Regulations Regarding the Service Passport of the Republic of Latvia

Issued pursuant to
Section 6, Paragraph six of
the Personal Identification Documents Law

I. General Provisions

1. The Regulation prescribes the sample, content, procedures and conditions for issuance, terms of validity of a service passport of the Republic of Latvia (hereinafter – service passport), as well as the range of persons to whom the service passport shall be issued.

2. The service passport shall certify that its holder is a public official who holds a leading position, or a person who is in employment or public service relationship with a State authority of the Republic of Latvia and is leaving for a foreign country to fulfil service duties upon assignment of such authority, or is a family member of such persons.

3. The service passport shall be issued to the following persons:
   3.1. the head of the Chancery of the President;
   3.2. the deputy heads of the Chancery of the President;
   3.3. the in-house advisers of the President;
   3.4. military adjutants of the President;
   3.5. the secretary of the National Security Council;
   3.6. the head of the Clemency Board of the Chancery of the President;
   3.7. the head of the Press Service of the Chancery of the President;
   3.8. the in-house advisors of the Chairperson of the Saeima;
   3.9. the director of the Chancellery of the Saeima;
   3.10. the deputy directors of the Chancellery of the Saeima;
   3.11. the head of the Legal Office of the Saeima;
   3.12. the head of the Interparliamentary Office of the Saeima;
   3.13. members of the Central Election Commission;
   3.15. Deputy State Secretaries of ministries;
   3.16. departmental directors of ministries;
   3.17. in-house advisers of ministries and heads of offices of ministries;
3.18. the director of the State Chancellery;
3.19. deputy heads of the State Chancellery;
3.20. departmental heads of the State Chancellery;
3.21. the head of the Office of the Prime Minister;
3.22. in-house advisers of the Prime Minister;
3.23. the head of the Interdepartmental Co-ordination Centre;
3.24. employees of State institutions of direct administration and officials who by an order of the head of the institution are assigned to ensure the implementation of international agreements binding to the Republic of Latvia, to participate in working groups or to meet with experts and, due to the abovementioned reasons, to go on officials trips abroad;
3.25. the heads of the institutions subordinate and under supervision of ministries;
3.26. deputy heads of the institutions subordinate and under supervision of ministries who by an order of the head of the institution are assigned to ensure the implementation of international agreements binding to the Republic of Latvia and, due to the abovementioned reasons, to go on officials trips abroad;
3.27. the Auditor General and members of the Council of the State Audit Office;
3.28. sectoral heads of the audit departments of the State Audit Office;
3.29. in-house advisers of the Auditor General;
3.30. judges of the Constitutional Court;
3.31. judges of the Supreme Court;
3.32. chairpersons of regional courts;
3.33. the Prosecutor General;
3.34. chief prosecutors of departments and divisions of the Office of the Prosecutor General, chief prosecutors of prosecutor's offices of judicial regions, and chief prosecutors of dedicated prosecutor's offices of regional level;
3.35. prosecutors of the International Co-operation Department of the Office of the Prosecutor General and the representative (prosecutor) approved by the Prosecutor General and his or her assistant in Eurojust;
3.36. members of the Council of the Bank of Latvia;
3.37. members of the Board of the Bank of Latvia;
3.38. heads of the departments of the Bank of Latvia;
3.39. the Commander of the National Armed Forces;
3.40. Deputy Commanders of the National Armed Forces;
3.41. commanders of units of the National Armed Forces;
3.42. the Director of the Corruption Prevention and Combating Bureau;
3.43. Deputy Directors of the Corruption Prevention and Combating Bureau;
3.44. the Chairperson of the Financial and Capital Market Commission;
3.45. the Vice-chairperson of the Financial and Capital Market Commission;
3.46. departmental heads of the Financial and Capital Market Commission;
3.47. members of the Council of the Public Utilities Commission;
3.48. members of the Council of the National Electronic Mass Media Council;
3.49. chairpersons of city councils;
3.50. the persons who in accordance with the Diplomatic and Consular Service Law are in employment or State civil service relationship, but who are not provided for the right to receive a diplomatic passport;
3.51. the persons who carry out the functions of representatives of ministries or the National Armed Forces in foreign or international institutions and, upon fulfilment of official or service duties, constantly stay abroad;
3.52. the civil experts who participate in international missions upon resolution, recommendation or request of the international organisations, associations or communities, with which the Republic of Latvia has entered into in international agreements, as well as upon invitation of the European Union or North Atlantic Treaty Organisation;
3.53. the persons in military service who participate in international missions and operations upon resolution, recommendation or request of the international organisations, associations or communities, with which the Republic of Latvia has entered into international agreements;

3.54. officials of the institutions of the system of the Ministry of the Interior with special service ranks, who perform guarding of diplomatic and consular representations of the Republic of Latvia abroad or participate in international missions and operations upon resolution, recommendation or request of the international organisations, associations or communities, with which the Republic of Latvia has entered into international agreements;

3.55. officials of the institutions of the system of the Ministry of the Interior with special service ranks, who by an order of the Minister for the Interior or the head of the institution have been assigned to ensure the implementation of international agreements or projects binding to the Republic of Latvia and who, due to the abovementioned reasons, must regularly go abroad or to stay permanently abroad;

3.56. officials of the institutions of the system of the Ministry of the Interior with special service ranks, who by an order of the Minister for the Interior or the head of the institution have been assigned to ensure the implementation of the measures of return (extradition) of foreigners;

3.57. spouses of the persons referred to in Sub-paragraphs 3.50, 3.51, 3.52, 3.53, 3.54, and 3.55 of this Regulation and the family members – citizens of Latvia – in their care, if they go to the working or service place of the respective person to a foreign state for a time period exceeding six months with the person who has received the service passport;

3.58. the Ombudsman.

[9 October 2012]

II. Sample, Content and Term of Validity of the Service Passport

4. A sample service passport is indicated in Annex to this Regulation.

5. The following information shall be included in the service passport:

5.1. information from the Population Register regarding the person:
   5.1.1. surname;
   5.1.2. given name (names);
   5.1.3. personal identification number;
   5.1.4. citizenship;
   5.1.5. gender;
   5.1.6. date of birth;
   5.1.7. place of birth;

5.2. picture of the face of the person;

5.3. picture of the signature of the person;

5.4. regarding the service passport:
   5.4.1. the type of the document;
   5.4.2. the three-digit code of the issuing country specified in the document No. 9303 “Machine Readable Travel Documents” of the International Civil Aviation Organisation (ICAO);
   5.4.3. the number of the document;
   5.4.4. the date of issue – the date on which information regarding the person and the document is entered in the blank passport;
   5.4.5. the term of validity;
   5.4.6. the issuing body.
6. The machine readable zone of the passport shall be made in accordance with the requirements laid down in the document No. 9303, “Machine Readable Travel Documents” of the International Civil Aviation Organisation (ICAO). The personal name shall be indicated in the machine readable zone, without diacritical marks.

7. Data carrier – no-contact microchip – shall be installed in the service passport, including the following information:

7.1. information from the machine readable zone regarding the person:
   7.1.1. personal name without diacritical marks;
   7.1.2. ICAO code of the legal status;
   7.1.3. date of birth;
   7.1.4. personal identification number;
   7.1.5. gender;

7.2. information from the machine readable zone regarding the service passport:
   7.2.1. type;
   7.2.2. ICAO code of the issuing country;
   7.2.3. number;
   7.2.4. term of validity;

7.3. digital picture of the face of the person;
7.4. digital picture of a person’s fingerprints for a person from 12 of age;
7.5. data for protection and automated processing of the included information (metadata).

8. The original form of the personal name in transliteration of the Latin alphabet or the historical form of the family surname shall be indicated on page 3 of the service passport upon wish of the person. The person shall submit a document certifying the abovementioned information, if it is not indicated in the Population Register or the personal identification document. Transliteration of the personal name in the Latin alphabet shall be performed in accordance with Annex 1 to Cabinet Regulation No. 134 of 21 February 2012, Regulations Regarding Personal Identification Documents.

9. Information regarding the service position of the person shall be recorded on pages 6, 7, and 8 of the service passport.

10. The service passport shall be issued for a time period not exceeding the time period for which the person is appointed to the office, according to which he or she has the right to receive a service passport, but for no less than two and no more than five years. The service passport shall be issued to the person referred to in Sub-paragraph 3.57 of this Regulation for the same time period as the person referred to in Sub-paragraphs 3.50, 3.51, 3.52, 3.53, 3.54, and 3.55 of this Regulation, but not more than five years.

[31 March 2015]

III. Procedures and Conditions for the Issuance of the Service Passport

11. The service passport shall be issued by the Consular Department of the Ministry of Foreign Affairs (hereinafter – the Department).

12. The reasons for the issuance of the service passport:
   12.1. the initial issuance of the service passport;
   12.2. the previous service passport has been lost;
   12.3. the previous service passport has become invalid for use because:
12.3.1. the given name or surname (given name and surname) of the person have changed;
12.3.2. there are damages to the service passport, due to which it is not possible to visually identify its holder or to read the information indicated therein, or the document does not conform to the sample specified;
12.3.3. notes that are not provided for in laws and regulations or changes in the initial content have been made in the service passport;
12.3.4. information indicated in the service passport regarding its holder has changed or inaccuracies in records have been established;
12.3.5. the term of validity of the service passport has expired;
12.4. the person wishes to receive a new service passport because the appearance of the person has changed;
12.5. the service passport is not valid for travelling (there is no more space for the notes of the competent foreign authorities regarding entry and residence permits in foreign countries and (or) border crossing notes or its term of validity is less than the time period necessary for travel or receipt of a visa);
12.6. the holder of the service passport has notified in writing regarding the loss of the passport in accordance with the procedures laid down in the Personal Identification Documents Law, but it has been found.

13. In order to receive the service passport, the person referred to in Paragraph 3 of this Regulation or the legal representative of the person shall submit the following documents to the Department:

   13.1. a letter of the institution with a request to issue a service passport to the person, indicating the justification for the issuance, except cases if the service passport is received by the person referred to in Sub-paragraph 3.50 of this Regulation, his or her spouse or family member under care;
   13.2. the previous service passport, if the person has already been issued one;
   13.3. the notification regarding the loss of the service passport with an explanatory statement regarding the circumstances of the theft, loss or destruction of the document if the abovementioned document is lost;
   13.4. the photograph, which has been made in accordance with the requirements referred to in Annex 11 to Cabinet Regulation No. 134 of 21 February 2012, Regulations Regarding Personal Identification Documents, if:
       13.4.1. the person or the legal representative of a child up to 15 years of age wishes to submit a photograph;
       13.4.2. in photographing a child up to five years of age at the Department, it is not possible to obtain a good-quality digital picture.

14. In submitting documents for the receipt of the service passport, the person shall present:

   14.1. a birth certificate, if the person has not been issued a personal identification document;
   14.2. a personal identification document, if the person has been issued such.

15. If the information included in the service passport regarding the service position has changed, the person shall submit the service passport to the Department for supplementation of information, appending a letter from the institution, which confirms the veracity of such information.

16. When the person submits or presents documents, the official of the Department shall prepare a submission electronically for the issuance of the service passport or supplementation of information (hereinafter – submission). In preparing the submission, the
17. In order to obtain a digital face picture of the person to be included in the service passport:
   17.1. a photograph of the person shall be taken at the Department;
   17.2. the photograph submitted by the person in accordance with Sub-paragraph 13.4 of this Regulation shall be scanned.

18. The digital pictures of a person’s fingerprints to be included in the service passport shall be obtained from the index fingers of the hands. If the person does not have an index finger or it has been damaged so that it is not possible to obtain a digital picture of the fingerprint, the middle finger, the ring finger or the little finger shall be used for the obtaining of the digital picture of the fingerprint. If the person does not have any fingers or they have been damaged so that it is not possible to obtain a qualitative print picture, the digital picture of the fingerprints of the person shall not be included in the micro-chip of the service passport.

19. The picture of the signature of the person to be included in the service passport shall be obtained from the signature of the person in the signature area of the submission. For a person up to 10 years or age or for a person who is unable to sign due to physical deficiencies, health condition or illiteracy, the picture of the signature shall not be obtained and the signature area shall not be filled in.

20. The person or the legal representative of a child up to 15 years of age shall confirm the veracity of the information in the submission in writing, indicate that he or she agrees to the information indicated in the submission and confirm it with a signature. If the person is not able to sign due to physical deficiencies, health condition or illiteracy, the person shall certify orally that he or she agrees with the information indicated in the submission.

21. The service passport shall be issued within three working days after submission of the necessary documents.

22. It shall not be permitted to use the service passport in trips to foreign countries, which are not related to the fulfilment of the official duties upon assignment of State authorities of the Republic of Latvia. The case if the service passport is used by the person referred to in Sub-paragraphs 3.50, 3.51, 3.52, 3.53, 3.54, 3.55, and 3.57 of this Regulation in going on a trip to another foreign state from the working or service place in a foreign state shall be an exception.

22.1 The person who has been issued a service passport shall, within 30 days from the moment when he or she has lost legal ground for using the service passport, hand it over to the Ministry of Foreign Affairs or the diplomatic or consular representation of the Republic of Latvia in the foreign country.

[31 March 2015]

23. An invalid service passport shall be left with the person upon wish of the person, cancelling and punching holes in it beforehand.

24. An invalid service passport at the disposal of the Department shall be stored for one year and afterwards destroyed.
IV. Closing Provision

25. The service passport that has been issued until the day of coming into force of this Regulation shall be valid until the end of the term of validity indicated therein, if it has not become invalid for use due to other reasons.

Prime Minister                      V. Dombrovskis
Minister for Foreign Affairs         E. Rinkėvičs
Specimen of the Service Passport

I. Cover of the Passport (Picture 1)

*Colour: black*
EUROPEAN UNION
REPUBLIC OF LATVIA
*Symbols of the State: greater State coat of arms in golden colour*
SERVICE PASSPORT
*Symbol of the micro-chip (in accordance with the ICAO)*

II. First Inside Page of the Cover of Passport (Picture 2a)

Coats of arms of the four ethnographic districts of Latvia

III. Page 1 (Picture 2b)

Eiropas Savienība
Европейски Съюз
Unión Europea
Evropská unie
Europäische Union
Euroopa Liit
Ευρωπαϊκή Ένωση
European Union
Union Européenne
An tAontas Eorpach
Unione Europea
Europos Sąjunga
Európai Unió
Unjoni Ewropea
Europese Unie
Unia Europejska
União Europeia
Uniunea Europeană
Európska únia
Evropska uniija
Europan unioni
Europeiska Unionen

Greater State coat of arms

Latvijas Republika
Република Латвия
Data page – the names of information areas in Latvian, English, French, the index by the information areas – for information purposes and for the detection of a conforming translation
DIENESTA PASE/SERVICE PASSPORT/PASSEPORT DE SERVICE
LATVIJA/LATVIA/LETTONIE
TIPS/TYPE/TYPE
PD
Valsts kods/Code of Issuing State/Code du pays

LVA

Pases Nr./Passport No./N° du passeport
1. Uzvārds/Surname/Nom
2. Vārds(-i)/Name(s)/Prénom(s)
3. Pilsonība/Nationality/Nationalité
4. Dzimšanas datums/Date of birth/Date de naissance
5. Personas kods/Personal No./Code d’identité
6. Dzimšanas vieta/Place of birth/Lieu de naissance
7. Dzimums/Sex/Sexe
8. Izdošanas datums/Date of issue/Date de délivrance
9. Izdevējiestāde/Authority/Autorité
10. Derīga līdz/Date of expiry/Date d’expiration
11. Paraksts/Holder’s signature/Signature du titulaire

Signature of the person (scanned)
Photograph of the person (scanned)
Machine readable zone

V. Page 3 (Picture 3b)

Pases turētāja personvārda oriģinālforma latīņalfabētiskajā transliterācijā ir/
The original form of the name of the holder of this passport transliterated in Latin alphabet is/
La forme originale du nom du titulaire de ce passeport en transcrition à l’alphabet latin est

Pases turētāja personvārda vai dzimtas uzvārda vēsturiskā forma ir/
The historical form of the name or surname of the holder of this passport is/
La forme historique du prénom ou du nom de famille du titulaire de ce passeport est

VI. Page 4 (Picture 4a)

Indexes and translation of areas in all languages of the European Union states.
Translation of the names of information areas in pages 2 and 4 (English and French also mentioned)

BG
1.Фамилия 2.Имена 3.Националност 4.Дата на раждане 5.Единен граждански номер
6.Място на раждане 7.Пол 8.Дата на издаване 9.Издаден от 10.Дата на валидност
11.Подпис на притежателя

ES
11.Firma del titular

CZ

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Translation © 2015 Valsts valodas centrs (State Language Centre)

NL


PL


PT


RO


SK


SL


FI


SV


VIII. Pages 6, 7, and 8 (Pictures 5a and 5b)

DIENESTA STĀVOKLIS/OFFICIAL STATUS/STATUT OFFICIEL
IX. Page 10 and the Following Pages (Pictures 6a and 6b)

VĪZAS/VISAS/VISAS

X. Page 34 (Picture 7a)

Latvijas Republikas vārdā Ārlietu ministrija lūdz un aicina visus, no kuriem tas atkarīgs, atļaut šīs dienesta pases turētājam brīvi un netraucēti ceļot, kā arī sniegt viņam nepieciešamo palīdzību un aizsardzību.

Šī pase ir Latvijas Republikas īpašums.

On behalf of the Republic of Latvia, the Ministry of Foreign Affairs requests and requires all those to whom it may concern to allow the holder of this service passport to pass freely without let or hindrance, and to afford the holder such assistance and protection as may be necessary.

This passport is the property of the Republic of Latvia.

Au nom de la République de Lettonie le Ministère des Affaires Etrangères demande à tous ceux qui peuvent être concernés de bien vouloir laisser passer librement et sans entraves le titulaire du présent passeport et de lui prêter en cas de besoin aide et protection nécessaires.

Ce passeport est la propriété de la République de Lettonie.

XI. Inside Page of the Second Cover of the Passport (Picture 7b)

Number of the passport pages in all languages of the European Union states

Šajā pasē ir 34 lappuses

Този паспорт съдържа 34 страници

Este pasaporte contiene 34 páginas

Tento pas obsahuje 34 stran.

Dette pas består af 34 sider

Dieser Pass enthält 34 Seiten

Passis on 34 lehekülge

Αυτό το διαβατήριο περιέχει 34 σελίδες

This passport contains 34 pages

Ce passeport contient 34 pages

Tá 34 leathanach sa phhas seo.

Questo passaporto contiene 34 pagine

Šiame pase 34 numeruoti puslapiai

Az útlevél 34 oldalt tartalmaz

Dan il-passaport fih 34 pága

Dit paspoort bevat 34 bladzijden

Ten paszpoort zawiera 34 stron

Este passaporte contém 34 páginas

Acest paşaport conţine 34 de pagini

Tento pas obsahuje 34 strán

Ta potni list vsebuje 34 strani

Tâmä passi sisältää 34 sivua

Detta pass innehåller 34 sidor