
**GUIDELINES
ON MANNER OF CONFISCATION AND ANNULMENT
OF TRAVEL DOCUMENTS**

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Pursuant to Article 25 paragraph (1) item a) 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), the Ministry of Civil Affairs of Bosnia and Herzegovina issues

**GUIDELINES
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OF TRAVEL DOCUMENTS**

Article 1
(Subject)

These Guidelines shall lay down a manner and procedure for confiscation and annulment of travel documents of Bosnia and Herzegovina (hereinafter: travel documents) and a manner of recording of data on confiscated or annulled travel documents by the authorities responsible for issuing travel documents in Bosnia and Herzegovina and the Diplomatic and Consular Representations of Bosnia and Herzegovina abroad (hereinafter: the competent authority) in accordance with the Law on Travel Documents of Bosnia and Herzegovina, so as a treatment of other authorities in Bosnia and Herzegovina, when, subject to criminal and penalty legislation, and in the scope of their jurisdiction, they temporarily confiscate a travel document.

Article 2
(Application for confiscation and annulment of travel documents)

(1) When the competent authorities of Bosnia and Herzegovina, the competent authorities in the Entities and Brcko District of Bosnia and Herzegovina establish that there is a legal basis to confiscate a travel document as set out by the Law on Travel Documents of Bosnia and Herzegovina, they shall provide the relevant issuing authority with the application for confiscation of a travel document.

(2) The competent authority shall decide about the application referred to in paragraph (1) of this Article and enter those data into the travel documents central database.

Article 3
(Contents of application, data verification and the decision on confiscation of a travel document)

(1) The application for confiscation of a travel document should include the identity data about persons for whom the application is filed as follows: personal identification number (JMB), first and last name, parent's name, date and place of birth, permanent residence and address, the legal basis

for confiscation and annulment of a travel document and the name of the authority which issued the travel document and passport number.

- (2) When the competent authority receives a request for confiscation of a travel document, it is obliged to immediately confirm in the central register of issued travel documents of Bosnia and Herzegovina whether a person to whom the request is submitted possesses a valid travel document or not.
- (3) If the competent authority, which issued the travel document or at the territory where the person for whom confiscation or annulment of the travel document is required has a permanent residence, determines that the person for whom the request is submitted possesses a valid travel document and that the legal requirements for confiscation or annulment of the travel document are met, shall issue a decision on confiscation or annulment of travel documents.

Article 4

(Method for confiscation of a travel document)

- (1) The Competent Authority shall invite a holder of a travel document to submit a travel document with the competent authority. If the holder of the travel document fails to submit a travel document, a travel document shall be taken by force. An acknowledgement on confiscation of travel document shall be issued.
- (2) In case of emergency, a travel document may be temporarily confiscated by another body responsible for issuing of travel documents or a body responsible for conducting border controls, an acknowledgement thereof shall be issued to a person whose travel document has been temporarily confiscated.
- (3) If a temporarily confiscated travel document is not returned to a person from whom it was confiscated 24 hours after confiscation, it shall be immediately and not later than 3 days submitted with a competent authority that issued a travel document.
- (4) A person whose passport was temporarily confiscated shall be notified about a delivery of a temporarily confiscated travel document referred to in paragraph (3).
- (5) Confiscation of a travel document means a prohibition for issuance of a new travel document to the person.
- (6) The procedure referred to in paragraphs (3) and (4) is considered an emergency.

Article 5
(Submission and return of a confiscated travel document)

- (1) Temporarily confiscated travel document shall be deposited and kept by the competent authorities.
- (2) Once the reasons for temporary confiscation of travel documents ceased to exist, the governing body shall return the travel document to the travel document holder.

Article 6
(Annulment of travel documents)

- (1) The competent authority shall annul a travel document which is identified to contain forged data, to be expired, or a travel document of a person who has ceased to be a citizen of Bosnia and Herzegovina, so as replaced and damaged travel documents.
- (2) Annulment of a travel document is carried out by physical destruction of a travel document and by pressing a stamp "Annulled" across the data entered in the travel document and blank pages of the travel documents.
- (3) Annulled travel document can be returned to the holder of a travel document upon his/her request unless a travel document contains forged data.

Article 7
(Register)

The competent authority for issuance of travel documents shall electronically maintain the registers of confiscated and annulled travel documents.

Article 8
(Termination of prior regulations)

By coming into force of these Guidelines, the Guidelines on confiscation and annulment of a travel document ("Official Gazette BiH", no. 10/98) shall cease to be effective.

Article 9
(Entry into force)

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

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Minister
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