

Instructions for submitting a research report request

1. Beginning the request process

All persons, from whom movable cultural assets were confiscated during the Second World War, or the descendants of these persons, may contact the Documentation Centre (regardless of the country in which they reside). Persons requesting research reports must fulfil the conditions set out in the relevant Czech legislation (Act no. 212/2000 Coll. on the alleviation of certain property-related injustices caused by the Holocaust).

Act no. 212/2000 Coll. applies to works of art currently in state ownership which were taken from individuals (i. e. not from institutions) between 29 September 1938 and 4 May 1945. Restitution claim may be submitted by direct lineal descendants of the original owners (hereafter “applicants”).

Applicants may act in their own name or on behalf of other persons to whom above-cited restitution legislation applies.

If the applicant is acting on behalf of another person, s/he must submit a power of attorney issued by said other person.

To make the first contact with the Documentation Centre, you can send a letter or an e-mail to the address below:

**Centrum pro dokumentaci majetkových převodů
kulturních statků obětí II. světové války, o.p.s
Čs. armády 34/828, 160 00 Praha 6
Czech Republic
Phone: +420 603 787 100
E-mail: centrum@cdmp.cz**

The Documentation Centre will inform applicant of the receipt of the research report request.

The request process is free of charge; the only requirement is a **legally certified (notarized) copy of the applicant’s identity document**. For the purposes of the request process it is not necessary for the applicant to be represented by a lawyer.

2. Completing the request form

The form must be completed in such a way as to give the maximum possible amount of information for the purposes of the research report.

Please submit the following documents along with the request form:

- a **legally certified (notarized) copy of the applicant's identity document** (in case the applicant is acting on behalf of another person, the power of attorney issued by said other person must be submitted)
- a copy of the rightful heir's birth certificate (direct lineal descendant of the original owner)
- a copy of the birth certificate of the victim whose property was confiscated
- a copy of the victim's marriage certificate, death certificate, or declaration of death
- a copy of the official document confirming the disappearance of the victim
- a copy of the official document of deportation
- a copy of the official document of internment
- copies of all documents confirming the original ownership of the confiscated works of art
- copies of all other materials confirming/supporting the information given in the application for the restitution claim

If the applicant fails to submit the required documents, work on the research report cannot begin.

Applicants must give written permission for the Documentation Centre to archive all the documents they submit; the documents will be archived by the Documentation Centre for purposes of the research report.

3. Phases of the request process

If it is discovered that the request form contains errors or is incomplete, or if any of the required documents are missing, the Documentation Centre will contact the applicant and ask for the missing information/documents to be provided.

The applicant will be informed about the result of the research report, as will the institution (museum, gallery etc.) at which the assets are held.