

Obligation to inform the State Labour Inspectorate

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An employer who posts an employee to perform work in Latvia has a duty, prior to posting the employee to inform in writing in the Latvian language the Latvian State Labour Inspectorate regarding such posted employee, indicating:

the given name, surname and address of a natural person who is employer, or the name (business name) of the legal entity (company), its registration number, address and other contact information (telephone number, e-mail address);

the given name and surname of the employee;

the anticipated duration of the posting, as well as the date of commencement and completion of work;

the location of performing the work (if the performance of work duties is not intended in some certain place, specify that the employee may be employed in different locations);

representative of the employer, including the given name, surname and contact information:

- who is authorised to represent the employer in the State institutions of Latvia and in a court;
- to whom the parties of the collective agreement may refer in order to launch negotiations regarding the entering into of a collective agreement in accordance with the provisions of the Labour Law. Please note that the employer may assign two different persons – a different one for each of the above cases, or the same person for both cases.

a person for whose benefit the work will be performed (recipient of a service) as well as the nature of the services justifying the posting,

a certification that the posted employee who is a third-country national legally works for an employer in the European Union Member State, the European Economic Area State or the Swiss Confederation.

Contact information for State Labour Inspectorate:

K.Valdemara Str. 38 k -1, Riga, LV – 1010, Latvia

E-mail: vdi@vdi.gov.lv

Working hours:

From Monday till Thursday 8.00 -17.00,

Friday 8:00 - 14.30

Consultations face to face

Kr. Valdemara Str. 38 k-1, Riga, ground floor

Working hours:

Monday 8.00 -18.00

From Tuesday till Thursday 8.00-17.00

Friday 8:00 - 14.30

Talejas Str.1, Riga

Working hours:

From Monday till Thursday 8.15 -17.00,

Friday 8:15 - 15.45

[Contact information of the Regional Inspectorates and reception hours](#)

<https://www.lm.gov.lv/en/obligation-inform-state-labour-inspectorate>