

Article 13.
(Visa extension)

(1) A short-term stay visa (Visa C) may be extended in exceptional cases of force majeure, for humanitarian, professional or justifiable personal reasons. The visa extension procedure shall be carried out following the regulations for visa issuance.

(2) Reasons for visa extension from Paragraph (1) of this Article include natural and other disasters, urgent medical help, unforeseen reasons concerning immediate family members (serious disease, death etc.), end of official or other business activities the visa was issued for, and other situations when this is required by humanitarian, professional and justifiable personal reasons or force majeure.

(3) The visa extension application shall be submitted personally or through a legal representative for a business disabled alien. The application shall be filed on the prescribed form to the organisational unit of the Service depending on the place of residence of the alien, before the expiry of the visa validity and the permission to stay, approved based on the issued visa.

(4) A certificate on the submitted visa extension application shall be issued to the applicant. The alien may reside in Bosnia and Herzegovina until a decision is made based on the application. The certificate on the submitted visa extension application shall contain: name of the body issuing the certificate, number and date of the issuance of the certificate, the legal basis for the issuance of the certificate, the title "CERTIFICATE", a space for the name and surname of the applicant with all personal data and the reason for the visa extension application, a note that the certificate serves as evidence of the submitted application and that it may not be used for crossing the state border, a space for the signature of the authorized person and the stamp of the competent body.

(5) The following shall be submitted along with the visa extension application:

- a) a copy of the passport
- b) Photo 35x45mm
- c) Evidence of the reasons for visa extension (relevant medical, official or other documentation),
- d) Evidence of provided accommodation,
- e) Evidence of provided means of subsistence and of return to the country of origin of the alien or to a third country,
- f) Evidence of health insurance and
- g) Evidence of the payment of the administrative fee.

(6) In the procedure for the visa extension application, the organisational unit of the Service, ex officio, shall carry out checks of the records of the Service, and of operational and official records of competent law enforcement bodies in Bosnia and Herzegovina. Based on this, a note shall be made in the case file and operational checks in the field shall be carried out, which shall determine the accuracy of the applicant's statements, based on which a report shall be made.

(7) The Service shall decide on the visa extension application within seven days from the receipt of the application.

(8) The visa extension application shall be denied if the application failed to be submitted in accordance with Article 39, Paragraph (1) Item e) and f) of the Law or if the evidences from paragraph (5) of this Article were not submitted with the application or if these evidences fail to justify the adequacy of the application.

(9) The visa extension application shall be rejected if it failed to be submitted in accordance with Paragraph (3) of this Article.

(10) The decision refusing, i.e. rejecting, the visa extension application, shall determine a deadline, not longer than three days from the day of the receipt of the decision of the visa extension application, by which the alien must leave the territory of Bosnia and Herzegovina.

(11) The decision refusing i.e. rejecting the visa extension application may be appealed to the Ministry within three days from the receipt of the decision. The appeal shall not postpone the execution of the decision.

(12) The decision on the visa extension shall be carried out by pasting the visa sticker in the alien's passport.

(13) The form of the visa extension application and the form of the certificate on the submitted visa extension application are a constituent part of this Bylaw, Form number 5 and Form number 6.