

Pursuant to the Article 61 of the Law on Administration ("Official Gazette of BiH", nos. 32/02 and 102/09), Article 19, paragraph (2), item a) of the Law on the Agency for Identification Documents, Registers and Data of Bosnia and Herzegovina ("Official Gazette of BiH", No. 56/08), and Article 23, paragraph (2) of the Law on Identity Card Of Nationals of Bosnia and Herzegovina ("Official Gazette of BiH", nos. (32/01, 16/02, 32/07, 53/07, 56/08 and 18/12), director of the Agency for Identification Documents, Registers and Data Exchange of BiH issues

GUIDELINES
ON MANNER OF SUBMITTING APPLICATION FOR ISSUANCE OF CERTIFICATE ON FACTS FROM
OFFICIAL REGISTERS OF IDENTITY CARDS ELECTRONICALLY

Article 1

(Subject)

These Guidelines shall lay down the manner of submitting application for issuance of certificate on facts from registers of identity cards electronically, via portal of competent authorities referred to in Article 7 of the Law on Identity Card of Nationals of Bosnia and Herzegovina (Hereinafter: the Law).

Article 2

(Submitting applications)

(1) The application for issuance of certificate on facts from registers is submitted electronically, by using an identity card with the qualified certificate. The application is signed by entering identification number that a party uses for digital presentation.

(2) The application referred to in paragraph (1) of this Article is electronically and can be found on the websites of competent authorities.

(3) The application for issuance of the certificate on facts from official registers of identity cards, which is submitted electronically, should contain the purpose of issuance, manner of issuance and delivery of the certificates

Article 3

(Manner of submitting application)

The application for the issuance of certificate on facts from registers is to be submitted via website of the competent authority in party's place of residence or temporary residence of displaced person.

Article 4

(Procedure per the application)

(1) After submitting the application, the competent authority processes it and after receiving the certificate from the competent verifier – the Agency for Identification Documents, Registers and Data Exchange of BiH – that the application is submitted by using the identity card with qualified certificate, it accesses to data from registers on identity cards.

(2) The certificate on facts from registers on identity cards shall be issued to the submitter of the application on LK/OI – 5 form envisaged by the Rulebook on application forms for issuance and replacement of identity cards, procedure for issuance of identity cards and manner of keeping registers on application forms

(3) The certificate referred to in paragraph (2) of this Article may be issued as an electronic or written document, as the party specifies in the application.

Article 5

(Types of data and registers)

(1) Only certificates which contain data from Article 22 of the Law can be issued to the applicant of the application.

(2) Records on received applications and issued certificates are maintained by competent authorities in accordance with the provisions of office management.

Article 6

(Entry into force)

These Guidelines shall enter into force on the eighth day of its publication in the "Official Gazette of BiH", and shall be applied from the day of issuance of the Decision on the beginning of the issuance of identity cards with electronic-memory element.

No 15-01/02-2-93/13
23 January 2013

Director
M.Sc. **Siniša Macan**, signed