

# Documents required for request of data

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Application can currently be submitted to the Office of Citizenship and Migration Affairs only remotely:

by post to the Office of Citizenship and Migration Affairs to address: Čiekurkalna 1.līnija 1, k-3, Rīga, LV-1026;

by sending to the Office of Citizenship and Migration Affairs e-mail [pmlp@pmlp.gov.lv](mailto:pmlp@pmlp.gov.lv).

In order to receive data in written form, a form must be filled in [form in PDF format](#) or an application made in free form, by indicating the following:

Given name, surname and identity number of the applicant for data (legal entity: name and registration number with the Tax Payers' Register);

Place of residence or stay (legal entity: legal address);

Substantiation of the need to receive the data;

Volume of requested data and form of issue;

Purpose of the use of the data, unless otherwise provided in law;

Full name.

Documents required in case of requesting a statement:

Personal identification document (passport);

Representative of a legal entity must also present a registration certificate of the legal entity and a public document certifying the representation rights of the applicant, if information about such representation rights is not included in the Register of Enterprises.

Authorized person must present the original of the power of attorney (in case, if the principal is a natural person, the power of attorney must be certified by a notary);

Legal representative must present a document certifying trusteeship or guardianship, if such information is not included in the Register of Natural Persons;

When requesting a statement about another person, a document certifying obligations must be submitted;

Payment confirmation document ([pricelist](#));

Owners of immovable property, when requesting information about persons registered at their property, must present a document certifying the ownership, if the Office of Citizenship and Migration Affairs is unable to verify the information in the State Unified Computerised Land Register.

Regulatory enactments

Law on the Register of Natural Persons

Section 17.

The Office of Citizenship and Migration Affairs shall issue data included in the Register in accordance with the procedure provided for by the Cabinet of Ministers.

Law on Declaration of Place of Residence

Section 13.

(1) The Office shall provide information regarding the place of residence of a person or an additional address (addresses) to natural or legal persons in accordance with the procedures specified in the Register of Natural Persons Law. Such information

may also be provided according to the procedures specified by the Cabinet by an institution, which has on-line data transmission with the Register of Natural Persons.

Cabinet of Ministers Regulation No. 563 "[Procedure for Issue of Data Included in the Register of Natural Persons](#)" of 17.08.2021

"5.A local government shall provide the information included in the Register to the requester of information regarding the declared or registered place of residence (address) of the person, if the place of residence has been declared or registered in the administrative territory of the respective local government

6. The Office of Citizenship and Migration Affairs shall provide information and statistical data included in the Register on the basis of a request from the individual (henceforth – request).

7. Diplomatic and consular mission of the Republic of Latvia abroad shall provide the information included in the Register to the requester of information, on the basis of a request.

8. The following shall be indicated in the request:

8.1.the given name (names), surname and personal identity number of the requester of information (for a legal person – the name and registration code in the Register of Taxpayers);

8.2.the address of the place of residence (for a legal person – legal address);

8.3. the amount and type of issuance of the necessary information ;

8.4.upon requesting information regarding another person:

8.4.1. a justification for the necessity of receipt of information and a document certifying it;

8.4.2. the purpose of using the information, if other procedures have not been laid down in the law;

8.4.3. the data by which the person may be identified."

#### [Freedom of Information Law](#)

Section 5.

"(2) As restricted access information shall be deemed information:

1) which has been granted such status by law;

4) which concerns the private life of natural persons;"

Section 8.

Information regarding the private life of natural persons shall be protected by law.

Section 11.

"(4) Restricted access information shall be requested in writing. In requesting restricted access information, a person shall provide grounds for his or her request and specify the purpose for which the information will be used. If restricted access information is provided, the recipient shall undertake the duty to use this information solely for the purposes for which it was requested."

#### Personal Data Protection Law

Section 2.

"1) data subject – a natural person who may be directly or indirectly identified;

2) consent of a data subject – a freely, unmistakably expressed affirmation of the wishes of a data subject, by which the data subject allows his or her personal data to be processed in conformity with information provided by the system administrator in accordance with Section 8 of this Law;

3) personal data – any information related to an identified or identifiable natural person;

4) personal data processing – any operations carried out regarding personal data, including data collection, registration, recording, storing, arrangement, transformation, utilisation, transfer, transmission and dissemination, blockage or erasure;"

Section 7.

" Personal data processing is permitted only if not prescribed otherwise by law, and at least one of the following conditions exist:

- 1) the data subject has given his or her consent;
- 2) the personal data processing results from contractual obligations of the data subject or, taking into account a request from the data subject, the processing of data is necessary in order to enter into the relevant contract;
- 3) the data processing is necessary to a system administrator for the performance of his or her duties as specified by law;
- 4) the data processing is necessary to protect vitally important interests of the data subject, including life and health;
- 5) the data processing is necessary in order to ensure that the public interest is complied with, or to fulfil functions of public authority for whose performance the personal data have been transferred to a system administrator or transmitted to a third person;
- 6) the data processing is necessary in order to, complying with the fundamental human rights and freedoms of the data subject, exercise lawful interests of the system administrator or of such third person as the personal data have been disclosed to."

"5.A local government shall provide the information included in the Register to the requester of information regarding the declared or registered place of residence (address) of the person, if the place of residence has been declared or registered in the administrative territory of the respective local government

6. The Office of Citizenship and Migration Affairs shall provide information and statistical data included in the Register on the basis of a request from the individual (henceforth – request) or written agreement.

7. Diplomatic and consular mission of the Republic of Latvia abroad shall provide the information included in the Register to the requester of information, on the basis of a request. Local government shall issue data about the individual's registered place of residence in writing, on the basis of a request.

85. The following shall be indicated in a the request:

85.1. the given name (names), surname and personal identity number of the requester of information (for a legal person – the name and registration code in the Register of Taxpayers); Applicant's given name(s), surname and identity number (legal entity: name and registration number with the Tax Payers' Register);

85.2. the address of the place of residence (for a legal person – legal address) Registered place of residence (legal entity: legal address), if information is requested about another person;

85.3. the amount and type of issuance of the necessary information Substantiation of the need to receive the data, if information is requested about another person;

85.4. upon requesting information regarding another person Volume of needed data and form of issue;

8.4.1. a justification for the necessity of receipt of information and a document certifying it;

8.4.2. the purpose of using the information, if other procedures have not been laid down in the law;

8.4.3. the data by which the person may be identified."

<https://www.pmlp.gov.lv/en/documents-required-request-data>