

Pursuant to Article 81 paragraph (2) of the Law on Asylum (“Official Gazette of BiH”, 11/16, 16/16) and following the opinion of the Ministry of Security of Bosnia and Herzegovina No. 07-2/02-1-4147-1/16 of 14 June 2016, the Ministry of Civil Affairs of Bosnia and Herzegovina is passing a

RULEBOOK ON REFUGEE PASSPORT

Article 1 (Subject)

This Rulebook on refugee passport (Hereinafter: Rulebook) provides the form, design and content of refugee passport, required documents along with the request for issuance of refugee passport, treatment during the issuance, the price, reasons for dismissal of the request for refugee passport, reasons for confiscation and annulment of the passport and other technical issues related to the refugee passport (hereinafter: passport).

Article 2 (Form and design of the passport)

The passport has the following form and design:

- a) rectangular shape
- b) the cover shall be of light blue color
- c) front cover contains the following word order:
 - 1) “PASSPORT”
 - 2) “(Convention of 28 July 1951)”
 - 3) “BOSNIA AND HERZEGOVINA”
- d) Text under point c) of indents 1), 2) and 3) is written in Bosnian, Croatian and English language in Latin script and in Serbian in Cyrillic script.
- e) The text on the first page of the passport shall be identical to the front cover.

Article 3 (Content of the passport)

The passport contains:

- a) 32 pages. Pages from 3rd to 32nd contain perforated serial number.
- b) The laminated identification page which shall contain the following items in Bosnian, Croatian, Serbian and English language. The data contained therein shall be written in Latin script:
 - 1) Type,

- 2) National emblem of the state,
 - 3) Surname,
 - 4) Name (names),
 - 5) Date of birth,
 - 6) Place of birth,
 - 7) Personal identification number,
 - 8) Gender,
 - 9) Passport serial number,
 - 10) Date of issue,
 - 11) Date of expire,
 - 12) Place of issue,
 - 13) Photograph of the holder,
 - 14) Signature of the holder,
- c) third page of the passport which contains the following text in Bosnian, Croatian and English language in Latin script and in Serbian in Cyrillic script:
- 1) "This passport is issued only in order to obtain the holder a passport and it can be used instead of national passport. It does not prejudice and does not affect the citizenship of the holder".
 - 2) "The holder is allowed to return to Bosnia and Herzegovina during the validity period of the passport".
 - 3) "If a holder accepts residence in another country than the one that issued the current passport, must, if he/she wants to travel again, ask for a new passport from the competent authorities of that country."
- d) Fourth page of the passport contains the following text in Bosnian, Croatian and English language in Latin script and in Serbian in Cyrillic script:
- 1) "This passport is valid for all countries except the country of origin or country of refugee's usual residence."
- e) Thirty-second page of the passport contains the following text in Bosnian, Croatian and English language in Latin script and in Serbian in Cyrillic script:
- 1) "This passport contains 32 numbered pages".

Article 4 (Automatic sensing data)

- (1) The form of refugee passport, on the second page contains space for automatic sensing data in which visible alphanumeric data about the document are to be entered.

- (2) Form of the refugee passport contains contactless memory element which is used for automatic sensing data in accordance to ICAO 9303 standard in which data from the paragraph (1) of this Article and biometric fingerprints data which additionally protect according to ICAO 9303 standard using ECA (abbreviation from Extended Access Control by which protection technique of biometric data is defined).
- (3) The form of the refugee passport contains protective elements which are in Annex to this Rulebook. The supplement of the Rulebook is protected by the degree of secrecy which determines the Minister of Civil Affairs, in accordance with the Law on Protection of Classified Information (Official Gazette of BiH" No. 54/05 and 12/09) and will not be published in the "Official Gazette of BiH".
- (4) Procurement of the forms of refugee passport is carried out by the Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina in accordance with the Rulebook on responsibilities and method of procurement of travel documents forms (Official Gazette BiH, 101/11).

Article 5
(Submission of the request)

- (1) Person with granted refugee status in Bosnia and Herzegovina personally submits the request for issuance of passport to the Ministry of Security (hereinafter: Ministry) at least three months before the expiration of the refugee card.
- (2) Seriously ill and immobile persons submit the request for the issuance of passport through mobile working stations.
- (3) For persons younger than 18 and incapable of working, the request for issuance of passport submits one of the parents with the agreement of other parent or guardian or other legal representative.
- (4) Exceptionally of provision from paragraph (3) of this Article, the passport shall be issued without the agreement of other parent in the following cases:
 - a) If one of the parents is listed as missing person,
 - b) If one of the parents has unknown residence or temporary residence,
 - c) If one of the parents is not available to the competent authority for issuance of passport,
 - d) if one of the parents is awarded custody of the child by a court, unless by the same decision of the court, issuance of the passport and traveling abroad of the child is not conditioned by the agreement of both parents,
 - e) if one of the parents has passed away,
 - f) if the juvenile has only one parent.

- (5) The Ministry is obliged ex officio to determine the fulfillment of the conditions referred to in paragraph (4) of this Article.
- (6) Request for issuance of passport shall be submitted on the form prescribed by the Ministry.
- (7) The Ministry is obliged to resolve the request for issuance of passport within 30 days of submitting the request.

Article 6
(Required documents)

- (1) Along with the request for issuance of passport, the following documents shall be submitted:
 - a) Certified copy of refugee cardboard,
 - b) Proof of the paid price of passport,
 - c) Registration of the residence in Bosnia and Herzegovina not older than 6 months.
- (2) Along with the request for issuance of passport, the submitter of the request is obliged to submit personal and biometric data (photography, fingerprints and signature).

Article 7
(Dismissal of the request for passport)

The Ministry shall dismiss the request for issuance of the passport in the following cases:

- a) If the submitter of the request does not submit the documents prescribed by Article 6 of this Rulebook,
- b) If that is required by reasons for protection of public order, security of BiH or public health ,
- c) If the procedure of determining the termination and abolition of refugee card has been conducted against the submitter by the competent authority,
- d) If there is an imposed measure or a decision of the competent authority in official registers – Register of certain aliens and which is valid.
- e) If the refugee meanwhile has granted the citizenship of Bosnia and Herzegovina.

Article 8
(Appeal)

(1) Dismissal of the request for passport and reasons for such dismissal shall be explained in writing form only upon explicit request of the submitter.

(2) The refugee to whom the request for issuance of the passport has been dismissed, or to whom the passport is subtracted or annulled from the reasons prescribed by this Rulebook, may declare the appeal to the Appeals Chamber of the Ministers of Bosnia and Herzegovina, within 15 days of receipt of the decision. The appeal shall be submitted by the Ministry and submission of the same does not suspend execution of the decision.

Article 9

(Issuance of the passport in the period shorter than stipulated)

- (1) During the submission of the request, the submitter of the request has the right to require issuance of the passport in the period shorter than stipulated.
- (2) The Ministry issues the passport within 48 hours from the moment of submission of the request, in case of medical treatment abroad, illness or death of a member of the nuclear family for which the submitter shall submit the required evidence.
- (3) In the processing of the request for issuance of passport, the Ministry is obliged to indicate that the passport needs to be developed within the period prescribed in paragraph (2) of this Article.
- (4) The Ministry may issue a passport, on the request of the party and without establishing valid reasons for issuance of the passport by already described procedure in paragraph (2) of this Article.
- (5) The Agency for Identification Documents Registers and Data Exchange is obliged to immediately access the personalization of the passport based on the request of the Ministry.
- (6) The price of passport issued in accordance to paragraph (2) of this Article is same as the price of the passport issued in the regular procedure.
- (7) The price of passport issued in accordance to paragraph (4) of this Article is 200 BAM.
- (8) Distribution of passports issued in accordance with this Article shall be carried out by the competent authority by whose request the passport is made.

Article 10

(Collection of passport)

- (1) The passport must be collected by the submitter in person or by proxy in the Ministry.
- (2) For juvenile persons under 14 years, one of the parents, guardian or legal representative must collect the passport.

- (3) Juvenile persons from the age of 14 to over 18 years, while collecting the passport must be accompanied by one parent, guardian or other legal representative.
- (4) The submitter of the request for issuance of the passport may, in front of the authorized official persons who receive the request for issuance of the passport authorize the adult person, who shall collect the passport, which shall be confirmed with their signature on the request for the issuance of passport.
- (5) The proxy who has not received the authorization in accordance with the paragraph (4) of this Article is obliged to, when collecting the passport, submit to the Ministry the authorization signed by the holder of that passport and certified by the competent authority for certifying powers.
- (6) When collecting the passport, the holder of the passport, the parent, guardian or other legal representative or the holder's proxy shall verify the collection with the signature.

Article 11

(Treatment of a refugee with passport)

- (1) The refugees may not assign their passports to another person, or use a passport of other person as their own. Otherwise, an official shall immediately upon knowledge report the criminal act according to the Criminal Procedure Code of BiH.
- (2) A refugee whose refugee status has terminated is obliged to return the passport to the Ministry immediately and no later than three days from the day of termination of the refugee status.
- (3) A refugee is obliged to immediately report the loss, destruction or other disappearance of the passport to the Ministry or police in the place of permanent or temporary residence, or to the nearest DCR of BiH if this happened outside BiH.
- (4) The authority to which the fact from the paragraph (3) of this Article has been reported shall issue to the refugee a certificate of registration of the loss, destruction or other disappearance of the passport. If a refugee reported that fact to the police or DCR of BiH, the police or DCR of BiH are obliged to inform the Ministry on this issue immediately or during the same day.
- (5) The passport which is lost, destructed or disappeared in other way is declared null in the Official Gazette of BiH, at the expense of the refugee.

Article 12

(Request for confiscation of passport)

- (1) The competent authorities of Bosnia and Herzegovina, the competent authorities in Entities and in District Brcko of Bosnia and Herzegovina submit the request for confiscation of the passport to the Ministry which issued the passport, in the following cases:

- a) If the refugee obtained the passport providing false or misleading information;
 - b) If the refugee allows someone else to use his/her passport;
 - c) If there are grounds in Article 7 paragraph (1) points b) and e) of this Rulebook.
- (2) The Ministry shall decide upon the request from paragraph (1) of this Article.
 - (3) The request for confiscation of passport should contain the following identification data of the refugee, for which the request is submitted to: personal identification number, surname, name, name of a parent, date and place of birth, temporal residence and address, the legal basis for confiscation and annulment of the passport and the name of authority which issued passport and the number of the passport.
 - (4) The Ministry shall ex officio confiscate the passport issued to an alien with granted refugee status in Bosnia and Herzegovina to whom the refugee status in BiH is annulled by legally binding decision or terminated.

Article 13
(Procedure of confiscation of passport)

- (1) When the Ministry receives a request for confiscation of passport, it must immediately check in the central registers of issued passports if the refugee, for who the request is submitted, already possesses valid passport.
- (2) If the Ministry determines that the refugee, for whose passport is requested dismissal and annulment, has valid passport and that there are legal conditions for dismissal and annulment of the passport, it makes the decision on dismissal and annulment of the passport.
- (3) The Ministry invites the holder of the passport to submit the passport to the Ministry. If the holder of the passport does not submit the passport, it shall be forcibly taken away. The certificate on deprived passport shall be issued.
- (4) In an emergency, the passport may be temporarily confiscated by other authority responsible for issuing passport or authority responsible for control of crossing the border, where a certificate is issued to a refugee, to whom a passport has been confiscated temporary.
- (5) If the temporary confiscated passport is not returned to the refugee within 24 hours, it is immediately, and no later than 3 days submitted to the competent authority which issued the passport.
- (6) The person, whose passport is temporary confiscated, is informed about the delivery of temporary confiscated passport from the paragraph (5).
- (7) The confiscation of the passport represents prohibition of issuance of new passport to the same person.
- (8) The procedure from the paragraph (5) and (6) is considered urgent.

- (9) Temporary confiscated passport shall be deposited and kept by the competent authority.
- (10) After the termination of the reasons for the temporary confiscation of travel document, the competent authority shall return the passport to the holder of the passport.

Article 14
(Procedure of annulment of passport)

- (1) The Ministry shall annul the passport which was found to contain false information, which has expired, the passport that was replaced and damaged passport, or it is confiscated from the reasons defined in Article 12 of this Rulebook.
- (2) Annulment of passport is done by physical destruction of passport and letterpress stamp "annulled" across the data entered in the passport and passport's blank pages.
- (3) Annulled passport can be returned to the holder on his/her request, except the passport which contains false data.

Article 15
(Central registry)

Central registry of refugees' passports is kept by the Ministry and the Agency for Identification Documents, Registers and Data Exchange of BiH.

Article 16
(Repeals)

On the day of entry into force of this Rulebook, the Rulebook on refugee passport (Official Gazette of BiH, 80/09) shall cease to have effect.

Article 17
(Entry into force)

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

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Minister
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