**CHECKLIST**

**Application to obtain Czech citizenship certificate**

**Persons born abroad whose citizenship has not been determined and birth has not been registered**

* This checklist is intended as an aid in putting together an application and ensuring it is complete.
* Failure to provide a fully completed application form or the necessary documents will result in the delay or return of your application.
* All Canadian issued documents such as birth, marriage, and death certificates must be **originals** – NOT notarized copies and authenticated either by the federal Department of Global Affairs or the appropriate provincial authentication authority and must be accompanied by professional translation into Czech language.
* If you have foreign documents (birth, marriage certificates etc.) that were not issued in Canada, please contact us beforehand to find out about the legalization requirements as they may be different from requirements for Canadian issued documents.
* Please note additional documents may be requested if they are essential to the processing of the application.
* If you have any questions contact us before submitting the application

FORMS

* Completed form: Žádost o zjištění státního občanství České republiky a vydání osvědčení o státním občanství České republiky
* Completed form: Dotazník ke zjištění státního občanství České republiky a vydání osvědčení o státním občanství České republiky
* Completed form: Žádost o zápis narození
* Completed form: Žádost o přidělení rodného čísla
* Completed form: Žádost o zápis uzavření manželství – if applicable.
* If desired, for female surnames: Žádost o zápis příjmení v mužském tvaru
* Completed form Osobni udaje

DOCUMENTS IN ORIGINAL – PARENT’S DOCUMENTS

* Czech parent (s) birth certificate - **Rodný list**
* If parents married at the time of the applicant’s birth, parents‘ Czech marriage certificate - **Oddací list**. If married outside of the Czech Republic and marriage has not been registered in the Czech Republic, **at minimum** authenticated marriage certificate accompanied by transation into Czech language. **In the case of minors, the marriage must be registered in the Czech Republic.**
* If parents divorced, divorce certificate – **Rozsudek rozvodu**. If divorced in Canada, original divorce certificate that includes the date the divorce took legal effect, authenticated by Global Affairs Ottawa and accompanied by translation into Czech language.
* Any Czech/Czechoslovak citizenship documents issued to the applicant’s parents in the past if available
* Citizenship certificates of all countries your Czech parents were citizens of – for example, Canadian citizenship certificate accompanied by translation into Czech language

DOCUMENTS IN ORIGINAL – APPLICANT’S DOCUMENTS

* Birth certificate (long form) – authenticated, accompanied by translation into Czech language
* If married, marriage certificate – authenticated, accompanied by translation into Czech language
* If divorced, marriage certificate AND divorce certificate – authenticated, translated into Czech language
* Valid photo ID

OTHER

* Payment fee – contact us beforehand