



## VISITOR AND INFORMATION CENTRE

Priorities of the Saeima include openness, cooperation with society and its involvement in the legislative process.

The Visitor and Information Centre (hereinafter – Centre) plays a crucial role in fostering parliamentary dialogue with society by enabling everyone to come in person and to learn about the work of the Saeima, file a submission with the Saeima and meet members and officials of the parliament without the need to obtain a pass.

### THE CENTRE PROVIDES INDIVIDUALS WITH OPPORTUNITIES TO:

#### LEARN ABOUT:

- the work of the Saeima;
- the possibilities to contact members and officials of the parliament;
- the status of draft laws;
- the transcripts of plenary sittings, voting results, archives of video and audio recordings;
- the guided tours of the main building of the Saeima;
- the possibilities to observe plenary sittings and committee meetings;
- the school programme “Meet the Saeima” and other events in the parliament;

#### MEET:

- members and officials of the parliament (by prior appointment);

#### VIEW:

- informative materials about the Saeima, its history and activities.

### WRITTEN SUBMISSIONS TO THE SAEIMA CAN BE

- sent by mail addressed to: Latvijas Republikas Saeima, Jēkaba iela 11, Rīga, LV-1811;
- emailed to [saeima@saeima.lv](mailto:saeima@saeima.lv);
- filed in person at the Centre on Jēkaba iela 16 (on business days from 9:00 to 16:30);
- dropped in the mail box in the main building of the Saeima on Jēkaba ielā 11;
- filed via the portal [www.latvija.lv](http://www.latvija.lv).

The Saeima also accepts documents signed with a secure electronic signature.

Information about the processing of a submission and the deadline for responding can be obtained by calling the Saeima hotline at +371 67087321 (on business days from 8:30 to 17:00) or by sending an e-mail to [info@saeima.lv](mailto:info@saeima.lv). This information is provided pursuant to the Law on Submissions, Freedom of Information Law, and Personal Data Processing Law. The data provided by the submitter shall only be used for the purpose of responding to the submission.

### THE CENTRE DOES NOT:

- provide legal counselling;
- provide social assistance;
- examine complaints concerning decisions made by public administration and law enforcement agencies or public officials;
- deal with specific problems of individuals;
- provide official explanations of laws.

The Centre does not accept personal deliveries addressed to MPs or staff members

of the Saeima. For this purpose, the addressee should be contacted in person, or the delivery should be made to the Document Management Department of the Saeima on Jēkaba iela 11.

If the query is made on an issue that does not fall within the competence of the Centre, it may provide the contact information of the competent institution.

All answers to submissions are of a strictly informative nature and should not be considered legally binding.

Once a month, the Public Relations Department informs the Mandate, Ethics and Submissions Committee on the activity of the Centre. All overviews regarding received submissions are published on the [Saeima website](http://Saeima website).

The Centre is located on **Jēkaba iela 16, Rīga** (entrance from Trokšņu iela), info line: +371 67087321, e-mail: [info@saeima.lv](mailto:info@saeima.lv).

It is open for visitors **on weekdays from 9:00 to 16:30**.

