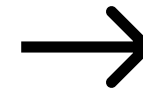
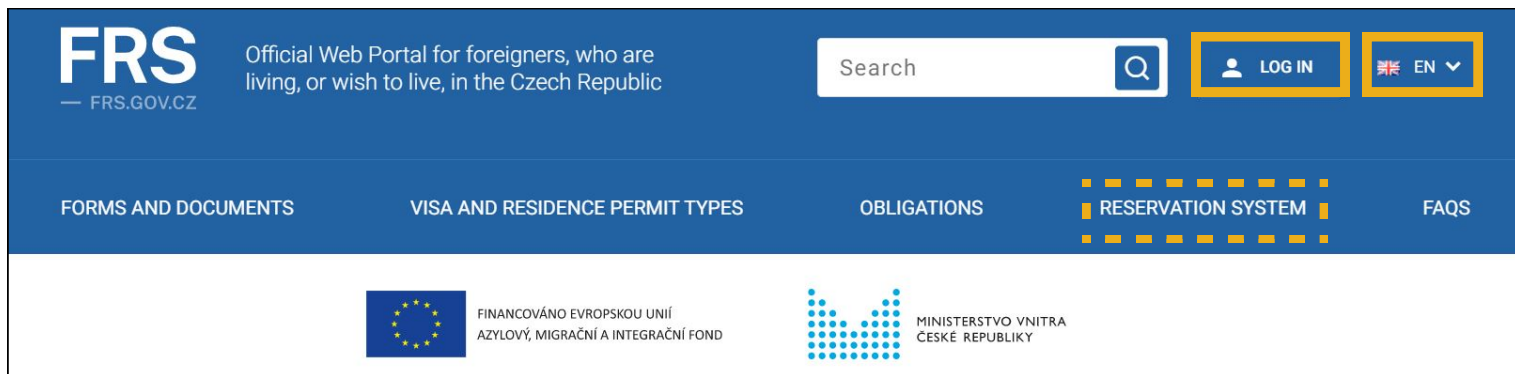
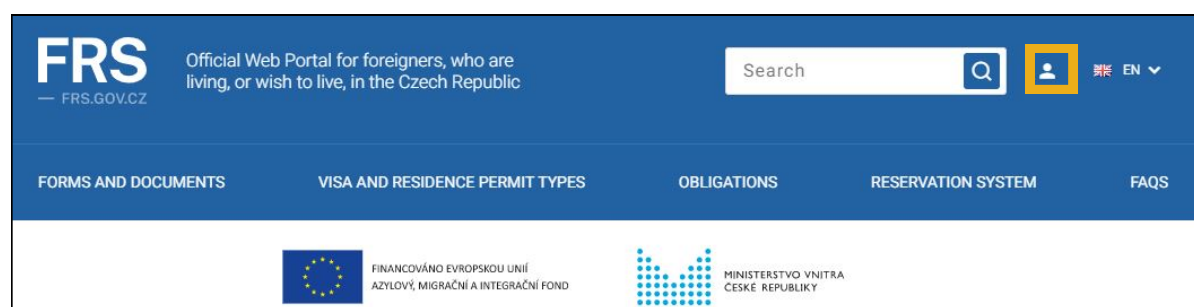


BOOKING AN APPOINTMENT AT AN OFFICE OF THE MINISTRY OF THE INTERIOR

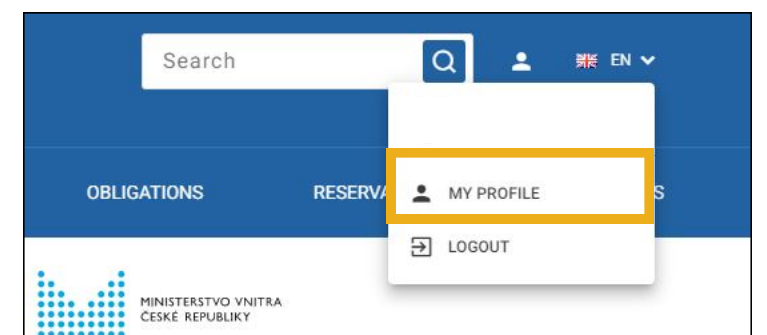
- 1** SELECT YOUR LANGUAGE ON THE HOME PAGE, THEN CLICK ON LOG IN.
ON THE NEW PAGE ENTER YOUR LOGIN DETAILS AND CLICK ON LOG IN AGAIN
(you can also enter the reservation system from the home page by clicking on RESERVATION SYSTEM).



- 2** ACCESS YOUR ACCOUNT.
Click on the icon on the top of the page.



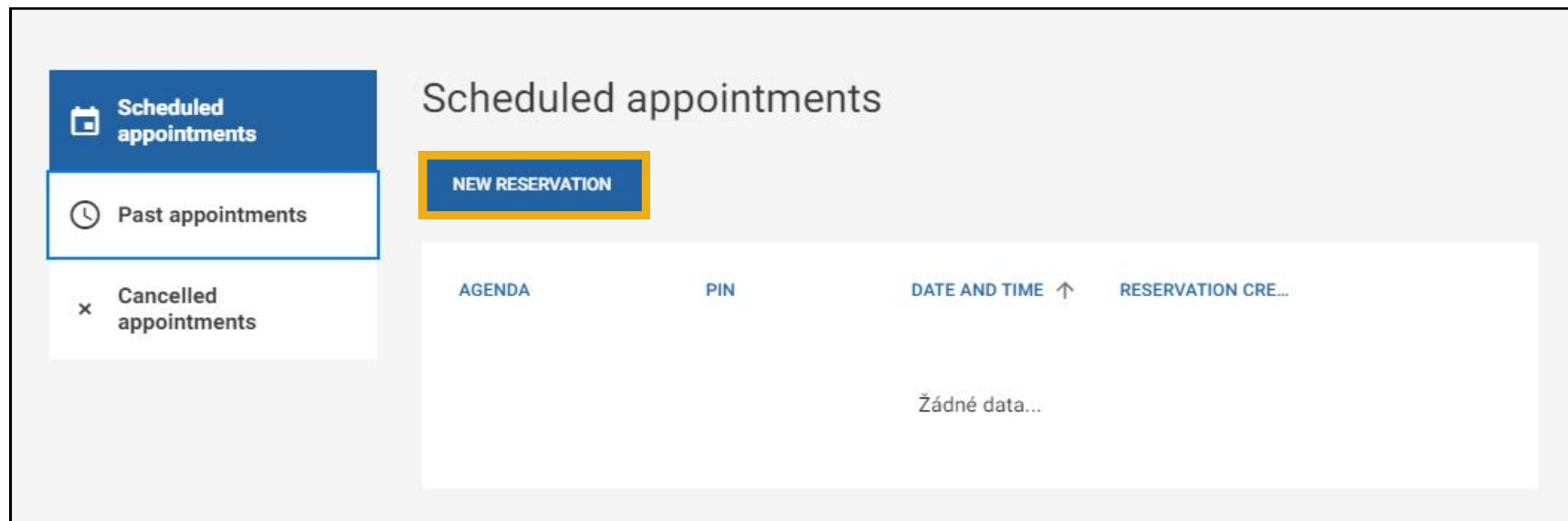
SELECT MY PROFILE FROM THE MENU.



- 3** CLICK ON MY RESERVATIONS.

4

ON THE NEW PAGE YOU WILL SEE A LIST OF YOUR PLANNED RESERVATIONS. CLICK ON NEW RESERVATION.



5

SELECT WHICH AGENDA YOU WANT TO MAKE AN APPOINTMENT FOR. THEN SELECT IF YOUR FAMILY MEMBERS WILL BE COMING WITH YOU TO THE OFFICE OF THE DEPARTMENT OF ASYLUM AND MIGRATION POLICY.

IF YOU ARE BOOKING AN APPOINTMENT ONLY FOR YOURSELF, CLICK ON CONTINUE.

Choose type of meeting you want to book*

OTHER OPERATIONS

REPORTING CHANGES

APPLICATION

Do you want to book an appointment for your family members as well?
For the purpose of ordering, family members are specified in point 25 of the [Ordering Rules](#).

Will you come with your family members?*

NO

YES

6

IF YOU ARE MAKING AN APPOINTMENT FOR YOURSELF AND YOUR FAMILY MEMBERS, PLEASE ENTER HOW MANY PEOPLE WILL BE COMING WITH YOU. THEN CLICK ON CONTINUE.

Choose type of meeting you want to book*

OTHER OPERATIONS

REPORTING CHANGES

APPLICATION

Do you want to book an appointment for your family members as well?
For the purpose of ordering, family members are specified in point 25 of the [Ordering Rules](#).

Will you come with your family members?*

NO

YES

How many people will come with you*

7

ON THE NEW PAGE, SPECIFY THE PURPOSE OF YOUR VISIT, THEN CLICK ON CONTINUE AGAIN.

Choose type of agenda you want to book*

SUBMITTING ADDITIONAL DOCUMENTS IN ONGOING PROCEEDINGS

REPORTING A LOSS/THEFT OF A TRAVEL DOCUMENT OR A RESIDENCE PERMIT

OTHERS

SUBMITTING AN APPLICATION FOR A HISTORY OF RESIDENCE OR A CERTIFICATE OF RESIDENCE

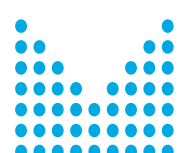
8

BY CLICKING ON THE CALENDAR ICON YOU WILL SEE A CALENDAR OF AVAILABLE DATES.

Now you can choose a date and time of your appointment.

Selected fields **marked with red color** indicate that the date or time is already **fully booked**

This field is required



9

FIRST SELECT THE DATE ON THE LEFT SIDE, THEN SELECT THE TIME ON THE RIGHT SIDE OF THE CALENDAR. CLICK ON CONFIRM.

2023
18. October

October

Mo Tu We Th Fr Sa Su

1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29

08:30 09:00
10:00 10:30 11:00

18/10/2023, 10:00

CANCEL CONFIRM

1 Choose one of the available dates.

2 Choose an available time slot on the day you have chosen.

10

THE TERM YOU HAVE CHOSEN WILL BE DISPLAYED IN THE TEXT BOX. TO COMPLETE YOUR BOOKING, CLICK ON CONTINUE.

Now you can choose a date and time of your appointment.

Selected fields marked with red color indicate that the date or time is already fully booked

Date and time*
18/10/2023, 10:00

BACK CONTINUE

11

CHECK THE DETAILS OF YOUR RESERVATION AND CLICK ON FINISH.

Reservation details:

Date and time
18/10/2023, 10:00

Appointment reason
Submitting additional documents in ongoing proceedings

Place of the appointment:
Oddělení pobytu cizinců Jihočeský kraj - České Budějovice
Pražská třída 1257/23, 370 01 České Budějovice
[Show more details](#)

EDIT FINISH

You will receive a confirmation of your reservation at the e-mail address you entered.
You can also find information about the reservation in your account under the **MY RESERVATION** section.

Scheduled appointments

NEW RESERVATION

AGENDA	PIN	DATE AND TIME ↑	RESERVATION CRE...
Submitting additional documents in ongoing proceedings	9872	18/10/2023, 10:00	09/08/2023

SHOW DETAIL

By clicking on **SHOW DETAIL** you will access the reservation administration, where you can change the reservation date or cancel the reservation.

CHANGE OF RESERVATION DATE CANCEL RESERVATION

Agenda

Status

Date and time

Address

PIN

Making an appointment

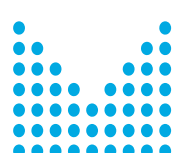
Name

Surname

Number of accompanying persons

In the event of technical problems, the Ministry of the Interior can also be contacted by telephone.
Contact [the Client Centre for Information for](#)

[Foreigners:](#)
+420 974 801 801



MINISTERSTVO VNITRA
ČESKÉ REPUBLIKY