

Documents to be submitted in order to obtain a personal certificate

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In order to obtain a passport or personal certificate , the following documents must be submitted:

- a previous passport or personal certificate, if there was such;
- a birth certificate, if a personal identification document will be obtained for the first time;

(a personal identification document issued abroad, if the person has such)

If the person does not have a valid passport or personal certificate, the documents must be submitted within 30 days after reaching the age of 15.

!!! If a citizen or alien of the Republic of Latvia who has reached the age of 15 obtains a personal identification document for the first time, his identity must be confirmed by his legal guardian or any of his adult relatives, submitting documents to obtain a personal identification document.

In order to obtain a passport or a personal certificate due to the fact that the previous personal identification document is [no longer valid](#) or the person wants to change the old passport for a new one, the following documents must be submitted:

- the replaceable passport or personal certificate;
- a document that confirms the changes registered in the personal identification document, if there are such.

The documents must be submitted within 30 days following the fact.

In order to obtain a passport or personal certificate due to the fact of loss, stealth or elimination, the following documents must be submitted:

- an explanation on the conditions of a loss, stealth or elimination of the document;
- a response from the police regarding the person's submitted report if the personal identification document has been stolen.

The documents must be submitted within 30 days after determining the fact.

If obtaining of a passport or personal certificate is related to a person's name change or changes in the records of the previous document, the documents specified in the regulatory enactments must be additionally presented confirming the mentioned changes. If inconsistency regarding the information about the person registered in the Population Register is determined, the person must present the documents provided by the regulatory enactments that confirm the information.

!!! When filling the application for obtaining a new personal identification document, the previous personal identification document must be presented or submitted. If the document is no longer valid (due to expiration of validity, a name or surname changed, etc.), the document must be submitted at the division.

When receiving a new personal identification document, the previous document of the same type must be submitted whether it is valid or not, or a previous document of other type, if it has become invalid.

!!! Photographs of both children and adults are taken at the divisions on the spot without additional fee. If a passport is processed for a child, the parents must evaluate whether their child will be able to sit on his own or agree to be photographed at the particular moment. Otherwise, special photo cards must be submitted for a passport.

If you do not wish to be photographed at the division on the spot, you can submit a photograph from a photo-salon, when

applying for a new personal identification document. Only photographs made at professional photo-salons can be used for passports, which are confirmed by the photo-salon's stamp and date on the other side of the photograph. The photograph cannot be older than 3 months, and it must meet other requirements specified in the regulations [“On the Personal Identification Documents”](#). Photographs made at snapshot cabins are invalid!

If a person cannot come to an OCMA division due to health reasons, it is necessary to contact the nearest OCMA territorial division to agree on the way of the provision of services for the person at the place where he/she stays.

<https://www.pmlp.gov.lv/en/documents-be-submitted-order-obtain-personal-certificate>