

Pursuant to the Article 61 of the Law on Administration ("Official Gazette of BiH", nos. 32/02 and 102/09), Article 8, paragraph (1), item b) and 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 (2), item b) 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 RULES AND PROCEDURES RELATED TO THE TRANSPORT OF IDENTIFICATION DOCUMENTS TO COMPETENT AUTHORITIES

Article 1

(Competence for transport of identification documents)

- (1) The Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina (hereinafter: the Agency), in accordance with Article 8, paragraph (1), item b) of the Law on the Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina, is competent for transport of identification documents for the needs of competent authorities of Bosnia and Herzegovina.
- (2) Pursuant to the Article 5, paragraph 3 of the Law on the Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina ("Official Gazette of BiH", No. 56/08), Center for Storage, Personalization and Transport of Personal Documents (hereinafter: Center) is established and performs tasks of storage, personalization and transport of all documents for which the Agency is responsible.

Article 2

(Definitions and terms)

- (1) Competent authority for delivery of documents is the competent authority in which seat the Agency transports documents.
- (2) Competent authority for issuance of documents is lower organizational unit of the competent authority for delivery of documents.
- (3) C-package is the package which is delivered at the location of the competent authority for issuance, and personal documents (identity card, driving licence etc.) are packed in it.
- (4) D-package is the package which is delivered at the location of competent authority for delivery, and C- packages are packed in it.
- (5) Package of documents (D-package) is followed by dispatch list of the competent authority for delivery of documents (hereinafter: D-dispatch list)
- (6) Package of documents (C-package) is followed by dispatch list of the competent authority for issuance of documents (hereinafter: C-dispatch list)

Article 3

(Competent authorities to which the transport and sending of identification documents shall be performed)

- (1) The Agency transports documents to the seat of competent authorities as follows:
 - a) Mol of Republic of Srpska:

- 1) PSC Banja Luka,
 - 2) PSC Doboј,
 - 3) PSC Bijeljina,
 - 4) PSC Istočno Sarajevo,
 - 5) PSC Trebinje;
- b) Mol of Una-Sana Canton;
 - c) Mol of Posavina Canton;
 - d) Mol of Tuzla Canton;
 - e) Mol of Zenica-Doboј Canton;
 - f) Mol of Bosnian-Podrinje Canton;
 - g) Mol of Central Bosnian Canton;
 - h) Mol of Hercegovina-Neretva Canton;
 - i) Mol of West Herzegovina Canton;
 - j) Mol of Sarajevo Canton;
 - k) Mol of Canton 10;
 - l) Public Register of Brcko District.
- (2) The competent authorities referred to in paragraph (1) of this Article perform transport of packages of documents (C-package) to their lower organizational units.

Article 4

(Delivery schedule of identification documents to the competent authorities)

- (1) Transport of identification documents to the locations of competent authorities is performed weekly according to the following schedule:
- a) Monday: Mol of Central Bosnian Canton, Mol of Zenica-Doboј Canton, Mol of Sarajevo Canton, Mol of Bosnian-Podrinje Canton, Mol of Republic of Srpska - PSC Istočno Sarajevo;
 - b) Tuesday: Mol of Canton 10, Mol of West Herzegovina Canton, Mol of Hercegovina-Neretva Canton, Mol of Republic of Srpska - PSC Trebinje;
 - c) Wednesday: Mol of Republic Srpska - PSC Banja Luka;
 - d) Thursday: Mol of Tuzla Canton, Public Register of Brcko District, Mol of Posavina Canton, Mol of Republic of Srpska - PSC Doboј, Mol of Republic of Srpska - CJB Bijeljina,
 - e) Friday: Mol of Una-Sana Canton.
- (2) The Agency shall, depending on the technical possibilities and needs, organize one additional delivery of identification documents at the locations of competent authorities apart from the delivery defined in the previous paragraph.
- (3) The Agency shall deliver the report on performed deliveries of documents at the locations of Public Security Centres to the Mol of Republic of Srpska.
- (4) The competent authority determines delivery schedule from the location of the competent authority for delivery to the location of competent authority for issuance of documents.

Article 5

(Handover procedure of packages of documents at competent authorities)

- (1) An official at the location of the competent authority for delivery and an official of the Agency for the delivery of documents check the contents of the D-package, and according to the D-dispatch list, in a way that they compare numbers on C-packages with numbers listed in D-dispatch list.
- (2) Official at the location of the competent authority signs D-dispatch list (two copies) for each type of document he/she received, and the official of the Agency for the delivery of documents signs these copies confirming that he/she handed over D-package of documents, so:
 - a) One copy of D-dispatch list stays at the location of competent authority for delivery,
 - b) Other copy of D-dispatch list of competent authority for delivery is returned to the Center by driver-officer for the delivery of documents.
- (3) An official at the location of the competent authority for delivery reads barcode on D-dispatch list in the application for reception of packages, whereby it is confirmed that D-package is delivered at the location of the competent authority for delivery.
- (4) At the location of the competent authority for issuance, official of the competent authority for the delivery and official of the competent authority for the issuance perform the handover of C-package of documents in the following way:
 - a) They check whether C-dispatch list refers to the corresponding C-package of documents which contains the number of the corresponding dispatch list;
 - b) They check whether self-destructive stickers on C-package are undamaged;
 - c) They check whether the serial number of the self-destructive sticker on C-package is same as the serial number of the self-destructive sticker on C-dispatch list which is in C-package.
- (5) Official at the location of the competent authority signs C-dispatch list (two copies) for each type of document he/she received, and the official at the location of the competent authority for the delivery of documents signs these copies confirming that he/she handed over C-package of documents, so:
 - a) One copy of C-dispatch list with the self-destructive sticker stays at the location of competent authority for issuance,
 - b) Other copy of C-dispatch list is returned to the seat of the competent authority by official of the competent authority for the delivery.
- (6) Official of the competent authority for the issuance checks whether the content of the package matches with the content listed on C-dispatch list and reads barcode on C-dispatch list in application for reception of packages, whereby it is confirmed that C-package is delivered at the location of the competent authority for the issuance.
- (7) Competent authority is obliged to inform the Agency in writing within 48 hours about any observed deficiencies in the document handover procedure.

Article 6

(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
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