

## TEMPORARY WORK PERMIT (ASSIGNMENT UNDER 90 DAYS) PROCESS MAP

### STEP 6: REGISTRATION WITH FOREIGN POLICE

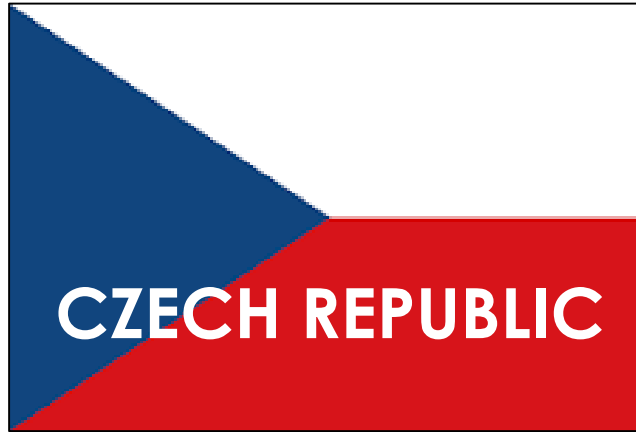
Within three days of entry, foreign nationals must register their address and travel dates with the foreign police. If staying in a hotel or other commercial accommodation facility this will be arranged through them.

### STEP 5: REGISTRATION WITH LABOUR OFFICE

All applicants must be registered with the labour office. The notification must state the start date of the work in the Czech Republic and should be done prior to or on the first day of work. Proof of registration should be kept by the host entity. The applicant can begin working after this step. Processing time: 1 day

### STEP 4: ENTRY TO CZECH REPUBLIC

Upon receiving the passport with the endorsed visa, the applicant may enter the Czech Republic. The visa will be stamped at the port of entry.



### STEP 1: INITIATION

Client initiates the case with FGI. FGI assesses work permit category and sends document checklist to the client. Client sends the documents listed on the checklist to FGI.

### STEP 2: PERMISSION TO EMPLOY A FOREIGN NATIONAL

The Czech entity must obtain permission to employ a foreign national from the labour office. Processing time: 1 week

### STEP 3: WORK PERMIT APPLICATION

FGI submits the application to the central labour office for the work permit. Processing time: 1-2 months

### STEP 3: VISA TYPE C APPLICATION

Once the work permit has been issued, the principal applicant can apply for a Schengen C visa at the Czech diplomatic post in their country of residence or nationality. Processing time: 1-3 weeks