

## DOCUMENT CHECKLIST FOR A TEMPORARY RESIDENCE PERMIT

### PART I

Due dates set below are approximate and in fact depend on how quickly required documents can be arranged.

A photocopy (scan) of the information page of valid (international) passport **for you and your spouse** which includes:

- The passport number
- The issuance and expiry dates
- Photo, name, date and place of birth.

**Note:** Due date to receive – in 2 days via email.

Full declared address **for you and your spouse** in the country of residence where you are legally registered. Please make sure that you provide postal codes.

**Note:** Due date to receive – in 2 days via email.

Full actual address **for you and your spouse** in the country of residence where you actually live. Please make sure that you provide postal codes.

**Note:** Due date to receive – in 2 days via email. **We will send Employment Contract to your actual address.**

Your phone number.

**Note:** Due date to receive – in 2 days via email.

**A photocopy (scan) of your bachelor degree & transcript of courses.** Before scanning these documents, make sure they are certified with Apostille stamp. Certifying the documents with Apostille may take around 30 days.

### PART II:

Once information and documents mentioned in PART I are received, representative of Evolution Latvia will submit Sponsorship Request at the The Office of Citizenship and Migration Affairs here in Riga.

Sponsorship Request is the first step towards requiring residence and work permit in Latvia (<http://www.pmlp.gov.lv/en/home/services/residence-permits/procedure-of-approval-of-a-letter-of-invitation.html>)

**After submission of Sponsorship Request at OCMA Employment Contract will be sent to your actual address.**

### PART III:

When Sponsorship Request is approved by OCMA (usually within 2 business days), you and your spouse members will have to submit specific documents at Latvian Embassy.

Valid international passport **for you and your spouse.** We advise taking your local passports with you as well.

Certificate of (non)Convictions **for you and your spouse.**

**Note:** Please order Certificates of (non)Convictions as soon as possible since it may take up to 30 days to receive it. Please also take into account that electronic version of Certificate of (non)Convictions is not valid for relocation. After issue Certificates of (non)Convictions should be certified with Apostille.

**You don't have to arrange translation to English.**

Original of Marriage Certificate will have to be presented upon visit to Latvian embassy. After issue Marriage Certificate should be certified with Apostille.

- Original University diploma + transcript of courses certified with Apostille* will have to be presented upon visit to Latvian embassy.
- Signed Employment Contract* will have to be presented upon visit to Latvian embassy. Employment Contract will be sent to your actual address after Sponsorship Request is submitted at OCMA.
- Application for Requiring a Residence Permit:*  
[http://www.pmlp.gov.lv/ru/assets/documents/Uztur%C4%93%C5%A1an%C4%81s/pielikumi/UA\\_anketa\\_2016.pdf](http://www.pmlp.gov.lv/ru/assets/documents/Uztur%C4%93%C5%A1an%C4%81s/pielikumi/UA_anketa_2016.pdf)  
We will send a pre-filled example to you once Sponsorship Request is submitted at OCMA.  
**Note:** Each family member has to fill-in his/her own application.
- Document photo(3,5 x 4,5 cm) for you and each family member relocating with you.* Color photograph on a light background. Photograph will be glued to application for requiring a residence permit.
- Sponsorship Request number.* Will be generated after Sponsorship Request at OCMA is submitted. We will forward it to you via email.
- Rental Agreement or Confirmation Letter from owner of the Apartment.* Document confirming the intended place of residence in Latvia. Early lease termination option must be included in Rental Agreement. If landlord is not the owner of the apartment you plan to rent, please ask for his/her notarized copy of power of attorney which states that the actual owner of this property allows the landlord to act with this property.  
**Note:** Information on housing options and real estate agent contacts will be sent separately to you via email.

After visit at the embassy, documents will be sent to OCMA in Riga that will make final decision on granting temporary residence permit. Your documents will be examined within 5 business days after OCMA has received them in Riga. You will receive final decision via email.

#### **PART IV**

If decision received from OCMA is positive, you and your family members will have to to apply for D-type visa though PonyExpress service. Following documents will be required upon this visit:

- Valid international passports for you and each family member.*
- 2 document photos (3,5 x 4,5 cm) for you and each family member.* Color photograph on a light background.
- Insurance policy for you and your spouse.* Should be valid for 30 days and should be valid for the whole Schengen area. The minimum coverage of insurance policy should be 42,600 EUR.
- Copy of local passport for you and each family member.* We advise taking your local passport with you as well.
- Filled and signed application for long-stay visa.*
- Copy of decision from OCMA stating that you have been granted temporary residence permit.*

#### **PART V**

After arrival to Latvia you will have to visit local health care center to have chest x-ray taken (tuberculosis test) and to undergo medical check-up. Following documents will be needed upon visit to health care center:

- Valid international passport for you and each family member.*
- Foreign bank card or cash.* To pay for chest x-ray/visiting family practitioner.  
**Note:** Results will be ready on the next day – to pick-up results from health care center **you will have to present valid international passports.**

**PART VI**

Once tuberculosis test results are on your hands, we can plan a visit to The Office of Citizenship and Migration Affairs to order issue of Latvian ID card. During this visit your fingerprints and photos will be taken. Following documents will be needed upon this visit:

- Valid international passport for you and each family member.*
- Tuberculosis test results.*
- Foreign bank card.* To pay for issue of ID card and declaration of place of residence in Latvia.  
**Note: OCMA doesn't accept payments in cash.** ID card will be ready after 2 business days.

**PART VII**

Once ID card is ready, you and your family members will have to visit OCMA again to pick-up ID card and declare your place of residence in Latvia. Following documents will be needed upon this visit:

- Valid international passport for you and each family member.*
- Foreigner Health Insurance.* It will be arranged by Evolution Latvia representative and sent to your email before the second visit to OCMA.

**Congratulations! You have successfully acquired Latvian temporary residence permit and may officially start your journey with Evolution Latvia!**

## RELOCATION PROCESS FLOW

