

Pursuant to Article 61 of the Law on Administration ("Official Gazette of BiH" nos 32/02 and 102/09), Article 19. Paragraph 2, item a) 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 19c 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, 39/08 and 60/13), director of the Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina issues

GUIDELINES

ON MANNER OF BIOMETRIC DATA ACQUISITION IN THE PROCEDURE OF ISSUING TRAVEL DOCUMENTS

Article 1

(Subject)

These Guidelines shall lay down the manner of biometric data acquisition in the procedure of issuing travel documents which includes taking photographs, acquisition of fingerprints and signature, as well as biometric data acquisition for minors until the age of 12.

Article 2

(Biometric data)

(1) When filling the application for issuance of identity card, the following biometric data of the applicant are to be acquired:

- 1) photograph;
- 2) fingerprints;
- 3) signature.

(2) If the applicant for the travel document has submitted the application for travel document or identity card of Bosnia and Herzegovina in the past 36 months, it is not necessary to repeat the biometric data acquisition, but the current biometric data shall be used.

(3) If an official at the location determines a significant or permanent change on the applicant, he/she may ask to perform biometric data acquisition again.

Article 3

(Biometric data acquisition)

(1) Biometric data acquisition means taking of data by using appropriate technical equipment and conversion of these data in electronic form (hereinafter: acquisition).

(2) The submission of application and biometric data acquisition can be enabled to old, sick and persons with disabilities in a facilitated way, through mobile working station.

(3) Simplified manner of submitting applications is provided to nationals of Bosnia and Herzegovina who live abroad, in the case of a large number of applicants for travel documents at locations remote from the diplomatic or consular representatives of Bosnia and Herzegovina, where the total costs of travel and other circumstances indicate the rationality and justification.

Article 4

(Acquisition of photograph)

(1) Acquisition of photograph is made by a digital camera.

(2) The photograph must meet the following requirements:

- a) sharp and clean,
- b) show a person looking directly at the camera, not looking over the shoulder

- (portrait style) or tilted, and showing both the edges of the face clearly,
- c) show the skin tones naturally,
 - d) have appropriate brightness and contrast,
 - e) color neutral,
 - f) show the eyes open and clearly visible; no hair across them,
 - g) be taken with plain, light-colored background,
 - h) will be taken with uniform lighting and not showing shadows or flash reflection on the face and no red eye,
 - i) photograph must show the eyes clearly with no flash reflection off the glasses, and no tinted lenses (if possible avoid heavy frames – wear lighter framed),
 - j) make sure that the frames do not cover any part of the eyes,
 - k) head coverings are not allowed, except for the religious reasons, but the facial features from bottom of chin to the top of forehead and both edges of the face must be clearly shown.

Article 5

(Acquisition of fingerprints)

- (1) Acquisition of fingerprints is carried out by using fingerprint scanner and it implies acquisition of fingerprints of the left and right index finger and left and right thumb, by touching.
- (2) If the person has no index finger or the tip of the index finger is injured, fingerprint of the middle finger or other finger is to be acquired. If the person does not have one arm, fingerprint of the index finger and middle finger or other finger of the other arm is to be acquired.
- (3) For each hand, if the index finger is injured or missing or has ISO/IEC 1979-4 result from 0 to 25 the fingerprint of middle finger, ring finger or thumb of that arm shall be taken and the highest possible ISO result shall be recorded. If prints of all fingers of one arm are of bad quality, in accordance with the abovementioned standard, fingerprint with the best result shall be taken.
- (4) Fingerprints shall not be taken if it is impossible due to medical reasons which are not temporary.
- (5) In cases referred to in paragraphs 2 and 3, at the application for issuance of travel documents, on its back, an authorized employee shall enter the information which fingerprints were taken, i.e. that the acquisition of fingerprints was not possible, which is to be verified by his/her signature.

Article 6

(Acquisition of signature)

- (1) Acquisition of signature is performed by using a digital signature capture device. Signature must be original and must contain full name and surname of the applicant in hand written letters. Original signature implies the signature that an applicant uses or intends to use in legal transactions.
- (2) If the person is illiterate or acquisition of signature is not possible due to other justified reasons, the sign XX shall be entered in the space for signature on a travel document form, and an authorized employee shall specify the reasons for impossibility of taking signature, which is to be verified by his/her signature.

Article 7

(Exception to the rule)

- (1) Fingerprints and signature shall not be taken from a child until 12 years of age.
- (2) The provision referred to in paragraph (1) shall be implied after meeting technical conditions, i.e. after introducing new form of travel document booklet.

Article 8

(Termination of validity)

By entering into force of these Guidelines, the Guidelines on the manner of biometric data acquisition ("Official Gazette of BiH", No.45/09) ceased to be valid.

Article 9

(Entry into force)

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

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Director
Mr **Siniša Macan**, signed