

WORK & RESIDENCE PERMIT (LOCAL HIRE) PROCESS MAP

STEP 7: REGISTRATION WITH LABOUR OFFICE

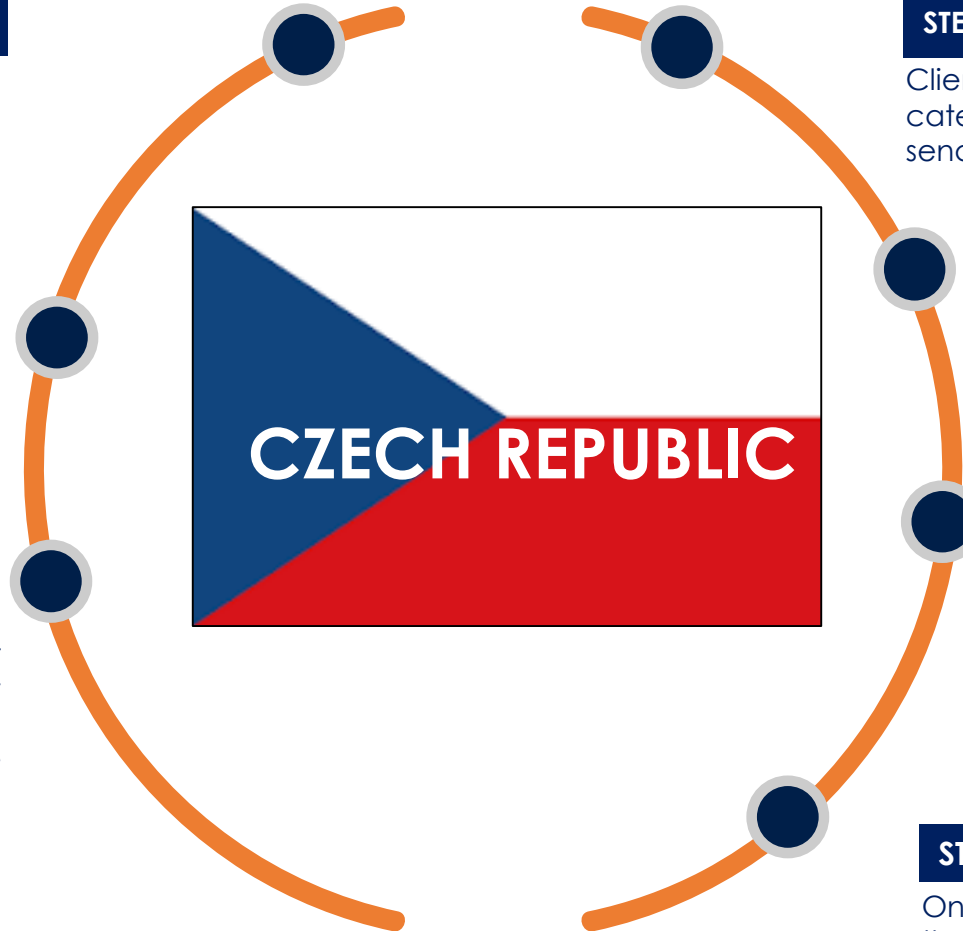
All applicants must be registered with the labour office. The notification must state the start date of the work in the Czech Republic and should be done prior to or on the first day of work. Proof of registration should be kept by the host entity. Processing time: 1 day

STEP 6: EMPLOYEE CARD COLLECTION

Two to three weeks after the submission of the biometric data, the employee card for the principal applicant can be collected. Personal appearance is necessary.

STEP 5: REGISTRATION WITH MOI

Within three days of entry, the principal applicant must register with the Ministry of Interior, submit fingerprints and have a biometric photograph taken. Following this an approval letter will be issued by the Ministry confirming the requirements for an employee card have been met which will allow the applicant to begin working. Processing time: 1 day



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: LABOUR MARKET SEARCH

A labour market search to prove that it is not possible to find a resident worker (i.e. resident in the Czech Republic or the wider EU/EEA) must be conducted. This process is initiated by announcing the vacant position to the labour office. Processing time: 1 month

STEP 3: EMPLOYEE CARD & D VISA APPLICATION

The employee card application for the principal applicant and long stay (type D) visas for dependents can be applied for, at the Czech consulate or Embassy with jurisdiction over the applicant's area of residence. Processing time: 2-3 months

STEP 4: ENTRY TO CZECH REPUBLIC

Once the long term (Type D) visa(s) has/have been issued, the applicant (and family, with their Type D Visas) may enter the Czech Republic. The visa(s) will be stamped at the port of entry.