

Pursuant to the Article 40, paragraph 2, item e), regarding the Article 8, paragraph 3 and 4 of the Law on the Identity Card of Nationals of Bosnia and Herzegovina ("Official Gazette of BiH", No. 32/01, 16/02, 32/07, 53/07, 56/08 and 18/12), Ministry of Civil Affairs issues

**GUIDELINES**  
**ON THE MANNER OF DELIVERING IDENTITY CARDS TO NATIONALS OF BOSNIA AND HERZEGOVINA BY POST**

**Article 1**

(Subject)

Guidelines on the manner of delivering identity cards of nationals of Bosnia and Herzegovina by post (hereinafter: Guidelines) shall lay down the manner of delivering, activating and proof of taking over the identity card of nationals of Bosnia and Herzegovina (hereinafter: identity card) by post, proof of taking over the identity card, place of delivery, manner of registering data on taking over the identity card and costs of delivering identity card.

**Article 2**

(Choice of delivering identity card by post)

When submitting request for the issuance of the identity card, in accordance with the provisions of the Article 3 of the Law on the Identity Card of Nationals of Bosnia and Herzegovina, BiH national may choose by filling the corresponding column in the request that the identity card is to be delivered by post to him/her.

**Article 3**

(Manner of delivering and proof on taking over the identity card)

(1) Ministry of Interior of Republic of Srpska, Cantonal Ministries of Interior in Federation of Bosnia and Herzegovina, and the competent authority that functions as state institution in Brcko District (hereinafter: competent authorities), are obliged to deliver the identity card immediately and no later than three days from the receipt of personalized form of identity card to the public company for postal services for the purpose of handing it to the submitter of the request.

(2) The identity card is to be delivered as registered closed letter with the delivery note.

(3) Identity card shall be activated and shall become valid as of the day of sending it by post to the submitter of the request by competent authority.

(4) The delivery of identity card by post shall be considered as performed when national of BiH or another authorized person takes over the identity card by signing the delivery note as the proof of taking over the identity card.

(5) In cases when national of BiH performed in accordance with paragraph (4) of this Article, the delivery note shall be enclosed in the file.

(6) If the identity card is not delivered to the submitter of the request by post in specified period, it shall be returned to the competent authority and loose active status, and it can be taken over afterwards at the authority that issued the identity card.

#### **Article 4**

(Place of delivery)

The identity card is delivered by post to the citizen of BiH, exclusively in accordance to the place of permanent or temporary residence of the submitter of the request.

#### **Article 5**

(Costs of delivering identity card by post)

Submitter of the request, when submitting the request, bears costs of delivering identity card by post in advance according to the rate of the deliverer.

#### **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.

No 06-30-2-352/13  
19 February 2013  
Sarajevo

Minister  
Mr **Sredoje Nović**, signed