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

9 October 2012 [shall come into force on 12 October 2012];

31 March 2015 [shall come into force on 3 April 2015];

3 November 2015 [shall come into force on 7 November 2015];

16 August 2016 [shall come into force on 19 August 2016];

12 March 2019 [shall come into force on 14 March 2019];

22 June 2021 [shall come into force on 2 July 2021].

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. 239

Adopted 3 April 2012

**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 – the 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. the military adjutants of the President;

3.5. the secretary of the National Security Council;

3.6. [22 June 2021];

3.7. the head of the Media Centre of the Chancery of the President;

3.7.1 the head of protocol of the President of Latvia of the Chancery of the President;

3.7.2 the deputy head of protocol of the President of Latvia of the Chancery of the President;

3.8. the in-house advisors of the chairperson of the Saeima;

3.8.1 the heads of the offices of members of the Presidium of the *Saeima*;

3.8.2 the secretary general of the Administration of the *Saeima*;

3.9. [22 June 2021];

3.10. the executive director of the Administration of the *Saeima*;

3.11. the head of the Legal Office of the Saeima;

3.12. the head of the Interparliamentary Relations Office of the *Saeima*;

3.12.1 the deputy head of the Interparliamentary Relations Office of the *Saeima*;

3.12.2 senior consultants of the Interparliamentary Relations Office of the *Saeima* – secretaries of permanent delegations of the *Saeima*;

3.12.3 the head of the Protocol Division of the *Saeima*;

3.12.4 the deputy head of the Protocol Division of the *Saeima*;

3.12.5 the senior consultants of the Protocol Division of the *Saeima*;

3.12.6 the head of the Public Relations Office of the *Saeima*;

3.12.7 the deputy head of the Public Relations Office of the *Saeima*;

3.12.8 the senior consultants of the Foreign Affairs Committee of the *Saeima*;

3.12.9 the consultants of the Foreign Affairs Committee of the *Saeima*;

3.12.10 the project coordinator of the Protocol Division of the *Saeima*;

3.13. the members of the Central Election Commission;

3.14. the state secretaries of ministries;

3.14. the deputy state secretaries of ministries;

3.16. the departmental directors of ministries;

3.17. the in-house advisers of ministries and heads of offices of ministries;

3.18. the director of the State Chancellery;

3.19. the deputy heads of the State Chancellery;

3.20. the departmental heads of the State Chancellery;

3.21. the head of the Office of the Prime Minister;

3.22. the in-house advisers of the Prime Minister;

3.23. [22 June 2021];

3.24. the employees of the 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. the 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. [22 June 2021];

3.29. [22 June 2021];

3.30. [12 March 2019];

3.31. the judges of the Supreme Court, except for the President of the Supreme Court;

3.32. [22 June 2021];

3.33. the Prosecutor General;

3.34. [22 June 2021];

3.35. [22 June 2021];

3.36. the members of the Council of Latvijas Banka;

3.37. the members of the Board of the Latvijas Banka;

3.38. the heads of the departments of Latvijas Banka;

3.39. the commander of the National Armed Forces;

3.40. the deputy commanders of the National Armed Forces;

3.41. the commanders of units of the National Armed Forces;

3.42. [22 June 2021];

3.43. [22 June 2021];

3.44. the chairperson of the Financial and Capital Market Commission;

3.44.1 the members of the Board of the Financial and Capital Market Commission;

3.45. [22 June 2021];

3.46. [22 June 2021];

3.47. the members of the Council of the Public Utilities Commission;

3.48. [22 June 2021];

3.49. [22 June 2021];

3.49.1 the full and alternate members of the Latvian delegation of European Committee of the Regions;

3.49.2 the representatives of the Latvian delegation of the Congress of Local and Regional Authorities of the Council of Europe and their substitutes;

3.50. the persons who in accordance with the Diplomatic and Consular Service Law are in employment or State civil service relationship but for whom the right to receive a diplomatic passport has not been provided;

3.51. the persons who performs the functions of representatives of ministries or the National Armed Forces in foreign or international institutions and, upon fulfilment of official or service duties, permanently 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. the officials with special service ranks of the institutions of the system of the Ministry of the Interior 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. the officials with special service ranks of the institutions of the system of the Ministry of the Interior 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 permanently stay abroad;

3.56. the officials with special service ranks of the institutions of the system of the Ministry of the Interior 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. the 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 country for a period exceeding six months with the person who has received the service passport;

3.58. the Ombudsman;

3.59. the Director of Strategic Communications of the Excellence Centre of the North Atlantic Treaty Organisation;

3.60. the persons specified Article 7 of the Agreement between the Republic of Latvia and the Supreme Headquarters Allied Powers Europe and Headquarters, Supreme Allied Commander Transformation to Supplement the Paris Protocol.

[*9 October 2012, 3 November 2015, 16 August 2016, 12 March 2019, 22 June 2021 / Amendment regarding the deletion of Paragraph 3.49 shall come into force on 1 July 2021. See Paragraph 2 of Amendments*]

**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 on the person from the Register of Natural Persons:

5.1.1. surname;

5.1.2. given name (names);

5.1.3. personal identity number;

5.1.4. nationality;

5.1.5. sex;

5.1.6. date of birth;

5.1.7. place of birth;

5.2. image of the face of the person;

5.3. image of the signature of the person;

5.3.1 height of the person in centimetres;

5.4. on the service passport:

5.4.1. the type of the document;

5.4.2. the three-letter 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.

[*3 November 2015, 22 June 2021 / Amendment to Sub-paragraph 5.1. regarding the replacement of the words “Population Register” with the words “Register of Natural Persons”shall be applicable as of 28 June 2021. See Paragraph 3 of Amendments*]

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 identity number;

7.1.1. sex;

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 image of the face of the person;

7.4. digital image of a person’s fingerprints for a person from 12 years 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 Register of Natural persons 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.

[*22 June 2021 / Amendment to Paragraph regarding the replacement of the words “Population Register” with the words “Register of Natural Persons”shall be applicable as of 28 June 2021. See Paragraph 3 of Amendments*]

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

10. The service passport shall be issued for a period not exceeding the 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 on 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 of 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 image.

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 – the submission). In preparing the submission, the official shall identify the person and verify the authenticity of documents submitted or presented, using the documents submitted and presented by the person, as well as the information in State information systems and at the disposal of the Department.

17. In order to obtain a digital face image 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 images 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 image of the fingerprint, the middle finger, the ring finger or the little finger shall be used for the obtaining of the digital image 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 image, the digital image of the fingerprints of the person shall not be included in the micro-chip of the service passport.

19. The image 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 image 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 which 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. Rinkēvičs