Republika e Kosovës
Republika Kosova - Republic of Kosovo
Komisioni Qendror i Zgjedhjeve
Centralna Izborna Komisija
Central Election Commission

LOCAL ELECTIONS

Training Manual on Polling and Counting procedures in Polling Station

Elections for Municipal Assembly

Elections for Mayor of Municipality

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INTRODUCTION

WELCOME LETTER,

Honored chaipersons and members of Polling Station Committees,

It is our pleasure that you will participate in Municipal Assembly & Mayoral elections that will be held on the 15th of November 2009.

Your contribution will be one of the most important conponents on Election Day, since your presence is a prerequisite that these elections take place in accordance with international standards. Your participation is important contribution on realizing the overall goal in building democratic institutions and for the benefit of all citizens of Kosovo.

Central Election Commission (CEC) for the first time organizes elections in the state of Kosovo and these are first elections organized by the locals. Thus, role of the OSCE Mission in Kosovo in these elections is based on advisory and technical support and expertise of this mission from preliminary elections is more than useful and welcome.

Election Day is one of the most important days in the calendar of elections in Kosovo. Your role as a member of Polling Station Committees is for all voters to create the opportunity to vote and election results to reflect the will of the voters. Your presence at the Polling Stations will strengthen the conviction of all citizens of Kosovo that the election laws and regulations in force, will be implemented fully, impartially and transparently, thus raising the level of trust in the electoral process and ensuring the legitimacy of election results.

We cordiality expect the warmth your commitment to these elections and at the same time thank you for your important contribution to the progress of the electoral process in Kosovo.

With respect,

Nesrin Lushta

Chairperson of the Central Election Commission

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ELECTORAL SYSTEM IN 2009

On 15th of November Local Elections will be held for two bodies:

- ✓ Elections for Municipal Assemblies
- ✓ Elections for Mayors of the Municipalities

According to the Law on Elections, in this election, the electorate will elect deputies of municipal assemblies and mayors in all municipalities of Kosovo, where each municipality will be a special election area. At the same time it will be held gender quotas of 30% for municipal assembly deputies.
Open lists will be used in these elections. In elections for municipal assemblies, the voter votes for one (1) political entity certified and can vote for one (1) candidate from the list of candidates this political entity. If in ballot are ticked more than one (1) candidate, only the vote for the Political Entity will be counted. For municipal mayoral election, it might be need for a second round of elections if a candidate does not win majotiry of votes during first round.
Voters who are living out of Kosovo are able to vote also, by mail ballot operation.

OBLIGATIONS OF THE POLLING STATION COMMITTEE MEMBER

As a member of the Polling Station Committee (PSC), you are one of those few election officers with whom most voters will have direct contact during the flow of these elections. Therefore, there is great importance to keep the highest level of professionalism and integrity during your performance, serving voters in Kosovo. This includes your pre-election tasks, such as attendance of training and your responsibilities on Election Day, during the ballot counting and reporting the results of the Polling Station.
With your behavior must be ensured the accuracy of the vote, and integrity, security, transparency and serenity of the electoral process. This will help in building a sustainable level of confidence in the election system.
Always provide services with courtesy, warmth, patience and kindness to all voters and observers accredited. When you offer service to voters with disabilities, give necessary time to them on explaing the voting process and direct them to responsible person to help them.

THE CODE OF CONDUCT FOR (PSC) MEMBERS

All members of PSC are obliged to sign the Code of Conduct for PSC members. If members of PSC do not respect the code of conduct, they will be punished according to relevant provisions of the Penal Code of Kosovo and the Election Rule for punishment and sanctions.

Election Acronymus used in this manual:

VBS	Voting Box Supervisor
BI	Ballot Issuer
CB	Conditional Ballot
CBE	Conditional Ballot Envelope
CRF	Candidate Result Form
CCL	Candidate Counting Letter
CVL	Conditional Voter List
ECAC	Election Complaints and Appeals Comission
IDO	Identification Officer
FVL	Final Voters List
MEC	Municipal Election Commission
MVL	Municipal Voters List
PC	Polling Centre
PE	Political Entity
PS	Polling Centre
PSC	Polling Center Committee
QC	Queue Controler
RRF	Result and Reconcilation Form

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Leadership and management of the Polling Centre and Polling Station

Polling Centre (PC) is a building in which are located one or more polling stations (PS).Polling Center also includes space within 25 meters surrounding the building. In most cases, buildings used as polling centres are schools or community facilities.

Polling Station (PS) is a room, hall or similar facility designated in PC where voting will take place. Polling stations are usually school class. In every polling station will be set approximately 750 voters.
Last PS in every Polling center is double/dual polling station, where you can vote by regular and conditional ballots.

Manager of Polling Center is responsible for organizing and planning all activities inside and outside the polling stations.

Polling Station Committee (PSC) - In every PS should be assigned a Polling Station Committee (PSC), which will lead and supervise the voting and counting process in polling stations.
Chairperson of the PSC- is responsible for all activities in PS his / her from the intake process until delivery of material to Municipal Election Officer.
PSC members – PSC composition reflects the structure of members of Municipal Election Commissions (MEC), which means it can be up to 7 members of PSC.
PSC-led by the Head of the PSC and other council members are: Queue Controler (QC), ID Officer (IDO), Ballot Provider (BP) and Voting Box Supervisor (VBS). For team function-PSC must have at least 5 members and two other members will have a role to help teamwork PSC's
.

Help Desk - In general, PC will have a Help Desk to offer assistance to voters who come to wrong polling center, which can not be found in the final voting list (FVL). The personnel of the help desk , through the Municipal Voters List (MVL), leads voters to the certain polling center , where they are set.

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ACTIVITIES BEFORE ELECTION DAY

PRELIMINARY PLANNING BY PSC CHAIRPERSON

Chairperson of PSC is responsible for the overall functioning of PSC during voting and counting hours. Before elections, chairperson of the PSC and other PSC members should be carried out a series of preparatory duties, by that process of voting and counting to Election Day be fair and efficient

INTAKE OF SENSITIVE AND NON-SENSITIVE MATERIAL

Non-Sensitive material will reach in PC a day before Election Day and sensitive material will arrive at polling stations on Election Day. Sensitive materials are those items that are very important for voting, counting and reporting of results.

Sensitive Material

- Election Ballots for two bodies (Municipal Assembly and Mayoral)
- Final Voters List
- Conditional Voters List (used for dual PS)
- Official envelope stamp
- Candidates brochure for Municipal Assembly Elections

Non-Sensitive material :

- UV Lamp
- Invisible ink
- Poll book
- Reconcilication and Result Form (RRF)
- Candidates Result Formular (CRF)
- Candidates calculative sheets
- Ink and ink fillers
- Voting screens
- Voting box
- Closing security tapes
- Complaint forms of the ECAC
- Conditional Ballot Envelope CBE and secrecy envelopes SE (**are to be used only for dual PS**)
- Municipal Voters List **(Only for certain PS- to be submitted to the PC manager)**
- Brail Alphabet templates for blind voters voting
- Different statitionary for offices (pens, signs, paper etc.)

VERIFICATION OF ELECTION MATERIAL

A day before the election,non-sensitive material that is in the ballot box should unpack. Unpacked items must be checked one by one comparing the list for material control. All lamps and batteries must be tested. Do not wait until Election Day! For any missing material it should immediately be reported to the contact person for the municipal election commission (MEC), so that PS can be supplied prior voting.

POLL BOOK

Only the Chairpersons of PSC, PSC members and accredited observers are allowed to make notes in the Poll Book. If a voter has a complaint regarding any activity within the PS, he / she may ask from the Chairperson of PSC to register voters complaints in the Poll Book. In addition, voter may appeal to the Election Commission for Complaints and Appeals (ECAC).

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PREPARATION OF POLLING STATION

All members of the PSC-are responsible for preparing and arranging the PS. This task should be done a day before Election Day and should not delay opening PS till 07.00 of Election Day. No kind of election campaign material is allowed in PS.

The organization of PS's depends on the size and shape of the room, location of entry and exit doors. Try different configurations until you find any that work.

PS should be organized in the best way to enable efficient movement of voters on Election Day:

- Seats should be regulated in a way that members of PSC, election observers and media representatives accredited to be able to watch the entire process of voting and clearly see the voting boxes at all times.

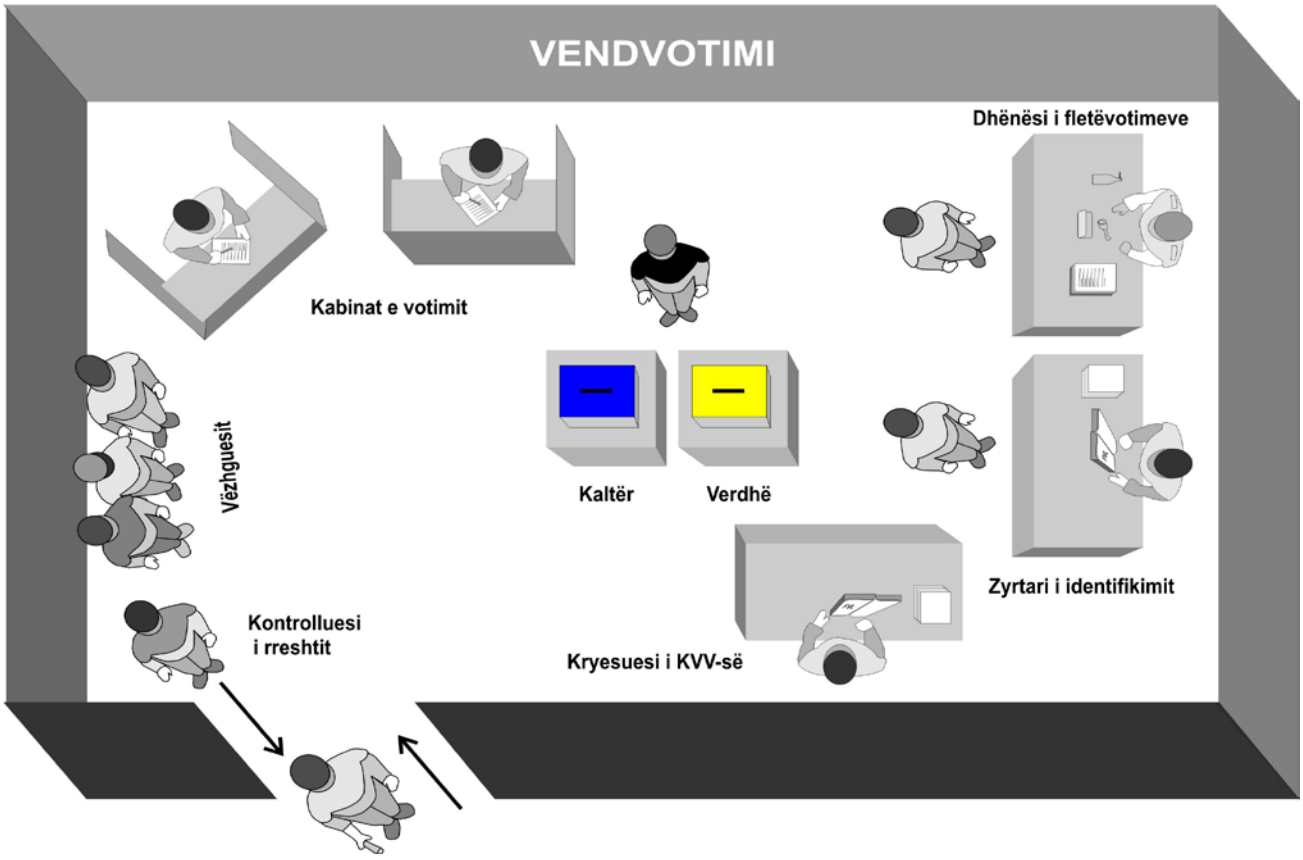
-Voting Screens should be placed in such a manner to ensure that voters can vote in secret. Windows coverage might be necessary.

Notice and Sign Placing

The following reports should be exposed mainly inside and outside PS:

- Alphabetic lists with which voters are assigned in one special PS (in enterance of PS)
- Posters with the candidate list for Municipal Assembly election (outside PS)
- Posters "How to mark ballot“ (Behind voting screens and outside PS’s)
- Candidates Brochure (behind voting screens and on the table of ballot provider)
- Signs arrow for orientation (inside PS)
- Signs “No smoking” (outside PS)
- Sign “No weapons” (outside PS)

After PS got prepared and get regulated and controlled all the material, chairpersons of PSC need to ensure that members of PSC clearly understand Election Day procedures. After chairpersons of PSC should guide other members to read and refer to the Training Manual on procedures of voting and counting at polling stations (PS) aimed at rational and efficient progress of the process .



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PREPARATIONS ON THE MORNING OF ELECTION DAY

ARRIVAL AT POLLING CENTRES AND STATIONS

Each member of PSC – must reach until 06:00 in PS where he/she is placed. If any of PSC members is absent, chairpersons of the PSC must ask from Municipal Election Commission for an extra/reserve member.
With reach to PC, PSC's chairpersons takes any material that is stored during the night from the manager of PC's.

FINAL VOTING PREPARATIONS

PSC- chairpersons must verify that that all members of PSC understood clearly their duties.
PSC- chairpersons need to ensure that the voting screens and work desks are organized in a manner for voters to have enough movement. Regulation of tables and direction flow of movement must be planned a day before. All signs should be located. If there were difficulties entering that place,or the work could not be performed, PS regulation should be done with time in the morning,of Election Day, in order voting process to start at 07.00.

EQUIPMENT CHECK AND LABELING OF PACKING MATERIAL

PSC-members must find a safe place to put all equipment and materials and make sure they have all the equipment, packaging envelopes and other items such as pens, pencils, lamps, etc.., that may needed during the day.

If any item is missing, the PC manager must be notified in order to bring necessary supplies to PS. PSC members can not come or leave from the PS without informing head of PSC.
chairperson of the PSC or any delegate of his or her will mark with PS code (eg 1901e/01R) all packaging materials and ballot boxes inside PS.

BEFORE FIRST VOTER VOTES

Before the voting begins, there should be taken the following steps under full monitoring of election observers and accredited media representatives:

- ✓ Chairperson of PSC shall fulfill part I of the work sheet form of Reconcilication of data and results (RRF) for each electoral body. See samples of FPR in annex.

- ✓ Chairpersons of PSC must expose the empty ballot boxes (one for each electoral body) before all those present and then close the four sides of the ballot boxes with the closing of the security tape/seals. Seals should be tied hard, so that the top of the box to be kept safe for the ballot box, without any gap along the edges. It should be impossible for any entrance of any material in box, except through the hole of the lid of the box in the upper space.

- ✓ chairpersons of PSC or the nominee of his / her must mark numbers of seals in work sheets of RRF for each electoral body.

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Once they realized the steps mentioned above, chairperson of the PSC announces the PS opening. Chairperson of the PSC-marks in the Poll Book names, numbers of ID and numbers of accreditation cards of all PSC staff and of the present observers, and the time of opening PS.

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VOTING DEVELOPMENT

All Polling Stations will be open at 07:00 and they will be closed at 19:00
<u>On Sunday 15 November 2009</u>

THE RIGHT TO VOTE:

To vote, voters must have at least 18 years,to have committed civil registration and to prove its identity.
Acceptable identification documents (see Annex for samples of documents) are only these:

- ✓ Valid ID;
- ✓ Valid Passport;
- ✓ Valid travel document
- ✓ Valid Kosovo driving license;
- ✓ Valid card of DP (Displaced persons) or valid refugee card.

If none of these documents appear, ballot to this voter will be refused.

NO PERSON CAN VOTE IF:

- ✓ If it is under 18 years old on Day of Elections
- ✓ If his/her name does not figure in FVL of that PS. For further help voter should be directed to the helping desk of the PC
- ✓ If the voter refuses to sign in FVL
- ✓ If on voters finger tips is present the invisible ink, voter in this case has no right on taking the ballot.
- ✓ If the voter refuses his finger to be sprayed with invisible ink.

CONDITIONAL VOTING

In some cases, voters may not figure in the FVL of the PS in which he / she is assigned. If is so, then the voter will be directed to helping desk. If a voter has acceptable identification document, but can not be found even in MVL, he / she will be directed to vendvotimi double to vote on condition. Also, voters should vote with the condition if any "sign" in the name of FVL his / her LPV, which shows that voters should vote with conditional.

WHO CAN VOTE ON CONDITIONAL

To vote conditionaly , voter must be at least 18 years old, to have committed Civil Registration and to prove his identity.

REASONS WHY VOTERS CAN NOT VOTE ON CONDITION

- ✓ Voter appears in double PS and on its finger tips the presence of invisible ink is on.
- ✓ Voter refuses to sign in CVL (Conditional Voter's List) .
- ✓ Voter refuses to sign the declaration in conditional ballot envelope CBE in where it proves that given informations are true and that he/her will not attempt to vote in any other way of these elections.
- ✓ Voter refuses his/her finger to be sprayed with invisible ink.
- ✓ Voter is registred in another municipality not in the one that he appeared to vote.

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AUTHORIZED PERSONNEL TO BE PRESENT AT THE POLLING STATION

The following persons are authorized to be present in VC and PS on Election Day:

- ✓ Voters
- ✓ Committee members of polling stations and voting center personnel
- ✓ Members of the Central Election Commission and Secretariat staff of the Central Election Commission;
- ✓ MEC members
- ✓ Accredited observers of election process, with an interpreter if necessary
- ✓ Accredited media representatives with an interpreter if necessary
- ✓ Police on official duty, when called upon to restore order

OBSERVERS AND MEDIA

Election observers and accredited media representatives are very important for assessing and reporting transparency and the legitimacy of the elections, so they should be welcomed. Observers must adhere to certain rules so that voters can vote in secrecy and they should not destrub the election process. Within PS during the same time can not be more than two observers from the same accredited organisation. If PSC-chairperson thinks that the number of election observers or representatives of accredited media are interrupting the voting process within PS, he / she shall instruct them to reduce their numbers, and will take steps to preserve the unimpeded functioning of the voting process. Observers and representatives of the media should expose their badges and all accreditation cards at all times, while they are within PCs/PSs.

ELECTION OBSERVERS CAN:

- ✓ Be present and observe closely the whole process of voting and counting (with the exception of recording ballots by voters), while not destrubing the election process or not taking in hand or restrict the use of any materials of polling station
- ✓ Once the counting process started, observers can leave polling station, but can not return and enter in after the counting starts.
- ✓ Submit to the Chairperson of the PSC of all their concerns, but not other members of the PSC. PSC-Chairperson of the will have to address the PSC directly about any issues they may pose.

ACCREDITED MEDIA REPRESANTATIVES CAN:

- ✓ Observe the voting process (with the exception of recording the ballot by voters), while not hindering the election process or not taking in hand or restrict the use of any materials of polling station.

- ✓ Record within the voting center /polling station unless they do not record any personal information of voter or violate privacy of voters is recorded (footage of FVL/CVL and details of ballot of voters not allowed);

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- ✓ Record movement of voters through the polling center / polling stations, with the permission of voters.
- ✓ Conduct interviews with voters (after voting) in the range of 25 meters outside surrounding of the polling stations, and with the permission of voters.

ELECTION COMMISSION FOR COMPLAINTS AND APPEALS

If a voter has a complaint regarding any aspect of the voting process, including exclusion from CLV, the head of the CPC-will inform him/her of his/her right or to file a complaint to the Election Commission for Complaints and Appeals (ECAC) and shall provide him / her a complaint form of ECAC.For this purpose, the set of PS-equipment are also included copies of the complaint forms to ECAC.Voter should be informed that he / she can submit the form personally, by fax or by mail at ECAC office.

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DUTIES AND RESPONSIBILITIES OF PSC MEMBERS

DUTIES OF THE HEAD OF PSC

- ✓ Chairman of the PSC is responsible for all operations within polling station including voting and counting.
- ✓ Refers to training manual on voting and counting procedures for all activities to be held in polling station.
- ✓ He / she ensure the implementation of all rules of elections of the Central Election Commission (CEC) and monitores any irregularities. In case of violation of any rule of the CEC, chairperson of PSC-marks that violation in the PS poll book and notify the municipal election commission (MEC).
- ✓ Appoints deputy in his/her absence
- ✓ Assigns tasks to all members of the PSC.
- ✓ It is responsible for maintaining peace and order at polling stations (PS).
- ✓ Dealing with the media, accredited observers and security personnel (his / her exclusive responsibility).
- ✓ For procedural issues, PSC-chairperson will contact with the trainers of the Secretariat of the Central Election Commission (CECS), while the operational issues PSC-chairperson will have to contact with MEC.
- ✓ Assigns tasks to all members of PSC to help him/her with duties mentioned above.

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DUTIES OF THE PSC CHAIRPERSON

BEFORE OPENING THE VOTE

Fill out cover and 1st part of the Reconciliation and Results Form (RRF) for both electoral bodies
Distributes election material to PSC members (sensitive and non-sensitive).
Code labels of PS (eg 1901e/01R) envelopes, bags and forms to be used in polling stations during Election Day.
Ensures adequate preparation and adjustment PS.
Exposes the empty ballot boxes before all persons present at the polling station.
Close the polling boxes with security tape and places them in place clearly seen from all the participants in the polling station.
Writes the numbers of the security tapes ballot boxes in the Reconciliation and Results Form **RRF** for the two electoral bodies.

DURING VOTING DEVELOPMENT

Writes in poll book opening time of voting time and names of members of PSC

Writes in poll book names and ID numbers of present accrediatated observers.
Supervises the development of voting and counting procedures in polling stations in accordance with the Law / / Rules of the election and training manual on procedures for voting and counting at polling stations
Ensure that all necessary forms are available at the PS and filled out correctly.

DURING CLOSING VOTING

Close the PS door after being informed by the manager of the PC that last voter has voted.
Assign a PSC member to remain at the door and to monitor all persons that enter and leave PS.
Immediately closes holes in the ballot boxes of PS (for the two electoral bodies and the conditional if dual PS).
Writes in the work sheets of RRF numbers of closing security digits used to close holes ballot boxes.
Writes in poll book closing time of PS and the names of present accredited observers.
Monitores closing PS and material reconciliation process.
Count signatures in FVL; count the unused ballots, count damaged ballots;
Complete the Part II of RRF for two electoral bodies.
Is responsible for filling out the RRF or delegating this task to any other member of PSC.

DURING BALLOTS COUNTING

Supervises the counting process of PSC members and provides the application of counting procedures in accordance with the Law / / Rules of the election and training on manual voting and counting procedures.
Fills out III and IV part of the form for each RRF for each electoral body.
Fills out results form of candidates for municipal elections.
Convey notes from work sheet of RRF to the original RRF sheet for each electoral body.

DURING MATERIAL PACKING IN POLLING STATION

Assigns two MEC members for packing PS materials in accordance with training manual procedures - **packaging diagram.**
Supervises the packaging process by members of PSC

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Ensures that material is packed into three units as planned in the packing diagram and that all packaging envelopes and bags are labeled with polling station codes **(e.g. 1901e/01R).**
Responsible for transportation of materials from PS to hand-over/ take-over center in MEC.

DUTIES OF QUEUE CONTROLLER

- ✓ Stands at the entrance of PS.
- ✓ Provide movement and rotation control of voters within PS
- ✓ Guides voters to prepare identification documents (ID's) before entering the polling station.

Acceptable identification documents are:

- valid ID;
- valid passport;
- valid travel document;
- valid Kosovo driving license;
- valid card of DP; or
- valid refugee card.

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- ✓ Controls each voters hands / fingers of with ultra violet lamps (UV) to see if there is presence of invisible ink.
- ✓ Directs voters to identification officer.
- ✓ Controls whether a voter is in proper PS with the exact alphabetical order.
- ✓ Directs voters to the help desks, if they are in the wrong PS.
- ✓ Paying particular attention to voters who need assistance, such as pregnant women, older voters and Kosovo Police officers in uniform and on official duty, and PSC members, allowing them to come at the beginning of line.
- ✓ Direct voters who have voted to PC EXIT.

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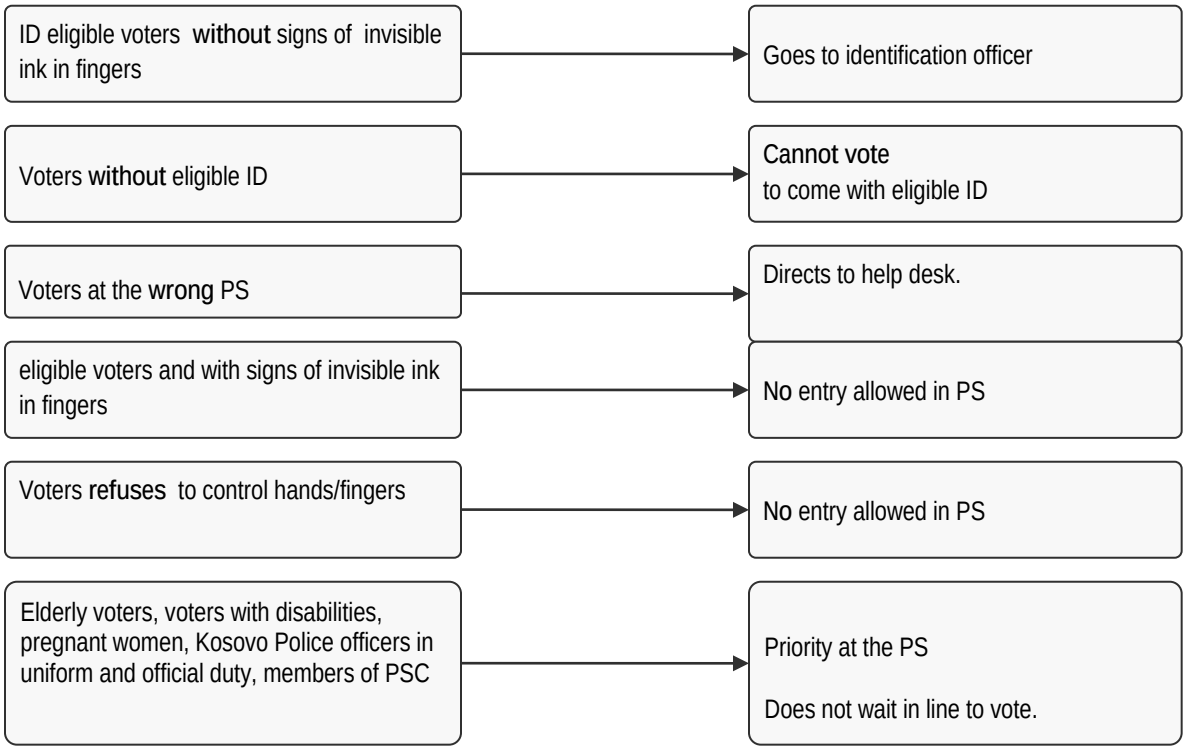
ID eligible voters without signs of invisible ink in fingers
Goes to identification officer
Voters without eligible ID
Cannot vote
to come with eligible ID
Voters at the wrong PS
Directs to help desk.
eligible voters and with signs of invisible ink in fingers
No entry allowed in PS
Voters refuses to control hands/fingers
No entry allowed in PS
Elderly voters, voters with disabilities, pregnant women, Kosovo Police officers in uniform and official duty, members of PSC
Priority at the PS
Does not wait in line to vote.

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DUTIES OF IDENTIFICATION OFFICER

REGULAR POLLING STATION

- ✓ Verifying the identity of voters by requiring voters to show his / her identification document. Acceptable identification documents are only these as follows: valid ID, valid passport, and valid travel document, valid Kosovo driving license; valid cards of DPs; or refugee cards available.
- ✓ Find the name of voters in final list of voters (FVL)
- ✓ Request from voters to sign their name in the FVL.
- ✓ If a voter is illiterate or disabled in a way that is not able to mark or cast a ballot may be assisted by another person chosen by voters if he requires such assistance. Such person assists only a voter and not a member of PSC, or accredited observers. Person assigned to help the voter writes his name and signs in the final list of voters near a name or other space provided by a voter who is being helped.
- ✓ Directs voters to the ballot issuer :

IMPORTANT
If a voter is not found in the FVL, or in MWL (municipal wide list), but eligible to vote, or
If a voter is in the FVL and beside name of his / her is a "sign", indicating that voters should vote with the condition, then the voter **must be instructed to vote in a dual polling station**

IN DUAL POLLING STATIONS (Conditional Voting)

- ✓ Verify the identity of voters by requesting he / she is to submit the document of identification.
- ✓ Log in voters in CVL with CAPITAL LETTERS, using identification document acceptable to voters.
- ✓ Requires from the voter to sign the name of his / her in CVL.
- ✓ If a voter is illiterate or disabled in a way that is not able to mark or cast a ballot may be assisted by another person chosen by voters if he requires such assistance. Such person assists only a voter and not a member of PSC or accredited observers. Person assigned to help the voter writes his name and signs in the final list of voters near a name or other space provided by a voter who is being helped.
- ✓ Fills out conditional ballot envelope (CBE) in CAPITAL LETTERS and ask the voter to sign it in the concerned place.
- ✓ Submits identifying document and completed CBE to ballot issuer (BI).
- ✓ Directs voters to BI .

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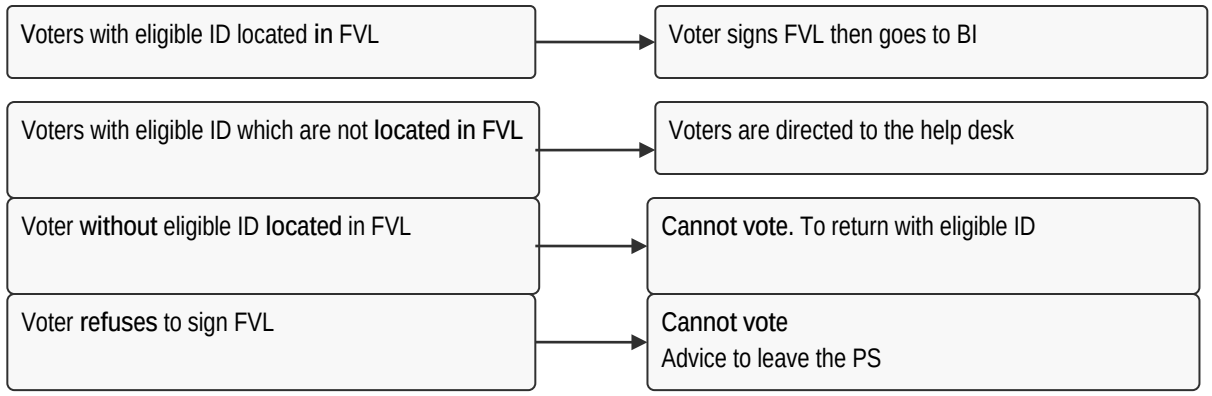
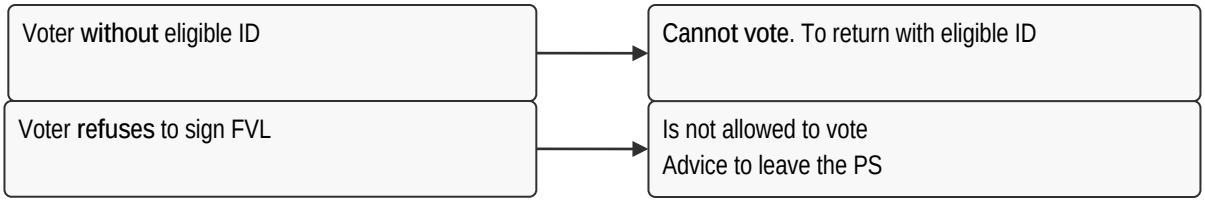
REGULAR VOTING



Conditional Voting



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DUTIES OF BALLOTS ISSSUER

Ballot Issuer (BI) is responsible for keeping the ballots in the proper conditions in PS. Once ballots accepted from BI-behold, it is the responsibility of his / her to control, count and inform the Chairperson of the PSC if there are any damaged or misprinted ballot.

IN REGULAR POLLING STATIONS

- ✓ Sprinkles right point finger of voters with invisible ink.
- ✓ Detach one ballot at a time (a ballot for an election body) by ballot matrix (all used matrix ballots must be carefully preserved during the vote).
- ✓ Folds and seals the back side of two ballots (one ballot for each election body) and gives the ballot to the voter.
- ✓ Carefully guide the voter how to mark ballots and how to use the brochures of candidates for Municipal Assembly elections.
    - The mayoral election, voters may vote only one candidate, marking the sign (tick) beside preferred candidate's name.
    - For Municipal Assembly elections, voters may vote only one political entity, marking the first name tag (tick) of favorite political entity and a political candidate within that political subject referring to brochures of candidates for the Municipal Assembly elections.
- ✓ Direct voter to a free voting screen to mark the ballot in secrecy .
- ✓ If voter damages the ballot, BI should write "damaged" in the back of the ballot, puts it in the envelope 1 "damaged ballots" for the respective elections and provide voter with another ballot stamped by the same electoral body.

DUAL POLLING STATIONS (CONDITIONAL VOTING)

- ✓ In the dual polling stations, BI except two stamped ballots must give a secrecy envelope also. Both ballots for (Municipal Assembly and mayor) will be placed in the envelope.
- ✓ Instruct the voter not to close the secrecy envelop before the going to ballot box in order for the supervisor of the ballot box to ensure that voters has inserted the ballots in the secrecy envelope.
- ✓ He submits the ballot to the ballot box supervisor with the voter identification document and completed CBE.

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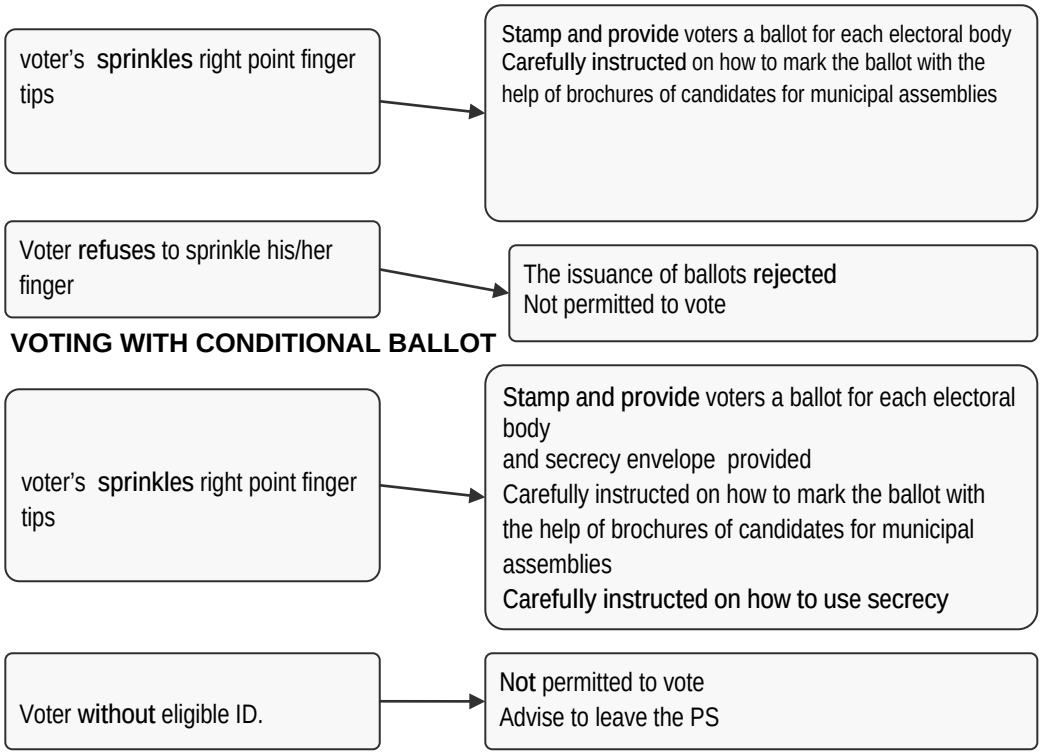
VOTING WITH REGULAR BALLOTS



VOTING WITH CONDITIONAL BALLOT

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DUTIES OF BALLOT BOX SUPERVISOR

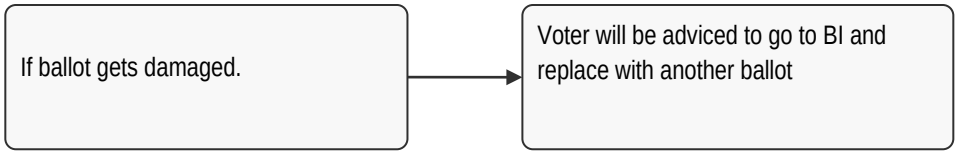
THE REGULAR POLLING STATIONS

- ✓ Supervises the ballot boxes to prevent interference and theft.
- ✓ Ensure that voters vote one by one in a row and that only one voter can be behind the voting screen at the same time while other is voting.
- ✓ Ensure that each voter to cast ballots of his / her vote in the relevant box.
- ✓ Directs voters to the PS EXIT after they have voted.
- ✓ Regularly controls the voting screens to ensure that the pen be available, and that brochures of candidates for Municipal Assembly elections to be in regular conditions.
- ✓ Any inappropriate writing in the voting screens should be covered, and manipulated brochures of the candidates will be replaced.

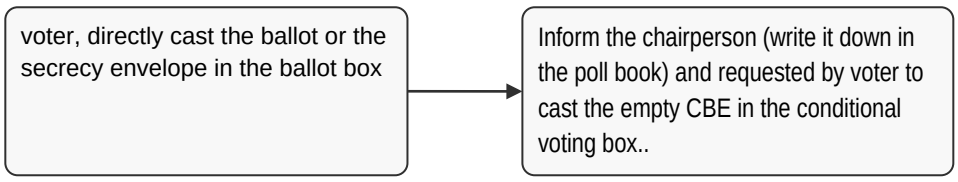
DUAL VOTING POLLING STATION (Conditional Voting)

- ✓ Take from the BI the identification card of the voter and CBE
- ✓ Check the identification document of voters to prove that he / she is given the exact CBE.
- ✓ Ensure that conditional voter is not just simply casting the ballots in the ballot box for conditional voting, without putting the ballot in the provided secrecy envelope and then in the CBE.
- ✓ Request the voter to close the secrecy envelope.
- ✓ Should submit to the voters filled CBE so that he / she can put the secrecy envelope in the relevant CBE, request the voter to close it and put in the ballot box for conditional voting.
- ✓ Return voter's identification document and direct him/her PS EXIT.
- ✓ If voters, directly cast the ballot or the secrecy envelope without CBE checking it, BBS (ballot box supervisor) shall inform the chairperson of PSC who will note it down this issue in the poll book. Then,BBS , shall require the voter to empty CBE to cast the voting ballot in the conditional voting box, returning back the ID and direct the voter to the EXIT of polling station.

VOTING WITH REGULAR BALLOT



VOTING WITH CONDITIONAL BALLOT



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END OF VOTING

CLOSING POLLING CENTRE

At 19:00, the manager of the PC's will ensure that no other voters will enter in the queue of PC's. All PS within the PC's will remain open until the voters have voted in all other rows within the center or within the same voting, so that every person who comes to the polling center before time 19:00 allowed to vote. This allows voters to vote who is in the same center but in the wrong line of polling station.

CLOSING OF POLLING STATION AND PREPARING FOR COUNTING

Chairman of the PSC or PSC member designated by him / her, to close the door of PS after be informed by the voting center manager or designee of his / her that the last voter left the polling station
PSC-Chairperson will appoint members of PSC to perform the following tasks:

- ✓ Immediately closed all ballot boxes holes.
- ✓ Writes down in poll book closing time of the PS and the names of persons present at the polling station and informed them that if they leave PS before counting ends, they will not be allowed to return.
- ✓ PSC-Chairperson of the Commission would allow to MEC, the CEC Secretariat and the CEC members unlimited access to PS during the counting process to help in any matter that may be presented.
- ✓ Mark in the work sheets RRF for both electoral bodies, the closing numbers of security belt used to close holes of two ballot boxes.
- ✓ Monitor at the door and all persons entering and leaving the polling station.

In the presence of the Chairman of the PSC-PSC members shall perform the following tasks:

- ✓ Count the signatures of voters in FVL and CVL, in case of dual PS and marked amounts in the respective work sheets both RRF. **Counted for the second time by the second member PSC at this stage is no mismatches will be allowed!**

- ✓ Counting unused ballots for each electoral body separately and the amount noted in the work sheets of two RRF dedicated for each electoral body.
- ✓ Counted for the second time by the second member of the committee polling station - **at this stage no mismatches will be allowed!**

- ✓ Unused ballots will be packaged together with matrix the ballots for each election separately in Bag2 (a body bag per each election - not closed yet).

- ✓ Counting damaged ballots for each electoral body (one after the other) and the amount write down in the work sheets of RRF respective. Counted for the second time by the second member PSC - **at this stage no mismatches will be allowed!**

- ✓ Fold twice damaged ballots and placed a note on them indicating the total number of ballots. Damaged ballots packaged separately for each electoral body in Envelope1 (one envelope for each electoral body) and in mark the amount of ballots.

All these counts must be verified with a second count by another member's PSC to ensure accuracy of results. NO mismatches will be allowed on the above mantioned!
All results will be recorded in the working sheet in Part II of each of the two RRF.

Chairperson of PSC completes the second part of the work sheet for each RRF electoral body.

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COUNTING BALLOTS

PREPARATIONS FOR COUNTING

Tasks to be performed by Commission of Polling Station members before counting starts:

- ✓ Placing tables in a way that the accredited observer can clearly see all the counting process.
- ✓ Prepare working environment for counting (remove all pens, pencils from the tables and other materials).
- ✓ Chairman of Polling Station Commission (PSC-chairperson) assigns tasks to PSC members in accordance with counting.

OPENING BALLOT BOXES

Ballot boxes should be opened one by one and processed / counted as follow:

1. Conditional Voting (only in dual polling stations)

2. Mayoral elections

3. Municipal Assembly Elections
In those polling stations where only voted with regular ballots, start counting ballots for mayor elecions then carry on with counting ballots for Municipal Assembly.

COUNTING CONDITIONAL BALLOT ENVELOPES –
ONLY IN DUAL VOTING

Before opening the ballot box with conditional ballots, a PSC- -member will read out loud all the numbers of the numbers of closing tapes of ballot boxes, and PSC chairperson will confirm numbers with data previously listed both RRF (Features 2d and 4d).

FILLING RRF's - PART II ON DUAL VOTING

- ☑ Features 4D - the number of tape used to close hole of the ballot box for conditional voting.
- ☑ Features 5d - the number of signatures on CVL.

PSC-Chairperson will cut off the side part of the tape of the ballot box with conditional voting and material in the box will be emptied on the table so they can be fully seen by all members of the PSC and accredited observers. The hole of the lid of the box should remain closed.

Only conditional ballot envelopes of will be counted (CBE); envelopes will not be opened in PS. CBE will be counted twice by different members of PSC to ensure that the overall number CBE match the number of signatures in the conditional voters list (CVL). If the overall number of CBE does not match the number of signatures in CVL, PSC members will recount until the same number of overall matches two times consecutively.

If there will be empty CBE, it will be counted as the CBE properly closed.

All CBE (closed, open or empty) are counted and their total number of will be marked in feature 8d in the sheet in RRF. The total number of CBE in the 8d feature has to match with the number of signatures in the FVL feature 5d. If this

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does not happen, the difference should be marked in feature 9d of sheet of RRF.

FILLING RRF - PART III FOR DUAL VOTING

- ☑ Features 8d - number of CBE in the CBB
- ☑ Features 9d – what is the difference between 5d and 8d.

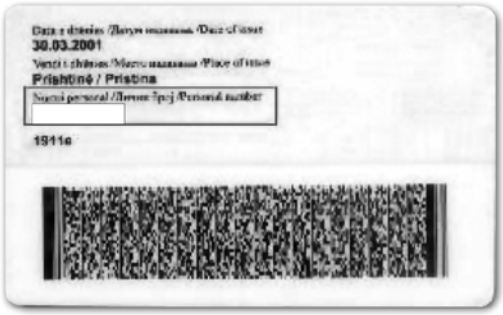
All the counted CBE will be placed in the bag for conditional ballot envelopes. Do not close the bag yet, but put them inside polling station under permanent supervision, so that no intervention can not be in it.

If there are ballot outside the CBE within the ballot box, secrecy envelopes and/or empty CBE will be noted it down in the poll book (item and quantity), until they will be placed in the bag of CBE.

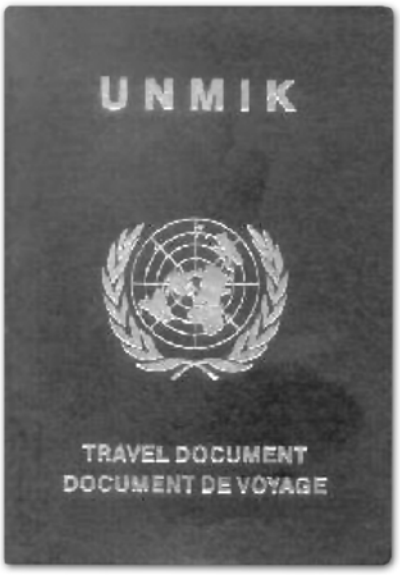
Patentë shoferi i UNMIK-ut
Vozačka dozvola UNMIK-a

Letërnjoftimi personal i UNMIK-ut / përpara
Lična karta UNMIK-a / napred

Letërnjoftimi personal i UNMIK-ut / mbrapa
Lična karta UNMIK-a / pozadi



Dokumenti i udhëtimit i UNMIK-ut / kopertina
Putna isprava UNMIK-a / korica



Dokumenti i udhëtimit i UNMIK-ut / brenda
Putna isprava UNMIK-a / unutra

Dokumentet tjera identifikuese të pranueshme për zgjedhje janë:
- **Kartela e identifikimit të personave të zhvendosur brenda vendit (PZhbV);**
- **Kartela e identifikimit të refugjatëve.**

Ostali prihvatljivi dokumenti za identifikaciju za izbore su:
- **Identifikaciona kartica za interno raseljena lica (IRL);**
- **Izbeglička legitimacija.**

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SORTING AND COUNTING BALLOTS FOR MUNICIPAL MAYORAL ELECTIONS

Before opening the Ballot Box for the Municipal Mayoral Election, a Member of PSC will read out loud all tape numbers of the Ballot Box, whereas the Chairperson of PSC will compare the numbers with data entered earlier in the Municipal Mayoral Election Worksheet of the RRF (box **2** and box **4**).

The PSC Chairperson will cut the tapes on the sides of the Municipal Mayoral Ballot Box and empty the contents on to the counting table in clear view of all PSC members and accredited observers. The Ballot Box top slot will remain closed.

STEP 1

√ Unfold the Ballots face down and divide them into stamped and unstamped Ballots.

√Form two teams with 2 count members. The first member starts to count by making stacks of 25 Ballots, which will be passed to a second count member. If the second member counts, the same number as the first, and then proceed with the next stack. If the second member counts a different number than the first member, then the pile will be recounted again until the same total is reached twice.

√ Double counting of stamped and unstamped ballots (during the process keep the stamped and unstamped Ballots separate)

√Once all stacks of the stamped and unstamped Ballots are counted, the total sum is entered in box 8of the RRF Worksheet for Municipal Mayoral.

FILLING RRF FOR MUNICIPAL MAYORAL ELECTIONS <u>PART III</u>

- ✓ Feature 8- total of ballots in Ballot Box
- ✓ FEature 9–diference between boxes 5 and 8

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√All unstamped Ballots are considered as invalid and are put aside, but still on the counting table in full view of all present in the Polling Station. Place a yellow post-it note sticker indicating the number of unstamped Ballots on the top.

√ PSC Chairperson compares total number of signatures in Final Voters List (feature 5) with the total number of Ballots (feature 8) found in the Ballot Box. If the general number of counted Ballots equals the total number of signatures on the FVL, than in feature 9 of the RRF worksheet, for mayoral, 00 should me marked.

FILLING RRF FOR MUNICIPAL MAYORAL ELECTIONS <u>PART III- Reconcilication</u>

- ✓ Feature 9–difference between features 5 and 8

If there is a discrepancy, the following tolerance level is accepted:

Up to 100 signatures on FVL 1 (-/+)

Up to 200 signatures on FVL 2 (-/+)

More than 200 signatures on FVL 3 (-/+)

NOTE

If Discrepancies are within these levels, the difference is entered in box 9d, and the sorting of Ballots per Candidate can start.

If differences are greater than the tolerance level, then the counting of the Regular Ballots must be repeated. If the discrepancies cannot be resolved during a recount of Ballots, a REMARK is recorded in the Poll Book, explaining the situation. The difference will be visible from the reconciliation check on the RRF (feature 9).

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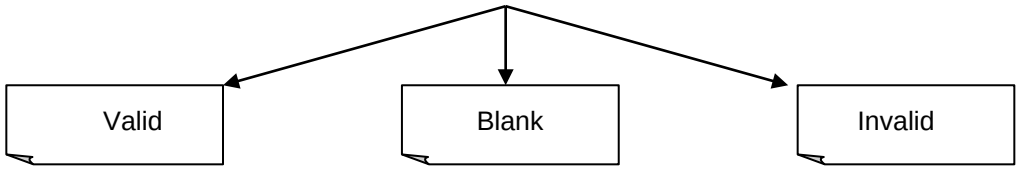
STEP 2

Under supervision of PSC Chairperson, the Ballots will be placed face up and clasifiy as : **Valid, Blank and Invalid**.



How to determine the validity of Ballots?

If the intention of the voter is clear, the Ballot should be considered as valid.

Invalid Ballots are:

- A Ballot is voted for more than one Municipal Mayoral Candidate
- A Ballot where the Voter's choice of Political Entity is unclear
- A Ballot that was not stamped with Official Ballot Stamp

Blank ballot will be considered empty / unfulfilled ballot for any political entity found within the box voting (Feature 11) in RRF.

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The PSC Chairperson's decision is final within the Polling Station. If a Counting Team Member or accredited observer does not agree with the Chairperson's evaluation on a particular Ballot, he/she can file a complaint in ECAC.

STEP 3

√ **The Valid Ballots** will be sorted into separated stacks for each candidate for Municipal Mayoral.

√ The stack for each candidate is double counted from two different PSC members, in same order whereas candidates are appearing on the Ballot.

√ If counting of second member appears with same number as the first then it continues with next stacking. If counting of second member appears with different number compared to the first one, then stack should be recounted while total amount to be resulted same twice.

√ After counting whole ballots for each candidate separately total number of won votes from each candidate should be written in 4th part of the RRF worksheet for Municipal Mayoral.PSC Chairperson contrls twice if total amounts are written in proper row that is in compliance with the respective candidate.

FILLING RRF FOR MUNICIPAL MAYORAL ELECTIONS PART IV

- ✓ PART IV- number of votes for each candidate separately
- ✓ Box 10 - total of valid ballots (total amount of valid ballots of all candidates)

√ The **Blank Ballots** are counted and the quantity is recorded in feature 11 of the **Worksheet of the RRF** of Municipal Mayoral Elections.

√ The **Invalid Ballots** (including **unstamped Ballots**) are counted and the quantity is recorded in feature **12** of the **Worksheet of the RRF** for Municipal Mayoral Elections.

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FILLING RRF FOR MUNICIPAL MAYORAL ELECTIONS <u>PART IV</u>

- ✓ Feature 11 – the number of blank ballots in the BB
- ✓ Feature 12 – the number of invalid ballots
- ✓ Feature 13 - total of valid ballots (copy feature 10)
- ✓ Feature 14 - total (feature amount) 11+12+13
- ✓ Feature 15 – difference between feature 8 and feature 14

FILLING RRF FOR MUNICIPAL MAYORAL ELECTIONS <u>PART IV – Reconcilication</u>

- ✓ Feature 16 – the number of Unused Ballots (feature 6)
- ✓ Feature 17 - the number of damaged Ballots (feature 7)
- ✓ Feature 18 – number of ballots inside Ballot Box (feature 8)
- ✓ Feature 19 – number of CBE s in the Ballots Box (feature amount) 16+17+18+19
- ✓ Feature 20 - total of features 16+17+18+19
- ✓ Feature 21 – difference between feature 3 and feature 20

NOTE

If a candidate for Mayor has received no vote, enter zero (000) in Part IV in a certain space for the number of votes won (the number of valid votes) in worksheet of RRF for Municipal Mayoral election and then pass to the next candidate.

PSC –Chairperson : Checks twice if amounts are listed in the exact line that coincides with the concerned candidate!

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AFTER FINISHING THE COUNT FOR THE MUNICIPAL MAYORAL ELECTIONS:

PSC Chairperson monitore the following process:

√ **All Unused Ballots** are placed into **bag 2 for Municipal Mayoral Elections Ballots.** Serial Numbers of closing security tape used for closing of bag 2 is noted in Part V of the working sheet of RRF for Municipal Mayoral.

√ All **Blank Ballots** They are string-tied and placed into **Envelope 3** for municipal mayoral**.**

√ All **Invalid Ballots** (including **unstamped Ballots**) are string-tied and placed within **Envelope 3,** together with the Blank Ballots.

 Total of all **Valid Ballots for each candidate** are double fold and string tie the **Valid Ballots of each Candidate** and place them in **Bag 4.** Serial Numbers of security tape used for closing of bag 4 is noted in Part V of the working sheet of RRF for Municipal Mayoral.

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FILLING RRF FOR MUNICIPAL MAYORAL -PART V

- ✓ number of closing tape for bag 2
- ✓ number of closing tape for bag 4
- √ number of closing tape of the lid of Ballot Box

Do not close any bags and envelopes yet! They are provisionally placed into the empty Ballot Box for the Municipal Mayoral Elections. The Ballot Box is put aside in the Polling Station under permanent supervision, so that it cannot be tampered with.

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BALLOT COUNTING FOR MUNICIPAL ASSEMBLY

Before opening the Ballot Box for the Municipal Assembly Elections, a PSC member will loudly read out all numbers of closing tapes of the Ballot Box, whereas Chairperson will compare these numbers with the datas made earlier in the worksheet of RRF (feature 2 and feature 4).

PSC Chairperson will cut the tapes on BB's sides for Municipal Assembly elections, and put material on Counting Desk under the clear monitoring of all PSC members and acreditated observers. The BB hole should remail closed.

STEP 1

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√ Unfold the Ballots face down and divide them into stamped and unstamped Ballots.

√ Formed teams of 2 count members. The first member starts to count by making stacks of 25 Ballots, which will be passed to second count member. If the counts of second member results same number as the first, then proceed with the next stack. If the second member counts a different number than the first member, then the stack will be recounted again until the same total amount is reached twice.

√ All ballots counted twice (during the process keep the stamped and unstamped Ballots separate).

√ Once all stacks of the stamped and unstamped Ballots are counted, the total sum is entered in feature 8 of the **RRF Worksheet.**

FILLING RRF FOR MUNICIPAL ASSEMBLY ELECTIONS PART III

- ✓ Feature 8- Number of Ballots in the Ballot Box
- ✓ Feature 9–What is the difference between feature 5 and feature 8?

√ All unstamped Ballots are considered invalid and are put aside on the counting table in full view of present at the Polling Station. Place a yellow post-it note sticker indicating the number of unstamped Ballots on the top.

√ PSC Chairperson compares the total number of signatures on the Final Voters List (feature 5) with the total number of Ballots (feature 8) found in the Ballot Box (Reconciliation in feature 9). If the total number of Ballots counted equals the total number of signatures on the FVL, then in feature 9 of the RRF worksheet for Municipal Assembly it should be marked 00.

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FILLING RRF FOR MUNICIPAL ASSEMBLY ELECTIONS PART III

- ✓ Feature 8- Number of Ballots in Ballot Box
- ✓ Feature 9–difference between box 5 and box 8.

If there is a discrepancy, the following tolerance level is accepted:

Up to 100 signatures on FVL 1 (-/+)

Up to 200 signatures on FVL 2 (-/+)

More than 200 signatures on FVL 3 (-/+)

NOTE

If discrepancy are within these levels, the difference is entered in feature 9, and the sorting of Ballots per Candidates can start.

If differences are greater than the allowed level of tolerance, then the counting of the Regular Ballots must be repeated. If the discrepancies cannot be resolved even recounting of Ballots, a REMARK is recorded

in the Poll Book, explaining the situation. Difference will be visible from the reconciliation check in RRF for Municipal Assembly (feature 9)

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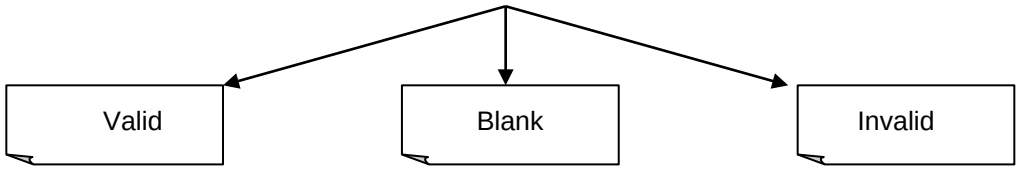
STEP 2

Under supervision of PSC Chairperson, the Ballots will be placed face up and classified as: **Valid, Blank and Invalid**.



How to determine the validity of Ballots?

If the intention of the voter is clear, the Ballot should be considered as valid.

Invalid Ballots are:

• A Ballot with sign for Political Entity but marked only for candidates

• A Ballot where is voted for more than one Political Entity

• A Ballot where the preference of the voter for Political Entity is unclear

• A ballot that is not stamped with official ballot stamp

Blank ballot will be considered empty / unfulfilled ballot for none political entity found within the ballot box (feature 11) in RRF.

The PSC Chairperson's decision is final within the Polling Station. If any PSC member or accredited observer does not agree with the PSC chairperson's evaluation on a particular ballot, he/she can fill a complaint to ECAC.

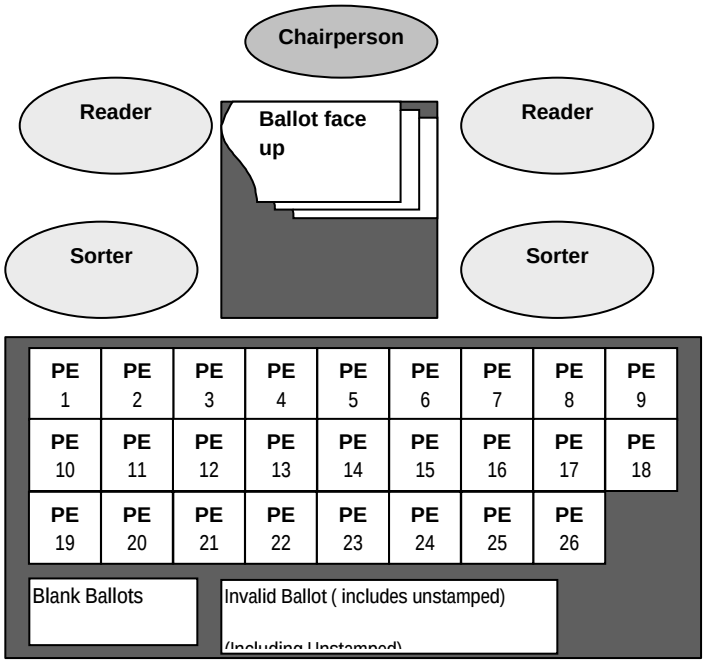
`

STEP 3

√ **The Valid Ballots** will be sorted into separated stacks for each Political Entity.

√ The stack for each Political Entity is double counted by two different PSC members in same order on which Political Entities are presented in ballot.

√ If counting of second member results with same amount of numbers as first than it continues with other stack. If the counting of second member results with different number of first counter, than the stack should be recounted until the total amount reaches same twice.



√ After all ballots counted for each Political Entity separated, total won number of each Political Entity should be written in 4th part te RRF worksheet for Municipal Assembly. PSC chairperson checks twice if total amounts are marked in proper row, that belongs to respective Political Entity.

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FILLING RRF FOR MUNICIPAL ASSAMBLY ELECTIONS <u>PART IV</u>

- ✓ PART IV- number of votes for each political entity separately
  Feature 10 - total of valid votes (total amount of valid ballots of all political entities)

√ The **Blank Ballots** are counted and the quantity is recorded in feature 11 of the **Worksheet of the RRF** of Municipal Assembly Elections.

√ The **Invalid Ballots** (including **unstamped Ballots**) are counted and the quantity is recorded in feature **12** of the **Worksheet of the RRF** for Municipal Assembly Elections.

FILLING RRF FOR MUNICIPAL ASSAMBLY ELECTIONS <u>PART IV</u>

- ✓ Feature 11 – the number of blank ballots in the BB
- ✓ Feature 12 – the number of invalid ballots
- ✓ Feature 13 - total of valid ballots (copy feature 10)
- ✓ Feature 14 - total (features amounts) 11+12+13
- ✓ Feature 15 – difference between feature 8 and feature 14

FILLING OF RRF FOR MUNICIPAL ASSAMBLY ELECTIONS <u>PART IV –Reconcilication</u>

- ✓ Feature 16 – the number of Unused Ballots (feature 6)

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NOTE

If a Political Entity has received no vote, enter zero (000) in Part IV in a certain space for the number of votes won (the number of valid votes) in worksheet of RRF for Municipal Assembly and then pass to the next Political Entity.

PSC -Chairman: Checks twice if amounts are listed in the exact line that coincides with the concerned political entity!

During the counting process: **all data must first be recorded in the worksheet of each Reconciliation and Result Form (RRF)** , before any data transferred in the original RRF.Original RRF shell be filled only after the counting is finished for two electoral bodies.

Remember: for each electoral body should have a RRF .

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What to do with Ballots in a wrong Ballot Box?

If a Ballot has been placed in a wrong Ballot Box with Regular Ballot, it will be placed aside to be later counted for the respective election.

What to do with Conditional Voting Material in a wrong Ballot Box?

If a CBE was placed by mistake into the Ballot Box designated for Regular Ballots, then, at the end of the count, the CBE shall be counted together with the CBEs from the Conditional Ballot Box and added into Feature 8d and 19 of the RRF Worksheets for Municipal Assembly Elections, and RRF's for Municipal Mayoral Elections. If any loose Secrecy Envelopes or CBE's are found in a Regular Voting Ballot Box, their total number is recorded in the Poll Book, CBE's should count with the CBE's found in the Conditional Ballot Box and they are placed in the **Conditional Ballot Envelopes Bag.**

COUNTING OF CANDIDATES VOTES FOR EACH POLITICAL ENTITY (PE)

The count area will be prepared like below:

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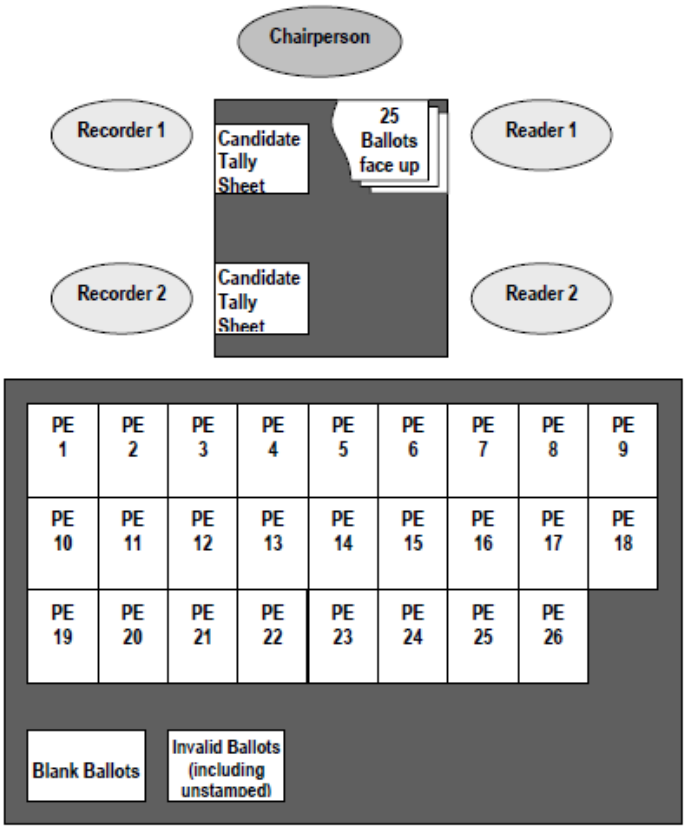

Each Recorder will be provided with Candidate Tally Sheets . Every **data** in the Candidate Tally Sheet will be done with a **blue pen only**.

Each Reader will have a stack of 25 Ballots at a time. Only one Reader reads at a time (one by one) .

The already double counted stack of the first PE is brought in front of the first Reader.
Then, he/she now starts to read out loud the candidate numbers that received a vote. Both recorders will note the votes per candidate on their respective Candidate Tally Sheet (see picture below). After Reader 1 finishes reading his/her stack of 25 Ballots, the PSC Chairperson will verify if the Tally Sheets match. If not, the stack of 25 Ballots is tallied once more, with Reader 2 reading it.

The process is now repeated in the same manner with the second stack of 25 ballots and with Reader 2. If a Candidate gained more than 200 votes, an additional set of Candidate Tally Sheets are used. **BE CAREFUL** write the name and last name of Political Entity for each CTS.

Once the votes on all Ballots for a particular PE have been read, tallied and verified for certain PE , PSC Chairperson sums the votes received by each respective candidate.PSC Chairperson records the

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respective candidate's grand totals in the Candidate Result Sheets and cross checks them with the sum of the totals

NOTE

√ If a Ballot has more than ONE (1) candidate marked, no vote will not be recorded in the Candidate Tally Sheet.
√ If the voter has not marked any candidate for that PE, then recorders will not tally anything.

For each PE the tallying of Candidates like described above. Each CTS will be signed of PSC member who will fulfill it.

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Number and Name of Political Entity: 07 PARTY TENIS

Canditate #	Stack of 25 ballots	Total	Stack of 25 ballots	Total	Stack of 25 ballots	Total	Stack of 25 ballots	Total	Stack of 25 ballots	Total	Stack of 25 ballots	Total	Stack of 25 ballots	Total	Stack of 25 ballots	Total	Grand Total
1	I	1	𝍸	5													6
2																	
3	𝍸 /	6	II	2	𝍸 𝍸 𝍸	15	𝍸 𝍸	10									28
4																	
5	𝍸	5	III	3	𝍸 𝍸	10	III	3	𝍸 𝍸 𝍸	15	III	3	𝍸 𝍸 𝍸	15			54
6																	
7	𝍸 𝍸	10	𝍸 𝍸 𝍸	15	𝍸 𝍸 IIII	14											39
8																	
9	///	3	𝍸 𝍸	10	III	3	𝍸 𝍸 𝍸	15	V	2	𝍸 II	7					40
10																	
11																	
12																	
13	𝍸 ///	7	𝍸 𝍸 II	12	I	1	𝍸	5	𝍸 𝍸 𝍸	15	𝍸	5					45
14																	
15																	
16																	
17																	
18																	
19																	
20																	
21																	
22																	
23																	
24																	
25																	
26																	
27																	
28																	
29																	

A

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NOTE

√ The number recorded for the Political Entity is the same as it appears on the ballot (eg 00/AAAAAA).

√Start-tallying candidate votes of Political Entities in the same order as they appear on the ballot.

√After finishing the Tallying of candidate votes for all Political Entities, order the Candidate Tally Sheets according to the order of PE on the ballot.

After finishing the Tallying of candidate

PSC Chairperson or his/her delegate completes the Candidate Result Form (CRF) and describing the total number of votes for each candidate in Tally sheet accounting.

AFTER FINISHING THE COUNTING FOR MUNICIPAL ASSEMBLY ELECTIONS:

PSC Chairperson monitors following process:

√ **All Unused Ballots** are placed into **bag 2 for Municipal Assembly Elections.** Serial Numbers of tape used for security closing of bag 2 is marked PART V of the working sheet of RRF for Municipal Assembly.

√ All **Blank Ballots** are string-tied and placed into **Envelope 3 for Municipal assembly** and the quantity is marked.

√ All **Invalid Ballots** (including **unstamped Ballots**) are string-tied and placed within **Envelope 3 for Municipal assembly** and the quantity is marked .

 Total of all **Valid Ballots for each political entity** are double fold and string tie the and placed in **Bag 4 for Municipal Assembly.** Serial Numbers used for sealing of bag 4 is marked in PART V of the working sheet of RRF for Municipal Assembly.

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FILLING RRF FOR MUNICIPAL ASSEMBLY PART V

- ✓ Number of closing tape of bag 2
- ✓ Number of closing tape of bag 4
- √ Number of closing tape Ballot Box lid

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Do not close any bags and envelopes yet! They are provisionally placed into the empty Ballot Box for the Municipal Assembly Elections. The Ballot Box is put aside in the Polling Station under permanent supervision, so that it cannot be tampered with.

COMPLETING THE RECONCILIATION AND RESULT FORMS AND CANDIDATE RESULT FORMS

COMPLETING THE ORIGINAL RECONCILIATION AND RESULT FORMS for THE MUNICIPAL Mayoral ELECTIONS:

Double check that you have the correct forms for the respective election in front of you before entering any data in front of you!

`

 PSC Chairperson or his/her delegate copies the data from the RRF and CRF Worksheets to the Originals. The white, green and pink copies will now carry the same information.

 The PSC Chairperson or his/her delegate marks on the original RRF (PART V) of tape numbers prepared to close the Ballot Box , bag 2 and 4, and the Conditional Envelopes .

 PSC Chairperson or his/her delegate takes out the Pink Copies of both the RRF and CRF and puts it on the wall of PS this action ensures that all participants in the PS have access to official results of concerned PS.

COMPLETING THE ORIGINAL RECONCILIATION AND RESULT FORMS for THE MUNICIPAL Assembly ELECTIONS:

Double check that you have the correct forms for the respective election in front of you before entering any data in front of you!

 PSC Chairperson or his/her delegate copies the data from the RRF Worksheet for Municipal Mayoral to each PE to the Original. The white, green and pink copies will now carry the same information.

 PSC Chairperson or his/her delegate marks the serial RRF (PART V) numbers of closing tapes prepared to close the Ballot Box, bag 2 and 4, and the Conditional Envelopes Bag on the Original RRF (section V).

PSC Chairperson or his/her delegate takes out the Pink Copy of the RRF and puts it on the PS wall. This action ensures that all participants in the PS have access to official results of concerned PS.

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COMPLETING THE ORIGINAL CANDIDATE RESULT FORMS for MUNICIPAL ASSEMBLY ELECTIONS:

Check twice that you have the correct tally forms for the respective entity in feature for which you are completing CRF!

 PSC Chairperson or his/her delegate copies the data from tally forms for votes of Municipal Assembly candidates for each Political Entity from the RRF. Copies of this form with white, green and pink color should have same data.

 PSC Chairperson or his/her delegate takes out the Pink Copy of the CRF and puts it on PS wall.This action ensures that all participants in the PS have access to official results of concerned PS.

NOTE

To ensure transparent election process- the PSC Chairperson puts the Pink Copy of the RRF for Municipal Assembly and Municipal Mayoral at the outside wall or door at the Polling Station.

The PSC Chairperson shall announce the provisional preliminary results to all present. PSC Members and accredited observers may note the results for their own use. Any PSC Member or accredited observer can file a complaint regarding any aspect of the counting process. PSC Chairperson will inform of his/her right to submit a complaint to the Election Complaints and Appeals Commission (ECAC) and provide him/her with an ECAC Complaint Form.

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VII. PACKING AND TRANSPORT

NOTE FOR PSC CHAIRPERSON

Necessary material at this stage:

- ✓ Packaging Diagram –located in the Training Manual and on the cover of RRF.
- ✓ Packaging bags, envelopes, and ballot boxes (good and clearly marked with the PS code - eg 1901e/01R).
- ✓ Training Manual on packaging instructions

PSC CHAIRPERSON DUTIES in this stage

PSC Chairman of together with a PSC member of the opposite political entity is responsible for packaging and delivery of election PS material to the MEC municipal warehouse. **To have an efficient and regular INTAKE regular process of in MEC municipal hubs and then in the Count and Result Center, packaging of material in PS should be done according to the procedures outlined in the packaging diagram - (See diagram) .** If packaging is done according to diagram, the INTAKE process materials in

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Municipal Warehouse will be done more quickly. If there is no attention and carefulness during packing, PSC chairperson with its associators will spend hours in the warehouse until all packing is done in right way.

Before Packaging

PSC Chairperson must ensure that the correct RRFs and CRF have been completed and signed. The PSC Chairperson must confirm the accuracy of labels on all envelopes and bags. Once all labels have been confirmed of their accuracy, including the quantity of their contents recorded on their exteriors, and then the material should be placed inside the appropriate bags and envelopes and sealed with security tape.

Items inside the Municipal Mayoral Election Box

Items to be placed into the MUNICIPAL MAYORAL ELECTIONS BALLOT BOX (follow the order as indicated below):

- **Envelope 1** containing **Damaged Ballots during the day.**
- **Bag 2** containing **Unused Ballots and Ballot matrix;**
- **Envelope 3** containing **Blank Ballots** and **Invalid Ballots**;
- **Bag 4** containing **Valid Ballots** (string-tied per each Candidate);

MUNICIPAL ASSEMBLY ELECTIONS BOX

Items to be placed into the BALLOT BOX (follow the order as indicated below):

- **Envelope 1** containing **Damaged Ballots during day ;**
- **Bag 2** containing **Unused Ballots, Ballot Matrixes** and **Unused Candidate Tally Sheets;**
- **Envelope 3** containing **Blank Ballots** and **Invalid Ballots**;
- **Bag 4** containing **Valid Ballots** (string-tied per each PE);
- **Used Candidate Tally Sheets** (rolled together and string-tied).
- **Official ballot stamp** (only in Municipal Assembly box)

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Items to be placed into the MEC ENVELOPE:

• The **Final Voters List** (including the **Conditional Voters List** in a Dual Polling Station);

• The **Poll Book**;

• The **RRFs** for two Election Bodies (including Cover, Original, Worksheet, white and green copies – only the pink copy will be extracted to be posted Polling Station wall !);

Items to be placed into the CONDITIONAL BALLOT ENVELOPES BAG :

• The used Conditional Ballot Envelopes;

• Any empty CBEs and loose secrecy envelopes that were found in any of the Ballot Boxes

MEC Envelope and two Ballot Boxes containing sensitive material(and CBE bag for a Dual PS) will be closed and prepared for transport.

COLLECTING OF NON-SENSITIVE MATERIAL

PSC Chairman of Dual PS and any designate member of the PSC -designate, will collect all NON-Sensitive material from each polling station within the voting center. Once collected, this material will be placed inside the empty Conditional Voting Ballot box of dual PS will be submitted to the Polling center Manager. He / she will deposit it in a safe location. Non-Sensitive material will be used again for the second round of elections for mayor.

The non-sensitive items are the following:

• Ultra Violet (UV) Lamp

• Invisible Ink

• Ink and Ink Pads

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- Voting Screens
- Unused Security Tapes
- Unused Conditional Ballot Envelopes
- Unused Secrecy Envelopes
- Various Stationery items (signs, pens, paper, etc.)
- Blank ECAC complaint forms
- Electoral Rules

FINAL DUTIES in the Polling Station

PS must be left clean, with furniture returned to its proper place. All election related posters and other material should be removed and all garbage should be disposed of appropriately. Remove tape from floor and walls.

TRANSPORTATION TO MUNICIPAL WAREHOUSE

According to MEC guidelines, Manager of the voting center, PSC Chairman and any designate PSC member will transport all election materials along with MEC envelope to municipal MEC warehouse .

NOTE

MEC in Municipal Warehouse will require from PSC -Chairperson the following materials:

- ✓ 2 Ballot Boxes (One for Municipal Mayoral and one for Municipal Assembly)
- ✓ MEC Envelope
- ✓ CBE Bag (Valid only for Dual PS)

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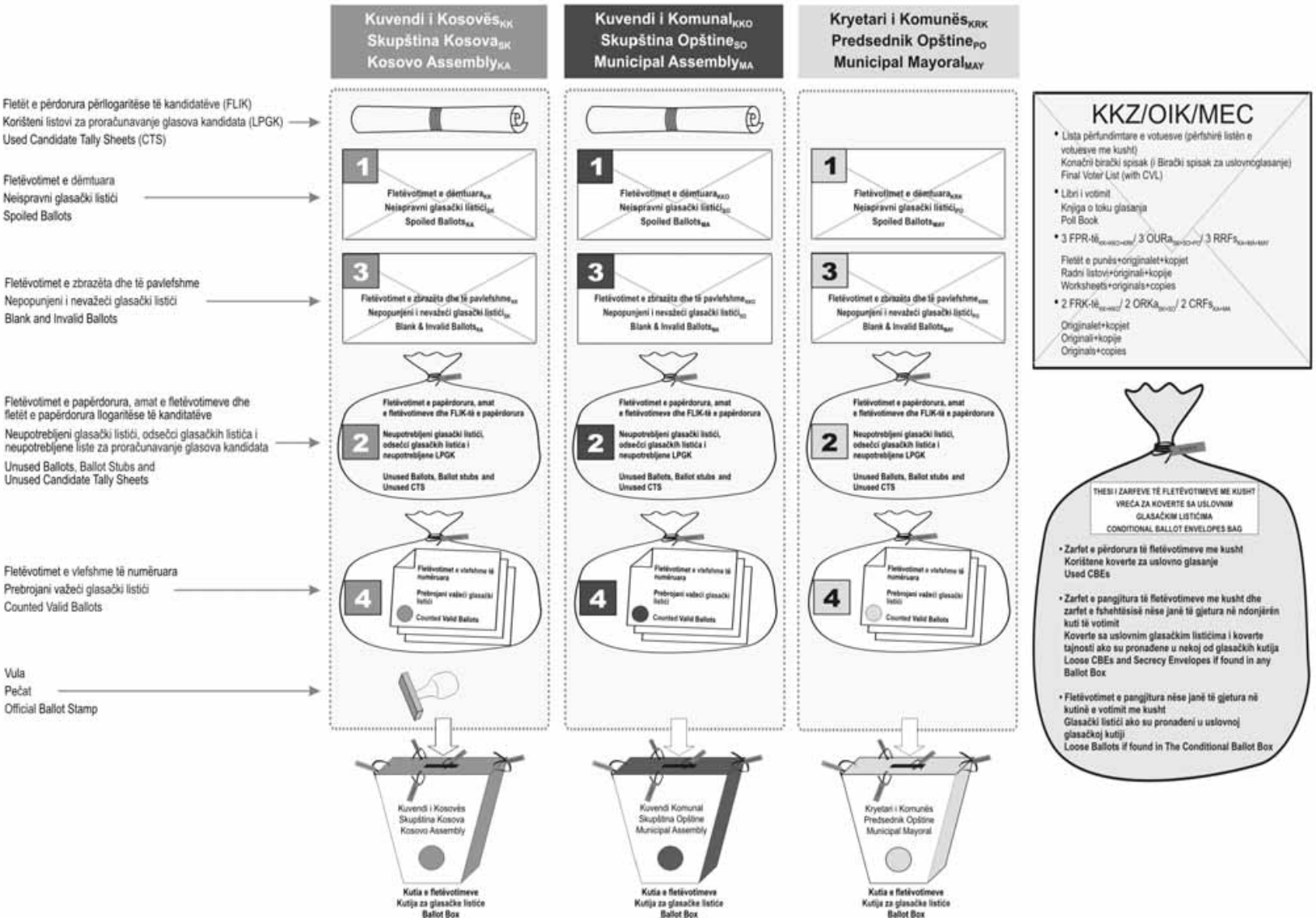
PACKING DIAGRAM


Kuvendi i Kosovës KK
Skupština Kosova SK
Kosovo Assembly KA
Kuvendi i Komunal KKO
Skupština Opštine SO
Municipal Assembly MA
Kryetari i Komunës KRK
Predsednik Opštine PO
Municipal Mayoral MAY
Fletët e përdorura përllogaritëse të kandidatëve (FLIK)
Korišteni listovi za proračunavanje glasova kandidata (LPGK)
Used Candidate Tally Sheets (CTS)
Fletëvotimet e dëmtuara
Neispravni glasački listići
Spoiled Ballots
Fletëvotimet e zbrazëta dhe të pavlefshme
Nepopunjeni i nevažeći glasački listići
Blank and Invalid Ballots
Fletëvotimet e papërdorura, amat e fletëvotimeve dhe fletët e papërdorura llogaritëse të kandidatëve
Neupotrebljeni glasački listići, odsečci glasačkih listića i neupotrebljene liste za proračunavanje glasova kandidata
Unused Ballots, Ballot Stubs and Unused Candidate Tally Sheets
Fletëvotimet e vlefshme të numëruara
Prebrojani važeći glasački listići
Counted Valid Ballots
Vula
Pečat
Official Ballot Stamp
Kutia e fletëvotimeve
Kutija za glasačke listiće
Ballot Box
KKZ/OIK/MEC
Lista përfundimtare e votuesve (përfshirë listën e votuesve me kusht)
Konačni birački spisak (i Birački spisak za uslovnoglasanje)
Final Voter List (with CVL)
Libri i votimit
Knjiga o toku glasanja
Poll Book
Fletët e punës+originalet+kopjet
Radni listovi+originali+kopije
Worksheets+originals+copies
Originalet+kopjet
Originali+kopije
Originals+copies
THESI I ZARFEVE TË FLETËVOTIMEVE ME KUSHT
VREĆA ZA KOVERTE SA USLOVNIM GLASAČKIM LISTIĆIMA
CONDITIONAL BALLOT ENVELOPES BAG
Zarfet e përdorura të fletëvotimeve me kusht
Korištene koverte za uslovno glasanje
Used CBEs
Zarfet e pangjitura të fletëvotimeve me kusht dhe zarfet e fshehtësisë nëse janë të gjetura në ndonjërën kuti të votimit
Koverte sa uslovnim glasačkim listićima i koverte tajnosti ako su pronađene u nekoj od glasačkih kutija
Loose CBEs and Secrecy Envelopes if found in any Ballot Box
Fletëvotimet e pangjitura nëse janë të gjetura në kutinë e votimit me kusht
Glasački listići ako su pronađeni u uslovnoj glasačkoj kutiji
Loose Ballots if found in The Conditional Ballot Box

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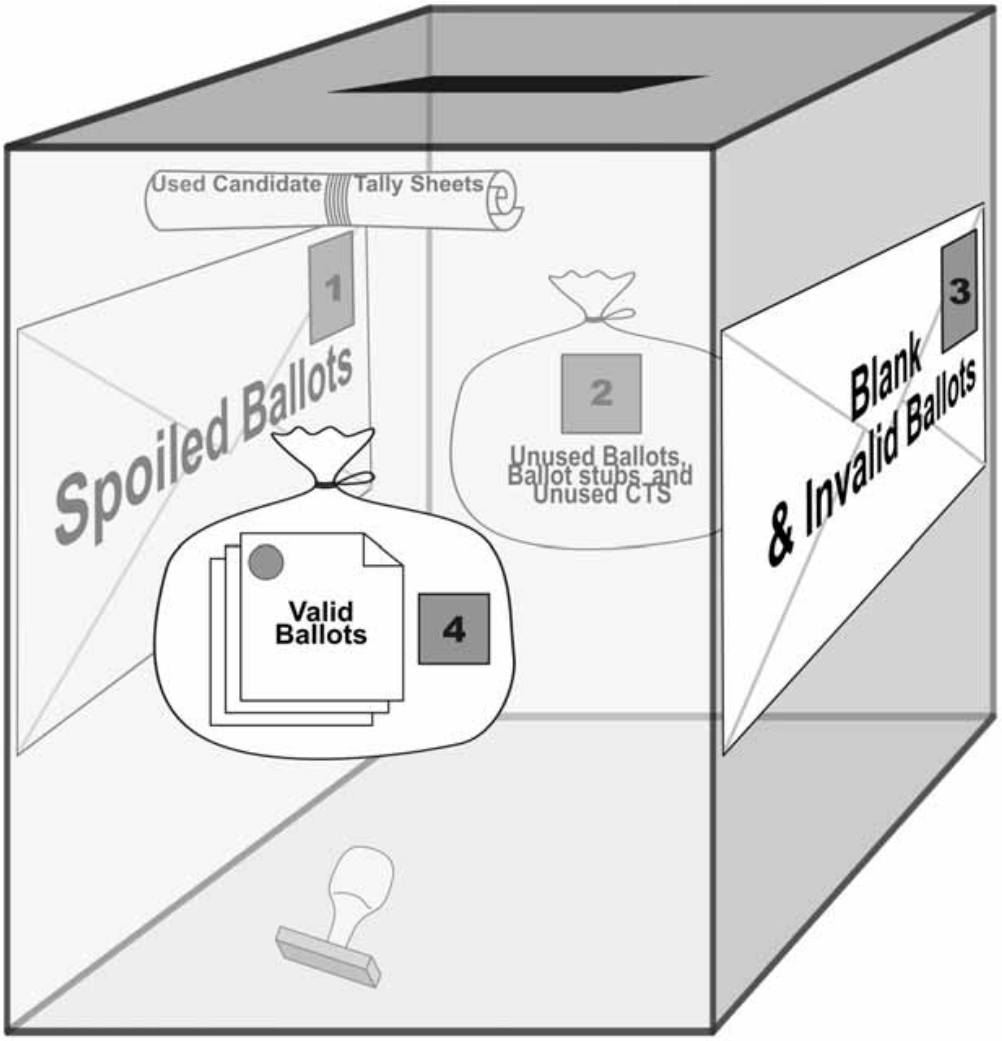
PACKING OF BALLOT BOXES



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Ballot boxes should be packed as in diagram above. Stamp, label, in envelopes and bags and used tally forms should be in way to be seen from outside, after the check through sight is done during material intake in municipal MEC warehouse.

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RRF For Municipal Mayoral

CEC SECRETARIAT — Komisioni Qendror i Zgjedhjeve · Centralna Izborna Komisija · Central Election Commission

FORMULARI I PËRPUTHJES SË TË DHËNAVE DHE REZULTATEVE
OBRAZAC ZA USKLADIVANJE I REZULTATE – RECONCILIATION AND RESULTS FORM

PJESA I - ODELJAK I - SECTION I:
PARA HAPJES - PRE OTVARANJA - BEFORE OPENING

1 Numri i vendvotimit / Broj biračkog mesta / Polling Station number

2 Numrat e shritave që përdoren për mbylljen e kapakut të kutisë së votimit / Brojevi zaštitnih pečata upotrebljenih za zatvaranje poklopca glasačke kutije / Seal numbers used for sealing Ballot Box

3 Numri i fletëvotimeve të pranuara / Broj primljenih glasačkih listića / Number of ballots received

VETËM PËR VENDVOTIMET E DYFISHTA / SAMO ZA DVOJNO BIRAČKO MESTO / DUAL POLLING STATION ONLY

1d Vendvotimi i dyfishtë / Dvojno biračko mesto / Dual Polling Station — Po / Da / Yes

2d Numrat e shritave që përdoren për mbylljen e kutisë së votimit me kusht / Brojevi zaštitnih pečata za zatvaranje glasačke kutije za uslovno glasanje / Seal numbers used for sealing of Conditional Ballot Box

PJESA II - ODELJAK II - SECTION II:
PAS MBYLLJES SË VENDVOTIMIT - POSLE ZATVARANJA BIRAČKOG MESTA - AFTER CLOSING THE POLLING STATION

4 Numri i shritit që përdoret për mbylljen e vrimës së kutisë së votimit / Broj zaštitnog pečata upotrebljenog za zatvaranje proreza na glasačkoj kutiji / Seal number used for sealing Voting Slot

5 Numri i nënshkrimeve në listën përfundimtare të votuesve / Broj potpisa na konačnom biračkom spisku / Number of Signatures on Final Voters' List

6 Numri i fletëvotimeve të papërdorura / Broj neupotrebljenih glasačkih listića / Number of Unused Ballots

7 Numri i fletëvotimeve të dëmtuara / Broj neispravnih glasačkih listića / Number of Spoiled Ballots

VETËM PËR VENDVOTIMET E DYFISHTA / SAMO ZA DVOJNO BIRAČKO MESTO / DUAL POLLING STATION ONLY

4d Numri i shritit që përdoret për mbylljen e vrimës së kutisë së votimit / Broj zaštitnog pečata upotrebljenog za zatvaranje proreza na glas. kutiji / Seal number used for sealing Voting Slot

5d Numri i nënshkrimeve në listën e votuesve me kusht / Broj potpisa na uslovnom biračkom spisku / Number of Signatures on Conditional Voters' List

Dorëzimi nga kryesuesi i ekipit të votimit te kryesuesi i ekipit të numërimit
Primopredaja materijala od predsedavajućeg tima za glasanje predsedavajućem tima za prebrojavanje
Handover from Polling Team Chairperson to Counting Team Chairperson

EMRI DHE MBIEMRI I KRYESUESIT TË EKIPIT TË VOTIMIT ME SHKRONJA TË MËDHA / IME I PREZIME PREDSEDAVAJUĆEG TIMA ZA GLASANJE VELIKIM SLOVIMA / NAME OF POLLING TEAM CHAIRPERSON IN BLOCK LETTERS

Kryesuesi i ekipit të votimit

Nënshkrimi i kryesuesit të ekipit të votimit / Predsedavajući tima za glasanje / Signature of Polling Team Chairperson

EMRI DHE MBIEMRI I KRYESUESIT TË EKIPIT TË NUMËRIMIT ME SHKRONJA TË MËDHA / IME I PREZIME PREDSEDAVAJUĆEG TIMA ZA PREBROJAVANJE VELIKIM SLOVIMA / NAME OF COUNTING TEAM CHAIRPERSON IN BLOCK LETTERS

Kryesuesi i ekipit të numërimit

Nënshkrimi i kryesuesit të ekipit të numërimit / Predsedavajući tima za prebrojavanje / Signature of Counting Team Chairperson

PJESA III - ODELJAK III - SECTION III:
PAS HAPJES SË KUTISË SË VOTIMIT - NAKON OTVARANJA GLASAČKE KUTIJE - AFTER OPENING THE BALLOT BOX

8 Numri i fletëvotimeve të regjistra në kutinë e votimit / Broj redovnih glasačkih listića u glasačkoj kutiji / Number of Regular Ballots in the Ballot Box

Përputhja:/Usaglašavanje:/Reconciliation:

9 Cili është dallimi ndërmjet rubrikës 5 dhe rubrikës 8? / Koja je razlika između kvadratića 5 i kvadratića 8? / What is the difference between box 5 and box 8?

VETËM PËR VENDVOTIMET E DYFISHTA / SAMO ZA DVOJNO BIRAČKO MESTO / DUAL POLLING STATION ONLY

8d Numri i zarfeve të fletëvotime me kusht në kutinë e votimit / Broj koverti sa uslovnim glasačkim listićima u glasačkoj kutiji / Number of Conditional Ballot Envelopes in the Ballot Box

Përputhja:/Usaglašavanje:/Reconciliation:

9d Cili është dallimi ndërmjet rubrikës 5d dhe rubrikës 8d? / Koja je razlika između kvadratića 5d i kvadratića 8d? / What is the difference between box 5d and box 8d?

PJESA IV - ODELJAK IV - SECTION IV:
PAS KLASIFIKIMI DHE NUMËRIMIT TË FLETËVOTIMEVE TË VLEFSHME / NAKON SORTIRANJA I PREBROJAVANJA VAŽEĆIH GLASAČKIH LISTIĆA / AFTER SORTING AND COUNT OF VALID BALLOTS

Vota të vlefshme / Važeći glasovi / Valid Votes

10 **Gjithsej vota të vlefshme / Ukupan broj važećih glasova / Total Valid Votes**

11 Fletëvotimet e zbrazëta / Nepopunjeni glasački listići / Blank Ballots

12 Fletëvotimet e pavlefshme / Nevažeći glasački listići / Invalid Ballots

13 Gjithsej fletëvotime të vlefshme (rubrika 10) / Ukupan broj važećih glasačkih listića (kvadratić 10) / Total Valid Ballots (box 10)

14 Gjithsej (11+12+13) / Ukupno (11+12+13) / Total (11+12+13)

15 Cili është dallimi ndërmjet rubrikës 8 dhe rubrikës 14? / Koja je razlika između kvadratića 8 i kvadratića 14? / What is the difference between box 8 and box 14?

Përputhja:/Usaglašavanje:/Reconciliation:

16 Numri i fletëvotimeve të papërdorura (rubrika 6) / Broj neupotrebljenih glasačkih listića (kvadratić 6) / Number of Unused Ballots (box 6)

17 Numri i fletëvotimeve të dëmtuara (rubrika 7) / Broj neispravnih glasačkih listića (kvadratić 7) / Number of Spoiled Ballots (box 7)

18 Numri i fletëvotimeve të regjistra në kutinë e votimit (rubrika 8) / Broj redovnih glasačkih listića u glasačkoj kutiji (kvadratić 8) / Number of Regular Ballots in the Ballot Box (box 8)

VETËM PËR VENDVOTIMET E DYFISHTA / SAMO ZA DVOJNO BIRAČKO MESTO / DUAL POLLING STATION ONLY

19 Numri i zarfeve të fletëvotimeve me kusht në kutinë e votimit (rubrika 8d) / Broj koverti sa uslovnim glasačkim listićima u glasačkoj kutiji (kvadratić 8d) / Number of Conditional Ballot Envelopes in the Ballot Box (box 8d)

20 Gjithsej (16+17+18+19) / Ukupno (16+17+18+19) / Total (16+17+18+19)

21 Cili është dallimi ndërmjet rubrikës 3 dhe rubrikës 20? / Koja je razlika između kvadratića 3 i kvadratića 20? / What is the difference between box 3 and box 20?

PJESA V - ODELJAK V - SECTION V:
PAS PAKETIMIT TË MATERIALIT TË NDJESHËM NË VENDVOTIM / POSLE PAKOVANJA OSETLJIVOG MATERIJALA NA BIRAČKOM MESTU / AFTER PACKING OF THE SENSITIVE MATERIAL AT POLLING STATION

Numri i shritit mbyllës të thesit 2 / Broj zaštitnog pečata za vreću 2 / Seal number for Bag 2

Numri i shritit mbyllës të thesit 4 / Broj zaštitnog pečata za vreću 4 / Seal number for Bag 4

Numrat e shritave mbyllës të kapakut të kutisë së votimit / Brojevi zaštitnih pečata za poklopac glasačke kutije / Seal numbers for Ballot Box

VETËM PËR VENDVOTIMET E DYFISHTA / SAMO ZA DVOJNO BIRAČKO MESTO / DUAL POLLING STATION ONLY

Numri i shritit mbyllës të thesit të fletëvotimeve me kusht / Broj zaštitnog pečata upotrebljenog za zatvaranje vreće sa kovertama sa uslovnim glasačkim listićima / Seal Number Used for Sealing Conditional Ballot Envelopes Bag

Duke u nënshkruar më poshtë, vërtetoj se këto shifra pasqyrojnë me saktësi aktivitetet në këtë vendvotim. – Svojim potpisom potvrđujem da ove cifre tačno odražavaju aktivnosti na ovom biračkom mestu. – By signing below, I attest that these figures accurately reflect the activities at this Polling Station.

	Kryesuesi – Predsedavajući – Chairperson	Anëtari – Član – Member	Anëtari – Član – Member	Anëtari – Član – Member	Anëtari – Član – Member
Ekipi i votimit / Tim za glasanje / Polling Team					
Ekipi i numërimit / Tim za prebrojavanje / Counting Team					

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RRF FOR MUNICIPAL ASSEMBLY

ZGJEDHJET PËR KUVENDIN KOMUNAL 2007 – IZBORI ZA SKUPŠTINU OPŠTINE 2007 – MUNICIPAL ASSEMBLY ELECTIONS 2007

CEC SECRETARIAT — Komisioni Qendror i Zgjedhjeve / Centralna Izborna Komisija / Central Election Commission

FORMULARI I PËRPUTHJES SË TË DHËNAVE DHE REZULTATEVE
OBRAZAC ZA USKLADIVANJE I REZULTATE – RECONCILIATION AND RESULTS FORM

KOMUNA / OPŠTINA / MUNICIPALITY
01 DEÇAN / DEČANI

PJESA I - ODELJAK I - SECTION I:
PARA HAPJES - PRE OTVARANJA - BEFORE OPENING

1 Numri i vendvotimit / Broj biračkog mesta / Polling Station number

2 Numrat e shiritave që përdoren për mbylljen e kapakut të kutisë së votimit / Brojevi zaštitnih pečata upotrebljenih za zatvaranje poklopca glasačke kutije / Seal numbers used for sealing Ballot Box

3 Numri i fletëvotimeve të pranuara / Broj primljenih glasačkih listića / Number of ballots received

PJESA II - ODELJAK II - SECTION II:
PAS MBYLLJES SË VENDVOTIMIT - POSLE ZATVARANJA BIRAČKOG MESTA - AFTER CLOSING THE POLLING STATION

4 Numri i shiritit që përdoret për mbylljen e vrimës së kutisë së votimit / Broj zaštitnog pečata upotrebljenog za zatvaranje proreza na glasačkoj kutiji / Seal number used for sealing Voting Slot

5 Numri i nënshkrimeve në listën përfundimtare të votuesve / Broj potpisa na konačnom biračkom spisku / Number of Signatures on Final Voters' List

6 Numri i fletëvotimeve të papërdorura / Broj neupotrebljenih glasačkih listića / Number of Unused Ballots

7 Numri i fletëvotimeve të dëmtuara / Broj neispravnih glasačkih listića / Number of Spoiled Ballots

Dorëzimi nga kryesuesi i ekipit të votimit te kryesuesi i ekipit të numërimit
Primopredaja materijala od predsedavajućeg tima za glasanje predsedavajućem tima za prebrojavanje
Handover from Polling Team Chairperson to Counting Team Chairperson

EMRI DHE MBIEMRI I KRYESUESIT TË EKIPIT TË VOTIMIT ME SHKRONJA TË MËDHA / IME I PREZIME PREDSEDAVAJUĆEG TIMA ZA GLASANJE VELIKIM SLOVIMA / NAME OF POLLING TEAM CHAIRPERSON IN BLOCK LETTERS

Kryesuesi i ekipit të votimit / Predsedavajući tima za glasanje / Signature of Polling Team Chairperson

EMRI DHE MBIEMRI I KRYESUESIT TË EKIPIT TË NUMËRIMIT ME SHKRONJA TË MËDHA / IME I PREZIME PREDSEDAVAJUĆEG TIMA ZA PREBROJAVANJE VELIKIM SLOVIMA / NAME OF COUNTING TEAM CHAIRPERSON IN BLOCK LETTERS

Kryesuesi i ekipit të numërimit / Predsedavajući tima za prebrojavanje / Signature of Counting Team Chairperson

PJESA III - ODELJAK III - SECTION III:
PAS HAPJES SË KUTISË SË VOTIMIT - NAKON OTVARANJA GLASAČKE KUTIJE - AFTER OPENING THE BALLOT BOX

8 Numri i fletëvotimeve të regjulta në kutinë e votimit / Broj redovnih glasačkih listića u glasačkoj kutiji / Number of Regular Ballots in the Ballot Box

Përputhja:/Usaglašavanje:/Reconciliation:

9 Cili është dallimi ndërmjet rubrikës 5 dhe rubrikës 8? / Koja je razlika između kvadratića 5 i kvadratića 8? / What is the difference between box 5 and box 8?

PJESA IV - ODELJAK IV - SECTION IV:
PAS KLASIFIKIMI DHE NUMËRIMIT TË FLETËVOTIMEVE TË VLEFSHME - NAKON SORTIRANJA I PREBROJAVANJA VAŽEĆIH GLASAČKIH LISTIĆA - AFTER SORTING AND COUNT OF VALID BALLOTS

	Vota të vlefshme / Važeći glasovi / Valid Votes

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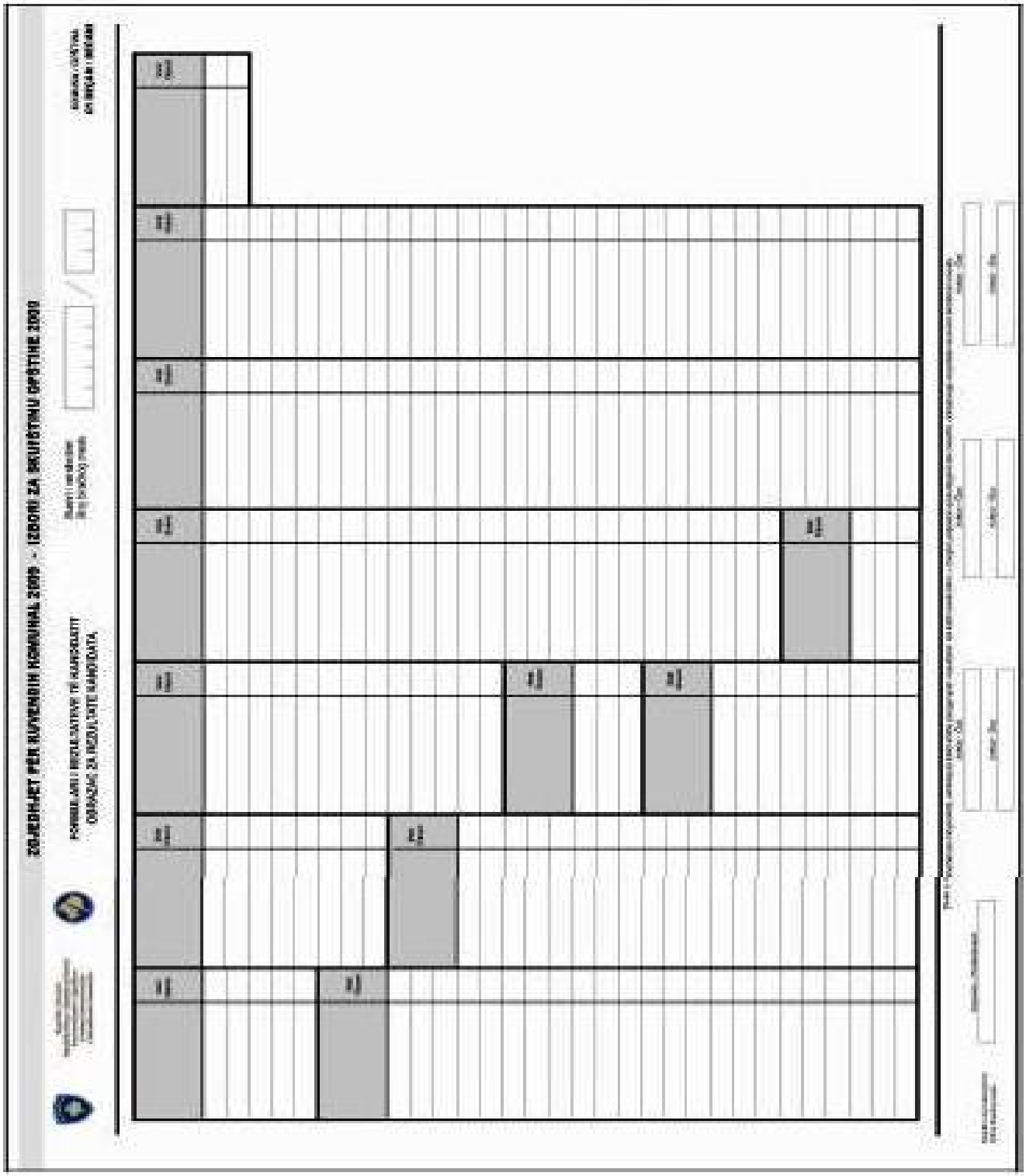
CRF for Municipal Mayoral



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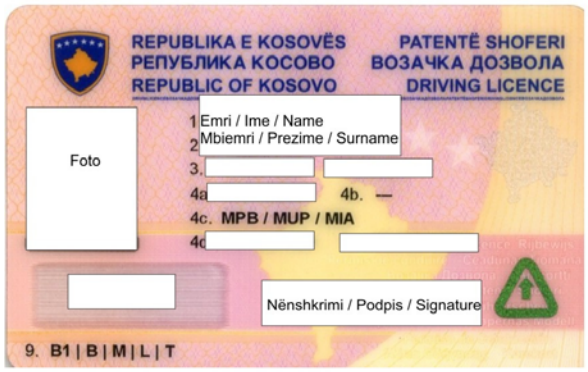
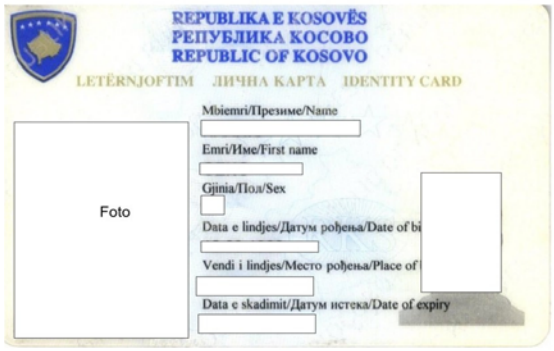
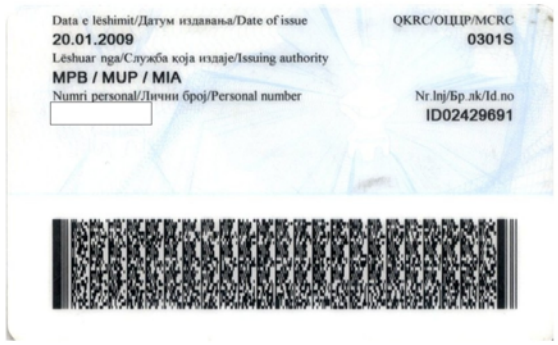
Patentë shoferi i Kosovës
Vozačka dozvola Kosovo



Letërnjoftimi personal i Kosovës / përpara
Lična karta Kosovo / napred



Letërnjoftimi personal i Kosovës / mbrapa
Lična karta Kosovo / pozadi



Pasaporta e Kosovës / kopertina
Pasoš Kosovo / korica

Pasaporta e Kosovës / brenda
Pasoš Kosovo / unutra