

An Air Baltic airplane is parked on a tarmac next to a ground support equipment vehicle. The scene is overlaid with a semi-transparent grey box containing text.

**VALSTS ROBEŽSARDZES KOLEDŽA  
VISPĀRIZGLĪTOJOŠO PRIEKŠMETU KATEDRA**

**Mārtiņš Spridzāns**

An aerial view of a school campus with several buildings and parking lots. The image is overlaid with a semi-transparent grey box containing text.

**PROFESIONĀLĀS ANĢĻU VALODAS  
TERMINOLOĢIJAS ILUSTRĒTĀ VĀRDNĪCA**



**Rēzekne  
2013**



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## **PRIEKŠVārds**

Mācību līdzeklis ir izstrādāts ar mērķi atvieglot un veicināt profesionālās angļu valodas terminoloģijas apguvi gan Valsts robežsardzes koledžā, gan Valsts robežsardzē. Ilustrētajā vārdnīcā iekļautās tēmas ir saistošas gan Valsts robežsardzes koledžas kadeti, gan Valsts robežsardzes amatpersonām profesionālās angļu valodas terminoloģijas zināšanu apguvei un pilnveidošanai. Ilustrēto vārdnīcu robežsargi un VRK kadeti var izmantot gatavojoties ikdienas pienākumu pildīšanai, gatavojoties nodarbībām, kā arī gatavojoties starptautiskajiem komandējumiem.

# 1. INSTITUTIONS SUBORDINATED TO THE MINISTRY OF THE INTERIOR

**STATE BORDER GUARD**



**STATE POLICE**



**STATE FIRE-FIGHTING AND RESCUE SERVICE**



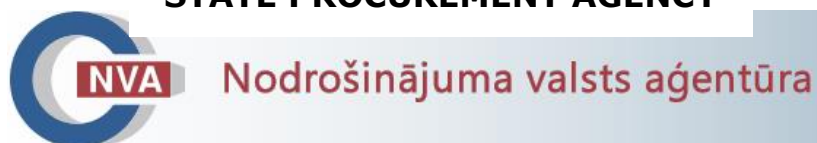
**OFFICE OF CITIZENSHIP AND MIGRATION AFFAIRS**



**SECURITY POLICE**



**STATE PROCUREMENT AGENCY**



## 2. MAIN INSTITUTIONS AND COOPERATION PARTNERS INVOLVED IN GUARANTEEING SECURITY OF THE STATE BORDER

### FOOD AND VETERINARY SERVICE



### STATE LABOUR INSPECTORATE



### Consular Department of the Ministry of Foreign Affairs



### CUSTOMS



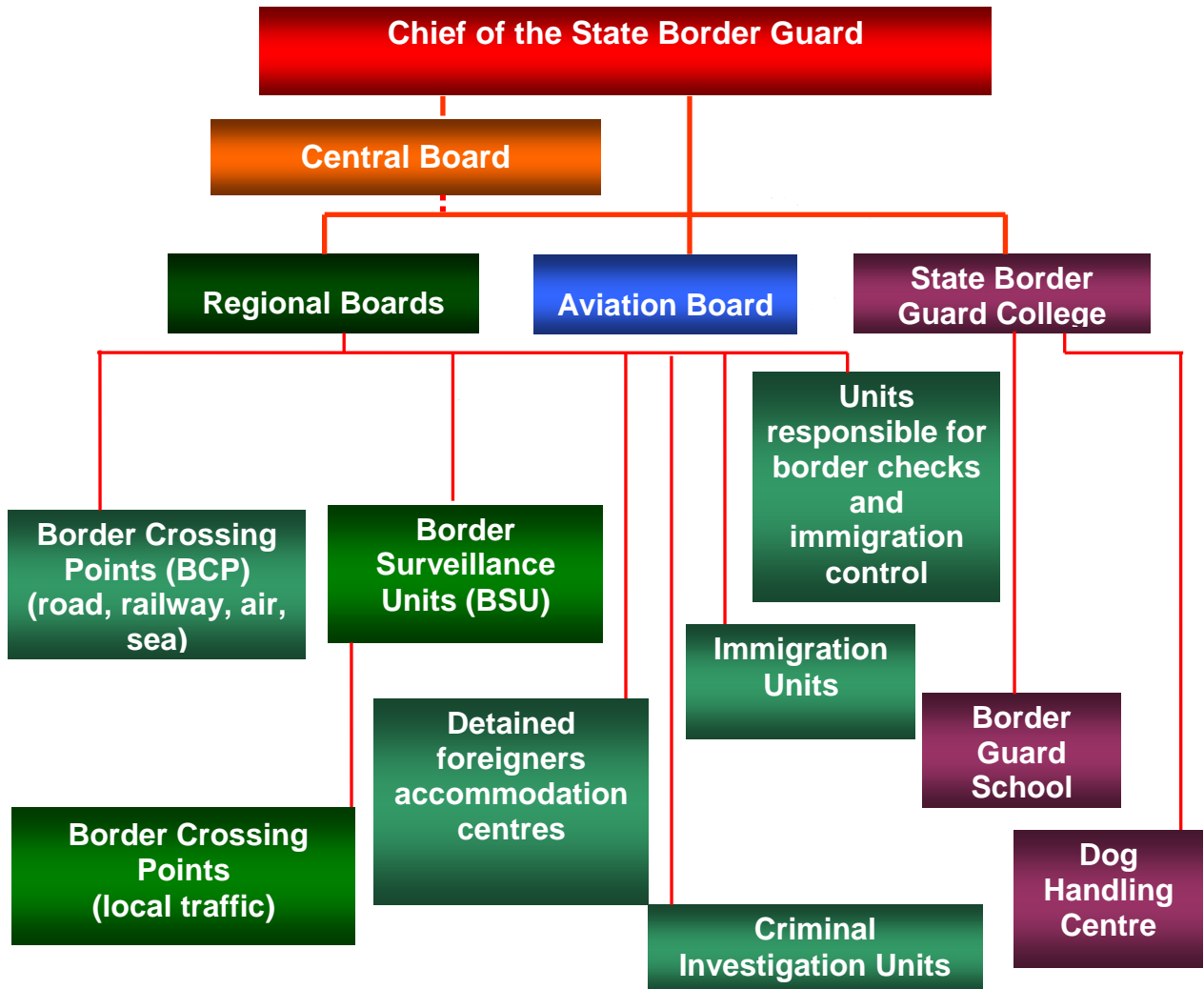
### NATIONAL ARMED FORCES



### NATIONAL GUARD

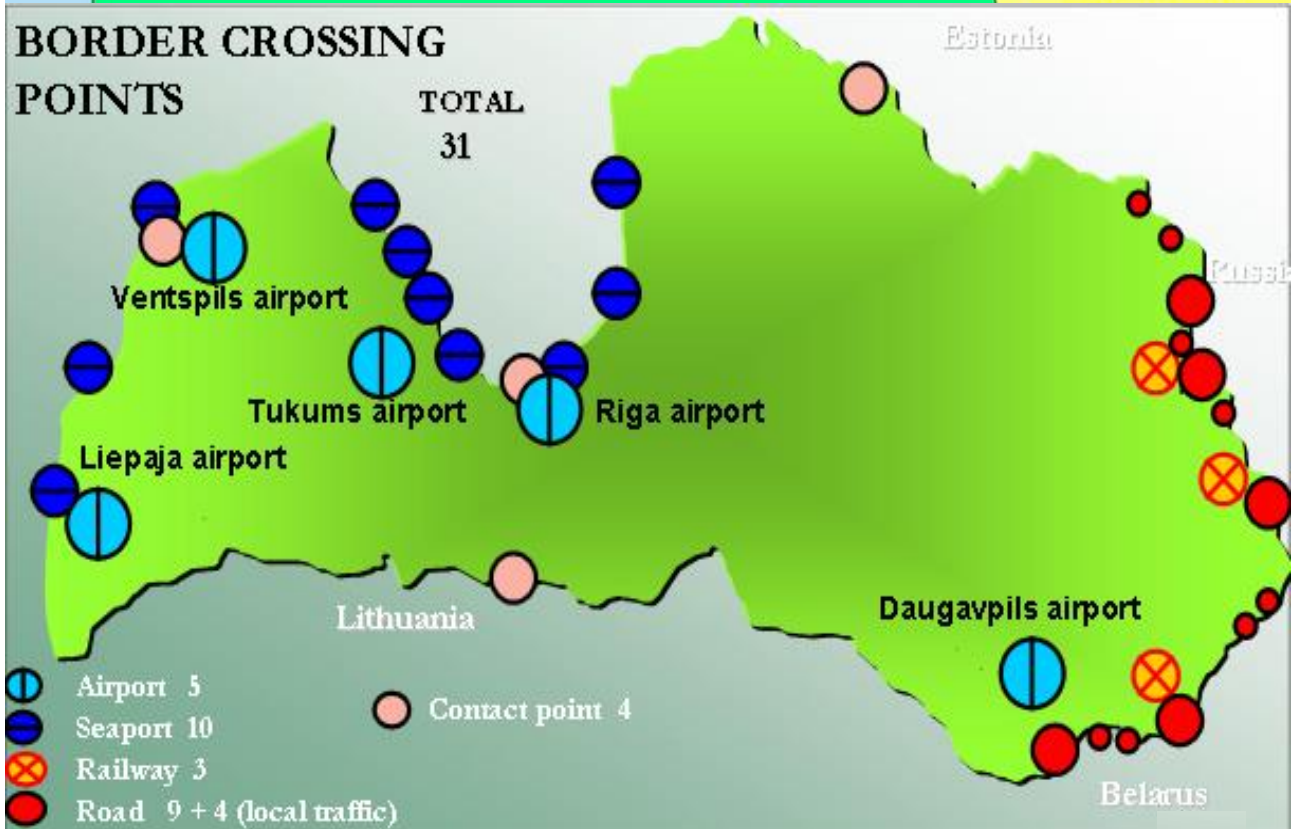


### 3. STRUCTURE OF THE STATE BORDER GUARD



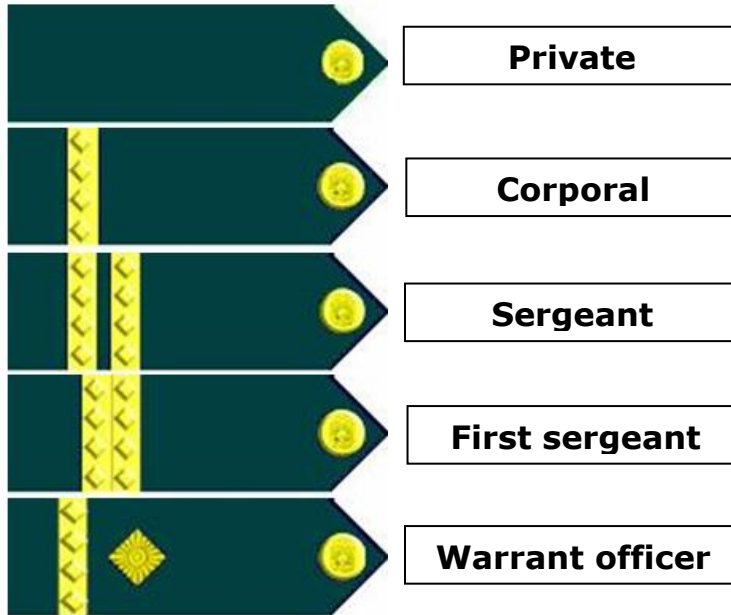


## 4. THE LENGTH OF LATVIAN BORDERS

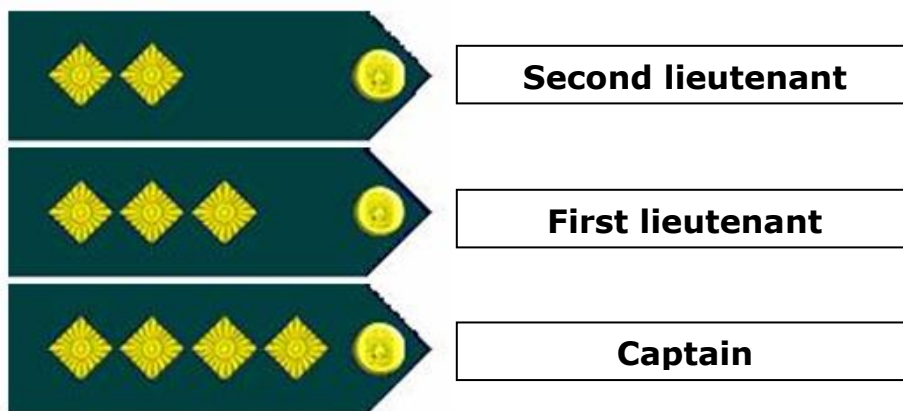


## 5. THE RANKING OF OFFICIALS ACCORDING TO SPECIAL SERVICE RANKS

### Instructors



### Junior officers





**Senior officers**



**Major**



**Lieutenant-colonel**



**Colonel**

**Higher officers**



**General**

**Border guards' uniforms**



**Parade uniform**



**Daily uniform**



**Battle dress uniform**

## 6. TYPES OF BORDER CROSSING POINTS

### ROAD BORDER CROSSING POINTS



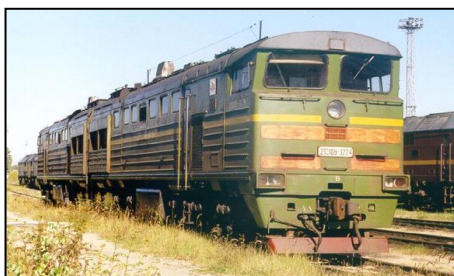
### AIRPORT BORDER CROSSING POINTS



### SEAPORT BORDER CROSSING POINTS



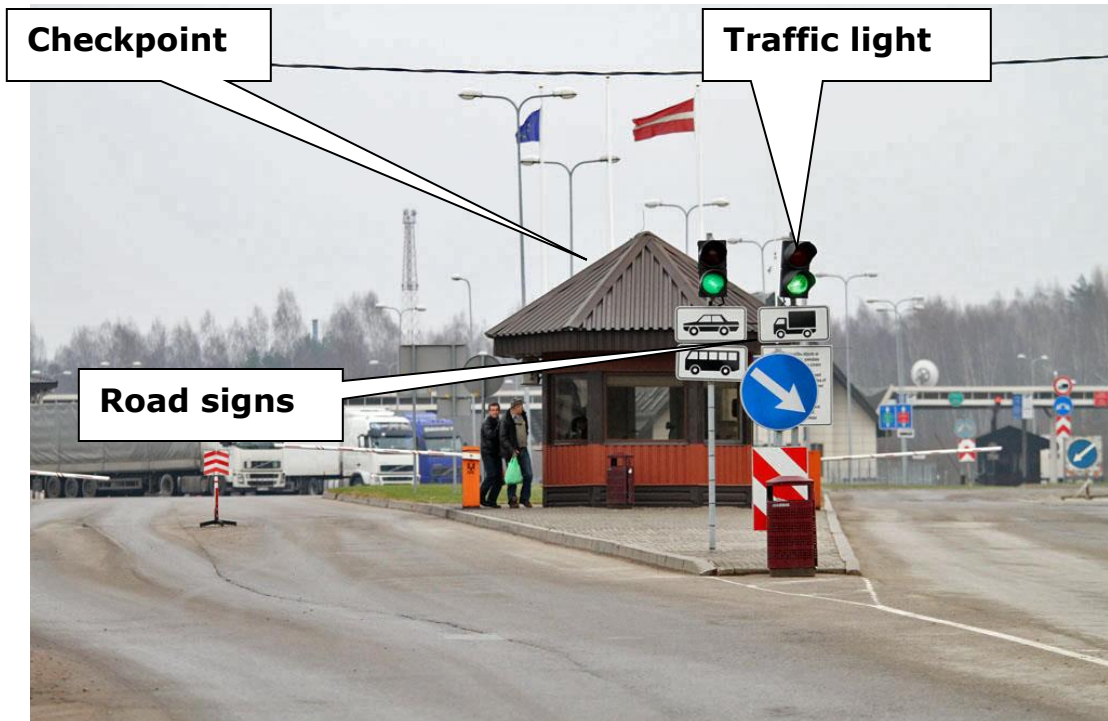
### RAILWAY BORDER CROSSING POINTS



## 7. ROAD BORDER CROSSING POINT (BCP)



The entry to BCP





**Road signs in the territory of BCP**



ES - Eiropas Savienība – European Union  
EEZ – Eiropas Ekonomiskā zona – European Economic Area  
CH – Confoederation Helvetica – Šveices konfederācija



### BCP Grebneva



1. Area for detained vehicles – Aizturēto transportlīdzekļu stāvvietā
2. Building for detailed examination – Padziļinātās pārbaudes ēka
3. Food and Veterinary Service – Pārtikas un veterinārais dienests
4. Registration area – Noformēšanas laukums
5. Administration – Administrācija
6. Border Surveillance Unit – Robežapsardzības nodaļa

### BCP Terehova





## 8. BORDER CROSSING PROCEDURE IN ROAD BCP





### Control voucher for vehicles

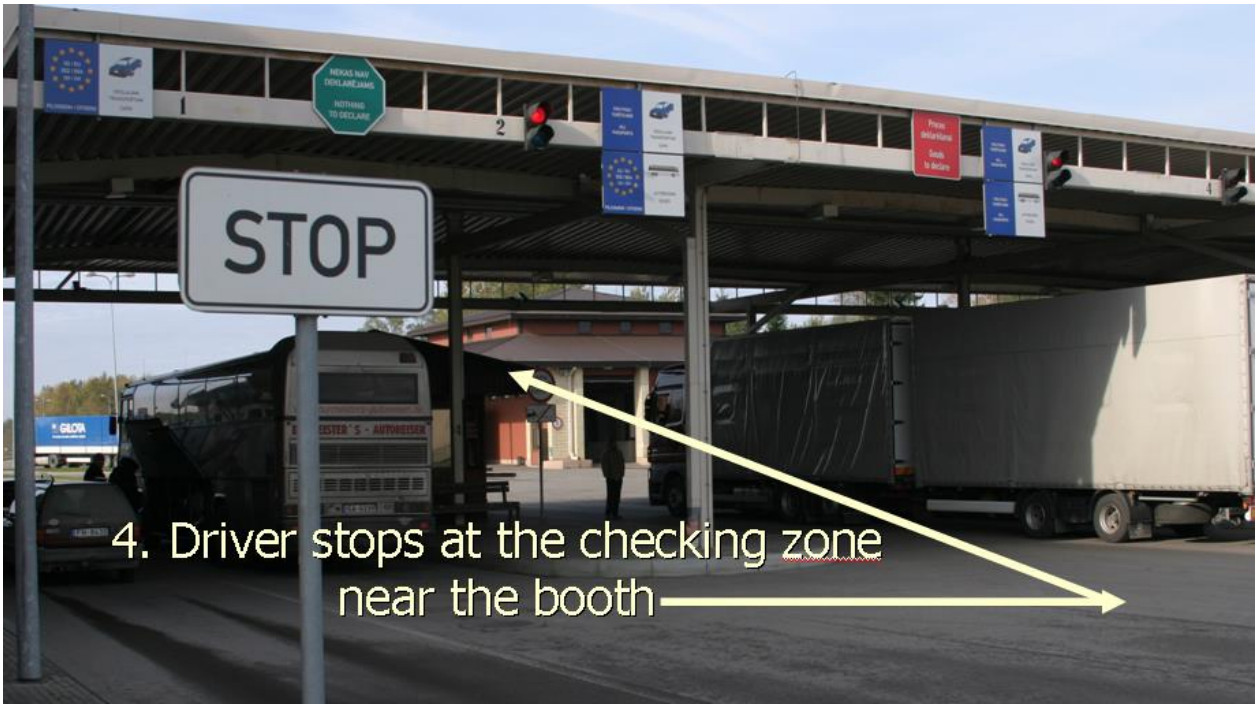
<b>Kontroles talona Nr.</b>	
<b>Uzmanību!</b> Šis dokuments jāiesniedz kontrolei kopā ar citiem dokumentiem un jānodod, izbraucot no robežšķērsošanas vietas!	
<b>Attention!</b> This document and other documents must be produced and handed in when crossing the border crossing point!	
<b>Внимание!</b> Этот документ предоставить для контроля вместе с другими документами и сдать при выезде из пункта пропуска!	
1. Atzīme par iebraukšanu robežšķērsošanas vietā (spiedoga/zīmoga nospiedums) Entering in border crossing point (stamp) Въезд в пункт пропуска (оттиск печати/штампа)	plkst.
2. Transportlīdzekļa valsts reģistrācijas Nr., marka Vehicle registration number, mark Номер транспортного средства, марка	

### Opposite side of the voucher

3. Robežsargu kontrole (spiedoga/zīmoga nospiedums) Border guards control (stamp) Пограничный контроль (оттиск печати/штампа)	plkst.
4. Transportlīdzeklī esošo personu skaits Number of passengers in the vehicle Количество пассажиров в транспортном средстве	
5. Muitas kontrole (spiedoga/zīmoga nospiedums) Customs control (stamp) Таможенный контроль (оттиск печати/штампа)	plkst.
6. Veterinārā, fitosanitārā, pārtikas un nepārtikas preču kontrole (spiedoga/zīmoga nospiedums) Veterinary, phytosanitary, food and non-food goods control (stamp) Ветеринарный, фитосанитарный, продовольственный и непродовольственный контроль (оттиск печати/штампа)	plkst.
7. Atzīme par izbraukšanu no robežšķērsošanas vietas (spiedoga/zīmoga nospiedums) Departure from the border crossing point (stamp) Выезд из пункта пересечения границы (оттиск печати/штампа)	plkst.







5. Border guards check traveller's and vehicle documents and examine vehicles



6. Border guard enters (verifies) the necessary information in data base

7. If border guards have suspicions (about smuggling) they can do detailed examination of vehicles





8.If everything is in order with the documents and the vehicle then the traveller can continue the trip!!!

*Have a nice trip!*



## 9. PROCEDURE OF VEHICLE EXAMINATION



Border guard greets the driver, asks to switch off the engine, put on handbrake, present travel documents, vehicle registration certificate, driving licence and insurance policy.



Border guard asks the driver to step out of the car.



Border guard asks the driver to open the rear doors and the boot in order to check the baggage compartment.



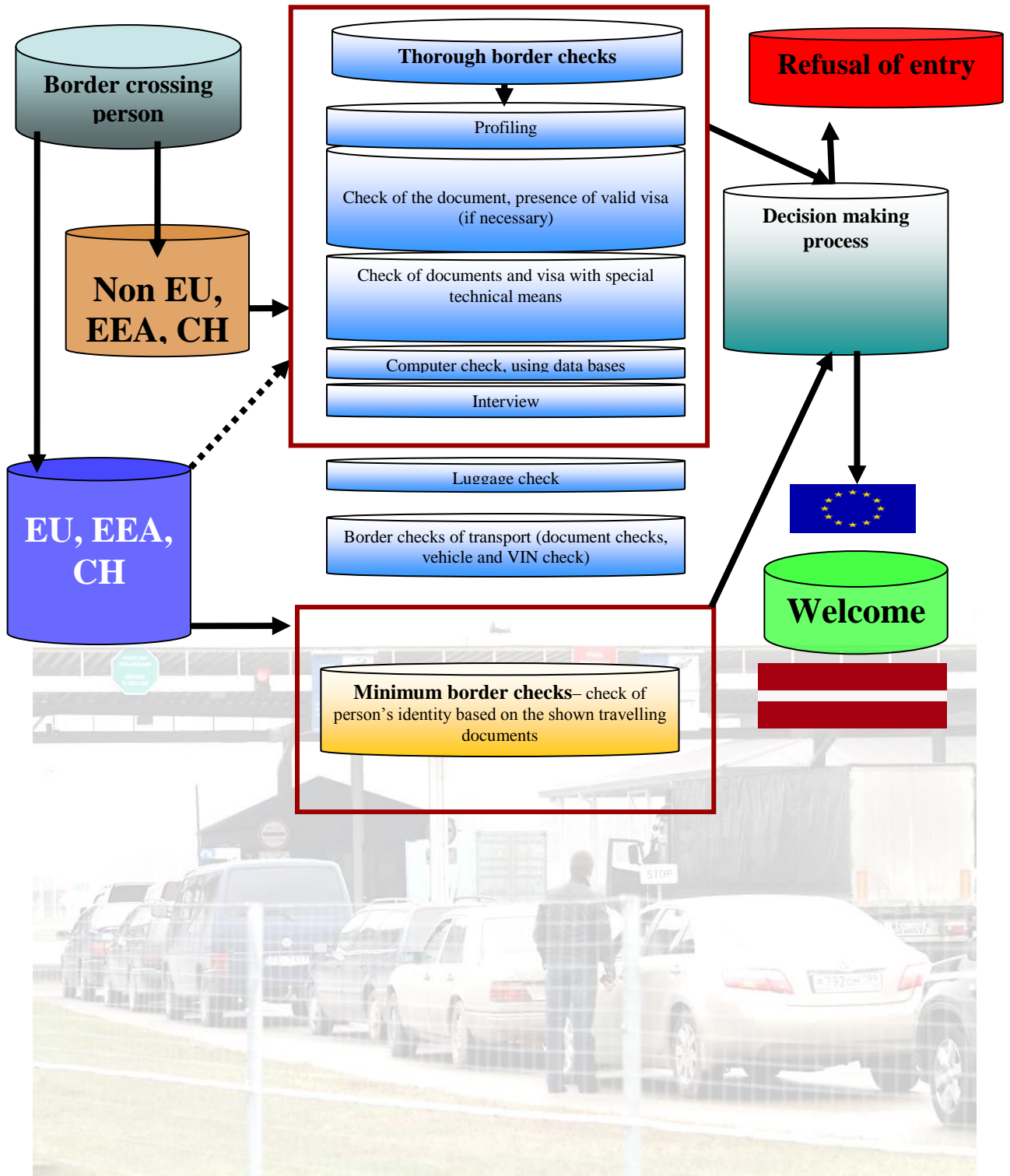
Border guard asks the driver to open the front doors, glove compartment. Border guard compares the VIN and registration numbers



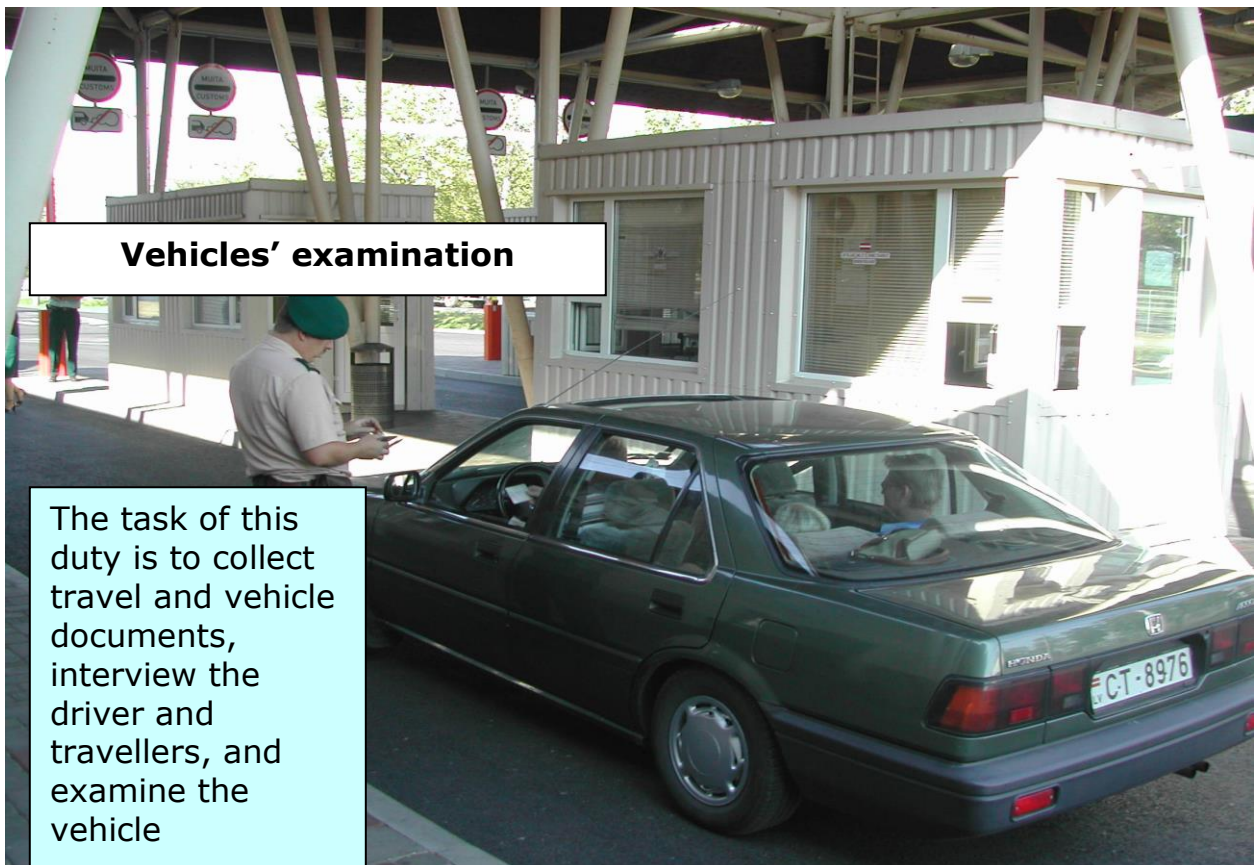
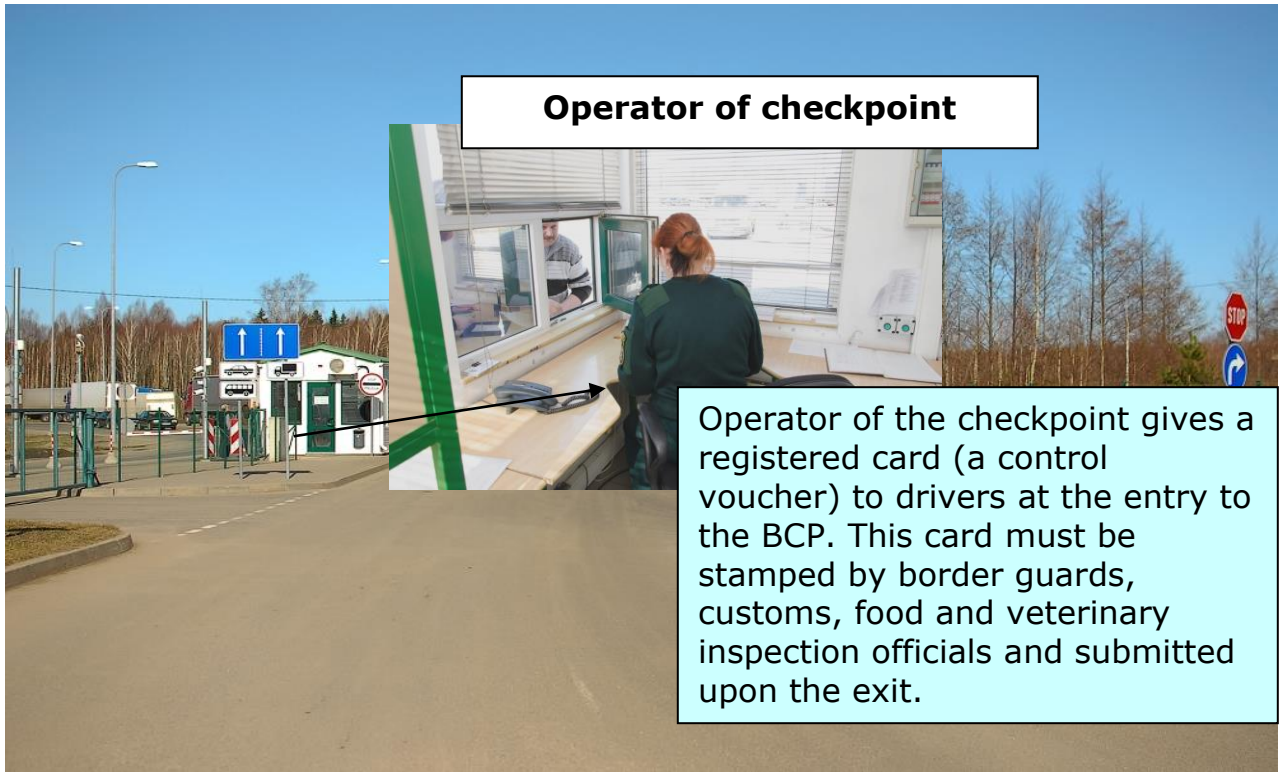
Border guard hands back the documents to the driver and welcomes to Latvia, or wishes to have a pleasant trip.



## 10. PRINCIPLES OF BORDER CHECKS

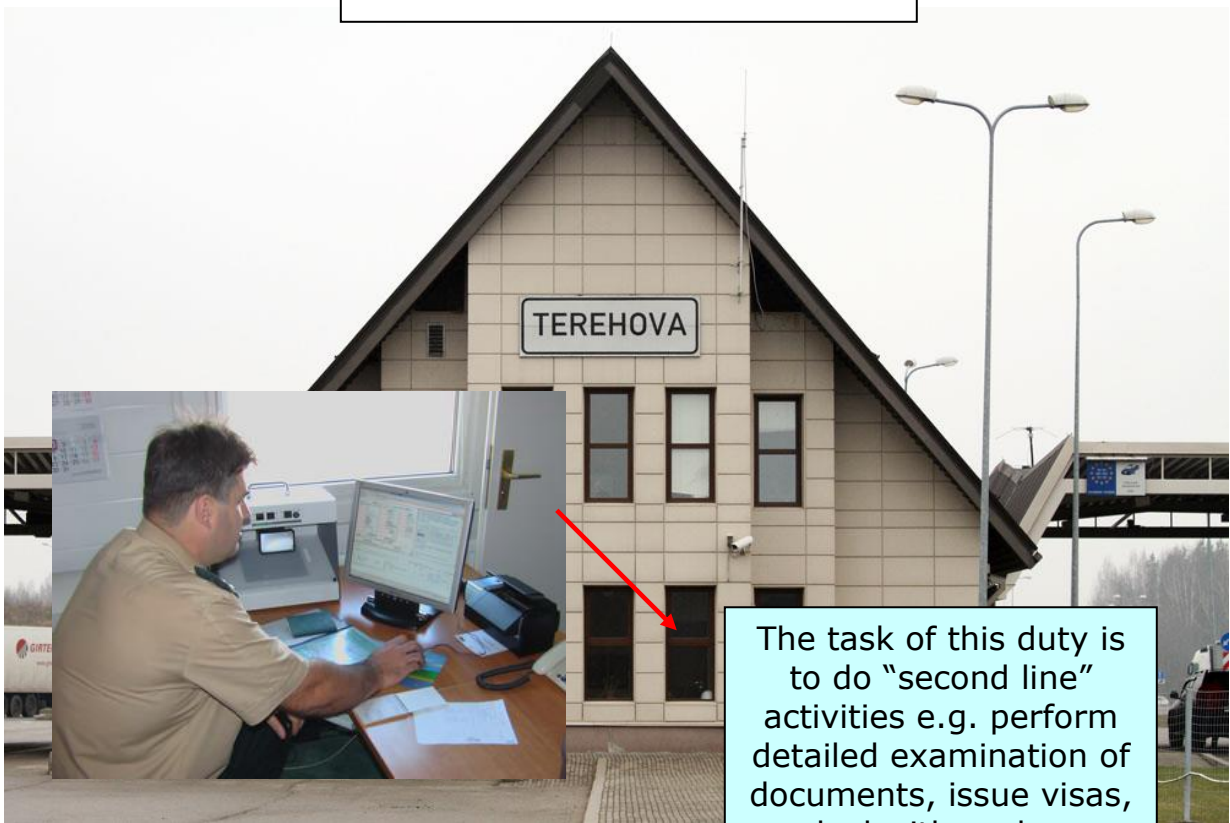


## 11. MAIN TYPES OF DUTIES IN ROAD BCP



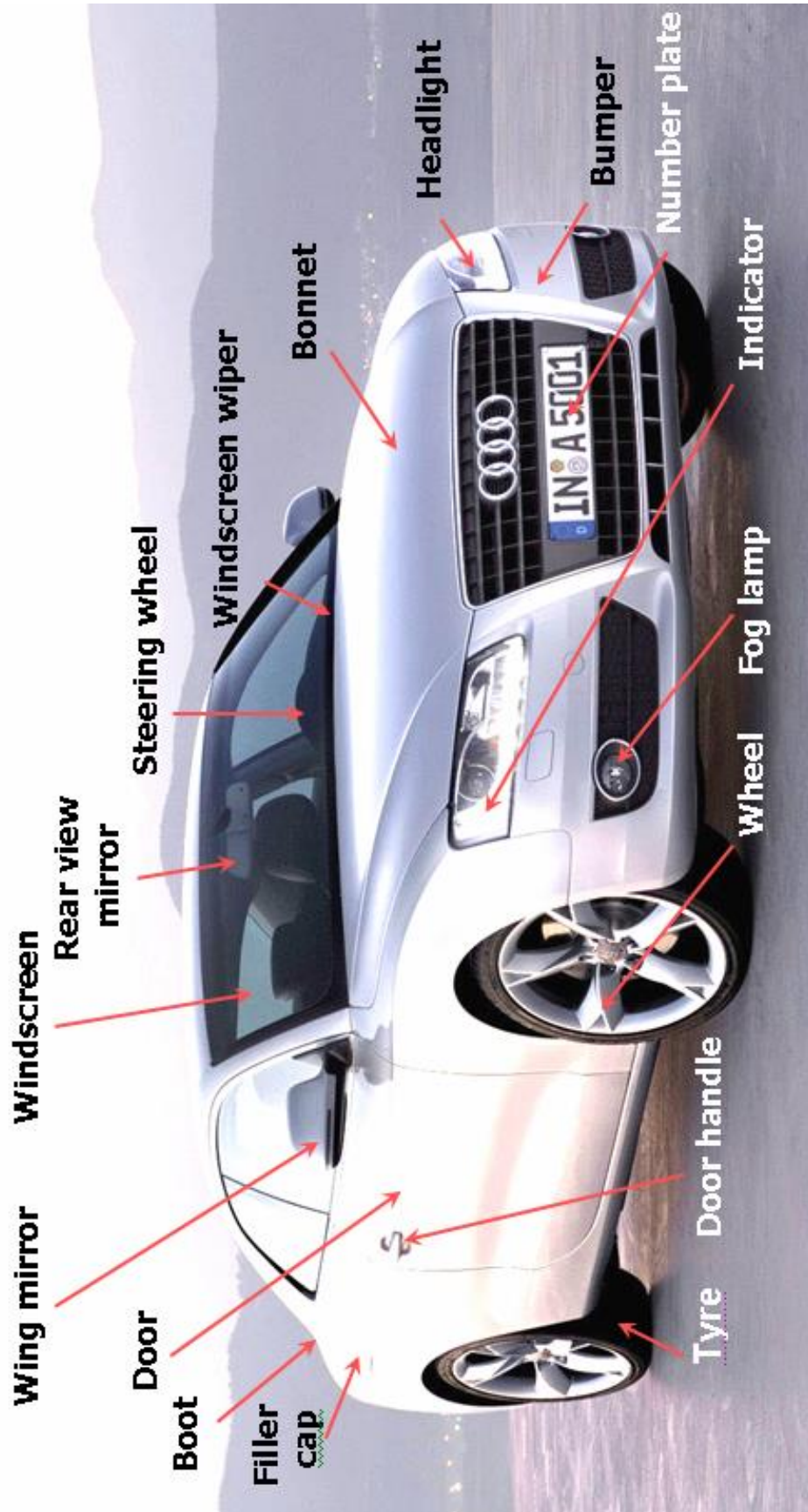


### Documents' examination





## 12. PARTS OF THE CAR



### 13. VEHICLE IDENTIFICATION POSSIBILITIES

Number plate



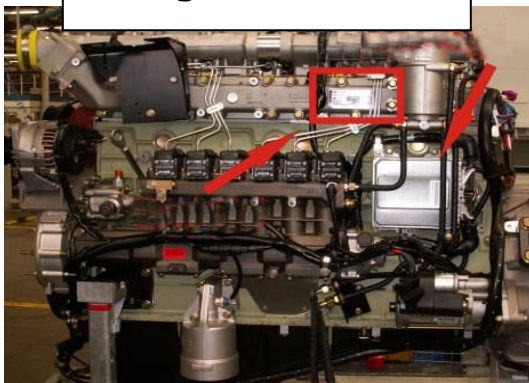
Vehicle identification number



Type plate



Engine number



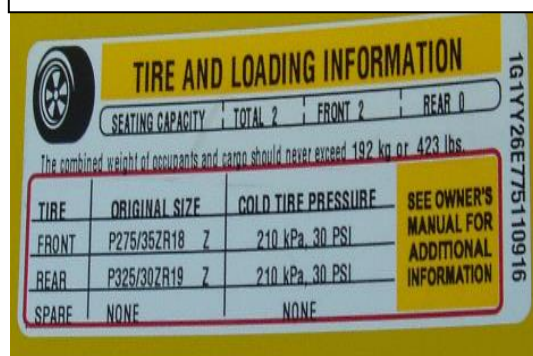
Axle number



Gearbox number



Service parts' labels



## 14. TYPES OF VEHICLES



**transporter**



**lorry (US truck)**



**pick- up**



**coach**



**tanker**



**van**



**jeep**



**caravan (US trailer)**



**motorbike**



**quadracycle**



**sports car**



**convertible**



**limousine**



**hatchback**



**saloon**



**estate**



## 15. BORDER CROSSING IN AIRPORT



**airBaltic**  
Boarding Pass

**DON'T DELAY!** Aircraft doors close 15 minutes before departure!

Please be prepared to present your boarding pass and passport or national ID card at the gate.

Airline <b>airBaltic</b>	Name of passenger <b>SPRIDZANS MARTINS</b>	FQTV No.	Ticket No. <b>6579696123390</b>	
From <b>Riga</b>	To <b>Brussels</b>	Flight no. <b>BT0603</b>	Date <b>22Jun2010</b>	Departure time <b>17:15</b>
Gate	Boarding time <b>16:45</b>	Seat <b>12A</b>	Class <b>Y</b>	Security number <b>009</b>

Electronic Ticket

**Check your final gate information.**

**ECONOMY CLASS**

Boarding pass produced: 21.06.2010 13:41 CEST

## &gt; ELECTRONIC ITINERARY/RECEIPT

```

>> =====
>> Passengers:
> SPRIDZANS/MARTINSMR
> =====
>>
>
> FLIGHT: Riga to Bucharest (BT5224) VENDOR LOCATOR: 3F5YCZ
> Date: October 11, 2010 (Mon) Airline: Air Baltic
> Departs: 18:00 hrs RIX - Riga Arpt, Terminal info not found
> Arrives: 20:20 hrs OTP - Otopeni International, Terminal info not found
> Class: Economy (K) Baggage: 20kg
> Status: Confirmed Aircraft: Boeing 737-700
> -----
>
> FLIGHT: Bucharest to Iasi (RO709) VENDOR LOCATOR:
> Date: October 11, 2010 (Mon) Airline: Tarom-Romanian Air Transport
> Departs: 21:20 hrs OTP - Otopeni International, Terminal info not found
> Arrives: 22:25 hrs IAS - Iasi Arpt, Terminal info not found
> Class: Economy (S) Baggage: 1PC
> Status: Confirmed Aircraft: Aerospatiale/Aeritalia
> -----
>
> FLIGHT: Iasi to Bucharest (RO702) VENDOR LOCATOR:
> Date: October 14, 2010 (Thu) Airline: Tarom-Romanian Air Transport
> Departs: 10:15 hrs IAS - Iasi Arpt, Terminal info not found
> Arrives: 11:20 hrs OTP - Otopeni International, Terminal info not found
> Class: Economy (M) Baggage: 1PC
> Status: Confirmed Aircraft:
> -----
>
> FLIGHT: Bucharest to Copenhagen (SK1782) VENDOR LOCATOR: OF226
> Date: October 14, 2010 (Thu) Airline: SAS Scandinavian Airlines
> Departs: 15:25 hrs OTP - Otopeni International, Terminal info not found
> Arrives: 16:55 hrs CPH - Copenhagen Arpt, Terminal 3
> Class: Tourist (M) Baggage: 1PC
> Status: Confirmed Aircraft: McDonnell Douglas MD-80
> -----
>
> FLIGHT: Copenhagen to Riga (SK9650) VENDOR LOCATOR: OF226
> Date: October 14, 2010 (Thu) Airline: SAS Scandinavian Airlines
> Departs: 19:50 hrs CPH - Copenhagen Arpt, Terminal 2
> Arrives: 22:10 hrs RIX - Riga Arpt, Terminal info not found
> Class: Tourist (M) Baggage: 1PC
> Status: Confirmed Aircraft:
>> E-TICKETS:

```



Travellers check in monitors their flight details, gate number, remarks, etc. and get a boarding pass

Time	Flight	To	Checkin	Gate	Remark
06:00	TE7 531	Tenerife Sur Rei	4-6	B10	Delayed 18:00
08:40	SU 160	Moscow/SVO		D2	Delayed 21:30
14:10	FR 2734	Tampere			Cancelled
14:40	LO 784	Warsaw		B10	Cancelled
14:45	LH 2345	Frankfurt/FRA		B5	Cancelled
14:50	FR 4715	Milano/BGY		B6	Cancelled
15:15	B2 842	Minsk	23	C1	NEXT INFO
15:15	AZ 3037	Prague	24	B4	Cancelled
16:10	FR 7647	Glasgow/PIK	27-31		Cancelled
16:10	TK 1758	Istanbul/Ataturk	5	C1	Check in
16:40	FR 1963	Stokholm/NYO	29	B7	Check in
17:00	SV 0627	Stockholm/ARN	12-21	B6	NEXT INFO
17:10	BT 325	Helsinki	12-21	B5	NEXT INFO
17:10	BT 653	London/LGW	12-21	C1	NEXT INFO
17:10	BT 361	Tallinn	12-21	B11	NEXT INFO



**Security control**



Travellers' hand luggage is checked by x-ray scanner









Passengers must go through metal detector, security officers check if they have any prohibited items



## Warning signs

**UZMANĪBU!** Bīstamās vielas un priekšmeti nav atļauti pārvadāšanai rokas bagāžā

**DANGER!** Dangerous goods are not allowed in hand luggage

 <p>Pirotehnika, municija, brīnumsvēces u.c. Fireworks, ammunition, sparklers etc.</p> <p><b>Sprāgstvielas</b> <b>Explosives</b></p>	 <p>Šķiltavas (1. gab.) un sērkokčiņi (1. pac.) var pārvadāt pie sevis, bet ne bagāžā Lighters and matches permitted on your person but not in baggage</p> <p><b>Degošas cietas vielas</b> <b>Flammable Solids</b></p>	 <p>Radioaktīvi medikamenti u. c. radiāciju saturošas vielas Radioactive medicine and other radioactive substances</p> <p><b>Radioaktīvas vielas</b> <b>Radioactives</b></p>
 <p>Šķiltavu uzpildes gāze, butāns, propāns u.c. Lighter gas, butane gas, propane etc.</p> <p><b>Viegli uzliesmojošas gāzes</b> <b>Flammable gases</b></p>	 <p>Balinātājs, peroksīdi, mazgāšanas līdzekļi u.c. Bleach, peroxides, detergents etc.</p> <p><b>Oksidētāji</b> <b>Oxidizers</b></p>	 <p>Visa veida akumulatori, dzīvsudrabs, skābes, litijs baterijas u. c. Batteries, mercury, acids, lithium batteries etc.</p> <p><b>Kodīgas vielas</b> <b>Corrosives</b></p>
 <p>Šķiltavu degviela, alkohols virs 70%, benzīns u.c. Lighter fuel, alcohol above 70%, gasoline etc.</p> <p><b>Viegli uzliesmojoši šķidrums</b> <b>Flammable liquids</b></p>	 <p>Grauzēju, kukaiņu u.c. indes Rodent, insecticides and other poisons</p> <p><b>Indes</b> <b>Poisons</b></p>	 <p>Magnetizēti priekšmeti, saussais ledus, azbests u.c. Magnetized substances, dry ice, asbestos etc.</p> <p><b>Jauktas bīstamas vielas</b> <b>Miscellaneous dangerous goods</b></p>

Pēc papildus informācijas lūdzam vērsties aviokompānijā vai pie personāla, kas veic bagāžas reģistrāciju.  
For further information, please contact the airline or the check-in staff.

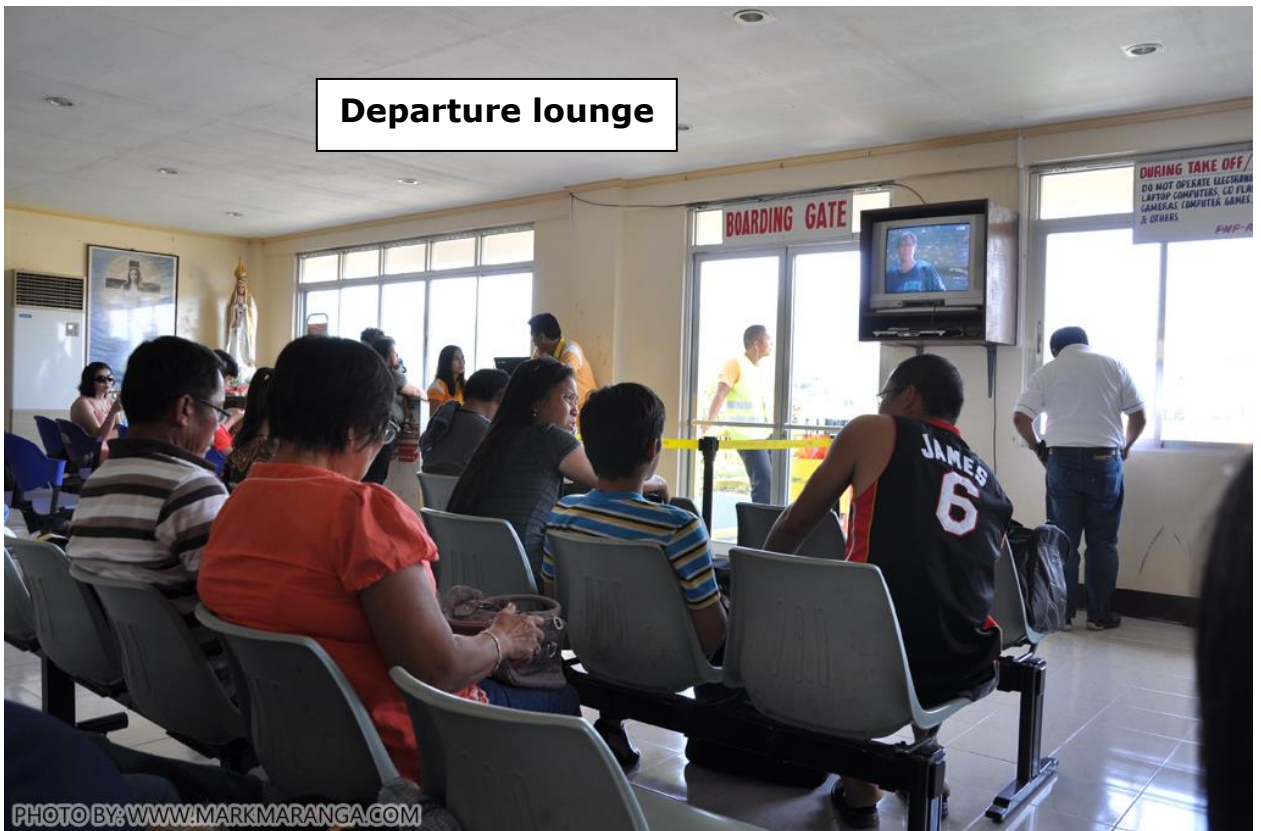




Some airports have installed e-gates where travellers place their biometric passports onto scanner, then facial recognition is performed and persons can continue their destination







**Boarding**



When the boarding starts passengers board the aircraft



Passengers' travel documents and boarding passes are checked before boarding the aircraft







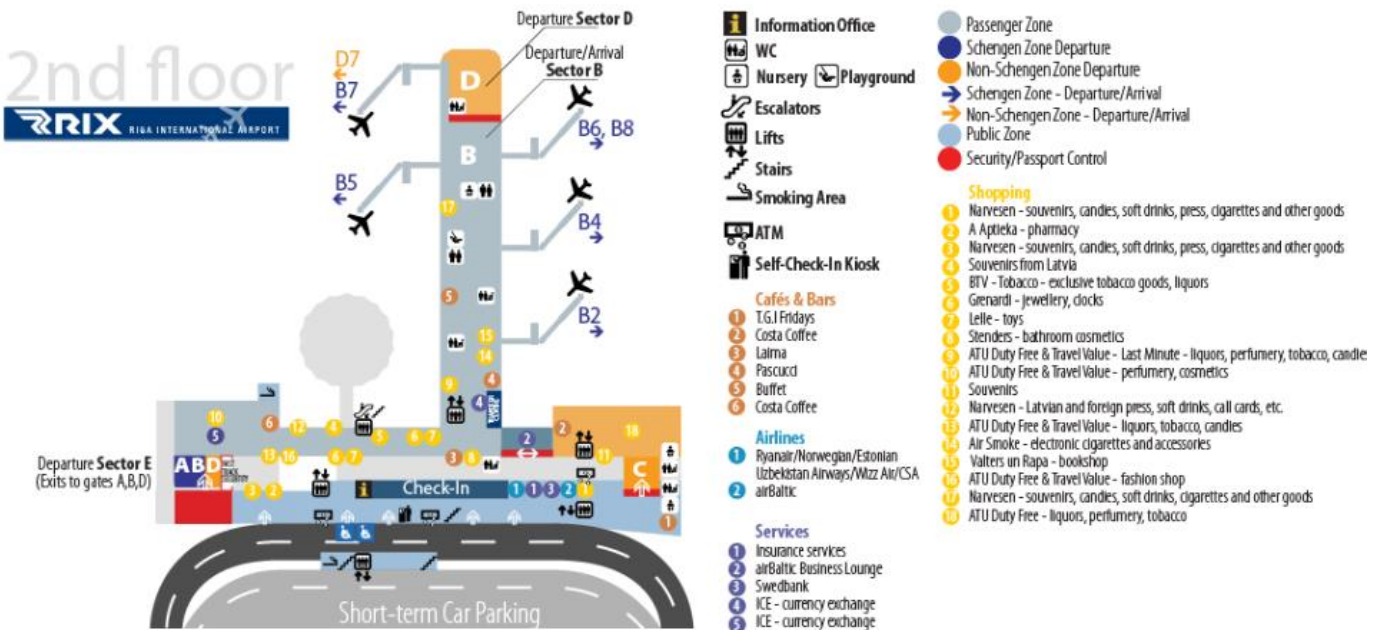
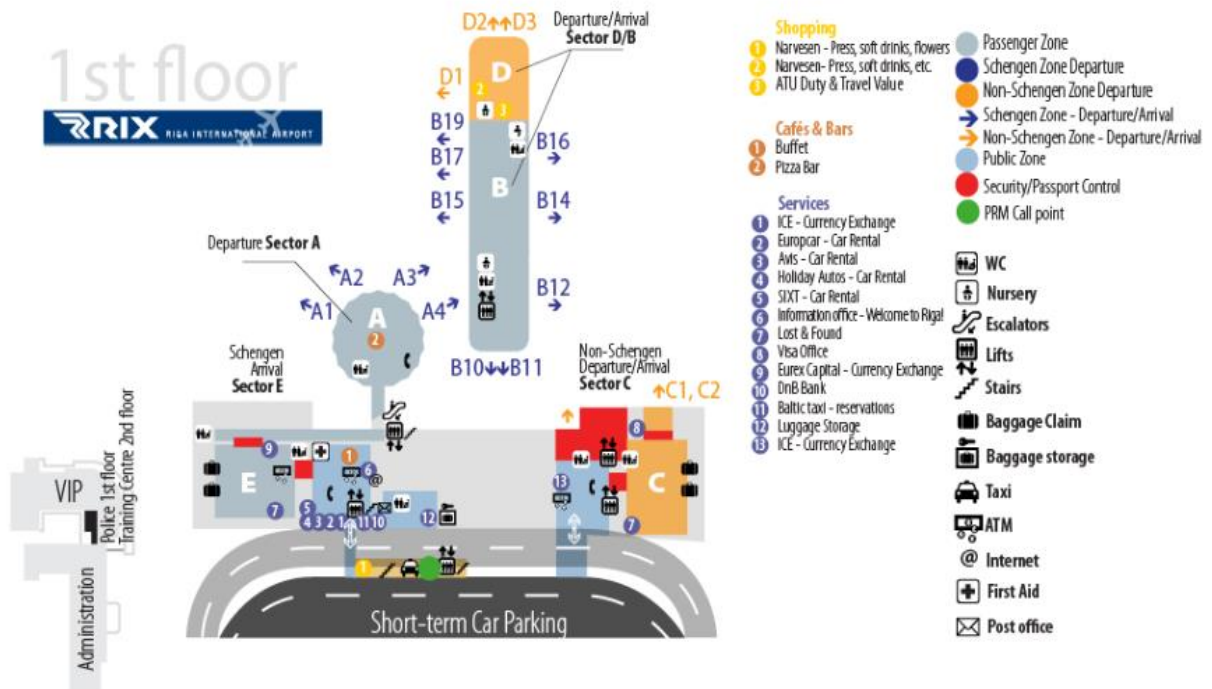
**On board the aircraft**



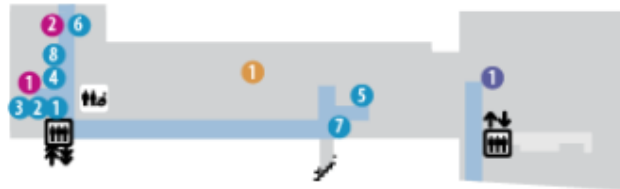
**Baggage claim area**



## 16. LAYOUT OF AIRPORT RIGA

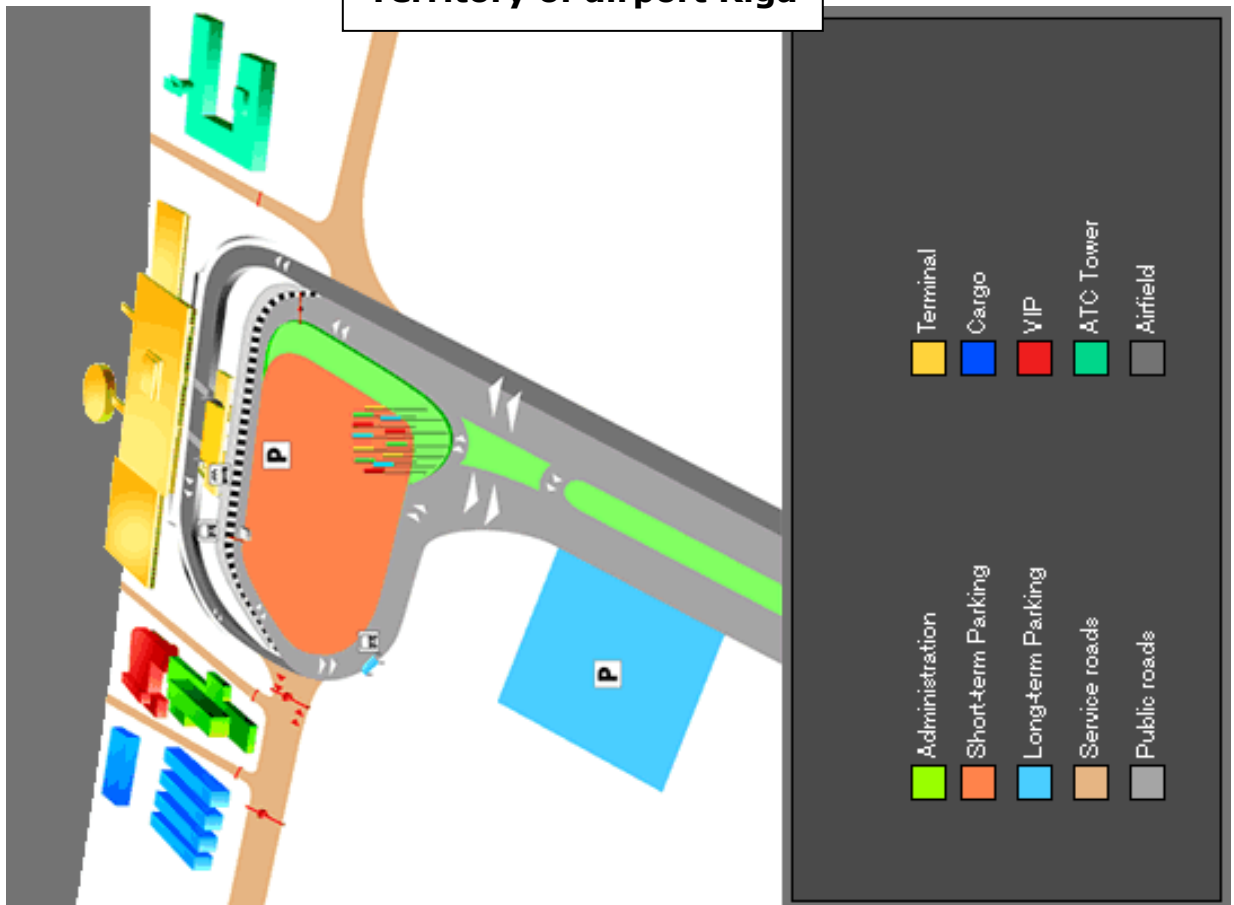


# 3rd floor



- Cafés & Bars**
  - 1 Restaurant, bar LIDO
  - Airlines**
  - 1 Aerosvit
  - 2 LOT
  - 3 Turkish Airlines
  - 4 Aeroflot
  - 5 North Hub Services Ticket Service
  - 6 Lufthansa
  - 7 Finnair
  - 8 UT Air
  - Services**
  - 1 Chapel
  - Others**
  - 1 JSC "Riga Airport Commercial Development" (ATU)
  - 2 "TAV Latvia" Ltd.
- Public Zone
  - WC
  - Escalators
  - Lifts
  - Stairs

## Territory of airport Riga



- Terminal
- Cargo
- VIP
- ATC Tower
- Airfield
- Administration
- Short-term Parking
- Long-term Parking
- Service roads
- Public roads

## 17. BORDER CONTROL IN SEAPORT

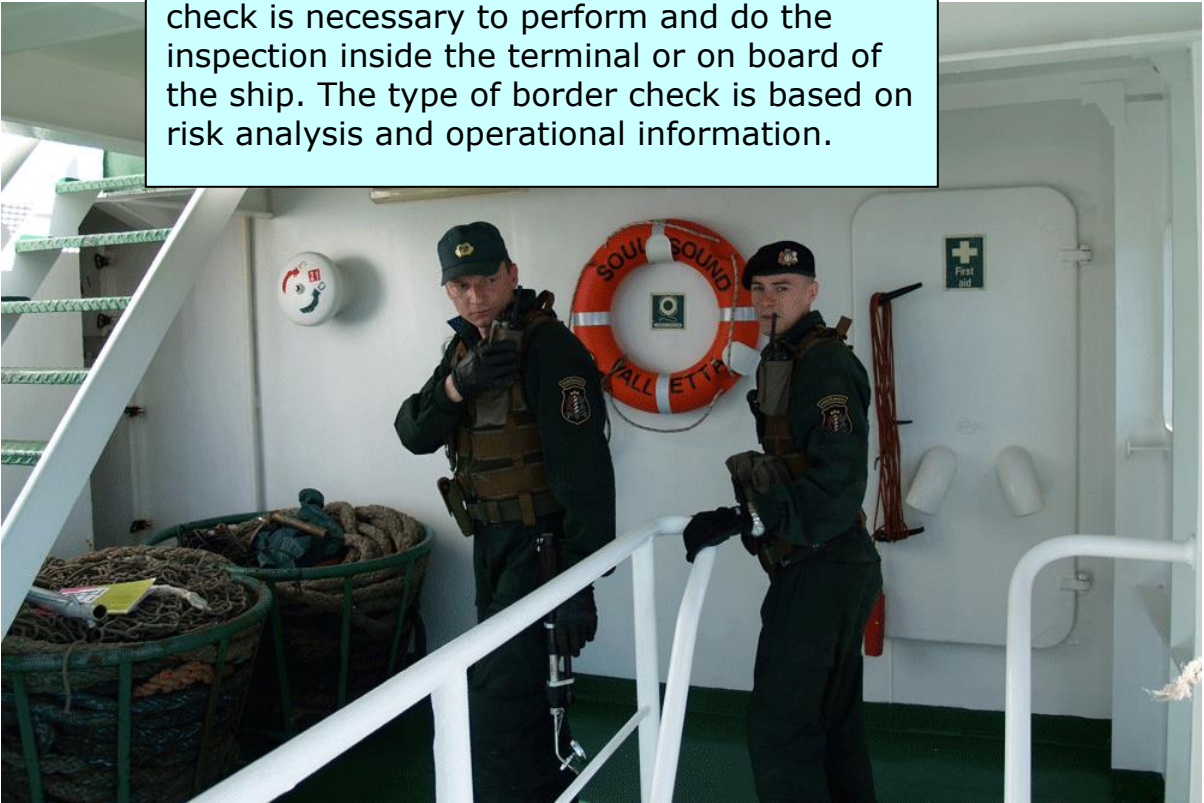
Ship's agent informs border guards when and where the ship is going to moor.



**Berth**



Border guards decide what type of border check is necessary to perform and do the inspection inside the terminal or on board of the ship. The type of border check is based on risk analysis and operational information.



Border check for vehicles is performed at the port side of the ferry terminal and the procedure of border check is analogue to road BCP.



**Ventspils seaport BCP**



**Random checks at seaport BCP**



**Road sign at seaport BCP**



## 18. VESSELS OF THE STATE BORDER GUARD

**Patrol ship**



**Patrol boat**



**Patrol cutter**



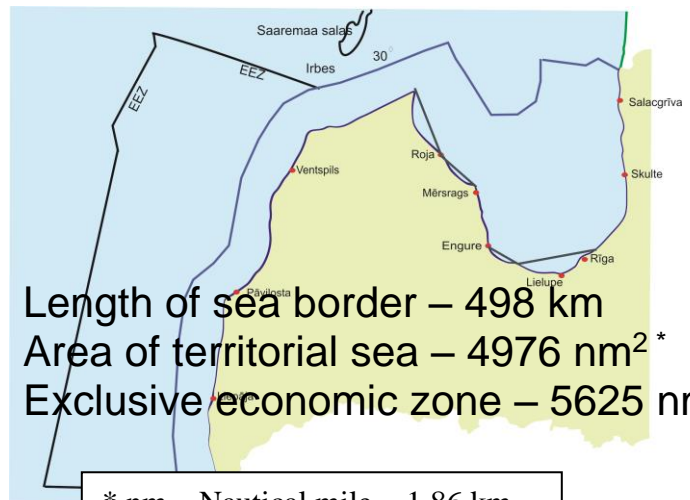
**Patrol hovercraft**



**RIB (Rigid-Inflatable-Boat)**



**Sea border guarding area**



\* nm – Nautical mile = 1,86 km



## 19. MAIN TYPES OF VESSELS



**Ferry**



**Container ship**



**Oil tanker**



**Yacht**



**Cruise ship**



**Tugboat**



**Military ships**



**Aircraft carrier**

## 20. RAILWAY BORDER CROSSING POINT

**Railway BCP in Zilupe**



**Railway BCP in Kārsava**



**Border check on board the train**



**Radiation detection system at railway BCP**



Passengers who arrive in Latvia by train are checked after crossing the border on board the train, border guards, collect inquiries (see next page), compare photo in the passport with the holder of the document, interview travellers, check third country nationals against the databases, put the entry or exit stamp in travel document.



**Inquiry regarding the state border crossing  
(for railway passengers)**

**ANKETA  
PAR VALSTS ROBEŽAS ŠĶĒRSOŠANU**

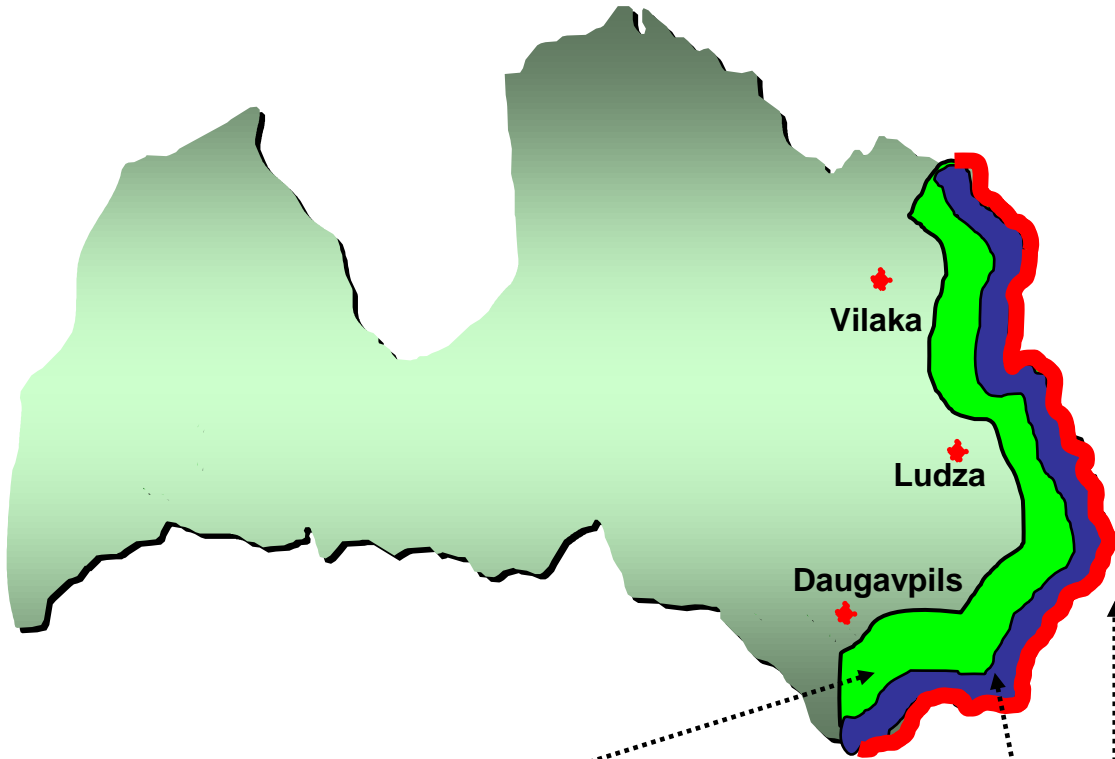
1. \_\_\_\_\_  
(Uzvārds / Surname / Фамилия)  
\_\_\_\_\_  
(Vārds / Given name / Имя )
2. \_\_\_\_\_  
(Pases sērija, Nr. / Passport serial, No. / Серия, номер паспорта)  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
(Pavalstniecība / Citizenship / Подданство)
4. \_\_\_\_\_  
(Vīzas sērija, Nr. / Visa serial, No. / Серия, номер визы)  
\_\_\_\_\_  
\_\_\_\_\_  
(Uzturēšanās atļaujas sērija., Nr. / Residence permit serial, No. /  
Серия, номер вида на жительство)  
\_\_\_\_\_  
(Derīga līdz / Valid until / Действительна до)
5. 

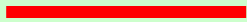


--	--	--	--	--	--	--	--	--	--

  
(Personas kods / Identity No. / Персональный код)  
\_\_\_\_\_  
(Dzimšanas datums / Date of birth / Дата рождения)
6. \_\_\_\_\_  
(Vagona Nr. / No. of Carriage /  
Номер вагона)                      \_\_\_\_\_  
(Vietas Nr. / No. of Place /  
Номер места)
7. \_\_\_\_\_  
(Ceļošanas mērķis / Purpose of the trip / Цель поездки)
8. \_\_\_\_\_  
(Personas paraksts /  
Holder's signature /  
Подпись)                      \_\_\_\_\_  
(Aizpildīšanas datums /  
Date of completion /  
Дата заполнения)



## 21. BORDER SECURITY ZONES



	<b>Border line (12 metres)</b>
	<b>Borderland (not wider than 2 km)</b>
	<b>Border area (not narrower than 30 km)</b>

## 22. BORDER SIGNS AND LANDMARKS

**Landmark**



**Warning sign**



**Road signs**



## 23. BORDER SURVEILLANCE

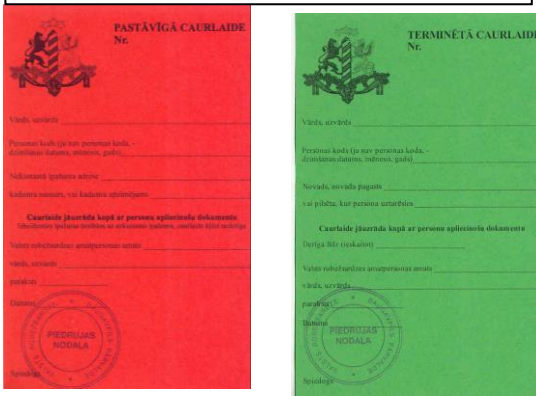
**Border Surveillance Unit**



**Surveillance tower**



**Permanent and temporary permits**



**Border strip**



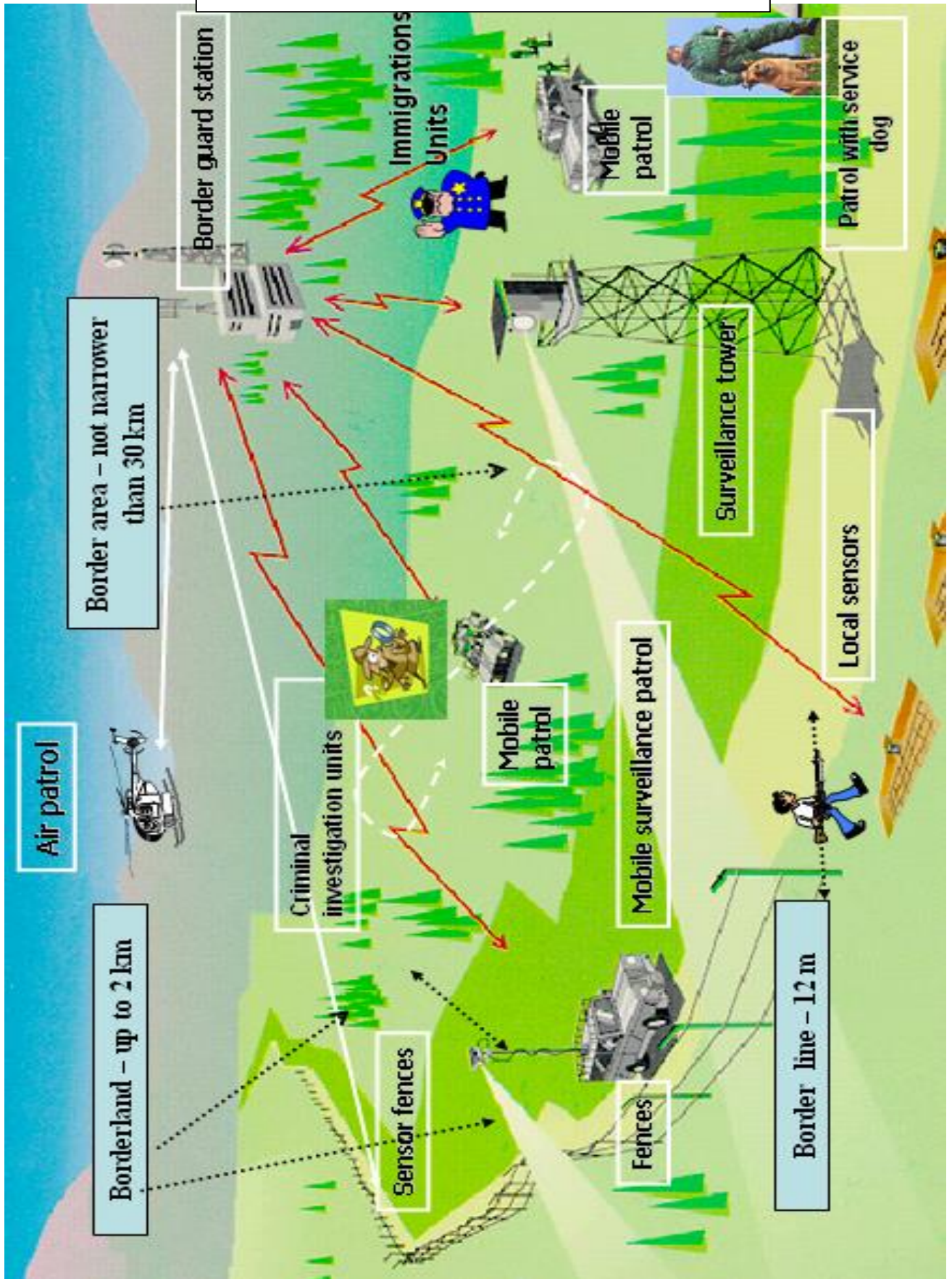
**Dog handler**



**Service dog**



### System of border surveillance





## 24. IMMIGRATION CONTROL



**Badge**

**Officials of Migration service**



**Name tag**



**Traffic paddle**



## 25. BORDER CONTROL EQUIPMENT



**Passport reader**



**Video spectral comparator**



**UV Light**



**Microscope**



**Entry, exit stamps**



**Contraband detector**





**Radiation gates**



**Radiation indicator**



**Infrared telescopic camera**

**Carbon dioxide detector**



**Fiberscope**



**Vehicle inspection mirror**

**Flashlight**



**Truncheon**



**Handcuffs**



**Restraint**



**Handheld metal detector**



**Binocular**



**Movement sensor**



**Pistol**



**Holster**



**Mobile thermo surveillance van**



**Quad bike (ATV)**



**Snow bike**



**Motor bike**





**Night vision camera**



**Long range day vision camera**



**Surveillance tower**



**Night vision goggles**



**Railway traffic monitoring system**

## 26. COMMUNICATION EQUIPMENT

**Radio station**



**Portable radio**



**Fixed line**



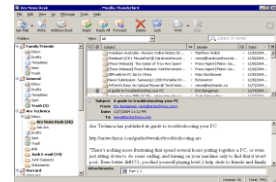
**Mobile phone**



**Fax machine**



**E-mail**



**Satellite phone**



**Navtex receiver**



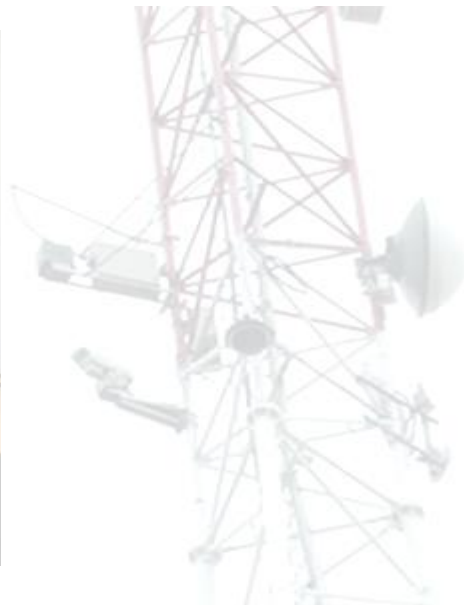
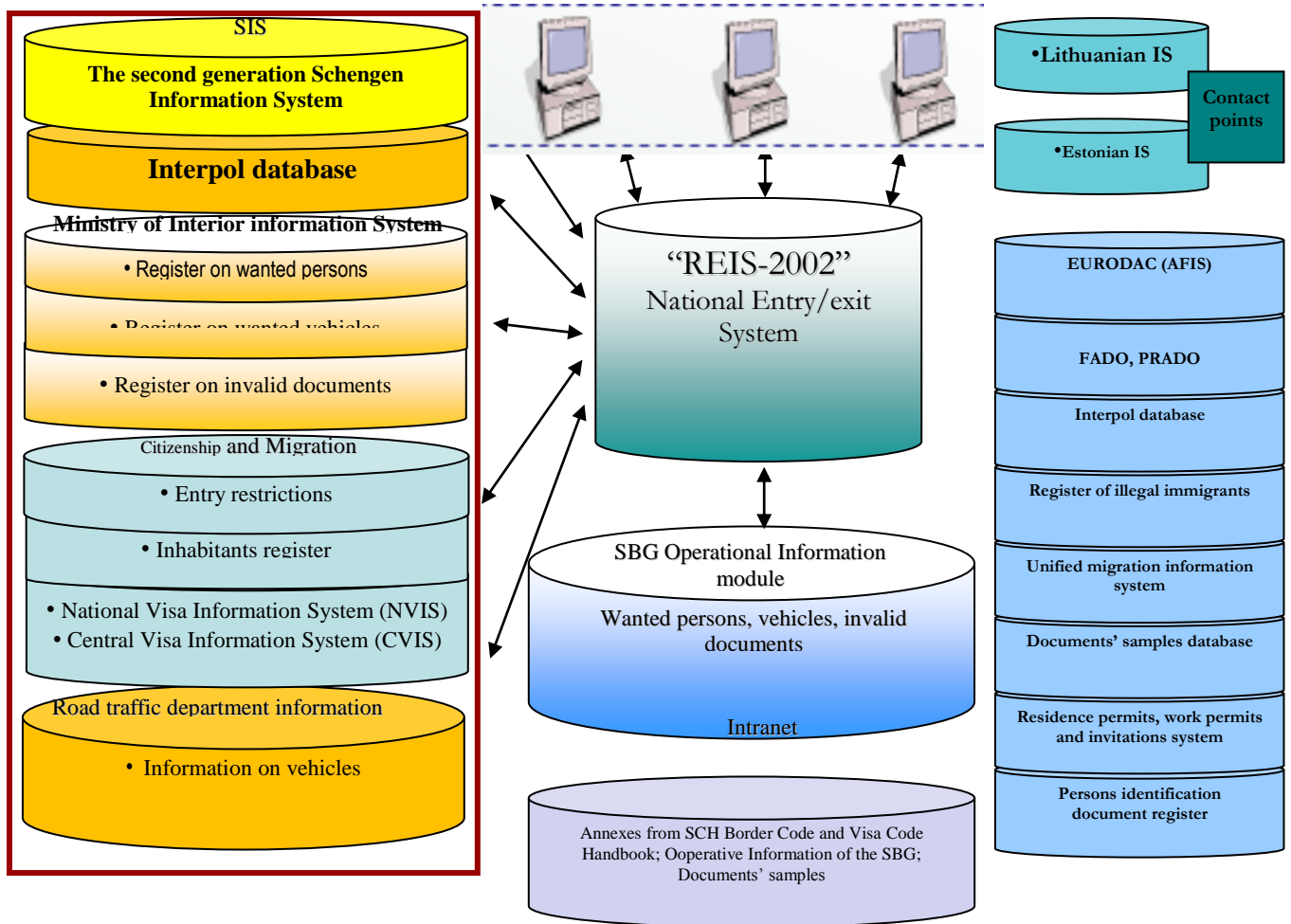
**VHF radio station**



**INMARSAT Data Service**

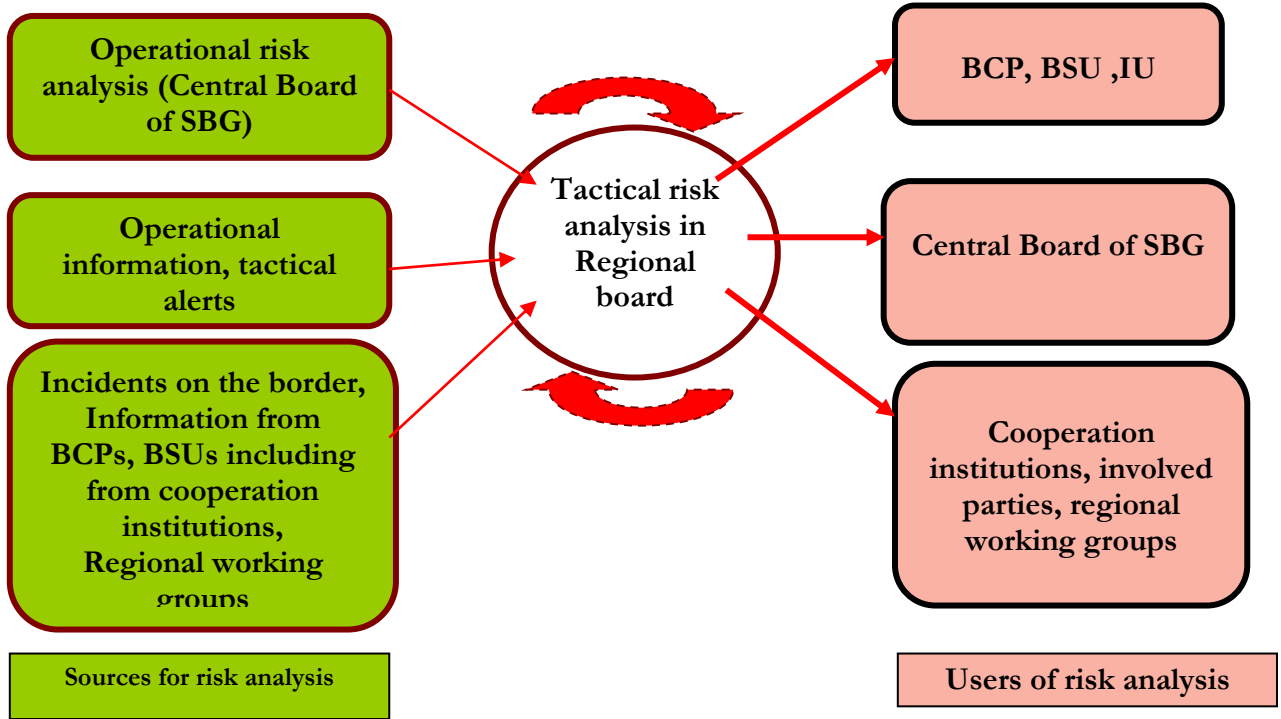


## 27. DATA BASES USED IN THE STATE BORDER GUARD





## 28. RISK MANAGEMENT MODEL



## 29. BORDER GUARDS' ACTIVITIES DEALING WITH ASYLUM SEEKERS

### 1. BSU / BCP activities:

- 1.1. Receive (asylum seeker's) application;
- 1.2. Introduce to asylum seeker's rights and responsibilities with his/her signature;
- 1.3. Check asylum seeker (body search) and his/her belongings;
- 1.4. Asylum seeker's identification, detailed examination of documents – check for authenticity, taking copies, as well as verification of data in information systems;
- 1.5. Handover the person and documents to officials of immigration service.



### 1. Activities of Immigration control unit:

- 2.1. Receive asylum seeker from BSU / BCP officials;
- 2.2. In case if all necessary documents are not filled in or asylum seeker has been detected inside the country: do 1.1. - 1.4. activities, as mentioned above.
- 2.3. Detain the person (up to 7 nights), if at least one of the conditions of asylum law Section 9 has been detected;
- 2.4. Take fingerprints, photographing and data input AFIS (Eurodac procedure);
- 2.5. Issue identity document, if asylum seeker has not been detained;
- 2.6. File asylum seeker's case;
- 2.7. Fill in "*information about the asylum seeker who has submitted the initial application for granting refugee or subsidiary protection status*" and inform (within one working day) the respective institutions (Service organization board, Office of Citizenship and Migration Affairs, Security police);
- 2.8. Fill in initial questionnaire (within 24 hours);
- 2.9. Interview the asylum seeker (within 5 days after the initial questionnaire);
- 2.10. Escort the person (or person goes himself/herself) to asylum seekers' accommodation centre "Mucenieki", if he/she has not been detained;
- 2.11. Issue travel document for the transfer of the asylum seeker to the responsible Member State, if there were no identity document (if the Asylum Affairs Division has made a decision on transfer to the responsible Member State in accordance with the provisions of the Dublin Regulation).

## LITERATŪRAS UN AVOTU SARAKSTS

1. Valsts robežsardzes koledžas Robežsardzes un vēstures nodaļas foto arhīva materiāli.
2. Valsts robežsardzes teritoriālo pārvalžu foto arhīvu materiāli un prezentāciju materiāli gatavojoties Šengenas novērtēšanas komisijai.
3. Ziņu portāla Delfi foto arhīva materiāli
4. Interneta mājaslapas Google attēli arhīva fotoattēli.