



**The Republic of Kosovo**  
**Republic of Kosovo / Republic of Kosovo**  
**Kosovo Prosecutorial Council / Tužilački Savet Kosova/ Kosovo Prosecutorial**  
**Council**

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Kosovo Prosecutorial Council, based on Article 6 paragraph 4, Article 7 paragraph 1, subsection 1.31 of Law No. 06/L-056 for the Kosovo Prosecutorial Council, as well as in accordance with Law No. 03/L – 54 for Seals in the Institutions of the Republic of Kosovo, at the meeting held on 21 october, 2022 , received the following:

**Administrative Instruction No. 01/ 2022 for Stamps and Symbols in the**  
**Prosecutorial System of the Republic of Kosovo**

**Article 1**  
**Purpose**

The purpose of this instruction is to determine the form and content of the seal, the use of symbols, their preservation and responsibility for their use in the prosecutorial system of the Republic of Kosovo.

**Article 2**  
**Scope**

The provisions of this administrative instruction are implemented by all officials of the prosecutorial system.

**Article 3**  
**Definitions**

**Prosecutorial system** - means the Kosovo Prosecutorial Council and the State Prosecutor;

**Commission** - means the Commission appointed by the highest administrative official, which carries out the procedures for obtaining a stamp permit, ordering stamps from the stamp maker, their supervision, archiving and other actions, provided for by Law no. 03/L – 54 for Seals in the Institutions of the Republic of Kosovo.

**Article 4**  
**The shape and size of the seal in the prosecutorial system**

1. The seal has this shape and size:
  - 1.1. The seal is circular in shape.
  - 1.2. The size of the seal is 40 mm, 50 mm and 60 mm in diameter.
2. The size of the stamp is determined by the length of the text and the number of languages the stamp must contain.
3. The seal has concentric circles and contains the following information:
  - 3.1. In the first outer circle is written: Republic of Kosovo;
  - 3.2. In the next circle, the name and headquarters are written;
  - 3.3. The coat of arms of the Republic of Kosovo is placed on the remaining area inside the circle.
4. The text of the seal of the Kosovo Prosecutorial Council and the State Prosecutor is written in capital letters in the official languages of the Republic of Kosovo.
5. It is allowed to have more specimens of the seal, if the activity is carried out in a lot in one building and if this is necessary in harmony with the work requirements.
6. If there are more specimens of the seal, then each specimen is marked with the ordinal Roman number, which is placed in the middle.

**Article 5**  
**The Square stamp**

1. The square stamps of the prosecutorial system are used for protocoling documents.
2. As a rule, the square stamp has dimensions of 35 mm by 70 mm , according to the need it can have other dimensions, so that there is room for the official language of the Republic of Kosovo.

3. The text of the square stamp is written in the official languages of the Republic of Kosovo.
4. The size of the square stamp is determined by the length of the text that the stamp must contain.

## **Article 6**

### **The contents of the square stamp**

1. The square stamp contains the following data in order:
  - 1.1. On the left, looking forward, the emblem of the Republic of Kosovo is placed, while on the right the emblem of the Kosovo Prosecutorial Council or the State Prosecutor.
  - 1.2. Republic of Kosovo;
  - 1.3. The name of the institution written in capital letters;
  - 1.4. Name of the organizational unit of the institution;
  - 1.5. Protocol number of the organizational unit;
  - 1.6. The space where the number of pages will be marked;
  - 1.7. The space where the date, month and year will be marked;
  - 1.8. Place of the headquarters of the institution.
2. The State Prosecutor also has the electronic stamp for recording documents.
3. Confidential seal is used to seal confidential documents, it has a square shape, red color and the writing confidential in the middle.
4. The secret stamp, which is used to seal top secret documents, has a square shape, red color and top secret writing in the middle.

## **Article 7**

### **Use of stamp**

1. The stamp serves to certify the authentic official act, which is issued by the institution.

2. Only those acts, documents and papers signed by the authorized person are stamped with a seal.
3. The stamp is placed on the left side of the person's signature so that it covers approximately one quarter (1/4) of the signature.
4. The responsible person who uses the stamp is responsible for the authorship and authenticity of the documents on which the stamp is affixed.
5. For each use of the stamp, the responsible person is obliged to keep evidence of the stamp in use.

## **Article 8**

### **The symbols**

1. The Kosovo Prosecutorial Council and the State Prosecutor have their own unique symbols.
2. The symbols of the Council and the State Prosecutor are: the flag, emblem and logo.
3. Prosecutorial Council and the State Prosecutor are represented by the relevant flag, emblem and logo.

## **Article 9**

### **The Flag**

The Kosovo Prosecutorial Council and the State Prosecutor have their own unique flags.

## **Article 10**

### **Use of the flag of the Council and the State Prosecutor**

1. The flag of the Council and the State Prosecutor is placed in the internal and external environments. In the internal environment are placed:
  - 1.1. In the meeting room of the Council;
  - 1.2. In the Office of the Chairman of the Council;
  - 1.3. In the Office of the Chief State Prosecutor, and

- 1.4. In the offices of the chief prosecutors.
2. In the external environment is placed:
  - 2.1. In all facilities of the prosecutorial system, before entering the facility, in the special place for flags.
3. The flag of the Council and the State Prosecutor is used in cases of ceremonial meetings of representatives of state institutions with representatives of foreign countries, annual conferences and media conferences.

### **Article 11** **The Emblem**

The Kosovo Prosecutorial Council of and the State Prosecutor use the emblem of the Republic of Kosovo.

### **Article 12** **The Logos**

1. The Kosovo Prosecutorial Council and the State Prosecutor have their own unique logos.
2. The logos of the Kosovo Prosecutorial Council and the State Prosecutor are used as a sign of identification.
3. The logos of the Council and the State Prosecutor are placed:
  - 3.1. At the entrance of the Council and the State Prosecutor;
  - 3.2. In all official acts;
  - 3.3. In stamps, and
  - 3.4. In all documents and inter-institutional agreements.

### **Article 13**

#### **The Commission**

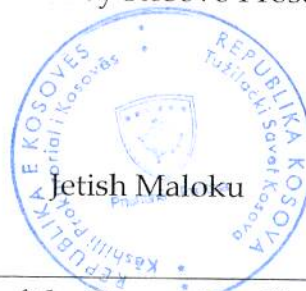
1. The General Director of the KPC Secretariat appoints a three-member commission by decision, which orders the stamp from the stamp maker.
2. The stamp is made by the stamp maker, who has registered his activity, in accordance with the legal provisions in force for the registration of businesses.
3. The Commission supervises the work of the stamp maker, declares the stamp invalid and archives the stamp.
4. Regarding the archiving of the stamp, the commission compiles the minutes in three identical copies, while keeping one copy in the archive of the institution.
5. After the acceptance of the stamp by the commission, the General Director of the KPC Secretariat issues a decision on the start date of the use of the stamp.
6. The commission is obliged to, after the completion of the work by the stamp maker, request under its supervision to destroy all the models, molds and all other traces, which were left during the process of making the stamp by the stamp maker. After the end of the disposal process, the commission keeps the record, which is signed by the stamp maker, in addition to the commission members.
7. For each action, the Commission draws up minutes.
8. The commission's mandate is until another decision is issued by the General Director of the KPC Secretariat.

### **Article 14**

#### **Entry into force**

This instruction enters into force on the day of approval by Kosovo Prosecutorial Council.

Pristina 21.10.2022



Chairman of the Prosecution Council of Kosovo