

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), Article 18 paragraph (6) of the Law on Travel Documents of Bosnia and Herzegovina ("Official Gazette of BiH", nos. 4/97, 1/99, 9/99, 27/00, 32/00, 19/01, 47/04, 53/07, 15/08, 33/08, 39/08 and 60/13), director of the Agency for Identification Documents, Registers and Data of Bosnia and Herzegovina issues

GUIDELINES

ON TECHNICAL CONDITIONS AND PROCEDURES FOR USING MOBILE STATIONS IN REMOTE LOCATIONS

Article 1

(Subject)

These Guidelines shall lay down the technical conditions and procedures for using mobile stations for biometric data acquisition in remote locations.

Article 2

(Competence)

In accordance with the Article 15 of the Law on Travel Documents of Bosnia and Herzegovina, the competent authorities for implementation of these Guidelines are as follows:

1. Competent authorities in entities and Brčko District of Bosnia and Herzegovina,
2. Ministry of Foreign Affairs of Bosnia and Herzegovina.

Article 3

(Definition of mobile stations)

Mobile station is a set of devices that are used for biometric data acquisition in the field, and which include: a laptop, a camera, a device for acquisition of fingerprints, device for acquisition of signature, case for equipment, lighting for mobile acquisition and background for acquisition.

Article 4

(Submitting application in a simplified manner)

Submitting application in a simplified manner with mobile working station shall be enabled to:

1. A person whose movement is restricted or enabled due to age, illness or other disability,
2. Citizens of Bosnia and Herzegovina who live abroad, in the case of a large number of applicants for travel documents at locations remote from the diplomatic or consular representatives of Bosnia and Herzegovina, where the total costs of travel and other circumstances indicate the rationality and justification.

Article 5

(Technical conditions)

Technical conditions envisaged by the Standards for the equipment and software - valid version, adopted by the Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina, must be met for the use of mobile working station.

Article 6

(Submitting application)

When submitting application for the use of mobile station in remote locations, it is necessary that a certain person announces the acquisition at the competent authority for issuing travel documents in a way that he/she provides data on the applicant.

Article 7

(Procedure of competent authority)

When the acquisition is announced, an authorized person of competent authority shall conduct the acquisition through mobile working station in the field, i.e. biometric data acquisition, where the applicant shall sign the application for the issuance of travel document.

Article 8

(Maintaining registers of the use of mobile working stations)

Competent authorities are obliged to maintain registers of the use of mobile working stations, which shall contain the following data: name and surname of authorized person, date of taking-over, place of using and date of returning the mobile working station.

Article 9

(Publication of Standards)

(1) The provisions of the current Standard for equipment and software, Standard for protection on locations and recommendations for work of officials of competent authorities and Standards on organising temporary locations for submitting applications for the issuance of biometric travel documents of Bosnia and Herzegovina abroad shall be implemented for all issues which are not envisaged by these Guidelines.

(2) The above-mentioned Standards, in accordance with the Law on the Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina, shall be published on the website of the Agency - www.iddeea.gov.ba.

Article 10

(Transitional and final provisions)

(1) Ministry of Foreign Affairs is obliged to issue special internal act on the manner of implementation of the use of mobile working station in the case of a large number of applications for the issuance of travel documents at locations remote from the diplomatic or consular representatives of Bosnia and Herzegovina.

(2) The provisions of these Guidelines shall be implemented also in the process of receiving applications for the issuance of identity cards, during the acquisition of biometric data.

Article 11

(Entry into force)

These Guidelines shall enter into force on the eight day of its publication in the "Official Gazette of BiH".

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3 October 2013

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