Republic of Latvia

Cabinet

Regulation No. 391

Adopted 14 July 2015

**Regulations Regarding the State Fee for Receipt of Information from the Population Register**

*Issued pursuant to*

*Section 17.1 of the Population Register Law*

1. This Regulation prescribes the amount and payment procedures of the State fee, as well as reliefs in payment of the State fee and exemptions from payment of the State fee for receipt of information from the Population Register (hereinafter – the Register).

2. The State fee for receipt of information from the Register shall be paid in the following amount:

2.1. a person who receives all the information existing in the Register (in printed form) regarding himself or herself and his or her children who are less than 18 years of age, or regarding a person under guardianship or trusteeship more than twice in a calendar year – EUR 7.11;

2.2. a person who receives the information referred to in Sub-paragraph 2.1 of this Regulation which has been signed with a secure electronic signature – EUR 5.69;

2.3. information (in printed form) regarding one person, if it has been prepared according to the criteria indicated by the person requesting the information (except the information referred to in Sub-paragraph 2.7 of this Regulation):

2.3.1. within five working days – EUR 4.28;

2.3.2. within one working day – EUR 8.54;

2.3.3. within two hours – EUR 14.94;

2.4. receipt of information in online data transmission mode regarding one person, if the information has been prepared according to the criteria indicated by the person requesting it:

2.4.1. for a trustworthy accredited provider of certification services – EUR 0.50;

2.4.2. for other persons who are not referred to in Sub-paragraph 2.4.1 of this Regulation – EUR 1.14;

2.5. receipt of information within three working days regarding one person, if it has been prepared according to the criteria indicated by the person requesting the information and signed with a secure electronic signature – EUR 2.13;

2.6. receipt of statistical information in written form – EUR 1.64 per one page of A4 format;

2.7. receipt of a statement regarding the address of the place of residence of one person, if the person is requesting current information regarding his or her place of residence declared, registered or indicated by the person or of his or her child who is less than 18 years of age, or regarding the place of residence declared, registered or indicated by the person under his or her guardianship or trusteeship – EUR 2.50;

2.8. receipt of information regarding persons deceased in a specific period of time (certification of the fact of death – *deceased*), if information is requested for a time period:

2.8.1. up to one year – EUR 100.00;

2.8.2. from one to five years – EUR 175.00;

2.8.3. exceeding five years – EUR 250.00.

3. The amount of the State fee shall be reduced by 50 per cent, if the information referred to in Sub-paragraphs 2.3, 2.5, and 2.7 of this Regulation is requested by:

3.1. a politically repressed person;

3.2. a participant of the national resistance movement;

3.3. a person who himself or herself or together with a spouse, or the spouse of the relevant person has three or more children up to 18 years of age (also children under guardianship or placed in a foster family);

3.4. a guardian or trustee regarding a person under guardianship or trusteeship.

4. The following persons are exempt from payment of the State fee who request the information referred to in Sub-paragraphs 2.3, 2.5, and 2.7 of this Regulation:

4.1. a disabled person;

4.2. a participant of liquidation of the consequences of the accident at the Chernobyl nuclear plant;

4.3. a person who has attained the age specified for granting pension in the Republic of Latvia;

4.4. a person who has been granted old-age pension in the Republic of Latvia;

4.5. a member of a family in need or a person in need living separately.

5. If the Office of Citizenship and Migration Affairs or the diplomatic and consular missions of the Republic of Latvia in foreign countries, or a local government or an institution established thereby does not have information at its disposal regarding belonging of the person to the status referred to in Paragraph 3 or 4 of this Regulation, the person shall present a certificate or submit a document certifying the relevant status to the institution.

6. Prior to receipt of information from the Register the person shall pay the State fee into the State or local government budget:

6.1. with the intermediation of such a provider of payment services which has the right to provide payment services within the meaning of the Law On Payment Services and Electronic Money;

6.2. at the Office of Citizenship and Migration Affairs or the diplomatic and consular missions of the Republic of Latvia in foreign countries, or a local government or an institution established thereby using a payment card terminal or another alternative system, if the Office of Citizenship and Migration Affairs, the Ministry of Foreign Affairs, the local government or institution established thereby or intermediary institutions ensures it technically;

6.3. at the diplomatic and consular missions of the Republic of Latvia in a foreign country in cash or using types of payment according to the specific nature for settlement of accounts in the country of residence (for example, money cheques);

6.4. at the local government or the institution established thereby in case, if the local government or the relevant institution offers such opportunity.

7. The State fee shall be transferred into:

7.1. the State budget, if the information is provided by the Office of Citizenship and Migration Affairs or the diplomatic and consular missions of the Republic of Latvia in the foreign country;

7.2. the local government, if the information is provided by the local government or the institution established thereby.

8. If a decision to refuse to issue information from the Register to the person has been taken, the State fee paid shall not be reimbursed.

9. Cabinet Regulation No. 844 of 11 December 2007, Regulations Regarding the State Fee for Receipt of Information from the Population Register (*Latvijas Vēstnesis*, 2007, No. 201; 2010, No. 65; 2013, No. 113, 178), is repealed.

10. The Regulation shall come into force on 1 August 2015.

Prime Minister Laimdota Straujuma

Minister for the Interior Rihards Kozlovskis