



Republika e Kosovës
Republika Kosovo-Republic of Kosovo
Qeveria-Vlada-Government

Ministria e Punëve të Brendshme - Ministarstvo unutrašnjih poslova - Ministry of Internal Affairs

Minister of Ministry of Internal Affairs,

Pursuant to Chapter VI, Article 42, of the Law No. 05/L-132 on Vehicles (Official Gazette No. 15, on 11.05.2017) Article 11 paragraph 1, subparagraph 1.5. of Law No. 08/L-117 on the Government of the Republic of Kosovo (Official Gazette No. 34, November 18, 2022), Article 8 subparagraph 1.4 of Regulation No. 02/2021 on the Areas of Administrative Responsibility of the Office of the Prime Minister and Ministries, as amended and supplemented by Regulation No.04/2021, and Article 38, paragraph 6, of the Rules of Procedure of the Government No. 09/2011 (Official Gazette No.15, 12.09.2011),

Issues the following:

ADMINISTRATIVE INSTRUCTION(MIA) NO.04/2023 ON VEHICLE REGISTRATION

Article 1
Purpose

1. This Administrative Instruction aims to determine the rules and procedures of registration, types of registration and vehicle deregistration.
2. Also, this Administrative Instruction determines the content and dimensions of the vehicle registration certificate, registration plates, manner of keeping the evidence for registered vehicles and content of the electronic system of vehicle registration.
3. This Administrative Instruction is in partial compliance with Council Directive 1999/37/EC of 29 April 1999 on registration documents for vehicles.

Article 2
Scope

The provisions of this Administrative Instruction are mandatory for the owners of vehicles that are subject to the registration procedure, and for all Vehicle Registration Centers in the Republic of Kosovo.

Article 3

Definitions

1. Abbreviations and terms used in this Administrative Instruction shall have the following meaning:

- 1.1. **MIA** - Ministry of Internal Affairs;
- 1.2. **MFAD** – Ministry of Foreign Affairs and Diaspora;
- 1.3. **CRA** - Civil Registration Agency;
- 1.4. **DVR** - Directorate for Vehicle Registration;
- 1.5. **CVR** - Centre on Vehicle Registration;
- 1.6. **VRC** - Vehicle Registration Certificate;
- 1.7. **TAK** - Tax Administration of Kosovo;
- 1.8. **AASCA** - Agency for Administration of Sequestrated and Confiscated Assets;
- 1.9. **ARKB** - Agency for Registration of Kosovo Businesses;
- 1.10. **VRS** - Vehicle Registration System;
- 1.11. **SIPK** - Kosovo Police Information System;
- 1.12. **Identification Number** – (VIN) vehicle chassis number;
- 1.13. **Registration of a new vehicle** - means a vehicle that has not been registered in any other country but is registered for the first time in Kosovo.

2. Other terms used in this Administrative Instruction shall have the meaning as defined in Law on Vehicles.

Article 4

Vehicle Registration

1. Vehicle registration under Article 5 of this Administrative Instruction is done in all vehicle registration centres of respective regions, regardless of the dwelling place or residence of the vehicle owner. While the transfer form in the case of the deregistration of the vehicle will be obtained at the relevant center where the place of residence or stay of the owner is.

2. A valid driving licence shall be required for all vehicle registration services for natural persons along with relevant category, with data being acquired from the driver license system.

3. Paragraph 2 of this Article shall not apply for moped and motorcycles, whose engine capacity shall not be greater than 125 cubic centimetres and the engine power shall not be greater than 11 kv, as well as proportion of vehicle engine power in the vehicle mass shall not exceed the vehicle mass of 0.1 kv/kg. Also, for tricycles of category L5E, with engine power not greater than 15 kg, owned by a minor who has the driving license for the category of concerned vehicle.
4. The vehicle owner cannot register the vehicle in case he/she has other vehicles registered in the vehicle registration system, whose registration deadline has expired for more than one year.
5. The owner of the vehicle, according to paragraph 4 of this article, is obliged to preliminarily register or deregister the vehicle that is passive:
 - 5.1. give a written statement if that vehicle is destroyed and out of use. The statement is kept in the archives of the CVR;
 - 5.2. the vehicle, which is not derigesterd, automatically becomes passive and is removed from the active registrations in the system, while it remains in the history of the owner's vehicles.
6. The vehicle owner cannot register or renew the registration of vehicle, nor change the owner, without settling fines for minor offences in road traffic, as provided for in the Law on Vehicle.
7. The application for vehicle registration may be filed even by the authorized person, with the authorization certified by the notary or the court, holding one of these documents:
 - 7.1. identity card;
 - 7.2. for the natural person, the passport or driving licence;
 - 7.3. whereas for the legal person, the copy of the certificate and business information.
8. Except for the cases from paragraph 7 of this article, the extension of registration can also be done by close family members.

Article 5

Types of Vehicle Registration

1. The types of Vehicle registration shall be as follows:
 - 1.1. Registration of a new vehicle;
 - 1.2. First registration;
 - 1.3. Extension of registration;
 - 1.4. Re-registration in case of changing the owner;

- 1.5. Legalization;
- 1.6. Re-registration;
- 1.7. Registration with probation plates;
- 1.8. Temporary registration;
- 1.9. Registration of vehicle with limited term;
- 1.10. Registration of old timer vehicle;
- 1.11. Registration of vehicles dedicated exclusively for racing;

Article 6

Registration of a new vehicle

1. The following documents shall be required for new vehicle registration:
 - 1.1. Valid document of the Republic of Kosovo containing personal data, such as: identification card, passport or valid driving license for relevant category;
 - 1.2. Certificate of conformity, sales contract from the vehicle dealerships and companies licensed for the sale of vehicles;
 - 1.3. proof on fulfilment of customs obligations;
 - 1.4. Certificate of vehicle type approval, excluding the cases when the vehicle is exempted from type approval procedure;
 - 1.5. Certificate on confirmation of vehicle technical regularity, which should not be older than thirty (30) days from the day of its issuance;
 - 1.6. Insurance policy shall not be older than fifteen (15) days from the date of issuance;
 - 1.7. Proof of payment of the municipal vehicle tax, except for the tax-exempt categories according to the applicable legislation;
 - 1.8. The valid driving license for the relevant category (natural persons), except categories exempted according Article 52 of the Law on Vehicles.
2. Foreign nationals with temporary or permanent residence permit may register vehicles with regular vehicle plates, in cases when they have fulfilled customs obligations. The deadline for vehicle registration shall be linked to expiration of residence permit.

3. Data on the vehicle owner shall be taken through the link from Central Register of Civil Status for natural persons and TAK and KBRA for legal persons.
4. In case when the custom clearance is paid in the name of a vehicle dealership or company licensed by the ARKB for selling vehicles, which is registered by ARKB-MTI, for this activity the owner of the vehicle shall present the sales contract from the dealership or a company licensed for sale.
5. Confirmation of the determination according to paragraph 4 of this article by the CVR is done through ARKB data for registered vehicle dealerships and/or data for companies licensed for the sale of vehicles by ARKB-MTI.
6. The vehicle which is owned by a child or minors shall be registered in the name of one of the parent, custodian, adoptive parent or the person authorized to use the vehicle. In this case, the legal provisions which are applicable to the owner of the vehicle are also applicable for the user. Name, surname and authorization number of the user shall be registered in VRC.
7. Regarding the registration of vehicle in the name of an adult without a driving license, the vehicle owner shall assign a vehicle user with a notarized authorization. In such a case, the legal provisions that apply to the vehicle owner shall also apply to the vehicle user.
8. Paragraph 5 and 6 of this Article shall not apply for moped and motorcycles with engine capacity not greater than 125 cubic centimetre and engine power not greater than 11kv, as well as proportion of vehicle engine power in the vehicle mass shall not exceed the mass of 0.1 kv/kg, and for tricycles of category L5E, with engine power not exceeding 15 kg, which are owned by the minor who has a driving license for the category of vehicle in question.
9. Paragraphs 5, 6 and 7 of this Article shall apply to all registration types foreseen in Article 5 of this Administrative Instruction.
10. Vehicle owned by the legal person shall be registered based on business certificate, whereby the owner should submit a copy of the business certificate and information, and a valid identification document, such as: identification card, passport and driving license valid for the relevant category.
11. Registration of a vehicle owned by non-governmental organizations or state institutions shall take place according to the fiscal certificate. Whereas, the data shall be obtained through the linkage from TAK and ARKB.
12. In cases where there are several co-owners, the vehicle shall be registered in the name of one of the co-owner, with a written statement of other co-owners, which is certified by the court or notary.
13. For the registration of the vehicles of state institutions, the identity card of the officer from the relevant institution is required. Whereas, for vehicles of public companies the authorization and identity card from the relevant institution is required.

14. Lightweight trailers shall not be registered, but only be equipped with license plates and provide the copy of road worthiness certificate, which contains the date of the first technical control and deadline for the next technical control.

15. The responsible Officer of CVR, in case of suspicions with regard to the documents, shall inform the Head of CVR, who through the Director of DVR, informs the Inspectorate of CRA.

16. Upon fulfilment of the criteria set in this Article and verification of documents by the responsible officer, CVR shall issue a payment slip according to the decision for setting fees issued by the Minister of MIA.

Article 7

First registration

1. The following documents shall be required for the first registration of the vehicle:

1.1. Vehicle origin document and booklet of origin;

1.2. If the party does not possess the original document of the vehicle (registration certificate of origin), he/she can submit the copy of the registration certificate with which the customs clearance procedure was carried out, certified or confirmed by customs, as well as the police report on the loss of the registration certificate;

1.3. Proof on fulfillment of customs obligations. In the case when the customs clearance is paid on behalf of the vehicle dealership or the company licensed by ARKB for the sale of the vehicles registered in ARKB - MTI for this activity, the owner of the vehicle should present the sales contract from the vehicle dealership or a company licensed for sale. In this case, the CVR official is obliged to consult the list of vehicle dealership or licensed companies for sale registered by ARKB or through the on-line system;

1.4. Type approval certificate, excluding cases when the vehicle is exempted from the type approval procedure;

1.5. Certificate on confirmation of vehicle technical regularity, which shall not be older than thirty (30) days from the day of issuance;

1.6. Insurance policy shall not be older than fifteen (15) calendar days from the day of issuance;

1.7. Proof of the payment of the municipal vehicle tax, excluding tax-exempted categories pursuant to applicable legislation;

1.8. Valid document of the Republic of Kosovo, containing personal data, such as: identity card, passport or driving license;

1.9. Foreign nationals with temporary or permanent residence permit may register vehicles with regular vehicle plates, once they have fulfilled customs obligations. The deadline for vehicle registration shall be in conjunction with the residence permit expiration date;

1.10. Data on the owner of the vehicle shall be obtained through the access to the Central Civil Status Register for natural persons and TAK and ARKB for legal persons;

1.11. Driving license for the relevant category for natural persons, except categories exempted according to Article 3, point 3 of this Administrative Instruction. Data on driving licence shall be obtained through the link from the driving licence system.

2. Lightweight trailers shall not be registered but only obtain plates and provide copy of technical control certificate which contains the date of first technical control and the deadline for the next technical control.

3. Confiscated vehicles which according to the court decision or decision of the AASCA for delivery to be used by the Government can be registered without being subject to the customs obligation.

4. For the recourses according to paragraph 3 of this Article that appear in the registration system that the vehicle was previously registered in the VRC, their registration can be done even in the absence of the CRA and the registration plates that the vehicle has previously possessed.

5. Upon meeting the conditions set in this Article and verification of documents by the responsible officer, CVR shall issue a payment slip according to the decision for setting fees issued by the Minister of MIA.

Article 8

Extension of registration

1. The following documents shall be required for extending registration:

1.1. VRC issued by CVR;

1.2. Certificate on confirmation of technical regularity of the vehicle which shall not be older than thirty (30) days from the day of its issuance;

1.3. Insurance policy shall not be older than fifteen (15) calendar days from the date of issuance;

1.4. Valid document of the vehicle owner containing personal data, identification card, passport of the Republic of Kosovo or driving license;

1.5. Valid driving license for the relevant category, except categories exempted according to article 3, paragraph 3 of this administrative instruction;

1.6. proof of the payment of the municipal vehicle tax, excluding tax exempted categories according to the applicable legislation;

1.7. For vehicles registered in the name of a legal person, the owner shall provide a copy of the business certificate, business information and valid identification document, identity card, passport or driving license;

1.8. The application for renewing the registration can be also made by the authorized person, with authorization certified by the notary or by the court, possessing the copy of the identification document of the owner and the authorized person;

1.9. For renewal of the registration according to sub paragraph 1.8 of this paragraph, a valid driving license of the owner for the relevant category is required, while for the legal entity a copy of the certificate and business information;

1.10. With the exception of paragraph 1.8 of this article, the application for renewing the vehicle registration can also be made by the family members of the owner of the vehicle, by providing a copy of the ID card, passport or valid driver's license of the vehicle owner, the close family member shall sign the statement provided by the official of VRC.

2. New vehicles participating in road traffic shall be subject to technical control after 4 years of the first registration.

3. The request for extending the registration may be submitted thirty (30) days prior to the expiration of the prior registration deadline. CVR shall be obliged to extend the vehicle registration from the expiration date of vehicle registration.

4. Vehicle registration renewal procedure can take place online, via the web application. For cases of renewing the registration online, following the completion of the application process and confirmation of payment, the party shall appear before CVR to stamp the VRC.

5. Data on documents from paragraph 1.2 and 1.5 this article is obtained online without the need of the original being stored in the VRC archives

6. Upon fulfillment of the criteria set in this Article and verification of documents by the responsible officer, CVR shall issue a payment slip according to the decision for setting fees issued by the Minister of MIA. Whereas for online applications, CVR shall only stamp and sign the VRC.

Article 9

Change of vehicle owner

1. For changing the ownership, the following documents are required:

1.1. Deregistered VRC of the previous owner;

1.2. Proof of ownership (contract on purchase, contract in case of gift, the inheritance act, document proving the ownership certified by the notary or court, or executable order from the private executor).

2. When the vehicle is purchased in companies registered by relevant bodies for vehicle dealership the following shall be required;

2.1. Contract on purchase certified by the notary or court for vehicles registered in the name of dealerships or companies licensed to sell vehicles;

2.2. Insurance policy in the name of new owner, which should not be older than fifteen (15) calendar days from the day of issuance;

2.3. Certificate of confirmation of the vehicle technical regularity which must not be older than thirty (30) days from the date of issue;

2.4. Valid RKS identification document of the vehicle owner, identification card, passport or driving license Data shall be obtained through the link with the Civil Status Central Registry, whereas data on driving license shall be obtained through the link from driving licence system;

2.5. Driving license valid for the relevant category, for natural persons, except categories exempted according to Article 52 of the Law on Vehicles;

2.6. Vehicle owned by the legal person shall be registered based on the business certificate, and the owner shall provide a copy of the business certificate and information and a valid identification document of the Republic of Kosovo (identification card, passport or driving license (while for non-governmental organizations or state institutions, registration shall take place according to fiscal certificate. Data shall be taken from the linkage to TAK and ARKB;

2.7. For changing the ownership of state institutions' vehicles, shall be required the proof from the institution for transferring ownership or granting the vehicle for use to the other institution;

2.8. For vehicles sold in public auctions, proof of sale to the relevant institution shall be provided. While in case of purchase from a third party, the contract on purchase shall be provided;

2.9. proof of payment of the municipal tax in the name of the new owner;

3. License plates of the deregistered vehicle within the same region may be used by the new vehicle owner.

4. Upon fulfilment of the criteria set in this Article and verification of documents by the responsible officer, CVR shall issue a payment slip according to the decision for setting fees issued by the Minister of MIA.

Article 10

Vehicle legalization

1. Vehicles, which for one reason or another, have not been duly registered, shall be subject to the legalization process, upon completion of administrative and legal procedures.
2. The following shall be required for vehicle legalization:
 - 2.1. Decision or verification from the Kosovo Police, prosecution office or court, whereby proving that the vehicle has no legal obstacles for registration;
 - 2.2. Certificate on confirmation of vehicle technical regularity, which shall not be older than thirty (30) days from the day of issuance;
 - 2.3. Insurance policy, which shall not be older than fifteen (15) days from the day of issuance;
 - 2.4. Proof on fulfillment of customs obligations,
 - 2.5. Valid identification document of the owner, identity card, passport or driving license of the Republic of Kosovo;
 - 2.6. Data on the owner shall be obtained via the linkage to the Civil Status Central Registry, whereas data on driving licence shall be obtained through the access to the driving licence system;
 - 2.7. A valid driving license in the relevant category, for natural persons, except categories exempted according to Article 52 of the Law on Vehicle;
 - 2.8. Type approval certificate, excluding cases exempt from type approval procedure;
 - 2.9. Municipal vehicle tax, except cases exempted from taxes, in compliance with the legislation in force;
 - 2.10. Upon the change of ownership, the proof of ownership according to sub-paragraph 1.2 of Article 8 of this Administrative Instruction shall be required;
3. The vehicle must be de-registered prior to being legalized.
4. Upon fulfilment of the criteria set in this Article and verification of documents by the responsible officer, CVR shall issue a payment slip according to the decision for setting fees issued by the Minister of MIA.

Article 11

Vehicle re-registration

1. The following documents shall be required in case the vehicle is deregistered and the party wants to re-register the vehicle:

1.1. Deregistered VRC;

1.2. Certificate on confirmation of vehicle technical regularity, which is not older than thirty (30) days from the day of issuance;

1.3. Insurance policy shall not be older than fifteen (15) days from the day of issuance;

1.4. Municipal tax, excluding vehicles exempted from the municipal tax;

1.5. In case of the change of owner, the contract on vehicle purchase;

1.6. Owner's ID of the Republic of Kosovo valid identification card, passport or driving license. Data shall be obtained via the linkage to the Civil Status Central Registry, whereas data on driving licence shall be obtained through the link from the driving licence system;

1.7. A valid driving license in the relevant category for natural persons, excluding categories exempted according to Article 52 of the Law on Vehicles.

2. A Party that fulfills the conditions from paragraph 1 of this Article shall be provided with new license plates and VRC in case new license plates have not been saved for one year, whereas the old VRC remains in the archive.

3. Vehicles sold at public auction and which were previously confiscated by the competent bodies, can be re-registered based on the court decision, evidence of the AASCA, and/or other bodies according to the legislation in force.

4. In these cases, according to paragraph 3 of this article, the transaction of change of ownership is transferred to the buyer-winner in regular public auctions, who must first fulfill the obligations according to article 9 of this administrative instruction, excluding sub-paragraph 1.2 of article 9.

5. Confiscated vehicles which, according to the court decision and the applicable legislation become property of the state, according to the decision AAPSK for submission to use by the Government can be registered without being subject to the customs obligation.

6. The vehicles, according to paragraph 3 of this article, that appear in the vehicle registration system as having previously been registered in the CVR, can be re-registered even in the absence of the CRA and the license plates that this vehicle previously possessed.

7. If the public auction fails, according to paragraph 3 of this article, the change of ownership can also be done by order of the Executive Body, according to the legislation in force.

8. Vehicles that were previously deregistered and the transfer of ownership should be done, even if the buyer is from another municipality, the vehicle may be re-registered at the CVR of the relevant region, regardless of the place of residence or stay of the citizen.
9. The transfer form from the CVR where the vehicle was previously registered can be done physically and electronically.
10. Registration of the deregistered vehicles may be done by including taxes for re-registration, according to the decision for setting fees issued by the Ministry of MIA.

Article 12

Issuance of probation plates

1. Issuance of probation plates does not mean duly vehicle registration.
2. Probation plates shall be placed for vehicle identification and are an opportunity for inclusion in road traffic for the period defined in this Article.
3. Probation plates may be issued for motor vehicles and trailers.
4. Probation plates shall be issued by VRC, upon the request of vehicle owner, in the following cases:
 - 4.1. For new vehicles;
 - 4.2. For used and repaired vehicles used test drives for testing the vehicle and its condition;
 - 4.3. Vehicles moving from the seat of the manufacturing enterprise up to the seat of the enterprise that sells them;
 - 4.4. For vehicles moving in fairs or car dealership for selling purposes;
 - 4.5. Vehicles moving for purposes of road worthiness testing, whose registration has expired, and upon the request of the party.
5. The following documents shall be required for issuing probation plates:
 - 5.1. Proof of ownership;
 - 5.2. Proof of payment of administrative fee;
 - 5.3. Insurance policy not older than fifteen (15) days from the day of issuance.
6. When issuing the probation plates, the owner shall be provided with a certificate for using plates, which contains:

- 6.1. Name and surname of vehicle owner;
 - 6.2. Purpose of vehicle use;
 - 6.3. Vehicle type, mark, model, identification (chassis) number, colour and deadline for using probation plates.
7. Probation plates shall be issued within fifteen (15) days. After the expiration of this deadline, the party shall be obliged to return plates to CVR.
8. In case the party fails to return plates within the deadline set, the CVR shall be obliged to notify the Kosovo Police.
9. Probation plates may be issued following the request of the party submitted to the closest VRC to the border point entered by the vehicle.
10. Exceptionally from paragraph 5 of this Article, the minister may determine probation plates with a longer time period.
11. In special cases, the probation plates may also be issued by the border police in order to keep records on plates issued at the border and store the data in VRS through WEB service.
12. Fees for this type of license plates shall be determined by decision of the Minister of MIA.

Article 13

Temporary registration

1. In the Republic of Kosovo there are registered vehicles whose owners are foreign citizens with temporary or permanent residence status, who register their vehicles pursuant to the customs requirements or temporary import requirements (temporarily imported vehicle) and are used according to a Leasing contract or business cooperation contracts contracted between companies seated in the Republic of Kosovo and other companies seated in a different state, as well as vehicles which are intended for sports and economic events. For these vehicles the registration certificate will be issued with a validity of 1 year.
2. Persons with temporary residence may register vehicles in their ownership with probation plates.
3. Probation plates cannot be provided for a period shorter than 60 days and longer than twelve (12) months.
4. Registration of the vehicle with probation plates cannot be extended without the renewing the temporary import and without meeting the conditions set in paragraph 1 of this Article.
5. During the time in which the vehicle has probation plates, the same shall not be sold, donated, gifted, or change ownership in any other manner.

6. Exceptionally from paragraph 5 of this Article, a vehicle with probation plates may be sold, given or otherwise change ownership if it is deregistered and subjected to customs procedure. In case of the change of the owner, the contract on purchase shall be required.

7. The necessary documents for the temporary registration of the vehicle, for new vehicles, the documents defined under Article 6 of this administrative instruction are required, as well as the temporary or permanent residence permit,

8. While, the necessary documents for temporary registration of the vehicle with a certificate are the documents specified under Article 7 of this administrative instruction, as well as the temporary or permanent residence permit.

9. When conditions referred to in paragraph 7 of this Article, for vehicle registration are fulfilled, the CVR shall be obliged to issue:

9.1. Plates for temporary registration;

9.2. VRC for temporary registration.

10. After the deadline for temporary vehicle registration expires, upon the request of the party, the CVR shall be obliged to return the booklet of origin, whereas VRC of temporary registration shall be stored in the file.

Article 14 **Vehicle registration with limited term**

1. Vehicle registration with limited term shall be allowed in the following cases:

1.1. When a foreign citizen transports the vehicles purchased in the Republic of Kosovo with the intent of registering it in another state, after his stay in the Republic of Kosovo;

1.2. When a foreign citizen transports a vehicle abroad for the purpose of repairing.

2. The following documents shall be required for registering vehicles according to paragraph 1 of this Article:

2.1. Application for registration with limited term;

2.2. Insurance policy (in cases when there is no registration) proof of payment;

2.3. Temporary residence permit;

2.4. Vehicle roadworthiness certificate, which shall not be older than thirty (30) days from the day of issuance;

- 2.5. Testimony of customs export;
- 2.6. Driving license, valid for the relevant category. Data on driving licence shall be obtained through the link from the driving licence system.
3. The following documents shall be required for vehicles which have been registered in the Republic of Kosovo but have been stolen and found:
- 3.1. Application for registration with limited term;
- 3.2. Identification card, valid passport of the Republic of Kosovo or driving license;
- 3.3. Police report;
- 3.4. Insurance policy, in cases of expired registration;
4. The time period of registration certificate cannot be longer than thirty (30) days.

Article 15

Provision of diplomatic plates

1. Vehicles of diplomatic and consular missions, as well as vehicles used by foreign missions, international authorities, and foreign offices in the Republic of Kosovo and their staff, shall be provided with diplomatic license plates according to the legislation, procedures and requirements of the MFAD.
2. The vehicles of civilian staff of diplomatic and consular missions will be registered according to the document approved by the MFAD.
3. Documents required for registration of vehicles with diplomatic license plates shall be in compliance with the legislation and procedures of MFAD.

Article 16

Temporary vehicle registration for the staff of international missions or international organizations stipulated by law

1. The vehicle may be temporary registered even by the staff of international missions or international organizations stipulated by law.
2. Temporary vehicle registration referred to in paragraph 1 of this Article may be done only with a valid employment card issued by the relevant mission or organization.
3. In these cases, the party should provide evidence from the mission or organization proving that he or she is allowed to register or renew registration of vehicle with temporary plates.

Article 17
Vehicle registration for foreign trade companies

1. The following documents shall be required for foreign trade companies:
 - 1.1. Technical control;
 - 1.2. Insurance policy, which should not be older than fifteen (15) days from the day of issuance;
 - 1.3. Business cooperation contract between companies seated in RKS and other companies seated in other states;
 - 1.4. Proof on fulfillment of customs obligations,
 - 1.5. for legal entities, the business certificate registered in the Republic of Kosovo;
 - 1.6. while, for NGOs the fiscal certificate registered in the Republic of Kosovo.

Article 18
Registration of old timer vehicles

1. A vehicle older than thirtyfive (35) years, which is well kept and technically maintained, and is well adapted to the original construction structure and form, shall be considered an old-timer.
2. The following documents shall be required for registration of old timer vehicles:
 - 2.1. Document containing vehicle data (vehicle origin);
 - 2.2. Vehicle ownership;
 - 2.3. Proof of the status of old timer vehicle;
 - 2.4. Technical control;
 - 2.5. The insurance policy, which shall not be older than fifteen (15) days from the day of issuance;
 - 2.6. Proof on fulfillment of customs obligations,
 - 2.7. Identification document, such as identification card, valid passport of the Republic of Kosovo or driving license.
3. Specific plates and VRC shall be issued for registration of old timer vehicles.

4. The content of the old timer vehicle registration plate shall contain: RKS code, gold-coloured letters, the historical inscription, black letters, the emblem of the Republic of Kosovo, the three-digit number and the Goddess on the Throne.

Article 19

Registration of vehicles dedicated exclusively for racing

1. The following documents are required for registration of such vehicles:
 - 1.1. Document of origin;
 - 1.2. Vehicle roadworthiness certificate, which shall not be older than thirty (30) days from the day of issuance;
 - 1.3. Proof on fulfillment of customs obligations,
 - 1.4. Insurance policy;
 - 1.5. Identification document, such as identification card, valid passport of the Republic of Kosovo or driving license.

Article 20

Vehicle deregistration

1. The owner of a registered vehicle can deregister a vehicle by his own will at the relevant VRC.
2. Exceptionally from paragraph 1 of this Article, the owner of registered vehicle shall be obliged to deregister the vehicle if:
 - 2.1. the vehicle is destroyed, amortized, crashed or stolen;
 - 2.2. the vehicle will be registered in the other state due to displacement or any other reason.
3. The following documents shall be required for deregistering the vehicle referred to in paragraph 1 of this Article:
 - 3.1. Request for vehicle deregistration;
 - 3.2. Provision of VRC;
 - 3.3. Submission of license plates in VRC;
 - 3.4. In cases when plates or the VRC are missing, a police report for the loss must be provided, which should be archived in the physical and electronic file.
4. Deregistered VRC shall be returned to the party, stating the date of deregistration.

5. Deregistration of the vehicle is done in the database. The plates are stored for 1 year for the same person and vehicle, except for the license plates of state and diplomatic vehicles and embassies, the plates are kept unlimited.
6. In case of death of the owner of the vehicle, a close family member may deregister the vehicle with proof of death certificate.
7. Documents necessary for deregistering the vehicle according to paragraph 2 of this Article are:
 - 7.1. Application for deregistration, along with the reasoning of deregistration;
 - 7.2. VRC;
 - 7.3. Plates;
 - 7.4. In cases when VRC and plates are missing, the police report shall be required;
 - 7.5. Proof for vehicle destruction issued by the collecting and disassembling center for waste vehicles or written declaration of the vehicle owner to the CVR Officer for vehicle destruction;
 - 7.6. Identification document, such as identification card, valid passport of the Republic of Kosovo or driving license valid for the relevant category;
 - 7.7. In case of a stolen/crashed vehicle, the owner has to provide the police report as proof for deregistration.
8. In addition to the owner, the application for vehicle deregistration may also be submitted by any other person authorized by the owner, with the authorization certified by the notary or court.
9. With the exception of paragraph 5 of this article, the owner of the registration plates of the vehicle is not obliged to hand over the registration plates, if the vehicle has been donated, and as such is registered with the same license plates and in the name of the new owner.
10. Vehicle license plates of the new owner according to paragraph 9 of this article shall apply only for the cases of the same region.

Article 21

Issuance of VRC and license plates

1. VRC and license plates shall be issued by the CVR for the registered vehicle.
2. For any change of data related to the vehicle registration, such as technical changes, owner, place of residence, the party shall, within thirty (30) days, inform CVR of such changes.

3. Road traffic vehicles shall have two license plates, with the exception of motorcycles, mopeds, light quadricycles, quadricycles, three-wheel motor vehicles, coupling vehicles, tractors and trailers, which are allowed to have one license plate.
4. If the vehicle owner is a leasing association, the VRC shall state the owner of the vehicle, whereas under the remark box shall also be stated the user of vehicle under leasing contract. If the leasing association provides a written consent, the vehicle may be registered in the name of the user, whereas the remark box shall state the name of the association.
5. If the leasing association issues written consent for the transfer of the vehicle to the other branch, the vehicle may be transferred.

Article 22

Loss, damage or theft of license plates or VRC

1. For registered vehicles in case of VRC or license plates loss or theft, the vehicle owner or user shall inform the nearest police station. The police, after being informed of the case, shall issue a document on the loss or theft of VRC or license plates, as claimed by the party.
2. This document shall contain sufficient data on the owner, vehicle, VRC or license plates.
3. In case of damage to the VRC or license plates, the party has to submit the damaged VRC or license plates to CVR and then obtain the new VRC or license plates, which shall be paid according to the decision on setting fees, whereas the damaged VRC or license plates shall be archived at the CVR.
4. Should one of the plates get lost, damaged, destroyed, or depreciated to the extent which renders the plat unusable, the owner of the vehicle shall obtain new registration plates.
5. Notwithstanding the paragraph 4 of this Article, the state institution, embassies and international organizations equipped with diplomatic plates, in the event that one of the plates is damaged, the same license plate may be produced.
6. License plates confiscated by the Police shall not be returned to the owner, but they shall be destroyed.
7. Exception from paragraph 6 of this Article, registration plates shall be returned to the state institutions and they shall not be destroyed.

Article 23

Transfer of vehicle data in case of changing the place of residence

1. For the purpose of providing more efficient services for the citizens, the transfer of data shall be done according to place of residence of that citizen for the physical person, or the headquarters and subsidiaries for the legal entities.

2. In cases of changing the place of residency, within the CVR shall be obliged to verify the party's place of residence in the VRS.

Article 24

Registration of motor vehicles prior 10 June 1999

1. For the working mean tractor, for which the party does not have a document, which has existed in Kosovo before 10 June 1999, the party may register the tractor with the statement of two witnesses, certified by the notary or the court.
2. The party referred to in paragraph 1 of this Article may register in CVR by fulfilling the conditions referred to in paragraphs 1.2, 1.3, 1.4, 1.6 and 1.7 of Article 11 of this Administrative Instruction.
3. The following documents are required for vehicles registered in Kosovo before 10 June 1999:
 - 3.1. Document on the vehicle registration, from the last registration and verification of archives;
 - 3.2. In cases when the vehicle registration document is missing, from last registration, for whatever reason, then it is required a certified copy of the file which is issued by the competent body charged with archives that contain these cases in DVR.

Article 25

Modification

1. Modification shall mean the change of vehicle data in the Vehicle Registration System and change of damaged VRC by CVR.
2. Upon the case of modification, the history of data in VRS shall remain the same.
3. Modification of vehicle is done in the following cases:
 - 3.1. When the vehicle data are changed with attest, the modifications shall be received through the access to the systems with QAK;
 - 3.2. When the data of the vehicle have to be changed due to a technical error of the CVR;
 - 3.3. Because of damage CVR from CRV, this CVR should be substituted with new CVR without changing the CRV existing history.
4. Modification service generates no payment.

Article 26

Custom registration plates

1. The vehicle owner, when registering his/her vehicle, shall be entitled to make custom registration plated with numbers and letters that are available at MIA.
2. Selected numbers are three digits ranging from numbers 101 up to 999 and possible combination of letters.
3. If the required registration plates contain the same number and letter in any other vehicle, the party shall be obliged to choose another number or letter.
4. The party shall personally order the desired plates at the CVR, or online via the CRA web service. In this case, DVR shall be obliged to provide the required plates within fifteen (15) days provide the required license plates, whereas for online order the license plates are provided within five (5) days as soon as CRA receives the proof of payment from the party.
5. After ordering the registration plates, the party shall be obliged to appear at the CRA up to sixty (60) days to obtain license plates. If the party fails to appear in CVR within sixty (60) days to obtain the license plates, the request of the party shall be annulled and the license plate may be ordered by another party.
6. In order to be provided with custom registration plates, the party will make a separate payment in the amount determined by the decision of the Minister of the MIA.

Article 27

Dark glasses

1. All citizens have the right of using tinted windows only for those vehicles which are produced as such by the manufacturer.
2. The possession of tinted windows after the conclusion of the technical condition shall be indicated in the VRC in the section "notes".
3. Placement of tint sticking sheets on vehicle windows is prohibited except on state institution vehicles determined by the decision of the Minister of MIA.

Article 28

Evidence on vehicle registration

1. The CVR shall keep records on the registration of vehicles in the physical and electronic dossier of the relevant CVR.
2. The vehicle archive consists of vehicle files which are maintained and organized according to the vehicle's registered license plate number.

3. The physical and electronic files of the registered vehicles are stored in the CVR archives for up to thirty (30) years.
4. While, vehicle registration renewals are kept for one (1) year.
5. Data on vehicle registration shall be recorded in the VRS system according to the requests for registration of vehicle in CVR. DVR shall keep records of electronic data on vehicle registration of all CVRs or VRS.

Article 29

Types of VRCs

1. Types of VRC are:
 - 1.1. VRC for regular registration;
 - 1.2. VRC for temporary registration;
 - 1.3. VC for limited term registration;
 - 1.4. VRC for old timer and sports vehicles;
 - 1.5. VRC for sport vehicles.

Article 30

VRC form

1. The form of VRC from Article 28 of this Administrative Instruction on Vehicle Registration shall be as follows:
 - 1.1. Dimensions of VRC shall be 21 x 10.5 cm;
 - 1.2. Special semi-plastic material;
 - 1.3. Protection codes;
 - 1.4. Green colour.
2. Protection codes shall be determined with a special decision of the Minister.

Article 31

Content of VRC

1. The Vehicle Registration Certificate shall contain the following information:
 - 1.1. State emblem;

- 1.2. A. Registration number;
- 1.3. I. Registration number;
- 1.4. C. Personal data;
- 1.5. C.2. Vehicle owner;
- 1.6. C.2.1 Surname or business name;
- 1.7. C.2.2. Name;
- 1.8. C.2.3. Address;
- 1.9. B. Date of first registration;
- 1.10. D. Vehicle
- 1.11. D.1. Manufacturer;
- 1.12. D.2. Type;
- 1.13. D.3. Commercial description;
- 1.14. E. Vehicle Identification Number (Chassis);
- 1.15. S. Manufacture year;
- 1.16. S. Seating capacity;
- 1.17. S.1. Number of seats;
- 1.18. S.2. Number of standing places;
- 1.19. Q. Power/weight ratio (in kw/ kg);
- 1.20. F. Weight;
- 1.21. F1. Maximum permissible mass;
- 1.22. G. Vehicle mass;
- 1.23. K. Type approval;
- 1.24. P. Engine;

- 1.25. P1. Capacity (in cm³);
 - 1.26. P2. Gross vehicle mass (in kW);
 - 1.27. P3. Type of fuel or energy source;
 - 1.28. R. Vehicle colour;
 - 1.29. 2.A. Construction;
 - 1.30. Notes.
- 2. All changes of characteristics not foreseen in the abovementioned points shall be recorded in the section “notes”.
 - 3. The VRC purpose of use shall be noted on the first section of the VRC.
 - 4. The validity data of the motor vehicle registration, the official’s signature and the stamp shall be noted on the second section of the VRC.
 - 5. Other notes shall be recorded on the second section (middle part) of the VRC.
 - 6. VCR letters, followed by the seven-digit serial number of five (5) mm size and red colour shall be noted on the bottom part of each VRC page.

Article 32 **Types of plates**

- 1. Types of vehicle registration plates are:
 - 1.1. Ordinary civil license plates;
 - 1.2. Plates of motor vehicles and trailers;
 - 1.3. Motorcycle plates;
 - 1.4. Plates of agricultural vehicles and trailers;
 - 1.5. Probation plates;
 - 1.6. Plates of old timer vehicles;
 - 1.7. Plates of vehicles destined for racing;
 - 1.8. Temporary registration plates;

- 1.9. Plates of Kosovo Police vehicles;
- 1.10. Plates of emergency service vehicles;
- 1.11. Plates of Kosovo Customs vehicles;
- 1.12. Plates of special work vehicles;
- 1.13. Plates of institutions and municipalities of the Republic of Kosovo;
- 1.14. Plates of justice system institutions;
- 1.15. Plates of independent agencies.

Article 33 **Shape of plates**

- 1. Plates shall have horizontal and square forms.
- 2. The dimensions of horizontal form of plates shall be 52 x 11 cm and shall be used for:
 - 2.1. Ordinary plates;
 - 2.2. Probation plates;
 - 2.3. Temporary plates;
 - 2.4. Plates of old timer or sports vehicles;
 - 2.5. Plates of official institutions;
 - 2.6. Kosovo Police plates;
 - 2.7. Kosovo Customs plates;
 - 2.8. Emergency service plates;
 - 2.9. Justice system plates;
 - 2.10. Plates for agricultural vehicles.
- 3. The dimensions of square plates shall be 34 x 20 cm and shall be used for:
 - 3.1. Vehicles with appropriate construction for square plates;
 - 3.2. Agricultural vehicles, trailers and special vehicles.

4. Plates used for common motorcycles shall be of dimensions 10 x 15 cm and 24 x 13 cm, respectively.

Article 34

Content of ordinary plates for vehicles of civilian persons

1. Horizontal plates of vehicles shall be in white colour and retro – reflective, black coloured numbers and letters, while the frame should be in black colour with width of four (4) mm. In all horizontal plates, in the first vertical part of the plate which is blue colour, shall be placed the code of the Republic of Kosovo, RKS, with gold colour. At the second part of the plate shall be indicated the numbers of relevant region, and have the following meaning:

1.1. for the region of Prishtina-----01;

1.2. for the region of Mitrovica-----02;

1.3. for the region of Peja-----03;

1.4. for the region of Prizren-----04;

1.5. for the region of Ferizaj-----05;

1.6. for the region of Gjilan-----06;

1.7. for the region of Gjakova-----07.

2. Following the number, there should be the state emblem, three-digit numbers, and then the horizontal line. Two letters of the standard Latin alphabet from A to Z, exceptional to letters T, R, V, W, Y, X shall be indicated at the end of the plate. Three-digit numbers for ordinary, horizontal and square plates of the vehicles shall start from number 101 (See Annex 1 (one)).

3. Square plates for vehicles shall be in white colour and retro – reflective, black coloured numbers and letters, while the frame is black colour, with width of four (4) mm, as follows:

3.1. Square plates shall be divided into two equal parts in horizontal direction. In all square plates, in the first horizontal part of the plate, which is blue colour is placed the code of the Republic of Kosovo, RKS letters shall be in gold colour. The number of the respective region shall be indicated in the middle of the first horizontal part, according to the paragraph 1 of this Article while the state emblem shall be placed in the end of the first horizontal part;

3.2. The horizontal lower part shall contain three-digit numbers, horizontal line and two letters of the standard Latin alphabet shall be indicated in the bottom of the plate, and the combination of letters must be from letter A to Z, exceptional to letters T, R, V, W, Y, X and combined with a letter U, See Annex 2 (two);

3.3. The square plates for the trailer of the motor vehicles must have the surface of the white retro-reflecting plate while the three-digit numbers and letters must be of a blue color, while black-colored frame with 4mm width. In the first upper part is placed the code of the Republic of Kosovo RKS in blue color, the letters for the gold colored code, the respective region number, and the emblem. In the lower horizontal part are marked three-digit numbers, horizontal line and the combination of letters X and Y, starting the combination with the letter A, see annex three (3).

Article 35

Content of plates for motorcycles of civilian persons

1. Plates for motorcycles for civilian persons shall be in white colour and retro – reflective, letters and numbers shall be in black colour, frame of two (2) mm width, the plate shall be divided into two equal horizontal parts with the following content:

1.1. In plates with dimensions 10 x 15 cm, in the first horizontal part which is in blue colour is placed the code of the Republic of Kosovo RKS in gold colour. The number of the respective region, according to paragraph 1 of article 33 of this administrative instruction and the state emblem. In the middle of the second horizontal part, shall be placed the three-digit number. In the lower horizontal part shall be placed horizontal line and combining letter R starting with the letters RA (see Annex 3 (three)); While the frame in black color of 2 mm width, see annex four (4);

1.2. Plates with dimensions 24 x 13, in the first horizontal part which is in blue colour is placed the code of the Republic of Kosovo RKS in gold colour. The number of the respective region, according to paragraph 1 of article 33 of this administrative instruction and the state emblem. In the lower horizontal part shall be placed horizontal line and combining letter R starting with the letters RA (see Annex 4 (four)); While the frame in black color of 2 mm width, see annex five (5).

Article 36

Content of plates for agricultural machines

1. Square plates for agricultural and special machines, as well as for their trailer, shall have the same size with the square plates while the content, colour and the letters shall be as follows:

1.1. The plate shall be divided into two equal parts in horizontal direction, with diameter 34 x 20 cm;

1.2. The code of the Republic of Kosovo, RKS, in blue colour, letters for the code in gold colour, digit of the respective region, pursuant to paragraph 1 of Article 33 of this Administrative Instruction and the state emblem;

1.3. The lower horizontal part shall contain three-digit number, horizontal line and at the bottom of the plate shall be indicated two letters of the standard Latin alphabet, combination shall be made with letters V and W combined with other letters, starting from letters VA;

1.4. Plates of agricultural machines shall have the surface of the plate with green retro reflecting colour, while the three-digit numbers and letters should be in white colour while the frame in black colour with diameter 4 mm See annex 6 (six);

1.5. Plates of trailers for agricultural and special machines with a diameter of 34x20cm, shall have a white retro-reflective surface, whereas the three-digit number and the letters shall be in blue colour, and the frame of the plate shall be black with a diameter of 4 mm;

1.6. The code of the Republic of Kosovo, RKS, shall be placed in the upper horizontal part of the plate, in blue colour, with the letters of the code in gold colour, and the numbers of the respective region, pursuant to Article 33, paragraph 1 of this Administrative Instruction and state symbols;

1.7. In the lower horizontal part must be placed the three-digit number, the horizontal line and in the end of the plate are contained two letters of standard Latin alphabet, whereby the combination will start with the letter T combined with other letters, starting from letters TA, see annex 7 (seven).

Article 37 **Content of plates for vehicles of state institutions**

1. Horizontal vehicle plates should be retro-reflective white, numbers and letters in black colour, while black-colored frame with a width of four (4) mm. On all horizontal plates in the first vertical part of the plate, which is blue, the code of the Republic of Kosovo, RKS, is placed in gold color. The plates for vehicles of central institutions are described according to the following specifications

1.1. For the Kosovo Presidency, in the first vertical part of the plate shall be placed the code of the Republic of Kosovo RKS and official identification mark 1Z, hereinafter the letter Z shall symbolize the term: official, state emblem, three-digit number, horizontal line and number 01, see annex 8 (eight);

1.2. For the Assembly of Kosovo, in the first vertical part of the plate shall be placed the code of the Republic of Kosovo RKS and official identification mark 2Z, state emblem and three-digit number, horizontal line and number 02 see annex 9 (nine);

1.3. For the Government of Kosovo, in the first vertical part of the plate shall be placed the code of the Republic of Kosovo RKS, official identification mark 2Z, state emblem, three-digit number, horizontal line and the following two combining numbers:

1.3.1. for the Office of the Prime Minister -----01, see annex 10 (ten);

1.3.2. for the Ministry of Internal Affairs -----02, see annex 11 (eleven);

1.3.3. for the Ministry of Foreign Affairs and Diaspora -----03, see annex 12 (twelve);

- 1.3.4. for the Ministry of Justice -----05;
- 1.3.5. for the Ministry of labor Finance and transfers-----06;
- 1.3.6. for the Ministry of Environment, Spatial Planning and Infrastructure-----08;
- 1.3.7. for the Ministry of Education and Science Teknology and Innovation ---- -----09;
- 1.3.8. for the Ministry of Economy -----10;
- 1.3.9. Ministry of Regional Development -----11;
- 1.3.10. for the Ministry of Health -----12;
- 1.3.11. for the Ministry of Local Government -----14;
- 1.3.12. for the Ministry of Trade and Industry -----15;
- 1.3.13. for the Ministry of Agriculture, Forestry and Rural Development-----16;
- 1.3.14. for the Ministry of Culture, Youth and Sport -----17;
- 1.3.18. for the Ministry for Communities and Return -----18;
- 1.4. The three-digit number of plates of official vehicles for political staff of central institutions shall start from number 001.
2. Square plates for central institution vehicles shall be retro-reflective white colour, numbers and letters in black colour, while the frame in black color with four (4) mm width, shall be divided into two equal parts in horizontal direction, described as follows:
- 2.1. For Kosovo Presidency, in the first horizontal part shall be placed the code RKS, Code 1Z and state emblem. In the lower horizontal part shall be placed the three-digit numbers, horizontal line and number 01, see annex 13 (thirteen);
- 2.2. For the Kosovo Assembly, in the first horizontal part shall be placed the code RKS, official identification mark 2Z and state emblem. In the lower horizontal part shall be placed the three-digit numbers, horizontal line and number 02, see annex 14 (fourteen);
- 2.3. For the Government of Kosovo, in the first horizontal part shall be placed the code RKS, official identification mark 3Z and state emblem. In the lower horizontal part shall be marked the three-digit numbers, horizontal line and two combining numbers that have the same meaning with subparagraph 1.3, paragraph of this article, see annex 15 (fifteen).

Article 38

Content of the plates for vehicles of local government institutions

1. At the local level, official plates of vehicles with numbers 01 shall be given only to the mayors of municipalities. Whereas, starting from number 02 until 99, they shall be given to deputy mayor and directors of respective departments, see annex 16 (sixteen).
2. The content of plates shall be regulated as in paragraph 3 of this article.
3. Horizontal plates for the local government institutions according to regions in the Republic of Kosovo shall contain in the first vertical part of the plate the code of the Republic of Kosovo, RKS, identification number of the region, according to paragraph 1 of Article 33 of this Administrative Instruction, letter Z, state emblem, two-digit number, horizontal line and the number of the relevant municipality according to the Law on Administrative Municipal Boundaries.
4. The square plate for the local government institutions is divided into two equally horizontal parts, as described in paragraph 5 of this article.
5. The upper horizontal part shall contain the code of the Republic of Kosovo, RKS, in blue colour, the code letters in gold colour, number of the respective region pursuant to paragraph 1 of Article 33 this Administrative Instruction, letter Z and state emblem. The lower horizontal part shall contain two-digit numbers, horizontal line and the number of the respective municipality according to the Law on Administrative Municipal Boundaries, see annex 17 (seventeen).

Article 39

Content of probation plates

1. Probation plates shall be made of plasticized material with white retro reflecting colour; letters and numbers shall be in black colour, the frame in black colour with 4 mm width with the content as referred to in paragraph 2 of this article.
2. Horizontal probation plate shall have 52 x 11 cm dimensions. The first vertical part of the plate shall contain the code of the Republic of Kosovo RKS, in blue colour, code letters in gold colour. The following upper part of the plate shall contain the word PROBATION in capital letters, whereas the following lower part shall contain the digits of the probation plates PR, horizontal line, and the three-digit number. At the end of the plate are marked two letters of the standard Latin alphabet, starting from the combining letters AA see annex eighteen (18).

Article 40

Content of temporary plates

1. Temporary horizontal plates of vehicles shall be in white colour and retro reflective, numbers and letters shall be in black colour and the frame shall be in black colour with four (4) mm width as follows:

1.1. The code of the Republic of Kosovo RKS shall be placed in the first vertical part of the plate, in blue, the code letters are in gold. After that, are marked two letters of the standard Latin alphabet RP, meaning: Temporary Registration, and then should be placed the state emblem, three-digit number and horizontal line. Two letters of the standard Latin alphabet, starting with the combination AA, shall be placed at the end of the plate, see annex nineteen (19);

1.2. Temporary square plates for vehicles shall be in white colour and retro reflective, the numbers and letters in black colour and the frame in black colour with width of four (4) mm, as follows: the square plate shall be divided into two equal parts with horizontal direction. In the upper horizontal part of the plate it shall be placed the code of the Republic of Kosovo, RKS in blue, the code letters are in gold. Then, are marked two letters of standard Latin alphabet RP, meaning Temporary Registration and the state emblem. In the lower horizontal part shall be placed the three-digit number, horizontal line and at the end of plate are marked two letters of standard Latin alphabet according to the combination AA. see annex twenty (20).

2. The temporary horizontal plates of the motorcycles should be in white retro-reflective colour, numbers and letters shall be in black colour, while the frame in black with a width of two (2) mm as follows:

2.1. Temporary plate for motorcycles with dimension 24x13 cm is divided into two equal parts in horizontal direction. The code of the Republic of Kosovo RKS is placed in the first horizontal part of the plate, in blue, code letters in gold. Then, are marked two letters of standard Latin alphabet RP, meaning Temporary Registration and the state emblem.

The lower horizontal part of the plate should contain the three-digit numbers, horizontal line and two letters of the standard Latin alphabet shall be indicated in the bottom of the plate, starting with the combination AA, see annex 21 (twentyone);

2.2. Temporary plates for motorcycles with dimensions 10 x 15 cm, the code of the Republic of Kosovo RKS, with gold colour is placed in the first horizontal part of the plate which is in blue colour. Then, are marked two letters of standard Latin alphabet RP, meaning Temporary Registration and the state emblem. In the middle of the second horizontal part shall be indicated the three-digit number. In the lower horizontal part should be placed the horizontal line, two letters of standard Latin alphabet, starting with the combination AA, see annex 22 (twentytwo).

Article 41

Content of plates for old timer and racing vehicles

1. The horizontal plates for old timer and sports vehicles should be in white retro-reflective colour, numbers and letters shall be in black colour, while the frame in black with a width of four (4) mm as follows:

1.1. The code of the Republic of Kosovo, RKS, in blue colour is placed in the first vertical part of the plate for old timers, while code letters are in gold colour. Then is placed the inscription HISTORIC written in block letters, followed by state emblem, three-digit numbers starting

from 001 and horizontal line. At the bottom of the plate is placed the symbol of the Goddess on the Throne in gold colour, while the background of the symbol in blue colour see annex 23 (twentythree);

1.2. The square registration plates of old timer vehicles shall be in white and retro-reflective colour, with numbers and letters in black colour, and a frame with a width of four (4) mm in black as follows: The square registration plate shall be divided in two equal parts in horizontal direction. In the upper horizontal part of the plate shall be placed the code of Republic of Kosovo, RKS, in blue colour and code letters in gold colour. Then shall be placed the inscription HISTORIC in block letters and the state emblem. In the lower horizontal part shall be placed the three-digit number, and the horizontal line. At the bottom of the plate shall be placed the symbol of the Goddess on the Throne in gold colour while the background of the symbol in blue, see annex 24 (twentyfour).

2. Forms of motorcycle registration plates of old timer vehicles shall be of dimensions 24x13cm and 10x15cm. They should be retro-reflective white colour, with numbers and letters in black, frame with a width of (2) mm in black. The plate shall be divided into two equal parts in horizontal direction with the following contents:

2.1. In the upper horizontal part of the plate shall be placed the code of Republic of Kosovo, RKS, in blue colour and code letters in gold. Then shall be placed the inscription HISTORIC in block letters and the state emblem. In the lower horizontal part shall be placed the three-digit number, and the horizontal line. At the bottom horizontal part shall be placed the symbol of the Goddess on the Throne in gold colour, while the background of the symbol in blue colour, see annex 25 (twentyfive);

2.2. In the first vertical part of the plate, for sports cars, shall be placed the code of Republic of Kosovo, RKS, in blue colour and the code letters in gold colour. Then shall be placed the inscription RACING meaning for racing in block letters, the emblem of the Republic of Kosovo, letter R, horizontal line and the three-digit number starting from 001. see annex 26 (twentysix);

2.3. The square registration plates of racing vehicles shall be in white and retro-reflective colour, numbers and letters in black, whereas the frame in black with a width of four (4) mm as follows: The square registration plate shall be divided in two equal parts in horizontal direction. In the upper horizontal part of the plate shall be placed the code of Republic of Kosovo, RKS, in blue colour and code letters in gold colour. Then shall be placed the inscription RACING (meaning racing) in block letters and the state emblem. In the lower horizontal part shall be placed the letter R, the horizontal line and the three-digit number starting from 001, see annex 27 (twentyseven);

2.4. Forms of plates for racing motorcycles shall be of dimensions 24x13cm and 10x15cm. The content of plates should be in white retro-reflective colour, numbers and letters in black colour, whereas the frame in black with a width of four (4) mm as follows: The motorcycle plate is divided in two equal parts in horizontal direction. In the upper horizontal part of the plate shall be placed the code of Republic of Kosovo, RKS, in blue colour and code letters in

gold colour. Then shall be placed the word RACING (meaning racing) in block letters and the state emblem. In the lower horizontal part shall be placed the letter R, the horizontal line and the three-digit number starting from 001.see annex 28 (twentyeight).

Article 42

Content of limited term vehicle plates

1. The content of limited term vehicle plates is as follows:

1.1. Limited term vehicle plates shall be of a white retro-reflective colour (background), and numbers and letters shall be in black colour, black-coloured frame, with a width of 4 mm. The content of these plates is as follows:

1.1.1. In horizontal plates, the blue-coloured code of the Republic of Kosovo, RKS, shall be placed on the first vertical part of the plate, with gold letters. The letters TAK, which mean limited term plates, shall be further placed on the plate, the emblem of the Republic of Kosovo, RKS, numbers: starting from 001 horizontal line and the combination of two letter, starting from AA, see annex 29 (twenty-nine);

1.1.2. The square plates for limited term vehicles should be of white retro-reflective colour, black-coloured numbers and letters, whereas the frame should be of black colour with a width of four (4) mm as follows: The square-shaped plate is horizontally divided in two equal parts. The blue-coloured emblem of the Republic of Kosovo, RKS, is placed in the upper horizontal part of the plate, with gold-coloured letters. Then the letters TAK and the State emblem shall be placed further on the plate. The three-digit number, horizontal line and the combination of letters, starting from AA, should be placed in the lower part of the plate, see annex 30 (thirty);

1.1.3. The plates of limited term motorcycle are of 24 x 13cm and 10x15cm dimensions. The limited term motorcycle plates shall be of white retro-reflective colour, black numbers and letters, black-coloured frame with a width of four (2) mm as follows: The motorcycle plate with 24x13cm dimensions is horizontally divided in two equal parts. The blue-coloured code of the Republic of Kosovo, RKS, is placed in the upper horizontal part of the plate, with gold-coloured letters. Then the letters TAK and the state emblem shall be placed further on the plate. The three-digit number, horizontal line and the combination of letters, starting from AA, should be placed in the lower part of the plate, see annex 31 (thirty-one);

1.1.4. Plates with limited term with dimensions 10x15cm, in the first horizontal part of the plate in blue colour shall be placed the code of the Republic of Kosovo, RKS, in gold colour. Then shall be placed two letters of standard Latin alphabet, TAK, meaning limited term plates, and the state emblem. In the second horizontal part shall be written the three-digit number. In the upper horizontal part shall be placed the horizontal line and two letters of standard Latin alphabet starting with the combination AA, see annex 32 (thirty-two).

Article 43
Plates for independent institutions of the Republic of Kosovo

1. Plates for independent institutions of Republic of the Kosovo pursuant to Chapter XII of the Constitution shall be divided as follows:

- 1.1. Plates for the Ombudsperson;
- 1.2. Plates for the General Auditor;
- 1.3. Plates for the Central Election Commission;
- 1.4. Plates for the Central Bank of Kosovo;
- 1.5. Plates for the Independent Media Commission;

2. In horizontal plates of the independent institutions, in the first vertical part shall be placed the RKS code, official identification mark 5Z and state emblem, in other part of the plate shall be marked the three-digit number, horizontal line and two combining numbers that start with 01 see annex 33 (thirtythree).

3. In first horizontal part of the square plates for independent institutions shall be placed the RKS code, official identification mark 5Z and state emblem. In the lower horizontal part shall be marked the three-digit number, horizontal line and two combining numbers that start with 01, see annex 34 (thirtyfour).

4. Plates of independent institutions defined in Chapter XII of the Constitution of the Republic of Kosovo shall be as follows:

- 4.1. Ombudsperson -----01, see annexes 35 (thirtyfive) and 36 (thirtysix);
- 4.2. General Auditor -----02, see annexes 37(thirtyseven) and 38 (thirtyeight);
- 4.3. Central Election Commission-----03, see annexes 39 (thirtynine) and 40 (forty);
- 4.4. Central Bank of Kosovo -----04, see annexes 41 (fortyone), 42 (fortytwo);
- 4.5. Independent Media Commission -----05, see annexes 43 (fortythree), 44 (fortyfour).

5. Other independent agencies, which operate within the Assembly under Article 142 of the Constitution of the Republic of Kosovo, shall be provided with plates according to next serial number referred to in paragraph 4 of this Article.

Article 44

Content of police plates

1. Police plates shall be in white colour and retro reflective, numbers and letters shall be in red colour, also the frame in black colour with four (4) mm width. The content of these plates is:

1.1. In the horizontal plates for the police, in the first vertical part shall be placed the code of Republic of Kosovo, RKS. In other part of the plate it shall be marked word POLICE and shall be written in print letters. Following should be placed the state emblem, three-digit number, horizontal line and two combining numbers as follows:

1.1.1. General Directorate of Police -----01;

1.1.2. Border Police -----02;

1.1.3. Regional Directorate of Police, Prishtina -----03;

1.1.4. Regional Directorate of Police, Mitrovica -----04;

1.1.5. Regional Directorate of Police, Peja -----05;

1.1.6. Regional Directorate of Police, Prizren-----06;

1.1.7. Regional Directorate of Police, Ferizaj -----07;

1.1.8. Regional Directorate of Police, Gjilan-----08;

1.1.9. Regional Directorate of Police Gjakova -----09;
see annex 45 (fortyfive).

1.2. Square plate of police shall be divided into two equal parts in horizontal direction. These plates shall have the following content: In upper horizontal part of the plate shall be placed the code of Republic of Kosovo RKS. Then shall be marked the word POLICE and the state emblem. In lower horizontal it is marked the three-digit number, horizontal line and two combining numbers that have the same meaning as point 1.1 of this Article, see annex 46 (fortysix);

1.3. Police motorcycles plates shall be in white colour and retro reflective, numbers and letters shall be in red colour, blue frame with two (2) mm width; the plate shall be divided into three (3) horizontal parts, equal to this content. In first horizontal part is placed the code RKS and state emblem. In second horizontal part shall be marked the word POLICE. In third horizontal part shall be placed the three-digit number, horizontal line and two combining numbers that have the same meaning as point 1.1 of this Article, see annex 47 (fortyseven);

1.4. The dimensions of the form of the registration plates for police motorcycles shall be 24 x 13 cm and 10 x 15 cm, see annex 48 (fortyeight).

Article 45
Content of plates of Kosovo Customs

1. Plates of Kosovo Customs shall be in blue colour and retro reflective, the frame in black colour with 4mm width. Numbers and letter shall be in white colour. The content of these plates shall be:

1.1. In horizontal plates, in the first vertical part shall be placed the code of the Republic of Kosovo, RKS, whereas in other part of the plate shall be marked the word CUSTOMS in print letters. Then, it is marked the state emblem, three-digit number, horizontal line and two letters DG, meaning Customs, see annex 49 (fortynine);

1.2. In the square plates, in the upper horizontal part shall be placed the code RKS, then shall be marked the word CUSTOMS and state emblem. In lower horizontal part shall be marked the three-digit number, horizontal line and two letters DG, meaning Customs, see annex 50 (fifty).

Article 46
Content of plates of emergency services

1. Plates of emergency service of fire fighters shall be in white colour and retro reflective, letters and numbers shall be in red colour, and the red colour frame with four (4) mm width. The content of these plates shall be paragraph 2 this article.

2. In horizontal plates, in the first vertical part which is in blue colour, shall be placed the code of Republic of Kosovo RKS in gold colour. In other part of the plate shall be placed the emergency number 112. Then are placed state emblem, three-digit number, horizontal line and two combining numbers, see annex 51 (fiftytone) as follows:

2.1. for the Agency of Emergency Management shall be applied the number -----01;

2.2. for vehicles of Regional Operating Centres – ROC, shall be applied the following numbers:

2.1.1. for ROC Prishtina -----02;

2.1.2. for ROC Mitrovica-----03;

2.1.3. for ROC Peja-----04;

2.1.4. for ROC Prizren -----05;

2.1. 5. for ROC Gjilan -----06;

2.1.6. for ROC Ferizaj -----07;

2.1.7. for ROC Gjakova-----08, See annex 51 (fiftyone).

3. In the square plates of the emergency services, in the first horizontal part of plate which is in blue colour shall be placed the code of the Republic of Kosovo, RKS, whereas the code letter shall be in gold colour. It is placed the emergency number 112 and the state emblem. In lower horizontal part shall be marked the three-digit number, horizontal line and two combining numbers that have the same meaning as paragraph 2 of this Article, see annex 52 (fiftytwo).

Article 47

Plates for the institutions of justice system

1. Plates for institutions of justice system shall be divided as follows:

1.1. Plates for the Constitutional Court;

1.2. Plates for Kosovo Judicial Council;

1.3. Plates for State Prosecution Office Kosovo.

2. In horizontal plates of the Constitutional Court, in the first vertical part which is in blue colour shall be placed the code of the Republic of Kosovo, RKS in gold colour, then the official identification mark 4Z and state emblem, whereas in other part of the plate shall be marked three-digit numbers, horizontal line and two combining numbers that start with 01, see annex 53 (fifty-three).

3. In square plates for the Constitutional Court, in the first horizontal part which is in blue colour shall be placed the code RKS, while the code letters shall be in gold colour. In the first horizontal part of plate shall be placed the official identification mark 4Z and state emblem. Three-digit numbers, horizontal line and two combining numbers that start with 01 shall be placed in the horizontal lower part, see annex 54 (fifty-four).

4. In the horizontal plates of Kosovo Judicial Council vehicles, in the first vertical part which is in blue colour shall be placed the code of the Republic of Kosovo, RKS in gold colour. In the second part official identification mark 4Z and state emblem shall be placed in the first vertical part. In other part of the plate shall be marked three-digit number, horizontal line and two combining numbers that start with 02, as follows:

4.1. Chairperson of Kosovo Judicial Council-----001-02;

4.2. President of the SupremeCourt-----002-02;

4.3. Deputy Chairperson of the Kosovo Judicial Council -----003-02;

4.4. President of the Court of Appeals -----004-02, see annex fiftyfive. (55)

5. While other vehicles of the Administration of Kosovo Judicial Council and Basic Courts starting from the position of the Director of the Secretariat of Kosovo Judicial Council will start from 101 – 02.

6. In the first horizontal part of square plates of Kosovo Judicial Council which is in blue colour shall be placed the code of the Republic of Kosovo, RKS, whereas the code letters shall be in gold colour. In the first horizontal part of plate shall be placed the official identification mark 4Z and emblem. Whereas in lower horizontal are marked three-digit numbers, horizontal line and two combining numbers that start from 02, see annex fifty-six (56).

7. In horizontal part of plates of the vehicles for State Prosecution Office of Kosovo in the first vertical part of plate which is in blue colour, shall be placed the code of the Republic of Kosovo RKS, whereas the code letters shall be in gold colour. In the second part of the plate shall be placed the official identification mark 4Z and state emblem. In other part of the plate shall be marked the three-digit number, horizontal line and two combining numbers that start from 03, as follows:

7.1. for the Chief State Prosecutor-----001-03;

7.2. for the Deputy Chief State Prosecutor-----002-03;

7.3. For the Chief Prosecutor of Special Prosecution Office -----003-03; see annex 57 (fiftyseven).

8. Other vehicles of the prosecutors and of the administration of prosecutor shall be registered starting from 101 – 03.

9. Square plates of the State Prosecution of Kosova, shall have in the first horizontal part of the plate, which is blue in colour, the Republic of Kosova code RKS, while the letters of the code shall be gold in colour. In the first horizontal part of the plate shall be identification mark 4Z and state emblem. In lower horizontal part shall be marked the three-digit numbers, horizontal line and two combining numbers starting with 03, see annex 58 (fiftyeight).

Article 48

The content of vehicle registration system

1. VRS contains data as follows:

1.1. Data on CVR;

1.2. Case number;

1.3. Date of application;

1.4. Number of plates.

2. Data on the owner of vehicle shall include:

- 2.1. Name and surname;
- 2.2. Name of parent;
- 2.3. Date of birth.

3. Data of the user of the vehicle

- 3.1. name and surname

4. Data on vehicle shall include:

- 4.1. Brand;
- 4.2. Model;
- 4.3. Construction;
- 4.4. Colour;
- 4.5. Vehicle identification number;
- 4.6. Year of production;
- 4.7. Type of motor;
- 4.8. Quantity of seating places;
- 4.9. Weight without load;
- 4.10. Overall capacity;
- 4.11. Maximal permitted weight;
- 4.12. Capacity in cube cm;
- 4.13. Type of tax by vehicle.

5. Data on the first registration shall include:

- 5.1. Date and place of first registration;
- 5.2. Number of plates of first registration;

6. Other data:

- 6.1. Number and date of UCD;
- 6.2. Date and number of insurance policy;
- 6.3. Period of insurance;
- 6.4. Number of certificate of technical control;
- 6.5. Number of municipal payment slip;
- 6.6. Place of issuance – CVR;
- 6.7. Date of issuance;
- 6.8. Validity of registration;
- 6.9. Number of VRC;
- 6.10. Number of plates.

Article 49
Vehicle registration system

- 1. VRS shall be equipped with security protection measures.
- 2. Access to VRS shall be granted only to the authorized persons by the Director General of CRA or Director of the Directorate for Vehicle Registration Department.
- 3. VRS on online services shall contain only the vehicle registration extension procedures.
- 4. VRS is interconnected to other institutions for receiving or submitting data through Web services.
- 5. System shall be administered by CRA database administration unit.

Article 50
Provision of data by requests

- 1. According to the procedures set forth in this Administrative Instruction, the Directorate for Vehicle Registration may provide data, as required, regarding:
 - 1.1. The request for legal assistance related to an administrative procedure, judicial procedure or for other legal purpose of a governmental or non-governmental body within or out of Kosovo;

1.2. The request related to unfinished investigations, upon the request of the Police and respective security bodies which operate in Kosovo, or upon the request of Interpol;

1.3. Upon the request for an unfinished civil or criminal judicial procedure, by court authorities;

1.4. For needs of drafting policies in certain areas upon the request of Assembly, government or any ministry.

Article 51

Exemption from taxes

1. Categories defined in national legislation in force shall be exempted from the payment of administrative, judicial and public fee.

2. For categories exempted under the legislation in force, MLSW decision and valid card are required.

3. Notwithstanding paragraph 1 of this Article, all vehicles of owners which are exempted from taxes, in case of vehicle purchase/sale, the party shall be obliged to make the de-registration of the vehicle in advance.

4. In the case of death of the person who is entitled of martyr's pension, his successor, shall submit a proof that confirms him as a member of the martyr's family.

Article 52

Provision with two pairs of plates

1. Person who has the right to have two pairs of plates for the same vehicle shall be determined with the decision of the Minister of MIA.

2. The state institution, which has the right to possess civil registration plates besides the official registration plates, will be determined by the decision of the Minister of MIA, and in special cases with the approval of the requests as well.

Article 53

Review of requests from the commission

For cases requiring review of the requirements for the vehicle registration procedure. The General Director of CRA will, by decision, appoint a commission of 5 members to review these cases and take a decision on each case.

Article 54

Repeal

By entering into force of this Administrative Instruction, the Administrative Instruction (MIA) No.07/2019 on Vehicle Registration is abolished.

Article 55

Entry into force

This Administrative Instruction enters into force upon publication in the Official Gazette of the Republic of Kosovo.

Xhelal SVECLA
Minister of Ministry of Internal Affairs
22 / 06 / 2023







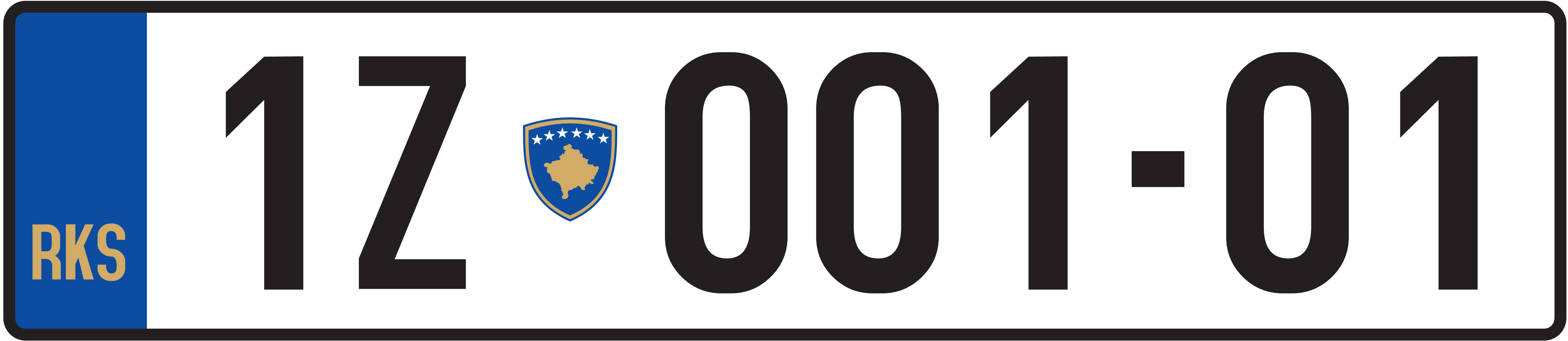




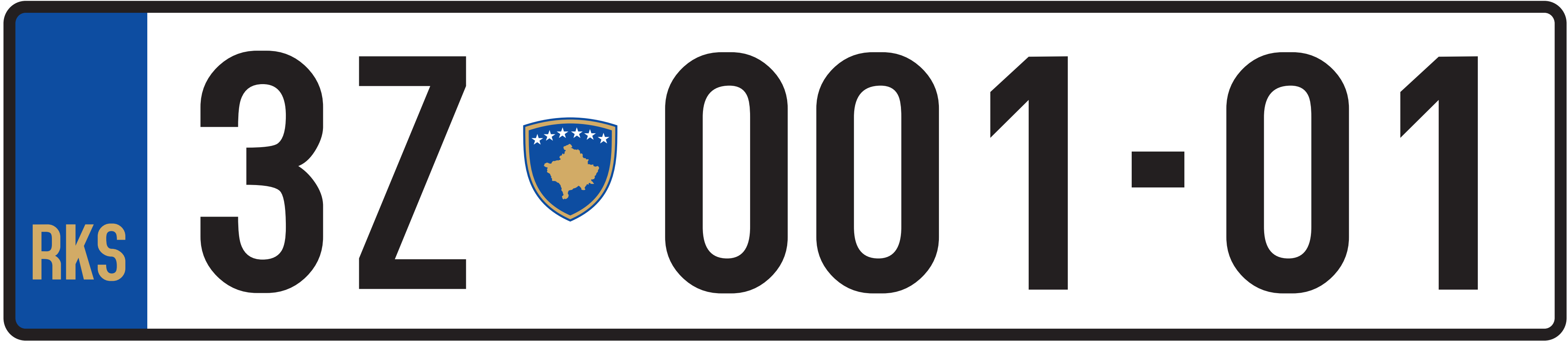


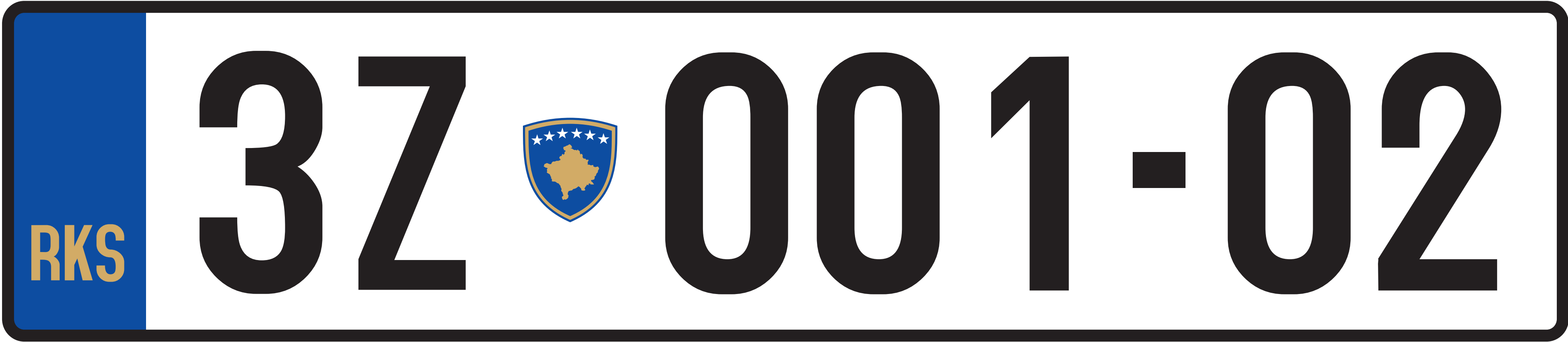


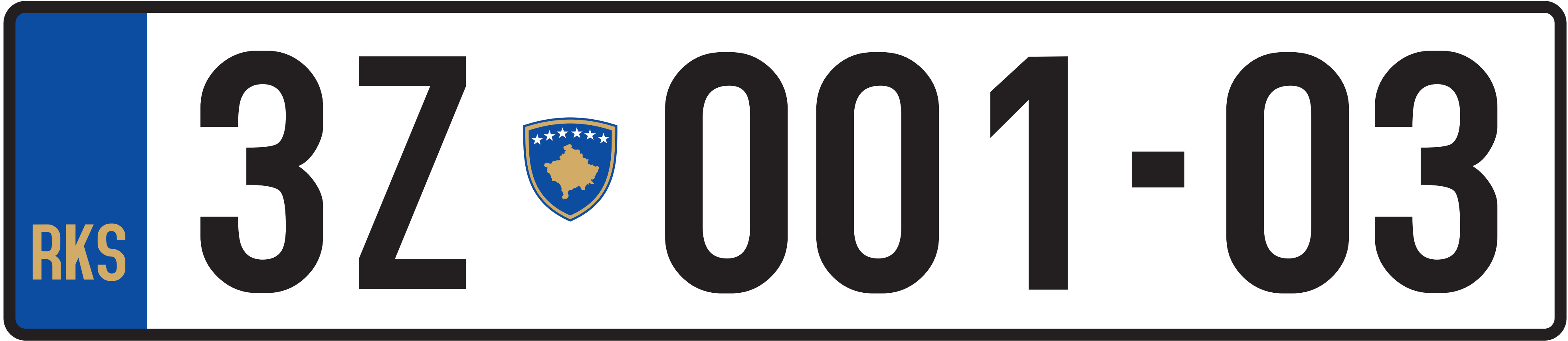












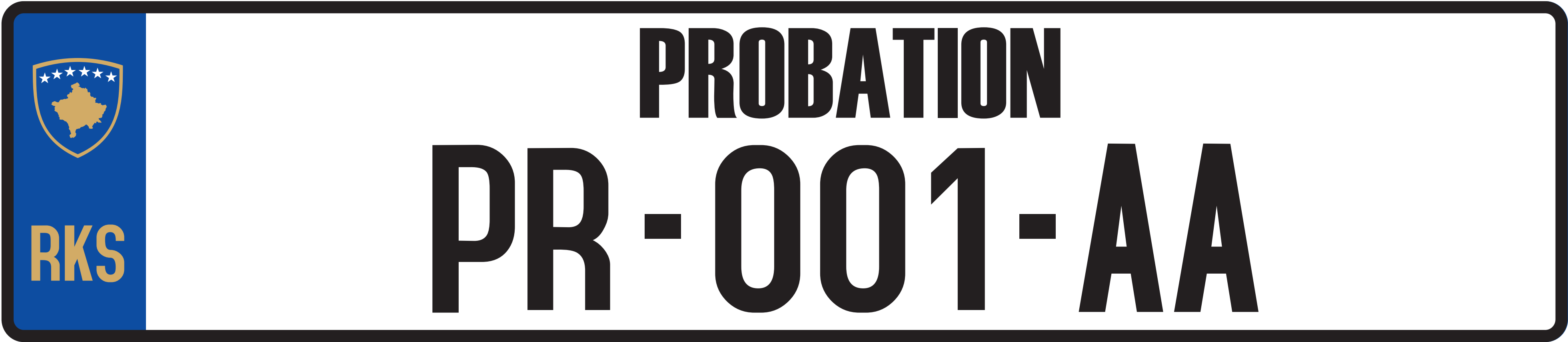


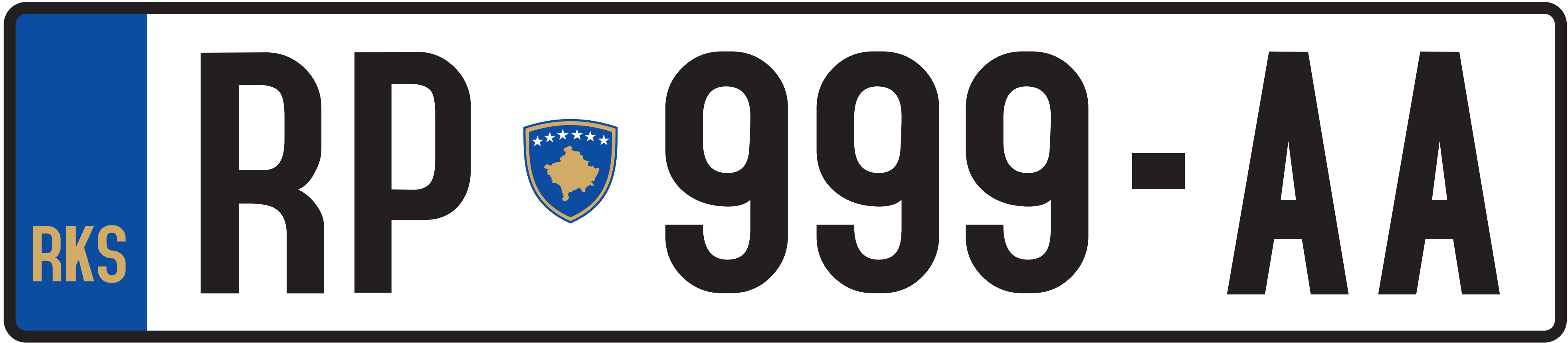








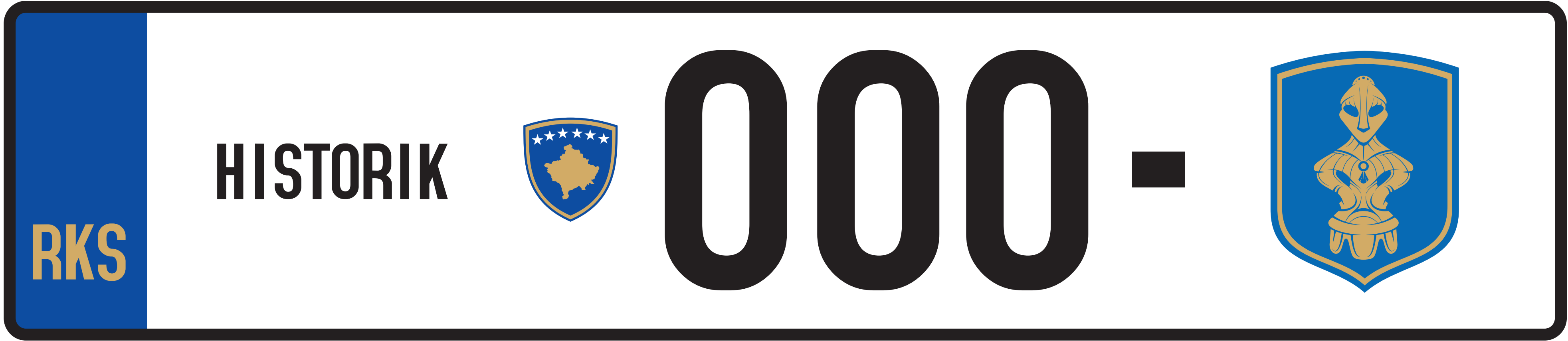












RKS

HISTORIK



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Targat e motoçikletave (240 x 130 mm) - KSF

Shtojca nr.



Targat e motoçikletave (100 x 150 mm) - KSF

Shtojca nr.

