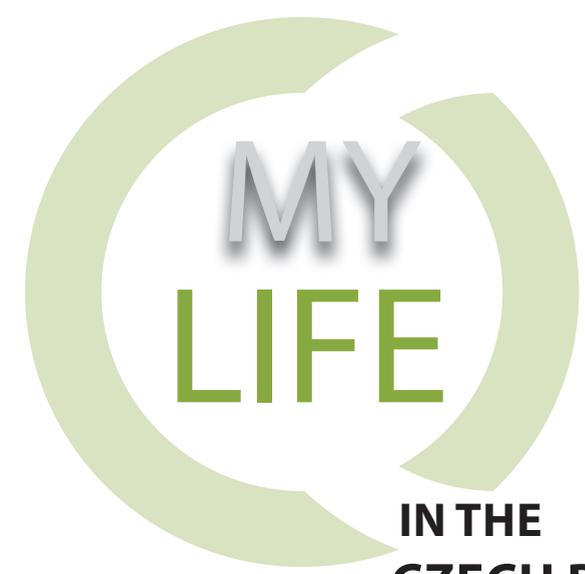




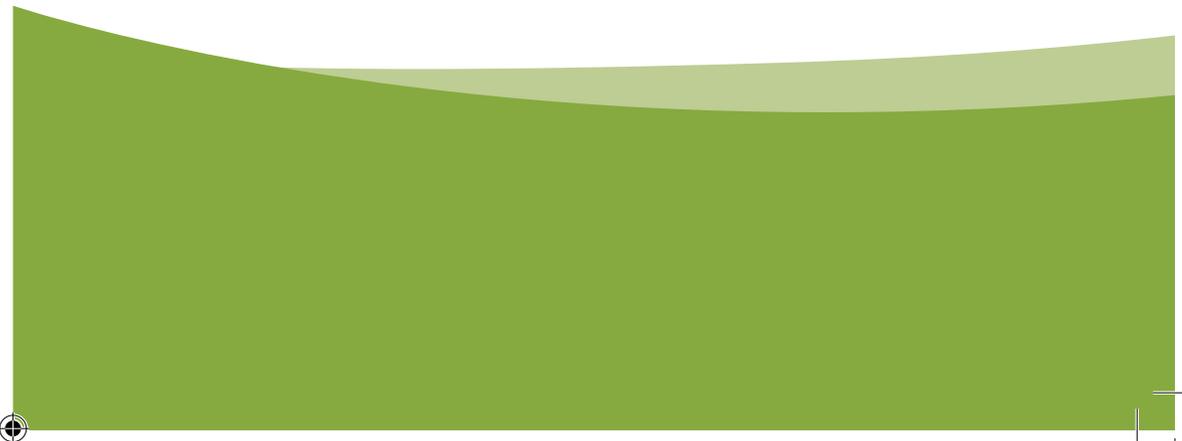
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MY LIFE IN THE CZECH REPUBLIC

A Guide for Unaccompanied Minors

3rd edition

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Organizace pro pomoc uprchlíkům
2015





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INTRODUCTION

This publication is intended for all children and young people, who come to the Czech Republic without the company of their parents or other relatives. However, it is also intended for those, who have already reached the age of 18 and are now beginning to prepare for their life in Czech.

We know from our experience, that you are facing many problems, with which you cannot cope on your, and that you want answers to your questions. For this reason, we have prepared this publication, which should make your orientation in common situations, which you will encounter living in the Czech Republic, easier.

In the publication, you will find detailed information about asylum procedure and answers to questions related to residence in the Detention facility for foreigners. We will introduce to you facilities for institutional care, and we will explain how Czech education system works. Are you 18 years old and wondering about your future? Answers to questions such as this one are also to be found on the following pages. In the final sections we will focus on situations, which you will face if you decide to leave the facility for institutional care. We will give you advice about where and how you can find a place to stay, what you will need when searching for a suitable job, or how to arrange a health insurance. List of useful contacts is also part of this publication. There is also a glossary where some terms, which appear in the publication, are explained.

We believe that this book will serve as a good guide for you. It may of course happen that you will not find all the information that you need. In this case, we are prepared to provide you at any time with the help and advice you need, because we have special team in the Organization for Aid to Refugees, which focuses on work with “unaccompanied minors”.

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INTERNATIONAL PROTECTION

Any foreigner, who escaped from his country because of persecution and is looking for help and protection in the Czech Republic, has the option to apply for so called **international protection** in the Czech Republic. There are two types of **international protection**:

- **Asylum**
- **Subsidiary protection**

The reasons for granting international protection and the course of asylum procedure are defined by the law on asylum, which applies to all persons without any exceptions. This law, however, provides unaccompanied minors with certain advantages. For example, they have a guardian, who protects their rights and makes sure that everything is fine for the entire duration of the asylum procedure.

1. ASYLUM

Who can be granted asylum?

The **reasons for granting asylum** in the Czech Republic are listed in Section 12 of the law on asylum. This law determines, that asylum is granted to a foreigner if it is established that:

- he is **persecuted** for exercising his **political rights**
- he has well-founded fear of being persecuted for reasons of his **race, gender, religion, nationality**, membership of particular **social group**, or holding of particular **political opinions** in the country whose citizen he is.

What is persecution?

According to the law on asylum, **persecution** is:

- Serious **violation of human rights** and actions, which create **psychological pressure**, or **other similar actions**, if they are perpetrated or tolerated by state authorities.
- Persecution is understood also as actions of **private parties**, if it can be established that the **state** (political parties or institutions, including the international ones, that oversee the state) is **not capable of providing adequate protection** against such behavior.

Who else can be granted asylum?

Asylum can be also granted to family member of a person who has already been granted asylum. The family members, however, have to be inside the territory of the Czech Republic and have the status of asylum seekers. That means that they first have to arrive to the Czech Republic, apply for international protection, and only then can they be granted asylum.

According to the law, **family member** is:

- Husband/wife (if the marriage pre-dates granting of asylum)
- Child younger than 18 years
- **Parent** of a person who has been granted asylum and is younger than 18 years
- **Adult person, who is responsible for unaccompanied minor** (for example adult sibling, uncle, aunt, etc.)



So, if you are granted asylum or subsidiary protection in Czech, your parents and siblings, who stayed in your country of origin, can come.

In special cases, asylum can be granted even if according to the Section 12 of the law on asylum reasons for it do not exist. The Ministry of Interior can in very special cases grant **asylum for humanitarian reasons**. This type of asylum is in fact granted in very exceptional cases- for example to seriously ill people, who cannot get appropriate care in their country of origin, or to girls and boys, who became victims of trafficking- for example prostitution, forced labor.

2. SUBSIDIARY PROTECTION

Who can be granted subsidiary protection in the Czech Republic?

The subsidiary protection is granted in those cases, where the asylum seeker would be in **danger of serious harm in his country of origin**, but this danger cannot be subsumed among the reasons for granting asylum, because the danger is not connected to the asylum seeker's race, gender, nationality, religion, political opinions or membership of social group.

Serious harm is defined as:

- Imposition or execution of death penalty
- Torture or inhumane and degrading treatment
- Danger to life or human dignity resulting from **international or domestic armed conflict**

Example: Joy (17) came to Czech from a country, where civil war is under way. During the civil war, she lost all her family. Joy requested international protection in the Czech Republic. Ministry of Interior did not grant her asylum, but she was granted subsidiary protection instead. The reason for granting subsidiary protection was the situation in her country of origin- that means the civil war and the danger, that the girl would face if she returned home.

3. THE ASYLUM PROCEDURE

Who decides if international protection will be granted?

Whether or not international protection will be granted decides the Ministry of Interior, Department for Asylum and Migration Policy.

Where is it possible to express that I want to request international protection?

1. To express intention to apply for international protection can be done orally at the **police**:
 - **In reception facility for asylum seekers of Czech Mol** (in Zastávka u Brna, or at the Prague Airport/Ruzyně, if you arrive by plane)
 - **At regional directorate of the Alien Police** (only if you come in person and voluntarily, not if you were detained by the police)
 - **In Detention facility for foreigners, so called "detention"** (in this facility, however, it is possible to apply for asylum only within **7 days** after the police informed you about this option, this in most cases means within 7 days after your arrival to the facility)
2. To express intention to request international protection can be also done directly to **Mol** in writing if the foreigner is:

- hospitalized in health care facility (**hospital**)
- placed in **prison** (because he is in police custody or sentenced to be imprisoned)
- placed in the **Facility for Children of Foreign Nationals)Zařízení pro děti cizince), or other institution**. This is exception which applies only to **unaccompanied minors** (anytime during your residence in foster home, you can send a letter to Mol that you want to request international protection in the Czech Republic)

How is it possible to apply for international protection?

You can request international protection either in **writing (by sending a letter to the Ministry of Interior)** or **orally at the police station** where you come voluntarily.

What will happen after I requested asylum?

If you requested asylum at the Ministry or police, you will receive an invitation from the Ministry to submit your application. That means that you will go to the Ministry of Interior, where its employee will write official application and conduct **initial short interview** with you about why you came to the Czech Republic, what problems you faced at home and why you cannot return home

What will I be asked during the first interview?

An employee of the Ministry of Interior, who wrote your official application for asylum with you, will ask you mainly the following **questions**:

- Name and date of birth
- Nationality
- Ethnicity
- Names of your father, mother and siblings
- Do you have relatives in Czech or elsewhere in Europe?
- The places, where you lived in past ten years and for how long you stayed there
- What languages are you able to communicate in?
- Do you have any documents (passport, birth certificate, etc.) ?
- Are you or any of your relatives (mother, father, siblings.....) member of any political party?
- Did you serve in the army?
- What is the highest education that you attained (Do you have any documents about this) ?
- Employment (if you Worked before you came to the Czech Republic)
- Financial means, possessions
- **For what reason did you decide to leave your country of origin (What kind of problems did you face at home, why were you in danger and why did you decide to leave)?**
- Where did you stay during the period between the time you left home and the time you arrived in the Czech Republic (detailed description of your journey)?
- Did you stay in any of the European Union countries after you left home?
- For what reasons are you requesting international protection (again, it is necessary to **describe what were the problems that you had at home, why you were in danger, why you decided to leave, and most importantly why you cannot return to your country)?**
- When and how did you enter territory of the Czech Republic?
- Territories of what countries did you enter on your way to the Czech Republic and for how long did you stay in these countries?
- Is the Czech Republic your final destination, or did you plan to travel somewhere else?
- What possible solutions to your present situation do you perceive (what are your ideas about your future)?



- **Have you contacted the embassy of your country since you arrived to the Czech Republic-asylum seeker cannot contact his embassy or any other authorities of his country during the asylum application process, because it would be considered a proof that he does not face any danger from the state authorities in his country of origin!**
- Had you ever visited the Czech Republic before you arrived?
- Have you ever requested asylum or international protection before? If so, what was the result?
- Were you ever prosecuted for a crime (have you ever committed a crime)?
- **What are you afraid of in case of your return to your country of origin (if you returned home, what dangers would you face, what could happen to you and what are you worried about and afraid of)?**
- Health

It is further necessary that on a separate paper you **write with your own hand all the reasons** that led you to leave your country of origin, the dangers that you faced in your country and reasons for which you are requesting international protection.

During the whole procedure of asylum application submission, **interpreter** to the language that you understand is present (your mother tongue or a language that you are able to understand). **At any time, it is possible to make known that you cannot understand the interpreter or that you have a problem with him. Good translation and interpreting during your application submission is key for the subsequent asylum procedure.**

Another person who is present during the interview is your **guardian for the asylum procedure**. The guardian is usually employee of an NGO (Non-governmental organization), which helps refugees in the Czech Republic. This person makes sure that all your rights are respected during the asylum procedure.

Are there any other interviews?

Yes. Some time after submission of your application for international protection a detailed interview will be conducted with you. This is the **main interview**, which will take place at the Ministry of Interior, where you will go together with your guardian and interpreter.

During this crucial interview, it is necessary that you explain truthfully and in detail the reasons why you left your country of origin. Indeed, the purpose of this interview is to ascertain all the facts, which the Ministry needs to know before it issues its decision. **The interview is therefore extremely important for success of your asylum application. For this reason, it is necessary that you provide all the information**, from which it is clear, what you are afraid of and why you cannot return home.

If it is possible, you should support your statements with evidence (documents, Picture, witnesses,...)

What should I keep in mind during the interview?

During the interview, you can express your **objection to particular interpreter**, for example if you do not understand him. You can also request for your **interpreter** to be of **the same sex** as you are, if you do not feel comfortable speaking about what happened to you in front of person of the opposite sex.





At the end of the interview, you have the **right to have its record translated to your language**. Your guardian should check the content of the record, if everything written down corresponds to what you said, but you also have the right to have the record translated to you so you can check that it is correct yourself. If you find any mistakes in the record, you can ask for them to be corrected. Afterwards, you and your guardian will both sign the record by which you confirm that it is correct and truthful. Signed record is considered to be truthful, and it is not possible to change it or amend it after you signed it. This record is then used by the Ministry as the basis for its decision, whether or not you will be granted international protection.

Will anybody know what I said during the interview?

The Ministry is not allowed to release or spread the information that you provided during the interview and it has a duty to use it only for purposes of the asylum procedure.

Who is my guardian for the asylum procedure?

In the course of asylum procedure, you will meet two different guardians, that means persons, who are required by law to protect your interest.

- **Guardian for the asylum procedure** will be present when your application for international protection is submitted. This guardian is appointed by the Ministry and in most cases it is an employee of an **NGO** (Non-governmental Organization), which provides assistance to refugees and foreigners in the Czech Republic. This first guardian is appointed only for transitional period before the court appoints a second guardian for you, so called guardian for residency.
- **Guardian for residency** will protect your rights for the entire duration of your residency in the Czech Republic until you reach 18 years of age. This guardian is appointed by court and in most cases it is **Child Services (Orgán sociálně-právní ochrany dětí-OSPOD)** of the relevant municipality, which is responsible for protection of Czech children as well. **This guardian is present at all interviews, deliveries of decisions, and he also has the authority to launch a legal action at court, etc.**

How long does the asylum procedure take?

According to the law, the Ministry should issue its decision within **90 days** since the procedure began. The Ministry is, however, allowed to extend this period. If the procedure will take longer, the Ministry has to inform your guardian. In most cases the procedure does take longer than three months.

In what language does the asylum procedure take place?

It is your right, that the asylum procedure takes place in your mother tongue, or in a language, in which that you are able to communicate. Interpreter for the procedure will be provided by the Ministry without any charge. It was already mentioned that you do not have to accept the person of the interpreter for various reasons.

Is it possible to withdraw my application (and stop the procedure)?

Whenever during the procedure, you can withdraw your application. So called **“stop asylum”** is sent to the Ministry in writing, which then suspends the procedure. If you are younger than 18 years old, the application has to be withdrawn by your guardian.

What does it mean to be granted asylum?

A foreigner, who was granted asylum, receives permission to long-term residence on the ter-



ritory of the Czech Republic. There is not any time limit attached to this permit. A person, who was granted asylum, has the same rights and duties as Czech citizen, except for the right to vote. He is also issued a **“residency permit for persons granted asylum” (“průkaz k povolení pobytu azylantů”)**, which will expire after 10 years, but can be renewed. Person, who was granted asylum, can later request Czech citizenship.

What does it mean to be granted subsidiary protection?

Subsidiary protection is granted by the Ministry to a foreigner who does not fulfill the conditions for being granted asylum, but there is a danger that if he returned to his country of origin, he would be in a serious danger.

Foreigner who is granted subsidiary protection is issued a **license to reside** in the Czech Republic for the minimum period of 1 year. After the period for which subsidiary protection was granted expires, the Ministry will **upon the foreigner’s request** review his application to determine whether or not reasons for extending of subsidiary protection exist. **It is necessary to request extension of subsidiary protection 30 days before its expiry at the latest.**

4. COURT PROCEEDINGS (2ND INSTANCE)

What should I do if I receive negative decision?

If the Ministry decides against granting international protection in your case (**1st negative**), it is possible to launch a legal action and **appeal** against the decision which must be done within **15 days** after the decision was delivered to you. The appeal is lodged with regional court, which is responsible according to your location at the time of your appeal.

You can contact a lawyer from the NGO, which comes to your facility, or your guardian to launch the legal action.

Before the court reaches its decision, you are allowed to stay on the Czech territory, because the asylum procedure is still in progress

How can the court decide in the matter?

The court itself cannot decide that you will be granted international protection. It can only abolish **the negative decision of the Ministry and return the case to the Ministry** to continue with the asylum procedure. It will be the Ministry, who will again decide about whether or not international protection will be granted, but it will be bound in this by the opinion of the court.

If the court concludes that the decision taken by the Ministry is sound, it will **confirm the negative** decision and you will get a **2nd negative**.

5. CASSATION COMPLAINT

What can I do when I receive 2nd negative?

If the court rejects your appeal and thus confirms decision of the Ministry (2nd negative), it is possible to request abolishment of the court’s ruling by lodging a **cassation complaint with the Supreme Administrative Court**.

The Supreme Administrative Court can reject the cassation complaint and thus confirm the ruling of the regional court, by which **the whole asylum procedure is concluded**.

Alternatively, it will return the case to the regional court for revision. Therefore, even Supreme Administrative Court cannot grant asylum, it can only overrule the ruling of regional court and return the case to it so it can rule again in the matter.

Is it possible to apply for international protection repeatedly?

Yes, it is possible. However, if you will not state any **new facts**, which were not investigated in the course of your previously concluded asylum procedure, the Ministry will reject your request as unfounded in a very short time. If the Ministry rejects the application as unfounded, an appeal against the Ministry's decision does not have suspensive effect, which means that police will not extend your visa any more, as was the case during your first asylum procedure.

6. FAMILY REUNIFICATION

What happens if my parents are in a different European country?

If any of your parents is staying in another EU state, you can be reunited with them if you want. First, it is necessary to apply for international protection in the Czech Republic. Ministry of Interior then proceeds according to the Dublin regulation, which means that it contacts the country where your **father** or **mother** lives, and arranges your journey to them. Your application for international protection will not be further assessed in the Czech Republic, but in the country, where your parents are staying. In the same manner, it is possible to be reunited with a **guardian** (that is a person who was responsible for you in your country of origin instead of your parents).

It is necessary to meet number of requirements before reunification is possible. The person with which you want to be reunited:

- Must have a **residence permit** in the country where he lives (he has to reside there legally)
- Must **prove, that you are in fact relatives** (he must provide documents showing that he/she is your father/mother such as birth certificate, or a document that proves he is your guardian)

What if I have other relatives in Europe?

It is possible to be reunited with other relatives, for example **sister, brother, aunt, or uncle**, but it is more complicated than in case of parents. The country where you parents live has a duty to overtake your asylum application, accept you on its territory, and decide in your case instead of the Czech Republic.

In cases of more distant relatives, however, it is a prerogative of each EU member state to decide whether or not it is willing to accept you. Indeed, in these cases, the states do not have the duty to carry out reunification, and will always investigate whether or not are your relatives able to take care of you. As with your parents, the relative, with whom you want to be reunited, must reside legally in the EU and prove his relationship to you.

In order for reunification to take place as fast as possible, it is a good idea to provide the Ministry with **precise address** of where your relatives live, **copy of their residency permit and a letter stating that they agree to be reunited with you and take care of you as soon as you apply for international protection.**



7. ADMINISTRATIVE EXPULSION

What does the term “administrative expulsion” mean?

- Administrative expulsion means **termination of foreigner’s residence on the territory of the Czech Republic and issuance of a ban on future residence in the Czech Republic lasting from 1 to 10 years**
- The **decision administrative expulsion** is issued by the Czech police; this document states for how long are you banned from entering and residing in the Czech Republic
- You can **appeal** against this decision- your guardian (you will find more information about him below) or a lawyer from an NGO will help you to write it. **The deadline for appealing is 15 days**

Why am I subject to administrative expulsion; what was illegal about my conduct?

You can become a subject to administrative expulsion, if you arrived to the Czech Republic without valid travel documents or visa, you provided police with forged document during a police check at the borders or during residency check, you crossed the state border in a hiding place or you attempted to do so, you resided in the Czech Republic without a valid documents, visa, etc.

Do I have, as an unaccompanied minor, any advantages regarding the administrative expulsion that **the adults do not have**?

Yes, you do. The police has to designate a guardian for you, who will protect your rights. After detaining you, the police will contact the **Social Services (orgán sociálně-právní ochrany dětí-OSPOD)** at the location where you got detained. An employee of this authority will be your guardian for the duration of the procedures at the police station, and after conclusion of all them, he should appeal against the decision of administrative expulsion.

In exceptional cases, it is possible that you will not go directly to the Facility for Children of Foreign Nationals (Zařízení pro děti – cizince), but the police will decide that you will be detained at the Facility for detention of foreigners.

8. FACILITY FOR DETENTION OF FOREIGNERS

Facility for detention of foreigners (ZZC), also called “**detention**”, is a facility run by the Ministry of Interior, where foreigners are placed on the basis of a decision about their detention. This decision is issued by the Czech Police. The Police is entitled to detain foreigner for two reasons: on the basis of initiation of procedure of administrative expulsion, or for the purpose of transferring the foreigner in accordance with international agreement. The Facility for detention of foreigners is similar to “prison” in its nature, because detained foreigners are not allowed to leave it at their will. After his detention, foreigner is entitled to make an **official statement about his intention to apply for international protection**. This entitlement, however, express after **7 day** since the moment the police informed him about this possibility. Submission of application for international protection is not, however, a reason for termination of detention. The **maximum period** for being detained in ZZC is 180 days for adults and **90 days for unaccompanied minors**.

In the Czech Republic, there are several detention facilities: in v Bělá pod Bezdězem, in Zastávka u Brna, in Vyšní Lhoty and in Drahonice. Unaccompanied minors are usually placed in Bělá pod Bezdězem.





As a minor, can I be placed in detention?

Yes, police, which detains you, can decide that you will be placed in the Facility for detention of foreigners, but only for two reasons:

- If you could pose a **threat to the security of the state, or seriously disturb the public order**
- If the police has serious **doubts about your age**, that is, if police does not trust that you are a minor. In this case, the police will take you to a doctor who will perform RTG of your wrist, from which it is possible to determine your age. Although, not always accurately. If it is determined that you truly are minor, the police has to release you from detention.

Why do I have a guardian and what can he do for me?

Every unaccompanied minor detained in the Facility for detention of foreigners has to have a guardian for detention. The guardian is appointed by police. The role of the guardian is performed by staff of Child Services (orgán sociálně-právní ochrany dětí-OSPOD), who often work with lawyers from NGOs (non-governmental organizations). The task of the guardian is to protect rights and interests of every minor. The guardian makes sure, that the police acts in accordance with law, and writes appeals, complaints, etc. on behalf of the minor.

Who can I turn to for help?

You can turn to your **guardian**, who will always protect your interest. He will help you write appeal against administrative expulsion, take legal action against detention, etc. Furthermore, **lawyers from NGOs** (non-governmental organizations), who regularly visit the detention facility, and with whom your guardian often works, can also help you. You only need to show them all the documents which were given to you by police. **It is important that you keep all the documents that you receive from state authorities!**

Can I apply for asylum while I am in detention?

Yes, you can, but only until a certain time. You can apply for asylum within 7 days since the day that police informed you about this possibility (that means 7 days after you were placed in the Facility for Detention of Foreigners).

What happens if I do not apply for asylum?

If you do not apply for asylum within the 7 days period, you can do so after your release from the Facility for Children of Foreign Nationals.

Where will I go after police releases me from detention?

If the period of your residence in the Facility for detention of foreigners ends and you have not yet reached the age of 18, the police will take you to the Facility for Children of Foreign Nationals. That means to a foster home with school, which is designated for foreign children. **The maximum period of detention of minors in Czech is limited to 90 days.**

FACILITY FOR CHILDREN OF FOREIGN NATIONALS AND OTHER FACILITIES FOR INSTITUTIONAL CARE

Facilities for institutional care are facilities, which provide care to minor foreigners (to children and young people, who have not reached 18 years of age), who are on territory of the Czech Republic without their parents or other relatives. These facilities also provide care for



foreign children, who do have their parents in the Czech Republic, but these for various reasons cannot take care of them themselves.

How do these facilities work?

In the Czech Republic, there are various types of facilities for institutional care:

- Diagnostic facility (diagnostický ústav)- its purpose is to learn about the minor and determine his next placement
- Educational institute (výchovný ústav)- its purpose is to accommodate and educate minor who has not reached 18 years of age (in special cases 26 years of age)

Facility for Children of Foreign Nationals is similar to facilities, which are designed for Czech children, who do not have parents. The only difference is that the Facility for Children of Foreign Nationals (ZDC) is designated for children who do not speak the Czech language.

Facility for Children of Foreign Nationals

- All children coming to the Czech Republic are initially placed in Facility for the Children of Foreign Nationals where basic diagnostic procedures take place
- Every child undergoes a personal interview upon his arrival, where interpreter is present, and where it is explained to him how the facility works.
- Every child must undergo health examination and interview with a psychologist.
- In the facility, the children are required to attend school, where they learn the basics of the Czech language
- The period for basic diagnostic procedures lasts for two months after which the minor is transferred to another educational institute, or remains in the Facility for Children of Foreign Nationals

Educational institute Klíčov and Višňová

- The educational institutes are intended for Czech children and include specialized departments for foreign children. Children stay in educational institute until they reach adulthood; if they study they are allowed to stay until they become 26.
- In the educational institute, it is possible to attend special primary school for foreigners and two-year professional high school for cooks, or any other high school outside the institute.
- Facilities for institutional care provide free accommodation, food, health care, education, leisure activities, material aid, etc. You will also receive some pocket money and be allowed to find part-time or summer job.

Why was I placed in this facility?

You were placed in the facility for institutional care because you have not yet reached 18 years of age, and you do not have parents or other relatives, who could provide care for you in the Czech Republic. That is why the Czech Republic has duty to provide care for you and protect you until you reach 18 years of age and become adult in view of the Czech law.

All unaccompanied minors are placed in these facilities on the basis of court order.

For whom are these facilities intended?

For all foreign minors, who are on the Czech territory without their parents or other relatives, but also for minors, who do have parents in Czech, but these are for various reasons unable to provide care for them.



In facilities for institutional care are placed:

- Minors from Facilities for detention of foreigners (Bělá-Jezová, Zastávka u Brna, Vyšší Lhoty, Drahonice)
- Minor from reception centers for asylum seekers (Zastávka u Brna, letiště Praha-Ruzyně)
- Minors, who were detained by police on the street (while stealing; during regular ID check)
- Minors, who lived in the Czech Republic with their parents, but these are presently unable to provide care for them (They had to leave the country; are hospitalized; or in prison)
- Minors, who escaped from the institutional facility and were detained by police in Czech Republic or abroad

All unaccompanied minors, whether they reside in Czech **legally** or **illegally**, will thus be sooner or later placed in institutional facility. It is important to be aware of the fact that since the day a minor is placed in institutional care by a court, his **residence in the Czech republic is legalized until he reaches 18 years of age** (regardless of the fact that he is or is not asylum seeker). After reaching 18 years of age, the situation changes. At that time, it is necessary to adjust residency arrangements for each young foreigner **individually**.

For how long will I have to stay in institutional care?

On the basis of court order, you are placed in the institutional facility until you become 18. The facility has duty to care for you until you reach 18, but you also have some responsibilities. You should know that until you become 18 years old, you are not allowed to permanently leave the facility. It is of course possible to leave it for short periods of time (it is not a prison), but you always have to return at a set time.

If you escape from the facility, your name will be reported to the police, which will launch national search for you. If your ID is checked during this time, you will be returned to the facility.

Is it possible to go visit my friends and other people?

To go visit your friends is possible, but only if certain conditions are met:

If you have not reached 18 years of age, you have to:

- You have to notify staff of the facility about where you want to go. You have to give them name and address of the person you will be with.
- The staff contacts your guardian, who will check the address and consent to the visit (that means that a state employee will visit your friend or relative to check if he in fact lives at the address, and if conditions there are appropriate for your visit)
- If the guardian consents to the visit, it is sufficient that your friend or relative announces any subsequent visits in time to your guardian and to the institutional facility.

If you already reached 18 years of age, you have to:

- Report the address where you are going and the date of your return to the staff of the facility and request permission for this visit.

Is it possible to stay in the facility after I reached 18 years of age?

Yes, it is possible to stay in the institutional facility after reaching adulthood (that is, after becoming 18 years old) on the basis of **residence contract** between you and the facility. There is a condition, however, that you must be preparing yourself for a future job, which that means you must be a student. If you are not a student, it is not possible to stay in the facility after reaching 18 years of age (you will learn more about this in the charter "I am 18, what is next?")



In some cases you have to stay in the facility **until 19 years of age**. That happens if court decides to extend your placement in facility for institutional care. This means that the court will **change the age when you become completely adult**. Thus, you still retain your guardian and have to obey the same rules as other minors.

EDUCATION IN THE CZECH REPUBLIC

Foreigners have an opportunity to study under the same conditions as Czech Citizen. In the Czech Republic, there is option of studying at **state or private schools** (including church schools). Studying at state schools is basically free, but there are tuition fees at private schools (with varying tuition fees). The language of instruction at state schools is Czech. Private schools sometimes offer studying in a language other than Czech.

Education system in the Czech Republic includes:

PRIMARY SCHOOL

- It provides basic education and prepares pupils for further study
- It has nine grades and is thus divided into I. Level (grades 1st-5th) and II. Level (grades 6th-9th)
- Attendance is mandatory

HIGH SCHOOLS

Types of High Schools:

- **Vocational High School (Střední odborné učiliště)** - it prepares students for manual, predominantly blue collar professions; length of study is usually between 2 and 3 years; study is usually concluded with technical exam upon completion of which the student receives proficiency certificate
- **Technical High School (Střední odborná škola)** - it prepares students for particular professional career, but also gives them broader education; specializations of these schools vary - for example medical schools, academies for commerce; technical schools; length of study is usually 4 years; study is concluded by Maturita exam after which the student receives Maturita Diploma
- **Gymnasium/High School (Gymnázium)** - main purpose of study at gymnasium is preparation of students for further study at university or technical college; length of study is 4 years and it is concluded by Maturita exam
- **Conservatory (Konzervatoř)** - it is a special type of high school, because it provides students with practical training in arts such as singing, music, dance or drama; length of study is 6 or 8 years and it is concluded with recognition diploma
- Foreigners have opportunity to study at high schools under the same conditions as Czech students, except for the fact that they have to pass entry exams in Czech language proficiency; every applicant for high school education must prove that he is able to communicate fluently in Czech language-usually through an interview
- Other criteria for acceptance are determined by individual schools (entry exams thus differ from one school to another)
- In the first year of study, the foreigner is excused from Czech language classification (marking)



TECHNICAL COLLEGES

- Student may be charged tuition fee regardless of the fact that he is a native Czech or a foreigner
- Only those who passed Maturita exam can apply
- Length of study is usually 3 or 4 years and concludes with obtaining title DiS. (specialist with diploma/ diplomovaný specialista)

UNIVERSITIES

- If student is able to study in the Czech language, including technical and professional terminology, then there is not any tuition fee attached to study at a university; if student decides to study in a foreign language, then there is a fee

Can I study at Czech primary school or high school?

If you came to the Czech Republic without any documents regarding your education and you do not know the Czech language very well, you cannot embark on studying in Czech right after your arrival. You do have the option of attending school as part of your placement in institutional facility or go through a one year course for conclusion of the primary education. After you learn Czech language well enough to be able to continue with your studies at Czech school, you can choose appropriate Czech school in accordance to your abilities. Entry exams for high schools take place in April, and if you get accepted, you begin your study in September

I AM 18, WHAT IS NEXT?

Unaccompanied minor, who was placed in alternative care by a court order, is entitled to remain on the Czech territory until he reaches 18. **Therefore, by law, all unaccompanied minors, who are placed in institutional facilities are entitled to remain on Czech territory until they become 18.** The situation becomes more complicated once the minor reaches 18 years of age, at which time it is necessary to find a new residency arrangement for now-adult foreigner.

1. RESIDENCY IN INSTITUTIONAL FACILITY

Do I have to leave institutional facility?

No. You can remain in the institutional facility even after you reach adulthood (that is 18 years of age) on the basis of **accommodation contract**. This contract can be concluded between you and the director of the facility. There is a condition, however, that you have to preparing yourself for future employment, that is that you must be a student. If you are not a student, it is not possible for you to remain in the facility after you have reached adulthood.

Because **studying is a condition for remaining in the facility**, the accommodation contract is always concluded for one year only. As long as you remain a student it is possible to renew the contract every year **until you become 26 years old**. Of course there are other conditions for being allowed to remain in the facility such as compliance with its internal rules and code of conduct.

If you decide to leave the facility, you are always allowed to do so.



What if I stop being a student?

Since it is the basic requirement for permission to remain in the institutional facility after reaching 18 years of age, you cannot continue living in the facility after you finished or left your studies.

2. ASYLUM PROCEDURE

Does the age of 18 have any impact on asylum procedure?

If the asylum procedure was not concluded before the age of 18, **reaching this age does not have any impact** on the procedure. Asylum procedure continues. You only lose your guardian, when you turn 18, and he does not function as your representative any more. In case you have any questions or problems you can contact and ask for help **staff of the NGO** (non-governmental agency), who visit the Facility for Children of Foreign Nationals and educational institutes, and who can answer your questions and help with solving your problems. Lawyer from this organization can represent you during the asylum procedure if you give him the power of attorney.

Even after reaching adulthood, you will reside on the territory on the basis of visa **for the purposes of asylum procedure** ("asylum visa"). This visa will be periodically renewed by the police until the final conclusion of your asylum procedure.

If you decide to leave institutional facility, while your asylum procedure continues, you will be placed in **Residential Centre of the Ministry of Interior for adult asylum seekers** (asylum camp). You can leave that place and find your own accommodation whenever you want. **Staff of non-governmental organizations visit Residential Centre too, and you can ask for their assistance.**

My Asylum procedure has finished, what is my residency status after reaching the age of 18?

By your placement in institutional facility, your residency was legalized only until the age of 18. After reaching this age, even if you decide to stay in the facility, it is necessary to obtain residency permit in order to be allowed to stay on the Czech territory. **Your accommodation contract does not legalize your residency in Czech Republic.** This contract only defines the relationship between you and institutional facility, enables you to stay there after reaching 18 years of age, but does not legalize your residency in the Czech Republic.

After becoming 18, it is thus necessary to **apply for residency permit.** The law on residency of foreigners provides for many types of residency permits which you can apply for. One of them is designed specifically for foreign minors who live in foster home. After reaching 18, you can apply for **permanent residency for humanitarian reasons.**

3. APPLICATION FOR PERMANENT RESIDENCY FOR HUMANITARIAN REASONS

Who will help me legalize my residence in the Czech Republic after I reach adulthood?

Procedure for permanent residency permit for humanitarian reasons is very complicated. It is necessary to submit many documents. That is why it is better to ask for assistance of a lawyer from non-governmental organization, which provides legal aid to foreigners and refugees on the Czech territory.



Where and how can I apply for permanent residency?

You can apply for permanent residency for humanitarian reasons **within 60 days after reaching adulthood**. The Ministry of Interior should issue a decision about your application within 60 days. Until the Ministry issues its decision, your residence in Czech is legal.

The application for permanent residency for humanitarian reasons is submitted to **Ministry of Interior, Department for Asylum and Migration Policy** at the place of your residence.

Is it a problem that I was issued with administrative expulsion (residency ban)?

Yes, it is a problem. Administrative expulsion is significant **obstacle for legalization of your residency** in the Czech Republic and it constitutes a reason for rejection of your permanent residency application.

Therefore, it is necessary to **first apply for abolition of the administrative expulsion decision**. This application is submitted to Directorate of Alien Police (Ředitelství služby cizinecké a pohraniční policie). This application can be submitted after reaching adulthood, if the Child Services (orgán sociálně – právní ochrany dětí, OSPOD) (your former guardian for residency) supports your application and writes report about your efforts to integrate in the Czech Republic. **If Child Services write the report stating that you study, speak Czech, and try to integrate into Czech society, the police almost always cancels the administrative expulsion decision.**

Only when administrative expulsion decision is cancelled, it is possible to apply for permanent residency.

Which documents do I need if I want to apply for permanent residency?

You have to submit the following documents with you permanent residency application:

- **Passport**
- **Document confirming the purpose of your residency**- the main document is court ruling, on the basis of which you were placed in the Facility for Children of Foreign Nationals (ruling about institutional care). Furthermore, it is important to submit confirmation of the fact that you study, supporting report from the Facility for Children of Foreign Nationals, from your former guardian, from leisure activities clubs, etc.
- **Document about arranged accommodation**- contract between you and institutional facility about extension of your residence there.

All these documents, except for the passport cannot be older than 180 days.

In case that your application is accepted and your permanent residency approved, you will have to pay 2 500 Kč for a stamp.

What if I do not have passport?

It is possible to request at the Alien Police issuance of **travel document (“cestovní průkaz totožnosti”)**. This document is issued by Alien Police in exceptional cases, if there is not any other possibility for obtaining it in any other way.

Is it important to be a student for obtaining permanent residency permit?

It is not a precondition according to the law for applying for residency permit, but it is **very important for obtaining permanent residency for humanitarian reasons**. While considering your application, the border police investigates precisely the existence of “humanitarian” reasons for granting residency permit. The main humanitarian reason in cases of foreigners placed in the Facility for Children of Foreign Nationals is their integration into Czech society.



The main proof of the integration is then the study in Czech language on Czech high school. **For this reason, the fact that you are student is key for obtaining permanent residency.**

4. RETURN TO THE COUNTRY OF ORIGIN

I am 18 and I want to return home, what should I do?

If you have a valid passport and financial means for travel to your country of origin, your return home is not difficult. It is sufficient to arrange for a departure visa at the Alien Police after which you can leave.

If you do not have a valid passport or money to travel to your country of origin, there are two options depending on whether or not you are an asylum seeker.

- If you are **asylum seeker**, you have the option of applying at the **Ministry of Interior** for settlement of the expenses associated with your return to the country of origin. This so called **repatriation request** must be submitted during the asylum procedure. This includes not only the period preceding the first instance decision at the Ministry, but also the procedures associated with appeals and cassation appeals at the Supreme Administrative Court. Until the final ruling concerning cassation appeal takes place, you can withdraw your application for asylum (initiate **“STOP ASYLUM”**) and apply for repatriation. The Ministry of Interior will assist you in arranging new travel documents for travel to your country of origin through International Organization for Migration (IOM).

If you are **not asylum seeker**, you can contact one of **non-governmental organizations** (for example IOM), which can help you arrange for all the required documentation.

LEAVING THE FACILITY FOR CHILDREN OF FOREIGN NATIONALS

When can I leave?

You have to remain in institutional facility until reaching adulthood (that is until reaching 18 years of age, in exception cases 19 years of age if this was ordered by court).

If you do not want to leave the facility after you become 18, you can stay there until you are 26 under the condition that capacities are available at the facility, you follow all its rules and you study (as full time student of high school, technical college, or university). If you want to stay, you have to make an official request in writing at the management level of the facility.

When do I have to leave?

If you had fights and conflicts during your residence in the facility, or you broke its rules in other way, you can expect that on the day of your 28th birthday residency will be terminated and you will have to leave the facility.

I want to leave without waiting until I become 18.

This is not an option. According to the Czech law, you are a child until you reach 18 years of age. Therefore, the state is responsible for providing you with care through your placement in educational institutional facility. They are not allowed to make you leave in the same manner as you are not allowed to leave on your own before you turn 18 (you can only be transferred to another facility).

If you decide to escape from the facility, you should expect that after your escape you will be registered as a wanted person by the Czech police and search after you will be initiated. You

will also be risking further complicating eventual legalization of your residency in the Czech Republic.

If you decide to leave institutional facility, it is important to realize all matters and issues, which have been taken care of for you by the staff of the facility, will now become your own responsibility. Furthermore, you will have to get finances to live on- that means you have to be able to arrange for financial aid at state agencies, or earn money through work.

You should expect that at work, state offices and agencies, and everyday life good knowledge of Czech is absolutely necessary. You will have to communicate with state officials, employer, fill out various forms, sign contracts.....

It is also important to keep in mind that you do not have any education in the Czech Republic- that means that you do not have any document from school that you are qualified to do something (maturita, proficiency certificate, university diploma,...), and therefore it will be very difficult for you to find a job. For these reasons, we suggest that, if you got accepted to some Czech school, you should get through it and finish it to make your future life much easier and better.

If you got some education in your country of origin and are able to provide evidence of this (diploma, overview of subjects, etc.) you should get your education nostrified (acknowledged by Czech authorities)- staff of OPU will help you.

If you intend to leave the facility, you should to prepare for it in advance-ideally find work and accommodation. You will learn more about these matters in following chapters. First, you must realize in what situation you are in terms of residency, because you future in the Czech Republic and after you leave the facility will take shape in accordance with it.

In any case, we can only recommend that, if you are thinking about leaving, you go to see social worker of the facility or OPU to tell them your plans and ask for help to prepare yourself.

What type of residency do you have?

PERMANENT RESIDENCY

- You will register change of address at OAMP office in the area of your residence within 30 days after leaving the facility.
- After you are granted permanent residency, you will be issued a biometric ID card (if you do not have it already). You will pay 2 500,- Kč for this ID. You will not pay the officer with cash, but with stamps ("kolek")-these are special stamps which you will buy at the post office.
- For any change in your biometric ID, for example of address, you will pay 1 000,- Kč.
- If you lose or damage your biometric ID, you will have to pay 4 000,- Kč for a new one.
- These fees have to be paid fully in a single installment and cannot be waived.
- With permanent residency, you were given the right to obtain general health insurance. This means, however, that you have to pay for it. If you are employed and have an employment contract (not "agreement to perform work"- dohoda o provedení práce; DPP), it is your employer who covers your general health insurance + a certain sum is deducted from your salary. If you have DPP contract and do not earn more than 10 000 Kč in a month, you have to cover your health insurance yourself which amounts to 1 242,- Kč/month (in 2015). This does not apply, if you are a student and work only part time. In this case the state covers your insurance.
- If you do not have a job when you are leaving institutional facility, register at the Public Employment Service (úřad práce) according to the place of your residence. The officers can help you find appropriate job, vocational training or requalification. By registering at Public Employment Service, you will ensure that the state covers for your health insurance. That is

- why you have to take confirmation that you are registered at Public Employment Service to VZP office (Všeobecná zdravotní pojišťovna) within 8 days after you register.
- If you do not have any income (job) after leaving institutional facility and you do not have any means of supporting yourself, go to another department of Public Employment Service after you have registered there. This department is for material needs (hmotná nouze). You can apply there for livelihood supplement and accommodation supplement („příspěvek na živobytí“ a „doplatek na bydlení“).
 - You do not need work permit to get employed

ASYLUM/SUBSIDIARY PROTECTION

The same information as for the permanent residency applies. Except for the fact that you do not have to pay anything for issuance of your first biometric ID (only later when you extend it). There are the same fees for changing information in it or for losing it. You have the benefit of participating in National Integration Program, about which you were informed by OAMP staff when the decision regarding you asylum or subsidiary protection was handed to you.

ASYLUM SEEKER

Your situation is even more complicated.

One year after applying for international protection, you are not allowed to work. Afterwards you can work only with a work permit and officials will request from you proof of your highest attained education. After the Ministry issues its decision, you are not allowed to leave the Czech Republic. If you do not have anybody to take care of you, cover your expenses and feed you, the only place where you can go from the institutional facility is Residential Center, so called refugee camp.

In Residential Center, you will receive free accommodation and pocket money, so called “ příspěvek na místo stravy”, which you will use to buy food and pay for all your expenses. This support will be given to you only as long as you are physically present in the center. If you leave (for example to visit a friend) you will not receive anything for the days that you were not present. This support equals the living wage (“životní minimum”) which amounts to 3 410,-Kč for every individual (in 2015). You will be allowed to remain in the Residential Center until the final conclusion of your asylum procedure.

CITIZENSHIP OF THE CZECH REPUBLIC

If you received Czech citizenship, you are Czech. You do not have to communicate with OAMP or Alien Police. You will receive national ID (if you do not have it already). You will have to pay 500,-Kč for its issuance (in cash) at the city council.

Regarding health instance, registration at labor office and everything else, the same information applies to you as is mentioned in the section on permanent residency.

OTHER TYPES OF RESIDENCY OR AWAITING DECISION REGARDING PERMANENT RESIDENCY OR CITIZENSHIP

We recommend that you consult your situation with social worker of the facility and a lawyer from OPU. In most cases we recommend to stay in the institutional facility until decision about residency is issued.

HOW TO FIND ACCOMMODATION AND CHANGE ADDRESS

One of the first things that you will have to do before you leave the institutional facility is to find accommodation. Excellent place to get wealth of information is the internet. It is important to consider your financial situation and make a decision appropriate to it. Here, we mention some tips, which can help you to choose the most appropriate accommodation option for you.

1. ACCOMMODATION OPTIONS

RENTING A FLAT

- This means that you live in a flat which belongs to somebody else (**the flat owner/landlord**) to whom you pay a fee (**rent; nájemné**) in exchange for the fact that he lets you live in it for certain period of time. The rent is paid every month. How much rent is depends on city, in which the flat is located (for example a flat in Prague is more expensive to rent than a flat in Kladno), on flat's size (3 bedroom flat with kitchen is more expensive than a flat with 1 bedroom and small kitchen)- so your rent can be 8 000 Kč, but also 20 000 Kč or more. Therefore, it is always important to make sure whether or not services are included in the rent.
- You can find a flat for rent on your own or visit **real estate agent (realitní kancelář)**-these get **provision** for mediating and arranging the renting of the flat, which is their reward for finding appropriate one for you. Provision amounts in most cases to one or two months 'rent. With your first rent you will thus pay not only the rent itself, but also provision for the real estate agent.
- It may also be a case that you will have to pay a refundable **deposit (kauce)** to the flat owner (that means financial insurance in case you do not pay your rent or damage the flat). This deposit usually amounts to one month's rent.
- You can rent a flat on your own, or with other people-your friends, or someone you do not know (but this can be little bit risky).
- You can also rent only one room in a flat where somebody else lives.
- Information about renting a flat or a room can be found for example on these websites: www.bezrealitky.cz www.sreality.cz www.spolubydleni.cz

On these websites, choose from the options provided:

- location (city, region), where you want to live
- type of accommodation – PRONÁJEM
- type of real estate – flat/1+1/1+kk/2+1.... (1+1 means, that the flat has one room and one kitchen, 1+kk means a room with kitchen attached to it)
- size of the rent (money you are willing to pay)

- If you decide to rent a flat, you will need to sign a **lease agreement (nájemní smlouva)** between you and the flat owner, which has to meet the following criteria:
- Time period for which the flat is being rented-the agreement can be valid for a **fixed period (na dobu určitou;** the flat owner will write down the date until which you are allowed to stay in his flat) or **open-ended period (na dobu neurčitou;** the flat owner will not write down any date and can ask you to leave the flat at any time-in that case there are 3 months for which you are still allowed to stay in the flat and during which you have to find a new accommodation)
- name, surname, id number and address of the flat owner

- your name, address and date of birth
- subject of the agreement- it is necessary to state, what is the agreement about
- Rights and duties of the flat owner and rights and duties of the person rating the flat (that is you)
- Amounts to be paid (rent, services, energy)
- Signatures (yours and the flat owner's)
- You can sign the contract even with person, who is not the flat owner, but is himself renting the flat. In this case you will be signing sublease contract (podnájemní smlouva) with a person, who is renting the flat, not with the flat owner directly. The flat owner, however, has to agree to the sublease in writing, otherwise it is invalid. The person with whom you will be signing the contract should always provide a proof to you, that he is the flat owner or has his written permission to sublease. BEWARE, that sublease will not make you eligible for material needs support, but only for accommodation supplement ("doplatek na bydlení").

PURCHASING A HOUSE OR A FLAT

- This means, that you will buy a house or a flat and thus become their owner. However, this option is very expensive. It is not cheap to buy a house or a flat in the Czech Republic. The price can be as much as several millions Kč.

LODGING HOUSES (UBYTOVNY)

- They offer cheap accommodation in rooms for one or more persons.
- The price for single night is around 150 Kč or 300 Kč. – depending on the number of people staying in the same room. Generally, the more people stay at the same room, the cheaper the rent is. The number of people can be as high as ten, but the price can thus get as low as 3 500 Kč per month (it is always important where the lodging house is located-accommodation in Prague is always more expensive than in smaller cities). It is necessary to pay the lodging house in advance.
- In general, accommodation in lodging house is cheap, but not very comfortable. It is suitable for transitional period, before you find more appropriate accommodation. It is also not possible to stay at lodging house with children.
- Where you can find lodging houses on the internet:
www.ubytovny.net www.azylovedomy.cz www.armadaspasy.cz www.charita.cz

ASYLUM HOUSES

- Facility for people without shelter (homeless people), who are in need of help. It offers accommodation only for a limited period, and can therefore serve only as a temporary solution to your situation.
- Even here you have to pay around 2 500,- Kč per month.
- You have to obey the rules of asylum house (curfew, daily regime, etc.)
- For more information look at these websites:
www.azylovedomy.cz www.armadaspasy.cz www.charita.cz

HALF-WAY HOUSES

- These houses serve young people between ages 18 and 26, which come from foster homes, educational institutions, or dysfunctional families and found themselves without a shelter and family or institutional support. You can also take advantage of them, after you leave institutional facility

- It offers temporary accommodation, trained staff and help with solving your problems.
- The accommodation has usually the form of individual flats, in which several young people live together. They learn how to live independently, manage their finances, etc. They are regularly visited by social worker, who helps them with running the flat, their problems and worries, but also with arranging various matters with authorities and officials.
- You have to follow the rules and regulations of the half-way house.
- As is the case with asylum houses, it is only a temporary solution to your situation- most half-way houses provide accommodation for maximum period of one year.
- You also have to pay a rent here (aprox. 100,-Kč/day). The rent differs according to provider, but it should not exceed 5 000 ,-Kč per month.
- Some half-way houses offer also other services, for example transitory employment, whose purpose is to help you find a job and develop the skills necessary to successfully find a suitable employment.
- You will find more information on these websites:
www.dom-os.cz www.opu.cz www.odchazim.cz
(in the section Useful contacts you will find a directory of asylum houses and half-way houses)

LIVING WITH RELATIVES, FRIENDS OR OTHER PEOPLE YOU KNOW

- If you decide to live with your relatives or other people you know, do not forget that even in this case you will need official confirmation of where you live for the purposes of Alien Police and other authorities
- Your friends or relatives thus cannot accommodate you illegally.

ALWAYS ASK, IF THE ACCOMMODATION THAT YOU CHOSE CAN BE REPORTED AS THE ADDRESS OF YOUR PERMANENT RESIDENCE! ALWAYS WRITE YOUR NAME ON THE MAILBOX, SO YOU CAN RECEIVE MAIL.

2. CHANGE OF ADDRESS

If you found a new accommodation, it is always important to report your new address to the authorities. As long as lived in the institutional facility, its address was registered in all your documents. Now, it is important that you change the address on you documents to your new address. This address is called the **address of permanent residence (“adresa trvalého bydliště”)**. You will use this address in your communication with authorities and for receiving mail.

To whom do I report change of address?

Every change of address must be reported to OAMP, specifically to the office responsible for your area of residence.

When do I have to report change of address

The change of address has to be reported **within 30 days** after leaving institutional facility. This applies for every subsequent change of address as well.

Do I need any documentation to report change of address?

To change your address you will need to submit:

- Filled out form called “Potvrzení o zajištěném ubytování”, which you can pick up at every OAMP office. Signature of the accommodation provider (person who is rating you the flat)

- on a confirmation letter which must be certified. Finally, it is necessary to submit real estate registry transcript (“výpis z katastru nemovitostí”)
- Alternatively, you can bring a copy of the lease agreement and real estate registry transcript (výpis z katastru nemovitostí)

What is real estate registry transcript (“výpis z katastru nemovitostí”), and where can I get it?

Real estate registry (“katastr nemovitostí”) is official list of all real estate owners in the Czech Republic and its transcript serves as a proof that the person who signed the lease agreement or accommodation confirmation is in fact the owner of the house or the flat and has the right to rent it out.

Real estate registry (“katastr nemovitostí”) can be picked up at all post offices of Česká pošta, a.s.-at the counter labeled “Czech POINT” (you can find the address at www.czechpoint.cz), or at the real estate registry office (“katastrální úřad”), which should be in every larger city. You can find their addresses at www.katastrnemovitosti.cz .

HOW TO FIND A JOB AND WHAT TO DO WHEN I DO NOT HAVE ONE

In the Czech Republic, it is possible to start working after you reach 15 years of age. If you are younger, you can work only in cases that are mentioned in the **labor law (“zákoník práce”;** law which stipulates rights and duties of working people-employees and employers). When you turn 15, you can get a part-time job (“brigáda”) or a regular job, but until you reach 18, you are protected by special conditions for **youth** employment.

The length of working hours cannot exceed 40 hours per week according to the law. Only in exceptional cases can the employer order you to work overtime. However, this cannot be more than 8 hours per week and more than 150 hours per year. Therefore, if your employer asks from you more overtime hours, you have to agree to it and sign a contract to that effect. You should always receive extra pay or extra holiday for you overtime hours.

If you were granted permanent residency or international protection (asylum or subsidiary protection) in the Czech Republic, you **do not need a work permit to work**. The same applies if you are family member of Czech citizen or of a foreigner with permanent residency or asylum.

1. PUBLIC EMPLOYMENT SERVICE

What should I do if I do not have a job?

If you do not have a job, you are unemployed and therefore, you should go register at the Public Employment Service at the place of your residence. By registration, you become employment seeker. Registering at the Public Employment Service will bring you many benefits, but you will also have some responsibilities.. This, however, applies only if you were already granted permanent residency or asylum/subsidiary protection in the Czech Republic, or if you have temporary residency as a family member of another EU member state citizen. Otherwise it is not possible to register at the Public Employment Service.

What are the advantages of registering at the Public Employment Service?

Since you are employment seeker, the Service will help you search for a suitable job (“**zprostředkování zaměstnání**”). For these purposes, it has **registry of employment seekers** (that is those who are interested in getting employed) and a **registry of available posi-**

tions. That can be found also at the particular office of Public Employment Service (on information board) or on its website: <http://portal.mpsv.cz/>

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Besides searching for an appropriate job, the service can offer to you **requalification courses**. Requalification means that you will learn new professional skills. For example, if you are plumber who cannot find a job in his field, but would like to work as a chef, the Service can arrange for you a requalification course in this area. Requalification courses usually take few weeks to finish and you will receive a certificate upon their completion.

As an employment seeker, you are entitled under certain conditions to receive material **support for employment seekers** (“**hmotná podpora uchazeče o zaměstnání**”; that is money paid by the Public Employment Service to unemployed people during the period they cannot earn money, because they are unemployed). One of these conditions is, that you had legally worked for at least one year in the Czech Republic before becoming unemployed.

Another advantage of being registered at the Public Employment Service is the fact that the Service covers your **social and health insurance** (you will find more information about social and health insurance in chapters dedicated to these topics).

What are my responsibilities when I am registered at the Public Employment Service?

Above all, you have to **attend** regular meetings with a worker of the Public Employment Service. If you have **health problems**, which could limit your ability to work, you have to make this known to the Service.

You have to **announce to the Service that you found a job**- if you find a job, you have to report this within 8 days and prove it by employment contract.

Among your responsibilities is also **sharing with the Service any changes** concerning your registration- for example, if you move to a new address, need to re-schedule your appointment in advance if you are unable to come. Otherwise your registration will be cancelled.

What will happen if I do not fulfill my responsibilities?

The Service can cancel your registration among employment seekers and you will lose all the benefits attached to it.

Can I re-register at the Service after my registration was cancelled?

Yes, but you can be re-registered only after 6 months have passed since your previous registration was cancelled.

How can I terminate my registration at the Service?

Your registration at the Service will be terminated:

- if you find a job and become employed

- in case you submit a written request that your registration is terminated
- if you go to prison
- if you go on maternity leave or parents leave

Besides assistance with job search (zprostředkování zaměstnání), what services does the Service provide?

- Counseling in the area of job market
- Information and advice regarding selection of appropriate career. This counseling is intended mainly for pupils and students of primary and secondary schools, who are deciding about their future career. In this regard, the Service can provide a list of high schools and universities, of study programmes and courses, and information about admission procedures and their requirements, etc.
- Payment of employment seekers' material support
- Payment of national social support and material need support (the support intended for socially disadvantaged persons)
- It issues work permit for foreigners

Do I pay for the services provided by the Service?

No. All the services provided by labor office are free of charge.

2. OTHER OPTIONS OF SEARCHING FOR A JOB

Where else can I search for a job?

Besides the Public Employment Service, there are other ways to search for suitable job. You can go to one of the workforce agencies, which can help you find a suitable job. You can also search for a job yourself on the internet, in advertising section of newspaper, or by asking friends and people you know, if there is a job opening that they know about. You can also directly approach a particular company, where you would like to work.

What do the workforce agencies offer?

They usually specialize in certain kinds of positions. They connect job seekers and employers and create databases of available positions and part-time jobs. They also offer counseling. Some agencies charge a fee for finding you a job, but some do not.

What about advertisements?

Advertisements are job offers in newspapers. There are newspapers that specialize in advertising. For example **Profit, Annonce, Avizo**. Advertisements are also to be found at supplements of national or regional dailies- **MF Dnes, Lidové noviny, Hospodářské noviny, etc.**

What are the advantages of searching for a job on the internet?

There is a wide range of job offers on the internet, and the information there is regularly updated. You can search there for the type of job that you are looking for, or for a job in the city, where you want to work.

Here are some examples of websites, where you can find a job:

www.jobs.cz www.sprace.cz www.hledampraci.cz www.prace.cz www.zamestnani.cz
<http://prace.centrum.cz> www.hotjobs.cz www.jobpilot.cz www.portal.mpsv.cz/sz

What about part-time/student jobs?

Part-time jobs are excellent, when you are still a student and want to make some extra money. They are also useful as temporary solution, when you have been unemployed for a long time. Thus, you can have a part-time job while you are looking for a permanent one.

If you are registered at the labor office while you have a part time job, you are not allowed to earn more than half of the monthly minimum wage, which is 4 600 Kč (for the year 2015).

Information about part-time jobs can be found at:

www.brigady.cz www.student.cz www.nabrigadu.cz <http://brigady.vzdelani.cz>

3. EMPLOYMENT CONTRACT

I found a job, what happens now?

Now, It is important that you and your employer sign employment contract, which states all your rights and duties and the rights and duties of your employer.

What types of employment contract are there?

- **Employment contract**- under this contract, the employer is obliged to cover employee's social and health insurance. Before signing the contract, the employer must make known to the employee his rights and duties, which the contract stipulates as well as other employment conditions and salary.
- **Agreement to perform work (Dohoda o provedení práce)** - this contract usually takes place when the number of working hours does not exceed 300 hours per year. The employer does not cover employee's health and social insurance.
- **Contract on ongoing work activity (Dohoda o pracovní činnosti)** - this contract usually takes place in cases, where the number of working hours does not exceed half of the usual monthly working hours (usual weekly working hours are 40 hours per week). The employer covers employee's health and social insurance.

What should employment contract consist of?

Employment contract should consist of the following:

- Name and address of the employer
- Definition of type of work and place of its performance (what is you work and where you will perform it)
- Date when employment begins
- For how long does the employment last (fixed/open-ended period of time)
- Determination of working hours (what time you start and finish at work)
- Your wage, date of its payment, place of its payment and method of its payment
- Conditions under which you can terminate the contract
- Content of job (what you will do)
- Length of holiday (4 weeks minimum are guaranteed by law)

What is trial period and for how long does it last?

Trial period can be part of the employment contract. It is the period, during which you can "try" and learn everything that you will need for your work. It is also a trial period for your employer, who can "test" you to see, if you are suitable candidate for the job. Length of the trial period is 3 months, unless a shorter one was agreed to. During this period you can terminate your employment (leave the job) whenever you want without stating any reason.



How can I terminate my employment?

If you are not happy with your employment for whatever reason, you can submit a written termination letter (it has to include your name, information about your employer and your intent to terminate the employment), which you will hand to your employer. With the beginning of the following month, termination period of two months begins. During this period you still have to come to work.

Example: You hand your written termination letter to the employer on 25 June, 2015, your termination period begins on 1 July, 2015, and your employment is terminated on 31 August, 2015.

Is there any other way to terminate my employment?

Another option is agreement on termination of employment (“dohoda o ukončení pracovního poměru”), in which employee and employer agree that the employment will be terminated by a certain date. On this date, your employment is terminated.

Can my employer terminate the contract?

Yes, but only for serious reasons that are mentioned by the labor code, where are also mentioned conditions of termination period and other information.

What can happen, if I work without employment contract?

If you work without employment contract, you work illegally. This carries with it many risks.

What are the risks of illegal work?

- You may not get paid
- It is up to the employer entirely if he gives you a time off
- You can work for example as much as 14 hours per day, 7 days per week
- Your employer does not cover your health and social insurance
- Employer may not allow you to go to a doctor
- You risk a big fine for illegal work if get caught while you are registered at the Public Employment Service, your registration will be cancelled for 6 months and you will lose all the benefits (for example covering of your social and health insurance, material need support, etc.)
- You also risk becoming a victim of some illegal network (you can be blackmailed; your freedom can be limited, etc.)

Example: Ivan (18) worked at a construction site 13 hours per day, 6 days per week. His employer promised to him, that he will get paid after three months on the job. Meanwhile, Ivan fell of the scaffolding and broke his arm. Since he worked illegally, the employer did not cover his health insurance. Therefore, Ivan was afraid to go to see his doctor, because he would have to pay a lot of money in cash. In the end, Ivan's friends from the construction site lent him money and he promised to pay them back from his wages. The employer, however, fired Ivan after his accident and even refused to pay him for the hours he worked before the accident. Desperate and indebted Ivan was in the end detained by police, which found out that he was in the Czech Republic without necessary documents and issued him with residency ban in the Czech Republic for 5 years. Consequently, Ivan had to return to his country.

What are the benefits of working legally?

Because you work legally (that means you have employment contract with your employer), your employer covers your social and health insurance. He has to obey the law, which means



that he has to provide you with satisfactory conditions for your work, pay your wage on time, give you holiday, etc. Among other advantages is also the fact that you have guaranteed minimum wage.

Minimum wage is the lowest possible amount, which the employer can pay you for your work. In 2015, the minimum wage is 9 200,-Kč per month (if you work full-time; that means 40 hours per week). This, however, does not mean that you will obtain this amount in full. Social and health insurance as well as tax will deducted from this amount.

Who should I turn to, if my employer did not pay me for my work?

In case you did not get paid for your work, or your employer forces you to work overtime, in unhealthy or dangerous environment, without entitlement to holiday and breaks, or if he wants to unlawfully fire you, you can turn to labor inspectorate (inspektorát práce).

Contact information for labor inspectorate can be found at: www.suip.cz

4. ENTREPRENEURSHIP

How to start a business?

First, you have to know if you will need to obtain **professional's certificate** (“živnostenský list”) or other certification for interpretation, tax counseling, etc.) for your business activity. Detailed information about the steps that need to be taken before you start your business are provided at any “živnostenský úřad”, or you can ask the staff of one of the non-governmental agencies.

Information necessary for running a business are, for example, on www.jakpodnikat.cz website.

5. SOCIAL INSURANCE

What is social insurance (pojistné na sociálním zabezpečení)?

Social insurance (“pojistné na sociálním zabezpečení”) is your savings for future in case of illness, pregnancy or motherhood, old age, work injury, etc. If something like this happens to you, and you were insured, you have a right to financial compensation.

Part of social insurance is insurance for cases of falling ill (nemocenské pojištění) and retirement instance (důchodové pojištění).

What is insurance for cases of falling ill (nemocenské pojištění)?

This insurance's purpose is to substitute wage of employee who has fallen ill, went on maternity leave, or is caring for seriously ill family member.

If you are employed and fall ill, you are entitled to this insurance (called also “nemocenská”) only if you fulfill conditions for obtaining it. “**Nemocenská**” means that you will not be putting your wage during the time of your illness, but you will receive certain amount of money. This amount is, however, smaller than your wage.

Women, who were insured at the time of the birth of their baby, also receive this support. This type of “nemocenské pojištění” is called “dávky v těhotenství a mateřství”. Sometimes you can her only “**mateřská**”.

What is “důchodové pojištění”?



“Důchodové pojištění” serves to substitute wage during retirement, which is the period, after working person reaches the retirement age (it is 62 years for men and 57 years for women, but this will increase in the future). If a person reaches retirement age and fulfills the condition of sufficient period of being insured, he is entitled to retirement support.

If you work legally for certain period of time (15-20 years or more), you will receive money when you get old even though you will not work. The amount of money that you will receive (called “**starobní důchod**”), will be smaller than your wage.

Also if you get seriously injured at work and you will not be able to work for more than one year, you can receive support (“**invalidní důchod**”). This will also be lower than your wage.

Who covers the social insurance (“pojistné na sociálním zabezpečení”)?

As long as you are employed, it is your employer who pays your social insurance. If you study, or are registered at the Public Employment Service, it is the state, which covers it for you. If you do not study, work, and are not registered at the labor office, you do not have to pay social insurance. But you will lose all the benefits that you would have if you paid it.

Health insurance serves to cover health care. It is explained in more detail in the chapter called “**Health**”.

HEALTH

1. DOCTORS

What is “praktický lékař” or family doctor?

Family doctor is doctor in the vicinity of your house, who takes care of your health, if you do not feel well. It is very important to register with him. You have the right to choose your doctor and change him, if you are not satisfied with his care. You should register with family doctor as soon as you leave the institutional facility. To look for one, after you have gotten ill is too late.

How can I change my family doctor?

It is usually enough to go to the new doctor you chose, who will request your health documentation from your previous doctor. Before leaving the institutional facility you should find out the name and address of your doctor.

What kind of care can family doctor provide?

Family doctor should be able to recognize usual and more serious illnesses, carry out basic treatment, or immunization. If needed, he will refer you to a specialist.

Most specialists require a referral from your family doctor. This, however, does not apply to optician, dentist and obstetrician. You can seek their help before family doctor's referral.

What do I need to bring with me, when I go see a doctor?

You have to bring you health insurance card, which shows that you have a health insurance.

It is a good idea to have your health insurance card on you at all times. If you lose it, or somebody steals it, you have to request a new one from your insurance company

Do I have to pay anything at doctor's office?

If you pay your health insurance, you will not have to pay anything for health care (only some above-standard procedures are for a charge). You will pay only so called “regulation fee”.

- **Fee of 90 Kč is paid :**



- For emergency service, on Sundays and holidays and on workdays between 5 pm and 7 am.

If you do not have any money and you are recipient of material need support, you do not have to pay this fee. You, however, have to show to the doctor a certificate from social department of the labor office that you indeed are recipient of this support. The certificate cannot be older than 30 days.

2. HEALTH INSURANCE

What is health insurance?

Health insurance is a form of payment for basic health care, which insurance company covers for you. In turn, you pay every month a certain amount to the insurance company. In practice, this means that if you fall ill and go to see a doctor, you will not have to pay him in cash, but only show him your health insurance card. The insurance company then pays the doctor for your treatment.

In the Czech Republic, it is mandatory to have a health instance and everybody has to have it.

How can I apply for health insurance?

When you stayed at institutional facility, your health instance was paid by state. When you decide to leave, it is your duty to register with an insurance company at the place of your new residence.

Who pays the health instance?

If you work, your employer covers your health insurance, and if you study or are registered at the Public Employment Service it is the state, which covers it. If you are not a student or registered at the Public Employment Service, you have to pay for your health insurance yourself, which amounts to 1242,- Kč per month in the year 2015. This amount, however, can change.

What happens if I do not pay my health insurance?

If you do not pay it, you will create a debt, which you will have to pay in the future. In addition, you will have to pay a **penalty** (for the fact that you failed to pay it on time). In extreme cases, you can be in danger of confiscation of your property or of blocking your bank account (so called "exekuce").

You should pay your health instance regularly and on time. Not paying it can cause you problems in the future, for example when you apply for citizenship.

Where do I find out if I owe anything on my health insurance and how much it is?

If you are unsure, if you owe any money on your health insurance, you just need to go to insurance company in the area where you live, where they will inform you whether or not you have a debt with them.

In what other case is it necessary to go to health insurance company?

When you move to a new flat, and **change the address of your permanent residence**, you have to go to the insurance company and report these changes.

When you get **registered at the Public Employment Service as an employment seeker**, you have to go to your health insurance company within 8 days and bring with you the card of employment seeker, which you will receive at the Service.

Exception:

If you find a job and sign employment contract with your employer, it is your **employer** who has the **responsibility of inform your health insurance company** within 8 days after you begin to work for him. You can, however, to go to the instance company yourself to check if your employer really did register you.

FINANCIAL AID

In the Czech Republic there is system of financial aid ("sociální zabezpečení"), for cases, when your income does not reach the threshold of living and existential minimum (životní a existenční minimum). The threshold is defined by the state.

1. LIVING AND EXISTENTIAL MINIMUM

What is living and existential minimum?

It is the lowest possible amount of money, for which you can sustain yourself for a month (that means buy food and other things that are necessary for living).

How much is the living minimum?

That depends on number of people, who live together and on their age (amounts paid as living minimum in 2015):

- For individual.....3.410,-
- For the first adult person of the household.....3.140,-
- For the second adult member of the household.....2.830,-
- For not-provided-for children
- Under 6 years of age.....1.740,-
- Between 6 and 15 years.....2.140,-
- Between 15 and 26 years (not-provided-for = students).....2.450,-

Examples of living minimum:

individual.....	3.410,-
2 adults.....	$3.140+2.830 = 5.970,-$
1 adult, 1 three years old child.....	$3.140+1.740 = 4.880,-$
2 adults, 1 seven year old child.....	$3.140+2.830+2.140 = 8.110,-$

Incomes of all family members living in a single household are included in the final sum. That means that, if in family of three only one person works, and his income is more than the living minimum for the whole family, there is no entitlement for financial support.

If his income is less than that, the family can request that state provides financial supplement for them so they receive the full amount of living minimum.

How much is the existential minimum?

Existential minimum is 2 200 Kč per month.

If case you do not work, and therefore do not have income reaching existential or living minimum, you can be entitled to various kinds financial and material support (dávky) and social services, which are provided in their majority by the state.



After leasing institutional facility, I do not have any money or a job. What can I do?

If you have permanent residency permit, if you were granted international protection (asylum or subsidiary protection), or if you have temporary residency permit as a family member of EU citizen, you can go to Public Employment Service's department of material need support ("oddělení pomoci v hmotné nouzi") in the area where you live and request **support in material need ("pomoc v hmotné nouzi")**. The support in material need consists of livelihood supplement, accommodation supplement and exceptional immediate aid.

Who can I turn to when I am in need of help?

Whenever you need advice regarding financial aid, filling out health insurance form, recommending a good doctor, offices' addresses or anything else, you should talk to social workers of one of non-governmental organizations. Their addresses are listed at the end of this brochure.

You can also talk to **special curator for adults** in social services department of city council at the place of your residence.

GETTING MARRIED

Where can I apply to get married?

You have to register at registry office ("matrika") at the place, where your marriage is about to take place.

Where can I pick up the form for getting married?

At any registry office ("matriční úřad"), which is usually located at local council house

What other documents have to be submitted together with the form?

- Birth certificate
- Citizenship ID (valid passport)
- Document from your country of origin stating that you are capable of getting married (legal capability means that you reached the age appropriate to get married and you are able to take care of yourself)
- Confirmation of your status from your country of origin (document stating if you are single, married, divorced)
- Confirmation of legality of your residency in the Czech Republic (issued by Alien Police and not older than 7 days on the day that the marriage is concluded)

All documents must be certified and officially translated into Czech language.

During the wedding ceremony, an interpreter certified by court and paid by the engaged couple has to be present.

Is it possible to waive some of the documents?

The Registry office can waive the requirement to submit a certain document if obtaining it is associated with an obstacle that cannot be overcome.

After getting married to Czech national, is it possible to request residency?

Yes, after marrying a Czech citizen, it is possible to apply for temporary residency as a family member of EU citizen (Czech). After two years of continuous residency in the Czech Republic, it is possible to apply for permanent residency.



USEFUL CONTACTS

OVERVIEW OF ORGANIZATIONS HELPING REFUGEES IN THE CZECH REPUBLIC

Organization for Aid to Refugees (OPU; Organizace pro pomoc uprchlíkům)

Praha
Kovářská 4, 190 00 Praha 9
Tel: +420 730 158 779, +420 739 413 983,
+420 730 781
Social Department Mon-Thur: 09:00-17:00,
Fri: 09:00-15:00
E-mail: opu@opu.cz
www.opu.cz

Brno
Leitnerova 9/682, 602 00 Brno
Tel: +420 731 928 388
E-mail: opu.brno@opu.cz

Plzeň
Sady Pětatřicátníků 48/33, 301 00, Plzeň
Tel: +420 604 809 165
E-mail: opu.plzen@opu.cz

Association for Integration and Migration (SIMI; Sdružení pro integraci a migraci)

Baranova 33, 130 00, Praha 3
Tel: +420 224 224 379
Legal Department mob.: +420 603 547 450
Social Department mob.: +420 605 253 994
E-mail: poradna@refug.cz
http://www.migrace.com/

Association of Citizens Working with Emigrants (SOZE; Sdružení občanů zabývajících se emigranty)

SOZE, Mostecká 5, 614 00 Brno
Tel: +420 545 213 643
Mob: +420 602 586 092
E-mail: soze@soze.cz
www.soze.cz

Counseling Centre for Integration

(PPI, Poradna pro integraci)
Opletalova 6, 110 00 Praha 1
Tel: +420 603 281 269 (soc. oddělení), +420
603 807 567

Centre for Integration of Foreigners (CIC; Centrum pro integraci cizinců)

Karlínské nám. 7, 186 00, Praha 8
Tel: +420 222 360 425 (social counseling),
+420 702 150 630 (legal counseling)
E-mail: info@cicpraha.org
http://www.cicpraha.org

Caritas Czech Republic (Česká katolická charita)

Centre for migration: Pernerova 20, Praha 8 -
Karlín, 186 00
Tel: +420 224 813 418
E-mail: migrace@praha.charita.cz

INBÁZE

Legerova 357/50, 120 00 Praha 2
Mobile: (+420) 739 037 353
info@inbaze.cz

Office of the United Nations High Commissioner for Refugees (UNHCR; Úřad Vysokého komisaře OSN pro uprchlíky v Praze)

Rytířská 31, 111 00, Praha 1
Tel: +420 776 437 775
E-mail: czepr@unhcr.ch
http://www.unhcr.cz

Multicultural Centre Prague (Multikulturní centrum Praha)

Náplavní 1, 120 00 Praha 2
Tel: 296 325 345
E-mail: infocentrum@mkc.cz
http://www.mkc.cz

International Organization for Migration (IOM; Mezinárodní organizace pro migraci)

Argentinská 38, 170 00, Praha 7
Tel: 233 37 01 60
Email: prague@iom.int
http://www.iom.cz

Association for Opportunities of Young Migrants (META o.p.s.; Sdružení pro příležitosti mladých migrantů)

META o.p.s. - Společnost pro příležitosti mladých migrantů, Ječná 17, 120 00 Praha 2
mobile: +420 773 304 464,
tel/fax: +420 222 521 446
E-mail: info@meta-os.cz
http://www.meta-ops.cz

Tel: 974 820 680
Office Benešov:
Jiráskova 801
Tel.: 974 820 680

Office Kladno
Authority in: okres Praha-západ, okres Kladno and okres Rakovník)
Severní 2952
Tel.: 974 820 680

STATE INSTITUTIONS

DEPARTMENT FOR ASYLUM AND MIGRATION POLICY OF THE MINISTRY OF INTERIOR (OAMP; ODBOR AZYLOVÉ A MIGRAČNÍ POLITIKY MINISTERSTVA VNITRA ČR)

REGIONAL OFFICES FOR PRAGUE AND CENTRAL BOHEMIA

Long-term and permanent residency for nationals of third countries

Authority in: Praha 1, 3, 6, 7, 8 a 9
Koněvova 188/32, 130 00, Praha 3 - Žižkov
Tel.: 974 820 680

Authority in: okres Praha-západ; Praha 2, 4, 5 a 10
Cigánkova 1861/2, 140 00, Praha 4 – Chodov
Tel: 974 820 680

Authority for: foreign university students residing in Prague (including Praha - Východ and Praha – Západ)
Hládkov 682/9, 160 00, Praha – Střešovice
Tel: 974 820 680

Transitional and permanent residency for EU Citizen and their family members
Authority in: hl. m. Praha and county („okres“) of Praha-západ and Praha-východ
Nad Vršovskou horou 88/4, 110 00, Praha 10 – Michle
Tel: 974 820 680

Regional Office Středočeský kraj

Authority in: okres Praha-východ
Nad Štolou 936/3, 170 00, Praha 7 – Letná

Office Kutná Hora
(okres Kutná Hora, okres Nymburk and okres Kolín)
Hornická 642
Kutná Hora
Tel.: 974 820 680

Office Mladá Boleslav:
(okres Mladá Boleslav and okres Mělník)
Štefánikova 1304
Tel.: 974 820 680

Office Příbram
Authority in okres Beroun and okres Příbram
Žežická 498
Tel.: 974 820 680

Regional Office Ústecký kraj

authority in: okres Ústí nad Labem, Teplice, Litoměřice and Děčín
Berní 2261/1, 400 01, Ústí nad Labem
Tel: 974 420 316, 974 420 365, 974 420 366, 974 420 367

Office Chomutov
authority in okres Chomutov, Louny and Most
Jiráskova 5338, Chomutov
Tel.: 974 443 158, 974 443 156

Regional Office Liberecký kraj

Voroněžská 144/20, Liberec
Tel.: 974 460 850

Regional Office Karlovarský kraj

authority in: okres Cheb, Karlovy Vary and Sokolov
Krymská 47, 360 01, Karlovy Vary

Tel.: 974 360 360, 974 360 391 (appointment by telephone – citizens of third countries)
Tel.: 974 360 393, 974 360 394 (appointment by telephone – citizens of EU)

Regional Office Plzeňský kraj

authority in: okres Plzeň-město, Plzeň-jih, Plzeň-sever, Tachov and Rokycany
Slovanská alej 2046/26, 301 00
Tel.: 974 320 800 customer service (no appointment necessary);
974 320 810 (only by appointment)

Office Klatovy

authority in: okres Klatovy and Domažlice
Dragounská 130
Tel.: 974 320 800 customer service (no appointment necessary); 974 320 890 (only for arranging appointment)

Regional Office Jihočeský kraj

authority in: okres České Budějovice, Písecký kraj and Český Krumlov
Pražská 1257/23
Tel.: 974 226 851

Office Písek

(authority in: okres Písek and Strakonice)
Na Výstavišti 377
Tel.: 974 235 851, 859

Office Jindřichův Hradec

authority in: okres Jindřichův Hradec
Janderova 147/II
Tel.: 974 233 851, 2, 5, 7, a 9

Office Benešov

authority in: okres Tábor
Jiráskova 801
Tel.: 974 820 680

Regional Office Královéhradecký kraj

authority in: okres Hradec Králové, Rychnov nad Kněžnou and Jičín
Ulrichovo nám. 810/4
Tel.: 974 520 791

Office Trutnov

authority in: okres Trutnov and Náchod

Horská 78

Tel.: 974 539 813

Regional Office Pardubický kraj

authority in: okres Chrudim, Pardubice, Světlá nad Sázavou and Ústí nad Orlicí
Bulharská 936, Pardubice
Tel.: 974 560 781

Regional Office Kraj Vysočina

authority in: okres Havlíčkův Brod, Jihlava, Třebíč, Pelhřimov and Žďár nad Sázavou
Vrchlického 2627/46, Jihlava
Tel.: 974 260 399

Regional Office Jihomoravský kraj

authority in: okres Brno-město, Brno-venkov, Vyškov, Blansko, Břeclav and Znojmo
Hněvkovského 30/65, Brno
Tel.: 543 213 313, 543 214 316

Regional Office Zlínský kraj

Pod Vrškem 5360, Zlín
Tel.: 974 660 399, 577 210 874

Regional Offices Olomoucký kraj

Office Přerov

(authority in: okres Přerov, Olomouc, Prostějov, Šumperk, Jeseník and Bruntál)
U Výstaviště 3183/18
Tel.: 974 760 399

Regional Offices Moravskoslezský kraj

Office Ostrava

(authority in: okres Ostrava, Opava and Karviná)
Výstavní 55
Tel.: 974 725 897, 899

Office Frýdek Místek

(authority in: okres Frýdek- Místek and Nový Jičín)
Beskydská 2061
Tel.: 974 732 899

DIRECTORATE OF ALIEN POLICE

Olšanská 2 pošt. schránka 78, 130 51, Praha 3, 130 51

Director's Secretariat:
Tel: 974 841 219

E-mail: pp.rscp.sekretariat@pcr.cz
Information on long-term and permanent
residencies of foreigners and transitory resi-
dencies of EU citizens:
Hotline OAMP MV:
tel.: +420 974 832 421, +420 974 832 418
e-mail: pobyty@mvcr.cz

MINISTRY OF LABOR AND SOCIAL AFFAIRS

Na poříčním právu 1/376, 128 01, Praha 2
Tel: 221 921 111
E-mail: posta@mpsv.cz
www.mpsv.cz

OFFICE OF THE PUBLIC DEFENDER OF RIGHTS (OMBUDESMAN)

Údolní 39, 602 00, Brno
Hotline: (+420) 542 542 888
Telephone – ústředna: (+420) 542 542 111
E-mail: podatelna@ochrance.cz
<http://www.ochrance.cz>

OFFICE MĚSTSKÁ ČÁST PRAHA 5, SOCIAL DEPARTMENT, DEPARTMENT OF SOCIAL PREVENTION

Nám. 14. října 1381/4, Praha 5
Tel.: new documents: 257 000 958 (965)
passports: 257 000 963 (948 a 940)
national ID ("občanský průkaz"): 257 000 961
(960 a 962).
department for social care of development
of social services: 257000439
www.praha5.cz

PUBLIC EMPLOYMENT SERVICE (ÚŘAD PRÁCE)

All offices of Public Employment Service can
be found at <http://urady.statnisprava.cz/>

Public Employment Service in Czech
Republic according to regions, counties and
municipalities can be found at <http://urady.statnisprava.cz/rstsp/ciselniky.nsf/i/d0160>

Public Employment Service for hl. město Praha

Domažlická 11, 130 00, Praha 3
Tel: 950 178 111
E-mail: podatelna@aa.mpsv.cz

Public Employment Service for Praha 2
Bělehradská 214, 120 00, Praha 2
Tel: 950 178 111
posta.aac@aa.mpsv.cz

Public Employment Service for Praha 3
Roháčova 13, 130 00, Praha 3
Tel: 950 178 111
posta.aad@aa.mpsv.cz

Public Employment Service for Praha 4
Novodvorská 803/82, 142 00, Praha
Tel: 241 408 307

Public Employment Service for Praha 5
Štefánikova 21, 150 00, Praha 5
Tel: 241 408 307
posta.aae@aa.mpsv.cz

Public Employment Service for Praha 6
Bělohorská 165, 169 00, Praha 6
Tel: 950 178 111, 950 178 494
(zprostředkování)
posta.aag@aa.mpsv.cz

Public Employment Service for Praha 8
Stejskalova 185/7, 180 00, Praha
Tel: 950 178 879, 950 178 866
(zprostředkování)
posta.aai@aa.mpsv.cz

Public Employment Service for Praha 9
Sokolovská 14/324, 190 00, Praha 9
Tel: 950 178 254(zprostředkování), 950 178
278 (ředitel)
posta.aaj@aa.mpsv.cz

Public Employment Service for Praha 10
Vršovická 1429/68, 101 38, Praha
Tel: 950 178 160 (zprostředkování)
950 178 111
950 178 178 (hmotná nouze)
950 178 710 (příspěvek na péči)
posta.aak@aa.mpsv.cz

**REGIONAL LABOR INSPECTORATE
("OBLASTNÍ INŠPEKTORÁT PRÁCE")
FOR PRAHA**

Kladenská 103/105, 160 00, Praha 6
Tel.: +420 950 179 310
E-mail: praha@suip.cz
E-desk: epodatelna@suip.cz

**GENERAL HEALTH INSURANCE COMPANY,
PRAGUE(VZP; VŠEOBECNÁ ZDRAVOTNÍ
POJIŠŤOVNA)**

Office Praha 1
Na Perštýně 6, 110 01, Praha 1
Tel: 952 222 222
info@vzp.cz
podatelna@vzp.cz

Office Praha 2
Vínohradská 8
Tel: 952 222 222

info@vzp.cz
podatelna@vzp.cz

Office Praha 3
Orlická 2, 130 00, Praha 3
Tel: 952 222 222
info@vzp.cz
podatelna@vzp.cz

Office Praha 4
Antala Staška 80, 140 00, Praha 4
Tel: 952 222 222
info@vzp.cz
podatelna@vzp.cz

Office Praha 5
Na Bělidle 198/21, 150 00, Praha 5
Tel: 952 222 222
info@vzp.cz
podatelna@vzp.cz

Office Praha 8
Sokolovská 662/136b, 180 00, Praha 8
Tel: 952 222 222
info@vzp.cz
podatelna@vzp.cz

**SOCIAL INSURANCE- CZECH SOCIAL
SECURITY ADMINISTRATION (ČESKÁ
SPRÁVA SOCIÁLNÍHO ZABEZPEČENÍ)**

Central Office ČSSZ - Křížová 25, 225 08,
Praha 5
Desk: +420 257 061 111
Retirement insurance: 257 062 860
Health insurance: 571 811 081
Technical assistance: 585 708 290

LODGING HOUSES

www.ubytovny.net
<http://www.ubytovny-v-praze.cz/>
<http://www.levne-ubytovny.cz/>
<http://www.ubytovnypraha.net/>
<http://www.nejlevnejsi-ubytovny.cz/>
<http://www.ubytovny-praha.net/en/>

HALF-WAY HOUSES, PRAHA

Dům na půl cesty Bydlo
For youth younger than 27 (ages 17-27)
Address: Ječná 4, Blanická 17, 120 00 Praha 2
Telephone: 283840795
Email: tykadlo@dom-os.cz ; bydlo@dom-os.cz
<http://dom-os.cz/>

Domov na půl cesty MAJÁK
U Michelského mlýna 157/25, 14000, Praha
4 - Michle
Tel: 241 410 618, 603 566 986
<http://www.ekumsit.cz/>

Dům na půl cesty – OPU
For foreign youth (26 years nad younger)
Address: Irvingova 690/3, 198 00 Praha 9
Telephone 284 683 545; 284 683 714
Email: opu@opu.cz
<http://www.opu.cz/>
Mobile: 722 103 859
(emergency phone for unaccompanied minors, former and present clients of the Facility for Children of Foreign Nationals and clients of Dum na pul cesty service)
Director: Mgr. Judita Klepková
judita.klepkova@opu.cz
Social worker: Mgr. Tomáš Knězek,
tomas.knezek@opu.cz

Domov na půl cesty Maják
For youth younger than 26 and families with children
Address: U Michelského mlýna 157/25, 140 00 Praha 4
Telephone: 724 830 823; 241 410 618
Email: plevova.majak@centrum.cz
www.enyamajak.cz

Byty na půl cesty
For youth under 26
Address: Jaromírova 81/57, 128 00 Praha
Telephone: 222 542 322; 722 223 090
Email: vhled@samovka.cz ; petr.bittner@samovka.cz
webhttp://www.samovka.cz/

Startovací bydlení
For youth under 26
Address: Sámova 210/6, 101 00 Praha
Telephone: 722223090
Email: vhled@samovka.cz ; petr.bittner@samovka.cz
http://www.samovka.cz/

ASYLUM HOUSES, PRAHA

Azylový byt La Strada
For men and women
Address: La Strada ČR o.p.s. P.O.POX30511121 Praha 1
Hotline service (+420)222717171: Mon: 10.00 – 16.00 (Czech and Russian) Tue: 10.00 – 16.00 (Czech and English) Thur: 10.00 – 16.00 (Czech, from 13 o'clock Bulgarian)
Hotline service 800 07 77 77:
Wed: 12.00 – 20.00 (in Czech, Russian and Romanian)
Telephone 222 721 810, (+420) 222 71 71 71, 800 07 77 77 (free)
emailastrada@strada.cz, pomoc@strada.cz
webhttp://www.strada.cz/

Azylový dům pro matky s dětmi
For families with children
Address: Bohnická 32/3, 181 00 Praha 8
Telephone: 283 850 113
Email: kolping@kolpingpraha.cz
http://kolpingpraha.cz/

Emauzský dům Praha
For men
Address: Antonína Čermáka 85/4, 160 00 Praha-Bubeneč
Telephone: 224 321 873
Email: emauzy.praha@seznam.cz; emauzycr.praha@seznam.cz
http://www.emauzy.webnode.cz

Dům Naděje Praha-Žižkov
For men
Address: Husitská 70, 130 00 Praha 3
Telephone: 222 783 957; 775 868 862
Email: husitska.praha@nadeje.cz
http://www.nadeje.cz/

Dům Naděje Praha-Radotín
For men
Address: Otínská 43, 153 00 Praha 5
Telephone: 257 910 292; 775 868 857
Email: radotin.praha@nadeje.cz
http://www.nadeje.cz/

Dům Naděje Praha-Vršovice
For women
Address: Rybalkova 31, 101 00 Praha 10
Telephone 271 741 360; 775 868 863
Email: rybalkova.praha@nadeje.cz
http://www.nadeje.cz/

Centrum sociálních služeb Bohuslava Bureše
For men and women
Address: Tusarova 60, 170 00 Praha 7
Telephone: 220 184 000
Email: info_cssbb@armadaspasy.cz
http://www.armadaspasy.cz/

Azylový dům svaté Terezie
For men and women
Address: Pernerova 20, 186 00 Praha 8
Telephone: 222 313 738
Email: pernerova@charita-adopce.cz
http://www.charita-adopce.cz/

Azylové bydlení pro matky s dětmi v tísni
For families with children
Address: Denní krizová služba: Varšavská 47, 120 00 Praha 2
Telephone: 257 211 945; 777 734 174;

777 734 190
Email: azyl.ezer@diakonie.cz
<http://www.skp.diakonie.cz/nase-sluzby/azyl-ezer-pro-matky-s-detmi/>

Azylové ubytování Společnou cestou
For women and families with children (also pregnant women)
Address: Azylové ubytování Společnou cestou Donovalská 2331, 149 00 Praha 4 - Chodov
Telephone: 272 950 984
Email: info@spolcest.cz
<http://www.spolcest.cz/>

Azylový dům pro matky s dětmi – Otevřené srdce
For families with children
Address: Za papírnou 144/7, 170 00 Praha 7
Telephone: 272 766 694; 602 455 573
Email: azylovy.dum@seznam.cz
<http://azylovydum.sweb.cz/>

Azylový dům
Okres Praha
For women and families with children
Address: not public
Telephone: 283 892 772
Email: info@acorus.cz
<http://www.acorus.cz/>

Sociální byt Proxima Sociale
For women, families with children (also pregnant women)
Address: Rakovského 3138 143 00 Praha 12
Telephone: 241 770 232
Email: azylovybyt@proximasociale.cz
<http://www.proximasociale.cz/>

Azylový dům
For families with children
Address: Křovinovo náměstí 11/16, 193 00 Praha
Telephone: 281 927 191
Email: info@skphopo.cz
<http://www.skphopo.cz/>

Azylový dům
For families with children

Azylový dům
For families with children
Address: Křovinovo náměstí 11/16, 193 00 Praha
Telephone: 281 927 191
Email: info@skphopo.cz
<http://www.skphopo.cz/>

Azylové bydlení
For men and women
Address: Olbramovická 703, 140 00 Praha 4
Telephone: 241 713 575
Email: ssmc12@centrum.cz
<http://socsluzbymc12.wz.cz/>

Azylový dům pro ženy oběti domácího násilí s utajenou adresou
For women and families with children (esp. domestic violence victims)
Address: Podolská 242/25, 147 00 Praha 4
Telephone: 241 432 466
Email: info@rosa-os.cz
<http://www.rosa-os.cz/>

Azylový dům Přemysla Pittra pro děti
For youth younger than 26
Address: Karlovarská 337/18, 161 00 Praha 6 – Ruzyně
Telephone: 235 302 698
Email: azylovydum@dumtriprani.cz
<http://www.dumtriprani.cz/>

Dům Naděje Praha-Záběhlice
For men and women (esp. elderly)
Address: K Prádelně 2, 106 00 Praha 10
Telephone: 272 660 460
Email: zabehlice.praha@nadeje.cz
<http://www.nadeje.cz/>

Dům tréninkového bydlení / azylový dům
For men, women and families with children
Address: Šromova 862/3, 198 00 Praha 98
Telephone: 281 914 376
Email: adsromova@csspraha.cz, mariana.kolackova@csspraha.cz
www.csspraha.cz

Azylový dům pro matky s dětmi
For families with children

Address: Jasmínová 2904/35, 106 00 Praha 106
Telephone: 267 310 683
Email: ckpp10@seznam.cz
<http://www.ckpp10.cz/>

Dům světla – Azylové ubytování

For men and women

Address: Malého 282/3, 186 00 Praha 86
Telephone: 224 814 284
Email: info@aids-pomoc.cz ; miroslav.hlavaty@aids-pomoc.cz
www.aids-pomoc.cz

Dům Gloria - Azylový dům pro ženy a matky s dětmi

For women and families with children

Address: Renoirova 614/7, 152 00 Praha 52
Telephone: 251 552 453
Email: adgloria@charita-adopce.cz
<http://www.charita-adopce.cz/>

Diakonie ČCE - Středisko celostátních programů a služeb
Okres Praha

For men and women

Telephone: 724 039 455
emailscps@diakoniece.cz
[webwww.scps.diakonie.cz](http://www.scps.diakonie.cz)

Azylový dům pro ženy

For men and women

Address: Amortova 1281/7, 143 00 Praha 4
Telephone: 222 586 608
Email: ludmila.tomesova@csspraha.cz
www.csspraha.cz

Azylový dům s ošetrovatelskou službou

For men and women

Address: Modřínová 1699/1, 182 00 Praha 8
Telephone: 222 586 608
Email: ludmila.tomesova@csspraha.cz
www.csspraha.cz

Azylový dům pro muže v Praze

For men

Address: Antonína Čermáka 85/4, 160 00 Praha 6

Telephone: 224 321 873
Email: adpraha@ksrdciklic.cz
<http://www.ksrdciklic.cz/>

OTHER FACILITIES

Centrum sociálních služeb Bohuslava Bureše

Open access day centre

For men and women
Address: Tusarova 60, 170 00 Praha 7
Telephone: 220 184 000
Email: info_cssbb@armadaspasy.cz
<http://www.armadaspasy.cz/>

Středisko Naděje Praha-U Bulhara

Open access day centre

For men and women
Address: U Bulhara 46, 110 00 Praha
Telephone: 775 868 860
Email: ubulhara.praha@nadeje.cz
<http://www.nadeje.cz>

Středisko Naděje Praha-Bolzanova

Open access day centre

For men and women
Address: Bolzanova 7, 110 00 Praha
Telephone: 222 243 434; 775 868 841
Email: bolzanova.praha@nadeje.cz
<http://www.nadeje.cz/>

Azylový dům sv. Terezie

Lodging house

For men and women
Address: Pernerova 336/20, 186 00 Praha
Telephone: 222 313 738
Email: pernerova@charita-adopce.cz
<http://www.charita-adopce.cz>

Centrum sociálních služeb Bohuslava Bureše

Lodging house

For men and women
Address: Tusarova 60, 170 00 Praha
Telephone: 220 184 000
Email: info_cssbb@armadaspasy.cz
<http://www.armadaspasy.cz/>

Noclehárna pro osoby bez přístřeší - loď Hermes

Lodging house

For men and women

Address: Nábřeží Kpt. Jaroše, 130 00 Praha
Telephone: 774986792
Email: hermesaci@seznam.cz ; martin.novotny@csspraha.cz
www.csspraha.cz

Dům Naděje Praha – Žižkov

Lodging house

For men and women
Address: Husitská 110/70, 130 00 Praha
Telephone: 222783957
Email: nocleharna.husitska.praha@nadeje.cz
http://www.nadeje.cz

Středisko Naděje Praha - Na Slupi

Lodging house

For men and women
Address: Na slupi 1484/12, 128 00 Praha
Telephone: 775 889 601
Email: naslupi.praha@nadeje.cz
http://www.nadeje.cz

EMERGENCY HOTLINES AND EMERGENCY CRISIS CENTRES

EMERGENCY HOTLINES

Pražská linka důvěry – non stop emergency hotline
telephone: 222 580 697
email: linka.duvery@csspraha.cz
chat: www.chat-pomoc.cz

Linka psychopomoci- emergency hotline
telephone: 224 214 214
service: Mon – Fri: 9-21 o'clock

Centrum krizové intervence - non stop emergency hotline
telephone: 284 016 666
service: nonstop

SOS centrum Diakonie – emergency hotline
telephone: 222 521 912, 777 734 173
service: Mon- Fri: 9-20 o'clock

Růžová linka – emergency hotline **for children and minors**

telephone: 272 736 263,
service: Mon- Fri- 8-20 o'clock, Sat-Sun- 14-20 o'clock

Dětské krizové centrum – non stop emergency hotline **for children and youth under 26**
telephone: 241 484 149

Linka bezpečí – non stop emergency hotline and online **counseling for children and youth under 18 (for students under 26)-no phone charge**
telephone: 116 111
Email: lb@linkabezpeci.cz
Chat: chat.linkabezpeci.cz
service: nonstop

EMERGENCY CRISIS CENTRES, COUNSELING CENTRES

Krizové centrum RIAPS - non stop
address: Chelčického 39, Praha 3
telephone: 222 586 768 222 582 151
service: nonstop

Centrum krizové intervence – non stop emergency crisis centre
address: Ústavní 91, Praha 8 (compound of Bohnická léčebna)
telephone: 284 016 666
service: nonstop

SOS centrum Diakonie- emergency crisis centre, online counseling
telephone: 222 521 912, 777 734 173
email: sos@diakoniecce.cz
service: Mon- Fri: 9-20 o'clock

SPECIALIZED HOTLINES, CRISIS CENTRES AND COUNSELING CENTRES

Acorus – non stop emergency hotline for **domestic violence victims**
telephone: 283 892 772, 605 370 397
service: nonstop

Antidiskriminační linka – **hotline for victims of violence, hatred and discrimination**



Antidiskriminační linka – **hotline for victims of violence, hatred and discrimination** (Roma, minorities, foreigners, etc.)
free telephone: 800 307 307
service: Mon-Fri: 9-17 o'clock

Aqua vitae – hotline for **women, who need help regarding pregnancy, motherhood, etc.**
telephone: 800 108 000
service: Mon: 16-22 o'clock, Wed: 15-19 o'clock, Thur: 19-22 o'clock

Linka pro ženy a dívky – emergency hotline **for women and girls**
Tel: 603 210 999
service: Mon-Fri: 8-20 o'clock (except holidays)

Česká společnost AIDS pomoc, o.s.- internet counseling and asylum house **for people at risk of AIDS**
telephone: 224 814 284
email: aids-pomoc@iol.cz
service: Mon-Fri: 8-16 o'clock

Linka AIDS pomoci nejen pro nemocné – free hotline for issues regarding **AIDS and HIV**
Tel: 800 800 980
service: nonstop

La Strada ČR, o.p.s.- non stop hotline for **victims of trafficking and exploited persons**
telephone: 222 717 171
service: nonstop

DONA linka – non stop hotline for **persons at risk of domestic violence, their family, and their friends**
Telephone: 251 511 313
service: nonstop

Krizová telefonní SOS linka- hotline for **abused and lonely women and victims of domestic violence**
Telephone: 241 432 466, 602 246 102 (Mon – Fri: 9,00 - 18,00 o'clock, except holidays)
service: Mon + Tue : 9,00 - 18,00 o'clock; Wed + Thus : 9,00 - 16,00 o'clock; Fri: 9,00 - 15,00 o'clock

Dětské krizové centrum – crisis **centre for children and youth under 26**
address: V Zápolí 1250, Praha 4
telephone: 241 480 511
service: Mon: 8-16 o'clock, Tue: 8-18 o'clock, Wed: 8-16 o'clock, Thur.: 8-18 o'clock, Fri: 8-14 o'clock

Drop in linka- hotline **for people with drug problems**
address: Karolíny Světlé 18, Praha 1
telephone: 222 221 431
Nonstop service.

Poradna pro ženy a dívky- counseling for **women** in difficult situation
address: Voršilská 5, Praha 1
telephone: 224 930 661, 224 933 943, 603213826
service: Mon – Fri: 8-20 o'clock (except holidays)

Kontaktní centrum SANANIM – centre for **people with addiction or at risk of becoming addicted on drugs**
address: Osadní 2 Praha 7
telephone: 283 872 186
service: Mon:13-20 o'clock, Tue + Wed +Thur- 9-20 o'clock, Fri:12-20 o'clock, Sat + Sun: 13-20 o'clock

Poradna pro dětské oběti násilí RŮŽOVKA- counseling centre for **child victims of domestic violence**
address: Ruská 87, Praha 10
telephone: 272 736 263
service: Mon- Fri: 8-20 o'clock, Sat-Sun: 14-20 o'clock

Kontaktní centrum SANANIM – centre for

Prev-Centrum, o.s. – center **for drug addicts and people at risk of addiction or persons on need of counseling regarding drug addiction**
address: Meziškolská 1120, Praha 6
telephone: 233 355 459, 777 161 138
email: poradna@prevcentrum.cz
service: Mon- Thur: 8-18 o'clock, Fri: 8-16 o'clock



Společnost pro studium sekt a nových náboženských směrů- counseling on issues related to **radical religious views, alternative religiosity, sects and sectarianism**
address: Husníkova 2075, Praha 13
telephone: 257 314 646, 777 143 001
email: sekty@sekty.cz
service: Tue: 15,30 - 17 o'clock

Bílý kruh bezpečí- help to **crime victims**
U Trojice 2, 150 00, Praha 5
Tel: 257 317 100
Web: www.bkb.cz

ROSA- help for **women and victims of domestic abuse**
Podolská 242/25, 147 00, Praha 4
Tel: +420 602 246 102, 241 432 466
E-mail: poradna@rosa-os.cz
Web: www.rosa-os.cz , www.stopnasili.cz

Dětské krizové centrum, o. s.
V Zápolí 1250, 141 00, Praha 4
tel./fax: 241 480 511, 241 483 853
mobil: 777 664 672
SOS: +420 777 715 215
E-mail: dkc@ditekrize.cz
ambulance@ditekrize.cz
Web: <http://www.linkaduverydkc.cz>
<http://www.ditekrize.cz/>

Kontaktní centrum SANANIM – centre for **people with addiction or at risk of becoming addicted on drugs**
address: Osadní 2 Praha 7
telephone: 283 872 186
service: Mon:13-20 o'clock, Tue + Wed +Thur-9-20 o'clock, Fri:12-20 o'clock, Sat + Sun: 13-20 o'clock

Poradna pro dětské oběti násilí RŮŽOVKA- counseling centre for **child victims of domestic violence**
address: Ruská 87, Praha 10
telephone: 272 736 263
service: Mon- Fri: 8-20 o'clock, Sat-Sun: 14-20 o'clock

Prev-Centrum, o.s. – center for **drug addicts and people at risk of addiction or persons on need of counseling regarding drug addiction**
address: Meziškolská 1120, Praha 6
telephone: 233 355 459, 777 161 138
email: poradna@prevcentrum.cz
service: Mon- Thur: 8-18 o'clock, Fri: 8-16 o'clock

Společnost pro studium sekt a nových náboženských směrů- counseling on issues related to **radical religious views, alternative religiosity, sects and sectarianism**
address: Husníkova 2075, Praha 13
telephone: 257 314 646, 777 143 001
email: sekty@sekty.cz
service: Tue: 15,30 - 17 o'clock

Bílý kruh bezpečí- help to **crime victims**
U Trojice 2, 150 00, Praha 5
Tel: 257 317 100
Web: www.bkb.cz

ROSA- help for **women and victims of domestic abuse**
Podolská 242/25, 147 00, Praha 4
Tel: +420 602 246 102, 241 432 466
E-mail: poradna@rosa-os.cz
Web: www.rosa-os.cz , www.stopnasili.cz
Dětské krizové centrum, o. s.
V Zápolí 1250, 141 00, Praha 4
tel./fax: 241 480 511, 241 483 853
mobil: 777 664 672
SOS: +420 777 715 215
E-mail: dkc@ditekrize.cz
ambulance@ditekrize.cz
Web: <http://www.linkaduverydkc.cz>
<http://www.ditekrize.cz/>

NONSTOP CONTACTS

Linka důvěry RIAPS 222 580 697 – **any problems Nonstop**

Linka bezpečí 116 111 – **children, any problems Nonstop**

Linka důvěry CKI 284 016 666 – **any problems Nonstop**

Linka důvěry DKC 241 484 149, +420 777 715 215- **Abused and molested children Nonstop**

Bílý kruh bezpečí 116 006 – **crime victims Nonstop**

Dona linka 251 511 313 – **domestic violence victims Nonstop**

INFO a SOS Linka La Strada 222 717 171
forced prostitution, trafficking victims

OTHER CONTACTS

Poradenská linka K-centrum 353 222 742
– **Drug addicts and people at risk of addiction**

Centrum krizové intervence 284 016 666 –
Any problems

JOBS ON THE INTERNET

www.jobs.cz

www.jobmaster.cz

www.prace.cz

www.sprace.cz

www.hledampraci.cz

www.zamestnani.cz

www.prace.centrum.cz

www.hotjobs.cz

www.jobpilot.cz

www.annonce.cz

www.volnamista.cz

www.dobraprace.cz

www.profesia.cz

www.grafton.cz/nabidka-prace

www.monster.cz

www.nabidky-prace.cz/

www.tip-prace.cz/

www.qprace.cz/

[http://cz.indeed.com/](http://cz.indeed.com/prace.bazos.cz)

prace.bazos.cz

www.inwork.cz

PART-TIME JOBS

www.brigady.cz

www.student.cz

www.brigady.vzdelani.cz

www.nabrigadu.cz

www.jobs.cz

www.fajn-brigady.cz/

cz.indeed.com/Brigada-jobs-in-Praha

WORKFORCE AGENCIES

www.majora.cz

www.adecco.cz

www.unijob.cz

www.student.cz

STIMUL

Na žertvách 2196/34 • 284 821 008

Axial Personnel Agency, s.r.o.

Zprostředkovatel práce

Hyberská 1009/24 • 234 715 000

Grafton Recruitment, s.r.o. (Praha)

1079/, Na Poříčí

242 456 400

Synergie, s. r. o.

Sokolovská 366/84

226 066 011

Aprofes, s.r.o.

Freyova 82/27

603 456 779

ACCOMMODATION OFFERS ON THE INTERNET

www.bydleni.cz

www.sreality.cz

www.byty.cz

www.spolubydlici.cz

www.bydlime.cz

www.nemovistosti.cz

www.spolubydleni.cz

www.bezrealitky.cz

[http://www.rprgreality.cz/index2.](http://www.rprgreality.cz/index2.php#pronajem)

php#pronajem

<https://www.bezrealitky.cz/>