



Crna Gora
Uprava za statistiku



INSTRUCTIONS

ON HOW TO USE THE APPLICATION TO CHECK ETHNO-CULTURAL CHARACTERISTICS
COLLECTED IN THE 2023 CENSUS OF POPULATION, HOUSEHOLDS, AND DWELLINGS

Podgorica, September 2024

The following instructions provide detailed information about the application that citizens will use to manage their data on ethnic and cultural characteristics collected during the census of population, households, and dwellings in 2023.

The census of population, households, and dwellings was carried out in compliance with the Law on the Census of Population, Households, and Dwellings (Official Gazette of Montenegro No 140/22 of 16 December 2022, 105/23 of 28 November 2023).

Under the provisions of Article 26a and 26b of the Law on the Census of Population, Households and Dwellings (Official Gazette of Montenegro No 140/22 of 16 December 2022, 105/23 of 28 November 2023), the software has been developed to check the data gathered during the implementation of the census which refer to the questions regarding national, i.e. ethnic affiliation, religion, mother tongue, and the language usually spoken by the individual.

The software for checking ethnic and cultural characteristics collected by the 2023 Census of Population, Households, and Dwellings can be accessed through the following link:

<https://popis2023.monstat.org/>

The following explains the process of checking your data and its credibility in the database by comparing it with a copy of your Questionnaire for Person – enumeration form.

Clicking on the specified link opens the screen, as shown in Figure 1

POPIS 2023 POPISNE REGISTAR

Uputstvo CNR-LV

Popis stanovništva, domaćinstava i stanova u 2023. godini

Da bi građanin provjerio svoje podatke potrebno je unijeti Statistički ID (koji je naljepljen na Vašem Upitniku za lice) i jedan od identifikacionih podataka (Opština, popisni krug, stan i lice iz zaglavlja Upitnika za lice) u dio Dodatna provjera. Ako nemate zahtijevane podatke na Vašoj kopiji Upitnika za lice, molimo Vas da nas kontaktirate na e-mail: provjerapodataka@monstat.org ili putem telefona +38220230811 ili +38268851500

Jedinstvena identifikacija

Statistički ID

Nastavi

Dodatna provjera

Popunite jedan od identifikacionih podataka

Opština

Popisni krug

Stan

Lice

Izvrši provjeru

[Unesite ponovo](#)

Figure 1.

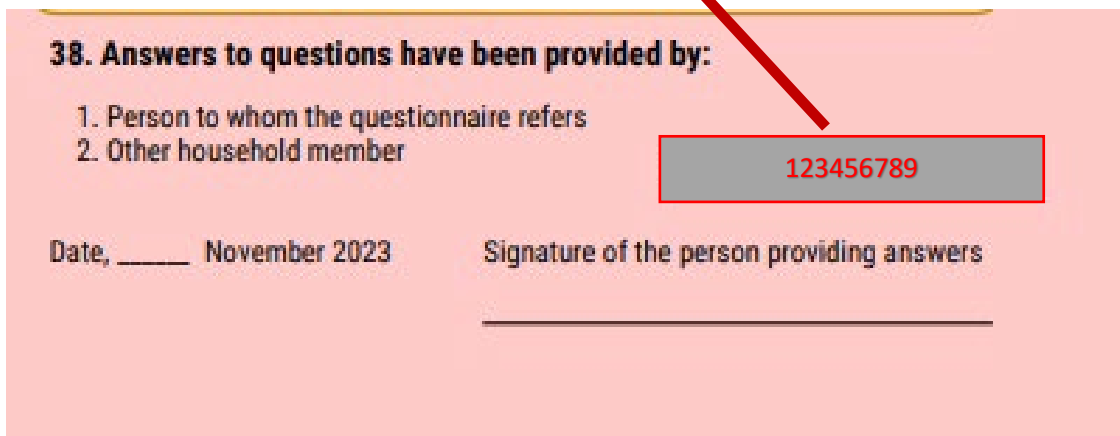
On the screen shown in Figure 1, in the upper right corner, there is an option to select the interface language, and a link to the Software User Guide.

Please ensure that you enter the nine-digit number from the sticker on the copy of your Questionnaire for Person (P1)—enumeration form, correctly in the empty field labeled **Statistical ID**, as illustrated in Figure 2.



The screenshot shows a yellow-tinted interface titled "Unique identification" with a circular icon in the top right. Below the title is the label "Statistical ID". A white input field contains the number "123456789". To the right of the input field is a rounded "Continue" button. A red arrow points from the input field down towards the bottom section of the figure.

The place on the Questionnaire for Person where the sticker is attached with the nine-digit number which is copied.



This section is titled "38. Answers to questions have been provided by:". It lists two options: "1. Person to whom the questionnaire refers" and "2. Other household member". Below the list is a date field with "Date, _____ November 2023" and a signature line labeled "Signature of the person providing answers" with a horizontal line underneath. A grey box with a red border contains the number "123456789" in red text. A red arrow points from the "Statistical ID" field in the top screenshot to this box.

Figure 2.

After entering the statistical ID from the copy of the Questionnaire for Person – enumeration form, click on the "**Continue**" button or press "**Enter**" on the keyboard.

If you correctly enter the nine-digit number in the Statistical ID field, the fields in the **Additional Check** section of the screen will be enabled.

In this section of the screen, it is **mandatory** to enter one of the specified identification data: Municipality, Enumeration Area, Dwelling, or Person from the header of the Questionnaire for Person – enumeration form, as shown in Figure 3.

2023 CENSUS OF POPULATION, HOUSEHOLDS, AND DWELLINGS
Situation as on 31 October 2023, at midnight

MONSTAT
Montenegro
Statistical Office

QUESTIONNAIRE FOR PERSON

2023 POPIS
ПОПИС
REGJISTRIMI

FORM P-1

Data collected in the questionnaire are **official secret** and will be used only for statistical purposes

Law on Census of Population, Households, and Dwellings
(Official Gazette of Montenegro No 140/22)

2	0	0	0	1	1	1	1	1	3	3	4	4	1
Municipality				Enumeration area				Dwelling		Person			

Additional check

Fill in at least one of the identification data

Municipality
20001

Enumeration area
1111

Dwelling
334

Person
41

Figure 3.

After filling in one of the fields (Municipality, Enumeration Area, Dwelling or Person), you need to click on the "Check" button, as shown in Figure 4.

Unique identification ✓

Statistical ID

Additional check ✓

Fill in at least one of the identification data

Municipality

Enumeration area

Dwelling

Person



Figure 4.


If you have correctly entered the Statistical ID and one of the data, such as Municipality, Enumeration area, Dwelling, or Person, the screen will display as illustrated in Figure 5.



Your session expires in

0:58s

Census of Population, Households and Dwellings in 2023

The data refer to 

Statistical ID	123456789
Municipality	20001

Ethnic and cultural characteristics


National or ethnic affiliation
Ne želi da se izjasni

Religion
Ne želi da se izjasni

Mother tongue
Ne želi da se izjasni

The language which a person usually speaks
Ne želi da se izjasni

If the displayed data is inconsistent with the data on the copy of the Questionnaire for Person you possess, please reach out to us via E-mail at: provjerapodataka@monstat.org or by the phone **+38220230811** or **+38268851500**

 [Enter again](#)

For inquiries and technical assistance, please reach out to us via E-mail at provjerapodataka@monstat.org or by phone at **+382 20 230 811** or **+382 68 851 500**

Figure 5.

The time allotted for checking the data displayed on the screen (Figure 5) and comparing them with the data from the Questionnaire for Person – enumeration form is 60 seconds. The same is displayed in the upper right corner of the screen, as seen in Figure 5.

The process of checking your data was previously explained, and their credibility by comparing them with a copy of your Questionnaire for Person - enumeration form.

Here are the steps to follow if the entered data does not match your Questionnaire - Census copy.

If you fail to correctly enter the number from the sticker on the copy of your Questionnaire for Person (P1) – enumeration form in the Statistical ID field and click the **Continue** or **ENTER** button, a message will appear in the upper right corner of the screen, as shown in Figure 6.

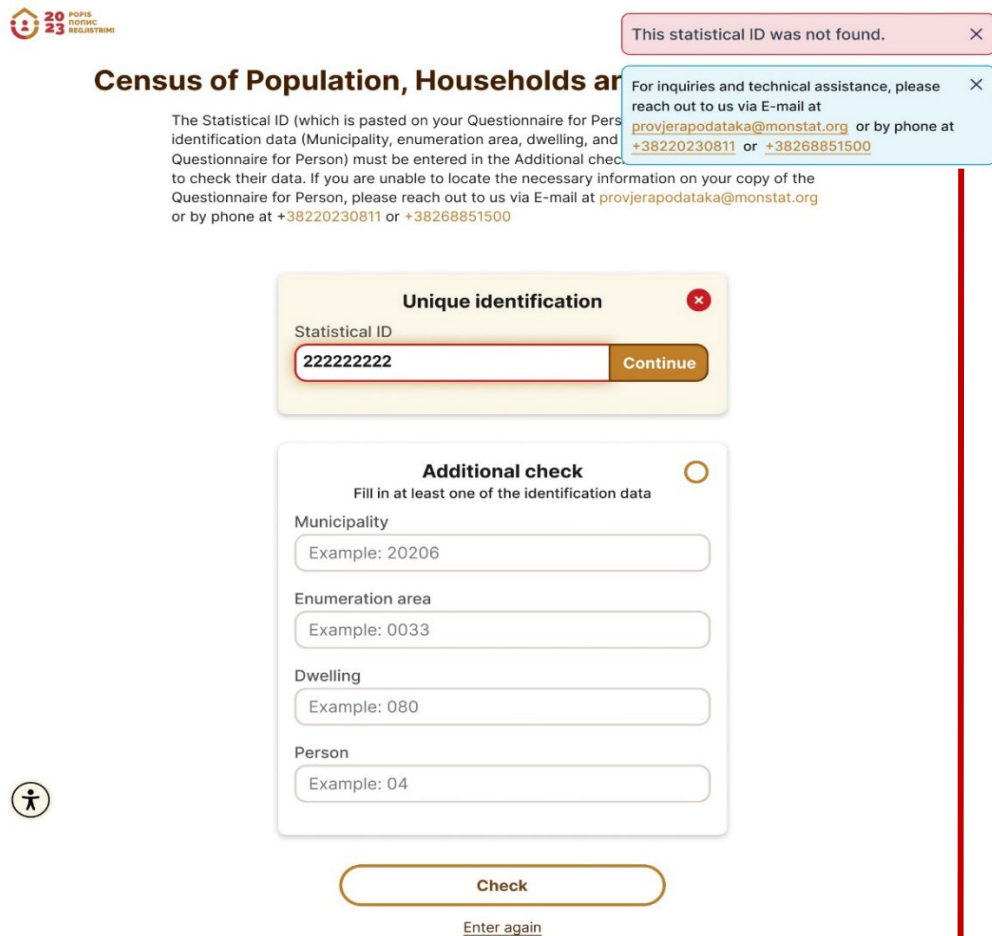
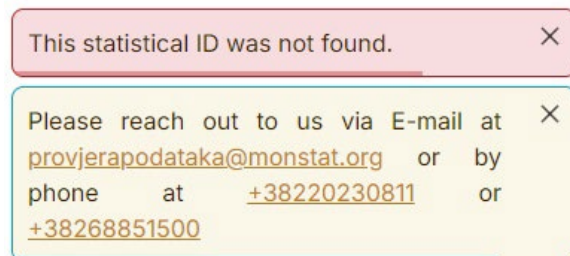


Figure 6.

Display of messages from the upper right corner of Figure 6.



If the nine-digit number from the copy of the Questionnaire for Person – enumeration form is entered correctly in the Statistical ID field, and if the information from the header of the copy of the Questionnaire for Person is incorrectly entered in one of the fields, such as *Municipality*, *Enumeration area*, *Dwelling*, or *Person*, then after clicking on the "Perform check" button, a screen will display as shown in Figure 7.

The screenshot shows a web application interface for the "Census of Population, Households and Dwellings in Montenegro 2023". The logo "2023 POPIS DOMAĆIHO REGISTRI" is in the top left. The main heading is "Census of Population, Households and Dwellings in Montenegro 2023".

Two error messages are displayed in the upper right corner:

- A pink message box: "This combination of Statistical ID and identification data was not found."
- A blue message box: "For inquiries and technical assistance, please reach out to us via E-mail at provjerapodataka@monstat.org or by phone at [+38220230811](tel:+38220230811) or [+38268851500](tel:+38268851500)"

The main content area is titled "The data refer to" and contains a table:

The data refer to	
Statistical ID	111111111
Municipality	11111

Below the table is a section titled "Ethnic and cultural characteristics" with the message: "This combination of Statistical ID and identification data was not found."

At the bottom of the main content area, there is a note: "If the displayed data is inconsistent with the data on the copy of the Questionnaire for Person you possess, please reach out to us via E-mail at: provjerapodataka@monstat.org or by the phone [+38220230811](tel:+38220230811) or [+38268851500](tel:+38268851500)".

A red arrow points to a button labeled "Enter again".

At the bottom of the page, there is a footer with a person icon and the text: "For inquiries and technical assistance, please reach out to us via E-mail at provjerapodataka@monstat.org or by phone at [+382 20 230 811](tel:+38220230811) or [+382 68 851 500](tel:+38268851500)".

Figure 7.

The message that appears in the upper right corner of Figure 7.

This block shows a close-up of the two message boxes from Figure 7. The top box is pink and contains the text: "This combination of Statistical ID and identification data was not found." The bottom box is blue and contains the text: "Please reach out to us via E-mail at provjerapodataka@monstat.org or by phone at [+38220230811](tel:+38220230811) or [+38268851500](tel:+38268851500)". A red arrow points from the blue box back to the blue box in the main screenshot.

If a new check is required, click **Enter again** button (marked with an arrow in Figure 7) and then re-enter the required data.

If you are unable to access the data or if you find that your data is not a reliable copy of the Questionnaire for Person – enumeration form for any reason, please contact the Statistical Office via email at provjerapodataka@monstat.org or by phone at 020- 230-811 or 068-851-500.

Below is information about data access restrictions

It is possible to check the data for the same Statistical ID a maximum of three times during one day. In the case of the fourth attempt or more, the screen will display as shown in Figure 8.

You can check the data for the same Statistical ID again after 24 hours.



Census of Population, Households, and Dwellings in 2023

You have exceeded your daily data check limit.

The following request will be available in:

23:58:06

[Go back](#)

For inquiries and technical assistance, please reach out to us via E-mail at provjerapodataka@monstat.org or by phone at [+3822023081](tel:+3822023081) or [+38268851500](tel:+38268851500)

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Soft. Ver: 4baa983



Figure 8.