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CENTRALNA IZBORNA KOMISIJA
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БОСНА И ХЕРЦЕГОВИНА
ЦЕНТРАЛНА ИЗБОРНА КОМИСИЈА

**RUULEBOOK
ON MAINTAINING AND USING THE CENTRAL VOTERS' REGISTER**

Sarajevo, April 2016

Pursuant to Article 2.9, Paragraph 1, item 2, and in line with Chapter 3 of the Election Law of Bosnia and Herzegovina (“Official Gazette of BiH”, no. 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/05, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13 and 7/14), the Central Election Commission of Bosnia and Herzegovina, at its 20th session held on April 28, 2016 adopted

RUULEBOOK ON MAINTAINING AND USING THE CENTRAL VOTERS’ REGISTER

CHAPTER I INTRODUCTION

Article 1 (Application)

This Rulebook shall regulate:

- a) deadlines and the manner of concluding and verifying the final Central Voters’ Register and deadlines for submitting the information on changes in the records of displaced persons and in the records of citizens voting outside Bosnia and Herzegovina (Article 3.6, paragraph (6), point a) and b) of the BiH Election Law).
- b) the manner, responsibility, deadline for establishment and other issues important for operation of the Center for Voters’ Register (Article 3.8, paragraph (5) of the BiH Election Law),
- c) contents and design of the form for determination or a change in the voting option (Article 3.9, paragraph (5) of the BiH Election Law),
- d) design and contents of the excerpt from the Central Voters' Register that is used for conduct of elections (Article 3.10, paragraph (3) of the BiH Election Law),
- e) procedure and the manner of sending, receiving, processing, archiving and protecting electronically submitted applications and documents (Article 3.15, paragraph (5) of the BiH Election Law), and
- f) the design of the application referred to in Article 3.15, paragraphs (1), (2) and (3) of the BiH Election Law, manner and procedure of verifying accuracy of information contained in the documents that are submitted by refugees, and instructions related to the procedure of registering voters on the excerpt from the Central Voters’ Register to vote outside BiH (Article 3.15, paragraph (8) of the BiH Election Law).

CHAPTER II DEADLINES FOR SUBMITTING AND CONCLUDING CENTRAL VOTERS’ REGISTER

Article 2 (Deadlines for concluding and confirming final Centar Voters’ Register – Article 3.6, paragraph (6), point a) of the BiH Election Law)

(1) The BiH Central Election Commission shall conclude and confirm the Central Voters’ Register as on:

- a) a day before elections are announced with breakdown at 24:00 hours,
- b) for voters voting outside BiH, 75 days prior to the Election Day at 24:00 hours,
- c) for regular voters 45 days prior to the Election Day at 24:00 hours, and
- d) on the Election Day at 24:00 hours.

(2) The changes that occurred after the deadline set forth in paragraph (1) of this Article shall not be included in the concluded and confirmed Central Voters' Register.

(3) The decision on concluding and confirming the Central Voters' Register shall contain the date and the total number of voters in each constituency, and it shall be published in the Official Gazettes.

Article 3

(Deadlines and procedure for delivery of data on the changes in the records of displaced persons and records of citizens who vote outside BiH - Article 3.6, paragraph (2), points b) and c) and Article 3.6, paragraph (6), point b) of the BiH Election Law)

(1) The BiH Ministry for human rights and refugees shall, no later than by the day elections are announced, deliver to the BiH Central Election Commission data on the changes in the records of displaced persons.

(2) Displaced person referred to in paragraph (1) of this Article shall have the right to determine or to change his/her voting option at the competent Center for Voters' Register no later than 75 days prior to the Election Day.

(3) A BiH citizen temporary residing abroad or a BiH citizen having the status of a refugee from BiH, shall be registered in the Central Voters' Register to vote outside BiH no later than 75 days prior to the Election Day.

CHAPTER III CENTER FOR VOTERS' REGISTER

Article 4

(Establishment and work of the Center for Voters' Register – Article 3.8, paragraph (4) and (5) of the BiH Election Law)

(1) A competent body shall establish Center for Voters' Register (hereinafter: the Center) in every municipality, city and Brčko District of BiH.

(2) The competent body referred to in paragraph (1) of this Article shall adopt regulation on establishment of the Center. The regulation shall define internal organization and systematization of the Center, management of the Center, competences for keeping of the Central Voters' Register, responsibility for work of the Center, responsibility of the Center's employees, as well as other issues relevant to Center's operations.

(3) The offices in which the main registry is kept and safeguarded, as well as the offices available to the public, can be used as the Center for Voters' Register, and they shall be visibly marked.

Article 5

(Equipment)

The Center for Voters' Register shall be established in a room that is, among other things, equipped with one computer to be used by the Center, a direct telephone line, and with the internet connection and an application for maintaining the Central Voters' Register.

Article 6

(Training)

The training of the Center's employees shall be conducted by the election commission of basic constituency based on a special plan and program that the election commission is obligated to adopt in accordance with the education plan and program for election management bodies, which is adopted by the BiH Central Election Commission.

Article 7

(Competencies)

(1) The Center for Voters' Register shall:

- a) provide technical assistance to the election commission of the basic constituency in determining polling stations on the territory of the basic constituency and in assigning voters to the polling stations and in changing of the voting options in accordance with the regulations of the BiH Central Election Commission. The Center shall also keep the record of all settlements and names of the streets on the territory of its municipality, and shall inform the election commission of the basic constituency on all changes,
- b) receive requests of the displaced persons for determining or changing of the voting option and shall process the request through the appropriate program,
- c) receive requests for change of the voting option from the persons registered in the excerpt from the Central Voters' Register for out-of-country voting who returned to the country before the deadline defined for concluding the excerpt from the Central Voters' Register,
- d) participate in displaying the excerpts from the provisional Central Voters' Register,
- e) ensure access to the excerpt from the Central Voters' Register on the territory of its basic constituency,
- f) ensure other data for the Central Voters' Register that are defined by the regulations of the BiH Central Election Commission,
- g) provide technical assistance to the election commission of basic constituency regarding the request and complaints of the voters related to the excerpt from the Central Voters' Register,
- h) provide technical assistance to the election commission of the basic constituency in appointing members of the polling station committees (assisting in the lottery draw, preparation of decisions on appointment, training of the polling station committees, etc.),
- i) provide technical assistance to the election commission of the basic constituency in checking and preparation of the polling stations for the elections,
- j) provide technical assistance to the election commission of the basic constituency in the campaign on informing the voters on all segments related to the election process,
- k) provide technical assistance to the election commission of the basic constituency in aggregating election results at the level of basic constituency. It shall be responsible to deliver the results from all regular polling stations for all levels and all categories (political subjects and candidates within political subjects) to the BiH Central Election Commission in electronic format done in the computer program received from the BiH Central Election Commission, and
- l) perform any other tasks assign to it by the BiH Central Election Commission and election commission of the basic constituency.

(2) The Center for Voters' Register shall keep the registry of all submitted requests and complaints referred to in paragraph (1); point g) of this Article and it shall be obligated to safeguard the documents filed together with the requests and complaints.

Article 8 (Responsibility)

- (1) The competent body referred to in Article 4, paragraph (1) of this Rulebook shall be responsible for the work of the Center for Voters' Register.
- (2) The election commission of the basic constituency shall have the right to control operations of the Center for Voters' Register.
- (3) The election commission of the basic constituency shall initiate an ex-officio procedure against an employee of the Center for Voters' Register who violated the rights of a voter or a political subject that are set forth by the BiH Election Law and this Rulebook.
- (4) The Center for Voters' Register shall submit weekly report to the BiH Central Election Commission through the competent election commission.

Article 9
(Working hours)

(1) Regular working hours of the Center for Voters' Register shall be identical to the working hours of the administration body of the basic constituency.

(2) If the working volume would increase in a certain time period, the competent body referred to in Article 4, paragraph (1) of this Rulebook, independently or upon proposal of the election commission of basic constituency, may order to have the Center for Voters' Register working longer hours, as well as to work on weekends, in shifts and with more employees.

(3) The Center for Voters' Register shall be obligated to inform the voters on the working hours of the Center in an appropriate manner.

CHAPTER IV VOTING OPTION

Article 10
(Contents and the design of application for change of voting option PBO-1 – Article 3.9, paragraph (5) of the BiH Election Law)

(1) A displaced person shall submit an application for change of voting option on PBO-1 form of application for change of voting option for displaced persons, which is an integral part of this Rulebook. The application form for change of voting option for displaced persons shall contain the following information:

- a) Central Election Commission logo;
- b) Personal data of the applicant: name and surname, maiden/previous surname, date of birth, name and surname of one parent, personal identification number, sex and place of birth;
- c) Information on address of permanent residence (municipality, settlement, street and house number) registered in line with the law;
- d) Information on municipality and address of permanent residence according to the 1991 Census or permanent residence before the acquisition of the refugee status;
- e) Information on documentation that is being submitted together with the application;
- f) Information on voting option according to the content of application form;
- g) Applicant's signature and the date of submission;
- h) Information on competent Center for Voters' Register, and
- i) Signature of the person who processed the application and date of processing.

(2) Along with the filled in PBO-1 form, a displaced person is obliged to present to the officer of the competent Center for Voters' Registration one of the valid identification documents referred to in Article 5.12, paragraph (4) of the Election Law of BiH for identification purposes, and the copy of presented identification document shall be file into the case file kept by the competent Center for Voters' Register.

Article 11
(Receiving applications and deadlines – Article 3.9, paragraph (5) of the BiH Election Law)

(1) An officer of the competent Center for Voters' Register shall issue a confirmation delivery receipt to a displaced person who submitted the request for change of voting option.

(2) After the identity of the applicant referred to in paragraph (1) of this Article is determined, the officer of the competent Center for Voters' Register shall verify the data kept in the official records on permanent place of residence of the applicant according to the Census of 1991.

(3) The officer of the competent Center for Voters' Register shall certify authenticity of entered data with his/her signature after conducting the activities referred to in paragraphs (1) and (2) of this Article.

(4) In the period when regular elections for the government authorities in BiH are held, the request shall be submitted within the deadline set forth in Article 3, paragraph (2) of this Rulebook in order to update any changes in voting option.

Article 12

(Procedure and submitting PBO-2 application form for change of voting option - Article 3.16, paragraph (4) and Article 5.18, paragraph (1) of the BiH Election Law)

(1) If a BiH citizen, who is registered in the Excerpt from the Central Voter register for voting outside of BiH returns to BiH before the expiry of deadline for concluding the excerpts from the final Central Voter Register for next elections, he/she shall be obliged to personally submit a request for the change of voting option in order to be registered in the excerpt from the Central Voters' Register for voting at a relevant polling station in basic constituency of his/her registered permanent residence in line with Article 20.8 of the BiH Election Law.

(2) The application shall be submitted to the competent Center for Voters' Register using PBO-2 application form for change of voting option for voters who were voting outside BiH, within the deadline set forth in Article 3, paragraph (3) of this Rulebook according to the procedure defined in Article 11 of this Rulebook. The Center for Voters' Register shall through the election commission deliver all application forms for change of voting option of the voters registered to vote outside BiH to the Central Election Commission of BiH within at least 7 days of having received them, for the purpose of updating the change of voting option of the voter in the appropriate excerpt from the Central Voters' Register.

(3) In addition to the signed and filled in PBO 2 form, a voter shall also have to present to the officer of the competent Center for Voters' Register a valid original document referred to in Article 5.12, paragraph (4) of the BiH Election Law for the purpose of identification, and the voter shall also submit a copy of the presented identification document to the file case kept by the competent Center for Voters' Register.

(4) The PBO-2 application form for changing the voting option, which is integral part of this Rulebook, shall include the following information:

- a) Central Election Commission logo;
- b) Personal data of the applicant: name and surname, maiden/previous surname, date of birth, name and surname of one parent, personal identification number, sex and place of birth;
- c) Information on address of permanent residence (municipality, settlement, street and house number) registered in line with the law;
- d) Information on municipality and address of permanent residence according to the 1991 Census or permanent residence before the acquisition of the refugee status;
- e) Information on documentation that is being submitted together with the application;
- f) Information on voting option according to the content of application form;
- g) Applicant's signature and the date of application;
- h) Information on competent Center for Voters' Register, and
- i) Signature of the person who processed the application and date of processing.

(5) In the period when regular elections for the government authorities in BiH are held, the request shall be submitted within the deadline set forth in Article 3, paragraph (3) of this Rulebook in order to update any changes in voting option. Any requests submitted after expiry of this deadline shall be process after the elections.

(6) The BiH Central Election Commission shall through the competent election commission deliver to the Center for Voters' Register the list of voters registered to vote by mail for that basic

constituency in order for the voters to exercise their right to vote by a tendered-enveloped, personalized ballot paper in accordance with Article 5.18, paragraph (1) of the BiH Election Law.

(7) A voter who is registered in the Central Voters' Register to vote outside BiH and who on the Election Day is in the basic constituency for which he/she has the right to vote and wishes to vote in person, the Center for Voters' Register shall issue a certificate to such a voter after the verification process and direct him/her to a polling station that issues tendered-enveloped, personalized ballot papers.

CHAPTER V EXCERPTS FROM THE CENTRAL VOTERS' REGISTER

Article 13

(Form and contents of the excerpts from the Central Voters' Register used for conduct of elections - Article 3.10, paragraph (3) related to Article 20.8 of the BiH Election Law)

(1) Based on electronic record of the Central Voters' Register the BiH Central Election Commission shall draw up:

- a) excerpts from the final Central Voters' Register for regular voters,
- b) excerpts from the final Central Voters' Register for by-mail voters,
- c) excerpts from the final Central Voters' Register for voters voting at the diplomatic-consular representation offices of BiH (hereinafter: DCRO BiH),
- d) excerpts from the final Central Voters' Register for voters voting in absentia, and
- e) excerpts from the Central Voters' Register for voters voting by tendered-enveloped ballot papers (voters who are registered to vote outside BiH and who are in the country on the Election Day and the voters who are registered in the Central Voters' Register, but whose name is not found on the excerpt from the final Central Voters' Register).

(2) Based on the information delivered by the municipal/city election commission (hereinafter: election commission) the BiH Central Election Commission shall draw up:

- a) excerpt from the final Central Voters' Register for the homebound voters due to old age, illness or disability and
- b) excerpt from the final Central Voters' Register for the voters who are prisoners or are confined to institutions and have the right to vote.

(3) The BiH Central Election Commission shall upon a request from the local self-government body draw up and deliver appropriate excerpt from the Central Voters' Register for the purpose of organizing and conducting referendums, recall of an elected official and elections of the local self-government bodies.

(4) The information found in the excerpt from the Central Voters' Register shall be printed in languages and scripts that are in official use in BiH.

(5) The excerpt from the final Central Voters' Register shall hold the date of its conclusion and the notice that any changes made after the given date have not been taken into consideration.

Article 14

(Contents of the excerpt from Central Voters' Register – Article 3.10, paragraph (3) of the BiH Election Law)

(1) Excerpt from the Central Voters' Register for regular voter shall contain the following information:

- a) last name and the name of the voter, and a parent's name,
- b) date of birth,
- c) gender,

- d) National Identification Number (loc. JMBG) and the National Identification Number as a bar code,
- e) Name of the municipality, city or Brčko District of BiH,
- f) Name and code of the polling station and combination number: A or B for voters voting in the Brčko District of BiH
- g) Address code; and
- h) Place designed for voter's signature.

(2) Excerpt from the Central Voters' Register for displaced persons shall contain the following information:

- a) last name and the name of the voter, and a parent's name,
- b) date of birth,
- c) gender,
- d) National Identification Number (loc. JMBG) and the National Identification Number as a bar code,
- e) Municipality for which the voter votes, and
- f) Place designed for voter's signature also containing combination sign.

(3) Excerpt from the final Central Voters' Register referred to in Article 13, paragraph (1), point e) shall be identical to the excerpt from paragraph (1) of this Article except it shall not contain the information on voters.

(4) The excerpt from the Central Voters' Register referred to in paragraph (1) of this Article for voters in the Brčko District of BiH when the elections given in Article 18.2, indent 1) and 2) of the BiH Election Law are conducted shall consist of two parts:

- 1) Part A voters who have entity citizenship of the BiH Federation, and
- 2) Part B voters who have entity citizenship of the Republika Srpska.

Article 15

(Display of the excerpts from the Provisional Voters' Register – Article 3.1, paragraph (4) and Article 3.11 of the BiH Election Law)

(1) In accordance with Article 3.11 of the BiH Election Law the BiH Central Election Commission shall draw up the excerpts from the Central Voters' Register, including the day elections were announced, and shall deliver them to the election commissions and the centers for voters' register. The election commission and the Centers for voters' register shall display the excerpts for the public in the period from 120th day to 90th day prior to the Election Day aimed at preparation of the final excerpts from the Central Voters' Register.

(2) Excerpt referred to in paragraph (1) of this Article shall be made electronically on the form of the excerpt from the Central Voters' Register for regular voters by constituencies and polling stations from the previous elections and shall not contain information on the National Identification Number and address of the voters.

(3) Excerpt referred to in paragraph (2) of this Article may be delivered to political subjects in accordance with Article 3.1, paragraph (4) of the BiH Election Law.

Article 16

(Delivery of excerpts)

(1) Excerpts from the Central Voters' Register referred to in Article 15 of this Rulebook shall be delivered to the election commission.

(2) Election commissions shall be obliged to display excerpts from the Central Voters' Register referred to in Article 15, paragraph (2) of this Rulebook in order to provide citizens of BiH, who have the right to vote, with access to this information, thus giving them the opportunity to check

their data and make necessary corrections or supplement the information in the records of responsible bodies.

(3) Election commissions shall be obliged to appropriately inform the voters that the excerpt from the Central Voters' Register is in the Center for Voters' Register, in the polling stations from the previous elections and at the local communities in order to provide them with the opportunity to correct or supplement their data in the record of a responsible body, and to choose a voting option (municipality or a polling station, and the manner of voting – in person or in absence).

(4) Along with the excerpt referred to in Article 15, paragraph 2 of this Rulebook the Central Election Commission of BiH shall deliver to election commissions the application form referred to in Article 10 of this Rulebook in order to provide a displaced person with the opportunity to choose a voting option as envisaged in Article 20.8 of the BiH Election Law. Election commissions shall receive applications from a displaced person within the deadline set forth in Article 3, paragraph (3) of this Rulebook and shall deliver them to the BiH Central Election Commission in electronic format for the purpose of updating excerpts from the Central Voters Register for displaced persons.

Article 17 **(Plan for the display of excerpts)**

(1) Election commissions shall adopt a plan for the display of excerpts referred to in Article 15 of this Rulebook. This plan shall include the manner of informing the public about the time period in which these excerpts will be on display and places where excerpts from the Central Voters Register will be posted or made accessible, as well as the manner of informing displaced persons about the possible change of the voting option in the Center for Voters' Register. Election commissions provide all interested persons with access through this plan in order to be able to check their data in excerpts from the Central Voters' Register, and to make necessary corrections in the records of responsible body. The excerpt from the Central Voters' Register shall be on display for 30 days starting from the date specified in Article 15, paragraph (1) of this Rulebook.

(2) Election commissions shall deliver plans referred to in paragraph (1) of this Article to the Central Election Commission of BiH 125 days prior to the Election Day at the latest. If the Central Election Commission of BiH concludes that plans referred to in paragraph (1) of this Article failed to adequately inform the public and displaced persons, it shall instruct election commissions to take additional measures and activities.

Article 18 **(Excerpt from the final Central Voters Register for voters who are homebound due to illness, old age or disability – Article 3.14, paragraph (1), point a) of the BiH Election Law)**

(1) Excerpts from the final Central Voters Register for voters who are homebound due to illness, old age or disability shall be prepared on the basis of information provided by the body that is responsible for social welfare, by other bodies that have information on these persons, and on the basis of expressed will on the part of this category of voters to vote in their homes on the Election Day, which shall be determined by a written statement of every voter and by the accompanying medical documentation about the illness or disability of the voter as a condition for his/her medical treatment in his/her home.

(2) The documentation referred to in paragraph (1) of this Article shall be integral part of the report that is delivered to the BiH Central Election Commission by the competent election commission as an explanation of the need to have a voter with disability voting by a mobile team.

(3) No later than 40 days prior to the Election Day the election commission shall send a written request to all competent bodies to provide information on the persons who are homebound due to illness, old age or disability. The competent body shall deliver the requested information to the election commission within 7 days following receipt of the request in order to register the voters who are homebound due to illness, old age or disability.

(4) Based on the information referred to in paragraph (2) of this Article, the election commission shall in cooperation with the Center for Voters' Register draw up a route for visiting the voters referred to in paragraph (1) to have them recorded in the excerpt from the Central Voters' Register to vote by a mobile team.

(5) Following procedure referred to in paragraph (4) of this Article the election commission shall draw up the list of voters who are homebound due to illness, old age or disability and shall deliver the list to the BiH Central Election Commission in appropriate electronic format together with the copies of documentation referred to in paragraph (1) of this Article 20 days prior to the Election Day for the purpose of preparing excerpts from the final Central Voters' Register. The BiH Central Election Commission shall determine and draw up the excerpt from the final Central Voters' Register for this category of voters after considering the documentation referred to in paragraph (1) of this Article. The BiH Central Election Commission shall deliver the excerpt from the final Central Voters' Register to the competent election commission 10 days and no later than five days, prior to the Election Day.

(6) Based on received excerpt from the final Central Voters' Register referred to in paragraph (5) election commission shall enter note "MOBILE TEAM" into section "signature" in the excerpt where the voter is registered for regular voting next to the name of the voter.

Article 19

(Excerpt from the final Central Voters Register for voters who are prisoners or are confined to institutions and have the right to vote – Article 3.14, paragraph (1), point b) of the BiH Election Law)

(1) The excerpt from the final Central Voters Register for voters who are prisoners or are confined to institutions (prisons, detention units, geriatric, muscular dystrophy or other medical institutions) and have the right to vote shall be draw up based on the information received from the institutions in which these persons are confined.

(2) Election commission shall no later than 40 days prior to the Election Day shall request from the responsible body the information on all persons referred to in paragraph (1) of this Article on the territory of its municipality or basic constituency.

(3) The body referred to in paragraph (2) of this Article shall no later than 7 days following the receipt of the request deliver to the election commission the information related to the persons referred to in paragraph (1) of this Article, including: name, last name, date of birth, National Identification Number, address of the permanent or temporary place of residence for displaced persons, as well as the information on whether these persons will be in the institution on the Election Day.

(4) Based on the information referred to in paragraph (3) of this Article, the election commission shall through the Center for Voters' Register draw up a route for visiting the institutions for the purpose of recording the voters in the excerpt from the Central Voters' Register to vote by a mobile team.

(5) The BiH Central Election Commission shall in line with information referred to in paragraph (3) of this Article draw up the excerpt from the final Central Voters' Register for voters referred to in paragraph (1) of this Article. The BiH Central Election Commission shall deliver the excerpt from the final Central Voters' Register to the competent election commission within 10 days and no later than five days, prior to the Election Day. The election commission shall enter note MOBILE TEAM- INSTITUTION in the excerpt for regular voting next to the voter's name.

(6) Election commission shall immediately, and no later than two days following receipt of the excerpt from the Central Voters' Register referred to in paragraph (5) of this Article, send to the competent election commission the information on persons who do not have place of residence in the basic constituency in which the institution referred to in paragraph (2) of this Article is located. The competent election commission shall enter note MOBILE TEAM – INSTITUTION into section "signature" for the particular voter.

CHAPTER VI REGISTRATION OF VOTERS FOR VOTING OUTSIDE BiH

Article 20

(Registration of voters for voting outside BiH - Article 3.15 of the BiH Election Law)

BiH citizens referred to in Article 3.15, paragraphs (1), (2) and (3) of the BiH Election Law shall be obligated to submit the application forms referred to in Articles 21 and 22 of this Rulebook.

Article 21

(Contents of the application form PRP-1 and distribution – Article 3.15, paragraph (8) of the BiH Election Law)

(1) PRP-1 application form for citizens registering for the first time to vote outside BiH, which is integral part of this Rulebook, shall include the following information:

- a) Central Election Commission Logo,
- b) Voting status statement (temporary residence abroad or status of a refugee from BiH)
- c) Applicant's personal data: name and surname, maiden/previous surname, date of birth, name and surname of one parent, national identification number, sex and place of birth,
- d) Voting option in line with the proof of Entity citizenship for voters voting for the Brčko District of BiH.
- e) Statement on manner of voting, by-mail or at the DCRO BiH and on place of voting,
- f) Information on permanent residence in BiH: municipality, settlement, street and house number.
- g) Address outside BiH and contact information: street and number, city, postal code, state, telephone number and email address.
- h) Information on the documents submitted together with the application (copy of a personal document referred to in Article 3.15, paragraph (4) of the BiH Election Law) that proves the identity of the applicant,
- i) Signature by the applicant that has to be identical to the signature on the documents, which are submitted as a proof of applicant's identity and date of application, and
- j) Instruction for filling in the application form.

(2) Central Election Commission of BiH shall distribute application form referred to in paragraph (1) of this Article through the following:

- a) diplomatic and consular representation offices of BiH for BiH citizens' clubs and associations or to the BiH citizens abroad in cooperation with the BiH Ministry of foreign affairs, and
- b) Central Election Commission web page and State bodies' web pages, and Offices of governmental and non-governmental organizations dealing with refugees and migration affairs.

Article 22

(Contents of the Application Form PRP-2 and distribution – Article 3.15, paragraph (8) of the BiH Election Law)

(1) The Central Election Commission of BiH shall after announcing the elections deliver PRP-2 application form to all voters who were registered in the Excerpt from the Central Voters' Register for voting outside BiH at the previous elections or who registered in the Central Voters' Register to vote outside BiH before the elections were announced. The application form shall be delivered by mail to address submitted by the voters at the last registration for voting outside BiH, or to a different (last updated) address communicated by the voter as his/her new address to the Central Election Commission by the day elections are announced.

(2) Form referred to in paragraph (1) of this Article is the integral part of this Rulebook and it shall contain the following information:

- a) Central Election Commission Logo,
- b) Information on previous registration of voter into the Central Voters' Register for voting outside BiH: name and surname, date of birth, national identification number, sex, address abroad and municipality/basic constituency for which he/she has the right to vote,
- c) Voting status statement (temporary residence abroad or status of a refugee from BiH)
- d) Statement on manner of voting, by-mail or at the DCRO BiH and on place of voting,
- e) Information on change of the address abroad: street and number, city, postal code, state, telephone number and email address
- f) Information on change of permanent residence in BiH: municipality, settlement, street and house number.
- g) Voting option in line with the proof of Entity citizenship for voters voting for the Brčko District of BiH,
- h) Statement on voting method;
- i) Information on the documents submitted together with the application (copy of a personal document referred to in Article 3.15, paragraph (4) of the BiH Election Law) that proves the identity of the applicant,
- j) Any change of personal information: name and last name, national identification number,
- k) Signature by the applicant that has to be identical to the signature on the documents, which are submitted as a proof of applicant's identity and date of application, and
- l) Instruction for filling in the application form.

Article 23 (Processing of application)

(1) The documentation referred to in Article 21 and 22 of this Rulebook, together with the application form, shall be delivered as follows:

- a) The document shall be scanned, that is a digital copy of the document shall be made in .jpeg or .pdf format, where the size of each individual document cannot exceed 1MB and it has to be readable, recommending the use of "Grayscale" parameters and 300 dpi with 1:1 ratio (sufficiently readable without creating large data files),
- b) Each document shall be individually scanned and the data file shall be named according to its contents,
- c) letters š, đ, ž, č, ć as well as characters such as a dot, comma, quotation mark and similar shall not be used to name the data file; and
- d) all data files shall be added to an e-mail under title (Subject) "Application PP" as Attachment and sent to the address prijavapp@izbori.ba.

(2) Application form and the accompanying documents shall be delivered by fax, P.O. Box, in person or by e-mail for every single person regardless of whether these persons are members of the same family.

(3) BiH citizens who have the right to vote set forth in Article 20 of this Rulebook shall state the manner of voting, whether they will vote by-mail or at the DCRO BiH and the place of voting in their application form, and if they do not state how they wish to cast their vote these BiH citizens shall vote by-mail.

(4) Following the review of the application the BiH Central Election Commission shall process the application through a specially developed application for voters voting outside BiH.

(5) If the application does not contain all proofs defined by Article 3.15, paragraphs (3) and (4) of the BiH Election Form or the application form is not correctly completed, the BiH Central Election Commission shall through the official web page, www.izbori.ba, inform the applicant thereof. The applicant shall have seven days following publication of the notice to remove all found shortcomings.

(6) The applicant may check the results of application processing in the BiH Central Election Commission or on the web page of the BiH Central Election Commission.

(7) When processing the application the BiH Central Election Commission shall ensure adherence to the principle of secret and personal suffrage.

Article 24 (Rejection of the application)

If the applicant fails to act in accordance with Articles 21, 22 and 23, paragraph (5) of this Rulebook and if the principles set forth in Article 23, paragraph (7) are violated, the application for voting outside BIH shall be rejected, and the decision on rejection of the application shall be published on the official web page of the BiH Central Election Commission, www.izbori.ba.

CHAPTER VII SPECIAL RECORDS

Article 25 (Types of records – Article 3.2, paragraph (3) and Article 3.6, paragraph (2), point d) of the BiH Election Law)

(1) The BiH Central Election Commission shall keep special records on persons whose right to vote has been revoked pursuant to the law, as follows:

- a) person who has been identified, by a legally effective decision issued by a competent body, as fully incapable to work
- b) person limited by Article 1.6, 1.7 and 1.7.a of the BiH Election Law

(2) Records referred to in paragraph 1 of this Article shall include the following information:

- a) Surname,
- b) Name,
- c) Name of one parent,
- d) National identification number,
- e) Name of the body that issued the document,
- f) Number of the document,
- g) Date of issuance, and
- h) Section “note”.

Article 26 (Manner of Entering Data)

(1) For persons referred to in Article 25, paragraph (1) of this Rulebook the facts shall be recorded in section “Note” referred to in Article 3.10, paragraph (1), point i) of the BiH Election Law and it shall not be displayed on the excerpts from the Final Central Voter Register.

(2) Information shall be entered in the following manner:

- a) for persons referred to in Article 25, paragraph (1), point a) of this Rulebook – PS number and date of decision, and
- b) for persons referred to in Article 25, paragraph (1), point b) of this Rulebook – IZ number and date of document.

(3) If the person recorded in the Central Voter Register gets his/her right to vote reinstated to him/her in line with the law, information registered in the section "Note" shall be erased and the person shall have his/her right to vote reinstated.

CHAPTER VII

FINAL PROVISIONS

Article 27 (Ineffectiveness)

Enforcement of the Rulebook on maintaining the Central Voters' Register (Official Gazette of BiH, 37/14) shall become ineffective by entry into force of this Rulebook.

Article 28 (Constituent Parts of the Rulebook)

(1) The following shall make constituent parts of this Rulebook:

- a) PBO-1 application form for the change in voting option of displaced person,
- b) PBO-2 application form for change of the voting option,
- c) PRP-1 application form for BiH citizens who register, for the first time, to vote outside BiH
- d) PRP-2 application confirmation form for BiH citizens who were earlier registered in the Excerpt from the Central Voter Register to vote outside BiH
- e) Form of the excerpts from the Central Voters' Register (IKCBS – excerpt from CVR); and
- f) Form of the final excerpt from the Central Voters' Register (IKCBS – excerpt from CVR- for regular voters, IKCBSMT – for voters with special needs, CBSN- excerpt from CVR for voters voting in absentia, IKCBP – register for by-mail voters, and IKCBDKP – excerpt from CVR for voters voting at DCRO BiH).

Article 29 (Entry into Force and Publishing in Official Gazettes)

This Rulebook shall enter into force on the day of its publication in the Official Gazette of BiH, and it shall be published in the Official Gazette of the Federation of BiH, Official Gazette of the RS and Official Gazette of Brčko District of BiH and on the web page of the BiH Central Election Commission, www.izbori.ba.

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Sarajevo, April 28, 2016

President

Dr. Ahmet Šantić