

Pursuant the Article 16 paragraph (2) of the Law on Travel Documents of Bosnia and Herzegovina (“Official Gazette of BiH”, no. 4/97, 1/99, 9/99, 27/03, 32/00, 19/01, 47/04, 53/07, 15/08, 33/08, 39/08), Article 4 and 14 paragraph (1) item 8) of the Law on Ministries and Other Administrative Bodies of BiH (“Official Gazette” No.5/03, 42/03, 26/04, 42/04, 45/06, 88/07, 35/09 and 59/09), and Article 16 of the Law on Administration of Bosnia and Herzegovina (“Official Gazette of BiH”, no.32/02), Ministry of Security is passing a

RULEBOOK ON DESIGN AND CONTENT OF THE REQUEST FOR ISSUANCE OF A TRAVEL DOCUMENT FOR REFUGEES, TRAVEL DOCUMENT FOR STATELESS PERSONS AND TRAVEL DOCUMENT FOR ALIENS

Article 1

(Subject)

This Rulebook envisages design and content of the request for issuance of a travel document for refugees, travel document for stateless persons and travel document for aliens.

Article 2

(Request for issuance of a travel document for refugees)

- (1) Request for issuance of a travel document for refugees is submitted on an A4 size form, in white color, on two pages and it is composed of two parts.
- (2) The first part of the request from paragraph (1) of this Article contains name of the travel document issuing authority to which the request is submitted, request number and following data of the applicant:
 - a) Personal identification number of a refugee
 - b) Surname and name (female persons are obliged to enter maiden name as well)
 - c) State, place and date of birth,
 - d) Gender
 - e) Residence and address in Bosnia and Herzegovina
 - f) Citizenship
 - g) Issuance of the travel document in the period shorter than stipulated
 - h) Data on travel document/ new document – first request
 - i) Announcement of the request for acquisition by mobile working station
 - j) Refugee card number
 - k) Contact telephone
 - l) Date of application submission
 - m) signature of the applicant
- (3) The other part of the request from paragraph (1) of this article contains data about parents, legal guardians or the person who announces the acquisition through mobile working station:

- a) Personal identification number
- b) Surname
- c) Name
- d) Kinship
- e) Identification document number
- f) Date
- g) Signature
- h) Reception date of the request
- i) Signature of the Authorized Official
- j) Date and signature of the Official who performed acquisition of data
- k) Date and signature of the Official who performed check up of identity
- l) Date and signature of the Official who approved issuance of travel document

(4) Application form for issuance of travel document for refugees is contained in Annex to this Rulebook, Form No.1

Article 3

(Request for issuance of a travel document for stateless persons)

- (1) Request for issuance of a travel document for stateless persons is submitted on an A4 size form, in white color, on two pages and it is composed of two parts.
- (2) The first part of the request from paragraph (1) of this Article contains name of the authority responsible for travel document issuance to which the request is submitted, request number and following data of the applicant:

- a) Personal identification number
- b) Surname and name (female persons are obliged to enter maiden name as well)
- c) State, place and date of birth,
- d) Gender
- e) Residence and address in Bosnia and Herzegovina
- f) Issuance of the travel document in the period shorter than stipulated
- g) Data on travel document/ new document – first request
- h) Announcement of the request for acquisition by mobile working station
- i) Identity Certificate number
- j) Contact telephone
- k) Date of application submission
- l) Signature of the applicant.

(3) The other part of the request from paragraph (1) of this article contains data about the parents, legal guardians or the person who announces the acquisition through mobile working station:

- a) Personal identification number
- b) Surname
- c) Name

- d) Kinship
- e) Identification document number
- f) Date
- g) Signature
- h) Reception date of the request
- i) Signature of the authorized Official
- j) Date and signature of the Official who performed acquisition of data
- k) Date and signature of the Official who performed check up of identity
- l) Date and signature of the Official who approved issuance of travel document

(4) Form of the request for issuance of stateless person's travel document is contained in Annex to this Rulebook, Form No. 2.

Article 4

(Manner of entering data in the request)

The data in the form of the request from Article 2 and 3 this Rulebook shall be entered electronically by an authorized Official and the applicant shall verify the accuracy of entered data with his/her signature.

Article 5

(Confirmation of receipt of application for the issuance and delivery of a travel document)

- (1) A confirmation is issued about received request for issuance of a travel document for refugees or a travel document for stateless persons and delivery of the travel document.
- (2) The confirmation from paragraph (1) of this Article contains name of issuing authority, request number, date and barcode and it is consisted of two parts:
 - a) One part which refers to submission of request for issuance of travel document for refugee or stateless person's travel document,
 - b) The other part which refers to delivery of the travel document for refugees and stateless persons
- (3) The first part of the confirmation which refers to submission of the request for issuance of a travel document for refugees and stateless persons contains name, surname, personal identification number, place of residence/temporary residence of the applicant and the signature of the authorized Official.
- (4) The second part of the confirmation which refers to delivery of the travel document for refugees or stateless persons contains date, serial number of the travel document, name, surname, personal identification number, signature of the person who received the travel document and signature of the authorized Official.
- (5) Confirmation from paragraph (1) of this article contains note that the personal information from the request for issuance of the travel document shall be processed for

the purpose specified in the Law on Travel Documents of BiH, and shall be subject to the rights and protection under the Law on Protection of Personal Data.

- (6) Confirmation of receipt of application for the issuance and delivery of the travel document for refugees and stateless persons is in Annex to this Rulebook, Form No. 3.

Article 6

(Request for issuance of a travelling certificate for aliens)

(1) Request for issuance of a travelling certificate for aliens is submitted on an A4 size form, in white color, on two pages and it is composed of two parts.

(2) The first part of the request from paragraph (1) of this Article contains name of the authority to which the request is submitted, photograph and following data of applicant:

- a) Surname (female persons are obliged to enter maiden name as well)
- b) Name,
- c) Gender,
- d) Date, month and year of birth,
- e) Place and state of birth,
- f) Citizenship,
- g) Purpose of stay in Bosnia and Herzegovina
- h) Occupation,
- i) Address in BiH,
- j) Address abroad,
- k) Travel document (type, number, date of issuance),
- l) Persons travelling on the same document (surname and name, kinship and date of birth),
- m) Attachments,
- n) Date and place of application submission
- o) Signature of the request applicant.

(3) The first part of the form contains a statement that the applicant is aware that he/she is responsible for the accuracy of the data contained in the request and that giving false statements may lead to prosecution according to the regulations in BiH, and that he/she agrees that the data listed in the request, for the purpose of making a decision on the request, are being forwarded on check up and processing to competent authorities in BiH.

(4) The second part of the form contains following columns:

- a) Decision reached upon the application
- b) Number of travelling certificate for alien
- c) Date of issuance of the travelling certificate for alien
- d) Validity of the travelling certificate for alien
- e) Note

- f) Place for photographs of family members travelling with the travelling certificate holder
- g) Signature of the person who received the travelling certificate
- h) Signature of the Authorized Official.

(5) Form of the request for issuance of the travelling certificate for aliens is contained in Annex to this Rulebook, Form No.4.

Article 7

(Forms)

The forms which are in Annex to this Rulebook are printed in Latin and Cyrillic script, in the official languages of BiH and in English.

Article 8

(Entry into force)

This Rulebook shall enter into force on the eight day of its publication in the "Official Gazette of BiH". Application of this Rulebook will commence after creating technical conditions for the application of the Rulebook issued by the Ministry of Civil Affairs of BiH on the basis of Article 50 of Law on Movement and Stay of Aliens and Asylum.

No. 06-02-2-1310/09-9

September 11, 2009

Sarajevo

Deputy Minister

Mr. Mijo Krešić

Naziv organa/ tijela za izdavanje putne isprave za izbjeglice kod kojeg se zahtjev podnosi
 Назив органа за издавање путне исправе за избјеглице код којег се захтјев подноси
 Authority for refugee passport issuance to which the request is submitted

Број захтјева - Број захтјева
 Request number

ЗАХТЈЕВ ЗА ИЗДАВАЊЕ ПУТНЕ ИСПРАВЕ ЗА ИЗБЈЕГЛИЦЕ
ЗАХТЈЕВ ЗА ИЗДАВАЊЕ ПУТНЕ ИСПРАВЕ ЗА ИЗБЈЕГЛИЦЕ
REQUEST FOR ISSUANCE OF REFUGEES PASSPORT

Лични/ особни подаци - Лични подаци - Personal data

JMB Izbjeglice - JMB Избјеглице - Personal Identification Number of the Refugee

Prezime i ime - Презиме и име - Surname and Name

Država, mjesto i datum rođenja - Држава, мјесто и датум рођења
 State, place and date of birth

Pol/ Spol - Пол - Gender

Muško - Мушко - Male

Žensko - Женско - Female

Boravište i adresa stanovanja u BiH
 Боравиште и адреса становања у БиХ
 Residence and Address in BiH

Državljanstvo
 Држављанство
 Citizenship

Izrada putne isprave u roku kraćem od propisanog
 Израда путне исправе у року краћем од прописаног
 Issuance of the passport in the period shorter than stipulated

Podaci o putnim ispravama - Подаци о путним исправама
 Data on passports

Novi dokument-prvi zahtjev
 Нови документ-први захтјев
 New documents-first request

Najava zahtjeva za akviziciju putem mobilne radne stanice
 Најава захтјева за аквизицију путем мобилне радне станице
 Announcement of the request for acquisition by mobile working station

Da - Да - Yes Ne - Не - No

Kontakt telefon - Контакт телефон
 Contact telephone

Број избјегличког картона
 Број избјегличког картона
 Refugee ID card number

Datum - Датум - Date

Podnositelj/ podnositelj zahtjeva
 Подносилац захтјева _____
 Request Applicant

Podaci o roditeljima, zakonskim starateljima ili licu/ osobi koje najavljuje akviziciju mobilnom radnom stanicom.
Подаци о родитељима, законским старатељима или лицу које најављује аквизицију мобилном радном станицом.
Data on parents, legal guardians or the person who has announced acquisition through the mobile working station.

JMB - JMB
Personal Identification Number

JMB - JMB
Personal Identification Number

Prezime - Презиме
Surname

Prezime - Презиме
Surname

Ime - Име
Name

Ime - Име
Name

Srodstvo - Сродство
Kinship

Srodstvo - Сродство
Kinship

Broj identifikacionog/ identifikacijskog dokumenta
Број идентификационог документа
Identification Document Number

Broj identifikacionog/ identifikacijskog dokumenta
Број идентификационог документа
Identification Document Number

Datum - Датум - Date

Datum - Датум - Date

Potpis - Потпис - Signature

Potpis - Потпис - Signature

Datum prijema zahtjeva - Датум пријема захтјева
Reception Date of the Request

Potpis ovlaštenog lica/osobe - Потпис овлаштеног лица
Signature of the Authorised Official

Datum - Датум - Date Potpis - Потпис - Signature

Lice/ osoba koje je vršilo akviziciju podataka
Лице које је вршило аквизицију података
Official who performed acquisition of data

Lice/ osoba koje je vršilo provjeru identiteta
Лице које је вршило провјеру идентитета
Official who performed check up of identity

Lice/ osoba koje je odobrilo izradu putne isprave
Лице које је одобрило израду путне исправе
Official who approved issuance of travel document

Naziv organa/ tijela za izdavanje putne isprave za lica/ osobe bez državljanstva
 kod kojeg se zahtjev podnosi
 Назив органа за издавање путне исправе за лица без држављанства
 код којег се захтјев подноси
 Authority for stateless persons passport issuance to which the request is submitted

Broj zahtjeva - Број захтјева
 Request number

ZAHTJEV ZA IZDAVANJE PUTNE ISPRAVE ZA LICA/ OSOBE BEZ DRŽAVLJANSTVA
 ЗАХТЈЕВ ЗА ИЗДАВАЊЕ ПУТНЕ ИСПРАВЕ ЗА ЛИЦА БЕЗ ДРЖАВЉАНСТВА
 REQUEST FOR ISSUANCE OF STATELESS PERSON'S PASSPORT

Lični/ osobni podaci - Лични подаци - Personal data

JMB - ЈМБ - Personal Identification Number

Prezime i ime - Презиме и име - Surname and Name

Država, mjesto i datum rođenja - Држава, мјесто и датум рођења
 State, place and date of birth

Pol/ Spol - Пол - Gender

Muško - Мушко - Male

Žensko - Женско - Female

Boravište i adresa stanovanja u BiH
 Боравиште и адреса становања у БиХ
 Residence and Address in BiH

Izrada putne isprave u roku kraćem od propisanog
 Израда путне исправе у року краћем од прописаног
 Issuance of the passport in the period shorter than stipulated

Podaci o putnim ispravama - Подаци о путним исправама
 Data on passports

Novi dokument-prvi zahtjev
 Нови документ-први захтјев
 New document-first request

Najava zahtjeva za akviziciju putem mobilne radne stanice
 Најава захтјева за аквизицију путем мобилне радне станице
 Announcement of the request for acquisition by mobile working station

Da - Да - Yes Ne - Не - No

Kontakt telefon - Контакт телефон
 Contact telephone

Broj potvrde o identitetu
 Број потврде о идентитету
 Identity Certificate Number

Datum - Датум - Date

Podnosilac/ podnositelj zahtjeva
 Подносилац захтјева
 Request Applicant

Podaci o roditeljima, zakonskim starateljima ili licu/ osobi koje najavljuje akviziciju mobilnom radnom stanicom.
Подаци о родитељима, законским старатељима или лицу које најављује аквизицију мобилном радном станицом.
Data on parents, legal guardians or the person who has announced aquisition through the mobile working station.

JMB - JMB
Personal Identification Number

JMB - JMB
Personal Identification Number

Prezime - Презиме
Surname

Prezime - Презиме
Surname

Ime - Име
Name

Ime - Име
Name

Srodstvo - Сродство
Kinship

Srodstvo - Сродство
Kinship

Broj identifikacionog/ identifikacijskog dokumenta
Број идентификационог документа
Identification Document Number

Broj identifikacionog/ identifikacijskog dokumenta
Број идентификационог документа
Identification Document Number

Datum - Датум - Date _____

Datum - Датум - Date _____

Potpis - Потпис - Signature _____

Potpis - Потпис - Signature _____

Datum prijema zahtjeva - Датум пријема захтјева
Reception Date of the Request

Potpis ovlaštenog lica/ osobe - Потпис овлаштеног лица
Signature of the Authorised Official

Datum - Датум - Date Potpis - Потпис - Signature

Lice/ osoba koje je vršilo akviziciju podataka
Лице које је вршило аквизицију података
Official who performed aquisition of data

Lice/ osoba koje je vršilo provjeru identiteta
Лице које је вршило провјеру идентитета
Official who performed check up of identity

Lice/ osoba koje je odobrilo izradu putne isprave
Лице које је одобрило израду путне исправе
Official who approved issuance of travel document

Naziv organa/ tijela - Назив органа
Name of Issuing Authority

Broj zahtjeva - Број захтјева _____
Application number
Datum - Датум _____
Date

Barkod - Баркод - Barcode

**POTVRDA – ПОТВРДА
CONFIRMATION OF RECEIPT**

**O PRIJEMU ZAHTJEVA ZA IZDAVANJE I PREUZIMANJE PUTNE ISPRAVE
O ПРИЈЕМУ ЗАХТЈЕВА ЗА ИЗДАВАЊЕ И ПРЕУЗИМАЊЕ ПУТНЕ ИСПРАВЕ
OF APPLICATION FOR THE ISSUANCE AND DELIVERY OF PASSPORT**

<p>1. Predaja zahtjeva za izdavanje putne isprave Предаја захтјева за издавање путне исправе Submission of application for passport issuance</p>
<p>Ime - Име - Name _____</p>
<p>Prezime - Презиме - Surname _____</p>
<p>JMB - ЈМБ - Personal Identification Number _____</p>
<p>Mjesto prebivališta/ boravišta Мјесто пребивалишта/ боравишта Place of residence/temporary residence _____</p>
<p>_____ Potpis službenog lica/ osobe Потпис службеног лица Signature of Authorised Official</p>

<p>2. Preuzimanje putne isprave Преузимање путне исправе Delivery of the passport</p>
<p>Datum - Датум - Date _____</p>
<p>Serijski broj putne isprave Серијски број путне исправе Serial number of the passport _____</p>
<p>Ime - Име - Name _____</p>
<p>Prezime - Презиме - Surname _____</p>
<p>JMB - ЈМБ - Personal Identification Number _____</p>
<p>Potpis službenog lica/ osobe/ Potpis primatelja putne isprave Потпис службеног лица/ Потпис primaoca путне исправе Signature of Authorised Official/ Signature of the person who received the travel document</p>

Lični/osobni podaci iz Zahtjeva za izdavanje putne isprave bit će obrađeni u svrhu određenu Zakonom o putnim ispravama Bosne i Hercegovine i bit će predmetom prava i zaštite prema Zakonu o zaštiti ličnih/ osobnih podataka.

Лични подаци из Захтјева за издавање путне исправе биће обрађени у сврху одређену Законом о путним исправама Босне и Херцеговине и биће предметом права и заштите према Закону о заштити личних података.

Personal information from the Application for issuance of a travel document will be used for purposes prescribed by the Law on Travel Documents of Bosnia and Herzegovina and will be covered by the rights and protection of the Law on Protection of Personal Information.

 Naziv organa kojem se zahtjev podnosi
 Назив органа којем се захтев подноси
 Issuing authority (Name of the Organization)



ZAHTEJEV ZA IZDAVANJE PUTNOG/ PUTNOGA LISTA ZA STRANCA
ЗАХТЈЕВ ЗА ИЗДАВАЊЕ ПУТНОГ ЛИСТА ЗА СТРАНЦА
REQUEST FOR ISSUANCE OF ALIEN'S PASSPORT

Образац попуните ёћко - Образац попуните читко - Use capital letters

1.	Prezime (za udete i djevojacko) Презиме(за удате и дјевојачко) Surname (add maiden name where applicable)		
2.	Име(на) Given name(s)		
3.	Пол/ Spol Sex - Gender		
4.	Дат, мјесец и година рођења Date of birth (Date/Month/Year)		
5.	Мјесто и држава рођења Place and country of birth		
6.	Држављанство Nationality		
7.	Ц којем сврху борави у Босни и Херцеговини У којем својству борави у Босни и Херцеговини Purpose of stay in Bosnia and Herzegovina		
8.	Занимање Occupation		
9.	Адреса у БиХ Address in BiH		
10.	Адреса у иностранству/inozemstvu Address abroad		
11.	Путна исправа (врста, број, датум издавања, орган издавања) Passport (type, number, date of issuance, issuing authority)		
12.	С истом путном исправом путује и: Са истом путном исправом путује и: Persons traveling on the same travel document: Презиме и име: Surname and given name(s):	Сродство Сродство Kinship	Датум рођења: Датум рођења: Date of birth:
13.	Уз захтев прилази: Уз захтев прилази: Attachments:		

OBAVEZNO/ OBEZNO PROČITATI - OBAVEZNO PROČITATI - COMPULSORY TO READ

Svijestan sam da odgovaram za tačnost i tcnost podataka koje sam naveo u ovom zahtjevu i izjavljujem da su podaci dati u ovom zahtjevu tačni i točni i potpuni. Svijestan sam da lažne izjave mogu dovesti do odbijanja mog zahtjeva, kao i krivičnog i kaznenog gonjenja shodno sukladno pravim propisima BiH. Saglasan sam da se podaci, navedeni u ovom zahtjevu, prosjeđuju nadležnim organima/ tijelima BiH, provjeravaju i obrađuju, kako bi se donijela odluka o mom zahtjevu za izdavanje putnog/ putnoga lista za stranca.

Svijestan sam da odgovaram za tačnost podataka koje sam naveo u ovom zahtjevu i izjavljujem da su podaci dati u ovom zahtjevu tačni i potpuni. Svijestan sam da lažne izjave mogu dovesti do odbijanja mog zahtjeva, kao i krivičnog i kaznenog gonjenja shodno pravim propisima BiH. Saglasan sam da se podaci, navedeni u ovom zahtjevu, prosjeđuju nadležnim organima BiH, provjeravaju i obrađuju, kako bi se donijela odluka o mom zahtjevu za izdavanje putnog/putnoga lista za stranca. I am aware that any false statements may lead to my request being rejected and may also render me liable for prosecution under the law of Bosnia and Herzegovina. I agree that the supplied particulars in this request are submitted to the relevant authorities in BiH, for verification and processing, for purposes of a decision to be taken upon my request for issuance of travel document for aliens.

Datum i mjesto podnošenja zahtjeva
Date and place of the submitance of the application

 (Potpis podnosioca podnosioca zahtjeva)
 (Applicant's signature)

Popunjava službena osoba organa/tijela kojem je zahtjev podnesen
Попуњава службена особа органа којем је захтјев поднесен
To be filled in by the official of the issuing authority where the request has been submitted

Kako je zahtjev riješen - Kako je zahtjev riješen
Decision reached upon the application

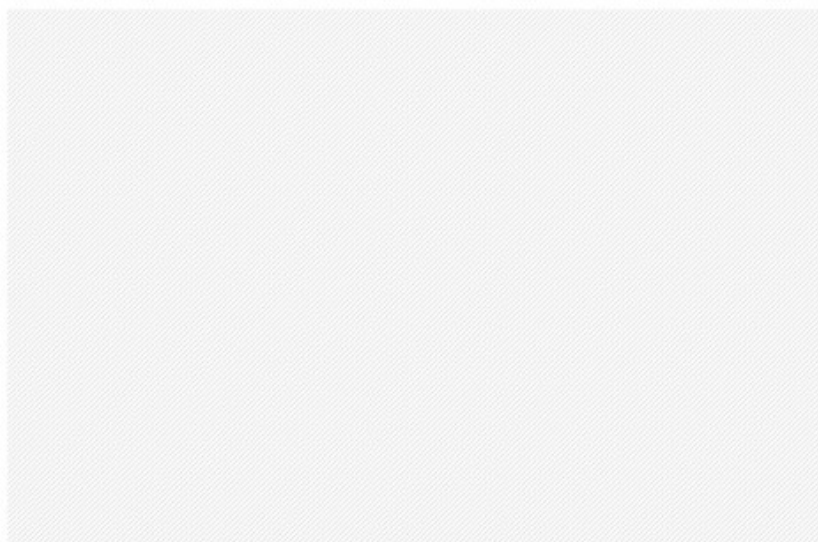
Broj putnog lista za stranca - Број путног листа за странца
Number of travel document for the alien

Datum izdavanja - Датум издавања
Date of issuance

Rok važenja - Рок важења
Valid until

Napomena - Напомена
Note

MJESTO ZA FOTOGRAFIJU ČLANOVA PORODICE - MJESTO ZA FOTOGRAFIJU ČLANOVA PORODICE
- MJESTO ZA FOTOGRAFIJU ČLANOVA OBITELJI - PLACE FOR FAMILY MEMBERS' PHOTOGRAPHS



Potvrđujem da sam primio putni list za stranca Broj _____
Потврђујем да сам примио путни лист за странца Број _____
I acknowledge receipt a travel document number

Datum i mjesto preuzimanja: _____
Date and place of delivery:

(Potpis primaoca/ primatelja)
(Потпис примаоца)
(Signature)

(Potpis službene osobe)
(Потпис службене особе)
(Signature of the Authorised Official)