

## ISSUANCE OF VERIFIED COPIES OF EXTRACTS FROM INFORMATION SYSTEMS OF PUBLIC ADMINISTRATION

### Basic information on a living situation

Contact points of public administration of CzechPOINT currently provide these services:

#### 1) They issue copies of extracts from public records:

- Commercial Register
- Register of Trades
- Insolvency Register
- Land Register
- List of qualified suppliers from Information System of Public Orders.

#### 2) They issue copies of extracts from non-public records:

- Criminal Records
- Point assessment of a person from the Central Drivers Register

#### 3) They authorize contact persons who apply for the authorisation to access to „MA ISOH“\* („Modul Autovraky Informační Systém Odpadového Hospodářství“) in order to file administration work or its check.

### Who is authorized to act in this case

For issuance of a verified copy of an extract:

- **from public records** can be applied by any natural or legal person (the applicant's identity is not verified)
- **from non - public records** can be applied by a person to which the appropriate copy of an extract is concerned after proving the identity ( e.g. by a valid ID card or a passport). If a person applies for a copy of an extract by proxy, he must also submit a certified authorization to this act (a Power of Attorney) and prove his identity (an example of a Power of Attorney is available in a folder „Forms“).

*Note: after completing the act the Power of Attorney is not returned to the applicant.*

**For issuance of an access to „MA ISOH“** can be applied by an operator of a device to collect car wrecks or an authorized person upon a certified Power of Attorney, after submitting:

- identification of an operator – i.e. a copy of an entry in the Commercial Register (*can be issued on filing an application for authorisation directly at the desk of Czech POINT*)
- identification of an applicant – i.e. a valid ID card
- a Power of Attorney to take over the authorisation to access to „MA ISOH“, which is issued by a statutory body for the operator in case the authorisation to access to MA ISOH is not applied by the operator himself. The Power of Attorney must contain a verified signature and must be issued on a prescribed form (an example of a Power of Attorney is available in a folder „Forms“).

### Conditions and process of solving a living situation

**Copies of extracts from public records** (Commercial Register, Register of Trades, Insolvency Register, Land Register, List of qualified suppliers from Information System of Public Orders):

Tato aktivita byla realizována v rámci projektu Statutárního města Karlovy Vary „Doma v Karlových Varech 2016“ na integraci cizinců spolufinancovaného Ministerstvem vnitra ČR.

(\*transl. note - „Modul Autovraky Informační Systém Odpadového Hospodářství“- Module of Car-wreck Information System of Waste Disposal Management)

An applicant just must say relevant criteria for the requirement:

- at the Commercial Register – company registration no.of an entity
- at the Register of Trades – reg. no. of an entrepreneur/ natural person
- at the Insolvency Register – reg.number or a name, surname and date of birth of a person, possibly his birth reg.number
- at the Land Register – the name of the cadastral area and the List of Title Number (L/T no.) or a plot number or an indication number
- List of qualified suppliers - registration no.of an entity.

#### **Copies of extracts from public records:**

- **Criminal Records:** For issuance of a verified copy of an entry directly at the desk of Czech POINT it is required to sign a written application and submit the identity of the applicant, to whom the extract is concerned (by a valid ID card or a passport).
- **Point assessment of a driver:** For issuance of a verified copy of an entry it is required to submit the identity of the applicant, to whom the extract is concerned (by a valid ID card or a passport).

If a person applies for a copy of an extract **by proxy**, he must also submit a certified authorization to this act (a Power of Attorney) and prove his identity (by a valid ID card or a passport).

An example of a power of attorney is available in a folder „Forms“).

*Note: after completing the act the Power of Attorney is not returned to the applicant.*

#### **Authorisation of a contact person who applies for the authorisation to access to „MA ISOH“:**

For issuance of the authorisation to access into MA ISOH it is required to submit:

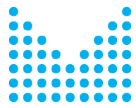
- identification of the operator – ie. a copy of an entry from the Commercial Register Register (*can be issued on filing an application for authorisation directly at the desk of Czech POINT*)
- identification of the applicant – ie. a valid ID card
- a Power of Attorney to take over the authorisation to access to „MA ISOH“. The Power of Attorney is issued by a statutory body for the operator in case the operator does not apply for the authorisation to access to „MA ISOH“ personally. The Power of Attorney must contain a verified signature and must be issued on a prescribed form (an example of a Power of Attorney is available in a folder „Forms“).

#### **How to begin to solve the living situation**

- By an oral application for issuance of a verified copy of an extract from information systems of public administration – from Commercial Register, Register of Trades, Insolvency Register, Land Register, List of qualified suppliers from Information System of Public Orders, Criminal Records, Point assessment of a driver.
- 4) By an oral application for authorisation of a contact person, that applies for the authorisation to access to „MA ISOH“ („Modul Autovraky Informační Systém Odpadového Hospodářství“) in order to file administration work or its check.

#### **Where, who with and when to solve a living situation**

Tato aktivita byla realizována v rámci projektu Statutárního města Karlovy Vary „Doma v Karlových Varech 2016“ na integraci cizinců spolufinancovaného Ministerstvem vnitra ČR.



Municipal Authority of Karlovy Vary, Moskevská 2035/21, Karlovy Vary – division of Internal Affairs, department of Register of Births, Marriages and Deaths and Register of Citizens – the office of CZECH POINT  
on the groundfloor of the main building on the right side – the office no.17a  
Telephone numbers: 353 151 276, 353 151 287.

**Office hours:**

Monday and Wednesday: 8.00 to 12.00 and 13.00 to 17.00  
Tuesday and Thursday: 8.00 to 12.00 and 13.00 to 15.30  
Friday: 8.00 to 12.00 and 13.00 to 15.00

**What documents to take with you**

- **In case of an application for issuance** of a copy of an extract from the Criminal Records and from the Point assessment of a driver the applicant must prove his identity (by a valid ID card or a passport). A person by proxy must prove his identity and submit a certified authorization to this act (a Power of Attorney - an example of it is available in a folder „Forms“).

In case of issuance of copies of extracts from public records the applicant does not submit any documents.

**5) In case of application for the authorisation of a contact person who applies for the authorisation to access to „MA ISOH“** („Modul Autovraky Informační Systém Odpadového Hospodářství“) in order to file administration work or its check, it is required to submit:

- \* identification of the operator – ie. a copy of an entry from the Commercial Register (*can be issued on filing an application for authorisation directly at the desk of Czech POINT*)
- identification of the applicant – ie. a valid ID card
- a Power of Attorney to take over the authorisation to access to „MA ISOH“. The Power of Attorney is issued by a statutory body for the operator in case the operator does not apply for the authorisation to access to „MA ISOH“ personally. The Power of Attorney must contain a verified signature and must be issued on a prescribed form (an example of a Power of Attorney is available in a folder „Forms“).

In case of issuance of:

- copies of extracts from public records and from the Point assessment of a driver, the applicant files an oral application
- a copy of an extract from the Criminal Records, the applicant signs a written application directly at the desk of Czech POINT ( a form is generated automatically from the system)
- the authorisation to access to „MA ISOH“, the applicant files an oral application.

In case that for the issuance of a copy of an extract from the Criminal records or the Point assessment of a driver or the authorisation of a contact person to access to „MA ISOH“ is applied by an authorised person, it is required to submit a verified Power of Attorney. Single Powers of Attorney are available in a folder „Forms“.

**Charges and fees and how to pay them**

- Copies of extracts from Commercial Register, Register of Trades, Insolvency Register, Land Register, List of qualified suppliers from Information System of Public Orders, Point assessment of a driver, the authorisation of a contact person to access to „MA ISOH“: **100 CZK for the first page and 50 CZK for each further page that has been started.**

Tato aktivita byla realizována v rámci projektu Statutárního města Karlovy Vary „Doma v Karlových Varech 2016“ na integraci cizinců spolufinancovaného Ministerstvem vnitra ČR.

- A copy of an extract from the Criminal Records: **100 CZK for the whole extract.**

Administration charges or fees are paid in cash directly at the desk of Czech POINT and the applicant receives a receipt.

#### **Periods for disposing of the application**

The applicant will receive a verified copy of an extract from Information System of Public Administration, possibly the Authorisation to Access to „MA ISOH“ immediately after filing an application.

In case some other verifications of details are required to be completed ( on so called „manual processing“), the periods are prolonged (from 30 min and longer).

#### **Electronic service that can be used**

An application for issuance of a copy of an extract from Information System of Public Administration can not be sent through electronic service.

#### **According to which legal regulation it is proceeded**

- Act No.365/2000 Coll., on information systems of public administration and on change of some other Acts (s 9, s. 9a, s. 9b)
- Act No.634/2004 Coll., on administration charges and fees, as amended (item 3, item 10) .

#### **A division responsible for correctness of the description :**

The Division of Internal Affairs - Department of Register of Births, Marriages and Deaths and Register of Citizens

#### **The description is processed according to the legal state as to the date of:**

9 May 2016