



## Guidance on applying for a BiH passport

Embassy of Bosnia and Herzegovina issues passports to citizens of Bosnia and Herzegovina residing abroad for more than three months, or to those who have resided abroad for less than three months in case that their passport has expired, or was otherwise destroyed, damaged, stolen or lost. A damaged passport should be submitted to the Embassy, and destroyed, lost, or stolen passports must be reported following the instructions located on the Embassy's website: "[Report a lost, stolen or a destroyed passport](#)".

A passport is a document that establishes the bearer's identity and nationality. It is issued with a validity period of 10 years or with a validity period of 5 years for children who have not yet reached the age of 7.

The standard processing time for a passport is 30 days, while the statutory requirement is 60 days from the date of application.

### Procedures and Conditions on Issuing a BiH Passport

- Passport applications must be submitted in person.
- The person applying for a passport must have a Unique Master Citizen Number (hereafter, JMBG) registered in the Central Records.
- Applicants are advised to contact the Embassy prior to their arrival to verify that their JMBG is registered.
- Those persons who do not have a registered JMBG must apply to do so following the instructions located on the Embassy's website: "[Registration of JMBG in the Central Registry database](#)". Applying to register your JMBG is free of charge.
- Persons with a national ID card issued after 2003, within the framework of CIPS, have their JMBG registered in the Central Records.

### Passport Application for Adults

When applying for a passport the applicant must, among other things, provide details on the city and the municipality in which he or she is registered in birth registry books and in the BiH Citizens Register, have their biometric data (a photograph, fingerprints and signature) recorded, and submit the following documents:

1. A valid BiH national identity card or other official document (a valid BiH passport), to support the identity, residence and BiH citizenship of the applicant



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2. Your most recent BiH passport
3. Proof of legal status in Canada (e.g. visa) and proof of residence (e.g. driver's license from a Canadian province , etc.)
4. Money Order payable to t he Embassy of Bosnia and Herzegovina in the amount of 202.00 CAD (consular fee for passport 182 CAD + shipping charge 20.00 CAD).

### **Passport Application for M inors**

Passport application for a child under the age of 18 must be submitted in person by the child's parents or legal guardians in the presence of the child. If one parent is unable to come in person, the absent parent must provide a written consent for the issuance of a passport to their child, which has previously been signed in the presence of a Justice of the Peace as a witness to the absent parent's consent.

The child and the parents (o r legal guardians of the child) must have a registered JMB.

In case that **one parent was awarded custody of the child**, it is necessary to submit the court decision in order to establish parental consent and possibly request an opinion from the Department of Social Protection.

When applying for your child's passport the following documents must be su bmitted:

1. A valid BiH national identit y card or other official document (a valid BiH p assport) to support the identity, residence and BiH citizenship of the child
2. The child's most recent BiH passport (if applicable)
3. Proof of legal status in Canada (e.g. visa) and proof of residence
4. The child's Birth Certificat e (and the child's Certificate of Citizenship in th e case of an application for a first BiH passport) not older than 6 months from the date of issue
5. A valid BiH national identitty card or a valid BiH passport for both parents / legal guardians
6. Money Order payable to t he Embassy of Bosnia and Herzegovina in the amount of:
  - a) 135 CAD (consular fee for passport 115 CAD + 20 CAD for postal delivery costs) for **children under the ag e of 7** or
  - b) 202 CAD (consular fee for passport 182 CAD + 20 CAD postal delivery costs) for **children older than 7 years**

The Embassy's client servicee hours are Monday to Friday from 10h00 to 13 h00.