of the person's nationality
- It does not pay bills (accommodation, food, hospitalization, etc.)
- It does not pay for the return tickets or make bookings of accommodation, travel services, flights, etc.
- It does not provide direct legal advice or interfere with legal proceedings
- It does not provide tourist information.

## 12. Miscellaneous

### Staff of Honorary Consulate

Administrative staff of the Honorary Consulate other than the Honorary Consul may carry out the administrative operations only after consent from the supervising post (Embassy or Consulate General).

### Useful links & Points of Contact

#### Embassy & Consulates Emergency line 24/7

|                    |              |
|--------------------|--------------|
| <b>Chicago</b>     | 312-730-5179 |
| <b>Los Angeles</b> | 310-266-1539 |
| <b>New York</b>    | 917-251-5649 |
| <b>Washington</b>  | 202-570-3028 |

#### Embassy in Washington

[www.mzv.cz/washington](http://www.mzv.cz/washington)

Pavel PITEL, Consul, pavel\_pitel@mzv.cz, 202-441-0194

Markéta BALGOVÁ, Vice-Consul, marketa\_balgova@mzv.cz, 202-997-0375

#### Consulate General in Chicago

[www.mzv.cz/chicago](http://www.mzv.cz/chicago)

Milana LIČKOVÁ, Consul, milana\_lickova@mzv.cz, 312-363-9631

#### Consulate General in Los Angeles

[www.mzv.cz/losangeles](http://www.mzv.cz/losangeles)

Tomáš LONÍČEK, Consul, tomas\_lonicek@mzv.cz, 310-890-5974

#### Consulate General in New York

[www.mzv.cz/newyork](http://www.mzv.cz/newyork)

Ivana KLÁNOVÁ, Consul, ivana\_klanova@mzv.cz, 646-236-0626