

REGULATION
ON ISSUANCE OF SHORT-STAY VISA (VISA “C”) AND AIRPORT TRANSIT
VISA (VISA “A”) IN DIPLOMATIC AND CONSULAR MISSIONS OF BOSNIA
AND HERZEGOVINA

A) GENERAL PROVISIONS

Article 1
(Subject of the Regulation)

- (1) This Regulation prescribes the procedure for issuance of short-stay visa (visa “C”) and airport transit visa (visa “A”) to foreign nationals in Diplomatic and Consular Missions of Bosnia and Herzegovina (hereinafter: DKP BIH).
- (2) Provisions of this Regulation shall be applied to activities of DKP BIH in solving all other issues relevant for issuing visas in cases that are not covered by separate regulation.

Article 2
(Authorized official)

- (1) Authorized personnel following procedures of DKP BIH, foreseen by this Regulation, are authorized diplomats and employees (hereinafter: authorized official) of the Ministry of Foreign Affairs of Bosnia and Herzegovina (hereinafter: the MVP BIH), assigned to DKP BIH.
- (2) The MVP BIH shall enact a separate Instruction on selection of authorized personnel to perform duties from the previous paragraph in compliance with the terms and criteria determined for work on the Central Database of Foreign Nationals (hereinafter: the SBPS).
- (3) In case of absence of an authorized official, Head of DKP BIH temporarily authorizes another diplomat, or employee, to perform duties referred to in Paragraph 1 of this Article while interim authorization is assigned to that person in accordance with the Instruction from the previous Paragraph.

Article 3
(Competence)

- (1) A foreign national shall submit visa application to the authorized DKP BIH, according to the place of applicant’s residence.
- (2) A foreign national can submit visa application to another DKP BIH in case of emergency, if it is convenient for an applicant or for other justified reasons.

B) PROCEDURE OF ISSUING VISAS IN DKP BIH

Article 4

(Visa application submission)

- (1) When submitting visa application in person, an authorized official of DKP BIH immediately verifies applicant's identity.
- (2) While submitting visa application, an applicant is obliged to provide personal and biometric data (photo, fingerprints, signature), when conditions for that are met.
- (3) The authorized official shall officially verify the validity of applicant's residence in the consular district of that DKP and in case of reasonable doubt about legal status of residence, the request shall be denied.
- (4) Exceptionally, DKP BIH may accept visa application that is not submitted by an applicant in person if an applicant contacts Honorary Consulate of Bosnia and Herzegovina in applicant's city of residence or nearby in order to verify applicant's identity by checking his/her personal documents, subject to authorization by the MVP BiH to Honorary Consul of BiH to perform such duty, as well as in cases referring to:
 - (a) holders of diplomatic and service passports/travel documents and holders of Laissez-Passer of the United Nations (hereinafter: the UN),
 - (b) issuing visa requested by the Ministry of Foreign Affairs of Foreign Affairs or Diplomatic or Consular Mission of applicant's state, the UN and its specialized agencies and other international organizations,
 - (c) issuing visa to members of national sport teams and associations participating in official sports competitions in Bosnia and Herzegovina, organized by international sports associations,
 - (d) issuing visa to members of cultural and artistic associations, companies, choirs, groups etc. to participate in cultural and entertaining events, when invited by prominent cultural and artistic institutions of Bosnia and Herzegovina,
 - (e) eminent persons and renowned business people or outstanding public figures in economy, politics, science, culture and sports,
 - (f) a person with disability, who is not able to approach to DKP BIH in person, but submitted a proof of disability,
 - (g) if such visa application procedure is regulated by a bilateral agreement.

Article 5

(Visa Application Form)

- (1) A request for visa issuance is submitted on visa application form (hereinafter: the Form) prescribed by the Regulation on Entry and Stay of Foreign Nationals at the earliest ninety (90) or at the latest seven (7) days before the date of travel.
- (2) The Form must be available at DKP BIH in official language/languages of Bosnia and Herzegovina and host country.
- (3) The Form is fulfilled in Latin and Cyrillic alphabet using capital letters and a foreign national is obliged to sign it in person.

Article 6

(Minors and legally incompetent persons)

- (1) For minors or legally incompetent persons visa application is submitted by legal representative or guardian with enclosed:
 - (a) birth certificate of a minor if parents are legal guardians or
 - (b) a decision of an competent authority on adoption or guardianship.
- (2) For a foreign national referred to in Paragraph 1 of this Article, who is not accompanied by its legal representative or guardian, a certified consent of legal representative or guardian must be enclosed along with his/her visa application, containing:
 - (a) personal data of legal representative or guardian,
 - (b) purpose of stay,
 - (c) period of stay,
 - (d) period of consent's validity,
 - (e) signature of legal representative or guardian.
- (3) Consent referred to in Paragraph 2 of this Article must be written in one of three official languages in Bosnia and Herzegovina, English or French or submitted in other language along with the translation certified by an authorized court interpreter, and if not given personally before the authorized official of DKP BIH the signature of a legal representative or guardian must be stamped by the competent authority.
- (4) Exceptionally, if a minor or legally incompetent foreign national travels in a group to participate in cultural, educational or sport events or for humanitarian reasons, and visa application could not be submitted in a country of legal representative's usual residence due to the reasons specified in Article 4 of this Regulation, visa application may be submitted by the responsible person from the group with appropriate documents enclosed.

Article 7

(General conditions for visa issuance)

- (1) With accurately fulfilled visa application form a foreign national is obliged to enclose:
 - (a) travel document,
 - (b) one color photo, size 35x45 mm, showing faithfully the holder of the travel document,
 - (c) evidence to support the purpose of his/her visit to Bosnia and Herzegovina, that accommodation has been provided as well as funds to support his/her stay in Bosnia and Herzegovina and return to home country or travel to a third country, means of transport, intention to return to home country and possibility to enter a third country and health protection coverage.
 - (d) proof of payment for visa application.
- (2) A photo referred to in Paragraph 1.b) of this Article must meet the following requirements:
 - (a) A photo must display a person with neutral face expression, a full frontal view of the face, open eyes and closed mouth,

- (b) Exceptionally, blind persons wearing dark glasses can enclose photos showing them wearing dark glasses,
 - (c) The photo of a person, wearing any head covering due to religious beliefs or medical reasons, must show cheeks, chin and forehead.
 - (d) A child must be photographed alone while the face must be fully visible and eyes open,
 - (e) Proportion of the head on the photo (from the tip of the chin to the top of the head) must be 2/3 of the photo's total height but cannot be higher than 36 mm. The head should be centered in the photo.
 - (f) The photo needs to be printed on high-quality shiny and smooth paper without rough surface using high quality color printing. The background of the photo should be light-colored, without patterns and providing sufficient contrast to the face and hair.
- (3) Exceptionally, persons who have to travel urgently for justified emergency reasons can enclose a photo that does not meet the requirements referred to in Paragraph 2.e) and f) of this Article.
- (4) If the application is accepted in compliance with Article 33 of the Law on Movement and Stay of Aliens and Asylum (hereinafter: the Law), it is being admitted and visa application data are entered in the SBPS in accordance with the regulation governing the SBPS.

Article 8

(The receipt seal)

- (1) Upon the receipt of visa application, the receipt seal of DKP BIH, confirming that visa issuance is allowed, shall be affixed to the copy of the application.
- (2) The receipt seal described in Paragraph 1 of this Article is rectangular-shaped, 40x15 mm in size and contains:
- (a) title of DKP BIH and name of the city where DKP BIH is located,
 - (b) space for required type of visa and the text "visa BIH",
 - (c) a column for date entry.

Article 9

(Documents in support of visa application)

- (1) For short-stay visa (visa C) an applicant shall enclose documents that confirm:
- (a) purpose of stay in Bosnia and Herzegovina,
 - (b) provided accommodation in Bosnia and Herzegovina,
 - (c) funds to support his/her stay in Bosnia and Herzegovina and return to home country or travel to a third country,
 - (d) means of transport, intent to return to home country and possibility to enter a third country, and
 - (e) health protection coverage.
- (2) For airport transit visa an applicant shall enclose documents which, following the transit, confirm the continuation of his/her travel to the final destination as well as information which may facilitate the assessment that an applicant has no intention to enter the territory of Bosnia and Herzegovina.

- (3) Number and type of documents from previous Paragraphs of this Article depend on possible risk of illegal migration and case-by-case basis.

Article 10

(Purpose of stay)

- (1) The purpose of stay supporting short-stay visa issuance (visa C) can be confirmed with the following documents:
- (a) letter of invitation,
 - (b) request of a foreign Diplomatic or Consular Mission accredited to host country,
 - (c) request of host country's Ministry responsible for foreign affairs,
 - (d) court order or other official invitation for a foreign national to appear before a court in legal proceedings to take place in BiH,
 - (e) official invitation for a competition, sent by national sports associations to be organized at the state level or the Olympic Committee of BiH, for participants of an international sports competition in BiH and accompanying staff (trainers, masseurs, medical staff, managers of sports associations or clubs),
 - (f) tourist voucher for a hotel or other accommodation, organized tourism arrangement etc.
- (2) Apart from documents referred to in Paragraph 1, the purpose of stay can be additionally supported with the following documents:
- (a) birth or marriage certificate if an applicant is a close family member of BiH citizen,
 - (b) confirmation of the organizer, with a copy of the invitation letter, proving that an applicant is a member of an official delegation invited by a foreign government or an international organization, traveling to Bosnia and Herzegovina to participate in conferences, meetings, negotiations or exchange programs,
 - (c) confirmation on admission to an educational institution in order to attend professional or theory courses, short-term vocational education or training,
 - (d) document to confirm reservation/payment for a berth of a vessel in Bosnia and Herzegovina or charter flight voucher,
 - (e) medical card of a health institution to confirm the need for health care in that institution and proof of sufficient funds to pay for a medical treatment,
 - (f) other relevant documents to confirm rationally the purpose and conditions of intended stay in BiH.

Article 11

(Accommodation)

- (1) Proof of accommodation can be confirmed with the following documents:
- (a) letter of invitation,
 - (b) relevant confirmation referred to in Article 10.f) of this Regulation,
 - (c) proof of rent or ownership of real-estate in Bosnia and Herzegovina,
 - (d) other relevant documents confirming the accommodation is provided in BiH.
- (2) Exceptionally, in justified cases, a foreign national may be exempted from submitting documents for provided accommodation in case of presenting the evidence of sufficient funds to cover the accommodation costs.

Article 12

(Means of subsistence)

- (1) The existence of sufficient means of subsistence during a foreign national's stay in BiH and for his/her return to home country or travel to a third country can be supported by one of the following documents:
 - (a) letter of invitation,
 - (b) possession of financial means in cash, national or foreign convertible currency,
 - (c) cashless payment means (traveler's checks, credit cards etc.) generally accepted by the banking system of BiH or an instrument enabling withdrawal of money in BiH or a guarantee of a bank from BiH which accepts cashless payment means that a foreign national is in possession of, under the condition that it does not refer to short-term payments of larger amounts of money aimed at making false financial statement (credibility),
 - (d) proof of payment for provided accommodation or organized travel,
 - (e) appropriate confirmation on regular source of income of an applicant or applicant's legal guardian,
- (2) It is considered that a foreign national who possesses a work permit in BiH shall be deemed to fulfill the requirements related to the possession of means of subsistence.

Article 13

(Means of travel and intent to return to home country)

- (1) Documents used to verify means of travel and intent to return to home country can be:
 - (a) return travel ticket,
 - (b) driving and vehicle licence in case of travel by car,
 - (c) employment verification letter, school enrolment verification letter or other confirmation of social or professional status.
- (2) Documents to provide evidence of applicant's intention to return to home country or to enter a third country can be proven by:
 - (a) return or round trip ticket reservation or a ticket for the continuation of a trip to a third destination,
 - (b) sufficient funds in destination country (bank statement), confirmation on regular source of income in country of origin or country of departure,
 - (c) employment verification letter, business trip to BiH, use of annual leave, retirement, proof on school holidays for children,
 - (d) confirmation on real-estate ownership,
 - (e) documents to prove close links with a country of residence, family ties, professional status, etc.

Article 14

(Health protection coverage)

- (1) Sufficient funding for health protection coverage may be proven by a letter of invitation or travel health insurance which can be individual or collective:

- (2) Visa applicant is obliged to pay for travel health insurance with an insurance company in a country of residence and if the aforementioned is not possible he/she should obtain travel health insurance in another country.
- (3) An individual or legal entity from Bosnia and Herzegovina, inviting an applicant, may in his/her favour conclude an agreement on travel health insurance with an insurance company in Bosnia and Herzegovina.
- (4) Minimum insured amount must be equivalent to 30 000 Euro.
- (5) Possible claims to insurance companies must be receivable in Bosnia and Herzegovina.

Article 15

(Letter of Invitation)

- (1) A foreign national, proving the purpose of stay, provided accommodation, sufficient means of subsistence and health protection in BiH by a letter of invitation, is obliged to enclose original letter of invitation together with visa application.
- (2) Exceptionally, for justified reasons, a foreign national can enclose a copy of invitation letter to visa application if the original is placed at the MVP BiH whereas DKP BiH is notified by the MVP BiH.

Article 16

(Court order or other official invitation)

- (1) A foreign national coming to BiH upon court order or other official invitation shall present original invitation letter to an authorized official of DKP BiH, and together with visa application enclose a copy of invitation letter and notification of a relevant authority containing:
 - (a) data on foreign national: name and surname, date and place of birth, citizenship, passport number, place of issuance and date of expiry of passport;
 - (b) purpose of visit,
 - (c) period of stay of a foreign national in BiH,
 - (d) data on accommodation in BiH,
 - (e) data on sponsor of foreign national's stay in BiH,
 - (f) name and surname, function (rank, position), address and contact phone that may provide relevant information about a foreign national.
- (2) Exceptionally, for justified reasons, a foreign national can enclose a copy of court order or other official invitation letter referred to in the previous Paragraph of this Article and without presenting original invitation letter to an authorized official of DKP BiH if the original or a certified copy is placed at the MVP BiH whereas DKP BiH is notified by the MVP BiH.

Article 17

(Validity of documents)

- (1) Documents to be enclosed with visa application, apart from passport, cannot be older more than three (3) months at the moment of submission.

- (2) Exceptionally, documents older than three (3) months may be accepted if an authorized official can undoubtedly verify the validity of data provided in documents.
- (3) If an authorized official cannot undoubtedly verify the validity of documents referred to in Paragraph 1 of this Article, notarization of documents can be required.

Article 18
(Translation)

If an authorized official, due to language or alphabet cannot verify the content of documents necessary for a visa, an applicant may be requested to enclose certified translation of documents to one of the official languages in BiH, English or French, as preferred by a foreign national.

Article 19
(Verification of data provided in visa application)

- (1) Responses to questions in visa application form must be accurate, complete and consistent.
- (2) The duration of requested stay must correspond to the purpose of stay and must be fully supported with the enclosed documents.

Article 20
(Travel document)

- (1) In accordance with international law practice, an authorized official of DKP BiH, shall verify if a travel document of visa applicant is regular and valid, enclosed documents to the visa application are complete and authentic as well as if there are legal impediments for visa issuance.
- (2) A foreign travel document is considered to be valid if it is not damaged, modified, forged or counterfeited, containing all enumerated pages, the information written in it is neat and clear, there are no stains or traces of data erasing, the photo must realistically display the image of a holder and that possible changes are made by an authorized institution and verified with a seal and signature.
- (3) A foreign travel document is considered to be valid if it is issued by an authorized institution, allows holder to return to the country that issued a travel document or enter a third country, as well as that the validity of a travel document must be at least three (3) months longer from the validity of a visa required by a foreign national.
- (4) In case of transit, travel document must be valid for entry into destination country or for the first country to enter from Bosnia and Herzegovina and, if necessary, to have a visa for that country.

Article 21
(Interview)

- (1) An authorized official shall conduct an interview with visa applicant in order to confirm the facts relevant for deciding on visa application. Following the

interview, an authorized official decides on visa application in accordance with Article 23 of this Regulation.

- (2) An authorized official takes note on the interview conducted.
- (3) Excluding provisions of the afore-mentioned Paragraphs of this Article, an interview with visa applicant requesting the issuance of a visa is not conducted in cases referred to in Article 4, Paragraph 4 of this Regulation.

Article 22

(Deciding on visa application)

- (1) Deciding on visa application is done by an authorized official on the basis of available facts and evidence and their free assessment, all together and individually, and their interconnectedness, specifically taking into account the security aspect, migration policy and responsibility of preventing illegal migration.
- (2) An authorized official shall deny visa application if there is a reasonable doubt concerning the validity of enclosed documents or their content, reliability of statements provided by a foreign national during an interview with regard to his/her stay or intention to return.

Article 23

(Additional documentation)

- (1) If in the process of deciding on visa application is assessed that there is a need to provide additional documents, visa applicant shall be informed appropriately and he/she will be given fifteen (15) days to complete the application.
- (2) If an applicant fails to supplement the application within given deadline it shall be considered that he/she withdrew the application and the official note concerning withdrawal shall be made upon which the file will be closed.

Article 24

(Approval)

- (1) When visa application is forwarded for approval as referred to in Article 31 Paragraph 3 of the Law, the visa shall be issued only upon received approval.
- (2) In case of received approval, an authorized official shall decide if a visa may be issued on the basis of submitted documentation and notice, for every case individually.

Article 25

(Deadline)

- (1) The deadline for processing visa application is 15 (fifteen) days from the date of submission.
- (2) The deadline as referred to in Paragraph 1 of this Article does not include the time necessary to supplement an application referred to in Article 23 of this Regulation.

Article 26

(Data entry into visa application form and its validity)

- (1) As prescribed by provisions of the Regulation on entry and stay of foreign nationals (Form number 2) data on visa sticker is entered electronically and contain:
 - a) title of DKP BiH issuing visa,
 - b) name and surname of a foreign national,
 - c) number of travel document,
 - d) sex,
 - e) date of birth,
 - f) code of the country that issued a travel document,.
 - g) type of visa
 - h) number of entries,
 - i) visa validity period,
 - j) length of stay,
 - k) number of persons inscribed to a travel document and accompanied by a travel document holder.
- (2) Below the column which shows the validity of a visa, the amount of consular fee charged or the word "GRATIS" is entered if a visa is issued free of charge.
- (3) Visa type shall be marked with a capital letter referred to in Article 28 of the Law. Number of persons inscribed to a travel document and accompanied by a travel document holder will also be inscribed.
- (4) Number of allowed days to stay in BiH, which may be equal or less than period of the visa validity for BiH, shall be entered next to visa validity period.
- (5) If number of allowed days is less than the visa validity period for BiH, a foreign national may enter BiH on any date within visa validity period, but must leave the country at latest on the date of expiry of allowed number of days.
- (6) If from the date of foreign national's entry into the country until the date of visa validity a shorter period of time than the number of approved days remains, a foreign national must leave the country prior to the visa expiration.
- (7) A visa is valid for period from 00:00 hours of the date inscribed as the date of commencement of the validity period until 24:00 hours of the date entered as the end date.
- (8) It is not possible to enter BiH at the date of visa expiry.
- (9) Exceptionally, as referred to in Paragraph 1 of this Article, due to humanitarian reasons, national interest or international obligation of BiH, in case of technical difficulties caused by force majeure, the visa form may be fulfilled with handwriting. No changes can be done on handwritten visa form. An authorized official is obliged to make official note on handwritten fulfilled visa form and inform the MVP immediately.

Article 27

(Cancellation of completed visa form)

- (1) Changes cannot be made on the sticker (form). If a mistake was made in filling out the form, the form must be cancelled.

- (2) The visa is canceled by placing the stamp “CANCELLED” on it and tracing a line with a sharp object over the visa sticker while the word “visa” is marked with indelible ink.
- (3) Date of cancelation, signature of an authorized official and a stamp are entered below the visa sticker in a way that signature and stamp cover part of visa sticker and part of a travel document page.
- (4) The stamp referred to in Paragraph 2 of this Article is of rectangular shape, 70x30mm in size, containing the word “CANCELLED” in Bosnian, Croatian, Serbian, English and French languages.

Article 28

(Affixing visa in a travel document)

- (1) Upon being accurately fulfilled a visa sticker shall be affixed on the first empty travel document page designated for a visa which must not contain any stamp or another mark.
- (2) The visa sticker is affixed in a way that its left and lower edge (machine-readable area) is aligned with the external edge of a travel document page.
- (3) The visa sticker shall be certified with the signature of Head of DKP BiH and a small round-shaped stamp of DKP BiH. The signature and stamp are entered on the right-hand side, outside of machine-readable area, so that they cover part of the visa sticker and a travel document page, without covering the data entered into areas with columns.
- (4) Provisions of this Article shall be applied accordingly even in cases when a visa sticker is affixed to a visa form referred to in Annex 1 of this Regulation.
- (5) Data on issued visa is entered into the SBPS in compliance with the regulation governing the SBPS.

C) PROCEDURE IN CASE OF VISA APPLICATION DENIAL

Article 29

(Visa application denial)

Visa application shall be denied if:

- a) there are reasons referred to in Article 39 Paragraph 1 of the Law,
- b) foreign national is in transit and does not comply with the conditions for the entry into a third country,
- c) there is a reasonable doubt that a foreign national shall not be use his/her stay for the intended purpose or there is a justified reason for non-issuance of a visa based on other provisions of the Law or some other regulation in force.

Article 30

(Notification on visa application denial)

- (1) Decision and reasons for denying a visa shall be delivered to visa applicant on the Form of Annex 2 of this Regulation.
- (2) Visa applicant confirms the receipt of the decision by signing a copy to be kept by DKP BiH and which shall be added to the file.

- (3) Exceptionally, if an applicant is not available, and previously asked for delivery of the notification electronically, the same shall be delivered electronically in compliance with Article 73 of the Law on Administrative Procedure (Official Gazette of BiH No. 29/02, 12/04, 88/07 and 93/09).
- (4) Data on denied visa is entered into the SBPS in compliance with the regulation governing the SBPS.

Article 31

(Complaint against the decision on visa denial)

- (1) The complaint against the decision on visa denial is allowed and can be submitted to the MVP BiH through DKP BiH within 15 days from the date of its receipt.
- (2) The complaint referred to in Paragraph 1 of this Article can be submitted only in written, in Bosnian, Croatian and Serbian language and exceptionally in English or French if there is no court interpreter for official languages of Bosnia and Herzegovina in a host country.
- (3) When making a complaint a fee shall be charged in compliance with the Law regulating this issue.

Article 32

(Complaint procedure)

- (1) Upon received complaint DKP BiH verifies if it is allowed, timely and submitted by an authorized person.
- (2) If a complaint is not allowed, timely or submitted by an authorized person DKP BiH shall deny it rendering a decision.
- (3) DKP BiH shall forward to the MVP BiH a complaint that is allowed, timely and submitted by an authorized person, enclosing the statement on the procedure carried out and a copy of the file, for a decision.

D) ISSUING VISAS UNDER SPECIAL CIRCUMSTANCES

Article 33

(Visa issuance under special circumstances)

- (1) Exceptionally from provisions referred to in Article 9 of this Regulation, a visa referred to in Article 39 Paragraph 2 of the Law may be issued to a foreign national if:
 - a) he/she received a court order or invitation by state authority of Bosnia and Herzegovina,
 - b) there are humanitarian reasons (urgent medical assistance, organ donation, unforeseen event involving close family members or other justified cases of humanitarian nature),
 - c) force majeure (war, natural or other disaster, change of flight in air transport or change in other means of transport due to objective reasons caused by weather conditions, strikes, etc.) and
 - d) there are other specifically justified reasons.
- (2) A visa referred to in Paragraph 1 of this Article may be issued only with the prior consent of the MVP BiH.

Article 34

(Visa issuance for holders of diplomatic or service travel documents)

- (1) If a holder of diplomatic or service travel document travels on official business and is in possession of an adequate invitation or request by:
 - a) BiH state authority,
 - b) international organization,
 - c) Ministry of Foreign Affairs of a foreign country,
 - d) foreign diplomatic or consular mission accredited to BiH, he/she is exempted from submission of documents referred to in Article 7 Paragraph 1 Items c) and d) of this Regulation.

As described in the previous Paragraph of this Article, a visa can be issued to a holder of diplomatic or service travel document, when travelling for private reasons to BiH upon the request of the Ministry of Foreign Affairs of a foreign country or a diplomatic and consular mission of home country of a person asking for a visa.

Article 35

(Issuing visa to a foreign national appointed to BiH)

- (1) Short-stay visa (visa C) is issued to foreign nationals appointed to BiH as members of:
 - a) diplomatic or consular mission accredited to BiH,
 - b) the United Nations and other specialized bodies of the United Nations accredited to BiH,
 - c) international organizations accredited to BiH and their family members, members of their household and all persons encompassed by the Regulation on conditions and process of issuing special ID cards for work in diplomatic and consular missions and international organizations accredited to BiH.
- (2) A visa referred to in Paragraph 1 of this Article shall be issued upon the request of the Ministry of Foreign Affairs or diplomatic and consular mission accredited to BiH.
- (3) Persons referred to in Paragraph 1 of this Article are exempted from submission of documents referred to in Article 7 Paragraph 1 Items c) and d) of this Regulation.
- (4) Visa referred to in Paragraph 1 of this Article is issued for one travel and is valid between one (1) and three (3) months depending on the distance of person's home country.
- (5) Visa referred to in Paragraph 1 of this Article may be issued only with the prior consent of the MVP BiH.

E) TECHNICAL MATTERS RELATED TO KEEPING FILES ON VISA APPLICATION REQUESTS AND RECORDS

Article 36

(Visa application files)

- (1) Visa application file contains:

- a) Completed visa application form with a photo of visa applicant and designated file number under which the file has been entered into the electronic register for processing the visa application,
 - b) A copy of a travel document (the page containing personal data, pages containing all valid visas and the residence permit, pages containing visas for BiH issued previously, pages with special notes – note on entry ban to a third country etc.),
 - c) enclosed documents or copies of enclosed documents,
 - d) proof of payment of a consular fee,
 - e) a copy of issued visa,
 - f) if necessary, other documents related to the case.
- (2) An authorized official shall make notes in the file regarding all oral statements of an applicant and other actions relevant to the procedure that are not supported with the appropriate documents.

Article 37
(Closing the file)

Visa application file is closed:

- a) when the procedure has been carried out, the visa has been issued and a travel document has been returned to a foreign national,
- b) when the procedure has been carried out and the visa has been denied, a foreign national is informed about the reasons for denying a visa and when the deadline for a complaint has expired,
- c) when the procedure is carried out and a visa is denied, a foreign national filed a complaint that has been denied,
- d) if a foreign national within fifteen (15) days from the date of the notification receipt has not responded to calls for an interview or failed to supplement the application,
- e) if a foreign national withdraws his/her application,
- f) if the procedure has been carried out and the visa may be issued but the applicant, after being informed of 30 days deadline in which he/she is obliged to claim the visa, failed to do so without specifically justified reason.

Article 38
(Central Database on Foreign Nationals)

- (1) Data on visa applications is kept in an information system – SBPS as described in Article 145 of the Law and other regulations governing the issue of the central register and data exchange.
- (2) DKP BIH keeps separate register on received, issued and cancelled visa stickers (forms).

F) TRANSITIONAL AND FINAL PROVISIONS

Article 39 (Annexes)

Annexes 1 and 2 are printed as an integral part of this Regulation.

Article 40

The Regulation on procedure for issuing visas in diplomatic and consular missions of Bosnia and Herzegovina and technical matters on issuance of airport transit visa (visa A) and transit visa (visa B) (Official Gazette of BiH No. 26/09) shall cease to be applied from the date of entry into force of this Regulation.

Article 41

This Reregulation shall enter into force on the eight day from the day after its publication in the Official Gazette of BiH”.

Number 08/-2-30-156/13
1 July 2013
Sarajevo

Minister
Dr. Zlatko Lagumdžija (m.p.)

ANNEX 1
Form for affixing the visa

BOSNIA AND HERZEGOVINA

FORM FOR AFFIXING THE VISA
A0000000

Embassy/Consulate-General

Surname

Stamp

Name

Signature

Date of birth

Date

Passport number

Space for visa sticker

ANNEX 2
Form for visa denial
Bosnia and Herzegovina
Embassy / Consulate General of BiH

Number: _____

Date: _____

As referred to in Article _____ of the Law on Movement, Stay and Asylum (Official Gazette of BiH No. 36/08 and 87/12) and Article 31 of the Regulation on issuance of short-stay visa (visa C) and airport transit visa (visa A) in diplomatic and consular missions of Bosnia and Herzegovina (Official Gazette of BiH No. ____), Embassy / Consulate General of Bosnia and Herzegovina resident in _____ issues

DECISION

To deny issuance of a visa for short-term stay (visa C) submitted to this Embassy/Consulate General by _____ ,

(full name and surname of applicant)

citizen of _____ with travel document number _____ ,
(name of country)

issued by _____ .
(institution and name of country)

EXPLANATION

LEGAL REMEDY

A complaint against this decision can be submitted to the MVP BiH through this diplomatic and consular mission within fifteen (15) days from the date of receipt of this decision.

M.P.

Signature of authorized official

Delivered to:

- applicant
- MVP BiH