

# E-ENVIRONMENT AND E-SERVICES IN CIVIL REGISTRY OFFICES IN LATVIA

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## E-ENVIRONMENT IN CIVIL REGISTRY OFFICES

### E-ENVIRONMENT

#### INFORMATION SYSTEM

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##### THE INFORMATION SYSTEM OF THE REGISTER OF NATURAL PERSONS (FPRIS)

(1) Public services information system.  
(2) Data entry, updating, renewal in the information system is carried out by state administration / municipal institutions (in accordance with competence). (3) News entry – about Latvian citizens, Latvian non-citizens, and foreigners who, in cases specified by law, have a connection with the Latvian state.

#### E-SERVICES

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In accordance with the competence of the Civil Register Institutions defined in the laws and regulation acts of the Republic of Latvia (Latvia).

## E-ENVIRONMENT IN CIVIL REGISTRY OFFICES

### DEVELOPMENT OF THE INFORMATION SYSTEM OF THE REGISTER OF NATURAL PERSONS (FPRIS)

#### THE LAW ON THE REGISTER OF NATURAL PERSONS (entered into force on 28.06.2021.)

Purposes of the law:

- 1) create and maintain a single FPRIS to ensure identification of natural persons and data processing by state institutions and officials;
- 2) to include, update and restore information on civil status records in accordance with the Civil Status Act  
Registration Law

The register is a state information system in which restricted access information is stored and the manager and keeper of which is the Office of Citizenship and Migration Affairs.

## REGISTER OF NATURAL PERSONS - PARTICIPATING INSTITUTIONS

FPRIS

Within the competence of the birth register	In other competencies		
The Office of Citizenship and Migration Affairs (PMLP)	The Office of Citizenship and Migration Affairs (PMLP)	A Sworn Notary	The State Border guard
Civil Registry Department of Ministry of Justice	The Ministry of Justice	The Enterprise Register of Latvia	The State Social Insurance Agency
Municipal institution- Civil Registry Office	Municipal institutions (Orphan court; Social affairs administration)	The State Revenue Service	The National Health Service
The Diplomatic and Consular mission of Latvia in foreign states	The Diplomatic and Consular mission of Latvia in foreign states	A district (city) court	The Ministry of Foreign Affairs

## E-SERVICES IN CIVIL REGISTRY OFFICES

### E-SERVICES

1. In case of registration of civil status acts:
  - 1.1. In case of marriage registration: **application for marriage**
  - 1.2. **Death registration application** (medical certificate on the cause of death)  
(only Forensic Medicine institutions can submit electronically)
2. In case of change of name, surname, nationality record: application  
(only can be submitted electronically to the Civil Registry Department of Ministry of Justice of the Republic of Latvia)
3. Retrievable documents  
(**references** – fully completed online procedure; certificates can be requested electronically)
4. **Gender change application**
5. **Other e-documents** (e-submission / e-issuance)

Divorce application: e-service that can be obtained at a sworn notary or in court (not a matter of competence of the Civil Registry Department / Office)

### **E - application for marriage:**

- submission of a certain form, signed with a secure eSignature (signed by both of the pair) and is time stamped
- may be submitted by adult (a person who has reached the age of 18) citizens of Latvia or non-citizens of Latvia
- is submitted to the Civil Registry Office in which the marriage is to be concluded (or the Diplomatic and Consular mission of the Republic of Latvia in foreign states)

## MARRIAGE

**E – application for death registration**  
(medical certificate on the cause of death)

Only Forensic Medicine institutions can submit such a document electronically.  
Other medical institutions or medical personnel issue it in paper form  
(it is necessary to receive the original of the document, which is in paper format).

DEATH REGISTRATION



## **E - application** for changing name, surname or nationality record

can be submitted:

- (1) only to the Civil Registry Department of Ministry of Justice of the Republic of Latvia  
*(in Civil registration institutions, the Diplomatic and consular representation of Latvia foreign states, the application is submitted personally / in person; the received application is sent to Civil Registry Department of Ministry of Justice of the Republic of Latvia for decision making)*
- (2) if there are reasons specified by law
- (3) by a citizen of Latvia, a non-citizen of Latvia or a person who has been granted stateless status in the Republic of Latvia, if he has reached the age of 15
- (4) on a specific form, signed with a secure eSignature and with a time stamp

CHANGE OF NAME, SURNAME, NATIONALITY RECORD



**E – application** repeatedly requesting document:

The e-application can be submitted: (1) by sending it by e-mail to the official e-mail address of the institution (signed with an e-signature) or (2) using e-services on the unified portal of the state and municipality [www.latvija.gov.lv](http://www.latvija.gov.lv)

**A re-requested document** issued electronically can be **a statement**.

Birth, marriage, death certificates are issued only in paper format.

REPEATEDLY REQUESTED DOCUMENTS

**E - application** for changing gender data:

- a submission signed with a secure eSignature and timestamped
- can be submitted by persons born in Latvia
- submitted to the Civil registration Office of the municipality or the Diplomatic and consular mission of Latvia in foreign states

CHANGE OF GENDER DATA

**E – application** (free form) for solving other issues/cases;

For communication with state and local government institutions,  
you can use – state administration service portal [www.latvija.gov.lv](http://www.latvija.gov.lv)

E-documents from foreign countries (accepted from EU member states, if  
verified in the electronic signature verification system – [www.eparaksts.lv](http://www.eparaksts.lv))

OTHER E-SERVICES



## AVAILABILITY

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Exact information about options,  
available services, processes

## BENEFIT

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Efficiency of solving the question;  
economy of resources; development

## INVESTABLE WORK

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Normative regulation, information system,  
etc. reconciliation of circumstances;  
simplified (easy to understand) their use

## E-SOLUTIONS

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IS / WILL BE OUR FUTURE

# THANKS!

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