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If a whole or part of a paragraph has been amended, the date of the amending regulation appears in square brackets at the end of the paragraph. If a whole paragraph or sub-paragraph has been deleted, the date of the deletion appears in square brackets beside the deleted paragraph or sub-paragraph.

Republic of Latvia

Cabinet

Regulation No 215

Adopted 29 April 2003

## **Procedures for Recognition of Travel Documents of Aliens**

*Issued pursuant to  
Section 4, Paragraph four of the Immigration Law*

1. These Regulations prescribe the procedures by which the travel documents of aliens (hereinafter – travel documents) shall be recognised.

2. A travel document may be recognised if it is:

2.1. the property of an internationally recognised or non-recognised state or territorial unit and issued by an authorised institution of the relevant state or territorial unit, as well as in accordance with the regulatory enactments of the relevant state or territorial unit it has been determined that the holder of such document has the right to cross the border of the relevant state or territorial unit and to travel to foreign states;

2.2. the travel document of a refugee issued in accordance with the Convention relating to the Status of Refugees of 28 July 1951;

2.3. the travel document of a stateless person issued in accordance with the Convention relating to the Status of Stateless Persons of 28 September 1954;

2.4. a travel document issued by an international organisation;

2.5. a seamen's travel document issued in accordance with the Convention on Seafarer's Identity Documents of 13 May 1958;

2.6. an identification document of a crew member of an aircraft issued in accordance with Annex 9 to the Chicago Convention on International Civil Aviation of 7 December 1944;  
and

2.7. a temporary travel document.

3. The documents referred to in Paragraph 2 of these Regulations shall be recognised as valid for entry into the Republic of Latvia if:

3.1. they are protected against falsification;

3.2. the information therein is specified in the original language and English or French;

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3.3. a place for visas is provided therein;  
3.4. the following information regarding the holder of the document is included therein:

- 3.4.1. given name (names);
- 3.4.2. surname;
- 3.4.3. date of birth;
- 3.4.4. place of birth;
- 3.4.5. sex;
- 3.4.6. a photograph; and
- 3.4.7. signature (except for the travel document of a minor child); and

3.5. the following information regarding the document is included therein:

- 3.5.1. the issuing state (in the case specified in Sub-paragraph 2.1 of these Regulations);
- 3.5.2. name of the issuing authority;
- 3.5.3. document number;
- 3.5.4. date of issue of the document; and
- 3.5.5. the term of validity of the document.

4. If the document does not conform to the requirements referred to in Sub-paragraph 3.3 of these Regulations, it may be recognised as valid for entry into the Republic of Latvia if such recognition conforms to the international obligations of the Republic of Latvia.

5. Upon receipt of information regarding a travel document of a foreign state, other territorial unit or an international organisation which document is not recognised in the Republic of Latvia, the Ministry of Foreign Affairs shall send it to the Ministry of the Interior and require a personalised sample of the travel document and detailed description of the document from the diplomatic or consular mission of the relevant state or territorial unit or from the relevant international organisation.

6. If the Ministry of Foreign Affairs receives from the diplomatic or consular mission of a foreign state or another territorial unit, or from an international organisation a sample of such travel document and (or) a detailed description of the document which is not recognised in the Republic of Latvia, it shall send the sample of the relevant document to the Ministry of the Interior for the provision of an opinion.

7. The Ministry of the Interior shall immediately forward:

7.1. a sample of the travel document and detailed description of the document – to the Forensic Research Department of the State Police (hereinafter – Forensic Research Department). The Forensic Research Department shall evaluate the security elements included in the travel document and prepare an expert's statement regarding the protection of the document against falsifications (hereinafter – expert's statement); and

7.2. a copy of the sample of the travel document and detailed description of the document – to the Office of Citizenship and Migration Affairs (hereinafter – Office). The Office shall evaluate whether the travel document is valid for entry into the Republic of Latvia and for the receipt of a visa or a residence permit.

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8. The Forensic Research Department shall send an expert's statement to the Office within a time period of ten days after the receipt of the sample of the travel document from the

Ministry of the Interior. The Office shall prepare an opinion of the Ministry of the Interior regarding the recognition of the travel document.  
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9. The Ministry of the Interior shall provide an opinion regarding the recognition of a travel document to the Ministry of Foreign Affairs within a time period of 20 days after receipt of the sample of the travel document or a detailed description thereof by the Ministry of the Interior.

10. The Ministry of Foreign Affairs shall evaluate the appropriateness of the recognition of a travel document and, by taking into account the opinion of the Ministry of the Interior, take a decision regarding the recognition of the travel document in the Republic of Latvia and notify the Ministry of the Interior thereof.

11. If the Ministry of the Interior has not provided an opinion within the time period indicated in Paragraph 9 of these Regulations, the Ministry of Foreign Affairs shall take a decision regarding the recognition of a travel document and notify the Ministry of the Interior thereof.

12. If a decision has been taken not to recognise a travel document or the Ministry of the Interior has notified that the holder of the relevant travel document has additional conditions for entry into the Republic of Latvia, the Ministry of Foreign Affairs shall notify the diplomatic or consular mission of the relevant state or territorial unit, or the relevant international organisation thereof.

13. Information received from the Ministry of Foreign Affairs regarding the recognition of a document shall be:

13.1. entered and updated in the information system of document samples and in the registration table of travel documents by the Office in accordance with the competence thereof; and

13.2. entered and updated in the information system of document samples by the State Border Guard in accordance with the competence thereof after receipt of a sample of the document.

14. If the Ministry of Foreign Affairs has received only one copy of a sample of the travel document, it shall be permanently kept with the Ministry of Foreign Affairs. If the Ministry of Foreign Affairs has received several copies of a sample of the travel document, the second copy shall be permanently kept with the State Border Guard, the third copy – with the Forensic Research Department.  
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15. The sample, copy or detailed description of the travel document which has been received up to the day of the coming into force of these Regulations and which is not in contradiction with Paragraph 2 or 3 of these Regulations shall be recognised in the Republic of Latvia.

16. A decision regarding the recognition of a travel document shall cease to be in effect if:

16.1. the diplomatic or consular mission of the relevant state or territorial unit, or the relevant international organisation informs the Ministry of Foreign Affairs that the utilisation of the travel document has been suspended; or

16.2. the relevant state or territorial unit changes legal status and the Ministry of Foreign Affairs has not been informed regarding further utilisation of the travel document.

17. In the cases referred to in Paragraph 16 of these Regulations, the Ministry of Foreign Affairs shall inform the Ministry of the Interior and it shall ensure updating of the data in the information system of document samples and in the reference table of travel documents.

18. These Regulations shall come into force on 1 May 2003.

Prime Minister

E. Repše

Minister for the Interior

M. Gulbis