Republic of Latvia

Cabinet

Regulation No. 412

Adopted 22 June 2021

**Procedures for the Inclusion and Updating of Information in the Register of Natural Persons**

*Issued pursuant to*

*Section 5, Paragraph three, Section 8, Paragraph thirteen, and Section 9, Paragraph two of the Law on the Register of Natural Persons 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*

**I. General Provisions**

1. The Regulation prescribes:

1.1. the procedures by which the supporting documents for the information to be included and updated in the Register of Natural Persons (hereinafter – the Register), and also the information regarding them shall be stored and used;

1.2. the procedures for the inclusion of information, and also the extent of the information to be submitted for updating of the information included in the Register and the procedures by which the Administration of the *Saeima*, State administration institutions, courts, sworn notaries, and natural persons shall provide it to the Office of Citizenship and Migration Affairs (hereinafter – the Office);

1.3. the procedures by which a non-citizen of Latvia shall submit documents justifying his or her stay in a foreign country and a document confirming that he or she is not or has not been a citizen of another country;

1.4. the procedures by which a person may submit a submission to the Office regarding the prohibition or permission to use his or her body, tissues, and organs after death.

2. The documents supporting the information to be included and updated in the Register, and also the information thereon shall be stored and used by each institution which includes and updates the information in the Register. The documents shall be stored according to the nomenclature and the conditions for the storage of documents approved in the institution.

**II. Inclusion of Information in the Register**

3. When including information in the Register regarding a citizen of Latvia, a non-citizen of Latvia, or a foreigner who has received a residence permit in Latvia, a registration certificate of a European Union citizen, or a permanent residence card of a European Union citizen, the Office or the local government shall indicate the following in relation to the person:

3.1. given name (names);

3.2. surname;

3.3. family surname;

3.4. identification number assigned by another country (if any);

3.5. the historical form of the family surname and the original form of the personal name in another language in Latin transliteration according to the document confirming the registration of a civil status act or to the personal identification document;

3.6. reproduction of the personal name in Latvian if information is included regarding a foreigner;

3.7. place of residence, indicating:

3.7.1. type of address;

3.7.2. regarding the place of residence in Latvia:

3.7.2.1. address in the Republic of Latvia according to the data of the information system of the State Address Register;

3.7.2.2. legal basis for residing in the declared place of residence;

3.7.2.3. additional address (if any);

3.7.2.4. time period during which the person may be reached at the additional address;

3.7.3. regarding the place of residence in a foreign country:

3.7.3.1. country according to the classification of the International Civil Aviation Organisation (ICAO);

3.7.3.2. address;

3.7.3.3. additional address (if any);

3.7.3.4. time period during which the person may be reached at the additional address;

3.8. information regarding birth:

3.8.1. date and time of birth;

3.8.2. country of birth;

3.8.3. place of birth;

3.8.4. birth registration;

3.8.5. birth certificate;

3.9. nationality and type thereof;

3.10. sex;

3.11. marital status;

3.12. ethnicity;

3.13. for parents:

3.13.1. if the person has been allocated a personal identity number:

3.13.1.1. personal identity number;

3.13.1.2. given name (names);

3.13.1.3. surname;

3.13.2. if the person has not been allocated a personal identity number:

3.13.2.1. given name (names);

3.13.2.2. surname;

3.13.2.3. orthographic transcription of the personal name in Latvian;

3.13.2.4. date of birth;

3.13.2.5. nationality and type thereof;

3.13.2.6. ethnicity;

3.13.2.7. date of death if the person is deceased;

3.14. personal identification document:

3.14.1. type;

3.14.2. number;

3.14.3. date of issue;

3.14.4. term of validity;

3.14.5. issuing country;

3.14.6. issuing authority;

3.15. marriage, divorce, or declaration of a marriage as annulled:

3.15.1. information regarding the spouse or the last divorced spouse;

3.15.2. date on which the marriage was registered, divorced, or declared annulled;

3.15.3. register or another document certifying the information provided regarding the registration of the marriage;

3.15.4. document certifying marriage, divorce, or declaration of a marriage as annulled;

3.16. a child:

3.16.1. if the child has been allocated a personal identity number:

3.16.1.1. personal identity number;

3.16.1.2. given name (names);

3.16.1.3. surname;

3.16.2. if the child has not been allocated a personal identity number:

3.16.2.1. given name (names);

3.16.2.2. surname;

3.16.2.3. orthographic transcription of the personal name in Latvian;

3.16.2.4. date of birth;

3.16.2.5. sex;

3.16.2.6. nationality and type thereof;

3.16.2.7. ethnicity;

3.16.2.8. date of death if the child is deceased;

3.17. guardian or trustee:

3.17.1. if the person has been allocated a personal identity number:

3.17.1.1. personal identity number;

3.17.1.2. given name (names);

3.17.1.3. surname;

3.17.2. if the person has not been allocated a personal identity number:

3.17.2.1. given name (names);

3.17.2.2. surname;

3.17.2.3. orthographic transcription of the personal name in Latvian;

3.17.2.4. date of birth;

3.17.2.5. sex;

3.17.2.6. nationality and type thereof;

3.17.2.7. ethnicity;

3.17.2.8. date of death if the person is deceased;

3.17.3. the extent to which the trustee is acting;

3.18. notes if it is necessary to specify additional information.

4. If the Register includes the information referred to in Sub-paragraph 3.7 of this Regulation regarding a person without a specified place of residence, the local government in which the person is staying and the note “No address” in the row “Name of the building” shall be specified.

5. Information regarding ethnicity shall be included according to the Ethnicity Classification.

**III. Updating of Information in the Register**

6. The Office shall update the information regarding the granting or withdrawal of the status of a politically repressed person in the Register, indicating the date, number of the taking of the decision and the issuing authority.

7. The diplomatic and consular mission of Latvia in foreign countries (hereinafter – the mission) shall update the information in the Register regarding the place of residence in foreign country of a citizen of Latvia, a non-citizen of Latvia, or a foreigner who has received a residence permit in Latvia, a registration certificate of a European Union citizen, or a permanent residence card of a European Union citizen.

8. A local government shall update information in the Register regarding:

8.1. withdrawal and restoration of custody rights;

8.2. establishment of guardianship and appointing of a guardian;

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

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

8.5. placement of a child in a foster family, removal from it, and termination of his or her stay in a foster family;

8.6. placement of a child in a long-term social care and social rehabilitation institution and termination of care of the child therein.

9. If a person who has attained 105 years of age arrives:

9.1. at the Office in order to draw up a new personal identification document or the Office has information at its disposal that the person is alive, the Office shall update the information regarding the personal status “active” if it is established that the person is a citizen of Latvia, a non-citizen of Latvia, or a foreigner who has received a residence permit in Latvia, a registration certificate of a European Union citizen, or a permanent residence card of a European Union citizen;

9.2. at the mission or the mission has information at its disposal that the person is alive, the mission shall inform the Office in writing and forward the documents so that the Office might update the information regarding the personal status “active” if it is established that the person is a citizen of Latvia, a non-citizen of Latvia, or a foreigner who has received a residence permit in Latvia, a registration certificate of a European Union citizen, or a permanent residence card of a European Union citizen.

10. If a person who is not a citizen of Latvia and who, after attaining 15 years of age, does not have a valid personal identification document for more than five years:

10.1. has permanently resided or resides in Latvia and arrives at the Office, the Office shall update the information regarding the personal status “active” if it is established that the person is a citizen of Latvia, a non-citizen of Latvia, or a foreigner who has received a residence permit in Latvia, a registration certificate of a European Union citizen, or a permanent residence card of a European Union citizen;

10.2. has resided or resides in a foreign country and turns to the Office, the Office shall update the information regarding the personal status “active” in the Register if the following documents are submitted:

10.2.1. a document which justifies the staying of the person in a foreign country;

10.2.2. a document which has been issued by the competent authority of the foreign country stipulated by the Office and which certifies that the person is not and has not been a citizen of the relevant country, or a documentary evidence that it is not possible to obtain such document;

10.3. has resided or resides in a foreign country and turns to the mission, the mission shall inform the Office in writing and forward the documents so that the Office would update the information regarding the personal status “active” if the documents referred to in Sub-paragraphs 10.2.1 and 10.2.2 of this Regulation have been submitted.

11. When determining the institution referred to in Sub-paragraph 10.2.2 of this Regulation, the Office shall take into account the legal links of a person to the relevant country:

11.1. the country in which the person was born;

11.2. the country in which the person was resident;

11.3. the country of the nationality of the parents or other family members of the person;

11.4. the country a citizen of which the relevant person may be or in citizenship of which he or she may be admitted.

12. If marriage in the Republic of Latvia has been concluded by a minister, a local government, when updating information in the Register regarding the registration of marriage, shall specify information both regarding the registration of marriage by a minister and registration of marriage at a General Registry Office.

13. If marriage or adoption forms the basis for changing the personal name in foreign countries which is not recognised in accordance with the laws and regulations in the field of civil rights, the Office shall update the information regarding the change of the personal name in the Register without updating the information regarding marriage or adoption, if a document of the competent authority of a foreign country is submitted which certifies the change of the personal name.

**IV. Provision of Information to the Office for Updating of the Information Included in the Register**

14. The Administration of the *Saeima* shall provide information to the Office regarding the following for updating the information included in the Register:

14.1. admission of a person to citizenship of Latvia for special meritorious service for the benefit of Latvia;

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

15. The court shall provide information regarding the following for updating the information included in the Register:

15.1. restriction of the capacity to act of a person and establishment of guardianship, establishment of temporary guardianship and revocation of temporary guardianship, and also the reviewing of the restriction of capacity to act and termination of guardianship;

15.2. divorce or recognition of the marriage as annulled;

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

15.4. approval of adoption and revocation of adoption;

15.5. discontinuation and restoration of custody rights;

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

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

15.8. revocation of the decision of the Orphan’s and Custody Court to discontinue or restore the child custody rights, establishment of guardianship or recognition thereof as invalid, appointing and revocation or dismissal of a guardian or trustee;

15.9. recognition of a foreign court adjudication by which the information referred to in Sub-paragraphs 15.1, 15.2, 15.3, 15.4, 15.5, 15.6, and 15.7 of this Regulation is established;

15.10. a prohibition for a child who is under18 years of age to leave the country.

16. A sworn notary shall provide information regarding the divorce of a citizen of Latvia, a non-citizen of Latvia, or a foreigner who has received a residence permit in Latvia, a registration certificate of a European Union citizen, or a permanent residence card of a European Union citizen for updating the information included in the Register. If there is no information regarding such marriage in the Register, the sworn notary shall also include or provide information to the Office regarding the abovementioned marriage for updating the information included in the Register.

17. A citizen of Latvia, a non-citizen of Latvia, or a foreigner who has received a residence permit in Latvia, a registration certificate of a European Union citizen, or a permanent residence card of a European Union citizen for updating the information included in the Register:

17.1. shall provide the following information to the Office or the mission:

17.1.1. regarding changes in the information included in the Register if information has changed and the relevant fact has been registered with a foreign authority;

17.1.2. regarding the address of the place of residence in a foreign country;

17.1.3. regarding an additional address;

17.1.4. regarding ethnicity if it is indicated in the Register that the ethnicity is “not selected” or “unknown”;

17.1.5. regarding the identification number of another country allocated to the person which has been entered in the document issued by the competent authority;

17.2. shall provide information to the Office regarding the prohibition or permission to use his or her body, tissue, and organs after death.

18. If it is necessary to make changes to the information included in the Register, the Administration of the *Saeima*, a sworn notary, or a court shall, within three working days, electronically, using the official electronic address, or by post, send the relevant information regarding the changes to the Office and indicate the given name, surname, personal identity number, the reason for updating the information, and the document confirming the changes in the information.

19. The mission shall, electronically or by the nearest diplomatic mail consignment, send to the Office the information regarding the changes in the information included in the Register and specify the information regarding the person, the reason for updating the information, and the document confirming the changes in the information. The mission, when sending information electronically regarding changes in the information included in the Register, shall comply with the laws and regulations governing the personal data protection.

20. Information regarding the address of the place of residence of a person in a foreign country, the additional address, or information regarding changes in the information included in the Register shall be provided by the person to the Office electronically or by post, or in person at the mission or the Office, presenting a personal identification document. If the information is sent by post, the person shall attach a certified copy of the personal identification document.

21. In the case referred to in Sub-paragraphs 17.1.1 and 17.1.5 of this Regulation, a person or his or her legal representative shall provide information to the Office or the mission within 30 days after changes in the information included in the Register or after the relevant information has become known to them.

22. The information referred to in Sub-paragraph 17.1.2 of this Regulation shall be provided by a person or his or her legal representative to the Office electronically, by post or to the Office or the mission in person, presenting a personal identification document:

22.1. within three months after moving permanently to a foreign country – a citizen of Latvia, a non-citizen of Latvia, or a foreigner who has received a residence permit in Latvia, a registration certificate of a European Union citizen, or a permanent residence card of a European Union citizen;

22.2. within 30 days after changing the address of the place of residence in a foreign country, by a citizen of Latvia, a non-citizen of Latvia, or a foreigner who has received a residence permit in Latvia, a registration certificate of a European Union citizen, or a permanent residence card of a European Union citizen;

22.3. within three working days after moving to live in a foreign country or the change of address of the place of residence in a foreign country, by a person who has received a residence permit in Latvia.

23. In the case referred to in Sub-paragraph 17.1.4 of this Regulation, if a person has chosen an ethnicity which has been in two generations for direct ascending relatives or the person has become aware of the ethnicity of direct ascending relatives in two generations, the person shall provide the information regarding the ethnicity, appending a document certifying the information, to the Office or the mission in person, presenting a personal identification document. The person may also provide information regarding ethnicity to the Office electronically.

24. A citizen of Latvia, a non-citizen of Latvia, or a foreigner who has received a residence permit in Latvia, a registration certificate of a European Union citizen, or a permanent residence card of a European Union citizen, or a legal representative of the relevant person may submit a submission regarding the address of the place of residence in a foreign country electronically, using the official electronic address or a special online form on the website www.latvija.lv, using a secure electronic signature or the authentication feature of the electronic settlement system of the credit institution which has entered into a relevant agreement regarding the provision of authentication services with the manager of the website www.latvija.lv for authentication of the applicant and for confirming the veracity of the information provided in the submission.

25. A citizen of Latvia, a non-citizen of Latvia, or a foreigner who has received a residence permit in Latvia, a registration certificate of a European Union citizen, or a permanent residence card of a European Union citizen, who has entered into marriage in a foreign country, shall, by presenting a certified copy of the personal identification document of the spouse, submit a written submission to the Office with a request to update the information regarding entering into marriage in the Register and shall indicate in the application the surname after marriage if the surname of the person after entering into marriage is not indicated in the document certifying the entering into marriage which has been attached to the submission.

26. A citizen of Latvia, a non-citizen of Latvia, or a foreigner who has received a residence permit in Latvia, a registration certificate of a European Union citizen, or a permanent residence card of a European Union citizen, whose marriage has been divorced or declared annulled in a foreign country, shall submit a written submission to the Office with a request to update the information in the Register regarding the divorce or declaration of the marriage as annulled and shall specify the surname in the submission after the divorce or declaration of the marriage as annulled if the surname of the person after the divorce or declaration of the marriage as annulled has not been specified in the document which has been attached to the submission. A person may indicate in the submission whether he or she is retaining the surname acquired in the marriage or wishes to retrieve the maiden surname (the surname as it was upon entering into the marriage).

27. In the case referred to in Sub-paragraph 17.2 of this Regulation, a person or his or her lawful representative, shall, by presenting a personal identification document, submit a submission to the Office in person. His or her given name (names), surname, personal identity number and the information regarding the prohibition or permission to use his or her body, tissues, and organs after death shall be indicated in the submission. The submission of a person, if the signature of the person has been notarially certified, may be submitted to the Office by another person in person or sent to the Office electronically or by post. The submission may be submitted, using a special online form on the website www.latvija.lv.

28. The Office shall receive information from the State Education Information System in the online regime regarding an adult who has not attained the age of 24 years if he or she is acquiring general, vocational, or higher education in Latvia in order to determine the status of a large family for a person according to the information included in the Register and to update the information regarding the status of a large family in the Register.

29. If a State administration institution, a local government, a court, or a sworn notary has a document at its disposal containing information regarding a person to be included in the Register and such information has not been updated in the Register, the relevant State administration institution, local government, court, or sworn notary shall provide it to the Office for updating the information included in the Register.

30. If the documents at the disposal of the Office contain different information, the information provided or updated by such State administration institution, local government, court, sworn notary, or natural person shall be binding which, in accordance with the Law on the Register of Natural Persons, has an obligation to update the information in the Register or to provide information to the Office for updating in the Register.

31. If there is an interruption in the online operation of the Register for more than 24 hours, the State administration institution, local government, sworn notary, or district (city) court which has an obligation to include and update information in the Register, and the court shall, according to the competence, provide the Office with the information for inclusion or updating in the Register in accordance with the procedures laid down in Paragraph 18 of this Regulation.

**V. Closing Provisions**

32. The information referred to in Sub-paragraph 17.2 of this Regulation is updated in the Register until 31 January 2022.

33. The Regulation shall come into force on 28 June 2021.

Prime Minister A. K. Kariņš

Minister for the Interior M. Golubeva