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Republic of Latvia

Cabinet

Regulation No. 405

Adopted 3 September 2002

Procedures for Issuing, Registering and Extending Residence Permits to Refugees and Persons who Have Been Granted Alternative Status

Issued pursuant to Section 27 and Section 37, Paragraph two of the Asylum Law

1. These Regulations prescribe the procedures by which:
 - 1.1. permanent residence permits shall be issued to refugees and the annual registration of such permits shall be performed (hereinafter – registration); and
 - 1.2. permanent residence permits or temporary residence permits shall be issued to persons who have been granted alternative status, and by which permanent residence permits shall be reregistered and temporary residence permits extended (hereinafter – registration).
2. The permanent residence permits referred to in Sub-paragraphs 1.1 and 1.2 of these Regulations shall be registered once a year.
3. In order to receive a permanent residence or temporary residence permit, refugees or persons who have been granted alternative status shall submit in person the following documents to the Refugee Affairs Department of the Office of Citizenship and Migration Affairs (hereinafter – Department):
 - 3.1. a submission;
 - 3.2. a personal identification or travel document and the personal identification or travel documents of their children; and
 - 3.3. a document certifying information regarding the place of residence in the Republic of Latvia.
4. In order to extend a temporary residence permit, the person who has been granted alternative status shall submit in person the following documents to the Department:
 - 4.1. a personal identification or travel document and the personal identification or travel documents of their children; and
 - 4.2. a document certifying information regarding the place of residence in the Republic of Latvia.
5. In order to register a permanent residence permit, refugees or persons who have been granted alternative status shall submit in person the following documents to the Department:
 - 5.1. a personal identification or travel document and the personal identification or travel documents of their children; and
 - 5.2. a document certifying information regarding the place of residence in the Republic of Latvia.

6. When issuing and extending temporary residence permits or when registering permanent residence permits, officials of the Department shall examine the documents submitted by a person and shall verify the identity of the person.

7. Refugees or persons who have been granted alternative status shall submit the documents for the extension of temporary residence permits or for the registration of permanent residence permits to the Department not later than thirty days prior to the expiry of the term of validity specified in the residence permit.

8. The official of the Department shall issue, extend or register the relevant residence permit within a time period of one month of the receipt of the documents referred to in Paragraphs 3, 4 and 5 of these Regulations.

9. Officials of the Department, when issuing permanent residence permits or temporary residence permits, shall inform the refugee or person who has been granted alternative status that:

9.1. permanent residence permits must be registered each year; and

9.2. within a period of seven days after the change of the place of residence, the Department must be notified in writing thereof, by appending a document certifying information regarding the place of residence in the Republic of Latvia.

10. Upon receiving a residence permit, refugees or persons who have been granted alternative status shall certify with a signature that they have been informed regarding the obligations that must be fulfilled in accordance with these Regulations.

Prime Minister

A. Bērziņš

Minister for the Interior

M. Segliņš