

# Form Filling Instructions

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Instructions for filling out the following forms – application for permanent residence permit, application for long-term residence permit, application for extension of validity of long-term residence permit, application for extension of validity of residence permit card issued to foreign nationals – replacement of residence permit decree by residence permit card issued to foreign nationals.

## I. General Instructions

- The application must be filled out legibly in block letters using the Latin alphabet. The required data must be entered into individual boxes of relevant sections, from the left to the right;
- The applicant must mark the relevant type of application and fill out sections 1 to 29 inclusive;
- If any of the required data can not be given, it is necessary to enter the reason into the relevant box (e.g. does not exist, do not have one etc.);
- Where the applicant is required to choose from several given options, the relevant option shall be marked with a cross;
- Data must be entered into corresponding sections; if there is lack of space in the relevant section, the data shall be entered into item 28 on page 3 of the form;
- Corrections in the form can be made by striking through the wrong entry. Correct data shall be entered into remaining empty boxes within the relevant section (or in item 28 on page 3 of the form);
- Applicant's personal data must be filled out identically to the way they are indicated in the applicant's passport. Individual given names and surnames shall be separated in the relevant section with an empty box;
- Time data shall be entered without any dots or dashes in the format of day, month, year DDMMYYYY, i.e. for example 25 May 1983 shall be entered as 25051983;
- The address shall be entered in the following format: country code – town – street – number, e.g. "USA-Miami-South Str.-8";
- Sections marked Č./No. shall be filled out with the relevant house number.

## II. Filling Instructions for Individual Sections of the Form

- 1,2,3,4: to be filled out according to g);
- 5: No to be marked if the applicant does not wish to state his/her sex;
- 6: To be filled out according to item h);
- 7: Enter the current marital status – see item d);
- 8, 10: Enter the relevant country code from the list which can be found on page 6 of the application form;

- 9: Enter the place of birth as indicated in the passport;
- 11: Enter the highest level of education completed (e.g. primary, secondary, higher, university);
- 12: Enter the current type of applicant's occupation, e.g. "student";
- 13, 14: To be filled out with applicant's job title, name and address of the employer, trading company or school (state or private company, office or school). To be filled out only by applicants who are employed, self-employed or students;
- 15: To be filled out with the relevant purpose of residence in the Czech Republic, for example "studies";
- 16: To be only filled out with applicant's last residence outside the territory of the Czech Republic;
- 17: To be only filled out with applicant's residence in the territory of the Czech Republic longer than 3 months;
- 18: To be filled out with the address of the expected residence in the territory of the Czech Republic;
- 19: To be filled with postal service address in the territory of the Czech Republic if it differs from the residence address;
- 20: To be filled with real or expected date of arrival in the Czech Republic in the format of DDMMYY (until changes are made in the APPLICATION form, differently from item h) ! );
- 21: To be filled out as indicated in the passport;
- 22: To be filled out with details from the passport according to item h);
- 23: To be filled out irrespective of the fact whether applicant's spouse already resides in or travels to the Czech Republic together with the applicant. Surnames, other names, former names and given names shall be filled according to item g), date of birth according to item h), nationality and country of birth according to the list of country codes, place of birth according to item i), for occupation - the current occupation shall be filled in, for place of residence - the place of residence in the territory of the Czech Republic shall be filled in, if there is not any, the last place of residence outside the territory of the Czech Republic shall be filled in;
- 24: To be filled out irrespective of the fact whether applicant's children (including children of full legal age) already reside in or travel to the Czech Republic together with the applicant. Place of residence shall be filled in according to item i);
- 25 - 27: To be filled out irrespective of the fact whether she/he already resides in or travels to the Czech Republic together with the applicant. Place of residence shall be filled in according to item i). In case the person has died, this fact is to be filled in the section for occupation after having filled other sections;
- 28: To be used in cases specified in items e) and f);
- 29: For applicants under 15 years of age to be signed by applicant's legal representative (usually a parent).