

Cabinet

Regulation No 159
Adopted 1 March 2011

Local Border Traffic Permit Regulation

*Issued pursuant to
Section 4.¹, Paragraph two of the Immigration Law*

1. This Regulation prescribes the procedures by which a local border traffic permit (hereinafter – permit) shall be registered, annulled and revoked, the data to be included in a permit, as well as the amount of information to be included in the electronic information system and the procedures for use thereof.
2. A permit application (Annex), other documents submitted for the receipt of a permit and a permit shall be singly registered by officials of diplomatic and consular missions of the Republic of Latvia (hereinafter – official of a mission) in accordance with the procedures specified in the international regulatory enactments binding on Latvia.
3. A permit may be singly annulled and revoked by the official of a mission, official of the Consular Department of the Ministry of Foreign Affairs, official of the Office of Citizenship and Migration Affairs and the official of the State Border Guard.
4. A permit shall be annulled, if after the issue thereof it is determined that the provisions for issue of a permit specified in the international regulatory enactments binding on Latvia have not been observed, as well as if there is the basis to consider that a permit has been obtained providing false information. A permit shall be recognised as invalid upon taking of a decision regarding annulment thereof.
5. If mistakes or inaccuracies of technical nature are determined in the issued permit, it shall be annulled and a new permit shall be issued.
6. A permit, the period of validity of which is not terminated, shall be revoked, if it is determined that the provisions for issue of a permit have not been observed. A permit, the period of validity of which is not terminated, may be revoked also upon request of the holder of a permit. Upon revocation of the permit, it shall become invalid at the time of revocation thereof.
7. The information regarding a permit application, issue, annulment and revocation of a permit or refusal to issue a permit shall be registered in the electronic information system - in the National Visa Information System.
8. The National Visa Information System shall include the following information:
 - 8.1. regarding a foreigner:
 - 8.1.1. given name (names)
 - 8.1.2. surname;
 - 8.1.3. previous surname (surnames);
 - 8.1.4. nationality and type thereof;
 - 8.1.5. personal identity number or identification number and date of birth;

- 8.1.6. sex;
 - 8.1.7. place of birth;
 - 8.1.8. address of the place of residence of a person in the home country; and
 - 8.1.9. a digital or scanned photograph;
 - 8.2. on the travel document of a foreigner:
 - 8.2.1. type;
 - 8.2.2. number;
 - 8.2.3. issuing state or organisation;
 - 8.2.4. date of issue; and
 - 8.2.5. period of validity;
 - 8.3. regarding the purpose of entry and stay of a foreigner:
 - 8.3.1. purpose of entry and stay; and
 - 8.3.2. substantiating documents submitted and presented;
 - 8.4. Information regarding a health insurance document;
 - 8.5. expected place of stay of a foreigner at the border area of the Republic of Latvia;
 - 8.6. regarding payment of the State fee for issue of a permit (the amount, currency of the State fee and substantiation, if a permit is issued free of charge);
 - 8.7. regarding checks and consultations carried out using the following information systems:
 - 8.7.1. the Schengen Information System – has an alert been issued in the Schengen Information System regarding a foreigner that prohibits him or her to enter and stay in the Schengen Agreement Member States;
 - 8.7.2. Entry Prohibition Register – has a foreigner been included in the list of those foreigners for whom entry into the Republic of Latvia is prohibited;
 - 8.7.3. the Sub-system „Wanted Persons” of the Integrated Information System of the Interior Affairs - has an applicant of a permit been registered therein;
 - 8.7.4. the Invalid Document Register; and
 - 8.7.5. the list of travel documents recognised in the Schengen Agreement Member States;
 - 8.8. in relation to a decision taken:
 - 8.8.1. date of acceptance of the documents;
 - 8.8.2. if a permit is issued - number of assigned permit;
 - 8.8.3. if examination of a permit application is refused – reason for refusal;
 - 8.8.4. if issue of a permit is refused – reason for refusal;
 - 8.8.5. if adoption of a decision is postponed – substantiation for such a decision;
 - 8.8.6. if a permit is not issued – reason for non-issue;
 - 8.8.7. if a permit is revoked - reason for revocation;
 - 8.8.8. if remaining period of validity of a permit is revoked – reason for revocation;
 - 8.8.9. if a permit is annulled - reason for annulment;
 - 8.8.10. date and place of taking the decision; and
 - 8.8.11. official who has taken a decision (position, given name and surname);
 - 8.9. regarding the permit:
 - 8.9.1. period of validity;
 - 8.9.2. period of stay;
 - 8.9.3. official who has taken a decision (position, given name and surname);
- and
- 8.9.4. the information provided in the field for notes regarding the border area of the Republic of Latvia and the Republic of Belarus or the Republic of Latvia and Russian Federation where the holder of a permit has the right to move.

9. Additional information shall be included in the National Visa Information System if checks have been carried out in other available information systems, for example, Population Register, sub-system "Persons who have Committed Criminal Offences" of the Integrated Information System of the Interior Affairs, sub-system "Persons who have Committed Administrative Offences" of the Integrated Information System of the Interior Affairs or the Electronic Information System of the State Border Guard.

10. The status of the information to be included in the National Visa Information System, the procedures for use and storage thereof shall be determined by regulatory enactments regarding operation of the National Visa Information System.

Prime Minister

V. Dombrovskis

Minister for Foreign Affairs

G.V.Kristovskis

<p>7. Current citizenship:</p> <p>_____</p>	<p>8. Citizenship at birth, if differs</p> <p>_____</p>	<p>Date of decision:</p> <p>_____. _____. _____.</p>
<p>9. Sex:</p> <p><input type="checkbox"/> male</p> <p><input type="checkbox"/> female</p>	<p>10. Marital status:</p> <p><input type="checkbox"/> single</p> <p><input type="checkbox"/> married</p> <p><input type="checkbox"/> widow(-er)</p> <p><input type="checkbox"/> divorced</p> <p><input type="checkbox"/> separated</p> <p><input type="checkbox"/> other (please specify)</p> <p>_____</p>	<p>Period of validity:</p> <p>from ____ ____ </p> <p>_____.</p> <p>to</p> <p>____. _____. _____.</p>
<p>11. If an applicant of a local border traffic permit is a minor, specify the following data regarding a person with parental authority or a legal guardian:</p> <p>1) given name _____,</p> <p>2) surname _____,</p> <p>3) address (if it differs from the applicant's address) _____,</p> <p>4) citizenship _____</p>	<p>12. Identification number, if any, granted by the state:</p> <p>_____</p>	<p>Staying up to ____ ____ days</p> <p>Special notes:</p> <p>_____</p> <p>_____</p>
<p>13. Type of travel document:</p> <p><input type="checkbox"/> citizen's passport</p> <p><input type="checkbox"/> other travel document (please, specify): _____</p>		
<p>14. Number of travel document:</p> <p>_____</p>	<p>15. Issuing authority:</p> <p>_____</p>	
<p>16. Date of issue (day, month, year):</p> <p>____. _____. _____.</p>	<p>17. Valid until (day, month, year):</p> <p>____. _____. _____.</p>	
<p>18. Applicant's</p> <p>1) residential address _____,</p> <p>2) e-mail address _____,</p> <p>3) phone number(-s) _____</p>	<p>19. Place of residence in a country other than your country of current citizenship</p> <p><input type="checkbox"/> no</p> <p><input type="checkbox"/> yes. Residence permit or equal document, _____ No. _____</p> <p>valid until (day, month, year):</p> <p>____. _____. _____.</p>	
<p>20. Current occupation**:</p> <p>_____</p>		
<p>21. Employer, employer's address and phone number. For students – name and address of institution of education**:</p> <p>_____</p> <p>_____</p>		

33. Children (a request for a local border traffic permit shall be submitted for each child separately):

Surname, given name (names):	Date of birth:	Place of birth, country:	Citizenship/s (nationality/ies):
1. _____	____.____.____.____.____.	_____	_____
2. _____	____.____.____.____.____.	_____	_____
3. _____	____.____.____.____.____.	_____	_____
4. _____	____.____.____.____.____.	_____	_____

34. Personal data of the family member - citizen of the EU, EEA states or Switzerland - (this question should be answered only by family members of the citizens of the EU, EEA states or Switzerland):

Surname: _____		Given name (names): _____	
Date of birth (day, month, year): ____.____.____.____.____.	Citizenship: _____		Number of travel document or identity card _____
Relationship with a citizen of the EU, EEA state or Switzerland: <input type="checkbox"/> spouse <input type="checkbox"/> child <input type="checkbox"/> grandchild <input type="checkbox"/> dependent ascending kin			

Notes.

1. The questions marked with an asterisk * shall be completed in accordance with the data of a travel document.
2. The questions marked with two asterisks ** shall not be completed by the family members of citizens of the EU, EEA states and Switzerland (spouses, children or dependent ascending kin) using the right of free movement. Family members of citizens of the EU, EEA states or Switzerland shall present the documents to certify such relationship, as well as shall fulfil Paragraph 34.

I am aware that in case of refusal of a permit the State fee is not recovered.

I am aware that a suitable travel medicinal insurance is requested for my first stay and next visits to the border territory of Latvia.

I am aware and agree that provision of the data requested in this application form, taking a photograph of me and, if necessary, taking of fingerprints, is mandatory for examination of the permit application; all personal data which apply to me and are specified in the application form, as well as my photograph and fingerprints, will be transferred to the relevant competent authorities of the Republic of Latvia for processing in order to take a decision regarding my permit application.

These data, as well as the data regarding the decision taken on my permit application or decision to annul or revoke the issued permit, will be entered and stored in the information system of the Republic of Latvia – the National Visa Information System (NVIS) – for five years and will be accessible for the permit issuing authorities and the authorities which are competent to carry out permit checks at the external borders and in the territory of the Republic of Latvia, as well as the immigration and asylum granting authorities which are competent to carry out permit checks at the external borders and in the territory of the Republic of Latvia, as well as the immigration and asylum granting authorities to verify whether conditions regarding legal entry and stay in the border territory of the Republic of Latvia specified in the international regulatory enactments binding on Latvia are observed, to identify persons who fail to comply with these conditions, to examine asylum requests and determine who shall perform such an examination. The data will be available also for the competent authorities in order to prevent, disclose and investigate terroristic offences and other serious criminal offences. The authority responsible for data processing shall be the Office of Citizenship and Migration Affairs.

I am aware that I have the right to receive a notification regarding the data applying to me and entered in the NVIS and to ask to correct the data applying to me and entered inaccurately and to delete the data applying to me and processed illegally. Upon my special request, the authority examining my application shall inform me on how I, in accordance with regulatory enactments of the Republic of Latvia, can implement my rights to check the personal data applying to me and to ask to correct or delete them, as well as regarding possible legal protection means. Data State Inspectorate (info@dvi.gov.lv) will listen to complaint regarding personal data protection.

I attest that all the information provided by me is correct and complete. I am aware that because of the provision of false information my permit application will be denied, the issued permit annulled or revoked, as well as I can be punished in accordance with the regulatory enactments of the Republic of Latvia.

I undertake to stay in the border territory of the Republic of Latvia no longer than duration of stay specified in the local border traffic permit and depart from the border territory of the Republic of Latvia until the end of the period of validity specified in the local border traffic permit, if the local border traffic permit will be issued.

I am informed that the local border traffic permit only certifies that a person has requested a permit for entry and stay in the border territory of the Republic of Latvia and that the local border traffic permit issuing authority in accordance with the competence thereof does not make out any obstacles for the entry and stay of a person in the border territory of the Republic of Latvia during the time period specified in the local border traffic permit. The fact of issue of the local border traffic permit does not mean that I will have the right to compensation, if my behaviour will not comply with the provisions of Section 4, Paragraph one and Section 4.¹ of the Immigration Law and thus the entry will be refused for me. Upon entry in the border territory of the Republic of Latvia, the preconditions for entry will be verified once again.

I am informed that a local border traffic permit does not give the right to work paid employment in the Republic of Latvia.

<p>Date of submission of documents (day, month, year):</p> <p>____. ____ . _____. Place of submission of documents:</p> <hr/>	<p>Signature (a person with parental authority or a legal guardian shall sign for a minor):</p> <hr/>
---	---

Minister for Foreign Affairs

G.V.Kristovskis