

# Authentication

## Czech university diploma confirmation

First of all, you need to make legally attested copy of a diploma and diploma supplement at some notary and then you need to go to Prague to Ministry of education and afterwards to ministry of foreign affairs for apostil. This can be arranged in one day in Prague.

### Step 1:

Make **legally attested copy of the Diploma**. You can go to any notary office (notář) or use CzechPoint service at the post offices.

See more information on <https://www.brnoexpatcentre.eu/im-an-expat/paperwork/authentication/>

### Step 2:

**1. MINISTRY OF EDUCATIONAL, YOUTH AND SPORTS of the Czech Republic**  
Karmelitská 7, 118 12 Praha 1

<http://www.msmt.cz/vzdelavani/skolstvi-v-cr/legalizace-overeni-dokladu-o-vzdelani-v-cr-pro-zahranici?lang=1>

**Higher Education Institution Department (no. 30), , Building C,**  
**2<sup>nd</sup> floor, Office no. 202, tel. 234 811 703, e-mail: [legalizace@msmt.cz](mailto:legalizace@msmt.cz)**

### OFFICE HOURS:

<b>Monday</b>	<b>9 – 11</b>	<b>13 – 15</b>
<b>Wednesday</b>	<b>9 – 11</b>	<b>13 – 15</b>

It is possible to legalise just **original versions of the documents** or possibly **copies validated by a notary**. Applicants are obligated to bring a **tax stamp value of 100 CZK per every single document**. Tax stamps can be bought on each **post office** in the Czech Republic.

### Step 3:

**Verification of documents - Consular Department**  
**MINISTRY OF FOREIGN AFFAIRS of the Czech Republic –**

[http://www.mzv.cz/jnp/cz/o\\_ministerstvu/uredni\\_deska/overovani\\_listin.html](http://www.mzv.cz/jnp/cz/o_ministerstvu/uredni_deska/overovani_listin.html)

Dept. for Diploma's Validation: Hradčanské náměstí 5, 118 00 Praha 1

### **Tuscany Palace**

(5 minutes of walk from Czernin Palace, just opposite the main gate of Prague Castle) Seat of the Consular Department etc.



Telefon: 224 18 2188, 224 18 2153, fax: 224 18 2527

In urgent cases, we can also send your inquiry to e-mail address: [legalizace@mzv.cz](mailto:legalizace@mzv.cz)

**Contact hours:**

<b>Monday</b>	<b>8.00 – 12.00</b>	<b>13.30 – 17.00</b>
<b>Tuesday</b>	<b>8.00 – 12.00</b>	
<b>Wednesday</b>	<b>8.00 – 12.00</b>	<b>13.30 – 17.00</b>
<b>Friday</b>	<b>8.00 – 12.00</b>	

Applicants are obligated to bring **a tax stamp value of 300 CZK (Czech document) per every single document**. Tax stamps can be bought on each **post office** in the Czech Republic. **Newly it is possible to pay by card on the spot.**

Validation is done during office hours usually the same day. Legalization department reserves the right to limit the number of documents once received according to the current utilization of the department. Thank you for your understanding.

The applicant may entrust the execution of their application by another person without having to produce full powers.

**OTHER USEFUL CONTACTS and INFORMATION:**

**Czech Medical Chamber**

<http://www.lkcr.cz/formulare-304.html#>

Some countries might require this document which you can download on the website above

**CERTIFICATE OF NON-MEMBERSHIP**

The Certificate of non-membership is an equivalent to the Certificate of good standing provided to the graduates of the faculty of medicine when seeking a job abroad.

This request is completed by the applicant / medical graduate who studied in the Czech Republic, but has never been a member of the CMC and thus has never practiced in the treatment and preventive care in the Czech Republic. Certificate of non-membership, which is on the basis of this request is issued, serves as the equivalent of a certificate of professional clean record of a doctor - a member of the CMC (Certificate of good standing).

To obtain the certificate of non-membership, it is needed to provide the confirmation of studies completed from the Faculty of Medicine or a copy of diploma and pay the administrative fee of CZK 1000.

For details on payment, handing over the documents and further information please email: [foreign@clkcr.cz](mailto:foreign@clkcr.cz), or tel: +420 234 760 699

## **Czech Dental Chamber**

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

## **Extract from the Criminal Register**



<https://www.ceskaposta.cz/en/sluzby/egovernment/czechpoint/sluzby-czechpoint#b>

It might be obtained at the post offices marked with label CZECH POINT

Extracts from this non-public part of the register may only be issued to the registered persons themselves. Other persons may receive the extract only as proxies (holders of an authenticated power of attorney issued by the concerned person).

Details required for an extract include the basic identification details (name, birth surname, current surname, birth number, nationality) and details of the applicant's birth (state, district, municipality of birth, if necessary date of birth in the case of foreigners without assigned birth number).

You will have to produce one of the following identity documents to obtain an extract:

- valid identification card, or
- valid passport, or
- identity document or residence permit for aliens.

If any of the required details are missing in the identity document, you will have to produce another official or authenticated document, such as birth certificate, to prove the missing detail(s). If the additional document is in a language other than Czech or Slovak, it must be produced together with an official translation into the Czech language.

Proxy holders will have to produce the following documents:

- authenticated power of attorney (in the Czech language),  
[https://www.ceskaposta.cz/documents/10180/282515/plna\\_moc\\_vypisy-rejstriky.pdf/c873ef77-352f-4f8d-a16f-36ed93c40c75](https://www.ceskaposta.cz/documents/10180/282515/plna_moc_vypisy-rejstriky.pdf/c873ef77-352f-4f8d-a16f-36ed93c40c75)
- and valid identity document.