

Czech Republic Criminal Certificate Application Guide

Document Name: Criminal Certificate (Výpis z rejstříku trestů) issued by the Criminal Register of the Czech Republic

Criminal Certificate application can be done *online, in person, or by mail* through the below channels:

- Citizen Portal (<https://obcan.portal.gov.cz/prihlaseni>)
- On the Criminal Register:
Leger's 1877/7
120 00 Prague 2
- Czech POINT contact points (<https://www.czechpoint.cz/public/verejnost/sluzby/>)
- At each municipal office, municipal office, city office, in Prague district office or local office, in territorially divided statutory towns at the office of the urban district or the office of the district that maintains the register.
- For abroad: Czech Republic Embassy

To apply in person, **it is necessary to make an appointment** in advance by sending an email request to consular_ottawa@embassy.mzv.cz. Please specify your name, surname and type of application in your request (Criminal Record Check).

The request for a statement cannot be submitted by post. Only if the identity and correctness of the data have been verified by the relevant authority (e.g. municipal authority), this authority sends a request by post to the Criminal Register for the purpose of issuing an extract for use abroad.

The criminal certificate is valid for **6 months** after the date of issuance.

1. COST

The fee for submitting a request for an extract from the Criminal Register is **CZK 100**.

Abroad, a fee of **200 CZK** must be paid at the embassies of the Czech Republic (in foreign currency according to the current exchange rate).

2. TAT

- For Czech citizens with the birth number if applied in person: while waiting (15 mins Approximately)
- For foreign nationals who were assigned the birth number: approximately 3 business days
- For other applicants: 1-3 weeks

If you need an apostille for a document, the application must be submitted in person at the consular section and then sent to the Czech Republic for processing. In this case, it is not possible to request the issuance of a statement through Czech POINT. The processing time is therefore approximately 2 months.



3. REQUIREMENTS

- **Online Application:**
Citizen Identity for login (eGovernment mobile key, bank identity, mojeID, etc)
Proof of Identity (<https://info.identitaobcana.cz/idp/>)
Request form
Administrative Fee
- **In Person:**
Proof of identity (Original ID with photo: Identity card, Passport, Foreigner's residence permit card)
Request form
Administrative Fee

*** If another person submits the application on behalf of the applicant, this person also submits a power of attorney with an officially verified signature, or a power of attorney in a foreign language officially translated into Czech and provided with a verification clause (so-called apostille).

SOURCES:

Government Services Portal: <https://portal.gov.cz/>

Criminal Record Service Description: <https://portal.gov.cz/sluzby-vs/vypis-z-rejstriku-trestu-S8893>

Request Form (For Databox login/application): <https://portal.gov.cz/formulare/zadost-o-vypis-z-rejstriku-trestu>

The steps outlined in the document are taken from external sources and are subject to change by the authorities without prior notice. While we aim to review bi-yearly (December 2024), please advise the user to check the links to confirm that the process is up to date.

