

International Shipment & Customs Regulations and Information  
 for  
**Czech Republic**

It is extremely important that you take a few moments to review these important requirements, as they will allow us to process the release of your personal property through foreign customs. Customs processing varies by country and can take 1-2 days and as much as 10 days.

Customs and immigration requirements are established by the country of import and not by UniGroup Worldwide. This guide has been designed to assist clients understand and comply with country-specific requirements. Substantial effort has been made to ensure that the information provided is current and correct. Such regulations, however, are subject to change without notice by the country of import. UniGroup Worldwide assumes no liability for changes in the law or interpretation by enforcement personnel as it exists at the time you and/or your goods enter the country.

### IMMIGRATION

When moving to Czech Republic, documents must be presented in the original or a notarized copy. Affidavits and legal documents issued and/or signed in Czech Republic must be notarized by a Czech Notary and documents must not be older than 180 days.

\*Contact address and telephone number must be listed on all documents.

| Required Documents                         | Details  |
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| <b>Tourist</b>                             |  |
| Visa                                       | Requirements for EU/EEA Citizens and other nationals: <ul style="list-style-type: none"> <li>• Passport</li> <li>• Applicant should provide an identity card which is valid for the entire duration of stay.</li> </ul> Applicants of Bulgaria, Cyprus, Romania and Singapore are allowed to stay up to 30 days without visa.<br><br>Applicants who are allowed to stay up to 90 days without visa are Andorra, Argentina, Australia, Bolivia, Brazil, Brunei, Darussalam, Bulgaria, Canada, Chile, Costa Rica, Croatia, Guatemala, Honduras, Hong Kong (special admin region of China), Israel, Japan, Macao (special admin region of China), Malaysia, Mexico, Monaco, New Zealand, Nicaragua, Panama, Paraguay, Republic of Korea, Romania, Salvador, San Marino, Singapore, Sovereign Military Order of Malta, Switzerland, The Vatican, Uruguay, USA, Venezuela.<br><br>Citizens of United Kingdom are allowed to stay up to 180 days without visa. |
| <b>Temporary Residency (up to 90 days)</b> |  |
| Application Form                           | <ul style="list-style-type: none"> <li>• Applicant must completely fill the first three pages of the visa applicant form and applicant's signature is required.</li> <li>• Applicant must fill the application form with ballpoint pen or by typewriter, do not use red ink.</li> </ul>  |
| Travel Document                            | Passport with validity of at least 90 days beyond the expiration date of the requested visas.  |
| Financial Support Declaration              | Applicant must provide a recent bank statement or letter from the host or sponsor proving the applicant's possession of sufficient funds   |

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| Onward Journey Tickets                     | Applicant must provide a copy of a valid airplane ticket to and from the Czech Republic with specified dates.   |
| Medical Travel Insurance                   | Applicant must obtain an original and a copy of travel insurance which covers the whole period of stay in the Czech Republic.   |
| Proof of Relationship                      | For spouses of European Union Citizens <ul style="list-style-type: none"> <li>• Applicant should provide the original and a copy of passport issued by the European Union country.</li> <li>• Applicant should provide the original and a copy of marriage certificate; the certificate must be in English or Czech language.</li> </ul>  |
| Additional Documents                       | <ul style="list-style-type: none"> <li>• A recent passport size photograph.</li> <li>• Self-addressed envelope with a stamp (if the applicant wants to have the visa returned by mail.)</li> </ul>  |
| Single Entry                               | A single entry visa for a period of stay not exceeding 90 days.   |
| Multiple Entry                             | A multiple entry visa for a period of stay not exceeding 90 days.   |
| <b>Family / Accompanying Family Member</b> |   |
| Application Form                           | --  |
| Passport                                   | Passport with validity of at least 455 days and two recent photographs.   |
| Financial Support Declaration              | <ul style="list-style-type: none"> <li>• Bank account statement in the name of applicant from a bank in the Czech Republic or in country of the applicant's residence showing present balance together with your name.</li> <li>• A letter from the host or sponsor confirming support of the applicant during his or her stay in the Czech Republic (in case of a study program only.) <ul style="list-style-type: none"> <li>▪ The minimum acceptable amount of financial resources: Approximately CZK34800 + CZK4640 each month of stay.</li> <li>▪ In case of business stay exceeding 90 days: Approximately US\$116000.</li> <li>▪ For juveniles applies half of the above stated amounts.</li> </ul> </li> </ul>  |
| Proof of Residence                         | <ul style="list-style-type: none"> <li>• Applicant must obtain an original statement from the owner of an apartment stating the ability and willingness to provide an accommodation for the time of the applicants stay &amp; signature must be notarized by a Czech Notary.</li> <li>• Applicant must obtain an original or a notarized copy of the lease contract in case of lease of an apartment or house.</li> <li>• In case of an under lease the applicant must obtain an original or a notarized copy of the lease contract and affidavit signed by the owner confirming the under lease and the signature must be notarized by a Czech Notary.</li> <li>• Student must obtain an original document issued by a Czech University or School confirming accommodation for the time of the applicant's studies.</li> </ul> |
| Criminal History Record                    | Applicant must obtain a Criminal History Record issued by the Police in the Czech Republic which must be completed and applicant's signature must be notarized by a Notary Public. <ul style="list-style-type: none"> <li>• A processing fee of CZK200 should be paid by the applicant in cash or a money order should be payable to the Embassy of Czech Republic.</li> </ul>  |
| Affidavit                                  | Certificate confirming that the applicant have never been indicted and sentenced for a crime of any kind and the applicant's signature must be notarized by a Notary Public.  |

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| Marriage Certificate                   | If the applicant is wife/husband, a notarized copy of a marriage certificate which is certified by the Apostille.   |
| Birth Certificate                      | If the applicant is a child, a notarized copy of a birth certificate which is certified by the Apostille.   |
| Additional Documents                   | Applicant must obtain other documents certifying the relationship to relatives.   |
| <b>Businesspeople (Long-term Visa)</b> |   |
| Application Form                       | --  |
| Passport                               | Passport with validity of at least 455 days and two recent photographs.   |
| Financial Support Declaration          | <ul style="list-style-type: none"> <li>• Bank account statement in the name of applicant from a bank in the Czech Republic or in country of the applicant's residence showing present balance together with your name.</li> <li>• A letter from the host or sponsor confirming support of the applicant during his or her stay in the Czech Republic (in case of a study program only.) <ul style="list-style-type: none"> <li>▪ The minimum acceptable amount of financial resources: Approximately CZK34800 + CZK4640 each month of stay.</li> <li>▪ In case of business stay exceeding 90 days: Approximately US\$116000.</li> <li>▪ For juveniles applies half of the above stated amounts.</li> </ul> </li> </ul>  |
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| Criminal History Record                | <p>Applicant must obtain a Criminal History Record issued by the Police in the Czech Republic which must be completed and applicant's signature must be notarized by a Notary Public.</p> <ul style="list-style-type: none"> <li>• A processing fee of CZK200 should be paid by the applicant in cash or a money order should be payable to the Embassy of Czech Republic.</li> </ul>   |
| Affidavit                              | Certificate confirming that the applicant have never been indicted and sentenced for a crime of any kind and the applicant's signature must be notarized by a Notary Public.  |
| Živnostenský list (Trade license)      | Notarized copy of a trade license.  |
| Koncesní listina (Business license)    | Notarized copy of a business license.   |
| Letter of Invitation                   | Applicant must provide an original official letter of invitation certified by the Immigration Police of the Czech Republic.   |
| Affidavit                              | Applicant must provide a document or an affidavit certifying the reason of stay.  |
| <b>Employees</b>                       |   |
| Application form                       | --  |
| Passport                               | Passport with validity of at least 455 days and two recent photographs.   |

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| Affidavit                           | <p>Certificate confirming that the applicant have never been indicted and sentenced for a crime of any kind and the applicant's signature must be notarized by a Notary Public.</p>   |
| Povolení k zaměstnání (Work Permit) | <p>Notarized copy of a working permit issued by the Employment Administration Office in the Czech Republic and the permit should be notarized by a Czech Notary.</p>  |
| <b>Diplomats</b>                    |   |
| Diplomatic passport                 | --  |
| <b>Students</b>                     |   |
| Application form                    | --  |
| Passport                            | Passport with validity of at least 455 days and two recent photographs.   |
| Financial Support Declaration       | <ul style="list-style-type: none"> <li>• Bank account statement in the name of applicant from a bank in the Czech Republic or in country of the applicant's residence showing present balance together with your name.</li> <li>• A letter from the host or sponsor confirming support of the applicant during his or her stay in the Czech Republic (in case of a study program only.) <ul style="list-style-type: none"> <li>▪ The minimum acceptable amount of financial resources: Approximately CZK34800 + CZK4640 each month of stay.</li> <li>▪ In case of business stay exceeding 90 days: Approximately US\$116000.</li> <li>▪ For juveniles applies half of the above stated amounts.</li> </ul> </li> </ul>  |

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| Criminal History Record | <p>Applicant must obtain a Criminal History Record issued by the Police in the Czech Republic which must be completed and applicant's signature must be notarized by a Notary Public.</p> <ul style="list-style-type: none"> <li>• A processing fee of CZK200 should be paid by the applicant in cash or a money order should be payable to the Embassy of Czech Republic.</li> </ul>   |
| Affidavit               | <p>Certificate confirming that the applicant have never been indicted and sentenced for a crime of any kind and the applicant's signature must be notarized by a Notary Public.</p>   |
| Acceptance Letter       | <p>Student must obtain an original or a notarized copy of a document certifying the acceptance into a study program in the Czech Republic issued by a Czech University or School and a copy of the document must be notarized by a Czech Notary.</p>  |

### Details

- Applicant cannot travel to the Czech Republic with a Schengen Visa.
- No vaccination certificates are required unless the applicants are coming from an infected area.
- The visa office may always request additional documents and/or information before issuing the visa, therefore always include your home or office telephone number.
- In some cases the decision making process can take up to 30 days. The Embassy can not guarantee issuance of any visa. The decision is final and irrevocable.
- No visa can be obtained at the border or at the airports.
- The maximum length of an individual stay in the Czech Republic based on a visa is 90 days. The visa may be used at any time within 6 months from the date of issue.
- Bearers of Czech tourist visas must register at any Czech Immigration Police Station within 3 days after arrival in the Czech Republic. Visitors staying in hotels are registered automatically.
- There is no visa fee for children under 15 years of age.
- Visa processing time is approximately 90 days from the date the complete application is received and in the case of students the processing time will be 60 days. Particular complicated cases the procedure could take up to 180 days. Issuing a visa - after the Embassy receives an approval of applicant's application from the Czech Immigration Police, then the applicant will have mail the passport again.
- Visa processing time for employee in the Czech Republic, the employee must obtain a visa even in case of period of stay not exceeding 90 days.
- Children who are under 15 years of age are provided visa of free of charge.

## PERSONAL & HOUSEHOLD GOODS

Slovak laws are still being created and are expected to change. The proceeding information is a brief summary of customs regulations applicable to personal & household goods shipments to Czech Republic.

| Required Documents          | Details   |
|-----------------------------|---|
| Certificate of Free Entry   | Shipper must obtain a Certificate of Free Entry from the Customs Head Office to insure that the shipment will be duty free.   |
| Inventory List              | <ul style="list-style-type: none"> <li>Shipper should provide a detailed inventory list showing serial numbers and specifications of any electrical appliances. Inventory list must be dated and signed by the shipper.</li> <li>Two sets of photos for any antiques and valuable paintings.</li> </ul> |
| Passport                    | Shipper must provide a copy of valid passport.  |
| Certificate of Registration | --  |
| Work Permit                 | For employment verification shipper must provide a copy of Work Permit.   |
| Authorization Letter        | Notarized authorization letter.   |
| Letter by Employer          | Shipper should obtain a Letter from employer on company letterhead verifying relocation with a guarantee of paying any customs duties on the importer's belongings in the case of non re-exportation.   |
| Non-sale Certificate        | Certificate of declaration that the shipper will not sell any items in the shipment.  |
| Copy of Rental Contract     | Rental period must be for a minimum of two years.   |
| Power of Attorney           | Attorney to authorize destination agent to represent the shipper with customs authorities.  |
| <b>Diplomats</b>            |   |
| Import Declaration Form     | Import declaration form issued by the Embassy.  |
| Czech Identity Card         | Diplomats must provide a copy of Czech identity card with the residence address in the Czech Republic. If not available, must provide rental contract.  |

Household goods can be imported duty-free under the following conditions:

- Shipper can import personal & household goods duty-free, if the personal and household goods have been in shipper's possession and use for at least 6 months.
- Returning citizens of the Czech Republic can import personal & household goods duty-free, if the goods have been used by the shipper for at least 6 months prior to departure and the shipper must have been resided abroad for at least 12 consecutive months.
- Goods imported by the shipper must not be sold, rented or lent to another person during stay in country.
- Goods must be exported at the time set fourth during customs registration.
- In addition to the basic personal & household goods, the shipper may also import the following items duty-free:
  - Arts and antiques
  - Indoor plants in reasonable quantities with the appropriate documentation
  - Domestic Animals with the appropriate documentation

### Details

- Shipper must obtain a statement from the company vouching for the employee involved must be presented, for temporary or permanent residence due to company relocation.
- Shipper must provide photographs of all works of art for customs purposes.
- All documents must be in Slovak language.

## MOTOR VEHICLES

Motor vehicles are considered personal effects, but a bank guarantee or security deposit is always required. Importation of motor vehicle into Czech Republic requires the following documents.

| Required Documents                          | Details  |
|---|--|
| Passport                                    | --   |
| Driver's License                            | --   |
| International Insurance Policy (Green Card) | --   |
| Purchase Invoice                            | --   |
| Bank Guarantee                              | Bank guarantee of security deposit is always required. |
| Registration Card                           | --   |
| Bill of Lading or Airway Bill               | --   |
| Non-Sale Certificate                        | --   |
| Invoice or Purchasing Contract              | --   |

Motor Vehicles can be imported duty-free under the following condition:

- Shippers can import motor vehicles duty free who intends to re-export the vehicle within 6 months.

### Details

- Before registration the motor vehicles must be inspected by the Technical Inspection Unit.
- Shipper must have used the motor vehicle for at least 6 months prior to shipping.
- The basic requirements for registration are a low emission rate, technical specifications of the vehicle and an operating manual. Special requirements for registration include side-view mirrors, lockable gasoline tank, left-hand drive, etc.
- Shippers are highly recommended to contact the Transport Inspectorate or the Police Department of the Ministry of Interior prior to importation at the following address, phone and/or fax:  
 Sekce služby dopravní policie  
 Kongresová 2  
 140 00 Praha 4, Czech Republic  
 Telephone: 011-420-2-6142-5383 or: 011-420-2-6141-1111  
 Fax: 011-420-2-6118-5336

## PETS

Shipper must obtain an Import Permit for importing pets which is issued by the State Veterinary Administration of the Czech Republic:

Státní veterinární správa ČR  
 Těšnov 17  
 117 05 Praha 1  
 Czech Republic  
 Telephone: 011-420-2-2181-2484  
 or: 011-420-2-2481-2735  
 or: 011-420-2-2181-1111  
 Fax: 011-420-2-2181-2974

| Required Documents                    | Details   |
|---------------------------------------|---|
| Certificate of Health                 | --  |
| Veterinary Import Permit              | Shipper must obtain an Import Permit for importing pets which is issued by the State Veterinary Administration of the Czech Republic. |
| Veterinary Certificate                | Shipper must obtain a veterinary certificate from the state veterinary office in the animal's origin country.                         |
| International Vaccination Certificate | Applicant must obtain a certificate which is issued no more than 72 hours prior to the pet's departure.                               |
| Rabies Vaccination                    | Vaccination certified by veterinarian is required in case of dogs and cats.   |

#### Details

- The certificate must be in English, German, French, Russian, or Spanish.
- A rabies vaccination is must, at least 30 days prior to departure, in case of dogs and cats over three months of age.

## RESTRICTED & PROHIBITED

All countries, including Czech Republic prohibit and restrict the importation of certain dangerous or sensitive items.

#### Prohibited Items

- Firearms and ammunition may only be imported after a gun license has been issued
- Weapons
- Drugs
- Fresh meat
- Pornographic material
- Non personal motor vehicles are prohibited

#### Restricted Items

- New items
- Foodstuff
- Commercial goods
- Alcohol
  - Wine: 2 liters per person maximum
  - Spirits: 1 liter per person maximum
- Tobacco products
- Plants will need a FITO Certificate