

Employee Card (zaměstnanecká karta)

An **employee card** is a residence permit (RP) that allows third-country nationals to legally reside and work in the Czech Republic for more than three months.

An employee card is issued for **a maximum of two years**. If the employment contract is shorter than two years, the card's validity may be limited to the duration of the employment contract.

You can submit an application:

- **at a Czech consulate**
 - in the country that issued your passport or of which you are a citizen;
 - in a country where you have a temporary residence permit or permanent residence permit and have resided there continuously for at least two years (for temporary residence permits/permanent residence permits in EU countries, apply at the visa application center in Dresden - we recommend checking the website first, applying for work cards in Dresden is limited).
- **at any Czech consulate**
 - if you are a citizen of certain countries
(https://mzv.gov.cz/jnp/cz/informace_pro_cizince/pobytova_opravneni_k_pobytu_nad_90_dnu/mistni_prislusnost_zu_v_rizeni_o_vizum_a/index.html).
- **at the Department for Asylum and Migration Policy of the Ministry of the Interior of the Czech Republic (OAMP)**
 - if you already have a valid residence permit in the Czech Republic.
Exceptions: long-term visa for the purpose of stay due to extraordinary circumstances (strpění), temporary protection, seasonal work, emergency work visa, and some other special regimes

Some consulates operate under quotas for employee card applications. Therefore, before submitting, you should check whether a particular consulate accepts such applications.

The application processing period is 60 days, and in particularly complex cases, up to 90 days. The period is calculated from the moment all required documents are submitted, not from the moment the application is submitted.

dual employee card (reside and work)	non-dual employee card (reside, already has free access to the labour market)
Your job position must be registered in the Central Database of Job Vacancies (at least until you receive confirmation of compliance with the requirements from the Ministry of the Interior)	Is not required to
During the first employee card, it is not possible to change employers for 6 months , however, it is possible to change position with the same employer.	This requirement does not apply.
If you want to change your employer, position, or take on an additional work position, you must notify OAMP at least 30 days in advance and wait for confirmation of compliance with the requirements.	You can start your new job at any time and do not have to wait for confirmation from the Ministry of the Interior. You must notify the OAMP of any change of employment within three working days of starting work with the new employer.
You cannot change employers or take on additional positions with another employer if your employer is an employment agency. However, you can renew your employee card if you continue to work through the same agency for which the initial employee card was issued	This requirement does not apply.
If your employment ends, you must notify OAMP within 90 days of your new employer or apply for a new residence permit for a different purpose. Otherwise, your employee card will be cancelled.	The time limit is not specified in the law, but the purpose of stay must be fulfilled.
One of the conditions for obtaining a employee card is that the employer fulfills the obligations established by law (cannot be considered an “unreliable employer”).	
You must fulfil the purpose of your stay - employment.	

Free access to the labour market have:

- EU citizens;
- their family members;
- foreigners who have been granted permanent residence permit in the Czech Republic;

- study a university accredited study programme on a full-time basis, receive a full-time education at a secondary school, conservatory, higher vocational school or a language school authorised to hold state exams;
- have completed in the Czech Republic a secondary education, higher vocational education, higher vocational education at a conservatory or a university education;
- nationals of the following countries: Australia, New Zealand, United States of America, Canada, United Kingdom, Israel, Japan, South Korea, Singapore, Taiwan;
- citizens of Turkey and have been properly employed in the Czech Republic for four years;
- reside in the Czech Republic with a long-term residence permit for the purpose of family reunification;
- who undertakes continuous educational or research activities as a university pedagogical or academic worker or a scientist, researcher or innovator in a public research institution or another research institution under specific legislation;
- have been granted asylum or subsidiary protection.

The following must be attached to the application:

- a valid travel document;
- proof of accommodation, signed no more than 180 days before the date of application;
- photograph 3,5x4,5;
- proof of employment relationship (work contract, agreement on performing work or a preliminary contract/agreement in which the parties commit to close a work contract or an agreement on performing work within an established time limit);
- document certifying a professional qualification to perform the job (e.g. a diploma or a certificate) - if required so by the employer, nature of the job or the law;
- document similar to a criminal record certificate, issued by the state of which you are a citizen;
- pay the administrative fee (2,500 CZK if you apply in the Czech Republic);
- **Dual employee card**
+ a document containing the identification number of the job vacancy. This document is not required if the job vacancy identification number is already stated in the application form.
- **Non-dual employee card**

+ a document proving entitlement to free access to the labour market.

Application procedure

1. Submit the application, the required supporting documents, and pay the administrative fee.
2. *Submit any additional documents requested by OAMP.
3. Check the status of your application on the ipc.gov.cz portal using the reference number of your application. If the application was submitted by post, you can obtain your reference number by calling the Ministry of the Interior's Information Centre at +420 974 801 801 (you will need your passport for identification).
 - **Approved / Preliminarily assessed positively** - schedule an appointment to provide your biometric data through the Information Centre.
 - **Being processed** - once the statutory processing period has expired, you may submit a request to expedite the proceedings or a request for measures against administrative inactivity.
 - **Rejected** - you may file an appeal within 15 days of receiving the decision by post.
4. *At the Czech consulate, collect your entry visa and provide proof of comprehensive medical insurance.
5. * To report to the Ministry of the Interior that you have arrived in the Czech Republic within 3 days from the day you entered the country.
6. Provide your biometric data and have your photograph taken (in person). You must bring your passport.

Failure to attend the biometric appointment may be excused only for serious reasons (e.g. hospitalisation) upon submission of an appropriate request. Otherwise, you may lose your entitlement to be issued an employee card.

7. Collect your biometric residence permit card in person. You must bring your passport.

** Steps marked with an asterisk are not mandatory and depend on the individual circumstances of the applicant.*

Extension of an employee card

An application for an extension of an employee card may be submitted by registered post, via a Data Box (Datová schránka), by e-mail with a qualified electronic signature, or through an authorised representative.

An employee card may be extended for **a maximum period of two years**. If the employment contract is shorter than two years, the card's validity may be limited to the duration of the employment contract.

The application must be submitted **to the Ministry of the Interior (OAMP)** office responsible for your place of residence.

The application must be submitted **no earlier than 120 days before the expiry of your current employee card and no later than the last day of its validity**.

While your application is being processed, your stay in the Czech Republic remains legal on the basis of the legal fiction of your previous residence permit.

The application processing period is **60 days**.

The following must be attached to the application:

- a valid travel document;
- proof of accommodation, signed no more than 180 days before the date of application;
- proof of employment relationship (work contract, agreement on performing work, signed no more than 180 days before the date of application; alternatively, the original employment contract together with an amendment signed no more than 180 days before the date of application);
- pay the administrative fee of CZK 2,500 (by card when applying in person or using the payment details generated on the Ministry of the Interior's website when submitting the application remotely).

Change of employment

When can you change your employment?

Non-dual employee card

If you have free access to the labour market, you may start working for a new employer at any time and are not required to wait for confirmation of compliance with the requirements from the Ministry of the Interior.

You must notify OAMP of the change **within three working days of starting work with your new employer.**

Dual Employee Card

You may change your employer:

- **At the earliest 6 months from the date you collected your first employee card.**
 - This requirement does not apply if you are only changing your position with the same employer.
 - This requirement neither applies if you have terminated your employment:
 - for reasons stipulated in Section 56 and Section 52 (a–e) of Act No. 262/2006 Sb., the Labour Code, as amended;
 - by agreement for reasons stipulated in Section 52 (a–e) of Act No. 262/2006 Sb., the Labour Code, as amended;
 - because the employer terminated your employment during the probationary period.
- **At the earliest 30 days from the date you have reported the change** of employment (only after you have received the written notification of compliance from the Ministry of the Interior).
- At the earliest, however, on the date stated in your form.
- The notification of the change of employer **must be submitted within 90 days after the termination of your previous employment.** You may start working for the new employer at a later date.

A notification of change of employer or job position may be **submitted to OAMP** in person, by registered post (the date of delivery, not the date of posting, is considered the submission date!), via a Data Box (Datová schránka), by e-mail with a qualified electronic signature, or through an authorised representative.

The notification processing period is **30 days**.

No administrative fee is charged for submitting a notification of change of employer or job position.

The following must be attached to the notification:

- **Dual employee card**
 - document certifying that you are still employed in your previous employment or that the previous employment ended and the date to which it ended (original or certified copy);
 - work contract, agreement on performing work, preliminary work contract or preliminary agreement on performing work for the new employment (the position must be registered in the Central Database of Job Vacancies);
 - documents proving your qualifications (OAMP form, diploma, certificate).
- **Non-dual employee card**
 - the OAMP notification form, a notification in Czech in free form, or an employment contract.

Important: No administrative proceedings are initiated in relation to the notification. OAMP does not request missing documents. If the notification is incomplete, it will be regarded as not having been submitted.

Changes that must be notified to OAMP

- you change your position (according to the ISCO classification) with the same employer;
- you take up an additional position with the same or another employer;
- your employment ends and you subsequently wish to return to the same employer in the same position;
- your place of work changes and the new workplace is located in a different municipality.