



**Republika e Kosovës**  
**Republika Republic of Kosovo-Republic of Kosovo**  
*Kuvendi - Skupština - Assembly*

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**Law No. 03/L-054**

**ON STAMPS OF THE REPUBLIC OF KOSOVO INSTITUTIONS**

**The Assembly of Republic of Kosovo,**

Pursuant to Article 65, point (1) of the Constitution the Republic of Kosovo

Hereby adopts:

**LAW ON STAMPS OF THE REPUBLIC OF KOSOVO INSTITUTIONS**

**CHAPTER I**

**GENERAL PROVISIONS**

**Article 1**

**Aim**

The aim of this Law is to regulate and determine the form of contents of the stamp, the procedure on the manner of making, using and keeping the stamp and the responsibility for using the stamp in Republic of Kosovo Institutions.

**Article 2**

**Definitions**

For the purpose of this Law, the following terms shall have the following meaning:

**“Institution”** - shall mean bodies of legislative, executive and judicial authority of central and local level and bodies in their dependency;

**“Ministry”** - means the Ministry of Public Services. or the Ministry competent for Public Administration

**“Commission”** - means the Commission nominated by the head of the institution which (com) develops the procedure for taking permission for the stamp, ordering of the stamp from the stamp maker, supervision of the stamp maker regarding the stamp, archiving of the stamp, announcement of the stamp as invalid and other proceedings as foreseen by the provisions of this Law.

### **Article 3**

3.1 According to the request of relevant institution, Ministry shall give permit for supply with the stamp.

3.2 Permit or refuse the request for stamp is granted in a time-line of three days.

3.3 Ministry shall keep records on given permits.

3.4 The institution shall have only one stamp, but in specific cases may also have a small stamp.

3.5 The institution is allowed to have more stamp exemplars, if exercise its activity in more than one building and if it is justified according to the work requests.

3.6 If there are more stamp exemplars, then each exemplar shall have ordinal roman number, which shall be put in the middle of the emblem of Kosovo and the name of the residency of the institution.

### **Article 4**

4.1 The stamp of the institution serves for certifying authentic act of the official, which is issued by the institution.

4.2. Only documents or acts that are signed by authorized persons shall be stamped.

4.3 The stamp shall be put on the left side of the signature of authorized person, so it will approximately cover the 1/4 of the signature.

## **CHAPTER II**

### **SPECIAL PROVISIONS**

#### **Article 5**

5.1 The stamp of the institution has the following form and size:

- a) the stamp has circular form,
- b) the size of the stamp shall be 40 mm, 50 mm and 60 mm.

5.2 The size of the stamp shall be determined according to the text and number of languages in the stamp.

5.3 Regardless of the paragraph 1 of this article, if by the specific provisions in force the use of the stamp of other form, size and content from the one determined by this law is foreseen, institution or the organizational unit can be supplied with such a stamp, by respecting other provisions of this law.

#### **Article 6**

6.1 The stamp of the institution has more concentric circles and contains the following data:

- a) in the first outside circle shall be written: Republic of Kosovo,
- b) in the circles shall be written the name of the institution and its residency and
- c) in the surface inside the smallest circle of the stamp shall be placed the emblem of the Republic of Kosovo.

6.2 The text of the institution's stamp shall be written in the same size and form in official languages in Kosovo.

6.3 The text of the municipality institution's stamp shall be written in the same size and form in official languages in municipality.

6.4 The Government of the Republic of Kosovo in terms of three months upon entry into force of this Law enacts the sub legal act for implementation of this article.

#### **Article 7**

7.1 Institutions may have small stamp for the cases when its use is more suitable for certifying small documents, but its diameter shall not be smaller than 20 mm.

7.2 The contents and form of the small stamp shall be the same as in the stamp under article 5 and 6 of this Law, however the name of the institution may be shortened, but only to that extent that can be seen to whom the stamp belongs.

## **Article 8**

8.1 Institutions have square stamps, which are used to protocol documents.

8.2 Square stamp, as a rule, has these dimensions 35mm with 70mm, but according to the needs may have other dimensions.

8.3 Square stamp contains the following data:

- a) in the upper part of the stamp is the Republic of Kosovo emblem,
- b) Republic of Kosovo,
- c) name of the institution written in capital letters,
- d) name of the organizational unit of the institution,
- e) protocol number of the organizational unit, and the space for the number of the document protocol,
- f) space for the number of attached pages,
- g) space for the date, month and year, and
- h) location of the institution

8.4 In terms of three months upon entry into force of this Law the Ministry enacts sub-legal act regarding the shape of the square stamp and technical parameters.

## **Article 9**

9.1 Kosovo municipality's use their stamp and emblem in those acts where is not obligatory to put the Kosovo emblem, according to the provisions of the Law on Kosovo State Symbols.

9.2 Stamps of municipalities shall be in accordance with the provisions of this Law, excluding the use of their emblem, according to paragraph 1 of this article.

## **Article 10**

10.1. The stamp shall be made of gum, metal or plastic.

10.2. The color of the stamp shall be blue.

10.3 In terms of three months the Ministry shall determine the type and the nuance and technical parameters of the colors by sub legal act.

### **Article 11**

11.1 The head of the institution shall name, by a decision, the commission composed of three members which shall develop the procedure for obtaining permit for the stamp, order the stamp to the stamp-maker, oversee the work of the stamp-maker, archive the stamp, announce the stamp invalid and other actions foreseen according to the provisions of this Law.

11.2. The commission shall keep records for every action.

### **Article 12**

12.1 In cases when the name of the institution is changed, and the stamp is not in use anymore, it is stored in the competent archive in compliance with the rules and procedures determined in the Law No. 2003/7 for the archive subject and archives (promulgated with UNMIK Regulation No. 2003/20).

12.2 The archive shall be responsible for safety and protection of received stamp.

12.3 The commission for stamp on archiving the stamp shall make records in three identical copies, from which one copy shall be sent to Ministry and archive, whereas one copy shall be held in the institution's archive.

### **Article 13**

13.1 The institution, user of the stamp is responsible for the authorship and veracity of documents which are stamped.

13.2 Every institution user of the stamp is obliged to keep evidence on the stamps it uses.

13.3 The Ministry of Internal Affairs undertakes all actions for notifying important outside entities related to official stamps in communication with outside.

## **CHAPTER III**

### **MAKING OF THE STAMP**

#### **Article 14**

14.1 The stamp of the institution shall be made by the stamp-maker determined by the institutions.

14.2 The stamp-maker should have its activity registered in accordance with legal provisions in force for business registration.

#### **Article 15**

15.1 The stamp maker of the stamp of the institution is obligated that after making the stamp, under supervision of the commission to return or destroy all models, frames, and all other tracks remained after the process of stamp making.

15.2 The commission, for actions foreseen under paragraph 1 of the present article shall keep records in three identical copies, which shall be also signed by the stamp-maker, from which one copy shall be sent to Ministry, one copy to the stamp-maker and one copy shall be kept in the archive of the institution.

#### **Article 16**

The stamp-maker authorized for making the stamp shall bear full legal responsibility for any misuse of the stamp from the moment of receiving the order for making the stamp until its delivery to the commission of the institution.

#### **Article 17**

The stamp-maker is obligated to keep written records for made stamps.

#### **Article 18**

The stamp-maker is obligated to make the stamp only according to the given order; otherwise the authorization shall be taken away.

## CHAPTER IV

### THE USE AND RESPONSIBILITY

#### Article 19

19.1 The head of the institution, upon receiving the stamp from the commission, brings a decision on the starting date of use of the stamp.

19.2 The head of the institution authorizes in written form the responsible person to use the stamp.

19.3 The person responsible to use the stamp is obliged to keep full and precise evidence, and a copy of stamped document.

19.4 The stamp of the institution is used only within the institution premises; exceptionally it may be used outside the premises, but with special permit given by the principal of the institution.

#### Article 20

The authorized person is responsible for using of the stamp and is obliged to take care of unauthorized use of the stamp

#### Article 21

21.1 In case of loss or in case that the stamp is damaged, the head of the institution and the permit giver for supply with stamp shall be informed immediately within term not longer than 24 hours.

21.2 Immediately upon the verified loss of the stamp, or in case when the stamp is no longer in good order to be used, based on the decision issued by the principal of the institution the stamp shall be published non-effective.

21.3 The ordering of the new stamp is made based on the procedure foreseen by this law and it contains the next roman serial number of the lost stamp or of the stamp which is out of use.

#### Article 22

The stamp is kept in the safe box when not used and after working hours.

### **Article 23**

Ministry supervises the institutions for implementation of this law and obliges the institution to act based on the provisions of this law.

### **Article 24**

24.1 Ministry of Interior Affairs supervises the stamp-maker determined to make the stamps for the institutions.

24.2 While supervising, Ministry of Interior Affairs may order the stamp-maker to send back or to destroy all models, moulds and all other signs that remained during the production process and to adjust its work with the provisions of this law and with other provisions in force.

## **CHAPTER V**

### **OFFENCE SANCTIONS**

#### **Article 25**

25.1 The institution shall be fined from five hundred euro (500) up to five thousand euro (5.000) € for the following cases:

- a) if it orders the stamp without permission from Ministry,
- b) if it does not inform Ministry in case of lost of the stamp,
- c) if the person authorized to use the stamp has not been issued written decision for using the stamp,
- d) if the stamp is not kept in the safe box while not in use,
- e) if the lost or damaged stamp is not published as non-effective and
- f) if the non-effective stamp is not delivered to the archive.

25.2 The responsible person from the institution is fined from two hundred fifty (250) up to two thousand five hundred (2.500) euro in case of violation of paragraph 25.1 of this article.

#### **Article 26**

The stamp maker is fined from five hundred (500) up to five thousand (5.000) euro in the following cases:



- a) if he/she makes the stamp without the authorization of the institution according to the provisions of this law,
- b) if he/she does not send back or destroy all models, moulds or other remains during the process of making the stamp, and
- c) if he/she gives the stamp to the unauthorized persons.

#### **Article 27**

The punitive provisions foreseen according to this law do not eliminate other responsibilities foreseen by legal provisions in force.

#### **Article 28**

The fines foreseen by provision of this law are deposited in the Kosovo Consolidated Budget.

### **CHAPTER VI**

#### **PROVISIONAL PROVISIONS**

#### **Article 29**

The institutions are obliged to prepare their stamps according to the provisions of this law in term of six (6) months upon entering into force of this law.

#### **Article 30**

This law abrogates each legal provision that regulates this matter.

#### **Article 31**

This law enters into force fifteen (15) days after its publication in Official Gazette of Republic of Kosovo.

**Law No. 03/L-054**  
**30 July 2008**

**President of the Assembly of the Republic of Kosovo**

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**Jakup KRASNIQI**