

# Procedure of registration of the residence permit

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*Documents for registration of a valid residence permit shall be submitted, considering the time period for review of documents (30 days) and production of a residence permit (10 working days).*

Foreigners located in Latvia can submit their documents as follows:

- 1) submit electronically, confirming each document with a secure electronic signature or
- 2) send by post as an ordinary, non-registered item, presenting their e-mail address and telephone number for communication in the application documents.

Foreigners located abroad of Latvia can submit the documents as follows:

- 1) submit electronically, confirming each document with a secure electronic signature or
- 2) send by post from abroad as an ordinary, non-registered item, presenting their e-mail address and telephone number for communication in the application documents.

The invitation approved by the Office is required for the registration of the residence permit.

The invitation shall not be required if the foreigner:

is an individual merchant;

is the sole official of the merchant registered in the Commercial Register, having the rights of representation;

is a self-employed person;

is a representative of a foreign merchant;

has dissolved or dissolves the marriage or his or her spouse has deceased and a minor child - a citizen of Latvia or non-citizen of Latvia - is under a custody of the foreigner;

was the citizen of Latvia on 17 June 1940;

requests or wishes to register the permanent residence permit;

requests the residence permit on the basis of the request of the competent state security authority, law enforcement authority or direct state administration authority;

requests or registers the residence permit due to the fact that he/she has been appointed as a guardian or trustee of a citizen of Latvia or a non-citizen of Latvia;

requests the residence permit in accordance with Section 23, Paragraph one, Clauses 23, 25, 26, 27, 29, 30, 31, 32 or 33 of the Immigration Law or in accordance with Section 31, Paragraph three of the Immigration Law;

registers the temporary residence permit, which is issued in accordance with [Section 30](#) or [Section 31 of the Immigration Law](#);

requests or registers the temporary residence permit due to studies in the general education institution accredited in the Republic of Latvia;

requests or registers the temporary residence permit in accordance with [Section 23](#), Paragraph three of the Immigration Law;

is a family member of the above-mentioned foreigners, when requesting the residence permit at the same time.

In order to register the residence permit, the foreigner shall submit the application and the following documents:

a copy of the valid travel document recognized in the Republic of Latvia (the foreigner shall certify the compliance of the document with the original);

the payment document, confirming payment of the State fee.

the document certifying that the foreigner has a valid health insurance policy (the policy is not required when registering the permanent residence permit).

if the foreigner registers the temporary residence permit issued in accordance with [Section 23, Paragraph one](#), Clauses 28, 29, 30 or 31 of [the Immigration Law](#) or he/she is a citizen of the state included in the list referred to in [Section 4](#), Paragraph nine of the Immigration Law or a foreigner who has been granted statelessness, refugee or alternative status or subsidiary protection abroad, he/she shall submit a free-form application indicating the current address of residence in the Republic of Latvia and abroad, the number of days of residence in the Republic of Latvia in the period from the issue of the residence permit or previous registration and employment. [Sample of the application](#).

The foreigner who has been issued the residence permit in connection with studies at a general secondary education institution shall, in addition to the abovementioned documents, submit a confirmation from the educational institution that the foreigner is continuing his/her studies at this educational institution

!!! If the foreigner's stay in the Republic of Latvia is related to the fact that he/she owns real estate or is employed or performs commercial activity, or the foreigner is a self-employed person, he/she shall submit additional documents:

The foreigner who has been issued the residence permit due to the fact that he/she owns real estate in the territory of the Republic of Latvia shall additionally submit a document certifying that he/she has no debts for real estate tax payments.

The foreigner, who has been issued the residence permit due to the fact that he/she has made financial investments in a credit institution of the Republic of Latvia in the amount of at least 280,000 *euro*, shall additionally submit the inquiry from the credit institution stating that the deposit agreement has not been terminated before the deposit repayment term.

The member of the board or council registered in the Commercial Register, procurator, administrator, liquidator or the member of the partnership who has the right to represent the partnership or the person authorized to represent the merchant (foreign merchant) in activities related to the branch shall submit additional documents, confirming that during the whole period of validity of the temporary residence permit the commercial company has made tax payments to the state budget and local government budgets in accordance with the provisions of the tax declarations in each previous reporting year, the total amount of which is at least 21 350 *euro* (excluding from the total amount of taxes the sums of tax payments, which were refunded or are to be refunded from the state budget), but for the first non-full reporting year since the issue of the temporary residence permit the total amount of tax payments paid to the state budget and municipal budgets is at least 1750 *euro* on average per month;

The member of the capital company shall additionally submit documents certifying that the capital company:

- if the temporary residence permit has been requested in accordance with Section 23, Paragraph one, Clause 28(a) of the Immigration Law, during the entire term of validity of the temporary residence permit in each previous accounting year in accordance with statements in the tax declarations has made tax payments into the State budget and local government budgets, whose total amount is at least 40 000 *euro* (the total amount of this tax payment excluding amount of the tax payments reimbursed or to be reimbursed from the State budget), but for incomplete first accounting year since the temporary residence permit is issued, the total amount of the tax payments paid into the State budget and local government budgets is at least 3300 *euro* on average per month;
- if the temporary residence permit has been requested in accordance with Section 23, Paragraph one, Clause 28(b) of the Immigration Law, during the entire term of validity of the temporary residence permit in each previous accounting year in

accordance with statements in the tax declarations has made tax payments to the state budget and local government budgets in accordance with the provisions of the tax declarations in each previous reporting year, the total amount of which is at least 100 000euro (the total amount of this tax payment excluding amount of the tax payments reimbursed or to be reimbursed from the State budget), but for the first incomplete reporting year since the issue of the temporary residence permit the total amount of tax payments paid to the state budget and local government budgets is at least 8300 euro on average per month;

- in accordance with Section 23, Paragraph one, Clause 28(c) of the Immigration Law, the issued temporary residence permit shall be in force, if during its validity period the capital company, where the foreigner has made the investment, has made tax payments to the state budget and local government budgets in accordance with the provisions of the tax declarations in each reporting year, the total amount of which is at least 100 000 euro (the total amount of this tax payment excluding amount of the tax payments reimbursed or to be reimbursed from the State budget), but for the first incomplete reporting year since the issue of the temporary residence permit the total amount of tax payments paid to the state budget and local government budgets on average is at least 8300 euro per month. The total amount of tax payments also includes the tax payments made by subsidiaries registered in the Republic of Latvia;

The sole proprietor shall additionally submit documents certifying that the sole proprietor:

- during the entire term of validity of the temporary residence permit in any previous accounting year in accordance with statements in the tax declarations has made tax payments into the State budget and local government budgets, which sum total is at least 14 230 euro (sum total of this tax payment excluding amount of the tax payments reimbursed or to be reimbursed from the State budget), but for incomplete first accounting year since the temporary residence permit is issued, sum total of the tax payments paid into the State budget and local government budgets is at least 1150 euro on average per month.

The representative of the representative office of the foreign merchant shall additionally submit:

- documents confirming that the foreign merchant has fulfilled the business plan, which confirms the business strategy of the foreign merchant for operation in the Republic of Latvia, facilitating the development of the manufacturing or service industry;
- documents confirming the active activity of the representative office of the foreign merchant during the previous year, as a result of which the economic growth of the Republic of Latvia has been facilitated;

If the stay of the foreigner in the Republic of Latvia is related to employment or commercial activity, or the foreigner is a self-employed person, in addition to the abovementioned documents, the inquiry of a competent authority regarding payment of the state social insurance and personal income tax and amount shall be submitted, if such documents are available at the disposal of the foreigner.

The payments of the personal income tax and the state social insurance must be paid from the income that the foreigner has specified when submitting the documents to apply for the residence permit.

The decision regarding the registration of the residence permit is adopted after an examination of the submitted documents, an interview and the verification of other information.

<https://www.pmlp.gov.lv/en/procedure-registration-residence-permit>