
**GUIDELINES ON
HOW TO PROVIDE DATA ON WITHDRAWN, LOST, DESTROYED OR
STOLEN BIH TRAVEL DOCUMENTS TO CENTRAL REGISTERS**

(Official Gazette of BiH, no. 45/09)

Pursuant to Article 61 of the Law on Administration ("Official Gazette of BiH", No. 32/02) and Article 19, paragraph (2) of the Law on Agency for identification documents, registers and data exchange of Bosnia and Herzegovina ("Official Gazette of BiH", no. 56/08), and Article 27 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 and 39/08), Director of the Agency for identification documents, registers and data exchange of Bosnia and Herzegovina shall issue

**GUIDELINES ON
HOW TO PROVIDE DATA ON WITHDRAWN, LOST, DESTROYED OR STOLEN BIH
TRAVEL DOCUMENTS TO CENTRAL REGISTERS**

Article 1
(Subject)

These Guidelines shall lay down the procedure, deadline and how to report that a travel document of Bosnia and Herzegovina is withdrawn, lost, destroyed or stolen and how to distribute such data, which are to be provided to the central registers maintained by the Agency for identification documents, registers and data exchange of Bosnia and Herzegovina (hereinafter: the Agency) by competent authorities for issuance of travel documents (hereinafter: the competent authorities).

Article 2
(The procedure and deadline to report and distribute the data)

(1) The holder of the passport is obliged to report any loss, destruction or theft of a travel document with the competent police authority at the territory where the passport is lost using the form GPI - 1 which is attached to these Guidelines.

(2) The police authority where a report of lost, damaged or stolen travel document has been made shall immediately provide a competent body which issued the travel document with a copy of GPI - 1 form, in order to apply the procedure laid down in Article 19 a of the Law on Travel Documents of Bosnia and Herzegovina.

(3) The competent authority which issued a travel document is obliged to immediately register the data on loss, destruction or theft of a travel document in the central register for travel documents in BiH.

(4) The passport holder and the competent authority are obliged to report any finding of a reported missing travel document as referred to in paragraphs (1) and (2) of this Article for the purpose of its annulment.

Article 3

(The procedure and manner of delivery of data from overseas)

(1) A holder of a travel document of Bosnia and Herzegovina is obliged to immediately report any loss, destruction or theft of a travel document of Bosnia and Herzegovina abroad with the nearest BiH DCR, and submit the evidence of a given statement about the circumstances of loss, destruction or theft of a travel document with the competent police authority.

(2) BiH DCR shall fill in GPI-2 form, which is attached to the Guidelines, in the presence of a travel document holder referred to in Article 1.

(3) If a travel document referred to in paragraph (1) of this Article was not issued by that BiH DCR¹, it is obliged to immediately notify the competent authority which issued the travel document on GPI-2 form and to provide related information in order to apply the procedure prescribed in Article 19 a of the Law on Travel Documents of Bosnia and Herzegovina.

(4) The competent authority which issued the travel document shall immediately register information about the loss, destruction or theft of a travel document in the central register of issued travel documents of Bosnia and Herzegovina.

(5) Passport holder and a competent authority are obliged to report any finding of a travel document, which was reported missing abroad, for the purpose of its annulment as referred to in paragraph (1) and (2) of this Article.

Article 4

(Procedure for declaring the travel documents invalid)

(1) The competent authority shall, immediately upon receipt of forms GPI-1 and GPI-2, apply administrative procedures and make a Decision to declare lost, destroyed or stolen passport invalid.

(2) The competent authority shall, immediately upon applying the procedure referred to in paragraph (1) of this Article, change the status of a travel document to “invalid travel document form” and provide the central register of travel documents with the following information:

- a. Serial number of the invalid passport,
- b. Number and date of the Decision for declaring a travel document invalid,
- c. Reason for declaring the passport invalid,

¹ DCR - Diplomatic and Consular Representation, (translator's remark)

d. Data contained in GPI-1 and GPI-2 forms.

(3) Upon applying of the procedures referred to in paragraphs (1) and (2) of this Article, the competent authority shall publish the invalid travel document in the “Official Gazette of BiH”, official gazettes of the entities and Brčko District of Bosnia and Herzegovina.

(4) Serial number of a travel document that is, through the activities referred to in previous three paragraphs of this Article, declared invalid cannot be used to any further extent, and in case of finding of a travel document, it is to be submitted with the authority which issued that travel document and physically destroyed on the page containing the data and it is to be stored in the case file.

Article 5

(Procedure in case of withdrawal of a travel document)

(1) In case of withdrawal of a travel document subject to the Law on Travel Documents of Bosnia and Herzegovina, the competent authority shall, immediately after a withdrawal of a travel document, enter the data contained in the Decision on withdrawal related to number and date of the Decision, reasons for withdrawal and number and date of issuance of a withdrawn travel documents into the central register.

(2) In case of a temporary withdrawal of a travel document, which is to be deposited, the competent authority shall immediately enter the data related to number and date of issuance of deposited travel documents, as well as the date of deposit and return of travel documents into the central register.

Article 6

(Method of delivery of data)

(1) Authorities referred to in Articles 2 and 3 of these Guidelines who received a report on loss, disappearance or theft of a travel document shall immediately provide the competent authority that issued the travel document with a GPI-1 and GPI-2 forms by fax, and to keep their copies in their archives.

(2) The competent authority which has received GPI-1 and GPI-2 form by fax is obliged to act subject to Article 4, paragraphs (1) and (2) of the Guidelines.

(3) If a competent police authority possesses an established electronic registers for reporting the loss, disappearance or theft of a travel document, the Agency shall automatically download the information on lost, destroyed or stolen travel documents from the police authorities and made them available to relevant bodies which have issued a travel document, and a protocol thereof between the Agency and the police authorities is to be signed.

(4) The protocol referred to in the previous paragraph must contain all the necessary technical details about the exchange of data between the Agency and a police authority.

Article 7
(Recording)

Data on travel documents referred to in Articles 2, 3 and 5 of these Guidelines are maintained in the framework of the central register of issued travel documents of BiH subject to the Rulebook on contents and manner of register maintenance.

Article 8
(Termination of validity of previous regulations)

Upon entry into force of these Guidelines, the Guidelines on central register of travel documents (Official Gazette BiH ", no. 6/01) shall cease to be effective.

Article 9
(Entry into force)

These Guidelines shall enter into force on the eighth day of its publication in the "Official Gazette of BiH".

Ref.: 15/01-02-2-1963/09
May 21, 2009
Sarajevo

Director
Mr. Siniša Macan

Applicant's name and surname

The authority where a report is to be submitted

REPORT

on a missing travel document/passport (lost, stolen)

1) DATA ON HOLDER OF A TRAVEL DOCUMENTS/PASSPORT

JMB

NAME

SURNAME

PARENT'S NAME

DATE, PLACE AND COUNTRY OF BIRTH

2) DATA ON PERMANENT RESIDENCE OF THE HOLDER

ADDRESS

PLACE

3) DATA ON TEMPORARY RESIDENCE OF THE HOLDER

ADDRESS

PLACE AND COUNTRY

4) DATA ON MISSING TRAVEL DOCUMENT/ PASSPORT

TRAVEL DOCUMENT/PASSPORT IS

LOST

STOLEN

ISSUING AUTHORITY OF A MISSING TRAVEL DOCUMENT/PASSPORT

DATE OF TRAVEL DOCUMENT/PASSPORT LOSS

PLACE OF TRAVEL DOCUMENT/PASSPORT LOSS

CIRCUMSTANCES OF TRAVEL DOCUMENTS/PASSPORT
LOSS

_____, _____.____.____ Date

Applicant: _____

Place and date of filing a report

ID card no. _____
ID card issuing
authority _____

5) DATA ON MISSING TRAVEL DOCUMENT/PASSPORT (filled in by police or competent authority)

NAME OF THE AUTHORITY _____

SERIAL NUMBER OF A TRAVEL
DOCUMENT/PASSPORT _____

DATE OF ISSUING OF A TRAVEL
DOCUMENT/PASSPORT _____

Reference number: _____

Stamp _____

Authorized employee _____

The police authority which received this application shall immediately provide the authority competent for issuing of a travel document with its copy by fax and official channels and to keep a copy for its archive

This form may be used for the purpose of declaring a travel document invalid

Applicant's name and surname

Name of a DCR where a report is to be submitted

REPORT
on a missing travel document/passport (lost, stolen)

1) DATA ON HOLDER OF A TRAVEL DOCUMENTS/PASSPORT

JMB _____

NAME _____

SURNAME _____

PARENT'S NAME _____

DATE, PLACE AND COUNTRY OF BIRTH _____

2) DATA ON PERMANENT RESIDENCE OF THE HOLDER

ADDRESS _____

PLACE _____

3) DATA ON TEMPORARY RESIDENCE OF THE HOLDER

ADDRESS _____

PLACE AND COUNTRY _____

4) DATA ON MISSING TRAVEL DOCUMENT/ PASSPORT

TRAVEL DOCUMENT/PASSPORT IS LOST STOLEN _____

ISSUING AUTHORITY OF A MISSING TRAVEL DOCUMENT/PASSPORT _____

DATE OF TRAVEL DOCUMENT/PASSPORT LOSS _____

PLACE OF TRAVEL DOCUMENT/PASSPORT LOSS _____

CIRCUMSTANCES OF TRAVEL DOCUMENTS/PASSPORT
LOSS

_____, _____.____.____ Date

Applicant: _____

Place and date of filing a report

ID card no. _____
ID card issuing
authority _____

5) DATA ON MISSING TRAVEL DOCUMENT/PASSPORT (filled in by DCR)

NAME OF THE AUTHORITY _____

SERIAL NUMBER OF A TRAVEL
DOCUMENT/PASSPORT _____

DATE OF ISSUING OF A TRAVEL
DOCUMENT/PASSPORT _____

Reference number: _____

Stamp _____

Authorized employee _____

A DCR which received this application shall immediately provide the authority competent for issuing of a travel document with its copy by fax and official channels and to keep a copy for its archive

This form may be used for the purpose of declaring a travel document invalid