

Based on Article 46b, paragraph 10, of the [Law on Foreigners](https://immigratetoserbia.com/wp-content/uploads/2024/01/Law-on-Foreigners-Serbia-2024-Serbian-Foreigners-Act-SERBIA-2024-srpski-Zakon-o-strancima-na-engleskom-2024.pdf) <https://immigratetoserbia.com/wp-content/uploads/2024/01/Law-on-Foreigners-Serbia-2024-Serbian-Foreigners-Act-SERBIA-2024-srpski-Zakon-o-strancima-na-engleskom-2024.pdf> ("Official Gazette of RS", No. 24/18, 31/19, and 62/23), Article 17, paragraph 4, and Article 24, paragraph 2, of the Law on Government ("Official Gazette of RS", No. 55/05, 71/05 - correction, 101/07, 65/08, 16/11, 68/12 - CC, 72/12, 7/14 - CC, 44/14, and 30/18),

The Minister responsible for internal affairs and the Minister responsible for employment affairs jointly issue

Regulation on Issuing a Unified Permit for Temporary Residence and Work of a Foreigner

The regulation was published in the "Official Gazette of RS", No. 6/2024 on January 26, 2024, and came into effect on February 1, 2024.

Article 1.

This regulation prescribes the detailed conditions for submitting and processing applications for issuing a unified permit for temporary residence and work of a foreigner (hereinafter: **unified permit**) electronically, detailed conditions for issuing a unified permit, as well as the appearance of the unified permit form.

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Article 2.

The application for issuing or extending a unified permit (hereinafter: **application for issuing a unified permit**) is submitted by the foreigner, the employer on behalf of the foreigner, or a person authorized by them (hereinafter: the **applicant**), electronically.

If the applicant is a foreigner, it is necessary to register on the unified web portal for foreigners (hereinafter: **Portal for Foreigners**).

If the employer submits the application for issuing a unified permit on behalf of the foreigner, it is necessary for the employer to register on the e-Government portal (as a legal entity, entrepreneur, branch, institution, etc.), after which the person authorized by the employer can submit the application for issuing a unified permit on the Portal for Foreigners and undertake other actions, in accordance with the given authorization.

After registration, the applicant is assigned a Unified Electronic Mailbox (hereinafter: **eMailbox**).

The application for issuing a unified permit is submitted by selecting the appropriate service and filling out the online application form on the Portal for Foreigners, in accordance with the law, and is considered successfully submitted when the applicant is notified of the receipt of the application.

After the successful submission of the application for issuing a unified permit, the applicant receives notifications and instructions for further actions through the Portal for Foreigners in the eMailbox.

The employer can submit the application for issuing a unified permit individually or collectively, for a larger number of persons, based on the same basis.

The application can also be submitted from abroad.

Article 3.

When submitting an application for issuing a unified permit, the following proofs are attached or obtained:

1. A valid personal or official passport, or a valid ID card of the state whose citizens, in accordance with the applicable regulations, can enter the Republic of Serbia with an ID card;
2. Proofs of the justification of the application, in relation to the specific basis for issuing a unified permit, and
3. The address of residence, the address of living, or a statement of the intended address of living for the foreigner who submits the application for issuing a unified permit from abroad.

The proofs from paragraph 1 of this article are submitted in the form of an electronic document in the original or as a digitized document.

Proofs from paragraph 1 of this article that are not issued by the competent authorities of the Republic of Serbia or are not in the Serbian language, are submitted with a translation by an authorized court interpreter.

When submitting an application for issuing a unified permit, a color photograph of the foreigner, size 35 x 45 mm, is attached.

Along with the application for issuing a unified permit submitted by the employer, or a person authorized by the foreigner or the employer, an authorization/power of attorney is attached, in accordance with the regulation governing the general administrative procedure.

The address of residence from paragraph 1, item 3) of this article, stated when filling out the application for issuing a unified permit, refers to the address in the territory of the Republic of Serbia where the foreigner has registered residence and lives. For the application for issuing a unified permit submitted electronically from abroad, the proof of residence address is provided by attaching a real estate lease agreement or a statement of the intended address of living, in accordance with the law.

The address of living from paragraph 1, item 3) of this article, stated when submitting the application for extending the unified permit, refers to the address in the territory of the Republic of Serbia where the foreigner lives and which is the last recorded in the previously issued unified permit.

Article 4.

In accordance with Article 40, paragraph 1, items 1) and 5) of the [Law on Foreigners](#) ("Official Gazette of RS", No. 24/18, 31/19, and 62/23) and the provisions of the [law governing the employment of foreigners](#), the basis for submitting an application for issuing a unified permit may be:

1. Employment,
2. Seconded person,
3. Movement within a business company,
4. Independent professional,

5. Training and improvement, and
6. Self-employment.

Article 5.

When submitting an application for issuing a unified permit based on employment, the employer or a legal or natural person authorized by the employer initiates the implementation of the labor market test.

If the application for issuing a unified permit on behalf of the foreigner is submitted by the employer or a legal or natural person authorized by the employer, the request for conducting the labor market test is submitted simultaneously, by filling out the corresponding application in an online form, which is located within the application for issuing a unified permit on the Portal for Foreigners.

The employer can also submit the request for conducting the labor market test on the e-Government portal, by filling out the application in an online form, no earlier than 60 days before, and no later than on the day of submitting the application for issuing a unified permit.

Upon registering the request for conducting the labor market test, an ID number of that request (hereinafter: **ID number**) is systematically generated, which is entered into the corresponding field in the application for issuing a unified permit.

When the applicant for issuing a unified permit is a foreigner, the ID number is obtained from the employer, who submits the request for conducting the labor market test in accordance with paragraph 3 of this article.

If the employer or a legal or natural person authorized by the employer, when submitting the application for issuing a unified permit, already possesses an ID number, they enter it in the corresponding field, without initiating a new labor market test.

The application for issuing a unified permit submitted by the employer collectively, for a larger number of persons, is submitted for the same or fewer number of persons in relation to the number of persons covered by a single request for conducting the labor market test for the same job title and description, the same occupation.

Article 6.

For proving the justification of the application for issuing a unified permit based on employment, the following proofs are attached or obtained:

1. A draft employment contract or another contract by which the foreigner realizes rights based on work without establishing an employment relationship, in accordance with the law;
2. An extract from the rules on the organization and systematization of jobs or, if the employer has fewer than ten employees, a statement by the employer containing the name and description of the job, the level and type of qualifications, i.e., education, and other special conditions for working at the job position;
3. A diploma, certificate, or another public document on the acquired appropriate level and type of qualification;
4. A certificate that the employer has not dismissed employees due to technological, economic, or organizational changes at the job positions for which a unified permit for employment is

sought, within 90 days before submitting the application for the unified permit, in accordance with the labor laws.

The certificate from paragraph 1, item 4) of this article is obtained by the organization responsible for employment affairs through official channels.

Article 7.

For proving the justification of the application for issuing a unified permit based on the seconded person, the following proofs are attached or obtained:

1. A contract on business-technical cooperation concluded between the employer and the foreign employer;
2. An act of the employer and the foreign employer on sending the foreigner to the Republic of Serbia, in accordance with the law governing the conditions for employing foreigners;
3. An act of the foreign employer or a certificate of employment abroad, i.e., work engagement;

A statement by the employer and the foreign employer that the foreigner will be returned to work with the foreign employer after the secondment expires unless otherwise provided in item 2) of this paragraph.

Article 8.

For proving the justification of the application for issuing a unified permit based on movement within a business company, the following proofs are attached or obtained:

1. An act of the employer and the foreign employer on sending the foreigner to the Republic of Serbia;
2. An act of the foreign employer or a certificate of employment, i.e., work engagement of the foreigner in the positions of manager, specialist, or trainee;
3. A statement by the employer and the foreign employer that the foreigner will be returned to work with the foreign employer after the secondment expires, unless otherwise provided in item 1) of this paragraph, and
4. Proof that the employer is registered in the Republic of Serbia as a dependent company of a business company registered abroad, or about the connection between the employer and the foreign employer from which the foreigner is being sent.

Article 9.

For proving the justification of the application for issuing a unified permit based on an independent professional, the following proofs are attached or obtained:

1. An act of registration of an independent professional abroad;
2. A contract for providing contracted services with the employer or the end user of services which necessarily contains the deadline for completing the job;
3. A diploma, i.e., a certificate of professional qualifications;
4. A document, i.e., a certificate of work experience in the profession, lasting at least three years.

Article 10.

For proving the justification of the application for issuing a unified permit based on training and improvement, the following proofs are attached or obtained:

1. A contract with the employer or another act on conducting training or apprenticeship, professional practice, work experience, professional training, i.e., improvement, which contains the place and duration of the training;
2. A diploma, a certificate, or another public document on the acquired appropriate level and type of qualification.

Article 11.

For proving the justification of the application for issuing a unified permit based on self-employment, a document or a certificate is attached by which the foreigner proves that they have the appropriate qualifications to carry out a specific activity, in accordance with the law.

Article 12.

Along with the evidence from Articles 6–11 of this regulation, for proving the justification of the application for issuing a unified permit, an extract of the registration of the employer in the Republic of Serbia is also considered.

Article 13.

The organization responsible for employment affairs assesses the fulfillment of the conditions for employment based on the conducted labor market test from Article 5 of this regulation and the evaluation of evidence from Articles 6–12 of this regulation, in accordance with the law governing the conditions for employing foreigners.

The assessment from paragraph 1 of this article is made with the assessment "fulfills", which contains the time period until when the given assessment is valid, or with the assessment "does not fulfill", which contains reasoned reasons why the conditions are not met and is sent to the competent authority electronically.

Article 14.

If the application for issuing a unified permit is submitted in accordance with Article 46b, paragraphs 3 and 7, of the Law on Foreigners, the competent authority, after considering evidence of interest or force majeure, may allow the submission of the application, in accordance with the law.

The existence of reasons from paragraph 1 of this article is proven by the foreigner by submitting documentation on illness, natural and other elemental disasters, unforeseen events involving the foreigner or members of their immediate family (serious illness, death, etc.), or other documents proving the validity of reasons for which the foreigner may be allowed to submit an application for issuing a unified permit.

Article 15.

Before taking biometric data, the police officer verifies the identity of the foreigner, based on the foreign travel document the foreigner possesses, or based on the ID card of the country whose citizens, in accordance with applicable regulations, can enter the Republic of Serbia with an ID card, and then determines whether the prescribed fees for issuing the document have been paid in accordance with the regulations governing the amount of fees and charges for issuing a permit for temporary residence, i.e., unified permit.

Article 16.

After taking the biometric data, the foreigner reviews the data and gives consent that their personal data are correctly and accurately recorded, after which a certificate of the initiated process of issuing a unified permit card is issued to the foreigner, which is personally handed over to the foreigner.

The certificate from paragraph 1 of this article contains the foreigner's registration number, based on which the employer submits an application for mandatory social insurance, in accordance with the law.

Article 17.

The form of the unified permit is double-sided (front and back), rectangular in shape, in the form of a card, format ID-1, with an embedded chip, made of multi-layered polycarbonate material, with dominant blue tones on the front side of the form.

The form is made in accordance with the standards ISO/IEC 7810, for physical characteristics, ISO/IEC 10373, for testing physical characteristics, ISO/IEC 7816-1, ISO/IEC 7816-2, ISO/IEC 7816-3, and ISO/IEC 7816-4, 7816-6 for interprocess data elements, 7816-8, for interprocess security commands, and 7816-9, for card control commands related to electrical circuits and contacts.

Protective elements on the form of the unified permit are: microprinting, OVI (Optically Variable Ink) for a graphic representation in the form of a shield with four ocilli turned towards the vertical beam of the cross, guilloche lines, iris printing, UV color printing, UV threads, control number, DOVID (Diffractive Optically Variable Image Device), in accordance with the defined technical specification and Artwork approved by the client, and MLI zone.

Article 18.

The data on the form of the unified permit are written in Serbian, Cyrillic script, and in English.

The form of the unified permit on the front side in the title contains the name: "TEMPORARY RESIDENCE AND WORK PERMIT" and the following data: surname and name of the foreigner, date of birth (day, month, and year of birth), gender, nationality, registration number of the unified permit, the date until which the document is valid, the basis of residence, photograph of the foreigner, picture of the owner's signature, and note.

In the note on the card of the permit for temporary residence and work, the name: unified permit is also entered.

The form of the unified permit on the back contains the following data: serial number of the document, foreigner's registration number, country of birth, issuing authority, date of issue, and machine-readable zone.

In the chip of the unified permit card, in addition to visible data, the biometric fingerprint of the foreigner, space for a machine-readable zone for the purpose of automatic data reading, then the full name of the basis for issuing the unified permit, full name of nationality, information whether the foreigner has the right to work in accordance with the law, data on the address of residence, and other data, in accordance with the law, are entered.

If there is a change of residence address, in accordance with the law, the foreigner addresses the competent authority in whose territory the new address of residence is located, and the data on the change of residence address and the date of the change of residence address are recorded in the chip of the unified permit card.

If there is a change of residence address or change of street name/renumbering, it is necessary for the foreigner to address the competent authority so that the mentioned change of data is recorded in the chip, without issuing a new unified permit card.

Article 19.

The form of the unified permit is printed in the annex to this regulation and constitutes an integral part of it (Form 1). An integral part of Form 1 is the Instruction on the method of taking biometric data.

Article 20.

During the validity of the unified permit, the foreigner, or the employer on behalf of the foreigner, or a legal or natural person authorized by the foreigner or employer, may submit a request for obtaining consent for changing the basis of work, changing the employer, or for employment with two or more employers, electronically on the Portal for Foreigners, within the service intended for issuing a unified permit to a foreigner.

On the request from paragraph 1 of this article, based on the report of the conducted labor market test from Article 5 of this regulation and the assessment of the attached evidence from Articles 6–12 of this regulation, the locally competent organizational unit of the organization responsible for employment affairs decides.

Exceptionally, the request from paragraph 1 of this article can be submitted within 20 days from the date of termination of the previous employment contract or another contract that realizes rights based on work.

The organization responsible for employment affairs electronically sends the competent authority notifications about the submitted request and the outcome of the procedure from paragraph 1 of this article.

The organization responsible for employment affairs sends the Ministry responsible for employment affairs a quarterly report on the submitted requests and the outcome of the procedure from paragraph 1 of this article.

Article 21.

In the case when the unified permit is declared invalid or when it is damaged, when the photograph no longer corresponds to the appearance of the foreigner, or when for other reasons the previously issued card cannot serve its purpose, the provisions of this regulation for issuing the unified permit in the form of a card are correspondingly applied.

In the case of paragraph 1 of this article, a new unified permit is issued by the competent authority in whose territory the foreigner has a registered address of residence, for the period from the date of submitting the request for issuing a new unified permit until the date corresponding to the expiration date of the unified permit being changed.

In the case of paragraph 1 of this article, new biometric data will be taken only if there is a change affecting the identification of the foreigner.

If the previously issued unified permit is available to the competent authority, it is physically invalidated by perforating after issuing a new card.

Article 22.

A foreigner who has been granted temporary residence and issued a work permit, in accordance with the regulations in force until the date of commencement of this regulation, continues to reside and work until the expiry of the term for which temporary residence and work permit were granted, in accordance with the law.

A foreigner from paragraph 1 of this article can change the job within the same employer, at whose request the work permit was issued, without obtaining special consent from the organization responsible for employment affairs.

Article 23.

Procedures that were initiated in accordance with the regulations in force until the commencement of this regulation will be concluded in accordance with those regulations.

Procedures for applications for granting temporary residence and joint applications for granting temporary residence and issuing a work permit to a foreigner, which were submitted in accordance with the regulations in force until the commencement of this regulation, will be concluded in accordance with the provisions of those regulations.

A foreigner who has been granted temporary residence in accordance with the regulations in force until the commencement of this regulation, obtains a work permit in accordance with the regulations in force at the time of granting temporary residence.

Article 24.

As of the date of commencement of this regulation, the following cease to be valid:

1. The Regulation on Work Permits ("Official Gazette of RS", No. 63/18, 56/19, and 84/22), and
2. The Regulation on the Unified Application for Granting, i.e., Extending Temporary Residence and Issuing a Work Permit to a Foreigner ("Official Gazette of RS", No. 144/20).

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Article 25.

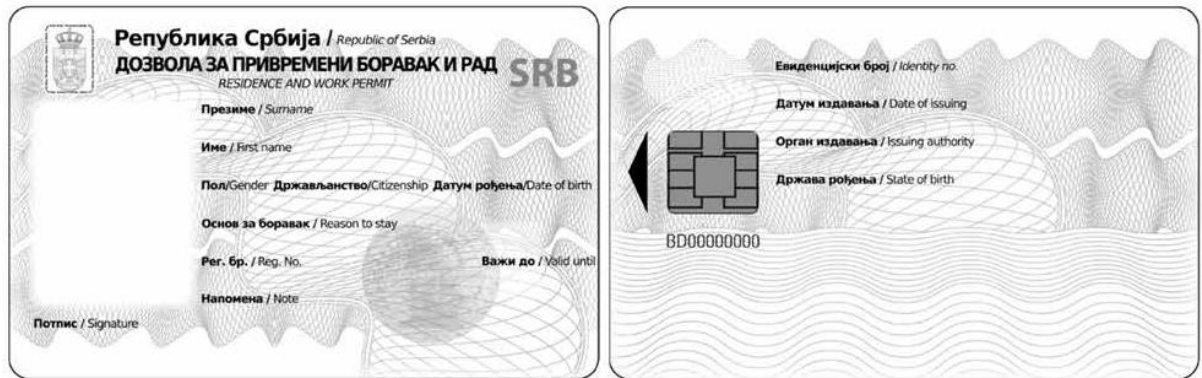
This regulation comes into force on February 1, 2024.

01 number 021-56/24-10

In Belgrade, January 25, 2024

Minister of Internal Affairs,
Bratislav Gašić, s.r.

Minister of Labor, Employment, Veterans' and Social Affairs
Nikola Selaković, s.r.



Instructions on Taking Biometric Data

Taking biometric data (photograph, fingerprint, and signature of the foreigner) involves collecting data using appropriate technical means and converting that data into electronic format.

Taking a photograph is done with a digital camera in such a way that the face occupies 70-80% of the photograph. The photograph should be sharp, clear, of high quality, and display the natural skin color. The individual should be looking directly into the camera with both edges of the face clearly visible, no smiling or grimacing, and closed mouth. The eyes should be open and clearly visible (without hair covering them). There should be a monochromatic gray background behind the person being photographed, and for individuals wearing glasses, their eyes should be clearly visible without any reflections. The photograph should not include other individuals, pieces of furniture, or other objects.

Taking fingerprints is done using a fingerprint scanner, and it involves capturing the fingerprints of both the left and right index fingers by touching and rolling the finger in one direction from one edge of the nail to the other. If the individual does not have an index finger, the fingerprints of the following fingers are taken in this order: thumb, middle finger, ring finger, little finger. If for any reason it is not possible to take fingerprints using a scanner or if the fingerprints taken in this manner cannot be used for biometric processing, or if the individual does not have fingers, a note is made in the record indicating "ND" (not available).

Taking a signature is done using a signature digitization tablet, and the obtained signature must be legible.

In the prescribed records, the official records the information about which fingers the fingerprints were taken from or that fingerprinting was not possible, which is confirmed by their signature. If the individual is illiterate or for other objective reasons, taking a signature is not possible, a note is made, and the space for the signature remains empty.

For minors under the age of 12, fingerprints and signatures are not collected.

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