

RECTOR'S DECISION

Jelgava

March 21, 2016.

No. 4.3.-13/22

**On fees of issuing official documents
and providing information**

The clerical employees of the departments of the Latvia University of Agriculture are entitled to provide services for a fee to private individuals and legal entities upon their request in issuing official documents and providing information (the pricing is included in the supplement).

1. Official documents:

- 1.1. preparation and issuing of certificates on the basis of official documents available in the files or the archive,
- 1.2. preparation of official transcripts of grades,
- 1.3. preparation of references or recommendations,
- 1.4. preparation of diploma supplements or academic certificates in a foreign language.

Certificates are issued in person, the delegates are entitled to receive the necessary certificates upon submitting the power of attorney from a person they are representing or the Orphans' Court.

2. **Preparation of derivatives of official documents** - Preparation and issuing of copies of documents, extracts, accuracy certifications.
3. Preparation and issuing of **duplicates of official documents** from existing data bases.
4. **Issuing written information** on the basis of the Law on Freedom of Information:
 - 4.1. providing information from the LLU Archive,
 - 4.2. preparation and issuing of information from LLU data bases.

5. It is allowed to exempt from paying fees the following:

- 5.1. Full-time students for:
 - 5.1.1. preparation of certificates for the State Revenue Department,
 - 5.1.2. preparation of certificates for the State Social Insurance Agency,
 - 5.1.3. preparation of documents for LLU internal use;
- 5.2. Private individuals who have the following status and have proved the status by producing the relevant document or a copy of such a document:
 - 5.2.1. people with special needs,
 - 5.2.2. participants of Chernobyl nuclear power plant emergency relief,
 - 5.2.3. private individuals recognised to be poor,
 - 5.2.4. if the necessary information is required for the protection of children's rights and interests;
- 5.3. The state or law enforcement institution (a judiciary body, the State Revenue Service, the State Social Insurance Agency, the Corruption Prevention and Combating Bureau etc.) on the basis of a written request.

6. The fee for the paid services shall be decreased by 50%, if an original or a copy certifying the following status has been submitted:

- 6.1. repressed persons,

6.2. guardians and trustees.

7. Fees shall not be charged for the generally available information and restricted accessibility information which does not require additional processing.
8. Charging, storage, book-keeping of payments and transferring them into the LLU account must be performed according to LLU Regulation No.4.3.-23/2 as of April 16, 2014 “On Charging, Storage and Book-keeping of Cash Receipts” (16.04.2014. Regulation of the LLU Chancellor “On Charging, Storage and Book-keeping of Cash Receipts”).
9. Rector’s regulation No.13-13 as of 13.02.2014. is announced not to be in force.
10. The regulation should be distributed to all departments, 1 copy in the file.

The supplement includes: The pricing chart of issuing official documents and providing information.

Rector

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APPROVED:
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Pricing of Issuing Official Documents and Providing Information

No	Type of service	Measurement	Fee, EUR	21% VAT, EUR	Fee incl.VAT, EUR
1.	Issue of official documents				
1.1.	Certificates from the archive				
1.1.1.	Issuing of certificates from the archive in 7 days' time	Certificate	4.70	0.99	5.69
1.1.2.	Issuing of certificates from the archive in a day's time	Certificate	7.06	1.48	8.54
1.1.3.	Issuing of certificates from the archive and translation into Russian	Translation	5.88	1.23	7.11
1.1.4.	Issuing of repeated certificates	Certificate	1.17	0.25	1.42
1.2.	Academic certificates and other documents				
1.2.1.	Issuing of academic certificate in 7 days' time regarding the 1st and 2nd year	Transcript	4.70	0.99	5.69
1.2.2.	Issuing of academic certificate in 7 days' time regarding the 3st and 4nd year	Transcript	8.23	1.73	9.96
1.2.3.	Issuing of academic certificate of the examination list without the record book regarding the 1st and 2nd year	Transcript	4.70	0.99	5.69
1.2.4.	Issuing of academic certificate of the examination list without the record book regarding the 3st and 4nd year	Transcript	9.40	1.98	11.38
1.2.5.	Issuing of academic certificate by printing it out of LLU IS programme	Transcript	2.36	0.49	2.85
1.2.6.	Issuing of transcript of grades from the record book	Achievement record	5.88	1.23	7.11
1.2.7.	Issuing of a reference or recommendation	Reference, recommendation	5.88	1.23	7.11
1.2.8.	Issuing of a certificate	Certificate	2.36	0.49	2.85
1.3.	Issuing documents in foreign languages				
1.3.1.	Translation of a diploma supplement into English	Translation	9.40	1.98	11.38
1.3.2.	Issuing of a certificate in English	Certificate	5.88	1.23	7.11
1.3.3.	Issuing a transcript of grades in English	Achievement record	5.88	1.23	7.11
2.	Issuing derivatives of documents				
2.1.	Issue and accuracy approval of the copy of an official document:				
2.1.1.	On 1 page	Copy	1.76	0.37	2.13
2.1.2.	On several pages (bound with a cord or thread)	Copy	3.53	0.74	4.27
2.2.	Issue and accuracy approval of an extract of a document:				
2.2.1.	On 1 page	Extract	2.94	0.62	3.56
2.2.2.	On several pages (bound with a cord or thread)	Extract	4.70	0.99	5.69
3.	Issue of document duplicates				
3.1.	Issuing of a diploma duplicate from the existing data bases (fees of duplicates of	Duplicate	8.32	1.75	10.07

	the students' ID and record books are determined with the Senate's decision as the percentage from the basic student scholarship)				
4.	Providing written information				
4.1.	Photocopying from the LLU documents	One A4 sheet	0.07	0.02	0.09
		One A3 sheet	0.14	0.03	0.17
4.2.	Obtaining information from the computer				
4.2.1.	Black-and-white printing	One A4 sheet	0.07	0.02	0.09
4.2.2.	Coloured printing	One A4 sheet	0.76	0.16	0.92
4.2.3.	Saving information from the computer in the data storage	1 data storage	1.17	0.25	1.42
4.2.4.	Scanning	1 sheet	0.23	0.05	0.28
4.2.5.	Issue of a copy of a documented information or a duplicate, if its volume comprises more than 20 pages	1 document	0.66	0.14	0.80