

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

I- GENERAL PROVISIONS

Article 1

This Rulebook shall set out the design and content of the form for issuance and replacement of the Identity Card for Foreigners (hereinafter: ID card for foreigners), procedure for issuance and replacement of ID cards for foreigners and manner of keeping registers on application forms and other issues.

Article 2

Applications for issuance and replacement of ID cards for foreigners are to be submitted in the Cantonal Ministries of Interior throughout Federation Bosnia and Herzegovina, public security centers, public security stations and police stations of Ministry of Interior of the 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 granted permanent residence of a foreigner, in accordance to Article 24 of the Law on Immigration and Asylum of Bosnia and Herzegovina ("Official Gazette of BiH" No.23/99).

The application for issuance and replacement of Identity Card for foreigner is submitted on LK/OI-S1 form, which is given in Figure 1 as a part of this Rulebook.

II- ISSUANCE AND REPLACEMENT OF ID CARD FOR FOREIGNERS

Article 3

Along with the LK/OI-S1 application form, the evidence of approved permanent residence, the evidence of identity of the foreigner (travel document) and the evidence of payment of the envisaged fee for the form LK/OI for foreigners are to be submitted.

In the process of replacement of ID card for foreigners, the identity of the foreigner is verified on the basis of previously issued ID card for foreigner, and if the same does not exist, the identity is verified with valid travel document.

With the application for issuance of ID card for foreigner to replace a disappeared ID card for foreigner, the foreigner shall submit a certificate of notification of disappearance, issued by the competent authority, and evidence that the lost ID card for the foreigner has been declared invalid, published in the "Official Gazette of BiH" and official gazettes of the entities and Brčko District.

Article 4

Upon receipt of the application, the competent authority under Article 2 of this Rulebook shall determine if a personal identification number (JMB) has been assigned to the foreigner in accordance with the Law on Personal Identification Number ("Official Gazette of BiH" No. 32/02) or a personal identification number for foreigner has been defined by the Ministry of Civil Affairs of BiH and recorded in the central register.

After the completion of the proceedings from the preceding Article, a confirmation of receipt of application for issuance - replacement of ID card for foreigner and delivery of ID card shall be issued to the applicant on a LK/OI-2 form.

Article 5

ID card for foreigner is issued to a foreigner from the age of 18 with validity of 5 years from the date of issuance.

Article 6

The delivery of the ID card for foreigner is verified by entering the date and signature of the officer and applicant on the certificate from Article 4, paragraph (2) of this Rulebook.

Article 7

Replacement of previously issued ID cards for foreigners shall be conducted within one year from the date of entry into force of this Rulebook.

Article 8

The forms which represent parts of this Rulebook shall be provided by the Ministry of Civil Affairs of BiH, printed in the languages of constituent nations, French and English, in Cyrillic and Latin scripts.

III- REGISTER OF ISSUED AND REPLACED ID CARDS FOR FOREIGNERS

Article 9

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

The Register shall be kept as an A4 format book – LK/OI-S3 form - which contains data on ordinal number, date of receipt of the application, surname and name of the applicant and, day, month and year of birth, serial number of the ID card for foreigner, name and surname of the authorized person and a “Notes” column.

If the data is entered incorrectly in the register authorized person shall cross them so that previous entry remains clear and shall write accurate information above the crossed data.

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 10

Registers of ID cards for foreigners, which were kept by previous regulations, shall be kept for the period of five years.

IV- TRANSITIONAL AND FINAL PROVISIONS

Article 11

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

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

Article 12

Upon entry into force of this Rulebook, the application of provisions of Articles 48, 49, 50 and 71 and provisions of Articles 67, 68, 69 and 70 of the Rulebook on conditions and manner of entering the country by foreigners, the issuance of visas and other travel documents and the issuance of permission of residence for aliens in Bosnia and Herzegovina ("Official Gazette of BiH", No. 29/01), which refer to identity cards for foreigners.

No. IV-142-001/03

June 19, 2003

Sarajevo

Minister

Bariša Čolak