

Pursuant to Article 61 of the Law on Administration ("Official Gazette", No. 32/02 and 102/09), Article 8a. Paragraph (2) of the Law on Travel Documents of Bosnia and Herzegovina ("Official Gazette of BiH", 4/97, 1/99, 9/99, 27/00, 32/00, 47/04, 53/07, 15/08, 33/08, 39/08 and 60/13), Article 3 of the Rulebook on contents and manner of maintenance of the registers ("Official Gazette", No. 35/09) and Article 4 (2) of the Rulebook on design, contents and minimum security features incorporated into the passport, diplomatic and service passport ("Official Gazette", No. 73/13), at the proposal of the Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina, the Minister of Civil Affairs of Bosnia and Herzegovina has passed

**GUIDELINES
ON RULES FOR TRUNCATION OF NAMES
DUE TO TECHNICAL RESTRICTIONS ON REGISTRATION
IN LINE WITH
THE RECOMMENDATIONS SET OUT IN ICAO DOC 9303**

Article 1
(Subject)

- (1) These Guidelines prescribe the mode of acting of the competent authorities in cases where data on surname and name (names), place, municipality and country of birth due to technical restrictions cannot be entered on the form of passports in the personalization process.
- (2) This document is based on the instructions contained in ICAO Document 9303 which defines standards in the field of identification documents (International Civil Aviation Organization).

Article 2
(Authorization to apply the truncation rules)

- (1) In the process of issuing passports, only officers of the competent authorities in the entities and Brcko District of Bosnia and Herzegovina have the authorization to apply the truncation rules and the procedure itself.
- (2) The Agency for Identification Documents, Registers and Data Exchange of Bosnia and Herzegovina provides technical support for the implementation of this procedure.

Article 3
(Truncation rules)

- (1) If full name cannot be entered on the identification document, due to the physically limited number of characters of possible entries, it shall be truncated.
- (2) Truncation rules are based on the spelling rules of official languages and alphabets in use in Bosnia and Herzegovina.
- (3) Where the name has more characters (letters and signs) than the estimated number, which is determined and limited by the document design, a full stop shall be entered after the last entered letter.
- (4) If the truncation is necessary, when JMB is entered/assigned, apart from the full name, the truncated form shall be entered as well.

Article 4
(Truncation procedure)

In the cases referred to in Article 1, paragraph (1) of these Guidelines, the truncation procedure is conducted so that the system notifies the officer when it reaches a maximum number of characters in each field, after that the competent officer shall apply the rule set out in Article 3 hereof.

Article 5

(Registration of data on performed truncation)

The data that the passport is issued to the holder of a passport whose name has been truncated - "Data truncated", shall be entered on the page "Notes" in the passport booklet - in the official languages and alphabets in use in Bosnia and Herzegovina and in English, or in the field "Notes" in the identity card - "Data truncated".

Article 6

(Notifying the holder)

A competent officer shall inform the holder about any truncation of data - name which occurs in the process of issuing passports or identity cards, when collecting his/her passport or identity card.

Article 7

(Entry into force)

These Guidelines shall enter into force on the day of its adoption and shall be published in the "Official Gazette of BiH".

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Minister
Sredoje Novic, M.Sc.