

# REGISTRATION AT FOREIGN POLICE

Registering at the Foreign Police Department is obligatory for anyone who is staying in the Czech Republic for more than 30 days.

- **NON-EU citizens**      **within 3 days** from arrival to the Czech Republic
- **EU citizens**      **within 30 days** from arrival to the Czech Republic

## WHERE



Foreign Police Department  
Olšanská 2, Prague 3 – Žižkov



Mon & Wed      8:00–17:00  
Tue & Thu      8:00–15:00



**If you are staying in the UCT Prague dormitories, the dormitories will do the registration automatically for you.**

**If you are staying in a private apartment, you MUST visit the Foreign Police.**

If staying in a private apartment before moving into the dormitories, you MUST visit the Foreign Police.

## HOW IT WORKS

The registration process is done at the address Olšanská 2, Prague 3 not far from Flora metro station. The registration itself is relatively quick, however it is recommended to get there early in the morning to avoid long lines.

When you get to the office you will need to get a number – choose “Registrace cizince” at the machine, and fill out a registration form “Přihlašovací tiskopis cizince” that you can get at the information desk.

Once your number pops up on the screen, go to the clerk’s office. Say hello (“Dobry den”) and hand all documents over to the clerk. They will write the information provided in the Registration Form to the computer, and once the process is done, you will receive a stamp to your passport.

## DOCUMENTS

- ✓ Passport
- ✓ Lease Agreement
- ✓ Health insurance card
- ✓ Study confirmation
- ✓ Registration Form

## CHANGE OF ADDRESS



A foreigner staying in the territory on a long-term visa or on a long-term residence permit **is obliged to report a change of place of residence to the Ministry of Interior within 30 days** from the date of the change. The obligation applies to foreigners if the expected change of residence will be longer than 30 days.

## WHY THE REGISTRATION IS NEEDED

The stay of foreigners in the territory of the Czech Republic is governed by Act no. 326/1999 Sb. Act on the residence of foreigners in the territory of the Czech Republic and on the amendment of certain laws (326/1999 Sb., Zákon o pobytu cizinců na území České republiky a o změně některých zákonů).

**There is a 3 000 CZK fine for not registering on time.** Even exchange students who are not planning on staying in the country for longer than 4 months need to register.

The police are allowed to stop you on the street and ask to see your passport and check your registration under various circumstances. It is also common for police to check your documents late at night especially near popular bars.

If you are stopped without your passport, the police will either take you to the station or will escort you home and check your documents there. **You can get an extra fine of up to 2 000 CZK for not having a passport or ID card on you at all times** – this law is applicable almost everywhere in the EU.

## MORE INFORMATION:

<https://www.policie.cz/clanek/reporting-of-the-place-of-aliens-residence.aspx>

PŘIHLAŠOVACÍ TISKOPIS CIZINCE (ŘSCP Č. 4/2015)	
1. POBYT/ STAY OD/FROM	PŘEDPOKLÁDANÝ POBYT DO/ SUSPOSED STAY TO:
2. PŘÍJMENÍ/ SURNAME:	
3. JMÉNO/ FIRST NAME:	
4. DATUM NAROZENÍ/ DATE OF BIRTH:	
5. STÁTNÍ OBČANSTVÍ/ NATIONALITY:	
6. ČÍSLO CESTOVNÍHO DOKLADU/ PASSPORT NO:	
7. ČÍSLO VÍZA/ VISA NO:	
8. TRVALÉ BYDLIŠTĚ V ZAHRANIČÍ/ DOMICILE ABROAD:	
9. ÚČEL POBYTU V ČESKÉ REPUBLICE/ PURPOSE OF STAY IN THE CZECH REPUBLIC:	
10. UBYTOVATEL/ PROVIDER OF ACCOMMODATION:	
11. ADRESA POBYTU V ČESKÉ REPUBLICE/ ADDRESS IN THE CZECH REPUBLIC:	
12. PODPIS CIZINCE/ SIGNATURE OF ALIEN:	