

## Conversion from electronic to paper form

During the authorized conversion, the electronic document downloaded from the InSIS or ISKAM web (i.e. in case you need a paper form of the Accommodation contract, i.e. for the Department of Asylum and Migration Policy or Foreign Police of the Ministry of Interior).

The document thus transferred has the same legal effects as the original document. The document can be transferred at any branch of Česká pošta s.p. with the [Czech POINT](#) contact point.

For the conversion of the list from electronic to paper form, an electronic document (to the Czech POINT contact point) in PDF format to:

**-CD / DVD**

**-USB drive**

**-Upload the PDF file to the Czech POINT Electronic Depository (in this case, it is necessary to bring a confirmation of inserting the document into the [Depository](#) to the contact point).**

### Depository Czech Point

When converting a document from electronic to paper form, the electronic document can be stored in the Depository via this portal. Then it can be converted into paper form at the Czech POINT contact point.

#### Method:

- 1. For conversion is possible to use a document in PDF format, version min. 1.3.*
- 2. After saving the document in the Depository, the system will generate a confirmation with an identifier in the form of a 2D barcode, which is needed for conversion at the Czech POINT contact point.*
- 3. Documents stored in the Depository as part of the conversion from electronic to paper form are stored for 30 days, after which they are deleted. Saved files can be downloaded repeatedly so that documents can be converted repeatedly.*
- 4. It is recommended to store files with a maximum size of 20 MB in the Vault.*

The "Convert" option is offered only for PDF attachments and its option activates sending to the electronic [Depository](#). After selecting "Send for conversion", the data is transferred to the Depository and a confirmation of the insertion of the document is displayed, which must be printed out and handed over at the Czech POINT contact point.

There is a free "Document Verification Before Conversion" service available on the website to evaluate whether a conversion is possible. This will give you the opportunity to avoid a situation where you find out when you visit the contact point that the document cannot be converted from electronic form.

If the document is suitable for transfer, you will see information about the valid electronic signature with which the document is provided, as well as an offer to send the document to the [Depository](#). If the document does not meet the conditions for conversion, you will immediately get information about why this is the case.

The Czech POINT service is provided at the offices of city districts and at most branches of the Česká pošta s. p. The map of contact points is [here](#).

The price for the authorized conversion of documents is CZK 30 for each (even started) page of the document.

Detailed instructions for document conversion are available on the website of Česká pošta s.p. [here](#).