

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 THE PROCUREMENT AND STORAGE OF PERSONAL DOCUMENTS

Article 1

(Responsibilities for the procurement and storage of personal documents)

- (1) The Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina, in accordance with Article 8, paragraph (1), item b) of the Law on Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina, shall be responsible 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) which performs tasks of storage, personalization and transport of all documents for which the Agency is responsible is established.

Article 2

(Distribution of production material for the production of personal documents)

- (1) Distribution of production material for the production of personal documents can be performed only by the provider (distributor, vendor) during the delivery of production material of personal documents to the arranged place of delivery.
- (2) The delivery is performed in the premises of the Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina.
- (3) Vendor shall bear all costs and risks in relation to the delivery of goods to the arranged place of delivery, including all duties (customs, taxes and other duties) for import in the destination country.

Article 3

(Manner of storage of production material for the production of personal documents)

- (1) Storage of production material for the production of personal documents is performed in the storage place of the Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina.
- (2) Storage place of the Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina, referred to in paragraph (1) of this Article, must:
 - a) be technically and physically secured,
 - b) fulfil technical conditions necessary for storage of production material for the production of personal documents

Article 4

(Distribution of partly personalized production material for the production of personal documents)

- (1) Distribution of partly personalized production material for the production of personal documents is performed by the distributor to the arranged place of delivery.
- (2) The deliveries are performed daily to the premises of distributor.
- (3) The distributor shall bear all costs and risks related to the delivery of partly personalized production material for the production of personal documents to the arranged place of delivery

Article 5

(Distribution of partly personalized forms of personal documents)

- (1) Distribution of partly personalized forms of personal documents is performed only by the provider (distributor, vendor) during the delivery of the partly personalized forms of personal documents to the arranged place of delivery.
- (2) The deliveries are performed daily to the premises of the Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina.
- (3) The distributor shall bear all costs and risks related to the delivery of partly personalized forms of personal documents to the arranged place of delivery

Article 6

(Manner of storage of partly personalized forms of personal documents)

- (1) Storage of the partly personalized forms of personal documents is performed in the treasury of the Center in Banja Luka.
- (2) Storage place referred to in paragraph (1) of this Article, must:
 - a) be technically and physically secured,
 - b) fulfil technical conditions necessary for storage of partly personalized forms of personal documents

Article 7

(Storage of spoilt personalized personal documents)

Storage of spoilt personalized personal documents is performed in accordance with the procedure envisaged by the Rulebook on the functioning of the Center for storage, personalization and transport of personal documents.

Article 8

(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. 15-01/02-2-94/13
23 January 2013

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