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Date: 21.6.2022.

Pursuant to the Article 6, Article 61 paragraph (2) and Article 99 paragraph (3) of the Law on Administration (Official Gazette of BiH 32/02, 102/09 and 72/17), Article 19 paragraph (1) point d) of the Law on the Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina, Article 4 of the Law on Freedom of Access to Information of Bosnia and Herzegovina (Official Gazette of BiH, 28/00, 45/06, 102/09, 62/11 and 100/13), Article 25 of the Law on Personal Data Protection (Official Gazette of BiH 49/06, 76/11 and 89/11), Article 6 and Article 72 paragraph (5) of the Law on Administrative Procedure (Official Gazette of BiH 29/02, 12/04, 88/07, 93/09, 41/13 and 53/16), Director of the Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina issues

## GUIDELINES

On the manner of information access from the Register of fines and minor offense records through web portal of the Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina and web portals of competent authorities

### Article 1 (Subject)

- (1) These Guidelines regulate the possibility, manner and procedure of electronic access to information from the Register of fines and minor offense records (hereinafter: ROF) through web portal of the Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina (hereinafter: the Agency) and web portals of competent authorities for conducting minor offense proceedings and execution of minor offense sanctions in accordance with the regulations in Bosnia and Herzegovina which include regulations on minor offenses in BiH (hereinafter: competent authorities).
- (2) Information submitted from ROF through the web portal of the Agency and / or competent authorities is used to inform citizens who, in accordance with the provisions of laws governing minor offenses in Bosnia and Herzegovina, have appropriate consequences if fines and costs of proceedings entered in ROF are not paid.

### Article 2 (Possibility of electronic access to information)

- (1) Electronic access to information from ROF can be made by any person who is citizen of Bosnia and Herzegovina and has a valid personal document (identity card, travel document and driving license) in accordance with the valid regulations in Bosnia and Herzegovina governing the field of issuance of documents.
- (2) Electronic access to information referred to in paragraph (1) of this Article is performed through the web portal of the Agency and web portals of the competent authorities.



- (3) The Agency shall provide technical support to each competent authority which decides to integrate the possibility of electronic access to information referred to in paragraph (1) of this Article on its web portal and inform in written the Agency on this decision.

**Article 3**  
**(Access to information from ROF)**

- (1) A citizen of Bosnia and Herzegovina, using one of valid identification documents (identity card, travel document, driving license), shall have the possibility to perform electronic access to information for free regarding their data entered in ROF through web portal of the Agency and web portals of the competent authorities.
- (2) Access to information referred to in paragraph (1) of this Article is performed by entering the following parameters:
  - a) PIN;
  - b) Number of one of the identification documents (identity card, travel document, driving license)
  - c) Security code.
- (3) After entering parameters referred to in paragraph (2) of this Article and clicking on the option check, the applicant electronically receives the information from ROF, depending on the phase of their fines entered in ROF.
- (4) The Agency shall electronically provide information on fines and penalty points (amount, number of unpaid fines and their status, etc.), and if the applicant wants more detailed information on unpaid fines or other data from ROF, he/she needs to contact the competent authorities or the Agency in writing in accordance with regulations in force.
- (5) Depending on the technical possibilities, the Agency may provide additional information in addition to those specified in Article 4 of these Guidelines, but only for the purpose of informing citizens so that they can contact the competent authorities to settle their financial obligations.

**Article 4**  
**(Content of the received information)**

The electronically received information from ROF includes:

- a) The amount of unpaid fines ( total amount of all unpaid fines);
- b) Penalty points ( the number of penalty points)
- c) The number of fines by status (e.g. Payment deadline exceeded: 0, paid: 0, etc.)
- d) Reviewed ( time when the review is made)

**Article 5**  
**(Entry into force)**

These Guidelines shall enter into force on the day of its issuance.

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DIREKTOR  
Dr. sc. Arif Nanić  
дигитално потписано / digitalno potpisano / digitally signed