

LATVIA UNIVERSITY OF LIFE SCIENCES AND TECHNOLOGIES (LLU)

Reg. No. 90000041898; Lielā iela 2, Jelgava, LV-3001; phone number: 63022584; email: edokuments@llu.lv

RECTOR'S ORDER

Jelgava

18.10.2021

No. 4.3.-13/72

On paid services
for the provision of information

1. Based on Cabinet Regulation No. 940 "Regulations on Paid Services for the provision of information" and the Freedom of Information Law, at the request of an individual, I determine the following paid services for the provision of information at LLU for:
 - 1.1. preparation and issuance of information from the LLU archive,
 - 1.2. preparation and issuance of information from the LLU information system (LLU IS),
 - 1.3. preparation and issuance of derivatives or duplicates of documented information.
2. I instruct the responsible clerical personnel of the LLU structural units to provide paid services (see Annex 1) in the preparation of information at the request of natural and legal persons.
3. To exempt from the fee for paid services, persons who submit a relevant copy of the document evidencing the status (presenting the original):
 - if the information is requested by disabled persons,
 - if the information is requested by participants in the elimination of the consequences of the Chernobyl nuclear power plant accident,
 - if the information is requested by pensioners for whom the amount of the pension does not exceed the national minimum salary,
 - if the information is requested by individuals found to be destitute,
 - if the requested information is necessary for the protection of the rights and interests of the child,
 - if an individual has lost the document in an accident or due to unlawful conduct.
4. To reduce the amount of the fee from the paid service by 50 percent for a person who submits a relevant copy of the document evidencing the status (presenting the original):
 - if the information is requested by repressed persons,
 - if information is requested by guardians and representatives.
5. Provide free of charge publicly available information that does not need to be further processed.
6. To provide information to LLU students free of charge:
 - if the information is necessary for submission to the State Revenue Service,
 - if the information is necessary for submission to the State Social Insurance Agency,
 - if the information is necessary for the internal use of LLU.

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The student can receive prepared information from LLU IS free of charge twice a year (once a semester).

7. The procedure for requesting and providing information shall be performed in accordance with the order of the Rector of LLU regarding the “Procedure for exercising the rights of the data subject at LLU” and the Rector's order “On the status of restricted access information at LLU”.
8. A private person or its trustee shall request information regarding the production of a duplicate or the issuance of information from the archives of LLU by submitting a written request. The request is available on the LLU website and can be filled in online in the form of an electronic request <https://www.llu.lv/lv/llu-arhiva-pakalpojumi>, confirming the correctness of your data or in the form of a paper form request (see Appendix 2).
9. The service fee has been prepared in accordance with Cabinet Regulation No. 333 “Procedures for Planning and Accounting of Revenues from Paid Services and Expenses Related to the Provision of these Services, as well as the Methodology for Determining the Pricing of Paid Services and the Procedure for Approving Pricing”.
10. If the requester has indicated the method of receiving information by post, the person shall pay for postal services in addition to the service fee (see Annex 1). For shipments abroad, the postal service fee is calculated in accordance with the pricing of Latvijas Pastas services.
11. For the translation of the prepared information, based on the documents in the archive, the payment for the service is calculated in accordance with the service agreement on the provision of Translation, Editing and Proofreading services for the needs of LLU.
12. The prepared information shall only be issued to an individual upon the receipt of a document confirming the prepayment (payment order) or collection of cash. Cash collection, storage, accounting and depositing shall be performed in accordance with the Rector's order on “Procedures for Cash Collection, Storage and Accounting”.
13. The responsible employee of the Communication and Marketing Centre shall post the price list of paid services for the provision of information in the section Archive services on the LLU website.
14. To declare invalid Rector's Order No. 4.3-13/52 of 18 June 2019 “On Paid Services in the Provision of Information”.
15. The order enters into force on 1 November 2021.

Send order: For all faculties, Study Centre, Record Keeping Department, Financial Centre, Resource Accounting Centre, Personnel Department, International Cooperation Centre, Language Centre, Sports Centre, IT and Scientific Equipment Centre, Communication and Marketing Centre, one copy per case.

Rector

I. Pilvere

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Price list of paid services for the provision of information

No.	Type of service	Unit of measurement	Payment	
			issued in person or sent electronically	sending by post in paper form (Latvia)
1.	Preparation of certificates			
1.1.	Academic certificate from LLU IS ¹ (in Latvian/English)	1	5.00	7.00
1.2.	Certificate regarding study time ¹ (in Latvian/English)	1	5.00	7.00
1.3.	Archive certificate regarding study time or employment record	1	8.00	10.00
1.4.	Academic certificate regarding study time (based on the documents in the archive)			
	first, second study course	1	10.00	12.00
	first, second, third ... study course	1	12.00	14.00
1.5.	Repeated archive certificate	1	3.00	5.00
1.6.	Transcript of records from LLU IS	1	5.00	7.00
1.7.	Transcript of records (based on the documents in the archive)	1	12.00	14.00
2.	Preparation of duplicates			
2.1.	Duplicate of diploma and appendix from LLU IS	1	15.00	-
2.2.	Duplicate of diploma and appendix (based on the documents in the archive)	1	20.00	-
3.	Preparation of copies and forwarding			
3.1.	Preparation of a copy of the document and certification of its correctness (based on the documents in the archive)		5.00	7.00
	A4 sheet	1	5.00	7.00
	several sheets (bound or sewn)	2-...	6.00	8.00
3.2.	Preparation of copies of documents, extract, transcript and certification of correctness, if the amount of relevant information exceeds 20 pages	20-...	6.00	8.50
3.3.	Electronic confirmation and forwarding of a copy of a document or a set of derivatives (based on the documents in the archive)	1...	4.00	-

Copying and printing		
Type of service	Price with VAT for 1 page	
	A4 sheet	A3 sheet
Black and white one-sided	0.05	0.10
Black and white double-sided	0.10	0.20
Coloured one-sided	0.40	0.80
Coloured double-sided	0.80	1.60

Value added tax shall not be applied to paid services for the provision of information in accordance with Section 3, Paragraph eight of the Value Added Tax Law.

¹Twice a year (once a semester) the student receives information free of charge

LATVIA UNIVERSITY OF LIFE SCIENCES AND TECHNOLOGIES

The applicant

(name, surname, previous name, surname, if changed)

Personal

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identity number

Trustee of the applicant

(name, surname, personal identity number)

(indicate the document certifying the relationship, authorisation or the document certifying the permit)

If there is no personal identity number (foreigner)

(indicate the full date of birth, the identification code entered on the identification document and the issuing country)

Means of communication

(phone, e-mail address)

REQUEST

Please issue

Diploma duplicate

Archive certificate regarding
study time

Archive certificate regarding
employment record

Academic certificate

Transcript, extract, copy

Other _____

Place of receipt of the answer (does not apply to the issuance of a diploma duplicate)

in person, LLU Record Keeping Department
(room 197, castle),
presenting an identification document

by post in paper form to the specified address _____

(indicate address, postal code)

by e-mail with an electronic signature _____

(specify email address)

to your e-address with an electronic
signature _____

(indicate the official e-address account)

A duplicate of the diploma is issued in person at the LLU Study Centre (room 178, castle), presenting an identification document

Payment method

Bank Transfer

in person (does not apply to the preparation of a diploma duplicate)

To receive a reduction or exemption from the paid service, specify and attach a copy of the document evidencing the status

(name, date, number of the document evidencing the status)

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Justification for the relevant service:

Type of service	Faculty and study programme	Year of graduation or dismissal	Type of studies and level of studies	Purpose of the justification (mandatory)
Diploma duplicate			Type of study <input type="checkbox"/> full time <input type="checkbox"/> part time Study level <input type="checkbox"/> undergraduate studies <input type="checkbox"/> master's studies <input type="checkbox"/> doctoral studies	<input type="checkbox"/> lost <input type="checkbox"/> stolen <input type="checkbox"/> destroyed <input type="checkbox"/> damaged
Academic certificate			Type of study <input type="checkbox"/> full time <input type="checkbox"/> part time Study level <input type="checkbox"/> undergraduate studies <input type="checkbox"/> master's studies <input type="checkbox"/> doctoral studies	
Archive certificate regarding study time			Type of study <input type="checkbox"/> full time <input type="checkbox"/> part time Study level <input type="checkbox"/> undergraduate studies <input type="checkbox"/> master's studies <input type="checkbox"/> doctoral studies	
Transcript, extract, copy*			Type of study <input type="checkbox"/> full time <input type="checkbox"/> part time Study level <input type="checkbox"/> undergraduate studies <input type="checkbox"/> master's studies <input type="checkbox"/> doctoral studies	
* indicate what information from the archive documents is required				
Type of service	Department and position	Length of service completed	Notes	Purpose of the justification
Archive certificate regarding employment record		recruitment year: termination of employment year:		
Other				

We would like to inform you that the personal data in the request will only be processed by the relevant LLU employees for the purpose of identifying the specific natural person or its legal representative, communicating with the applicant, administering costs, preparing the documents specified in the request and providing an answer. The legal basis for the processing of personal data is your consent.

By signing and submitting the request, I certify that I am informed about my rights in relation to the protection of personal data at LLU, incl. the right to withdraw consent for processing (information on the rights of a person in relation to the protection of personal data at LLU, [link: https://www.llu.lv/privatuma-politika](https://www.llu.lv/privatuma-politika)). I am informed that the information obtained from the documents in the archive may be used in accordance with the laws and regulations of the Republic of Latvia.

Documents are prepared and issued after payment, in accordance with the price list of paid services.

_____. _____. 20____.

/signature/**

/transcript of the signature/

**Handwritten date and signature are not required if the document is signed with a secure electronic signature containing a time stamp

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