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**GUIDELINES  
ON MANNER OF ELECTRONIC DATA VERIFICATION**

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

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Pursuant to Article 61 of the Law on Administration ( "Official Gazette of BiH, number 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, number 56/08), and Article 19, paragraph (1) of the Law on Travel Documents of Bosnia and Herzegovina (Official Gazette of BiH", No. 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 issues

## **GUIDELINES ON MANNER OF ELECTRONIC DATA VERIFICATION**

### **CHAPTER I - GENERAL PROVISIONS**

#### Article 1 (Subject)

These Guidelines shall lay down the way of electronic data verification, the deadline for data verification, and data delivery obligations of municipal bodies concerning the authorized employees in charge of verification.

#### Article 2 (Obligations of the applicant)

A person who files an application for issuance of a travel document is obliged to provide information concerning the town and municipality where he/she is registered in the Main Birth Register and Main Register of Citizenship of BiH in addition to other data.

### **CHAPTER II - DATA VERIFICATION**

#### Article 3 (Data verification)

(1) On the basis of data contained on the application for issuance of a travel document, the competent authority for issuance of travel documents shall verify the data at the relevant municipal body.

(2) Verification of the data in the Main Birth Register Book is performed for the following data: the enrollment reference number, name, surname, personal identification number (JMB), parents and guardians, change of personal names and the legal basis of enrollment.

(3) Verification of data in the Book of citizens is done for the data on entry number, date of registration, name and surname and the legal basis for the enrollment.

Article 4  
(Electronic signature)

Authorized individuals of the authorities responsible for issuing of travel documents and authorized employees in the municipalities responsible for exchange of data referred to in Article 3 of these Guidelines shall use electronic signature for signing.

Article 5  
(Direct verification)

Data verification is done by direct access to the electronic database of the municipality, where the applicant's data contained in the Birth Register or Register of citizenship of Bosnia and Herzegovina are kept.

Article 6  
(Exemption from direct verification)

(1) If there is no possibility of direct access to the electronic database of a municipal body, a responsible individual of the body shall, at the request of the competent person responsible for issuing passports, download electronic data about the person or persons who are subject of verification.

(2) After the download and completed verification, modified electronic form with the data acquired from the birth register and register of citizenship of Bosnia and Herzegovina is to be verified by electronic signature.

**CHAPTER III - DEADLINES AND INFORMATION ABOUT PERSONS IN CHARGE OF VERIFICATION**

Article 7  
(Deadline for verification)

Deadline for verification of data in municipalities is three (3) days as of the date of receiving of the request for the verification, except for the procedure for the issuance of travel documents within the period shorter than prescribed, when the deadline for the verification is immediately within the working hours of the municipal bodies.

Article 8  
(Distribution of information about individuals authorized to perform  
verification)

(1) Municipal bodies are obliged to provide the Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina with the information related to individuals authorized to carry out verification referred to in Article 5 of the Instruction.

(2) Data on authorized individuals referred to in paragraph 1 of this Article are to be provided on the Form no. 1 which is an integral part of this Instruction.

**CHAPTER IV - FINAL PROVISIONS**

Article 9  
(Entry into force)

These Guidelines shall enter into force on the eighth day after the publication in the “Official Gazette of Bosnia and Herzegovina”.

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Number 15/01-02-2-1964/09  
May 21, 2009  
Sarajevo

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Director  
**Mr. Siniša Macan**

