**Question**

As an accommodation provider, how do I register at the Foreign police department to report a short-term residence of accommodated persons?

**Answer**

An accommodation provider shall register at the Foreign police department according to the place of providing accommodation and apply for issuance of the eID cad for businessmen. Registration of the accommodation facility is performed at the relevant Directorate of Border and Foreign Police according to the place of providing accommodation.

The accommodation provider is obliged to filled in the official form to report residence of a foreigner and deliver the form to the police department within five days following the date of accommodation (Art. 113 (c)). The delivery may be made in person at the Police department, by postal service or by using electronic service established to this end.

Registration of accommodation provider in agenda of reporting the residence of foreigners

A written application for registration shall be submit by the accommodation provider in person, or by postal service with attested signatures at the relevant Directorate of Border and Foreign Police.

Application shall contain:

* name and address of the accommodation provider residency
* name, surname, date of birth of person/s authorized to provide services on behalf accommodation provider,
* consent for the relevant authority to process the personal date of authorized persons,
* a signed instruction of authorized persons on processing the personal data of foreigners in accordance with Act No. 122/2013 on Protection of the personal data. The application must prove professional competence for regulated trades by attaching a photocopy of the valid extract from the Commercial Register of the Slovak Republic or Trade register.

The applicant will be informed about the processing of the application in writing.

If the accommodation provider wants to send the application by postal service, the signature of the accommodation provider must be verified.

The obligation of the accommodation provider to ensure the completion of the official form for reporting the stay of foreigners, and upon request to submit the originals for inspection to the police department remains.