



Pursuant to the Article 19 paragraph (2) item a) of the Law on Agency for Identification Documents, Registers and Data Exchange of BiH ("Official Gazette of BiH, No.56/08) and Article 13 paragraph (1) item I) of the Rulebook on the manner of access to registers and data exchange ("Official Gazette of BiH", No. 35/09), director of the Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina issues

INSTRUCTION On procedures for access to eID application

Article 1 (Subject)

This Instruction shall lay down the manner of access to registers and data exchange with service providers which access data and special functions of electronic identity card through eID application, procedure of creating and delivering certification, forms, manner of keeping registers.

Article 2 (Terms and expressions)

The following terms and expressions are used in this Instruction:

- a) eID application – an application contained in the chip of identity card with data on holder, through which holder of identity card is identified and authenticated to the third party;
- b) eID server – connection between eID application and Public Key Infrastructure (PKI) of the Agency, as well as the connection between eService server of service provider and eID server of the Agency;
- c) Decision for access to eID application – document which approves access to eID application,
- d) Service provider – legally authorised institutions and legal entities which have interest and valid legal basis for using personal data maintained by the Agency for Identification Documents, Registers and Data Exchange of BiH (hereinafter: Agency) in accordance with Article 8 paragraph (3) of the Law on Agency for Identification Documents, Registers and Data Exchange of BiH (hereinafter: the Law) or developing applications which use data from electronic identity card with the permission of the identity card holder;
- e) Service user – natural persons who use electronic identity card as a medium for digital presentation to a service provider or if they approve access to personal data on their own electronic identity card to a service provider;
- f) Certificate for smart card reader – CVC certificate which is issued by the Agency with entered permissions of access to certain data and functions of electronic identity card.
- g) Sector's certificate – CVC certificate issued by the Agency which is unique for a submitter of the request.



Article 3

(Procedure for manner of access to registers and data exchange to service providers through eID application)

(1) Procedure for manner of access to registers and data exchange to service providers through eID application begins with the submission of a request for access to eID application by the submitter (legal entity, public authority, the Agency or any other body) on the filled Form No.1 which includes the following elements:

(2) The Form No.1 includes the following mandatory elements:

- a) Name and the seat of the submitter of the request;
- b) Type of requested data;
- c) Statutory or legal basis for data access;
- d) The purpose of data transmission;
- e) Time period of the use of data access.

(3) In addition to the request for access to eID application, the submitter fills and submits the following documents:

Uz zahtjev za pristup eID aplikaciji podnosi zahtjeva popunjava i dostavlja sljedeće dokumente:

a) Form **eID_1_Statement** (see the attached document). The form is a signed statement on accepting conditions for using eID application by a service provider.

b) Form **eID_2_Data** (see the attached document). This form enables the selection of necessary data and special functions by a service provider within the eID application based on statutory or legal basis for the use.

(4) All necessary forms for the submission of the request for access to eID application are available on the website of the Agency.

Article 4

(The safety concept)

(1) The service provider must develop a safety concept which includes:

- a) Manner of secure way of keeping the private key of the issued certificate;
- b) Manner of secure way of keeping read personal data and preventing unauthorized access to those data.

(2) Service provider must prepare the document called Rules and procedures for the safety concept, and the proposal of the document which defines the safety concept can be found in the Attachment C of the document TR-03130.

(3) The authorised officials of the Agency control the safety concept at the service provider's location and make record of the control.

Article 5

(Decision for the access to the eID application)

Once it is determined that all requirements have been met, the Agency issues a decision. The decision states that the service provider is eligible for the access to eID application and that the conditions for the creation of private keys and corresponding certificates are met.

Article 6

(Procedure for the creation of the certificate and submission of necessary documents for access to eID application)

(1) Decision for access to eID application and record of the control of the safety concept are delivered to the administrators of the Agency.

(2) Responsible administrators shall create private keys and certificates with characteristics of the request contained in the form **eID_3_Certificate** and approved data specified in the enacting clause of the decision. The certificates are saved electronically on a CD.

(3) The form **eID_4_Settings** (see the attached document) which contains all necessary parameters for the implementation of the service of eID application shall be printed by the service provider. The administrator shall sign the form **eID_4_Settings**, and along with the CD referred to in the previous paragraph shall be packed in the sealed envelope secured with self-destructive labels.

(4) Decision for the access to eID application, envelope with the form eID_4_Settings and accompanying CD shall be delivered to the submitter of the request.

Article 7

(Obligations of the service provider)

(1) Service provider is obliged to perform necessary installations and checks on test platform.

(2) Service provider is obliged to release the service for access to registers and data exchange through eID application into production after the development and testing.

Article 8

(Registers on received requests)

(1) The Agency maintains register on issued certificates for smart card reader and sector's certificates of received requests for access to eID application.

(2) The register contains the following columns: date of certificate issuance, name of the legal entity, type of certificate, certificate validity date, and unique mark: SHA 256 certificate value.

Article 9
(Implementation of regulation)

(1) The provisions of the Rulebook on the manner of access to registers and data exchange shall be applied for all situations and procedures which are not covered by this Instruction.

(2) Detailed guidelines and explanations for technical implementation of this Instruction are presented in the document Architecture of electronic identity cards of Bosnia and Herzegovina version 1.2 from 1st March 2013.

Article 10
(Entry into force)

This Instruction shall enter into force on the day of its issuance.

No.15-04/02-2-1093/13
Date: 10 October 2013

X

DIREKTOR
mr Siniša Macan

дигитално потписано / digitalno potpisano / digitally signed