

Pursuant to the 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 the Agency for Identification Documents, Registers and Data of Bosnia and Herzegovina ("Official Gazette of BiH", No. 56/08), Article 26 paragraph (3) 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 of Bosnia and Herzegovina issues

## **GUIDELINES**

### **ON MANNER OF SUBMITTING APPLICATION FOR ISSUANCE OF CERTIFICATE ON FACTS FROM OFFICIAL REGISTERS OF TRAVEL DOCUMENTS ELECTRONICALLY**

#### **Article 1**

(Subject)

These Guidelines shall lay down the manner of submitting application for issuance of certificate on facts from registers of travel documents electronically, via portal of competent authorities.

#### **Article 2**

(Submitting applications)

(1) The application for issuance of certificate on facts from registers is submitted electronically, by using an identity card with the qualified certificate. The party authenticates by entering identification number used for digital presentation.

(2) The application referred to in paragraph (1) of this Article is in electronic form and available on the websites of competent authorities.

(3) The application for issuance of the certificate on facts from official registers of travel documents, which is submitted electronically, should contain the purpose of issuance, manner of issuance and delivery of the certificates.

#### **Article 3**

(Manner of submitting application)

The application for the issuance of certificate on facts from registers is to be submitted via website of the competent authority in party's place of residence or temporary residence of displaced person.

#### **Article 4**

(Processing the application)

(1) After submitting the application, the competent authority shall process it and access to data from registers of travel documents.

(2) The certificate on facts from registers on travel documents shall be issued to the submitter of the application.

(3) The certificate referred to in paragraph (2) of this Article may be issued as an electronic or written document, as the party specifies in the application.

#### **Article 5**

(Types of data and registers)

Records on received applications and issued certificates are maintained by competent authorities in accordance with the provisions of office management.

**Article 6**

(Transitional and final provisions)

The application for the issuance of certificate electronically can be submitted also with travel document when technical conditions are met, i.e. when the new form of travel document booklets is introduced.

**Article 7**

(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  
M.Sc. **Siniša Macan**, signed