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5 November 2013 [shall come into force on 8 November 2013];

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2 August 2016 [shall come into force from 5 August 2016];

7 November 2017 [shall come into force from 10 November 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. 130

Adopted 15 February 2011

**Procedures for Issuing the Information Included in the Population Register**

*Issued pursuant to*

*Section 17 of the Population Register Law, Section 13, Paragraphs one and three of the Declaration of Place of Residence Law, and Section 3, Paragraph three of the law On the Protection of the Body of Deceased Human Beings and the Use of Human Tissues and Organs in Medicine*

1. This Regulation prescribes the procedures by which the Office of Citizenship and Migration Affairs (hereinafter – the Office), a diplomatic and consular mission of the Republic of Latvia abroad (hereinafter – mission) and local government, according to their competence, shall issue the information included in the Population Register (hereinafter – the Register), the extent of the information to be issued, as well as the procedures by which medical treatment, educational and scientific institutions shall request and receive data from the Population Register regarding a prohibition or permission to use a person’s body, tissues and organs after his or her death.

2. The Office shall issue the information included in the Register in writing or in online data transmission mode.

[*7 November 2017*]

3. In providing information in online data transmission mode, the Office shall use:

3.1. a network user interface;

3.2. information systems;

3.3. special online form.

4. If a document has been prepared in the form of an electronic document, it shall be issued in accordance with the procedures laid down in the laws and regulations governing the circulation of electronic documents.

5. The local government shall, on the basis of the request of the person (hereinafter – the request), provide the information included in the Register to the requester of information regarding the declared or registered place of residence (address) of the person, if at the moment of issuing the information the declared place of residence of the person or the last declared or registered place of residence of a deceased person is in the administrative territory of the respective local government.

[*2 August 2016*]

6. The Office shall provide the information included in the Register and statistical information on the basis of the request or written agreement.

[*2 August 2016*]

7. A mission shall provide the information included in the Register to the requester of information on the basis of the request.

[*2 August 2016*]

8. The following shall be indicated in the request:

8.1. the given name (names), surname and personal identity number of the requester of information (for a legal person – the name and registration code in the Register of Taxpayers);

8.2. the address of the place of residence (for a legal person – legal address);

8.3. the amount and type of issuance of the necessary information;

8.4. upon requesting information regarding another person:

8.4.1. justification for the necessity to receive information and append a document certifying it or a copy of such document;

8.4.2. the purpose of using the information, if other procedures have not been laid down in the law;

8.4.3. the data by which the person may be identified.

[*28 July 2015*]

9. [28 July 2015]

10. Upon requesting or receiving information, a natural person shall present a personal identification document, but his or her authorised person – an authorisation and a personal identification document. Upon requesting or receiving information, a legal representative of a natural person shall present a personal identification document and a document certifying representation, if the Office, mission or local government has no opportunity of ascertaining the right of representation of the requester of information.

11. If the request is submitted using a special online form available on the website www.latvija.lv, the requester of information is identified by the personal identity number included in the authentication tool available on the website.

12. If information is requested by a representative of a legal person and the Office, mission or local government has no opportunity of ascertaining the right of representation of the requester of information in the Enterprise Register, the requester or information shall, in addition, present a registration certificate of a legal person and a document certifying representation.

12.1 If the request is submitted by using the official electronic address, the requester of information – natural person – shall be identified by the number of the official electronic address account, and the representative of a legal person shall be identified by the number of the official electronic address account of a legal person and the personal identity number included in the electronic signature of the representative.

[*7 November 2017; See Paragraph 31*]

13. If the owner of immovable property or its authorised person requests the information included in the Register regarding persons who have declared or registered their place of residence in its property, and the Office has no opportunity of receiving information from the State Unified Computerised Land Register, the requester of information, in addition to the documents referred to in Paragraph 10 or 12 of this Regulation, shall present documents certifying ownership rights.

14. If the requester of information requests information in accordance with the procedures laid down in Section 18 of the Population Register Law, the Office shall issue the information included in the Register in full amount in writing.

15. The owner of immovable property or its authorised person may receive the information included in the Register regarding persons who have declared or registered their place of residence in its property as at the moment of provision of information in writing or using electronic data carriers. The owner of immovable property or its authorised person may receive, free of charge, information on the number of persons declared or registered in its property or the following information:

15.1. the given name (names) and surname of the person;

15.2. the personal identity number;

15.3. the address of the declared or registered place of residence;

15.4. the date of declaring or registering the place of residence.

[*2 August 2016*]

16. [28 July 2015]

17. Using the special online form available on the website www.latvija.lv, an identified person may, free of charge, receive information from the Register electronically with a confirmation or denial as to whether information regarding the respective person or another person has been included in the Register and whether this person is alive. The requester of information shall indicate the personal identity number of such person in the electronic request, regarding whom it is necessary to receive confirmation.

18. Using the special online form available on the website www.latvija.lv, an identified person may, free of charge, receive information from the Register electronically with a confirmation or denial as to whether a place of residence is declared or registered for the respective person at the indicated address. The requester of information shall indicate the personal identity number and address of such person in the electronic request, regarding whom it is necessary to receive confirmation.

19. Using the special online form available on the website www.latvija.lv, an identified person – owner of immovable property (natural person) – may, free of charge, receive information from the Register electronically regarding persons who have declared or registered a place of residence in the property of such person, which is recorded in the State Unified Computerised Land Register.

20. Using the special online form available on the website www.latvija.lv, an identified person may, free of charge, electronically receive from the Register the current information regarding himself or herself, his or her children who are less than 18 years of age, and regarding persons under guardianship or trusteeship. The requester of information shall indicate the personal identity number of the child or the person under guardianship or trusteeship.

21. [5 November 2013]

21.1Using the special online form available on the website www.latvija.lv, an identified person may, free of charge, receive information from the Register electronically on the restriction of capacity to act of a person. The requester of information shall indicate the personal identity number of such person in the electronic request regarding whom it is necessary to receive information.

[*5 November 2013; See Paragraph 30*]

21.2Using the special online form available on the website www.latvija.lv, an identified person may, free of charge, receive information from the Register electronically with a confirmation or denial as to whether the personal identity numbers specified thereby correspond to one person. The requester of information shall specify both personal identity numbers in the electronic request.

[*7 November 2017*]

21.3Using the special online form available on the website www.latvija.lv, an identified person may, upon paying the State duty, receive information from the Register electronically on the previous or current personal identity number of the respective person. The requester of information shall indicate the personal identity number of such person in the electronic request regarding whom it is necessary to receive the previous or current personal identity number.

[*7 November 2017*]

22. The information included in the Register, which is provided on the web, shall be transmitted in encrypted form.

23. The Office shall issue, in writing or using online data transmission, free of charge the information included in the Register regarding prohibition or permission to use the body, tissues and organs of a person after his or her death to such medical treatment, educational and scientific institutions, which in accordance with the laws and regulations governing the protection of a deceased human body and the use of human tissues and organs in medicine have the right to engage in the use of a deceased human body for anatomy studies or in removal and use of tissues and organs of a living or a deceased human being.

24. The Office shall issue the information included in the Register on the basis of a written agreement, if it is issued:

24.1. regularly;

24.2. in large amount;

24.3. using special data preparation methods and selection criteria, as well as it is necessary to develop separate software for the issuance of information;

24.4. using online data transmission.

25. Upon entering into the written agreement referred to in Paragraph 24 of this Regulation, the amount of information to be issued, the purpose of using the information and the procedures by which the Office shall check the use of the issued information, as well as the justification for requesting the information shall be determined.

26. [7 November 2017]

27. The requester of information may contest or appeal the decision of the Office, mission or local government to refuse to issue the information included in the Register in accordance with the procedures laid down in the Administrative Procedure Law.

28. If there are no legal grounds to issue information to the requester of information from the Register regarding the address of the place of residence of the person indicated in the request, the Office shall, on the basis of a submission of the person containing a request to forward a letter to the person indicated in the request for information, send the letter prepared by the person to the indicated (searched) addressee after receipt of a document confirming payment for the service.

29. Cabinet Regulation No. 778 of 17 August 2010, Procedures for Issuing the Information Included in the Population Register (*Latvijas Vēstnesis*, 2010, No. 131), is repealed.

30. Paragraph 21.1 of this Regulation shall be applicable from 1 January 2016.

[*28 July 2015*]

31. Paragraph 12.1 and 21.3 of this Regulation shall be applicable from 1 June 2018.

[*7 November 2017*]

Prime Minister V. Dombrovskis

Acting for the Minister for the Interior –

Deputy Prime Minister, Minister for Defence A. Pabriks