



RULEBOOK
**on official identification cards of civil servants in the Office for auditing political
party finances**

Sarajevo, May 2024

Pursuant to Article 10 paragraph (1) of the Law on Financing of Political Parties (Official Gazette of BiH, No. 95/12 and 41/16) and Article 18 of the Rules of Procedure of the Central Election Commission of Bosnia and Herzegovina (Official Gazette of BiH, No. 32/23, Consolidated text), the Central Election Commission of Bosnia and Herzegovina has at its 20th session held on May 3, 2024, passed

RULEBOOK
on official identification card of civil servants in the Office for auditing political party
finances

Article 1
(Scope)

The Rulebook on official identification cards of civil servants in the Office for auditing political party finances (hereinafter: Rulebook) establishes the right to official identification cards, the content and design of the official identification cards, the manner of use, and the production of the official identification cards of civil servants in the Office for auditing political party finances (hereinafter: Audit Office).

Article 2
(Right to official identification cards)

The right to official identification cards within the Audit Office is granted to the following state officials:

- a) The Head of the Audit Office,
- b) Auditors, and
- c) Assistant auditors.

Article 3
(Content of identification cards)

(1) The identity of state officials referred to in Article 2 of this Rulebook, shall be determined based on the official identification card.

(2) The official identification card is white, laminated, with dimensions of 80 mm x 60 mm. On the front side of the card, in black ink, to the right of the Coat of Arms of Bosnia and Herzegovina, the text "BOSNIA AND HERZEGOVINA" is inscribed in Cyrillic script, and to the left, in Latin script, below this the text "CENTRAL ELECTION COMMISSION" is inscribed. To the right of the Coat of Arms, in Serbian, and to the left, in Bosnian and Croatian, the text "Official Identification Card" is inscribed. Below this, the following information is included:

"Name and surname_____JMB_____title/status_____, a space for a photograph with dimensions of 25 mm x 30 mm, the official identification card number, the place and date of issuance, the seal of the Central Election Commission of Bosnia and Herzegovina, and the signature of the President of the Central Election Commission of Bosnia and Herzegovina."

(3) The official identification card states on its reverse side: "The holder of this card is authorized, within the scope of their duties established by the Law on Political Party Financing, to access the

business premises of political parties or facilities they use in their operations without impediment, and to review business documentation, records, and etc.”

Article 4 **(Use of identification cards)**

(1) Individuals who have the right to an official identification card shall use it in accordance with the duties and authorities established by the Law on Political Party Financing and the general acts of the Central Election Commission of Bosnia and Herzegovina.

(2) The identification card holder shall carry the card while performing their official duties and to present it when performing official duties.

(3) Employees of the Audit Office shall use the accreditation issued by the Secretariat of the Central Election Commission of Bosnia and Herzegovina as their identification card.

Article 5 **(Misconduct)**

The use of the official identification card in violation of Article 4 paragraph (1) of this Rulebook by the state officials referred to in Article 2 of this Rulebook constitutes a serious breach of duty.

Article 6 **(Replacement of identification cards)**

(1) In the event of loss or significant damage to the official identification card, the state official referred to in Article 2 of this Rulebook shall prepare a detailed written report on the circumstances of the incident within three days, for the purpose of issuing a new identification card.

(2) A new identification card will also be issued if there have been changes to the personal identity of the state official referred to in Article 2 of this Rulebook that are significant for identification purposes.

Article 7 **(Return of identification cards)**

A state official referred to in Article 2 of this Rulebook, who, for any reason, loses their status as a state official in the Audit Office, shall return the identification card immediately, and no later than seven days from the date of losing that status.

Article 8 **(Record)**

(1) Records of issued and replaced official identification cards are kept electronically.

(2) The records referred to in paragraph (1) of this Article are kept by the Audit Office and contain:

Serial No.	Name	Surname	Title/Status	Card number	Date of issuance	Date of return	Remarks
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Article 9
(Production of official identification cards)

The production of official identification cards shall be completed no later than eight days from the date of entry into force of this.

Article 10
(The use of gender-inclusive language)

In the interest of clarity, expressions written in this Rulebook in one gender apply without discrimination to both male and female gender.

Article 11
(Ineffectiveness)

Enforcement of the Rulebook on official identification cards of civil servants in the Office for auditing political party finances (Official Gazette of BiH, No. 70/11, Consolidated text), shall become ineffective by entry into force of this Rulebook.

Article 12
(Entry into force and publication in the Official Gazettes)

This Rulebook shall enter into force on the day of its adoption and it shall be published in the Official Gazette of BiH, the Official, Gazette of the Federation of BiH, the Official Gazette of the RS, and the Official Gazette of Brčko District of BiH.

No. 05-1-02-2-586-1/24
Sarajevo, May, 3 2024

President

Dr. Irena Hadžiabdić