Text consolidated by Valsts valodas centrs (State Language Centre) with amending regulations of:

2 August 2011 [shall come into force from 6 August 2011];

3 September 2013 [shall come into force from 6 September 2013];

9 August 2016 [shall come into force from 12 August 2016].

If a whole or part of a paragraph has been amended, the date of the amending regulation appears in square brackets at the end of the paragraph. If a whole paragraph or sub-paragraph has been deleted, the date of the deletion appears in square brackets beside the deleted paragraph or sub-paragraph.

Republic of Latvia

Cabinet

Regulation No. 131

Adopted 15 February 2011

**Procedures for Updating the Information Included in the Population Register**

*Issued pursuant to*

*Section 16, Paragraph one of the Population Register Law and*

*Section 3, Paragraph one of the Law On the Protection of the Body of Deceased Human Beings and the Use of Human Tissues and Organs in Medicine*

*[3 September 2013]*

1. The Regulation prescribes the procedures by which the Chancellery of the *Saeima*, State administration institutions, courts, local governments and their institutions, sworn notaries, and persons shall provide information for updating the information included in the Population Register (hereinafter – the Register), as well as the procedures by which persons shall submit a submission to the Office of Citizenship and Migration Affairs (hereinafter – the Office) regarding a prohibition or permission to use his or her body, tissues, and organs after death.

2. The Chancellery of the *Saeima* shall provide information regarding:

2.1. admission to citizenship of Latvia for special meritorious service for the benefit of Latvia;

2.2. recognition of a person as a citizen of Latvia by law.

3. The court shall provide information regarding:

3.1. restricting the capacity to act of a person and establishment of trusteeship, as well as reviewing of the restriction of capacity to act and termination of trusteeship;

3.2. [3 September 2013];

3.3. information regarding dissolution or annulment of a marriage;

3.4. annulment of a record regarding the father or mother of the child on the basis of a court judgment;

3.5. approval of adoption and revocation of adoption;

3.6. discontinuation and restoration of custody;

3.7. determination of paternity, establishment of the paternity fact, and recognition of the paternity record as invalid;

3.8. determination of maternity, establishment of the maternity fact, and recognition of the maternity record as invalid;

3.9. revocation of a decision of the Orphan's court to discontinue or restore child custody, establishment of guardianship or recognition thereof as invalid, appointing and revocation or dismissal of a guardian or trustee;

3.10. recognition of a foreign court adjudication by which the information referred to in Sub-paragraphs 3.1, 3.3, 3.4, 3.5, 3.6, 3.7, and 3.8 of this Regulation is established;

3.11. losing the status of a politically repressed person;

3.12. a prohibition for a child who is less than 18 years of age to leave the country.

*[2 August 2011; 3 September 2013]*

4. The Civil Status Department of the Ministry of Justice shall provide information regarding:

4.1. change in the record of ethnicity;

4.2. supplements and corrections to entries in registers of civil status documents which are related to:

4.2.1. change in the given name or surname (given name and surname) of a person, his or her parents or spouse;

4.2.2. change in the entry of ethnicity of a person, his or her parents or spouse;

4.3. re-issued marriage, birth or death certificate.

*[3 September 2013]*

5. The Office shall provide information regarding:

5.1. change in the personal identity number;

5.2. issuance of a personal identification document and change in its status;

5.3. issuance, registration, and annulment of a residence permit, registration certificate, and permanent residence card;

5.4. the historical form of the personal name or family surname and the original form of a personal name of another language in transliteration of the Latin alphabet, as well as the reproduction of the personal name of the foreigner in Latvian;

5.5. acquisition, change, and loss of nationality;

5.6. granting and losing the status of a politically repressed person;

5.7. making and annulment of a certificate of a politically repressed person and a participant of the national resistance movement;

5.8. declaration of the place of residence registered with the Office;

5.9. a prohibition to issue a personal identification document for a child who is less than 14 years of age.

*[2 August 2011; 3 September 2013]*

6. The General Registry office shall provide information regarding:

6.1. registration of marriage;

6.2. registration of death;

6.3. supplements and corrections to entries in registers of civil status documents which are related to:

6.3.1. change in the given name or surname (given name and surname) of a person, his or her parents or spouse;

6.3.2. change in the record of ethnicity of a person, his or her parents or spouse;

6.3.3. change in the record of nationality of a person, his or her parents or spouse;

6.3.4. gender change of a person, his or her parents or spouse;

6.3.5. recognition of paternity;

6.3.6. parents of a foundling, if they have become known;

6.3.7. deletion of a fictitious entry regarding the father of the child;

6.3.8. changes in information regarding birth and registration of birth;

6.3.9. changes in information regarding marriage and registration of marriage, except the information referred to in Sub-paragraph 3.3 of this Regulation;

6.3.10. changes in information regarding death and registration of death;

6.3.11. re-issued marriage, birth or death certificate;

6.4. annulment of an entry on the register of civil status documents;

6.5. restoration of an entry on the register of civil status documents;

6.6. birth of a child of a citizen of Latvia, non-citizen of Latvia, a person who has received a residence permit, registration certificate or permanent residence card in Latvia, if legal status of the child is not determined when registering the fact of his or her birth.

*[3 September 2013; 9 August 2016]*

7. The Orphan's court shall provide information regarding:

7.1. withdrawal and restoration of custody;

7.2. establishment of guardianship and appointing of a guardian;

7.3. termination of guardianship and revocation or dismissal of a guardian;

7.4. appointing of a trustee and revocation or dismissal or a trustee;

7.5. placement of a child in a foster family, removal therefrom and end of his or her residence in a foster family;

7.6. placement of a child in a long-term social care and social rehabilitation institution (hereinafter – care institution) and end of care of the child therein.

*[3 September 2013; 9 August 2016]*

8. A sworn notary shall provide information regarding dissolution of marriage. If there is no information regarding such marriage in the Register, the sworn notary shall provide information regarding the abovementioned marriage.

*[3 September 2013]*

9. A local government institution which registers information regarding the declared place of residence of a person, performs registration of the place of residence and annuls information regarding the declared and registered place of residence, shall provide information regarding:

9.1. declaration of the place of residence and the legal grounds thereof;

9.2. registration of the place of residence upon initiative of the local government;

9.3. annulment of the declared place of residence.

*[9 August 2016]*

10. A local government shall provide information regarding:

10.1. [2 August 2011];

10.2. granting the status of a participant of the national resistance movement.

11. [2 August 2011]

12. A diplomatic and consular mission of the Republic of Latvia in foreign countries shall provide the information referred to in Sub-paragraphs 6.1, 6.2, 6.3, 6.4, and 6.6 of this Regulation (except the information referred to in Sub-paragraph 6.3.7 of this Regulation), if a civil status document is registered with the diplomatic and consular mission of the Republic of Latvia in foreign countries.

*[3 September 2013; 9 August 2016]*

13. A citizen of Latvia, a non-citizen of Latvia, a person who has received a residence permit, registration certificate or permanent residence card in Latvia, shall provide the following information:

13.1. regarding changes in the information included in the Register, if information has changed and the relevant fact is registered in a foreign institution;

13.2. regarding the prohibition or permission to use his or her body, tissue and organs after death;

13.3. a citizen of Latvia and non-citizen of Latvia – regarding the address of the place of residence in a foreign country;

13.4. regarding ethnicity, if it is indicated in the Register that the ethnicity is “*neizvēlēta*” (not selected) or “*nezināma*” (unknown).

14. If marriage in the Republic of Latvia has been concluded by a minister, information regarding both registration of marriage by a minister and registration of marriage at a General Registry office shall be indicated when updating information in the Register regarding registration of marriage.

15. In providing the information referred to in Sub-paragraphs 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.12, 4.2, 4.3, 6.1, 6.3, 6.4, 6.5 and Paragraph 7 of this Regulation regarding the parents or spouse of a person, if information regarding them is not included in the Register, in addition the following information shall be indicated if it is at the disposal of the court or institution:

15.1. sex;

15.2. date of birth;

15.3. ethnicity;

15.4. nationality and type thereof;

15.5. date of death;

15.6. reproduction of the name of the person in the Latvian language, if the father or mother of the person is a foreigner.

*[3 September 2013]*

16. Information regarding a person shall be updated in the Register according to that indicated in the form for updating information (hereinafter – the form) (Annexes 1, 2, 3, 4, 5, 5.1, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 28, and 29).

*[9 August 2016]*

17. If the provider of information is the Chancellery of the *Saeima*, the Ministry of Justice, a local government institution or a diplomatic or consular mission of the Republic of Latvia in foreign countries, the form shall be completed and the accuracy of information indicated in the form shall be certified with a signature by an employee of the relevant institution.

*[3 September 2013]*

18. If the provider of information is a sworn notary, the form shall be completed and the accuracy of information indicated in the form shall be certified with a signature by the relevant notary.

19. An institution or sworn notary may provide information, using online data transmission, without completing the form, if a relevant written agreement has been entered into with the Office. In such case the institution or sworn notary shall update the information without delay after its registration.

*[3 September 2013]*

20. If information is provided by a person, the form shall be completed by an employee of the Office or a diplomatic or consular mission of the Republic of Latvia who certifies with a signature the conformity of the information indicated in the form with the submission and documents presented by the person.

21. If the form is completed electronically, the following conditions shall be conformed to:

21.1. in rows of the form where an option of selection is provided for, only the data selected may be indicated;

21.2. if any of the sections of the form is not completed, it need not be printed;

21.3. after completion of the form it shall be printed out and signed.

22. If the form is signed with a secure electronic signature, the row or section of the form not completed may be deleted and the form need not be printed out.

23. If the form is sent via the web, it shall be transmitted in an encrypted form.

24. [3 September 2013]

25. If a person provides information electronically, using a special online form on the website www.latvija.lv, the form need not be completed.

26. The Chancellery of the *Saeima*, the Ministry of Justice, a local government institution, and a sworn notary shall complete and send the form to the Office within three working days after registration of the information to be included in the form. A diplomatic or consular mission of the Republic of Latvia in foreign countries shall complete and send the form to the Office with the nearest consignment of the diplomatic post.

*[3 September 2013]*

27. The court shall complete and send the form within three working days after the day of entering into effect of a court adjudication.

28. If an institution, a sworn notary or a person who in accordance with this Regulation has a duty to provide information to the Register, has not provided information to the Office regarding a person in order to update the information included in the Register, the Office may update the information in online data transmission mode on the basis of the documents at its disposal.

29. If there is different information in various documents at the disposal of the Office, the information provided by such institution or sworn notary shall be legally binding which have a duty to provide information to the Register in accordance with this Regulation.

29.1 If a diplomatic or consular mission of the Republic of Latvia, a sworn notary, the State Social Insurance Agency, the State Revenue Service, or a local government institution is presented with or receives at its disposal a document which contains information to be included in the Register regarding a citizen of Latvia, a non-citizen of Latvia, a person who has received a residence permit, registration certificate or permanent residence card in Latvia, and such information has not been updated in the Register, then the relevant institution shall send them to the Office for updating in the Register.

*[9 August 2016]*

30. In the case referred to in Sub-paragraphs 13.1 and 13.3 of this Regulation a person or his or her legal representative shall provide information to the Office within 30 days after changes in the information included in the Register or after the relevant information has become known to him or her. A citizen of Latvia and a non-citizen of Latvia or his or her legal representative may provide information to a diplomatic or consular mission of the Republic of Latvia in foreign countries in the cases referred to in this Paragraph within 30 days after changes in the information included in the Register or after the relevant information has become known to him or her.

*[3 September 2013]*

31. A person may submit a submission regarding the address of the place of residence in a foreign country electronically, using a special online form on the website www.latvija.lv, using for authentication of the submitter and for certifying the veracity of the information provided in the submission with a secure electronic signature or means of authentication of the system for electronic settlement of accounts of such credit institution which has entered into a relevant agreement regarding provision of authentication services with the administrator of the website www.latvija.lv.

32. In the case referred to in Sub-paragraph 13.2 of this Regulation a person or his or her legal representative, upon presenting a personal identification document, shall submit a submission (Annex 25) to the Office or diplomatic or consular mission of the Republic of Latvia in foreign countries in person in which his or her given name (names), surname, personal identity number and information regarding a prohibition or permission to use his or her body, tissues, and organs after death is indicated. A submission of a person in which the signature of the person is notarially certified may be submitted by another person to the Office or diplomatic or consular mission of the Republic of Latvia in person or sent to the Office by post. A person or his or her legal representative may send the submission which has been signed with a secure electronic signature to the Office electronically or submit, using a special online form on the website www.latvija.lv.

*[9 August 2016]*

33. A person who has entered into marriage in a foreign country shall submit a submission (Annex 26) to the Office with a request to update information in the Register regarding entering into marriage and shall indicate in the submission the surname after marriage, if the surname of the person after entering into marriage is not indicated in the document certifying marriage which has been appended to the submission.

34. A person whose marriage has been dissolved or annulled in a foreign country shall submit a submission (Annex 27) to the Office with a request to update information in the Register regarding dissolution or annulment of marriage and shall indicate the surname after dissolution or annulment of marriage in the submission, if the surname of the person after dissolution or annulment of marriage is not indicated in the document certifying dissolution or annulment of marriage which has been appended to the submission.

35. In the case referred to in Sub-paragraph 13.4 of this Regulation, if the person has selected ethnicity which has been held by direct ascending relatives in two generations, or the person has become aware of ethnicity of direct ascending relatives in two generations, the person shall submit a submission to the Office or a diplomatic or consular mission of the Republic of Latvia in foreign countries with a request to update information regarding his or her ethnicity and shall append a document certifying the information to the submission.

36. A person or his or her legal representative may submit the submission referred to in Paragraph 31 of this Regulation electronically, using the means of authentication of the system for electronic settlement of accounts of a credit institution, from 1 January 2012.

37. A local government or the Ministry of Justice shall provide information regarding granting or loss of the status of a politically repressed person in case if, in accordance with Paragraph 7 of Transitional Provisions of the Law On Determination of the Status of a Politically Repressed Person for Persons who have Suffered from the Communist and Nazi Regime, taking of the decision is within the competence of the local government or Ministry of Justice.

*[2 August 2011]*

38. Sub-paragraphs 5.10 and 13.5 of this Regulation shall come into force on 1 July 2017.

*[9 August 2016 / The abovementioned amendments shall be included in the wording of the Regulation on 1 July 2017]*

Prime Minister V. Dombrovskis

Acting for the Minister for the Interior –

Deputy Prime Minister, Minister for Defence A. Pabriks