

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 Agency for Identification Documents, Registers and Data of Bosnia and Herzegovina ("Official Gazette of BiH", No. 56/08), and Article 55, paragraph (3) relating Article 26a of the Law on Personal Identification Number ("Official Gazette of BiH", nos. 32/01, 63/08 and 103/11), 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 PERSONAL IDENTIFICATION NUMBER ELECTRONICALLY

Article 1

(Subject)

These Guidelines shall lay down the manner of submitting application for issuance of certificate on facts from registers of personal identification number (hereinafter: PIN) electronically, via portal of competent authorities referred to in Article 3 paragraph (1) of the Law on Personal Identification Number (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. A party is identified by entering identification number that is used 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 PIN, 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 shall process it and access data from registers on PIN.

(2) The certificate on facts from registers on PIN shall be issued to the submitter.

(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

(Tax exemption)

Only certificates which are exempted from tax can be requested in this manner.

Article 6

(Types of data and registers)

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

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

Article 7

(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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23 October 2013

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