



Босна и Херцеговина
Агенција за идентификациона
документа евиденцију
и размјену података



Bosna i Hercegovina
Agencija za identifikacijske/identifikacione
isprave/dokumente, evidenciju
i razmjenu podataka

Pursuant to the Article 61 of the Law on Administration (Official Gazette of BiH, 32/02 and 102/09), Article 7a of the Law on Permanent and Temporary Residence of BiH Nationals (Official Gazette of BiH, 32/01, 56/08 and 58/15), director of the Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina issues

GUIDELINES

on manner of submitting application for registration or deregistration of permanent and temporary residence and home address electronically

Article 1 (Subject)

These Guidelines shall lay down the manner of submitting application for registration or deregistration of permanent and temporary residence and home address electronically at competent authorities referred to in Article 5, paragraph 1) of the Law on Permanent and Temporary Residence of BiH Nationals (Official Gazette of BiH, 32/01, 56/08 and 58/15, hereinafter: the Law), by using secure electronic signature verified with the qualified certificate.

Article 2 (Obligations of the applicant)

When submitting an application for registration or deregistration of permanent and temporary residence and home address electronically, the applicant is obliged to provide accurate and truthful data envisaged by the Law.

Article 3 (Submitting applications)

(1) The application for registration or deregistration of permanent and temporary residence and home address electronically with secure electronic signature verified with the qualified certificate is submitted by using identity card with the qualified certificate for digital presentation. The applicant is presented by entering identification number which is used for digital presentation.

(2) The application referred to in paragraph (1) of this Article is submitted electronically via official websites of competent authorities.

(3) The application for registration of permanent residence or home address, which is submitted electronically, should contain basic data on party's evidences that he/she has valid legal basis for permanent residence at the address at which the applicant shall register, and they are delivered in accordance with the Article 8 of the Law.



Article 4

(Manner of submitting application)

(1) The application for registration of permanent or temporary residence or home address electronically is to be submitted via website of competent authority at which registration of permanent or temporary residence or home address is performed and it is verified with electronic certificate of identity card which is used for digital presentation.

(2) Deregistration of the permanent residence electronically is to be submitted in accordance with Article 8b and 9 paragraph (1) of the Law, via website of the competent authority in the citizen's place of residence.

Article 5

(Procedure per application)

(1) After submitting the application electronically and receiving certificate from the competent verifier – the Agency for Identification Documents, Registers and Data Exchange of BiH – that the application is submitted by using the identity card with qualified certificate, which is used for digital presentation, the competent authority shall process it and access to data from registers on permanent and temporary residence of Bosnia and Herzegovina nationals, and shall conduct procedures in accordance with the Law.

(2) A copy of the application referred to in Article 3 paragraph (1) of these Guidelines shall be available electronically to the applicant via official website of the competent authority using the qualified certificate for digital presentation on the identity card of the applicant.

(3) The copy referred to in paragraph (2) of this Article can be also issued as a written document by the competent authority, in accordance with the Article 8b paragraph (3) of the Law, if the applicant specifies that in the application.

(4) Data on registered permanent residence can be forwarded electronically to third parties on the application verified with the qualified certificate for the digital presentation from the identity card.

Article 6

(Transitional provisions)

(1) These guidelines shall be implemented when the technical requirements are met.

(2) The Agency shall inform officially the competent authorities of the fulfilment of technical requirements referred to in paragraph (1) of this Article.

Article 7

(Entry into force)

These Guidelines shall enter into force on the eight day of its publication in the Official Gazette of BiH.

No 15-03/02-2-1031/2015
Date 18 September 2015

Director
M.SC. **Siniša Macan**, signed