

Handing in Submissions to the Saeima

According to Article 104 of the Constitution of the Republic of Latvia, all persons have the right to hand in their submissions to state and municipal institutions and to receive a response in substance.

The procedure for receiving and considering the submissions is subject to the Law on Submissions.

Written submissions can be handed in to the Saeima:

- **by mail:** Latvijas Republikas Saeima, Jēkaba iela 11, Rīga, LV -1811;
- **via e-mail:** saeima@saeima.lv;
- **in person:** at the Saeima Visitor and Information Centre, located on Jēkaba iela 16 (on weekdays from 9:00 to 16:30)
- **by fax:** (+371) 67087100;
- by depositing the submission **in the post-box** in the Main Vestibule of the Saeima building on Jēkaba iela 11.

The staff members of the Saeima Visitor and Information Centre will help individuals to put in writing the concerns expressed orally.



The Procedure of Submission Consideration

The Saeima provides a response in substance no later than within a month after the day of receipt of the submission. If the contents of the submission do not require a response in substance, the Saeima informs the submitter about the receipt of the submission within a period of seven workdays.

Providing Information

Upon receiving a request from a natural person, the Saeima provides the information at its disposal within 7 to 30 days according to the Freedom of Information Law and depending on the way the information is requested.



Visitor and Information Centre of the Saeima

The Addressees of the Submissions

Upon handing in a submission to the Saeima it is desirable to address the submission to a specific Saeima structural unit or an official.

The submitter has the right to hand in a personal submission by marking the envelope “personal”.

In case a delivery has to be handed in to a member of parliament or a staff member, the addressee should be contacted in person.





Form of the Submission

In order to receive a response, submitters must provide their names, surnames and addresses where responses should be sent. The submissions must also be signed. The submitters are free to provide any other information that would be helpful in contacting them.

Progress of the Submission

Information on the progress of the submission and the term for receiving a response can be obtained by calling the Saeima hotline: (+371) 67087321 (on weekdays from 8:30 to 17:00), or by e-mail: info@saeima.lv

Overview of the Received Submissions

Submissions are an important source of information in the work of committees and parliamentary groups. In order to provide the members of parliament with an opportunity to analyse the opinions and suggestions of citizens, the Public Relations Department gathers information and prepares a monthly overview that is considered at the Mandate, Ethics and Submissions Committee.

The overview is published at the [Saeima website](#).



Interesting Facts

- The Saeima annually receives more than 6,000 submissions from natural persons.
- The number of submissions expressing concerns about current public and political events, as well as providing suggestions for developing the national economy and improving legislation, is increasing.
- The amount of correspondence received from NGOs and collective bodies is increasing constantly. In November 2006 the Saeima received a submission signed by nearly 80,000 citizens requesting the compensation of national holidays that fall on Saturday or Sunday with extra holidays.
- Each year when the Saeima considers the draft budget, the number of submissions increases significantly. For example, this summer the Saeima received approximately 300 submissions regarding amendments to the 2009 budget that were signed by almost 2,000 citizens.

For Notice

The Saeima is a legislative institution and does not consider complaints about decisions adopted by public administration or law enforcement officials.

The Saeima does not provide official explanations of a law.

