

Procedure for approval of written invitation

Published: 11.10.2020.

Updated: 27.08.2021.

Documents for approval of written requests may be submitted to ANY [Customer Service Division of the Office of Citizenship and Migration Affairs](#).

Documents for approval of the written request shall be submitted by the inviter only in the electronic form.

By a legal person or employer – by sending the application and the enclosed documents electronically, approved with a safe electronic signature. Each enclosed document shall be approved with an electronic signature.

By using the e-service “[Approval of the written request or a call for requesting a visa or residence permit in the Republic of Latvia](#)” on the portal [Latvija.lv](#) (except the cases, when it is planned to employ the foreigner in the Republic of Latvia)

THE INVITER MAY BE:

a citizen of Latvia or non-citizen of Latvia;

a foreigner, who has a valid permanent residence permit in the Republic of Latvia;

a foreigner, who has a valid temporary residence permit in the Republic of Latvia - only for invitation of a spouse or relative up to the third degree in direct line or up to the third degree in side line for invitation for a time period, not exceeding the validity period of the temporary residence permit;

a citizen of a Member State of the European Union, a citizen of a Member State of the European Economic Area or Swiss Confederation, who stays in the Republic of Latvia on the basis of certificate of registration or certificate of permanent stay.

state administration authority of the Republic of Latvia;

a legal person registered in the Republic of Latvia;

NATURAL PERSON

present a personal identification document;

provide information about the foreigner: name (names) and surname in the Latin alphabet like it is specified in the travel document of the foreigner, nationality; gender; date of birth; place of birth; place of residence abroad; occupation; expected place of stay in the Republic of Latvia; purpose and time of stay in the Republic of Latvia; expected place of submission of the request for a visa;

his or her information about the occupation;

payment document, confirming payment of the State fee;

in case of need, the documents shall be submitted, certifying the relation of the inviter with the foreigner to be invited and the need of the foreigner to enter Latvia.

If the inviter, when sending the request for invitation, specifies that he or she will cover expenses related to the entry and stay of the foreigner in the Republic of Latvia, he or she shall present the documents, confirming that there are necessary [financial means available at his or her disposal](#), as well as confirm with a signature that he or she will cover the above-mentioned expenses.

Such documents may not be requested by the official of the Office of Citizenship and Migration Affairs, if a spouse, parents, grandparents, children and grandchildren and their spouses are invited and the inviter confirms with a signature that he or she has sufficient means of subsistence and the invited foreigner, while staying in the Republic of Latvia, will not become a burden for

the state social support system.

Authorised representative of the LEGAL PERSON shall (state or municipal authority of the Republic of Latvia, legal person registered in the Republic of Latvia):

present a personal identification document and accordingly prepared power of attorney (authorisation may be included in the submission);

shall submit [a submission](#);

payment document, confirming payment of the State fee;

in case of need shall present the documents, certifying:

- the relation of the inviter with the foreigner to be invited (for example, the documents confirming the cooperation - all kind of agreements, letters of intent, product delivery notes - invoice, plans, reports, orders etc.);
- the need of a foreigner to enter Latvia (for example, a written certification of the foreign cooperation partner regarding the need of the person to enter Latvia, in order to implement the declared purpose of entry);

If the inviter undertakes to cover all expenses related to entry and maintenance of the foreigner in the Republic of Latvia, it shall be specified in the request for invitation and confirmed that the necessary [financial means are at the disposal of the legal person](#).

THE EMPLOYER or his or her authorised representative, if the foreigner will be employed in the Republic of Latvia on the basis of the employment contract, company contract or any other civil contract, shall:

present a personal identification document and accordingly prepared power of attorney (authorisation may be included in the submission);

shall submit [a submission](#);

if the profession of the foreigner is regulated, a copy of the certificate on recognition of the qualification or similar document shall be submitted, certifying the compliance of the professional qualification with the requirements determined in the Republic of Latvia. If the profession of a foreigner is not regulated, a legalized copy of the education document or a document certifying experience of three years in the profession, where the employer plans to employ the foreigner, shall be submitted, enclosing the translation in the official language, certified in accordance with certain procedure. The documents referred to in this sub-paragraph shall not be submitted, when approving a written request for a member of the board or the council, procurator, administrator, liquidator or member of the partnership, being entitled to represent the partnership, or a person, being authorised to represent the merchant (foreign merchant) in activities related with the branch, registered in the Commercial Register;

if the work of the foreigner in the Republic of Latvia is planned in accordance with employment contract or company contract, a copy of the employment contract or draft thereof or a copy of the company contract or draft thereof shall be submitted;

if the employer plans to employ a foreigner in work, the performance of which requires a permit (licence), a copy of the permit (licence) shall be submitted;

payment document, confirming payment of the State fee, shall be submitted.

PREPARATION OF THE INVITATION FOR MEDICAL TOURISM

The Ministry of Foreign Affairs in cooperation with the Office of Citizenship and Migration Affairs of the Ministry of the Interior and the Ministry of Health has developed the facilitated procedure for receipt of visas for foreigners, who wish to enter Latvia with a purpose to receive medical treatment services (medical tourism) in any medical treatment institution of Latvia. [Read more...](#)

DEADLINES FOR EXAMINATION OF DOCUMENTS!

The official of the Office shall adopt the decision regarding approval of the invitation within two working days or, if the request for invitation is related to the employment of the foreigner in the Republic of Latvia, - within five working days after submission of documents necessary for approval of the invitation. If additional examination is required for adoption of the decision, the official shall inform the inviter on that and adopt the decision within 10 working days.

The invitation shall be valid for 6 months from the date of approval of the invitation (unless a specific time of visit is specified in the invitation).

FAILURE TO APPROVE THE INVITATION OR CANCELLATION OF THE APPROVED INVITATION

The invitation shall not be approved or the approved invitation shall be cancelled in the following cases:

due to reasons set forth in Section 16, Paragraph one, Clauses 6, 7, 8, 9, 13, 15, 16, 17, 18, 19 or 20 of the Immigration Law;
the inviter has failed to submit the documents necessary for approval of the invitation and specified in Cabinet Regulation or refuses to provide the requested explanations, being related to approval of the invitation and entry and stay of the foreigner to be invited in the Republic of Latvia;

it was established that the inviter has provided false information;

it was established that the invited foreigner does not have a travel document recognized in the Republic of Latvia;

the information provided by the inviter or acquired by the Office does not indicate on sustainable relation with his or her home country and there is a reason to consider that the foreigner causes a risk of illegal immigration;

the inviter has lost the right stipulated by this Law to invite the foreigner;

equity capital of the commercial company of the inviter is not paid up, in accordance with the Commercial Law;

it was established that the inviter has committed violations related to employment of foreigners and payment of taxes during the previous year;

the reason for invitation of the foreigner is employment in accordance with the employment contract and the State Employment Agency does not have registered a relevant free work position or vacant position of the specialist, which is available at least one month after registration.

If it was established that the inviter has provided false information regarding the fact that he or she has been registered as a taxpayer, or with regard to tax debts, administered by the State Revenue Service, the Office shall be entitled to make a decision regarding a prohibition for the person to invite a foreigner for six months.

If it is established that the inviter has violated the requirements of regulatory enactments related to employment of foreigners during the recent year, the Office shall be entitled to make a decision regarding a prohibition for the person to invite a foreigner for one year.

The inviter shall be entitled to dispute a prohibition to invite a foreigner to the Head of the Office. Decision of the Head of the Office shall not be subject to appeal.

HOW MUCH DOES IT COST?

For the submitted request on approval of the invitation – 10 euro;

For request on approval of the invitation, which has been submitted electronically by using the special online form available on the state administration service on the portal www.latvija.lv - 5 euro;

in addition - for each person included in the request for invitation, who is older than six years, – ~~4~~*euro*;

in addition - for each child in the age up to six years included in the request for invitation – ~~2~~*euro*;

in addition - for each request for right of the person to be invited to employment – ~~55~~*euro*.

For each specification in the information included in the request for invitation, which was performed in accordance with the request of the inviter, – ~~6~~ *euro*.

For granting the additional right to employment or specification of current right to employment – ~~20~~ *euro*.

Details:

The Beneficiary: THE TREASURY, registration number 90000050138

Beneficiary institution: THE TREASURY, BIC code: TREL LV22

Beneficiary's account No.: LV37TREL1060140918500

PAYMENT PURPOSE: SF for (type of service - invitation, written request or visa) and (data of the service receiver - name, surname and data of birth of the person/-s, regarding whom the payment of the State fee is made)

<https://www.pmlp.gov.lv/en/procedure-approval-written-invitation>