EUROPEAN CENTRE
FOR MINORITY
ISSUES KOSOVO

Norwegian Embassy

GUIDELINES FOR CITIZENS ON CIVIL STATUS DOCUMENTS



Documents required for registration of birth

1. The following documents are required for registration of the birth of a child within the territory of the Republic of Kosovo:
1.1. A copy of a valid ID card of the person declaring the birth;
1.2. Original medical report issued by the healthcare institution;
1.3. Certificate of marriage of the parents, if they have entered into marriage;
1.4. If parents have undergone the civil marriage procedure and if the father accepts paternity, the record on acceptance of paternity also needs to be filled-in;
1.5. If the father of the child is unknown, registration is done on the basis of records of the mother;
1.6. If the admission of paternity is made after registration of the birth of the child, the family name acknowledged in the birth records should only in the extract from the central registry;
1.7. If parents have undergone the civil marriage procedure in another state rather than in the Republic of Kosovo, the marriage certificate should be provided;
2. If the child was born outside of the territory of the Republic of Kosovo, one of the following documents should be provided:
2.1. Original birth certificate, if that state issues more than an original certificate, or a copy of the certificate certified by the responsible authority;
2.2. Another equivalent document of birth;
2.3. If one parent is not a national of the Republic of Kosovo and she/he is not present in the Civil Status Office, they should bring the statement certified by the responsible authority of the state she/he live in, through which she/he accepts to register the child in the Civil Status Office;
2.4. In cases when the application is made to a Civil Status Office in the Republic of Kosovo, the documents referred to in this article should be translated into one of the official languages of the Republic of Kosovo. In cases when the request is submitted to the diplomatic and consular missions of the Republic of Kosovo, documents referred to in this article should not be translated into an official language of the Republic of Kosovo.
3. In cases of adoption, the court decision establishing the adoption should be provided.
4. In cases of adoption through a decision of a foreign court, the decision must first be recognized by the responsible court of the Republic of Kosovo.

REGISTRATION OF A CHILD OF UNMARRIED PARENTS, A CHILD WITH UNKNOWN PARENTS, A CHILD WITH PARENTS WHO ARE FOREIGN NATIONALS AND OF AN ADOPTED CHILD

Registration of birth of a child of unmarried parents

I. The registration of birth of a child of unmarried parents is done using the following documents:
1.1. Copies of ID cards of the child's parents;
1.2. The original medical report issued by the healthcare facility;

1.3. The record on the acceptance of paternity / maternity by both parents;
1.4. If the father of the child is not known, registration is done on the basis of mother's records.

Registration of birth of a child of unknown parents

1. The declaration made by the Social Affairs Centre to the Civil Status Office in whose territory the child is born. The Social Affairs Centre issues a decision on the basis of the records compiled by the location where the child is found, indicating the minimum records on the child, namely the following:

1.1. First name;
1.2. Family name;
1.3. Date of birth;
1.4. Gender;
1.5. Place of birth.

2. A child of unknown parents is registered in the Central Civil Registry at the Civil Status Office in whose territory the child is found.

Registration of birth of a child born in the territory of the Republic of Kosovo to foreign national parents

1. Registration of a child born in the territory of the Republic of Kosovo to parents who are foreign nationals with temporary or permanent residence in the Republic of Kosovo is made at the Civil Registry Office in whose territory the child is born.
2. Registration is done at the Central Civil Status Registry by filling out the birth act, while parents are registered in the list of foreign persons.
3. The 'nationality' item in the child's birth act should not be left blank (not filled in);
4. In order to register their child, parents who are foreign nationals should provide their passports of that state, as well as their temporary or permanent residence permits in the Republic of Kosovo.

Registration of an adopted child

1. Registration of an adopted child is done by adoptive parents, based on the verdict establishing the adoption.
2. The Civil Status Office makes registration of the birth on the basis of the decision of the responsible court on establishment of the adoption.

CRITERIA AND EVIDENCE FOR LATER REGISTRATION OF CHILDREN BORN IN HEALTHCARE FACILITIES WITHIN THE TERRITORY OF THE REPUBLIC OF KOSOVO

1. Having passed the legal registration deadline of thirty (30) days as of the date of birth;
2. A proof that the birth was not registered in Civil Status Registers;
3. If the parents have not undergone the civil marriage procedure and the father accepts paternity, the records of acceptance of paternity should also be completed;

4. If the father of the child is not known, registration is done on the basis of the mother's records;
5. If one of the parents is not a national of the Republic of Kosovo and she/he is not present in the Civil Status Office, she/he should bring the statement, certified by the responsible authority of the state where she/he lives, through which she/he accepts to register the child in the Civil Status Office in the Republic of Kosovo;
6. A copy of the valid ID card of the person declaring the birth;
7. Original medical report issued by the healthcare facility;
8. Marriage certificate of the parents, in case they have entered into marriage;
9. If parents have carried out civil marriage in another state than the Republic of Kosovo, the marriage certificate should be provided;
10. Extract from the Central Civil Status Register for both parents, if they have not carried out civil marriage, as well as identification documents;
11. Records on acceptance of paternity / maternity, if parents do not entered into marriage but wish to make such an acceptance;
12. Receipt of payment of the tax in the amount of EUR 25;

CRITERIA AND EVIDENCE FOR LATER REGISTRATION OF CHILDREN BORN OUTSIDE OF THE TERRITORY OF THE REPUBLIC OF KOSOVO AND WHO ARE NOT REGISTERED IN THE CIVIL STATUS SERVICES OF THEIR STATE OF BIRTH

1.1. Having passed the legal registration deadline of thirty (30) days as of the date of birth;
1.2. Not be registered in the Civil Status registers;
1.3. If the parents have not undergone the civil marriage procedure and the father accepts paternity, the records on acceptance of paternity should also be completed;
1.4. If the father of the child is not known, registration is done on the basis of the mother's records;
5. If one of the parents is not a national of the Republic of Kosovo and she/he is not present in the Civil Status Office, she/he should bring the statement, certified by the responsible authority of the state where she/he lives, through which she/he accepts to register the child in the Civil Status Office in the Republic of Kosovo;
2. Upon submission of the request for later registration in the Civil Status Registers for the children born outside of the territory of the Republic of Kosovo who are not registered in the state of their birth, the following evidence should be provided:
2.1. A copy of the valid ID card of the person declaring the birth;
2.2. Copies of ID cards of the child's parents;
2.3. Original medical report issued by the healthcare facility or an equivalent document issued by the state where the birth has occurred;
2.4. Marriage certificate of the child's parents;
2.5. If parents have not carried out their civil marriage procedure in another state than in the Republic of Kosovo, the marriage certificate should be provided;

2.6. Statement on acceptance of paternity / maternity, if the child is born to unmarried parents;
2.7. Receipt of payment of the tax in the amount of EUR 25;

Criteria and evidence for later registration of children for persons who are unable to provide any evidence

1.1. Being not registered in Civil Status registers;
1.2. Presence of the person, if they are older than twelve (12), before the civil status officer;
1.3. If the person is a child and his parents are not known, registration is done by the authority in charge of custody;
2. Upon submission of the request for later registration in the Civil Status registers by persons who are unable to provide any evidence, the following evidence should be provided:
2.1. A copy of the valid ID card of the person declaring the birth;
2.2. Fingerprints, for people older than twelve (12);
2.3. A passport format photograph not older than 6 months;
2.4. Certificate of marriage of the parents, if they have entered into marriage;
2.5. Statement of acceptance of paternity / maternity, if the child is born to unmarried parents;
2.6. Death certificates of parents, in cases when they are dead;
2.7. Statements of two witnesses, either relatives or neighbours to the person who is registered;
2.8. Receipt of payment of the tax in the amount of EUR 25;

MARRIAGE REGISTRATION APPLICATION

1. An application for the registration of marriage by nationals of the Republic of Kosovo, stateless persons or foreign nationals with temporary or permanent residence in the Republic of Kosovo is made in the Civil Status Offices in which the domicile or residence of at least one of the spouses is registered.
2. The persons establishing the marriage should first be registered in the Central Civil Status Register. If they are not registered prior to starting the registration of marriage, they should register in the system.
3. In order to register a marriage entered into in the territory of the Republic of Kosovo, the marriage should first be declared.

DOCUMENTS REQUIRED FOR THE ISSUANCE OF THE MARRIAGE STATUS

1. Birth extract (copy);
2. ID cards of the parties and of the witnesses (copies);
3. If the party is divorced: court verdict on the divorce issued by the responsible court;
4. If the party has broken their marriage abroad: court verdict of respective state to be accepted through a verdict of the Basic Court, as evidence in the proceedings;

5. If a party lives abroad, a proof issued by the Civil Status Office of the state of origin;
6. If the document is lost, the certificate is only issued upon provision of the police report evidence;
7. The marital status certificate is valid for three months after the date of its issuance.

PROCEDURE FOR THE ISSUANCE OF THE MARRIAGE STATUS BEFORE THE ADULT AGE IS REACHED

- This procedure only applies when the person applying for this document is not yet an adult.
- The person concerned should submit the following documents:

1. Original or a copy of the birth certificate;
2. Personal identification document (a copy of the ID card);
3. Court verdict allowing the establishment of marriage before having reached the adult age (copy);
4. Completed application for marital status;
5. If the person making the application is not present, then she/he should authorize a person who will follow the proper procedures to obtain the marital status certificate;
6. The marriage status certificate is valid for six (6) months following the date of its issuance.

DOCUMENTS FOR ESTABLISHMENT OF MARRIAGE BY KOSOVAN NATIONALS

For the establishment of the marriage, each of the future spouses should provide the following documents:

1.1. A copy of a valid ID card of the Republic of Kosovo;
1.2. Extracts from the central civil status register, for both spouses;
1.3. Certificate of marital status;
1.4. If the national of the Republic of Kosovo is residing outside the Republic of Kosovo, they are required to provide their certificate of residence indicating their marital status, or a statement certified by a notary of that state, or another document, issued by the responsible authority of that state, indicating their marital status. The document should be translated into one of the official languages of the Republic of Kosovo;
1.5. If the person has not yet reached adulthood, the court decision allowing for the establishment of the marriage should also be attached to the application for the establishment of the marriage.

DOCUMENTS FOR ESTABLISHMENT OF MARRIAGE FOR NATIONALS OF THE REPUBLIC OF KOSOVO WHO ALSO POSSESS THE NATIONALITY OF ANOTHER STATE

1. In order to establish a marriage, the following documents are required from the national of the Republic of Kosovo also possessing another nationality:

1.1. A copy of the valid ID card of the Republic of Kosovo and a copy of the valid passport of the other state;
1.2. The state that issues the marriage certificate capacity, such a certificate should be requested;
1.3. The state which issues the declaration under oath, such a declaration should be requested;
1.4. The state which only issues the certificate of residence, such a certificate should be requested;
1.5. If a state certifies, through evidence, that it does not issue any of the documents specified in subparagraphs 1.2, 1.3 and 1.4, .of this paragraph, then another civil status document indicating the marital status of the person concerned should be taken as a basis.

DOCUMENTS FOR THE ESTABLISHMENT OF MARRIAGE BY FOREIGN NATIONALS

1. The following documents are required for foreign nationals:
1.1. A copy of the valid passport of the foreign national;
1.2. Entry permits in the Republic of Kosovo, for nationals of those countries to which the Republic of Kosovo applies a visa regime;
1.3. Residence permits in the Republic of Kosovo, if both spouses are foreign nationals;
1.4. Birth certificate or an equivalent document confirming birth records;
1.5. The state which issues the marriage certificate should be requested such a certificate;
1.6. The state which issues the declaration under oath should be requested such a declaration;
1.7. The state which only issues the certificate of residence such a document should be requested. If a state provides evidence proving that it does not issue any of the documents specified in subparagraphs 1.5, 1.6 and 1.7 of this paragraph, another civil status document proving the marriage status of the person must be taken into account.

DECLARATION OF MARRIAGE, REGISTRATION OF MARRIAGE AND MARRIAGE ACT

1. One of the spouses can apply for a declaration of marriage after they have presented all the documents and only once the civil status officer has made sure that the documents are in order.
2. If the civil status officer finds that there are no obstacles and barriers to establish a marriage, then they can start the marriage registration procedure after the deadline of 24 working hours as of the declaration of marriage expires;
3. Both future spouses and two witnesses and an interpreter (if one of the spouses is a foreign national), should be present in person in the Civil Status Office.
4. If one or the two spouses is deaf, the parties themselves should provide the sign language interpreter to attend the proceedings for the establishment of marriage;

5. The following documents are required for the registration of the act of marriage:
5.1. Copies of valid IDs of both spouses;
5.2. Copies of valid IDs of the two witnesses;
5.3. A copy of valid ID of the interpreter, if the interpreter is necessary;
5.4. A copy of valid ID of the sign language interpreter, if the interpreter is necessary;
5.5. Declaration of residence and nationality of the spouses.
6. The Civil Status Officer, after having checked the identity of the spouses, witnesses and of the translator/interpreter (if applicable), fills in the marriage act into the Central Civil Status Register. The officer prints out, in advance, a copy of the act and asks the parties to confirm the accuracy of the records.
7. After confirmation by the parties of the accuracy of data, the civil status officer prints out the marriage act. The marriage act is signed by both spouses, the two witnesses, and by the translator/interpreter (if applicable), and is finally signed and sealed by the civil status officer.
8. The civil status officer prints out the marriage certificate provided to the spouses;
9. The civil status officer creates a folder containing all the documents submitted for the registration of the marriage.
10. For marriages entered into in diplomatic and consular representations of the Republic of Kosovo, apply the rules set out in this administrative instruction, where appropriate.
11. After having obtained statements of consent to enter into marriage, the civil status officer shall announce the marriage as entered into.
12. The marriage act contains the records as set out in Article 43 of the Law on Civil Status.

REGISTRATION OF MARRIAGE IN SOLEMN PREMISES, AS WELL AS IN HOSPITALS, PRISONS OR IN DIPLOMATIC AND CONSULAR REPRESENTATIONS OF THE REPUBLIC OF KOSOVO

1. For persons wishing to establish a marriage in solemn premises, hospitals or in prison facilities, procedural rules set out by the present administrative instruction apply.
2. A marriage entered into in solemn premises, hospitals or in prison facilities is registered as per the place of residence of one of the spouses. The place of residence of one of the spouses is determined according to the Central Civil Status Register. Registration of marriage is done by the civil status officer, as per requests of the spouses.

Places where a marriage may be entered into

1. A marriage may be entered into in:
1.1. Civil status offices;
1.2. Solemn public premises.
2. In public places the conditions for the establishment of a marriage are ascertained and the solemn statement is read out, whereas the marriage act is signed in working days at the Civil Status Office of the residence of one

of the spouses agreed by the future spouses (see annexes 1 and 2 of this Administrative Instruction).
3. Regardless of the place, the establishment of a marriage should be carried out in working days and within working hours.

Places where a marriage may be entered into

1. The national is obliged to notify the Civil Status Office, within the deadline of eight (8) days prior to the date of deciding, on the place of their permanent residence
2. For nationals who are younger than 18 years old and those with disabilities, the notification of the place of residence should be done by the parent of the national, their legal representative or their guardian.
3. Nationals who are older than 16, who, pursuant to legal provisions, have obtained the right to employment, are obliged personally notify the responsible authority.
4. In cases when parents live separately, the notification or de-notification of the child is done by the parent who exercises the parental right.
5. **In cases as provided for in paragraphs 1, 2, 3 and 4 of this Article, nationals should act as follows:**

5.1. show up in person to Civil Status Office in the municipality where they have decided to live;
5.2. fill in the application form for notification of the place of residence (see Annex 1);
5.3. submit a copy of the valid ID card or passport:
5.4. The national should submit evidence on the new place of residence by submitting one of the following documents:
5.4.1. the form of urbanism office on identification of the address;
5.4.2. proof of ownership of the real estate;
5.4.3. rent contract;
5.4.4. contract on sale of the premises;
5.4.5. written consent of the owner or the co-owner of the apartment;
5.4.6. a bill of electricity, water and other municipal obligations.

6. with the exception of paragraphs 2 and 3 of this Article, married persons only should submit their marriage certificate.

CRITERIA AND EVIDENCE FOR LATER REGISTRATION OF DEATH IN HEALTHCARE FACILITIES WITHIN THE TERRITORY OF THE REPUBLIC OF KOSOVO

1.1. Having passed the legal deadline of thirty (30) days as of the date of death;
1.2. Not registered in Civil Status registers.
2. Upon submission of the application for later registration of death in Civil Status registers, the following evidence should be provided:
2.1. A copy of the valid ID card of the person declaring the death;
2.2. Original medical report issued by the healthcare facility;
2.3. A copy of the ID card of the person who has passed away;
2.4. Extract from the central civil status register;
2.5. Marriage certificate, if the person who has passed away has been married;
2.6. Certificate of death, if the spouse has passed away;
2.7. Receipt of payment of the tax in the amount of EUR 50.

CRITERIA AND EVIDENCE FOR LATER REGISTRATION OF DEATH OUT OF HEALTHCARE FACILITIES WITHIN THE TERRITORY OF THE REPUBLIC OF KOSOVO

1.1. Having passed the legal deadline of thirty (30) days as of the date of death;
1.2. Not registered in Civil Status registers.
2. Upon submission of the application for later registration in Civil Status registers of death that has occurred out of healthcare facilities within the territory of the Republic of Kosovo, the following evidence should be provided:
2.1. A copy of the valid ID card of the person declaring the death;
2.2. Extract from the central civil status register;
2.3. A copy of the ID card of the person who has passed away;
2.4. Marriage certificate, if the person who has passed away has been married;
2.6. Certificate of death, if the spouse has passed away;
2.6. Statements by two witnesses who have seen the dead person or have identified the dead body with no doubt as to whether the death has occurred outside the health facility;
2.7. Evidence from religious death records, if it can be provided;
2.8. Receipt of payment of the fine, as set out under Article 63 of the Civil Status Law.

CRITERIA AND EVIDENCE FOR LATER REGISTRATION OF DEATH OUT OF A PERSON OUT OF THE TERRITORY OF THE REPUBLIC OF KOSOVO WHEN THE PERSON IS NOT REGISTERED IN CIVIL STATUS REGISTERED OF THE STATE OF THEIR DEATH

1.1. Having passed the legal deadline of sixty (60) days as of the date of death;
1.2. Not registered in Civil Status registers.
2. Upon submission of the application for later registration in Civil Status registers of death that has occurred out of the territory of the Republic of Kosovo, the following evidence should be provided:
2.1. A copy of the valid ID card of the person declaring the death;
2.2. Original medical report proving the death;
2.3. A copy of the ID card of the person who has passed away;
2.3. Extract from the central civil status register;
2.4. Marriage certificate, if the person who has passed away has been married;
2.6. Certificate of death, if the spouse has passed away;
2.7. Receipt of payment of the fine, as set out under Article 63 of the Civil Status Law;

CRITERIA AND EVIDENCE FOR LATER REGISTRATION OF DEATH WHEN THEIR BIRTH AND DEATH HAS NOT BEEN REGISTERED

1.1. Having passed the legal deadline of sixty (60) days as of the date of death;
1.2. Not registered in Civil Status registers.
2. Upon submission of the application for later registration in Civil Status registers of death when their birth and death has not been registered, the following evidence should be provided:

2.1. A copy of the valid ID card of the person declaring the death;
2.2. A copy of the ID card of the person who has passed away, or another document proving their identity;
2.3. Statements by two witnesses who have seen the dead person or have identified the dead body;
2.4. Evidence from religious death records, if it can be provided;
2.5. Receipt of payment of the fine, as set out under Article 63 of the Civil Status Law;

Documents for registration of death that has occurred within the territory of the Republic of Kosovo

1. In order to carry out registration of death of a national of the Republic of Kosovo that has occurred within the territory of the Republic of Kosovo, the following documents should be provided:
1.1. A copy of a valid identity document of the person declaring the death;
1.2. Original medical report proving the death;
1.3. A copy of the ID card of the person who has passed away;
1.4. Extract from the central civil status register;
1.5. Marriage certificate, if the person who has passed away has been married;
1.6. Certificate of death, if the spouse has passed away;

Documents for registration of death that has occurred out the territory of the Republic of Kosovo

1. In order to carry out registration of death of a national of the Republic of Kosovo that has occurred out of the territory of the Republic of Kosovo, the following documents should be provided:
1.1. A copy of a valid identity document of the person declaring the death;
1.2. International death certificate or death certificate issued by the civil status service of the state where the death has occurred. The certificate must be translated into one of the official languages of the Republic of Kosovo;
1.3. A copy of the ID card of the person who has passed away;
1.4. Extract from the central civil status register;
1.5. Marriage certificate, if the person who has passed away has been married;
1.6. Certificate of death, if the spouse has passed away;
1.7. A copy of passport or a copy of an identification document of the person who has declared the death;
1.8. Original medical report proving the death;
1.9. A copy of passport or a copy of an identification document of the person who has passed away;
2. The civil status officer shall attach the documents listed in subparagraphs 1.1, 1.2 and 1.3 of this article to the hard copy file on registration of death.

DOCUMENTS NEEDED FOR THE CHANGE OF NAME OF ADULT NATIONALS

1. An application for the change of personal name should be made personally by providing the following documents:

1.1. Filled-in application (see annex I);
1.2. ID card;
1.3. Birth certificate;
1.4. Extract from the central civil status register;
1.5. Certificates from the archives (including the history of changes to the first name and family name reflected in the hard copy version of the birth register).
1.6. Confirmation by the court that the person is not under investigation in their current residence, and evidence of earlier place of residence, if the party has changed the place of residence, as well as evidence of the place of birth;
1.7. Confirmation by the police of verification of criminal past;
1.8. Confirmation by the tax administration that the person has no tax liabilities;
1.9. Confirmation that the person has paid all real estate tax obligations.

CHANGE OF FAMILY NAME UPON ENTRY INTO MARRIAGE

1. The change of family name upon entry into marriage is done pursuant to the Law on Family in Kosovo and the Administrative Instruction on the General Procedure for the Registration of Facts of Birth, Marriage and Death.
2. The spouse who assumes the family name of the other spouse upon entry into marriage may not change their personal name through administrative procedure within five (5) years, unless the marriage is dissolved or annulled.

CHANGE OF FAMILY NAME FOLLOWING DISSOLUTION OF MARRIAGE

1. After the divorce, the divorced spouses may keep the family name chosen upon entry into marriage, but they may not change their personal name through administrative procedure within five (5) years from the moment of divorce, unless they enter into a new marriage.
2. The spouse who has changed their family name upon their entry into marriage may assume their previous family name upon dissolution of the marriage.
3. Change of the family name following annulment of marriage, death of the spouse, announcement of death of missing spouse is done pursuant to previsions of the Law on Family in Kosovo.

CRITERIA FOR CHANGE OF A CHILD'S PERSONAL NAME

1. A child is entitled to change of their personal name upon request of their parent or custodian;
2. Change of the child's personal name is done if the following criteria are met:
2.1. If the request for change of the personal name has no offensive, immoral, or racist character, or if it is not in contradiction with rights and freedoms of other people or of the person herself/himself;
2.2. If five (5) years have passed from the last change of the name pursuant to Article 18, paragraph 4, of the Law No. 02/L-118 on Personal Name;
3. Change of personal name upon adoption and following annulment of adoption is done pursuant to provisions of the Law on Family in Kosovo.

EVIDENCE REQUIRED FOR CHANGING A CHILD'S PERSONAL NAME

1. A request to change a child's name is made by the parent or custodian by providing the following evidence:
1.1. Filled-in request (see Annex 2);
1.2. ID document of the child and the parent or custodian;
1.3. Declaration of both parents or of the custodian;
1.4. Birth certificate;
1.5. Child's extract from the central civil register;
1.6. Proof from the archives;
1.7. Certificate of residence of the parent;
1.8. If parents live separately, change of a child's personal name may be requested by one of the parents with whom the child lives, respectively by the person who is entrusted with their custody and education;
1.9. If change of a child's name is requested by the custodian, then the social affairs centres should also grant their consent;
1.10. Child's presence and consent is necessary above the age of ten (10), except in cases when the child has mental illness;
1.11. Consent of the remaining parent is not necessary if their place of residence is unknown, or if their ability to act or their parental right are taken away.

CRITERIA FOR THE CORRECTION OF PERSONAL NAME FOR NATIONALS

1. A national of the Republic of Kosovo may correct her/his personal name upon request if they meet the following criteria:
1.1. If the request to correct personal name is made by the party themselves or by the authorized person, or, in case of a child, by their parent or custodian.
1.2. If the request for correction of the personal name does not alter the meaning and content of th personal name.

DOCUMENTS REQUIRED FOR CORRECTION OF PERSONAL NAME IN CIVIL STATUS REGISTERS

1.1. Completed application form (see Annexes 3 and 4);
1.2. Identification document;
1.3. Birth certificate;
1.4. Extract from the Central Civil Status Register;
1.5. Proof from the archives;
1.6. Hard copy of the register (if there are errors in the marriage and death register);
1.7. Another document proving material error.

RECOGNITION AND ENFORCEMENT OF DECISIONS ISSUED BY OTHER STATES ON CHANGE OF PERSONAL NAME OF A KOSOVAN CITIZEN

1. A Kosovan national who has obtained a decision to change their personal

name, issued by a foreign state, may apply for recognition of that decision with the Civil Status Office of their domicile.
2. The decision of the foreign state should be translated into one of the official languages of the Republic of Kosovo.
3. The Kosovan national, in addition to the decision of the foreign state, should also submit a certificate from the Kosovo Police on their crime-related past and a confirmation by the court that they are not under investigation, as well as their identification document issued by the foreign state (passport or identification document proving their legal residence in that state).
4. The Commission of the Civil Status Office submits, via e-mail, to the Commission formed by the Minister that is in charge of verification of applications for change of personal name all the documentation referred to in paragraphs 1, 2 and 3 of this Article.
5. The Commission formed by the Minister of Internal Affairs that is in charge of verification of applications for change of personal names verifies, through communication with CRA databases, all the documentation.
6. The Commission formed by the Minister of Internal Affairs that is in charge of verification of applications for change of personal names gives its answer, via email, to the Commission of respective Civil Status Office, within 15 working days.
7. The Commission of the Civil Status Office decides on the recognition of the decision of the foreign state, on the basis of the answer given by the Commission formed by the Minister of Internal Affairs that is in charge of verification of applications for change of personal names.
8. If the Commission of the Civil Status Office decides to recognize the decision of the foreign state, it submits documents, such as ID card, passport and driving license of the Republic of Kosovo, containing previous records to the Commissions for Destruction of Documents at the Civil Registry Agency.
9. The party who is not happy with the decision of the Commission of the Civil Status office may appeal this decision to the CRA Appals Commission.

Ways of acquiring citizenship

1.1. By birth;
1.2. By adoption;
1.3. By naturalization;
1.4. On the basis of international agreements;
1.5. Pursuant to Articles 31 and 32 of this law.

Acquiring citizenship by birth, on the basis of origin

1. A child born a national of the Republic of Kosovo if at the time of their birth both parents are nationals of the Republic of Kosovo.
2. If at the time of birth of the child only one of the parents is a national of the Republic of Kosovo, the child acquires citizenship of the Republic of Kosovo under the following circumstances:

2.1. The child are born in the territory the Republic of Kosovo;

2.2. The child is born out of the territory of the Republic of Kosovo while their other parent is of unknown citizenship or a stateless person;
2.3. The child is born out of the territory of the Republic of Kosovo and the other parent has another citizenship, but both parents agree in writing that the child acquires the citizenship of the Republic of Kosovo. The right under this provision must be exercised before the age of 14. Lacking parents' consent, the child shall acquire citizenship of the Republic of Kosovo if, as a result, they remain stateless.

Acquiring citizenship upon birth in the territory of the Republic of Kosovo

1. A child born or found in the territory of the Republic of Kosovo whose parents are unknown or stateless acquires the citizenship of the Republic of Kosovo upon birth, respectively of having been found.
2. If at least one parent of the child specified in paragraph 1 of this article is identified before the child has reached the age of seven (7) and the parent is not a national of the Republic of Kosovo, the child loses citizenship the Republic of Kosovo upon the request of the parent, provided that by losing the citizenship of the Republic of Kosovo the child does not become stateless.
3. A child born in the territory of the Republic of Kosovo whose parents have another citizenship but a permanent residence permit in the territory of the Republic of Kosovo shall acquire the citizenship of the Republic of Kosovo upon the consent of both parents.
4. With the exception of what is provided for under paragraph 3 of this article, a child born in the territory of the Republic of Kosovo will acquire the citizenship of the Republic of Kosovo if she/he, as a result, remains stateless.

Acquiring citizenship through adoption

In the case of adoption of a child by parents who are nationals of the Republic of Kosovo, or when one parent is a national of the Republic of Kosovo, the child concerned enjoys the rights of a naturalized child.

General provisions on naturalization of foreign persons

1. A foreign person acquires the citizenship of Republic of Kosovo by naturalization if she/he meets the conditions laid down in Articles 10, 115 12, 13, 15, 16 and 17 of this Law.
2. Naturalization shall become effective on the day the naturalized person receives the valid decision on the acquisition of citizenship of the Republic of Kosovo issued by the responsible authority.
3. Despite having met the conditions set out in Articles 11, 103, 12, 13, 15, 16 or 17 of this law, nobody can acquire the nationality of the Republic of Kosovo if she/he is convicted of a criminal offense within or out of the territory of the Republic of Kosovo, or if the granting of citizenship is contrary to the interests of the Republic of Kosovo, in particular with those of internal and external security or international relations of the Republic of Kosovo.
4. A sentence for a criminal offense within the meaning of paragraph 3 of this Article shall not include the following:

4.1. A sentence for an offence punishable by a fine or a criminal act punishable with up to six (6) months of imprisonment, if the court has imposed a suspended sentence.
4.2. A sentence for a criminal offence imposed by a foreign court if the act in question is not considered a criminal offense in the Republic of Kosovo or if the sentence was imposed on the basis of a procedure which is not in conformity with European criminal law standards, in particular with the European Convention on Human Rights and Fundamental Freedoms; and
4.3. A criminal sentence for a criminal offence legally removed from the evidence of convicted persons.
5. The responsible authority shall suspend the procedure of naturalization if the person who has applied for naturalization is being investigated for a criminal offence or undergoing court proceedings for a criminal offence, within or out of the territory of the Republic of Kosovo.
6. The procedure is suspended until the closure of investigations, respectively of court proceedings.

Naturalization of foreign persons

1. A foreign person shall acquire the citizenship of the Republic of Kosovo upon her/his own request if on the day of submission of the request they meet the following conditions:
1.1. she/he is an adult;
1.2. if she/he has resided, without interruption, for five (5) years in the Republic of Kosovo following the receipt of a permanent residence permit;
1.3. she/he declares and shows with her/his behaviour, during her/his stay in the Republic of Kosovo, that she/he accepts the constitutional and legal order of the Republic of Kosovo and that she/he is integrated in the Kosovan society through social, cultural, scientific, economic or professional ties. The criteria will be set through bylaws issued by the Ministry of Internal Affairs.
l.4. she/he possesses sufficient material means to provide for living for themselves and for persons for whose livelihood they are responsible without resorting to social assistance schemes;
1.5. she/he met all financial obligations to the state; and
1.6. she/he demonstrates elementary knowledge, in written and in speaking, of one of the official languages of the Republic of Kosovo, as well as of the culture and social order;
2. Uninterrupted residence in the Republic of Kosovo, as per paragraph 1, subparagraph 1.2., of this article, even if the person resides out of the Republic of Kosovo for periods no longer than ten (10) months. For periods longer than ten (10) months, a permit of the responsible authority is required;
3. A foreign person of adult age may acquire the citizenship of the Republic of Kosovo upon her/his request even if they do not meet the conditions set out in paragraph 1 of this Article if this is of a special economic, social, cultural, sporting, scientific, or political interest of the Republic of Kosovo. Acquiring the citizenship of the Republic of Kosovo pursuant to this article shall be made through a decree of the President of the Republic of Kosovo.

Naturalization of the spouse

1. A foreign person who is a spouse to a national of the Republic of Kosovo shall acquire the citizenship of the Republic of Kosovo upon request if on the day of submission of their request they meet the following conditions:

1.1. at least three (3) years of marital relationship to a national of the Republic of Kosovo;

1.2. has been regularly living in Kosovo for at least one (1) year and possesses temporary residence permit issued by the responsible authority.

1.3. provisions of subparagraphs 1.1, 1.3, 1.4 and 1.6 of paragraph 1 of Article 10 of this Law shall also apply to naturalization of the spouse.

1.4. the foreign person who is a spouse married to a national of the Republic of Kosovo shall not acquire the citizenship of the Republic of Kosovo if the marriage has taken place in violation of the Law on Family.

Naturalization of the spouse of the naturalized person

1. The spouse of a naturalized person shall acquire the citizenship of the Republic of Kosovo if on the day of the submission of the request she/he meets the following conditions:

1.1. if she/he has at least three (3) years of a marriage following naturalization of the naturalized spouse;

1 .2. she/has been regularly living in Kosovo for at least two (2) years and possesses a temporary residence permit issued by the responsible authority;

1.3. provisions of subparagraphs 1.1., 1.3. , I .4. 1.6., paragraph I, of Article 10 of this law shall also apply to the naturalization of the spouse of the naturalized person;

2. A foreign person who is married to a naturalized person shall not acquire the citizenship of the Republic of Kosovo if the marriage has taken place in violation of the Law on Family.

Naturalization of an infant child of the naturalized person

1. An infant child of the person who has applied for naturalization shall acquire citizenship of the Republic of Kosovo when her/his parent acquires the citizenship of the Republic of Kosovo even if the child does not meet the conditions set out in paragraph 1., Article 10, of this law. The application for naturalization of the infant child is annexed to the application for naturalization submitted by the parent.
2. For children over the age of fourteen (14) and up to the age of eighteen (18), her/his prior consent to acquire the citizenship of the Republic of Kosovo is necessary.
3. Paragraph 1 of this Article shall also apply to infant children who are adopted.

Facilitation of acquisition of citizenship by refugees and stateless persons

The responsible authority should, as far as possible, facilitate naturalization of refugees and stateless persons. It should in particular endeavour to acceleration naturalization procedures and reduce, as much as possible, charges and costs of such procedures.

Naturalization of persons with refugee status and of stateless persons

1. A person with refugee status or a stateless person may acquire the citizenship of the Republic of Kosovo by naturalization if she/he resides in the territory of the Republic of Kosovo for five (5) years as of the date of having been granted the refugee status or of a stateless person.
2. The right to acquiring citizenship under paragraph 1 of this article is also enjoyed by her/his family members. For children older than fourteen (14) and up to eighteen (18), her/his prior consent to acquire citizenship of Kosovo is necessary.
3. Provisions of paragraphs 1.1. 1.3. and 1.6., of paragraph 1 of Article 10 of this Law shall also apply when it comes to acquisition of citizenship of a stateless person or a refugee, with the exception of children under paragraph 2 of this Article.
4. Procedures and criteria to facilitate acquisition of citizenship of the Republic of Kosovo pursuant to this article are set out by a bylaw issued by MIA;

Naturalization of a member of diaspora of the Republic of Kosovo

1. A member of diaspora of the Republic of Kosovo shall acquire citizenship of the Republic of Kosovo upon her/his request even if she/he does not meet the conditions set forth in subparagraphs of paragraph 1 of Article 10 of this law.
2. A member of diaspora of the Republic of Kosovo is considered every person residing legally and regularly out of the Republic of Kosovo and who can prove that she/he was born in the Republic of Kosovo or that has close family and economic ties in the Republic of Kosovo.
3. A member of diaspora of the Republic of Kosovo is also considered every person who is a descendant within one generation of the person referred to in paragraph 2 of this article and who proves that she/he maintains family ties in the Republic of Kosovo.
4. The criteria determining close family and economic ties under paragraphs 2 and 3 of this article shall be determined by the responsible authority through a bylaw.

Naturalization of the person who has lost the citizenship of the Republic of Kosovo

1. A person who has lost the citizenship of the Republic of Kosovo through release from citizenship can reacquire the citizenship of the Republic of Kosovo upon request if she/he meets the conditions set forth in subparagraphs 1.3, 1.4 and 1.5 of paragraph 1 of Article 10 of this law .
2. The right of reacquiring citizenship of Kosovo is also enjoyed by children of the person referred to in paragraph 1 of this article. For children over the age of fourteen (14) and up to the age of eighteen (18), her/his prior consent to reacquire Kosovo's citizenship is necessary.

Revocation of a naturalization decision

1. The responsible authority shall revoke the decision on naturalization if it concludes that the decision was issued on the basis of false statements or concealed facts.
2. In the cases of naturalization pursuant to Article 13 of this Law, a consequence of revocation of the decision on naturalization of the parent is revocation also

of the decision on naturalization of the infant child, except if the consequence of this is the child remaining a stateless person.

Ways of losing the citizenship

1. Citizenship of the Republic of Kosovo may be lost in the following ways:
1.1. through release from citizenship;
1.2. through deprivation of citizenship;
1.3. pursuant to international agreements.

Release from citizenship

1. A national of the Republic of Kosovo loses her/his citizenship of the Republic of Kosovo though release upon her/his request of she/he meets the following conditions:
1.1. possesses the citizenship of another state or a guarantee issued by the responsible authority of the other state that she/he will acquire the citizenship of that state;
1.2. she/he has fulfilled all financial obligations to the state and to the persons for whose support with food and livelihood she/he is responsible by law;
1.3. no investigation or court proceedings are being carried out against her/him for criminal acts and she/he is not serving a sentence;
2. An application for release from citizenship is rejected if the national who applies for release from citizenship is a civil servant, a judge, a public prosecutor, a member of the police services or a member of the Security Force of the Republic of Kosovo.
3. An application may be rejected if the release from statehood is contrary to interests of the Republic of Kosovo, in particular to those of internal and external security or international relations of the Republic of Kosovo.
4. Loss of citizenship of the Republic of Kosovo through release becomes effective on the day when the responsible authority delivers the final decision on the loss of citizenship to the person who has applied for release from it.

Release from citizenship of infants

1. A child under the age of fourteen (14) years loses her/his citizenship of the Republic of Kosovo by release if this is requested by one parent who has lost the citizenship of the Republic of Kosovo, upon the consent of the other parent, provided that the child possesses the citizenship of another state or a guarantee issued by the responsible authority of the other state that they will acquire the citizenship of that state;
2. Paragraph 1 of this article shall also apply to infant children who are adopted.

Revocation of decision on release from citizenship

1. The responsible authority shall revoke the decision on loss of citizenship through release if it concludes that the decision was on the basis of false statements or concealed facts.
2. If the promise for granting citizenship by the other state is not realized within one (I) year.

Guarantee

1. At the request of the national who applies for release from citizenship, the responsible authority shall issue to the national concerned a guarantee guaranteeing that that the national fulfils all conditions for release from citizenship pursuant to Article 20, paragraph 1, subparagraphs 1.2 and 1.3, and that the application for release from citizenship will be approved if the national concerned provides proof of having acquired the citizenship of another state, namely the guarantee issued by a responsible authority of another state that she/he would acquire the citizenship of the state if she/he is released from citizenship of the Republic of Kosovo.
2. The guarantee is valid for a period of two (2) years from the day when it is delivered to the national concerned. Provisions on revocation laid down in Article 22 of this law shall apply *mutatis mutandis* to the revocation of the guarantee,

Loss of citizenship though deprivation

1. Regardless of the right of persons to citizenship of the Republic of Kosovo under chapter V of this law, the responsible authority may deprive a national of the Republic of Kosovo from citizenship of the Republic of Kosovo if the national in question holds another citizenship and if she/he engages in activities that endanger the national security of the Republic of Kosovo.
2. Activities which are a threat to the national security of the Republic of Kosovo are considered particularly the following activities:

2.1. when a national has deliberately joined an organization which aims to destroy or damage the constitutional order of the Republic of Kosovo, or

2.2. when a national engages in activities aimed at overthrowing or damaging the constitutional order of the Republic of Kosovo; or

2.3. when a national is a member of the intelligence services or police services of another state and they have not received consent for this from the responsible authority or when this is prohibited to her/him by an international agreement.

3. A decision on deprivation of citizenship of the Republic of Kosovo may also be issued in absence of the national in question in the proceedings.
4. a decision on deprivation of citizenship shall become effective when it is delivered to the person in question. In cases when the decision cannot be delivered because the responsible authority is unable to identify the location of person, the decision on loss of citizenship through deprivation becomes effective on the day of its publication in the Official Gazette of the Republic of Kosovo.
5. A decision on deprivation can be challenged by initiating an administrative dispute in the responsible court, pursuant to the Law on Administrative Disputes.

Timeframe for reviewing of applications and appeals

The timeframe for revision of applications and appeals, as of the date of their submission, are the following:

1.1. The deadline for reviewing of applications for loss of citizenship through release is within ninety (90) days;

1.2. The deadline for reviewing applications for acquisition and reacquisition of citizenship is within one-hundred-and-eighty (180) days;

1.3. The deadline for reviewing of complaints is within ninety (90) days.

Submission of applications

1. Applications provided for under this law shall be submitted to the responsible authority.
2. Applications may also be submitted to the municipal administration in whose territory the applicant resides. In such cases, the municipal administration is obliged to submit the application to the responsible authority.
3. In cases when the applicant resides out of the Republic of Kosovo, the application may be submitted to the closest diplomatic, respectively consular representation of the Republic of Kosovo in that region. The respective embassy, respectively consulate, is obliged to submit the application to the responsible authority.

The register of nationals

1. The responsible authority shall establish and maintain a register of nationals of the Republic of Kosovo.
2. All nationals of the Republic of Kosovo are registered in the register of nationals, including ways of acquiring citizenship and all nationals who have lost and reacquired the citizenship of the Republic of Kosovo, including the manners and reasons of loss of citizenship.
3. Details concerning the maintenance of the register of nationals and entry of data in it are defined by the responsible authority through a bylaw.
4. Personal data of those entered into the register of nationals into the recorded in the register of nationals are held, handled and processed in accordance with the provisions of the Law on Data Protection.
5. Presence or absence of one's name in the register is not a proof of citizenship (see Article 29 of this law) or of statelessness.

International cooperation

1. The responsible authority may transfer to another state the citizenship status of a national of the Republic of Kosovo registered into the register of nationals if the following conditions are met:

1.1. if the data are requested by the authority of the other state that is in charge of citizenship, and the data are only transferred to this authority;

1.2. the responsible authority of the other state requests the citizenship status of a national of the Republic of Kosovo for purposes relating to the regulation of citizenship or another issue whereby availability of data is definitely in favour of the person whose data are requested; and

1.3. the state whose organ requests the citizenship status and states where these data are used guarantee protection of the citizenship status of foreign nationals, as well.

Proof of citizenship

Citizenship of the Republic of Kosovo is proven by the birth certificate, extract of birth, certificate of citizenship, ID card or by the passport of the Republic of Kosovo.

Administrative charges

1. Administrative charges are determined through a decision of the Minister.
2. Administrative fees for the category of persons with refugee status or of stateless persons are determined taking into account Article 14 of this law.
3. The Government of the Republic of Kosovo may determine, though a bylaw, categories of persons who are, due to social or economic reasons, exempted from the obligation of paying the administrative charge.
3. Registration of persons defined under paragraphs 1 and 2 of this article is made upon the request of a person who meets the conditions set forth in…

Status of permanent residents of the Republic of Kosovo

1. Any person who is registered as a permanent resident of the Republic of Kosovo pursuant to the UNMIK Regulation No. 2000/13 on the Central Civil Register is considered a national of the Republic of Kosovo and is registered as such in the register of nationals.
2. The responsible authority may verify the legality of registration of a person as a permanent resident of the Republic of Kosovo. In cases when it is concluded that the person did not meet the legal conditions to be registered as a resident of the Republic of Kosovo, the person concerned loses the capacity of a national of the Republic of Kosovo and will be deleted from the register of nationals.
3. Loss of citizenship of the Republic of Kosovo pursuant to paragraph 2 of this article shall not preclude the person in question to acquire the citizenship of the Republic of Kosovo by origin, adoption, birth in the territory of the Republic of Kosovo or by naturalization in conformity with provisions of this law.

Registration and determination of citizenship

1. All persons who on 1 January 1998 were nationals of the Federal Republic of Yugoslavia and who on this date were permanent residents in the Republic of Kosovo are considered nationals of the Republic of Kosovo and are registered as such in the register of nationals, regardless of the place of their residence or the nationality they hold currently.
2. Provisions of paragraph 1 of this Article shall apply to the direct descendants of the persons referred to in that paragraph.
3. Registration of the persons referred to un paragraphs 1 and 2 of this article on the register of nationals is made upon request of the person who meets the conditions foreseen in this article.
4. The responsible authority determines, through a bylaw, the criteria on the basis of which possession of the nationality of the Federal Republic of Yugoslavia and permanent residence in the Republic of Kosovo on 1 January 1998 is confirmed.
5. The responsible authority shall use the criteria prescribed by UNMIK Regulation No. 2000/13 on the Civil Registers to determine residence in the Republic of Kosovo on 1 January 1998.

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