

ATTENTION! If you want to submit a completed form with the required documents via a data box, all attachments must be in the format of an authorized conversion! A simple scan does not have the validity of the original!

AUTHORIZED CONVERSION - CONVERSION OF DOCUMENTS FROM PAPER TO ELECTRONIC FORM (and vice versa)

A document converted from paper to electronic form has the same features as the original document. It is used when you need to submit an original document or an officially certified copy.

Authorised conversion is carried out at [Czech POINT](#) contact points and is subject to a fee (30 CZK for each commenced page).



Transfer/conversion from paper to electronic form (maximum 150 pages): The converted document in electronic form is transmitted via the electronic Czech POINT electronic [Repository](#) (you will receive confirmation of the document upload – either printed or sent to your data box).

Conversion cannot be performed, e.g. if:

- The paper document includes embossed text or an embossed stamp,
- The paper document is unique (e.g., an ID card, travel document, driver's license, etc.).

Transfer/conversion from electronic to paper form:

- For conversion, you need to send the documents from your data box or
- upload the file in PDF, ZFO format to the Czech POINT electronic [Repository](#). In this case you will provide a confirmation of the document upload to the Repository.

The Czech POINT website offers a free service called "Document verification before conversion", which evaluates whether a specific PDF document or a data message containing a PDF attachment meets the requirements for conversion from electronic to paper form.

More information can be found at the [Information portal for foreigners](#) and the [Czech Post - Czech POINT](#) (including the price list).



NOTICE:

- *If you are submitting an application, reporting a change via a data box, or using an email with a certified signature, the date of submission and compliance with the specified deadline are crucial. Always verify whether the matter requires an in-person visit.*
- *If someone else is sending documents via the data box on your behalf, you must grant them power of attorney. The power of attorney must be signed either with a certified electronic signature or physically, and then converted into an authorized format.*



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