

## WORK & RESIDENCE PERMIT (ASSIGNMENT FROM OUTSIDE THE EEA) PROCESS MAP

### STEP 8: 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. The final employee card must be collected within 60 days of the registration of the biometric details with the Ministry of Interior. If this date is not met, the card will be destroyed and a new application will need to be filed.

### 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: 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 and the applicant can 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: 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 4: EMPLOYEE CARD & D VISA APPLICATION

Once the work permit has been issued, the employee card application for the principal applicant and long stay (Type D) visas for dependents can be applied for at the Czech consular post with jurisdiction over the applicant's place of residence.  
Processing time: 2-3 months

### STEP 5: ENTRY TO CZECH REPUBLIC

The applicant (and any accompanying family) may now enter the Czech Republic. The passport with the endorsed visa should be stamped at the port of entry.