
GUIDELINES
ON HOW TO DETERMINE WHETHER THE CONDITIONS FOR
ISSUANCE OF TRAVEL DOCUMENTS REFERRED TO IN ARTICLE 18
PARAGRAPH (3) OF THE LAW ON TRAVEL DOCUMENTS OF BIH
HAVE BEEN MET

“Official Gazette of BiH” No. 55/09

Pursuant to Article 18 paragraph (4) 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 a

**GUIDELINES
ON HOW TO DETERMINE WHETHER THE CONDITIONS FOR ISSUANCE OF
TRAVEL DOCUMENTS REFERRED TO IN ARTICLE 18 PARAGRAPH (3) OF THE
LAW ON TRAVEL DOCUMENTS OF BIH HAVE BEEN MET**

**Article 1
(Subject)**

These Guidelines shall specify how to determine whether the requirements for issuance of travel documents referred to in Article 18 paragraph (3) of the Law on Travel Documents of Bosnia and Herzegovina have been met.

**Article 2
(Issuance of a certificate on missing persons)**

If a parent - the applicant for issuance of a travel document to a minor when applying for the issuance of travel documents gives a statement that the other parent of the minor is considered a missing persons, and do not submit a an evidence or certificate issued by the competent authority for maintenance of the missing persons register, the evidence or certificate shall be provided by the authority responsible for issuing travel documents.

**Article 3
(Unknown residence of the other parent)**

(1) If, on the occasion of applying for the issuance of a travel document, a parent - the applicant for issuance of a travel document to a minor provides a statement that the residence of the other parent is unknown, the competent authority shall conduct checks through available registers of permanent and temporary residence of citizens of BiH, as well as through registers of registration of temporary residence with the bodies responsible for maintenance of registers for foreigners, if a foreigner is concerned.

(2) If the competent authority determines that the residence of the other parent is at the territory of Bosnia and Herzegovina, they shall request a written statement and consent for the issuance of travel documents to a minor from the relevant authority at the territory of permanent or temporary residence of the other parent.

(3) If the authority requesting a written consent referred to in paragraph (2) of this Article observes that the other parent is abroad, they shall consider the other parent as unavailable. In this case, the competent authority shall decide upon the application *ex officio*.

Article 4 (Both parents approval)

(1) If, subject to the court decision on custody awarding of a minor child, the issuance of travel documents is conditioned by both parents' consent, the competent authority shall request a written consent for issuance of travel documents to the minor child from the other parent to whom custody of a child has not been awarded. If the decision of the Court is not conditioned by the consent of both parents, the authority responsible for issuing of travel documents shall ask for the opinion of the Social Care Center concerning reasonability for issuance of a travel document.

Article 5 (Common-law relationship)

If a minor who is applying for the issuance of travel documents was born in a common-law relationship, and the other parent refuses to give a consent for issuance of travel documents, the competent authority of the relevant social care service in the place of residence of a minor child, shall request a written opinion on reasonableness of issuance of a travel document without a consent of the other parent.

Article 6 (Decision)

The competent authority shall, upon receipt of a written opinion of the relevant social care service, in cases referred to in Articles 4 and 5 of these Guidelines, decide upon the application for issuance of travel documents for a minor in a form of a Decision.

Article 7
(Entry into force)

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

Ref.: 06-2-30-4-160/09
July 2, 2009

Minister
M.Sc.. Sredoje Nović