Baker McKenzie.

I Am Here: obtaining your identification and vital documents

Croatia

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## **National Identification Cards**

## What type of document can youth seek which will allow them to move around the country?

In Croatia, individuals can obtain a national identity card (osobna iskaznica), which is an electronic public document used to prove identity, Croatian citizenship, sex, date of birth, and permanent residence. This card is valid for use within Croatia and across the European Union.

### https://gov.hr/en/identity-card-issuance/362

Citizenship is proven by a valid identity card, passport, or military card; but if you do not have any of these documents, citizenship may be proven by certificate of nationality.

https://gov.hr/en/certificate-of-nationality/354

## What is the process for getting a National ID card?

### Who can get a State ID?

Anyone with Croatian citizenship is able to get an ID card. There is no age requirement and you do not need to be living in Croatia at the time.

More information is available on the official gov, hr identity card issuance page.

#### Where do I need to go to get a State ID?

In Croatia, individuals must apply for a national identity card in person at a police administration office or a police station that handles administrative affairs. The appropriate location depends on the applicant's place of residence:

- If residing in Croatia, the application should be submitted at the police station responsible for the area of permanent or temporary residence.
- If residing abroad, the application can be submitted at any police administration or police station in Croatia that processes administrative matters.

More information is available on the official government portal.

#### What do I need to bring to the police station to get a State ID?

 Proof of payment- How much you pay depends on how quickly you want the application processed. The cheapest option is 100 HRK. The first identity card a person gets (if said person is below the age of 18) is free.

Payments are made through the post office, FINA, a commercial bank or via internet banking to the account of the state budget of the Republic of Croatia.

- Proof of identity: You will need to bring another form of ID to prove your identity. This can be an old card, another public legal document with a picture on or a statement from your parents who have ID.
- A coloured photo.

## What will you need to do at the police station?

- You will provide the documents above.
- You will sign an agreement or a contract on certification services.
- Your fingerprints will be taken.

#### What next?

You visit your MUP with all the information and then you can apply for the card.

#### https://gov.hr/en/identity-card-issuance/362

https://mup.gov.hr/gradjani-281562/moji-dokumenti-281563/osobna-iskaznica-eoi/328 For additional information, you may visit:

https://www.welcome-center-croatia.com/post/how-to-apply-for-a-national-id-card-full-guide#3

#### Where can I find information online about getting a National ID?

These websites provide some helpful information on getting your state ID:

https://gov.hr/en/identity-card-issuance/362; https://www.welcome-center-croatia.com/post/how-to-apply-for-a-national-id-card-full-guide

You can also find additional information in the following website:

https://www.welcome-center-croatia.com/post/how-to-apply-for-a-national-id-card-full-guide

## What documents do I have to have to get a National ID? Is there any document that I must have to get an ID?

The documents required to apply for a State ID are:

Make a payment and provide proof of payment.

Previous identity card or another public document that can be used to verify the applicant's identity (for example, a passport); identity of children who do not hold identity documents is confirmed by their parents.

If you do not have an old Croatian ID card or a passport, you must come with a birth certificate or proof of citizenship.

- Colour photograph.
- 4. Sign an agreement on certification services.
- Give fingerprints of left and right index finger.

## https://gov.hr/en/identity-card-issuance/362

For additional information, you may visit:

https://www.welcome-center-croatia.com/post/how-to-apply-for-a-national-id-card-full-quide

## What if my documents do not have my correct name/address?

If your documents do not have the correct details please contact the Ministry of the Interior (MUP).

Contact information is found in the following link: <a href="https://mup.gov.hr/contact-122/122">https://mup.gov.hr/contact-122/122</a>

## What if I only have foreign documents?

Applying for an ID card is available to residents, more information can be found on the below link

## https://www.expatincroatia.com/category/visas-and-residency/citizenship/

If you do not have a valid identity card, passport or military card, Croatian citizenship may be proven by certificate of nationality. If you were born abroad and are not a permanent resident of Croatia and you wish to obtain a certificate of nationality, you should contact one of the registry offices of the City of Zagreb.

https://gov.hr/en/certificate-of-nationality/354

### What happens if my documents are not accepted to get a National ID card?

If the documents you submit are not accepted—because they are incomplete, incorrect, or invalid—your application for a national identity card will not be processed. The police administration or police station will inform you of the issue and request that you provide the correct or missing documents.

Common reasons for rejection include:

- Missing or incorrect proof of identity
- Incomplete or incorrect payment confirmation

- An outdated or non-compliant photograph
- Missing biometric data (such as fingerprints)
- Mismatched or incorrect personal information (e.g., name or address)

You will need to correct the issue and resubmit your application. For help, you can contact the Ministry of the Interior (MUP):

#### https://mup.gov.hr/contact-122/122

Or visit the official identity card page:

https://gov.hr/en/identity-card-issuance/362

## Do I have to be a resident of the country to get a National ID card?

You do not need to be a resident in Croatia or to have permanent residence in Croatia.

For Croatian citizens living abroad, they can go to any police station in the country for the applications.

https://www.welcome-center-croatia.com/post/how-to-apply-for-a-national-id-card-full-quide

## What does it mean to be a resident of this country? How do I prove residency?

All Croatian nationals can hold the Croatian ID card, regardless of their age and whether or not they have permanent residence in Croatia.

### https://gov.hr/en/identity-card-issuance/362

However, if you do want to prove state residency, it is possible to apply for a permanent residency card. To do this, you will need to show that you have had five years of continuous legal stay in the Republic of Croatia.

You can apply for a permanent residency card in your local police department or station.

https://www.welcome-center-croatia.com/post/guide-for-applying-as-eu-eea-citizens-for-appermanent-residence-in-croatia

### What can I do if I do not have residency in this country?

All Croatian nationals have the right to hold the Croatian electronic ID card, regardless of their age and whether or not they have permanent residence in Croatia. If they do not have permanent residence in Croatia, their residence abroad will be noted on the identity card which, in such a case, they will not be able to use as proof of permanent residence.

https://gov.hr/en/identity-card-issuance/362

## Will I need a mailing address? What can I do if I am homeless?

The card does not get mailed to you. You need to pick the card up from the police station so you likely will not need a mailing address.

#### https://www.welcome-center-croatia.com/post/how-to-apply-for-a-national-id-card-full-guide

For a person who has no home or address nor the means to meet housing needs, the Ministry of Interior may issue a decision determining his or her permanent residence at the address of a social welfare institution or other accommodation provider.

 ${\color{blue} \underline{https://mvep.gov.hr/UserDocsImages/files/file/dokumenti/prevodenje/zakoni/zakon-o-prebivalistu-nn-144-12-eng.pdf} }$ 

## What is the application process? Can I complete it online?

The application for an identity card shall be submitted in person. An application for an identity card is submitted to a police department or police station that has administrative tasks.

https://mup.gov.hr/gradjani-281562/moji-dokumenti-281563/osobna-iskaznica-eoi/328

https://gov.hr/en/identity-card-issuance/362

## Is there an application fee? Is there a waiver option if I cannot afford to pay it?

There is a range of fees. The lowest fee is 100 HRK to make the standard application. The accelerated fee is HRK 195. The emergency fee is HRK 500.

The only fee waiver applies to those who are:

- 1. Applying for their first identity cards in a regular procedure; and who are
- 2. Below the age of 18 with permanent residence in Croatia.

https://gov.hr/en/deadlines-and-prices-of-issuance-of-identity-card/364

### How old do I have to be to apply for a National ID card by myself?

There does not seem to be an age limit to apply for a state ID. However, if you have not reached the legal age (18), the application must submitted by a legal representative. The legal representative of the child may be the parent, guardian or person entrusted with the exercise of parental authority over the child in whole or in that part by a court decision.

https://mup.gov.hr/gradjani-281562/moji-dokumenti-281563/osobna-iskaznica-eoi/328

For additional information, you may visit:

https://www.welcome-center-croatia.com/post/how-to-apply-for-a-national-id-card-full-guide#3

# What can I do if I do not have a parent or guardian who can go with me (and the application says I have to have one)?

There do not appear to be any publicly documented or official special provisions specifically for foster youth or children in the custody of the government when applying for a national identity card in Croatia.

However, general procedures for minors apply, which include:

- The application must be submitted by a parent or legal quardian.
- If the child does not have identity documents, their identity can be confirmed by the guardian.
- For children under guardianship or in foster care, the legal guardian (which may be a state-appointed representative) would typically handle the application process.

There is no indication on official Croatian government websites that foster youth are exempt from standard requirements or have a separate application process. For case-specific guidance, contact the Ministry of the Interior (MUP) or the Ministry of Labour, Pension System, Family and Social Policy which oversees child welfare and foster care. Also consider reaching out to the Ombudsman for children in Croatia for further assistance.

https://dijete.hr/en/what-does-the-ombudsperson-and-her-team-do/

## At what age can I get a National ID card by myself?

Once you are 18 years or older.

Exceptionally, a person who has reached the age of 16 and who has been allowed to marry by a court in non-contentious proceedings and has entered into marriage shall apply for an identity card in person.

https://mup.gov.hr/gradjani-281562/moji-dokumenti-281563/osobna-iskaznica-eoi/upute-o-proceduri/4744

For additional information, you may visit:

https://www.welcome-center-croatia.com/post/how-to-apply-for-a-national-id-card-full-guide

# Are there any special provisions for foster youth (children in custody of the government)?

We suggest to reach out to the Ombudsman for children in Croatia for further assistance. the below website is in English

https://dijete.hr/en/what-does-the-ombudsperson-and-her-team-do/

#### Are there any special provisions for homeless youth?

We suggest to reach out to the Ombudsman for children in Croatia for further assistance because no other information could be found. the below website is in English

https://dijete.hr/en/what-does-the-ombudsperson-and-her-team-do/

## Will I have to take a test?

No test required.

https://gov.hr/en/identity-card-issuance/362

## If applicable, do I have to make an appointment to take the test?

Not applicable.

https://gov.hr/en/identity-card-issuance/362

## **Driver's License**

## What organization issues a driver's license in this country?

Any police department or police station that issues driving licenses, regardless of your permanent address, habitual or usual residence in Croatia, or the place you attend school or have temporary or permanent residence in Croatia.

https://gov.hr/en/driving-licence-general-

information/520#:~:text=A%20request%20for%20issuing%2C%20renewing,temporary%20or%20permanent%20residence%20in

https://mup.gov.hr/gradjani-281562/moji-dokumenti-281563/vozacka-dozvola-332/332

## What is the process for getting a driver's license?

After you finish driving school, you can request a license.

You can submit the request at any administrative police station in Croatia.

You can request your driving licence to be issued in a regular, expedited or urgent procedure. A clerk at the counter fills out the request form, and you need to sign it to confirm the accuracy of the printed data.

The request for the first Croatian driving license based on the driving test certificate and for replacing a Croatian driving license due to damage, an extension of its validity, registering or deleting categories, correction of data, etc., can be submitted through the e-Citizens platform, and the driving license is issued ONLY in a regular procedure.

https://gov.hr/en/driving-licence-general-

information/520#:~:text=A%20request%20for%20issuing%2C%20renewing,temporary%20or%20permanent%20residence%20in

For additional information, you may visit:

How to qualify and apply for a driver's license - Expat In Croatia

### Where can I find information online about getting a driver's license?

Information regarding the application process for a Driver licence can be found by following the below links:

https://mup.gov.hr/gradjani-281562/moji-dokumenti-281563/vozacka-dozvola-332/332

https://gov.hr/en/driving-licence-general-

information/520#:~:text=A%20request%20for%20issuing%2C%20renewing,temporary%20or%20permanent%20residence%20in

https://mup.gov.hr/aliens-281621/information-regarding-driving-licence-and-road-traffic/croatian-driving-licence/286629

## What documents do I have to have to get a driver's license? Is there any document that I must have to get a driver's license?

An application for a driving licence is submitted at a police department or a police station performing the activities of issuing of driving licences.

The application form for issuing a driving license is printed by the desk officer and the applicant must certify the accuracy of the printed data by signing the form.

The applicant must provide the following:

- driving licence
- medical certificate proving the ability to operate vehicles of categories C1, C, D1, D, C1E, CE, D1E, DE, H, and category B when driving for professional purposes, if a driving licence which has expired was issued on the basis of a medical certificate establishing the obligation to revalidate the medical certificate not older than six months
- one 35 × 45 mm photograph
- proof of payment of the administrative fee in the amount of HRK 15. Payment can be made via payment slip or via Internet banking. Under the description of the payment it should be entered "state administrative fees ", and the payment should be made to the state budget account, IBAN HR1210010051863000160, model HR64, reference number 5002-713-OIB. An administrative fee in the amount of HRK 15 can also be paid in revenue stamps.
- Note: under the Administrative Fees Act (Official Gazette No 115/16), administrative fees of up to HRK 100 may be paid in revenue stamps.
- proof of payment of HRK 151 (normal procedure), HRK 200 (accelerated procedure) and HRK 450 (urgent procedure) for driving licence form with a payment slip obtained at a police department, station, general payment or Internet banking, to state budget account, IBAN HR1210010051863000160, model HR65, reference number 7005-477-OIB.

NOTE: It is not necessary to enclose a photograph if the applicant has been issued a biometric passport, electronic identity card, identity card containing OIB or e-driving license

issued as of 4 September 2017, for the issuance of which a photograph was enclosed, and the appearance of the person has not changed significantly.

https://mup.gov.hr/aliens-281621/information-regarding-driving-licence-and-road-traffic/croatian-driving-licence/286629

## What if my documents do not have my correct name/address?

The best way to resolve this is to contact the Ministry of the Interior:

https://mup.gov.hr/contact-122/122

#### What if I only have foreign documents?

A citizen of an EEA Member State who has his habitual residence on the territory of the Republic of Croatia or who is educated in the territory of the Republic of Croatia, and an alien who resides in the territory of the Republic of Croatia for at least 185 days day of the calendar year and has been granted temporary or permanent residence can obtain a drivers license in Croatia.

https://mup.gov.hr/gradjani-281562/moji-dokumenti-281563/vozacka-dozvola-332/332

For additional questions, it is best to contact the MUP below:

https://mup.gov.hr/contact-122/122

## What happens if my documents are not accepted to get a driver's license?

It is best to contact the MUP below or to make a request to the police station in charge of the license.

https://mup.gov.hr/contact-122/122

### Do I have to be a resident of the country to get a driver's license?

The following groups can apply for a Croatian driver's license:

- Croatian citizen who is a registered Croatian resident
- Croatian citizen who is a temporary Croatian resident with prebivaliste or boraviste for a period of at least 185 days
- EU/EEA citizen who is a Croatian resident or is educated in Croatia
- Third-country national who is a Croatian resident for at least 185 days in the calendar year and has a temporary or permanent residency.

https://mup.gov.hr/gradjani-281562/moji-dokumenti-281563/vozacka-dozvola-332/332

For additional information, you may visit:

### https://www.expatincroatia.com/how-to-get-drivers-license/

## What does it mean to be a resident of this country? How do I prove residency?

Permanent residence is the place and address in the Republic of Croatia at which the person has settled on a permanent basis.

Citizens are obliged to register and unregister their permanent residence or report any change to their permanent residence.

Registrations on behalf of underage persons and totally or partially legally incapacitated persons shall be submitted by their parents or legal quardians.

#### https://gov.hr/en/permanent-

residence/472#:~:text=Permanent%20residence%20is%20the%20place,change%20to%20their%20permanent%20residence

## What can I do if I do not have residency in this country?

For additional information and guidance, contact the MUP: https://mup.gov.hr/contact-122/122

## Will I need a mailing address? What can I do if I am homeless?

It is likely that a mailing address is necessary to apply for a residency status and a driver's license.

Consider contacting MUP below:

#### https://mup.gov.hr/contact-122/122

For a person who has no home or address nor the means to meet housing needs, the Ministry of Interior may issue a decision determining his or her permanent residence at the address of a social welfare institution or other accommodation provider.

https://mvep.gov.hr/UserDocsImages/files/file/dokumenti/prevodenje/zakoni/zakon-o-prebivalistu-nn-144-12-eng.pdf

## What is the application process? Can I complete it online?

Go to the police station and bring the following documents:

- Personal identity card
- Certificate of passing the driving test when applying for the first time (if you passed the test before January 1, 2018)
- Your old driver's license for extension, if applicable
- Medical certificate about driving capability not older than 15 months

- 35×45 mm photography
- Proof of payment
  - Regular procedure 20,04 euros
  - Accelerated procedure 26,54 euros
  - Urgent procedure 59,73 euros
  - Home delivery 24,02 euros
  - Proof of identity and an appropriate document proving you are a Croatian resident or that you're in Croatia as a student for at least 6 months (if you are not a Croatian citizen)

https://mup.gov.hr/gradjani-281562/moji-dokumenti-281563/vozacka-dozvola-332/izdavanje-vozacke-dozvole-prva-vozacka-dozvola-i-novopolozena-kategorija/116236

For additional information, you may visit:

How to qualify and apply for a driver's license - Expat In Croatia

## Is there an application fee? Is there a waiver option if I cannot afford to pay it?

- Regular procedure 20,04 euros
- Accelerated procedure 26,54 euros
- Urgent procedure 59,73 euros
- Home delivery 24,02 euros

https://mup.gov.hr/gradjani-281562/moji-dokumenti-281563/vozacka-dozvola-332/izdavanje-vozacke-dozvole-prva-vozacka-dozvola-i-novopolozena-kategorija/116236

How to qualify and apply for a driver's license - Expat In Croatia

### How old do I have to be to apply for a state driver's license by myself?

In Croatia, the minimum age to apply independently for a state driver's license depends on the vehicle category:

- For category B (standard passenger cars), the minimum age is 18 years.
- Individuals aged 18 to 24 who obtain a category B license are considered young drivers and are subject to stricter driving rules until they turn 24.
- For category A motorcycles:
  - The minimum age is 24 years, or
  - 20 years if the applicant has held an A2 license for at least two years.

Applicants must also meet residency requirements and complete a certified driving school program before taking the test.

More information is available at:

Driving Licence - General Information

Croatian Driving Licence – Ministry of the Interior

## What can I do if I do not have a parent or guardian who can go with me (and the application says I have to have one)?

You must be at least **18 years old** to apply for a driver's license in Croatia. Because this is the legal age of adulthood, **parental or guardian consent is not required** to apply. Therefore, the situation of not having a parent or guardian to accompany you does not apply to the driver's license application process.

More information is available at:

**Driving Licence – General Information** 

Croatian Driving Licence - Ministry of the Interior

## At what age can I get a driver's license card by myself?

You can apply for and receive a Croatian driver's license card by yourself starting at 18 years old for category B vehicles (standard passenger cars). This is the minimum legal age to obtain a driving license independently.

However, drivers between the ages of 18 and 24 are classified as young drivers and are subject to stricter driving rules until they turn 24. For certain motorcycle categories (category A), the minimum age is 24, or 20 if the applicant has held an A2 license for at least two years.

More information is available from the Ministry of the Interior:

https://mup.gov.hr/gradjani-281562/moji-dokumenti-281563/vozacka-dozvola-332/332

https://mup.gov.hr/aliens-281621/information-regarding-driving-licence-and-road-traffic/croatian-driving-licence/286629

## Are there any special provisions for foster youth (children in custody of the government)?

There are no publicly available or officially documented special provisions specifically for foster youth or children in the custody of the government when applying for a driver's license in Croatia.

The general eligibility requirements for obtaining a Croatian driving license include:

Being a Croatian national with registered residence in Croatia, or

- Being a Croatian national temporarily residing in Croatia for at least 185 days, or
- Being a national of an EEA member state with habitual residence or education in Croatia, or
- Being a foreign national with temporary or permanent residence in Croatia for at least 185 days in a calendar year.

Applications must be submitted at a police department or police station that issues driving licenses. The process includes submitting a request, providing a medical certificate, and passing a driving test. More details are available on the <a href="mailto:gov.hr">gov.hr</a> driving license information page

For foster youth or children under state care, the application would typically be handled by their legal guardian or a state-appointed representative. For case-specific guidance, contact the Ministry of the Interior (MUP) or the Ministry of Labour, Pension System, Family and Social Policy.

https://mup.gov.hr/contact-122/122

## Are there any special provisions for homeless youth?

There are no publicly documented special provisions specifically for homeless youth applying for a driver's license in Croatia.

To obtain a Croatian driving license, an applicant must meet the general eligibility criteria, which include:

- Being a Croatian national with registered residence in Croatia, or
- Temporarily residing in Croatia for at least 185 days, or
- Being a national of an EEA member state with habitual residence or education in Croatia, or
- Being a foreign national with temporary or permanent residence in Croatia for at least 185 days in a calendar year

Since a registered residence is a requirement, individuals without a fixed address—such as homeless youth—may face challenges meeting this condition. There are no exceptions or alternative procedures outlined in official sources for individuals without a registered residence.

For case-specific support, contact the Ministry of the Interior (MUP) or a local social welfare center, which may be able to assist with documentation or provide guidance on how to proceed in such situations.

#### https://mup.gov.hr/contact-122/122

More information is available on the gov.hr driving license page.

#### Will I have to take a test?

Yes. The license for any category can be obtained after finishing driving school and passing a two-stage test, the theory test and the road test, which test the prospective driver's knowledge of the rules of the road including the speed limits in Croatia.

https://mup.gov.hr/vozacka-dozvola-281592/281592

## If applicable, do I have to make an appointment to take the test?

Yes, in Croatia, you do need to make an appointment to take the driving test, but this is typically arranged through the driving school where you complete your training. The driving school coordinates with the relevant authorities to schedule both the theoretical and practical parts of the test.

Once you pass the test, you can apply for your first driving license at a police department or police station that issues driving licenses. You can also submit your request digitally through the e-Citizens platform, but the license is issued only in the regular procedure.

More information is available at:

Driving Licence - General Information

Croatian Driving Licence - Ministry of the Interior

First Issuing and Renewal of a Driving Licence

### Where can I take the driving test? What can I do if I cannot get to a testing location?

In Croatia, the driving test is taken through a licensed driving school, which coordinates both the theoretical and practical parts of the test. These schools are located throughout the country, and the test is typically administered in cooperation with the Ministry of the Interior.

After completing the required training, the driving school will schedule your test at an authorized testing center. The test location is usually near or affiliated with the driving school where you completed your lessons.

If you are unable to reach a testing location due to distance, mobility issues, or other barriers, there are no publicly documented alternative testing arrangements. In such cases, you would need to speak directly with your driving school or the local police department that issues driving licenses to explore possible accommodations.

More information is available at:

- Driving Licence General Information
- Croatian Driving Licence Ministry of the Interior
- First Issuing and Renewal of a Driving Licence

Do I need to get a permit or authorization to practice driving before I get my driver's license?

No, but must comply with all other rules and requirements to get drivers license.

https://mup.gov.hr/gradjani-281562/moji-dokumenti-281563/vozacka-dozvola-332/332

## **Birth Certificate**

## What is the document detailing a person's birth called in this country?

The birth certificate is called "rodni list".

How to get a copy of a Croatian birth certificate: Guide for 2023 - Expat In Croatia https://mpu.gov.hr/register-of-births/25270

# I'm not sure I have a birth certificate, what can I do to find out if I have one and where to get it?

You should start by looking up your name on the Matica rođenih (book of births). This can be done by looking up on e-Citizens but you can also contact the services directly (e.g., by phone or mail).

If you do not find your name listed, try reviewing other records such as church records.

e-Citizen: Become an e-Citizen - gov.hr

Contact list of Croatian services which might be able to help for Matica rođenih research: Ministarstvo pravosuđa i uprave Republike Hrvatske - Matični uredi u RH (gov.hr)

## How do I get a copy of my birth certificate?

You can request you birth certificate through e-Citizen (link: Become an e-Citizen - gov.hr).

### Can I order my birth certificate online?

Yes via e-Citizen: Become an e-Citizen - gov.hr

### What documents will I need to get my birth certificate?

It depends on your situation:

If you are not already registered in Matica rođenih (Book of births)

Your first step is to register yourself in the Matica rođenih (Book of births) <u>BEFORE</u> you can request your birth certificate.

New registrations in the Matica rođenih can only be done <u>within Croatia</u> at Matični ured (Registrar's office). List of Matični ured: <u>Ministarstvo pravosuđa i uprave Republike Hrvatske</u> <u>- Matični uredi u RH (gov.hr)</u>

You will need your domovnica (Proof of citizenship) and an apostilled/legalized new copy of your birth certificate (less than 6 months old). You can have a document apostilled/legalized by different people or services depending on the country where you live and the type of document (notary, courts, embassy, etc.).

Once you are registered in Matica rođenih you can request a copy of your birth certificate.

#### If you are registered in Matica rođenih (Book of births)

If you are already registered in Matica rođenih (Book of births), then you can proceed with requesting a birth certificate.

If you are in Croatia you can request a birth certificate in the following ways:

- For those with Croatian residency, at any Registrar's office in Croatia (list of registers: <u>Ministry of Foreign Affairs of the Republic of Croatia - Embassies of the Republic of Croatia in the world (gov.hr)</u>)
- 2. For those without Croatian residency, at the Central Registrar's Office in Zagreb.

If you are not in Croatia you can request a birth certificate in the following ways:

- At the Croatian consulate.
- At the Croatian embassy.

List of consulates and embassies: Ministry of Foreign Affairs of the Republic of Croatia - Embassies of the Republic of Croatia in the world (gov.hr).

You can also request via e-Citizen: <u>Homepage - gov.hr</u>. It should be noted that only people over 15 years old can access this service. To access e-Citizen you need to indicate your OIB (Croatian identification number). The Croatian Tax administration can provide your OIB. You will have to fill out an application form and attach an identification document (notarised copy of your passport, identity card, etc.).

### What happens if I don't have some or all of the documents that are required?

Most likely you will not be able to obtain your birth certificate.

However, it might be helpful to go in person to the Matični uredi which might be able to help: Kontakti - Matični uredi - Upravni odjel za poslove Županijske skupštine i opću upravu - Zagrebačka županija (zagrebacka-zupanija.hr)

## How old do I have to be to get a copy of my birth certificate by myself?

In Croatia, individuals must be at least 15 years old to access the e-Citizen platform, which is the digital portal used to request official documents such as a birth certificate. While legal

adulthood begins at age 18, those aged 15 and older can independently use the e-Citizen system if they have the appropriate digital credentials. There is no exact age provided at which one can obtain their own birth certificate.

For those under 15, a parent or legal guardian must request the birth certificate on their behalf. For those who are unable to obtain on their own, a parent or legal representative must submit the request on their behalf. More information is available from the Ministry of Justice and Public Administration.

More information is available at:

- e-Citizen portal
- e-Civil Registries

## What can I do if I do not have a parent or guardian who can go with me to get a birth certificate (and the application says I have to have one)?

If you are a minor in Croatia and do not have a parent or legal guardian who can accompany you or submit a request on your behalf to obtain a birth certificate, you may face limitations in accessing the document independently.

Minors under the age of 15 cannot use the <u>e-Citizen platform</u>, which is required to access services like <u>e-Civil Registries</u> for requesting a birth certificate online. For those under 15, a parent or legal guardian must submit the request.

If you do not have a parent or guardian available, it is recommended to go in person to a <u>local Matični ured (Civil Registry Office)</u>. Staff there may be able to assist you directly or guide you to a social worker or legal representative who can help with the process. You can find contact information for registry offices, such as those in the Zagreb County, at this link:

https://www.zagrebacka-zupanija.hr/upravni-odjel-za-poslove-zupanijske-skupstine-i-opcu-upravu/maticni-uredi/kontakti

In cases involving children without guardians, local social welfare centers may also be involved in helping secure necessary documents.

#### What is the cost to get a birth certificate?

The cost of obtaining a birth certificate in Croatia depends on where and how the request is made:

- When applying in person at a registry office (Matični ured) in Croatia, the fee is typically lower and the certificate can often be issued the same day. The exact cost may vary slightly by municipality, but it is generally modest. A list of registry offices is available at: https://uprava.gov.hr/maticni-uredi-u-rh/1603
- When applying through a Croatian embassy abroad, the cost is approximately 17 GBP per copy of the birth certificate. An additional 7 GBP may be charged for delivery. This information is confirmed by the Ministry of Foreign and European

Affairs: https://mvep.gov.hr/consular-information-107317/registering-a-child-in-croatia-180041/180041

More general information about birth registration and certificates is available from the Ministry of Justice and Public Administration: https://mpudt.gov.hr/register-of-births/25270

#### Is there a waiver if I cannot afford the fee?

Not explicitly. There is no publicly available information on the official Croatian government websites indicating that a fee waiver is automatically available for individuals who cannot afford to pay for a birth certificate.

The standard process for obtaining a birth certificate, including fees, is outlined through the <a href="e-Civil Registries">e-Civil Registries</a> portal. If someone is unable to pay the fee due to financial hardship, they would need to contact the local Civil Registry Office (Matični ured) directly to inquire whether any exceptions or assistance may be available based on individual circumstances. A directory of registry offices is available at:

## https://uprava.gov.hr/maticni-uredi-u-rh/1603

There is also no mention of a formal fee waiver process on the <u>Ministry of Justice and Public</u> Administration website.

## Are there any special laws or provisions that can help get a birth certificate if I have been in the foster care system (children in custody of the government)?

No. There are no specific laws or provisions publicly documented that automatically grant access to a birth certificate for children who have been in the foster care system in Croatia. However, children without parental care are legally represented by a special guardian appointed by a social welfare center. This guardian acts on behalf of the child in legal and administrative matters, including obtaining personal documents such as a birth certificate.

Children in foster care, children's homes, or other forms of state custody are under the legal responsibility of the state, and the appointed guardian or institution is authorized to request documents on their behalf.

More information is available from the Ministry of Labour, Pension System, Family and Social Policy:

https://mrosp.gov.hr/highlights-7158/your-europe/social-policy/shared-parental-care-and-guardianship-for-minors/12150

## Are there any special laws or provisions that can help get a birth certificate if I am homeless?

There are no publicly documented special laws or provisions in Croatia that specifically assist homeless individuals in obtaining a birth certificate.

In the absence of specific legal provisions for homeless individuals, assistance may be sought through local social welfare centers or by visiting a Civil Registry Office in person. A directory of registry offices is available at:

https://uprava.gov.hr/maticni-uredi-u-rh/1603

## Where do I get my birth certificate if I was born in another country?

You must obtain your birth certificate from the country that you were born in.

## Is there a way to get my birth certificate without going somewhere in person?

Yes you can request it through the Croatian government's platform e-Citizens: Homepage - gov.hr.

## Where can I find information online about getting a birth certificate?

E-Citizen: Homepage - gov.hr

You may also visit the following link for additional information: <u>How to get a copy of a Croatian birth certificate</u>: Guide for 2023 - Expat In Croatia

## **Making Changes to Government ID Documents**

## What vital doc should I start with to change my name? Is the process easier for one of the IDs?

To legally change your name in Croatia, the process begins with submitting a formal application to the competent Birth Registry Office (Matični ured) or the state administration office in your county of residence. If you live in Zagreb, the application is submitted to the City Office for General Administration.

The following documents are required:

- A written application for the name change
- A certificate from the court confirming that no criminal proceedings are being conducted against you
- A request addressed to the Minister of Justice
- A valid identity card (original and photocopy)

The process is governed by the Personal Name Act (OG 118/2012). Once the name change is approved, it is recorded in the birth registry and becomes legally effective from the date of entry.

If your name is changed, you are required to update your identity card within 15 days. More information on this requirement is available at:

https://gov.hr/en/changing-of-personal-documents/356

For additional assistance, you may contact the Ministry of Justice and Public Administration:

Website: https://mpudt.gov.hr

Email: pitanja@pravosudje.hr

Phone: +385 1 371 40 00

Address: Vukovarska 49, 10000 Zagreb

Office hours: Monday–Friday, 8:00–16:00

#### How do I change my name on my birth certificate?

Once a legal name change is approved, the change is automatically recorded in the birth registry by the relevant civil registry office (Matični ured). No additional action is required from the individual to update the birth certificate.

The updated name becomes legally valid from the date it is entered into the birth registry. This update is also communicated to other government authorities that maintain citizen records.

The procedure is governed by the Personal Name Act (OG 118/2012).

Useful link:

Ministry of Justice and Public Administration - Rules of gender recognition (gov.hr)

## How do I change my name on my National ID?

If your name has been legally changed, your current identity card becomes invalid. You are required to apply for a new identity card within 15 days of the name change being officially recorded.

To update your national ID, you must:

- Visit a police administration or police station that handles administrative affairs.
- Submit an application for a new identity card.
- Provide documentation reflecting your new legal name (such as the updated birth certificate or name change decision).
- 4. Submit a new photograph and pay the applicable fee.

More information is available on the official government page:

https://gov.hr/en/changing-of-personal-documents/356

### How do I change my name on my driver's license?

Change of personal identity documents (identity card, passport etc.)

After an individual's personal name is changed in the Main Register, all identity documents of that individual must be replaced by the new ones with the changed name. The person who changed his or her full name or only the first name or only the surname is obliged to file an application for change of all his or her identity documents (identity card, passport, **driving licence** and other documents) at the latest within 15 days from the day of entering the name change into the Main Register.

Procedure of personal name change | LJUBIC Law Firm - Bosnia and Herzegovina (odvjetnistvo-liubic.com)

## **Change Name on Driver's License:**

- With your new identification documents in hand, visit the nearest police station that handles driver's licenses. In Croatia, the police handle driver's licenses.
- Bring your old driver's license, your new identification documents, and any other required documentation (proof of residence, medical certificate, etc., if applicable).
- Fill out the necessary forms to update your driver's license with your new name.
- Pay any applicable fees for updating your driver's license.

## At what age can I change my name by myself?

In Croatia, the legal age at which you can change your name by yourself without the need for parental consent is 18 years old. Once you reach the age of 18, you have the legal capacity to make decisions about changing your name, and you can initiate the name change process independently without requiring parental approval or involvement. However, you must still follow the established legal procedures and requirements for changing your name, as outlined by the local municipal or administrative office where you are registered.

The process of changing a personal name is governed by the <u>Personal Name Act</u>. Minors under 18 require the consent of their parents or legal guardians, and in some cases, a court decision may also be necessary depending on the circumstances. More information is available at: Shared Parental Care and Guardianship for Minors.

# What can I do if I do not have a parent or guardian with me to change my gender marker and do not have anyone else who can help me?

#### European e-Justice Portal - Legal aid (europa.eu)

The specific procedures and requirements for a name change in Croatia may vary depending on your individual circumstances, and it's essential to consult with the local Registrar's Office to ensure a smooth name change process. If you encounter any difficulties, consider seeking legal assistance or advice from a lawyer or a legal aid organization.

## What vital doc should I start with to change my gender marker? Is the process easier for one of the IDs?

For this topic on gender recognition rules, in the case of gender reassignment, it should be noted that these rules fall within the remit of the Ministry of Health. The Ministry of Justice and Public Administration can only submit the following text on the right of the person to change his/her name.

The documents required for a name change are as follows:

- an application
- a court certificate stating that you are not subject to criminal proceedings.

### Ministry of Justice and Public Administration - Rules of gender recognition (gov.hr)

### How do I change my gender marker on my birth certificate?

Gender transition is legal in Croatia, and birth certificates may be legally amended to recognise this. Up until June 2013 the change of gender always had to be stated on an individual's birth certificate. However, on 29 May 2012 it was announced that the government would take extra steps to protect transsexual and transgender people. Under the new rules, the undertaking of sex reassignment surgery no longer has to be stated on an individual's birth certificate, thus ensuring that such information remains private. This is also the case for people who have not formally undergone sex reassignment surgery, but have nevertheless undertaken hormone replacement therapy.

### Croatia – ERA (Igbti-era.org)

#### How do I change my gender marker on my National ID?

If your personal information has changed (personal information changes entail changes to first or last name, personal identification number, gender or modifications to the date and place of birth), you must submit an application for the issuance of a new identity card.

If the personal information changes involve changes to personal name or personal identification number, you are required to request revocation or suspension of your certificates within two days after the change came into force.

When such circumstances occur, your identity card becomes invalid and you are required to submit an application for the issuance of a new identity card within 15 days after these circumstances occurred.

#### Changing of Personal Documents - gov.hr

### How do I change my gender marker on my driver's license?

To change the gender marker on a Croatian driver's license, the gender change must first be legally recognized and recorded in the birth registry. This process is governed by the Rules of Gender Recognition, administered by the <a href="Ministry of Justice and">Ministry of Justice and</a> Public Administration.

Once the gender change is officially recorded, the individual must apply for a replacement driver's license. This is done at a police department or police station that issues driving licenses. The application must be submitted within 15 days of the legal change, as the existing license becomes invalid once personal data (such as name or gender) is officially changed.

More information about the driver's license replacement process is available at:

- https://gov.hr/en/driving-licence-general-information/520
- https://mup.gov.hr/aliens-281621/information-regarding-driving-licence-and-road-traffic/croatian-driving-licence/286629

## At what age can I change my gender marker by myself?

In Croatia, the legal age to independently request a change of gender marker on official documents, including a driver's license, is **18 years old**. This is the age at which individuals are considered to have full legal capacity to make personal legal decisions, including those related to gender recognition.

The gender marker on a driver's license can only be changed after the gender change has been legally recognized and recorded in the birth registry. This process is governed by the Rules of Gender Recognition, administered by the Ministry of Justice and Public Administration.

Once the change is recorded, the individual must apply for a replacement driver's license at a police department or police station. More information is available at:

https://gov.hr/en/driving-licence-general-information/520

https://mup.gov.hr/aliens-281621/information-regarding-driving-licence-and-road-traffic/croatian-driving-licence/286629

## What can I do if I do not have a parent or guardian with me to change my gender marker and do not have anyone else who can help me?

If you are a minor in Croatia and wish to change your gender marker but do not have a parent or legal guardian to assist you, you cannot initiate the process independently. Croatian law requires that minors be represented by a parent or legal guardian in legal and administrative matters, including gender recognition.

In cases where a minor does not have parental care, a **social welfare center** will appoint a **special guardian** to act as the child's legal representative. This guardian is authorized to make legal decisions on behalf of the child, including those related to personal status such as gender marker changes.

This process is outlined by the Ministry of Labour, Pension System, Family and Social Policy:

 $\frac{\text{https://mrosp.gov.hr/highlights-7158/your-europe/social-policy/shared-parental-care-and-guardianship-for-minors/12150}{\text{policy/shared-parental-care-and-guardianship-for-minors/12150}}$ 

The legal framework for gender recognition is managed by the Ministry of Health, with administrative coordination by the Ministry of Justice and Public Administration:

https://mpudt.gov.hr/useful-information/single-digital-gateway-remit-of-the-ministry-of-justice-public-administration-and-digital-transformation/rules-of-gender-recognition-25477/25477

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