



**RUULEBOOK  
ON THE USE AND PREPARATION OF EXCERPTS FROM THE CENTRAL VOTERS'  
REGISTER**

Pursuant to Article 2.9, paragraph 1, point 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 and 31/16), the Central Election Commission of Bosnia and Herzegovina, at its 14<sup>th</sup> session held on April 19, 2018 adopted

## **RUULEBOOK ON THE USE AND PREPARATION OF EXCERPTS FROM THE CENTRAL VOTERS' REGISTER**

### **CHAPTER I           INTRODUCTORY NOTES**

#### **Article 1 (Scope)**

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 used for conduct of elections (Article 3.7 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 form 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 have the following meaning:

- a) Provisional voters' register means an excerpt from the records of the Central Voters' Register used for public scrutiny of the information contained in the Central Voters' Register.
- b) Final voters' register means a record on voters who have the right to vote at an election in BiH.
- c) Excerpt from the concluded final Central Voters' Register contains the information from the Central Voters' Register for conduct of elections in BiH.
- d) Authorized representative of a political subject means a person authorized to represent a political party, who is registered in the court registry, an independent candidate, a person authorized by presidents of political parties, members of a coalition and a person authorized by all independent candidates, members of the list of independent candidates.

## **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), 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 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), 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, at the request of the BiH Central Election Commission, deliver the information on changes in the records of displaced persons, including corrections made to the incomplete data (spelling errors in the name or last name, errors in a number of personal identification number, etc.) quarterly in a non-election year, and in the election year once a month by deadline set forth in paragraph (2) of this Article for changing of displaced person's voting option.

(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.

(4) The BiH Central Election Commission shall in the election period appropriately inform the voters referred to in paragraphs (2) and (3) of this Article about the manner 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 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 for Voters' Register. The regulation shall define internal organization and systematization of the Center, management of the Center, competences, 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 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)**

The training of the Center's employees shall be conducted by the election commission of basic constituency based on the education plan and program for members of the election management bodies, which is adopted by the BiH Central Election Commission.

#### **Article 8**

##### **(Competencies - Article 3.8, paragraph (3), point f) of the BiH Election Law)**

(1) Apart from competences set forth in Article 3.8, paragraph (3) of the BiH Election Law, 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 the process of displaying excerpt from the provisional Central Voters' Register,
- c) provide technical assistance to the election commission of the basic constituency during appointment of polling station committees (assisting in the lottery draw, preparation of decisions on appointment, training of the polling station committees, etc.),
- d) provide technical assistance to the election commission of the basic constituency during verification and preparation of polling stations for the elections,
- e) provide technical assistance to the election commission of the basic constituency in the campaign to inform the voters about all segments of electoral process,
- f) issue confirmation to the voter referred to in Article 13, paragraph (7) of this Rulebook participate in displaying the excerpts from the provisional Central Voters' Register,
- g) after a request received, issue a confirmation on receipt of the request referred to in Article 12, paragraph (1) of this Rulebook to the displaced person, and
- h) if necessary, provide technical assistance to the election commission of basic constituency during consolidation of election results at the level of basic constituency and on the order of this election commission delivers to the BiH Central Election Commission results from all regular polling stations in electronic format prepared in the computer program received from the BiH Central Election Commission for all levels and all categories (by political subjects and candidates within political subjects).

(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 work – 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 work of the Center for Voters' Register.
- (2) The employees of the Center for Voters' Register shall be responsible for keeping of 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 in 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 on 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 file 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 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 4, paragraph (1) 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 voting option to the competent Center for Voters' Register on a PBO-a application form for change of voting options for voters who voted outside BiH within the deadline set forth 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 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.

(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 a valid original document referred to in Article 5.12, paragraph (4) or in Article 3.15, 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.

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

(5) 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 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 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 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 election commission of basic constituency (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 alphabets 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 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 regular voters 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) 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) 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 combination sign.

(3) Excerpt from the final Central Voters' Register referred to in Article 14, 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.

(5) 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 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 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 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 of Provisions Voters' Register Display in order to provide them with the opportunity check the excerpt and 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 16, paragraph (2) 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 electronic format 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 responsible 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 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 do not define appropriate method of informing the public and displaced persons, it shall instruct 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), 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 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), 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, 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 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 in line with 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, and
- e) section for voters' signature

(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 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.

**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), point 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 VOTERS FOR VOTING OUTSIDE BiH**

**Article 24**

**(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 on the forms referred to in Articles 25 and 26 of this Rulebook.

**Article 25**

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

(1) Design and contents of the PRP-1 application form for the BiH citizens registering for the first time to vote outside BiH is the integral part of this Rulebook.

(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 national bodies' web pages, and Offices of governmental and non-governmental organizations dealing with refugees and migration affairs.

#### **Article 26**

##### **(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) Design and contents of the PRP-2 application form referred to in paragraph (1) of this Article is the integral part of this Rulebook.

#### **Article 27**

##### **(Method of delivery – Article 3.15, paragraph (5) of the BiH Election Law)**

(1) Application form and documentation shall be delivered: by fax, to P.O.Box, in person or by e-mail.

(2) If the delivery is done electronically (via e-mail) it shall be done separately for every person regardless of whether they are members of the same family and the documentation listed in Articles 25 and 26 of this Article shall have to be:

- a) legible and scanned in electronic format .jpeg or .pdf so that each individual document does not exceed 1MB with 1:1 ratio,
- b) each document shall be saved as individual data file named according to its contents,
- c) individually scanned and the data file shall be named according to its contents, and
- d) e-mail subject shall contain name and last name of the person submitting the application. All data files with the documents are to be attached to the e-mail message and sent to [prijavapp@izbori.ba](mailto:prijavapp@izbori.ba).

#### **Article 28**

##### **(Processing of application – Article 3.15, paragraph (5) of the BiH Election Law)**

(1) BiH citizens who have the right to vote set forth in Article 24 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.

(2) 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.

(3) 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 either incomplete or incorrectly completed, the BiH Central Election Commission shall through the official web page, [www.izbori.ba](http://www.izbori.ba), inform the applicant thereof. The applicant shall have seven days following publication of the notice to remove all found shortcomings.

(4) For the applications where the verification has revealed that residential address is identical in several cases, the BiH CEC shall carry out an inspection by phone listed in the application, and in cases where it is determined that application was not sent personally, such application will be rejected

(5) For the Application referred to in paragraph (4) of this Article that do not contain telephone contact details, the BiH CEC shall act in the manner set forth in paragraph (3) of this Article.

(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 29**

##### **(Rejection of the application- Article 3.15 of the BiH Election Law)**

If the applicant fails to act in accordance with Articles 25, 26, 27 and 28 of this Rulebook and if the principles set forth in Article 28, 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](http://www.izbori.ba).

## **CHAPTER VII SPECIAL RECORDS**

#### **Article 30**

##### **(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) 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 31**

##### **(Manner of Entering Data – Article 3.2, paragraph (3) and Article 3.6, paragraph (2), point 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), 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 30, paragraph (1), point a) of this Rulebook – PS number and date of decision, and
- b) for persons referred to in Article 30, 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 32 (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 (IPCBS – excerpt from the provisional CVR);
- f) Form of the final excerpt from the Central Voters’ Register (IKCBSR – excerpt from CVR- for regular voters, 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
- g) A confirmation for voting by tendered-enveloped ballot for voters outside BiH.

### **Article 33 (Ineffectiveness)**

Enforcement of the Rulebook on maintaining the Central Voters’ Register (Official Gazette of BiH, 32/16) shall become ineffective by entry into force of this Rulebook.

### **Article 34 (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](http://www.izbori.ba).

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Sarajevo, April 19, 2018

President

Dr. Irena Hadžiabdić