Republic of Latvia

Cabinet

Regulation No. 791

Adopted 23 December 2014

**Regulations Regarding the Procedures for the Issuance and Cancellation of Special Passes by the State Border Guard and Sample Forms of Special Passes**

*Issued pursuant to*

*Section 18, Paragraph seven of*

*the Law On the State Border of the Republic of Latvia*

1. This Regulation prescribes the procedures for the issuance and cancellation of special passes by the State Border Guard which are required when staying in borderland (hereinafter – pass), as well as the sample forms of passes.

2. In order to acquire a permanent pass, a person shall submit a relevant application to a unit of the State Border Guard (Annex 1).

3. In order to acquire a term pass, a person shall submit a relevant application to a unit of the State Border Guard (Annex 2).

4. A person may apply for receipt of a pass also electronically, using the means of personal identification available on the website www.latvija.lv and filling in a special online form.

5. The State Border Guard shall prepare a pass in accordance with the specimen referred to in Annex 3 or 4 of this Regulation.

6. A decision to issue a pass, to refuse to issue a pass or to cancel a pass shall be taken by an official authorised by the head of the State Border Guard within three working days after receipt of the application.

7. The following shall be indicated in a decision to refuse to issue a pass:

7.1. the number and the place and date of taking of the decision;

7.2. the unit of the State Border Guard, which prepared the decision (name and address);

7.3. the officials who took the decision (position, given name, and surname);

7.4. information regarding the person who submitted the application (for a natural person – the given name, surname, and declared place of residence, for a legal person – the name, address, and registration number), the date of receipt of the application and the reason why the pass is required;

7.5. the person who requires the pass (the given name, surname, declared place of residence, or other information which helps to identify this person);

7.6. justification of the decision (facts that justify the decision, as well as a list of the legal norms applied);

7.7. the decision taken in the matter;

7.8. a reference to where and in what time period this decision may be contested.

8. If the information indicated in the pass has changed or the pass issued in printed form has been damaged or lost, a new pass shall be issued. In order to receive a new pass, a person shall submit an application in accordance with the procedures referred to in Paragraph 2, 3, or 4 of this Regulation.

9. If an official of the State Border Guard establishes actual and legal circumstances for cancellation of a pass, it shall be cancelled and withdrawn, as well as a decision to cancel the pass shall be prepared.

10. A person who has been issued a permanent pass and who has alienated the immovable property belonging to him or her in the borderland shall, on the next day after alienation of the immovable property, hand over the pass to the unit of the State Border Guard that issued it.

11. Term passes issued up to the day of the coming into force of this Regulation shall be valid until the end of their term of validity.

12. Permanent passes issued up to the day of the coming into force of this Regulation shall be valid also after coming into force of this Regulation.

13. Cabinet Regulation No. 637 of 27 July 2010, Regulations Regarding the Procedures for the Issuance and Cancellation of Special Passes by the State Border Guard and Sample Forms of Special Passes (*Latvijas Vēstnesis*, 2010, No. 120), is repealed.

Prime Minister Laimdota Straujuma

Minister for the Interior Rihards Kozlovskis

**Annex 1**

Cabinet Regulation No. 791

23 December 2014

|  |  |
| --- | --- |
|  |  |
|  | (Name of the unit of the State Border Guard) |
|  |  |
| (given name, surname (for a natural person) or name (for a legal person)) |  |
|  |  |
| (address (municipality, city, rural territory or *pagasts*, village, street, house, apartment, and postal code)) |  |
|  |  |
| (telephone number) |  |

**Application for Receipt of a Permanent Pass**

in accordance with Paragraph 2 of Cabinet Regulation No. 791 of 23 December 2014, Regulations Regarding the Procedures for the Issuance and Cancellation of Special Passes by the State Border Guard and Sample Forms of Special Passes

|  |  |
| --- | --- |
| I request the issuance of permanent pass |  |
|  | |
| (the given name, surname, and personal identity number (if there is no personal identity number, – the date, month and year of birth)) | |

|  |  |
| --- | --- |
| due to the fact that I own |  |
|  | (address or cadastre number or |
|  | |
| cadastre designation of the immovable property, which belongs to the recipient of the pass in the territory of borderland) | |

|  |  |
| --- | --- |
| Hereby I authorise the following person to receive the pass |  |
|  | (the person who will receive the permanent pass – the given name, surname, and personal identity number (if there is no personal identity number, – the date, month and year of birth)\*) |

|  |  |  |
| --- | --- | --- |
| I wish to receive the pass (mark as appropriate): | | |
|  | http://www.vestnesis.lv/wwwraksti/BILDES/KVADRATS.GIF in printed form |  |
|  |  | (the name of the unit of the State Border Guard shall be indicated) |
|  | http://www.vestnesis.lv/wwwraksti/BILDES/KVADRATS.GIFin electronic form |  |
|  |  | (specify the electronic mail address or www.latvija.lv\*\*) |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| (date\*\*\*) |  | (signature of the person\*\*\*) |

Notes.

1. \* To be completed, if the application for receipt of a pass at the unit of the State Border Guard has been submitted in printed form or in the form of an electronic document and the pass is to be received not by the requester of the pass, but by another person.

2. \*\* The pass may be received in the portal www.latvija.lv, if the application has been submitted, using e-service “Application for and Receipt of Special Passes and Registration Statements for Borderland” in the portal www.latvija.lv.

3. \* The details of the document “date” and “signature” shall not be completed if the electronic document has been prepared in accordance with the laws and regulations regarding the drawing up of electronic documents.

Minister for the Interior Rihards Kozlovskis

**Annex 2**

Cabinet Regulation No. 791

23 December 2014

|  |  |
| --- | --- |
|  |  |
|  | (Name of the unit of the State Border Guard) |
|  |  |
| (given name, surname (for a natural person) or name (for a legal person)) |  |
|  |  |
| (address (municipality, city, rural territory or *pagasts*, village, street, house, apartment, and postal code)) |  |
|  |  |
| (telephone number) |  |

**Application for Receipt of a Term Pass**

in accordance with Paragraph 3 of Cabinet Regulation No. 791 of 23 December 2014, Regulations Regarding the Procedures for the Issuance and Cancellation of Special Passes by the State Border Guard and Sample Forms of Special Passes

|  |  |
| --- | --- |
| I request the issuance of term pass |  |
|  | |
| (the given name, surname, and personal identity number (if there is no personal identity number, – the date, month and year of birth)) | |

|  |  |
| --- | --- |
| due to the reason that |  |
|  | (the reason why the person requires to stay in the territory of the relevant borderland) |
|  | |
| (the time period for which the term pass is required) | |

|  |  |
| --- | --- |
| Hereby I authorise the following person to receive the pass |  |
|  | (the person who will receive the term pass – the given name, surname, and personal identity number (if there is no personal identity number, – the date, month and year of birth)\*) |

|  |  |  |
| --- | --- | --- |
| I wish to receive the pass (mark as appropriate): | | |
|  | http://www.vestnesis.lv/wwwraksti/BILDES/KVADRATS.GIF in printed form |  |
|  |  | (the name of the unit of the State Border Guard shall be indicated) |
|  | http://www.vestnesis.lv/wwwraksti/BILDES/KVADRATS.GIFin electronic form |  |
|  |  | (specify the electronic mail address or www.latvija.lv\*\*) |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| (date\*\*\*) |  | (signature of the person\*\*\*) |

Notes.

1. \* To be completed, if the application for receipt of a pass at the unit of the State Border Guard has been submitted in printed form or in the form of an electronic document and the pass is to be received not by the requester of the pass, but by another person.

2. \*\* The pass may be received in the portal www.latvija.lv, if the application has been submitted, using e-service “Application for and Receipt of Special Passes and Registration Statements for Borderland” in the portal www.latvija.lv.

3. \* The details of the document “date” and “signature” shall not be completed if the electronic document has been prepared in accordance with the laws and regulations regarding the drawing up of electronic documents.

Minister for the Interior Rihards Kozlovskis

**Annex 3**

Cabinet Regulation No. 791

23 December 2014

**Sample Form of Permanent Pass**

(supplemented lesser State coat of arms of the Republic of Latvia)

**PERMANENT PASS**

**No. \_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Given name, surname |  |

|  |  |
| --- | --- |
| Personal identity number (if there is no personal identity number, –  the date, month and year of birth) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Information regarding immovable property: | | | |
|  | address |  | |
|  | cadastre number or cadastre designation | |  |

Pass must be presented together with a personal identification document

Upon termination of the ownership right to the immovable property, the pass is cancelled

|  |  |
| --- | --- |
| Telephone number of the unit of the State Border Guard |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Official of the State Border Guard: | | | |
|  | position |  | |
|  | given name, surname | |  |
|  | signature\* |  | |

|  |  |  |
| --- | --- | --- |
| Date\* |  |  |

Stamp\*

Note. \* The details of the document “signature”, “date” and “stamp” shall not be completed if the electronic document has been drawn up in accordance with the laws and regulations regarding the drawing up of electronic documents.

Minister for the Interior Rihards Kozlovskis

**Annex 4**

Cabinet Regulation No. 791

23 December 2014

**Sample Form of Term Pass**

(supplemented lesser State coat of arms of the Republic of Latvia)

**TERM PASS**

**No. \_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Given name, surname |  |

|  |  |
| --- | --- |
| Personal identity number (if there is no personal identity number, –  the date, month and year of birth) |  |

|  |  |
| --- | --- |
| Municipality, rural territory or *parish* or city where the person will be residing |  |
|  | |

Pass must be presented together with a personal identification document

Pass shall be valid from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ until (inclusive) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Telephone number of the unit of the State Border Guard |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Official of the State Border Guard: | | | |
|  | position |  | |
|  | given name, surname | |  |
|  | signature\* |  | |

|  |  |  |
| --- | --- | --- |
| Date\* |  |  |

Stamp\*

Note. \* The details of the document “signature”, “date” and “stamp” shall not be completed if the electronic document has been drawn up in accordance with the laws and regulations regarding the drawing up of electronic documents.

Minister for the Interior Rihards Kozlovskis