**Introductory e-mail**

**Employment - NON-EÚ + D-víza**

Dear XXXX,

let me kindly contact you based on communication with XXXX, as we are supposed to take care of your relocation to Slovakia. To be able to start with the preparation of all the neded documents, please, be so kind and send us the filled questionnaire which is attached, as well as a scan of your passport.

After that, we will ask for an appointment at the Slovak embassy in XXXX. We need to plan the correct timing when to apply for the **criminal record** as this document shall be not older than 60 days by the moment of submission of the application for D-visas. The criminal record needs to be **apostilled** and officially translated in Slovakia and the translation needs to be bounded with the original documents, that´s why is this process a bit more complicated and time-consuming.

Please confirm, that you want to apply for D-visas in order to apply for a residence permit in Slovakia. Because there is also an option to apply for a residence permit at the embassy but then you shall wait in xxx for approval and after approval, you can ask for D-visas (this option is a bit longer but you can save some costs on traveling and accommodation in Slovakia while anyway you will not be allowed to work in Slovakia just after the approval of residence permit, even if we go the way of D-visas and submission in Slovakia).

Besides the criminal record from your home country, I would like to make sure, you have not been else anywhere else longer then 3 months (and it is trackable in your passport), if so, we will need the criminal record also from this country.

We would need to prepare also the documents, that need to be signed by your employer.

In Addition, there is a question, if you already have the address where you will stay in Slovakia?

Thanks a lot for your reply and have a nice day!