

Pursuant to Article 4 and 12 paragraph (1) item (10) of the Law on Ministries and Other Administrative Bodies of BiH (“Official Gazette of BiH” No.5/03, 42/03, 26/04, 42/04, 45/06, 88/07, 35/09 and 59/09), Article 16 of the Law on Administration (“Official Gazette” No.32/02), Article 121 and 137 paragraph (3) and Article 161 paragraph (1) of the Law on Movement and Stay of Aliens and Asylum (“Official Gazette of BiH” No. 36/08), Ministry of Human Rights and Refugees, in co-operation with Ministry of Civil Affairs of Bosnia and Herzegovina and Ministry of Security of Bosnia and Herzegovina issues this

RULEBOOK ON IDENTIFICATION DOCUMENT OF PERSONS GRANTED INTERNATIONAL PROTECTION IN BOSNIA AND HERZEGOVINA

I- GENERAL PROVISIONS

Article 1

(Subject)

This Rulebook envisages basic principles, competent authorities, conditions and manner of exercising the right on identification document of persons granted international protection in Bosnia and Herzegovina (hereinafter: BiH), and other issues relevant to the exercise of rights stipulated in this Rulebook.

Article 2

(Competent authorities for implementation of this Rulebook)

Competent authorities for implementation of this Rulebook are: Ministry of Human Rights and Refugees of BiH (hereinafter: MHRR) Ministry of Security of BiH (hereinafter: MoS), Ministry of Civil Affairs (hereinafter MCA).

Article 3

(Persons who are entitled to an identification document)

Persons who are entitled to an identification document are:

- a) Persons granted a refugee status with a final and binding decision by MoS, on the basis of Article 116 Item a) of the Law on Movement and Stay of Aliens and Asylum (hereinafter: Law)
- b) Persons granted a subsidiary protection status with a final and binding decision by the MoS, in accordance with Article 116 item b) of the Law,
- c) Persons granted refugee status or subsidiary protection status accordance with Article 156 of the Law.

Article 4

(Types of identification documents for persons under international protection)

Following identification documents in BiH are issued to persons mentioned in Article 3 of this Rulebook:

- a) Refugee card and
- b) Card of subsidiary protection

Article 5

(The right to an identification document according to the type of document)

- (1) Persons mentioned in Article 3 paragraph (1) item a) and c) of this Rulebook are entitled to a refugee card.
- (2) Persons granted a subsidiary protection status from Article 3 paragraph (1) item b) of this Rulebook are entitled to a card of subsidiary protection.

Article 6

(The character of the identification document)

- (1) Refugee card and card of subsidiary protection are public documents which are used for proving the identity of persons from Article 3 of this Rulebook. Based on public documents issued to persons under international protection, the identity is proved in the process of exercising rights envisaged by the Law and other relevant regulations in BiH.
- (2) Refugee card and card of subsidiary protection can not be used for crossing state border.

Article 7

(Designation of Personal Identification Number and Registration of place of residence)

- (1) After recognizing refugee status, and in accordance with the Law on Personal Identification Number, for the persons from Article 3 Paragraph 1 Item a) and c) of this Rulebook, MoS shall submit a request to the MCA for designation and assignment of personal identification number on an appropriate form, which is envisaged by the Rulebook on International Protection (Asylum) in Bosnia and Herzegovina.
- (2) MCA, in accordance with the Law on Personal Identification Number, determines personal identification number for persons from Article 3 Paragraph 1 Item a) and c) of this Rulebook and shall submit the notice to the competent authority and the refugee.
- (3) Place of residence is determined according to the application of residence issued by the Service for Foreigners' Affairs. In case of change of place of residence or address of residence, a person granted the right for international protection in BiH is obliged to

make an application for changing the place of residence or address to the Service for Foreigners' Affairs, in accordance with Article 122 of the Law.

Article 8

(Non-discrimination)

There shall be no discrimination during the exercise of the right to identification document, according to this Rulebook.

II- FORM, CONTENT AND PROCEDURE FOR ISSUANCE OF REFUGEE CARD

Article 9

(Procedure for issuing of refugee card)

- (1) Persons with granted refugee status from Article 5 paragraph (1) of this Rulebook have right to refugee card. After personal identification number has been designated and after the registration of place of residence has been made, refugee card can be issued.
- (2) Request for issuing refugee card (Form - 1), which is an integral part of this Rulebook, is submitted personally, by guardian, attorney or legal representative of underage persons to whom the refugee card should be issued. MHRR receives the request and performs acquisition (photographs and signature and / or other actions that replace the same).
- (3) Photo on refugee card must authentically show the face of the refugee card holder (enface) without hats, caps or scarves. Exceptionally, persons with granted refugee status, who wear hats, caps or scarves due to religious reasons or because of traditional customs may be photographed with hats, caps and scarves but their forehead must not be covered.
- (4) MHRR personalizes refugee card, which is white, size (125 ± 0.75) mm x (88 ± 0.75) mm, which has at least three elements of protection (Form - 2), which is an integral part of this Rulebook, controls quality of documents and personally delivers it to the person with granted refugee status under Article 5 paragraph (1) of this Rulebook, or guardian, legal representative or proxy for underage persons with granted refugee status.
- (5) Validity of refugee card for adults in Article 5 paragraph (1) of this Rulebook is five years, for minors two years. Adults, or guardian, legal representative or attorney for underage persons with granted refugee status are obliged to ask for the extension of refugee card two months before the expiry of its validity.

Article 10

(Issuance, replacement and annulment of refugee card)

- (1) Issuance, replacement and annulment of refugee card is carried out by MHRR.

- (2) Adult person, or guardian, legal representative or attorney of underage persons from Article 5 paragraph (1) of the Rulebook is obliged to replace the refugee card in case of change of place of residence or change of any data contained in refugee card form, impairment of this card, as well as in case of important changes in outward appearance arising as a consequence of physical or chemical effects, disease or biological processes, within 30 days after the above changes occurred.
- (3) In the event that the person from Article 3 paragraph (1) item a) and c) of this Rulebook loses refugee card, he/she is obliged to report the loss to the nearest police station in whose territory the apparent loss of refugee card happened, within three days of knowledge of the above fact. Police stations shall issue a confirmation of loss of refugee card to the person from Article 3 paragraph (1) item a) and c) of this Rulebook, which, and delivers it along with the request for issuance of a new refugee card to the MHRR for the purpose of issuing a new refugee card.
- (4) Replaced and returned refugee card shall be annulled by perforating the form by the MHRR and record on refugee card shall be made.
- (5) Permanent modifications of face caused by physical or chemical actions, diseases or natural biological process by reason of which recognition with the photo on refugee card has been disabled or more difficult shall be considered as significant modifications of facial appearance because of which the refugee card must be replaced.
- (6) Any differences between facial appearance in the photograph and actual appearance arising from greater modifications regarding hair holding, moustaches or beard, leading to impossible or more difficult recognition with the photograph on the refugee card shall also be considered as significant modifications of appearance in terms of the preceding paragraph.

III- FORM, CONTENT AND PROCEDURE FOR ISSUANCE OF A CARD OF SUBSIDIARY PROTECTION

Article 11

(Procedure for issuance of a card of subsidiary protection)

- (1) Persons referred to in Article 5 (2) of this Rulebook have right to the card of subsidiary protection. Card of subsidiary protection is issued by MHRR after the registration of place of residence was made in the manner envisaged in Article 7 of this Rulebook.
- (2) After the registration of place of residence has been made in the manner envisaged in Article 7 of this Rulebook, the MHRR invites persons with granted status of subsidiary protection to fill the application for issuing the card of subsidiary protection (form -3), which is an integral part of this Rulebook, receives the request and performs acquisition (photographs and signature and / or other actions that replace the same).

- (3) Guardian, attorney or legal representative of underage persons shall submit a request for issuance of card of subsidiary protection for minors.
- (4) Photo on card of subsidiary protection shall authentically show the face of the card holder (enface) without hats, caps or scarves. Exceptionally, persons with granted status of subsidiary protection, who wear hats, caps or scarves due to religious reasons or because of traditional customs may be photographed with hats, caps and scarves but their forehead must not be covered.
- (5) MHRR personalizes card of subsidiary protection, which is white, size (125 ± 0.75) mm x (88 ± 0.75) mm, which has at least three elements of protection (Form - 4), which is an integral part of this Rulebook, controls quality of documents and personally delivers it to the person with accepted status of subsidiary protection.
- (6) Validity period of card of subsidiary protection is one year.

Article 12

(Issuance, replacement and annulment of card of subsidiary protection)

- (1) Issuance, replacement and annulment of card of subsidiary protection is carried out by MHRR.
- (2) Adult person, or guardian, legal representative or attorney of underage persons from Article 5 paragraph (2) of the Rulebook is obliged to replace the card of subsidiary protection in case of change of place of residence or change of any data contained in card of subsidiary protection form, impairment of this card, as well as in the case of important changes in outward appearances arising as a consequence of physical or chemical effects, within 30 days after the above changes occurred.
- (3) In the event that the person from Article 3 paragraph (1) item b) of this Rulebook loses card of subsidiary protection, he/she is obliged to report the loss to the nearest police station in whose territory the apparent loss of refugee card happened within three days of knowledge of the above fact. Police stations shall issue to the person from Article 3 paragraph (1) item b) of this Rulebook a certificate of loss of card of subsidiary protection which shall be delivered to the MHRR, along with the request for the issuance of new card of subsidiary protection, for the purpose of issuing of new card of subsidiary protection.
- (4) Replaced and returned refugee card shall be annulled by perforating the form by MHRR and record on card of subsidiary protection shall be made.
- (5) Permanent modifications of face caused by physical or chemical actions, diseases or natural biological process by reason of which recognition with the photo on card of subsidiary protection has been disabled or more difficult shall be considered as

significant modifications of facial appearance because of which the card of subsidiary protection has to be replaced.

- (6) Any differences between facial appearance in the photograph and actual appearance arising from greater modifications regarding hair holding, moustaches or beard, leading to impossible or more difficult recognition with the photograph on the card of subsidiary protection shall also be considered as significant modifications of appearance in terms of the preceding paragraph.

IV- OFFICIAL REGISTERS AND MONITORING THE IMPLEMENTATION OF THE RULEBOOK

Article 13

(Official Registers)

- (1) MHRR keeps official records of all persons who have applied for issuance of identification documents, and records of persons who have been issued an identification document in accordance with this Rulebook.
- (2) Based on Article 162 of the Law on Administrative Procedures of BiH MHRR issues certificates regarding facts on which this Ministry keeps official records.

Article 14

(Data protection)

- (1) Articles 144 and 145 paragraph (7) of the Law, as well as the Law on Protection of Personal Data is applied on the data which are kept in registers of MHRR.
- (2) In relation to the country of origin of persons from Article 3 this Rulebook, all information and data are considered classified and can be sent to the country of origin, after previously obtaining the opinion of MHRR and written consent of the person to which that information relates, or the consent of the guardian, attorney or legal representative of an underage person.

Article 15

(Monitoring)

The implementation of this Rulebook shall be monitored by MHRR.

Article 16

(Interpretation of the Rulebook)

MHRR is competent for interpretation of the provisions of this Rulebook.

V- TRANSITIONAL AND FINAL PROVISIONS

Article 17

(The validity of identification documents issued by MoS)

- (1) Persons under Article 5 paragraph (1) of this Rulebook shall change a valid refugee card that was issued by MoS after its expiry.
- (2) Persons with the status of subsidiary protection are obliged to submit the request for the issuance of card of subsidiary protection immediately, and at the latest within three months from the date of entry into force of this Rulebook.

Article 18

(Entry into force)

This Rulebook shall enter into force on 1st January 2010. , and shall be published in the "Official Gazette of BiH".

No. 01-02-5186/09

October 2, 2009.

Sarajevo

Minister

Dr. Safet Halilović

Naziv organa - Title of body
 Broj / Number
 Datum / Date

ZAHTJEV ZA IZDAVANJE - ZAMJENU IZBJEGLIČKOG KARTONA
 ЗАХТЈЕВ ЗА ИЗДАВАЊЕ - ЗАМЈЕНУ ИЗБЈЕГЛИЧКОГ КАРТОНА
 APPLICATION FOR ISSUING / REPLACEMENT OF REFUGEE CARD

1	Vrsta zahtjeva / Врста захтјева / Type of request	
	<input type="checkbox"/> Izdavanje izbjegličkog kartona / Издавање избјегличког картона / Issuance of the refugee card	<input type="checkbox"/> Zamjena izbjegličkog kartona / Замена избјегличког картона / Replacement of the refugee card

2	Lični/osobni podaci podnosioca/podnositelja / Лични подаци подносиоца захтјева / personal data of an application	
	JMB JMB Personal number: _____	Mjesto rođenja Мјесто рођења Place of birth: _____
	Ime Име Name: _____	Državljanstvo Држављанство Nationality: _____
	Prezime Презиме Surname: _____	Općina boravka Општина боравка Municipality of residence: _____
	Spol Пол Sex: _____	Pošanski broj Поштански број Area code: _____
	Ime oca Име оца Father's name: _____	Adresa boravka Адреса боравка Address of residence: _____
	Ime majke Име мајке Mother's name: _____	
	Datum rođenja Датум рођења Date of birth: _____	

Prilog/Прилог/Enclosure _____

Redni broj registra/Редни број регистра/Register No: XXXXXX


 Potpis službenog lica/osobe
 Потпис службеног лица
 Signature of the official

 Potpis podnosioca zahtjeva
 Потпис подносиоца захтјева
 Signature of the applicant

Lični-osobni podaci iz ovog zahtjeva bit će obrađeni u svrhe određene Zakonom o kretanju i boravku stranaca i azilu i biti predmetom prava i zaštite propisane Zakonom o zaštiti ličnih-osobnih podataka.
 Лични подаци из овог захтјева биће обрађени у сврхе одређене Законом о кретању и боравку странаца и азилу и бити предметом права и заштите прописане Законом о заштити личних података.
 Personal data given in this form will be processed for purpose determined by the Law on movement and stay of aliens and asylum and will be subjected to rights and protection determined by the Law on Protection of Personal Data.

Образец - 2

<p>1. BORAVIŠTE/BORAVIŠTE/RESIDENCE</p> <p>Mjesto/Mjesto/Place: _____</p> <p>Adresa/Adresa/Address: _____</p>	 <p>Bosna i Hercegovina / Босна и Херцеговина Bosnia and Herzegovina</p>
<p>2. BORAVIŠTE/BORAVIŠTE/RESIDENCE</p> <p>Mjesto/Mjesto/Place: _____</p> <p>Adresa/Adresa/Address: _____</p>	<p>IZBJEGLIČKI KARTON ИЗБЈЕГЛИЧКИ КАРТОН REFUGEE CARD</p>
<p>3. BORAVIŠTE/BORAVIŠTE/RESIDENCE</p> <p>Mjesto/Mjesto/Place: _____</p> <p>Adresa/Adresa/Address: _____</p>	<p>No 0000000000</p>

<p>JMB/MJB _____</p> 	<p>Prezime / Презиме / Surname _____</p> <p>Ime / Име / Name _____</p> <p>Ime roditelja / Име родитеља Name of one parent _____</p> <p>Datum rođenja / Датум рођења / Date of birth _____</p> <p>Mjesto rođenja / Мјесто рођења / Place of birth _____</p> <p>Državljanstvo / Држављанство Citizenship _____</p> <p>Karton važi/vijedi do / Картов важи до / Card expire day _____</p>
<p>_____ /Potpis korisnika - Потпис корисника Signature of the card holder/</p>	<p>_____ /Mjesto i datum izdavanja Мјесто и датум издавања Place and date of issuance/</p> <p>M.P. M.P.</p> <p>_____ /Potpis ovlaštene osobe потпис овлаштене особе Signature of authorized person/</p>

Naziv organa - Title of body
 Broj / Number
 Datum / Date

ZAHTEJEV ZA IZDAVANJE - ZAMJENU KARTONA O SUPSIDIJARNOJ ZAŠTITI
ЗАХТЈЕВ ЗА ИЗДАВАЊЕ - ЗАМЈЕНУ КАРТОНА О СУПСИДИЈАРНОЈ ЗАШТИТИ
APPLICATION FOR ISSUING / REPLACEMENT OF CARD OF SUBSIDIARY PROTECTION

1	Vrsta zahtjeva / Врста захтјева / Type of request	
	<input type="checkbox"/> Izdavanje kartona o supsidijarnoj zaštiti / Издавање картона о субсидијарној заштити / Issuance of the card of subsidiary protection	<input type="checkbox"/> Zamjena kartona o supsidijarnoj zaštiti / Замена картона о субсидијарној заштити / Replacement of the card of subsidiary protection

2	Lični/osobni podaci podnosioca/podnositelja / Лични подаци подносиоца захтјева / personal data of an application	
	Ime Име Name: _____	Mjesto rođenja Мјесто рођења Place of birth: _____
	Prezime Презиме Surname: _____	Državljanstvo Држављанство Nationality: _____
	Spol Пол Sex: _____	Općina boravka Општина боравка Municipality of residence: _____
	Ime oca Име оца Father's name: _____	Poštanski broj Поштански број Area code: _____
	Ime majke Име мајке Mother's name: _____	Adresa boravka Адреса боравка Address of residence: _____
	Datum rođenja Датум рођења Date of birth: _____	

Prilog/Прилог/Enclosure _____


Redni broj registra/Редни број регистра/Register No: XXXXXX

 Potpis službenog lica-osobe
 Потпис службеног лица
 Signature of the official

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 Потпис подносиоца захтјева
 Signature of the applicant

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 Лични подаци из овог захтјева биће обрађени у сврхе одређене Законом о кретању и боравку странаца и азилу и бити предметом права и заштите прописане Законом о заштити личних података.
 Personal data given in this form will be processed for purpose determined by the Law on movement and stay of aliens and asylum and will be subjected to rights and protection determined by the Law on Protection of Personal Data.

<p>1. BORAVIŠTE/БОРАВИШТЕ/RESIDENCE</p> <p>Mjesto/Mjesto/Place: _____</p> <p>Adresa/Adresa/Address: _____</p>	 <p>Bosna i Hercegovina / Босна и Херцеговина Bosnia and Herzegovina</p>
<p>2. BORAVIŠTE/БОРАВИШТЕ/RESIDENCE</p> <p>Mjesto/Mjesto/Place: _____</p> <p>Adresa/Adresa/Address: _____</p>	<p>KARTON O SUPSIDIJARNOJ ZAŠTITI КАРТОН О СУПСИДИЈАРНОЈ ЗАШТИТИ CARD OF SUBSIDIARY PROTECTION</p>
<p>3. BORAVIŠTE/БОРАВИШТЕ/RESIDENCE</p> <p>Mjesto/Mjesto/Place: _____</p> <p>Adresa/Adresa/Address: _____</p>	<p>No 0000000000</p>

	<p>Prezime / Презиме / Surname _____</p> <p>Ime / Име / Name _____</p> <p>Ime roditelja / Име родитеља / Name of one parent _____</p> <p>Datum rođenja / Датум рођења / Date of birth _____</p> <p>Mjesto rođenja / Мјесто рођења / Place of birth _____</p> <p>Državljanstvo / Држављанство / Citizenship _____</p> <p>Karton važi/vijedi do / Картов важи до / Card expire day _____</p>
<p>_____ /Potpis korisnika - Потпис корисника/ Signature of the card holder/</p>	<p>_____ Mjesto i datum izdavanja / Место и датум издавања / Place and date of issuance/</p> <p>M.P. M.F.</p> <p>_____ /Potpis ovlaštene osobe / potpis ovlaštene osobe/ Signature of authorized person/</p>

