



## IMMIGRATION SERVICES

Our immigration services cover all areas of immigration to the Czech Republic. We help companies and their expat employees move hassle-free with end-to-end tailored services.

All services include an introduction call and case assessment.

### ALL NATIONALITIES

#### **Apostille/Superlegalization**

Arranging verified copies of necessary documents, arranging the stamp of the authorities in case of superlegalization. Arranging the Apostille/Superlegalization.

#### **Birth number**

Birth number status review, birth number application and follow-up. Booking an appointment and accompanying the client to the Ministry of the Interior for the collection.

#### **Change of personal details**

Review of required documents. Booking an appointment at the Ministry of Interior and accompanying the client. Registering changes under a Power of Attorney.

#### **Foreign police registration**

Guidance, review and advisory on required documents, accompanying the client to the Foreign Police.

#### **Obtaining basic health insurance**

Obtaining, collecting and delivering a health insurance contract that fulfils immigration requirements.



## NON-EU CITIZENS

### **Biometric card**

Booking an appointment and accompanying the client to the Ministry of the Interior for application and collection.

### **Blue card and extension**

Documents review. Booking an embassy appointment. Filling application forms. Reviewing the lease agreement and employment contract. Preparing an application file that fulfills the requirements. Arranging diploma nostrification. Arranging translations and notarised copies, if required. Delivering the application to the client to apply with instructions for the meeting. Available for phone calls while the application is in progress. Following up on the application and sending a chaser letter in the event of delays. Guidance on the collection of the card once approval is granted. Advice on obtaining health insurance for the transit visa, if required

### **Bridge visa**

Documents review. Booking an appointment at the Ministry of the Interior. Accompanying the client to the Ministry of the Interior to collect the visa.

### **Change of employer**

Documents review. Booking an appointment at the Ministry of the Interior. Filling in the form. Reviewing the employment contract. Arranging notarised copies of original documents, if required. Submitting the application on the client's behalf under a Power of Attorney. Following up on the application and sending a chaser letter in case of delays.



## NON-EU CITIZENS

### **Employee card and extension**

Documents review. Booking an embassy appointment. Filling application forms. Reviewing the lease agreement and employment contract. Preparing an application file that fulfills the requirements. Arranging translations and notarised copies, if required. Delivering the application to the client to apply with instructions for the meeting. Available for phone calls while the application is in progress. Following up on the application and sending a chaser letter in the event of delays. Guidance on the collection of the card once approval is granted. Advice on obtaining health insurance for the transit visa, if required.

### **Governmental projects**

Review of the required documents. Applying on behalf of the company under a Power of Attorney. Following up on the application and maintaining communication with the Ministry of Industry and Commerce. Communicating approval of the application and following up with the Ministry of Foreign Affairs on possible dates for submitting the application via the embassy.

### **Labour office registration**

Filling the relevant form correctly. Submitting the form to HR for signing and stamping. Delivering the form to the Labour office.

### **Long-term residence permit and extension**

Documents review. Booking an appointment at the Ministry of the Interior. Arranging translations and notarised copies of documents, if needed. Arranging health insurance, if required. Accompanying the client to the Ministry of the Interior. Following up on the application file while in progress. Accompanying the client to the Ministry for collection.

## NON-EU CITIZENS

### **Long-term visa**

Documents review. Booking an embassy appointment. Filling the application form. Reviewing the lease agreement. Arranging translations and notarised copies of documents, if needed. Delivering the application ready for the client to apply with instructions for the meeting. Available for phone calls while the application is in progress. Following up on the application and sending a chaser letter, if needed. Guidance on the collection of the visa, once the approval is granted. Advice on obtaining health insurance for the transit visa, if required.

### **Permanent residence permit**

Documents review. Booking an appointment at the Ministry of the Interior. Preparing the application file. Accompanying the client to the Ministry of the Interior. Following up on the application and sending a chaser letter in case of delays. Accompanying the client to the Ministry of the Interior for collection.

### **Short-term visa**

Documents review. Booking an embassy appointment. Filling all the forms. Reviewing the lease agreement and employment contract. Arranging notarised copies and translations of original documents, if required. Delivering the application ready for the client to apply. Available for phone calls while the application is in progress. Following up on the application. Arranging insurance required for the visa collection, if requested. Guidance on the collection of the visa once the approval is granted.

### **Vacancy publishing/Permit to employ a foreigner**

Liaising with HR to gather required data. Filling the relevant form correctly. Submitting the form to HR for signing and stamping. Submitting the form to the Labour office if a Power of Attorney is granted or providing the form to HR to submit. Following up and providing the vacancy number.



## EU CITIZENS

### **A1 form**

Gathering information and reviewing documents. Filling out the application form. Submitting the application and communicating with the authorities. Following up on the application status.

### **Business visa**

Documents review. Booking an appointment at the relevant embassy. Filling the application form. Arranging translations and notarised copies, if required. Accompanying the applicant to the embassy for applying/submitting the application on the applicant's behalf under a Power of Attorney/applying online per embassy requirements. Following up on the application process. Accompanying the applicant to the embassy for the collection of the visa once approved, or providing ETA (Electronic Travel Authorisation).

### **Labour office registration**

Documents review. Filling in the relevant form. Submitting the form to HR for signing and stamping. Submitting the form to the Labour office. Providing HR with the file number of the registration.

### **Temporary residence permit (Registration certificate)**

Documents review. Arranging notarised copies of all original documents, if needed. Arranging health insurance, if needed. Filling in the application form and submitting on behalf of the client under a Power of Attorney. Following up on the application file while in process, sending chasing letter, if needed. Accompanying the applicant to the Ministry of the Interior for collection.