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

24 September 2019 [shall come into force from 1 October 2019].

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. 707

Adopted 21 November 2018

**Price List of the Consular Remuneration of the Ministry of Foreign Affairs and the Procedures for the Collection of the Consular Remuneration and State Fees**

*Issued pursuant to*

*Section 4, Paragraph three of the Law on Consular Assistance and Consular Services*

1. The Regulation prescribes the objects of the consular remuneration in diplomatic and consular missions of the Republic of Latvia in foreign countries (hereinafter – the mission) and in the Consular Department of the Ministry of Foreign Affairs (hereinafter – the Department) and the amount, as well as the procedures for paying the State fee and consular remuneration, exemptions, payment currency, collection conditions, and the procedures for converting the amount of the payment into a foreign currency.

2. The Ministry of Foreign Affairs shall carry out the consular functions which are the object of the consular remuneration according to the price list (Annex).

3. A person shall make the payment of the consular remuneration and State fee for carrying out of consular functions in the mission and the Department using the following types of payment services:

3.1. by a payment card in a payment card acceptance terminal or another alternative system if it is technically provided by the Ministry of Foreign Affairs or intermediary institution;

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

3.3. at the mission in cash or by using the types of payments according to the specific nature of the country of residence for the settlement of accounts (for example, money cheques). Collection of revenue in cash shall take place only in the exceptional case stipulated by the Ministry of Foreign Affairs if due to the specific nature of the country of residence it is not possible to ensure completely the collection of revenue in the form specified in Subparagraphs 3.1 and 3.2 of this Regulation.

4. The State fee and consular remuneration shall be collected in euros. In the exceptional case stipulated by the Ministry of Foreign Affairs the State fee and consular remuneration may be collected in a foreign currency. The amount of the State fee and consular remuneration in a foreign currency shall be determined once in a quarter according to the average levelised euro exchange reference rate of the previous quarter published by the European Central Bank. The sum to be collected in a foreign currency shall be rounded up to a whole number or with accuracy up to 5, 10, 50 or 100 currency units according to the specific nature of the currency to be used.

5. The Director of the Consular Department of the Ministry of Foreign Affairs or an official authorised by him or her, on the basis of a substantiated application of a person, may take the decision to exempt the person from the payment of the consular remuneration in accordance with the international treaties binding on the Republic of Latvia, in the interest of the State or due to human considerations.

6. Cabinet Regulation No. 1032 of 1 October 2013, Price List of the Paid Consular Services Provided by the Ministry of Foreign Affairs (*Latvijas Vēstnesis*, 2013, No. 197; 2015, No. 152; 2016, No. 154; 2017, No. 254), is repealed.

Prime Minister Māris Kučinskis

Minister for Foreign Affairs Edgars Rinkēvičs

**Annex**

Cabinet Regulation No. 707

21 November 2018

**Price List of the Consular Remuneration of the Ministry of Foreign Affairs**

[*24 September 2019*]

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Consular function | Unit of measurement | Price (EUR)1 |
| 1. | Issue of a written statement within one working day after acquisition of the necessary information | | |
| 1.1. | consular statement | one document | 40.00 |
| 1.2. | statement on the information available in the State maintained databases, including from the Population Register (in a foreign language), Punishment Register, etc. |
| 1.3. | multilingual standard form |
| 2. | Notarial actions | | |
| 2.1. | preparation of powers of attorney, consents, and certifications for the approval of a notarial deed | one entry in the notarial deed book | 40.00 |
| 2.2. | preparation of the certification of the authenticity of signature, the accuracy of the derivative of the document and the translation |
| 2.3. | issuance of the second and further extracts and copies of a notarial deed book and extracts from the register |
| 3. | Requisitioning of documents fro and transfer to the institutions of the Republic of Latvia with the intermediation of the mission | | |
| 3.1. | forwarding of documents for the drawing up of a passport and/or identity card | one request | 40.00 |
| 3.2. | forwarding of additional documents for the drawing up of a residence permit |
| 3.3. | forwarding of documents for updating information in the Population Register if not done simultaneously with the transfer of application for personal identification document |
| 3.4. | forwarding of documents to Latvian institutions in other cases |
| 3.5. | requisitioning of documents from the institutions of the Republic of Latvia with the intermediation of missions |
| 4. | performance of consular functions outside of the mission | | |
| 4.1. | travel of a consular official for the performance of notarial activities outside the premises of the mission | one activity | 40.00 |
| 4.2. | provision of a consular service outside the mission during a visiting session |
| 5. | Drawing up of a written request for the receipt of a uniform visa | one request | 40.00 |
| 6. | Acceptance and forwarding of documents to the Office of Citizenship and Migration Affairs for requesting a residence permit with the intermediation of the mission | | |
| 6.1. | for requesting the temporary residence permit for an educatee of an accredited educational institution or a full-time student. Requesting the residence permit for a foreigner who has been the citizen or non-citizen of Latvia before acquiring the citizenship of another country. For requesting the temporary or permanent residence permit for the spouse, minor child or a person under the guardianship or trusteeship of a citizen or non-citizen of Latvia and a foreigner who has received the permanent residence permit | one request | 80.00 |
| 6.2. | for another person | one request | 110.00 |
| 7. | Sending of a document to a person within a consular district | | |
| 7.1. | sending by registered mail | one delivery | Not less than 10.002 |
| 7.2. | sending with a courier | one delivery | Not less than 20.003 |

Notes.

1 The value added tax shall not be applied in accordance with Section 3, Paragraph eight of the Value Added Tax Law.

2 In accordance with the rate approved by the Ministry of Foreign Affairs according to the postal costs of the country of residence but not less than EUR 10 per delivery.

3 In accordance with the rate approved by the Ministry of Foreign Affairs according to the postal costs of the country of residence but not less than EUR 20 per delivery.