



Ambasada Bosne i Hercegovine  
Ottawa  
Embassy of Bosnia and Herzegovina  
Ottawa

17 Blackburn Avenue, Ottawa, ON, K1N 8A2  
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[www.ambasadabih.ca](http://www.ambasadabih.ca)

## IZDAVANJE SPROVODNICE CONSIGNMENT NOTE REQUIREMENTS

1. Popunjen **Zahtjev za izdavanje sprovodnice** za prijenos posmrtnih ostataka (potpis podnosioca zahtjeva mora ovjeriti javni bilježnik).
  - ***Filled out Application for the Consignment Note for Transport of Human Remains***  
(*Notary Public must be a witness of signature.*)
2. Popunjen **Zahtjev za prijenos posmrtnih ostataka** iz inostranstva u Bosnu i Hercegovinu, zavisno od područja sahrane **Federacija BiH, Republika Srpska, Brčko Distrikt BiH**.
  - ***Filled out Consignment Note request form for transport of body remains from overseas to Bosnia and Herzegovina addressed to Federation of BiH, or Republic of Srpska, or Brcko District of BiH***, depending on the burial area in B&H.
2. Original **Izvola iz matične knjige umrlih** izdan od strane nadležnog tijela (ostaje u arhivi Ambasade).
  - ***Death Certificate*** (*will be held by the Embassy.*)
3. **Ovlašteni prijevod izvoda iz matične knjige umrlih** (Death Certificate) na jedan od službenih jezika BiH (bosanski, srpski, hrvatski).
  - ***Official translation of Death Certificate into the official languages of Bosnia and Herzegovina (Bosnian, Serbian, Croatian).***
4. **Uvjerenje o balzimiranju**.
  - ***Embalming Certificate.***
6. **Uvjerenje da uzrok smrti nije zarazna bolest** - doktorski nalaz o smrti.
  - ***Non Contagious Disease Certificate - Medical Certificate of Death.***
7. **Dozvola za prijenos tijela izvan Kanade**.
  - ***Human Services Department Certificate of No Objection for the Body Shipment out of Canada***
8. **Uvjerenje o sadržaju kovčega** (kovčeg mora biti pripremljen sukladno međunarodnim standardima i **hermetički zapečaćen**) uz potvrdu **da posmrtni ostaci nisu bili ranije sahranjivani**.
  - ***Funeral Directions Declaration on the Contents of the Coffin*** (*the coffin must be prepared for shipment according to international standards – hermetically sealed, and proof that the body was not previously buried.*)
8. **Uvjerenje o osiguranom grobnom mjestu** za ukop preminule osobe, izdanu od pogrebnog društva ili vjerske institucije iz BiH, s navedenim imenom primatelja.
  - ***Letter of Acceptance - Burial Place Reservation for the remains of the deceased from Funeral home or religious institution from Bosnia & Herzegovina and the name of the consignee.***



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10. **Kopija važeće pasoša BiH** (ako preminuli nije posjedovao važeći bh. pasoš, treba dostaviti drugu ispravu kojom se dokazuje državljanstvo Bosne i Hercegovine: CIPS-ova lična karta ili uvjerenje o državljanstvu /**ne starije od 6 mjeseci od dana izdavanja**/ – ako na toj ispravi nema fotografije treba dostaviti ispravu s fotografijom preminule osobe (npr. kanadski ili drugi pasoš, strana lična karta, vozačka dozvola i slično).
- ***Copy of Valid Bosnia and Herzegovina Passport** (if not, then other document as a proof of citizenship of Bosnia and Herzegovina as CIPS ID card or Citizenship Certificate (date of issue not older than 6 months) or other citizenship proof document (date of issue not older than 6 months) - if there is no photography on the document additional identification document with photo is required (Canadian or other Passport, Personal ID, Driver Licence etc.)*
11. **Poštanska uplatnica (Money Order)** u korist (Payable to:) Embassy of Bosnia and Herzegovina u iznosu od 59 CAD (konzularna taksa za sprovodnicu 39 CAD + poštanski troškovi dostave 20 CAD). (NAPOMENA: **čekove ne primamo**).
- ***Money Order** (for Consignment Note 39 CAD, plus postage 20 CAD) 59 CAD payable to the Embassy of Bosnia and Herzegovina (NOTE: cheque not accepted).*

**Ako je preminuli državljanin BiH, ako uzrok smrti nije zarazna bolest i ako nije prethodno sahranjivan, sprovodnicu izdajemo bez saglasnosti nadležnih tijela iz BiH.**

- *If the dead person is a citizen of Bosnia and Herzegovina passport, the death was not caused by a contagious disease, and the body was not buried, consignment note will be issued without approval from authorized state institutions from Bosnia and Herzegovina.*

**U slučajevima kada preminuli nije državljanin BiH, ili ako je uzrok smrti zarazna bolest, ili ako je prethodno već bio sahranjen, pa se posmrtni ostaci prenose nakon izvršene ekshumacije, sprovodnicu izdajemo tek nakon dobivanja saglasnosti od nadležnih tijela u BiH.**

- *If the dead person is not a Bosnia and Herzegovina citizen, or the death was caused by a contagious disease, or the body was previously buried, consignment note will be issued after approval from authorized state institutions from Bosnia and Herzegovina.*

## 12. NAPOMENA:

Nadovjeru svih kanadskih dokumenata vrši isključivo Global Affairs Canada / GAC u Otavi  
**NOTE:** All Canadian document must verify by Global Affairs Canada / GAC in Ottawa.

Spomenuto poslati na adresu Ambasade:  
*All is to be sent by mail to the following address:*

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VIII.1. - Consignment Note Requirements-Izdavanje sprovodnice



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1. Popunjen **Zahtjev za izdavanje sprovodnice** za prijenos posmrtnih ostataka (potpis podnositelja zahtjeva mora ovjeriti javni bilježnik).
  - ***Filled out Application for the Consignment Note for Transport of Human Remains***  
(Notary Public must be a witness of signature.)
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  - ***Filled out Consignment Note request form for transport of body remains from overseas to Bosnia and Herzegovina addressed to Federation of BiH, or Republic of Srpska, or Brcko District of BiH, depending on the burial area in B&H.***
3. Original **Izvola iz matične knjige umrlih** izdan od strane nadležnog tijela (ostaje u arhivi veleposlanstva).
  - ***Death Certificate*** (will be held by the Embassy).
4. **Ovlašteni prijevod izvoda iz matične knjige umrlih** (Death Certificate) na jedan od službenih jezika BiH (bosanski, srpski, hrvatski).
  - ***Official translation of Death Certificate into the official languages of Bosnia and Herzegovina (Bosnian, Serbian, Croatian).***
5. **Uvjerenje o balzamiranju**.
  - ***Embalming Certificate.***
6. **Uvjerenje da uzrok smrti nije zarazna bolest** - liječnički nalaz o smrti.
  - ***Non Contagious Disease Certificate - Medical Certificate of Death.***
7. **Dozvola za prijenos tijela izvan Kanade**.
  - ***Human Services Department Certificate of No Objection for the Body Shipment out of Canada***
8. **Uvjerenje o sadržaju lijesa** (lijes mora biti pripremljen sukladno međunarodnim standardima i **hermetički zapečaćen**) uz potvrdu **da posmrtni ostaci nisu bili ranije sahranjivani**.
  - ***Funeral Directions Declaration on the Contents of the Coffin*** (the coffin must be prepared for shipment according to international standards – **hermetically sealed, and proof that the body was not previously buried**).
9. **Uvjerenje o osiguranom grobnom mjestu** za ukop preminule osobe, izdanu od pogrebnog društva ili vjerske institucije iz BiH, s navedenim imenom primatelja.
  - ***Letter of Acceptance - Burial Place Reservation for the remains of the deceased from Funeral home or religious institution from Bosnia & Herzegovina and the name of the consignee.***



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10. **Kopija valjane putovnice BiH** (ako preminuli nije posjedovao valjanu bh. putovnicu, treba dostaviti drugu ispravu kojom se dokazuje državljanstvo Bosne i Hercegovine: CIPS- ova osobna iskaznica ili uvjerenje o državljanstvu /**ne starije od 6 mjeseci od dana izdavanja**/ – ako na toj ispravi nema fotografije treba dostaviti ispravu s fotografijom preminule osobe (npr. kanadska ili druga putovnica, inozemna osobna iskaznica, vozačka dozvola i slično).
  - *Copy of Valid Bosnia and Herzegovina Passport (if not, then other document as a proof of citizenship of Bosnia and Herzegovina as CIPS ID card or Citizenship Certificate (date of issue not older than 6 months) or other citizenship proof document (date of issue not older than 6 months) - if there is no photography on the document additional identification document with photo is required (Canadian or other Passport, Personal ID, Driver Licence etc.)*
11. **Poštanska uplatnica (Money Order)** u korist (Payable to:) Embassy of Bosnia and Herzegovina u iznosu od 59 CAD (konzularna taksa za sprovodnicu 39 CAD + poštanski troškovi dostave 20 CAD). (NAPOMENA: **čekove ne primamo**).
  - *Money Order (for Consignment Note 39 CAD, plus postage 20 CAD) 59 CAD payable to the Embassy of Bosnia and Herzegovina (NOTE: cheque not accepted).*
12. **NAPOMENA:** Nadovjeru svih kanadskih dokumenata vrši isključivo Global Affairs Canada / GAC u Otavi  
**NOTE:** All Canadian document must verify by Global Affairs Canada in Ottawa.

**Ako je preminuli državljanin BiH, ako uzrok smrti nije zarazna bolest i ako nije prethodno sahranjivan, sprovodnicu izdajemo bez suglasnosti nadležnih tijela iz BiH.**

- *If the dead person is citizen of Bosnia and Herzegovina, the death was not caused by a contagious disease, and the body was not buried, consignment note will be issued without approval from authorized state institutions from Bosnia and Herzegovina.*

**U slučajevima kada preminuli nije državljanin BiH, ili ako je uzrok smrti zarazna bolest, ili ako je prethodno već bio sahranjen pa se posmrtni ostaci prenose nakon izvršene ekshumacije, sprovodnicu izdajemo tek nakon dobivanja suglasnosti od nadležnih tijela u BiH.**

- *If the dead person is not a Bosnia and Herzegovina citizen, or the death was caused by a contagious disease, or the body was previously buried, consignment note will be issued after approval from authorized state institutions from Bosnia and Herzegovina.*

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## ИЗДАВАЊЕ СПРОВОДНИЦЕ CONSIGNMENT NOTE REQUIREMENTS

1. Попуњен Захтјев за издавање спроводнице за пренос посмртних остатака (потпис подносиоца захтјева мора овјерити јавни билежник).
  - ***Filled out Application for the Consignment Note for Transport of Human Remains***  
(*Notary Public must be a witness of signature.*)
2. Попуњен Захтјев за пренос посмртних остатака из иностранства у Босну и Херцеговину, зависно од подручја сахране Федерација БиХ, Република Српска, Брчко Дистрикт БиХ..
  - ***Filled out Consignment Note request form for transport of body remains from overseas to Bosnia and Herzegovina addressed to Federation of BiH, or Republic of Srpska, or Brcko District of BiH***, depending on the burial area in B&H.
3. Оригинал Извода из матичне књиге умрлих издан од стране надлежног органа (остаје у архиви Амбасаде).
  - ***Death Certificate*** (*will be held by the Embassy*).
4. Овлаштени превод извода из матичне књиге умрлих ((Death Certificate) на један од службених језика БиХ (босански, српски, хрватски).
  - ***Official translation of Death Certificate into the official languages of Bosnia and Herzegovina*** (*Bosnian, Serbian, Croatian*).
5. Увјерење о балзамирању.
  - ***Embalming Certificate***.
6. Увјерење да узрок смрти није заразна болест - докторски налаз о смрти.
  - ***Non Contagious Disease Certificate - Medical Certificate of Death***.
7. Дозвола за пријенос тијела изван Канаде.
  - ***Human Services Department Certificate of No Objection for the Body Shipment out of Canada***
8. Увјерење о садржају ковчега (ковчег мора бити припремљен сукладно међународним стандардима и херметички запечаћен) уз потврду да посмртни остаци нису били раније сахрањивани.
  - ***Funeral Directions Declaration on the Contents of the Coffin*** (*the coffin must be prepared for shipment according to international standards – hermetically sealed, and proof that the body was not previously buried*).
9. Увјерење о осигураном гробном мјесту за укуп преминуле особе, издану од погребног друштва или вјерске институције из БиХ, с наведеним именом приматеља.
  - ***Letter of Acceptance - Burial Place Reservation for the remains of the deceased from Funeral home or religious institution from Bosnia & Herzegovina and the name of the consignee***.
10. Копија важећег пасоша БиХ (ако преминули није посједовао важећи бх. пасош, треба доставити другу исправу којом се доказује држављанство Босне и Херцеговине: ЦИПС-ова лична карта или увјерење о држављанству /не старије од 6 мјесеци од дана



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издавања/ – ако на тој исправи нема фотографије треба доставити исправу с фотографијом преминуле особе (нпр. канадски или други пасош, страна лична карта, возачка дозвола и слично).

- *Copy of Valid Bosnia and Herzegovina Passport (if not, then other document as a proof of citizenship of Bosnia and Herzegovina as CIPS ID card or Citizenship Certificate (date of issue not older than 6 months) or other citizenship proof document (date of issue not older than 6 months) - if there is no photography on the document additional identification document with photo is required (Canadian or other Passport, Personal ID, Driver Licence etc.)*

11. Поштанска уплатница (Money Order) у корист (Payable to:) Embassy of Bosnia and Herzegovina у износу од 59 CAD (конзуларна такса за спроводницу 39 CAD + поштански трошкови доставе 20 CAD). (НАПОМЕНА: чекове не примамо).

- *Money Order (for Consignment Note 39 CAD, plus postage 20 CAD) 59 CAD payable to the Embassy of Bosnia and Herzegovina (NOTE: cheque not accepted).*

## 12. НАПОМЕНА:

Надовјеру свих канадских докумената врши искључиво Global Affairs Canada / GAC у Otavi.

*NOTE: All Canadian document must verify by Global Affairs Canada / GAC in Ottawa.*

**Ако је преминули држављанин БиХ, ако узрок смрти није заразна болест и ако није претходно сахрањиван, спроводницу издајемо без сагласности надлежних органа из БиХ.**

- *If the dead person is a citizen of Bosnia and Herzegovina passport, the death was not caused by a contagious disease, and the body was not buried, consignment note will be issued without approval from authorized state institutions from Bosnia and Herzegovina.*

**У случајевима када преминули није држављанин БиХ, или ако је узрок смрти заразна болест, или ако је претходно већ био сахрањен па се посмртни остаци преносе након извршене екшумације, спроводницу издајемо тек након добијања сагласности од надлежних органа у БиХ.**

- *If the dead person is not a Bosnia and Herzegovina citizen, or the death was caused by a contagious disease, or the body was previously buried, consignment note will be issued after approval from authorized state institutions from Bosnia and Herzegovina.*

Споменуто послати на адресу Амбасаде:

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