



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



**THE CENTRAL ELECTION COMMISSION (CEC)**, pursuant to the Article 64, paragraph 2, sub-paragraphs 2.1 and 2.2, articles 16, 17, 19, 20, 21, 22, 23, 24, 25 of the Law no. 08/L-228 on General Elections in the Republic of Kosovo (LGE), articles 9.2, 13, 14, 20 and 29.2 of the Law no. 03/072 on the Local Elections in the Republic of Kosovo (LLE) and paragraph 1 of Article 9 of the Law No. 08/L-009 amending and supplementing the Law No. 03/L-174 on Financing Political Parties, amended and supplemented with the Law no. 04/L-058 (LFSP), dated 06.03.2024, adopts this:

**ELECTION REGULATION NO. 04/2024**

**CERTIFICATION OF POLITICAL ENTITIES AND THEIR CANDIDATES**

**Article 1**

**Purpose**

This Regulation defined the procedures for application and certification of political entities and candidates, criteria for certification of political entities and their candidates, reasons for rejecting certification requests, applicants' appeals for certification, review of applications, withdrawal or replacement of political candidates, retention and verification of their data, certification fee and the order on the ballot.

**Article 2**

**Application for certification of political entities and their candidates**

1. A registered political party is automatically certified but must notify the Office for Registration, Certification, and Financial Control of Political Entities (the Office) within fifteen (15) days from the announcement of election date by the President of Kosovo of any changes regarding the party leader, authorized party representatives, or party's financial representative.
2. Upon fulfilling the requirements outlined in paragraph 1 of this article, the registered political party will be automatically certified, unless the Electoral Complaints and Appeals Panel (ECAP) confirms that the party has not paid the fines imposed in previous elections or any

other obligations, including fines imposed by the CEC, or has been sanctioned under Article 15 of Regulation No. 01/2024 Registration and Functioning of Political Parties.

3. Within fifteen (15) days from the announcement of election date by the President of the Republic of Kosovo, the registered political party notifies the Office that it will not participate in the elections or if it will seek certification through a coalition, in accordance with the law.
4. A political entity intending to participate in the elections for Assembly of Kosovo, municipal assemblies, and mayors, must apply for certification with the CEC. The political entity must submit the documentation to the Office during regular working hours, no later than sixty (60) days before the elections.
5. Each application of a political entity for certification must be accompanied with all required documentation, which includes the following information and completed application for certification of political entity, attached as Appendix I - Application for Political Entity Certification, which contains:
  - 5.1. name and acronym of the political entity
    - 5.1.1. in the case of a coalition, registered political parties may choose a common name for the coalition or list the names of all parties involved in the coalition;
  - 5.2. elections in which political entity intends to participate in and in which municipalities;
  - 5.3. the registration certificate for registered political party;
  - 5.4. a copy of the ID card and personal number for individual candidates;
  - 5.5. first and last name, address, and phone number of the political entity's chairperson, where applicable, contact person, and financial representative, as well as the phone number of the political entity's main office;
  - 5.6. data as per paragraph 5, sub-paragraph 5.5 of this article, for registered political parties in Kosovo, which must be in accordance with the most recent update submitted to the Office;
  - 5.7. the official party logo, or in the case of coalitions, logos of all parties in the coalition, or any logo of the coalition itself;
  - 5.8. first name, last name, address and telephone number of financial representative of the entity;
  - 5.9. first name, last name, address, telephone number and email address of the contact person;
  - 5.10. when applying for certification, each political entity must sign a political declaration, Appendix VIII - Political Declaration, signed by the chairman or authorized person of the political entity, and be in compliance with the Code of Conduct, Appendix VII - Declaration of Compliance with the Code of Conduct and LGE;

- 5.11. in the case of a coalition, a declaration signed by the chairman of each registered political party participating in the coalition, granting consent to participate in elections with the coalition and committing to adhere to and act in accordance with the Code of Conduct, Appendix III - Coalition Consent Form;
  - 5.11.1. an integral part of the coalition certification application will also be the list of coalition candidates, which must contain accurate information on the number of candidates from each political party in the coalition, indicating the party affiliation of each candidate on the list, Appendix IV - List of Coalition Candidates (both hardcopy and electronic format);
- 5.12. in the case of citizens' initiative, the ID number of the leader of the initiative, authorized representative, and authorized financial representative. In the case of an independent candidate or citizen initiative, candidate or leader of the initiative may also serve as authorized representative or financial representative.
- 5.13. political entity shall indicate in its application whether it wishes to compete for any of the seats guaranteed for representation of other non-majority communities in the Assembly of Kosovo, as per Article 64 of the Constitution.
- 5.14. the list of candidates for each electoral process in which the political entity is competing, attached as Appendix V - List of Political Entity Candidates, printed and signed by the chairman of the political entity or the contact person, and in electronic form as described in this Regulation;
- 5.15. candidate certification application form, Appendix VI - Candidate Certification Application Form.
6. Political entity must prepare an electronic database, which is sent to the Office containing the following data:
  - 6.1. first name, last name, gender and dates of birth of all its candidates;
  - 6.2. candidates' addresses, as they appear in the Civil Registry;
  - 6.3. telephone numbers of candidates, when available;
  - 6.4. personal identification numbers;
  - 6.5. signature books, in the attached form, Appendix II - Book of signatures (physical and electronic form), provided by the Office.
7. In their application for certification, political entities must include signature booklets, in the form which is attached in hardcopy and electronic form, Appendix II – Signature book (in physical and electronic form), which contains:

- 7.1. one hundred (100) valid signatures of support from registered voters for each municipality in which the political entity intends to run; in case it intends to run in ten or more municipalities, then the number of signatures must be at least one thousand (1,000) signatures.
  - 7.2. one thousand (1,000) valid signatures, if it intends to run in the elections for the Assembly of Kosovo.
8. A person may give his or her signature in support of only one political entity per election.
9. The following types of signatures are considered invalid and contrary to the criteria set forth in paragraph 7, sub-paragraphs 7.1 and 7.2 of this article:
  - 9.1. signatures from individuals who are not registered voters;
  - 9.2. support signatures for which any required information is missing or illegible;
  - 9.3. signatures that are written in the same handwriting as other signatures, including signatures from the head of a household for other family members;
  - 9.4. signatures that include information that does not match the information recorded in the last version of the voters list.
  - 9.5. in cases where individuals have signed in support of more than one political entity within an election process, the signature submitted for the entity that first submits the documentation is valid.
10. A political entity that has secured at least one (1) seat in the Assembly of Kosovo is not required to submit signatures in support of the application for certification in elections for Assembly of Kosovo and local elections, and is not required to pay the certification fee.
11. A political entity that does not have a seat in the Assembly of Kosovo but has at least one (1) member in the municipal assembly is not required to submit signatures in support of the application for certification in local elections for that municipality and is not required to pay the certification fee.
12. If two or more political entities represented in the Assembly of the Republic of Kosovo or in the respective municipal assembly apply for certification as a coalition, they are not required to submit signatures in support of the certification application and are not required to pay the certification fee.
13. The bank receipt for the application fee proving that the political entity that has applied to be certified has paid the certification deposit in the amount of:
  - 13.1. One hundred (100) EUR, for each municipality it intends to compete in;

13.1.1. If it intends to compete in five or more municipalities, then the certification fee is 500 EUR.

13.2. one thousand (1,000) EUR, if it intends to compete in the elections for the Assembly of Kosovo;

13.3. one thousand five hundred (1,500) EUR, if it intends to compete in the elections for the municipal assembly and for the Assembly of Kosovo.

### **Article 3**

#### **Criteria for the list of candidates**

1. In the list of candidates of each political entity, at least thirty percent (30%) are men and at least thirty percent (30%) are women: with one candidate of each gender in every group of three candidates, starting from the first candidate on the list. This does not apply to lists composed of one or two candidates. A political entity that is not an independent candidate presents the list of candidates in accordance with Article 30 of the LGE and the regulations of the CEC.
2. The number of candidates on a list of a political entity cannot contain more than 10% of the maximum number of seats assigned to the assembly for which it intends to compete
3. Candidates on the political entity's list can run for elections at all levels, only on behalf of one political entity.
4. For municipal mayoral elections, if the candidate has not been a voter in the previous elections in the municipality where he is running, he must submit proof that he has lived in that municipality for at least three years. The proof must be issued by public institutions.
5. Each candidate must complete the candidate certification application form, Appendix VI - Candidate Certification Application Form, and sign it as confirmation that:
  - 5.1. they do not hold any position that disqualifies them from being certified as a candidate based on Article 30 of the LGE.
  - 5.2. He/she gives consent to run as a candidate for the political entity on whose list he/she appears;
  - 5.3. He/she commits to act in accordance with the LGE, CEC regulations, and Code of Conduct.

### **Article 4**

#### **Reviewing applications for certification of political entities and their candidates**

1. The office receives the application for certification in the presence of representative of political entity and gives him a receipt proving the date of delivery.
2. The office reviews each application for certification and determines whether:
  - 2.1. The application form for certification request of the political entity has been completed accurately and in full;
  - 2.2. the accompanying documentation is complete, and signatures in the signature booklet are valid and sufficient;
  - 2.3. the list of candidates of political entity for each electoral process in which it competes, which is attached as Appendix V - List of Candidates of the Political Entity, printed and signed by chairperson of political entity or contact person, as well as in electronic format as described in this Regulation. The candidate certification application form, Appendix VI - Candidate Certification Application Form.
  - 2.4. candidate certification application form, Appendix VI - Candidate Certification Application Form.
3. The Office reviews the received documentation for each political entity and candidate listed in the the political entity's ordered list of candidates, in accordance with paragraph 1 of Article 3 of this Regulation.
4. The Office verifies each request for certification and determines whether all the candidates listed on the candidate list are:
  - 4.1. voters with legal capacity, if running in the elections for the Assembly of Kosovo;
  - 4.2. voters with legal capacity registered in the municipality where they intend to run for municipal elections;
  - 4.3. voters with legal capacity, if running for mayor and should have been residents of the municipality in which they are running for at least three (3) years;
  - 4.4. listed as candidates for only one political entity.
5. The Office, through other relevant institutions, verifies each certification request and determines whether all candidates listed on the candidate list meet all the criteria set forth in Article 30 of the LGE.
6. The Office will create a database of individuals who support the application of each political entity, which must meet the following criteria:
  - 6.1. database will contain: first name, last name, date of birth, residential address, personal identification number;
  - 6.2. database may only be used for the purpose of checking for duplicate entries;

- 6.3. database must be deleted at the conclusion of the certification process.
7. The Office shall review all applications for certification and if it determines that a political entity has not satisfied all the criteria set out in the Article 15, then the Office shall, within ten (10) days after receiving the application, send a notice informing the entity of the reason or reasons why its application for certification is not in order.
  8. The political entity that receives the notification from the Office, as specified in paragraph 6 of this article, has five (5) days to submit the corrected application to the Office.
  9. After the political entity submits the corrected application as described in Article 2 of this Regulation, the Office provides a written recommendation to the CEC to approve or reject it within five (5) days of receiving complete documentation.
  10. After receiving a recommendation from the Office, the CEC shall either approve or reject the application for certification within seven (7) working days.
  11. Upon a decision of the CEC, the Office shall immediately notify the applicant in writing about the status of application, and in case of rejection, provide the reasons for rejection and advise the applicant of its right to appeal to the ECAP within forty-eight (48) hours of notice.
  12. The CEC publishes the certified lists of candidates within twenty-four (24) hours after the certification.
  13. The Office must maintain a protocol book, which contains all the certification requests received, dates of submission, and resubmission of changes to those requests from each political entity.

## **Article 5**

### **Withdrawal or Replacement of Candidates and Political Entities**

1. A Political Entity that has been certified may withdraw from an election by providing the CEC with written notice clearly indicating its intention to withdraw no later than two (2) working days before the date set for drawing lots.
2. If the candidate dies before the elections, certified political entity may replace him two (2) days before the date set for drawing lots.
3. If the ECAP removes a candidate from a candidate list because it determines that the candidate did not give his/her consent to stand as a candidate, political entity may not replace that candidate on its candidate list, but shall ensure that the list remains in compliance with Article 3 of this Law.
4. Without prejudice to the provisions of paragraph 2 of this Article, a certified political entity, citizens' initiative or coalition may within four (4) days after removal of a candidate, but no

later than 2 days before certification, replace him or her if that candidate also appears on the list of candidates of another political party, citizens' initiative or coalition and has indicated a clear intention in writing to remain on the list of the other political entity.

5. All requests to withdraw a certified candidate from the election based on article 29 of LGE shall be submitted to the CEC.

## **Article 6**

### **Protection and verification of candidate data**

1. The Office will maintain confidentiality of all candidate information submitted to the CEC, in compliance with the Regulations, LGE, and the Law on the Protection of Personal Data, until the candidate is certified by the CEC. However, the Office may share necessary information with law enforcement agencies to ensure security during the election process.
2. If a candidate is not certified by the CEC, the CEC Secretariat shall not disclose candidate's personal data.

## **Article 7**

### **Payment for certification**

1. The CEC has a bank account on its name, which will be used for collecting and refunding certification fees. Bank account details shall be on the payment receipt.
2. Certification deposits are transferred to the Kosovo Budget.

## **Article 8**

### **Ballot order**

1. The draw for the arrangement of political entities on the ballot is held on a date set by the CEC, no later than thirty-two (32) days before election day.
2. The CEC Chairperson shall decide on the procedures to be followed in the draw, ensuring that the draw is fair and transparent. The CEC Chairperson shall preside over the drawing of lots.
3. The Office shall notify political entities of the location, date, and time at which the ballot draw will be held. Each political entity shall send a representative to draw a lot and observe. In case a political entity does not send its representative, a member of the CEC/CECS shall draw the lot for that entity.



4. The CEC chairperson and spokesperson shall moderate the ceremony of drawing lots for the order of political entities on the ballot.
5. In elections for the Assembly of the Republic of Kosovo, the lowest number to be drawn for the purpose of determining the ballot order will be number 111.
6. In the elections for municipal assemblies, the lowest number to be drawn for the purpose of determining the ballot order will be number 100.
7. The ballot order through the draw will be conducted as follows:
  - 7.1. names of each certified political entity will be printed on separate pieces of paper, each individually, which are placed into sealed balls and then into a jar (Jar 1 – Names of certified political entities).
  - 7.2. numbers, starting from the smallest as outlined in paragraphs 5 and 6 of this article, to the highest corresponding to the total number of certified political entities, will be printed on paper. These numbers will then be placed into individual balls and stored in a separate jar (Jar II – Numbers of certified political entities).
  - 7.3. drawing of the balls from the jars will proceed as follows:
    - 7.3.1. a ball is drawn from the jar containing the names of the certified political entities, which is shown and read aloud to participants, followed by drawing of a ball from the jar containing numbers, which is also shown and read aloud to participants.
    - 7.3.2. name of the certified political entity is read alongside the assigned number.
    - 7.3.3. the staff of the Office and Secretariat of the CEC will record the data of certified political entities with their corresponding numbers, according to the draw.

## **Article 9**

### **Transitional and final provisions**

1. Upon the entry into force of this Regulation, the Election Rule No. 04/2023 on Certification of Political Entities and their Candidates is repealed.
2. The following appendices are integral parts of this Regulation:
  - 2.1. Appendix I – Application for certification of the political entity;
  - 2.2. Appendix II – Signature booklet (physical and electronic form);
  - 2.3. Appendix 3 – Coalition consent form;
  - 2.4. Appendix IV – Coalition candidate list (hardcopy and electronic form);
  - 2.5. Appendix V – Political entity candidate list (electronic form);

- 2.6. Appendix VI – Candidate certification application form;
- 2.7. Appendix VII – Declaration of adherence to the code of conduct;
- 2.8. Appendix VIII – Political declaration.
3. Within sixty (60) days of the entry into force of this Regulation, the Office is required to develop the procedure for certification of political entities and their candidates.
4. The application and review process for certification, as well as other processes provided for in this Regulation, will be adapted to the CEC electronic platform.

## **Article 10**

### **Entry in to Force**

This Regulation shall enter into force on the date of its adoption.

**Chairperson**

**Central Elections Commission**

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**Kreshnik Radoniqi**