

**A DATA BOX is an electronic form of a mailbox (it is not an e-mail) through which you can communicate with all authorities and institutions.**

- It is open 24 hours a day, so you can read your mail anytime and anywhere.
- All communication via the data box is free of charge.
- All official writings are stored there for 90 days after reading (not after delivery), after which they are deleted.

### WE RECOMMEND!

- **Check your data box at least once a week!** – a document sent to you by the authority is deemed to have been delivered 10 days after the document has been delivered to the data box (the so-called fiction of delivery), even if you do not read it within that time!
- **Save your messages in their complete form – including an envelope with an electronic signature and time stamp.** In this form, the document is considered an original and is still valid.
  - o If you need to deliver/send the document somewhere, it must be delivered in its complete form. For example, send it by email or send it in an envelope with the complete message on a CD.

**ATTENTION!** A plain copy of the message/document from the data box does not have the validity of the original.

- In case you want to have the message in paper form (valid as original), you need to make a printout at Czech POINT (this act is paid).

**WE RECOMMEND THE SETTING UP OF A DATA BOX ESPECIALLY FOR THOSE PERSONS WHO DO NOT HAVE THE POSSIBILITY OF MARKING A MAILBOX AT THEIR PLACE OF RESIDENCE OR DO NOT HAVE A MAILBOX AT ALL.**

### Setting up a data box:

You can apply for the setting up of a data box via the "application for setting up a data box" in the following ways:

- **online** via the [www.mojedatovaschranka.cz](http://www.mojedatovaschranka.cz) portal or via the Identity of a Citizen\* (e.g. bank identity, eObčanka, Mobile Key, etc.).
- **in person** at Czech POINT (it is necessary to show a residence permit or identity document and a valid address where the login data will be sent)
- **in written form** (with certified signatures on the application form). Send the application form to: Digitální a informační agentura, Na vápence 915/14, 130 00 Praha 3.

### Login data – username and password

- They will be sent to you by post or email. Sending is also possible to an address outside the Czech Republic.
- When you receive them, log in to your data box at [www.mojedatovaschranka.cz](http://www.mojedatovaschranka.cz).

More information about data boxes can be found here:

- <https://irczech.com/datova-schranka-a-cizinci>
- <https://info.mojedatovaschranka.cz/info/cs/66.html>

**\*IDENTITY OF A CITIZEN** – To set up an electronic identity, foreigners must present a valid Czech residence permit. Registration and subsequent verification is carried out in person at Czech POINT.

More information on e-identity can be found here: <https://info.identitaobcana.cz/>

