

# How to enter information on the child in a passport?

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Where to turn to in order to record a child in your passport?

What documents are necessary?

Is it necessary to translate and notarially certify the documents?

In this article we would like to answer to these important questions.

## Where to turn to in order to record a child in your passport?

In order to record a child in the passport of a citizen or non-citizen of Latvia, you should turn to [any territorial division of the OCMA](#), applying for a visit in advance.

It is possible to apply in advance for a visit [through the online application](#) of the website or through a mobile phone application Qticket, downloading it via [Google Play](#) or [App store](#).

## What documents are necessary?

You need to have your passport and a certificate of birth of the child with you (a personal identity document of a child, if there is any).

## Is it necessary to translate and notarially certify the documents?

If a child was born abroad, it is necessary to have a translation of the certificate of birth into Latvian (the translation may be

notarially certified or a translation made by yourself of any other person. The translation shall contain a signature of the translator, a transcript of the signature, the date and place of translation.

When certifying the correctness of the translation of the document, a translator shall prepare a notice of certification in the official language on the last page of the translation. The certification notice shall include:

1. the words "TRANSLATION IS CORRECT" written in capital letters;
2. name, surname and personal identity number of the translator;
3. signature of the translator;
4. name of the place of certification;
5. date of the certification.

The translator shall bear responsibility for the harm caused as a result of incorrect translation of the document in accordance with the procedure determined by Law.

In addition, if at the time of birth of the child one of the parents is a citizen of Latvia, the child may be registered as a citizen of Latvia until the age of 18 years.

<https://www.pmlp.gov.lv/en/article/how-enter-information-child-passport>