

Pursuant to Article 16 of the Law on Administration (“Official Gazette of BiH” No. 32/02), Article 14 of the Law on Ministries and other Administrative Bodies of Bosnia and Herzegovina (“Official Gazette of BiH” No. 5/03) in relation to Article 12, 14, 21 and 24 of the Law on Immigration and Asylum of Bosnia and Herzegovina (“Official Gazette of BiH” No.23/99, Minister of Security issues a

## **RULEBOOK ON IDENTITY CARD FORM AND DATA CONTAINED IN THE IDENTITY CARD FOR FOREIGNERS**

### **I- GENERAL PROVISIONS**

#### Article 1

This Rulebook shall set out the form of Identity Card form for foreigners (hereinafter ID card for foreigners) and data that form of ID card for foreigners must contain, competent authorities for issuing ID cards for foreigners, manner of keeping records of issued ID cards for foreigners and other issues.

#### Article 2

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

ID card for foreigners form shall contain columns on its front and back where specific data are to be entered.

#### Article 3

Titles and names of columns on the ID card for foreigners 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 ID card for foreigners form shall be entered in Latin by the competent authorities.

## **II- CONTENT OF THE FORM OF THE ID CARD FOR FOREIGNERS**

### **Article 4**

The front of the ID card form shall contain the title "Bosnia and Herzegovina" in the upper left corner; right from it, in the central part, there shall be a title "Identity Card for Foreigner" and in the right corner the Emblem of Bosnia and Herzegovina.

On the left side of the central part of the form under the title "Bosnia and Herzegovina" there is a space for a photo and signature of the ID card for foreigner holder. Apart from above, the front side of the ID card for foreigner form, below the title "Identity Card for foreigner", shall contain a column where data on name and surname, sex, citizenship, date of birth, place of birth, expiry date of ID card and serial number are to be entered, and in the lower left corner there is a column for the signature of ID card for foreigners holder.

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

On the left side of the central part of the form there is imprinted emblem of "Bosnia and Herzegovina" and beside it, in vertical position, in gold print, the name of "BiH".

In central part on the back of ID card for foreigners form a personal identity number, date of issue, place of permanent residence, the name of competent authority that issued ID card for foreigner and a column "Notes" shall be entered, and the remaining part of the back of the form shall be a machine-readable zone, where machine-readable data shall be entered in the form of letters, numbers and signs.

The design of ID card for foreigner form is given in Figure.1 and Figure 2 in Annex to this Rulebook.

## **III- ISSUANCE, REPLACEMENT, ANNULMENT AND REGISTERS OF ID CARDS FOR FOREIGNERS**

### **Article 5**

Issuance, replacement and annulment of ID card for foreigners are carried out by the Cantonal Ministries of Interior throughout Federation Bosnia and Herzegovina, police security centers, public security stations and police stations of the Ministry of Interior of Republic of Srpska, Department of Public Register in Brčko District Bosnia and Herzegovina- departments for personal documents (hereinafter: competent authority), according to the place of permanent residence of the foreigner.

#### Article 6

A foreigner is obliged to replace the ID card for foreigners in case of change of permanent residence or any data contained in the form of ID card, damage on the issued ID card for foreigner, and in case of significant changes in outward appearances arising as a consequence of physical or chemical effects, disease or biological processes, within 30 days after the above changes occurred.

#### Article 7

A foreigner is obliged to return the ID card for foreigners to the competent authority under Article 2 of this Regulation if his/her permit for permanent residence in Bosnia and Herzegovina has been abolished, based on article 30 and 31 of Law on Immigration and Asylum of Bosnia and Herzegovina ("Official Gazette of Bosnia and Herzegovina", No. 23/99).

#### Article 8

Replaced and returned ID card for foreigners shall be annulled.

Annulment of ID card for foreigners is conducted by perforating the form and the same is destroyed by a Commission.

A record on the destroyed ID cards for foreigners shall be made.

#### Article 9

A register on annulled and destroyed ID cards for foreigners shall be kept as specified in Article 14 of the Rulebook.

#### Article 10

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

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

#### Article 11

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

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

#### Article 12

In the event of ID card for foreigner loss, the foreigner is obliged to report the loss to the nearest police station which shall make a statement, upon receipt of the report.

A copy of the report on loss of ID card for foreigners is handed to the submitter immediately simultaneously the competent authority which issued that ID card for foreigner shall be notified.

#### Article 13

The ID card for foreigners form envisaged by this Rulebook shall be provided by the Ministry of Civil Affairs of Bosnia and Herzegovina.

#### Article 14

Register on ID cards for foreigners is kept electronically.

Competent authorities from Article 5 of this Rulebook within its authorities, by electronic data processing, direct, maintain and use register of ID cards for foreigners.

### **IV- TRANSITIONAL AND FINAL PROVISIONS**

#### Article 15

This Rulebook shall enter into force as of the date of its publication in the "Official Gazette of BiH", and shall be published in the official gazettes of the entities and Brčko District of BiH.

#### Article 16

By entry into force of this Rulebook, the application of provisions of Articles 48, 49, 50 and 71 and parts of provisions of Articles 67, 68, 69 and 70 regarding identity cards for foreigners of the Rulebook on conditions and manner of crossing the state border by foreigners, the issuance of visas and other travel documents and the issuance of permission of residence of foreigners in Bosnia and Herzegovina ("Official Gazette of BiH", No. 29/01).

No.IV-141-001/03

June 19,2003

Sarajevo

Minister

Bariša Čolak