

RULEBOOK

**ON FORMS AND WAYS OF DESIGNATION, ISSUANCE, ANNULMENT
AND REPLACEMENT OF PERSONAL IDENTIFICATION NUMBER,
REGISTERS AND WAYS OF ENTERING PERSONAL IDENTIFICATION
NUMBER INTO MAIN REGISTERS**

(Official gazette 39/02)

Pursuant to Article 55, paragraph (2) of the Law on Personal Identification Number („Official Gazette BiH“, No.32/01), the Ministry of Civil Affairs and Communications of Bosnia and Herzegovina has passed a

RULEBOOK

ON FORMS AND WAYS OF DESIGNATION, ISSUANCE, ANNULMENT AND REPLACEMENT OF PERSONAL IDENTIFICATION NUMBER, REGISTERS AND WAYS OF ENTERING PERSONAL IDENTIFICATION NUMBER INTO MAIN REGISTERS

Article 1

The Rulebook on forms and ways of designation, issuance, annulment and replacement of personal identification number, registers and ways of entering of personal identification number into main registers (hereinafter: the Rulebook) shall stipulate rules, ways of designation, allocation, annulment and replacement of personal identification number (hereinafter: JMB), registers, ways of entering of JMB into main registers and other issues.

Article 2

The activities specified in Article 1 of the Rulebook shall be carried out within their respective jurisdictions in Federation BiH by the Police Administrations within cantonal ministries of the interior, by Public Security Centers, Public Security Stations and police stations in the Republic of Srpska, and by the competent authority, functionally acting as a state institution in the Brcko District of Bosnia and Herzegovina (Hereinafter: competent authorities) according to the place of permanent residence of the citizens of Bosnia and Herzegovina (Hereinafter: BiH citizens), i.e. according to the place of temporary residence for displaced persons in compliance with Article 3 of the Law on personal identification number (Hereinafter: the Law).

Designation of the JMB for the newborns shall be carried out, ex officio, by the competent authorities according to the place of entering into the Birth Register within the deadline referred to in Article 9, paragraph (2) of the Law.

For the newborns of BiH citizens born abroad, JMB shall be designated by the competent authority according to the place of the last permanent residence in Bosnia and Herzegovina of one or both parents, and if it is unknown, the competent authority shall designate the JMB according to the place of birth of the parents, after the baby is registered in the Birth register.

The application for designation of JMB to a child referred to in the previous paragraph shall be filed through the nearest diplomatic-consular offices of BiH or directly, by providing evidence on registration into the Birth register within the territory of BiH and evidence of BiH citizenship.

The competent authority shall designate a JMB to a BiH citizen with no permanent residence at the territory of BiH or without designated JMB pursuant to current regulation according to place of registration into the Birth register in BiH.

Article 3

A JMB shall be designated to a citizens of BiH referred to in Article 14 of the Law upon implementation of the procedures for establishment of the facts of day, month or year of birth in accordance with the Law on Main Register Books by the competent authority and issue an appropriate document thereof.

Article 4

The competent authorities referred to in Article 2 of the Rulebook shall, ex officio, designate a JMB to a newborn according to notification of the municipality office dealing with changes in civil status in charge of keeping the facts of the child's birth, within the deadline referred to in Article 9, paragraph (2) of the Law.

Notification referred to in the previous paragraph shall be provided on the JMB-1 Form.

Upon designation of a JMB, and notification of the municipality office dealing with changes in civil status, the competent authority referred to in Article 2 of the Rulebook shall provide the municipality office dealing with changes in civil status with the designated JMB on the JMB-2 Form.

Article 5

The competent authorities referred to in Article 2 of the Rulebook shall designate a JMB at the request of an individual if he/she has no designated JMB.

An application for designation of JMB shall include data referred to in Article 15 of the Law and shall be filed on the JMB-3 Form.

The applicant shall be obliged to submit appropriate evidences verifying the data stated in the application (Birth Certificate and Certificate of Citizenship).

Upon designation of the JMB, the competent authorities referred to in Article 2 of the Rulebook shall issue acknowledgement on designated JMB on the JMB-2 Form of the Rulebook and shall simultaneously notify the municipality office dealing with changes in civil status for the purpose of registration of JMB in the Birth Register.

Article 6

The competent authority referred to in Article 2 of the Rulebook shall keep special register of the received applications - Register for received applications.

The Register shall be comprised of daily sheets of A4 format - JMB-4 Form according to ordinal number through electronic register and shall comprise data on: ordinal number, date of receipt of application, surname and name of the applicant and name of one parent, day, month and year of birth, type of application, signature of the authorized officer and a "Notes:" column.

The Register shall be concluded and bound at the end of the calendar year, and kept permanently.

Applications shall be stored according to their ordinal numbers, kept for the period of five years and then destroyed by a commission.

Article 7

Enrolment of JMB in any public document and register for the individuals with no identity card shall be carried out based on the birth certificate.

Article 8

Annulment and replacement of incorrectly designated JMBs shall be carried out by a decision of the competent authority referred to in Article 2 of the Rulebook, at the request of an individual or upon introduction with the reasons due to which annulment or replacement of JMB is required, if the JMB has been issued by that authority.

If a JMB designated by another authority is concerned, and the competent authority referred to in Article 2 of the Rulebook is unable to determine which authority has designated the JMB, the competent authority referred to in Article 2 of the Rulebook shall annul incorrectly designated JMB and designate a new one to that individual.

In events of incorrectly designated JMBs issued by the revoked authorities or those which ceased to be competent, the competent authority referred to in Article 2 of the Rulebook shall issue a decision on annulment.

The competent authority shall notify an individual whose JMB has been annulled or replaced on new JMB using JMB-5 Form, as well as the municipality office dealing with changes in civil status for the purpose of registration in the Birth Register Book and, if required, other authorities.

Article 9

In event of changes of personal name or correction of date, month, year of birth or place of birth, the competent authority referred to in Article 2 of the Rulebook, shall annul the current JMB for that individual by its Decision and issue a new JMB.

The competent authority shall notify an individual whose JMB has been annulled or replaced on new JMB using JMB-5 Form, as well as the municipality office dealing with changes in civil status for the purpose of registration in the Birth register and, if required, other authorities.

Change of name for the purpose of marriage or adoption shall not imply the obligation for the competent authority to annul or replace the current JMB, but shall imply the obligation to register occurred changes in the register.

Article 10

Control number (group VI) referred to in Article 7 of the Law shall be designated electronically according to module 11 in compliance with a special instruction of the Ministry of Civil Affairs and Communications of Bosnia and Herzegovina (Hereinafter: MCAC BiH).

Ranging of numbers (group V) referred to in Article 4 of the Law shall be designated electronically in compliance with the special instruction of MCAC BiH.

Article 11

The competent authority referred to in Article 2 of the Rulebook shall, under its competence keep, maintain and use local registers on issuance, annulment and replacement of JMB and shall carry out updating of the respective data through electronic data processing.

The Ministry of Interior of the Republic of Srpska shall keep and maintain the entity register for JMB through public security centers.

Cantonal ministries of the interior shall keep and maintain the registers of JMB in cantons.

The competent authority of Brčko District of BiH shall keep and maintain registers of JMB at the territory of Brčko District of BiH.

Central register of JMB shall be kept and maintained electronically by the MCAC BiH pursuant to the Law and the Law on Central Registers and Data Exchange.

Article 12

A procedure for entering and updating of data on JMB electronically shall be set out by a special instruction of the MCAC BiH.

Article 13

Access and usage of data contained in the JMB Register shall be conducted in accordance with the Law and the Law on Central Registers and Data Exchange.

At the request of a citizen of BiH, i.e. foreigner, to whom a JMB has been designated, the competent authority shall issue a notification on personal data contained in the JMB Register on the JMB-6 Form.

Article 14

Registration of previously designated JMBs in terms of Articles 40-45 of the Law shall be made on the JMB-7 Form, and a certificate shall be issued to a person who has registered the JMB on the JMB-8 Form.

Article 15

The competent authority referred to in Article 2 of the Rulebook shall keep special register for the received applications for registration of previously designated JMBs - Register for received applications.

The Register shall be comprised of daily sheets of A4 format - JMB-9 Form according to ordinal number through electronic register and shall comprise data on: ordinal number, date of receipt of application, surname and name of the applicant and name of one parent, day, month and year of birth, type of application, signature of the authorized official and a "Notes:" column.

The Register shall be concluded and bound at the end of the calendar year, and kept permanently.

Applications shall be stored according to their ordinal numbers, kept for the period of five years and then destroyed by a Commission.

Article 16

JMB shall be entered into the Birth Register Book based only on the certificate on designated JMB by the competent authority referred to in Article 2 of the Rulebook.

JMB shall be entered into the Marriage Register Book at the occasion of marriage conclusion based on data contained in the ID card and Birth Certificate.

A JMB shall be entered into the Register Book of Deaths based on the ID card of a dead person and Birth Certificate.

Article 17

JMB shall be entered in the register books of birth, marriage and death (Hereinafter: Register books) and into certificates based on the Registers at the specified place in the form of the Register book, i.e. in the form of the certificates based on the Registers.

In the forms of the Register books where no particular place for entering of JMB is foreseen, it shall be entered in the column "Additional entries and notes" by opening of the small bracket and write the abbreviation for personal identification number in capital letters, i.e. "JMB", and to put the sign for equals, enter the JMB number and close the brackets, e.g. "(JMB=.....)". In the Register of marriage after the abbreviation "JMB" a word "groom", i.e. "bride" shall be entered, e.g. "(JMB groom=.....)", "(JMB bride=.....)", date of entry and signature of the registrar.

In the forms of the Registers kept by the religious communities (until 9 May 1946), a JMB shall be entered in the Birth Register Book where most appropriate in the column "Name and sex of a child" , in the Register of marriage it shall be entered in the free space in the column "Notes". If there is no "Notes" column in the Register of marriage, a JMB shall be entered at the free space in the column designated for entering of personal name of the religious representative before whom the marriage has been concluded.

If a JMB of the citizen of BiH has been entered into the Register, it is mandatory to enter that number in the certificate based on that Register.

Article 18

A JMB shall be entered into the Register Books, as well as into the certificates issued on the basis of Registers by means already used for entering all other data into the relevant document.

Article 19

Prior to entering of JMB in the Birth register, a registrar shall be obliged to compare the data regarding the time of birth contained in the JMB with the relevant data contained in the Birth Register Book (first two ciphers of the JMB are day of birth, other two ciphers are month of birth, and the other three are year of birth). If a registrar realizes that JMB has been designated incorrectly, he/she shall not enter it in the register, but notify the competent authority referred to in Article 2 of the Rulebook.

Article 20

When a municipality office dealing with changes in civil status which is authorized to keep the Birth Register Book receives a notification on annulled/replaced JMB which has been entered in the Birth Register Book and on designation of a new JMB, it shall cross previously entered JMB by a horizontal line, so to keep the entered data readable, and it shall enter a newly designated JMB under it.

Article 21

An individual who has no JMB and who was born outside BiH, having BiH citizenship by naturalization, adoption or in accordance with the international agreement referred to in

Article 11 of the Law, shall file an application to a competent authority for designation of JMB within 30 days as of the date of receiving a BiH citizenship.

The application referred to in the previous Article shall be submitted with the acknowledgement of receipt of citizenship of BiH.

In event that prior to receiving of citizenship of BiH an individual referred to in the previous paragraph had any of the statuses referred to in Article 30 of the Law and that JMB for foreigners has been designated to him, the competent authority shall request from the Ministry of Civil Affairs and Communications of Bosnia and Herzegovina (Hereinafter: MCAC) to annul previously designated JMB for foreigners within 15 days as of the date of receipt of the application referred to in paragraph (1) of this Article (Article 35 of the Law).

Article 22

Personal data of an individual, whose BiH citizenship status has ceased due to any reason, i.e. of a foreigner whose status referred to in Article 30 of the Law has ceased, shall be erased from the JMB Register and that JMB shall be registered as annulled.

The authority who has issued a decision on termination of BiH citizenship to an individual or termination of a foreigner status shall notify the authority which issued a JMB (MCAC BiH for foreign citizens) shall erase the JMB within 15 days as of the date of receipt of the decision and immediately notify the authority issuing a decision and the individual whose JMB has been erased (Article 24 of the Law).

In event of erasure of JMB due to termination of BiH citizenship, the authority which has erased the JMB shall notify the municipality office dealing with changes in civil status where the individual is registered into the Birth Register Book as regards the erasure.

Article 23

The forms which are integral parts of this Rulebook shall be provided by the MCAC BiH, printed in languages of the constitutive peoples of BiH in Latin and Cyrillic script.

Due to technical reasons, data which are automatically entered onto the form from the database shall be entered in Latin script at the occasion of handing out.

Data entered by the citizens themselves shall be entered in Latin or Cyrillic script, optionally.

Article 24

This Rulebook shall enter into force as of the date of its publication in "Official Gazette of BiH".

This Rulebook shall be published in the official gazettes of the entities and Brčko district of BiH.

No. 01/1-1296/02 December 2, 2002, Sarajevo

Svetozar Mihajlović, Minister, signed