



No: 15-03/02-2-1031/2015

Date: 18 September 2015

Pursuant to the Article 61 of the Law on Administration (Official Gazette of BiH, 32/02 and 102/09), Article 8a paragraph (3) and Article 32 paragraph (3) point d) 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 the procedure of electronic data verification when submitting the application for registration of permanent residence or home address

Article 1

(Subject)

These Guidelines shall lay down the procedure of electronic data verification that citizens of BiH submit in accordance with the Article 8 paragraph (2), (3) and (4) of the Law on Permanent and Temporary Residence of BiH Nationals (Official Gazette of BiH, 32/01, 56/08 and 58/15, hereinafter: Law) in the procedure of registration of permanent residence or home address at the competent authorities referred to in Article 5 of the Law (hereinafter: "competent authorities"), procedure of subsequent electronic data verification in central registers of permanent and temporary residence of BiH nationals.

Article 2

(Obligations of the applicant)

The submitter of an application for registration of permanent residence or home address is obliged to provide directly or electronically accurate and truthful data envisaged by the Article 8 paragraph (2), (3) and (4) of the Law

Article 3

(Data to be registered)

1) During the submission of the application for the registration of permanent residence or home address directly by the competent authority, officials of competent authorities shall electronically record data on submitted evidences envisaged by the Article 8 paragraph (2), (3) and (4) of the Law in central registers of permanent and temporary residence of BiH nationals

(2) During the submission of the application for the registration of permanent residence or home address electronically, and in terms of submitting evidences envisaged by the Article 8 paragraph (2), (3) and (4) of the Law, the following data are recorded in central register of permanent and temporary residence of BiH nationals:

a) In cases envisaged by the Article 8 paragraph (2) point a) of the Law:



- 1) Name, surname and JMB of the applicant, home address on which the applicant shall register
- b) In cases envisaged by the Article 8 paragraph (2) point b) of the Law:
 - 1) Name, surname and JMB (or single identification number or other identification number of legal entity) of the owner, co-owner, or occupant of the apartment;
 - 2) Number and date of the contract validation, as well as the title of the competent authority that has validated the agreement, name and surname and JMB (or single identification number or other identification number of legal entity) of contracting parties.
- c) In cases envisaged by the Article 8 paragraph (2) point c) of the Law:
 - 1) Number and date of the certificate (application) of the competent authority that a dispute over ownership is in procedure, i.e. that the procedure of legalization or registration a property, an apartment or a house at the address at which the applicant shall register permanent residence is initiated;
 - 2) Title of the competent authority which issued the certificate or received the application;
 - 3) The subject of the dispute, or the basic data on the real property on which the registration is performed, and data on address if there is a dispute over ownership in procedure;
- d) In cases envisaged by the Article 8 paragraph (3) of the Law:
 - 1) Name and surname and JMB of the landlord, that is one making the statement
 - 2) Number and date of the certified statement, as well as the title of the competent authority which certified the statement;
 - 3) Name, surname and JMB of a person for whom the landlord accepts to register the permanent residence at his/her address;
 - 4) The basic data on the real property (the type of property and address, data on legal basis on which person making the statement uses the real property).
- e) In cases envisaged by the Article 8 paragraph (4) of the Law:
 - 1) Name, surname and JMB of already registered spouse or first degree relative or adopted parent or adopted child.
 - 2) Type of relationship (spouse, first degree relative or adopted parent or adopted child).

Article 4

(Data verification)

(1) On the basis of data which are entered during the electronic submission of the application, the competent authority shall verify data referred to in Article 3 paragraph (2) of these Guidelines at the authority where the relevant data are stored.

(2) The authority which holds the relevant data shall submit the competent authority the requested data referred to in Article 3 paragraph (2) of these Guidelines. According to the Rulebook on manner of access to registers and data exchange (Official Gazette of BiH, 35/09, 55/15), they are submitted to the registers established in accordance with the Law on Agency for the Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina (Official Gazette of BiH,56/08), whereby they become available to the competent authority. Data are submitted for every application.

(3) When delivering data from previous paragraph, the competent authority delivers data on JMB, name and surname of the authorized official who performed the registration of the permanent residence or home address based on the data verification in relevant registers.

(4) During the data verification competent authorities are obliged to implement regulations on the manner of procedure of officials of competent authorities when entering and updating personal data in central registers.

(5) Competent authority shall perform additional verification of compliance of requirements electronically in accordance with Article 8a of the Law based on available data that an applicant has already entered via electronic data exchange envisaged by the Article 5 of these Guidelines.

(6) The following registers can be used in the procedure of compliance of requirements referred to in paragraph (5) of this Article: registry books, registers of properties, Employment Institute, health care, pension and disability insurance, utility and other services users, etc.

Article 5

(Manner of delivery and verification of data)

(1) Data defined by Article 3, paragraph (2) of these Guidelines are to be delivered between competent authorities and authorities which maintain relevant registers through technical infrastructure based on the electronic data exchange (hereinafter: web services), and in accordance to the Law on Agency and Article 4 of the Rulebook on manner of access to registers and data exchange (Official Gazette of BiH, 35/09, 55/15).

(2) Data from the relevant registers are to be delivered through web services if digitally signed registers are established at competent authorities for maintaining those registers.

(3) The authorities that maintain the relevant registers inform the Agency and the competent authority that the conditions referred to in paragraph 2 are met.

(4) After the information referred to in paragraph (3) of this Article, the Agency and the authority which holds digitally signed registers conclude the agreement in which they define all technical aspects of data exchange, and in accordance with the Law on Agency and the Rulebook on manner of access to registers and data exchange

Article 6

(Deadline for verification)

(1) Competent authority is obliged to initiate the procedure of data verification at competent authority for maintaining relevant register within 3 days as of the date of submitting electronic application for registration of the permanent residence or home address.

(2) If competent authority determines that it is not possible to verify data electronically through electronic data verification with the authority that is competent to maintain the relevant register, they shall immediately inform the submitter of the application to submit the application for registration of the permanent residence or home address at the competent authority directly.

Article 7

(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 8

(Entry into force)

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

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18 September 2015

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