

## AUTHENTICATION OF DOCUMENTS AND SIGNATURES (VIDIMUS AND LEGALIZATION)

### Basic information to a living situation

The Municipal Authority of Karlovy Vary makes verification of compliance of a duplicate or a copy with a document (hereinafter as „vidimus“) and authentication of a signature (hereinafter as „legalization“) on the base of the Act No.21/2006 Coll., of verification of compliance of a duplicate or a copy with a document and authentication of a signature and of change of some Acts (Authentication Act) and the Regulation No. 36/2006 Coll., of compliance of a duplicate or a copy with a document and authentication of a signature.

### Vidimus will not be made if the submitted document from which the confirming of authenticity is made is:

- a document whose uniqueness can not be substituted by a vidimated document (*particularly: ID card, passport, gun licence, driving licence, soldier's book, official card, resident alien permit card, fishing card, hunting card or any other card or licence, saving card, checque, note or bil lor any other securities, lottery ticket, betting slip, protested note/bill, geometric plan, feature or technical drawing*)
- written in another language than Czech or Slovak and if a certifying officer does not know the language in which it is written and if it is not submitted in a certified translation into Czech language (that does not pay if the copy of the document is made by a certifying officer on a photocopier at the applicant's expenses)
- is provided with a visible securing feature that is part of the content of legal importance of this document, eg. hologram (that does not pay if the copy of the document is made by a certifying officer on a photocopier at the applicant's expenses)
- is already a vidimated document in which clause is stated that it was provided with a visible securing feature
- \* is provided with a plastic text or a print of a plastic stamp.

Further, vidimus will not be made:

- if there are changes, additions, insertions or crosses in the submitted document from which the vidimated document is provided, and that could weaken its credibility
- if the vidimated document does not literally corresponds with the document from which it was provided
- if it is not clear whether it is:
  - a) an original
  - b) already vidimated document
  - c) a document that is an output of the authorized conversion of documents
  - d) a copy or duplicate provided from a file
  - e) a counterpart of a written judgement or a statement in a judgement issued under the rulesy of administrative procedure.

### Legalization will not be made:

- \* if a signature is legalized on the document which is written in another language than Czech or Slovak and if it is not submitted in a certified translation into Czech language
- if it is a legalization of a signature of the certifying person who is making the legalization
- if the signature is made in other letters than the letters of Latin alphabet
- \* if it a legalization of a signature on a document that does not contain a text.

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

## Who is authorized to act in this case

A natural person can apply for making vidimus or legalization.

## What are the conditions and process for solving a living situation

To make vidimus or legalization it is necessary to come to the authority authorized to make vidimus and legalization - in Karlovy Vary to the Municipal Authority of Karlovy Vary, Moskevská 2035/21, Karlovy Vary.

## How to begin to solve a living situation

By filing an oral application for making vidimus or legalization. The authentication is made by an authorized officer in the offices of the authority. If a legalization is applied by a natural person who, for his/her health or other serious reasons, can not come to the authority, the authorized worker can also make the legalization at another appropriate place (only within the administration district of the town of Karlovy Vary).

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

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 AUTHENTICATION  
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

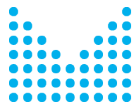
**For legalization** (authentication of a signature) the person submits a document, which he signs in his own hand before the authorized officer or he confirms the authenticity of the signature on it, and further:

- a CR citizen: ID card or passport
- an alien: a resident alien permit card or passport or ID card of a citizen of the EU member state
- a person who filed an application for asylum: an applicant for asylum card
- a person to whom the asylum was granted: an asylee residence permit card
- a person who filed an application for granting a temporary protection: a card of an applicant for granting a temporary protection
- a person to whom the temporary protection was granted: an alien having temporary protection card.

**For vidimus** (making verification of compliance of a duplicate or a copy with a document) it is necessary to submit a document that is to be vidimated. The applicant for authentication of a document does not prove his identity.

## What forms are needed and where are they available

Forms are not stated – an oral application is filed.



### Charges and fees and how to pay them

1. **Authentication of each signature on a document** (legalization) costs 30 CZK.
  2. **Authentication of a copy or a duplicate of a document** (vidimus) costs 30 CZK for each page even a new started one.
- Authentication of a document, possibly authentication of a signature on a document is free of charge if it is needed for execution of Act N. 255/1946 Coll. of Czechoslovakian Army members abroad and of some other participants of a national fight for freedom, as amended by Act N.101/1964 Coll., for execution of Act N. 170/2002 Coll., of war veterans and for execution of Act N. 262/2011 Coll., of participants of resistance fight and protest against communism.
  - In case of authentication foundations and benevolent funds, association of citizens and union organizations and beneficiary associations established to provide community activities in the area of environmental protection, youth protection, animal protection, social care, health care, protection of life and health of persons, culture, physical education and sport, science and research, education, fire protection and protection of monuments are free of charge if the act is connected with activities for which these entities were founded.
  - In case of **vidimus** registrated churches and religious organisations and legal persons incorporated as parts of registrated churches and religious organisations, legal persons incorporated in order to support activities of registrated church and religious organisation for spiritual, pastor, charity, medical, educational or administrative purposes and the fund of Náboženská Matice are also free of charge, if the act is connected with the execution of Act N. 428/2012 Coll., of property settlement with churches and religious organisations and of change of some Acts (Act of property settlement with churches and religious organisations).
  - In case of **legalization** citizens with serious disability, to whom were awarded special benefits of 2nd or 3rd degree („ZTP“ and “ZTP/P“ - handicap card holders) are free of charge.

Administration charges are paid before executing the act in cash at the office of authentication. The applicant will receive a receipt.

### Periods for disposing of the application

In case all legal conditions for authentication are fulfilled, the act will be made immediately after filing an application.

### Electronic service that can be used

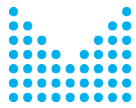
An application can not be sent through electronic service.

### According to which legal regulation it is proceed

- Act N. 21/2006 Coll., of verification of compliance of a duplicate or a copy with a document and authentication of a signature and of change of some acts (Authentication Act) as amended
- Regulation N. 36/2006 Coll., of compliance of a duplicate or a copy with a document and authentication of a signature.
- Act N. 634/2004 Coll., of administration charges, as amended ( items 4 and 5)

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

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



MINISTERSTVO VNITRA  
ČESKÉ REPUBLIKY

Karlovy VARY<sup>o</sup>

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:**

6 May 2016