﻿Pursuant to Article 111, paragraph (6) of the Law on Foreign Nationals (“Official Gazette of RS”, No. 24/18),

The Minister of Interior hereby approves of the

**Rulebook on Short-Term Residence Address Registration Form Layout and Manner of Registration of a Foreign National's Short-Term Residence Address, Residential Address, Change of Residential Address, Registration and Deregistration of a Foreign National's Permanent Residence Address**

"Official Gazette of the Republic of Serbia", No. 84 of 2 November 2018

Article 1

The Rulebook sets out a foreign national’s short-term residence address registration form layout and a manner of registration of a foreign national’s short-term residence address, residential address, change of residential address, registration and deregistration of a foreign national’s permanent residence address.

Article 2

A foreign national’s short-term residence address registration form (Form 1), where a foreign national’s short-term residence address is registered, is printed out on an A4 size white paper.

Form 1 is printed out together with the Rulebook and thus forms a constituent part of thereof.

The registration form of a foreign national’s short-term residence address referred to in paragraph 1 of this Article is available on the official website of the Ministry of Interior.

Article 3

A foreign national’s short-term residence address shall either be registered at a 24/7 police station in whose territory the address of a foreign national’s accommodation is located or at a regional police directorate, i.e., organizational unit that conducts activities regarding the movement and residence of foreign nationals (hereinafter referred to as: the competent authority), depending on the territorial organization of the regional police directorate.

A foreign national’s short-term residence address, in compliance with the law, shall be registered by:

1) Legal entities, entrepreneurs and natural persons who provide accommodation services for a fee, i.e., their legal representatives;

2) Legal entities, entrepreneurs and natural persons visited by a foreign national, i.e., their legal representatives or a person authorized by aforesaid persons.

Persons referred to in paragraph 2 of this Article shall register a foreign national’s short-term residence address by filling out a foreign national’s short-term residence address registration form in two counterparts, of which one shall be filed to the competent authority for the purpose of entering data from a foreign national’s residence short-term residence address registration form into electronic records kept by the Ministry of Interior (hereinafter referred to as: the Ministry), whilst the second counterpart shall be delivered to a foreign national, whose short-term residence address is registered, as proof of both the place and address of short-term residence in the Republic of Serbia.

Article 4

Data on a foreign national entered in a foreign national’s short-term residence address registration form shall be filled out based on data contained in a foreign national’s travel document, foreign national’s ID card by which a foreign national entered the Republic of Serbia, i.e., data contained in ID cards for foreign nationals, temporary ID cards for foreign nationals, special ID cards, ID cards for asylum seekers, identity cards for a person who has been granted the asylum, identity cards for a person who has been granted subsidiary or temporary protection, i.e., refugees’ travel documents.

Notwithstanding paragraph 1 of this Article, data required for the registration of a foreign national’s short-term residence address shall be filled out based on data contained in the registration certificate of a foreign national, who has expressed his/her intention to apply for asylum, of no less than 72 hours of certificate issuance.

If a foreign national loses a foreign travel document or a foreign identity card, a short-term residence address may be registered based on a certificate of loss of a foreign travel or other identification document, as well as based on a certificate of temporary retention or confiscation of a foreign travel document issued by either judicial or administrative authority of the Republic of Serbia.

A person who registers a short-term residence address of a foreign national shall also file data on the accommodation service provider referred to in Article 6 of the Rulebook, i.e., on the natural person visited by a foreign national referred to in Article 8 of the Rulebook, by stating a foreign national’s short-term residence address.

Article 5

If a person, who registers a foreign national’s short-term residence address, suspects that the document referred to in Article 4 of this Rulebook has been counterfeited, if he/she suspects that it is used by another person, i.e., determines that a foreign travel document or other document based on which a foreign national’s short-term residence address is registered has expired, i.e., if he/she determines that visa in a foreign travel document has expired, such person shall immediately notify either the competent authority or the police station in whose territory the address of a foreign national’s accommodation is located.

Article 6

Legal entities, entrepreneurs and natural persons, who provide accommodation services for a fee, i.e., their legal representatives, shall register a short-term residence address of a foreign national in the manner prescribed in Article 3 of the Rulebook, therefore a short-term residence address may be registered without requiring the presence of a foreign national.

If a foreign national’s short-term residence address is registered for the first time, a proof of holding a permit for performing activities with regards to accommodation services for a fee shall be obtained, i.e., filed in compliance with the law.

A short-term residence address registration form referred to in paragraph 1 of this Article shall be signed by an authorized person who provides accommodation services for a fee.

Article 7

Legal entities, entrepreneurs and natural persons, who provide accommodation services for a fee, can also register a foreign national’s short-term residence address electronically if the appropriate technical conditions are met.

Data shall be entered in the manner referred to in paragraph 1 of this Article followed by the obligatory implementation of information security measures which ensure the protection of personal data.

Information technology, that ensures the implementation of information security measures referred to in paragraph 2 of this Article, as well as distribution and adjustment of these technologies, shall be provided by the Ministry. The software application, used by a legal entity, entrepreneur or natural person, who provides accommodation services for a fee, shall support the automatic loading of data on a foreign national into the prescribed electronic records.

Both format and structure of data delivered to the competent authority in the form of electronic registration of a foreign national’s short-term residence address shall be suitable for automatic loading into registration records of short-term residence addresses kept in compliance with the law.

A foreign national’s short-term residence address shall be registered electronically by a legal entity, entrepreneur or natural person, who provides accommodation services for a fee, by delivering data on a foreign national prescribed in short-term residence address registration form electronically to the Ministry's e-mail address for the purpose of electronic delivery of short-term residence address.

The e-mail address of the Ministry referred to in paragraph 5 of this Article shall be communicated to the accommodation service provider by either a police officer or other authorized person of the Ministry.

Article 8

Legal entities, entrepreneurs and natural persons visited by a foreign national, i.e., their legal representatives or a person authorized by such persons, shall register a foreign national’s short-term residence address in the manner prescribed in Article 3 of the Rulebook.

A foreign national’s short-term residence address referred to in paragraph 1 of this Article may be registered without requiring the presence of a foreign national, and the person registering a short-term residence address shall present the following listed below to a police officer for inspection purposes:

1) A foreign travel document or other document referred to in Article 3 of the Rulebook that a foreign national holds;

2) One of the following documents shall be delivered depending on the category of a person a foreign national has paid a visit to:

(1) Proof of real estate ownership in which a foreign national resides and a document stating the name of either legal entity or entrepreneur, tax identification number, name, surname and ID number of the responsible legal entity and address where a foreign national resides - for a legal entity or entrepreneur;

(2) Identity card of a person visited by a foreign national if a foreign national resides at his/her residence address - for a natural person;

(3) Identity card of a person visited by a foreign national and a proof of the legal basis for the use of the real estate in which a foreign national resides (real estate purchase agreement, flat tenancy agreement, etc.), if a foreign national resides at an address other than the person's residence who registers a foreign national’s short-term residence address - for a natural person.

A foreign national, who does not use accommodation services or does not stay at a private address with a natural or legal person, shall register his/her short-term residence address at the authority referred to in Article 3 of the Rulebook, and shall also present proof of the legal basis for the use of the real estate in which he/she resides (real estate purchase agreement, flat tenancy agreement, etc.) or other proof of residence in a certain place aside from a travel document or other document referred to in Article 3 of this Rulebook.

A foreign national’s short-term residence address registration form referred to in paragraph 1 of this Article shall be signed by both the person who registers a foreign national’s short-term residence address and an authorized official of the Ministry who receives the registration.

Article 9

Natural persons visited by foreign nationals can register a short-term residence address of a foreign national electronically via the eGovernment Portal by filling out an electronic registration form.

Electronic registration of a foreign national’s short-term residence address referred to in paragraph 1 of this Article implies mandatory electronic identification of a natural person visited by a foreign national by registering him/herself on the eGovernment Portal using a public document that serves for remote identification purposes in compliance with the law.

The set of data included in the electronic registration of a foreign national’s short-term residence address referred to in paragraph 2 of this Article is also present in a foreign national’s short-term residence address registration form followed by additional data on the registrant’s mobile phone number, e-mail address and data on a foreign national for whom the registration is performed so as to enable a delivery of an electronic confirmation of a registered short-term residence address upon electronic registration of thereof.

Data included in the registration form are automatically checked and taken from the records kept by the competent authorities during electronic registration of a foreign national’s short-term residence address.

Upon successful electronic registration of a foreign national’s short-term residence address, the registrant shall receive a completed and automatically generated electronic registration of a foreign national’s short-term residence address at an e-mail address referred to in paragraph 3 of this Article.

The electronic registration certificate of a foreign national’s short-term residence address shall contain the same set of data as the short-term residence address registration form referred to in Article 2 of the Rulebook; thereby a foreign national shall use it as proof of both place and address of short-term residence in the Republic of Serbia.

The electronic registration form of a foreign national’s short-term residence address may also contain a machine-readable code, which enables automatic reading of data from the Form during the course of control procedure carried out by police officers if technical conditions are met.

Article 10

A residential address of a foreign national holding granted temporary residence shall be registered once a request for temporary residence permit is filed to the competent authority in whose territory a foreign national’s residential address is located followed by either a written consent of the apartment owner or a person authorized by the owner.

A foreign national shall be deemed to have registered the residential address once the competent authority grants him/her temporary residence permit and once data on residential address are entered up in the electronic records of foreign nationals holding granted temporary residence permits, which is kept in compliance with the law.

Change of residential address is entered up in Form 2, which is printed out together with the Rulebook and thus forms a constituent part of thereof.

A foreign national’s residential address shall be changed by the competent authority in whose territory the new residential address of a foreign national is located.

Residential address shall be changed once the new residential address is registered.

Article 11

A permanent residence address of a foreign national holding permanent residence shall be deemed registered once a permanent residence in the Republic of Serbia is approved.

Change of permanent residence address is entered up in Form 3, which is printed out together with the Rulebook and thus forms a constituent part of thereof.

A foreign national’s permanent residence address shall be changed by the competent authority in whose territory the new permanent residence address of a foreign national is located followed by either a certified written consent of the apartment owner or a person authorized by the owner.

Permanent residence address shall be deregistered once the new permanent residence address is registered.

Article 12

The Rulebook on Manner of Registration of a Foreign National's Short-Term Residence Address, Permanent Residence Address, Change of Address and Deregistration of Permanent Residence Address shall become null and void ("Official Gazette of RS", No. 59/09) once the Rulebook comes into force.

Article 13

The Rulebook shall enter into force on the day of its publication in the "Official Gazette of the Republic of Serbia", and shall apply as of 5 November 2018.

No. 01-9734 / 18-2

In Belgrade, 30 October 2018

Minister

**Nebojsa Stefanovic**, PhD

Appendices

Form 1 – Registration of a Foreign National’s Short-Term Residence Address

Form 2 - Reporting a Change of Residential Address

Form 3 - Application for Change of Permanent Residence Address

**Prevod:** Ana Panic