

BOSNA I HERCEGOVINA  
CENTRALNA IZBORNA KOMISIJA  
SREDIŠNJE IZBORNO POVJERENSTVO



БОСНА И ХЕРЦЕГОВИНА  
ЦЕНТРАЛНА ИЗБОРНА КОМИСИЈА

**RULEBOOK**  
**on use and preparation of excerpts from the Central Voters' Register**

**Sarajevo, May 2022**

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, nos. 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, 7/14, 31/16 and 41/20), the Central Election Commission of Bosnia and Herzegovina, at its 17<sup>th</sup> session held on May 4, 2022 passed

**RULEBOOK**  
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**CHAPTER I            INTRODUCTION**

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

The Rulebook on use and preparation of excerpts from the Central Voters' Register (hereinafter: the 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), item a) and b) of the BiH Election Law).
- b) the manner, responsibility for the operations, 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 format of the application form for determination or a change in the voting option (Article 3.9, paragraph (5) of the BiH Election Law),
- d) format 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 format 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).

**Article 2**  
**(Definitions)**

Certain terms used in this Rulebook shall mean:

- a) "Provisional Voters' Register" means an excerpt from the records of the Central Voters' Register which is used for the purpose of enabling public insight into the data contained in the Central Voters' Register.
- b) "Final Voters' Register" means the register of voters who have the right to vote for an elections in BiH.
- c) "Excerpt from the concluded final Central Voters' Register" contains data from the Central Voters' Register for the conduct of elections in BiH.

- d) “Authorized representative of a political entity” means a person authorized to represent a political party, who is registered in the court register, an independent candidate, a person authorized by all presidents of political parties members of the coalition and a person authorized by all independent candidates.
- e) “Combination” refers to a set of all ballots for all levels of the government for which elections are conducted, handed to the voter by a member of the polling station committee responsible for distribution of ballots.
- f) “Excerpt from the Central Voters' Register for out-of-country voting” contains data on citizens of BiH who registered for out-of-country voting.

## **CHAPTER II            DEADLINES FOR SUBMITTING AND CONCLUDING CENTRAL VOTERS' REGISTER**

### **Article 3**

#### **(Deadlines for concluding and confirming final Centar Voters' Register – Article 3.6, paragraph (6), item a) of the BiH Election Law)**

(1) The BiH Central Election Commission shall conclude and confirm the Central Voters' Register with a cross-section on following days:

- a) a day before elections are announced with a cross-section 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 contained 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. An integral part of this decision is the Central Voters' Register in electronic form, determined by this decision, which will be used for the elections, and which will not be published in the official gazettes.

(4) The decision on concluding the Central Voters' Register for voters who vote through the mobile team shall be determined by a special decision of the Central Election Commission of BiH.

### **Article 4**

#### **(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), items b) and c) and Article 3.6, paragraph (6), item b) of the BiH Election Law)**

(1) The Ministry for Human Rights and Refugees of BiH shall, at the request of the Central Election Commission of BiH, submit data on changes in the records of displaced persons, including corrections of incomplete data (spelling errors in name or surname, errors in Personal Identification Number (loc. JMBG), etc.) in an electronic form and a hard copy, quarterly in a non-election year, and once a month in an election year until the deadline specified in paragraph (3) of this Article for changing the voting option of a displaced person.

(2) Ministry for Human Rights and Refugees of BiH shall submit the list of persons who lost the status of displaced persons.

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

(4) A citizen of BiH who temporarily lives abroad, or a citizen of BiH who has status of a refugee from BiH, shall be required to submit registration for out-of-country voting no later than 90 days prior to the date of the election. In the event voter fails to submit the registration within the deadline specified above, his/her name shall be contained in the excerpt from the Central Voters' Register for the appropriate polling station within the basic electoral unit in which the voter has residence.

(5) During the election period the Central Election Commission of BiH shall inform the voters referred to in paragraphs (2) and (3) of this Article in an appropriate manner about the method and deadlines for registration, determination or change of the voting option.

### **CHAPTER III          CENTER FOR VOTERS' REGISTER**

#### **Article 5**

##### **(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 in each 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 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 as should they shall be visibly marked.

#### **Article 6**

##### **(Equipment - Article 3.8, paragraph (5) of the BiH Election Law)**

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 7**

##### **(Training – Article 3.8, paragraph (2) of the BiH Election Law)**

In addition to the training of the staff of the Center for Voters' Register conducted by the competent municipal body in cooperation with the Municipal Election Commission, the training of this staff shall be also done by the Central Election Commission of BiH in cooperation with the election commission of the basic constituency in case of special specialized trainings set forth by the BiH CEC's Plan and program for the education of election management bodies' members.

**Article 8**  
**(Competences – Article 3.8, paragraph (3), item f) of the BiH Election Law)**

(1) In addition to the competencies determined by Article 3.8 paragraph (3) of the Election Law of BiH, the Center for Voters' Register shall:

- a) 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) take part in displaying excerpt from the Provisional Central Voters' Register,
- c) provide technical assistance to the election commission of the basic constituency in appointment of polling station committees (assisting with lottery draw, preparation of appointment decisions, training of polling station committees, etc.),
- d) provide technical assistance to the election commission of the basic constituency when verifying and preparing polling stations for elections,
- e) provide technical assistance to the election commission of the basic constituency in the campaign to inform the voters on all segments of the electoral process,
- f) issue a confirmation note to the displaced person on receiving application referred to in Article 12, paragraph (1) of this Rulebook,
- g) following receipt of the application issues a certificate to the voter referred to in Article 13, paragraph (5) of this Rulebook, and
- h) if necessary, provides technical assistance to the election commission of the basic constituency in aggregating election results at the level of the basic constituency and at the order issued by this election commission submits to the BiH Central Election Commission results from all regular polling stations in electronic version, prepared in a computer program received from the BiH CEC, for all levels and all categories (by political entities and candidates within political entities).

(2) The Center for Voters' Register shall submit a weekly report to the BiH Central Election Commission through the competent election commission.

(3) The report shall contain information on all changes made in the Central Voters' Register for the reporting period (name, last name, personal identification number, date and type of change made).

**Article 9**  
**(Responsibility for the operations – Article 3.8, paragraph (5) of the BiH Election Law)**

(1) The competent body referred to in Article 5, paragraph (1) of this Rulebook shall be responsible for the operations of the Center for Voters' Register.

(2) The employees of the Center for Voters' Register shall be responsible for keeping of the official records, as well as for accuracy and update of all information kept and provided by the Center for Voters' Register and for all other duties under competence of the Center for Voters' Register set forth in the BiH Election Law and this Rulebook.

(3) If irregularities are discovered during the control, the election commission of the basic constituency shall initiate an ex-officio procedure against an employee of the Center for Voters' Register who violates the rights of a voter or a political subject in line with Article 6.2, paragraph (2) of the BiH Election Law and provisions of this Rulebook.

### **Article 10**

#### **(Working hours – Article 3.8, paragraph (5) of the BiH Election Law)**

- (1) Regular working hours of the Center for Voters' Register shall be identical to the working hours of the administrative body of the basic constituency.
- (2) If the work volume increases at a certain time period, the competent body referred to in Article 5, paragraph (1) of this Rulebook, may either independently or upon proposal of the election commission of basic constituency, 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 about the working hours of the Center in an appropriate manner.

## **CHAPTER IV VOTING OPTION**

### **Article 11**

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

- (1) The request for change of voting option shall be submitted by a displaced person in person on the PBO-1 application form for change of the voting option for displaced persons, which is an integral part of this Rulebook.
- (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' Register one of the valid identification documents referred to in Article 5.12, paragraph (4) of the BiH Election Law for identification purposes, and the copy of presented identification document shall be filed into the case file kept by the competent Center for Voters' Register.

### **Article 12**

#### **(Receipt of the 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 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 1991 Census.
- (3) The officer of the competent Center for Voters' Register shall certify authenticity of data entered 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 4, paragraph (2) of this Rulebook in order to update any changes in voting option.

### **Article 13**

#### **(Procedure and submitting of 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) A BiH citizen referred to in Article 3.16 of the BiH Election Law shall submit the application form for change of the voting option to the competent Center for Voters' Register on a PBO-2 application form for change of voting options for voters who voted outside BiH at the latest within the deadline laid down in Article 4, paragraph (2) of this Rulebook and under the procedure set forth in Article 11 of this Rulebook. The Center for Voters' Register shall through the election commission deliver all application forms for change of the voting option of the voters registered to vote outside BiH to the Central Election Commission of BiH within at least seven 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.

(2) In addition to the signed and filled in PBO-2 form, which is integral part of this Rulebook, a voter shall also have to present to the officer of the competent Center for Voters' Register one of the valid original documents referred to in Article 5.12, paragraph (4) or in Article 3.15, paragraph (4) of the BiH Election Law, in case of a refugee, 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.

(3) 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 4, paragraph (2) of this Rulebook in order to update any changes in voting option. Any requests submitted after expiry of this deadline shall be processed after the elections.

(4) 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 ballots in accordance with Article 5.18, paragraph (1) of the BiH Election Law.

(5) A citizens of BiH who has the right to vote and is not found on the concluded excerpt from the Central Voters' Register shall submit a request to the Center for Voters' Register. Following the verification process, the Center for Voters' Register shall provide the voter with a confirmation letter verified by the seal of the election commission of basic constituency and shall direct the voter to a polling station designated for voting by tendered-enveloped ballot papers to vote.

## **CHAPTER V            EXCERPTS FROM THE CENTRAL VOTERS' REGISTER**

### **Article 14**

#### **(Form and contents of the excerpts from the Central Voters' Register used for conduct of the elections - Article 3.10, paragraph (3) in conjunction with Article 20.8 of the BiH Election Law)**

(1) Based on electronic record of the Central Voters' Register the BiH, which is integral part of the decision referred to in Article 3, paragraph (3) of this Rulebook, the Central Election Commission shall draw up:

- a) excerpts from the final Central Voters' Register for voters voting at regular polling station,
- b) excerpts from the final Central Voters' Register for voters voting by mail,
- c) excerpts from the final Central Voters' Register for voters voting at a diplomatic-consular representation office of BiH (hereinafter: DCRO BiH),

- d) excerpts from the final Central Voters' Register for voters voting in absentia, and
- e) list of voters voting by tendered-enveloped ballot papers, relating to 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, and voters with residence in Brčko District of BiH whose names are not recorded in the excerpt from the Central Voters' Register, who will be allowed to vote using a tendered ballot in an envelope, provided that such voters present certificate issued by the Centre for Voters' Register confirming that their name was not recorded in any of the excerpts from the Central Voters' Register, along with their certificate of entity citizenship.

(2) Based on the information delivered by the election commission of basic constituency (hereinafter: election commission) and the decision referred to in Article 3, paragraph (4) of this Rulebook 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 referenda, 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 alphabets that are in the 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 15**

#### **(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 voters voting at regular polling station 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) Personal Identification Number (loc. JMBG) and the Personal 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) 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) Personal Identification Number (loc. JMBG) and the Personal Identification Number as a bar code,
- e) Municipality for which the voter votes, and
- f) Place designed for voter's signature also containing a combination sign.

(3) Excerpt from the final Central Voters' Register referred to in Article 14, paragraph (1), item 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 voting in 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:

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

### **Article 16**

#### **(Display of the excerpts from the Provisional Voters' Register – 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 120<sup>th</sup> day to 90<sup>th</sup> 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 that is integral part of this Rulebook by basic constituencies and polling stations from the previous elections and shall not contain information on the Personal Identification Number and address of the voters.

### **Article 17**

#### **(Delivery of excerpts – Article 3.7, paragraph (1) of the BiH Election Law)**

(1) Excerpts from the Central Voters' Register referred to in Article 16 of this Rulebook shall be delivered to the election commission.

(2) Election commissions shall be obligated to display excerpts from the Central Voters' Register referred to in Article 16, paragraph (2) of this Rulebook in order to provide citizens of BiH, who have the right to vote, with the 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 the competent body.

(3) Election commissions shall be obligated to appropriately inform the voters that the excerpt from the Central Voters' Register is in the Center for Voters' Register, in the local communities and other appropriate places defined in the Plan for displaying Provisions Voters' Register in order to provide them with the opportunity check the excerpt and to correct or supplement their data in the record of a competent 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 16, paragraph (1) of this Rulebook the Central Election Commission of BiH shall deliver to election commissions the application form referred to in Article 11 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 4, paragraph (3)

of this Rulebook and shall deliver them to the BiH Central Election Commission in an electronic form for the purpose of updating excerpts from the Central Voters Register for displaced persons.

### **Article 18**

#### **(Plan for the display of excerpts – Article 2.13 and 3.11 of the BiH Election Law)**

(1) Election commissions shall adopt a plan for the display of excerpts referred to in Article 16 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 i.e. available 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 the competent body. The excerpt from the Central Voters' Register shall be on display for 30 days starting from the date specified in Article 16, paragraph (1) of this Rulebook.

(2) Election commissions shall appropriately publish (website, bulletin board of the municipality/city, etc.) and deliver plans referred to in paragraph (1) of this Article to the Central Election Commission of BiH no later than 125 days prior to the Election Day. If the Central Election Commission of BiH concludes that plans referred to in paragraph (1) of this Article do not define appropriate method of informing the public and displaced persons, it shall instruct the election commissions to take additional measures and activities.

### **Article 19**

#### **(Excerpt from the final Central Voters Register for voters who are homebound due to illness, old age or disability – Article 3.14, paragraph (1), item 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 and 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 of 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 form, by entering data into the application, 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 consideration of 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 within 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) of this Article the 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 20**

### **(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), item 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 request from the competent 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, Personal 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 of 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) For the persons who do not have place of residence in the basic constituency in which the institution referred to in paragraph (1) of this Article is located, and who will be in the institution on the Election Day, the 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, by the permanent place of residence of the person confined in an institution, the information thereon so it could enter note MOBILE TEAM – INSTITUTION into section "signature" for the particular voter.

## **Article 21**

### **(Excerpts from the Central Voters' Register for political subjects – Article 3.1, paragraph (4) of the BiH Election Law)**

(1) An authorized representative of a political subject, who has a certified candidates' list for a level of authority i.e. constituency, may submit a written request for delivery of the excerpts from the Central Voters' Register within 45 days prior to the Election Day.

(2) The excerpts referred to in paragraph (1) of this Article shall be prepared according to the basic constituency in which voting is done and shall contain the following information.

- a. code and name of basic constituency,
- b. last name and the name of the voter, and a parent's name,
- c. date of birth,
- d. gender, and
- e. code of the polling station

(3) The BiH Central Election Commission shall electronically deliver the excerpts referred to in this Article.

## **Article 22**

### **(Excerpts from the Central Voters' Register for recall of an official and election of local self-government bodies – Article 3.1, paragraph (1) of the BiH Election Law)**

(1) Excerpts from the Central Voters' Register set forth in Article 14, paragraph (3) of this Rulebook 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. name of the municipality, city i.e. Brčko District of BiH,
- e. section for voters' signature, and
- f. personal identification number of voter

(2) Excerpts from the Central Voters' Register for recall of an official shall be prepared individually for every polling station and besides the information listed in paragraph (1) of this Article they shall contain the information on the polling station.

(3) Excerpts from the Central Voters' Register for election of a local self-government body shall be prepared individually according to populated area (street) that make appropriate body of local self-government and besides the information listed in paragraph (1) of this Article they shall contain the information on the name of the populated area.

(4) Excerpts referred to in paragraph (1) of this Article shall be prepared by the BiH Central Election Commission at the request of a competent body.

(5) The competent body shall submit the request referred to in paragraph (4) of this Article no later than 30 days prior to the Election Day and the request shall be accompanied by the decision on calling of the elections with the date of the elections, which is published in the official gazettes as well as the act on determination of local communities on the territory of municipality/city for which the elections are conducted.

(6) The BiH Central Election Commission electronically submits the excerpts referred to in this Article and the competent election management body shall be responsible for printing of the excerpts.

### **Article 23**

#### **(Special mark in the concluded excerpt from the Central Voters' Register)**

The BiH Central Election Commission shall place the mark: “\*” in the section for voter’s signature referred to in Article 15, paragraph (1), item g) of this Rulebook for all voters for whom the center for voters’ register has in cooperation with the competent registry office determined that their names are found on the excerpt from the Central Voters’ Register but the checks established that they are deceased persons for whom the competent registry office has issued a death certificate.

## **CHAPTER VI REGISTRATION OF VOTERES FOR OUT-OF-COUNTRY VOTING WHO ARE RECORDED IN THE CENTRAL VOTERS' REGISTER**

### **Article 24**

#### **(Submission of registration application forms for refugees and persons with temporary residence abroad who are recorded in the Central Voters' Register – Article 3.15 of Election Law of BiH)**

(1) A citizen of BiH with a temporary residence or a refugee status who is recorded in the Central Voters’ Register and wishes to be included in the excerpt of the Central Voters’ Register for out-of-country voting shall be required to submit a registration for each election cycle and indicate preference between voting in diplomatic and consular office of BiH abroad and voting by mail, as detailed under the provisions of Article 3.15, Paragraph (5) of Election Law of BiH.

(2) The method of submission of registration electronically shall be defined in the Instruction on the Procedure of Dispatch, Receipt, Processing, Archiving and Protection of Electronic Registrations of Citizens of Bosnia and Herzegovina for Electronic Out-of-Country Voting (herein referred to as: the Instruction).

(3) In the event the registration is not submitted as specified under the provisions of Article 3.15, Paragraph (5) of Election Law of BiH, the Central Election Commission of BiH shall notify the applicant in writing, by fax or telephone, of a deadline for elimination of identified shortcomings.

(4) The applicant who fails to act in line with the provisions of Paragraph (3) of this Article, shall remain registered in the Central Voters’ Register for voting in Bosnia and Herzegovina.

### **Article 25**

#### **(Layout and Content of PRP Registration Form – Article 3.15 Paragraph (8) of Election Law of BiH)**

(1) The specification of the layout and content of PRP Registration Form for citizens of BiH to register to vote is an integral part of this Rulebook.

(2) Completion of form specified under Paragraph (1) of this Article, shall be performed electronically, through the on-line portal.

(3) The Central Election Commission of BiH shall enable access to the on-line portal to citizens of BiH, in line with the deadlines specified in this Rulebook.

## **Article 26**

### **(Procedure of completing, signing and attaching the registration form and documentation)**

(1) The registration form for out-of-country voting must be fully completed by the applicant who will only be able to use his/her email address once for one registration.

(2) Once the registration form is completed, the applicant shall print it and sign it using the same signature used on the ID document enclosed to the registration.

(3) In addition to uploading the photo, scan or other type of electronic version of the signed registration form, the applicant shall also use the on-line portal to upload the following documents in photo or other type of electronic format:

a) Registration form with signature,

b) Proof of identity, and

c) Proof of address of residence abroad for voters voting by mail issued by the appropriate institution within the period of the last three months, except in situations where the valid personal ID document issued by the host country contains the address of residence abroad.

(4) In the context of the provisions of Article 3.15 of Election Law of BiH, the following uploaded electronic versions of valid documents shall be considered credible proof of identity of voters who temporarily reside outside BiH:

a) Copy of BiH ID card – both sides, or

b) Copy of BiH passport – section with personal information and photo, or

c) Copy of BiH Driving License – both sides.

(5) In addition to proof of identity specified under the provisions of Paragraph (4) above, a refugee may also upload a copy of a valid ID document with photo issued by the host country or a refugee card issued by the host country or an international organization.

(6) A voter shall be required to specify the voting preference in the registration form, specifically, indicate the preference between voting by mail and voting in diplomatic-consular office of BiH abroad. Should the voter fail to specify the voting preference, as stipulated by the provisions of this Paragraph, such voter shall be allowed to vote by mail.

(1) A voter from Brčko District of BiH who has not selected the entity voting option, shall be required to specify the entity voting option for the General Elections in the registration form for out-of-country voting, to be able to exercise his/her right to vote. Should the voter specified in this Paragraph fail to specify the entity option, such voter shall not be entered in the excerpt of the Central Voters' Register for the General Elections and shall therefore not be able to exercise his/her right to vote out-of-country in that election cycle.

## **Article 27**

### **(Registration Processing – Article 3.15 Paragraph (5) of Election Law of BiH)**

(1) Following receipt of the registration application form, the Central Election Commission of BiH shall process the registration using the software for out-of-country voters (on line portal).

(2) In the event the registration does not contain all documents specified under the provisions of Article 3.15 paragraphs (3) and (4) of Election Law of BiH, the registration shall be considered

incomplete or inaccurate and the Central Election Commission of BiH shall instruct the voter in writing to eliminate the identified shortcomings within seven (7) days of receipt of the notice from the Central Election Commission of BiH.

(3) Elimination of shortcomings, correction of errors or uploading of additional electronic documentation can only be done through the on-line portal.

#### **Article 28**

##### **(Rejection of registration, Article 3.15 of Election Law of BiH)**

(1) If the applicant fails to eliminate the shortcomings or correct errors identified in the registration, as specified under the provisions of paragraphs (2) and (3) of Article 27 of this Rulebook, the Central Election Commission of BiH shall issue a decision to reject the registration and refuse to register such voter in the excerpt of the Central Voters' Register for out-of-country voting.

(2) The Central Election Commission of Bosnia and Herzegovina shall issue a decision on rejection of received registration applications that are found upon verification not to meet the requirements, or not to be authentic.

#### **Article 29**

##### **(Notification and data protection)**

(1) The Central Election Commission of BiH shall notify the applicant of all status changes, shortcomings and its decision on the outcome of the registration process through the on-line portal and by email, using the email address provided in the application for registration.

(2) Data submitted in the process of application for registration for out-of-country voting shall be processed in accordance with the Law on Protection of Personal Data of BiH, taking into account the principles of personal data protection.

(3) Upon the request of the applicant, the Central Election Commission of BiH shall remove all data kept on the on-line portal.

#### **Article 30**

##### **(On-line portal access and functionality issues)**

(1) In situations when the on-line portal is not functioning or not available due to unforeseen circumstances, the Central Election Commission shall be able to use a different system of electronic submission of registration applications and documents for registration of voters for out-of-country voting.

(2) The Central Election Commission shall notify BiH citizens with residence outside of BiH of any changes to electronic registration of voters for out-of-country voting using its official website, through diplomatic-consular offices of BiH or using another appropriate channel of communication.

### **CHAPTER VII OUT-OF-COUNTRY VOTING REGISTRATION OF REFUGEES WHO ARE NOT REGISTERED IN THE CENTRAL VOTERS' REGISTER, CONTENT AND PROCESSING OF REGISTRATION APPLICATION FORMS**

### **Article 31**

#### **(Registration and entry of refugees who are not registered in the Central Voters' Register)**

(1) Submission of applications for registration of refugees into Central Voters' Register is an ongoing process, while the registration for voting is done in accordance with the deadlines determined by the Central Election Commission for the current election cycle.

(2) A refugee who is not registered in the Central Voters' Register, who wishes to be registered for out-of-country voting, shall be required to submit the registration application form for entry into Central Voters' Register for out-of-country voting, in line with the procedure specified under the provisions of Article 24 of this Rulebook.

(3) The following documents shall also be required, in addition to signed registration application form for entry into Central Voters' Register:

- a) Proof of identity, as specified in paragraphs (4) or (5) of Article 26 of this Rulebook.
- b) Proof of citizenship – a copy of BiH passport, page with photo and personal information or citizenship certificate issued by the competent authority within the past six (6) months,
- c) Proof of residence – a copy of ID card issued prior to 1991, or a proof that the applicant was listed in the 1991 census in BiH.
- d) Proof of address of residence abroad, as specified in Paragraph (6) Article 26 of this Rulebook.

### **Article 32**

#### **(Layout and content of the ZPU application form for registration of refugees in the Central Voters' Register – Article 3.15 Paragraph (3) of the Election Law of BiH)**

(1) The specification of the layout and the content of the application form for registration of refugees in the Central Voters' Register for out-of-country voting is an integral part of this Rulebook.

(2) The Central Election Commission of BiH shall enable completion of the application form through the on-line portal, as well as download of the application form specified under the provisions of Paragraph (1) of this Article from the site of the Central Election Commission of BiH and internet sites of state bodies and other institutions dealing with refugees and migration issues.

### **Article 33**

#### **(Processing of ZPU application forms - Article 3.15 of the Election Law of BiH)**

(1) The Central Election Commission of BiH shall process application forms as specified in the Instruction, and subject to fulfilment of conditions specified under Article 29.b of this Rulebook, issue a decision on registration of a refugee into the Central Voters' Register for out-of-country voting.

(2) In the event the registration application form does not contain all documents specified under the provisions of Article 3.15, Paragraph (3) of the Election Law of BiH, or the application form is found to be incomplete or inaccurate, the Central Election Commission of BiH shall instruct the voter in writing to eliminate the identified shortcomings within seven (7) days of receipt of the notice from the Central Election Commission of BiH through the website of the Central Election Commission [www.izbori.ba](http://www.izbori.ba), using the contact information specified in the application, or using a different channel of communication.

(3) If the applicant fails to act as specified under the provisions of Paragraph (2) above, his/her application for out-of-country voting shall be rejected and the decision on rejection of the application

shall be posted on the official website of the Central Election Commission of BiH [www.izbori.ba](http://www.izbori.ba), taking into account the principles of personal data protection, as specified under the provisions of the Law on Personal Data protection.

(4) The Central Election Commission of BiH shall post the excerpt of the Central Voters' Register for out-of-country voting on its official website, without personal data, in line with the Law on Personal Data Protection.

## **CHAPTER VIII SPECIAL RECORDS**

### **Article 34**

#### **(Types of records – Article 3.2, paragraph (3) and Article 3.6, paragraph (2), item 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) Last name,
- b) Name,
- c) Name of one parent,
- d) Personal 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 35**

#### **(Manner of Data Entering – Article 3.2, paragraph (3) and Article 3.6, paragraph (2), item d) of the BiH Election Law)**

(1) For persons referred to in Article 30, paragraph (1) of this Rulebook the facts shall be recorded in section "Note" referred to in Article 3.10, paragraph (1), item 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 30, paragraph (1), item a) of this Rulebook – PS number and date of decision, and
- b) for persons referred to in Article 30, paragraph (1), item 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 in line with the law, information registered in the section "Note" shall be erased and the person's right to vote shall be reinstated.

**Article 36**  
**(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 – registration form for BiH citizens registering for out-of-country voting,
- d) Form of the excerpts from the Central Voters' Register (IPCBS – excerpt from the provisional CVR);
- e) Form of the final excerpt from the Central Voters' Register (IKCBSR – excerpt from CVR- for voters voting at the regular polling station, IKCBSMT – for voters with special needs, CBSN- excerpt from CVR for voters voting by tendered ballots; IKCBSO – excerpt from the CVR for voters voting in absentia, IKCBSID – register for voters voting outside BiH, IKCBSDKP – excerpt from CVR for voters voting at DCRO BiH; ICBSOF – excerpt for recall of an official; ICBSMZ – excerpt for election of local self-government bodies; ICBSPS – excerpts for political parties); and
- f) A confirmation for voting by tendered-enveloped ballot for voters outside BiH;
- g) PUCBS – application for registration of a refugee in the Central Voters 'Register

**Article 37**  
**(Ineffectiveness)**

The Rulebook on the Use and Preparation of Excerpts from the Central Voters' Register (Official Gazette of BiH, No. 29/18), the Rulebook amending the Rulebook on the Use and Preparation of Excerpts from the Central Voters' Register (Official Gazette of BiH, No. 62/18), the Rulebook amending the Rulebook on the Use and Preparation of Excerpts from the Central Voters' Register (Official Gazette of BiH, no. 25/20) and the Rulebook amending the Rulebook on the Use and Preparation of Excerpts from the Central Voters Register (Official Gazette of BiH, number 38/20) shall become ineffective on the day this Rulebook enters into force.

**Article 38.**  
**(Entry into force and publication)**

The Rulebook shall enter into force on day of its publication in the Official Gazette of BiH, and shall be published in the Official Gazette of the Federation of BiH, the Official Gazette of the RS and the Official Gazette of Brčko District of BiH and on the web page of the BiH Central Election Commission, [www.izbori.ba](http://www.izbori.ba).

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Sarajevo, May 4, 2022

President

Dr. Suad Arnautović