



REPUBLIC OF SERBIA

Ministry of Interior

# REGULATIONS ON IDENTITY CARD

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*Note:* This is a true translation of the original document

Original title:

*PRAVILNIK O LIČNOJ KARTI*

*„Službeni glasnik Republike Srbije” br. 11/07*

Translation date: February 2008.

Pursuant to Article 6, paragraph 2, Article 7, paragraph 1, Article 8, paragraph 2, Article 10, paragraph 7, Article 14, paragraph 2, Article 15, Article 17, paragraph 2, Article 18, Paragraph 2, and Article 25, paragraph 3, of the Identity Card Law (RS Official Gazette, No. 62/06),

The Minister of Interior Affairs hereby enacts the following

## **REGULATIONS ON IDENTITY CARD**

### **I. BASIC PROVISIONS**

#### Article 1

These regulation shall regulate the identity card form, protective elements, form of the application certificate and forms for keeping records of identity cards, as well as the way of issuing identity cards, way of taking the biometric data and size of photograph, requirements for the issuance of identity cards at shorter notice, way of annulling identity cards and keeping records of identity cards.

#### Article 2

A contact microcontroller may be embedded in the identity card form only with the consent of the person to whom the identity card is being issued and in that case, the residence and address of the person to whom the identity card is being issued shall not be entered in the identity card form.

Only the data referred to in Article 8, paragraph 1, of the Identity Card Law (RS Official Gazette, No. 62/06)(hereinafter: the Law) may be entered in the contact microcontroller.

### **II. IDENTITY CARD FORM**

#### Article 3

The identity card form shall be of rectangular shape, in the form of a card, size 54 x 86.6 mm, made of polycarbonate with PVC overlay, three colours applied, with prevailing blue shades on the front side of the form.

The identity card form shall be made up to the ISO/IEC 7810 standard with regard to dimensions and physical characteristics and up to the ISO/IEC 10373 standard with regard to physical characteristics testing and it shall consist of several layers having the specified laser activity characteristics.

#### Article 4

The identity card form shall include the following:

1) On the front side, on which a graphic presentation of the territory of the Republic of Serbia and a stylised bronze figure motif are printed, in the central part, the words «Republic of Serbia» and «IDENTITY CARD», in two lines, in the Serbian language and Cyrillic script and in the English language, as well as in the national minority language and script, in conformity with law.

The headings «Surname», «Personal name», «Date of birth», «Sex», «Reg. no.», «Date of issue», «Valid until» and «Document issued by» are underneath the mentioned text, in eight lines, in the Serbian language and Cyrillic script and in the English language, with space for entering data in the national minority language and script.

The stylised coat of arms of the Republic of Serbia in a neutral protective motif is in the upper left hand corner.

The space for identity card holder's photograph, 50 x 50 mm, is under the coat of arms.

On the right hand side, there is a place for a reduced black/white photograph and under that, place for a digital image of the identity card holder's signature.

2) On the back side, in the upper middle part, headings with the text: «CPR.NR.», «State of birth», «Place and municipality of birth» and «Residence and address», in four lines, in the Serbian language and Cyrillic script, and in the English language, with space for entering data in the national minority language and script.

In the top left corner, there is space for symbolised mark of the document and below that, an arrow showing the direction in which the identity card is to be put into the document reader.

In the top right corner, there is an elliptical space with soft edges, for the digital image of the identity card holder's fingerprint.

In the bottom part, there is space for the mechanically legible zone and the identity card serial number.

In the central left part of the back of the identity card form, there is a space in which the contact microcontroller may be embedded, with the consent of the person concerned.

#### Article 5

The protective elements of the identity card form are as follows: microprint, optically variable colours (for graphic presentation of the territory of the Republic of Serbia), guilloche lines, print in several applied colours, printed background, rainbow print, UV print, UV fibres, kinegram and MLI zone.

#### Article 6

The identity card form is attached to these Regulations and makes up an integral part of them.

### III. IDENTITY CARD ISSUING

#### Article 7

A person who is entitled to an identity card under the Law may file the application for an identity card with the Ministry of Interior Affairs organisational unit covering the applicant's residence in the Republic of Serbia.

If the person referred to in paragraph 1 of this Article lives abroad, he/she may apply for an identity card also through the competent diplomatic or consular mission of the Republic of Serbia which has at its disposal the equipment for taking the biometric data.

#### Article 8

An identity card is issuable on the basis of an application made in writing and it must include the clearly written data referred to in Article 13.

If the parents of an applicant have no central population registry number or if that number is unknown, the parent's name and surname should be stated in the application for identity card.

The language and script in which data should be entered in the identity card should also be stated in the application.

It should be stated in the application whether the person to whom the identity card is being issued is agreeable to the contact microcontroller being embedded in the identity card form.

#### Article 9

The applicant has to sign the application. If the applicant is illiterate or is unable to sign for some other reasons, the application should be signed for the applicant by a person duly authorised by him/her, who has to state his/her name, address and identity card number, in addition to the applicant's name.

#### Article 10

When presenting the application for an identity card, the applicant must show his/her identity card or some other document on the basis of which it is possible to establish his/her identity, birth certificate, marriage certificate if the surname has been changed on marriage, certificate of citizenship only when the identity card is being issued for the first time under the Law, and other documents corroborating the application data, and attach the following to the application:

- 1) A 50x50 mm photograph depicting the applicant's image truly – in the case of a person being issued the identity card for the first time under the Law. The photograph may not be older than six months and it must be up to the requirements set in Article 21 of these Regulations,
- 2) Evidence of payment of the charge for the identity card form and making of the identity card.

#### Article 11

When receiving the application for an identity card, the officer concerned has to establish the applicant's identity, as well as whether the application includes the requisite data, whether the application has been signed and whether the requisite documents and evidence have been presented and/or attached.

Should it be found that the submitted application is incomplete, i.e., that the applicant has not presented the requisite documents and evidence because of which it is not possible to process the application, the officer concerned has to point out the faults to the applicant and set a reasonable term within which the applicant would have to make them good.

If the applicant fails to make the faults good within the set term, the applicant will be deemed to have withdrawn the application and be notified accordingly.

#### Article 12

If the receiving officer finds that an application for identity card is in order and that it can be processed, he has to write and sign a note at a suitable place in the application confirming that the application has been submitted in compliance with the Law and these Regulations.

#### Article 13

The applicant should be issued a certificate on submission of the application for identity card.

The certificate referred to in paragraph 1 of this Article should be issued on a 21 x 15 cm white paper form which is attached to these Regulations and makes up an integral part of them.

#### Article 14

Having received an application for identity card and taken the biometric data, the competent diplomatic or consular mission of the Republic of Serbia has to forward the both without undue delay to the Ministry of Interior Affairs – City of Belgrade Police Administration for processing.

#### Article 15

The officer processing an application has to check the identity card records, establish identity, citizenship and other data of importance for decision-making.

The officer concerned has to confirm the checking done and action taken by his/her signature on the application for identity card.

#### Article 16

When the issuing of an identity card is called for because of the necessity to need to receive medical treatment, illness or death of a family member, urgent business travel or because of other justified reasons, the applicant concerned has to attach to the application also the proof of validity of the reasons for the identity card to be issued at short notice (physician's certificate, cable announcing the death of family member, travel orders, certificate of marriage, company registration certificate and the like).

#### Article 17

When a new identity card is applied for the reason referred to in Article 19, paragraph 1, item 2, of the Law, the photograph on the identity card shall be regarded as one that no longer matches its holder's image, if the identity card holder's image has changed substantially in consequence of natural changes and changes resulting from physical impacts (surgery, injury, etc.).

#### Article 18

For the purpose of checking on the correctness of the taken data, the officer processing an application has to sign in electronic form the individual phases and the identity card issuance procedure as a whole.

#### Article 19

The identity card should be handed over to the applicant in person on the premises of the Ministry of Interior Affairs or through a diplomatic or consular mission of the Republic of Serbia.

An identity card may be handed over, as well as applied for outside the premises of the Ministry of Interior Affairs only exceptionally, when clearly justified reasons exist for that (illness or old age of the applicant, serving a prison sentence, sojourn in special establishments, etc.).

### **IV. TAKING BIOMETRIC DATA**

#### Article 20

On the occasion of submission of an application for identity card, the following biometric data should be taken from the person to be issued the identity card:

- 1) Photograph;
- 2) Fingerprint;
- 3) Signature.

For the purposes of these Regulations, the taking of biometric data means the taking of the data referred in paragraph 1 of this Article using appropriate equipment and their translation into digital form (hereinafter: the taking).

#### Article 21

The photograph should be taken using a digital camera or by scanning the photograph attached to the application.

The photograph referred to in paragraph 1 of this Article has to be up to the following requirements:

- 1) Size 55x50 mm;
- 2) Face spreading on 70-80% of its area;
- 3) That it is sharp and clear, of high quality, without stains and scratches;
- 4) Face pointed at the camera directly, both edges of the face visible, without smile or grimace, mouth closed;
- 5) Natural complexion;
- 6) Eyes open and clearly visible (without any hair over the eyes);
- 7) Uniform grey background;
- 8) In the case of spectacle-wearers: eyes clearly visible, frame not covering any part of the eyes, without reflection;
- 9) Other persons, parts of furniture or other objects may not be seen on the photograph.

#### Article 22

The taking of fingerprints should be done using a print scanner and it means the taking of prints of the left and right forefingers by rolling the fingers in one direction from one edge of the nail to the other.

If the applicant has no index finger, the print of the next finger should be taken in the following order: thumb, middle finger, ring finger and little finger.

The officer concerned should make a note, at a suitable place, of the fingers from which the prints were taken or of the fact that the taking of fingerprints was not possible and confirm that by his/her signature.

#### Article 23

Exceptionally, if the taking of fingerprints with the means of a scanner is not possible for any reason or if the thus taken fingerprints cannot serve for biometric processing purposes, the prints should be taken in the conventional way, mechanically on cardboard. The thus taken print should be scanned.

In a case referred to in paragraph 1 of this Article, a note should be written in the identity card application stating that fingerprints were taken in the conventional way.

#### Article 24

If a person has no fingers, the place on the identity card form intended for the fingerprint picture should be marked NA (not accessible).

#### Article 25

A signature should be taken using a signature digitalising board. The taken signature must be legible, written in small letters and be a true copy of the original.

If a person is illiterate or if the taking of his/her signature is not possible for any other good reason, the space for signature on the identity card form should be left empty.

## **V. IDENTITY CARD ANNULMENT**

#### Article 26

The previously issued identity card should be annulled when the new one is being handed over. An identity card should be annulled by perforating it in the presence of the person concerned.

The annulled identity card should be entered in appropriate records and be annulled in the electronic form immediately.

Annulled identity cards should be destroyed at the Ministry of Interior Affairs before a commission and a record should be made of that.

#### Article 27

The provisions of Article 26 of these Regulations shall apply accordingly to the annulment of an identity card in a case referred to in Article 20, paragraph 3, of the Law.

## **VI. IDENTITY CARD RECORDS AND FORMS FOR KEEPING SUCH RECORDS**

#### Article 28

The Ministry of Interior Affairs shall keep records of identity cards in compliance with the Law.

#### Article 29

The records of identity cards should be kept on the automatic data processing means.

#### Article 30

The records of identity cards consist of the following:

- 1) Register of issued identity cards;
- 2) Register of applications for identity cards;
- 3) Register of annulled identity cards;
- 4) Register of identity cards which have been declared invalid;

The registers referred to in paragraph 1 of this Article should be kept on Forms 1-4, which are attached to these Regulations and make up an integral part of them.

#### Article 31

A card file of issued identity cards should also be kept in addition to registers.

The card file referred to in paragraph 1 of this Article, which consists of scanned pictures of the applications for identity cards, with attached documents, should be kept so that there is a card in electronic form for each issued identity card.

The card containing the applicant-related data referred to in Article 13 of the Law and the picture of its biometric data, should also include the names and surnames of parents and if their central population registry number is not known, serial and registry number of the issued identity card, its validity and date of issue.

The card should also include the signature of the officer who had processed the identity card application, handover date of the identity card and signature of the person to whom the identity card has been handed over or the officer's note stating that the identity card was handed over through a diplomatic or consular mission of the Republic of Serbia.

#### Article 32

The data entered in the registers referred to in Article 30 of these Regulations and cards in electronic form for issued identity cards should be kept for good.

#### Article 33

The Ministry of Interior Affairs should inactivate in the card file of issued identity cards any identity card as soon as it finds out that its holder's Republic of Serbia citizenship has ceased.

The identity cards issued to the persons referred to in Article 32 of the Law should also be treated in the same way as that referred to in paragraph 1 of this Article as soon as their validity runs out.

#### Article 34

According to Article 31 of the Law, the identity card records which were kept in accordance with the Regulations of Form, Issuance Procedure and Way of Keeping Records of Identity Card Records (SRS Official Gazette, No. 47/74) constitute an integral part of the identity card records kept in accordance with the provisions of these Regulations.

Entries and changes in the data in the identity card records referred to in paragraph 1 of this Article should be made in accordance with the Regulations in accordance with which such records were kept until the effective date of these Regulations.

### VII. TRANSITIONAL AND CONCLUDING PROVISIONS

#### Article 35

The provisions of these Regulations shall also apply to the issuing of identity cards to the persons referred to in Article 32 of the Law.

The validity of the identity cards issued to the persons referred to in paragraph 1 of this Article may not exceed the deadline provided by Article 32 of the Law.

#### Article 36

Pending the creation of technical and other conditions for the issuing of identity cards in accordance with these Regulations, they may be issued in accordance with earlier regulations, provided that their validity does not exceed the deadline provided by Article 31 of the Law.

#### Article 37

The validity of the Regulations of Form, Issuance Procedure and Way of Keeping Records of Identity Cards (SRS Official Gazette, No. 47/74) shall expire as of the effective date of these Regulations.

#### Article 38

These Regulations shall come into force on the eighth day upon their publication in the Republic of Serbia Official Gazette.

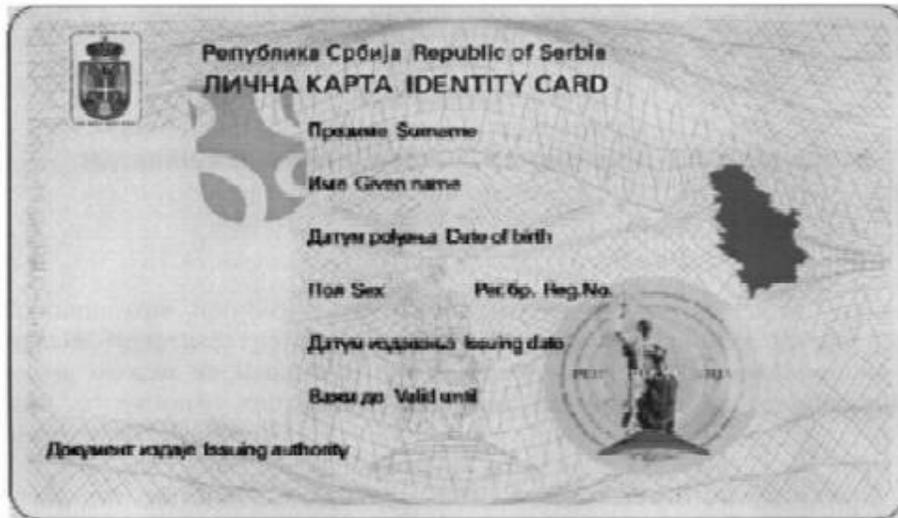
01 Number 13095/2006-3  
Belgrade, 22 January 2007

(signed)

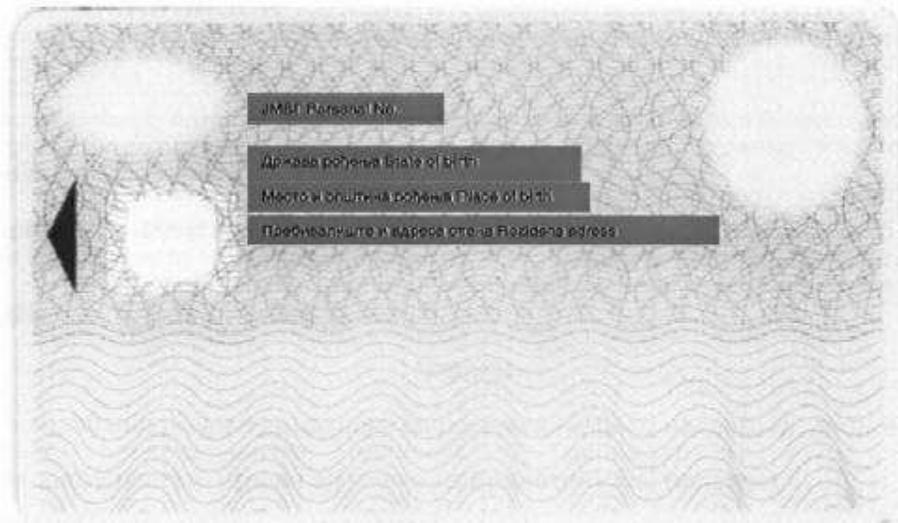
Minister  
**Dragan Jočić**

## Identity card form

### Front



### Back



**Certificate form**



Republic of Serbia

\_\_\_\_\_  
(name of authority)

\_\_\_\_\_  
(organizational unit)

Number  
\_\_\_\_\_

Date \_\_\_\_\_

**CERTIFICATE**

Issued pursuant to Article 15 of the Identity Card Law (RS Official Gazette, No. 62/06.

\_\_\_\_\_,  
(surname, name of one parent, given name)  
has applied to the Ministry of Interior Affairs for an identity card.  
Application received under no. \_\_\_\_\_, of \_\_\_\_\_ year.

OFFICER

**Form 1**

**REGISTER  
OF ISSUED IDENTITY CARDS**

Ser. number (Register number)	Surname and given name of person	CPR No.	Identity card serial number	Date of issue	Date of handover	Remarks
1	2	3	4	5	6	7

**REGISTER  
OF SUBMITTED IDENTITY CARD APPLICATIONS**

Ser. number (Register number)	Date of application and authority to which it was submitted	Applicant's CPR No.	Applicant's surname and given name	Parents' CPR No. (or their surname and given name)	Day, month and year of birth	Place, municipality and state of birth	Identity card serial number	Remarks
1	2	3	4	5	6	7	8	9

**REGISTER  
OF ANNULLED IDENTITY CARDS**

Ser. number (Register number)	Surname and given name of person	CPR No.	Identity card serial number	Date of annulment	Remarks
1	2	3	4	5	6

**REGISTER  
OF IDENTITY CARDS DECLARED INVALID**

Ser. number (Register number)	Surname and given name of persons	CPR No.	Identity card serial number	Date of reporting loss of identity card	Number and date of decision declaring the identity card invalid	Remarks
1	2	3	4	5	6	7