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**RULEBOOK  
ON DESIGN AND CONTENT OF  
THE APPLICATION FORM FOR ISSUANCE OF A TRAVEL DOCUMENT**

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Pursuant to Article 16 of the Law on Travel Documents of Bosnia and Herzegovina (Official Gazette of BiH ", Nos. 4/97, 1/99, 9/99, 27/00, 32/00, 19/01, 47/04, 53/07, 15/08, 33/08, 39/08 and 60/13), the Ministry of Civil Affairs of Bosnia and Herzegovina issues a

**RULEBOOK  
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Article 1  
(Subject)

The Rulebook on design and content of the application form for issuance of a travel document (Hereinafter: the Rulebook) shall specify a design and content of the application form for issuance of travel documents (Hereinafter: the Application) and Acknowledgement of receipt of the application for issuance and collection of a travel document (Hereinafter: the Acknowledgement).

Article 2  
(Application and Acknowledgement of receipt)

Application form and Acknowledgement of receipt form are given in the annex which is an integral part of the Rulebook.

Article 3  
(Application Content)

(1) The first part of the application contains the name of the issuing authority where the application is filed, application reference number and the following information about the applicant:

- a) JMB
- b) first and last name,
- c) place and date of birth,
- d) sex,
- e) permanent or temporary residence in Bosnia and Herzegovina, permanent and temporary residence abroad,
- f) place of registration in the Birth Register,
- g) place of registration in the Register of Citizens,
- h) personalization of a travel document in less time than prescribed,
- i) information on passports,
- j) notice of application for acquisition by mobile working station,
- k) contact telephone number,
- l) number of the identification document,
- lj) date,
- m) applicant.

- (2) The second part of the application contains data about parents, legal guardians or a person who announces the acquisition by a mobile workstation:
- a) JMB
  - b) first and last name,
  - c) name,
  - d) kinship,
  - e) number of the identification document,
  - f) date,
  - g) signature,
  - h) date of receipt of the application,
  - i) signature of the authorized person.
- (3) The third part of the application shall contain information about collecting passport:
- a) in person,
  - b) by a power of attorney,
    - 1) first and last name,
    - 2) number of the identification document,
  - c) by mail.
- (4) The fourth part of the application shall contain data as follows:
- a) person who performed the data acquisition
    - 1) date,
    - 2) signature.
  - b) person who carried out the verification of identity
    - 1) date,
    - 2) signature.
  - c) person who approved development of a travel document,
    - 1) date,
    - 2) signature.

Article 4  
(Acknowledgement Content)

- (1) An Acknowledgement of receipt of the application for issuance of a travel document shall be issued.
- (2) The Acknowledgement shall contain data as follows:
- a) name of the authority,
  - b) application reference number,
  - c) date,
  - d) bar code.
- (3) The Acknowledgement of receipt of the application shall contain data as follows:
- a) first name,
  - b) last name,
  - c) JMB
  - d) place of permanent/temporary residence,
  - e) signature of the authorized person.
- (4) The Acknowledgement of collection of a passport shall contain data as follows:
- a) date,
  - b) serial number,
  - c) name,

- d) surname,
- e) JMB
- f) by power of attorney,
  - 1) number of the identification document,
- g) by mail,
- h) signature of the authorized person,
- j) signature of the passport recipient.

Article 5  
(Forms)

Application forms which are an integral part of this Rulebook are written in Bosnian, Croatian and Serbian. Texts in Bosnian and Croatian are written in Latin script, while the text in Serbian is written in Cyrillic script.

Article 6  
(Superseding)

This Rulebook shall supersede the Rulebook on the design and content of the application form for issuing a travel document (Official Gazette of BiH, no.58/09) as of the day of its entry into force.

Article 7  
(Entry into force)

This Rulebook shall enter into force on the next day following the date of its publication in the "Official Gazette of BiH".

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Ref. 06-1-30-4-60/14  
July 17, 2014

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Minister  
M.Sc. **Sredoje Nović**

Name of the issuing authority where the application is to be filed

Application number:

Date:

Bar code:

## ACKNOWLEDGEMENT

ON RECEIPT OF THE APPLICATION FOR ISSUANCE AND COLLECTION OF A TRAVEL DOCUMENT

### **1. Filing application for issuance of a travel document**

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

JMB: \_\_\_\_\_

Permanent/temporary residence \_\_\_\_\_

\_\_\_\_\_  
Signature of the authorized person

### **2. Collection of a travel document**

Date \_\_\_\_\_

Travel document serial no. \_\_\_\_\_

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

JMB: \_\_\_\_\_

By Power of Attorney: \_\_\_\_\_

Identification document no: \_\_\_\_\_

\_\_\_\_\_  
Signature of the authorized person

\_\_\_\_\_  
Signature of the recipient of a travel document

Personal data from the Application for issuance of a travel document shall be processed for the purpose provided for by the Law on Travel Documents of Bosnia and Herzegovina and shall be the subject of the rights and protection in compliance with the Law on Protection of Personal Data

Passport issuing authority where the application is to be filed

Application  
ref.no.

**APPLICATION FORM FOR ISSUING PASSPORT**

**Personal data**

JMB \_\_\_\_\_

First and last name \_\_\_\_\_

Place and date of birth \_\_\_\_\_

Sex \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

**Permanent/temporary residence** \_\_\_\_\_

**Permanent/temporary residence abroad** \_\_\_\_\_

**Place of registration in the Birth Register** \_\_\_\_\_

**Place of registration in the Register of Citizenship** \_\_\_\_\_

**Personalization of a travel document in less time than prescribed** \_\_\_\_\_

**Data on passports** \_\_\_\_\_ 0-New passport-First passport \_\_\_\_\_

**Announcement of the application for acquisition by mobile work station** \_\_\_\_\_ YES NO \_\_\_\_\_

**Contact telephone:** \_\_\_\_\_ **Identification document no.** \_\_\_\_\_

**Date** \_\_\_\_\_ **Applicant** \_\_\_\_\_

**Data on parents, legal tutors or a person who announces the acquisition by mobile work station**

JMB	_____	JMB	_____
Last name	_____	Last name	_____
First name	_____	First name	_____
Kinship	_____	Kinship	_____
Identification document no.	_____	Identification document no.	_____
Date	_____	Date	_____
Signature	_____	Signature	_____
		Signature of the authorized person	_____

Date of application receipt \_\_\_\_\_  
 Collection of a passport \_\_\_\_\_  
 In person \_\_\_\_\_  
 By Power of Attorney \_\_\_\_\_  
 First and last name \_\_\_\_\_  
 Identification document no. \_\_\_\_\_  
 By mail \_\_\_\_\_

	Date	Signature
Person who carried out data acquisition	_____	_____
Person who carried out identity verification	_____	_____
Person who approved personalization of a travel document	_____	_____