

Application
of Act no. 474/2005 Coll., on Slovaks living abroad as amended
when issuing the Slovak living abroad certificate

Pursuant to § 7 par. 1 of Act no. 474/2005 Coll., on Slovaks living abroad as amended (hereinafter the “Act”), for the purposes of exercising rights or benefits granted by separate laws for Slovaks living abroad the Slovak living abroad status is demonstrated by the Slovak living abroad certificate. Certificates are issued by the Bureau for Slovaks Living Abroad (hereinafter the “BSLA”).

- *Requirements for certificate issuing to an applicant*
- *Requirements for registering a minor (up to 18 years of age) on the applicant’s certificate*
- *Requirements for issuing certificate to a minor under 18 years of age*
- *Requirements for issuing a replacement certificate due to loss, destruction or damage of the previously issued certificate or due to change in data, provided in the previously issued certificate (e.g., change of name resulting from marriage, divorce, etc.)*

- *Certificate issuance procedure*
- *Administrative fees*
- *Personal and postal contact address*
- *Business hours at BSLA*

➤ **Requirements for certificate issuing to an applicant:**

1. The applicant is an individual with no permanent residency in the Slovak Republic and
 - a) is a Slovak Republic citizen or
 - b) is not a Slovak Republic citizen, but maintains national awareness and the applicant or his direct ancestor (parent, grandparent or great grandparent) holds/held Slovak nationality (**§ 2 letter a) par. 1 and 2 of the Act**).
2. The applicant shall document he is/her Slovak nationality by an official document, showing the applicant's or his direct ancestors' record of Slovak nationality. This information can be provided in the form of an official document, which is mainly: a birth certificate, an extract from the registry of births and marriages, the marriage certificate, citizenship certificate or the applicant's permanent residency permit, school certificate, citizenship release confirmation issued by the Czech or Slovak Socialist Republic, the Slovak Socialist Republic or the Slovak Republic, etc. (**§ 7 par. 3 of the Act**).
3. The applicant's national awareness is understood to be an active declaration of the applicant's belonging to the Slovak nation and to values represented by the Slovak language, Slovak cultural heritage and traditions.

The national awareness is demonstrated by the applicant's declaration about the results of his public activity, demonstrating his national awareness or by written testimony, issued by the Slovaks living abroad organisation in his place of residence. If such organisation or association in the place of his residence does not exist, then by a written testimony by at least two Slovaks living abroad about facts pertaining to the national awareness of the applicant, will reside in the same country as the applicant. The national awareness is demonstrated also by having a command of the Slovak language, specifically in the form of a personal interview at the time of application filing with the BSLA or abroad at the Embassy or a Consular Offices of the Slovak Republic (hereinafter the Slovak Republic Diplomatic Mission offices or the "DM SR") (**pursuant to § 2 letter b and § 7 par. 4 of the Act**).
4. The application shall be lodged by the applicant on an official form, available **HERE**, or collected personally by the applicant at the BSLA or at the DM SR. The certificate application shall be lodged by the applicant at the BSLA office, located at Radlinského 13, 817 80 Bratislava 15 or at the DM SR in the applicant's country of residence (**§ 7 par. 6 of the Act**).
5. Two colour photographs of the applicant measuring 3.5 x 4.5 cm. (photographs produced by photograph automats will be rejected by the BSLA.)
6. Photocopy of a section of a valid passport, or the applicable applicant's ID document showing personal data, photograph, number, the document serial number specifying its expiry date in order to verify the accuracy of the applicant's personal data supplied in the application.
7. Documents confirming the applicant's clean criminal record:

a) an extract from the Criminal register of the Slovak Republic, confirming that the applicant was not sentenced for a deliberate crime or an act which according to the Slovak law is classified as a deliberate criminal act (**§ 7 par. 5 of the Act**). The Criminal register extract is **valid for 6 months** after its issue date.

Information regarding the Criminal register extract application is available on: www.genpro.gov.sk

When abroad the applicant may file the Criminal register extract application via the Slovak diplomatic mission or consular office. The register extract administration fee shall be paid by the applicant at the diplomatic mission or the consular offices in the form of a consular fee;

b) confirmation similar to the Criminal register extract issued by relevant government agency of the country of citizenship of the applicant or a country where the applicant resides (third country outside the Slovak Republic and the applicant's home country). Certification completed in a foreign language must be translated into Slovak language by an official court-appointed translator.

Remark: *Documents attached to the application must be legible (including the stamps on documents). Documents issued abroad must have an official translation in the Slovak language attached (including the stamps, signatures and official seals pertaining to the official translation of the document into Slovak language or its other official endorsement).*

In case of documents issued in the Czech language, the translation into the Slovak language is not required.

In the event that during the course of the proceedings the BSLA requires additional documents from the applicant, it shall notify him accordingly to supply the additional information.

The BSLA may invite the applicant for an interview, in particular, to explain some of the aspects pertaining to himself/herself.

➤ **Requirements for registering a minor (up to 18 years of age) on the applicant's certificate:**

1. The applicant is an individual with no permanent residency in the Slovak Republic and
 - a) is a Slovak Republic citizen or
 - b) is not a Slovak Republic citizen, but maintains national awareness and the applicant or his direct ancestor (parent, grandparent or great grandparent) holds/held Slovak nationality (**§ 2 letter a) par. 1 and 2 of the Act**).
2. The applicant shall document he is/her Slovak nationality by an official document, showing the applicant's or his direct ancestors' record of Slovak nationality. This information can be provided in the form of an official document, which is mainly: a birth certificate, an extract from the registry of births and marriages, the marriage certificate, citizenship certificate or

the applicant's permanent residency permit, school certificate, citizenship release confirmation issued by the Czech or Slovak Socialist Republic, the Slovak Socialist Republic or the Slovak Republic, etc. (**§ 7 par. 3 of the Act**).

3. The applicant's national awareness is understood to be an active declaration of the applicant's belonging to the Slovak nation and to values represented by the Slovak language, Slovak cultural heritage and traditions.
The national awareness is demonstrated by the applicant's declaration about the results of his public activity, demonstrating his national awareness or by written testimony, issued by the Slovaks living abroad organisation in his place of residence. If such organisation or association in the place of his residence does not exist, then by a written testimony by at least two Slovaks living abroad about facts pertaining to the national awareness of the applicant, will reside in the same country as the applicant. The national awareness is demonstrated also by having a command of the Slovak language, specifically in the form of a personal interview at the time of application filing with the BSLA or abroad at the Embassy or a Consular Offices of the Slovak Republic (hereinafter the "DM SR") (**pursuant to § 2 letter b and § 7 par. 4 of the Act**).
4. The application shall be lodged by the applicant on an official form, available **HERE**, or collected personally by the applicant at the BSLA or at the DM SR. The certificate application shall be lodged by the applicant at the BSLA office, located at Radlinského 13, 817 80 Bratislava 15 or at the DM SR in the applicant's country of residence (**§ 7 par. 6 of the Act**).
5. Two colour photographs of the applicant measuring 3.5 x 4.5 cm. (photographs produced by photograph automats will be rejected by the BSLA.)
6. Photocopy of a section of a valid passport, or the applicable applicant's ID document showing personal data, photograph, number, the document serial number specifying its expiry date in order to verify the accuracy of the applicant's personal data supplied in the application.
7. Child's birth certificate with official Slovak language translation.
8. Written consent of the other minor's parent with the minor being registered on the applicant's certificate. The other parent's signature on this document must be officially verified and if completed in a foreign language, it must be officially translated into the Slovak language. It is also necessary to submit a photocopy of a proof of identity, which was submitted to verify the identity of the other minor's parent when his/her signature was being verified.
9. Documents confirming the applicant's clean criminal record:
 - a) an extract from the Criminal register of the Slovak Republic, confirming that the applicant was not sentenced for a deliberate crime or an act which according to the Slovak law is classified as a deliberate criminal act (**§ 7 par. 5 of the Act**). The Criminal register extract is **valid for 6 months** after its issue.

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When abroad the applicant may file the Criminal register extract application via the Slovak diplomatic mission or consular office. The register extract administration fee shall be paid by the applicant at the diplomatic mission or the consular offices in the form of a consular fee;

b) confirmation similar to the Criminal register extract issued by relevant government agency of the country of citizenship of the applicant or a country where the applicant resides (third country outside the Slovak Republic and the applicant's home country). Certification completed in a foreign language must be translated into Slovak language by an official court-appointed translator.

Remark: *Documents attached to the application must be legible (including the stamps on documents). Documents issued abroad must have an official translation in the Slovak language attached (including the stamps, signatures and official seals pertaining to the official translation of the document into Slovak language or its other official endorsement).*

In case of documents issued in the Czech language, the translation into the Slovak language is not required.

In the event that during the course of the proceedings the BSLA requires additional documents from the applicant, it shall notify him accordingly to supply the additional information.

The BSLA may invite the applicant for an interview, in particular, to explain some of the aspects pertaining to himself/herself.

➤ **Requirements for issuing certificate to a minor under 18 years of age:**

1. The applicant is an individual with no permanent residency in the Slovak Republic and
 - a) is a Slovak Republic citizen or
 - b) is not a Slovak Republic citizen, but maintains national awareness and the applicant or his direct ancestor (parent, grandparent or great grandparent) holds/held Slovak nationality (**§ 2 letter a) par. 1 and 2 of the Act**).
2. The applicant shall document he is/her Slovak nationality by an official document, showing the applicant's or his direct ancestors' record of Slovak nationality. This information can be provided in the form of an official document, which is mainly: a birth certificate, an extract from the registry of births and marriages, the marriage certificate, citizenship certificate or the applicant's permanent residency permit, school certificate, citizenship release confirmation issued by the Czech or Slovak Socialist Republic, the Slovak Socialist Republic or the Slovak Republic, etc. (**§ 7 par. 3 of the Act**).
3. The applicant's national awareness is understood to be an active declaration of the applicant's belonging to the Slovak nation and to values represented by the Slovak language, Slovak cultural heritage and traditions.

The national awareness is demonstrated by the applicant's declaration about the results of his public activity, demonstrating his national awareness or by written testimony, issued by the Slovaks living abroad organisation in his place of residence. If such organisation or association in the place of his residence does not exist, then by a written testimony by at least two Slovaks living abroad about facts pertaining to the national awareness of the applicant, will reside in the same country as the applicant. The national awareness is demonstrated also by having a command of the Slovak language, specifically in the form of a personal interview at the time of application filing with the BSLA or abroad at the Embassy or a Consular Offices of the Slovak Republic (hereinafter the "DM SR") (**pursuant to § 2 letter b and § 7 par. 4 of the Act**).

4. The application shall be lodged by the applicant on an official form, available **HERE**, or collected personally by the applicant at the BSLA or at the DM SR. The certificate application shall be lodged by the applicant at the BSLA office, located at Radlinského 13, 817 80 Bratislava 15 or at the DM SR in the applicant's country of residence (**§ 7 par. 6 of the Act**).
5. Two colour photographs of the applicant measuring 3.5 x 4.5 cm. (photographs produced by photograph automats will be rejected by the BSLA.)
6. Photocopy of a section of a valid passport, or the applicable applicant's ID document showing personal data, photograph, number, the document serial number specifying its expiry date in order to verify the accuracy of the applicant's personal data supplied in the application.
7. Applicant's birth certificate with official Slovak language translation.
8. A written consent of the applicant's legal guardians with the minor being issued with the certificate, which must display officially verified legal guardians' signatures, with the proviso that if the consent is completed in a foreign language, it must be officially translated into the Slovak language. It is also necessary to submit photocopies of a proof/s of identity of legal guardians, which were submitted to verify their identities when their signatures were being verified.
9. Documents confirming the applicant's clean criminal record:
 - a) an extract from the Criminal register of the Slovak Republic, confirming that the applicant was not sentenced for a deliberate crime or an act which according to the Slovak law is classified as a deliberate criminal act (**§ 7 par. 5 of the Act**). The Criminal register extract is **valid for 6 months** after its issue date.

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When abroad the applicant may file the Criminal register extract application via the Slovak diplomatic mission or consular office. The register extract administration fee shall be paid by the applicant at the diplomatic mission or the consular offices in the form of a consular fee;

- b) confirmation similar to the Criminal register extract issued by relevant government agency of the country of citizenship of the applicant or a country where the applicant resides (third country outside the Slovak Republic and the applicant's home country). Certification

completed in a foreign language must be translated into Slovak language by an official court-appointed translator.

Remark: Documents attached to the application must be legible (including the stamps on documents). Documents issued abroad must have an official translation in the Slovak language attached (including the stamps, signatures and official seals pertaining to the official translation of the document into Slovak language or its other official endorsement).

In case of documents issued in the Czech language, the translation into the Slovak language is not required.

In the event that during the course of the proceedings the BSLA requires additional documents from the applicant, it shall notify him accordingly to supply the additional information.

The BSLA may invite the applicant for an interview, in particular, to explain some of the aspects pertaining to himself/herself.

➤ **Requirements for issuing a replacement certificate due to loss, destruction or damage of the previously issued certificate or due to change in data, provided in the previously issued certificate (e.g., change of name resulting from marriage, divorce, etc.):**

1. The application shall be lodged by the applicant (holder) on an official form, available [HERE](#), or collected personally by the applicant at the BSLA or at the DM SR. The certificate application shall be lodged by the applicant at the BSLA office, located at Radlinského 13, 817 80 Bratislava 15 or at the DM SR in the applicant's country of residence (§ 7 par. 6 of the Act).
2. Two colour photographs of the applicant measuring 3.5 x 4.5 cm. (photographs produced by photograph automats will be rejected by the BSLA.)
3. Photocopy of a section of a valid passport, or the applicable applicant's (holder's) ID document showing personal data, photograph, number, the document serial number specifying its expiry date in order to verify the accuracy of the applicant's personal data supplied in the application.
4. Documents showing the reason for repeat issuing of the certificate to the applicant (holder) by attaching the relevant official documents confirming the above (e.g., a report of the loss or theft, issued by the appropriate police department, documents confirming the change of applicant's data, personal status document: marriage certificate, etc.).
5. Documents confirming the applicant's (holder's) clean criminal record:
 - a) an extract from the Criminal register of the Slovak Republic, confirming that the applicant was not sentenced for a deliberate crime or an act which according to the Slovak law is classified as a deliberate criminal act (§ 7 par. 5 of the Act). The Criminal register extract is **valid for 6 months** after its issue date.

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b) confirmation similar to the Criminal register extract issued by relevant government agency of the country of citizenship of the applicant or a country where the applicant resides (third country outside the Slovak Republic and the applicant's home country). Certification completed in a foreign language must be translated into Slovak language by an official court-appointed translator.

Remark: Documents attached to the application must be legible (including the stamps on documents). Documents issued abroad must have an official translation in the Slovak language attached (including the stamps, signatures and official seals pertaining to the official translation of the document into Slovak language or its other official endorsement).

In case of documents issued in the Czech language, the translation into the Slovak language is not required.

In the event that during the course of the proceedings the BSLA requires additional documents from the applicant, it shall notify him accordingly to supply the additional information.

The BSLA may invite the applicant for an interview, in particular, to explain some of the aspects pertaining to himself/herself.

➤ **Certificate issuance procedure**

BSLA shall rule on an application, containing all requirements pursuant to § 7 par. 8 of the Act and the general regulation on administrative proceedings **within 60 days** after the application delivery date.

Remark: During the certificate proceedings the BSLA is entitled to request from the applicant additional documents for the purposes of explaining certain aspects pertaining to himself/herself. The BSLA may also invite the applicant to an interview in person.

The certificate is valid only in the Slovak republic and only together with the certificate holder's valid proof of identity or a current passport.

At the same time the BSLA reminds applicants, when filing the application, to also provide their temporary address or the applicant's contact person in the Slovak Republic (name, surname, street, number, city, telephone no. or e-mail), in order to provide assistance in the certificate proceedings.

➤ **Administrative fees**

Pursuant to Act no. 145/1995 Coll., on administrative fees as amended by subsequent regulations, item 265 of the Administrative fees list, which comprises the attachment to the aforementioned law, the administrative fee is paid and collected at the time of the application filing, as follows:

- a. Slovak living abroad certificate application **10 Euro**
- b. Issuing of a Slovak living abroad certificate as a replacement for the lost, destroyed or damaged certificate **20 Euro**
- c. Issuing of a new Slovak living abroad certificate reflecting changes and amendments **10 Euro**

The rate of applicable administrative fees is equal for all DM SR and the BSLA.

The administrative fee is non-refundable, even if the certificate proceedings were suspended.

The administrative fee is paid at the time of filing the application in the form of stamps of the appropriate value. The BSLA does not sell stamps.

The stamps are sold in the vicinity of BSLA offices at the Post Office, [see map](#).

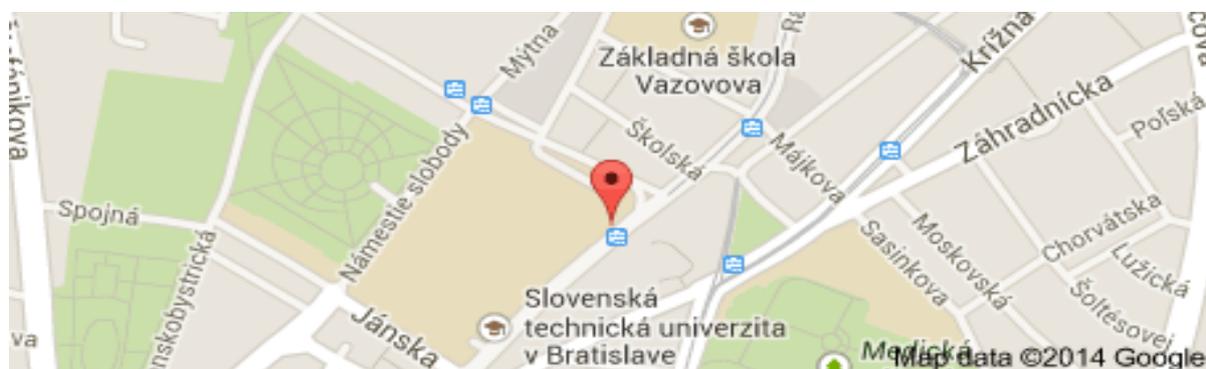
➤ **Personal and postal contact address:**

Bureau for Slovaks living abroad

Radlinského 13
817 80 Bratislava 15

e-mail: osvedcenia@uszz.gov.sk

For BSLA office see the attached map.



➤ **Business hours at the BSLA:**

Monday: 9:00 - 12:00 hrs and 13:00 - 15:00 hrs

Wednesday: 9:00 - 12:00 hrs and 13:00 - 15:00 hrs

Friday: 9:00 - 12:00 hrs
