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 6, paragraph (4) 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 THE MANNER OF PROCEDURE OF COMPETENT AUTHORITIES DURING THE CHANGEOVER OF SPECIAL LETTERS THAT ARE NOT DEFINED IN THE OFFICIAL LANGUAGES AND ALPHABETS OF BOSNIA AND HERZEGOVINA AND MANNER OF WRITING SPECIFIC CHARACTERS WHEN ENTERING PERSONAL DATA IN CENTRAL REGISTER

Article 1
(Subject)

(1) These Guidelines shall lay down the manner of procedure of competent authorities referred to in Article 7 of the Law on Identity Card Of Nationals of Bosnia and Herzegovina (hereinafter: the Law) in cases when specific letters that are not defined by the official languages and scripts in Bosnia and Herzegovina are entered in registry books based on which data are to be entered in registers of identity cards, as well as the manner of procedure of the officials from competent authorities when writing specific characters when entering and updating personal data in central register during the procedures of registering and determining JMB, registration - cancellation of permanent and temporary residence of BiH citizens, procedure of issuing identity cards of BiH citizens, procedure of issuing travel documents, procedure of issuing driving licenses of BiH citizens and foreigners, and other procedures of issuing personal documents.

(2) This document is based on the guidelines from documents of ICAO 9303 which defines standards in the field of identification documents (International Civil Aviation Organization).

Article 2
(Notion of the foreign alphabet letters and specific characters)

(1) Foreign alphabet letters represent letters from all foreign languages and alphabets which are not defined by official languages and alphabets in Bosnia and Herzegovina.
(2) Specific characters represent characters in written language used for separating text on sentences and sentence parts.

Article 3
(Rules for entering foreign alphabet letters)

(1) In the procedure of processing and entering personal data, characters and letters of foreign alphabets are to be entered as characters that correspond to these characters turned into the machine readable zone.

(2) List of foreign alphabet letters and their equivalent in the machine readable zone are in the Appendix of these Guidelines - Appendix No. 1.

Article 4
(Rules for entering specific characters)

(1) In the procedure of processing and entering personal data, special rules for using specific characters are to be determined due to the adequate changeover of those characters in machine readable zone.
(2) Overview of the rules for using specific characters is in the Appendix of these Guidelines – Appendix No. 2.

Article 5
(Manner of procedure)

(1) In cases when in registry books, based on which data are to be entered in registers of identity cards, the data (name, surname and place of birth) which contain letters of foreign alphabets in accordance to the document referred to in Article 1, paragraph 2 of these Guidelines – Q, W, X and Yare entered, a party is obliged when submitting request for issuance of identity card or other request for entering or changing data in central registers for the needs of Serbian language - Cyrillic alphabet, to submit request for changeover of letters of foreign alphabet in letters which are defined by official languages and alphabets in Bosnia and Herzegovina. Overview of the request form is attached to these Guidelines – Appendix No. 3.
(2) The request is to be submitted to the competent authority referred to in Article 7 in the place of residence of the party, or in temporary place of residence for displaced persons.
(3) The party writes original data in the request (name, surname and place of birth) from the main birth register (MKR) and the data (name, surname and place of birth) which should be entered, and which do not contain letters of foreign alphabets. The party is obliged to submit the birth certificate with the request.
(4) The competent authority is obliged to issue a decision adopting or rejecting the request of the party within seven days. The decision is to be submitted to the party within seven days, and upon its legitimacy one copy of the decision is to be submitted to the competent registry office for the information. If the party is unsatisfied with the decision, it has the right to appeal to the authority of the second instance. The appeal does not delay the execution of the decision. The appeal to the decision of the authority of the first instance is to be submitted within eight days to the authority of the second instance upon the request of the changeover of foreign alphabet letters in letters which are defined by official languages and alphabets in Bosnia and Herzegovina.
(5) Number of the final decision is to be entered in the registers referred to in Article 1, paragraph 1 of these Guidelines.
(6) Manner of changing over the letters is performed according to the defined rules for each official language and alphabet used in Bosnia and Herzegovina.

Article 6
(Expiry of former regulations)

By entry into force of these Guidelines, the Guidelines on manner of writing specific characters and letters of foreign letters when entering data in central register No. 15/02-2-1767/09 from 14 May 2009 and the Guidelines on amendments to the Guidelines on manner of writing specific characters and letters of foreign letters when entering data in central register No. 15/02-2-1767/09 from 25 August 2010 have ceased to be valid.

Article 7
(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. 15-01/02-2-90/13   Director
23 January 2013. godine   M.Sc. **Siniša Macan**, signed

Slova stranog alfabeta i njihov ekvivalent u mašinski čitljivoj zoni (MRZ) koji se unosi u bazu podataka

R.B.	Slovo stranog alfabeta	Opis	Odgovarajući karakter
1.	Á	A acute	A
2.	À	A grave	A
3.	Â	A circumflex	A
4.	Ä	A diaeresis	AE
5.	Ã	A tilde	A
6.	Ă	A breve	A
7.	Å	A ring	AA
8.	Ā	A macron	A
9.	Ą	A ogonek	A
10.	Ĉ	C circumflex	C
11.	Ċ	C dot accent	C
12.	Ç	C cedilla	C
13.	Ď	D caron	D
14.	É	E acute	E
15.	È	E grave	E
16.	Ê	E circumflex	E
17.	Ë	E diaeresis	E
18.	Ě	E caron	E
19.	Ė	E dot accent	E
20.	Ē	E macron	E
21.	Ę	E ogonek	E
22.	Ĕ	E breve	E
23.	Ĝ	G circumflex	G
24.	Ğ	G caron	G
25.	Ġ	G dot accent	G
26.	Ģ	G cedilla	G
27.	Ħ	H bar	H
28.	Ĥ	H circumflex	H
29.	ı	I bez tačke (Turkey)	I
30.	Í	I acute	I
31.	Ì	I grave	I
32.	Î	I circumflex	I
33.	Ï	I diaeresis	I
34.	Ĩ	I tilda	I
35.	İ	I naglašeno	I
36.	Ī	I macron	I
37.	Į	I ogonek	I
38.	Ĭ	I breve	I
39.	Ĵ	J circumflex	J
40.	Ķ	K cedilla	K
41.	Ł	L slash	L

42.	Ĺ	L acute	L
43.	Ľ	L caron	L
44.	Ļ	L cedilla	L
45.	Ŀ	L dot	L
46.	Ń	N acute	N
47.	Ñ	N tilda	N
48.	Ň	N caron	N
49.	Ņ	N cedilla	N
50.	ŋ	Eng	N
51.	Ø	O slash	OE
52.	Ó	O acute	O
53.	Ò	O grave	O
54.	Ô	O circumflex	O
55.	Ö	O diaeresis	OE
56.	Õ	O tilda	O
57.	Ő	O double acute	O
58.	Ō	O macron	O
59.	Ŏ	O breve	O
60.	Ŕ	R acute	R
61.	Ř	R caron	R
62.	Ŗ	R cedilla	R
63.	Ś	S acute	S
64.	Ŝ	S circumflex	S
65.	Ş	S cedilla	S
66.	Ŧ	T bar	T
67.	Ť	T caron	T
68.	Ţ	T cedilla	T
69.	Ú	U acute	U
70.	Ù	U grave	U
71.	Û	U circumflex	U
72.	Ü	U diaeresis	UE
73.	Ũ	U tilda	U
74.	Ŭ	U breve	U
75.	Ű	U double acute	U
76.	Ů	U ring	U
77.	Ū	U macron	U
78.	Ų	U ogonek	U
79.	Ŵ	W circumflex	W
80.	Ý	Y caron	Y
81.	Ŷ	Y circumflex	Y
82.	Ÿ	Y diaeresis	Y
83.	Ź	Z acute	Z
84.	Ż	Z dot	Z
85.	Æ	ligature AE	AE
86.	IJ	ligature IJ	IJ
87.	Œ	ligature OE	OE
88.	ß	duplo S (Germany)	SS

PRAVILA ZA UNOS KARAKTERISTIČNIH ZNAKOVA

1. Zarez (,) – u MRZ se ovaj znak ignorira
   - Poslije zareza **mora** biti razmak
     Npr. PREZIME, PREZIME IME
     MRZ: PREZIME<PREZIME<<IME<<<<<<<<<<
   - U nazivu bez razmaka zarez **nije dozvoljen**
     Npr. PREZIME,PREZIME IME
     MRZ: PREZIMEPREZIME<<IME<<<<<<<<<<
   - Na početku i na kraju naziva zarez **nije dozvoljen**
     Npr. PREZIME, IME ILI
         ,PREZIME IME

2. Tačka (.) – u MRZ se ovaj znak ignorira
   - Poslije tačke **mora** biti razmak
     Npr. PREZIME. PREZIME IME
     MRZ: PREZIME<PREZIME<<IME<<<<<<<<<<
   - U nazivu bez razmaka tačka **nije dozvoljena**
     Npr. PREZIME.PREZIME IME
     MRZ: PREZIMEPREZIME<<IME<<<<<<<<<<
   - Na početku i na kraju naziva tačka **nije dozvoljena**
     Npr. PREZIME. IME ILI
         .PREZIME IME

3. Crtica (-) – u MRZ se ovaj znak mijenja znakom „<"
   - Crtica je dozvoljena u nazivu i u MRZ se mijenja sa znakom „<"
     Npr. PREZIME-PREZIME IME
     MRZ: PREZIME<PREZIME<<IME<<<<<<<<<<
   - Prije i poslije crtice razmak **nije dozvoljen**
     Npr. PREZIME -PREZIME IME
     MRZ: PREZIME<<PREZIME<<IME<<<<<<<<<<
     Npr. PREZIME- PREZIME IME
     MRZ: PREZIME<<PREZIME<<IME<<<<<<<<<<
     Npr. PREZIME – PREZIME IME
     MRZ: PREZIME<<<PREZIME<<IME<<<<<<<<<<
   - Na početku i na kraju naziva crtica **nije dozvoljena**
     Npr. -PREZIME IME ILI
     Npr. PREZIME- IME

4. Donja crta (_) – u MRZ se ovaj znak ignorira
   - Donja crta je dozvoljena u nazivu i u MRZ se ignorira
     Npr. PREZIME_PREZIME IME
     MRZ: PREZIMEPREZIME<<IME<<<<<<<<<<
   - Prije i poslije donje crte razmak **nije dozvoljen**
     Npr. PREZIME _PREZIME IME

MRZ: PREZIME<PREZIME<<IME<<<<<<<<<<

Npr. PREZIME_ PREZIME IME

MRZ: PREZIME<PREZIME<<IME<<<<<<<<<<

Npr. PREZIME _ PREZIME IME

MRZ: PREZIME<<PREZIME<<IME<<<<<<<<<<

- Na početku i na kraju naziva donja crta **nije dozvoljena**

Npr. _PREZIME IME ILI

Npr. PREZIME_ IME

5. Apostrof (`) – u MRZ se ovaj znak ignorira

- Apostrof je u nazivu dozvoljen sa razmakom i bez njega

Npr. PREZIME´PREZIME IME

MRZ: PREZIMEPREZIME<<IME<<<<<<<<<<

Npr. PREZIME´ PREZIME IME

MRZ: PREZIME<PREZIME<<IME<<<<<<<<<<

- Apostrof na početku riječi **nije dozvoljen** ako poslije njega slijedi razmak

Npr. ´PREZIME IME

- Apostrof na kraju riječi **nije dozvoljen** ako prije njega dolazi razmak razmak

Npr. PREZIME ´ IME

- Apostrof je dozvoljen na početku riječi (bez razmaka poslije) i na kraju riječi (bez razmaka prije)

Npr. ´PREZIME IME

MRZ: PREZIME<<IME<<<<<<<<<<

Npr. PREZIME´ IME

MRZ: PREZIME<<IME<<<<<<<<<<

6. Upitnik (?) i uzvičnik (!) – za njih važe ista pravila kao i za apostrof. Dva upitnika ili dva uzvičnika jedan do drugog u nazivu **nisu dozvoljeni**.

7. Male zagrade () - u MRZ se ovi znakovi ignoriraju

- Ako je u nazivu prva riječ u zagradi, poslije zagrade obavezno dolazi razmak

Npr. (PREZIME) PREZIME IME

MRZ: PREZIME<PREZIME<<IME<<<<<<<<<<

- Ako je riječ u zagradi u sredini naziva, prije i poslije zagrada obavezno dolazi razmak

Npr. PREZIME (PREZIME) PREZIME IME

MRZ: PREZIME<PREZIME<PREZIME<<IME<<<<<<<<<<

- Ako su u nazivu dvije riječi u zagradi, između zagrada obavezno dolazi razmak

Npr. PREZIME (PREZIME) (PREZIME) IME

MRZ: PREZIME<PREZIME<PREZIME<<IME<<<<<<<<<<

- Riječ u zagradi ne smije imati razmak između prvog slova i zagrade i drugog slova i zagrade

Npr. PREZIME (PREZIME) IME

MRZ: PREZIME<<PREZIME<<IME<<<<<<<<<<

Npr. PREZIME (PREZIME) IME

MRZ: PREZIME<PREZIME<<<IME<<<<<<<<<<

Npr. PREZIME (PREZIME) IME

MRZ: PREZIME<<PREZIME<<<IME<<<<<<<<<<

- Ako je u nazivu zagrada otvorena mora biti i zatvorena

Npr. PREZIME (PREZIME IME – nije dozvoljeno
-   Srednje [] i velike {} zagrade u nazivu nisu dozvoljene
    Npr. PREZIME {PREZIME} IME – nije dozvoljeno
    Npr. PREZIME [PREZIME] IME – nije dozvoljeno

8. Brojevi u imenu, prezimenu ili mjestu rođenja

Po ICAO standardu u primarnom identifikatoru osobe se ne smiju pojaviti brojevi, a u sekundarnom su dozvoljeni samo rimski brojevi.
Ukoliko broj postoji u sekundarnom identifikatoru osobe, između njega i broja je obavezan razmak.
Npr. PREZIME IME II
MRZ: PREZIME<<IME<II<<<<<<<<<<<<<<

9. Svi ostali znakovi u imenu, prezimenu i mjestu rođenja su **ZABRANJENI.**

_____
/Naziv organa/tijela/Назив органа/

Broj/број: ....

Datum/Датум:................... ...god/год.

ZAHTJEV ZA PREBACIVANJE SLOVA STRANOG ALFABETA /
ЗАХТЈЕВ ЗА ПРЕБАЦИВАЊЕ СЛОВА СТРАНОГ АЛФАБЕТА

- **JMB/JMБ**_____

- **Ime(na)/Име(на)** _____

- **Prezime/Презиме** _____

- **Mjesto rođenja/Мјесто рођења** _____

U skladu sa članom 6. stav (4) Zakona o ličnoj karti državljana Bosne i Hercegovine ("Službeni glasnik BiH", broj: 32/01, 16/02, 32/07, 53/07, 56/08 i 18/12), zahtijevam da se podaci (ime, prezime i mjesto rođenja) koji sadrže slova stranog alfabeta prebace u slova koja su definirana zvaničnim jezicima i pismima koja su upotrebi u Bosni i Hercegovini na slijedeći način:

Sukladno članku 6. stavak (4) Zakona o osobnoj iskaznici državljana Bosne i Hercegovine ("Službeni glasnik BiH", broj: 32/01, 16/02, 32/07, 53/07, 56/08 i 18/12), zahtijevam da se podaci (ime, prezime i mjesto rođenja) koji sadrže slova stranog alfabeta prebace u slova koja su definirana zvaničnim jezicima i pismima koja su uporabi u Bosni i Hercegovini na slijedeći način:

У складу са чланом 6. став (4) Закона о личној карти држављана Босне и Херцеговине („Службени гласник БиХ", број: 32/01, 16/02, 53/07, 56/08 и 18/12), захтијевам да се подаци (име, презиме и мјесто рођења) који садрже слова страног алфабета пребаце у слова која су дефинисана званичним језицима и писмима која су у употреби у Босни и Херцеговини на слиједећи начин:

- **Ime(na)/Име(на)** _____

- **Prezime/Презиме** _____

- **Mjesto rođenja/Мјесто рођења** _____

_____   _____
  Potpis podnosioca/podnositelja zahtjeva/   Potpis službenog lica-osobe/
   Потпис подносиоца захтјева   Потпис службеног лица