INSTRUCTION

FOR IMPLEMENTING THE LAW ON THE UNIFIED ELECTORAL ROLL[1]

I. SUBJECT OF INSTRUCTION

1. This instruction prescribes the content, the manner of using, maintaining, correcting and closing the electoral roll, the way in which parts of the electoral roll for the territory of a local self-government unit shall be publicized, detailed rules on the manner of keeping separate records of polling places and the contents of such records, the detailed method of exchanging data affecting completeness, accuracy and timely maintenance of the electoral roll, namely on the basis of which changes are made in the electoral roll, the manner in which electoral rolls are checked and supervised, as well as other issues of importance for the complete and accurate maintenance of the electoral roll, in accordance with the law.

II. CONTENT AND MAINTENANCE OF THE ELECTORAL ROLL

1. Content of the Electoral Roll

2. The Unified Electoral Roll (hereinafter: electoral roll), as an electronic database, is a public document in which a unified record is kept of citizens of the Republic of Serbia who have the right to vote and it contains all the facts about voters prescribed by the Law on the Unified Electoral Roll.

2. Maintenance of the Electoral Roll

1) Ministry competent for public administration

3. The electoral roll shall be maintained by the ministry competent for public administration (hereinafter: Ministry).

The electoral roll may be maintained by one or more civil servants.

The civil servant who maintains the electoral roll must have the authority of the head of the body and a qualified electronic certificate issued by the authorised certification body (hereinafter: person authorised to maintain the electoral roll).

Until the closure of the electoral roll, the Ministry shall analyse the data from the electoral roll. It shall deliver the competent authority referred to in Article 2, paragraph 3 of the Law on the Unified Electoral Roll reports of any observed discrepancies or inaccuracies within a system for eliminating identified deficiencies.

After the closure of the electoral roll, the Ministry shall apply every change to the electoral roll (entry, deletion, addition, modification or corrections) in the manner and according to the procedure established by law.

Requests for a change in the electoral roll referred to in paragraph 5 of this point shall be delivered to the Ministry or municipal/town administration according to the permanent place of residence of the applicant, or by the temporary place of residence for internally displaced persons.

The Ministry shall issue a decision regarding a directly filed request for performing a change in the electoral roll in the manner and according to the procedure

---

[1] "Official Gazette of the RS", no. 15/12, 88/18 and 67/20.

prescribed by law immediately and not later than 24 hours after receiving an orderly request.

When the request is lodged with the municipal/town administration, the person authorised for updating the electoral roll shall submit the request, with all its attachments, electronically to the Ministry without delay, no later than the next day if the request was received just before the end of working hours.

The Ministry shall issue a decision on the request filed to the municipal/town administration in the manner and according to the procedure prescribed by law immediately and not later than 24 hours after receiving an orderly request.

2) Municipal/ town administration

4. Until the closure of the electoral roll, part of the electoral roll for the area of a local self-government unit shall be updated by the municipal/ town administration.

Updating of the electoral roll implies applying all changes to the electoral roll (entry, deletion, addition, modification or corrections) in the manner and according to the procedure established by law.

The electoral roll may be updated by one or more persons, who must have the authority of the head of the body and a qualified electronic certificate issued by the authorised certification body (hereinafter: person authorised to update the electoral roll).

The number of persons authorised for updating the electoral roll in a municipal/town administration shall be determined by the head of the body, depending on the number of voters and the number of changes in the electoral roll.

3) Changes in the Electoral Roll

5. Changes in the electoral roll are carried out ex officio and at the request of citizens.

Once the electoral list is proclaimed, the right to file a request for performing a change in the electoral roll shall also be enjoyed by the submitter of the electoral list or the person authorized by him/her, according to the procedure identical to the one applicable to the exercise of this right by citizens The request shall be accompanied by legally prescribed evidence for conducting the change, even if the request is not submitted by the applicant of the proclaimed electoral roll and the power of attorney certified in accordance with the law.

6. For each type of change, the body is obliged to obtain the necessary evidence ex officio, and if it is not able to do so, the applicant is obliged to submit it.

7. For each type of change, an appropriate decision shall be adopted, which shall be submitted to the person to whom the change relates to in accordance with the law governing general administrative procedure.

8. Entering data that a voter shall upon citizen's request vote at the elections for deputies of the National Assembly or at the elections for the President of the Republic at his/her temporary place of residence in the country shall be performed based on a decision passed by the municipal/town administration within the territory of which the voter has temporary residence in the country (selected place of voting).

The request for voting abroad shall be submitted to the diplomatic or consular mission of the Republic of Serbia. Authorised persons of diplomatic and consular missions shall forward the requests with the necessary evidence to the competent municipal/town administration authorised to decide on the request for voting across national borders through a special page within the system. The authorization for

access to a special page within the electoral roll system shall be issued to the employees of diplomatic and consular missions by the minister in charge of foreign affairs or by a person authorised by him/her. Qualified electronic certificates shall be provided by the ministry responsible for foreign affairs from the competent certification bodies with whose certificates it is technically possible to access the special page.

Registering that the voter has submitted a request to vote according to his/her temporary place of residence abroad shall be carried out on the basis of a decision adopted by a municipal/town administration within the territory of which the voter is domiciled in the country.

After passing a decision on the determination of polling places by the Republic Electoral Commission for voting at the elections for deputies of the National Assembly or the elections for the President of the Republic, the competent municipal/ town administration shall adopt a decision on registering data that the voter shall vote according to his/her temporary place of residence abroad and data concerning the polling place he/she will vote at, namely a decision stating that the conditions for the voter to vote at his/her temporary place of residence abroad have not been fulfilled.

After passing a decision on entering data that the voter shall vote at his/her temporary place of residence abroad and entering such information in the electoral roll, the voter shall not be entered in the excerpt from the electoral roll by his/her permanent place of residence, but shall be entered in the excerpt from the electoral roll by his/her temporary place of residence. .

Through the special page referred to in paragraph 2 of this point, the competent municipal/town administration shall submit the decisions to the diplomatic or consular mission that forwarded the request with the aim of informing the voter.

The request from par. 1 and 2 must contain the following data concerning the voter: first and last name of one parent; unique master citizen number; municipality or town and address of permanent residence; information on the municipality, town and address of temporary residence in the country or abroad, according to which the voter shall vote at the upcoming elections, as well as the applicant's signature.

All requests are registered through a list of acts. A case is formed as a list of acts in which all requests are registered in accordance with the rules of office procedures. A decision shall be reached for each request within 24 hours of receipt of the request.

Data that the voter shall vote according to his/her temporary place of residence in the country (selected place of voting) or according to his/her temporary place of residence abroad may not be changed until the end of the election procedure.

III. MANNER OF USING THE ELECTORAL ROLL, EXCERPTS FROM THE ELECTORAL ROLL AND PERUSAL OF THE ELECTORAL ROLL

9. The electoral roll and excerpts from the electoral roll shall be used in accordance with the law solely for the purpose of conducting elections or allowing citizens to speak out at a referendum.

Every citizen has the right of access to the electoral roll in order to check personal data entered in it. Perusal is obtained based on a voter's request and is performed by entering the unique master citizen number and the name and surname of a citizen and other data that enable automatic search of voter data in the unified electoral roll.

Perusal of the electoral roll may be accessed directly in the municipal/town administration where a citizen has permanent residence, in accordance with the law governing protection of personal data.

Perusal of the electoral roll, in accordance with the law governing personal data protection, may also be carried out electronically on the official website of the Ministry by entering data of one's unique master citizen number, and if conditions are provided, by sending a text message with this information to a telephone number that is published in the media and on the Ministry's official website.

As soon as the electoral roll is proclaimed, the submitter of the electoral roll, or a person authorized by him/her in accordance with the law, has the right of perusal of the electoral roll in the same manner and according to the same procedure as citizens.

In the process of electoral roll perusal, the person authorised to update the electoral roll, the person providing technical support to the city/town administration and the person authorised by the electoral roll submitter shall be obliged to act in accordance with the law governing the protection of personal data.

IV. PUBLICISING PARTS OF THE ELECTORAL ROLL FOR THE AREA OF A LOCAL SELF-GOVERNMENT UNIT

10. A day following the day elections are called, the municipal/town administration in charge of updating the electoral roll for the territory of the local self-government unit shall make public the part of the electoral roll for the territory of the local self-government unit. Part of the electoral roll shall be made public in such a manner that by means of computer equipment in the seat of the local self-government unit, citizens may by entering a unique master citizen number check whether they have been entered in the electoral roll and whether the entered data is correct.

Municipal/town administrations shall be obliged to inform citizens about this right through the mass media, by providing written notice on advertisement posts within the premises of bodies, companies, institutions or services.

V. VOTING NOTICE

11. A voter shall vote at the polling place where he/she is entered in the excerpt from the electoral roll.

Each voter must be notified of the date and time of the election, with the number and address of the polling place at which he/she votes and the number under which he/she is entered in the excerpt from the electoral roll.

The notice shall be printed and submitted by the municipal/town administration where the voter is registered in the excerpt from the electoral roll.

The notice shall be delivered before the election is held within the time limit set by law.

VI. SEPARATE REGISTER OF POLLING PLACES

12. A separate register of polling places as an electronic database shall contain the name of the local government unit, as well as the name, number, address, description and seat of the polling place.

A separate register of polling places as an electronic database according to the decisions of bodies for conducting elections shall be kept by the Ministry for the territory of the Republic of Serbia and in particular for the territory of each local self-government unit.

Updating of a separate register of polling places shall be performed on the basis of acts adopted by bodies for conducting elections that are submitted to the municipal/ town administration or the Ministry immediately after their adoption.

Updating of a separate register of polling places for the territory of the local self-government unit shall be carried out by an authorised person for updating the electoral roll of a town or municipal administration.

Municipal/ town administrations are obliged to notify the Ministry in writing within 24 hours of any change of data in the separate register of polling places for a local self-government unit. An act of a body conducting elections must accompany a notice.

Classification of voters into polling places for a local self-government unit shall be carried out by the municipal/ town administration until the moment of the electoral roll's closure.

Upon closure of the electoral roll, the Ministry shall sort voters into polling places for all local self-government units with the technical and other assistance of town and municipal administrations.

VII. ELECTORAL ROLL CLOSURE

13. A decision on closure of an electoral roll shall be adopted and signed by the minister in charge of public administration (hereinafter: Minister) or a person authorised by him/her within the time limit and with the content specified in the Law on the Unified Electoral Roll and certified by the Ministry's seal.

The Ministry shall certify printed excerpts from the electoral roll, classified by local self-government units and polling places in the country and abroad.

Printed excerpts from the electoral roll, classified by local self-government units and polling places in the country and abroad, shall be verified by printing the ordinal number of the voter with whom the excerpt has been closed, and they must include the Minister's or authorized person's signature and the Ministry's stamp on the final page.

VIII. EXCHANGE OF DATA FOR EX OFFICIO CHANGES IN THE ELECTORAL ROLL

1. Ministry competent for internal affairs

14. Data from official records on the permanent residence and temporary residence of citizens on the basis of which changes in the electoral roll shall be executed, sorted by types of changes and local self-government units, shall be submitted by the Ministry competent for internal affairs to the Ministry electronically, which further sorts them by municipal/ town administrations responsible for making changes to the electoral roll within the deadlines set by law.

The Ministry competent for internal affairs shall submit data concerning the electoral roll in a text file.

Data shall be delivered in Cyrillic format, except for the address of temporary residence abroad, while data including the name, surname and first name of the parents of a national minority member shall also be provided in the language and script of the national minority.

The file shall have the determined format UER_MoI_ddmmyyyy_hhmm.txt, ddmmyyyy is the date of export of data in the format dd - day, mm - month and yyyy - year and hhmm is the time of data export in the format hh - hour and mm - minute.

The Ministry competent for internal affairs shall be responsible for submitting data via a web service and if such communication is not established by sending a file. Data is submitted in Cyrillic format according to the UTF-8 standard. In case the data is sent via a file, the row separator shall be CR / LF and the column separator shall be harmonised between the communication participants.

Specific data specifications, data types and lengths, as well as a change codebook, as Annex 1, are printed with this instruction and form an integral part thereof.

2. Ministry competent for defence

15. The Ministry competent for defence shall submit to the Ministry lists of voters who are serving military service, undergoing military training or education in units or institutions of the Serbian Armed Forces within the time limit established by law.

The lists that are submitted shall be classified by units or institutions of the Serbian Armed Forces and, in addition to the voter data prescribed by the Law, they shall also contain information on the headquarters (city, municipality and address) of the unit or institution.

The data in the lists shall be entered in a tabular file in Cyrillic format, while data including the name, surname and first name of the parents of persons belonging to a national minority shall also be entered in the language and script of the national minority.

The file shall have the established format UER_MoD_Name_ddmmyyyy_hhmm.xls, where the Name is the name of the Unit / Institution of the Serbian Armed Forces, ddmmyyyy is the date of the data's creation in the format dd - day, mm - month and yyyy - year, while hhmm is the time of creation of data in the format hh - hour and mm - minute.

The data must be submitted in a MS Excel document and with a UTF-8 code layout in Cyrillic format, whereby the first and last name of the parents of national minority members must be in the script of the national minority and in capital letters.

3. Ministry competent for judiciary

16. The Ministry competent for judiciary shall submit lists of voters who are under criminal sanctions or in detention within the time limit set by law.

The lists that are submitted shall be sorted according to penitentiary institutions (hereinafter: institutes), in addition to data on voters prescribed by law, and they shall also contain information on the seat (town/ municipality and address) of the institute.

The data in the lists shall be entered in a tabular file in Cyrillic format, while data including the name, surname and first name of the parents of persons belonging to a national minority shall also be entered in the language and script of the national minority.

The file shall have the determined format UER_MoJ_Name_ddmmyyyy_hhmm.xls, where the Name represents the name of the Institute, ddmmyyyy shall be the date of data creation in the format dd - day, mm - month and yyyy - year and hhmm the time of data creation in the format hh - hour and mm - minute.

The data must be submitted in a MS Excel document and with a UTF-8 code layout in Cyrillic format, whereby the first and last name of the parents of national minority members must be in the script of the national minority and in capital letters.

4. Civil Records

16a The Ministry retrieves data from the Civil Records relating to the fact of death, as well as other data relevant for updating or making ex officio changes in the unified electoral roll.

The facts and data that are entered in the Civil Records, which affect the completeness, accuracy and timeliness of keeping the electoral roll, shall be submitted

electronically to the municipal/ town administrations responsible for making changes to the electoral roll within the time limit established by law.

IX. SURVEILLANCE

17. Surveillance over the maintenance of the electoral roll and updating part of the electoral roll for the area of a local self-government unit shall be performed by an administrative inspection through administrative inspectors and via regular and extraordinary inspections, in accordance with the law.

Regular inspections shall be carried out according to the annual work programme of the Administrative Inspectorate.

In exercising control over the maintenance of the electoral roll, an administrative inspector shall be empowered to check, by accessing the central system, whether all the obligations of keeping the single electoral roll established by law are being duly fulfilled.

Oversight of the process of updating part of the electoral roll for the area of a local self-government unit shall be conducted directly in the municipal/ town administration by inspecting and accessing the electronic system for maintaining part of the electoral roll and checking all voter data, all official records and evidence on the basis of which changes are carried out in the electoral roll and by indirect supervision, access to acts, records, data and documentation pertaining to part of the local self-government unit's electoral roll.

Extraordinary inspection supervision is obligatory and shall be carried out in the year in which regular elections are held, namely, when early elections are called.

X. FINAL PROVISION

18. This Instruction shall enter into force the day after its publication in the "Official Gazette of the Republic of Serbia".

SPECIFIC DATA, DATA TYPE AND LENGTH SPECIFICATION AND CHANGE CODEBOOK

Name	Field type and length	Description
Unique master citizen number	Text, 13 characters	A unique master citizen number must be correct and checked according to an algorithm for verifying unique master citizen numbers
Name	Text, 64 characters	Name of person.
Surname	Text, 64 characters	Surname of person.
Parent's name	Text, 64 characters	Name of person's parent.
Date of birth	Text, 10 characters	Date of birth in the format dd/mm/yyyy
Place of birth	Text, 64 characters	Place and municipality or town of birth, and if the person is born abroad, country of birth.
Sex	Text, 1 character	Sex in the format M/F
Municipality of permanent residence	Number, 3 digits	Permanent residence code according to the codebook agreed between the communication participants.
Permanent place of residence	Text, 64 characters	Inhabited permanent place of residence.
Street of permanent residence	Text, 128 characters	Street of permanent residence
House number, numerical part of permanent residence	Number, 4 digits	Number in format 0000-9999, if it has no number, enter 0000.
House number, character part of permanent residence	Text, 1 character	Character part of the number.
Entrance of permanent residence	Text, 5 characters	Entrance of permanent residence
Floor of permanent residence	Text, 5 characters	Floor of permanent residence
Apartment of permanent residence	Text, 5 characters	Apartment of permanent residence

Municipality of temporary residence	Number, 3 digits	Temporary residence code according to the codebook agreed between the communication participants.
Place of temporary residence	Text, 64 characters	Inhabited temporary place of residence.
Street of temporary residence	Text, 128 characters	Street of temporary residence.
House number, numerical part of temporary residence	Number, 4 digits	Number in format 0000-9999, if it has no number, enter 0000.
House number, character part of the temporary residence	Text, 1 character	Character part of the number.
Entrance of temporary residence	Text, 5 characters	Entrance of temporary residence
Floor of temporary residence	Text, 5 characters	Floor of temporary residence.
Apartment of temporary residence	Text, 5 characters	Apartment of temporary residence.
State of temporary residence abroad	Number, 3 digits	Temporary residence code of foreign state according to the codebook agreed between the communication participants.
Temporary place of residence abroad	Text, 64 characters	Name of temporary place of residence abroad
Place of temporary residence abroad	Text, 120 characters	Address of temporary residence abroad
Date of change	Text, 10 characters	Date of filing change in the MoI system in the format dd/mm/yyyy.
Type of change	Number, 2 digits	Type of change according to the codebook agreed between the communication participants.

Change Codebook:

Code	Name of change	Fields that must be filled in
01	Deregistration from address of permanent residence	Old permanent residence address.

02	Registration of address of permanent residence	New permanent residence address.
03	Deregistration of address of temporary residence	Old temporary residence address.
04	Registration of temporary residence address	New temporary residence address.
05	Deregistration of temporary residence address abroad	Old temporary residence address abroad.
06	Registration of temporary residence address abroad	New temporary residence address abroad.
07	Acquisition of legal age	Data concerning the person.
08	Acquisition of legal age on election day	Data concerning the person.