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

8 August 2017 [shall come into force from 11 August 2017].

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. 103

Adopted 24 February 2015

**Procedures for Granting the Status of an Unemployed Person and the Status of a Person Seeking Employment and the Documents Necessary for the Granting of the Status**

*Issued pursuant to*

*Section 4, Paragraph four of*

*the Support for Unemployed Persons and Persons Seeking Employment Law*

1. This Regulation prescribes the procedures by which the State Employment Agency (hereinafter – the Agency) shall grant the status of an unemployed person or the status of a person seeking employment, and the documents necessary for the granting of the status.

2. In order to apply for the status of an unemployed person or the status of a person seeking employment, a person shall submit an application for the granting of the respective status at any branch of the Agency (the form posted on the website of the Agency (www.nva.gov.lv) may be used). In an application a person shall:

2.1. provide the following information:

2.1.1. given name, surname;

2.1.2. personal identity number;

2.1.3. phone number, address, electronic mail address or other mean of communication;

2.2. certify compliance with the conditions for the acquisition of the status of an unemployed person or the status of a person seeking employment laid down in the Support for Unemployed Persons and Persons Seeking Employment Law (hereinafter – the Law).

3. If the application for the granting of the status of an unemployed person or the status of a person seeking employment is submitted in the Agency in person, visiting a branch of the Agency, a person shall:

3.1. present the following documents:

3.1.1. a personal identity document or a travel document;

3.1.2. a document that certifies the right of residence of a person in the Republic of Latvia, if such document has to be at the disposal of a person in accordance with the laws and regulations governing the residence of foreigners in the Republic of Latvia;

3.1.3. the form U2 “Retention of unemployment benefit entitlement” issued in other Member State of the European Union, state of the European Economic Area or Swiss Confederation in conformity with the Regulation (EC) No 883/2004 of the European Parliament and of the Council of 29 April 2004 on the coordination of social security systems and the Regulation (EC) No 987/2009 of the European Parliament and of the Council of 16 September 2009 laying down the procedure for implementing Regulation (EC) No 883/2004 on the coordination of social security systems, which confirms the right of a person to receive an unemployment benefit granted by the relevant state, if a person has obtained such document;

3.2. provide information on education, level of proficiency in the official language, previous work experience, data on disability or functional disorders and other information necessary for the Agency to involve the person in the active employment measures or preventive unemployment reduction measures intended for specified groups of persons for the promotion of an entry of a person into or return in the labour market.

4. If a person has submitted the application for the granting of the status of an unemployed person or the status of a person seeking employment without arriving at a branch of the Agency in person, the Agency shall, after receipt of the application of the person, determine the day on which the person must arrive at the Agency so that he or she could be involved in the active employment measures or preventive unemployment reduction measures suitable thereto. When visiting the Agency, a person shall present the documents referred to in Sub-paragraph 3.1 of this Regulation and provide information referred to in Sub-paragraph 3.2 of this Regulation.

*[8 August 2017]*

5. After receipt of an application for the granting of the status of an unemployed person or the status of a person seeking employment, the Agency shall register the person in the Information System for the Registration of Unemployed Persons and the Registered Vacancies (hereinafter – the Information System) and process the information regarding this person that is laid down in the laws and regulations regarding the Information System.

*[8 August 2017]*

6. The Agency shall receive the information regarding a person required for the granting of the status of an unemployed person or status of a person seeking employment that is laid down in the laws and regulations regarding the Information System from the person or the State information systems.

*[8 August 2017]*

7. After assessing the eligibility of a person for the status of an unemployed person or the status of a person seeking employment, the Agency shall decide on granting the status of an unemployed person or the status of a person seeking employment or refusal to grant it, and notify the respective decision to the person, and also enter the information regarding the decision taken into the Information System.

*[8 August 2017]*

8. If it has been decided to grant the status of an unemployed person or the status of a person seeking employment, the Agency shall familiarise the unemployed person or the person seeking employment with his or her rights and obligations and, in addition to the information referred to in Paragraphs 5 and 7 of this Regulation, enter information regarding the wishes expressed by the unemployed person or the person seeking employment regarding participation in the active employment measures or preventive unemployment reduction measures in the Information System, by taking into account the profiling results, and also the planned involvement of the unemployed person in the measures according to the individual employment seeking plan, and also the mutual obligations between the Agency and the person.

9. After receipt of the actual information from the State Revenue Service, the Agency shall verify that the information provided by the person regarding meeting the feature “unemployed” is true (is not deemed to be an employee in accordance with the law On State Social Insurance). If the information is true, the Agency shall, within eight working days after taking the decision to grant the status of an unemployed person, inform the State Social Insurance Agency thereof in conformity with the concluded cooperation contract.

10. When visiting the Agency repeatedly, an unemployed person or a person seeking employment shall present the documents referred to in Sub-paragraph 3.1.1 or 3.1.2 of this Regulation and, if necessary, the Agency shall enter in the Information System information regarding the decisions related to the loss or re-acquisition of the status of an unemployed person or the status of a person seeking employment, visits of the Agency, received services, additionally expressed wishes regarding the participation in the active employment measures and preventive unemployment reduction measures, and also the additional information included in the individual employment seeking plan of an unemployed person.

11. If a person has lost the status of an unemployed person or the status of a person seeking employment due to the reasons referred to in the law, which stipulates prohibition for the registration in the status of an unemployed person or the status a person seeking employment for a certain period after the loss of the status, the person shall, after expiration of the period of time laid down in the law, submit anew the submission referred to in Paragraph 2 of this Regulation to the Agency for the acquisition of the status of an unemployed person or the status a person seeking employment, and also present the documents referred to in Sub-paragraph 3.1 of this Regulation, and the Agency shall grant anew the status of an unemployed person or the status a person seeking employment, and also enter the information referred to in this Regulation into the Information System.

12. Cabinet Regulation No. 891 of 18 December 2007, Procedures for Granting the Status of Unemployed Person and the Status of a Person Seeking Employment, and the Documents Necessary for the Granting of the Status (*Latvijas Vēstnesis*, 2007, No. 205) is repealed.

Prime Minister Laimdota Straujuma

Minister for Welfare Uldis Augulis