

What documents to submit?

Upon arrival at the State-Guaranteed Legal Aid Service, you will have to submit:

- A completed [application](#) for secondary legal aid;
- A document to confirm your identity: your passport, identity card, new model driving licence, and, if applicable, permission for permanent or temporary residence in Lithuania/EU member state;
- You should submit the documents supporting your claim in addition to the application for secondary legal aid (for instance, final court rulings in your case; the agreement, if your claim is related to the performance of the agreement, etc.).

The application and documents proving the person's right to secondary legal aid may also be submitted by post.

If you are requesting the Service to decide on your eligibility for secondary legal aid based on your income and assets, in addition to your application and personal identity document, you have to submit your annual income and property [declaration](#).

If you are within any of the following groups eligible for secondary legal aid irrespective of personal asset and income levels, in addition to the application and personal identity document, you will have to submit:

Persons	Additional documents to be submitted
<ul style="list-style-type: none"> • Victims in proceedings for compensation of damage incurred through criminal offences 	<ul style="list-style-type: none"> • A decision of the pre-trial investigation official/prosecutor or a ruling of the court declaring the person as the victim and/or a judgment of the court.
<ul style="list-style-type: none"> • Persons entitled to social allowance 	<ul style="list-style-type: none"> • A statement issued by the municipality of the place of residence as declared by the person or, where the person has no place of residence, by the municipality where the person is resident confirming that the person is the recipient of a social allowance.
<ul style="list-style-type: none"> • Persons maintained in stationary 	<ul style="list-style-type: none"> • A statement issued by the head of the stationary care institution or a person authorised by him/her confirming that this person is maintained by the state in the stationary care institution.

<p>care institutions</p>	
<ul style="list-style-type: none"> Persons recognised as severely disabled or incapable for work, as well as guardians of such persons 	<ul style="list-style-type: none"> A document issued by the Disability and Working Capacity Assessment Office under the Ministry of Social Security and Labour confirming the assessed disability level or the working capacity level of the person (until 1 July 2005, a disability certificate issued by the Consultative Commission of Doctors of Personal Health Care Institutions of the Lithuanian National Health System or by the State Medical Social Expertise Commission under the Ministry of Social Security and Labour; from 1 July 2005, a working capacity level statement issued by the Disability and Working Capacity Assessment Office under the Ministry of Social Security and Labour); for guardians of the above-referred persons – also a document confirming that they have been appointed as guardians.
<ul style="list-style-type: none"> Persons unable to dispose of their assets and funds due to objective reasons 	<ul style="list-style-type: none"> A deed of seizure of assets and/or other documents confirming the objective reasons why the person cannot dispose of his/her assets and funds and a copy of the annual resident's (family's) property declaration submitted to the local tax administrator.
<ul style="list-style-type: none"> Persons suffering from severe mental diseases, when issues of their forced hospitalisation and treatment are being considered and their guardians 	<ul style="list-style-type: none"> A statement of the health care institution confirming that the person has a severe mental disease; for guardians of such persons – also a document confirming that they have been appointed as guardians.
<ul style="list-style-type: none"> Persons entitled to aid in criminal proceedings 	<ul style="list-style-type: none"> No documents should be submitted by such persons on their own. The right to secondary legal aid is proved by decisions taken by the pre-trial investigation official, the prosecutor or the court that a defence counsel is necessary for the suspect/the accused/the convicted person.
<ul style="list-style-type: none"> Persons in proceedings regarding the 	<ul style="list-style-type: none"> The conclusion of the Civil Registry Division regarding the refusal to register the birth or restore the birth entry.

<p>birth registration</p>	
<ul style="list-style-type: none"> Persons in cases on the return of a child who has been illegally removed or retained in accordance with the Hague Convention of 25 October 1980 on the Civil Aspects of International Child Abduction 	<ul style="list-style-type: none"> The document confirming that the application for the return of a child who has been illegally removed or retained according to the Hague Convention has been accepted by the central institution and the child who has been illegally removed or retained has not been returned, including a copy of the document.
<ul style="list-style-type: none"> Persons entitled to aid in criminal proceedings 	<ul style="list-style-type: none"> No documents should be submitted by such persons on their own. The right to secondary legal aid is proved by decisions taken by the pre-trial investigation official, the prosecutor or the court that a defence counsel is necessary for the suspect/the accused/the convicted perso

(!) Please pay attention that if a person seeking secondary legal aid has provided the information being aware of it being incorrect, he/she shall be liable as per procedure prescribed by the laws.