



## Information for the collection of a birth certificate

Information and instructions regarding the issuing of a birth certificate and other documents:

1. **For the birth certificate of your child to be issued at the Registry Office**, please submit the following in the maternity hospital (if you fail to do so, please bring the below documents to the Registry Office):

a) For children born during marriage - marriage certificate of parents

b) For children born to a divorced mother within 300 days from the legal effect of a court's

judgement of divorce - mother's marriage certificate, final judgement of divorce with a legal effect clause

c) For children born outside marriage

- to an unmarried mother - birth certificate
- to a divorced mother - birth certificate, final judgement of divorce with a legal effect clause
- to a widowed mother - birth certificate, death certificate of husband
- or the counterpart of a protocol of consonant declaration regarding the determination of paternity to an unborn child
- to a mother who is a foreign national - also an up-to-date certificate of marital status (for more information, contact the registry office of the child's place of birth)

If you have not made a consonant declaration regarding the determination of paternity before the child was born, please **inquire about further steps to be made and a possibility to make a consonant declaration regarding the determination of paternity to a born child at the Registry Office**.

2. Please inform the maternity hospital of social security (personal) numbers and citizenships of both parents.

3. Immediately after the birth of the child, inform the maternity hospital of its name(s). Consent to the name(s) of the child shall be expressed by both parents; mother shall sign the consent to the name in the maternity hospital. **Father shall sign the consent to the name(s) of the child when collecting the birth certificate at the Registry Office (if father cannot appear in person to collect the child's birth certificate, the written form of father's consent to the name(s) of the child needs to be delivered).**

4. Persons who can collect the birth certificate at the Registry Office:

- Parents of the newborn child (upon the presentation of a proof of identity; mother shall also present father's consent to the child's name)
- Grandparents of the newborn child (upon the presentation of: a proof of identity; the birth certificate of the parent of the newborn child whose parents they are; and father's consent to the child's name)
- Possibly siblings of the newborn child (upon the presentation of: a proof of identity; his/her birth or marriage certificate; and father's consent to the child's name)
- Authorized representative (upon the presentation of: a proof of identity; the power of attorney with a notarized signature; and father's consent to the child's name)

If PARENTS are FOREIGNERS, presentation of the following documents for BOTH parents-foreigners is requested: proof of identity (passport, ID badge, identity card, etc.); residence permit for foreigners in the Czech Republic; a certificate of assigning a social security number (personal number) - if applicable. THIS APPLIES EVEN IF THE OTHER PARENT IS THE CITIZEN OF THE CZECH REPUBLIC.

The child's birth certificate will be issued to you by Matriční úřad (Registry Office), Úřad městské části města Brna (Brno City District Office), Brno-střed (Brno-Centre), Nádražní 4, Brno, during office hours: Monday and Wednesday, 8 am to 5 pm. The birth certificate is usually ready for collection on the 10th day after the child's birth. For a possibility of collecting the birth certificate at an earlier date or if you have any questions, please directly contact the relevant Registry Office.

Contact information: telephone no. 542526111, email [podatelna@brno-stred.cz](mailto:podatelna@brno-stred.cz)

Following these instructions will facilitate timely preparation of the documents and save both our and your time.

Registrars of ÚMČ města Brna (Brno City District Office),  
Brno-střed (Brno-centre)