

RULEBOOK

**ON APPLICATION FORMS FOR ISSUANCE AND REPLACEMENT OF
IDENTITY CARDS, PROCEDURE FOR ISSUANCE AND REPLACEMENT
OF IDENTITY CARDS AND MANNER OF KEEPING REGISTERS ON
APPLICATION FORMS**

(Official gazette 39/02)

Pursuant to Article 40, paragraph (2) of the Law on Identity Card of the Nationals of Bosnia and Herzegovina („Official Gazette BiH“, No. 32/01) and the Amendments to the Law on Identity Card of Nationals of Bosnia and Herzegovina („Official Gazette BiH“, No.16/02), the Ministry of Civil Affairs and Communications of Bosnia and Herzegovina has passed a

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ON APPLICATION FORMS FOR ISSUANCE AND REPLACEMENT OF IDENTITY CARDS, PROCEDURE FOR ISSUANCE AND REPLACEMENT OF IDENTITY CARDS AND MANNER OF KEEPING REGISTERS ON APPLICATION FORMS

Article 1

The Rulebook on application forms for issuance and replacement of identity cards, procedure for issuance of identity cards and manner of keeping registers on application forms (hereinafter: the Rulebook) stipulates a design and contents of the application form for issuance and replacement of ID card, procedure for issuance and replacement of identity card and manner of keeping the registers of received applications for issuance and replacement of identity cards and other issues.

Article 2

The application form for issuance and replacement of identity cards of Bosnia and Herzegovina nationals shall be submitted with the Police Administrations within Cantonal Ministry of Interior in Federation of BiH, with Public Security Centers within the RS Ministry of Interior in the Republic of Srpska, and with the competent authority, functionally acting as a state institution, in the Brcko District of Bosnia and Herzegovina (Hereinafter: competent authorities) according to the place of permanent residence of Bosnia and Herzegovina nationals (Hereinafter: BiH nationals), i.e. according to the place of temporary residence for displaced persons pursuant to Article 7 of the Law on identity cards of the Nationals of Bosnia and Herzegovina (Hereinafter: the Law).

An application form for issuance and replacement of identity cards shall be submitted on the LK-1 Form containing data referred to in Article 6 of the Law and Articles 1 and 2 of the Law on Amendments to the Law on Identity Card of the Nationals of Bosnia and Herzegovina.

Article 3

An identity certificate (Birth Certificate) and Certificate of Citizenship of BiH shall be submitted with the application form for issuance of ID card which has been issued to a BiH national for the first time.

In the procedure for replacement of an ID card, a BiH national shall prove his/her identity according to previously issued ID card, if there is no such ID card, the identity shall be verified by other evidence of identity (another public document with a photograph or Birth Certificate and Certificate of Citizenship of BiH).

In the procedure for replacement of ID card to an individual who has not been born within the territory of Bosnia and Herzegovina, an evidence of BiH citizenship shall be submitted. Provisions referred to in paragraphs (1) and (2) of this Article shall be applied in the procedure for issuance and replacement of ID cards for returnees and displaced persons.

A BiH national shall, apart from evidences specified in this Article, submit an application form for issuance of ID card due to reasons referred to in Article 20 of the Law, accompanied by a Statement on ID card loss made by Police.

Article 4

Upon receipt of an application form, the competent authority referred to in Article 2 of the Rulebook, shall issue an acknowledgment on receipt of the application form for issuance/replacement and delivery of an ID card to the applicant, using the LK-2 Form.

When the applicant has collected the ID card, he/she shall verify, with his/her signature, the delivery of the ID card by entering a date on the acknowledgment referred to in the preceding Article, and the authorized officer shall verify it with his/her signature, and store the acknowledgement together with the LK-1 Form and submitted documents.

Article 5

As regards received applications for issuance, i.e. replacement of ID card, the competent authority referred to in Article 2 of the Rulebook shall keep special register of the received applications - Register for received applications.

The Register shall be kept as an A4 format book - and shall contain data on: ordinal number, date of receipt of an application, surname and name of the applicant and name of one parent, day, month and year of birth, type of application, signature of the authorized official and a "Notes" column.

The Register shall be concluded and bound at the end of the calendar year, and kept permanently.

Application forms shall be stored according to their ordinal numbers, kept for the period of five years and then destroyed by a Commission.

Article 6

If an individual filing the application form for issuance/replacement of an ID card is illiterate, then the fingerprint of his right hand index finger shall be acquired.

If an individual has no right hand index finger, then a fingerprint of a middle or other right hand finger specified where space for applicant's signature is foreseen.

If an individual filing the application form for issuance/replacement of ID card has no hands, i.e. no fingers that shall be specified by the authorized officer where space for applicant's signature is foreseen.

Article 7

Replacement of previously issued ID cards shall be carried out within one year as of the date when conditions to apply this Rulebook are set in the place of permanent residence of BiH nationals, i.e. temporary residence of a displaced persons.

Provisions of the preceding paragraph shall refer to beginning of issuance of ID cards pursuant to this Rulebook.

Article 8

The competent authority referred to in Article 2 of the Rulebook, at which territory the conditions to apply this Rulebook have not been set shall continue with issuance of ID cards pursuant to current regulations.

Replacement of ID cards referred to in the preceding paragraph shall be carried out as set out and within the deadline specified in Article 7, paragraph (1) of this Rulebook.

Article 9

The forms which are integral parts of this Rulebook shall be provided by the MCAC BiH, printed in languages of the constitutive peoples of BiH in Latin and Cyrillic scripts.

Due to technical reasons, data which are automatically entered from the database into the form shall be entered in Latin script at the occasion of handing out.

Data entered by citizens themselves shall be entered in Latin or Cyrillic script, optionally.

Article 10

Registers of issued ID cards and the card-files of ID cards kept according to current regulations shall be kept for the period of five years, and upon expiry of that period, the MCAC may pass a particular instruction on their further keeping.

Article 11

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

This Rulebook shall be published in the official gazettes of the entities and Brčko District of BiH.

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December 2, 2002
Sarajevo

Svetozar Mihajlović, Minister
signed