

RULEBOOK
ON PROCEDURES FOR REGISTRATION AND DEREGISTRATION OF
PERMANENT AND TEMPORARY RESIDENCE OF BOSNIA AND
HERZEGOVINA NATIONALS, FORMS AND REGISTERS OF
PERMANENT AND TEMPORARY RESIDENCE
(Official gazette 39/02)

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Pursuant to Article 32, paragraph (2) of the Law on Permanent and Temporary Residence of BiH Nationals (Official Gazette of BiH, No.32/01), the Ministry of Civil Affairs and Communications of Bosnia and Herzegovina has passed a

RULEBOOK

ON PROCEDURES FOR REGISTRATION AND DEREGISTRATION OF PERMANENT AND TEMPORARY RESIDENCE OF BOSNIA AND HERZEGOVINA NATIONALS, FORMS AND REGISTERS OF PERMANENT AND TEMPORARY RESIDENCE

Article 1

The Rulebook on procedures for registration and deregistration of permanent and temporary residence of Bosnia and Herzegovina nationals (Hereinafter: BiH nationals), forms and registers of permanent and temporary residence (hereinafter: the Rulebook) shall set out procedures for registration and deregistration of permanent and temporary residence of BiH nationals and register of displaced persons, change of home address, forms, their contents, registers and other issues.

Article 2

The activities referred to in Article 1 of the Rulebook shall be carried out in Federation of BiH, by the Police Administrations within cantonal ministries of the interior, by Public Security Centers, Public Security Stations and police stations in the Republic of Srpska, and in the Brcko District of Bosnia and Herzegovina by the competent authority, functionally acting as a state institution (Hereinafter: competent authorities) in compliance with the Law on Permanent and Temporary Residence of Bosnia and Herzegovina Nationals (Hereinafter: the Law).

Article 3

A BiH national shall file the application for registration or deregistration of permanent/temporary residence and change of home address on the PBA-1 Form.

The form shall contain data referred to in Article 6 of the Law, and they are as follows: personal data of a person who applies for registration/deregistration of permanent/temporary residence or notification concerning the change of home address, individual's status, data related to place and address of permanent/temporary residence, or deregistration of permanent residence for the purpose of moving abroad.

An application form for registration/deregistration of permanent/temporary residence or change of home address shall be filled up in two equal copies of which one is to be given back to the applicant serving as the evidence that he/she has registered/deregistered his/her permanent or temporary residence upon registration and verification by an authorized officer, i.e. as an evidence that the competent authority has enabled deregistration of his/her previous permanent or temporary residence (Article 8, paragraph (7) of the Law).

Article 4

When filing the application for registration/deregistration of permanent/temporary residence and change of home address, an applicant is obliged to submit evidence of his/her identity by which data contained in the application shall be verified.

The competent authority referred to in Article 2 of the Rulebook shall, immediately and ex officio, notify the competent authority in the place of previous permanent/temporary residence electronically for the purpose of deregistration of permanent/temporary residence.

An individual may directly deregister his/her permanent or temporary residence, but shall be obliged to immediately, and at the latest 15 days as of the day of deregistration of permanent or temporary residence, file an application for registration of his/her new permanent or temporary residence with the competent authority.

Article 5

If a national permanently resides abroad or has been residing abroad for more than a year, he/she shall deregister his/her permanent or temporary residence directly or via diplomatic and consular representations of Bosnia and Herzegovina in the country where he/she has been permanently resided on the PBA-1 Form.

Article 6

As regards received applications for registration/deregistration of permanent/temporary residence and change of home address, 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 comprise of written A4 format daily sheets - a PBA-2 Form according to ordinal number via electronic register containing 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 (registration/deregistration of permanent/temporary residence, change of home address), signature of the authorized officer and a "Notes" column.

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

The applications shall be stored according to ordinal number, kept for five years, and then destroyed by the Commission.

Article 7

The competent authorities referred to in Article 2 of the Rulebook shall, via electronic data processing and within its responsibilities, maintain and use local registers for permanent and temporary residence and update the data contained in them.

The RS Ministry of the Interior in the Republic of Srpska shall keep and maintain the entity registers for permanent and temporary residence via Public Security Centers.

Cantonal ministries of the interior shall keep and maintain the registers for permanent and temporary residence at the territory of cantons.

The competent authority in the Brcko District of Bosnia and Herzegovina shall keep and maintain the registers for permanent and temporary residence at the territory of Brčko District of Bosnia and Herzegovina.

Central register for permanent and temporary residence shall be kept and maintained electronically by the Ministry of Civil Affairs and Communications of Bosnia and Herzegovina (Hereinafter: MCAC of BiH) in accordance with the Law and the Law on Central Registers and Data Exchange.

Article 8

Access and use of data contained in the register on permanent and temporary residence of BiH nationals shall be carried out pursuant to the Law and the Law on central registers and data exchange.

At the request of a BiH national whose data are contained in the central, entity and local registers, the competent authority, shall issue a notification on his/her personal data contained in the registers using the PBA-3 Form.

Article 9

Register for permanent and temporary residence shall be kept through electronic data processing and contain data referred to in Article 6 of the Law and Article 24 of the Law on Central Registers and Data Exchange.

At the request of a BiH national who has a permanent or temporary residence at the territory of BiH, the competent authority shall issue a certificate on permanent, i.e. temporary residence contained in the register for permanent, i.e. temporary residence kept by the competent authority on the PBA-4 Form.

Article 10

The procedure for entering the data into the registers for permanent or temporary residence of BiH nationals shall be carried out electronically as set out by a particular instruction issued by the MCAC of BiH.

Article 11

A returnee referred to in Article 17 of the Law shall be obliged to provide data on current residence for the purpose of establishment of his/her pre-conflict permanent residence.

An individual referred to in the preceding paragraph shall submit the data related to permanent or temporary residence on the PBA-5 Form.

Upon establishment of the accuracy of data contained in the notification on return, the competent authority referred to in Article 2 of the Rulebook shall, ex officio, notify electronically the competent authority, according to place of current temporary residence of the returnee, about that for the purpose of deregistration of that person from the register of temporary residence of the displaced person.

Article 12

A returnee referred to in Article 18 of the Law is entitled to facilitated reregistration of permanent residence and shall be obliged to file an application for registration on the PBA-1 Form of the Rulebook.

If unable to submit a document proving his/her identity or previous temporary residence, a displaced person referred to in Article 25 of the Law can prove those facts by his/her statement.

The above statement shall be given to an authorized officer who is in charge of the procedure for registration of temporary residence with the competent authority referred to in Article 2 of the Rulebook.

A displaced person shall file the application on the PBA-1 Form.

Article 13

Immediately following the registration of a displaced person, the competent authority in the new temporary residence shall notify the competent authority in the former place of temporary residence, ex officio, for the purpose of deregistration of temporary residence of the displaced person from its register.

If a displaced person deregisters his/her temporary residence directly, he/she shall be obliged to act as prescribed in Article 4, paragraph (3) of the Rulebook.

Article 14

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 script, A-4 format.

Due to technical reasons, data which are automatically entered into the form from the database shall be entered in Latin script when issued.

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

Article 15

Registers for permanent/temporary residence and card files of the nationals kept pursuant to the current regulations shall be kept for five years, and upon expiry of such period, MCAC of BiH may issue a special instruction concerning their further keeping.

Article 16

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.

No. 01/1-1296/02
December 2, 2002
Sarajevo

Svetozar Mihajlović, Minister, signed