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GUIDELINES FOR FOREIGN RESEARCHERS

… and guidance for international staff, students and guests

The mission of CEITEC Welcome Office is to provide information and assistance to our foreign employees and CEITEC Ph.D. students. We would like to help them minimize the bureaucratic burdens they might encounter so that they can better focus on the research issues. The services are offered before arrival and continue throughout their entire sojourn at CEITEC.

A good way to begin is to read the ***CEITEC Manual for Employees*** that can be downloaded [here](https://www.ceitec.cz/informace-mu-2017-06-20-en/f35142). The aim of this document is to provide general information about employment of international scientists in a form of a checklist of to dos before and after their arrival. Links to forms, documents and necessary contacts are also included.

**Our support service includes:**

* **Entry and residence permits**: all necessary information before/upon arrival and during the stay in the Czech Republic
* **Accommodation**: information and advice regarding general issues on everyday life in Brno (e.g. bank account, telephone, internet, public transport, driving license/car, foreign languages and sports classes, multilingual doctors/physicians)
* **Activities in Brno**: recommendations and tips for recreational activities and leisure time in Brno and the surrounding area.
* **Networking and integration**: specially organized events for networking and social integration for you and your family!

## Contact

Feel free to contact us in case you need some assistance, help and/or advice: [Welcome service](https://www.ceitec.eu/welcome-service/t9794)

[**Bc. Zdenka Bártová**](https://www.ceitec.cz/welcome-services-pokus/u90283?text=3080)**,** *Welcome Office Manager*

**Phone**: +420 54949 3463

**Mobile:** +420 775 473 911

**E-mail**: [zdenka.bartova@ceitec.muni.cz](mailto:zdenka.bartova@ceitec.muni.cz)

**Office**: [Kamenice 753/5, building A35, Brno 625 00](http://maps.google.com/maps?q=Kamenice+753%2F5%2C+Brno%2C+625+00)

IMMIGRATION

## EU citizens

**EU citizens** are citizens of Austria, Belgium, Bulgaria, [Croatia](http://www.mvcr.cz/mvcren/article/information-related-to-the-accession-of-the-republic-of-croatia-to-the-european-union.aspx), Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Citizens of Iceland, Liechtenstein, Norway and Switzerland have similar rights as EU citizens.

### Entering the Czech Republic, duties, length of stay

One of the obligations ensuing from the [**Act on the Residence of Foreign Nationals**](http://aplikace.mvcr.cz/sbirka-zakonu/ViewFile.aspx?type=c&id=5978)  for citizens of the EU, Iceland, Norway, Liechtenstein, or Switzerland is the "**reporting requirement**" in the event that the length of the intended stay in the Czech Republic is longer than 30 days. In this situation, within 30 days of entering the Czech Republic, an individual is required to report his/her presence to the appropriate [**Foreign Police Department**](http://www.policie.cz/clanek/oddeleni-pobytovych-agend.aspx) that holds jurisdiction in the location of his/her stay in the Czech Republic.

This obligation does not apply if the person providing accommodation submits the registration forms on behalf of the citizen of the EU.

Citizens of the EU are also bound to [**report the change**](http://www.mvcr.cz/mvcren/article/reporting-changes.aspx) of surname, marital status, changes in data contained in the residence card (i.e. certificate of temporary residence or permanent residence permit). In case of a stay without any residence card, these changes are to be reported to the Foreign Police. In case any residence permit/certificate was issued, changes are reported to the MOI. Citizens of the EU, Iceland, Norway, Liechtenstein or Switzerland can temporarily stay in the Czech Republic without any special permit, solely on the basis of a travel document or an identity card.

If they intend to stay in the Czech Republic for longer than 3 months, they can request a [**certificate of temporary residence**](http://www.mvcr.cz/mvcren/article/temporary-residence.aspx) or a [**permanent residence permit**](http://www.mvcr.cz/mvcren/article/eu-citizens-and-their-family-members-permanent-residence.aspx) to be issued.

### The duties of foreign nationals

Non-EU citizens are particularly required to **report changes to the following within 3 working days**:

1. name / surname
2. marital status (marriage, divorce, widow/er/hood)
3. information in your travel document/identity document including its replacement
4. information in documents issued pursuant to the Act on the Residence of Foreign Nationals (e.g. in your residence permit)

The citizen of an EU is obliged to report the place of stay to the foreign police of the Czech Republic within 30 days of entering the Czech Republic and if the intended stay in CR is longer than 30 days. This obligation also applies to a family member of an EU citizen, if this citizen stays in CR. The obligation to report the place of stay to the foreign police does not apply to the foreigner who fulfills this obligation at the accommodation providers.

You are required to **report a change in the place of residence within 30 working days**, if the change in the place of residence is expected to last longer than 180 days.

Foreign national is also required:

* **hand in the document** issued pursuant to the Act on the Residency of Foreign Nationals **3 days before**[**ending residency**](http://www.mvcr.cz/mvcren/article/ending-and-revoking-a-residence-permit-and-leaving-the-cr.aspx)**in the CR at the latest**, with the exception of visa and travel identity documents, if these were issued for the purpose of travelling out of the country; foreign national is required to hand the document in to the authority who issued it
* [**report loss, destruction, damage or theft of documents**](http://www.mvcr.cz/mvcren/article/third-country-nationals-reporting-changes.aspx?q=Y2hudW09NA%3d%3d)**within 3 days of this event occurred**; if this event occurs in this country, the foreign national reports it to the authority who issued this document, if this event occurs outside this country, the foreign national reports it to the Czech embassy; the foreign national is similarly required to report that he/she found or acquired a document that was previously reported lost or stolen
* **report loss or theft of travel documents to the police immediately**

### Residence types

#### Temporary and Permanent residence

For an EU citizen, the certificate of temporary residence is not a condition of their stay in the Czech Republic, therefore it is up to them whether they request this certificate be issued or not.

Citizens of the EU/EEA and Switzerland have the same legal status as residents. It is not necessary to make difference between long-term and short-term stays. However, in practice, it is convenient to tell **short-term** stays, ie. temporary employment contracts (DPP or DPČ) from **long-term** stays, ie. Longterm labour contracts.

### Application Proceedings

BEFORE ARRIVAL:

**Tax residency, social security and health insurance**

* If an employee works in the CR only, he/she will become Czech resident for taxation purposes (tax resident).
* Beside the tax residency, it is necessary to determine the country where the employee will make social security and health insurance payments.
* If an employee runs business or has other sources of income outside the CR, it is necessary to determine where he/she will be a tax resident and where he/she will pay social security and health insurance.

**Health travel insurance**

Is not compulsory, but recommended for the period between arrival and the date of the beginning of employment.

AFTER ARRIVAL:

**A foreign employee from the EU should take the following steps after arriving in the CR:**

* register his/her stay at the Foreign Police Inspectorate within 30 calendar days (in case of a stay longer than 30 days, unless the provider of accommodation does so) at the following address. Unfortunately providers of accommodation often neglect the obligation to register a flat-dweller stay. Hence we recommend our foreign employees to look after registration process by themselves. It is possible to make an appointment and get personal assistance.

**Foreign Police Brno – Department of Agenda of Stay (Oddělení pobytových agend Brno)** address: Cejl 62b, 602 00 Brno, phone: +420 974 628 131

* open a current bank account (does not apply to short-terms contracts: DPP, DPČ)
* get Social Security number from the Municipal Social Security Administration (Městská správa sociálního zabezpečení | MSSZ). A personal visit is necessary, representation by another person is possible with the original of a travel document only. (does not apply to DPP with an income of up to 10 000 CZK per month)
* other: accommodation, assistance to family members (school, employment), integration activities, etc.

**Employer’s obligations after the arrival a foreign employee:**

* notify the regional office of the Public Employment Service (Úřad práce) of the researcher’s employment
* register the researcher with the regional office of the Social Security Administration (Městská správa sociálního zabezpečení)
* register the researcher with the health insurance provider (zdravotní pojišťovna)
* inform the Revenue Office (Finanční úřad) through a report (to be submitted 1x a year) A copy of the foreign employee's travel document is needed.

BEFORE DEPARTURE:

* close the current bank account
* inform the employer which foreign bank account the last payment / settlement shall be sent to
* get confirmation of insurance
* get confirmation of participation in the pension system
* tax reimbursement (if relevant)
* contact the new host country
* settle all commitments and leave accommodation

## Non EU citizens

A third-country national is a citizen of a state that is **not**member of the EU **nor** a citizen of Iceland, Liechtenstein, Norway or Switzerland.

Unlike employees from the EU, difference between short-term (up to 90 days) and long-term stays (over 90 days) must be made.

### Entering the Czech Republic, duties, length of stay

Non-EU citizens are particularly required to **report changes in the following within 3 working days**:

1. name / surname
2. marital status (marriage, divorce, widow/er/hood)
3. information in your travel document/identity document including its replacement
4. information in documents issued pursuant to the Act on the Residence of Foreign Nationals (e.g. in your residence permit)

You are required to **report a change in the place of residence within 30 working days**:

1. if you are the holder of a **long-term visa**, then this duty only applies in the event that this change in the place of residence will last for over 30 days.
2. if you are the holder of a **long-term residence**, then this duty only applies in the event that such a change in the place of residence lasts for longer than 180 days.

**Foreign national is also required:**

* **to hand in the document** issued pursuant to the Act on the Residency of Foreign Nationals **3 days before**[ending residency](http://www.mvcr.cz/mvcren/article/third-country-nationals-ending-and-revoking-a-residence-permit-and-leaving-the-cr.aspx)**in the Czech Republic at the latest**, with the exception of visa and travel identity documents, if these were issued for the purpose of travelling out of the country; foreign national are required to hand the document in to the authority who issued it,
* [to report loss, destruction, damage or theft of documents](http://www.mvcr.cz/mvcren/article/third-country-nationals-reporting-changes.aspx?q=Y2hudW09NA%3d%3d)**within 3 days from the date of the occurance of the event**; if this event occurs in this country, the foreign national reports it to the authority who issued this document, if this event occurs outside this country, the foreign national reports it to the Czech embassy; the foreign national is similarly required to report that he/she found or acquired a document that was previously reported lost or stolen,
* **to immediately report loss or theft of travel documents to the police**,

### Visa and Residence types

#### Visa for stay of up to 90 days (short-term)

A short-term stay is **a stay of a maximum of 90 days during any 180-day period**, which means a period of 180 immediately preceding each day of stay (note: the length of stay is calculated according to the entry and exit stamps entered into the relevant travel document at the border-crossing point). For the purposes of such short-term stays, European legislation divides third countries into those whose citizens [**must hold a visa**](http://www.mzv.cz/jnp/en/information_for_aliens/short_stay_visa/list_of_states_whose_citizens_are/index.html), and those whose citizens are [**exempt of such conditions**](http://www.mzv.cz/jnp/en/information_for_aliens/short_stay_visa/list_of_states_whose_citizens_are_exempt/index.html) for entry and short-term stay in the territories of the states applying a common visa policy.

The application is to be submitted in person at the **Czech Embassy Abroad**.

**What is necessary for the application for the short-term scientific visa:**

All documents must be completed in Czech or officially translated into Czech.

* **application form** (ie. the “black-and-white application”)
* travel document **(passport)**
* applicant’s **photograph** (2x)
* **document stating the purpose of his/her stay** (e.g. an invitation letter with a short description of the scientific activity at the given period, a document of a legal-work relationship with the host institution, etc.)
* **confirmation of accommodation** or evidence of sufficient funds for accommodation (e.g. a confirmation of accommodation in a student dormitory). For the sake of simplification Confirmation of accommodationis usually issued by a student dormitory, researchers may find accommodation according to their requirements after arrival.
* **document proving the existence of sufficient financial funds** to cover the period of the expected stay as well as necessary expenses for the return journey to the country of origin or place of residence or for transit to a third country (e.g. a copy of an international credit card, document of employment or other contract giving information on an employee’s income)
* information on the applicant’s intention to leave the territory of the CR / Schengen area before the visa expiration (e.g. ticket reservation, document of financial funds, document of employment, document of ownership of a real estate, document proving family or work relations etc.)
* **proof of travel health insurance for two months**; the regime of an employee applies afterwards. Health travel insurance can be arranged through a commercial insurance company (health travel insurance valid in all Schengen countries); it can be also arranged through an insurance company in the country of origin/in the country of the application’s submission, but in that case it has to be officially translated into Czech.

AFTER ARRIVAL:

* register your stay at the Foreign Police Inspectorate within 3 working days (unless the provider of accommodation does so), at the following address. Unfortunately providers of accommodation often neglect the obligation to register a flat-dweller stay. Hence we recommend our foreign employees to look after registration process by themselves. It is possible to make an appointment and get personal assistance (including translation facilities).

**Foreign Police Brno – Department of Agenda of Stay Brno (Oddělení pobytových agend Brno)** address: Cejl 62b, 602 00 Brno, telephone number: +420 974 628 131

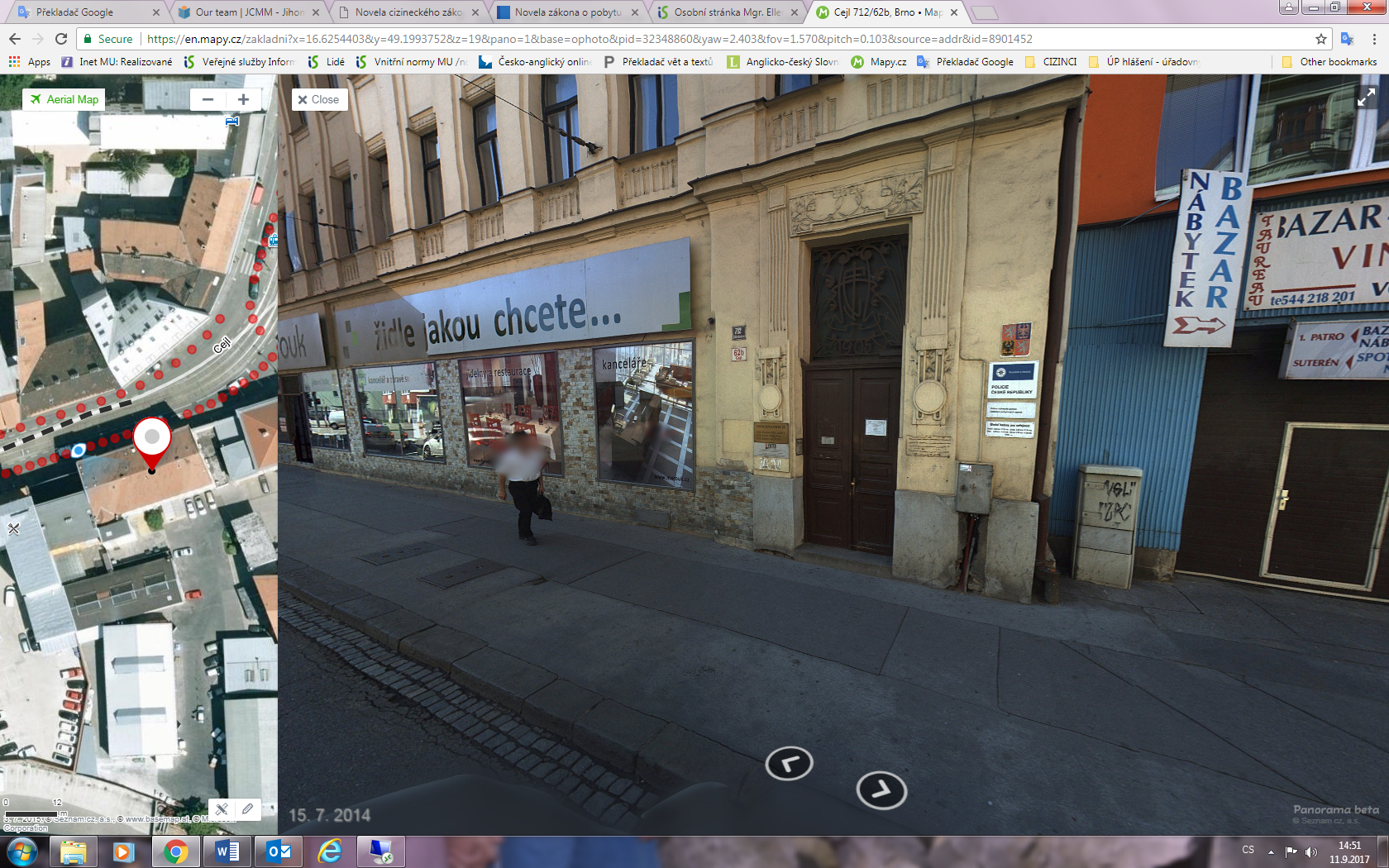
* get Social Security number from the Municipal Social Security Administration (Městská správa sociálního zabezpečení | MSSZ). If the employee already has a Social Security Number (or Identification Number / Rodné číslo) (e.g. from previous employment in the CR), this obligation becomes void. A personal visit is necessary, representation by another person is possible with an original of a travel document only (does not apply to DPP with an income of up to 10 000 CZK per month).

**Employer’s obligations after the arrival of a foreign employee:**

* notify the regional office of the Public Employment Service (Úřad práce) of the researcher’s employment
* register the researcher with the regional office of the Social Security Administration (Městská správa sociálního zabezpečení)
* register the researcher with the health insurance provider (zdravotní pojišťovna)
* inform the Revenue Office (Finanční úřad) by means of a report (to be submitted 1x a year). A copy of the foreign employee's travel document is needed.

BEFORE DAPARTURE:

* close the current bank account
* inform the employer what foreign bank account the last payment / settlement shall be sent to
* get confirmation of insurance
* get confirmation of participation in the pension system
* tax reimbursement (if relevant)
* contact the new host country
* settle all commitments and leave

**Map:** Foreign Police Brno – Department of Agenda of Stay Brno (Oddělení pobytových agend Brno)

**Foreign Police – Department of Agenda of Stay Brno, address: Cejl 62b**

#### Long-term residence (over 90 days) - the purpose of "scientific research"

**SCIENTIFIC PERMIT** (long-term stay permit for the purpose of scientific research)

You are entitled to file an application for a long-term residence permit for the purpose of scientific research at an [**embassy**](http://www.mzv.cz/jnp/cz/o_ministerstvu/adresar_diplomatickych_misi/ceske_urady_v_zahranici/index.html), if you have signed a hosting agreement with a research organisation and intend to temporarily stay in the Czech Republic for more than 3 months.

The application for a long-term residence permit for the purpose of scientific research can also be filed in CR at the [**MOI**](http://www.mvcr.cz/mvcren/article/contacts.aspx) office, if you are already residing in the Czech Republic on a long-term visa or on a long-term residence permit issued for a different purpose.

Ministry of the Interior “MOI” (Department for Asylum and Migration Policy – **“OAMP” Immigration Office**):

**Address:** Hněvkovského 65, Brno

**Office Hours:** Monday + Wednesday: 08:00 – 17:00, Tuesday + Thursday: 08:00 – 14:00

Friday is closed unless you have been invited for interrogation.

Appointment may be scheduled at **543 213 313**.

**How to get to the MIO:**

**By bus:** there is a bus stop *Hněvkovského* right in front of the gate to the alley leading to the Immigration office.

Buses no. 40, 48, 59, 67, /tram 12/ leave from *Úzká* (in front of Vaňkovka shopping mall or the tram stop #12)

**By tram:** tram no. 12 to the terminal stop *Komárov*. Then take one of the busses mentioned above from Komárov bus stop or 10min walk down the Hněvkovského street.

**By car**: there is a parking lot right pass the gate to the alley leading to the the Immigration Office.

### Application Proceedings

BEFORE ARRIVAL:

**Along with the application for a long-term residence permit for the purpose of scientific research, you are obliged to submit:**

All documents must be completed in Czech. Please do not hesitate to ask for help.

* **Hosting Agreement** issued by the research organisation in Czech and English.

The hosting agreement does not replace the employment contract

* Written **commitment of the organisation** (original copy; compulsory appendix to the Hosting Agreement), to cover any costs incurred in connection with the researcher’s stay in the territory after the expiration of the stay permit, including costs incurred in connection with his/her leaving the territory, provided that such costs have been incurred within 6 months after the expiration of the hosting agreement and have been paid from public funds
* **Travel health insurance** for two months
* **Criminal record** from the country of origin (officially translated into Czech)
* **Criminal records from any country** where the employee has stayed longer than 6 months in the past 3 years (officially translated into Czech)
* Travel document **(passport)**
* Applicant´s **photograph** (2x)
* **GREEN application** form for a long-term stay permit for the purpose of scientific research – must be filled out in Czech (the form is available at the embassy, Foreign Police Inspectorate or the Department for Asylum and Migration policy of the Ministry of Interior of the CR, further as: OAMP MV <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-application-forms.aspx>
* Application fee
* on request: medical report; in case of a well-founded suspicion that the person suffers from a serious disease only

The requirements for the application shall not be older than 180 days except for the travel document and the photograph of the foreign national if it corresponds to his/her actual appearance.

In the event of a positive processing of an application filed at an embassy, you are obliged to submit proof of  [**travel medical insurance**](http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-travel-medical-insurance-during-a-stay-longer-than-90-days.aspx) valid from the date of entry till the date you will be covered by public health insurance and, at the same time, upon request, submit a document on having paid the insurance premium. A long-term visa for the purpose of receiving a long-term residency permit can be issued by the embassy, if you have a general [**visa requirement to enter the EU**](http://www.mzv.cz/jnp/en/information_for_aliens/list_of_states_whose_citizens_are/index.html).**If the application is filed in the Czech Republic, submit these requirements directly.**

Duting the validity of your long-term residence permit for the purpose of scientific research, as a holder of this permit you are covered by public health insurance, such as holders of a permanent residence permit.

The time-limit for issuing a decision on an application for a long-term residence permit for the purpose of scientific research is 60 days.

**With the application for an extension of validity of a long-term residence permit issued for the purpose of "scientific research" you must submit:**

* a [**travel document**](http://www.mvcr.cz/mvcren/article/travel-document.aspx),
* a **hosting agreement**,
* **a written commitment** by the research organisation that it will cover the costs relating to your residence as researcher in the Czech Republic after the residence permit expires, including the costs of your departure from the Czech Republic if such costs have been incurred within six months from the date the hosting agreement ends and have been paid from public funds,
* upon request a document proving the fulfilment of conditions set out in the measure of Ministry of Health on prevention of the spread of infectious illnesses ([Medical report](http://www.mvcr.cz/mvcren/article/medical-report.aspx)).

AFTER ARRIVAL:

* open a current bank account
* get the confirmation of accommodation is usually issued by a student dormitory for the sake of simplicity;
* researcher may find accommodation according to his/her requirements after arrival in Brno, which is to be submitted at the registration at OAMP
* register the stay and have biometric identifiers taken at the police office within 3 working days and collecting biometric data:

**Department of Asylum and Migration Policy (Odbor azylové a migrační politiky; OAMP)**

address: Hněvkovského 30/65, 617 00 Brno

telephone number: +420 543 213 313, +420 974 620 830-1

* pick up of the long-term stay permit card at the same address (app. within 3 weeks). The validity of an entry visa is 60 days, during this period it is necessary to undertake the process of collecting the long-term stay permin including taking a biometric identifiers.
* get Social Security number from the Municipal Social Security Administration (Městská správa sociálního zabezpečení | MSSZ). A personal visit is necessary, representation by another person is possible only with an original of a travel document. (does not apply to DPP with an income of up to 10 000 CZK per month).

**Biometric data**

The Czech Republic has been issuing residence cards containing biometric data - facial image and fingerprints taken by special technical equipment.

Collecting biometric data serves to verify the authenticity of the residence card and confirm the identity of its holder.

Biometric data are collected at selected offices of the Ministry of the Interior (address: OAMP, Hněvkovského 65, Brno) that are adequately technically equipped (offices labeled as “BIO” ). You are subsequently required to collect your residence card at the same office that collected your biometric data within a specified period.

**Fees:** All fees are paid to the MOI CR using stamps (*kolek*) at a specific value.

Activity:

* Issuance of a long-term residence permit - Fee in CZK 2500
* Extension of validity of a long-term residence card - Fee in CZK 2500
* Changes to data in a permanent residence card - Fee in CZK 1000
* Issuance of an “interim visa/residence sticker” – Free of charge

**In connection with biometric data, you are required to:**

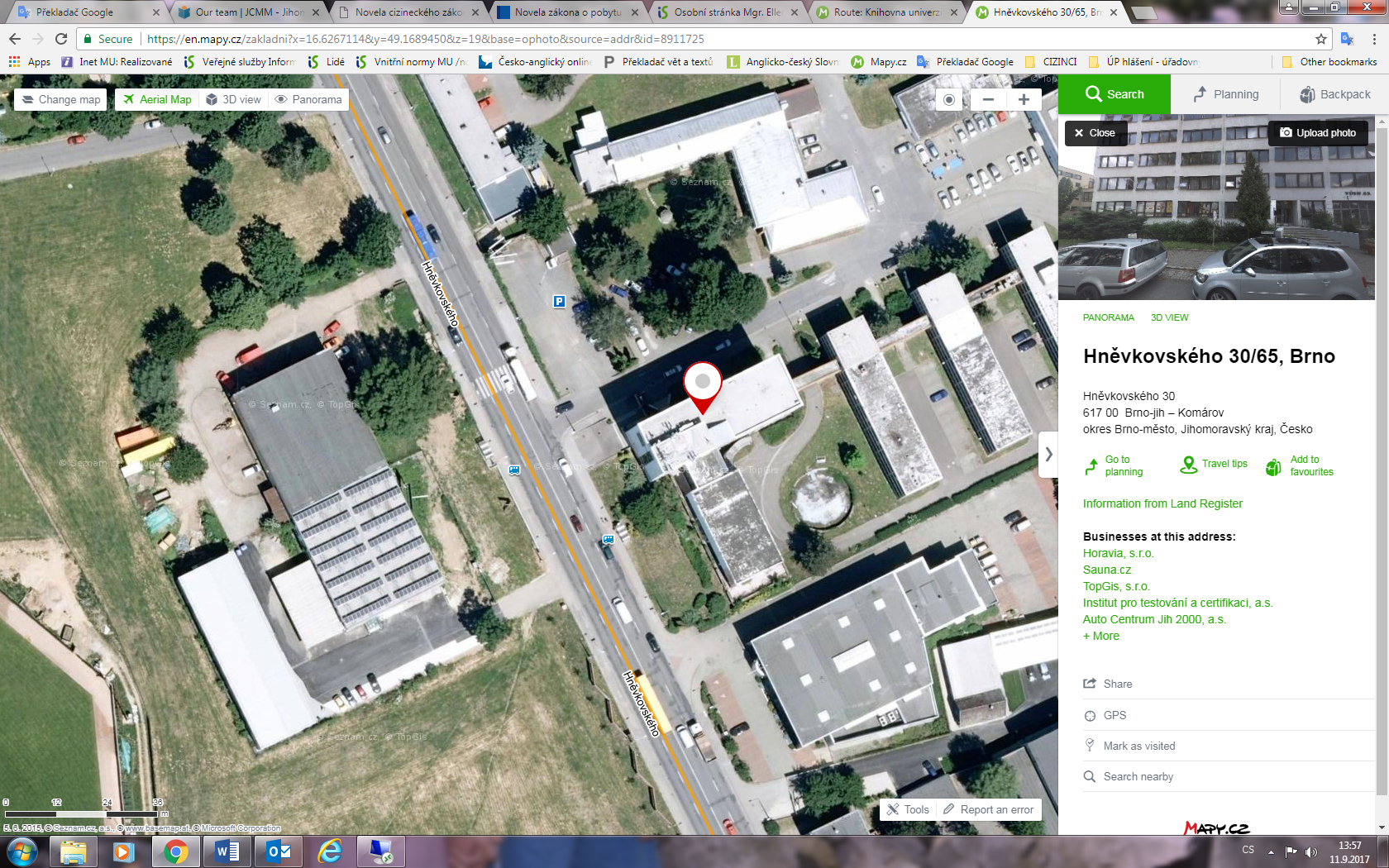
* **present yourself at the Ministry office**in person to provide biometric data and to provide a signature intended for digital processing,
* on demandof the Ministry (if you are resident in the CR),
* if you are issued a long-stay visa for the purpose of collecting a long-term or permanent residence permit within 3 working days of entering the CR (if you were issued a long-stay visa for the purpose of collecting a long-term),
* **comply with the requirement to provide**your biometric data and to provide your signature for digital processing,
* **present yourself**at the Ministry to **collect the residence card**within the specified limit but at latest within 60 days of your biometric data being collected for reasons of verifying your identity, and/or the correctness of the personal details appearing in the card, the functioning of the data chip with your biometric data and the correctness of the processed biometric data contained.

**Ending and revoking a residence permit and leaving the CR**

Three days before ending residency in the CR at latest, you are obliged to hand in the document issued pursuant to the Act on the Residence of Foreign Nationals (i.e. residence permit). You are obliged to hand in the document at an [**MOI office**](http://www.mvcr.cz/mvcren/article/contacts.aspx).

This obligation can also be met by sending the document to the relevant MOI office according to the place (residence) you are registered at in the Czech Republic. If this is the case, it is necessary to send the document by registered mail or insured letter.

**Map:** Department of Asylum and Migration Policy (Odbor azylové a migrační politiky; OAMP)



**OAMP – Foreign Police**

Bus stop:

Direction to the center

Bus stop:

Direction from the center

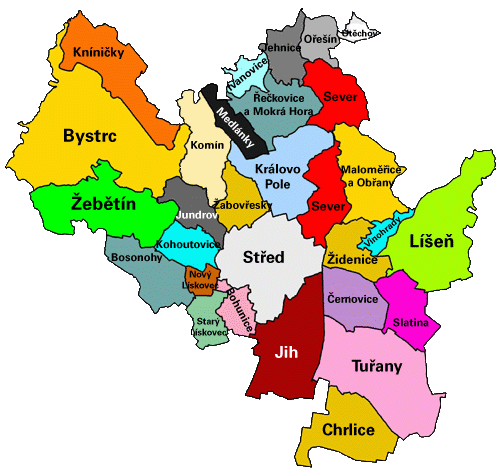
SUPPORT SERVICES

## Accommodation

### Brno City

Brno is the second largest city of the Czech Republic. It is located in region South Moravia. It was a main center of industry in the past. These days it is a science and a technology city.

City of Brno is divided into 29 city parts. CEITEC is located in several of them. Campus of Masaryk University is in Bohunice, Technological campus of Technical university is in Královo Pole. Some of others main buildings are in part called Střed.



### Renting Accommodation

Renting a property is one of the basic concerns when you move abroad, and it can be a serious challenge, because laws and customs differ widely from country to country. The system here in the Czech Republic may involve a few features which you are not familiar with, but in general the real estate scene is not overly complicated, and many regulations and restrictions have been eased in recent years.

Most foreigners – at least when they first arrive here – opt for renting a flat or house. Rental practices here have a number of features that you should be aware of.

**Who to deal with**

It’s best to deal with a reputable agency. Of course individuals certainly can and do offer flats and houses to rent, but be very careful: you may run into problems, particularly when it comes to obtaining proof of ownership (needed for official purposes – see below). Good agencies will make sure that the person leasing the flat is legally entitled to do so, and that the lease contract contains all the necessary and standard provisions.

The usual fee (commission) charged by an agency is equivalent to one month’s rent.

**The lease contract**

You should, of course, be in a position to understand exactly what you are signing. Any agency accustomed to dealing with foreigners should be able to provide you with a lease contract in both - an English and a Czech version (the latter having legal force should there be any question as to interpretation). Many can also supply versions in other major international languages.

**Ownership of the property**

Proof of ownership of the property you wish to rent takes the form of an extract from the property register. This is an important document for two reasons.

First, only the owner (or an individual with power of attorney to represent the owner) can lease a flat or house. However, many flats in the Czech Republic are in fact owned by local authorities, and it is illegal to sublet these flats. Only an extract from the property register ensures that you are renting a flat legally.

Second, in order to register for a long-term stay with the police, you will need to show them your lease (in Czech), the extract from the property register indicating who the flat you are renting belongs to, and a declaration by the owner (“čestné prohlášení”) – signed before a notary public – that states s/he is indeed renting the property to you.

**Rent and security deposit**

Rent is usually paid Monthly, in advance. Rents may be quoted in one of two ways. The first is the basic rent for the flat/house alone plus, separately, the cost of the utilities (electricity, water, gas). The second is an overall rent inclusive of the utilities. You should make sure, when a particular rent is quoted, which of these two systems it reflects. If the utilities are calculated separately, their approximate cost per month is then added to this basic rent to make up the rent you will actually pay each month. (This will be stated in the lease contract.) Once a year the landlord will calculate your real consumption of electricity, water and gas; depending on the results, you will either receive a refund or be required to pay an additional sum to make up the difference. Usually the lease also includes a provision for a security deposit, in most cases equal to one month’s rent. This is paid at the beginning of the tenancy, and kept by the landlord to be returned at the end of the period of occupancy, unless some damage has been caused to the property. In this case, the landlord can retain part or all of the security deposit to cover the cost of repairing the damage.

**Hand-over protocol**

The lease, or (more often) a protocol attached to it, may contain such things as a description of the state of the flat, its contents, the state of the utility metres, etc. The latter in particular is important. You should check that the figures listed for the metres correspond to the reality; otherwise, you might be in for a big surprise when the annual calculation of your consumption of electricity, water and gas is made. The same is true of the description of the flat; you do not want to be held responsible for damage that was actually caused before you started renting the place, or be accused of having made off with something that was not there in the first place.

**Duration of the lease**

Most leases are signed for a period of one year. They may have a clause allowing the lease to be terminated early, in which case the notice period can vary from one to three months. Otherwise, Czech law states that in cases where you wish to break the lease early (or where no termination date has been specified, though this is uncommon, especially in leases for foreigners), you must give three months’ notice.

**Pay attenttion**

Since there is a new Civil Code, that allows to make verbal contracts, you can use it for faster agreements (in case your landlord is away and you need to make some changes). Usually this part of your agreement would be added to the written one as soon as ~~it~~ possible. But it has not to be the case. Also verbal agreement is binding same way as the written one.

### Waste collection fee

The Brno municipality has extended the waste collection fee to all residents – including foreigners. The decision is in accordance with Act no. 174/2012, which came into effect on January 1, 2013. **The official notice on the waste collection fee in 2017:** [here](http://www.brno.cz/en/sprava-mesta/magistrat-mesta-brna/usek-rozvoje-mesta/odbor-zivotniho-prostredi/oddeleni-spravy-poplatku-za-komunalni-odpad/mistni-poplatek-za-provoz-systemu-nakladani-s-komunalnim-odpadem/#c4467888).

The responsibility to pay the fee is placed on individual residents, not landlords or property owners. If utilities are included in your rent, ask your landlord if he or she has also paid the waste collection fee. If not, please follow the easy instructions below.

**EU citizens** have the responsibility to pay waste collection fee when they stay in Brno longer than 3 months (for example, if you arrive on April 28, you don’t have to pay for April, May and June, and you need to pay by July 15) or right after getting a temporary residence certificate (which is optional).

All **non-EU citizens** have the responsibility to pay waste collection fee from the date of registering their residence permit or long-term visa (i.e. right after arriving to Brno).

The fee for current year needs to be paid by May 31 or within 15 days after the commencement date (see above).

**How to register, pay for the waste collection fee and de-register when leaving:**

**1.**

New residents register through the **online form to the Environmental department**:

Residents already registered in previous years don't have to register again, skip this step and proceed to the payment: [here](https://www.brno.cz/sprava-mesta/magistrat-mesta-brna/usek-rozvoje-mesta/odbor-zivotniho-prostredi/oddeleni-spravy-poplatku-za-komunalni-odpad/mistni-poplatek-za-provoz-systemu-nakladani-s-komunalnim-odpadem/formulare-k-vyplneni-online/dotaznik-3/)

If unsure whether you have registered in the past, check your record at the phone number 542 174 307 or 542 174 310 or by email at odpady@brno.cz. They will be able to look up your details in the registry or cross-check with the Foreign Police registry.

The online form is in Czech but English translation is accessible in the official notice: [here](http://www.brno.cz/en/sprava-mesta/magistrat-mesta-brna/usek-rozvoje-mesta/odbor-zivotniho-prostredi/oddeleni-spravy-poplatku-za-komunalni-odpad/mistni-poplatek-za-provoz-systemu-nakladani-s-komunalnim-odpadem/#c4467888). As for the final line of the form – Datum vzniku poplatkové povinnosti (Date of the Commencement) – fill in the date according to your EU vs non-EU status (see above).

**2.**

Pay online to **111220022/0800** with your birth identification number (issued by the Czech

Immigration office as rodné číslo) or your date of birth (in the format DD.MM.YYYY) as the payment’s identification symbol (variabilní symbol).

OR

Pay in cash on Šumavská 33, building A, 9th floor.

The waste collection fee in 2017 is set to 670 CZK per year (same as last year). A reduced fee of 500 CZK per year is to be paid for children up to and including the age of 3 and people aged 70 or over.

**3.**

When you finish your stay in Brno make sure to fill in a **notice of cancellation** and email it to odpady@brno.cz. Otherwise the Environmental Department will still keep you on file and if you decide to come back one day, you will be considered a debtor.

**Frequently asked questions:**

**Is my landlord paying the waste collection fee for me?**

This you will have to ask him/her.

**What if I arrived later in 2017?**

Pay the appropriate share for the months you are staying, i.e. 670 CZK divided by 12 multiplied by number of months remaining in 2017 after the month when the obligation arose. You must register and pay the fee within 15 days after the date of commencement or before the end of May.

**What if I haven't paid last year and now I would like to repay?**

In case you already owe for previous year(s), you should add the appropriate sum to the current payment. You can pay it all at once to the same account with the same identification number.

**I will be moving out before the end of the year. Can I pay less?**

Generally, you are obliged to pay the full year in advance and before moving out you can claim money back for the remaining months. However, if you sent a hard copy of the registration form with the final date of your stay written in and wired proportional amount, that would be accepted. This is not possible through the online form, though.

**Do I have to de-register when leaving Brno or not staying in a following year?**

Yes. Otherwise you would be expected to pay onward and your debt would be rising.

**How do I de-register / check out?**

Fill in a notice of cancellation and email it to odpady@brno.cz with the subject: *Odhlášení cizince.* If you are asking for a return of overpayment, add:

„*Žádám o vrácení přeplatku, který mi vznikl ukončením pobytu v Brně, na č. účtu:* insert your bank account number. This is only possible for Czech bank accounts! If foreign, visit the office in person.

**We are living together with roommates. Do we have to pay for each one of us?**

Yes, the fee is for each individual.

**There are five of us in our family. How many people do I need to register and pay for?**

The third and subsequent child under 15 years of age or under 26 when studying is not subject to the waste collection fee. A reduced fee of 500 CZK/year is to be paid for children up to and including the age of 3 and people aged 70 or over.

**I am moving out but somebody is taking my room. Can I let the fee stand or do we have to cancel one and register the other?**

No. You should have your money for the rest of the year reimbursed and the new tenant should register.

**What if I don’t pay?**

You will be required to pay a fine up to three times the yearly fee; failure to pay can be enforced by seizure of your property.

## Education

### Schools and pre-school facilities in Brno

In the Czech Republic, pre-school facilities (optional) cater to children aged 3 to 6. Compulsory education begins at 6, and lasts until the age of 15. This **primary education** level is divided into two stages, lower primary (grades 1 to 5) and upper primary (grades 6 to 9). Then comes the **secondary education** level, which lasts for 4 years. Beyond this there are two options: what is called the “**upper specialized**” level (two years, for education of a type given by community colleges) and the **tertiary level** (i.e. universities, offering standard Bachelor’s, Master’s and doctoral programmes).

Secondary schools are of three types: grammar schools (“**gymnázium**”, offering a broad, academic education as an ideal preparation for university studies), secondary technical schools (“**střední odborná škola**”, covering a wide range of specialized fields – e.g. chemistry or engineering; these usually lead to university studies – as well as business academies, agricultural schools, music and art schools and many others), and secondary vocational schools (“**střední odborné učiliště**”, offering practical training for future jobs).

What is confusing is that many grammar schools have expanded “down” the academic ladder into the territory of primary schools, becoming in the process what are known as either “eight-year” or “six-year” grammar schools (“osmileté / klasické gymnázium”), which enable young people to enter them at grades 6 and 8 respectively. This type of school is the best example of the extreme selectivity of the Czech education system.

This is the bare bones of the system – fleshing it out is not easy to do in brief. But there are three aspects of the system that are important for foreigners to keep in mind:

● Except for the pre-school level, the Czech educational system is overwhelmingly public.

● At all levels, from primary through secondary to tertiary, the public system is free of charge, while institutions in the private sector are fee-paying.

● Educational institutions that offer teaching solely in a language other than Czech will be private, and hence charge fees. This also holds true for degree programmes at universities that are taught in English.

**Pre-school facilities (“mateřská škola”)**

Brno has a reasonable number of private non-Czech facilities catering to young kids in the pre-school age group. In most cases, the language employed is English. One pre-school education centre offers a bilingual environment (Spanish and French), while another has an English and Czech combination. All of these charge fees.

There is a number of private kindergartens offering various programmes some of which are also in English. Brno also has an English ISB kindergarten <http://www.isob.cz/en/kindergarten/>

**Ponny -** web: [www.ponny-brno.cz](http://www.ponny-brno.cz)

**Safírka -** web: [www.safirka.cz/en/index.php](http://www.safirka.cz/en/index.php)

**Agentura Skřítek –** web: [www.agentura-skritek.cz/agency-skritek](http://www.agentura-skritek.cz/agency-skritek)

**Creative Kids -** web: [www.creativekids.cz](http://www.creativekids.cz)

**Mary Poppins -** web: [www.marypoppins.cz](http://www.marypoppins.cz)

**Kinder-city** - web: <http://www.kinder-city.cz/en/contact/>

**Viki Kids Club -** web: [www.vikikidsclub.cz/eng](http://www.vikikidsclub.cz/eng)

**Primary schools** (“Základní školy”)

At the primary education level the options for those of you seeking a non-Czech education for your children are more limited. The only school that has English as its sole teaching language is the International School of Brno. A number of other schools where Czech is the medium of teaching offer enriched teaching of the English language; in some cases they also offer a few classes in English (at upper levels) or extra-curricular activities in English.

Most schools where the teaching is in Czech will welcome non-Czech-speaking children and do their best to integrate them into the classroom teaching process. There is one school, however, that is more professionally geared to working with children of non-Czech background. This is the primary school at Staňkova 14 in Brno-Ponava (near the Lužánky park), which has special Czech language for foreigners classes and includes intercultural programmes in the curriculum. It also offers individual consultations with parents as a means of overcoming potential problems and cultural misunderstandings.

**International School of Brno**

See above under “Pre-school facilities”. The International School of Brno is the only school in the city providing a full international curriculum for primary education in the English language alone.

**Primary schools with extra language teaching**

Some primary schools in which Czech is the basic teaching language offer enriched English-language classes in early years and, in later years, a limited number of subjects taught in English.

**Základní škola Bakalovo nábřeží**

web: [www.bakalka.cz](http://www.bakalka.cz)

**Anglická základní škola**

web: [www.skolskykomplex.cz/zs/](http://www.skolskykomplex.cz/zs/)

**Primary schools with an integration programme**

**Základní a Mateřská škola Staňkova 14**

web: [www.zsstankova.eu](http://www.zsstankova.eu)

**Základní a Mateřská škola J.A. Komenského**

web: [www.zsnamrep.cz](http://www.zsnamrep.cz)

**Základní a Mateřská škola Chrlice**

web: [www.zschrlice.cz](http://www.zschrlice.cz)

**Základní škola Labyrinth**

<https://labyrinthschool.cz/en/>

Labyrinth supports diversity and variety of perspectives, intrinsic motivation as a prerequisite for appreciation of life-long learning. We guide the pupils to find their own learning strategy, to plan and continuously evaluate the learning process, experience individual and team success. We are proud to serve as a platform for cooperation between the school, family and broader community and to introduce and share innovations in education.

**Secondary schools / Grammar schools (“střední školy / gymnázia”)**

Until recently there was no school with international curriculum covered in English. However, the International School of Brno is offering Cambridge International A Levels programme since September 2013.

As for Czech secondary schools, Brno has to offer few bilingual grammar schools with Czech/French and Czech/Spanish or Czech/English curricula. These are all public schools, two of them with additional support coming from the French and Spanish governments respectively and Czech/English school having project funded from EU. All classes are taught in Czech at first, later a selection is taught in one of the target languages. A pupil has to know Czech to study here but advantage is to have schoolmates understanding foreign language and school supporting multinational environment and supporting foreign students learning Czech.

**International School of Brno**

See above under “Pre-school facilities”.

Following the Cambridge Secondary 1 stage, Grade 9 and 10 students at ISB follow the Cambridge Secondary 2 Programme by taking the IGCSEs (International General Certificate of Secondary Education).The International School of Brno is now also offering Cambridge International A Levels. This allows the school to open the 11th and 12th grades, making it possible for students in Brno to complete an international high school education in English.

Cambridge International AS (11th grade) and A (12th grade) Levels have widespread international recognition as high school/pre university educational qualifications.

**Gymnázium Slovanské náměstí**

web: <http://agb.gymnaslo.cz/>

**I. Německé zemské gymnasium**

web: [www.skolskykomplex.cz/dg/](http://www.skolskykomplex.cz/dg/)

**Gymnázium Matyáše Lercha**

web: [www.gml.cz](http://www.gml.cz)

**Klasické a španělské gymnázium**

web: <http://gyby.netbox.cz>

**Gymnázium Globe, s.r.o.**

web: <http://www.gymglobe.cz/gymnazium-globe/>

**Universities**

**Brief overview**

Over 90,000 students are enrolled in Brno’s five public higher education institutions, one state higher education institution and seven private higher education institutions, giving the city the distinction of having the highest per capita student population in the Czech Republic.

In line with the Central European tradition, there is no single all-inclusive higher education institution. However, the five public institutions taken together offer studies and research activities across the whole range of academic disciplines. These are Masaryk University <https://www.muni.cz/en> (see a full list of all degree programmes offered in English <https://www.muni.cz/en/admissions?lang=en> ), the Brno University of, Technology <https://www.vutbr.cz/en>, Mendel University <http://mendelu.cz/en/?lang=en> the University of Veterinary and Pharmaceutical Sciences Brno <http://www.vfu.cz/index_en.html> and the Janáček Academy of the Performing Arts <http://english.jamu.cz/> . In addition, seven institutes of the Czech Academy of Sciences <http://www.avcr.cz/en/> are located in Brno.

The concentration of so many higher education institutions in Brno has transformed the city into a major international research centre. This is reflected most clearly in the Central European Institute of Technology (CEITEC <https://www.ceitec.eu/> ), a newly-established research institution of regional scope funded by the European Commission that draws on the expertise of staff at Masaryk University, the Brno University of Technology, Mendel University, the University of Veterinary and Pharmaceutical Sciences Brno and several institutes of the Academy of Sciences. Each of its interdisciplinary “core facilities” brings together scientists from across the participating institutions. The research potential in the city also lies behind the decision of the Mayo Clinic, America’s leading medical research group, to cooperate with St Anne’s Faculty Hospital in the creation of a joint biomedical research institute in Brno, the International Clinical Research Centre (ICRC <http://www.fnusa-icrc.org/en/index.html> ).

According to Czech law, universities are forbidden to charge any tuition fees for degree programmes accredited to be taught in the Czech language. This means that even foreigners admitted to such programmes receive their university education free of charge.

In addition to their Czech-language programmes, Brno’s universities also offer a range of degree programmes taught in English. These can be found at all levels – Bachelor’s, Master’s and especially doctoral. For these programmes, the universities charge tuition fees, though in comparison with those in many other countries they are very reasonable.

Finally, in their lifelong-learning programmes, many of the city’s universities include courses or options in languages other than Czech.

### Language schools

**Czech courses and language schools**

Learning language of the society you live in is of the utmost importance for the successful integration. Czech language is not the easiest but still possible to learn and many foreigners did learn Czech at a conversational level sooner or later. When working with international crowd one does not need Czech during office hours but going out, shopping, visiting a doctor, taking part in a public life and making friends requires to learn some Czech. Some workplaces offer language courses for their employees. Ask your boss if there is such option **at your firm**. Third country nationals (non-EU) can take advantage of **free Czech lessons** organized at the Centre for Integration of Foreigners. For all others there are plenty of **language schools** offering Czech courses – short and intensive, semester-long and regular, beginner or advance, group or individual. A group semester-long course costs somewhere around three thousand~~s~~ CZK. In addition to language courses in a classroom you may join some of the **language groups** to practice your skills or tandem language learning. See the language groups at the end of the following list of language schools.

**Free Czech courses for foreigners from 3rd countries (non-EU):**

|  |  |  |
| --- | --- | --- |
| **Organisation:** | | **South Moravian Centre for Integration of Foreigners** |
| **Address:** | | Mezírka 1, Brno |
| **Telephone:** | | 533 433 540, 734 510 213 |
| **E-mail:** | | blahova.michaela@kr-jihomoravsky.cz |
| Website: | | [www.cizincijmk.cz](http://www.cizincijmk.cz) |
| **Short description:** | Courses free of charge for **nationals of third countires**. Regular group courses for beginners and advanced. Intensive weekend courses, courses for children. You have to present your passport with valid long-term residence permit. | |

**Oraganisation:** Language Centre Correct

Website: [www.czech-for-foreigners.cz](http://www.czech-for-foreigners.cz)

**Organisation:** Berlitz

Website: [www.berlith.cz/en/brno/](http://www.berlith.cz/en/brno/)

**Organisation:** Light Point – Language School

Website:

[www.lightpoint.cz](http://www.lightpoint.cz)

**Organisation:** Language school Pelikán

Website:

[www.jazykova-skola-pelikan.cz (Czech only)](http://www.jazykova-skola-pelikan.cz (Czech only))

**Organisation:** Brno English Centre,

Website:

[www.brnoenglishcentre.cz (Only in Czech)](http://www.brnoenglishcentre.cz  (Only in Czech))

**Organisation:** State Language School Brno

Website:

[www.brnoenglishcentre.cz (Only in Czech)](http://www.brnoenglishcentre.cz  (Only in Czech))

**Organisation:** Language school Hello

Website:

[www.hello.cz](http://www.hello.cz )

To practice your language skills from the very beginning you may come to some of the meetings of the Czech for foreigners in Brno group. Many more language groups operate in the city, complete list of the groups find on our page with [links](https://www.brnoexpatcentre.eu/useful-links/).

## Health

### Health and medical services

**Emergencies**

***Serious emergencies***

Day or night, in case of serious emergencies – meaning those that may be life-threatening – you should call **112** (European emergency number). An ambulance will be sent with medical support; you will be examined on the spot, treated or, if necessary, taken to hospital.

***Urgent care***

“Urgent care” is understood as having an injury or illness that is too serious to be dealt with immediately by a general practitioner but not serious enough to call for an ambulance. In such situations, if you cannot go to your registered GP, the place to go to is the **Trauma Hospital of Brno** (“*Úrazová nemocnice v Brně”*, tel. 545 538 111), situated close to the centre of the city at Ponávka 6. The Trauma Hospital has urgent care facilities for both **medical** and **dental** problems.

During normal working hours (weekdays from 7:00 to 17:00), you will normally be referred to the Trauma hospital by your GP. At other times – Monday to Friday 17:00 to 7:00 and Saturdays, Sundays and holidays at all times), you should make your own way to the hospital.

In the case of **children and young people** (up to the age of 18) in need of urgent care, you should turn to the **Children’s Hospital** at Černopolní 9. Urgent care services are available from 15:30 to 7:00 on weekdays and round the clock on Saturdays, Sundays and holidays.

Please, note that for emergency health care you have to pay a nominal charge of 90 CZK for each visit.

***Emergency pharmacy***

In Brno we have only few pharmacies which are open non-stop (24/7):

Lékárna Koliště at Koliště 47 (tel. 545 424 811)

Dr.Max – nearby the main train station – Bašty 413/2 (tel. 542 213 531)

For daily use, consider also **Chytrá lékárna**. A chain of pharmacies with English speaking staff and a wide portfolio of services: [here](http://www.chytralekarna.eu/pharmacies)

**Children’s vaccination**

If you come to the Czech Republic for a period longer than 3 months with your child, you are obliged to follow the Czech law regarding the vaccination of children. Czech law states that every child has to be vaccinated for the following diseases:

Diphtheria, Tetanus, Whooping cough, Haemophilus influenzae B, Viral hepatitis B, Polio, Measles, Rubella, Mumps. All the vaccinations are for free, the state pays for them. You just have to pay for the process, the injection, which is approximately 300 CZK. If you have Czechhealth insurance, injections are for free as well.

The doctor who will take care of your baby has to follow the law of the Czech Republic as well as the law of your home country regarding vaccinations – meaning if your country has another compulsory vaccination, then Czech doctor will apply it to your child but you will have to pay for the vaccination.

For both domestic and travel vaccinations as well travel risk consultancy, consider a

vaccination centre **Avenier**: [here](https://www.ockovacicentrum.cz/cz/vaccin) ation-centres-avenier

**At the doctors**

There are indeed many doctors who speak English (but you have to be patient with them, not all of them speak fluently), nevertheless the nurses often do not speak English. When you go to visit a doctor or a hospital, the nurse is the first person you have to speak with. For this reason, here is a short list of phrases which can be helpful. More helpful phrases can be found at the end of this document.

|  |  |
| --- | --- |
| I'd like to see a doctor | Chtěl/chtěla bych vidět lékaře |
| Do you have an appointment? | Jste objednaný/objednaná? |
| Is it urgent? | Je to naléhavé? |
| I'd like to make an appointment to see Dr ... | Rád/ráda bych se objednal/objednala k Dr. |
| Do you have any doctors who speak English? | Jsou tu nějací lékaři, kteří mluví anglicky? |
| Do you have private medical insurance? | Máte soukromé zdravotní pojištění? |
| Have you got a European Health Insurance card? | Máte kartu evropského zdravotního pojištění? |
|  |  |
| Please take a seat | Prosím, posaďte se. |
| The doctor's ready to see you now. | Lékař vás nyní prohlédne. |

**Doctors**

You are free to choose your general practitioner, though you should check to make sure that s/he has signed a contract with the insurance company with which you have taken out health insurance. If this is not the case, your insurance provider will still reimburse the doctor, but only when it is a case of “essential” or “urgent” treatment. You may also contact your health insurance company and request a list of doctors in your area.

Visits to your doctor are covered by your insurance policy. If you need to visit a specialist, your GP will arrange for this; the financial arrangements are the same as in the case of treatment by your GP.

If you are insured with an insurance company (international one) which does not have an office in the Czech Republic, then you have to pay the doctor in cash, s/he will give you a bill and your insurance company will give you the money back based on the bills. This procedure is not common in the Czech Republic and most doctors are not used to it. However you will be most probably successful if you go to a private doctor. They should be used to it, or at least they are able to provide you with a bill for the service.

**Complete list of doctors and medical facilities in Brno** (in Czech) is available online at the Brno city homepage**. Download a document called *Informační průvodce*:** [here](https://www.brno.cz/sprava-mesta/magistrat-mesta-brna/usek-skolstvi-a-prorodinne-politiky/odbor-zdravi/)

Also note a document on accessibility of medical facilities (in Czech).

**List of medical facilities and doctors able to communicate in other languages** put together and updated by the Centre for International Cooperation, Masaryk university is available on their official website: [here](http://czs.muni.cz/cs/component/content/article/85-incoming-mobility/student/376-incoming-student-practicalities-medical?highlight=YToxOntpOjA7czo2OiJkb2N0b3IiO30=).

## Work and business

### Opening a bank account in Brno

When living and working in Brno you will most probably need to set up a bank account. What makes you decide which bank to go for? The Czech banking sector is quite developed and stable. There are large, international banks that offer a wide scale of products and have on their side experience and stability, but you may need to pay a bit extra on charges (ČSOB, Česká Spořitelna, Komerční Banka, Citibank). If you are looking for low fees and you don’t need any special services, consider one of the low cost banks (Fio Bank, mBank, Equa Bank, Air Bank, Zuno, ...).

While preparing this article, branches of several banks were visited and their offers carefully studied and questions asked. Findings from these enquires are described in the overview below. See for yourself which offer interests you. Please note that this is a selection of banks, there is a much wider range in Brno, but we couldn’t have covered it all.

**Tips for pleasant banking experience:**

* To open an account, you will need two personal identifications - passport and another form of identification (driving license or similar). An official residence permit, work contract or student card might be required, so take it with you. Many banks ask for a deposit when opening a current account (usually from 100 to 1000 CZK).
* As most banks send one of authorization codes to your mobile to confirm internet banking transactions, it is important to have a functional Czech SIM card. [Pafin](http://www.pafin.cz/vlastni-stranky/foreigners/)

**offer special mobile tarifs** for foreigners that might come in handy.

* Look around; there are many offers and many possibilities. Don’t go for the first option offered.
* Be prepared. Know what you want and point out what you are after.
* Ask! Some details and conditions might not be offered if not asked for.
* If you want information only, stress that. Don’t let bankers go for the hard sell and pressure you to close any deals if you don’t feel comfortable.
* Be prepared that some banks’ knowledge of English might not be top notch. Even though all the branches I visited claimed good English, it may not always be true. With some banks you have the possibility to make an appointment with a banker who speaks fluent English.
* Use specialized providers for international money transfers, it is cheaper and with no hidden fees. [For example](http://www.devizy.cz/) (run by Fortissimo co. Ltd) offers very good exchange rates and depending on amounts transferred, low or no fees. [Here](https://www.exchange.cz/) has even better rates but you need to be self employed or have substantial turnovers to be able to close a contract with them. Their website is in Czech only.

### Concurrence of EU Activities, Posting of Workers + Useful Information on Welfare system

1.   Form A1 is attached. Attachment A1 as well as the other EU documents include all European documents (or at least the most important ones) – they always contain situations when you need to use this document and a sample form. Unfortunately, the documents are only in Czech and German languages, we could not find other formats of the documents.

2.    Information on old-age pension in CR

English: <http://www.cssz.cz/en/pension-insurance/old-age-pension.htm>

German: <http://www.cssz.cz/de/rentenversicherung/Altersrente.htm>

3.    Information on sickness benefits in CR

English:[http://www.cssz.cz/en/sickness-insurance/benefits-provided-under- sickness-insurance.htm](http://www.cssz.cz/en/sickness-insurance/benefits-provided-under-%20%20%20%20sickness-insurance.htm)

German:<http://www.cssz.cz/de/krankenversicherung/leistungen-der-krankengeldversicherung.htm>

4.   Information material, guide for migrating persons, practical guide through EU regulations in welfare system and regulations applicable for persons working across EU: <http://www.cssz.cz/cz/evropska-unie/>

5.   Summary of the above given guides (article 4) and summary of the information taken from leaflets about A1 forms (attached):

**If you work in two or more member states:**

In these cases, it is necessary to determine the state where you have the strongest ties. **It is necessary to arrange A1 form (see the information below).**

➥

If your work in two or more member states and if you live in a state where you perform the substantial part of your work activities as an employed or self-employed person you are subject to the legal regulations of the state of your residence.

➥

If you work in two or more member states and you are employed by several companies or employers in various member states you are subject to the legal regulations of the state of your residence, too.

➥

If the state of your residence does not correspond with the state where you perform the substantial part of your activities (if you are employed), or where the center of your activity is (if you are self-employed person), the following rules must be applied:

Employed persons: You are subject to the legal regulations of the member state where the headquarters or place of business of your employer is.

Self-employed persons: You are subject to the legal regulations of the member state where the center of your activities is.

➥

If you work in various member states as an employed and at the same time a self-employed person, you are subject to the legal regulations of the member state where you work as an employee.

➥

The civil servants continue to be subject to the legal regulations of the state where they have their employment contract; even if they work as employees and/or self-employed persons.

**Portable documents**

Solving administrative cases which include cross-border elements, the social security institutions are often forced to exchange the information with the institutions in other member states. Most data are exchanged directly between institutions. In some cases, the information that you need may be provided in the form of a document which can be presented in other member states. Such portable documents which are now in the form of paper document may help you to prove a certain number of entitlements within Europe. The documents are listed in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **The area of welfare system** | **Document** | **Number** | **Previous E form** |
| **Applicable legal regulations** | Certificates regarding the legal regulation in the welfare system applicable for the holder | A1 | E101  E 103 |
|  | Registration for healthcare coverage | S1 | E106  E109  E120  E121 |
| **Sickness benefits** | Scheduled treatment entitlements | S2 | E112 |
|  | Medical care provided to a cross-border worker in the country where he/she used to work | S3 | - |
|  | Entitlement for the coverage of healthcare on the bases of the insurance covering job injuries and occupational diseases | DA1 | E123 |
| **Pensions** | Summary of decisions on pensions | P1 | E205  E207  E211 |
|  | Periods which are taken into consideration for the unemployment benefits | U1 | E301 |
| **Unemployment benefits** | Keeping the entitlement for the unemployment benefits | U2 | E303 |
|  | Circumstances which can influence entitlement for unemployment benefits | U3 | - |

**A1 form**:

A1 form certifies those regulations which are applicable for the form holder within the welfare system.

**You can use it in the situations when you as an employed or self-employed person have your duties in two or more countries within EU.**

**If you are an employed person who occasionally goes to work in another EU country, your employer is obliged to arrange for you the A1 form from an authorized institution in your country (e.g. in CR it is Czech Social Security Administration).**

Employed persons who permanently perform their duty in two or more EU countries, and self-employed persons arrange this form by themselves. Please check which way you are obliged to use. The complete list of institutions can be found at <http://ec.europa.eu/social-security-directory>.

**The application should be submitted prior the beginning of performance in another country. A1 form should be always ready to be used so as either you or your employer are always ready to submit it to the relevant institution in the country where you work proving that you take part in the social security system and showing the country where you are obliged to pay contribution to the welfare system.**

**In case of posting of worker**:

Your employer can send you temporarily to another country to work there. This situation which can happen only under very specific conditions is called “posting of worker”. Provided that the specific conditions are fulfilled (and you are not posted to make up for another person), you can work in another country no more than 24 months, whereas you are still subject to the legal regulations of the “posting” state. The aim is to avoid frequent change of applicable legal regulations in case of a short term stay in abroad that is the reason for limited period.

**Before you leave for the country where you are posted you should obtain “A1” form which declares that you are subject to the legal regulations of the state from which you are posted. This document can be obtained from the institution of a member state where you are insured (“posting” member state).**

The same regulations are applicable for self-employed persons who temporarily perform similar activity in another member state.

## Family life

### Marrying a foreigner

**To begin with**

Plan the place and date of the wedding in advance – there is a list of required documents you will need before the actual ceremony. It can take up to six months to get everything ready.

**Documents needed**

Applies to EU nationals as well as foreigners with permanent or long-term residence.

You – a foreign national – will need to submit these documents to the Registry office together with several other forms (see the section ―Setting a marriage‖).

1) Birth certificate

2) Certificate proving your nationality – e.g. a passport

3) Certificate of no impediment to marriage (*Vysvědčení o právní způsobilosti k uzavření manželství*)

* This certificate must not be older than 6 months.
* It must contain:
* the first names and surnames of the fiancés
* the address of your permanent residence (in either CR or the country of your origin)
* a record of your citizenship
* a confirmation that there are no obstacles for you to enter into a marriage
* a record of your marital status – single, married, widow(er) or living in a registered partnership proving your legal competence to enter into marriage
* the date the document was issued, an official stamp and the name and signature of the official who it was issued by.
* Contact your Embassy and find out whether they can issue this document for you or whether it is necessary for you to visit your country of origin to get it.
* If any of the above mentioned information is missing in the certificate, you will be asked to provide a document proving it – e.g. your citizenship. In case you are not capable of proving some information, it is possible to provide a sworn statement that will have to be certified by a consular officer of your country of origin. In case there is no consular agreement between your country of origin and the Czech Republic, the statement of the consular officer needs to be legalized by the Czech Ministry of Foreign Affairs.
* NOTE: For example, if your marital status or your residence are not mentioned in this certificate, you need to obtain a ― confirmation of your marital status and residence‖ (*potvrzení o rodinném stavu a pobytu*) issued either by your Embassy or your country of origin. It must not be older than 6 months.

4) Certificate of your legal residency status in the Czech Republic

(NOT needed for EU citizens and the states of the European Economic Community)

* Apply at any department of the Foreigners’ Police.
* Here is a list of departments in the South Moravian Region: [here](http://www.policie-cr.cz/1233-cizinecka-policie-brno-jihomoravsky-kraj-.html)
* The certificate must not be older than **7 workdays** on the day of your marriage.
* The latest possible day to submit it to the Registrar is your wedding day. Do not forget to bring your passport and a fee stamp which you can buy directly at the Registry Office

5) Other documents needed if you were previously married (and if they are not already stated in the Certificate of no impediment to marriage):

* If you are a widow / widower: the death certificate of your deceased spouse
* If you are divorced: a valid legal ruling on the divorce effective in the Czech Republic. If not (= you were divorced in another country), you will need
* superlegalization or an Apostille of the ruling (depends on an agreement between the two countries)
* an official certified translation into Czech
* (to apply to the Supreme Court, in case one of you is a Czech citizen)
* If your registered partnership was terminated or your partner deceased: a valid legal ruling terminating this partnership or a death.
* Exceptional circumstances: marriage by proxy (one of the fiancés is unable to attend the wedding ceremony)
* You need to make sure that your country of origin will recognize such a marriage.
* In the Czech Republic, the permission to marriage by proxy can be issued by the Regional Council and sometimes City Councils.

NOTES:

* Translations:
* All the documents issued by foreign authorities must be presented with an official certified Czech translation.
* All the originals (or their notarized copies) have to be presented with their official translations stapled to them together with the translator’s declaration that the meaning of the original and the translation are identical. Make sure the spelling of your name in the translations is identical with that in the original documents.
* Legalization:
* All the documents issued by foreign authorities must be legalized (Exceptions: cases stipulated by an international agreement)
* Certificate *Apostille* (*Ověřovací doložka Apostille*)
* Superlegalization (*Superlegalizace*)

You will be told which type of legalization (if any) is needed in your case at any Registry Office.

* A Registry Office (*matrika*) can waive the requirement for a document in exceptional situations:
* foreigners who were granted International or Subsidiary protection
* foreigners who face an almost insurmountable obstacle to obtain the document
* A decision, in which the Office of Vital Records does not approve with a request for a waiver of the above-mentioned documents required for marriage, may be appealed within 15 days of its reception. The appeal shall be made through the Office of Vital Records that issued the decision.

**Setting a marriage**

**Civil marriage**

* Visit a Registry Office (*matrika, matřiční úřad*) in the area where you want to have your wedding – usually in the City Hall or in the Offices of the Municipal District.
* Brno Registry Offices: http://www.brno-prorodiny.cz/matriky
* Both fiancés must come to the Registry Office in person (to prove their identities) and they will be asked to fill in:
* Protocol on contracting the marriage
* The protocol is filled in by both fiancés (or at least one of them) with the help of the registrar in accordance with public deeds and all the documents submitted by both fiancés.
* Questionnaire for entering into marriage (*Dotazník k uzavření manželství*).
* Questionnaire: [here](file:///C:\Users\pavel.barta\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\VXBRPHL5\%09http:\www.zidenice.cz\files\files\dotaznik_uzavreni_manzelstvi.pdf)
* The questionnaire is filled in by both fiancés with the help of the registrar.
* The registrar will check whether all of the required documents are submitted.
* You will agree on the date and the place of the wedding.

**Religious marriage**

* Contact the person who is an authorized representative and in charge of the church or religious community of your choice.
* Contact a Registry Office in the area where a church or a chapel your religious wedding should take place in is located.
* You will need a certificate called (*Osvědčení o splnění požadavků zákona o rodině pro uzavření církevního sňatku*) to confirm that all the statutory conditions under the Czech family Act have been met.
* You need to apply for this certificate in writing at the Registry Office.
* Then you submit it to the representative of the church / religious organization.
* It must not be older than 3 months.
* A Record on the Wedding must be delivered to the Registry Office by the representative of the church / religious organization within **3 days** after the actual wedding.
* You will be asked to submit the same documents as in the case of a civil marriage.

**Registered partnership**

* Conditions for entering into a registered partnership in the Czech Republic:
* at least one of the couple must be Czech
* both partners must be over 18 years old
* none of the partners can be married or in a registered partnership in another country
* Contact a Registry Office competent to register partnerships for the area where your Czech partner has a permanent address.
* Only 14 Registry Offices are competent in this area in the Czech Republic:
* <http://www.glpartnerstvi.cz/registrovane-partnerstvi-pro-zacinajici/vznik-registrovaneho-partnerstvi.html>
* Brno (South Moravian Region) - the District Council of Brno-střed: <http://www.stred.brno.cz/registrovane-partnerstvi-uzavreni-partnerstvi>
* If none of the partners have a permanent address in the Czech Republic, the District Council of Brno-střed represents the relevant authority.
* If a same sex couple wishes to enter into a registered partnership they need to make a declaration that they want to live in a partnership.
* The declaration is made in the presence of a Registrar.
* If a translator is needed, he/she will be asked to sign the protocol as well.
* Witnesses are not required.
* You will be asked to submit the same documents as in the case of a civil marriage.

**Fees**

These fees apply to both civil and religious ceremonies and they depend on permanent residence “PR”:

* both partners permanent residence (PR) no fee
* none of the partners has PR in the CR: 3 000 CZK
* only one of the partners has PR in the CR: 2 000 CZK
* certificate confirming a fiancé’s legal competence to enter into a marriage/a registered partnership 500 CZK
* special fee if your wedding is held at an unusual place or outside the regular schedule: 1 000 CZK

NOTE: The fees should be paid in cash or by a postal cheque before the wedding ceremony.

**The wedding ceremony**

* If one of the fiancés or both do not speak or understand Czech

(or they are deaf and/or mute)

NOTE: the Register Office should be informed in advance.

* Make sure that an interpreter is present during the ceremony. (An interpreter can be recommended at the Registry Office.)

The interpreter will be asked to prove his/her identity before the ceremony starts and sign the Protocol on Contracting a Marriage.

* If a wedding ceremony is held at an unusual place
* You will need permission from the Registry Office to be able to have your wedding at some unusual place (not in a ceremonial room but outdoors or in a hospital, if necessary). However, such place needs to be dignified in order to get the permission.
* A written application needs to be submitted at the Registry Office competent for the area where your wedding should be held.
  + - The application can be filled in by just one partner with a power of attorney from the other partner. The signature does not need to be notarized.
* The Wedding Ceremony

Official website of the Czech Ministry of Foreign Affairs: issued as a part of a project supported by European Fund for the Integration of Third Country Nationals

* You will arrive with witnesses (and translator) at the venue.
* The registrar will ask you to submit your identity documents.
* According to Czech law a marriage is a lifelong union of a man and a woman, its main purpose is to start a family and raise children in a proper fashion. At the start of the ceremony the registrar introduces the engaged couple to the person officiating the wedding and declares that ―the engaged couple is unaware of any circumstances hindering the marriage, that they know each others’ state of health and they have considered future property arrangements, housing and financial arrangements for the family.
* At the end of the ceremony the wedding officiate asks, if the engaged couple are entering into the marriage freely and voluntarily. Your answer will be ―ano (literally ―yes; an equivalent to ― I do in Czech) even if a translator is present. With that you accept all the obligations related to marriage.
* A declaration on entering into marriage is made publicly during the wedding Ceremony in the presence of two witnesses.
  + - You and your witnesses sign the Wedding Records Book:
* first name(s), surname, identity number or date of birth, place and district (country) are recorded
* witnesses prove their identity with a valid ID documents
* Surname
* On the application form you must enter:
  + - the surname you want to use after the wedding
    - the surnames of the children born within your marriage

ALTERNATIVES:

* The surname of one of the partners will become a joint surname
* Both partners retain their original surnames
* One of the partners will use her/his original surname as a suffix after the joint surname. (If the original surname already had a suffix, you can only use one)
* If a person uses two surnames (which is allowed in the Czech Republic), her/his children can also use two surnames
* Surnames of women are formed in compliance with Czech grammar rules for declination with the –ová suffix (Mr. Novák—Mrs. Nováková). A woman of a foreign nationality can apply to have the Registry record omit the –ová suffix. The same applies to a female child of a foreign national.

NOTE: If you decide to change your name, you must report this change at various offices and have changes made in some of your documents. (See the section ― After the wedding: Things that need to be done.)

**After the wedding**

Official website of the Czech Ministry of Foreign Affairs: issued as a part of a project supported by European Fund for the Integration of Third Country Nationals.

* Things that need to be done
* The Registry Office will issue your marriage certificate (oddací list)
* in 30 days
* in 33 days in case of a religious Ceremony
* Carefully save this document; it is an essential proof of your marital status
* You must report changes in your marital status and surname:
* Third countries nationals - to the Department of Asylum and Migration Policy **within 3 days**
* An EU citizen or his/her family member must report the change in marital status and surname **within 15 days**
* If you decided to use a joint surname after the wedding, you must apply for a new passport.
* Your Embassy will probably require a legalized translation of your marriage certificate in the language of your country of origin – inquire at the Embassy.
* A new passport must be submitted again to the Department of Asylum and Migration Policy. The Department will issue **a new residence permit.**

NOTE: It is up to your Embassy to decide whether to assist you in getting your new documents. It is possible that you will have to apply for a new passport in your country of origin.

* Change of residence status
* If both you and your spouse have a long-term stay — you will retain a long term stay. You can change the purpose of the stay though, to long-term stay with the purpose of a family reunification.
* If you have a long-term stay and your spouse has permanent residence or International protection — you can apply to the Department of Asylum and Migration Policy for a long-term stay with the purpose of family reunification with a foreigner who has a permanent residence. When you have this type of stay, you do not need a work permit, but you can only be part enrolled in the public health insurance system if you work in a company which is based in the Czech Republic.
* You have a long term stay and your spouse is a Czech or EU citizen — you can apply for a temporary stay for a family member of a Czech/EU citizen. With this status you can apply for permanent residence in 2 years (if you had a long-term residency for at least a year prior to the wedding, you can apply one year after the wedding).
* You do not have any type of residence and your spouse is a Czech/EU citizen — you can stay in the Czech Republic for up to 90 days without visa. Apply in the Department of Asylum and Migration Policy for a temporary stay of a family member of the Czech/EU citizen.
* You do not have any type of residence and your spouse has long-term stay or permanent residency – you are eligible for a long-term stay status, but you have to apply at the Czech Embassy in your country of origin. Your application will be processed within 270 days.

**Interesting websites**

A list of the Registry Offices is available here: www.statnisprava.cz – section ***Matriční úřady***An overview of bilateral agreements on legal assistance is available on the web pages of the Ministry of Justice, in the International relations section: [here](http://www.justice.cz)

An overview of the signatory countries of the Hague Conventions is available at: [here](http://www.hcch.net/index_en.php?act=conventions.status&cid=41)

Details you will find the the website of the Department of Asylum and Migration Policy: [here](http://www.mvcr.cz/clanek/uzavreni-manzelstvi-statniho-obcana-ceske-republiky-s-cizincem-na-uzemi-ceske-republiky.aspx)

Wedding agency in Brno ready to help with not only organising the wedding ceremony and renting a wedding dress but with the paperwork for foreigners as well: [here](http://www.svatebni-saty-naive.cz/en/)

### Having a baby

Having a baby is a very joyous event. However, apart from regular medical check-ups and standard administrative procedures, living in a foreign country can create a whole new list of obligations that need to be fulfilled. Such is the case of having a baby in the Czech Republic as well. While expecting a baby, the parents should pay attention to the following offices and procedures:

#### Hospital, Pediatrician

**Choice**

It is up to the parents of the baby to choose a hospital the mother will feel the most comfortable in. Such a decision is usually discussed with the mother’s gynaecologist (Hospital registration is usually done through your gynaecologist. Typically gynaecologists see you until the thirty-seventh week of pregnancy or so and then you are asked to go to the hospital for weekly check-ups until the birth (if all goes well, only once or twice). Usually either the gynaecologist tells you to arrange your first appointment with the hospital or they do it for you) and based on a number of criteria varying from the helpfulness of the staff to special equipment, extra services (antenatal courses, guided tours, above standard accommodation (Above standard rooms are private rooms where the mother or sometimes the whole family (including the father) can stay during and / or after the birth. It is not offered to you automatically, it usually cannot be prebooked and you must pay extra) etc.) or a variety of childbirth alternatives (water immersion, pain-relief positions, possibility of assistance of a registered midwife: [here](http://www.maly-svet.cz/htm/cs/kontakt.phtml) etc.). It also helps to discuss your decision with your fellow expat mothers / parents via various social groups and fora (see the section ´6 Useful links’ below).

In the centre of Brno (*Brno – Střed*) you can choose from three maternity hospitals:

* Fakultní nemocnice Brno, Obilní trh 526/11
* Fakultní nemocnice Brno, Bohunice, Jihlavská 20
* Nemocnice Milosrdných Bratří, Polní 3

**Registration, appointments**

**Before labour:**

**a/** Once you have chosen one of the maternity hospitals in **the South Moravian Region** (Although only in Czech, this website contains detailed descriptions of every hospital including contact information, prenatal services, conditions of registration, childbirth phases, special services, prices etc) (*Jihomoravský kraj*) : [here](http://www.aperio.cz/pruvodce_porodnicemi) you should contact and visit it and find out more about the registration procedures as they vary hospital to hospital. In most cases it is officially enough to only arrive once your childbirth has started (No maternity hospital will turn you down in case of an emergency for instance if a baby comes early) however, it is better to get in touch in advance mainly to make sure: 1/ you have all the tests and paperwork necessary and (especially in case of bigger hospitals) 2/ you have a back-up hospital in case they are full when you need them 3/ you go on a guided tour, ask a lot of questions and state your expectations clearly to make sure you find out what is available.

**b/** Before the baby is born you also need to find and make an appointment with a paediatrician (Finding a pediatrician in Brno that speaks English and can take on new patients is challenging at the moment). At this prebaby appointment, the peditrician has to agree to take your baby on as a patient.

Don´t forget to check our Infosheet on Health and Medical services and ask your friends.

**After labour:**

**a/** In general, parents can leave all the necessary documents (see the section ‘2 Registry office’) in the hospital where the baby is born as the hospital notifies the Birth Registry Office. However, in case of international parents it is highly recommended and apparently more efficient to contact the registry in advance, visit the office in person and deal with them directly. While still in hospital the mother signs a declaration about the baby’s first name(s). The father can sign it in the hospital or at the birth registry office.

When leaving the hospital, the parents are given a baby health book (*‘zdravotní a očkovací průkaz dítěte’*) with an official stamp from the hospital. They will be expected to bring this book to every appointment with the baby’s pediatrician (below).

**b/** Parents also need to make an appointment with the pediatrician once the baby is born (within two to three days after being released from hospital) and have the doctor check the baby, make the next appointments etc.

#### Birth Registry Office (Matrika)

Each hospital in the Czech Republic falls under the administrative authority of a certain birth registry office. If you choose one of the three above-mentioned Brno hospitals (FN Obilní trh and Bohunice or NMB) you will belong to the birth registry office *Matrika Brno-Střed*, Dominikánská 264/2, the northern building, ground floor: [here](http://www.brno-stred.cz/narozeni-vystaveni-rodneho-listu-prvopis?lang=1)

**Birth certificate**

Czech birth certificates issued by birth registry offices serve as proofs of birth, not as residential statuses. Once issued, your baby’s birth certificate can be picked up in person by the parent(s) – with an ID card / passport), by grandparents or children – with an ID card / passport and certified copy of their birth certificate or the marriage certificate of the parents or anyone with a notarized power of attorney. You can also have it sent by post about fifteen days after the registration. Registering a baby at the birth registry is free of charge.

On request, the registry can issue one or more official birth certificate duplicates (Especially when both parents are foreigners, it is highly recommended to get multiple copies of the birth certificate right away as obtaining copies of the Czech birth certificate from overseas is usually impossible without engaging a local lawyer to represent the parents at the registry office): [here](http://www.brno-stred.cz/vydavani-matricnich-dokladu-duplikaty) that might be needed for example when dealing with your home embassies (see the section ‘3 Embassy’). You will be asked to fill in a form (see the link above, point 11) and pay 100 CZK per duplicate. Officially, the duplicate(s) should be issued within thirty days. In practice, if the office is not very busy, they are often issued immediately.

Registering the birth of a baby at the birth registry office is, especially in case of foreign parents, a rather specific procedure. The ways of obtaining birth certificates **slightly differ** depending on marital status of the baby’s parents.

**a/ married couple**

From practice it seems that registering a baby as a married couple can be a considerable advantage:

* It is enough to visit the registry office once the baby is born. However, we always recommend you to contact the office in advance and make sure you have all the necessary documents.
* The list of documents and requirements is shorter than in other cases:
* sworn translation (In order to get a sworn translation of any document (marriage certificate, birth certificate, marital status confirmation etc.) you will first need to get a notary copy of this document and then have it translated. Most translation companies, such as Correct Language Centre that we can highly recommend, can take care of the whole procedure including the notary copy. Note: You can get a notary copy from a notary´s office or at any post office marked as a Czech POINT. Sworn translations can take up to three workdays and when being handed over they should be bound with a notary copy of the original and an interpreter´s notice, all with a round stamp) into Czech of the marriage certificate
* each parent should have their ID card or passport
* each parent should have their residential status confirmation
* citizens from third countries should always bring their residence cards
* EU citizens should bring their residence certificates (For EU citizens, a temporary residence certificate or a permanent residency certificate represent a right, not a legal obligation) if they have them
* Some of the official requirements are usually not fully enforced in practice:
* the marriage certificate does not usually need an apostille or superlegalization although they are officially required from one or both countries of origin
* a court interpreter for the actual registration is usually not needed either

**b/ unmarried couple**

In comparison with the previous case, registering a baby as an unmarried couple entails some extra paperwork and procedures:

* It is highly recommended to contact and visit the office in advance – before the baby is born – and make sure you have all the necessary documents.

The list of documents (If, for some reason, the father of the baby does not manage to get the paperwork needed (e.g. his birth certificate with Apostille) on time, the birth certificate can be issued without the name of the father on it at first. The father can be officially added on the birth certificate later on) and requirements is longer:

* sworn translations (see footnote 2) into Czech of the birth certificates of both parents (the originals need an apostille or superlegalization if required for one or both countries of origin)
* each parent should have their ID card or passport
* each parent should have their residential status confirmation
* citizens from third countries should always bring their residence cards
* EU citizens should bring their residence certificates if they have them
* sworn translation of an official document confirming marital status of the mother (single, married or divorced) issued by the country of origin and a document proving it (the originals of both documents need an apostille or superlegalization if required for the country of origin)
* Declaration of the father of the via a special form is free of charge. Ideally, the form should be handed in in advance with sworn translations of the rest of the documents and the mother’s pregnancy pass (*těhotenský průkaz*) before the birth of the baby or the baby’s birth certificate after) by the father himself and in the presence of both the mother of the baby and a court interpreter.
* An important official requirement is the presence of a court interpreter at the parents’ own expense for the actual registration, especially in case of the declaration of the father which is a legal act. In case the foreign parents of the baby are fluent in Czech, they can come without the interpreter but will be asked to write an official declaration in Czech right on the spot.

**c/ single mother**

For single mothers the requirements as well as the procedure of registering a baby are identical with that for unmarried couples (b/) above. The only difference is that the mother can choose not to declare the father of the baby. If she does so and the father thus does not need to be declared, the presence of a court interpreter is not a must anymore.

In case of an artificial insemination the mother will also need to present at the registry:

* a written agreement the artificial insemination provided by the facility which carried out the insemination
* the declaration about the baby’s name(s) and surname (see below)

**d/ homosexual couple**

Paid surrogate motherhood is illegal in the Czech Republic and the unpaid one is not mentioned in the Czech legislation and thus unclear and risky for the surrogate mother as well as the future parents. In reality, the possibility of having a baby therefore only concerns lesbian couples.

Although registered partnerships and cohabitation of partners of the same sex are possible and accepted in the Czech Republic, when registering the newborn at the registry, a partner of the same sex (registered or not) cannot be declared as the ‘father’ / ‘second parent’. The biological mother of the baby will thus be considered as a single parent and has to fulfill the requirements for the single mothers (c/) above.

**Surname without *–ová***

When a **baby girl** is born in the Czech Republic, in accordance with the Czech grammar a suffix *–ová* is automatically added to most surnames. However, if a newborn girl is a foreigner, if her permanent residence is planned to be abroad, if at least one of the parents is a foreigner or if the baby’s nationality is other than Czech, it is possible to apply for a record of the surname without the suffix *–ová* via a special form (see the previous link, point 11 – *Žádost o zápis příjmení v mužském tvaru*): [here](http://www.brno-stred.cz/jmeno-a-prijmeni-zenske-prijmeni). The procedure is retroactive, free of charge and has to be initiated in person by the mother of the baby in the presence of the father or with his notarized written agreement. In case of foreign parents who are not fluent in Czech a court interpreter is required.

**Middle name(s)**

In many cultures one or more names are traditionally placed between the first name (*jméno*) and the surname (*příjmení*). This practice has been becoming more common in the Czech Republic as well. Just like in the case of the surname above, if announced in advance at the birth registry, middle name(s) can be included into the baby’s birth certificate via a form *Prohlášení o volbě druhého jména pro nezletilé dítě:* [*here*](http://www.brno-stred.cz/jmeno-a-prijmeni-prohlaseni-o-volbe-druheho-jmena)(point 11) handed in in person at the registry by the parents of the baby. If needed, the procedure can be retroactive and it is free of charge.

#### Embassy

When it comes to citizenship, a baby obtains Czech citizenship if at least one of the parents is Czech. In such case there is no need to apply for Czech citizenship – it is assigned automatically. Depending on the other parent’s country’s law, the baby might also be entitled to a second citizenship. To find out more, the parents should contact the foreign country’s embassy: [here](http://www.mzv.cz/jnp/cz/o_ministerstvu/adresar_diplomatickych_misi/cizi_urady_pro_cr/).

If both parents of the baby born in the Czech Republic are foreign, he / she will not get Czech citizenship but the citizenship(s) of his / her parents. For this purpose the parents should contact their embassy/ies (see footnote 5) and learn more about necessary legal and administrative procedures.

The parents of the baby should also remember to ask their embassies to a/ issue a passport for their baby or b/ write the baby into their passports as they will need one or the other when registering the baby at the local Immigration office (see the section ‘5 Immigration Office’). The procedures, of course, vary embassy to embassy. In both cases, however, they will most probably need one or more official duplicates of the baby’s birth certificate (see section ‘2 Birth Registry Office’).

#### Health Insurance

**a/ Mother**

EU citizens, third country nationals with a permanent residence or asylum, international protection seekers and people under subsidiary protection as well as those with long term residence for the purpose of employment, employees of an employer based in the Czech Republic and people receiving maternity or parental allowance who are still employees are covered by the public health insurance system. In case of the mother of the baby, this coverage also applies to pregnancy, labour and the period immediately after the delivery.

In all the remaining cases, foreigners living in the Czech Republic are obliged to buy commercial comprehensive / complex health insurance It is recommended that once a woman finds out about her pregnancy she should change the type of insurance to a different – more expensive – type of commercial insurance that covers the pregnancy, childbirth and also the care for the newborn until the baby and the mother leave the maternity hospital (Even here there are limitations as the care for the newborn is only covered up to a certain amount of money (exceeding costs have to be covered by the parents) and, in case of complications during which the baby has to stay in the maternity hospital, usually only up to three months of the stay).

When applying for such type of a commercial health insurance, the mother will be asked to get general check-ups by a GP and a gynaecologist (These check-ups are paid and are usually recommended to be done by contracted doctors. The expanses up to several hundred are usually partially covered by the insurance company). The results of the check-ups are then assessed by a doctor contracted by the insurance company who recommends (or not) to contract this new client. Women (potential future mothers) should also be aware of the fact that most types of comprehensive / complex insurance are conditioned by a waiting period (usually three months and eight months for pregnancy and delivery of the baby respectively) - For example if the mother buys a classic comprehensive / complex insurance and gets pregnant within the waiting period (3 months), the pregnancy is not covered, only the delivery. If for example a woman has bought such an insurance for two years and after one year she finds out she is pregnant, her and her baby will be taken care of during pregnancy and delivery without need to buy a more expensive health insurance. That is why buying a special insurance for the mother and her baby is not conditioned by such waiting period but it is more expensive.

If the mother has no insurance, if the type of her insurance does not cover childbirth or if the costs exceed the sum guaranteed by the health insurance contract, the costs of both childbirth and post-birth care will have to be fully covered by the parent(s) of the baby.

**b/ Baby**

The type of the baby’s health insurance depends on the residential status of his / her parents not the type of their health insurance.

If one or both parents are EU citizens working and doing business in the Czech Republic or being self-payers allowed to be in the public healthcare system based on their stay / address in the Czech Republic, if at least one of the parents is a third country national with permanent residence or if the parents are refugees or seekers of international protection, their baby will get accesses to the public health care system (usually with the VZP health insurance).

In this case, as soon as the baby’s birth certificate is issued by the birth registry, the parents should bring it together with their own ID cards / passports, residence cards (if they have any) and health insurance cards to the insurance company office (usually VZP) and the baby’s insurance will be linked with one of the parent’s insurance. Officially, the baby will be registered retroactively from the day he/she was born – first for a period of six months and then, once the baby’s residence has been granted (see the section ‘5 Immigration Office’), the baby will receive a permanent registration.

If both parents of the baby are third countries’ nationals with long-term residence, their baby will also get long-term residence and will be obliged to get commercial comprehensive / complex health insurance. Unfortunately, even if you as a parent have access to the public healthcare insurance system (e.g.: you have a long-term residence and are employed by a Czech company), your baby does not. The baby’s comprehensive / complex insurance usually covers preventive check-ups and vaccinations as well as immediate care but you should be aware of the fact that it always has some exclusions and limitations. Also, note that the contract has to be made for at least 12 months for children less than 1 year old and that the insurance for children aged 0 – 5 tends to be about 50 percent more expensive than comprehensive / complex insurance for an older child or an adult. In order to be accepted as a client of an insurance company the baby needs to be examined. It is important to note that between the moments the baby leaves the maternity hospital and is accepted by an insurance company, coverage of any healthcare expenses is up to the baby’s parents.

#### Immigration Office

A baby born in the Czech Republic gets the very same type of residence as its foreign parent(s). If the types of residence vary, the baby will get the one that is more convenient (For example a baby born to an EU citizen and a third country citizen will get the status of an EU citizen).

**a/ third country citizens**

You should visit the Immigration office (Hněvkovského 65): [here](http://www.mvcr.cz/docDetail.aspx?docid=21573542&doctype=ART&#JmK) and apply for a residential status within 60 days after the birth of your child. You should bring: the baby’s birth certificate (see the section ‘2 Birth Registry’), 2 passport-size photos of the baby, lease (Ideally, the baby should be stated as one of the tenants it the lease. If this is not possible, a lease with the of the parent(s) is usually accepted as well. Make sure that your accommodation (flat, house) is listed in the land register and signed by its owner or the housing society, if owned by the latter), his/her health insurance contract (see the section ‘4 Health insurance’) and **a)** his/her passport (Getting a passport for your baby or having the baby written into the parents’ passports can be a lengthy procedure sometimes. Even if you do not have the passport situation solved yet, it is strongly advised to visit the Immigration office anyway and apply for the baby’s residence. The application process will be thus officially initiated, then interrupted and renewed once you provide the passport / have the baby written into yours) or **b)** your passport with the baby written into it (see the section ‘3 Embassy’).

**b/ EU citizens**

EU citizens do not have an obligation to apply for an official residence in the Czech Republic, it is their privilege. However, those who intend to stay in the country for longer than three months are strongly recommended to apply for a certificate of temporary residence: [here](https://www.brnoexpatcentre.eu/services/obligation-to-register/). The same rule applies to their children.

EU parent(s) with temporary residence who wish(es) their child to get temporary residence status as well can visit the Immigration office and apply any time they wish – there is no time limit.

EU parent(s) with permanent residence who wish(es) their child to get permanent residence status as well should visit the Immigration office and apply within 60 days after the birth of their baby (If the parents do not manage to initiate the application process within the above-mentioned period, they can still apply. In this case, however, the permanent residence will not be granted automatically to the baby, e.g. as reunification of a family. If it is granted, it will be for humanitarian reasons). For the list of documents needed see the paragraph about third country citizens above.

#### Useful links

* **Brno Expat Family Network:** This is a Facebook group created to connect expat

families, parents and kids in Brno. Members are welcome to post and share tips for locations, events, contacts etc.

* **English Speaking Mums in Brno and Kuřim:** This Facebook group is open for mothers, fathers and their children (0 months and up) living in Brno and surroundings. The members are locals or foreigners speaking English on all levels. The members exchange tips but also occasionally meet for a coffee, playing with children, trips etc.
* **Studio Malý Svět: Antenatal and breastfeeding consultancy**: “Little World” studio is a place for mothers and children. They offer special private lessons, can explain everything about delivering a baby (The instructors usually start with what to take with you to the maternity hospital, what you will need and what you won't, as well as what is going to happen step by step. They will tell you when to go to the maternity hospital, what contractions look like, everything about all stages of labour, breathing and relaxation techniques and positions, how to deal with possible complications, etc. They also offer a tour of all the delivery rooms in Brno maternity hospitals) as well as consultancy and guidance in breastfeeding. Their instructors Markéta Zemanová and Lenka Veselá are registered midwives and they speak English. Their address is: Divadelní 6, Brno
* **Centrum Majka: Centre for Pregnant Women and Families:** [here](http://www.majka-kurzy.cz/)This centre offers predelivery courses, meetings with midwives, exercising and yoga for pregnant women, breastfeeding consultancy etc. They speak English and their address is: Hybešova 14, Brno
* **Family Point:** [here](http://www.familypoint.cz/)This centre is a part of a large regional Family Centre which has a wide pool of specialists focusing on all areas of family life and cooperates with the Brno Expat Centre. Family Point can provide a lot of useful information regarding family life (Family Points also include a network of independent spots throughout the city where mums can come with their children to rest, breastfeed, change and play. Flyers with a map are available at each of these locations) (contacts for schools, doctors, child minders and other specialists, info about events, places and people who can offer help etc.) Their address in Brno is: Josefská 1, they are open daily. To consult in English, contact Petra and Kateřina on Wednesdays, 9am – 1pm. You can also contact them through info@familypoint.cz.
* **Mixed Race Families in Brno:** [here](http://www.meetup.com/Mixed-Race-Families-in-Brno/)Members of the group from all around the world meet regularly to have fun together but also to share experience and tips about having children in the Czech Republic. Don´t hesitate to contact the founder Corona Čermák to learn more about their activities.
* Very useful links in Czech only: **Aperio:** [here](http://www.aperio.cz/586/english)is a very well-known online advisory centre for (future) parents. They can advise you in many areas including choice of a maternity hospital, services for families, family and work issues etc. **Babyonline:** [here](https://www.babyonline.cz/)is one of favourite Czech online forums and websites for (future) mothers and fathers.

For more useful tips concerning family life in Brno you can also check out the section ***Family life in Brno:*** [*here*](https://www.brnoexpatcentre.eu/services/family/) ***or***  **Infosheets**: **Health and Medical services**, **Schools and pre-school facilities, Maternity, parental and child benefits** or **Leisure for kids**.

### Maternity, Parental and Child benefits

When it comes to financial support provided to families in relation to pregnancy, childbirth and afterbirth care of children, the Czech system rests on two main pillars – indirect contributions via tax reliefs and the social security scheme. Apart from the system of assistance in material need and benefits for people with disabilities, the social security scheme also includes social insurance and the state social support which are the two components covering maternity, parental and child benefits.

If the conditions of eligibility for these benefits are met, they are also available for foreign parents and families living in the Czech Republic

More information can be found here: [Link on Maternity and Parental leave brochure](https://is.muni.cz/auth/do/1471/spravni_pracoviste/personalni_oddeleni/_Maternity_and_Parental_Leave_EN.pdf).

**1 Maternity benefit (MB)**

Maternity benefit (*peněžitá pomoc v mateřství*) is one of the main financial contributions for parents covered by sickness insurance (*nemocenské pojištění*), a component of the social insurance. It is an allowence for women who are on a maternity leave (Articles 195 to 198 of Labour Code, [here](https://www.vyplata.cz/zakony/z262-2006sb.php#P195) ). Maternity leave represents a legal right to be absent from work due to giving birth and taking care of a new born child. It usually starts six, but no earlier than eight weeks before the expected date of childbirth and lasts for no more than twenty-eight weeks (or thirty-seven weeks in case of giving birth to two or more children).

**Conditions**

**Employee**

You meet the conditions if you have been participating in the sickness insurance plan for at least 270 calendar days during the past two years (= twenty-four months) before the day when your maternity leave officially starts.

If you meet the ‘the condition 270 / two years’ above are entitled to maternity benefit even after leaving work. If you start your maternity leave after your employment (= insurance) finishes but you were working (= insured) for 180 calendar days immediately before the date of termination of your insurance, you enter a 180-day long **protection period** and are entitled to a full maternity benefit. In case you were working (= insured) for less days, your protection period will be shortened to this number of days as well.

While drawing maternity benefit you are allowed to work. There are no restrictions concerning the height of your income but the type of your occupation has to be different from the previous one.

**Self-employed**

You meet the conditions if you

a) have been paying the sicness insurance yourself for at least 270 days during the past two years (= twenty-four months) before the day when your maternity leave officially starts.

b) have been paying the sicness insurance yourself for at least 180 days during the past year (=twelve months) before the day when your maternity leave officially starts.

If they fulfill ‘the condition 270 / two years’ above, the possibility of a **protection period** applies to self-employed mothers as well. They are, however, not allowed to continue their business activity while drawing maternity benefit but can get employed or work on different kinds of contracts such as contract for work (*dohoda o provedení práce*), and there are no restrictions concerning the height of the income either.

**Other**

Also **men** can receive maternity benefit. If a man is employed or has been insured for a sufficient period of time (if self-employed), and he is the father of the child or a husband of the mother of this child included in the child´s birth certificate, he can apply for the allowance. He needs to provide the office with a written legal agreement signed by the mother stating that he will be taking care of the baby and this agreement can only come into force at the beginning of the seventh week after the child was born. The family can thus use sometimes more favorable conditions related to father´s professional occupation although it is still the mother who stays with the baby while the father continues working.

The eligibility for maternity benefit concerns secondary school, vocational college and university **students** as well in case they meet a set of requirements (In order to learn more about eligibility to maternity benefit in this case check the third paragraph of the point two at the Czech Social Security Administration official website).

If you do not meet the conditions of any of the above-mentioned groups, have a look at the section ‘Other possibilities’ below.

**Benefit**

The sum of money you are entitled to as your maternity benefit is always based on your prior earnings.

**Employee**

If you are employed, a daily amount of your maternity benefit will equal to 70% of the reduced daily basis of assessment per every calendar day. The rough calculation is: 12 x your gross income / 365. The result (= daily basis assessment) is then reduced by 3 reduction levels. For 2015 they are CZK 888 (100%) / CZK 1,331 (60%) / CZK 2,662 (30%) and above CZK 2,662 (0%). Example: If your monthly gross is CZK 30,000 then 30,000 x 12 = 360,000 / 365 = 986.3 (daily basis assessment)

Reductions: 1/ 888 + 2/ 986.3 – 888 = 98.3 \* 60% = 58.98 + no third level = 888 + 58.98 = cca CZK 947

Daily amount of maternity benefit: 947 \* 70% = cca CZK 663

Much easier, however, will be to use one of simple online calculators and, by adding your gross mothly income, get the rough estimate of both your daily and monthly amounts of maternity benefit.

**Self-employed**

In case you are self**-**employed, all the calculations as well as the final daily and monthly amounts of maternity benefit are based on how much your monthly contributions towards your sickness insurance are.

Example: Knowing that sickness insurance represents 2.3% of a gross income, if you are paying the minimal monthly amount CZK 115, your theoretical gross income is CZK 5,000: 115\*2.3% = 115/0.023 = cca 5,000 CZK. Using the same method as in the example above we will then reduce this sum and the final 70% (= reduced daily basis of assessment) multiplied by 30 will represent your monthly maternity benefit - cca CZK 3,480.

Once again, it is much easier to take advantage of one of the online calculators which will very quickly generate the rough estimate of your maternity benefit based on your monthly social insurance advance payment (*měsíční zálohy na sociální pojištění*).

In order to improve their potential maternity benefit and, as you will find out in the next part, the conditions concerning their parental benefit as well, self-employed future parents therefore need to start planning at least a year ahead. As the amount of a monthly sickness insurance payment is derived from the assessment basis for social insurance, they need to raise this basis in their income tax return before they hand it in. This will then lead to an increase in their sickness insurance monthly payment which, as the calculations above show us, will help them to get a higher maternity leave in about a year´s time.

This increase of sickness insurance, however, also affects (= increases) the total amount of your social insurance for the previous (tax) year. Thus, although paid in advance in monthly instalments during the previous (tax) year, the total amount now does not correspond with the artificially increased assessment basis for social insurance (= is not high enough) and this ‘debt’ will therefore need to be paid off within the next 8 calendar days after handing in your tax overview at the social security office. This extra social insurance money will not increase your future maternity benefit which is based solely on the sickness insurance. It is, however, a rather generous contribution towards your future retirement benefit.

As a result, although you are not obliged to do so, in case you are planning a baby in the next year or two, it is highly recommended to increase your social insurance advance payments in order to minimize the difference between the amount paid in advance monthly instalments and the total sum expected at the end of the (tax) year with, yet again, the amount of your monthly sickness insurance set higher than the amount that would correspond to their yearly earnings.

You have to literally play with numbers (ideally, using an online tax return form) and find out for yourself what is an ideal balance between the money contributed towards your future maternity benefit and the money invested into your future pension benefit.

**Multiple children**

In case of multiple children the parent is eligible for only one but a longer maternity benefit: thirty-seven weeks (mothers) or thirty-one weeks (fathers or officially assigned guardians).

**Procedure**

Once you meet the conditions, the procedure of applying for a maternity benefit (or a sickness benefit in case you are not eligible for the maternity one) is rather easy:

As a future mother you need to

1/ ideally at the beginning of the last trimester of your pregnancy visit your gynaecologist who will a) estimate the dates when the baby should be born and when your maternity leave is supposed to start (six to eight weeks before the due date) and b) fill in an official form called *Žádost o peněžitou pomoc v mateřství*.

2/ hand this form in

a) to your employer in case you are an employee

b) at the Czech Social Security Administration (Česká správa sociálního zabezpečení: [here](http://www.cssz.cz/cz/kontakty/krajska-a-okresni-pracoviste/brno/mssz-brno.htm), Veveří 5, the 4th floor – section OSVČ, tram stop Česká) in case you are self-employed. You will take a ticket according to the initial letter of your surname and wait which window will be assigned to you.

In both cases, mothers (employed and self-employed) first hand in the required documents and then wait for the official statement from the Czech Social Security Administration confirming their eligibility for maternity benefit.

**Other possibilities**

Those not entitled to maternity benefit – both employed and self-employed – are under certain conditions eligible for **sickness benefit** (*nemocenská*). In this case, the pregnant woman’s temporary work inability begins six weeks before the child is due and is finished by the doctor six weeks after the baby is born. In case of a **risky pregnancy** the mother finishes her sick leave and starts her maternity leave about eight to six weeks before the childbirth. In case the mother is not entitled to maternity benefit, she will stay on a sick leave for the period of six weeks afer the birth.

Another possibility for employed mothers is **compensatory benefit in pregnancy and maternity** (*vyrovnávací příspěvek v těhotenství a mateřství*) granted to women who were transferred to a different and lower-paid position due to their pregnancy (In order to learn more about eligibility to maternity benefit in this case check the point four at the Czech Social Security Administration official website: [here](http://www.cssz.cz/en/sickness-insurance/benefits-provided-under-sickness-insurance.htm)). If a woman is not eligible for maternity benefit she can apply for a parental benefit (For more information see the following section ‘Parental benefit’) right after her baby is born.

**2 Parental benefit (PB)**

Parental benefit (*rodičovský příspěvek*) is the most important social benefit available through the State Social Support. It is an important contribution for parents available on request for both the mather and the father. This allowance is covered by the state social support (*státní sociální podpora*) and granted to the parent on a parental leave (*rodičovská dovolená*) (Article 196 of Labour Code): [here](https://www.vyplata.cz/zakony/z262-2006sb.php#P195) in order to enable a better care of a child - shortest until the age of two of the child and lingest until he or she turns four or until the total amount of parental benefit paid reaches the sum CZK 220,000.

**Conditions**

Foreign parents are entitled to parental benefit if they meet the following conditions:

* **nonEU:** If you are a citizen of a nonEU country it is the length of your residence in the Czech Republic that matters. You need to prove that you have been officially residing in the Czech Republic for longer than 1 year (=365 calendar days) and that the parents’ and the child’s residences are valid.
* **EU:** If you are an EU citizen, your eligibility to the parental benefit in the Czech Republic depends on the place of your economic activity and / or your residence.

o If both (or at least one) parents are economically active and reside in the Czech Republic, you are entitled to the parental benefit.

o If both (or at least one) parents are economically active in two EU countries, it is the residence that matters and determines in which country they are eligible for the benefit.

o Your employment status matters in some situations as well as – when considering eligibility for parental benefit in the Czech Republic – employment abroad has a higher value than self-employment here.

Once your eligibility has been established on the basis of residence and employment, there are **a few more conditions** – equally valid for both Czech and foreign parents – that need to be met. They concern the extend to which the parents on parental leave drawing the state social benefit can take advantage of nurseries, (specialized) care centres and **pre-school establishments**. The general rules are as follows:

* Children younger than two: 46 hours / month
* Children older than two: no more than 4 hours / day
* Children of disabled parents: no more than 4 hours / day
* Disabled children: no more than 6 hours / day

In general, the parent is **allowed to work** and draw parental allowence but, while working, the parent must make sure that the child will be taken care of by another adult person.

The parent’s income is not tested either at this point yet the **previous eligibility for maternity benefit and the monthly amount you were accorded play** important **roles** in the way you will be allowed to draw and regulate your parental benefit.

**Benefit**

As we have already established, parental benefit is an allowance for parents duly caring for their youngest child and it is **limited by time** (**4 years** of the child´s age) and / or **by a total amount** that can be allocated per child (**CZK 220,000**).

If at least one of the parents of the child participates in sicness insurance when applying for parental benefit, they are (under certain conditions – see below) allowed to choose the amount of parental benefit and thus set the period of its drawing. A monthly parental benefit payment can neither be higher than maximal amount in the assigned group nor it can exceed 70% of the parent’s previous income.

The monthly amount of parental benefit is calculated from the daily basis of assessment for determination of your maternity benefit and therefore – to put it simply – based on the monthly amount of your previous maternity benefit, or on the amount of your sickness insurance mothly payments, in case you are not entitled to maternity benefit.

**Flexible group**

The maximal height of a monthly parental allowance (= the degree of flexibility) depends on how high your previous maternity benefit was. The parents can change this monthly amount every three months. If the daily basis of assessment can be determined for both parents, the calculation is based on the higher one.

* MB < CZK 7,600 **PB max = 7,600**

If your maternity benefit was lower than CZK 7,600, this sum also represents the maximal amount of your monthly parental benefit.

* MB > CZK 7,600 **PB max = 11,500**

If your maternity benefit was higher than CZK 7,600, the maximal amount of your monthly parental benefit can be as high as CZK 11,500.

**Inflexible group**

In case none of the parents was entitled to maternity benefit and the daily basis assessment still cannot be set for any of them, they can apply for parental benefit right after their baby is born but under less favorable conditions than the previous group. Their parental benefit will be paid in fixed monthly installments which they cannot be changed:

* 1 – 9 months old child **CZK 7,600**
* 10 – 48 months old child **CZK 3,800**

As in case of the previous benefit, the easiest way to get a rough estimate of your possible parental leave is to use an online calculator.

**Men**

If the future mother of the child is not eligible for maternity benefit which would automatically move her to the less favorable inflexible group in case of parental benefit as well, or if she is not happy with the maximal monthly amount of the assigned flexible parental benefit, the allowance can be drawn by the father of the child in case he meets all the required conditions.

**Multiple children**

By nature parental benefit is a social benefit supporting the parent taking care of the child(ren), not the child(ren) themselves. That is why even in case of multiple children there is **only one benefit**. The conditions of eligibility and drawing as well as the maximal possible amount of parental benefit are therefore identical with parental benefit for one child.

**Second child**

In case a second child is born while still drawing parental benefit, the parents (mother or father) need to meet the same basic conditions (270 days / 2 years – employees, 270 and 180 / 2 and 1 years – self-employed) as when applying for the first maternity benefit. Except for ‘chain births’ (= the mother starts the second maternity leave before the first child turns three) when the eligibility for the second maternity benefit is based on the same data as the previous one, the two last calendar years preceding the start of the second maternity leave are taken into account. The situations then may vary according to the parent´s job situation or type of employment (self-employed, employee etc.) and it is therefore highly recommended to visit the Employment office in person and assess your situation with one of the officials.

In case you (or your husband / partner due to better work or insurance conditions) are entitled to the second maternity benefit, it, once again, depends on your specific situation how the rest of your parental benefit can be used up in the most efficient way. In case you have enough time, you can increase the monthly amount to its maximum. If it still is not enough to use up as much benefit you are entitled to as possible, you can swop with your partner / husband and draw the rest of the benefit under different (= more convenient) conditions. The rest of the benefit you do not manage to draw before your second maternity benefit starts will be erased and you start with a new parental benefit (= CZK 220,000 credit) with the next child. It is your obligation to announce at the Employment office (State social support department) that you are applying for the next maternity benefit. In case none of you, the parents, is entitled to the second maternity benefit, you will apply for the next parental benefit right after your second child is born.

**Procedure**

The procedure of applying for parental benefit is a rather simple one.

As for the timing, the mother of the child can apply right after finishing her maternity leave or, in case she is not entitled to maternity benefit, right after her baby is born. The father of the child can apply from the day the baby is born.

You apply at the regional Employment office: [here](https://portal.mpsv.cz/upcr/kp/jhm/kop/brno-mesto/kontakty?fyz=1000000104000#zalozkaUh1), at the department of the State Social Support (*Úřad práce, Státní sociální podpora*, Polní 1011/37, tram stop *Vojtova*) that belongs under the Ministry of Labour and Social Afairs, [here](http://www.mpsv.cz/en/1603).

**Required documents** may vary according to a) what your purpose of visit is (first registration, changes in your current parental benefit ), b) where your residence is or what your citizenship and work occupation (employee, self-employed etc.) are or, c) what kind of social benefit you are there for.

Also, although there is always only one final applicant for a benefit, sometimes both parents need to be assessed and therefore both need to bring necessary documents. So, just to be on the safe side, bring the following (unless they are clearly irrelevant to your case):

* Application for parental benefit (*Žádost o rodičovský příspěvek*): [here](https://formulare.mpsv.cz/okdavky/cs/form/edit.jsp?FN=RodP140102101&CMD=EditForm&SSID=XuGiHmk81JuD4ew_KQa4cw1GP9DQbfrl), filled in by the applicant
* valid identity card / passport
* valid residence documents
* nonEU citizens are obliged to bring valid residence permits
* EU citizens should bring their temporary residence certificates if they have them. However, it is not a legal obligation for EU citizens to apply for this document. Those who don´t have it, don´t need it for the purpose of applying for parental benefit either.
* valid work contract (employees)
* trade license + most recent tax overview, if you already have one
* lease or a affirmation of your accomodation done by your landlord (= the owner of the flat or house)
* in case one of the parents was entitled to maternity benefit, an official statement from the Czech Social Security Administration: [here](file:///C:\Users\pavel.barta\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\VXBRPHL5\•%09http:\www.cssz.cz\cz\kontakty\krajska-a-okresni-pracoviste\brno\mssz-brno.htm)

**3 Child benefit**

Child benefit (*přídavek na díťe*) is another useful social benefit available through the State Social Suport. It is a basic and long-term social benefit granted to families with dependent children.

When it comes to its accessibility for foreign parents and their children, all those entitled for parental benefit can apply in case they also meet the following general requirements: a dependent child up to the age of 26 years, living in a family with an income of less than 2.4 times the family’s living minimum is entitled to this allowance: [here](http://www.penize.cz/kalkulacky/zivotni-minimum).

The benefit is provided on **three basic levels** set according to the child´s age. For a rough estimate of your eligibility and amount of the benefit you can use this calculator.

* < 6 years of age **CZK 500 / child / month**
* 6 – 15 years of age **CZK 610 / child / month**
* 15 – 26 years of age **CZK 700 / child / month**

**4 Other**

Apart from the three main types of allowances presented above (maternity, parental and child benefits) there are also other types of social support and reliefs available for parents living in the Czech Republic and their families.

**Birth grant** (*porodné*) is, for sure, worth mentioning. It is a one-off benefit granted to families with low income and its main purpose is to at least partially cover costs connected with the birth of their first (**CZK 13,000**) and second (**CZK 10,000**) live-born child. As for foreign families / mothers, the rule of the first-born only applies to children born in the Czech Republic so even with older children born abroad you are still entitled to the benefit in case you meet this condition as well: ‘the family income in the calendar quarter prior to the birth of the child does not exceed 2.7 times the family’s living minimum’. Check your eligibility: [here](http://www.penize.cz/kalkulacky/zivotni-minimum)

Through State Social Support: [here](http://www.mpsv.cz/en/1603), households with low income can also apply for **housing benefit** created to level out the difference between the household income and housing costs or, in those sad moments, for a **funeral grant** to cover the costs of a funeral. It also pays off checking out **indirect financial support of families via tax measures** such as tax advantages for dependent children in the form of tax credit, tax relief or a combination of the two (described in the section Family: [here](http://www.mpsv.cz/en/1603), on the website of the Ministry of Labour and Social Affairs).

**5 Useful links and places**

* **Ministry of Labour and Social Affairs**

**Section *Family*** [here](http://www.mpsv.cz/en/1607)**:** In order to reconcile professional and family roles of parents and thus create better conditions for families in the Czech Republic a number of **a) social services** supporting, assisting and counselling families or their individual members exist all around the country, **b) measures** were taken **to make labour law more beneficial** for parents (possibilities of taking time off and homeworking, rest intervals for nursing, flexible working hours or their modifications, transfer to other jobs or their prohibition etc.) and **c) child care services** of various kinds were established.

**Section *State social support*:** Apart from parental and child benefits or a birth grant, also a **housing benefit** and, sadly, a **funeral grant** represent family-related benefits available through the state social support.

**Section Forms:** represents a very useful source of both interactive (online) and printable forms required when applying for various social benefits.

* **Czech Social Security Administration**

**Section *Benefits provided under sickness insurance*** [here](http://www.cssz.cz/en/sickness-insurance/benefits-provided-under-sickness-insurance.htm):More information on maternity benefit as well as other benefits covered by sickness insurance.

* **Family Point** [here](http://www.familypoint.cz/) **:** This centre is a part of a large regional Family Centre which has a wide pool of specialists focusing on all areas of family life and cooperates with the Brno Expat Centre. Family Point can provide a lot of useful information as well as professional counselling regarding family life (contacts for schools, doctors, childminders and other specialists, info about events, places and people who can offer help etc.) Their address in Brno is: Josefská 1, they are open daily. To consult in English, contact Petra and Kateřina on Wednesdays, 9am – 1pm. You can also contact them through info@familypoint.cz.
* **The Family and Social Care Centre** is a non-profit organization offering also family counselling and support in critical situations
* **Very useful links in Czech only**
* **Online calculators:** [here](http://www.penize.cz/kalkulacky/zivotni-minimum)that, apart from calculating your social benefits (Section *Důchody a daně*), can be used to calculate your sick benefit, all kinds of taxes (income, inheritance, gift) or your annual leave etc.
* **Aperio:** [here](http://www.aperio.cz/586/english)is a very well-known online advisory centre for (future) parents. They can advise you in many areas including choice of a maternity hospital, services for families, family and work issues etc.
* **Babyonline:** [here](https://www.babyonline.cz/)is one of favourite Czech online forums and websites for (future) mothers and fathers.
* **Sociální dávky online:** [here](http://socialni-davky-2014.eu/r/davky-a-podpora/)is a web portal and discussion forum concerning all kinds of social benefits.
* **Brno pro rodiny (*Brno for families*)** is an official portal of the City of Brno full of family-related information such as leasure, health, (pre-)school equipments etc.
* Poradenství v oblasti sociální péče: [here](http://www.brno-prorodiny.cz/poradenstvi-v-oblasti-socialni-pece-ve-meste-brne) lists a couple of non-profit centres offering family counselling and trainings
* Pro rodiny s dětmi: [here](http://www.brno-prorodiny.cz/pro-rodiny-s-detmi) lists various family-oriented places in the city such as family and mother centres, mini pre-schools, parent groups with disabled or hyperactive children, leisure and sport activities etc.

For more useful tips concerning family life in Brno you can also check out the section ***Family life in Brno*** on our website, download one of the following **Infosheets**: **Having a baby, Health and Medical services**, **Schools and pre-school facilities** or **Leisure for kids**.

**FAMILY POINT**

You can get information regarding family life (schools, doctors, maternity leave, babysitting, workshops etc.) at [Family Point](http://brno.familypoint.cz/): [here](http://brno.familypoint.cz/) on Josefská 1 (open daily), other [branches](http://brno.familypoint.cz/index.php/2016-03-21-13-03-23) in Brno or via [info@familypoint.cz](https://www.brnoexpatcentre.eu/services/family/info@familypoint.cz).

If you know any more places where expat mums can meet, please let us know at [info@brnoexpatcentre.eu](https://www.brnoexpatcentre.eu/services/family/info@brnoexpatcentre.eu).

**A FEW LINKS**

[International School of Brno](http://www.isob.cz/en/) <http://www.isob.cz/en/> – kindergarten to grade 12 in English  
[Ponny](http://www.ponny-brno.cz/english-pre-school.html) <http://www.ponny-brno.cz/english-pre-school.html> – English preschool  
[Safírka](http://www.safirka.cz/en/index.php)  <http://www.safirka.cz/en/index.php> – English Preschool  
[English Speaking Mums of Brno and Kuřim FB group](https://www.facebook.com/groups/365787533485367/)  
[Brno Expat Family Network FB group](https://www.facebook.com/groups/BrnoExpatFamilyNetwork/?fref=ts)  
[Foreign Mothers and Mothers-to-be FB group](https://www.facebook.com/groups/266925060104421/?fref=ts)  
[Mixed Race Families FB group](https://www.facebook.com/groups/mixedrace.f/)  
[Studio Malý svět](http://www.maly-svet.cz/) <http://www.maly-svet.cz/htm/cs/uvod.phtml> – prenatal and brestfeeding consultancy

You can read a story on [having a baby in Brno](https://www.brnoexpatcentre.eu/2015/10/through-brno-having-a-baby/) written by our American blogger. For more details and opportunities for family leisure, download the **infosheet on leisure activities with kids**. If you do not find what you are looking for there, send us an inquiry.

## Leisure

### Swimming pools

Organization: **Swimming pool Kraví Hora**

Address: Údolní 76, Brno - Masarykova čtvrt

Telephone: 543 216 434 (Czech only)

Website: [www.kravihora-brno.cz](http://www.kravihora-brno.cz) (Czech only)

Short description: Swimming pool Kravi Hora is a modern – fully renewed,

with stainless pools (50m outdoor, 25m and 15m indoor)

Average water temperature is 27 °C.

Organisation: **Outdoor swimming pool Královo pole**

Address: Křižíkova 9d, Brno – Královo Pole

Telephone: +420 549 216 331 (Czech only)

E-mail: info@koupalistekrpole.cz

Website: [www.koupalistekrpole.cz](http://www.koupalistekrpole.cz) (Czech only)

Short description: Modern swimming pool with 3 pools: 25m for swimmers, 25m for non-swimmers with slide, and shallow pool for the youngest with slide. Refreshment shops available on site.

Organization**: Outdoors swimming pool Koupaliště Brno**

Address: Dobrovského 29, Brno

Telephone: +420 733 67 65 66 (Czech only)

E-mail: [koupaliste@koupalistebrno.cz](mailto:koupaliste@koupalistebrno.cz)

Website: [www.koupalistebrno.cz](http://www.koupalistebrno.cz) (Czech only)

Short description: Modern swimming area – outdoors with 1 swimming pool for swimmers, 2nd for non-swimmers. Nice area – trees, lawns, fast-foods.

Activities offered – during whole year:

* Zumba – see [www.tsdynamic.cz](http://www.tsdynamic.cz)
* Sauna
* Beach volleyball

Connected to Hacienda Mexicana restaurant.time.

Organization: **Aquapark Kohoutovice**

Address: Chalabalova 946/2a, Brno-Kohoutovice

Telephone: 547 425 063 (Czech only)

E-mail: balaban@starezsport.cz

Website: [www.aquapark-kohoutovice.cz](http://www.aquapark-kohoutovice.cz) (Czech only)

Short description: New, modern aquapark, opened whole year round. 3 pools (one for swimmers, one for relaxation with bubbles, one for summer on the roof).

Activities available:

* Sauna
* Fitness room

Organization: **Swimming pool Za Lužánkami**

Telephone: 541 425 831(Czech only)

E-mail: elleder@starezsport.cz

Website: [www.bazenzaluzankami.cz](http://www.bazenzaluzankami.cz) (Czech only)

Short description: Swimming pool offers 2 pools. One for swimmers and one for relaxation with water temperature of 33°C.

Services offered:

* Aquabar
* Massages
* Pedicure

Organization: **Aquapark Vyškov – indoor and outdoor**

Address: Sportovní ulice 752/5, Town Vyškov – approx 45 min. by car from Brno

Location Town Vyškov – approx 45 min. by car from Brno

Telephone: 517 34 87 45 (Czech only)

E-mail: bazen@vyskov.cz

Website: [www.bazenvyskov.cz](http://www.bazenvyskov.cz) (Czech only)

Short description: Swimming pool offers 2 pools. One for swimmers and one for relaxation with water temperature of 33°C and toboggan.

Outdoors is one pool for the summer and one shallow pool for youngest.

Services offered:

* Restaurant
* Aqua aerobic
* Sauna

### Wellness

Organization: **Wellness centre Kuřim – indoors and outdoors**

Address: Blanenská 1082, Town Kuřim approx. 30 min from Brno by car

Telephone: 734 346 450 (English) 541 420 240 – cash-desk (Czech only)

E-mail: info@wellnesskurim.cz

Website: <http://www.wellnesskurim.cz/wellness-kurim-english>

Short description: New, modern wellness centre, offering pools for swimming, relaxation.

Services offered:

* Sauna
* Massages
* Salt baths
* Fast-food
* Restaurant

Organisation: **INFINIT MAXIMUS** **WELLNESS & SPA**

Address: Hrázní 4a, Brno - Kníničky

Telephone: +420 730 182 942

E-mail: [infomaximus@infinit.cz](mailto:infomaximus@infinit.cz)

Website: <http://www.infinit.cz/brno-prehrada/>

Short description: Water SPA and sauna world Infinit Maximus adapts to the weather and to the current daytime, so you are able to plan your visit whenever you have the time or feel like relaxing.

Services offered: thermal pools, sauna ceremony, sauna nights, private whirpools, massages and treatments, accommodation.

Organisation: **Spa in Laa an der Thaya (Austria)**

Address: Thermenplatz 3, 2136 Laa an der Thaya, Austria – approx. 1 hour from Brno

Telephone: 02522 84 700 570

E-mail: service@therme-laa.at

Contact person: Reception (English, Czech, German)

Website: <http://en.therme-laa.at>

Short description: New, modern wellness centre, offering pools for swimming, relaxation. High standard. On your birthday you have entrance for free.

Services offered:

* Sauna
* Massages
* Salt baths
* Restaurant

Hotel connected to spa centre (reasonable packages).

Organization: **Wellness hotel Santon**

Address: Přístavní 38, Bystrc, by Brno dam

Telephone: 546 124 444

E-mail: santon@santon.cz

Website: [www.santon.cz](http://www.santon.cz) (English)

Short description: Complex wellness centre at a hotel on Brno dam surrounded by greenery. Opportunity for family holidays, meetings, active leisure, ceremonies.

Services offered:

* swimming pool
* sauna
* steam bath
* private whirlpool
* fitness centre with cardio-zone
* massages by specialists
* solar studio

### Tennis/Badminton/Squash

Organization: **Tennis**

Website: <http://www.brnomesto.eu/tenis-brno.htm> (Czech only)

Short description: Dozens of tennis courts - outdoors and indoors. Web page includes all the tennis centers in Brno and around Brno. In most cases booking is needed in advance.

More information and opening hours – see web page.

Organization: **Badminton**

Website: <http://www.brnomesto.eu/badminton-brno.htm> (Czech only)

Short description: Dozens of badminton courts - outdoors and indoors. Web page includes all the badminton centers in Brno and around Brno.

In most cases booking is needed in advance.

More information and opening hours – see web page.

Organization: **Zone4you – Moravská Slavia**

Squash centre and relaxation swimming pool

Address: Polní 16, Brno – Centre

Telephone: 420 543 22 30 30 (Czech only)

E-mail: polni@squashslavia.cz

Website: <http://www.squashslavia.cz/en/swimming-pool>

Short description: Modern squash centre with pool (8 x 4 m) with bubble benches, water temperature 30 – 31 °C, maximum 10 people.

Available for rent ex fixed timetables 90,- CZK/hour/adult or whole pool rent 700,- CZK/1 hour.

Activities available: Aqua aerobic, Squash, Spinning, Fit-box, Aerobic, Body and Mind

Organization: **Squash**

Website: <http://brno.hejbejtese.cz/aktivity/squash/> (Czech only)

Short description: Dozens of squash centers. Web page includes all the squash centers in Brno. In most cases booking is needed in advance.

More information and opening hours – see web page.

### Climbing

Organization: **Climbing walls**

Website: <http://www.brnomesto.eu/lezecke-steny-brno.htm> (Czech only)

Short description: Many climbing possibilities indoors and outdoors. Web page

includes all the climbing centers in Brno and around Brno.

In most cases booking is needed in advance.

More information and opening hours – see web page.

Organisation: **Climbing center Rajče**

Address: Sokol hall, Kounicova 22

Telephone: 604 735 626

E-mail: info@rajce.cz

Website: <http://www.rajce.cz/>

Short description: Biggest climbing center in Brno, possible to rent climbing shoes, harness, rope, belay devices. Wall 10m high, 550m

### Fitness

Organization: **Zone4you**

Address: Třída Generála Píky 2026/11, Brno - Černá Pole

Telephone: 548 22 10 10 (Czech only)

E-mail: info@zone4you.cz

Website: [www.zone4you.cz](http://www.zone4you.cz)

Short description: Fitness and wellness club in Brno.

Activities offered: Fitness, squash, spinning, massages, aerobic. In the same building restaurant Bueno Farma

Organization: **Big1fitness**

Address: Dornych 27, Brno - Centre

Telephone: 543 254 616 (Czech only)

E-mail: info@big1fitness.cz

Website: http://www.big1fitness.cz/en/fitness.html

Short description: Fitness and wellness club in Brno.

Activities offered: Fitness, Personal trainers, spinning, massages, wellness Centre

### Ice skating

Organization: **Skating – za Lužánkami**

Address: Sportovní 347/2 , Brno-Ponava

Website: www.bruslenizaluzankami.cz (Czech only)

Short description: Outdoor ice skating rink. Available in the winter season – for opening dates see web page. Renting skates possible.

Hobby hockey 1,000,- /1,5 hour

Organization: **Skating rink Nove Sady, Skating rink Kraví Hora**

Address: Brno -Nove Sady, Brno - Kraví hora

E-mail: vojacek@kravihora -brno.cz

Website: [www.kravihora-brno.cz](http://www.kravihora-brno.cz) (Czech only)

Short description: Outdoor ice skating rink. Available in the winter season – for

opening dates see web page.

Organization: **Ice Arena Olympia - skating**

Address: U Dálnice 777, Brno – Modřice

Telephone: 547 423 611 (Czech only)

E-mail: info@somerston.cz

Website: [www.olympia-centrum.cz](http://www.olympia-centrum.cz) (Czech only)

Short description: Outdoor ice skating rink. Available in the winter season – for opening dates see web page.

### Other sports

**Yachting**

Organization: **National Yachting school – Škola jachtingu s.r.o**

Address: Antonína Procházky 8, Brno

Telephone: 737 243 001, 543 232 034

Contact person: Kateřina Křelinová – project manager

Website: [www.skolajachtingu.cz](http://www.skolajachtingu.cz)

Short description: At the meantime only courses of marine yachting possible

for adults. Possible in English. See web page. Other yacht schools – focused on holidays on yachts see

web: www.sailtime.cz – web in English

[www.lzyacht.cz](http://www.lzyacht.cz) – web only in Czech

**Rope centre**

Organization: **Jungle park – rope centre**

Address: Jungle park is located on the right bank of Svratka river in Brno, Pisárky, opposite the area of SKP Kometa Brno, Bauerova 5

Telephone: 775-586-453

E-mail: info@junglepark.cz

Contact person: Igor Hofmann

Website: [www.junglepark.cz/en](http://www.junglepark.cz/en)

Short description: Modern rope centre with 3 different routes – different difficulty levels (one of them suitable for adults).

**Kung-fu**

Organisation: **Czech-Chinese academy of Kungfu**

Kung-fu regular trainings

Address: Basic school, Pavlovská 16, Brno – Kohoutovice

Telephone: 776 706 254

E-mail: pavel@ccak.org

Contact person: Pavel Stratil

Website: [www.ccak.org/en](http://www.ccak.org/en)

Short description: Regular trainings for adults. (Trainings according to request possible in English, German)

**Bowling**

Organization: **Bowling**

Website: <http://www.nabowling.com/bowling-brno/> (Czech only)

Short description: Dozens of bowling centers. Web page includes all the bowling centers in Brno city and around Brno. In most cases booking is needed in advance. More information and opening hours – see web page.

**Lacrosse**

Organization: **Ravens Brno Lacrosse**

Website: http://lacrossebrno.cz/ (Czech only)

Short description:

„A little like hockey but played with balls.” The first lacrosse club in Brno is recruiting new members, both men and women. If interested, contact Michal Kvapil at michal@lacrossebrno.cz or 722 821 336.

**Dance**

Organization: **Dance school Eso**

Address: Čechyňská 19, Brno center

Telephone: 776 746 372

Contact person: Jindřich Vláčil

E-mail: jindrich.vlacil@tanecniskolaeso.cz

Website: [www.tanecniskolaeso.cz](http://www.tanecniskolaeso.cz)

Short description: Dance courses, social balls, dance service Dance courses for beginners (in English!): Latin American and national dances: slow waltz, foxtrott, quickstep, viennese waltz, tango, blues, cha-cha-cha, jive, mambo and polka.

Organization: **Fall In Love Salsa – salsa dancing**

Contact persons: Cristina and Bogdan

Telephone: 775526516

E-mail: info@fallinlovesalsa.com

Website: [www.fallinlovesalsa.com](http://www.fallinlovesalsa.com) (English)

Short description: Regular courses for public, private lessons, every Thursday night in El Sombrero (20 Zelný trh sq.)

Organization: **Dance school Dynamic**

Address: Zábrdovická 2, Brno - Zábrdovice

Telephone: 774 328 701 (Czech only)

E-mail: recepce@tsdynamic.cz

Website: [www.tsdynamic.cz](http://www.tsdynamic.cz) (Czech only)

Short description: Modern dance centre with many dancing halls, experienced

lecturers and nice café, refreshment area, babysitting

available by prior booking.

Activities offered:

Zumba: - GOLD for older people, pregnant women and after

birth giving mums

toning – zumba with dumbells

caribic dances, pole dance, pilates, power yoga, street dance, Courses or individual entrances possible.

Organization: **Centrum tance**

Address: Václavská 237/6, Brno - centre

Telephone: 266190305 (Czech only)

Website: <http://www.centrumtance.cz/tanec/UdalostBig.asp?S=&id_i>= (Czech only)

Short description: Modern dance centre with many dancing halls, experienced lecturers and nice café, refreshment area

Activities offered:

Zumba, zumba gold, caribic dances, pole dance, pilates, power yoga, street dance, bollywood dance

Courses or individual entrances possible.

See web page for activities schedule

Organization: **YMCA**

Address: Kounicova 3, Brno - Centre

Telephone: 541215533

E-mail: ceili@demairt.cz

Contact person: Lenka Hoffmannová, Katka Báňová

Website: <http://www.demairt.cz/eng/nabor.html>, <http://www.ymcabrno.cz/>

Short description: Brno – based branch of the YMCA, the largest international organization for children and youth.

*Activities offered*:

activity Irish dancing for youth / adults

teacher Lenka Hoffmannová

venue Úvoz 55, Brno – Centre

activity ceilí club – youth and adults (no previous experience necessary)

teacher Katka Báňová

**Horse riding**

Organization: **Horse riding**

Address: Jezdecký areál Panská lícha ,Panská lícha 6, Brno - Soběšice

Telephone: 603 493 581

E-mail: jezdecka.skola@email.cz

Contact person: Zuzana Nováková

Website: [www.jkpanskalicha.cz](http://www.jkpanskalicha.cz) (Czech only)

Short description: Horse riding – regular courses, or individual lessons. Possible in English.

Courses outdoors or indoors. Starting at 450,- /hour.

**Art workshops**

Organization: **LUŽÁNKY - středisko volného času (Leisure Centre)**

Address: Lidická 50, Brno-Centre

Telephone: 604 700 212

E-mail: [luzanky@luzanky.cz](mailto:luzanky@luzanky.cz)

Contact person: Andrea Herzanova, andrea@luzanky.cz

Website: www.luzanky.cz (Czech only)

Short description: Lužánky – leisure time centre in Brno is an organization which offers creative activities for children, young people and adults.

English courses in drawing, painting, graphics, stained glass, ceramics. Please call phone number above in English.

Andrea does different art techniques every semester, lately it was ceramics.

Organization: **Saphira Center**

Address: Pavlovská 16, Kohoutovice

Telephone: 607 733 055

E-mail: marie@saphiracentrum.com

Website: [www.saphiracentrum.com](http://www.saphiracentrum.com)

Contact person: Marie Baltusová

Short description: Saphira center is located at Safirka kindergarten. Art and language courses for kids and adults take place at Elementary School Pavlovská 16 in Brno-Kohoutovice. Visual art, ceramics and sculpture; or any of active language courses on the offer.

Organization: **Základní umělecké školy (ZUŠ) - Elementary Art Schools**

Website: <http://www.familypoint.cz/rodiny-sdetmi/vzdelavani/21.html> (Czech only)

Short description: Web page lists all the basic art schools in Brno, in different parts of the city. There are public and also private Elementary art schools in Brno. Start of the School year is the same as at Elementary schools September – June.

English courses on request, mainly in a form of individual lessons (possibly also in German, Russian)

Courses offered: art, musical instruments (guitar, accordion, keyboard, piano, cello, viola da gamba, drums), dance, singing, photography.

Courses available also for adults.

**Cooking**

Organisation: **Culinary studio Divoká vařečka**

Address: Pekárenská 6, Brno - centre

Telephone: +420 777 566 009

E-mail: info@divoka-varecka.cz

Contact person: Petr Ocknecht

Website: en.divoka-varecka.cz

Short description: Culinary studio Divoká vařečka offers cooking courses for adults with different topics. Some courses held in English – for details please see web page.

Courses usually start at 4 pm in studio, chef teaches to cook meal, all the attendants have their own kitchen corner to try all the things – preparation, cooking and at the end there is a dinner with wine and talk. Whole course lasts approx. 4 and more hours.

Great idea for a gift.

**Travel out and around**

Organization: **Bohemia-Guide**

Address: Slunna 10, Slapanice

Telephone: 777 197 768

Contact person: Lenka Malikova

E-mail: lenka.malikova@bohemia-guide.cz

Website: [www.bohemia-guide.cz](http://www.bohemia-guide.cz) (English)

Short description: One day bus trips to Austria (Christmas markets), Hungary

(Thermal Spa), Skiing in Austria, Guide services, VIP tours, Transportation

Organization: **City Ski**

Telephone: 737 449 818

Contact person: Pavel Trcala

E-mail: pavel@trcala.com

Website: [www.cityski.cz](http://www.cityski.cz)

Short description: One day bus skiing trips to nearby slopes in Moravia, Slovakia, Austria. Every Saturday and Sunday in the witner season. Bus and skipass included for cca 600 CZK Renting skis possible.

**Ferry boats**

Organization: **Ferry boats on Brno dam**

Address: Brno dam/reservoir

Telephone: +420 546 210 045 (Czech only)

E-mail: lode@dpmb.cz

Website: <http://www.dpmb.cz/Default.aspx?seo=water-reservoir>

Short description: The boats travel up and down the lake all day. You can go right to the far end, where you will find Veveri Castle, or get off at any of the intermediate stops and wander around the woods – nice restaurants, playgrounds around. The castle itself is spectacular to see, but it was more or less neglected for fifty years, so is only now beginning to come alive again, so tours of the interior aren’t so interesting. But walking

round the castle, with its great towers and walls and inner buildings, is enjoyable, and almost every weekend there’s some kind of event there.

Possible to rent a ferry boat.

**Zoo**

Organization: **Brno ZOO**

Address: U Zoologické zahrady 46, Brno- Bystrc

Telephone: 546 432 311 (Czech only)

E-mail: zoo@zoobrno.cz

Website: [www.zoobrno.cz](http://www.zoobrno.cz)

Short description: Modern Zoo with wide variety of animals, new bear area Beringhie, tigers, meerkats, domestic animal. Fast – foods and restaurants. Very nice trip for a whole – day. Train travelling through ZOO to pick up tired people :o).

**Nature**

Organization: **Punkva caves, Abyss Macocha**

Address: Moravian Karst

Telephone: 516 413 575, 516 415 354 (Czech only)

E-mail: info@caves.cz

Website: [www.cavemk.cz](http://www.cavemk.cz)

Short description: Beautiful caves in Moravian karst, worth to see. Punkva cave

is interesting for its river inside – excursion on boats.

Unforgettable experience.

Near Punkva cave there is a lift to the Abyss Macocha view.

Strongly recommended to make a reservation, especially in the summer season

[www.moraviatrip.com](http://www.moraviatrip.com) – trips to this area with English guide

**Parks**

Organization: **Olympia park**

Address: Olympia shopping center, Brno - Modřice

Telephone: 547 423 611 (Czech only)

E-mail: info@somerston.cz

Website: [www.jdemedoparku.cz](http://www.jdemedoparku.cz) (Czech only)

Short description: Modern, huge park. Long path for bicycles and in-lines. Fastfood,

café, toilets available in Park.

Climbing tower available for adults.

**Role playing**

Organization: **Court of Moravia**

Telephone: 777 589 938

E-mail: info@courtofmoravia.com

Website: [www.courtofmoravia.com](http://www.courtofmoravia.com)

Short description: Live, action, role playing – LARP it’s an experience that allows you to try something that you hardly could otherwise

**Cinema**

Organization: **Cinema city**

Address: Olympia shopping center – Brno – Modřice

Velký Špalíček shopping center – Brno center

Telephone: 840 200 240 - reservations

E-mail: [olympia@cinemacity.cz](mailto:olympia@cinemacity.cz), velkyspalicek@cinemacity.cz

Website: [www.cinemacity.cz](http://www.cinemacity.cz)

Short description: Modern cinema multiplex, offering new movies usually in English with Czech subtitles. 3D movies available.

**Observatory**

Organization: **Brno Observatory and Planetarium**

Address: Kraví hora 2, Brno – Kraví hora

Telephone: 541 321 287 (Czech only)

E-mail: *e -mail@hvezdarna.cz*

Website: [www.hvezdarna.cz](http://www.hvezdarna.cz)

Short description: Modern observatory and planetarium with interesting program, guides speak English and German, also some programmes offered in English and German.

### Restaurants (children friendly)

Organization: **Výtopna restaurant**

Location: Hlinky 34 – Brno-střed, in Pisárky near the tradefair grounds

Telephone: 530 329 262, 776 080 501 (Czech only)

E-mail: vytopna@email.cz

Website: <https://vytopna.cz/pages/starobrnenska>

Short description: The whole restaurant is equipped as a train area. Railways, stations, bridges, many different kinds of trains delivering drinks directly to your table. Unusual and especially attractive for boys.

Reservation needed.

Organization: **Pizzeria La Gamba**

Location: Okružní 9b – Brno-Lesná

Telephone: 548 221 473 (Czech only)

Website: pizzeria-lagamba.com (Czech only)

Short description: Good pizza and pasta, reasonable prices. Big kids’ corner in the front part of restaurant (need to make a request to sit in this area when with kids). High-chair available.

Organization: **Za Sedmero restaurant**

Location: Adamovská 24 – Brno–Útěchov

Telephone: 541 213 068 – reservations (Czech only)

E-mail: jakub.glaic@zasedmero.cz

Website: [www.zasedmero.cz](http://www.zasedmero.cz) (Czech only)

Short description: Very pleasant restaurant with tasty food, kids’ corner inside, high-chairs available. In the summer, huge summer terrace with children’s playground outside. Lovely surroundings, great for trips in the woods and countryside.

### “Fun things to do”

Organization: **DinoPark**

Location: Cukrovarská 9, Vyškov – approx. 45 minutes northeast of Brno by car

Telephone: 517 346 356 (Czech only)

E-mail: vyskov@dinopark.cz

Website: [www.dinopark.cz/dinopark-vyskov-english/](http://www.dinopark.cz/dinopark-vyskov-english/)

Short description: Outdoor park with life-size models of dinosaurs that move, make dinosaur sounds, etc. Very exciting for kids. Play areas, 3D cinema. Great day-trip for the whole family.

Note: DinoPark can only be entered via the Vyškov zoo (see separate entry).

Open April-May (weekends), June-September (daily), October (weekends)

Organization: **DraXmoor Chateau of Horrors**

Location: Dolní Rožínka 5 – approx. 1 hour northwest of Brno by car, only 4km from the Šiklův mlýn Western Park (see separate entry)

Telephone: 566 567 400 (Czech only)

E-mail: info@draxmoor.cz

Website: [www.western.cz/page.php?ide=39](http://www.western.cz/page.php?ide=39) (Czech only)

Short description: Lots of scary experiences for kids of all ages.

Open May-June (weekends), July-August (daily), September (weekends)

Organization: **Boskovice Western Park**

Location: End of Svatopluk Čech street, Boskovice – approx. 45 minutes north of Brno by car

Telephone: 737 000 000 (Czech only)

E-mail: info@westernove-mestecko.cz

Website: [www.westernove-mestecko.cz](http://www.westernove-mestecko.cz) (Czech only)

Short description: Experience the Wild West. Lots of activities for kids and adults. Horse shows, trick shooting, Western cabaret, variety show, panning for gold, hurling the tomahawk, etc. Big covered playground for kids. Good restaurant. A really enjoyable experience for the whole family.

Can be rented for company events.

Organization: **Šiklův mlýn Western Park**

Location: Zvole 49, Zvole nad Pernštejnem - approx. 1 hour northwest of Brno by car

Telephone: 566 567 400 (Czech only)

E-mail: western@western.cz

Website: [www.sikland.cz](http://www.sikland.cz) (Czech only)

Short description: Great Wild West complex. Extensive Wild West town, Indian Reservation, many activities for all ages (rodeos, Wild West shows, American square dance lessons, etc.); possibilty of renting Western costumes. Accommodation available,

wooded area, camp ground, swimming pond.

Open July-August

Organization: **Garden Railway**

Location: Mlýnské nábřeží 35a – Brno-Obřany

Telephone: 603 279 177 (Czech only)

E-mail: info@zahradnizeleznice.ne

Website: [www.zahradnizeleznice.net](http://www.zahradnizeleznice.net) (Czech only)

Short description: Railway for little kids in the garden of the owner, Mr. Kovář.

Children can sit in the wagons of the train, travel around whole garden (including going through a tunnel). Other trains can be viewed. Maximum number of rides is two, to allow everyone to enjoy it: the place is always full of kids.

Recommended trip for family: by bike to the garden railway, then continue on the bike path along the Svitava River to Bilovice nad Svitavou – beautiful wooded countryside.

Return by train possible.

Open from April to October. Parking approx. 400 meters far from the house, under the railway bridge, at the terminal stop of the no. 4 tram – Obřany Babická.

Organization: **Model World**

Location: Shopping arcade (1st floor) at Josefská 9 – Brno-střed

Telephone: 776 346 866 (Czech only)

E-mail: jancik@modelovysvet.cz

Website: [www.modelovysvet.cz](http://www.modelovysvet.cz) (Czech only)

Organization: **Gallery of Models**

Location: Zábrdovická 10 – Brno- Židenice

Telephone: 548 211 405 (Czech only)

E-mail: midway@midofilm.cz

Website: [www.galeriemodelu.cz](http://www.galeriemodelu.cz) (Czech only)

Short description: Impressive collection of huge functioning models of ships,

aircraft and submarines from the World War II era.

Open Wednesday-Sunday

Organization: **Ferry boats at Brno reservoir/dam**

Location: Office: Hlinky 151, Brno reservoir/dam

Telephone: 546 210 045 (Czech only)

E-mail: lode@dpmb.cz

Website: <http://www.dpmb.cz/Default.aspx?seo=water-reservoir>

Short description: Kids – especially older ones – usually enjoy riding on the ferry boats at the Brno reservoir/dam (in fact for ecological reasons they’re electric boats, but they look like steamboats).

The boats travel up and down the lake all day. You can go right to the far end, where you will find Veveří Castle, or get off at any of the intermediate stops and wander around the woods – nice restaurants, playgrounds around. The castle itself is spectacular to see, but it was more or less neglected for fifty years, so is only now beginning to come alive again.

Tours of the interior fairly restricted, but walking round the castle, with its great towers and walls and inner buildings, is enjoyable, and almost every weekend there’s some kind of event there.

Boats can also be rented for events

Season: April-October

Organization: **Aviatik servis – Balloon rides**

Location: Šeránkova 4 – Brno-Žabovřesky

Telephone: 605 767 776 (Czech only)

E-mail: aviatik@balon.cz

Website: [www.balon.cz](http://www.balon.cz) (Czech only)

Short description: Brno’s the third-largest producer of hot-air balloons in the world – so why not try one of Aviatik’s exciting balloon rides? Flights over Brno, the surrounding countryside, southern Moravia, even the Austrian Alps, during the day, at night, at dawn – take your pick. Perfect for a special occasion or as a gift.

Museums (going with kids)

Organization: **Technical Museum Brno**

Location: Purkyňova 105 – Brno-Královo Pole

Telephone: 541 421 411 (Czech only)

E-mail: info@technicalmuseum.cz

Website: [www.technicalmuseum.cz/index.php?lang=eng](http://www.technicalmuseum.cz/index.php?lang=eng)

Short description: Fascinating museum with exhibits of old motorbikes, cars, engines, planes (especially attractive for boys) and many more. Temporary exhibitions during the year. Big hands-on interactive area. Carpet with wooden blocks for small kids and many experiments to help understand physical phenomena.

Organization: **Anthropos Pavilion**

Location: Pisárecká 5 – Brno-Pisárky

Telephone: 515 919 760 (Czech only)

Website: [www.mzm.cz/en/pavilonanthropos/](http://www.mzm.cz/en/pavilonanthropos/)

Short description: Very interesting museum dealing with the origin and evolution of the human race and the beginnings of human culture; both permanent and temporary exhibitions. Life-size models of mammoths, prehistoric people, etc. and unusual finds from archeological excavations in Moravia. Attractive for children and adults of all ages.

Set in the midst of a beautiful park.

Organization: **Toy Museum**

Location: Měnínská 7 – Brno-střed

Telephone: 542 123 618 (Czech only)

E-mail: picmausova@spilberk.cz

Website: [www.spilberk.cz/index.php?pg=zobraz&co=muzeum-hracek](http://www.spilberk.cz/index.php?pg=zobraz&co=muzeum-hracek)

(Czech only)

Short description: Located inside the historic Měnín Gate. Good exhibition of toys from the past down to the present – dolls, dolls houses, toy prams, sets of dishes, animals, toy cars, puppets, etc.

Exhibition changes regularly.

Organization: **Radost Puppet Theatre – Puppet Museum**

Location: Cejl 29 – Brno-Zábrdovice

Telephone: 545 321 273 (Czech only)

E-mail: divadlo@divadlo-radost.cz

Website: [www.divadlo-radost.cz/muzeum-loutek.html](http://www.divadlo-radost.cz/muzeum-loutek.html) (Czech only)

Short description: A fascinating collection of puppets from productions mounted by the Radost Puppet Theatre over the past sixty years. Housed in what looks like the prow of a great sailing ship. Something special for kids and adults.

Organization: **Vyškov aviation museum**

Location Vyškov - approx. 45 min. northeast of Brno by car (see map on website)

Telephone: 777 637 833 (Czech only)

E-mail: LHS.Vyskov@seznam.cz, muzeum@lhs-vyskov.cz

Website: [www.lhs-vyskov.cz](http://www.lhs-vyskov.cz) (Czech only)

Short description: A fascinating collection of old planes, helicopters and everything connected to aviation. Especially interesting for boys and dads.

Open from April to October

### Play areas

Oranization: **Bruno Park**

Location: Kigginsova 2, Brno-Slatina 627 00

Telephone: +420 515 535 570, +420 733 439 192

E-mail: [recepce@brunofamilypark.cz](mailto:recepce@brunofamilypark.cz)

Website: <http://www.brunofamilypark.cz/en/>

Short description: Great play area for children. Children must have an adult escort. Orders for birthday parties, school events and company events are accepted at: [recepce@brunofamilypark.cz](mailto:recepce@brunofamilypark.cz)

Oranization: **The Little gym**

Location: Kigginsova 2, Brno-Slatina 627 00

Telephone: +420 515 535 573

E-mail: brno@thelittlegym.eu

Website: <http://brno.thelittlegym.eu/>

Short description: The Little Gym Brno offers progressively structured classes and a positive learning environment to create opportunities for your child to try new things and build self-confidence, all with a grin that stretches from ear to ear. Our trained instructors nurture happy, confident kids through a range of classes like parent/child classes and gymnastics, plus fun extras like parties, camps and more.

Organization: **FunParkBrno**

Location: Dobrovského 29 – Brno-Královo pole

Telephone: 733 676 566 (Czech only)

E-mail: koupaliste@koupalistebrno.cz

Website: [www.funparkbrno.cz](http://www.funparkbrno.cz) (Czech only)

Short description:

Great play area for children ages 2 – 10. Inflatable castles, playground for babies, merry-go-round, crafts, slides, ropes – part outdoors, part covered by party tent. Ticket combination with swimming pools available (see Brno Swimming Pool).

Open from April to September. Parking free for parents and connected to Restaurant Hacienda Mexicana terrace.

Organization: **Bongo**

Location: Pražákova 51, Brno

Telephone: 777 639 172 – hotline (Czech only)

E-mail: info@bongobrno.cz

Website: [www.bongobrno.cz](http://www.bongobrno.cz) (Czech only)

Short description: Indoor family fun centre. Climbing, jumping, sliding – several areas according to the age of the child and physical ability. All the attractions also fun for parents! Don’t forget to wear socks and casual clothes: in 30 minutes you will be totally soaked in sweat. Children love it.

Café and fast-food outlets for tired parents. Possibility of organizing birthday parties.

Open all year round

Organization: **Olympia park**

Location: Olympia shopping center, Brno - Modřice

Telephone: 547 423 611 (Czech only)

E-mail: info@somerston.cz

Website: [www.jdemedoparku.cz](http://www.jdemedoparku.cz) (Czech only)

Short description: Huge modern play area for children of all ages and adults.

Different areas for different age groups, with slides, ropes, water activities, swings, kids train, long path for cycling and in-line skating. Climbing wall (largest in Central Europe)

available for adults.

Fast-food, coffee, toilets available. Open April – October

## Tranportation

### Public transport

**Train transport**

Brno is an important traffic junction already historically. Today, the Brno railway junction serves the main transport routes between Vienna, Prague and Bratislava; there are also many connections in North Moravia.

**Car transport**

In 1967 the construction of the D1 motorway from Prague to Brno was started. Three highways are now leading to Brno.

**Tram transport**

At present, the tram network in Brno is the largest in Moravia and the second in the whole Czech Republic. Brno's transport company now has approximately 320 trams running on eleven lines with numbers 1-6 and 8-12.

**Trolleybus transport**

The transport company has approximately 150 trolleybuses available on 13 routes ranging from numbers 25 to 39.

**Bus transport**

Today, buses provide transport in Brno for a total of 54 routes ranging from 40-99. An additional part of the bus service is also several free-to-use lines that transport customers to various shopping centers in Brno and its surroundings. Night transport in Brno is operated only by buses, which are most used on Friday (ie before the weekend)

The inhabitants of Brno also serve an extensive system of urban public transport, which consists of a network of trams, trolleybuses and buses. It is also contemplated to build a fast track, underground tram or metro. The local transport company also operates a shipping service to the Brno Dam. Thanks to the lowland nature of the landscape, cycling is also widespread.

If you use public transport in Brno you need to have a travel card.

For more information: <http://www.dpmb.cz/en/jizdni-rady-linkove>

Fares**:** [here](http://dpmb.cz/en/jizdne)

DPMB ticket sales points**:** [here](http://dpmb.cz/en/prodejny)

**Air transport**

The city of Brno has an international airport Brno-Tuřany. Brno-Tuřany Airport is about 7 km southeast of the center. Regular flights: Brno - London / Stansted / Luton, Brno - Prague, Brno - Moscow, Brno - Milano, Brno - Rome, Brno - St. Petersburg, Brno - Eindhoven and charter flights to the Mediterranean destinations. In particular, the small Medlánky National Airport serves the sport.

### https://upload.wikimedia.org/wikipedia/commons/thumb/0/07/OK-TVF_travel_service.jpg/220px-OK-TVF_travel_service.jpg

### Car

Using car for your transportation through~~t~~ city is one of the easiest ways, if you are not using public transport. Here is a couple of advice for you.

**Car registration**

If you have your own car you have to register it in the Czech Republic. To register you need first a Czech personal ID number (rodné číslo) issued with your temporary residence card. Imported car needs to go through the technical inspection from State Technical Control (STK) for fuel limits and eligibility for Czech roads. They will issue a document called "Protokol o evidenční prohlídce" with your name (you will have to present both car registration books). The charge is about 2.500 CZK. By Czech law your car must be insured ie. povinné ručení - mandatory liability insurance, about 5.000 CZK a year)

Registration process: When you have all documents: your car registration books, technical protocol, documents regarding your residency and liability insurance ready, make an appointment at the Odbor dopravněsprávních činností (ODSČ) on Kounicova 67. Registration fee is 800 - 1.500 CZK for cars no older than 10 years. An officer at ODSČ will tell you if everything is ok and will see to the procedure of car registration. They will let you know when the process is done.

To sum up, car registration and liability insurance tops up to about 6 000 - 7 000 CZK in total.

**Driving licence**

**EU citizens**

A member of European Union country, who is a holder of a valid driving licence of European Union and who has a place of residence in the territory of the Czech Republic, **may** continue driving with his/her national driving licence in the Czech Republic for the period of its validity. At the same time, he/she may (but **does not have to**) apply at the relevant office of the municipality with extended competence for issuing a driving licence as replacement of a driving licence of European Union.

**Non-EU citizens (i.e. third countries)**

A holder of a valid driving licence issued by a foreign country may drive in the Czech Republic with:

A: **a foreign driving licence** pursuant to Convention on Road Traffic (Vienna 1968) or pursuant to Convention on Road Traffic (Geneva 1949) for the period of its validity only. A foreign national having a permanent or temporary residence in the territory of the Czech Republic for a period **longer than 1 year** in the territory of the Czech Republic, is obliged to apply at the relevant office of the municipality with extended competence for issuing a driving licence as replacement of driving licence issued by a foreign country, namely within 3 months of the day when the permanent or temporary residence for a period longer than 1 year was permitted to him/her.

B: **an international driving licence** issued in addition to the foreign national driving licence in case this is not in accordance with the Convention on Road Traffice (Vienna 1968) or Convention on Road Traffice (Geneva 1949). The only limit here is the validity of the international driving licence.

If the office of the municipality has doubts about the validity of a driving licence issued by a foreign country, it shall check its validity at the representation of the country that had issued this driving licence.

A driving licence issued by a foreign country can be replaced by a driving licence of the Czech Republic only if the driving licence issued by a foreign country corresponds to the Convention on Road Traffic (Vienna 1968) or to the Convention on Road Traffic (Geneva 1949). Licences that do not correspond to the Conventions cannot be replaced and their owners must enter a driving school and take a theoretical and practical examination in vehicle driving. You might send your licence for recognition to the Drivers Agenda Office of the Municipality.

**Replacement of driving licence of European Union or driving licence issued by a foreign country**

An application may be submitted in person or on one's behalf on the basis of power of attorney. An application form can be collected at the counter of Drivers Agenda Office of the Brno City Municipality, Kounicova 67, Brno only. The form must not be copied nor may an electronic form of submission be used. One has to fill in the form and submit it to an officer at the counter.

**The following must go with the application**:

* a valid proof of identity,
* one current photograph,
* a driving licence of European Union or a driving licence issued by a foreign country, the replacement of which is requested,
* a document proving a temporary/permanent domicile of the applicant in the territory of the Czech Republic (stays longer than 185 days),
* an affirmation of the applicant that no other member country has imposed prohibition of activity on him/her consisting in the ban of motor vehicles driving and that his/her driving licence has not been suspended or withdrawn, or that the period has already expired, for which the prohibition of activity had been imposed or for which the renewal of driving licence of the applicant was limited or conditioned by another member country and specifies this fact and the extent of the limitation or conditioning in the affirmation.

The applications are disposed of within the period stipulated by law, within 20 days of the application date at the latest. It is necessary to collect the driving licence in person or via a proxy on the basis of officially authenticated power of attorney at the Drivers Agenda Office.

An applicant is obliged to give over a driving licence issued by a foreign country upon pick-up of a Czech driving licence. An issuing of a driving licence in replacement of a driving licence issued by a foreign country is charged by an administrative fee of 50 CZK. The fee can be paid in cash or by credit card.

**Driving schools**

In case you do not have driving licence but you would like to be abe to drive a car, there are schools, where you can learn it. This is a list of „Autoškola“ with instructors speaking English or other language. After lectures you are allowed to go to the exam, you have also possibility to use certificated interpreter for your exam. Driving school: **Autoškola Pelikán, Foreigners.cz, Roman Formánek, Autoškola Kohout, etc.)**

**What else**

It is becoming a common request for assistance when a car is being towed away and the owner is desperately looking for a quick help. Besides breaching general traffic regulations (like parking where it is not allowed, too close to the zebra crossing or to the tram line) the most common reason for towing a car away is street cleaning.

[](http://www.brnoexpatcentre.eu/wp-content/uploads/2013/05/cisteni.jpg)

Watch out for the road signs **NO PARKING: BLOKOVÉ ČIŠTĚNÍ**

Every year from April to October the street sweepers are passing through the streets of Brno. Where there is a parked car in a way, a tow truck will pick up the car and take it away to the municipal parking lot. To get back your car you have to find the parking place and bail out the car for some 2.000,-. To localize your car and the parking lot contact all national police number 158.

There is no excuse like “I didn’t know” or “I didn’t see the sign post”. Every city district makes a plan for the street cleaning available for public on the relevant website. You can also download app for it. For more information go to: [website](https://cisteni.bkom.cz/ui/#!map).

FAQ (frequently asked questions)

1. **Do I have to register as an EU citizen when I´m here for less than 30 days?**

No, I don´t.

1. **Do I have to register as an EU citizen when I´m here for more than 30 days?**

Yes, I do. EU citizens planning to stay in the Czech Republic for more than 30 days must **register their place of residence** in this country with the Foreign Police within that period. Here in Brno the **Foreign Police is located at Cejl 62b.** Any subsequent change of address or request for a certificate of temporary residence should be requested at the regional **Immigration office of the Ministry of the Interior located at Hněvkovského 65.**

If you intend to stay in the country for more than three months, you have the right to apply for a certificate of temporary residence ("potvrzení o přechodném pobytu"). This is also done at the regional office of the Ministry of the Interior. Though possession of the certificate is not obligatory, you will find that it may well simplify your life in the future. For example, for such things as obtaining a mortgage or registering your car you will require this certificate, or if you should wish to take out permanent residence in the Czech Republic down the line sometime, the certificate will provide proof of the length of your stay in this country.

1. **What are duties of third-country nationals entering the Czech Republic, length of stay?**

Third country nationals are obliged to register their accommodation address in the Czech Republic with the nearest [foreign police department](http://www.policie.cz/clanek/oddeleni-pobytovych-agend.aspx) within **3 working days** of entering the Czech Republic. If you have arrived in the Czech Republic to pick up a long-term or permanent residence card, you may also perform your obligation of registration at the Ministry of the Interior (located at Hněvkovského 65), where you may also perform your obligation to [provide biometric data.](http://www.mvcr.cz/mvcren/article/biometric-data.aspx) When performing his/her obligations, the third country national must present a valid travel document and a completed registration form (available at the office). In the course of performance of registration obligations, the police is entitled to demand presentation of a travel insurance certificate.For more information [click here](http://www.mvcr.cz/mvcren/article/third-country-nationals-entering-the-czech-republic.aspx).

1. **What is Long-term residence for third-country nationals with the purpose of "scientific research"?**

For more information [click here](http://www.mvcr.cz/mvcren/article/third-country-nationals-long-term-residence.aspx?q=Y2hudW09Mw%3d%3d)

1. **How to extend a long-term residence permit - The purpose of "scientific research"?**

Third-country nationals Extension – a long-term visa is extended in the form of long-term residence permit, you need to apply the earliest 120 days before the exp~~i~~ration of your visa and 30days before the expiration of your employee card the latest, in case of a long-term residence no later than on the last day when your permit is valid. You apply at your local OAMP according to your address. After she request is settled personal visit – biometric scanning, then you personally pick up your card after 3 weeks. For more information [here](http://www.mvcr.cz/mvcren/article/third-country-nationals-long-term-residence.aspx?q=Y2hudW09MTA%3d).

1. **Do I have to report changes in name, marital status, address, travel documents?**

Yes, you have to report changes with the regional Immigratin office of the Ministry of the Interior located at Hněvkovského 65 within 15days.

1. **Citizens from "third countries"**

Foreigners from outside the EU and EFTA who wish to remain in the Czech Republic for more than 30 days must **register with the**Foreign Police (Cejl 62b) within three working days their arrival in the country.

Long-term (over 90 days) visas have to be applied for at a Czech embassy abroad.

For long term residence permits contact the Immigration office of the Ministry of the Interior (located at Hněvkovského 65), arranging appointment beforehand may save you a couple hours of waiting time.

You can find more information about the residence permits directly at the Immigration's office website: [www.imigracniportal.cz](http://www.imigracniportal.cz/)

1. **Who is third-country nationals?**

Non-EU nationals are citizens of countries neither members of the EU, nor citizens of Iceland, Liechtenstein, Norway and Switzerland, nor their family members. The term used in legislation for this group is third country nationals. For more information [click here](http://www.mvcr.cz/mvcren/article/third-country-nationals-third-country-nationals.aspx).

1. **What is long-term residence - "Bridging label" ?**

In Czech „ překlenovací štítek“. For more information [here](http://www.mvcr.cz/mvcren/article/third-country-nationals-long-term-residence.aspx?q=Y2hudW09MTM%3d)

1. **What are responsibilities of third-country nationals?**

* Reporting duty on OAMP within 3 days of arrival. (§ 93, ZoPC)
* Report change of address within 30 days of moving.
* Submission of proof of the right to stay no later than 3 days before the end of the stay in the Czech Republic. (§ 103 ZoPC)

1. **When can I apply for PERMANENT RESIDENCE in the Czech Republic?**

For more information[click here](http://www.mvcr.cz/mvcren/article/eu-citizens-and-their-family-members-permanent-residence.aspx)

1. **When can I apply for TEMPORARY RESIDENCE in the Czech Republic?**

For more information [Click here](http://www.mvcr.cz/mvcren/article/temporary-residence.aspx)

1. **Where do I find information about EU citizens and family members?**

For more information [Click here](http://www.mvcr.cz/mvcren/article/eu-citizens-and-their-family-members.aspx)

1. **Where do I arrange parental subsidy?**

You have to go to Labor Office located at Polní 1011/37.

1. **Where do I find application forms for visas and residence permits?**

For more information [click here](http://www.mvcr.cz/mvcren/article/application-forms.aspx)

1. **What is an employee card?**

An employee card is a new type of permit for long-time residence in the territory of the Czech Republic (CR) where the purpose of the foreign national’ stay (longer than 3 months) is employment. For more information [click here](http://www.mvcr.cz/mvcren/article/employee-card-682810.aspx).

1. **Do I have to pay the local fees for municipal waste in Brno?**

For more information [click here](http://www.brno.cz/en/sprava-mesta/magistrat-mesta-brna/usek-rozvoje-mesta/odbor-zivotniho-prostredi/oddeleni-spravy-poplatku-za-komunalni-odpad/mistni-poplatek-za-provoz-systemu-nakladani-s-komunalnim-odpadem/#c4467888).

1. **What is Long-term residence for third-country nationals with the purpose of "scientific research"?**

For more information [click here](http://www.mvcr.cz/mvcren/article/third-country-nationals-long-term-residence.aspx?q=Y2hudW09Mw%3d%3d)

1. **How to get to or from the airport Brno?**

From the Airport use the city bus E76 and go about 15 minutes to its final stop - Brno Main Train Station. You need to buy a ticket for 25 CZK - 1 € at the counter in the departure hall or at the vending machines in the arrival hall. For more information [here](https://www.idsjmk.cz/EN/howtogetthere.aspx).

Usefull link/Definitions

1. **Welcome to Brno:**

<http://www.gotobrno.cz/en>

<http://www2.brno.cz/index.php?lan=en&nav01=20608&nav02=20614&nav03=20654>

1. **Emergency phone numbers:**

Fire Brigade **150**

Ambulance **155**

Police of the Czech Republic **158**

Brno Metropolitan Police **156**

<https://www.mpb.cz/en/contact/>

1. **Family members of EU citizens:**

For more information [here](http://www.mzv.cz/kualalumpur/en/visa_and_consular_information/visas/family_members_of_eu_citizens/index.html)

1. **Family members of EU/ EEA nationals:**

For more information [here](http://www.mzv.cz/london/en/visa_and_consular_information/visa_information/schengen_visa/family_members_of_eu_citizens_who_do_not.html)

1. **Basic Schengen Visa information**:

For more information [here](http://www.mzv.cz/teheran/en/visa_and_consular_information/basic_schengen_visa_information_2.html)

1. **If you terminate the employment relationship with a foreign worker** residing on the basis of a long-term residence permit for the purposes of scientific research (i.e. on the basis of a hosting agreement) he / she should be reminded that after leaving the Czech Republic he / she is obliged to send to OAMP of the CR Card.

The same applies to the family on the basis of a long-term residence permit on the basis of a family reunion with a scientist.

1. **List of States whose citizens are not subject to visa requirements**:

For more information [click here](http://www.mzv.cz/jnp/cz/informace_pro_cizince/kratkodobe_vizum/seznam_statu_jejichz_obcane_nepodlehaji/index.html)

1. Driving licences - **Obligations of a foreign national with a foreign driving licence: for more information** [here](http://www2.brno.cz/index.php?lan=en&nav01=20608&nav02=20619&nav03=20633)**.**

**EU citizens**

**A member of European Union country, who is a holder of a driving licence of European Union and who has a place of residence in the territory of the Czech Republic, may continue driving with his national driving licence in the Czech Republic for the period of its validity. At the same time, he/she may (but does not have to) apply at the relevant office of the municipality with extended competence for issuing a driving licence as replacement of a driving licence of European Union.**

**Citizens of so-called third countries outside the EU**

**A holder of a valid driving licence issued by a foreign country may drive in the Czech Republic with**

**A: a foreign driving licence**

**B: an international driving licence**

1. Granting a driving licence - **Granting and extending a driving licence**

An application for issuing a new driving licence has to be submitted **in person** at the Drivers Agenda Section of Brno City Municipality, Kounicova 67, Brno. For more information [here](http://www2.brno.cz/index.php?lan=en&nav01=20608&nav02=20619&nav03=20636).

Our partners

**[](https://www.ceitec.cz/data/images/thumb/199_2b9e5e4fbd.png?1370599686)**

[**Euraxess Česká republika**](http://www.euraxess.cz/)  We provide information and assistance to researchers who are coming to work in the Czech Republic, or who are moving to work in another European country — both via this portal and at the EURAXESS Centers and 7 contact points in our national network. This portal contains practical advice concerning professional and daily life, as well as information on job and funding opportunities. Our service centers help researchers and their families to plan and organize their move to a foreign country, providing assistance in all matters related to mobility. All services provided by the EURAXESS Network are free of charge. **Contact person:** Martina Šatinská | [martina.satinska@jcmm.cz](mailto:martina.satinska@jcmm.cz) | + 420 724 803 394

**[expat centre](https://www.ceitec.cz/data/images/thumb/198_2b9e5e4fbd.png?1370599641)**

[**Brno Expat Centre**](http://www.brnoexpatcentre.eu/) is a project of a civic association called Brnopolis and the Office For Strategies of Brno City Municipality. The aim of this Centre is to provide individual counseling, assistance on meetings with authorities or arranging some private services for highly qualified foreigners who work and live in Brno and to offer them some kind of informal platform for regular meetings. The range of activities is not limited just by a working life - the Centre also participates in the process of integration not just of these foreigners but also of their families.

**[](https://www.ceitec.cz/data/images/thumb/2356_2b9e5e4fbd.png?1415975698)Act like Brno / USE-IT Brno**

[**USE-IT**](http://www.use-it.cz/getmap?city=brno)is a map dedicated not just to young visitors, but also to those who want to experience Brno from the local people´s point of view. This map will help you to discover unusual sights, out favourite cafes, pubs, views of Brno, hidden places and also offers a themed walks. It is not just a map, it is also a guide for the process of fitting into a group of locals and how to experience the unique atmosphere of Brno. USE-IT is a non-commercial project, places that are included in the map are picked by us based on our feelings and experience. USE-IT maps are always free and actual. Maps are updated at least every two years. A group of young enthusiastic people, who established an Act like Brno association, cooperate on creating this map guide. Thanks to USE-IT, Brno is a part of an European USE-IT Europe network in which more than 30 other cities all over the Europe are included.