

BOSNA I HERCEGOVINA  
CENTRALNA IZBORNA KOMISIJA  
SREDIŠNJE IZBORNO POVJERENSTVO



БОСНА И ХЕРЦЕГОВИНА  
ЦЕНТРАЛНА ИЗБОРНА КОМИСИЈА

## **CENTRAL ELECTION COMMISSION**

### **INSTRUCTION**

**On procedure and manner of sending, receiving, processing, filing and protecting electronic application and documents**

Sarajevo, May 2008

Pursuant to Article 2.9. Paragraph (1) Item 2 and Article 3.15 Paragraph (5) of the Election Law of Bosnia and Herzegovina (“Official Gazette 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 and 37/08), at its 21st session held on May 15, 2008 the Central Election Commission of Bosnia and Herzegovina  
p a s s e d

## **I N S T R U C T I O N**

### **On procedure and manner of sending, receiving, processing, filing and protecting electronic application and documents**

#### **Article 1 (Application)**

This Instruction shall establish the way how the citizens of Bosnia and Herzegovina who temporarily live abroad and the citizens of Bosnia and Herzegovina who enjoy the status of refugees from Bosnia and Herzegovina (hereinafter: BiH), as well as a refugee from BiH who is not on the Central Voters Register, may apply for voting and file documents by fax machine and electronic means, the documents which need to be attached to the application, the procedure for sending, receiving, processing, registering and protecting electronic applications and documents.

#### **Article 2 (Application and declaration of voters out of BiH)**

(1) A BiH citizen referred to in Article 1 of this Instruction, in order to get to the excerpt out of the final Central Voters Register for the voters voting out of BiH, is obliged to file an application with the BiH Central Election Commission, which includes the fill-up and signed Form PRP-1 referred to in Article 30 or Form PRP-2 referred to in Article 33 of the Rulebook on keeping the Central Voters Register (“Official Gazette BiH”, no: 37/08) no later than 75 days before the day of holding regular elections for authorities in BiH.

(2) A BiH citizen referred to in Article 1 of this Instruction, who opts for by-mail voting, attaches to the said forms of the application for voting out of BiH, along with the application referred to in Paragraph (1) of this Article, also an appropriate proof on the applicant’s identity. A BiH citizen who enjoys the status of a refugee from BiH, apart from the proof on identity, also submits the proof on residence in BiH in line with Article 20.8 of the BiH Election Law, while a refugee from BiH who has not been entered previously into the Central Voters Register submits the proof on BiH citizenship.

(3) The application referred to in Paragraph (1) of this Article shall be delivered to the BiH Central Election Commission by fax or electronically via e-mail, in line with the Instruction on the Application Form and provisions of this Instruction.

(3) The applicant may check the outcome of the application process and entering into the excerpt out of the Central Voters Register for voting out of BiH, in the BiH Central Election Commission.

#### **Article 3 (BiH citizen temporarily living abroad)**

(1) A BiH citizen eligible to vote, who currently lives abroad, shall be entered based on the delivered application, into the excerpt out of the Central Voters Register for voting out of BiH with the right to vote for the primary constituency i.e. municipality s/he has the registered residence in, in line with the data from the registers of competent state authority referred to in Article 3.5 Paragraph (3) of the BiH Election Law, provided that s/he has registered residence in that municipality also at the time s/he has submitted the application for voting out of BiH, except for the persons referred to in Article 20.9 of the Election Law of Bosnia and Herzegovina.

(2) Along with the fill-up Application Form, the applicant referred to in Paragraph (1) of this Article shall deliver the proof on identity, too, by fax or electronically, by e-mail. Valid proof on applicant's identity is a copy of one of valid documents referred to in Article 5.12 Paragraph (4) of the BiH Election Law.

(3) In case of changes in personal data the applicant referred to in Paragraph (1) of this Article shall deliver also the copy of the adequate decisions or proof on changing personal data issued by a competent authority.

(4) If the application of a BiH citizen referred to in Paragraph (1) of this Article is not delivered within the deadline referred to in Article 1 of this Instruction or it is not processed due to incompleteness, the BiH citizens shall be entered into the excerpt out of the Central Voters Register for voting at appropriate polling station in primary constituency s/he has registered residence in line with law.

#### **Article 4** **(BiH citizens with the status of a refugee)**

(1) A BiH citizens eligible to vote who lives abroad with the status of a refugee from BiH shall be entered based on the application delivered by fax or electronically by e-mail, into the excerpt out of the Central Voters Register for voting out of BiH with the right to vote for primary constituency that is the municipality which corresponds the municipality of the residency at the time of the last census in BiH in 1991 or for any other primary constituency that is a municipality, if s/he may present a proof on change of residency for that municipality in line with law in the period from the 1991 census to the moment of acquiring the status of refugee from BiH.

(2) Along with the fill-up Application Form the applicant referred to in Paragraph (1) of this Article shall deliver also the proof on identity as well as a proof on residence in BiH at the time of the 1991 census or from the 1991 census to the moment of acquiring the status of a refugee from BiH. If a refugee from BiH is not in the records of competent state authority referred to in Article 3.5 Paragraph (3) of the BiH Election Law, that is s/he is not entered into the Central Voters Register, s/he is obliged to present also a proof on BiH citizenship so that s/he would be entered into excerpt out of the Central Voters Register for voting out of BiH and by that has exercised right to vote.

(3) As a valid proof on identity the applicant referred to in Paragraph (1) of this Article shall deliver a copy of one of the valid documents referred to in Article 3.15 Paragraph (4) or 5.12 Paragraph (4) of the BiH Election Law.

(4) As a valid proof on residence in BiH, the applicant referred to in Paragraph (1) of this Article shall deliver a copy of one of the documents below:

- a) certificate on residence in BiH at the time of 1991 census or from the period from the census till the acquisition of the status of a refugee, or
- b) BiH ID card (copy of the whole document) at the time of 1991 census or from the period from the census till the acquisition of the status of a refugee.

(5) As a valid proof on BiH citizenship the applicant referred to in Paragraph (1) of this Article shall deliver a copy of one of the following valid documents:

- a) BiH passport or
- b) certificate on BiH citizenship.

(6) If the applicant referred to in Paragraph (1) of this Article shall not present the proof on residence in BiH referred to in Paragraph (4) of this Article, s/he shall be entered into the excerpt out of the Central Voters Register for voting out of BiH if s/he is listed in the 1991 census.

(7) If the applicant referred to in Paragraph (1) of this Article has not delivered a proof on residence in BiH, nor is listed in the 1991 census, s/he shall be entered into the excerpt out of the Central Voters Register for voting out of BiH with the right to vote for primary constituency in which s/he has registered residence according to the data available to state authority referred to in Article 3.5 Paragraph (3) of the BiH Election Law, and s/he shall be further considered as a BiH citizen who temporarily lives abroad.

(8) In the event of any changes in personal data the applicant referred to in Paragraph (1) of this Article shall also deliver a copy of an appropriate decision or a proof on changes in personal data issued by a competent authority.

(9) If the application of the BiH citizen referred to in Paragraph (1) of this Article has not been delivered within the deadline referred to in Article 1 of this Instruction, the BiH citizen shall not be listed in the excerpt out of the Central Voters Register for voting out of BiH for the next elections and his/her application shall be processed after the elections.

## **Article 5**

### **(Distribution of application forms for voting out of BiH PRP-1)**

The BiH Central Election Commission shall distribute Application Forms PRP-1 via:

- a) BiH diplomatic and consular missions;
- b) clubs and associations of BiH citizens abroad;
- c) web-site of the BiH Central Election Commission and web-sites of state authorities, and
- d) offices of governmental and non-governmental organizations dealing with refugees and migration affairs.

## **Article 6**

### **(Confirmation of data regarding previous entering voters into the excerpt out of the Central Voters Register for voting out of BiH)**

(1) The BiH citizen referred to in Article 2 of this Instruction who was entered into the excerpt out of the Central Voters Register for voting out of BiH at the previous elections, shall be obliged to present the application by fax or electronically, by e-mail, to the BiH Central Election Commission within the time period set in Article 1 of this Instruction so that s/he may remain listed in the same excerpt for the next elections and may receive the voting material.

(2) The application shall be sent on Application Form PRP-2 for voting out of BiH for voters who were previously entered into the Central Voters Register for voting out of BiH. After announcing the elections the BiH Central Election Commission shall distribute PRP-2 Forms to all voters who were entered into the excerpt out of the Central Voters Register for voting out of BiH at the previous elections. The Form shall be delivered by mail to the address the voter sent with his/her last application for voting out of BiH or any other (latest updated) address, about the changes to which the voter informed the BiH Central Election Commission before the day of announcement of elections.

(3) Along with the signed and fill-up application form the voter ought to send also a proof on applicant's identity. As a valid proof on identity the applicant referred to in Paragraph (1) of this Article shall enclose a copy of one of valid documents referred to in Article 5.12 Paragraph (4) of the BiH Election Law, and a BiH citizen who has a status of a refugee from BiH may also send the proof on identity referred to in Article 3.15 Paragraph (4) of the BiH Election Law.

(4) If a BiH citizen who was previously entered into the excerpt out of the Central Voters Register for voting out of BiH, who at present lives abroad, does not deliver the application within the deadline referred to in Article 1 of this Instruction or the application has not been processed due to incompleteness, the BiH citizen shall be listed in the excerpt out of the Central Voters Register for voting at appropriate polling station in primary constituency s/he has the registered residence in line with law.

(5) If a BiH citizen who has been previously entered into the excerpt out of the Central Voters Register for voting out of BiH, who has the status of a refugee from BiH, fails to deliver the application within the deadline referred to in Article 1 of this Instruction or the application has not been processed due to incompleteness, the BiH citizen shall remain listed in the excerpt out of the Central Voters Register for voting out of BiH, but voting material for the next election shall not be send to him/her.

## **Article 7**

### **(Change of the address abroad)**

(1) A BiH citizen referred to in Article 1 of this Instruction, who at the previous elections was listed in the excerpt out of the Central Voters Register for voting out of BiH or who gets listed for the next elections into the excerpt out of the Central Voters Register for voting out of BiH, shall be obliged to send to the BiH Central Election Commission any information on any change of the address abroad in order to receive appropriate application form that is voting material.

(2) Data on changes in address shall be delivered no later than by the day of announcing next elections for the sake of sending application forms, that is no later than by the finalisation of the excerpt out of the final Central Voters Register for voting out of BiH and sending out the voting material.

## **Article 8**

### **(How to fill-up PRP-1 and PRP-2 Forms and send documentation electronically)**

(1) The BiH citizen referred to in Article 1 of this Instruction shall scan the fill-up PRP-1 and PRP-2 Forms and send them electronically.

(2) The BiH citizen referred to in Article 1 of this Instruction, along with the Forms referred to in Paragraph (1) of this Article, shall send requested documentation in a following way:

- a) s/he scans that is makes a digital copy of the document, in **.jpeg** or **.pdf format**, so that the size of the document, individually each document, may not exceed 1MB and it must be readable and recommendation is, when scanning, use parameters „Greyscale“ and 300 dpi in ratio 1:1 ( sufficiently readable and does not create too big data pool);
- b) s/he records every document as a special data pool and names each of them according to the contents;
- c) data pool names contain no letters as š,đ,ž,ć,é or special characters like full stop, coma, quotation marks etc., and
- d) s/he attaches all data pools into e-mail message with Subject:“Application PP“ and as an Attachment sends them to address [ppprijava@izbori.ba](mailto:ppprijava@izbori.ba).

(3) The BiH citizen referred to in Article 1 of this Instruction shall send the application and additional documents in individual-mail messages irrespective of the fact that in some cases there are members of the same family.

## **Article 9**

### **(Processing, filing and protecting electronic applications)**

(1) After receiving the application referred to in Article 8 of this Instruction the BiH Central Election Commission shall process the application through special application software for voters who vote out of BiH and file them in line with laws and bylaws related to office work.

(2) During all exercised activities in procedure established in Paragraph (1) of this Article the BiH Central Election Commission shall apply special protective measures to protect both data in the delivered application and the physical protection of the said.

## **Article 10**

### **(Entering into force and publishing in official gazettes)**

The Instruction hereto shall enter into force by the day of its enactment and it shall be published in "BiH Official Gazette", "F BiH Official Gazette", "RS Official Gazette", "Official Gazette of the Brčko District of BiH" and web site of the BiH Central Election Commission.

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Sarajevo, May 15, 2008

President

Dr. Suad Arnautović