



Overview of the competences of the bodies that manage the Central Voters Register in accordance with the existing legislation in Bosnia and Herzegovina

...jer nam je stalo!

May 2023. godine

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INTRODUCTION

In any democratic society, when it comes to the electoral process, it is important to ensure that the Central Voters' Register (hereafter the CVR) is updated in order to ensure the fairness, transparency and accuracy of the electoral process. The CVR represents the foundation of every electoral activity, because decisions about the right to vote and citizens' participation in the political process are based on it. Therefore, it is crucial to understand the competences and the way of functioning the institutions that are involved in the forming and updating of this important register.

The aim of this report is to provide an overview of the competences for the CVR updating and to present the institutions participating in this process. Through an analysis of the responsibilities and roles of different institutions, we want to emphasize the importance of their coordination and cooperation in order to ensure an accurate and reliable voter list.

The main competencies associated with updating of the CVR will be explored. This includes collecting and processing relevant data on voters, as well as checking and verifying that data. Furthermore, the roles and responsibilities of various institutions in the process of forming the CVR will be analyzed. This includes electoral administration, administrative institutions, as well as local authorities. Each of these institutions has specific tasks and obligations that are key to establishing and maintaining the integrity of the voter list.

Coordination between different actors is essential to avoid errors, duplication of data, existence of dead persons on the lists and other potential problems that can undermine the integrity of the electoral process. By looking at the competences of the institutions that participate in the formation of the CVR, we hope that this report will provide insight into the complexity of the process of updating the voter's list and emphasize the importance of strong institutional support and cooperation. Only through joint efforts and effective coordination we are able to ensure that the CVR is accurate and the election process is transparent and fair.

This is the first in a series of reports that should enable the public to better understand the functioning of the competent authorities that manage the CVR and restore their confidence in the electoral process.

NOTIONS

- The **permanent place of residence** is considered to be the municipality or district where the citizen settles with the intention of living there permanently.
- The **habital residence** is the municipality or district where the citizen settles with the intention of living there temporarily.
- The **residential address** is considered to be the name of the street and the number of the house or apartment in the place where the citizen resides.
- A **citizen** is considered a person who has acquired citizenship according to the relevant legal acts.
- „**Temporary voter list**“ means an extract from the CVR records that is used for the purpose of enabling the public to view the data from the CVR.
- "**Final voter list**" means records of the voters who have the right to vote for elections in Bosnia and Herzegovina.
- "**Excerpt from the concluded final CVR**" contains data from the CVR to conduct elections in BiH.
- "**Displaced person**" means a citizen of Bosnia and Herzegovina whose status as a displaced person has been determined by the competent administrative body for issues of displaced persons in accordance with the law.
- "**Refugee**" means a citizen of BiH who has the right to vote and resides abroad in the status of a refugee from BiH.
- "**Election period**" means the period from the day the election is announced to the day the election results are confirmed.
- "**A constituent**" in the sense of the electoral law is a citizen of Bosnia and Herzegovina who is registered in the CVR.
- "**A voter**" in the sense of the electoral law is a citizen of Bosnia and Herzegovina who is registered in the CVR and who has exercised the right to vote.

CENTRAL VOTER'S REGISTER – CVR

What is CVR, how it is composed and run?

CVR is a record of citizens of BiH who have the right to vote in accordance with the Election Law and is created, managed and used for the purposes of organization and implementation of elections in accordance with the law, for the conduct of referendums, for the impeachment of elected officials and elections of the local self-government bodies in accordance with the law.

The CVR is compiled and maintained on the basis of data from official records on the residence of BiH citizens maintained by the competent state authority, other public documents and official records on BiH citizens maintained by the CVR BiH and other competent authorities, and on the basis of public documents and data obtained directly from citizens.

Who enrolls in CVR and who doesn't?

CVR is unique, permanent and regularly updated. Citizens of Bosnia and Herzegovina are enrolled in CVR:

- a) who have reached the age of 18;
- b) who will turn 18 on the day of the election;
- c) who have the right to vote in accordance with the Election Law, and live temporarily abroad i
- d) who have the right to vote in accordance with Article 20.8 paragraph (6) of the Election Law.

The CVR does not contain the names of BiH citizens who have been deprived of their full business capacity by a final decision of the competent authority, persons who are serving a sentence imposed by the International Tribunal for War Crimes for the former Yugoslavia, and no person under the indictment of the Court, who has not obeyed the order to appear before the Court, as well as persons convicted of serious violations of humanitarian law. If such a person is registered, he/she will be deleted from the CVR, and if the person's legal capacity is restored by a final decision of the competent authority, he/she will be registered in the CVR.

Competent authorities responsible for the accuracy and timeliness of the CVR

- **Ministries of Internal Affairs** - Keep records on the permanent place of residence and habitual residence of BiH citizens. **Ministry of Civil Affairs of BiH** - Keeps records of BiH citizenship.
- **Civil Registry offices** – They keep records of births and deaths of adult citizens of Bosnia and Herzegovina.
- **Agency for Identification Documents, Records and Data Exchange of BiH (IDDEEA)** - Maintains and is responsible for the overall technical processing of all data important for the CVR records, and submits them to the CEC BiH for the preparation of the CVR Extracts.

- **CEC BiH** - manages the CVR for the territory of BiH based on the records of the Agency for Identification Documents, Records and Data Exchange of BiH (IDDEEA), which maintains the register of citizens of BiH.

Who submits data to competent authorities?

In the Federation of Bosnia and Herzegovina - the Cantonal Ministries of Internal Affairs, in the Republic of Srpska - the Ministry of Internal Affairs of the RS and in the Brčko District of Bosnia and Herzegovina - the Public Register, the data is submitted by:

- a) competent Civil Registry office on the death of citizens over the age of 18 i
- b) the competent ministry of Bosnia and Herzegovina on the certificate on printout from citizenship of BiH citizenship.

To the Agency for Identification Documents, Records and Data Exchange of Bosnia and Herzegovina (IDDEEA), as the body that technically maintains the CVR records, data are submitted by:

- a) Municipal election commissions on polling stations and
- b) Central Election Commission of BiH and Municipal Electoral Commissions on changes in voting option.

Who submits changes that affect CVR up-to-dateness?

Changes affecting the up-to-dateness of the CVR are submitted to the IDDEA by: the Cantonal Ministries of the Interior (**in the Federation of Bosnia and Herzegovina**) and by the Ministry of the Interior of the RS (**in the RS**) and Public Register **in the Brčko District of Bosnia and Herzegovina** and they are responsible for the up-to-dateness and correctness of the official records on the unique identification number, permanent place of residence and habitual residence of citizens of BiH, and are obliged to keep files of documents, public documents and citizens' requests on the basis of which the CVR is maintained and updated, and to ensure access to and insight into these documents at the request of the CEC BiH.

Competent registry offices are obliged to submit all changes that affect the up-to-dateness of the CVR to the mentioned institutions in writing no later than **within 7 days** from the day when the change occurred.

The role of the Central Election Commission of Bosnia and Herzegovina (CEC BiH) in managing the CVR

CEC BiH is responsible for the accuracy, timeliness and overall integrity of the CVR. Central Election Commission of Bosnia and Herzegovina while managing the CVR:

- a) informs competent authorities about observed deficiencies and undertakes appropriate measures and actions in order to eliminate irregularities and establish the accuracy and timeliness of the CVR;

- b) prepares extracts from the CVR for displaced persons of Bosnia and Herzegovina;
- c) prepares extracts from the CVR for voters who vote outside of Bosnia and Herzegovina;
- d) keeps special records on persons who have been deprived of the right to vote on the basis of the law and
- e) concludes and confirms the final extracts from the CVR used for elections.

Determining deadlines for concluding and confirming the final CVR and submitting data on changes in the records

The CEC BiH shall determine in its regulations:

- a) deadlines and manner for concluding and confirming the final CVR and
- b) deadlines for submitting data on changes in records of displaced persons and records of citizens who vote outside Bosnia and Herzegovina.

CEC BiH concludes and confirms the CVR with its state for the following days:

- a) the day before the announcement of the election with the state at midnight,
- b) for voters who vote outside Bosnia and Herzegovina, 75 days before the election day at midnight,
- c) for regular voters 45 days before the election day at midnight and
- d) on the Election Day at midnight.

The Ministry of Human Rights and Refugees of BiH submits data on changes in the records of displaced persons to the CEC BiH no later than the day of the announcement of elections. **A displaced person** has the right to determine or change his/her voting option in the competent CVR, no later than 75 days before the election. A citizen of BiH who temporarily lives abroad or a citizen of BiH who has the status of **a refugee** from BiH, registers in the CVR for voting outside of BiH no later than 75 days before the Election day.

Making an extract from the CVR

Based on the data contained in the CVR records, the Central Election Commission of BiH prepares an extract from the CVR for each basic electoral unit, which contains data on all voters with the right to vote for that basic electoral unit, which is submitted to the municipal election commission within **20 days**, at the latest, before the election day. **The extract from the CVR is kept according to the permanent place of residence of BiH citizens/per polling stations.**

The CEC BiH can determine the extract from the CVR for other constituencies for which certain elections are held, for the purposes of implementing the procedure for recalling an elected official and for the implementation of a referendum, based on the data contained in the CVR.

A citizen of Bosnia and Herzegovina is included in one extract from CVR, for one basic constituency and at one polling station.

Based on the electronic records of the CVR, the CEC BiH prepares extracts from the final CVR for: regular voters, voters who vote by mail, voters who vote in the diplomatic and consular representations of BiH, for voters who vote in absentia and the list of voters who vote by unconfirmed vote - enveloped ballots.

Content of excerpts from the CVR

The extract from the CVR for regular voters contains the following information:

- a) surname and first name, and the name of one parent,
- b) date of birth,
- c) gender,
- d) UNIQUE CITIZEN IDENTIFICATION NUMBER and UNIQUE CITIZEN IDENTIFICATION NUMBER in the form of a barcode,
- e) the 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 Brčko District of BiH
- g) address code i
- h) column for voter's signature.

The extract from the CVR for displaced persons contains the following information:

- a) surname and first name, and the name of one parent,
- b) date of birth,
- c) gender,
- d) UNIQUE CITIZEN IDENTIFICATION NUMBER and UNIQUE CITIZEN IDENTIFICATION NUMBER in the form of a barcode,
- e) the municipality for which he/she votes and
- f) the column for the voter's signature, which contains the symbol of the combination.

The extract from the CVR for regular voters who vote in Brčko District of BiH when elections are held for members of the Presidency of BiH and the House of Representatives of the Parliamentary Assembly of BiH, as well as in elections for the entity that voter belongs to, consists of two parts:

- 1) part A - voters who have entity citizenship of the Federation of BiH and
- 2) part B - voters who have entity citizenship of Republic of Srpska.

Data submitted by municipal/city election commissions

Based on the data submitted by the municipal/city election commission, the Central Election Commission of BiH prepares:

- a) extract from the final CVR for voters who are tied to their homes due to old age, illness or disability and
- b) extract from the final CVR for voters who are prisoners or are tied to institutions, and have the right to vote.

Extract from the final CVR for voters who are homebound due to age, illness or disability

Extracts from the final CVR for this category of voters are compiled based on the data of the competent authority in charge of social welfare and other authorities that have data about these persons, and the expressed will of these voters to vote in their homes on election day, which is determined by a written statement of each voter and accompanying medical documentation on the voter's illness or disability as a condition for his/her home treatment. The Election Commission, no later than **40 days** before the day of the election, requires the competent authorities to provide information on all persons who are homebound due to age, illness or disability. The competent authority submits this data within **7 days** from the date of receipt of the request. Based on the received documentation, the election commission, in cooperation with the Center for Voter Registration makes a plan of tours for voting by engaging **mobile teams**. The CEC BiH reviews the medical documentation and prepares an extract from the final CVR for this category of voters. In the extract from the CVR in which the voter is registered for regular voting, the mark **MOBILE TEAM** is entered.

Extract from the final CVR for voters who are prisoners or committed to institutions and have the right to vote

The extract from the final CVR for persons who are prisoners or are bound to institutions (penitentiaries, detention units, geriatric, dystrophic or other health institutions) and have the right to vote, is made on the basis of data obtained from the institutions where these persons are located. The Election Commission, no later than **40 days** before the Election Day, requests from the competent authorities to submit data on all persons who are connected to institutions in the territory of their municipality, i.e., constituency. The competent authority submits, no later than **7 days** from the date of receipt of the request, information that includes: name, surname, date of birth, unique identification number, full address of residence, i.e. residence for displaced persons, as well as information on whether these persons will be located in the institution on the day of the election. Based on the received data, the electoral commission, through the CVR, will draw up a plan for visiting institutions in order to register voters in the statement from the CVR, **for voting through a mobile team**. The CEC BiH will draw up an extract from the final CVR for this category of constituencies on the basis of the data obtained. In the extract from the CVR in which the voter is registered for regular voting, the mark **MOBILE TEAM – INSTITUTION will be entered**.

Presentation of excerpts from the temporary voter's list for public inspection

The CEC BiH, in accordance with the information on the situation on the day of the announcement of the election, prepares extracts from the CVR which are delivered to the election commissions and CVR, and which are exposed to the public for inspection in the period from **the 120th to the 90th** day before Election Day for the purpose to make final extracts from the CVR.

The statement is made on the CVR statement form for regular voters, in electronic version, per basic electoral units and polling stations from previous elections and does not contain data on the unique identification number and address of the voter.

How can the data on the statement from CVR be checked, corrected or supplemented?

Election commissions are obliged to present excerpts from the CVR so that BiH citizens with the right to vote have access to them and can check and correct or supplement their data with the competent authority. Electoral commissions are obliged to inform voters in a convenient way that the extract from the CVR is available in the CVR, polling stations from previous elections and local communities, so that they can check and correct or supplement their data with the competent authority and decide for the voting option (municipality i.e., the place of voting and the method of voting - in person or in absentia). Voters can also check which extract from the CVR they are on, via website www.izbori.ba under the section "Are you registered?", by entering their name, surname and registration number.

Period of presentation of excerpts from the CVR

The presentation of the extract from the Central Voter's Register lasts for **30 days in the period 90 to 120 days before the Election Day**. Election commissions submit plans for the presentation of extracts from the Provisional Voters' List to the Central Election Commission of Bosnia and Herzegovina no later than **125 days before the Election Day**.

Special mark in the closed excerpt from the CVR

The CEC BiH will, for all voters for whom the CVR in cooperation with the competent registry office determines that their names are on the closed extract from the CVR List (and the checks have determined that he/she is deceased person), for whom the competent registry office has issued an extract from the death register, put the following mark in the column for the voter's signature: „* ”.

Enrollment in the Central Voter's Register based on residence

A citizen of BiH **having the right to vote** is registered in the Central Voter's Register for the basic electoral unit where he/she **resides on** in BiH, unless the electoral law stipulates otherwise.

A citizen of BiH who has the right to vote in accordance with the Election Law of BiH and **temporarily is living abroad** is registered in the Central Voter's Register for the basic electoral unit **where he/she had a registered place of residence in BiH before going abroad**. A citizen of BiH who has the right to

vote in accordance with the Electoral Law of BiH and who has the **status of a refugee** from BiH is registered in the CVR for the basic electoral unit in which he/she had his place of residence according to the last population census carried out by the State of BiH, except in the case when he/she can present proof **of a change of place of residence in accordance with the law in the period from the last population census** conducted by the state of BiH to the moment when he/she acquired the status of a refugee.

A citizen of BiH who has the right to vote in accordance with the Electoral Law and who has the status of a **displaced person** is registered in the CVR for the basic electoral unit based on the expressed voting option, for the municipality in which he/she had place of residence according to the last population census carried out by the State of BiH, except in the case when he/she can present proof of a change of place of residence in accordance with the law, in the period from the last population census to the moment when he/she acquired the status of a displaced person, or for the municipality in which he/she resides and presents proof that he/she has registered habitual residence in that municipality for at least six months before election day. The request to determine or change the voting option is submitted by the applicant personally within the deadline and on the forms determined and prescribed by the CEC BiH.

A voter who changes **his/her place of residence in the period from 45 days before the election** to the Election day will appear on the extract from the CVR at the regular polling station in the municipality where he/she had his place of residence until the day he/she changed his/her place of residence.

Evidence of the Central Voter's Register

The evidence of the Central Voter's Register contains the following data on citizens of BiH who have the right to vote:

- a) surname and first name, and the name of one parent,
- b) date of birth,
- c) unique identification number,
- d) gender,
- e) the name of the municipality where the voter has a place of residence or habitual residence,
- f) residential address (street, house number and place),
- g) the name of the municipality or electoral unit for which the person has the right to vote,
- h) voting option,
- i) polling station,
- j) date of registration of his/her habitual residence and
- k) "Note" section.

Excerpts from the Central Voters' Register are made based on the electronic records of the Central Voters' Register.

CENTER FOR VOTER'S REGISTER

In each municipality, the competent municipal body establishes a Center for voter's register (hereinafter referred to as the Center) and trains the staff of the Center, in cooperation with the municipal election commission (MEC).

Responsibilities of the center

CENTER FOR VOTER'S REGISTER:

- a) provides technical assistance to the MEC in the determination of polling stations on the territory of the municipality as well as the distribution of voters per polling stations, and updates the data in accordance with the change in the number of voters and the regulations of the CEC BiH,
- b) keeps records on all inhabited places and names of all streets in the territory of his/her municipality and informs the MEC on all changes,
- c) ensures inspection on the extract from the Central Voter's Register on the territory of his/her municipality,
- d) provides other data for Central Voter's Register that are determined by the regulations of the CEC BiH,
- e) provides technical assistance to the MEC:
 - in connection with requests and objections of constituencies related to the extract from the Central Voter's Register,
 - during appointing Polling Station Committees (assistance during the process of drawing of lots,
 - during drafting acts on appointment, training of Polling Station Committees, etc.),

- during checking and preparing polling stations for elections,
- in the campaign to inform voters about all segments related to the election process,
- f) participates in the realization of the presentation of extracts from the temporary Central Voter's Register,
- g) Issuing a certificate to a displaced person on receipt of a request to change the voting option;
- h) To the citizen of Bosnia and Herzegovina who has the right to vote, and is not included into the closed extract from the Central Voters' Register and who has submitted a request to the Center, will be issued, after verification, a certificate stamped with the seal of the municipal election commission and instruct him/her to vote at the polling station designated for voting with unconfirmed - enveloped ballots,
- l) other tasks assigned to him/her by the Central Election Commission of Bosnia and Herzegovina and the municipal election commission in accordance with the regulations of the Central Election Commission.

AGENCY FOR IDENTIFICATION DOCUMENTS, REGISTRATION AND DATA EXCHANGE OF BOSNIA AND HERZEGOVINA - IDDEEA

The Agency for Identification Documents, Records and Data Exchange of BiH (IDDEEA) maintains and is responsible for the overall technical processing of all data relevant to the records of the Central Voters' Register and submits them to the CEC BiH for the preparation of Extracts from the Central Voters' Register.

IDDEEA is an administrative organization within the Ministry of Civil Affairs of Bosnia and Herzegovina. It is responsible for identification of documents, storage, personalization and transport of documents, as well as central evidence keeping and data exchange between competent authorities in Bosnia and Herzegovina.

What records does the IDDEEA keep?

IDDEEA keeps following records:

- a) unique identification numbers (UIN);

- b) place of residences and habitual residence of citizens of Bosnia and Herzegovina;
- c) identity cards of citizens of Bosnia and Herzegovina;
- d) civil, official and diplomatic passports;
- e) driver's licenses;
- f) registration of motor vehicles and registration documents;
- g) identity cards for foreign citizens;
- h) fines and misdemeanor evidence;
- i) other evidence for which there is consent of the original authorities, accompanied with a special decision of the Council of Ministers.
- j) identity cards for foreign citizens;
- k) fines and misdemeanor records;
- l) other records for which there is a consent of the original authorities, accompanied with a special decision of the Council of Ministers.

REGISTRY BOOKS

The data from the Registry books directly influence the compilation of the CVR, as it was already partially mentioned earlier in the document. All changes in the status of citizens of Bosnia and Herzegovina (birth, death, marriage, etc.) must be submitted by the registry offices to the competent Ministries of the Interior within the prescribed time limits, which enter the data directly into the IDDEA database and thereby directly influence the creation of the CVR. For this reason, it is crucial that the registry offices respect the deadline. For a better understanding of the work of the registry offices, below is an overview of their responsibilities in the segments that affect the creation of the CVR.

REGISTRY BOOKS OF THE FEDERATION OF BOSNIA AND HERZEGOVINA

Content of the registry books and its competencies

Birth, citizenship, marriage, death and other facts stipulated by the law, as well as changes related to these facts, are entered into the Registry books.

The Civil registry is the basic register for the personal data of each person entered in that book and serves to organize other registers and data for identification documents so that the data in other registers and identification documents must be identical to the data from the Civil registry.

The work pertaining to keeping Civil registers is organized and carried out by the local self-government units (city and municipality) through the competent service for the administration of the municipality and city designated to perform these tasks. The direct maintenance of registers in the administrative body of the municipality and city responsible for the Civil registry is performed by official having special authorization - **the registrar for keeping registers**.

The deadline to register someones death in the Civil registry

The fact of death is reported immediately and no later than within 24 hours from the moment of death to the health institution in order to issue a death certificate. The fact of death is reported in writing on the prescribed form, in order to entry this information in the Registry of death, to the registrar of the **last registered place of residence**, and if there is no registered place of residence, then the last known habitual residence of the deceased person, and if neither the place of residence is registered nor the habitual residence is known, in in this case, the death of a person is entered in the register of the deceased in the **place of burial** of that person in the Federation of Bosnia and Herzegovina within 30 days from the day the death occurred, i.e. from the day the body of the deceased was found. If it is not known where the death occurred, the fact of death will be entered in the register of the deceased, which is kept for the place where the body of the deceased **person was found**. The fact of a death that **occurred in a vehicle during transportation, as well as a death that occurred due to a traffic accident**, is entered in the register of the deceased, which is kept for the place **where the deceased is buried**. If a person who died on the territory of the Federation of Bosnia and Herzegovina is buried **abroad or in another entity or Brčko District of Bosnia and Herzegovina**, the fact of death is reported to the registrar of the home area where the death occurred and is entered in the Registry of death kept for that place.

Obligation to report the fact of death

- **The registrar is obliged**, if he learns in any way about the fact of a death that has not been reported, to start the procedure for entering the fact of death into the Register of the deceased.
- The fact of the death of a person who died in a health institution, barracks, penitentiary institutions, hotel, boarding school or other institution or a legal entity or organization - **must be reported by the legal entities where the person died**.
- In the case of finding the body of a person whose identity has not been established, the fact of death must be reported to the **cantonal ministry** that made the record of the discovery of the body of the deceased person.
- The fact of death must be reported **by family members**, that is, **members of the household** with whom the deceased lived. If they are not present or are unable to do so, the fact of death must be reported **by other persons** with whom the deceased lived or other **family members who learned about the death**, or persons **in whose apartment the death occurred**. If there are no such persons, the fact of death must be reported by the person who **first found out about the death**.

Notifying the cantonal ministry about the death of a person

The registrar is obliged, **within 15 days** from the date of entry of the fact of death into the register of the deceased, **to notify the competent cantonal Ministry of Internal Affairs** in writing about this fact,

which will then carry out procedures that will lead to the removal of deceased persons from the Central Voters' Register.

LAW ON REGISTRY BOOKS IN THE REPUBLIC OF SRPSKA

Competences

The local self-government unit has the authority to keep Civil registry and resolve in the first instance administrative procedure pertaining to the Civil registry.

Reporting the fact of death

The fact of death shall be reported orally or in writing in order to be entered in the register of the deceased to the registrar of the district of origin of the place **where the death occurred**. The death of a person who died in a health institution may be reported electronically, in accordance with the prescribed procedure. **If it is not known where the death occurred**, the fact of death will be entered in the register of the deceased which is kept for the native area of the place where **the body was found**. The fact of a death that occurred in a **vehicle during transportation**, as well as a death that occurred due to a traffic accident at the place of the traffic accident, is entered in the Civil registry that is kept for the registry area of the place where the **deceased is buried**. If, in the case of a death that occurred in a vehicle during transportation, a person who died on the territory of the **Republic of Srpska is buried abroad or in another entity, i.e. the Brčko District of Bosnia and Herzegovina**, according to whose law the registrar in whose home territory the place of burial is located is not competent for the registration of the fact of death, the fact of death is registered in the home area of the place **where the death occurred**.

Obligation to report the fact of death

The registrar is obligated, if in any way he/she finds out about the fact of a death that has not been reported, **to start the procedure of entering the fact of death in the register of the dead**. The fact of the death of a person who died in a health facility, barracks, penitentiary facility, hotel, boarding school or other institution or organization - **must be reported by the institution or organization where the person died**.

In the case of finding a corpse whose identity has not been established, the fact of death must be reported by the body that compiled the report on the discovery of the corpse. The fact of death is entered on the basis of a death certificate, **issued by a health institution or a medical doctor**. **Without a death certificate** issued by a health institution or a medical doctor of this member, the registrar **may not enter the fact of death into the Civil registry**. The registrar enters the fact of the death of an unknown person in the registry book **based on the report on the discovery of the corpse**.

The fact of death must be reported to the competent registrar before the funeral, **and no later than eight days from the day of death**, i.e. from the day the body of the deceased was found. The fact of death must be reported by **family members**, that is, **members of the household** with which the deceased lived. If they are not present or are unable to do so, the fact of death must be reported by **other persons** with whom the deceased lived or other family members **who learned about the death**, i.e. persons **in whose apartment the death occurred**, if there are no such persons, the fact of death the person **who first learned of the death must report it**.

Differences in the provisions of the Law on Civil registry s of the Federation of Bosnia and Herzegovina and the Republic of Srpska

According the aforementioned articles of the law on Civil registries of the FBiH and the RS, we conclude that if it is not known where the death occurred or it occurred in the vehicle during transportation, as well as the death that occurred due to a traffic accident at the place of the traffic accident, the procedures to report the fact of death are the same in both enities. However, there is an important difference when the above examples are not in question, but the person died, for example, in a hospital or in the household where he/she currently resides, then in the FBiH the fact of death is registered in the Civil registry according to the place of the last registered residence, and in the RS it is entered in the Civil registry according to the place where the death occurred.

FINAL THOUGHTS

In this document, we provided an overview of the competences for updating the CVR and presented the key institutions that participate in the formation and maintenance of the integrity of that register. Through an overview of the responsibilities and roles assigned to them, we gained insight into the complexity of the process of updating the voterr register and the importance to establish cooperation between institutions.

The key finding of this review is that successful updating of CVR requires strong coordination and cooperation between all competent institutions in this area. Without good inter-institutional coordination, there is a risk of errors, duplication of data and other problems that can undermine the integrity of the CVR. In addition to this process, transparency, accuracy and fairness in the CVR updating process are important. Institutions are key guardians of the integrity of the electoral process, and therefore it is necessary to ensure adequate resources, expertise and independence of these institutions in order to achieve a high level of public trust in the CVR.

As society evolves and technology advances, the responsibilities for updating the CVR are likely to change and adapt to new requirements. Continuous analysis, evaluation and improvement of the up-to-dateness process are essential to maintain the integrity of the CVR in the future.

Competencies to update the CVR are complex and require coordination between different institutions. The effective functioning of this process is essential so to ensure a democratic and transparent electoral process.

By reviewing the competences of the bodies that manage the CVR in accordance with the existing legislation in BiH, we noticed that there are certain inconsistencies in the legislation as well as in the actions of the competent authorities in charge of managing and updating the CVR.

In this regard, Article 3.5, paragraph 8 **of the Election Law of BiH** states that "Competent registry offices are obliged to submit to the competent body that keeps official records on the unique identification number, place of residence and habitual residence of citizens of BiH all changes that affect the up-to-dateness of the Central Voter's Register in writing no later than within **7 days** from the day when the change occurred" while the FBiH Civil Registry Act states " **Within 15 days** from the date of entry of the death in the register of deceased persons, the registrar is obliged to notify in writing the competent cantonal ministry which keeps the register of place of residence and habitual residence and which issued the identity card to the person concerned, if the deceased person held an identity card, in order to carry out the tasks falling within the competence of that ministry relating to those facts. This is an obvious conflict of law when it comes to deadlines to submit changes that affect the up-to-dateness of the CVR.

Then there are differences in the **FBiH and RS Civil Registry Laws** when it comes to entering the fact of death in the civil registry of the deceased. Namely, in the FBiH, the fact of death is entered in the civil registry of the deceased in the last known place of residence, if there is no registered place of residence, then the last known habitual residence of the deceased person is entered; and if neither the place of residence nor habitual residence is known, in that case the entry of the death of the person shall be made in the register of the deceased at the place of burial of that person. If it is not known where the death occurred, the fact of death will be entered in the register of the deceased, which is kept for the place where the body of the deceased person was found. The fact of a death that occurred in a vehicle during transportation, as well as a death that occurred due to a traffic accident, is entered in the register of the death, which is kept for the place where the deceased is buried. If a person who died on the territory of the Federation of Bosnia and Herzegovina is buried abroad or in another entity or Brčko District of Bosnia and Herzegovina, the fact of death is reported to the registrar of the home area where the death occurred and is entered in the death registry book kept for that place. A problem arises if a citizen was listed on the voter's register in one municipality or city and was buried in another, if the Civil registry office from the municipality and city where he was listed on the voter's list does not receive information that the person has passed away, he will not be deleted from the CVR.

If the registry office from the municipality or city where the death occurred does not inform the registry office about the place of residence of the deceased and where he/she is on the voter's list, he/she will not be deleted from the CVR.

Following all above-mentioned, the opinion of the Coalition "Pod lupom" is that year after year the level of management and up-to-dateness of voter's lists increases, but it is necessary to involve citizens more in the process of checking and updating voter's lists through the involvement of CSOs and the publication of excerpts from the CVR also in non-election years.

Also, it is necessary to harmonize the deadlines so to submit data that affect the up-to-dateness of the CVR, and even better coordination of the competent authorities within and between entities and Brčko District of BIH is necessary.

It is also necessary to clearly prescribe the obligation and deadlines of the registry offices where the fact of death is reported, to inform the registry offices of the last place of residence of the deceased about the given circumstance, which will contribute to the up-to-dateness of the CVR.