

**GUIDELINES FOR THE REGISTRATION OF
VOTERS, REVISION AND CONTINUOUS
UPDATING OF THE NATIONAL REGISTER
OF VOTERS**

PREAMBLE:

WHEREAS the Constitution of the Federal Republic of Nigeria 1999 empowers the Independent National Electoral Commission (hereinafter 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 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 registration of voters, and the updating and revision of the National Register of Voters.

PART 1 GENERAL REGISTRATION OF VOTERS:

1. The Commission shall, before the date fixed for general registration of voters, issue a public notice or announcement stating:

- (a) the dates when the general registration of voters shall take place; and
- (b) the time fixed for the general registration.

NOTICE OF GENERAL
REGISTRATION

2. (1) The general registration of voters shall be carried out at such times and at such centres within the Federal Republic of Nigeria as may be designated by the Commission.

REGISTRATION
CENTRES

(2) The list of such centres for each Local Government Area/Area Council shall be displayed at the

Commission's Office in that area at least 7 days before the commencement of registration.

(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.

3. (1) The registration of voters shall last for a period as may be determined by the Commission.

PERIOD OF
REGISTRATION

(2) During this period, registration shall begin daily in all registration centres at 9. am and end at 3 p.m.

(3) No person shall be accepted for registration after 3 p.m. except those who are already on the queue before that time.

4. (1) A person qualified for registration shall present himself to the registration officer of the Commission at the registration centre.

PRESENTATION FOR
REGISTRATION

(2) The registration officer:

(a) may demand from the applicant any information 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 voter's card or slip to the registration officer.

(3) The voter shall comply with any of the provisions of Paragraph 4 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 within the period stipulated by the Commission for registration shall be registered in the Preliminary Register of Voters Form EC 1A with the following particulars:

PARTICULARS OF
REGISTRATION

- (a) The registered voter's name;
- (b) The registered voter's age;
- (c) The registered voter's sex;
- (d) The registered voter's occupation;
- (e) Address within the Area;
- (f) The registered voter's number;
- (g) The registered voter'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;
- (j) Name and code number of the registration unit;
- (k) The registered voter's thumb and or finger print;
- (l) National Identity card number (where available)

(2) The Registration Officer shall issue the person whose name and particulars have been entered in the Preliminary Register of Voters a voter's slip or card containing the person's name and particulars.

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

PROHIBITION OF
MULTIPLE
REGISTRATION

7. (1) The Preliminary Register of Voters shall be displayed at each registration centre at such times as the Commission may direct. The Register shall be clearly marked Preliminary Register of Voters

DISPLAY OF
PRELIMINARY
REGISTER OF
VOTERS

(2) The display of the 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.

(3) During the period of display, members of the public shall be allowed to inspect the register free of charge.

(5) Any person caught tampering with the Preliminary Register of Voters during the period of display 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.

8. (1) Within the period allowed by the Commission for display of the Register, any person qualified for registration as a voter, may, if his name is omitted, or is incorrectly stated in the Register, claim in writing in form EC 2 to have his name inserted or to have any such entry, correction or any other omission inserted.

CLAIMS AND
OBJECTIONS

(2) Any person may, by notice in writing in Form EC 3, object to the inclusion of any name appearing in the Preliminary Register on the ground that the person is:

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

9. (1) A person whose voters' slip or card is lost, or torn or defaced shall, at least 7 days to the polls apply to the Commission for issuance of a Duplicate Voters' Slip or card

ISSUANCE OF
DUPLICATE VOTERS'
SLIP/CARD

(2) Such application in sub paragraph (1) shall be accompanied by:

- (a) Proof of identity; and

(b) A processing fee of N500.00

(3) An Applicant who satisfies the provisions of paragraph 8(2) above and whose name appears on the register of voters shall be issued with a duplicate copy of voters slip or card clearly marked "Duplicate".

10. (1) An application for transfer of a registered voter shall be made to the Resident Electoral Commissioner in the State where the voter is currently resident in Form ECTF 01 not later than 30 days before the date of the next election.

TRANSFER OF
REGISTERED VOTER

(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 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 into the Transferred Voters Register and he or she shall be issued with 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 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.

REJECTION OF
APPLICATION TO
REGISTER

(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) above.

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 Council of registration at such time and in such manner as may be prescribed by the Commission .

APPEAL AGAINST
REJECTION

(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 shall be issued to the person who appealed and his name and particulars 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 Council office of the Commission.

13. (1) Every Political Party may, by notice in writing signed 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 Local Government Area/Area Council. 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.

PARTY AGENTS

(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.

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.

POWER OF
REGISTRATION /
ELECTORAL OFFICER

(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.

SECURITY OFFICIALS

PART 11-UPDATE OF THE NATIONAL REGISTER OF VOTERS:

17 (1) For the purposes of the continuous update of the Register of voters, the Commission shall open a register at every Local Government Area /Area Council office of the Federation.

UPDATE OF
NATIONAL REGISTER
OF VOTERS

(2) Updating of the register shall take place between the hours of 9 a.m. and 3 p.m daily on working days.

(3) During this period any Nigerian who attains the age of 18 years shall present himself to the Electoral Officer of that Local Government Area/Area Council and apply in form EC 1-U for his name to be included in the Register of Voters.

(4) A person seeking to be registered as a voter during this exercise shall also submit to the Electoral Officer any of the following:

(a) Proof of age and identity;
or

(b) National Identity Card where available or any other form of identification acceptable to the updating officer.

(5) Where the updating officer is satisfied that the person seeking to have his name included in the register is qualified, he shall cause the name and particulars to be entered in the Register of Voters of the Commission.

(6) The updating officer shall thereafter issue the applicant with a voter's slip or card.

(7) For the purposes of the updating exercise, the Electoral Officers shall serve as updating officers.

PART 111 – REVISION OF THE NATIONAL REGISTER OF VOTERS:

18. (1) The revision of the National Register of Voters shall take place on a date to be fixed by the Commission.

COMMENCEMENT OF
REVISION OF THE
NATIONAL REGISTER
OF VOTERS.

(2) Whenever the Commission decides to revise the Register, it shall issue a public notice stating:

(a) the date and time when the revision of the register shall take place; and

(b) the location or centres at which the revision shall take place.

(3) The revision shall take place between the hours of 9 a.m. and 5 p.m throughout the period allowed by the Commission for the revision.

19. An application for inclusion of any name in the Register during the revision of the National Register shall be in Form EC 1 and shall be from any person who has:

APPLICATION FOR
INCLUSION OF NAME
IN THE REGISTER

- (a) not been previously registered;
- (b) attained eighteen years of age since the last update of the register of voters exercise;
- (c) changed abode or constituency of registration since the last update of the Register of Voters.

20. Any person may by notice in writing to the Revision Officer in charge of a revision centre, in Form EC 3A, report that a person whose name is on the register is dead.

NOTIFICATION OF
DEATH OF A PERSON
NAMED ON THE
REGISTER

21. The commission shall have power to remove any name from the register if it is satisfied that:

POWER OF THE
COMMISSION TO
REMOVE A NAME
FROM THE REGISTER

- (a) the name has been erroneously or fraudulently entered in the register;
- or
- (b) the name belongs to a dead person.
- (c) the name is by law not entitled to be in the register.

22. (1) The Commission may assign any function or duty in relation to this exercise to any person appointed by the Commission.

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

(2) All officers appointed by the Commission for the purposes of registration, updating and revision of the register 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.

23. Without prejudice to paragraph 1 of these Guidelines, the responsibility of updating or revision of the register in each Local Government/Area Council, shall be vested in the Electoral Officer of the council subject to the direction and supervision of the Resident Electoral Commissioner.

POWER OF THE
RESIDENT
ELECTORAL
COMMISSIONER TO
GIVE DIRECTIVES
AND SUPERVISE
ELECTORAL OFFICERS

24. 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 in the registration.

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

25. (1) Where a date has been appointed by the Commission for the registration of voters or updating or revision of register of voters and there is a reason to believe that a serious breach of the peace is likely to occur if the registration or updating or revision is proceeded with on the appointed date, the registration or updating or revision may be postponed by the Commission until some other convenient date to be appointed by the Commission.

POWER OF THE
COMMISSION TO
POSTPONE
REGISTRATION,
UPDATING OR
REVISION OF THE
NATIONAL VOTERS
REGISTER

(2) Where registration or updating or revision has started on the appointed date but, is before the conclusion, substantially disturbed by an intervening cause, the registration updating or revision may be suspended by the Commission and the Commission shall thereafter appoint a new date for the continuation of the exercise.

26. 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.

CHANGES AND
ALTERATION OF
TIMES

27. Non compliance with the provisions of these guidelines shall not invalidate anything done or step taken pursuant to the guidelines if such non-compliance is, in the opinion of the Commission not substantial.

NON-COMPLIANCE

Made at Abuja thisday of..... 2006

PROF. MAURICE M. IWU
Chairman

SCHEDULE

Forms for the Registration of Voters, Updating and Revision of the National Register of Voters.

