

Pursuant to Article 46 paragraph (2) of the Law on Aliens (Official Gazette of BiH, 88/15), following the opinion of the Ministry of Security number 06-02-1-4154/16-1 of 21 June 2016, Ministry of Foreign Affairs of BiH 08/2-42-30-2-18990-1/16 of 27 June 2016 and Service for Foreigners' Affairs, the number 18.6.1-14.1-3866/16 of 29 June 2016, the Ministry of Civil Affairs of Bosnia and Herzegovina is passing a

RULEBOOK ON TRAVEL DOCUMENT FOR ALIENS

Article 1 (Subject)

This Rulebook provides the form, design and content of travel document for aliens, required documents along with the request for the issuance, treatment during the issuance and other technical issues related to the travel document for aliens (hereinafter: travel document).

Article 2 (Design of travel document)

(1) The form of travel document:

- a) Rectangular shape with dimensions 29.5 x 19 cm,
- b) Printed on one page in black color,
- c) National emblem of Bosnia and Herzegovina and serial number.

(2) The form referred to in paragraph (1) contains protective elements.

(3) The Agency for Identification Documents, Registers and Data Exchange of BiH defines the technical specification of the protective elements

(4) Technical specification is protected by the degree of secrecy.

(5) The degree of secrecy of the technical specification is determined by the director of the Agency for Identification Documents, Registers and Data Exchange of BiH in accordance with the valid regulations on protection of classified information and will not be published in the "Official Gazette of BiH".

Article 3 (Content of travel document)

(1) Personal data of the alien to whom a travel document is issued are to be entered in travel document for aliens.

(2) The photograph of an alien is to be pasted in the travel document for aliens on specified place.

(3) Data about family members of the alien to whom a travel document is issued are to be entered in the travel document for aliens in case they travel with the alien and their photographs on specified place are to be pasted.

(4) Data about issuing authority with the date of issuing and expiry date are to be entered in the travel document for aliens.

- (5) Travel document for aliens must be signed by an authorized official and verified by the stamp of authority that issued the travel document for aliens.
- (6) The form of travel document is in Annex to this Rulebook (Form No. 1).

Article 4

(Travel document for aliens)

- (1) Travel document for aliens, in terms of Article 43 of the Law on Aliens (hereinafter: the Law) is travel document which is valid for one trip, and it is issued to the alien:
 - a) whose valid travel document has been lost or destroyed and can not be replaced or the alien remained without it in other way, and the state, whose citizen the alien is, does not have its diplomatic-consular representative (DCR) in BiH, neither its interest represents some other state, in order to allow the return of the alien in a state where there is usually a place of residence or in a state that accepts the alien,
 - b) granted or was granted international protection or temporary protection, or who is in the process of acquiring such a status, in order to enable him/her the voluntarily return to the home state or to the state in which he/she has a common place of residence or in a state that accepts him/her,
 - c) whose citizenship is ceased and because of travelling abroad,
 - d) who has lost abroad the refugee passport or stateless person's passport issued by competent authority in BiH in order to return to BiH, or
 - e) who is in the process of forced removal from Bosnia and Herzegovina in order to return in home state, a state where there is usually a place of residence or in a state that accepts the alien.
- (2) Apart from the cases referred to in paragraph (1) of this Article travel document for aliens may be, if there are justifiable reasons, issued in the following cases:
 - a) To the alien whose validity of travel document has expired and the state, whose citizen the alien is, does not have its DCR, neither there is DCR of other state in BiH which represents its interests, in order to enable him/her departure from BiH,
 - b) To the newborn child of an alien granted stay in BiH and the state does not have its DCR, neither there is DCR of other state in BiH which represents its interests, in order to enable him/her departure from BiH,
 - c) To the alien granted status of subsidiary protection, who does not have valid travel document or who is unable to obtain a travel document from the state's usual place of residence, because of travelling abroad, if there are serious humanitarian reasons,
 - d) To the stateless person in cases when there is a document of third state confirming to accept the alien or
 - e) From other reasons which competent authority verify as justified.

Article 5

(Submission of request)

- (1) An alien or other interested institutions and authorities of BiH shall submit the request for submission of the travel document for aliens to the competent organizational unit, the Service for Foreigners' Affairs (hereinafter: the Service).
- (2) For persons younger than 18 year, a parent or guardian or legal representative shall submit the request for issuing the travel document for aliens.
- (3) Request for issuing the travel document for aliens shall be submitted on the prescribed form.
- (4) Apart from paragraph (1) of this Article, Service may issue travel document for aliens ex officio.

Article 6
(Required documents)

- (1) Along with the request for issuance of travel document for aliens, the applicant is obliged to submit evidence which in terms of the provisions of Article 47 of the Law justifies the reasons for submission of the request for issuance of the travel document for aliens.
- (2) In terms of paragraph (1) of this Article the following evidence shall be considered:
 - a) certificate about registration loss or destruction or from the other reasons unused passport, or other evidence issued by competent authority in Bosnia and Herzegovina that the valid travel document has been lost or destroyed and can not be replaced or the alien lost it otherwise;
 - b) certificate about registration of loss or destruction or from the other reasons unused passport, or other evidence which the alien is granted or granted international protection or temporary protection or is in the process of acquiring such a status;
 - c) evidence of approval of residence in Bosnia and Herzegovina;
 - d) evidence of acceptance by the competent authority of the state that accepts an alien;
 - e) evidence of discharge from citizenship of Bosnia and Herzegovina;
 - f) copy of travel document whose validity has expired;
 - g) evidence from which we can see that there are serious humanitarian reasons why the alien must be present abroad, and whose assessment is done by the Ministry of Security – Sector for asylum;
 - h) other evidence which justifies the basis of submission of the request.
- (3) With the request for issuance of the travel document for aliens, an alien is required to submit two photographs size 35 x 45 mm.

Article 7
(Registration about lost or destruction or from other reasons unused travel document)

- (1) An alien reports the loss or destruction or from other reasons unused travel document no later than 24 hours from the moment of knowledge for the loss

or destruction or for other reasons unused travel document to the territorial competent organizational unit of the Service or the police in the place of residence, and if that happened outside Bosnia and Hercegovina to the nearest DCR BiH.

- (2) If the passport for aliens is stolen, the competent police authority or competent DCR BiH abroad, after received report of theft, shall issue to an alien a certificate and refer him/her to organizational unit of the Service, in order to report the loss or destruction or from other reasons unused passport;
- (3) Reporting from paragraph (1) of this Article is done on a form "Registration about lost or destruction or from other reasons unused passport" which is in Annex to this Rulebook (Form 2).
- (4) Along with the form from paragraph (3) of this Article, the alien is obliged to submit two photographs size 35x45mm.

Article 8

(Certificate on the loss or destruction or from other reasons unused passport)

- (1) The competent organizational unit of the Service, after verifying the identity of an alien, legality of his residence and truthfulness of allegations, shall issue to an alien "Certificate on the loss or destruction or from other reasons unused passport", which is in Annex to this Rulebook (Form 3).
- (2) Certificate from paragraph (1) of this Article shall replace foreign travel document for aliens:
 - a) for going to DCR of a state whose citizen the alien is or for going to DCR of another state that represents his interests,
 - b) for stay in BiH until issuing of passport or travel document for aliens of a state whose citizen the alien is,
 - c) for stay in BiH until issuing of a travel document for aliens according to Article 43 of the Law.
- (3) Competent organizational unit is required to define the validity period of certificates referred to in paragraph (1) of this Article, which can not be longer than 30 days from the issuance of certificates.
- (4) Competent organizational unit is required to confirm, in the upper right corner, enter the photograph of an alien and enter proof seal in the upper left corner of the photograph so that the photograph remains visible.

Article 9

(Return of found travel document)

- (1) A travel document, whose loss has been reported, and which in the meantime is found, shall be returned to the alien, and official record shall be made.
- (2) Foreign passport which was found, and can not be given to the alien whose name follows, through the organizational unit in the headquarters of the Service shall be submitted to the Ministry of Foreign Affairs in BiH, for forwarding to the state competent authority, which issued the travel document.

Article 10
(Provision, distribution and form registers)

- (1) The forms which are in Annex to this Rulebook are printed in Latin and Cyrillic script, in official languages of BiH and in English language. Travel certificate for aliens (Form 1) is provided by the Agency for Identification Documents, Registers and Data Exchange of BiH and distributes the form to the Service to its request, and other forms that are in Annex to this Rulebook are provided by the Service.
- (2) Organizational unit of Service are obliged to submit the copies of the registration and certificates about the loss or destruction or for other reasons unused travel documents and copies of each individual issued travel document for aliens or possibly incorrectly completed travel document for aliens to the Service in the headquarters, which keeps registers about all of them.
- (3) Registers on issued travel documents for aliens are integral part of the central database on aliens.

Article 11
(Expiry of former Rulebook)

By entry into force of this Rulebook, the Rulebook on travel document for aliens (Official Gazette of BiH, 80/09 and 9/15) has ceased to be valid.

Article 12
(Entry into force)

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

No.06-2-30-4-74/16

Minister

23 August 2016

Dr.Sc. Adil Osmanović, m.p



BOSNA I HERCEGOVINA
БОСНА И ХЕРЦЕГОВИНА
BOSNIA AND HERZEGOVINA

Obrazac/Tiskanica 4
Образец 4
Form 4

PUTNI LIST ZA STRANCA
ПУТНИ ЛИСТ ЗА СТРАНЦА
TRAVEL DOCUMENT FOR ALIENS

Prezime i ime _____
Презиме и име _____
Surname and given name(s) _____

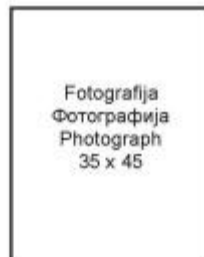
Dan, mjesec i godina rođenja _____
Дан, мјесец и година рођења _____
Date of birth _____

Mjesto i država rođenja _____
Мјесто и држава рођења _____
Place and country of birth _____

Adresa u Bosni i Hercegovini _____
Адреса у Босни и Херцеговини _____
Address in Bosnia and Herzegovina _____

Adresa u inostranstvu/inozemstvu _____
Адреса у иностранству/иноземству _____
Address abroad _____

Državljanstvo _____
Држављанство _____
Nationality _____



Svojeručni/vlastoručni potpis _____
Својеручни потпис _____
Holder's signature _____

PUTUJE SA/ПУТУЈЕ СА/TRAVELING WITH

Prezime i ime Презиме и име Surname and given name(s)	Srodstvo Сродство Relationship	Datum/nadnevak i mjesto rođenja Датум и мјесто рођења Date and place of birth

Mjesto za fotografije članova porodice/obite/Мјесто за фотографије чланова породице/Photographs of family members traveling on same travel document - to be affixed here

1



Ovaj putni list važi samo za povratak u zemlju gdje je lice/osoba imalo uobičajeno mjesto boravka ili u zemlju koja ga prihvata
Овај путни лист важи само за повратак у земљу где је лице имало уобичајено мјесто боравка или у земљу која га прихвата/ This travel document is valid for return to the country where person had last habitual residence or if country which admits the person

Napomena/Напомена/Note _____

Putni list za stranca izdao
Путни лист за странца издао
Travel document for aliens issued by _____

Dana/Дана/Date _____

Važi do dana/Важи до дана/Valid until _____

Potpis službene/ovlaštene osobe
Потпис службене особе
Signature of authorized person

XXXXXX1

M. P
M. П
SEAL

**PRIJAVA O GUBITKU ILI UNIŠTENJU ILI IZ DRUGIH RAZLOGA
NEUPOTREBLJIVOSTI PUTNE ISPRAVE
ПРИЈАВА О ГУБИТКУ ИЛИ УНИШТЕНЈУ ИЛИ ИЗ ДРУГИХ РАЗЛОГА
НЕУПОТРЕБЉИВОСТИ ПУТНЕ ИСПРАВЕ
REGISTRATION ABOUT LOST OR DESTRUCTIONS OR FROM
THE OTHER REASONS UNUSED PASSPORTI**

1.	Prezime (za udate i djevojačko) Презиме (за удате и дјевојачко) Surname (for married add a maiden)																																									
2.	Ime Име Name																																									
3.	Pol/spol Пол Sex																																									
4.	Dan, mjesec i godina rođenja Дан, мјесец и година рођења Date, month and year of birth																																									
5.	Mjesto i država rođenja Мјесто и држава рођења Place and country of birth																																									
6.	Državljanstvo Држављанство Nationality																																									
7.	Putna isprava (vrsta, broj, datum/nadnevak izdavanja, organ i država izdavanja) Путна исправа (врста, број, датум издавања, орган и држава издавања) Passport (type, number, date, organ and state of issuance)																																									
8.	<p>Osnov boravka u Bosni i Hercegovini: Основ боравка у Босни и Херцеговини: Base of temporary stay in Bosnia and Herzegovina:</p> <table border="0"> <tr> <td>a) vizni boravak визни боравак</td> <td><input type="checkbox"/></td> <td>f) privremeni prihvata привремени прихват</td> <td><input type="checkbox"/></td> </tr> <tr> <td>visa's stay</td> <td></td> <td>temporary acceptance</td> <td></td> </tr> <tr> <td>b) bezvizni boravak безвизни боравак</td> <td><input type="checkbox"/></td> <td>g) humanitarni boravak хуманитарни боравак</td> <td><input type="checkbox"/></td> </tr> <tr> <td>without visa's stay</td> <td></td> <td>humanitarian stay</td> <td></td> </tr> <tr> <td>c) privremeni boravak привремени боравак</td> <td><input type="checkbox"/></td> <td>h) otpust iz državljanstva BiH отпуст из држављанства БиХ</td> <td><input type="checkbox"/></td> </tr> <tr> <td>temporary stay</td> <td></td> <td>dismissal</td> <td></td> </tr> <tr> <td>d) stalni boravak стални боравак</td> <td><input type="checkbox"/></td> <td>i) ostalo остало</td> <td><input type="checkbox"/></td> </tr> <tr> <td>allowed domicile</td> <td></td> <td>other</td> <td></td> </tr> <tr> <td>e) azil азил</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>asylum</td> <td></td> <td></td> <td></td> </tr> </table>		a) vizni boravak визни боравак	<input type="checkbox"/>	f) privremeni prihvata привремени прихват	<input type="checkbox"/>	visa's stay		temporary acceptance		b) bezvizni boravak безвизни боравак	<input type="checkbox"/>	g) humanitarni boravak хуманитарни боравак	<input type="checkbox"/>	without visa's stay		humanitarian stay		c) privremeni boravak привремени боравак	<input type="checkbox"/>	h) otpust iz državljanstva BiH отпуст из држављанства БиХ	<input type="checkbox"/>	temporary stay		dismissal		d) stalni boravak стални боравак	<input type="checkbox"/>	i) ostalo остало	<input type="checkbox"/>	allowed domicile		other		e) azil азил	<input type="checkbox"/>			asylum			
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allowed domicile		other																																								
e) azil азил	<input type="checkbox"/>																																									
asylum																																										
9.	Adresa u Bosni i Hercegovini Адреса у Босни и Херцеговини Address in Bosnia and Herzegovina																																									

	S istom putnom ispravom putuje /С истом путном исправом путује и/ Persons traveling on the same travel document		
10.	Prezime i ime: Презиме и име: Surname and name	Srodstvo Сродство Relationship	Datum/nadnevak rođenja Датум рођења Date of birth
11.	Navesti okolnosti u kojima je putna isprava izgubljena ili uništena ili je iz drugih razloga neupotrebjiva Навест околности у којима је путна исправа изгубљена или уништена или је из других разлога неупотребљива Detail circumstances in which is passport lost or destroyed or unused from the other reasons		
12.	Kada i gdje se posljednji put koristio putnom ispravom Када и гдје се последњи пут користио путном исправом When and where is passport used the lastest time		
13.	Granični prelaz preko kojeg je ušao u BiH Гранични прелаз преко којег је ушао у БиХ Where is enter through border line in BiH		
14.	Vrijeme prelaska graničnog prelaza i prevozno sredstvo sa kojim je ušao u BiH Вријеме преласка граничног прелаза и превозно средство са којим је ушао у БиХ Time of across border line and which vehicle is entered in BiH		
15.	Druge okolnosti koje bi mogle biti od značaja Друге околности које би могле бити од значаја The other circumstances that can be important		
16.	Broj telefona i kontakt osoba Број телефона и контакт особа Telephone number and contact person		
17.	Napomena Напомена Observation		

 (Potpis podnosioca/podnositelja prijave)
 (Потпис подносиоца пријаве)
 (Applicant's signature)

U/Y/Place _____ dana/дана/date _____

Potpis službene/ovlaštene osobe
 Потпис овлаштене особе
 Oficial signature

M.P
 М.П
 SEAL



Образак/Тiskanica 3/Образац 3/Form 3

**BOSNA I HERCEGOVINA
БОСНА И ХЕРЦЕГОВИНА
BOSNIA AND HERZEGOVINA**

**MINISTARSTVO SIGURNOSTI
МИНИСТАРСТВО БЕЗБЈЕДНОСТИ
MINISTRY OF SECURITY**

(Organizaciona jedinica Ministarstva koja je izdala potvrdu/Organizaciona jedinica Ministarstva koja je izdala potvrdu/ Ministry unit which has issued certificate)

**POTVRDA O PRIJAVI GUBITKA ILI UNIŠTENJA ILI IZ DRUGIH RAZLOGA
NEUPOTREBLJIVOSTI PUTNE ISPRAVE
ПОТВРДА О ПРИЈАВИ ГУБИТКА ИЛИ УНИШТЕЊА ИЛИ ИЗ ДРУГИХ
РАЗЛОГА НЕУПОТРЕБЉИВОСТИ ПУТНЕ ИСПРАВЕ
CERTIFICATE ABOUT REGISTRATION LOST OR DESTRUCTION OR
FROM THE OTHER REASONS UNUSED PASSPORT**

Prezime (ime jednog roditelja) i ime
Презиме (име једног родитеља) и име _____
Surname (add maiden name where applicable)

Dan, mjesec i godina rođenja
Дан, мјесец и година рођења _____
Date of birth

Mjesto i država rođenja
Мјесто и држава рођења _____
Place and country of birth

Državljanstvo
Држављанство _____
Nationality

Putna isprava (vrsta, broj, datum/nadnevak izdavanja, organ i država izdavanja)
Путна исправа (врста, број, датум издавања, орган и држава издавања)
Passport (type, number, date, organ and state of issuance)

Fotografija
Фотографија
Photograph
35 x 45

Potvrda zamjenjuje putnu ispravu/Потврда замјењује путну исправу/ Certificate will exchange a passport.

- a) за одлазак до ДКР-а државе чији је странац држављанин или за одлазак до ДКР-а друге државе која заступа њене интересе
за одлазак до ДКР-а државе чији је странац држављанин или за одлазак до ДКР-а друге државе која заступа њене интересе
For departure to the DCR state which foreigner belong or to the other DCR which procure state interests

(naziv DCR-a државе/naziv DCR-a државе/ name of DCR)

- b) za boravak u Bosni i Hercegovini do dobijanja nove putne isprave ili putnog lista države čiji je stranac državljanin
 за боравак у Босни и Херцеговини до добијања нове путне исправе или путног листа државе чији је странац држављанин
 For stay in Bosnia and Herzegovina till the receiveing new passport or travelling list belonging country

(naziv DKP-a države/naziv DKP-a државе/ name of DCR)

- c) za boravak u Bosni i Hercegovini do izdavanja putnog lista za strance u smislu člana 29. stav 1. Zakona i člana 4. Pravilnika
 за боравак у Босни и Херцеговини до издавања путног листа за странце у смислу члана 29. став 1. Закона и члана 4. Правилника
 For stay in Bosnia and Herzegovina till the issuing traveling list for foreigners in conection by article 29 position 1 Lows and article 4 Book of rules

(nadležni organ BiH/nadležni орган БиХ/ Competent organ in BiH)

S ISTOM PUTNOM ISPRAVOM PUTUJE I:
 С ИСТОМ ПУТНОМ ИСПРАВОМ ПУТУЈЕ И:
 PERSONS TRAVELING ON THE SAME TRAVEL DOCUMENT

Prezime i ime: Презиме и име: Surname and given name(s)	Srodstvo Сродство Relationship	Datum/nadnevak rođenja Датум рођења Date of birth

Osnov boravka u Bosni i Hercegovini:
 Основ боравак у Босни и Херцеговини:
 Base of temporary stay in Bosnia and Xerzegovina:

- | | | | |
|--|--------------------------|---|--------------------------|
| a) vizni boravak
визни боравак
visa's stay | <input type="checkbox"/> | f) privremeni prihvata
привремени прихват
temporary acceptance | <input type="checkbox"/> |
| b) bezvizni boravak
безвизни боравак
without visa's stay | <input type="checkbox"/> | g) humanitarni boravak
хуманитарни боравак
humanitarian stay | <input type="checkbox"/> |
| c) privremeni boravak
привремени боравак
temporary stay | <input type="checkbox"/> | h) otpust iz državljanstva BiH
отпуст из држављанства БиХ
dismissal | <input type="checkbox"/> |
| d) stalni boravak
стални боравак
allowed domicile | <input type="checkbox"/> | i) ostalo
остало
other | <input type="checkbox"/> |
| e) azil
азил
asylum | <input type="checkbox"/> | | |

Adresa u Bosni i Hercegovini
 Адреса у Босни и Херцеговини _____
 Address in Bosnia and Herzegovina

Potvrda važi od/ Потврда важи од/ Certificate is valid from _____. _____. _____ do/do/to _____. _____.
 _____ godine/године/year.

Broj potvrde/Број потврде/Certificate number: _____

U/U/Place _____ dana/дана/date _____

Potpis službene/ovlaštene osobe
 Потпис овлаштене особе
 Oficial signature

M.P
 М.П
 SEAL
