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

10 December 2013 [shall come into force from 14 December 2013];

21 June 2016 [shall come into force from 1 July 2016].

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. 1194

20 October 2009

**Regulations Regarding the Declaration of a Place of Residence Form, the Procedures for Examining the Information Provided in the Declaration, and the Procedures for the Declaration of a Place of Residence Electronically**

*Issued pursuant to*

*Section 8, Paragraph eight of the Declaration of Place of Residence Law*

1. This Regulation prescribes the sample (Annex) of the declaration of a place of residence form (hereinafter – the declaration) and the procedures for examining the information provided in the declaration, and also the website where a special online form for the declaration of a place of residence electronically is available, the amount of information to be included in the online form and the procedures for declaring the place of residence electronically.

[*10 December 2013*]

2. Upon declaring the place of residence in the local government institution for the declaration of a place of residence (hereinafter – the institution), a person shall complete the declaration.

3. Upon declaring the place of residence electronically, a special online form which is available in the amount of at least 98 % (per year) of the time of operation of the electronic service shall be completed.

[*21 June 2016*]

4. Following the receipt of declaration, the institution or the Office of Citizenship and Migration Affairs (hereinafter – the Office) shall examine whether information on:

4.1. the person to be declared is included in the Population Register;

4.2. the address of the place of residence to be declared is included in the State Address Register.

5. [21 June 2016]

6. A person shall declare the place of residence electronically on the website www.latvija.lv by using the means of authentication available on the website.

[*10 December 2013*]

7. To declare the place of residence electronically, a person may use the means of authentication of the system for electronic settlement of accounts of such credit institution which has entered into a relevant agreement regarding provision of electronic authentication services with the manager of the link portal www.latvija.lv of the State of Latvia.

8. The Office shall identify a person by the personal identity number included in the means of authentication available on the website www.latvija.lv.

[*10 December 2013*]

9. Upon declaring the place of residence electronically, a special online form shall be completed on the website www.latvija.lv, indicating the following information:

9.1. information on the declarant of a place of residence if the place of residence of a minor or a person with restricted capacity to act is declared;

9.2. address of the place of residence;

9.3. additional address (addresses), if any;

9.4. legal basis to reside in the place of residence to be declared;

9.5. electronic mail address.

[*10 December 2013; 21 June 2016*]

10. Using the means of authentication of the system for electronic settlement of accounts of a credit institution, a person may declare the place of residence starting from 1 November 2009.

11. Cabinet Regulation No. 986 of 5 December 2006, Regulations Regarding the Forms of Declaration and Submissions of Declaration of Place of Residence and the Procedures for Examining the Information Provided in the Declaration (*Latvijas Vēstnesi*s, 2006, No. 195; 2009, No. 107), is repealed.

Prime Minister V. Dombrovskis

Minister for the Interior L. Mūrniece

**Annex**

Cabinet Regulation No. 1194

20 October 2009

[*10 December 2013; 21 June 2016*]

**Declaration of Place of Residence**

*(to be completed upon submitting the declaration in the local government institution for the declaration of a place of residence)*

|  |  |
| --- | --- |
| Date | Name of the addressee |

|  |
| --- |
|  |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Given name (names), surname of the person to be declared |  |  |  |

Personal identity number  -  |

**1. Address of the place of residence**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Republic city |  | Municipality |  |
| Municipality town or municipality rural territory (or *pagasts*) |  |
| City district or suburbs |  | Village |  |
| Street |  |
| Farmstead (name of the house) |  |
| Street No. |  | Building No. |  | Apartment No. |  |
|  |

 |

**2. Legal grounds to declare the place of residence** (*mark as appropriate by* *√*)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |
| --- | --- | --- |
| 1. |  | Property rights |
| 2. | Right to use the grounds for acquisition of which are: |
|  | written rental contract |  |
|  |  | (indicate the given name (names), surname or name of the renter) |
|  | lease contract |  |
|  |  | (indicate the given name (names), surname or name of the lessor) |
|  | marriage |  |
|  |  | (indicate the given name (names), surname of the spouse) |
|  | kinship |  |
|  |  | (indicate the given name (names), surname of the person with whom you are in kinship) |
|  | agreement with the owner |  |
|  |  | (indicate the given name (names), surname or name of the owner) |
|  | other legal grounds |  |
|  |  | (indicate the legal grounds) |

 |

**3. Additional addresses**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Republic city |  | Municipality |  |
| Municipality town or municipality rural territory (or *pagasts*) |  |
| City district or suburbs |  | Village |  |
| Street |  |
| Farmstead (name of the house) |  |
| Street No. |  | Building No. |  | Apartment No. |  |
| Time period from |  | to |  |

 |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Republic city |  | Municipality |  |
| Municipality town or municipality rural territory (or *pagasts*) |  |
| City district or suburbs |  | Village |  |
| Street |  |
| Farmstead (name of the house) |  |
| Street No. |  | Building No. |  | Apartment No. |  |
| Time period from |  | to |  |

 |

I attest that the information provided in the declaration is complete and true and that I live in the declared place of residence

|  |  |  |
| --- | --- | --- |
|  | (Signature of the person) |  |
|  |  |  |
|  |

|  |
| --- |
| Given name (names), surname of the authorised person or legal representative |
|  |

Personal identity number  -  |  |

|  |
| --- |
| Declaration is submitted on \_\_\_\_\_\_\_ pages. |
| Notes of the institution for the declaration on representation |
|  |
| Declaration accepted |

|  |  |
| --- | --- |
| Date | Signature and full name of the official |

Minister for the Interior L. Mūrniece

**Annex 2**

Cabinet Regulation No. 1194

20 October 2009

**Submissions for Declaration of Place of Residence**

[10 December 2013]