

*Unofficial Translation*

In virtue of Article 32 paragraph 7, Article 39 paragraph 5, Article 40 paragraph 4, Article 52 paragraph 7, Article 56 paragraph 4, Article 58 paragraph 7, Article 70 paragraph 3, Article 73 paragraph 5, Article 77 paragraph 3, Article 78 paragraph 5, Article 79 paragraph 2, Article 80 paragraph 4, Article 87 paragraph 4, Article 88 paragraph 5 and Article 97 paragraph 4, of the Law on Foreigners ("Official Gazette of Montenegro", No. 82/08), the Ministry of the Interior and Public Administration has enacted

**BOOK OF RULES**

**ON THE MODE OF APPROVING TEMPORARY STAY AND PERMANENT RESIDENCE AND ISSUANCE OF TRAVEL AND OTHER DOCUMENTS TO FOREIGNERS**

**("Official Gazette of Montenegro", no. 58/09 from 28.08.2009)**

**I INTRODUCTORY PROVISION**

**Article 1**

Detailed mode of issuing approvals for temporary stay, i.e. extending temporary stay, approvals for permanent residence and travel documents for foreigners, as well as registering cancellation of stay up to 90 days, stay on the basis of issued visa for longer stay (visa D), temporary stay, permanent residence and prohibition of entrance into the travel document of a foreigner, code of conduct and house rules in the reception centre for foreigners (hereinafter referred to as "the Reception Centre"), mode of collecting the payments to cover the costs of accommodation within the Reception Centre and forceful expulsion, the contents and the look of the form, as well as the content and method of running the records, are being regulated by the Book of Rules. The terms, in the Book of Rules, used for natural persons in masculine gender cover the same terms in the feminine gender as well.

**II APPROVAL OF TEMPORARY STAY**

**Article 2**

Application for approval, i.e. extension of temporary stay must be submitted by foreigner in person. For person under the age of 18, or person with incapacity, the application from paragraph 1 of the Article is submitted by the parent or legal representative. The Form from paragraph 1 of the Article contains: name of the body to which the application is submitted, free space for entering the date when application was submitted, title "APPLICATION FOR TEMPORARY STAY", number of application and bar code, purpose, space for entering the data of the applicant (unique identification number, gender, last name, first name, native last name, date and place of birth, country of birth, citizenship, marital status, type and degree of educational skills, profession), space for recording the date of him entering Montenegro, validity of the last approved temporary stay, foreseen duration of stay, residence, addresses in other country, data on the head of the household, number and validity of the travel document of the applicant and the name of the body who has issued the travel document, data on applicant's parents, space for writing down applicants statement confirming the exactness of provided data, obligation on informing on changes of personal data and consent that his personal data can be

processed electronically, space for entering phone number and the signature of the applicant (Form no. 1).

The form from paragraph 1 of the Article must be filled out in legible block letters.

### **Article 3**

Along with the application from Article 2 of the Book of Rules, a foreigner is obligated to submit certified copy of the valid travel document with the imprint of the entrance seal in it that have been stamped on the border crossing, if he is submitting the application in Montenegro, or the imprint of the seal of previously approved temporary stay, proof of sufficient funds to support himself, proof of provided accommodation, proof of healthcare insurance, as well as proofs justifying the application.

### **Article 4**

The proof of adequate funds for supporting oneself during temporary stay in Montenegro is considered to be a certificate, or other proof regarding foreigner's funds on his bank account in Montenegrin or foreign bank, proof of personal incomes related to performance of a job, amount of scholarship, proof of adequate funds for healthcare treatment, proof of ownership of real estate in Montenegro based on which it is possible to cover living costs, statement by which natural or juristic person obliges itself to bear the costs of foreigner's stay, i.e. the proof that foreigner is covering his living costs in some other way.

### **Article 5**

The proof of provided accommodation is considered to be a certificate on housing property rights or signed leasing contract, i.e. signed statement of the person where a foreigner is residing or the accommodation certificate issued by a company or entrepreneur registered for providing accommodation services.

### **Article 6**

The proof of healthcare insurance is considered to be travel healthcare insurance provided by authorized insurance company in another country, healthcare insurance provided in line with international agreements, or healthcare insurance obtained under terms and in manner regulated by special law.

### **Article 7**

A foreigner, who applies for approval, i.e. extension of temporary stay for the sake of employment and work, high-school education or university studies, participation in international exchange programs, specialization, vocational studies or hands-on training, scientific-research work, or health treatment, must submit proofs on the justifiability of its temporary stay application in line with Articles 41 to 47 of Law on Foreigners.

### **Article 8**

A foreigner seeking temporary stay on the grounds of family reunification is obligated to submit a document proving that the member of the immediate family is Montenegrin citizen or document of a foreigner who has been granted permanent residence or temporary stay in Montenegro, and other proofs on the justifiability of the application.

### **Article 9**

Temporary stay on humanitarian grounds is approved based on adequate proofs of juristic person (international organization, NGO, or government body) which is providing assistance and protection to the victim, or authorized government body, confirming that the victim is cooperating in resolving criminal offenses.

#### **Article 10**

Documents, proving that foreigner meets the conditions for granting temporary stay, must be submitted in original or certified copy, with translation to Montenegrin language certified by the certified translator.

#### **Article 11**

When receiving the application for temporary stay, i.e. extended temporary stay, the identity of a foreigner is being determined, as well as whether the travel or other documents proving its identity are valid and in order, whether the application is filled in correctly and legibly and whether the application is accompanied by appropriate proofs.

#### **Article 12**

A foreigner who applies for the first time for temporary stay in Montenegro, or extended stay is issued a certificate that contains: name of the body who has issued the certificate, the title "CERTIFICATE ON SUBMITTED APPLICATION", bar code, spaces for entering names and surnames of applicants, remark that certificate serves to prove the legitimacy of stay in Montenegro until the final decision is reached and that certificate is valid up to 30 days and can be extended, space for entering issuing date, signature of authorized official, and authorized body seal (Form no. 2).

#### **Article 13**

When deciding upon applications for temporary stay, the authorities are checking whether a foreigner possesses valid travel document, whether he has reported his residence to the authorized body of Montenegro, except in the case when application for temporary stay refers to temporary stay in diplomatic or consular mission, and whether there are any legal obstacles for granting temporary stay, i.e. whether the conditions for entrance, movement, and stay in Montenegro have been met.

Additional information, regarding the facts given in the application, may be requested from the foreigner applying for temporary stay.

#### **Article 14**

Temporary stay approval is registered within foreigner's valid travel document, by imprinting a seal 105 mm x 81 mm in size, which in its upper left corner contains the title: "Montenegro" and the name of the body which has issued the approval, and in the middle the inscription: "TEMPORARY STAY APPROVAL", under which there are boxes to fill in the purpose of temporary stay, approval expiration date, and the signature of authorized official (Form no. 3). Authorized official is putting his signature on defined spot within the stamp pattern and certifies the signature with the seal on the right hand side of the stamp so to cover part of the stamp and the travel document page as well, but still to enable unhindered insight into data inserted into the stamp pattern.

### **III APPROVING PERMANENT RESIDENCE**

#### **Article 15**

Foreigner submits the application for permanent residence in person.

The form, from paragraph 1 of the Article contains: name of the body to which the application is addressed, space for entering the application submission date, title: "PERMANENT RESIDENCE APPLICATION", number of the application and bar code, spaces for entering applicant's data (unique identification number, gender, last name, first name, native last name, date and place of birth, country of birth, citizenship, marital status, type and degree of educational skills, profession), spaces for entering data on his address in Montenegro, address in another

country and head of the household, and his consent for using the data, approved temporary stay of the applicant, number and expiration date of his travel document and the body that has issued the travel document, data on applicant's father and mother, space for entering applicant's statement on the exactness of provided data and consent that his personal data can be processed electronically, space for telephone number and applicant's signature (Form no. 4).  
Application form from paragraph 1 of the Article must be filled in with legible block letters.

#### **Article 16**

Along the permanent residence application a foreigner is obligated to provide proofs on approved temporary stay in Montenegro in uninterrupted duration of five years before filing the application, certified copy of valid travel document, proof of funds sufficient to support him, proof of secured accommodation, proof of healthcare insurance, proof that he has not been convicted by legally binding judgment for criminal offense that is prosecuted ex officio, as well as proof that no criminal proceedings have been instigated against him for such criminal offense.  
Juvenile foreigner, in order to obtain a permanent residence status, needs proof of permanent residence of one of the parents and consent of another parent.

#### **Article 17**

Provisions of Article 2 paragraph 2, and Article 13 of the Book of Rules are applied to permanent residence application of person under 18 years of age, i.e. person with incapacity, as well as to identifying foreigner's identity and checking of his travel or other documents by which the identity is being proven as well as proofs submitted in the application.

#### **Article 18**

Permanent residence approval is registered within foreigner's travel document, by imprinting a seal 105 mm x 81 mm in size, which in its upper left corner contains the title: "Montenegro" and the name of the body which has issued the approval, and in the middle the inscription: "PERMANENT RESIDENCE APPROVAL", under which there are spaces to fill in the approval date, and the signature of authorized official (Form no. 5).  
Authorized official is putting his signature on defined spot within the stamp pattern and certifies the signature with the seal on the right hand side of the stamp so to cover part of the stamp and the travel document page as well, but still to enable unhindered insight into data inserted into the stamp pattern.  
When putting the permanent residence approval stamp in the foreigner's travel document, temporary stay approval stamp is annulled by introducing the new stamp "ANNULLED".

#### **Article 19**

Foreigner who substitutes his travel document because it has expired, been damaged or because of other reasons is obligated, without delay, to submit application for getting a new stamp imprint.

### **IV CANCELLATION OF STAY AND PERMANENT RESIDENCE**

#### **Article 20**

Cancellation of stay up to 90 days, i.e. stay on the grounds of issued visa for longer stay (visa D), cancellation of temporary stay and permanent residence, as well as prohibition of entrance, are being recorded into the foreigner's travel document by imprinting the stamp, when the cancellation notice becomes effective.  
Stamp form from paragraph 1 of the Article contains: cancellation of stay, i.e. permanent residence and space for entering the date up to which the holder of the travel document must

leave Montenegro, date up to which he is prohibited from entering Montenegro, name of the body that enacts the notice, number and date of notice, seal and signature of the authorized official (Form no. 6).

When foreigner's travel document contains a visa, the cancellation stamp imprint is stamped alongside the sticker of the visa, and if the foreigner didn't need visa to enter Montenegro, stamp imprint is stamped alongside the last entrance stamp.

In case when temporary stay or permanent residence is cancelled, the stamp of temporary stay or permanent residence is annulled by posting the stamp "ANNULLED".

## **V TRAVEL DOCUMENTS**

### **1) Travel document for stateless person**

#### **Article 21**

Stateless person, foreigner, applies for travel document in person.

Application form from paragraph 1 of the Article contains: the name of a body to which the application is submitted, space for entering the date when application was filed, title: "APPLICATION FOR ISSUANCE OF TRAVEL DOCUMENT FOR STATELESS PERSON", application number bar code, spaces for entering applicant data (unique identification number, gender, last name, name, native last name, date and place of birth, country of birth), spaces for entering data on applicant's father and mother, space for entering applicant's statement on exactness of provided data and his consent that his personal data can be processed electronically, space for entering phone number and applicant's signature (Form no. 7).

Form from paragraph 1 of the Article must be filled in by legible block letters.

#### **Article 22**

Travel document form for stateless person is of rectangular shape, 125 mm x 88 mm with bindings, one polycarbonate sheet and 32 numerated pages sewed up by special thread. The binding of the travel document is made of non-florescent 120 gms safety paper, chemically sensitive to acids, bases, and other organic reagents, which contains visible and invisible UV fibers. The binding color is brown.

Within the travel document pattern, on the page with data, black & white photography of the person in question is being imprinted laser, dimension 32 mm x 41 mm and laser engraving of all other data on that page.

#### **Article 23**

On the front side of the binding there is title: "Montenegro", Montenegrin coat of arms, title "Stateless person travel document" and electronic passport symbol, which are introduced using printing in gold technique (Form no. 8).

On the inner side of front binding, in the background there is stylized map of Europe where Montenegrin territory is marked by white color. In the foreground there is title "Montenegro", stylized map of Montenegro with Montenegrin flag within, mark "MNE" and security element in the form of stylized women's belt (decorative belt of Montenegrin women's folk costume) (Form no. 9).

#### **Article 24**

The first page of polycarbonate sheet is not enumerated and contains title "Montenegro", Montenegrin coat of arms and title: "Stateless person travel document" (Form no. 10).

The other side of polycarbonate sheet that is not enumerated, is produced from several layers polycarbonate with incorporated security elements and contains non-contact chip. At the

polycarbonate surface, in the background, Montenegrin borders are engraved and alongside them, in micro-text written "Montenegro", mark "MNE" and Montenegrin coat of arms. On the data page there are: part legible only by machine, where all the data are inserted, in line with machine legible documents standards and special regulations, title: "Stateless person travel document", Montenegrin coat of arms, mark of electronic passport, title "Montenegro", and spaces for: type, country of issuance code, and number of the travel document. In the upper right hand corner there is an application in form of stylized territory of Montenegro, printed in optical variable ink that disperse in two colors, green and red. On the left side there a space for a photo 32 mm x 41 mm in size. On the right hand side of the photo there is an optical variable safety element (kinegram), with motifs from map of Montenegro, Montenegrin coat of arms, and mark "MNE". In the lower part there is an oval security element of special structure (MLI). On the right hand side from the photo there are boxes for: last name, name, birth date, unique identification number, gender, birth place, date of issuance, name of body that has issued the travel document, expiration date, and signature. The form of data page is printed in three colors: blue, green and brown (Form no. 11).

#### **Article 25**

The inner pages of the travel document, which are numerated, are produced from non-fluorescent 90 gms safety paper, chemically sensitive to acids, bases, and other organic reagents, which contain visible and invisible UV fibers in three pastel colors, blue, green, and brown with incorporated security elements, as well as ornaments with Montenegrin coat of arms, stylized territory of Montenegro, and serial number of the travel document, which is engraved by the means of laser. (Interior pages contain the water mark in form of Montenegrin coat of arms and territory of Montenegro, and in the background stylized motif containing the basic detail coming from Montenegrin men folk costume ('toke'-silver plates on suite of armor)).

Numerated pages from number 3 to 33, contain the title "Visas" and title "Convention from September 28, 1954." Numerated pages are connected by UV reactive thread that contains three colors visible under normal light, and two colors visible under the UV light.

The last numerated page- 34, contains the following text: "This travel document contains sensitive electronics. In order to avoid damages pleas do not fold it, bend it, expose to high temperature or big humidity." (Form no. 12).

#### **Article 26**

The last inner side of the binding of the document contains the following text: "This document is issued in order to provide its holder with a travel document that can substitute national travel document. It does not have any prejudice or influence on the citizenship of the document's holder. The holder has the right to return to Montenegro until the expiration of the travel document. In case of settling down in another country, and in order to be able to travel, the holder of the travel document applies for a new travel document before authorized body of the new residence country." And text: "This travel document is property of Montenegro. It contains 34 pages."

In the background of the inner side of the binding there is Montenegrin coat of arms and stylized territory of Montenegro. In the lower part there is protective printed motif- part of the women's silver belt, under which there is travel document number printed by laser (Form no. 13).

#### **Article 27**

Regarding taking the photo, fingerprints, and personal signature within procedure of granting the stateless person travel document, the provisions of the Book of Rules shall apply regarding the methodology for taking the photo, fingertips, and personal signature ("Official Gazette of Montenegro", no. 41/08).

Regarding the content of machine legible records, which is inserted into the travel document from paragraph 1 of the Article, provisions of Book of Rules regarding the content of machine legible records of travel documents shall apply ("Official Gazette of Montenegro", no. 41/08). Provisions of articles 3, 5, 8, 9, 10, and 12 of the Book of Rules for Issuing Passports ("Official Gazette of Montenegro", no. 73/08), shall apply to methodology for issuing the travel document from paragraph 1 of the Article.

## **2) Emergency travel document for foreigner**

### **Article 28**

Foreigner must personally file the application for obtaining emergency travel document. Form from paragraph 1 of the Article contains: name of the body to which the application is addressed, space for entering application date, title: "APPLICATION FOR ISSUING EMERGENCY TRAVEL DOCUMENT TO FOREIGNER ", number of application and bar code, spaces for entering applicant's data (unique identification number, gender, last name, name, native last name, date and place of birth, country of birth, citizenship), spaces for entering data on applicant's father and mother, and residence in Montenegro, space for entering applicant's statement on exactness of provided data and consent that his personal data can be processed electronically, space for entering phone number, and applicant's signature (Form no. 14).

### **Article 29**

Alongside application for issuance of emergency travel document due to departure to another country, the foreigner whose Montenegrin citizenship has expired, must also submit the copy certified copy on the notice of cessation of Montenegrin citizenship. Foreigner whose foreign travel document has been stolen or lost, and the country of his origin does not have diplomatic or consular mission in Montenegro, nor some other country is authorized to represent the interests of that country, alongside the application for obtaining the emergency travel document for foreigner, must submit proofs that he has reported the theft or loss of his travel document. In the case from paragraph 2 of the Article, authorized body is obligated to determine the identity of the foreigner.

### **Article 30**

The form of emergency travel document for foreigner is made in shape of a sheet 362 mm x 125 mm in size, which is folded in four parts and contains eight pages. The form is made from protected paper with water mark of Montenegrin coat of arms, and printed in three colors, light-brown, green and blue.

First page of the form contains the title "Montenegro", Montenegrin coat of arms, and title "Emergency travel document for foreigner", which are printed in offset technique, under which there is a perforated serial number of the emergency travel document comprised of nine symbols. The second page of the emergency travel document, which is not numerated, contains spaces for entering applicant's data and photo.

Numerated pages of the emergency travel document for foreigner, from number 3 to number 8, in the upper part have the inscription "Visas" (Form no. 15).

## **VI IDENTITY CARD FOR FOREIGNER**

### **Article 31**

Foreigner applies for identity card in person, filling out the form that contains: name of the body to which the application is addressed, space for entering the application, title: "APPLICATION

FOR IDENTITY CARD FOR FOREIGNER", application number and bar code, space for entering applicant data (unique identification number, gender, last name, name, native last name, date and place of birth, country of birth, citizenship), spaces for entering data on applicant's father and mother and his residence in Montenegro, space for entering applicant's statement on exactness of provided data and his consent that his personal data can be processed electronically, space for entering phone number, and applicant's signature (Form no 16). Alongside application for identity card, the foreigner is obligated to submit notice on approved permanent residence, i.e. proof on approved temporary stay and a valid travel document.

### **Article 32**

Identity card is of rectangular in shape, in form of a card 86 mm x 54 mm in size, made from multi-layer polycarbonate, and prevailing color is different shades of blue, with protective elements installed in the card.

Identity card form is produced in line with standards ISO/IEC 7810 regarding dimensions and physical characteristics, and ISO/IEC 10373 regarding testing of physical characteristics.

Identity card form for foreigner, on the front side in the upper left hand corner contains Montenegrin coat of arms, and in the central part title: "Montenegro" and: "Identity card for foreigner". In the upper right hand corner there is title "Montenegro" in micro-press. On the left hand side of the form, underneath the Montenegrin coat of arms, there is a space for a photo, dimensions 24 mm x 33 mm. On the right hand side from the photo there are spaces for: last name, name, gender, citizenship, date of birth, identity card number, expiration date, and signature.

Identity card for foreigner, on the back side, in the upper left hand corner contains spaces for: unique identification number, date of issuance and name of the body that has issued identity card, and in the upper right hand corner, application in form of Montenegrin borders with drawn rivers (Form no. 17).

### **Article 33**

Regarding taking a photo, fingertips, and personal signature within the process of issuing the identity card for foreigner, provisions of Book of Rules regarding the methodology and procedure for taking the photo, fingertips, and personal signature within the process of issuing the identity card for foreigner shall apply ("Official Gazette of Montenegro", no. 28/08).

Provisions of articles 3, 5, 7, 8, and 12 of the Book of Rules regarding methodology for issuing identity card, and the price of identity card ("Official Gazette of Montenegro", no. 28/08) , shall apply to methodology for issuing the identity card for foreigner.

## **VII RECEPTION CENTER FOR FOREIGNERS**

### **Article 34**

Reception of a foreigner, in the Center, is being recorded in the foreigner's reception sheet and card. Reception sheet is of rectangular shape, format A4, containing title: "Police Directorate, Foreigners' Reception Centre", space for a photo 30 mm x 35 mm in size, title: "RECEPTION SHEET", spaces for entering data on foreigner who is being accommodated at the Center (last name, native last name, name, parents names, gender, day, month, and year of birth, citizenship), number of travel document, body that has issued the travel document, place and date when travel document was issued and its expiration date, number of notice approving the reception at the Center, date and time of the reception, healthcare data, financial data, and data on objects in possession of a foreigner, date of release from the Centre and remarks, as well as place and date when reception sheet was filled in, foreigner's signature, signature of the authorized person and seal (Form no. 18).



Foreigner's card is of rectangular shape, format A4, containing title: " Police Directorate, Foreigners' Reception Centre ", space for a photo 30 mm x 35 mm in size, title: "RECEPTION CARD", spaces for entering data on foreigner who is being accommodated at the Center (last name, native last name, name, parents names, gender, day, month, and year of birth, citizenship, place and country of birth, personal description of a foreigner and his special features) healthcare data, remarks, as well as place and date when reception card was filled in, signature of the authorized person (Form no. 19).

#### **Article 35**

During the reception an interview is conducted with a foreigner on his healthcare and psychological-physical conditions. In case contagious diseases are identified or suspicion on contagious diseases, the foreigner is being placed in special room, where he should remain until physician does not determine his healthcare conditions. Reception Center police official informs the physician and the Reception Center manager or persons he authorize, on all the findings related to psychological-physical state of the foreigner.

#### **Article 36**

Police officers within the Center, when receiving a foreigner, take over, from the police officers of the respective police district records and foreigner's documents, as well as the luggage and objects he possesses.

Records and foreigner's documents, who is being placed at the Centre, contains: notice on sending the foreigner to the Center, notice on forceful expulsion, i.e. decision on protective measure of expulsion, written information on bringing and accommodating the foreigner to the Center, which is submitted by competent police district officials, three photos of a foreigner, which are used for production of personal documents, official record on conducted security check and possession of money, certificate on dispossessed objects and money, medical records, and if he has one even the notice on appointment of a legal representative if we are dealing with minor or incapacitated person.

In order to be able to find identification documents, money, and objects useful for assault, escape of self infliction, the foreigner and his assets may be subjected to search.

Search of a foreigner and his assets is conducted by a police officer of the same gender.

#### **Article 37**

If the foreigner has no identity document, the procedure for determining his identity shall be implemented.

#### **Article 38**

After admitting the foreigner into the Center, police officers conduct an interview to find out about the ways and his reasons for coming to Montenegro, they are introducing him with the accommodation, as well as with expulsion procedure or voluntary repatriation to his domicile country ; they also inform him that he has the right to be visited by the representative of his country in Montenegro.

#### **Article 39**

When admitting foreigners into the Center, officials are taking care of gender, age and nationality, so that foreigners of the same gender are placed in the same premises, minors together with their legal representative, and families to a separate room.

#### **Article 40**

Within the Center, the foreigner cannot have higher money amounts (more than 200,00 euros a week), mobile phone, jewelry or high value objects, that can be used for assault, escape or self-infliction. In case when mentioned objects are discovered, the objects are taken and placed in the special room within Center, and the owner receives a certificate on taken objects.

Certificate from paragraph 1 of the Article contains: title: "Police Directorate, Reception Centre for Foreigners", title: "CERTIFICATE on dispossessed travel and other identifications, travel tickets, objects and money", spaces for entering data on foreigner (name and last name, date, place and country of birth), number of travel document and the country that has issued the travel document, space for entering data on dispossessed documents and objects, date when certificate is issued and signature of authorized official (Form no. 20).

During his stay in the Center, the foreigner can use temporarily dispossessed money, and every redraw of money must be verified by foreigner's signature.

In case when foreigner leaves the Centre without permission, temporary dispossessed money shall be used to cover accommodation expenses, and the rest shall be paid to the budget of Montenegro.

#### **Article 41**

In the Center, the foreigner is allowed to move within shared premises.

The foreigner has the right on, previously announced, visit in duration of 30 minutes with the approval of the Centre manager or person he authorizes.

Upon his arrival at the Centre, the foreigner has the right to make, free of charge, phone calls to his family and diplomatic/consular representative of his domicile country.

The foreigner can communicate with persons outside of Centre using public phone boot, and through letters. The foreigner is allowed to receive packages and money. The foreigner must open the packages in the presence of police officer. The foreigner enjoys freedom of religion.

#### **Article 42**

If the foreigner behaves contrary to house-rules, warnings and orders of police officers within centre, tries to escape or in other way avoids the obligation of leaving the country, Centre manager or the person authorized by him can decide on introducing measures of increased surveillance in special premises. Increased surveillance measure shall be revoked when officials determine that conditions causing its implementation ceased to exist.

#### **Article 43**

Accommodation expenses at the Centre (costs of escorting the foreigner to the diplomatic/consular mission or Centre, living expenses at the Centre, expenses related to obtaining travel and other documents, travel tickets and transit costs) and forceful expulsion (costs of escorting the foreigner up to the border of the country to which he is being sent and other costs related to forceful expulsion, such as police escort, fuel, treatment costs, and so one) are charged by the authorized body escorting the foreigner, directly from the temporarily seized foreigner's money; they issue certificate on seized funds and the rest is returned to the foreigner.

#### **Article 44**

The form of special identification document for foreigner, who is ordered mandatory stay within specific place outside of the Centre, is of rectangular shape, in the form of a card, dimensions 86 mm x 54 mm, made from multi-layer polycarbonate, predominately painted in different shades of blue, with incorporated security elements.

The form from paragraph 1 of the Article is made in line with standards ISO/ IEC 7810 for dimensions and physical characteristics, and ISO/IEC 1373 for testing of physical characteristics.

The form of special identification document for foreigner contains, on the front page, in the upper left hand corner, Montenegrin coat of arms and in the central part title: "Montenegro" and title: "Foreigner Identification Document". In the upper right hand corner there is title "Montenegro" in micro-press. On the left hand side of the form, below Montenegrin coat of arms, there is a space for a photo, dimensions 24 mm x 33 mm. On the right, from the photo, are spaces for entering: last name, name, gender, citizenship, date of birth, number of identification document, expiration date, and signature.

The for of identification document, on the back side, in the upper left hand corner contains spaces for entering: unique identification number, date of issuance and name of the body that has issued the identification document, and in the upper right hand corner application in form of Montenegrin borders with drawn rivers (Form no. 21).

## VIII RECORDS

### Article 45

Records kept by the Ministry of the Interior are public and they contain, as follows:

- 1) records on issued travel documents for stateless persons: name and last name, unique identification number, reason of stay in Montenegro, date when foreigner has entered Montenegro, date when travel document was issued, type and number of the travel document and expiration date;
- 2) records on issued and replaced foreigners' identity cards: name and last name, date and place of birth, citizenship, reason and basis for his stay in Montenegro (number and date of approved permanent residence and number and date of approved temporary stay), issuance date, number and expiration date of the identity card;
- 3) records on issued emergency travel documents for foreigners: name and last name, date and place of birth, citizenship, reason for issuing the document, name of the body that has issued the document, date when foreigner entered Montenegro, date when travel document was issued, type and number of travel document, and expiration date;
- 4) records on foreigners whose permanent residence was cancelled or ceased to exist: name and last name, citizenship, type and number of travel document, date when foreigner entered Montenegro, reason for cancellation or cessation of permanent residence, date of permanent residence cancellation and deadline when foreigner must leave Montenegro, and duration of entrance ban in Montenegro.

Records kept by body in charge of police affairs, contain, as follows:

- 1) records on foreigners whose stay has been cancelled and who are prohibited from entering Montenegro: name and last name, citizenship, type and number of travel document, reason for staying in Montenegro, since when the foreigner is staying in Montenegro, reason for cancellation of stay and deadline when foreigner must leave Montenegro, as well as duration of the entrance ban in Montenegro;
- 2) Records on foreigners who have been banned from entering Montenegro: name and last name, citizenship, type and number of travel document, reason for staying in Montenegro, since when the foreigner is staying in Montenegro and reason for imposing entrance ban;
- 3) records on issued visas on border-crossing, rejected visa applications, cancelled and reduced visas: name and last name, citizenship, date of issuance, type and number of travel document containing the visa, type and duration of visa, as well as the name of the body that has issued the visa;
- 4) records on reported missing foreigners' identification documents: name and last name, citizenship, reason of stay, date when report on the loss or disappearance of the document was filed, type and if possible number of the document, method of establishing the identity of the foreigner, number and date of issued certificate on the loss of the

document, number and date of certificate announcing the disappearance of the document published at "Official Gazette of Montenegro";

- 5) records on temporary seized documents: name and last name, date and place of birth, citizenship, number of travel document, name of the body that has issued the travel document, expiration date of the travel document, reason for temporary seizure of the travel document, duration of seizure, number and date when seizure certificate was issued.

#### **Article 46**

Records from article 47 of the Book of Rules are kept in electronic form.

Exceptionally, records from article 47, paragraph 2, point 3, of the Book of Rules, at the border-crossings, where there are no technical requirements for running the records in manner as defined in paragraph 1 of the Article, are kept in form of a special book that must be verified, sewed up, pages enumerated, and this book, which is closed at the end of a calendar year, at the page of the last registered foreigner, or after all the pages have been filled out.

#### **Article 47**

Forms no. 1 to 21 are printed alongside this Book of Rules and make its integral part.

Forms no. 1, 4, 7 to 17 and 21 are printed both in Montenegrin and English language.

### **IX FINAL PROVISIONS**

#### **Article 48**

As of the day this Book of Rules enters into force, the provisions of the Book of Rules on the Methodology of Issuing Travel and Other Documents and Visas to Foreigners ("Official Gazette of SFRJ", no. 44/81 and "Official Gazette of SRJ", no 23/00, 24/00 and 67/01) cease to be implemented any more, as well as Instruction on Implementation of the Law on Movement and Stay of Foreigners ("Official Gazette of SFRJ- Confidential Publication", no. 13/90), except provisions referring to issuance of visas.

#### **Article 49**

This Book of Rules enters into force eight days since its publication in the "Official Gazette of Montenegro".

Number: 01-2347/1

Podgorica, July 31, 2009.

Minister,  
Ivan Brajović,

MINISTRY OF THE INTERIOR AND PUBLIC ADMINISTRATION      (bar code)  
Branch Office \_\_\_\_\_

Form number 2

**CERTIFICATE OF SUBMITTED APPLICATION**

Hereby it is confirmed that \_\_\_\_\_  
\_\_\_\_\_

(name and last name of the applicant, date, place and country of birth, number of travel document, issued by country)

has submitted application for approval/extension of temporary stay in Montenegro.

Certificate serves to prove legality of stay in Montenegro, until the final decision upon application is reached.

This certificate is valid until \_\_\_\_\_ year, and can be extended.

\_\_\_\_\_  
(date of issuance)      (seal)

\_\_\_\_\_  
(signature of authorized official)

Form number 3

Montenegro  
Ministry of the Interior and Public Administration  
Branch Office \_\_\_\_\_

**PERMANENT RESIDENCE APPROVAL**  
Purpose: \_\_\_\_\_

Valid from \_\_\_\_\_ till \_\_\_\_\_ year

\_\_\_\_\_  
(Authorized official signature)                      (seal)

Form number 5

Montenegro Ministry of the Interior and Public Administration Branch Office _____ Diplomatic/consular mission _____
<b>TEMPORARY STAY APPROVAL</b>
Date: _____ year
_____ (Authorized official signature)                      (seal)

Form number 6

Stay/permanent residence of the holder of the travel document is being cancelled, and he is ordered to leave territory of Montenegro by: \_\_\_\_\_ year, and he is banned from entering Montenegro till: \_\_\_\_\_ year.

Notice passed by: \_\_\_\_\_

Number of notice: \_\_\_\_\_

Date: \_\_\_\_\_ year

(seal)

\_\_\_\_\_  
(Authorized official signature)

(seal)