Pursuant to Article 64 Paragraph 3 of the Law on Asylum ("Official Gazette of RS", No. 109/07), the Commissioner of the Commission for Refugees issued

RULES

on keeping record about persons accommodated in the Asylum Centre

Article 1

These Rules shall govern the methods and content of the records of persons accommodated at the Centre for Asylum seekers (hereinafter "the Centre").

Article 2

Commission for Refugees shall keep records on persons who are placed in the center.

Records shall be kept as a hard copy or a digital file.

Inscription and data entry in the register shall be at the Centre, which is part of the Commission for Refugees.

Article 3

The records are kept in the following formats:

OB-1 - Family form;

OB-2 - Individual form and

OB-3 - Absence Application form.

The forms mentioned in paragraph 1 of this article are the size of 210 x 297 mm.

The forms referred to in paragraph 1 of this article are attached herein and form an integral part hereof.

Article 4

The forms specified in Article 3 paragraph 1 herein constitute a family record of persons placed in the Center (hereinafter referred to as a File).

In addition to the forms specified in Article 3 paragraph 1, the file shall contain photocopies of documents and decisions relating to the placement of individuals in the Center.

Article 5

Records shall be labeled with a family number to be entered on the Family form.

Family number consists of seven digits, of which the first and second indicate the ordinal number of the Center, the third and fourth calendar year, and since the record is established in the order in which families are coming to the Center, the fifth, sixth and the seventh digits indicate the order in which each calendar year starts with 001.

Personal number of persons registered on the Individual form consists of the number of family number plus the dash and two digits indicating the serial number under which the person is enrolled in the Family form.

For every person placed in the center who shall report absences, the ordinal number of the Application form for absence shall be inscribed.

Article 6

The file is formed on the same day when a person is admitted to the Center but not later than the first following working day under the date of arrival to the Center.

Article 7

The authorized person, who enters the data into the register, shall be accountable for the completeness and accuracy of data and creating and saving the files.

Article 8

Data on persons placed in the Center are official secret and shall be available only to authorized persons.

Article 9

The file is archived when the inmates leave the Centre.

Article 10

These Rules shall enter into force on the day following its publication in the "Gazette of the Republic of Serbia" and shall apply from the date of application of the Law on Asylum ("Official Gazette of RS, No. 109/07).

Number 700-110-3/1-2008-01

In Belgrade, 17 March 2008

Commissioner,

Dragisa Dabetic, sgd

OB-1

FAMILY FORM

Family form |_|_|_|_|_|_|_|

Ord.no.	Surname	Name	Parent's Name	Gender (M / F)	Relationship with bearer (*) (*)
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					

(*) Fill in according to code list: 1 - head of the family, 2 - spouse, 3-sun/daughter, 4-parent, 5 - brother / sister, 6-other

Notes:

Date of filling out a form |_|_| / |_|_| / |_|_|_|_|

_____ _____

Authorized Signature

☐

OB-2

INDIVIDUAL FORM

Personal Number I_I_I_I_I_I_I_I-I_I_I

1. Surname

_____
_____

2. Name

_____
_____

3. Parent's Name

_____
_____

4. Gender (M / F)   7. Date of birth   8. Place of birth I_I_I/I_I_I/I_I_I_I_I
_____I_I / I_I_I / I_I_I_I_I __

5. Country of birth   9. Citizenship

_____ _____
_____ _____

6. The tribal / ethnic affiliation   10. Religion

_____-_____
_____

11. Degree Profession

_____ _____
_____ _____

12.Preschool / School status

          15.Profession
          16. Other data of importance

_____ _____

13. Language Skills

_____ _____

_____ _____

14. Family Status

_____ _____

17. Date of entry into R. Serbia   21. Data from police documents and validity

I_I_I/I_I_I/I_I_I_I_I _____ I_I_I / I_I_I /
I_I_I_I_I _____

_____
_____

18. Place of entry in R. Serbia   22 Information on travel and other documents

_____ _____

_____ _____

19. Date of admission to the Center

I_I_I/I_I_I/I_I_I_I_I I_I_I / I_I_I / I_I_I_I_I
20. Notice to the Asylum Office

23. Information on the measures banning leaving the Centre

24. Data of final decision on the request for asylum
_____

25. Date of leaving the Center I_I_I / I_I_I / I_I_I_I_I

Notes:

Date of filling out the form I_I_I / I_I_I / I_I_I_I_I

Authorized Signature

OB-3

ABSENCES APPLICATION FORM

Personal Number I_I_I_I_I_I_I_I-I_I_I

The serial number of the application I_I_I_I

1. Last Name
_____
_____
2. Name
_____
_____
3. Date of absence application I_I_I / I_I_I / I_I_I_I_I
4. The reason for the absence
_____
5. Place of residence during the absence
_____
6. The phone number for contact
_____
7. Surname and name of the host
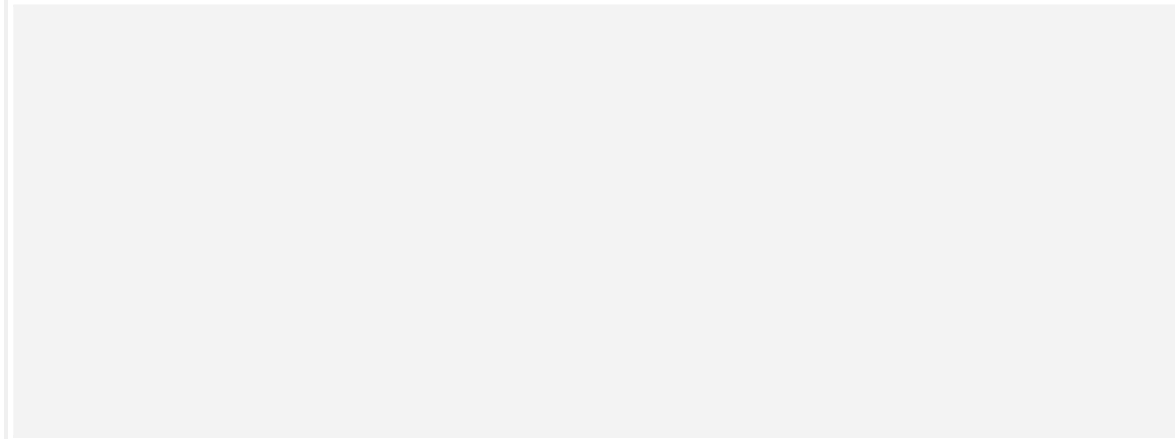_____
8. Date and time of departure I_I_I / I_I_I / I_I_I_I_I_I I_I_I: I_I_I
9. Date and time of return I_I_I / I_I_I / I_I_I_I_I_I I_I_I: I_I_I

Date of filling out the form I_I_I / I_I_I / I_I_I_I_I

_____ _____

Authorized Signature