

## How to create your Digital identity „the NIA ID“ or „the eGovernment mobile key“: a step-by-step guide for foreign residents with the identification document issued by the Czech Republic.

This document provides a step-by-step guide for foreign residents who are at least 18 years old on how to create the electronic identification means the „NIA ID“ or „the eGovernment mobile key“ (in Czech „Mobilní klíč eGovernmentu“), shortly the „MEG“.

To get started you will need to have:

- a valid residence permit issued by the Czech Republic, e.g. a permanent residence permit, a long-term residence permit (including an employee's card),
- a visa issued for more than 90 days,
- a valid certificate of temporary residence (this applies to EU citizens only).

We would recommend that you print this guide and take it with you when you visit the Czech POINT office.

Should you have your Czech Data Mailbox (<https://www.mojedatovaschranka.cz/>) already activated, you can set up your electronic identification means using the Czech Data Mailbox without needing to visit the Czech POINT office:

- How to set up your „NIA ID“ using your Czech Data Mailbox: <https://info.eidentita.cz/UPS/UpsAktivacePortal.aspx>.
- How to set up your „MEG“ using your Czech Data Mailbox: <https://info.eidentita.cz/mep/VznikISDS.aspx>.

### **How to set up your „NIA ID“:**

1. Please fill in the online registration form provided at this website: <https://www.eidentita.cz/ProfileRegistration>. If you need some guidance on how to fill in the online form, you can find it here: <https://info.eidentita.cz/ups/UpsZalozeni.aspx>. After you fill in and submit the online form you will receive a confirmation email with the link to verify your email address. After verifying your email address you will receive a second email describing the next steps of the process and providing your IDENTIFICATION CODE. You will need this code for the verification at the Czech POINT office. Also, in order to use the „NIA ID“ you will need a mobile phone number with the country code of the Czech Republic „+420“.
2. Please visit any local Czech POINT office to finalize the process (list of Czech POINT offices: <https://www.czechpoint.cz/wwwstats/f?p=100:16>). You will need to have your identity document(s) with you. At the Czech POINT office, please ask for a „Request to provide reference data from the Registry of Inhabitants to another person“, which is a „*Žádost o poskytnutí referenčních údajů z registru obyvatel jiné osobě*“ in Czech. The Czech POINT representative will then verify your identity using the identification document(s) you provide. Should the Czech POINT representative indicate difficulty in verifying your identity

for the purpose of the submission of the Request, please provide them with the following instructions:

**UPOZORNĚNÍ - ZTOTOŽNĚNÍ ŽADATELE DLE JINÝCH OSOBNÍCH ÚDAJŮ**

*Pokud nelze žadatele (cizince) nalézt a ztotožnit ve formulářích, například při dokončení aktivace identifikačního prostředku pro využití elektronické identity (formulář ZR10 "Žádost o poskytnutí referenčních údajů"), či v oblasti datových schránek, je nutné na formulářích zvolit možnost ztotožnění žadatele: "dle jiných osobních údajů", následně ručně z předloženého dokladu vepsat jméno, příjmení a datum narození.*

3. After successful verification of your identity, you will be asked to:
  - a. Specify a person to which the data from the Registry of Inhabitants will be provided: Please provide this information: *Identifikační číslo (identification number): 72054506 patřící (belonging to) „Správě základních registrů“*
  - b. Provide one-time or repeated consent for data sharing: *please provide one-time consent.*
  - c. Specify the scope of data sharing: *please indicate „all data“.*
  - d. Provide the message for the recipient, which will be *the IDENTIFICATION CODE you received in the second email.*
4. The Czech POINT representative will then print the document and ask you to sign it. Before doing so, please cross-check your details, the scope of the data that will be shared, and, especially, make sure that the IDENTIFICATION CODE was entered correctly by the Czech POINT representative. After you sign it, the Czech POINT representative will keep the signed document.
5. At this point, your identity will be verified and, if the data you have provided are correct, your digital „NIA ID“ will be activated within a few minutes.

**How to set up your „MEG“:**

1. Please download the mobile application „*Mobilní klíč eGovernmentu*“ from one of the official app stores: Google Play:  
<https://play.google.com/store/apps/details?id=cz.mojedatovaschranka.mobilniklic>.  
App store: <https://apps.apple.com/cz/app/mobiln%C3%AD-kl%C3%AD%C4%8D-egovernmentu/id1466762017>.
2. Open the application „*Mobilní klíč eGovernmentu*“ and then choose the option: "*Chci si na CZECHPOINT zřídit účet v Národním bodu s přihlašováním mobilním klíčem*".
3. Enter your mobile phone number with the „+420“ country code. An SMS verification code will be sent to this number.
4. Enter the SMS verification code into the application and tap „agree“ to accept the terms and conditions.
5. Visit any local Czech POINT office (list of Czech POINT offices: <https://www.czechpoint.cz/wwwstats/f?p=100:16>) to verify your identity. You will need to provide your identity document(s). At the Czech POINT office, please ask for a „Request to provide reference data from the Registry of Inhabitants to another person“, which is a „*Žádost o poskytnutí referenčních údajů z registru obyvatel jiné osobě*“ in Czech. The Czech POINT representative will then verify your identity using the identification document(s) you provide. Should the Czech POINT representative indicate difficulty

in verifying your identity for the purpose of the submission of the Request, please provide them with the following instructions:

UPOZORNĚNÍ - ZTOTOŽNĚNÍ ŽADATELE DLE JINÝCH OSOBNÍCH ÚDAJŮ

*Pokud nelze žadatele (cizince) nalézt a ztotožnit ve formulářích, například při dokončení aktivace identifikačního prostředku pro využití elektronické identity (formulář ZR10 "Žádost o poskytnutí referenčních údajů"), či v oblasti datových schránek, je nutné na formulářích zvolit možnost ztotožnění žadatele: "dle jiných osobních údajů", následně ručně z předloženého dokladu vepsat jméno, příjmení a datum narození.*

6. After successful verification of your identity, you will be asked to:
  - a. Specify a person to which the data from the Registry of Inhabitants will be provided: Please provide this information: *Identifikační číslo (identification number): 72054506 patřící (belonging to) „Správě základních registrů“.*
  - b. Provide one-time or repeated consent for data sharing: *please provide one-time consent.*
  - c. Specify the scope of data sharing: *please indicate „all data“.*
  - d. Provide the message to the recipient, which will be *the identification code from your mobile application.*
  
7. The Czech POINT representative will print the document and ask you to sign it. Before doing so, please cross-check your details, the scope of the data that will be shared, and, especially, that the code from the application was entered correctly by the Czech POINT representative. After you sign it, the Czech POINT representative will keep the signed document.
  
8. If everything is correct, please tap „Done“ in the application.