

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 40, paragraph (3), item c) 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 PROCEDURES OF ELECTRONIC DATA VERIFICATION COLLECTED FROM CITIZENS WHEN SUBMITTING APPLICATIONS FOR IDENTITY CARD**

#### **CHAPTER I – GENERAL PROVISIONS**

##### **Article 1** (Subject)

These Guidelines shall lay down the procedures of electronic verification of data from registers maintained by competent authorities, procedure of biometric data verification, deadline for data verification and obligations of submitting data of competent authorities on authorized persons that perform data verification.

##### **Article 2** (Obligations of the applicant)

When submitting an application for issuance of identity card, the applicant is obliged to provide accurate and truthfull data envisaged by the Article 6, paragraph (1) and (2) of the Law on Identity Card Of Nationals of Bosnia and Herzegovina (hereinafter: the Law on Identity Card).

#### **CHAPTER II – DATA VERIFICATION**

##### **Article 3** (Data to be collected)

(1) During the submission of the application for identity card, the following data, if applicable, are to be recorded:

- a) Personal identification number (hereinafter: JMB);
- b) Given name;
- c) surname;
- d) maiden surname;
- e) name of one parent;
- f) surname of the parent;
- g) sex;
- h) date of birth;
- i) place of birth;
- j) permanent or temporary residence;
- k) municipality of birth;
- l) country of birth;

- m) entity;
- n) Canton;
- o) Citizenship, entity citizenship;
- p) Change of name;
- q) Change of JMB;
- r) Change of sex;
- s) Data on complete adoption;
- t) Person status;
- u) Status of JMB;
- v) Photograph;
- w) Personal signature;
- x) Date of issue of identity card;
- y) Date of expiry of identity card;
- z) Number of identity card;
- aa) Data on identity card issuing authority;
- bb) Data on lost identity card;
- cc) Data on the prohibition of the use of identity card;
- dd) Data on fingerprints;
- ee) Data on entering data on person who performed the entry of data in Main Birth Register (hereinafter: MKR) and Main Register of Citizenship (MKD)
- ff) Data on person who performed data verification in MKR and MKD.

(2) Data referred to paragraph (1) from item a) to the item dd) of this Article are to be collected and submitted by competent authorities for the issuance of identity card in accordance with the provisions of the Rulebook on content and manner of keeping registers ("Official Gazette of BiH", No. 35/09).

(3) Data referred to paragraph (1) from item ee) to the item ff) of this Article are to be submitted by competent authorities in accordance with provisions of registry books in Bosnia and Herzegovina.

#### **Article 4**

(Data verification)

(1) On the basis of data contained on the application for issuance of identity card, the competent authority shall verify data at the relevant body for maintaining registry books.

(2) Data verification in MKR is performed for data on JMB, name, surname, place of birth, year of enrolment, page of enrolment, the enrolment reference number, number of excerpt, name of parent or guardian, type of enrolment, change of personal name and legal basis of enrolment.

(3) Data verification in MKD is performed for data on JMB, name, surname, place of birth, year of enrolment, page of enrolment, the enrolment reference number, number of excerpt, name of parent or guardian, citizenship and legal basis of enrolment. In case of entering data on entity citizenship in identity card, it is necessary to verify that data in main register of citizenship maintained by competent authorities in entities.

(4) The competent authority deliver data from Article 3, paragraph (1), item ee) and item ff) of these Guidelines, in accordance with the Rulebook on manner of access to the registers and data exchange, in the registers established according to the Law on the Agency for Identification Documents, Registers and data Exchange of Bosnia and Herzegovina (hereinafter: Law on Agency). These registers become available to the competent authority for issuance of identity cards. Data are to be delivered for each application for issuance of identity card.

(5) When delivering data from previous paragraph, the competent authority delivers data on JMB, name and surname of the authorized official who performed the verification in registry books.

(6) During the data verification competent authorities are obliged to implement provisions on manner of procedure of officials of competent authorities when entering and updating personal data in central registers.

#### **Article 5**

(Manner of delivery and verification of data)

(1) Data defined by Article 3, paragraph (1) from item a) to item dd) of these Guidelines are to be delivered through an application located on servers of the Agency for Identification Documents, Registers and data Exchange of Bosnia and Herzegovina (hereinafter: the Agency), and in accordance with the Law on the Agency and Article 4, paragraph (1), item b) of the Rulebook on manner of access to registers and data exchange ("Official Gazette of BiH", No.35/09).

(2) Data from MKR and MKD registers, and in relation with the items ee) and ff) of these Guidelines can be delivered through web services or applications on servers of the Agency, in accordance with the Law on the Agency and Article 4, paragraph (1), item b) of the Rulebook on manner of access to registers and data exchange.

#### **Article 6**

(Delivery and verification of data from MKR and MKD through the Agency's application)

(1) Delivery of data from MKR and MKD through the Agency's application is performed if digitally signed registers of MKR and MKD are not established at competent authorities for maintaining registry books.

(2) Delivery of data from MKR and MKD through the Agency's application is also performed in cases when the accurate data verification is not performed through web services so it is necessary to check in MKR and MKD registers.

(3) When submitting application for issuance of identity card, citizen of Bosnia and Herzegovina specifies the authority which maintains MKR and MKD registers, and competent authority for issuance of identity card shall proceed in the following manner relating the data from MKR and MKD:

- a) Electronically delivers data to the competent authority which maintains MKR and MKD registers;
- b) The competent authority which maintains MKR and MKD registers verifies data in their registers by direct access to registers;
- c) Upon the direct access to registers, data from MKR and MKD are delivered, in relation to the Article 4, paragraph (2) and (3) of this Guidelines, in the registers established by the Law on the Agency. Thus the data from MKR and MKD become available to the competent authority for issuance of identity cards.
- d) Upon the delivery of data, the competent authority for issuance of identity cards shall proceed in accordance with regulations.

(4) The competent authorities are obliged to conduct in accordance with the Rulebook on manner of access to registers and data exchange when determining administrators and authorized persons for data delivery.

### **Article 7**

(Delivery and verification of data from MKR and MKD through web services)

(1) Data delivery from MKR and MKD is performed through web services if digitally signed MKR and MKD registers are established at competent authorities for maintaining registry books.

(2) The competent authorities that maintain registry books inform the Agency that the conditions referred to in paragraph 1 of this Article are met. Then the Agency and the competent authority which holds digitally signed registers of registry books conclude the agreement in which they define all technical aspects of data exchange, and in accordance of the Law on the Agency and the Rulebook on manner of access to registers and data exchange.

### **Article 8**

(Biometric data verification)

(1) On the basis of data contained in the application for issuance of identity card, the Agency performs biometric data verification – data on fingerprints and photo.

(2) Data referred to Article 3, paragraph (1), item dd) are collected and delivered by competent authorities for issuance of identity card in accordance with the provisions of the Rulebook on manner of access to registers and data exchange.

(3) The Agency carries out biometric data verification by checking fingerprints and photograph taken in the process of acquisition of the applicant in the existing biometric data base in order to define the matching degree of biometric data of the applicant with biometric data of persons registered in biometric data base.

(4) If it is determined that the matching degree of biometric data of the applicant is beyond previously defined limit with some of the existing biometric data in the registers, that information is sent to the competent authority that continues to act in accordance with law procedures.

## **CHAPTER III – DEADLINES AND DATA ABOUT PERSONS IN CHARGE OF VERIFICATION**

### **Article 9**

(Deadline for verification)

Deadline for the delivery of data from the authority which keeps registers from MKR and MKD, in relation for Article 6 of these Guidelines, is 3 (three) days as of the date of receiving the request for verification.

### **Article 10**

(Delivery of data about persons authorized to perform verification)

(1) Competent authorities are obliged to provide data about persons authorized to carry out the verification referred to in Article 5 of these Guidelines.

(2) Data about authorized persons referred to in paragraph 1 of this Article are provided on the Form No.1 which is the integral part of the Rulebook on access to registers and data exchange ("Official Gazette of BiH", No: 45/09).

## CHAPTER IV – FINAL PROVISIONS

### Article 11 (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.

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