

Pursuant to Article 40, paragraph (2), item e) of the Law on Identity Card of the Nationals of Bosnia and Herzegovina („Official Gazette BiH“, No. 32/01, 16/02, 32/07, 53/07, 56/08 and 18/12), the Ministry of Civil Affairs Bosnia and Herzegovina has passed a

R U L E B O O K
ON MANNER OF BIOMETRIC DATA ACQUISITION IN THE PROCEDURE OF
ISSUING IDENTITY CARDS

Article 1
(Subject)

The Rulebook on manner of biometric data acquisition in the procedure of issuing identity cards (hereinafter: Rulebook) shall lay down the manner of data acquisition which includes taking photographs, acquisition of fingerprints and signature.

Article 2
(Competence and content of biometric data)

- (1) Biometric data are to be acquired by competent authorities referred to Article 7 of the Law on Identity Card of the Nationals of Bosnia and Herzegovina.
- (2) When filling the application for issuance of identity card, the following biometric data of the applicant are to be acquired:
 - 1) photograph;
 - 2) fingerprints;
 - 3) signature.

Article 3
(Biometric data acquisition)

- (1) Biometric data acquisition means taking of data by using appropriate technical equipment and conversion of these data in electronic form (hereinafter: acquisition).
- (2) The submission of application and biometric data acquisition can be enabled to old, sick and persons with disabilities in a facilitated way, through mobile working station.

Article 4
(Acquiring photographs)

- (1) Acquisition of photos is made by a digital camera.
- (2) Photographs must meet the following requirements:
 - a) sharp and clean,
 - b) show a person looking directly at the camera, not looking over the shoulder (portrait style) or tilted, and showing both the edges of the face clearly,
 - c) show the skin tones naturally,
 - d) have appropriate brightness and contrast,

- e) color neutral,
 - f) show the eyes open and clearly visible; no hair across them,
 - g) be taken with plain, light-colored background,
 - h) will be taken with uniform lighting and not showing shadows or flash reflection on the face and no red eye,
 - i) photograph must show the eyes clearly with no flash reflection off the glasses, and no tinted lenses (if possible avoid heavy frames – wear lighter framed),
 - j) make sure that the frames do not cover any part of the eyes,
 - k) head coverings are not allowed, except for the religious reasons, but the facial features from bottom of chin to the top of forehead and both edges of the face must be clearly shown.
- (3) Photographing is performed in a manner described on a photo in Attachment No.1 in order to fulfil the above mentioned requirements.

Article 5 (Acquisition of fingerprints)

- (1) Acquisition of fingerprints is carried out by using fingerprint scanner and it implies acquisition of fingerprints of the left and right index finger and left and right thumb, by touching.
- (2) If a person has no index finger or thumb, or both, fingerprint of the next finger is to be acquired in the following order: thumb, index finger, middle finger, ring finger and little finger.
- (3) In the case referred to in paragraph 2 or if a person does not have one or both hands, at the application for issuance of identity card, on its back, an authorized employee shall enter the information which fingerprints were taken, i.e. that the acquisition of fingerprints was not possible, which is to be verified by his/her signature.

Article 6 (Acquisition of signature)

- (1) Acquisition of signature is performed by using a digital signature capture device. Signature must be original and must contain full name and surname of the applicant in hand written letters. Original signature implies the signature that an applicant uses or intends to use in legal transactions.
- (2) If the person is illiterate or acquisition of signature is not possible due to other justified reasons, space for signature on a identity card form shall remain empty, and an authorized employee shall specify the reasons for impossibility of taking signature, which is to be verified by his/her signature.

Article 7 (Entry into force)

This Rulebook 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. 06-30-2-3402/12
14 December 2012
Sarajevo

Minister
M.Sc. **Sredoje Nović**, signed

ATTACHMENT 1

