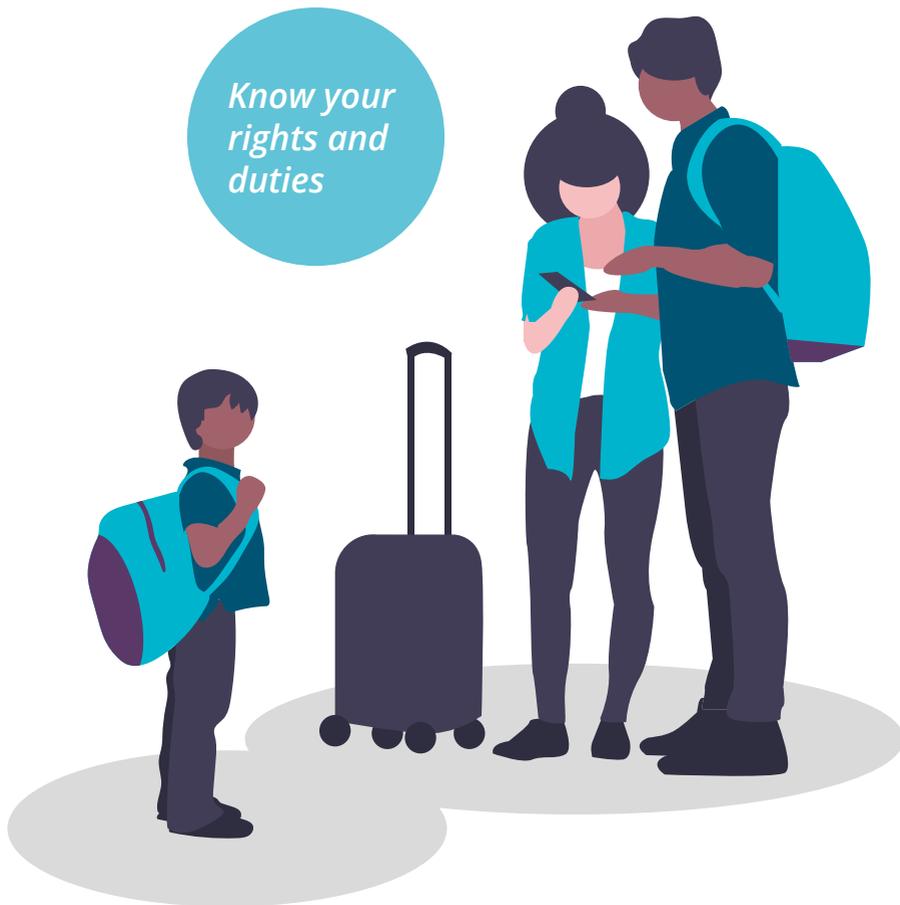


# GUIDE FOR FOREIGN NATIONALS

in Brno

*Know your  
rights and  
duties*





Dear Madam, Dear Sir, Dear Neighbours,

I am glad to at least symbolically welcome you to my hometown of Brno, the second largest city in the Czech Republic.

I am sure that you have already heard of Brno's reputation as a friendly, welcoming and peaceful place, and I trust that you will see it that way as well. I can certainly speak for the rest of Brno when I wish you a pleasant stay, and hope that you will be content and safe and that you and your loved ones will find fulfilment here.

Because we want to help you manage not only your first days here, but also the ensuing period of your stay in Brno and the Czech Republic in the best way possible, we have prepared this brochure, which will guide you through some of the most important situations in which you may find yourselves. In your own interest, please pay attention to this information so that you don't get into potential difficulties through some small misunderstanding.

If you encounter a problem during your stay in Brno that you are unable to deal with yourself, please use the offered accessible contacts. Also, if need be, please get in touch with the intercultural staff who work at the Brno City Hall.

I hope that you will quickly become accustomed to Brno and successfully settle here. And I will be very glad if you would also find the time to get to know the city and its inhabitants.

Yours faithfully,

**Markéta Vaňková**

Mayor of Brno



European Union  
European Social Fund  
Operational Programme Employment



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# I'VE ARRIVED IN BRNO. WHAT SHOULD I DO FIRST?

*(post-arrival orientation)*

**1<sup>ST</sup> STEP: REGISTRATION**

**2<sup>ND</sup> STEP: HEALTH INSURANCE**

**3<sup>RD</sup> STEP: TYPES OF RESIDENCE AND CITIZENSHIP**

## 1<sup>ST</sup> STEP: REGISTRATION

On arrival in the Czech Republic every foreigner has a so-called reporting obligation – as a rule they should report to the Foreign Police (Cizinecká policie in Czech), or in special cases to the Ministry of the Interior, Department of Asylum and Migration Policy (in Czech Odbor azylové a migrační politiky Ministerstva vnitra, abbreviated to OAMP MV ČR), and the reporting obligation may be carried out by the accommodation provider (hotel, hostel or student halls of residence). The address in the Czech Republic is the address of the place where you will stay – which can be a hostel, rented accommodation or your or your family's property. Your rights and obligations can vary depending on your country of origin. Different rules can apply to citizens of the EU/EEA and Switzerland and their family members as against those of other – i.e. third – countries. If you are a third-country citizen, you must report within three working days, while if you are a citizen of an EU/EEA country or Switzerland, the registration period is 30 days if you intend to stay for a longer time. Third-country citizens can also take up the opportunity of the adaptation/integration course “Welcome to the Czech Republic”, organised by Slovo 21 in regional integration centres (further information can be found at <http://www.vitejtevcr.cz/en/about-courses/>). In Brno these courses are held at the Centre for Foreign Nationals SMR (Centrum pro cizince JmK). From 2021 completing a course will be obligatory for some third-country citizens. The course must be completed within one year of arrival in the country.

### **OAMP MV ČR – Oddělení pobytu cizinců Jihomoravský kraj Department of Foreign Residence**

Tuřanka 1554/115b, 627 00 Brno  
Tel.: +420 974 801 801

Office hours:

Mon, Weds: 8:00–17:00; Tues, Thurs: 8:00–14:00

### **Cizinecká policie – Oddělení pobytových agend Brno Foreign Police – Brno Department of Residence Issues**

Cejl 62b, 602 00 Brno  
Tel.: +420 974 628 131

Office hours:

Mon, Weds: 8:00–17:00; Tues, Thurs: 8:00–14:00

### **Centrum pro cizince JmK Centre for Foreign Nationals SMR**

Mezírka 1, 602 00 Brno  
Tel.: +420 734 510 213

Office hours: Mon–Fri: 8:00–18:00

## 2<sup>ND</sup> STEP: HEALTH INSURANCE

An essential step for gaining a visa and for staying in the Czech Republic is health insurance. Health insurance is either commercial or state (further information in Chapter 4).

## 3<sup>RD</sup> STEP: TYPES OF RESIDENCE AND CITIZENSHIP

The rules and conditions for residence in the Czech Republic vary according to the type of residence permit. Different rules apply for citizens of the EU/EEA and Switzerland (including family members) and those of third countries. Another difference arises depending on whether you have a residence permit in the Czech Republic for up to 90 days (visa-free relations or short-term visa), or for over 90 days (long-term visa, long-term residence permit or permanent residence). A further option for residence in the Czech Republic is international protection subject to specific conditions

(a form of permanent asylum or time-limited supplementary protection). Types of residence differ in the purpose, or reason for which you came to the Czech Republic and for which you were given a residence permit. You must fulfil this purpose throughout the period of your residence or otherwise your residence permit will lapse.

The conditions for the awarding of Czech citizenship also vary according to the country of origin of the applicant. EU citizens can

apply for Czech citizenship after three years of permanent residence. Third-country citizens can apply for Czech citizenship after five years of permanent residence or after a shorter period of permanent residence provided that the total period of permitted residence is ten years. For further information on the individual types of residence and the conditions for gaining a residence permit for the Czech Republic please contact an advisory service for foreign nationals.



### What to watch out for

- ➔ **Do not forget to renew the validity of your visa or residence permit for the Czech Republic in time. The long-term visa can be prolonged at the earliest 90 days before its expiry and the residence permit 120 days before it expires and at the latest on the last day of validity.**
- ➔ **Changes in residence address must in most cases be reported within 30 days at the OAMP MV ČR. Conditions vary depending on the type of residence. For further information consult an advisory service for foreign nationals. Changes in name, surname, civil status and passport or ID card details must be reported within three working days.**
- ➔ **You must always carry your residence permit document (visa or residence card) with you.**



### Who is a third-country citizen?

A citizen of a third country is a citizen of a state that is not a member of the European Union and who is not a citizen of one of these states: Norway, Iceland, Liechtenstein and Switzerland.

### What is the Personal Identification Number?

The Personal Identification Number (rodné číslo in Czech) is a ten-digit identification number. The first two digits show the last numbers of the year of birth, the second pair of numbers gives the month of birth, in women with 50 added, and the third pair of numbers gives the day of birth; the four figures at the end distinguish between people born on that calendar day. The Personal Identification Number is automatically assigned by the Ministry of the Interior, Department of Asylum and Migration Policy with the residence permit and is shown in the document.



# HOW DO YOU FIND SUITABLE ACCOMMODATION?



*HOSTEL*  
*RENTED ACCOMMODATION*  
*SUB-TENANCY*

In the Czech Republic there are several types of accommodation: you can be a tenant or a sub-tenant, use a hostel or buy a flat or house. You can find the greatest and most up-to-date range of property to rent or buy on the internet. Mostly these are offered by real estate offices, but sometimes property is offered to rent or buy directly by the owners. If your monthly budget is not sufficient for the renting of suitable accommodation, then you can look at flat-sharing offers, which you can also find on the internet.

For all forms of accommodation there is an obligation to report a new permanent address to the OAMP MV ČR within a deadline of 30 days. For this purpose you will need a tenancy agreement or Confirmation of Accommodation signed by the property owner. Only foreign nationals entitled to temporary residence in the country without a visa need to report such changes to the Foreign Police.

## TYPES OF ACCOMMODATION:

### Hostel

Hostels are ideal for foreign nationals who are only in the Czech Republic for a short time, most often for work purposes. You can find information on vacancies in hostels on the internet or at an advisory service for foreign nationals (see directory).

### Rented Accommodation

Rented accommodation is agreed for a specified period and as with other forms of accommodation it is necessary to produce a written contract between tenant and landlord. In this type of accommodation a deposit is often required.

### Sub-tenancy

Sub-tenancy is accommodation in the flat of someone who is in turn renting the flat. A sub-tenancy agreement is dependent on the tenancy agreement and ends together with it.





## What to watch out for

- ⌚ Do not confuse permanent address (trvalé bydliště), which is a place, with permanent residence (trvalý pobyt), which is a status! When talking of foreign nationals the permanent address is the place where they permanently dwell – where they actually stay. Permanent residence is one of the ways in which foreign nationals can legally stay in the Czech Republic, typically for five years.
- ⌚ Always read what you sign! If you do not fully understand the tenancy agreement, consult an advisory service for foreign nationals. Similarly we recommend that you check the identity of the owner and whether the property is intended for accommodation. You can check this information at the Cadastral Office or online.
- ⌚ If you want to leave your tenancy, you must announce this to the owner two or three months in advance (or as otherwise specified in the agreement).
- ⌚ If it is shown that you are not living in the place that you have reported as your permanent address, you may be fined for an administrative offence!

### **Katastrální pracoviště Brno-město Brno-City Cadastral Office**

Moravské nám. 1, 601 51 Brno  
Tel.: +420 542 521 111



## What is a deposit?

A deposit (kauce in Czech) is an amount of up to three months' rent, which the landlord may request as a surety from which any unpaid rent can be taken in future. The deposit can also serve to cover potential damage caused. The amount of the deposit must be included in the tenancy agreement. The owner returns the deposit at the end of the tenancy provided it does not need to be drawn on to pay rent owed or for damaged furnishings.

## What is inkaso?

Inkaso is a Czech word meaning all the other payments aside from rent that are part of the costs of accommodation, all collected together. It includes advance payments (deposits) for the costs of gas, electricity, water and sewer charges, heating and the refuse collection charge.





# FAMILY

*MARRIAGE*

*CHILDBIRTH AND MOTHERHOOD*

*MATERNITY LEAVE*

*PARENTAL LEAVE*

*THE SCHOOL SYSTEM  
IN THE CZECH REPUBLIC*

*CZECH LANGUAGE FOR CHILDREN*

*LEISURE*

*DOMESTIC ABUSE*

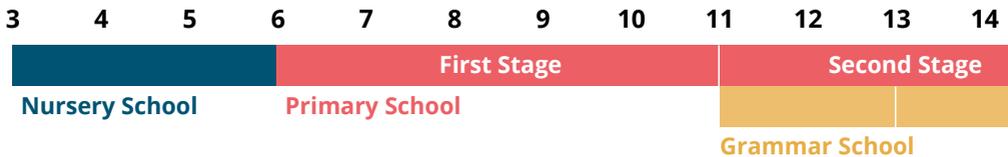
Family reunification (sloučení rodiny in Czech) is one possible reason for the granting of some of the types of residence permit. This possibility can be consulted at an advisory service for foreign nationals (see directory).

### MARRIAGE

Should you wish to marry in the Czech Republic you can choose between a civil and a church ceremony. For both types of marriage you will need the relevant legal documents. For further information please contact an advisory service for foreign nationals (see directory). For a civil marriage ceremony it is necessary to contact a registry office in the city district where you wish to get married. The presence of a sworn interpreter will be necessary for the marriage.

### CHILDBIRTH AND MOTHERHOOD

If the parents of a newly-born child are third-country citizens and do not plan to leave the Czech Republic within 60 days of the birth, they have a duty within 60 days of the birth to submit an application for their child for long-term or permanent residence (depending on



### THE SCHOOL SYSTEM IN THE CZECH REPUBLIC

In the Czech Republic the last year of nursery school is compulsory. Parents are also obliged to enrol the child into the first year of primary school since in the Czech Republic school attendance is a legal requirement. Enrolment in primary and nursery schools always takes place in April and May for the next school year (for further information see <https://zapisdozs.brno.cz/>).

Conservatory

the type of residence of one of the parents). Provided the parents have residence permits they should apply for the residence permit for their child at the OAMP MV ČR (see directory).

## MATERNITY LEAVE

Maternity leave is a period of leave provided to parents by the employer and which begins at the earliest eight weeks and at the latest six weeks before the due date. Its total length is 28 weeks for the birth of one baby and 37 weeks in the case of two or more. During maternity leave it is also possible to claim maternity benefit, however for this it is necessary to have had sickness insurance for a minimum of 270 days in the last two years. For further information and to learn about the conditions for claiming maternity benefit please consult an advisory service for foreign nationals (see directory). Maternity leave is administered by the Municipal

Social Security Administration (Městská správa sociálního zabezpečení in Czech).

### Městská správa sociálního zabezpečení (MSSZ) Brno

#### Municipal Social Security Administration

Gajdošova 7, 660 20 Brno

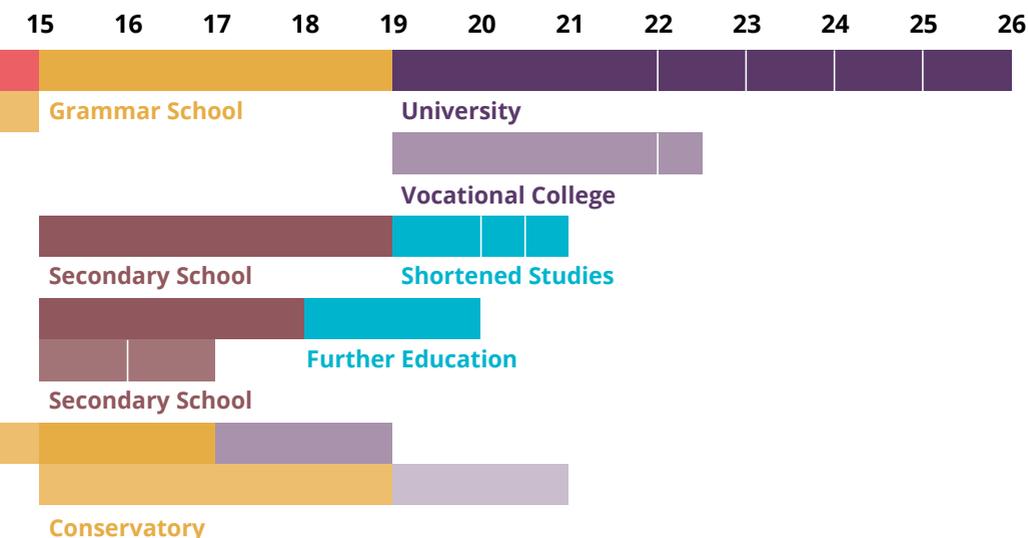
Tel.: +420 541 516 111

Office hours:

Mon, Weds: 8:00–17:00; Tues, Thurs: 8:00–14:00

## PARENTAL LEAVE

The employer has a duty at the request of the employee to provide the parent of a child with parental leave immediately at the end of maternity leave. Its length is determined by the requirements of the employee, but the employer's responsibility ends however once the child reaches the age of three. During parental leave the parent who takes it can also



claim child benefit. For further information and to discover the conditions for obtaining child benefit consult the advisory service for foreign nationals (see directory). Parental leave is administered by the Labour Office.

### Úřad práce / Labour Office

Polní 1011/37, 639 00 Brno

Office hours:

Mon: 8:00–12:00, 13:00–17:00; Tues: 8:00–11:00;

Weds: 8:00–12:00, 13:00–17:00; Thurs: 8:00–11:00

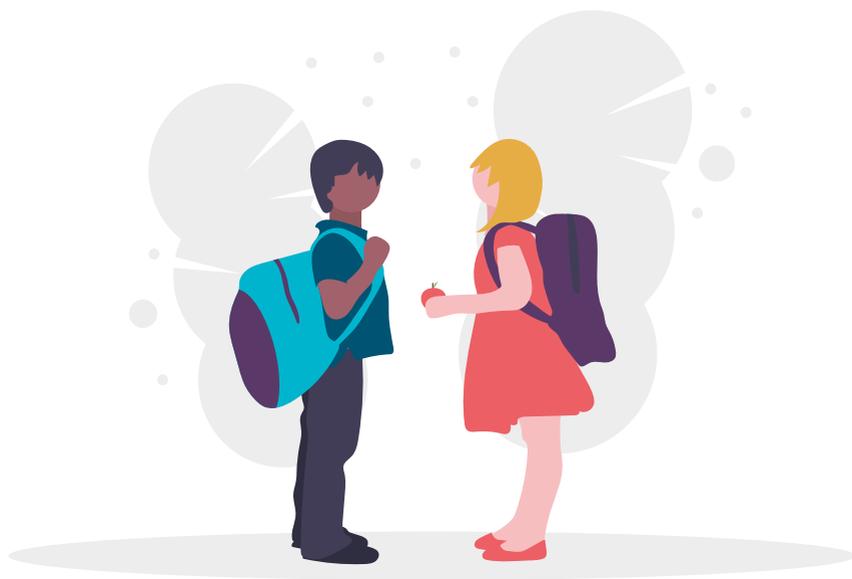
## CZECH LANGUAGE FOR CHILDREN

Knowledge of the language is very important for children arriving in a new country. The Centre for Foreign Nationals SMR (see directory) offers children's courses in Czech for Foreign Nationals or can suggest where to go. Some

organisations for foreign nationals (see directory) can organise free tutoring for children.

## LEISURE

Leisure activities for children are offered by schools and various organisations such as for example recreational centres or other educational facilities. For families with small children Brno has a centre for mothers or the so-called Family Points, which offer a space in which to relax and meet other families with kids. The Family Points hold regular events for the public, meeting, lectures and workshops (further information can be found at <http://brno.familypoint.cz/index.php/rodiny-s-detmi>). Events for families with children are also organised by Vicinis [www.vicinis.cz](http://www.vicinis.cz) (RU, EN), as well as for example SVČ Lužánky



<https://www.luzanky.cz/> (EN) and Lipka <http://www.lipka.cz/lipka-en> (EN, DE).

## DOMESTIC ABUSE

Violence against close family members in a joint household is a crime in the Czech Republic. Domestic abuse is a situation in which one person (the perpetrator of domestic abuse) gains power

over a second person (the victim of domestic abuse). This does not have to involve only physical abuse, but can also include psychological (intimidation and psychological pressure), social abuse (imprisonment), sexual or economic (withholding access to money) abuse. If such abuse occurs, please contact the Czech Police, the Bílý kruh bezpečí (116 006) or an advisory service for foreign nationals (see directory).



### What to watch out for

- ➔ A newly-born child of foreign nationals in the Czech Republic has the right to gain the highest level of residence permit held by one of its parents. The application for a residence permit must be submitted within 60 days of the birth of the child at an office of the OAMP MVČR. If one of the parents is a Czech citizen then Czech citizenship can be applied for on behalf of the child.
- ➔ In the case that you intend to become pregnant pay special attention to what is covered by your health insurance.
- ➔ Enrolment in the last year of preschool education (children who turn five by end of August of the given year) and into the first year of primary school (children who turn six by end of August of the given year) is a legal requirement, and not doing so is an offence against the law which may result in punishment.
- ➔ Each absence from school must be properly excused.

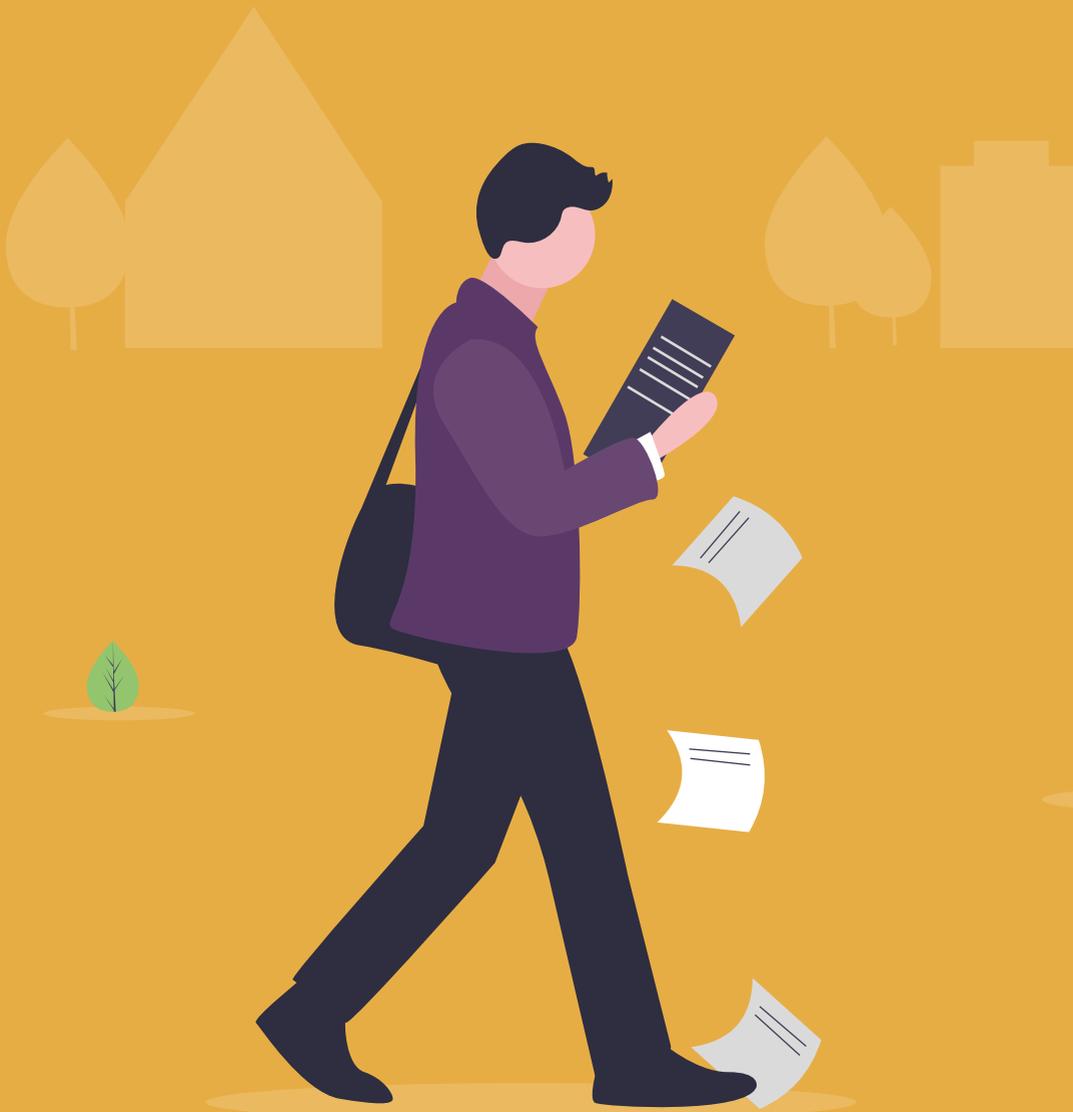


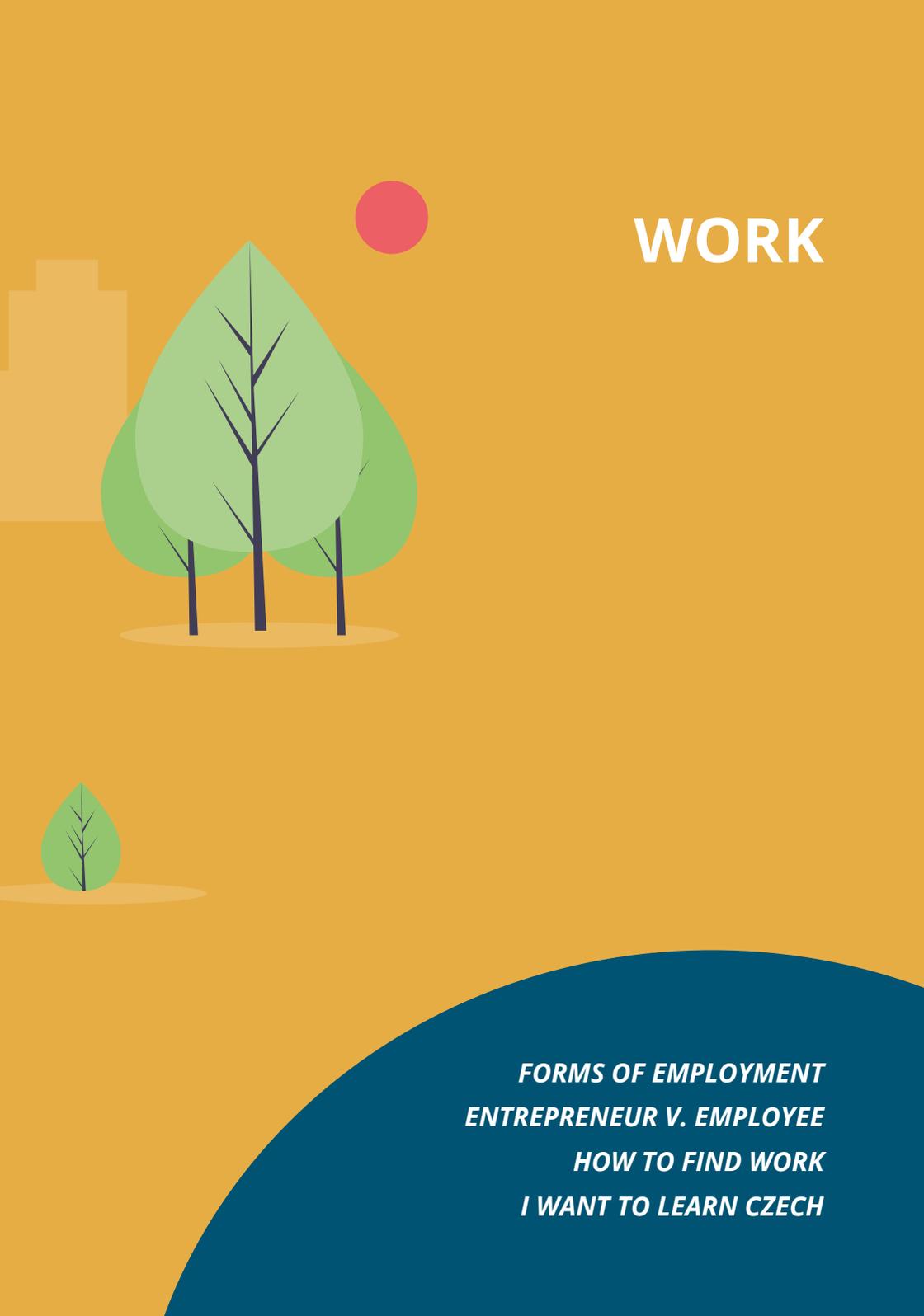
### What is a školní družina (after-school club)?

An after-school club is a school facility that children can attend after regular lessons. In the club the children are supervised by teaching staff and can expand their out-of-school activities. These clubs are paid for, the usual fee being around 50–100 CZK per month.

### What is a spádová škola (local school)?

Every primary school has its local catchment area. This means that if your permanent address falls within this catchment area, then the given primary school is obliged to enrol your child into the first year.



The background is a solid orange color. In the upper left, there are stylized buildings in shades of orange and yellow. In the center, there are three green trees with dark brown trunks and branches, standing on a light orange oval patch. To the right of the trees is a solid pink circle representing the sun. In the lower left, there is a smaller green tree on a light orange oval patch. A large, dark blue curved shape is at the bottom of the page, containing text.

# WORK

***FORMS OF EMPLOYMENT  
ENTREPRENEUR V. EMPLOYEE  
HOW TO FIND WORK  
I WANT TO LEARN CZECH***

With the employment of foreign nationals in the Czech Republic we distinguish between two main categories. The first covers foreign nationals who do not require any permit in order to be employed. These include citizens of the member states of the EU and EEA, Switzerland and their family members, as well as selected groups of third-country citizens who have free access to the labour market (foreign nationals with permanent residence, those granted asylum, those with supplementary protection, students, graduates of studies in the Czech Republic or foreign nationals with long-term residence for the purposes of family reunification).

The second category covers foreign nationals who require a permit in order to be employed – which means they have conditional access to the labour market. This permit



is either in the form of an employment or blue card or as a work permit. A foreigner with an employment card can stay in the Czech Republic and work in the job at the company for which the card was issued. The blue card is a special kind of residence permit with the purpose of moving to the Czech Republic for work. For this kind of residence permit the holder must have higher level qualifications and the income has to be above a certain specified level.

## FORMS OF EMPLOYMENT

### **Employment as Main Occupation (Hlavní pracovní poměr in Czech, abbreviated to HPP)**

is a contractual relationship between employer and employee on the basis of an employment contract, in which the employee undertakes to carry out a job for the employer in return for a wage or salary. HPP can be closed for an indefinite period, leading to permanent employment, as well as for a defined period, after which employment ends. HPP is suitable for gaining an employment card.

### **The Agreement to Perform Work (Dohoda o pracovní činnosti in Czech, abbreviated to DPČ)**

is a form of employment relationship which does not fully constitute employment. Unlike the DPP the DPČ is suitable for gaining an employment card. This cannot be used for work that exceeds half of the standard working week, i.e. 20 hours per week. If the monthly remuneration for the DPČ is 3000 CZK or more, health and social insurance will be deducted.

### **The Agreement to Complete a Job (Dohoda o provedení práce in Czech, abbreviated to DPP)**

is a form of employment relationship which again does not fully constitute an employment relationship between

employer and employee. This relationship outside of full employment should only be used for casual work. When agreeing a DPP the worker can work a maximum of 300 hours in a year for an individual employer. In the case that the monthly remuneration is more than 10 000 CZK, then health and social insurance will be deducted. A DPP is not suitable for gaining an employment card.

## ENTREPRENEUR V. EMPLOYEE

In the Czech Republic you can work as an employee or set up your own business (in Czech OSVČ, osoba samostatně výdělečně činná – which translates to English as self-employed). It is also possible to be both self-employed and at the same time an employee. As an employee you should always carefully study the employment contract before signing. If you want to set up a business, you can visit the Živnostenský úřad města Brna (Brno-City Trade Licensing Office) where you can obtain all the information regarding the founding a business and the possibilities connected to it, or you can ask at an advisory service for foreign nationals (see directory).

### **Živnostenský úřad města Brna Brno-City Trade Licensing Office**

Malinovského nám. 3, 602 00 Brno

Tel. +420 542 171 111

Office hours:

Mon, Weds: 8:00–17:00; Fri: 8:00–12:00

## HOW TO FIND WORK

Should you become unemployed, in some situations you have the option of registering with the Labour Office as a jobseeker. In any case you will need to produce a well-written CV and

address potential employers with a customised cover letter. Another option is to work through an agency (see [https://portal.mpsv.cz/sz/zam-est/zpr\\_prace](https://portal.mpsv.cz/sz/zam-est/zpr_prace)). If you need help in finding or keeping employment, wish to improve your qualifications, wish to be self-employed or you feel that your rights are being infringed, you can contact an advisory service for foreign nationals (see directory).

### **Úřad práce / Labour Office**

Polní 1011/37, 639 00 Brno

Office hours:

Mon: 8:00–12:00, 13:00–17:00; Tues: 8:00–11:00;

Weds: 8:00–12:00, 13:00–17:00; Thurs: 8:00–11:00

## I WANT TO GET CONFIRMATION OF EDUCATION OR QUALIFICATIONS, OR MY WORK CERTIFICATES FROM A COUNTRY OUTSIDE THE CZECH REPUBLIC

In such cases it is necessary to have your education or any kind of work certificates recognised for a fee (known as nostrifikace in Czech, meaning equivalence) as soon as possible after arrival in the Czech Republic. This is since the process of approval takes at least three months. Foreign work certificates are not approved in the Czech Republic – in order to apply your education and skills you will have to undertake retraining courses in the Czech Republic. The document (nostrifikace) of secondary school or vocational college graduation abroad is confirmed by the South Moravian Regional Authority. Confirmation of graduation at a foreign university is issued by a Czech university or the relevant ministry (depending on the type of education). For further information contact an advisory service for foreign nationals (see directory).

**Krajský úřad Jihomoravského kraje,  
Odbor školství  
South Moravian Regional Authority,  
Department of Education**

Cejl 73, 602 00 Brno.

Tel.: +420 541 653 502

Office hours:

Mon, Weds: 8:00–17:00; Tues, Thurs: 8:00–15:00,

Fri: 8:00–14:00

## I WANT TO LEARN CZECH

A knowledge of the Czech language is a basic condition for quality of life in the Czech Republic. It is possible to register for free courses in the Centre for Foreign Nationals SMR (see directory). Brno's language schools and universities also offer a range of paid courses.



### What to watch out for

- ➔ When looking for work watch out for illegal forms of employment! Illegal work involves a risk of deportation, unpaid wages and fines. You also lose all legal employment rights, such as paid holiday, compensation for industrial injuries, sick pay, treatment of sick family members and contributions for social and health insurance including the right to a pension.
- ➔ Should you suspect that your employer is breaching your rights and that your working conditions are inadequate or degrading, contact an advisory service for foreign nationals!
- ➔ Pay attention to the difference between the net and gross wages! The gross wage is the financial remuneration for work before tax and other deductions – this is always given in contracts and employment offers. The net wage is the financial remuneration for work that the employee actually receives after deduction of the advances for income tax and for social and health insurance.
- ➔ If you are a third-country citizen and hold a tourist visa or visa of another country, or you are here as part of visa-free relations, it is not possible to legally work in the Czech Republic. To gain work you must submit an application for an employment card at the Czech embassy in your home country.
- ➔ If you hold an employment or blue card and plan to change your employment it is necessary to conclude a new employment contract and submit to OAMP MV ČR an application to change employer, in the case of an employment card no later than 60 days after ending the previous employment. It is also necessary to announce at the OAMP other types of change such as an alteration in your place of work or type of work at the same employer, and this must be at least 30 days before the change takes place.
- ➔ As a rule the holder of an employment card can change employers only after six months from the receipt of the first employment card and the new employer cannot be an employment agency! For more detailed information contact an advisory service for foreign nationals (see directory).

➔ If you are an employee, usually your tax return will be submitted by your employer. In the case of you having more

than one employment, or other sources of income, you have a duty to submit your tax return individually.



## Nostrifikace (equivalence)

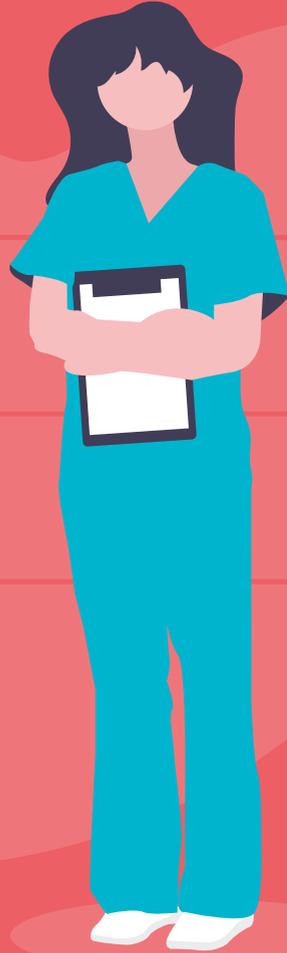
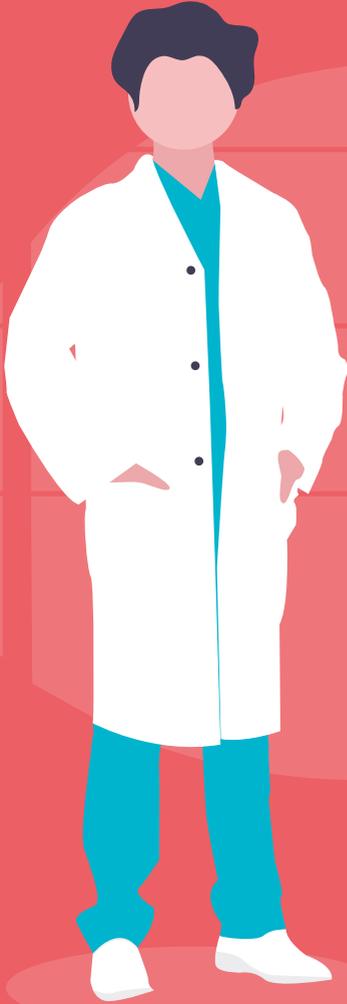
is the official recognition of the validity of documents gained abroad such as for example certificates, diplomas, securities, business establishment, etc. Typically equivalence is used when local offices decide on the validity of foreign certificates. In this way the level of foreign education reached (primary, secondary, vocational college or university) is recognised as equal to the equivalent level of Czech education. If so decreed by international agreement, in place of a decision on equivalence what is issued is only a certificate of the recognition of the equivalence of the foreign certificate. If your surname has changed since the issuing of the diploma, you must document this in the form of a marriage certificate or a decree of divorce.

## What is rekvalifikace?

Rekvalifikace (sometimes translated to English as retraining) is the gaining of a new qualification or the extension of an additional qualification by those seeking employment. Rekvalifikace can be provided only by accredited facilities and by educational or healthcare facilities which have accredited educational programmes.

## Labour Exploitation (pracovní vykořisťování in Czech)

is the infringement of working conditions laid out in the Labour Code by the employer. The most common examples of labour exploitation are: difficult to meet standards, poor working conditions, non-payment of agreed salary, supplementary fees from salaries, unpaid overtime or not counting hours worked, coerced work not previously agreed, fines for minor misdemeanours, lack of breaks, threats of verbal or physical violence, violence or unauthorised withholding of personal documents. Should you encounter any of these forms of labour exploitation, contact an advisory service for foreign nationals (see directory).



# HEALTH CARE



***GENERAL PRACTITIONERS  
AND PAEDIATRICIANS  
EMERGENCIES  
AND 24-HOUR PHARMACIES  
DEATH***

Health care in the Czech Republic is as a rule provided on the basis of health insurance. In practice this means that provided you are insured in the Czech Republic, payment for standard medical treatment is paid directly by your health insurance provider and not by you. When visiting a doctor it is therefore sufficient for you to show that you are demonstrably insured. In the case that you do not have health insurance or a particular treatment is not covered by your insurance, you will be given treatment for payment, i.e. you will pay the doctor directly in cash.

Health insurance is obligatory for all foreign nationals intending to stay in the Czech Republic. We differentiate between commercial and public health insurance. Which type of health insurance is possible in your case depends on the purpose of your stay in the Czech Republic. If you are employed, your health insurance premiums will be covered by your employer.

The system of public health insurance covers employees (those with HPP, and in certain circumstances also those with a DPČ or DPP – see Chapter 5), those with permanent residence in the Czech Republic, those under international protection, applicants for asylum and under certain circumstances family members of citizens on the EU and EEA as well as Switzerland. Foreign Nationals falling under the system of public health insurance are guaranteed the same health care as Czech citizens.

In the event that you do not have the right to public health insurance, you will need to purchase commercial health insurance. Commercial health insurance is divided into Necessary and Urgent Care, and Comprehensive Health Care. In the case that they are staying in the Czech Republic for longer than 90 days, foreign nationals have the obligation to arrange comprehensive health insurance.

## GENERAL PRACTITIONERS AND PAEDIATRICIANS

You will find a general practitioner in the place where you reside. Medical examinations by the doctor are provided for free (however you must have health insurance – you can find a list of doctors at <https://www.brno.cz/lekari/>). Should you need to find a specialist such as for example a psychologist, psychiatrist, gynaecologist, dermatologist, dentist, etc. you will be advised by your general practitioner or you can consult an advisory service for foreign nationals (see directory).

## EMERGENCIES AND 24-HOUR PHARMACIES

Should you find yourself in a situation where you or your family need immediate medical attention you can make use of these emergency services and 24-hour pharmacies.

### Úrazová nemocnice v Brně (pro dospělé) Trauma Hospital in Brno (for adults)

Ponávka 6, 602 00 Brno

Tel.: +420 545 538 538

Office hours: Mon-Fri: 17:00–07:00,

Weekends and public holidays: 24-hour

### Úrazová nemocnice v Brně – stomatologie Trauma Hospital in Brno – dentistry

Ponávka 6, 602 00 Brno

Tel.: +420 545 538 538

Office hours: Mon-Fri: 18:00–24:00,

Weekends and public holidays: 08:00–20:00

### Dětská nemocnice (pro děti) Children's Hospital

Černopolní 9, 613 00 Brno

Tel.: +420 532 234 935

Office hours: Mon-Fri: 15:30–07:00,

Weekends and public holidays: 24-hour

**Non-stop lékárna Koliště**  
**Koliště 24-hour Pharmacy**

Koliště 141/47. 602 00 Brno  
Tel.: +420 545 424 811

**Non-stop lékárna Dr. Max**  
**Dr. Max 24-hour Pharmacy**

Bašty 413/2, 602 00 Brno  
Tel.: +420 542 213 531

## DEATH

In the event of a death in your family or of someone close to you it is your duty to call to attend the deceased a general practitioner, the First Aid Service (+420 545 538 538) or the Ambulance Service (155). The doctor on

arriving will conduct an examination of the deceased and issue a medical examiner's certificate. After the issuing of this certificate or inspection by a doctor it is important to contact an undertaker in order to arrange the funeral.



### What to watch out for

- **Pay special attention to what your commercial insurance covers. The cheapest is not always the best!**
- When arranging commercial health insurance compare the conditions offered by individual health insurance companies as these can vary greatly.
- Always check that your employer really has registered you with the health insurance company. If they have not done so, register your new employment with the insurance company yourself. Health insurance cover should commence for you at the same time as you enter employment. With the ending of employment your health insurance also automatically ceases and it is necessary to immediately once more insure yourself individually.
- When visiting a health care facility you will need to have your health insurance card with you.
- If you have commercial health insurance, it may happen that your doctor will ask for payment in cash. Provided your insurance covers the given treatment, you should ask for the refunding of the costs from your insurance company.



# LIFE IN BRNO



*PUBLIC TRANSPORT*  
*DRIVING LICENCE AND VEHICLE REGISTRATION*  
*ENTERTAINMENT AND CULTURE*  
*BRNO ID*  
*SECURITY*  
*WASTE SORTING*  
*MUNICIPAL WASTE*  
*POSTAL SERVICE AND LEGALISATION OF DOCUMENTS*  
*STATE HOLIDAYS*  
*VALUES*

Brno is seen as a modern, safe, open, cultured, educated and diverse city. More than 30 thousand foreign nationals live here long term and their number is rising each year.

## PUBLIC TRANSPORT

Public transport in Brno functions well and you can rely on the precision of the timetables. From 23:00 each evening trams and trolleybuses are replaced by night buses, which meet up at the Main Railway Station. In order to use public transport you have to buy a ticket – from machines at stops, by SMS (in the form of the message BRNO20 sent to the number 90206) or directly from the driver. If you are a frequent user of public transport then it is worth arranging a prepaid season ticket – called a šalinkarta in Brno (you can find further information in English at [www.dpmb.cz/en/predplatni-jizdenka](http://www.dpmb.cz/en/predplatni-jizdenka)). Tickets are checked in the public transport vehicles by ticket inspectors – they will show their badges to prove their legitimacy.

## DRIVING LICENCE AND VEHICLE REGISTRATION

The issuing and exchange of driving licences and vehicle registration is carried out by the municipal office with extended powers. At the office in Brno you can make an appointment in advance electronically. It is necessary to apply for the exchange of the driving licence within three months of the granting of the residence permit for foreign nationals with temporary and permanent residence for longer than a year. When applying for a new driving licence a foreigner must demonstrate a length of stay of more than 185 days in a year.

## Magistrát města Brna, Registr silničních vozidel a Registr řidičských průkazů Brno City Municipality, Road Vehicle Registry and Driving Licence Registry

Kounicova 67, Brno 601 67.

Office hours: Mon, Weds: 8:00–17:00;

Tues, Thurs, Fri: 8:00–12:00

## ENTERTAINMENT AND CULTURE

Brno is a city of history, culture and sport, where you can find countless monuments, theatres, concert events and exhibitions (you can find further information in English at <https://ticbrno.cz/en> or <https://www.gotobrno.cz/en/>). You can get additional information in more languages in the information centre at Panenská 1, 658 78 Brno, or at Radnická 365/2, 602 00 Brno.

An overview of the possibilities for where to go in Brno for sport is shown on the website <http://www.kamzasportemvbrne.cz/>, while if you are more interested in the countryside then you can visit the information portal for forests in Brno and its surroundings at <https://lesweb.brno.cz/>.

Your free time and cultural life can also be completed by getting involved in one of the associations of national minorities.

## BRNO ID

Brno ID is an electronic identity system which offers its holders not only easier fulfilment of some bureaucratic tasks but also other advantages linked to life in the city, such as paying for communal rubbish collection online or arranging tickets for public transport. The range of services is constantly expanding (you can find further information in English at [www.brno.cz/en/](http://www.brno.cz/en/)).

## NIGHT-TIME PEACE

The period of night-time peace (noční klid in Czech) is defined by the law on misdemeanours as running from 22:00 to 06:00 the next day. Disturbances of night-time peace are dealt with by the Municipal Police (phone number 156).

## SECURITY

In the event of any kind of danger call the international emergency number (112) or the Czech Police (158). In the event of a misdemeanour (for example disturbance of night-time peace) contact the Municipal Police (156). The Police of the Czech Republic is the country's armed security service and operates throughout the republic. The Municipal Police report to the local government.

## WASTE SORTING

Brno behaves responsibly toward the environment and shows concern for recycling and the sorting of waste (you can find further information in English at <https://www.jaktridit.cz/en>).

## MUNICIPAL WASTE

Every inhabitant of Brno, including foreign nationals with permanent and temporary residence, must pay the fees for the collection of municipal waste. The due date for payment of the fees is set as the end of May of that calendar year or a month after moving to the city.

## POSTAL SERVICE AND LEGALISATION OF DOCUMENTS

The Czech Post Office provides a wide range of services such as sending letters, parcels, money, promotional leaflets and printed

materials as well as the sale of stamps and vignettes. Among other things it operates the Czech POINTs. Czech POINTs provide official printouts from several information systems of public administration, for example from the criminal records registry or the land registry, and here it is possible to declare a trade or request new access data for a data box. Here you can also legalise documents or signatures (a complete map of Czech POINTs including opening hours can be found at <http://www.czechpoint.cz/wwwstats/f?p=100:16>).

## STATE HOLIDAYS

The Czech Republic has a total of 14 state holidays, which are also public holidays. These state holidays represent historically important events for the Czech Republic or are drawn from religious traditions.

## VALUES

The Czech Republic is a sovereign, unified and democratic legal state founded on respect for the rights and freedoms of the individual and citizen. Fundamental rights and freedoms are guaranteed to all without regard to gender, race, skin colour, language, faith or religion, political or other opinions, national or social origins, membership of national or ethnic minorities, property, birth or other forms of status.

Cizinecká policie	Foreign Police (sometimes also translated as Alien Police or Immigration Police)
Čistá mzda	net wage
Dohoda o pracovní činnosti (DPČ)	Agreement to Perform Work
Dohoda o provedení práce (DPP)	Agreement to Complete a Job
Family Point	centres providing various activities and services for families with children
Hlavní pracovní poměr (HPP)	Employment as Main Occupation
Hrubá mzda	gross wage
Inkaso	collective charge of all the accommodation costs aside from the rent
Kauce	deposit
Komunální odpad	municipal waste
Mateřská škola (školka)	nursery school
Matrika	registry office
Městská hromadná doprava (MHD)	public transport
Městská správa sociálního zabezpečení (MSSZ)	Municipal Social Security Administration
Nájemní smlouva	tenancy agreement
Očkování	inoculation
Odbor azylové a migrační politiky, Ministerstvo vnitra České republiky (OAMP MV ČR)	Ministry of the Interior, Department of Asylum and Migration Policy
Oddací list	marriage certificate
Osoba samostatně výdělečně činná (OSVČ)	self-employment
Podnájemní smlouva	sub-tenancy agreement

Pracovní smlouva	employment contract
Praktický lékař (obvodní lékař)	general practitioner
Rodné číslo	Personal Identification Number
Rodný list	birth certificate
Řidičský průkaz	driving licence
Spádová škola	local school (i.e. in your catchment area)
Šalinkarta	season ticket for public transport
Školní družina	after-school club
Trvalé bydliště	permanent address (place)
Trvalý pobyt	permanent residence (status)
Úřad práce	labour office
Základní škola	primary school, or sometimes called an elementary school
Záloha	advance payment
Zdravotní pojištění	health insurance
Zdravotní pojišťovna	health insurance company
Živnostenské oprávnění	trade licence
Živnostenský úřad	Trade Licencing Office

## YOU CANNOT NAVIGATE THROUGH CZECH BUREAUCRACY, YOU ARE IN A SITUATION WHERE YOU NEED ADVICE OR HELP?

Contact the intercultural workers at Brno City Municipality. They speak Russian, Ukrainian, Romanian, Vietnamese and Arabic. Their services are free. The intercultural workers are governed by a code of ethics. They have an intermediary role and remain neutral. They are oriented toward solving the problem, are responsible and reliable and their aim is to support the independence of the client. This service is part of a Brno City Municipality pilot project aiming to support the integration of foreigners in Brno.

### WHAT WE CAN OFFER YOU:

#### We will advise you on various situations:

- 🕒 we will help you find your way around Czech bureaucracy,
- 🕒 we advise you on how to deal with various situations, we help you or suggest where you can get help,
- 🕒 if needed we can accompany you to the right place.

#### Accompaniment to offices:

- 🕒 we can help you in dealings with staff, will paraphrase and explain as needed,
- 🕒 we can support you in conflict situations.

#### Mgr. Kateryna Hertlová

Intercultural worker  
with Ukrainian and Russian  
e-mail: [hertlova.kateryna@brno.cz](mailto:hertlova.kateryna@brno.cz)  
tel.: +420 608 955 216

#### Mgr. Alexandru Ceban

Intercultural worker  
with Romanian  
e-mail: [ceban.alexandru@brno.cz](mailto:ceban.alexandru@brno.cz)  
tel.: +420 608 955 218

#### Mgr. Julie Lien Vrbková

Intercultural worker  
with Vietnamese  
e-mail: [vrbkova.julie@brno.cz](mailto:vrbkova.julie@brno.cz)  
tel.: +420 776 199 517

#### Bc. Karin Atassi

Intercultural worker  
with Arabic  
e-mail: [atassi.karin@brno.cz](mailto:atassi.karin@brno.cz)  
tel.: +420 608 955 226

The intercultural workers service can be used **on Mondays and Wednesdays from 8:00 to 17:00** and after individual agreement also on other days.

## DIRECTORY OF ORGANISATIONS OFFERING ADVICE TO FOREIGN NATIONALS:

### **Magistrát města Brna / Brno City Municipality**

Odbor sociální péče / Department of Social Services

Oddělení sociálního začleňování / Department of Social Inclusion

Anenská 10, 602 00 Brno

### **Jihomoravský kraj / South Moravian Region**

Centrum pro cizince JmK / Centre for Foreign Nationals SMR

Mezírka 1, 602 00 Brno

### **Brno Expat Centre**

Moravské nám. 3, 602 00 Brno

### **Organizace pro pomoc uprchlíkům (OPU) / Organisation for Aid to Refugees**

Josefská 8, 602 00 Brno

### **Diecézní charita Brno / Caritas Brno**

Bratislavská 775/58, 602 00 Brno

### **Diakonie ČCE / Diaconia of the Evangelical Church of Czech Brethren**

#### **SCPS Krizová pomoc / CNPS Emergency Aid**

Hrnčířská 984/27, 602 00 Brno

### **NESEHNUTÍ**

Křížová 15, 603 00 Brno

**In Iustitia** – Advisory service for victims of crime and violence due to prejudice

Malinovského nám. 4, 602 00 Brno

## CONTACTS:

**Bílý kruh bezpečí:** 116 006

**Fire Brigade:** 150

**Ambulance Service:** 155

**Police:** 158

**Emergency Services:** 112

**Dialling code of the Czech Republic:** +420

# MAP O

Brno City  
Municipality, Road  
Vehicle Registry  
and Driving Licence  
Registry

Diaconia of the  
Evangelical Church  
of Czech Brethren  
Emergency Aid

Centre  
for Foreign  
Nationals SMR

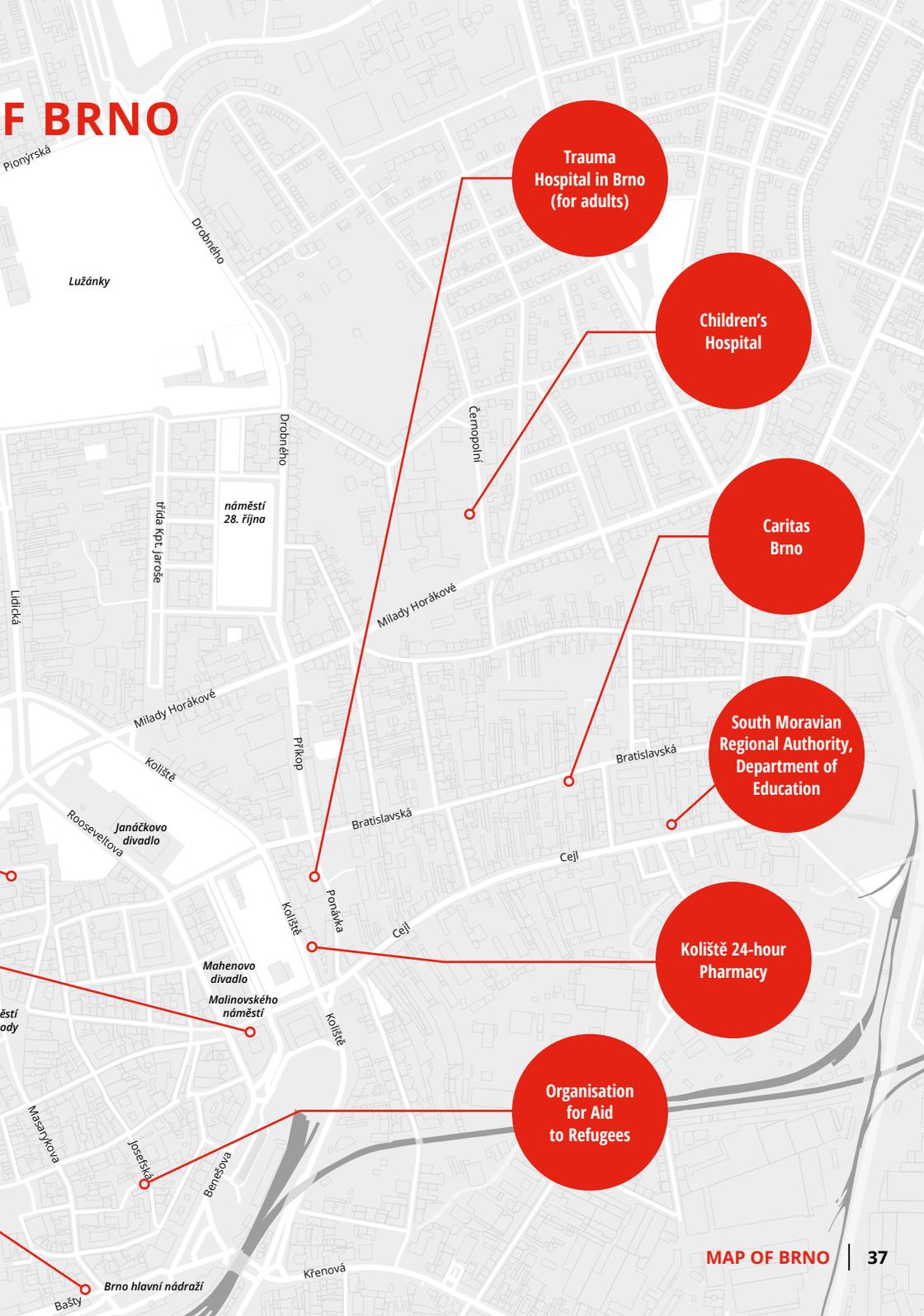
Brno  
Expat  
Centre

In Iustitia  
—  
City of Brno Trade  
Licencing Office

24-hour  
Pharmacy  
Dr Max

BCM  
Department  
of Social Services

# F BRNO



Trauma  
Hospital in Brno  
(for adults)

Children's  
Hospital

Caritas  
Brno

South Moravian  
Regional Authority,  
Department of  
Education

Koliště 24-hour  
Pharmacy

Organisation  
for Aid  
to Refugees





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