

INDEPENDENT NATIONAL ELECTORAL COMMISSION  
(INEC)



**GUIDELINES**  
**FOR CONTINUOUS REGISTRATION OF VOTERS**  
**2014**

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**GUIDELINES FOR CONTINUOUS  
REGISTRATION OF VOTERS**

**2014**

## **ABBREVIATIONS**

REC: Resident Electoral Commissioner

EO: Electoral Officer

RO: Registration Officer

VR: Voter Registry

DDC: Direct Data Capture

LGA: Local Government Area

# **GUIDELINES FOR CONTINUOUS REGISTRATION OF VOTERS**

## **PREAMBLE:**

WHEREAS the Constitution of the Federal Republic of Nigeria 1999 (as amended) empowers the Independent National Electoral Commission (herein referred to as the Commission) to conduct the registration of persons qualified to vote and to prepare, maintain and revise the register of voters;

AND WHEREAS the Electoral Act 2010 (as amended) empowers the Commission to issue regulations, guidelines or manuals for the purpose of the conduct of the registration of voters and revision of the register of voters.

NOW THEREFORE the Commission hereby issues these guidelines for the Continuous Registration of Voters and the updating and revision of the National Register of Voters.

1. The Commission shall, in each calendar year, issue a public notice or announcement stating:

- (1) The dates when continuous registration of voters shall commence; and
- (2) Modalities for the registration.

- 2.

- (1) The Continuous registration of voters shall be carried out at such locations in the Registration Area Centres (Wards) within the Federal Republic of Nigeria as may be designated by the Commission.

## **NOTICE OF CONTINUOUS REGISTRATION**

## **REGISTRATION CENTRES**

<p>(2) The list of such centres for each Registration Exercise shall be announced in the localities at least 7 days before the commencement of registration.</p> <p>(3) The Commission may use as registration centres such public places as schools, halls, parks, open spaces and booths approved by the Commission provided that these registration centres are NOT sited in the premises of churches, mosques, palaces of traditional rulers, political party offices, club houses, petrol filling stations or private residential premises.</p>	
<p>3.</p> <p>(1) Each round of continuous registration of voters shall last for a period as may be determined by the Commission</p> <p>(2) During this period, registration shall begin daily in a registration centre at 9a.m and end at 4p.m.</p> <p>(3) No person shall be accepted for registration after 4p.m except those who are already on the queue before that time.</p>	<p><b>PERIOD OF REGISTRATION</b></p>
<p>4.</p> <p>(1) A person qualified for registration shall present himself/herself to the Registration Officer of the Commission at the registration centre.</p> <p>(2) The Registration Officer:</p>	<p><b>PRESENTATION FOR REGISTRATION</b></p>

- a) May demand from the applicant any information (e.g. if he/she has registered before, birth certificate, evidence of nationality) as may be required to enable the officer ascertain whether the applicant is qualified to register as a voter, or
- b) May require the voter to surrender any previously issued voters' card or slip to the registration officer
- (3) The voter shall comply with any of the provisions of Section 5 of these guidelines as may be required by the Registration Officer.

5.

- (1) Every person who is qualified for registration and who has presented himself/herself for registration shall be registered in the Preliminary Register of Voters with the following particulars:
  - a) The registrant's name;
  - b) The registrant's age;
  - c) The registrant's gender;
  - d) The registrant's occupation;
  - e) Address within the area;
  - f) The registrant's phone number and or email address (Optional);
  - g) The registrant's photograph;
  - h) The name of the State where registration is taking place;
  - i) The name of the Local Government Area/Area Council of registration;

**PARTICULARS AND  
PROCEDURE OF  
REGISTRATION**



<ul style="list-style-type: none"> <li>j) Name and code number of the registration unit;</li> <li>k) The registrant's ten fingerprints; and</li> <li>l) National identity card number (where available).</li> </ul> <p>(2) The following shall be the procedure for Continuous Registration of Voters. This procedure shall apply except the Commission alters it. Any alteration of the procedure shall be issued in the form of new guidelines for continuous registration:</p> <ul style="list-style-type: none"> <li>a) There will be a team of 2 Registration Officers (ROs) to manage a Registration Area.</li> <li>b) The team will carry out registration exercise during the period specified by the Commission.</li> <li>c) At the end of the registration, the team will report to State headquarters for processing and backend activities.</li> <li>d) Each team will have one laptop to host the voter register of the RA/Ward in a searchable PDF format and one DDC Machine for data capture.</li> <li>e) The RA/Ward voter register in searchable PDF format will be used to verify if the intending registrant has not registered before. Members of the public can also verify their registration status from the second computer at any time.</li> <li>f) A disclaimer form will be issued to every intending registrant to complete in order to confirm that he/she has not registered before.</li> <li>g) The Registration Officer manning the DDC Machine will backup registration data daily on an external hard drive to be provided.</li> <li>h) The ROs will take the DDC Machine and backed up data to the LGA for data</li> </ul>	
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aggregation.

- i) The ROs will receive transfer requests and report back to the EO for necessary action.
- j) ROs may distribute Permanent Voter's Cards at the Registration Area, when they are ready.
- k) The EO will supervise the Registration Officers, Registration Area and all the equipment within the Registration Area including fuelling of the generator.
- l) VR Department will send supervisory staff to the State to ensure that data collection, aggregation and consolidation processes are done correctly. EOs will produce an account of statistics of registrants and materials utilisation for the visiting supervisory staff.
- m) The EO will make sure that the LGA aggregated data is backed up and taken to the State for aggregation and consolidation.
- n) The state register in pdf shall be kept separate from the new (provisional) registration data pending the completion of claims and objections and final integration into the state database. However, both registers in pdf shall be kept in the second computer for members of the public to check their registration status.
- o) Each LGA should have adequate number of DDC machines for redundancy.
- p) The recently recruited ROs will conduct the CVR. Where they are inadequate, RECs shall approve the recruitment of the balance from among INEC staff and/or the NYSC members in the state.

6. (1) No person shall register in more than one registration centre, or register more than once in the same registration centre.

(2) Any person who registers in more than one registration centre, or registers more than once in the same registration centre commits an offence, and is liable to prosecution.

7. (1) The Preliminary Register of Voters shall be displayed at each registration centre. The ROs will print the list of registered voters daily and display at the Registration Centre. The Register shall be clearly marked Preliminary Register of Voters.

(2) The Preliminary Register of Voters shall also be available electronically on a dedicated laptop for any member of the public to verify his/her registration status.

(3) The display of Preliminary Register of Voters shall be carried out in a manner, which affords easy and unimpeded inspection of the Register by members of the public.

(4) Members of the public shall be allowed to inspect the Register free of charge.

(5) Any person caught tampering with the displayed Preliminary Register of Voters shall be arrested and prosecuted.

(6) At the end of the display period, the Commission shall effect all necessary corrections and proceed to produce a final Register of voters.

## **PROHIBITION OF MULTIPLE REGISTRATION**

## **DISPLAY OF PRELIMINARY REGISTER OF VOTERS**

8. (1) Any person qualified for registration as a voter may, if his/her name is omitted, or is incorrectly stated in the register, claim in writing in Form EC2 to have his name inserted or to have any such entry, correction or any other omission inserted.

(2) Any person may by notice in writing in Form EC3, object to the inclusion of any name appearing in the Preliminary Register on the ground that the person:

- a) is not a citizen of Nigeria;
- b) has not attained the age of 18 years;
- c) is not ordinarily resident or working, or originating from, or an indigene of that area;
- d) is dead; or
- e) is legally incapacitated to vote.

(3) ROs will accept claims and objections from members of the public and forward them to the Electoral Officer of the Local Government Area who will coordinate the hearing of claims and objections.

9. (1) A person whose voters' slip or card is lost, or torn or defaced shall, not later than 7 days to the polls, apply to the Commission for issuance of a duplicate Voters' slip or Card

(2) An application in sub-paragraph (1) of this paragraph shall be accompanied by:

- a) Proof of identity
- b) A processing fee as may be determined from time to time by the Commission

(3) An Applicant who satisfies the provisions of

## **CLAIMS AND OBJECTIONS**

## **ISSUANCE OF DUPLICATE VOTERS, SLIP/CARD**

sub-paragraph (2) of this paragraph and whose name appears in the register of voters shall be issued with a duplicate copy of voter's slip or card clearly marked 'Duplicate'.

10. (1) At any time during the continuous registration of voters, an applicant may apply to the Resident Electoral Commissioner in the State where the voter is currently resident through the Registration Officer to be transferred to a new constituency, provided that this is done not later than 30 days before the date of the next election. The application shall be made on ECTF 01 and can be received by the RO during CVR.

(2) Where a transfer is effected under sub-paragraph (1) of this paragraph, the voter shall surrender the voter's slip or card issued to him/her to the Resident Electoral Commissioner of the State or the Electoral Officer of the Local Government Area/Area Council where he is currently resident and where the application is made.

(3) The applicant's name and particulars shall be entered in the Transferred Voters Register and he or she shall be issued with a new voter's slip or card indicating the polling station in a registration area within the constituency.

(4) The voter's name shall thereafter be struck off the Register of Voters for that constituency in which he had previously registered.

11. (1) Where the Registration Officer is not satisfied that a person who presents himself/herself for registration is qualified, the Registration Officer shall issue to that person a notice of rejection in Form ECTF 02 stating the reasons for rejection

(2) The Registration Officer shall maintain a record showing the names and other particulars of every person whose registration has been rejected by him pursuant to subparagraph (1) of this paragraph.

## **TRANSFER OF REGISTERED VOTER**

## **REJECTION OF APPLICATION TO REGISTER**

12. (1) Any person who is aggrieved by a rejection or any decision of the Registration Officer may appeal to the Electoral Officer in the Local Government Area/Area Council of registration at such time and in such manner as may, by notice, be prescribed by the Commission.

(2) The Commission shall, by notice, inform the public of the time and manner in which appeals against rejections may be made.

(3) The Electoral Officer shall determine whether or not the appeal has merit, and if the appeal has merit, a voter's slip or card shall be issued to the person who appealed and his/her name and shall be entered in the Register of Voters.

(4) A record shall be kept of all appeals that are rejected by the Electoral Officer and the results of the determination of all appeals shall be posted at the Local Government Area/Area Council of the Commission.

13. (1) A Political Party may, by notice in writing signed by the National Party Chairman or Secretary and addressed to the Electoral Officer of the Local Government Area/Area Council, appoint not more than two agents to attend at each registration centre in the Registration Area Centre. The notice shall set out the names and addresses of the agents and be given to the Electoral Officer before the date fixed for the registration.

(2) A party agent shall not interfere with the registration exercise.

14. (1) Observers and journalists duly accredited by the Commission may be permitted into any registration centre by the Registration Officer to observe any registration exercise.

## **APPEAL AGAINST REJECTION**

## **PARTY AGENTS**

## **OBSERVERS/JOURNALISTS**

(2) All accredited observers and journalists shall subscribe to the Code of Conduct for accredited observers and journalists and obey all rules and regulations issued by the Commission.

15. (1) The Registration Officer or the Electoral Officer shall be at liberty to order any Party Agent, Observer, Journalist or any other person interfering with the registration process or whose behaviour is inimical to the smooth conduct of the exercise to leave the registration centre and the person so ordered shall comply forthwith.

(2) A political party or an accredited observer or media organization may be allowed to replace its representative so ordered to leave a registration centre

16. Police officers or other security officials shall be permitted to enter or remain in a registration centre by the Registration Officer and shall be subject to the direction of the Registration Officer or Electoral Officer at the registration centre.

17. (1) The Commission may appoint officers and assign to such officers any function or duty in relation to the continuous registration of voters.

(2) All officers appointed by the Commission for the purposes of continuous registration of voters shall not in the performance of their functions and duties be subject to the direction or control of any other person or authority other than the Commission.

18. (1) Without prejudice to the provisions of these guidelines, the responsibility of registering voters in the Registration Area shall be vested in the Registration Officer subject to the direction and supervision of the Electoral Officer of the Local Government Area and the Resident Electoral

**POWER OF  
REGISTRATION/ELECTORAL  
OFFICER**

**SECURITY OFFICIALS**

**POWER OF THE  
COMMISSION TO APPOINT  
OFFICERS AND ASSIGN  
DUTIES OR FUNCTIONS**

**POWER OF THE  
COMMISSION TO SUPERVISE  
AND CONTROL ALL VOTER  
REGISTRATION EXERCISE**

<p>Commissioner of the State.</p> <p>(2) Notwithstanding the provisions of these guidelines, the power of control and supervision of the registration of voters or updating or revision of the National Register of Voters shall be vested in the Commission and any rules, regulations, circulars, directives or instructions given by the Commission regarding any of these exercises shall be binding on, and be complied with by all persons involved therewith.</p> <p>19. Where there is reason to believe that a serious breach of the peace is likely to occur if registration proceeds on the appointed date, the registration may be postponed by the Commission until some other convenient time to be appointed by the Commission.</p> <p>20. The Commission may, at its discretion, change, extend or alter in any manner the period, dates or times for doing anything or taking any step under these guidelines.</p> <p>21. Non-compliance with the provisions of these guidelines shall not invalidate anything done or step taken pursuant to the guidelines if the non-compliance is, in the opinion of the Commission, not substantial.</p>	<p><b>POWER OF THE COMMISSION TO POSTPONE REGISTRATION</b></p> <p><b>CHANGES AND ALTERATION OF TIMES</b></p> <p><b>NON-COMPLIANCE</b></p>
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Made at Abuja this .....day of.....2014.

**PROF. ATTAHIRU, M. JEGA**  
**Chairman**