



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

Law No. 04/L-160

ON CIVIL REGISTRATION AGENCY

Assembly of Republic of Kosovo;

Based on Article 65 (1) of the Constitution of the Republic of Kosovo,

Approves

LAW ON CIVIL REGISTRATION AGENCY

CHAPTER I
GENERAL PROVISIONS

Article 1
Purpose

This law shall regulate the establishment, organization, structure, duties, responsibilities and financing of the Civil Registration Agency.

Article 2
Definitions

1. Terms used in this law shall have the following meaning:

- 1.1. **Ministry** – Ministry of Internal Affairs;
- 1.2. **Minister** - Minister of Internal Affairs;
- 1.3. **Agency** – Civil Registration Agency;

1.4. **Chief Executive Officer** – Chief Executive Officer of the Civil Registration Agency.

CHAPTER II CIVIL REGISTRATION AGENCY

Article 3 Establishment and Status of the Agency

1. Civil Registration Agency is established as an Agency within the Ministry of Internal Affairs.
2. Civil Registration Agency shall be a legal person.
3. The main headquarters of the Agency is in Prishtina.

Article 4 Principles

Civil Registration Agency shall exercise its activity under basic principles specified in the Law on Civil Service.

Article 5 Symbols of the Agency

The Agency has the emblem which is proposed by the Chief Executive Officer of the Agency and approved by the Minister.

Article 6 Agency's Management

The Agency shall be governed by the Chief Executive Officer, who for the management and administration of the Agency shall respond directly to the Minister.

Article 7 Chief Executive Officer of the Agency

Appointment, mandate, dismissal and discharge of the Chief Executive Officer of the Agency shall be made in compliance with the applicable legislation on Senior Managerial Positions on the Civil Service of the Republic of Kosovo.

Article 8
Functions of the Agency's Chief Executive Officer

1. Agency's Chief Executive Officer shall be responsible for:
 - 1.1. overall management and administration of the Agency;
 - 1.2. organization of the administration, employment of the personnel and giving work orders for civil servants of the Agency;
 - 1.3. decision making and issuance of sub-legal acts related to the duties of the Agency;
 - 1.4. effective and efficient management of resources entrusted to the Agency;
 - 1.5. preparation of periodical and annual reports on the work of the Agency which reports then shall be submitted to the Minister;
 - 1.6. development of the annual plan and long term strategic plan for the efficient and effective administration of the Agency.

Article 9
Personnel of the Agency

Employed personnel in the Agency have the status of the civil servants.

CHAPTER III
ORGANIZATION, STRUCTURE AND RESPONSIBILITIES OF THE AGENCY

Article 10
Organization and Structure

Internal organization and structure of the Agency shall be regulated with sub-legal act by the Minister.

Article 11
Duties and Responsibilities

1. Duties and responsibilities of the Agency are as following:
 - 1.1. responds to all processes connected to the application, personalization and issuance of documents for citizens of the Republic of Kosovo and foreign citizens;
 - 1.2. registers vehicles and issues driving licenses;
 - 1.3. administers and maintains the data base of the civil status central registry;

- 1.4. cooperates with the authorities of foreign countries concerning the issues related to its scope;
- 1.5. proposes and initiates the issuance or the supplementation and amendment of laws and sub-legal acts under its scope;
- 1.6. provides professional and efficient services to all citizens;
- 1.7. performs other works and duties under the competence of the Agency.

Article 12

Budget of the Agency

1. Budget of the Agency shall be a budgetary line within the Ministry's budget, approved in compliance with the Law on Management of Public Financial and Accountabilities.
2. Chief Executive Officer of the Agency shall prepare budget of the Agency and shall forward it to the Minister for review and further proceeding in accordance with procedures foreseen by the law.
3. Chief Executive Officer of the Agency shall be responsible for the efficient and effective management of the Agency's budget, in accordance with the Law and internal budgetary rules of the Ministry.
4. The budgetary incomes generated by the activity of the Agency shall be deposited in the budget of the Republic of Kosovo.

CHAPTER IV

FINAL PROVISIONS

Article 13

Sub-legal acts

Sub-legal acts for implementation of this law, shall be issued within the time limit of six (6) months, upon the date of entry into force of this law.

Article 14

Repeal

With the entry into force of this law shall be repealed the Administrative Instruction no. 17/2010 on the Organization and Structure of Civil Registration Agency as well as any other legal provision that is inconsistent to this law.

Article 15
Entry into force

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

Law No. 04/L-160
14 February 2013

President of the Assembly of the Republic of Kosovo

Jakup KRASNIQI