

RULEBOOK
ON IDENTITY CARD FORM AND DATA CONTAINED
IN THE IDENTITY CARD OF
BiH NATIONALS
(Official gazette 39/02)

Pursuant to Article 40, paragraph (2) of the Law on identity cards of BiH nationals (Official Gazette of BiH, No.32/01) and the Law on amendments to the Law on identity cards of BiH nationals (Official Gazette of BiH, No.16/02) the Ministry of Civil Affairs and Communications of Bosnia and Herzegovina has passed a

RULEBOOK

ON IDENTITY CARD FORM AND DATA CONTAINED IN THE IDENTITY CARD OF BOSNIA AND HERZEGOVINA NATIONALS

Article 1

Rulebook on identity card form and data contained in the identity card of a national of Bosnia and Herzegovina (Hereinafter: the Rulebook) shall set out the design of the identity card form as well as contents of data contained in the identity card, a manner for keeping the register of issued identity cards and other issues.

Article 2

An identity card shall be in a form of a card, format 8.5x5.4 cm, thickness of 0.81 mm, produced of white and transparent polycarbonate material by multi-layer technology, with ingredients of yellow-ocher and grey in its brighter tone.

The identity card form shall contain columns on its front and back of the form where specific data are to be entered.

Article 3

Titles and column names on the identity card form shall be written in Bosnian, Croatian, Serbian, French and English.

The text in Bosnian, Croatian and Serbian shall be written in Latin and Cyrillic scripts. Particular data which are to be entered in the identity card form shall be entered in Latin script by the competent authorities.

Article 4

The front of identity card form shall contain the title "Bosnia and Herzegovina" in the upper left corner and next to it on the right there shall be a title "Identity card".

On the left of the central part of the form under the title "Bosnia and Herzegovina" there is a space for a photo and signature of the identity card holder. Apart of the above, the front shall contain columns where data on name and surname, sex, citizenship, date of birth, place of birth, expiry date of identity card and serial number are to be entered.

On the back of the identity card form in the upper left corner, a one-dimensional barcode 39 shall be entered together with data on personal identity number of an individual, and in the upper right corner, a two-dimensional barcode PDF-417 with data on fingerprints and other data on identity card holder.

A personal identity number, date of issuance, municipality of permanent residence or temporary residence for a displaced persons, name of the authority which issued the identity card, column "Notes", and the remaining part of the back of the form shall be a machine-readable zone, where machine readable data on identity card holder shall be entered in form of letters, numbers and signs.

The design of the identity card form is given in Figure 1 and Figure 2 in Annex to this Rulebook.

Article 5

Issuance, replacement and annulment of identity cards within the framework of its responsibilities shall be carried out by the police stations of the Cantonal Ministries of Interior throughout Federation BiH, and by the public security stations and public security centers in the Republic of Srpska, and by the competent authority in the Brcko District of Bosnia and Herzegovina that functionally acts as a state institution, according to the residence of Bosnia and Herzegovina (Hereinafter: BiH) nationals, i.e. according to permanent residence of displaced persons according to Article 7 of the Law on Identity Card of BiH Nationals (Hereinafter: the Law).

Article 6

The Register for identity cards shall be kept and maintained electronically in accordance with the Law and Article 20 of the Law on Central Registers and Data Exchange.

The competent authorities referred to in Article 5 of the Rulebook shall keep, maintain and use local registers on identity cards of BiH nationals in the framework of its competence.

Article 7

At the request of the BiH national to whom identity card has been issued, the competent authority keeping the register shall issue a notification on personal data contained in the register on the LK/OI-4 Form.

Article 8

A replaced ID card shall be annulled or destroyed.

Annulment of an identity card is carried out by boring the form, and afterwards they shall be destroyed by a Commission, and a Report regarding that shall be made.

Exceptionally, a previous identity card which has been annulled shall be given back to the holder at his/her request.

Article 9

An ID card of a dead person shall be submitted with the competent authority referred to in Article 5 of the Rulebook.

At the request of family members, the competent authority shall, upon its annulment, hand them out the ID card in person.

If the identity card of a dead person is submitted with the authority that has not issued it, it shall notify the competent authority which has issued the identity card and provide it with the card unless it has been given back to the family members upon annulment.

Article 10

A register on annulled or destroyed identity cards shall be kept as specified in Article 6 of the Rulebook.

Article 11

A photograph on the ID card shall authentically show face of the ID card holder (enface) without hats, caps or scarves.

Apart from a provision of paragraph (1) of this Article, individuals who due to religious reasons or because of traditional customs wear hats, caps or scarves may be photographed with hats, caps or scarves, but their forehead must not be covered.

Article 12

Permanent modifications of face caused by physical or chemical actions, diseases or natural biological process by reason of which recognition with the photograph in the ID card has been disabled or more difficult shall be considered as significant modifications of facial appearance because of which the ID card has to be replaced.

Any differences between facial appearance in the photograph and actual appearance arising because of greater modifications regarding hair holding, moustaches or beard, leading to impossible or more difficult recognition with the photograph on the ID card shall also be considered as significant modification of appearance in terms of the preceding Article.

Article 13

Upon discovery of ID card loss, a BiH national shall be obliged to report it to the nearest police station which shall, upon receipt of a report, make a statement and provide immediately the submitter with the copy and shall simultaneously notify the competent authority which issued that ID card.

Article 14

The ID card form stipulated by a Rulebook shall be provided by the Ministry of Civil Affairs and Communications of Bosnia and Herzegovina.

Article 15

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

This Book of rules 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