

Czech Republic Background Check

Check Information

This application form captures the information that First Advantage Ltd needs in order to process an Overseas Background Check in **Czech Republic**.

Check Type

National Criminal Record Check.

Official Source of Information

Criminal Register.

Turnaround Time

29 working days.

Disclaimer

The information provided in this pack is correct at the time of production.



Guidance Notes for the Applicant

Please read the instructions below before you start, as they will help you to complete the form correctly.

Required Information

Make sure that you fill in all the fields on the form. You (the applicant) should complete the form yourself.

You must supply ALL of the following:

- Your full name
- Your date of birth
- Any other names you are or have previously been known by
- Your most recent address in Czech Republic
- Your current address
- A scanned image of your supporting ID document
 - Acceptable documents for Czech Republic citizens –
 - Czech Republic Passport, *or*
 - Czech Republic National ID Card (both sides)
 - Acceptable documents for non-Czech Republic citizens –
 - Passport (any country), *or*
 - EU ID Card, *or*
 - Czech Republic Residence Permit (both sides)
- A completed and signed Czech Republic-specific 'Power of Attorney to Request a Criminal Certificate Extract' form (included at the end of this application)
 - This form can be filled out electronically or in legible handwriting (using blue or black ink)
 - This form must be hand signed (using blue or black ink)
 - You will have to get this form *notarised* – we will send you the instructions on how to do this correctly once the check has been initiated
 - Once the check has been initiated, you will have to send this form by tracked post to our data supplier in the Czech Republic - we will let you know the address to which you should send the form once the check has been initiated
- A signed consent form
 - You must sign, date, and tick the consent box in the 'Release of Information' part of the final section of this application form

When you have completed all the required paperwork, send it to the organisation that requested the check in line with their instructions.



Overseas Criminal Record Check Application Form

You can complete this form electronically *or* print it out and fill it in with black or blue ink. In either case, you must provide a *hand-written signature* in the final section of the form. Please use **BLOCK CAPITAL LETTERS** if you are filling out the form by hand.

Section 1: Personal Details

Supply your full legal name as shown on your passport, and any other names you are or have previously been known by. Write your date of birth in the format 'Day-Month-Year'.

Forename:

Middle Name(s):

Surname:

Date of Birth:

Other/Previous Name(s):



Section 2: Address Details

Supply your most recent address in Czech Republic and your current address (if different). You must write the address in full, including the door number and the post/zip code (where applicable).

Most Recent Address in Czech Republic

Building Name: _____

House/Flat Number: _____

Street: _____

City/Town: _____

Post/Zip Code: _____

Region/State: _____

Country: _____

Current Address (if different)

Building Name: _____

House/Flat Number: _____

Street: _____

City/Town: _____

Post/Zip Code: _____

Region/State: _____

Country: _____



Section 3: Scanned Image of Your Supporting ID Document

You must include a scanned image of a valid ID document with this application. See the 'Guidance Notes for the Applicant' for information about what ID documents are acceptable.

Section 4: Applicant/Employee Notification and Release of Information

Applications for this background check are processed by the organisation that has requested this check (usually your employer) and First Advantage|KnowYourPeople ('First Advantage Incorporated'). The information provided by you to the organisation that has requested this check will be passed to First Advantage who administer the check on behalf of the organisation.

In order for overseas background checks to be completed, your information will also be passed to First Advantage to conduct searches on your background information. This may include civil and criminal records, local language media information and this will be completed by contacting the relevant government agencies and courts and other contributors (the "Contributors") within the country noted on this application form.

These bodies use the information provided to identify possible matches to records held by them. Where such a match is established, personal data may be released to First Advantage for inclusion on any report issued and where information is noted, personal data and information relating to any criminal record relating to you will be released to First Advantage for inclusion on any report issued.

Where your personal data is transferred outside the EEA, it is protected in a manner that is consistent with how your personal data will be protected in the EEA. This can be done in a number of ways:

- The country might be approved by the European Commission or a relevant data protection authority;
- The recipient might have signed up to a contract based on "model contractual clauses" approved by the European Commission, obliging them to protect your personal data;
- In other circumstances, the law may permit the transfer your personal data outside the EEA, for example, where there is a legal obligation of the organisation requesting the check or a contractual obligation to complete the check.

The information provided in this application form may be used to verify your identity for authentication purposes.

Release of Information

Please **TICK** the box

I give my consent for the relevant government agencies and courts and other contributors (the "Contributors") to provide First Advantage with personal information that they may hold about me in relation to this check.

I confirm that I have read the above statement of 'Applicant/Employee Notification and Release of Information' and I am aware how my information will be used to complete the check.

Print Name:

Applicant Signature:

Date:

PLNÁ MOC K ŽÁDOSTI O VÝPIS Z REJSTŘÍKU TRESTŮ
POWER OF ATTORNEY TO REQUEST A CRIMINAL CERTIFICATE EXTRACT

Já, zde podepsaný/á/ I, the undersigned _____

(Jméno, příjmení, včetně rodného příjmení / Name, surname, middle name if any, maiden name)

Datum narození/ Date of birth _____

(DD/MM/YYYY)

Místo a stát narození/ Place and country of birth _____

Rodné číslo/ Birth number _____

Držitel dokladu totožnosti čísla a typu (Vyberte prosím POUZE jeden typ dokladu totožnosti)/ Holder of ID number (Choose ONLY one document type)

Pas/ Passport _____

Občanský průkaz/ Czech national ID card _____

Povolení k dlouhodobému pobytu/ Czech residence permit _____

Občanský průkaz vydán členskou zemí Evropské unie kromě České republiky/ EU ID card _____

Státní občanství/ Citizenship _____

Adresa trvalého pobytu/ Registered address¹ _____

Stálé bydliště (pokud se liší od adresy trvalého pobytu)/ Current address (if different from the registered address)

zmocňuji tímto	hereby authorize
<p>advokáta JUDr. Ing. Jana Fišera, FišerLegal, Dukelských hrdinů 406/23, Praha 7, 170 00, ČAK 15826, k podání žádosti a převzetí výpisu z rejstříku trestů.</p> <p>Toto pověření je platné do jeho výslovného odvolání nebo do obdržení výpisu z rejstříku trestů. Na důkaz čehož uděluji svůj souhlas.</p>	<p>attorney-at-law JUDr. Ing. Jan Fišer, FišerLegal, registered with the Czech Bar Association under number 15826 and with registered address at Dukelských hrdinů 406/23, Prague 7, 170 00, to request and collect my criminal certificate extract from the Criminal Register of the Czech Republic.</p> <p>This Power of Attorney is valid until its explicit withdrawal or until the receipt of the certificate. In witness thereof, I hereby give my authorization.</p>

Datum podpisu (DD/MM/RRRR)/ Date of signature (DD/MM/YYYY) _____

Podpis zmocnitele/ Signature _____

¹ Adresa trvalého pobytu musí být stejná jako adresa uvedená v poskytnutém ID. U kandidátů pocházejících z jiné země než je Česká republika, musí být uvedena adresa, která byla poskytnuta k registraci českého povolení k pobytu./ Registered address stated in the ID provided. Foreign candidates must provide the address registered in their Czech residence permit.