

Instructions for Form Completion

Instructions for completing forms – Application for Permanent Residence Status, for Long-Term Residence Status, Extension of the Validity of Long-Term Residence Status, Extension of the Validity of Long-Term Residence Status Permit – Exchange of Decision on Status for a Foreign National Residence Permit

I. instructions for completing application forms

- The application form must be completed legibly using printed letters of the Latin alphabet. Enter information into the separate boxes in the relevant sections, from left to right;
- The applicant shall identify the type of application and complete sections 1 to 29 inclusive;
- If the required information cannot be supplied, give the reason for not supplying the required information into the relevant column (e.g. does not exist, do not have etc.);
- When choosing from several options in sections, mark the relevant option with a cross;
- Enter information into the designated sections – if there is insufficient space in the section, enter the information in item 28 on page 3 of the form;
- Corrections in the form should be made by crossing out the error horizontally. Write the correct information into the remaining empty boxes (or if necessary, into item 28 on page 3 of the form);
- The applicant's identification details must be completed identically to how they appear in their travel document (e.g. passport). Separate names and surnames must be separated by an empty box in the relevant section;
- Dates must be entered without dots and dashes in format day, month, year DDMMYYYY, i.e. 25th May 1983 must be written: 25051983;
- Addresses must be entered in this form: country code-city-street-building number, e.g. "USA-Miami-South St.-8";
- In the sections marked Č./No. the applicant should complete the building number.

II. Instructions for completing separate sections of the application

- 1,2,3,4: Complete according to item g);
5: Not to be indicated if applicant does not wish to state his/her sex;
6: Complete according to item h);
7: Complete present marital status – see item d);
8, 10: Enter country code according to country code list (see p. 6 of application form);
9: Enter place of birth according to travel document (e.g. passport);
11: Enter highest level reached (e.g. elementary, secondary, higher vocational, university);
12: Enter type of applicant's present occupation, e.g. "student";
13, 14: Complete position, name and address of employer, corporation or school (state or private corporation, authority, or else school). To be completed only by persons who are in contractual employment, self-employed or studying;
15: Enter relevant purpose of stay in the Czech Republic, e.g. "study";
16: Enter only residential address during last stay outside the territory of the Czech Republic;
17: Complete only for a stay in the territory of the Czech Republic longer than 3 months;
18: Enter address of expected stay in the territory of the Czech Republic;
19: Enter correspondence address in the territory of the Czech Republic only if it is different from the place of residence;

20: Enter actual or assumed date of arrival in the territory of the Czech Republic in the format DDMMYY (until changes made to APPLICATION form differs from item h) !);

21: Enter identical identically to details in travel document (e.g. passport);

22: Enter details from travel document according to item h);

23: Complete regardless of whether spouse is already in or is travelling to the Czech Republic with the applicant. Surname, other names, former surname and name must be completed according to item g), date of birth according to item h), state citizenship and state of birth according to the country code list, place of birth according to item i), for occupation enter type of present occupation, for residence enter residential address in the territory of the Czech Republic;

24: Complete regardless of whether children (including applicant's adult children) are already in or are travelling to the Czech Republic together with the applicant. Complete residence according to item i);

25 - 27: Complete regardless of whether **xxxxxxx** is already or is travelling to the Czech Republic together with the applicant. Complete residence according to item i). If the person has died, state this fact in the occupation column after completing the other columns;

28: Designated for cases see item e) and f);

29: For applicants who are minors younger than 15 years old, the legal guardian (usually a parent) must sign the application.