

REACH PUBLIC OFFICES REMOTELY

BEC WEBINAR #2, April 17 2020

Postal mail - registered mail



- Paper documents can be sent via **postal mail** (letter) as a regular mail (*obyčejný dopis*)
- The **registered mail** (*doporučený dopis*) looks the same as a regular postal mail (letter) but it comes with a confirmation of submission and a tracking number (*podací číslo*) (used mainly when communicating with authorities or when you need a proof having sent a letter)
- You will have to fill in a submission form (*podací lístek*), which you then submit together with the letter at the post office and pay the postage. You will get the submission form back with a stamp on it proving when the letter has been sent.
 - <https://www.postaonline.cz/en/trackandtrace> (Favourite tools --> Track and trace)
 - <https://www.brnoexpatcentre.eu/im-an-expat/paperwork/postal-services-2/>

submission form for registered mail

Podací listek		
Vyplní pošta: X		
Odesílatel sender		
zip code		
Adresát		Dobírka Kč
recipient		X
zip code		Udaná cena Kč
		X
Druh zásilky	Hmotnost	Cena služby
X	X	X
Podací číslo	Poznámka (dopřítkové služby)	Placeno v hotovosti
X	X	X
T 11 - 036		Česká pošta, s.p. IČ 47114983

E-mail and “Electronic Signature”

- When you communicate with public offices via standard e-mail, digital signature is needed
- Some exception during the state of emergency
- Digital signature is not easy to get (**we recommend data mailbox instead**)
- More information about digital signature:
<http://www.postsignum.cz/index.php>

Data Mailbox



- A system of secure e-communication which can be used to correspond with public authorities by sending and receiving documents **electronically**.
- Data Mailbox replaces the traditional way of sending and receiving documents by postal mail or email. There is no need of an “electronic signature”.
- If you have a data mailbox, authorities are obliged to communicate with you via your data mailbox.

„What can be sent by a post mail, can be sendt by a data mailbox as well.“

How to set up a Data Mailbox?




The easiest way to apply for a data mailbox activation is to visit a CzechPoint (Post office) **in person**. [The list of CzechPoints is available here](#). You have to provide:

- 1) Your **ID/passport**
- 2) Your temporary/long-term/permanent **residency permit** or long-term visa.
- 3) A [filled in application form](#). [See the instructions here](#) how to fill in the form.

Read [our step by step guide](#) how to do that.

mojedatovaschranka.cz web client (Czech only)

← → ↻ 🔒 mojedatovaschranka.cz/portal/ISDS/seznamzprav/prijate 🔍 ☆ 📧 Paused



► JAN KOPKÁŠ (ayymz7x) JAN KOPKÁŠ ↗

DATOVÁ SCHRÁNKA DATOVÝ TREZOR OTEVŘÍT .ZFO ⚙️ NASTAVENÍ

Jan KOPKÁŠ
Jan KOPKÁŠ (ayymz7x)

NAPSAT ZPRÁVU

PŘIJATÉ ZPRÁVY

ODESLANÉ ZPRÁVY

HISTORIE

ÚLOŽIŠTĚ SOUBORŮ

NÁPOVĚDA

OCHRANA OSOBNÍCH ÚDAJŮ

PROHLÁŠENÍ O PŘÍSTUPNOSTI

INFOLINKA 954 200 200

Správce: Ministerstvo vnitra ČR
Provozovatel: Česká pošta, s.p.

PŘIJATÉ ZPRÁVY FILTR

VERONIKA BOXANOVÁ Doručeno, 16. 04. 2020

Zkouška

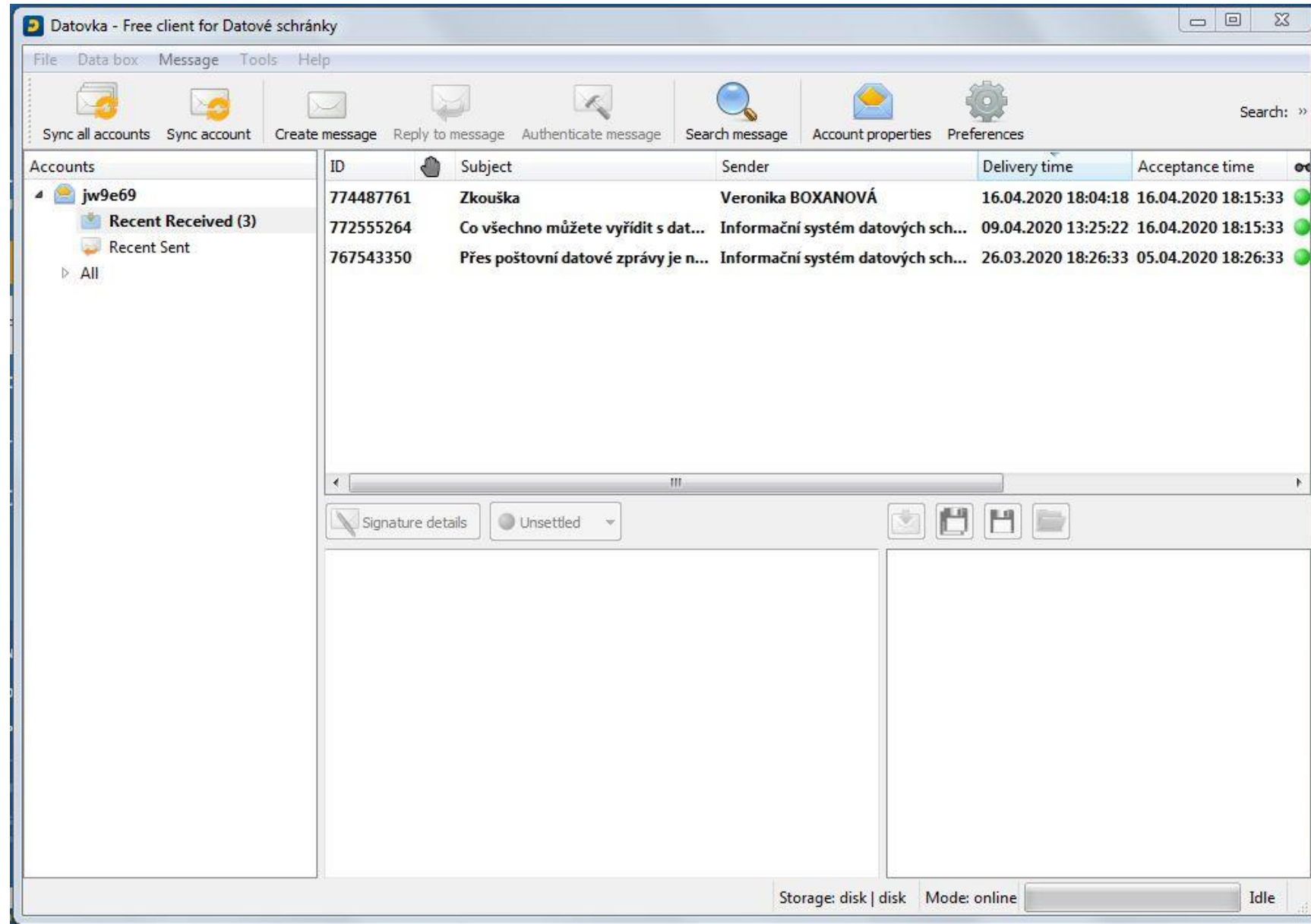
INFORMAČNÍ SYSTÉM DATOVÝCH SCHRÁNEK Doručeno, 16. 04. 2020

Co všechno můžete vyřídit s datovou schránkou on-line z domova rychle a bezpečně

INFORMAČNÍ SYSTÉM DATOVÝCH SCHRÁNEK Doručeno, 05. 04. 2020

Přes poštovní datové zprávy je nově možné posílat doporučené dopisy zdarma

“Datovka” desktop app (English)



Beware!

- A document delivered to a data mailbox is delivered at the moment when a person authorized to access the document logs into the data mailbox. Please, note that the mail is **automatically** considered as **delivered and read 10 days after being sent**.
- A delivery of a document to a data mailbox has the same **legal effect as a delivery into the hands** of the addressee.
- A mail will be **automatically deleted after 3 months** after being open (unless you subscribe and pay for a “data safe”)
- It is recommended to **print out a confirmation** about a delivery (*čas dodání*).

Case study

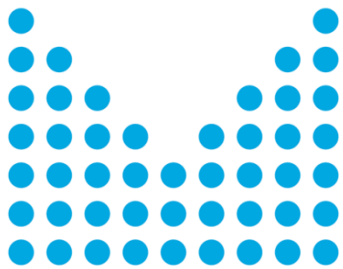
How can you apply for the temporary residence certificate for an EU citizen or report a change of an address via Data mailbox?

- You will be required to submit all documents in an **attachment of a data mail**. (see our guide how to apply and what to attach: <https://www.brnoexpatcentre.eu/im-an-expat/residence-permits/>)
- All documents must be presented as **scans of the original documents**. Don't forget to put original **signatures** where required.
- What to do: open a new message from your data mailbox, attach documents, insert the address of the MoI (*6bnaawp*) and send the message. You can see the confirmation of delivery immediately and later on you can also see the confirmation of the message being read.

originals, copies, notarized copies

- If you send documents via postal delivery, all the required personal documents must be either [originals or notarized copies](#), with the exception of passports, ID cards or EHIC, which can be regular copies and do not need to be notarized.
- We recommend you always make notarized copies and keep the originals for a possible use later on!
- Simple copies (except for passports, ID cards and EHIC) are not commonly accepted.

Ministry of Interior - Immigration office



MINISTERSTVO VNITRA
ČESKÉ REPUBLIKY

- You can reach Immigration office via (registered) **postal mail, data mailbox** or e-mails with **digital signatures**, ...however, not all agenda can be done distantly – first applications for long-term residence permit have to be normally filed in person; except the state of emergency, now you can use the mail to submit anything
- Do not forget always **sign** forms and send all docs in **original or certified copy** (except for ID/passport copy)
- e-mails without digital signatures are not accepted.
- Tel.: 543 213 313, 543 214 316

Financial Offices



- You can reach Financial office via (registered) **postal mail**, **data mailbox** or e-mails with **digital signatures**

- Now, you can send questions in English by e-mail: podatelna3000@fs.mfcr.cz

- [Handbook for taxpayers in English.](#)

- Follow updates in English here: https://twitter.com/fu_jmk

FÚ Územní pracoviště Brno I: r4pn6hp

FÚ Územní pracoviště Brno II: cdcn6mn

FÚ Územní pracoviště Brno III: pmnn6jm

FÚ Územní pracoviště Brno IV: yexn6jh

Labour office



Úřad práce ČR

- You can reach the Labour office via a **postal mail**, **data mailbox** (*syztwe*) or e-mails with **digital signatures**
- During the state of emergency, you can reach them by **email** (safest for Eng-speakers) podatelna.bm@uradprace.cz
- Documents can be provided as scans if sent via an email or as (notarized) copies if sent via a postal mail.

VZP (health insurance office)



- You can reach VZP via a (registered) **postal mail**, **data mailbox** (*i48ae3q*) or - during the state of emergency - emails (safest for Eng-speakers) at podatelna@vzp.cz
- documents can be provided as scans if sent via an email or as (notarized) copies if sent via a postal mail.

Social insurance office



- You can reach ČSSZ via a (registered) **postal mail** (Městská správa sociálního zabezpečení Brno, Veverří 5 OR Odloučené pracoviště MSSZ Brno, Gajdošova 7), **data mailbox** (86jada7) or - during the state of emergency - emails (safest for Eng-speakers) at posta.bm@cssz.cz