

Pursuant to the Article 18, paragraph 7 of the Law on Travel Documents in 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, 39/08 and 60/13), Minister of Civil Affairs of BiH issues

## **GUIDELINES ON THE DELIVERY OF TRAVEL DOCUMENT BY LEGAL REPRESENTATIVE OR POST**

### **Article 1 (Subject)**

Guidelines on the delivery of travel document by legal representative or post (hereinafter: Guidelines) shall lay down the manner of delivering travel document by a legal representative, manner of delivering, activating and proof of taking over the travel document by post, manner of registering data and costs of delivering travel document.

### **Article 2 (Choice of delivering travel document)**

When submitting the request for the issuance of travel document, in accordance with the provision of Article 18, paragraph (7) of the Law on Travel Documents of BiH, the submitter of the request may choose by filling the corresponding column in the request the manner of taking over the travel document in person, by the legal representative or by post.

### **Article 3 (Taking over the travel document by legal representative)**

(1) The submitter of the request may, in front of the authorized persons who receive requests for the issuance of travel documents, authorize an adult who shall take over his/her travel document, giving the name and surname and the number of identification number issued in Bosnia and Herzegovina.

(2) Exceptionally, on behalf of the submitter of the request who when submitting the request for a travel document decided to take it over in person, and if he/she is unable to take it over in person, the travel document can be taken over by another person authorized with the authorization of notary or diplomatic-consular representative of Bosnia and Herzegovina.

### **Article 4 (Delivering travel document by post)**

(1) The competent authorities for the issuance of travel documents are obliged to deliver the travel document immediately and no later than three days from the receipt of personalized form of travel document to the public company for postal services for the purpose of handing it to the submitter of the request.

(2) The travel document is to be delivered as registered closed letter with the delivery note.

(3) The travel document is to be activated and shall become valid as of the day of sending it by post to the submitter of the request by competent authority.

(4) The delivery of travel document by post shall be considered as performed when BiH national or another authorized person takes over the travel document by signing the delivery note as the proof of taking over the travel document.

(5) In cases when a submitter of the request conducted in accordance with paragraph (4) of this Article, the delivery note shall be enclosed in the file.

(6) If the travel document is not delivered to the submitter by post, it shall be returned to the competent authority and loose active status, and it can be taken over afterwards at the authority that issued the travel document.

#### **Article 5**

(Costs of delivering travel document by post)

Submitter of the request, when submitting the request, bears costs of delivering travel document by post in advance, according to the rate of the deliverer.

#### **Article 6**

(Entry into force)

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

No. 06-2-30-4-105/13  
1 October 2013  
Sarajevo

Minister  
Mr **Sredoje Nović**, signed