

BOSNA I HERCEGOVINA  
CENTRALNA IZBORNA KOMISIJA  
SREDIŠNJE IZBORNO POVJERENSTVO



БОСНА И ХЕРЦЕГОВИНА  
ЦЕНТРАЛНА ИЗБОРНА КОМИСИЈА

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

**Sarajevo, May 2024**

Pursuant to Article 2.9, paragraph 1, point 2, and in line with Article 3.18 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, 41/20, 38/22, 51/22, 67/22 and 24/24), the Central Election Commission of Bosnia and Herzegovina, at its 20<sup>th</sup> session held on May 3, 2024 adopted

**RUULEBOOK**  
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**CHAPTER I            INTRODUCTION**

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

The Rulebook on the 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 (7), points a) and b) of the BiH Election Law).
- b) the manner, responsibility for the operations, deadline for establishment, and other pertinent issues essential for the operation of the Center for Voters' Register (Article 3.8, paragraph (5) of the BiH Election Law),
- c) contents and format of the form for determination or 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 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 (10) of the BiH Election Law), and
- f) the format of the application form referred to in Article 3.15, paragraphs (1), (4) and (7) of the BiH Election Law, manner and procedure of verifying accuracy of information contained in the documents 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 (14) 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 in an election in BiH.
- c) "Excerpt from the concluded final Central Voters' Register" contains the information from the Central Voters' Register for the 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.
- e) “Combination” refers to a collection of ballot papers for all levels of authority for which elections are conducted, which the voter receives at the polling station from the member of the polling station committee responsible for issuing ballots.
- f) “Excerpt from the Central Voters’ Register for voting outside BiH” shall encompass information regarding individuals who are citizens of Bosnia and Herzegovina and are registered to cast their votes outside of Bosnia and Herzegovina.

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

### **Article 3**

#### **(Deadlines for concluding and confirming final Central Voters’ Register – Article 3.6, paragraph (7), 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 as of 24:00 hours,
  - b) for voters voting outside BiH, 75 days prior to the Election Day at 24:00 hours,
  - c) for voters voting at the regular polling station, 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 registered in each constituency, and shall be published in the Official Gazettes. The electronic Central Voters’ Register, determined by this decision, is integral part of the decision and shall be used for the election. The electronic Central Voters’ Register shall not be published in the Official Gazettes.
- (4) The BiH Central Election Commission shall determine the Decision on conclusion of the Central Voters’ Register for voters voting by the mobile team by a separate decision.

#### **Article 4**

##### **(Deadlines and procedure for delivery of data on the changes in the records of displaced persons and records of the citizens who vote outside BiH - Article 3.6, paragraph (2), points b) and c) and Article 3.6, paragraph (7), point b) of the BiH Election Law)**

- (1) The BiH Ministry of 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 the personal identification number, etc.) in electronic form and printed, twice in a non-election year, and in the election year until March 31.
- (2) The BiH Ministry of human rights and refugees shall provide a list of persons who have lost the status of a displaced person.
- (3) Displaced persons referred to in paragraph (1) of this Article shall have the right to determine or to change their voting option at the competent Center for Voters' Register no later than 75 days prior to the Election Day.
- (4) A BiH citizen temporary residing abroad or a BiH citizen having the status of a refugee from BiH, shall submit the application for out-of-country voting no later than 75 days prior to the Election Day. If an individual fails to submit the application within the specified period, they will be included in the excerpt from the Central Voters' Register at the corresponding polling station in the basic constituency where they have permanent place of residence.
- (5) 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 the Center's operations, responsibility of the Center's employees, as well as other issues relevant to Center's operations.
- (3) The offices in which the main registers are kept and safeguarded, as well as the offices available to the public, can be used as the Center for Voters' Register, and as such 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 training conducted by the competent municipal body in collaboration with the municipal election commission, staff of the Center for Voters' Register shall also receive training from the Central Election Commission of BiH. This training is conducted in cooperation with the election commission of the respective basic constituency, particularly for specialized topics outlined in the training plan and program for members of election management bodies of the Central Election Commission of Bosnia and Herzegovina.

**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 a confirmation receipt for the application referred to in Article 12, paragraph (1) of this Rulebook to a displaced person
- g) issue confirmation to the voter referred to in Article 13, paragraph (5) of this Rulebook based on the submitted application, 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 form, 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 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 format 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 (3) 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 (3) 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 (5) or in Article 3.15, paragraph (9) 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 (3) 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) the list of voters who vote with tendered-enveloped ballots includes voters registered to vote outside Bosnia and Herzegovina who are present in the country on the day of the election, voters who turn 18 after the conclusion of the Central Voters' Register and whose names are not found on the excerpt from the Central Voters' Register, and voters with residence in the Brčko District of BiH whose names are not on the excerpts from the Central Voters' Register. These voters are allowed to vote with tendered-enveloped ballots if they submit a certificate issued by the Center for the Voters' Register confirming that their name is not listed on any excerpt from the Central Voters' Register and a 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), point e) shall be identical to the excerpt from paragraph (1) of this Article except it shall not contain the information on voters.

(4) The excerpt from the Central Voters' Register referred to in paragraph (1) of this Article for voters 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.

(3) The Central Election Commission of Bosnia and Herzegovina facilitates public access to temporary excerpts from the Central Voters' Register by displaying them on its website.

#### **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 (1) 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), 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 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 their medical treatment in their 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 sent 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 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), 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 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. last name and the name of the voter,
- b. date of birth,
- c. name of a parent
- d. name of the municipality i.e. constituency for which the voter has the right to vote
- e. name and number of 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 the 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 an asterisk (\*) in the section designated for the voter's signature, as specified in Article 15, paragraph (1), point g) of this Rulebook, for all voters whose names appear on the excerpt from the Central Voters' Register but are confirmed, through cooperation with the competent registry office, to be deceased individuals for whom a death certificate has been issued.

## **CHAPTER VI REGISTRATION OF VOTERS FOR VOTING OUTSIDE BiH REGISTERED IN THE CENTRAL VOTERS' REGISTER**

### **Article 24**

#### **(Application procedure for refugees and persons temporarily residing abroad and is registered in the Central Voters Register - Article 3.15 of the BiH Election Law)**

(1) A citizen of Bosnia and Herzegovina (BiH) who holds temporary residence or refugee status and is registered in the Central Voter's List must submit an electronic application for each election, opting to vote either at diplomatic consular representation offices or by postal voting. This requirement is mandated by Article 3.15, paragraph (10) of the BiH Election Law.

(2) The electronic submission of the application follows the procedures outlined in the Instruction on the procedure for sending, receiving, processing, archiving, and protecting electronic applications of BiH citizens for voting outside of BiH (hereinafter referred to as the "Instruction").

(3) If the application is not submitted according to the procedure specified in Article 3.15, paragraph (10) of the BiH Election Law, the Central Election Commission of BiH shall notify the applicant in writing, by fax, or by telephone, specifying a deadline for the applicant to rectify the identified deficiencies.

(4) Failure to comply with the requirements outlined in paragraph (3) of this Article will result in the applicant remaining registered in the Central Voters' Register for voting in Bosnia and Herzegovina.

## **Article 25**

### **(Format and content of the application form PRP-1 and distribution– Article 3.15, paragraph (13) of the BiH Election Law)**

- (1) Format and contents of the PRP-1 application form for the BiH citizens registering for the first time to vote by-mail or at the DCRO is the integral part of this Rulebook.
- (2) The completion of the form referred to in paragraph (1) of this Article shall be done electronically, through an online portal.
- (3) The Central Election Commission of Bosnia and Herzegovina shall grant access to the online portal to citizens of Bosnia and Herzegovina in accordance with the deadlines stipulated by this Rulebook.

## **Article 26.**

### **(Filling Out, Signing, and Attaching Application Forms and Documentation)**

- (1) The electronic application form for voting outside of BiH must be completed in full by the applicant, and each email address may be used only once and for one application.
- (2) Upon completion of the electronic application form, the applicant must print and sign it, ensuring the signature matches the one on the identification document submitted with the application.
- (3) Alongside the application form, which must be either photographed, scanned, or recorded in another electronic format and signed by hand, the applicant shall attach the following documents in a suitable electronic format via the online portal:
  - a) Electronic application form with signature,
  - b) Proof of identity,
  - c) Proof of correct address abroad for voters voting by mail issued by the competent authority, or a valid personal document issued by the host country containing the correct address of residence abroad.
- (4) Proof of identity for a refugee, as defined in Article 3.15 of the BiH Election Law, is considered valid when electronically attached in one of the following formats:
  - a) BiH identity card photographed, scanned, or copied in another electronic format, both sides, or
  - b) BiH passport photographed, scanned, or copied in another electronic format, including the section containing personal data and photo.
- (5) In addition to the proof of identity specified in paragraph (4) of this Article, a refugee may also attach a valid document with a photograph issued by the host country, or a refugee card issued by the host country or another international organization, photographed, scanned, or recorded in another electronic format. If the refugee changes their voting option that is registered in the Central Voters' Register, as per Article 20.8 of the Law, they must also submit proof of change of residence in Bosnia and Herzegovina.
- (6) In the application form for voting outside of BiH, the voter is required to declare their preferred voting method, indicating whether they will vote by mail or at a Diplomatic-Consular Representation Office (DCRO) of BiH abroad, along with specifying the DCRO's location. Failure to declare the method of voting will result in the voter being allowed to vote by mail.
- (7) A voter from the Brčko District of BiH who does not have a designated entity for voting must indicate the entity voting option for the General Election in the application form for voting outside of BiH in order to exercise their right to vote. Failure to specify the entity option as required in this

paragraph will result in the voter not being included in the excerpt from the Central Voters' Register for voting in the General Elections, thereby preventing them from exercising their voting rights outside of BiH for those elections.

#### **Article 27**

##### **(Processing of application – Article 3.15, paragraph (10) of the BiH Election Law)**

- (1) Upon receiving the application, the Central Election Commission of BiH shall process it through an electronic application system for voters casting their votes outside of BiH (online portal).
- (2) If the application lacks any of the required evidence stipulated in Article 3.15, paragraphs (7) and (8) of the BiH Election Law, or if the application form is incomplete or incorrectly filled out, the Central Election Commission of BiH shall notify the applicant. The applicant shall then be required to rectify these deficiencies within seven (7) days from the date of receiving the notification from the Central Election Commission of Bosnia and Herzegovina.
- (3) The applicant can only address deficiencies, irregularities, or supplement the application and electronic documentation through the online portal.

#### **Article 28**

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

- (1) If the applicant does not rectify the deficiency or irregularity in the application as specified in paragraphs (2) and (3) of Article 27 of this Rulebook, the Central Election Commission of BiH will decide to reject the registration of that voter in the Extract from CBS for voting outside BiH.
- (2) The Central Election Commission of Bosnia and Herzegovina shall reject applications that do not meet the prescribed conditions or for which credibility has not been established.

#### **Article 29**

##### **(Notifications and data protection)**

- (1) The Central Election Commission of BiH shall inform the applicant of all status changes, deficiencies, and decisions regarding the submitted application through the online portal and the email provided in the application.
- (2) Data submitted during the voter registration process for voting outside BiH shall be processed in accordance with the Personal Data Protection Law of BiH, adhering to the principles of personal data protection.
- (3) The Central Election Commission of Bosnia and Herzegovina shall delete all data from the online portal upon the applicant's request.

**Article 30**  
**(Non-functionality and unavailability of the online portal)**

(1) In the event of unforeseen circumstances causing the online portal to be non-operational or unavailable, the Central Election Commission of Bosnia and Herzegovina may employ an alternative electronic method for submitting applications and documentation for voter registration for voting outside Bosnia and Herzegovina.

(2) The Central Election Commission of BiH shall inform BiH citizens residing outside BiH about the procedure for modifying their electronic voter registration for voting outside BiH through the official website, DCRO BiH, or via another convenient method.

**CHAPTER VII: APPLICATION FOR REGISTRATION OF REFUGEES TO VOTE OUTSIDE OF BIH WHO ARE NOT REGISTERED IN THE CENTRAL VOTERS' REGISTER, CONTENTS OF THE APPLICATION FORM, AND APPLICATION PROCESSING**

**Article 31**  
**(Application and registration of a refugee who is not registered in the Central Voters' Register)**

(1) The submission of applications for registering refugees in the Central Voters' Register is an ongoing process, while applications for voting must adhere to deadlines set by the Central Election Commission of BiH for current elections.

(2) A refugees who is not registered in the Central Voters' shall electronically submit applications for registration in accordance with Article 24 of this Rulebook as to be registered to vote outside BiH.

(3) Along with the manually signed electronic application for registration in the Central Voters' Register, the following evidence must be attached:

- a) Proof of identity as stipulated in paragraph (4) or (5) of Article 26 of this Rulebook,
- b) Proof of citizenship, such as a copy of the BiH passport with a photo and personal data, or a certificate of citizenship issued by a competent authority not more than six (6) months old,
- c) Proof of residence, such as a copy of an identity card issued before 1991 or that the person is found on the 1991 Census of BiH,
- d) Proof confirming the correct residential address abroad, as specified in paragraph (3), point c) of Article 26 of this Rulebook.



### **Article 32**

#### **(Format and Content of the Request Form for the Registration of a Refugee in the Central Voter Register of the ZPU - Article 3.15 Paragraph (7) of the BiH Election Law)**

- (1) The format and content of the application form for refugees registered in the Central Voters' Register for voting outside BiH are integral parts of this Rulebook.
- (2) The Central Election Commission of BiH allows the completion or download of the application form -ZPU referenced in paragraph (1) of this Article through its official website, as well as through the websites of state bodies and other institutions involved in refugee and migration issues.

### **Article 33**

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

- (1) The Central Election Commission of BiH shall process applications for registration in the Central Voters' Register according to the procedures established in the Instructions. If the conditions outlined in Article 31 of this Rulebook are met, the Commission shall decide to register a refugee in the Central Voters' Register for voting outside BiH.
- (2) If the application lacks any of the evidence specified in Article 3.15, paragraph (3) of the BiH Election Law, or if the application form is incomplete or incorrectly filled out, the Central Election Commission of BiH shall notify the applicant. The applicant is required to rectify the identified deficiencies within seven (7) days from the date of notification. This can be done via the official website of the Central Election Commission of BiH at [www.izbori.ba](http://www.izbori.ba) or using the contact information provided in the application, or by another prescribed method.
- (3) If the applicant fails to comply with the procedure outlined in paragraph (2) of this Article, the application for voting outside BiH is rejected. The decision to reject the application shall be published on the official website of the Central Election Commission of BiH, [www.izbori.ba](http://www.izbori.ba), while adhering to the principles of personal data protection as stipulated in the Law on Personal Data Protection.
- (4) The Central Election Commission of Bosnia and Herzegovina shall publish an excerpt from the Central Voters' Register for voting outside Bosnia and Herzegovina on its official website, ensuring that no personal data is disclosed in accordance with the Law on Personal Data Protection.

## **CHAPTER VII SPECIAL RECORDS**

### **Article 34**

#### **(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) 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 (4) and Article 3.6, paragraph (2), point d) of the BiH Election Law)**

(1) For persons referred to in Article 34, 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 34, 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 their 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.

## **CHAPTER IX**

## **FINAL PROVISIONS**

### **Article 36**

#### **(Integral Part of the Rulebook)**

(1) The following shall make integral part 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- application form for BiH citizens who are registering to vote outside BiH
- d) Format of the excerpt 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 – form for registration in the CVR for a refugee.

**Article 37**  
**(Use of masculine and feminine expressions)**

Words that are, for the sake of clarity, listed in one gender in this Rulebook refer to both male and female genders without discrimination.

**Article 38**  
**(Ineffectiveness)**

Effectiveness of the Rulebook on the use and preparation of excerpts from the Central Voters' Register (Official Gazette of BiH, no.: 27/22) shall be terminated on the day of entry into force of this Rulebook.

**Article 39**  
**(Publishing in the Official Gazettes)**

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

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Sarajevo, 3<sup>rd</sup> May 2024

President

Dr. Irena Hadžiabdić