



Electoral Commission of Ghana

Voter Registration Official's Manual

MESSAGE FROM THE CHAIRMAN

Once again, every Ghanaian aged 18 years or more is being called upon to exercise his or her civic right and responsibility by placing his or her name on the voters' register - an action which empowers him or her to take part in the democratic governance of our country.

Your service as a registration official is a service to the nation. It is through dedicated people like yourself that the people of Ghana exercise their right to vote under the constitution to elect those men and women who will manage the public affairs of our country. Your honesty and fairness will be key elements in making the voter registration exercise a success.

As a registration official, you are being called upon to perform a very important national duty which demands your total dedication and commitment. The Electoral Commission is relying upon you to assist in building the confidence of the voting public in the electoral process. Those of you with years of experience in the registration process should bring your expertise to bear on your performance so that the Commission can boast of a competent, well trained registration staff capable of producing a credible voters' register. This goal can only be achieved if the policies and procedures contained in this manual are followed diligently.

It is the Commission's hope that you will be attentive and co-operative at your training sessions. We know you will be conscientious and patient with the people coming to register at your various centres.

Thank you for taking time off your personal concerns to offer your services for this period of service to our country. It is our ardent hope that you will uphold the confidence reposed in you by the Electoral Commission of Ghana.

Sincerely,

DR. K. AFARI-GYAN, CHAIRMAN
ELECTORAL COMMISSION OF GHANA

July 1995

Introduction

This Voter Registration **Official's Manual** has been designed by the Public Education and Training Department of **the Electoral Commission of Ghana**. The purpose of this manual is to serve as a reference to registration **officers**, registration **assistants**, and others observing or interested **in** the voter registration **process**. As Ghana embarks on developing a new register of **voters**, it is substantially **changing** how registration is **conducted**. This manual should help those engaged in or observing this process to better understand the procedures and policies of the new **registration process**.

Each registered voter will be assigned a unique ID number

Each eligible voter will be registered using a new computer readable **form**. Each registration form has a unique number that **will** be assigned to the voter for future **reference**. Each eligible voter **will** be provided a new voter identification (**ID**) card with that registration number on it. The ID card will be laminated **to** prevent deterioration and will **also** bear the voter's **name**, thumb print (or **photo**), **age**, and **sex**. The new form and ID card should make it easier **for** each voter to vote on election **day**.

Through an agreement worked out among **all** the political parties of the **country**, voters in the ten regional capitals will be provided with **ID Cards with photos**. Individuals living outside the regional capitals **will** receive a voter ID **card** that bears his or her thumb **print**. In addition to the new **forms and ID cards**, other new features of this **registration process are**:

- A better accounting **method** for activities at each **registration centre**. For **each day** of **registration**, a daily count of registration forms **used**, challenges **made**, and **irregularities** noted will be done in the **presence of all** registration officials and **observers**. This process is **explained** in more detail in Section **10** of this manual-

Other new features of the registration process

political parties are being trained in registration **procedures** and will be present at the registration **centres** throughout the registration **process**.
Section 12 explains the role of the **party agents**.

- An improved training **programme** for registration officials and party **agents**. This manual is one part of improving the training for those involved in or observing the registration **period**. The two-day training for both registration officials and party agents demonstrates the Electoral Commission's commitment to fully preparing registration officials to do their **job**.

The new registration process and the improved training of registration officials **will** help ensure a fairer and more secure process for developing the new register of **Ghanaian voters**. This manual is an integral component of improving this process and helping Ghana hold transparent elections in the **future**.



It's everyone's right and duty to register to vote!

Section 1:

Electoral Commission of Ghana

The Constitution of the Fourth Republic of Ghana provides for an independent Electoral **Commission**.

The **Commission**, as established by an Act of Parliament - Act **451** of **1993** - consists of seven **members**. It has a Chairman and two Deputies who exercise executive powers on behalf of the **entire Commission**. Provision is also made for committees of the Commission whose functions facilitate the work of the **Commission**. Presently there are the following committees of the **Commission**:

- ◆ Finance and Administration
- ◆ Public Education and **Training**
- ◆ Elections
- ◆ **Legal/Political**
- ◆ ID Cards

The Electoral Commission is an independent body not subject to the direction of any person or authority.

All the members of the Commission are appointed by the President on the advice of the Council of **State**.

The main **functions** of the Commission as provided in the Constitution and Act **451**, are as follows

- ◆ the compilation and revision of **voters'** registers
- ◆ the demarcation of electoral boundaries for both national and local government **elections**.
- ◆ the conduct and supervision of **all** public elections and referenda
- ◆ the issue of identity cards
- ◆ the education of the people on the electoral process and its purpose

performance of **its functions**, shall not be subject to the **direction** of any **person** or **authority**.

The **Commission** has **offices** in **all** ten regions of the country and in the **120** districts and **sub-districts** of the **country**. The Electoral **Commission's** headquarters is in **Accra**.

The major functional Divisions and Departments of the Commission **are**:

- **Finance and Administration:** responsible for the **financial**, personnel and general administrative functions of the Commission
- **Operations:** responsible for the **planning** and management of the electoral programmed of the **Commission**, which involve demarcation of **boundaries**, voters registration and the conduct of **elections**.
- **Public Education and Training:** responsible for the education of the general public on the electoral process and its **purpose**, and **also** for the training programmed of the **Commission**.
- **Public Relations:** responsible for the dissemination of information to the public and **planning** of programmed projecting the corporate image of the Commission in order to establish good relationships with the public and external **bodies**.
- **Research and Monitoring** responsible for **carrying** out **research**, monitoring and evaluation of **policies**, programmed and activities of the **Commission**.
- **Data Processing:** responsible for the establishment of efficient management **systems** for servicing various departments of the **Commission**.

The Commission relies upon large numbers of temporary staff.

The Commission has some permanent **staff**, but relies on a large number of temporary **staff** to carry out **its** programmed including the compilation of the **voters'** register and the conduct of general **elections**.

Section 2:

Overview of the Registration Process

A new voter registration process **will** commence in **September, 1995**. For **two weeks**, eligible citizens **all** over Ghana will be able to **register**. This new voter registration will result in a master **voters'** register **signifying** who can vote in presidential and parliamentary elections in **1996** and subsequent public **elections**.

The Electoral Commission will have about **20,000** registration **centres** throughout the **country**.

Each registration **centre** will be staffed by three registration **officials**. In **addition**, this **year**, the Commission **will** permit up to four party agents to be present at every registration **centre** to monitor the whole process of **registration**. The registration officials responsible for conducting registration **include**:

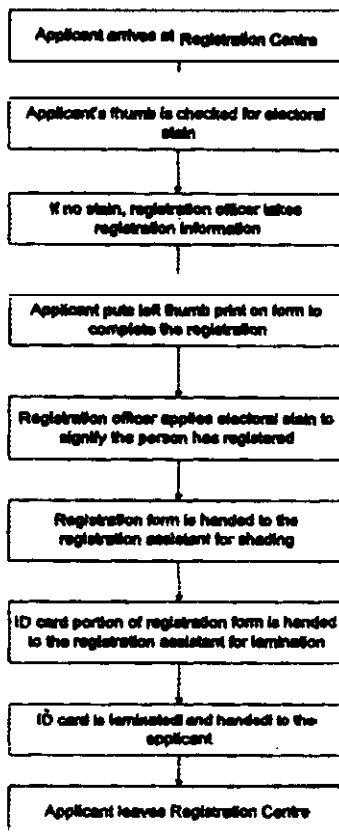
The Registration Officer is the person in charge of the registration center.

- ◆ A Registration **Officer** responsible for the operation of the registration **centre** and charged with recording names and other personal information about **each** eligible **voter**.
- ◆ A Registration Assistant responsible for shading the information recorded on each voter into the proper boxes on the registration form so the information can be captured by an electronic scanner and **computerized**.
- ◆ A Registration Assistant responsible for laminating each voter ID card to **protect** the card from **deterioration**.

The Registration Assistants for Shading and for Lamination assist the Registration Officer to do his or her job effectively.

The accompanying chart illustrates the different steps each voter will go through to register at the registration centre.

Voter Registration Process



registration that day will be accounted for in the presence of **all registration** officials and observers and placed in **designated boxes**. Adhesive seals will be **placed** on the boxes to protect them against **tampering**. At the end of the registration **period**, **all** forms will **be** handed over to the District Electoral Officer, who **will**, in **turn**, hand the forms to the Regional Electoral Officer. The forms will then be delivered to the Electoral Commission Head Office in Accra where they will be scanned and the new **voters'** register compiled

A provisional list of **registered** voters will be published within **six** months of the end of **registration**. An exhibition of the provisional list will be **organised**. **Each registration centre** will get a list of the voters who registered at that **centre**. A copy of this provisional list will also be made available to each political **party**. The provisional register will enable all those who registered to check whether their names and other particulars have been **correctly** recorded in the **register**. The exhibition will allow eligible voters to raise objections to names of **unqualified** persons who have been included in the **register**. Once these challenges have been **determined**, a final **voters'** register will be **produced**.

Section 3:

Key Registration Regulations

Each **voter** registration official must have a good working knowledge of the **rules** and regulations governing voter **registration**. **Understanding** the key registration regulations will enable registration officials to answer questions from an interested public and carry out the exercise in accordance with the **law**.

The legal backing for this new voter registration comes from a Constitutional Instrument (C. I.) passed by **Parliament**. The C.I. empowers the Electoral Commission to take those actions necessary to register **voters**. In **addition**, when the Commission **sets** the dates for the voter registration **exercise**, notices will be published throughout the **country** advising the public **where**, when and within what hours voter registration will take **place**.

The key areas of the regulations on voter registration have to do with

- ◆ **Citizenship** Only **Ghanaian citizens**, either **by birth** or by legal **means**, can register as **voters**. **Aliens**, even those who have resided in the country for **a long time**, are not eligible to **register**.
- ◆ **Age: Only people 18 years of age and older can register as voters**. In other **words**, a person **must** be 18 years old by the date of registration in September to be eligible to register and **then** vote in **1996**.
- ◆ **Soundness of mind** Only people of sound mind can register as **voters**. The law requires that a voter be able to distinguish between right and wrong and understand the choices put before them on a **ballot**. People who have been committed to an asylum or judged criminally insane are not eligible to **register**.

Any Ghanaian citizen can register if he or she is:

18 Years Old

Of Sound Mind

Not imprisoned for Conviction of a felony or under a death sentence

Reside in the area where they wish to register

...or under a death sentence. Any Ghanaian who has been sentenced to a term of imprisonment for more than 12 months and has not been pardoned, or 5 years have not expired since the end of his or her imprisonment cannot register as a voter. A term of imprisonment for fraud or dishonesty of any length of period disqualifies a Ghanaian from being registered unless it has been five years since the expiration of the term of imprisonment. Persons under sentence of death are not permitted to register.

- ◆ **Residence:** People need to register in their area of residence. A person must reside in the registration area on the day of registration and must reside in a permanent abode. Anyone temporarily living in another person's residence cannot register from that area.

Persons who move, must transfer their registration.

After registration, people who move from one location to another can transfer their area of registration but only upon making an application for transfer with the Regional or District Electoral Officer. They must have lived in their new abode for a minimum of two months from the date of the transfer.

The exhibition allows peep/a to make sure their names are on the register.

Within six months of end of registration, a provisional voters' register is prepared and exhibited at the same centres where registration had earlier taken place. The exhibition is to enable all eligible persons who registered to check that their names and other particulars are correctly recorded. The exhibition also offers the opportunity for eligible voters to object to the inclusion of the names of suspected unqualified persons in the register. Those who registered but find their names are not recorded in the register can make claims to the appropriate official for their names to be entered. At the end of the period of exhibition, and after all claims have been determined, a final voters' register is prepared.

Section 4:

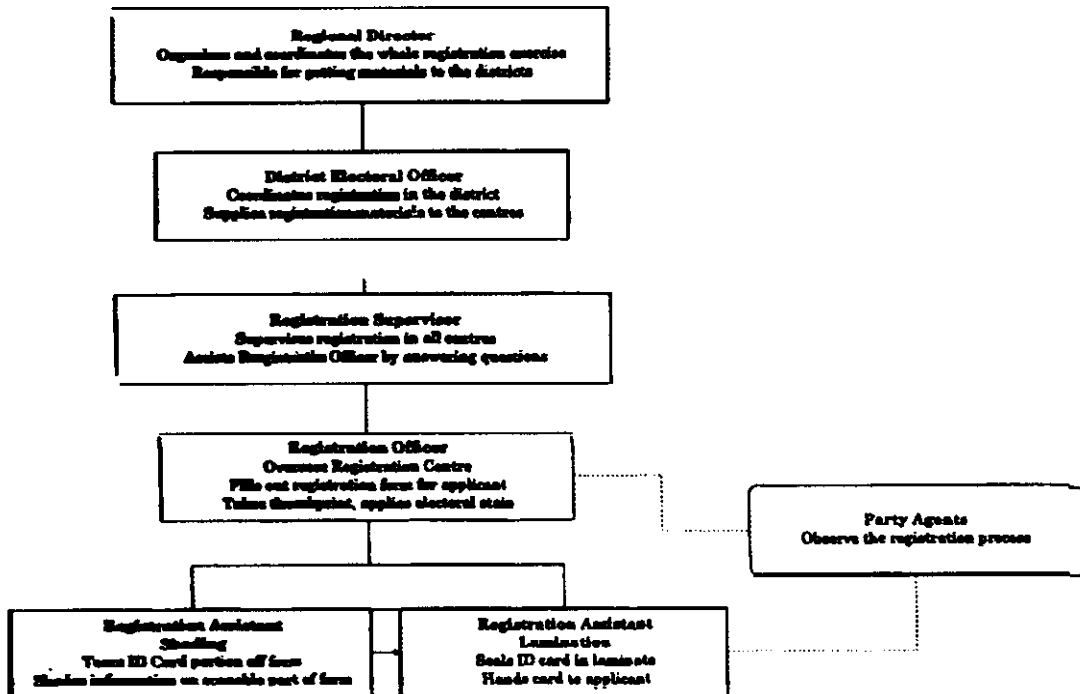
Responsibilities of Voter Registration Officials

Remain cool and always be polite no matter what the circumstances.

As registration **officials**, you will have a lot of applications to process **within** each day. How fast and smooth the process goes depends on your **ability** to do the work quickly and **efficiently**.

The **strain** of the **work** may tax your **patience**. Please remain cool and always be **polite**. Ye-u have the **responsibility** to ensure general order and the smooth and proper conduct of the entire registration **exercise**. Based on the **regulations**, promptly resolve all problems that may be encountered so the process of **registration** can **proceed** as quickly as **possible**.

ORGANIZATIONAL CHART Electoral Commission Registration Centres





The Registration Officer oversees the registration centre



The Registration Assistant for Shading prepares the form for scanning.

- Coordinates and **supervises** the registration of voters.
- Oversees the **issuance** of voter identification cards in registration centre.
- Ensures the efficient utilisation and control of Electoral Commission resources entrusted to the registration centre.
- Collects all materials needed for the registration exercise from the district office.
- Ensures the registration centre is properly set-up and operated.
- Ensures healthy relations among registration **staff**, party agents and eligible voters that come into the registration centre.
- Ensures all eligible voters wanting to register are registered.
- Records voter information on registration form and on the ID card.
- Thumb prints registering voter.
- Applies electoral **stain** to registering voter.
- Accounts for all forms used during the registration day and registration period.
- Reports to the Registration Supervisor on activities at the centre.

Job Title: Registration Assistant for Shading

RESPONSIBILITIES

- Removes the ID card portion of the registration form and **hands** it to the Registration Assistant responsible for **lamination**.
- Shades in the information as recorded by the Registration **Officer**, on the portion of the form designed for **shading**.
- Shades each letter or number in the appropriate box using horizontal **strokes** going across the letters and numbers filling in the **bubble**.
- Avoids making any stray **marks**.

- Places the shaded form in the storage box.
- Seeks clarification from the Registration Officer whenever in doubt.

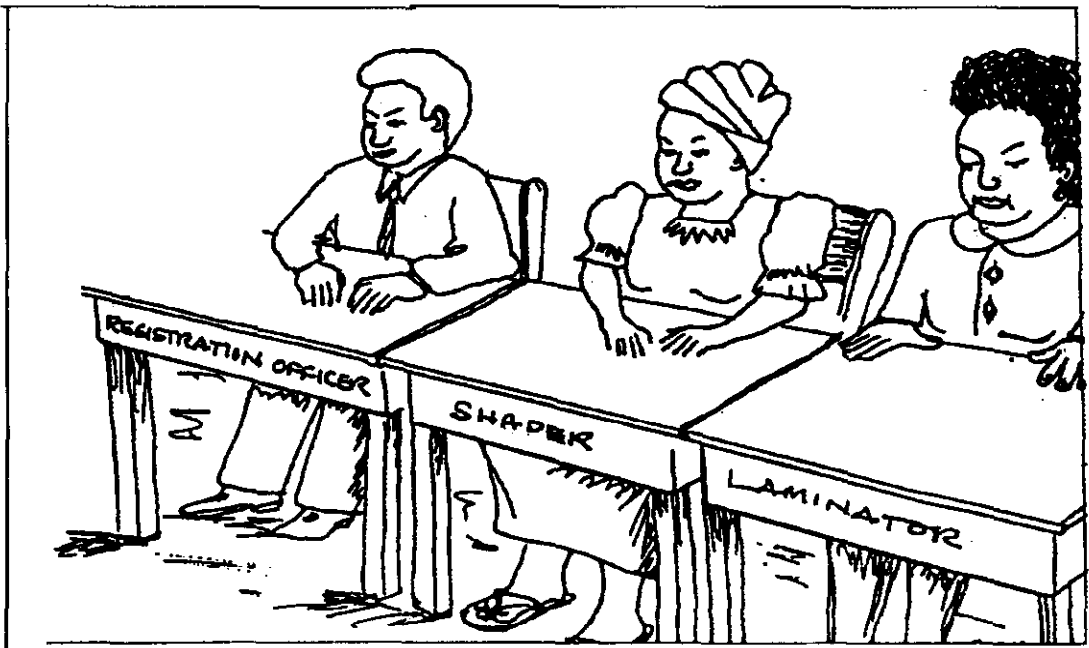


The Registration Assistant for Lamination prepares the ID card for the applicant.

Job Title: Registration Assistant for **Lamination**

RESPONSIBILITIES:

- Places the laminate on a flat surface and carefully folds the laminate in **half**.
- Places the **Voter ID Card** in **the** laminate ensuring a 5 mm edge around the **card**.
- Laminates the ID card **by** pressing the top and bottom **together**.
- Ensures a proper lamination **seal**.
- Trims the **lamination**, if **needed**.
- **Hands** the ID card to the **applicant**.
- Reminds the voter **to** keep the card safe until election day and **to** bring the card to the **polls**.
- Seeks clarification from the Registration Officer whenever in **doubt**.



Section 5:

Opening a Registration Centre

The Registration Officer is responsible for opening the registration centre each day.

As a registration **officer**, you are in charge of the Registration **Centre**. The Registration **Supervisor** or the District Election Officer in charge of the District will provide all the materials needed for the **registration**, with the exception of **tables**, at least **7 chairs**, and a clock - which must be obtained locally by the registration **officer**. The following constitutes the **protocol** for opening your registration **centre**:

- 1) Go to the designated location to collect your registration **materials** at least a day before the registration exercise **begins**.
- 2) Inspect the materials to make sure they are all **there**.
- 3) The voter registration forms are serially **numbered**. Make sure the serial numbers of your registration forms are in sequential **order**. Make sure no registration **forms** are **missing**.
- 4) Write the serial numbers of the first form and the last form on the **outside** of the storage **box**.
- 5) Have the box sealed *after* you have inspected the **forms**. Ensure the security and proper care of the sealed boxes entrusted to **you** at all **times**.
- 6) Make sure the following materials are in your **safe custody**

☒ Voter Registration Forms - (500-1000)

☒ Challenge to Voter Forms - (50)

☒ Report of Irregularity Forms - (50)

☒ Daily Form Accounting Sheet - (20)

☒ Indelible Ink (for Electoral Stain) - (1)

☒ Pencils (for shading) - (2)

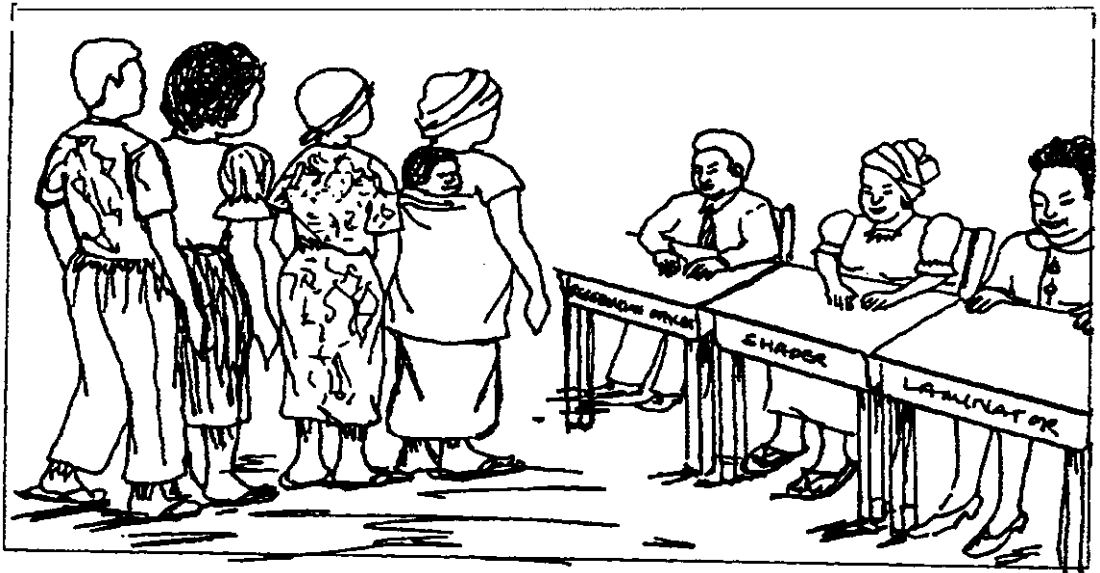
☒ Thumb Print Pad - (1)

☒ Laminates - (500-1000)

Check your items and make sure you have everything you need to operate your registration centre.

- ☑ Storage box seals - (30)
- ☑ Ball point pens - (2)
- ☑ "Registration Centre Here" Sign - (1)
- ☑ "Registration Centre" (with fingers pointing) - (8)

- 7) Before registration **begins**, you must put up the directional notices - "**Registration Here**" and **Registration There**" - in the area and on the building housing the **Registration centre**. These notices must be posted so people can easily find the **registration centre**.
- 8) The seating arrangement at the **centre** must be accessible and convenient for the receipt of **applicants**. Arrange to ensure an easy flow of people in one direction from entry to **exit**.



Arrange seating for an easy flow

Daily:

- 9) In addition to registration assistants you may expect to receive up to four (4) party agents as **observers**.
- 10) Inspect badges of party agents to make sure they have been assigned to your **centre**. If no party agents are present **go ahead** with your work.

11) Show the boxes to the party agents **present**.

Make sure the party agents inspect the boxes to ensure the seals are **secure**. If the seal is damaged or broken record **this** fact on a Report of Irregularity **form**.



Showing the seal

12) Open the registration centre to the public at 7:00 a.m. with everything ready to go at that time.

13) In addition to the applicants, you must allow the following persons to enter the registration centre:

- ★ **Accredited - registration assistants (2)**
- ★ **Accredited - party agents (4)**
- ★ **Registration supervisors**
- ★ **Persons accompanying physically handicapped applicants**
- ★ **Members of the Electoral Commission**
- ★ **Persons authorised by the Commission, including journalists and observers. These persons must show authorization.**

Section 6:

Registering a Voter

Remember to check for electoral stain before beginning to register a voter.

The Registration Officer is responsible for the registration of eligible voters and for ensuring the process of registering an applicant goes smoothly. In carrying out these duties the Registration Officer must:

Welcome each applicant and check his or her left thumb *for electoral stain* to be sure he or she is not already registered.

RECORD the registration centre number on the form.

Fill out the registration section of the form AND the ID card section by asking questions from the applicant and recording the information given.

- ☞ Ask the applicant his or her **name**.
Record the name in the order as the person calls it. If the applicant is unsure which name to provide, tell them to mention the name they normally use. Try to have them avoid giving nicknames.
- ☞ Ask the applicant for his or her house number. If the applicant is unsure of his or her house number, try to help him or her place it according to known landmarks, landlords, homeowners, etc. within the area. If this does not yield a proper house number, register the person anyway. Do not turn people away because they don't know their house number.
- ☞ Ask the applicant's **fathers' name**.
- ☞ Ask the **applicant's mother's name**.
- ☞ Ask the applicant's **age**.
- ☞ Record the **applicant's sex**.
- ☞ Ask the applicant's home **town**.

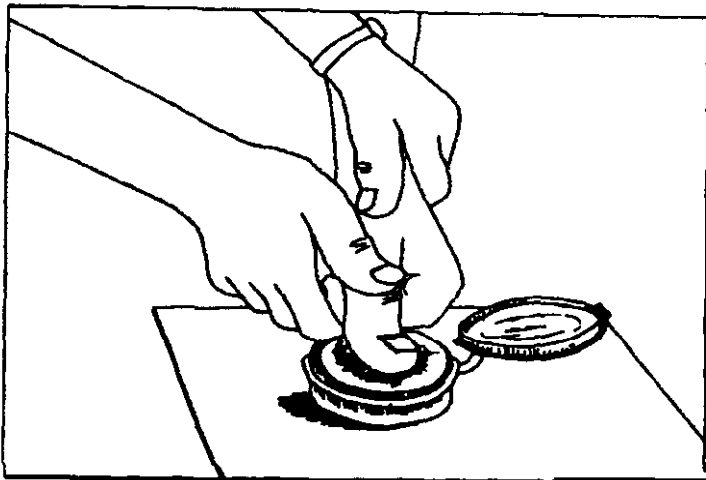
information.

registration form and the ID card portion of the form.

How to do the **thumbprint** correctly

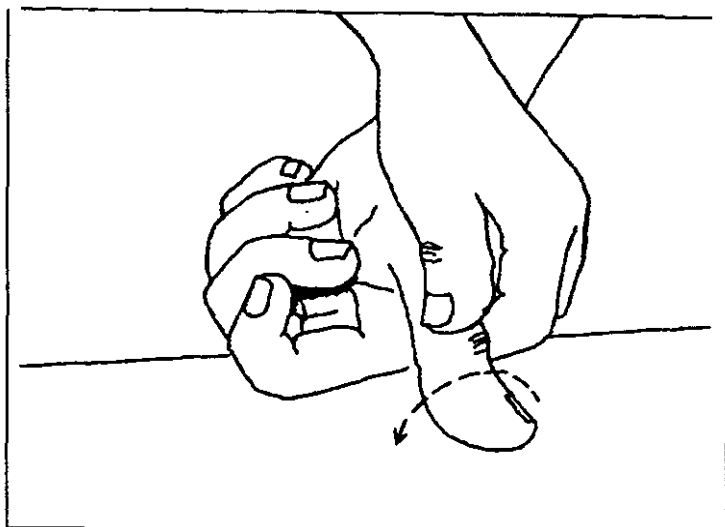
- *Take the applicant's left thumb.*
- *Place the thumb on ink pad.*

Place the thumb on the inkpad. You don't need to press down hard to get ink on the applicants thumb.



- *Place the thumb on the appropriate spot on the form.*
- *Use a gentle rolling motion to ensure the entire thumb print gets on the form. Roll the thumb once in only one direction — not back and forth.*

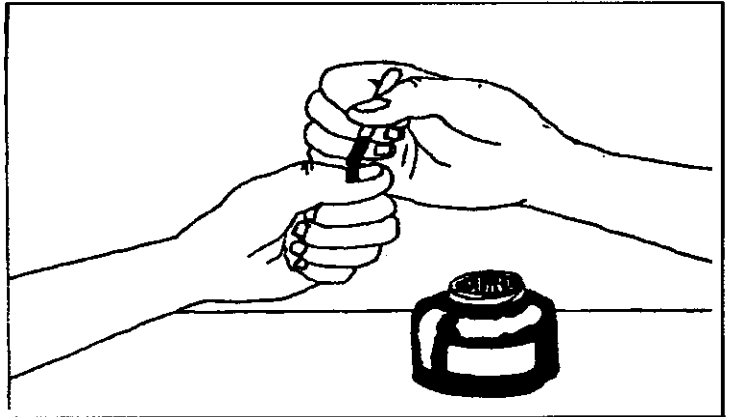
Gently roll the thumb in one direction— not back and forth.



- Repeat the thumb print on the ID card portion of registration form.

- ☞ Apply the electoral stain to the left thumb nail. **Make sure the electoral stain is applied on the bottom of the nail of applicant's left thumb (near the cuticle) staining both the nail and part of the skin.**

Apply the electoral stain at the bottom of the applicant's thumb nail.



- ☞ Pass the form to the registration assistant for shading who tears off the ID card portion and hands that portion to the registration assistant for lamination.

- ☞ If you damage or spoil a form:

- Do not destroy the form. A registration form should be considered spoiled if you make a mistake, if the applicant changes information, if stray marks cannot be successfully erased, or, if in the laminating process the ID card is damaged.
- Account for each spoiled or damaged registration form on the Daily Registration Form Accounting Sheet at the end of the day.
- Mark each spoiled or damaged form as "SPOILED".
- Put each spoiled or damaged registration form in the box with the unused registration forms.
- Register the applicant using another registration form.

Remember:

If you misspell or otherwise damage a voter registration form or an ID card in lamination, you must start over again, using anew form to register the voter.

Remember:

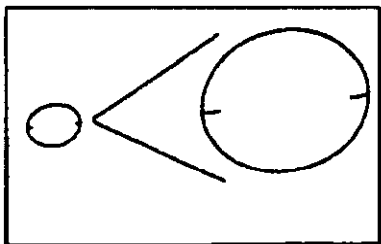
You must account for all damaged or spoiled forms at the end of the day.

Section 7:

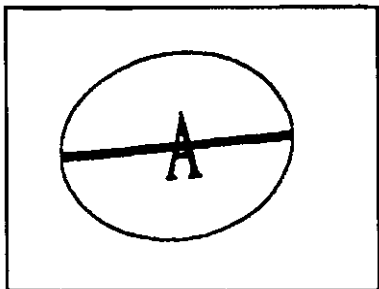
Shading the Voter Registration Form

Remember:

You must be very careful in shading the forms. The scanner will reject forms that are not shaded correctly.



Look for the two dashes WITHIN the oval.



Join the two dashes with a pencil mark.

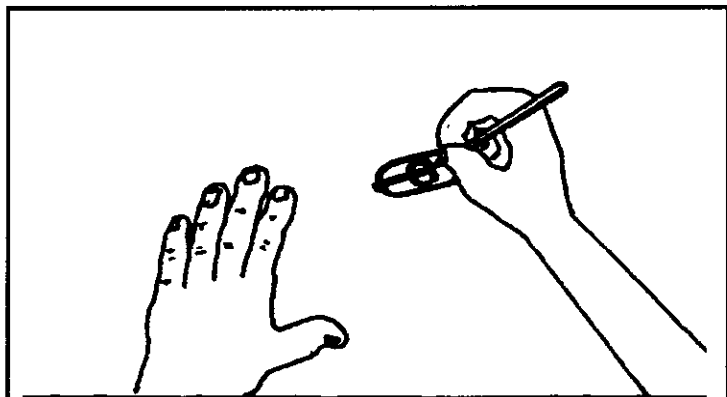
After the **Registration Officer** has finished collecting the necessary information **from** an **applicant**, the Registration Assistant responsible for **Shading** prepares the registration form for electronic **scanning**. The Registration Assistant for shading **should**:

- ✓ **Remove** the ID card portion of the registration form and hand it to the Registration Assistant responsible for **lamination**.
- ✓ Shade the information recorded by the **Registration Officer** in the portion of the form designed for **shading**.
- ✓ Shade one form at a time on a firm and smooth **surface**.
- ✓ Shade each letter or number in **the** appropriate **oval**. Be careful to shade the correct letter or **number**.
- ✓ It is important to make the **mark correctly**. Each oval has two (2) dashes **inside**. Make a pencil mark that joins the **two dashes**.
- ✓ Take care to keep your mark **WITHIN** the **oval**. Be careful to avoid making any stray **marks**. The scanning machine will **find** it difficult to read when you shade outside the bubble.
- ✓ Erase a shading error thoroughly before making a **correction**.
- ✓ Use only an **HB** pencil for **shading**.
- ✓ Place the shaded form in the storage **box**.

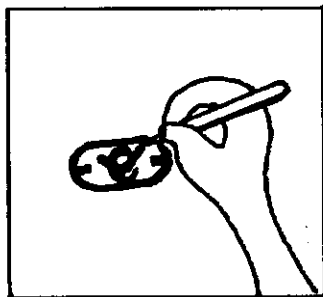
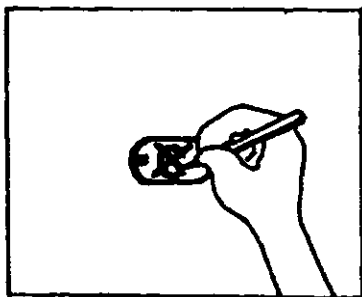
Whenever you are in doubt about any **matter**, you should ask the Registration Officer for **clarification**.

It is important to remember what happens to the forms after they leave the registration centre. Special **care** must be taken in handling the **forms**. They must be kept clean **and free of dirt, oil, water** or any other material which would affect the **scanners**. The machine can only do the job if the form is prepared in a manner that allows it to read the marks **correctly**. Be **as careful as you can**. If you make a stray **mark**, erase it as **thoroughly** as you can.

The CORRECT
way to shade.



The WRONG
way to shade.



Section 8:

Laminating the Voter ID Card

The Registration Assistant responsible for lamination is responsible for covering the ID card portion of the registration card with a clear plastic laminate to protect it from **water**, dirt and to discourage **tampering**. **Remember**, the card must last to Election Day.

While lamination of the ID card may **look simple** on the **surface**, in practice it can be quite **difficult**. **Remember**, once stuck to the laminate the card cannot be removed without destroying it. You **have** only one chance to get it **right**. A misplaced or **significantly** misaligned card can result in the voter's being required to register **all** over again so that a new **card** and number is **issued**. To laminate a card successfully carefully follow these **steps**:

Steps to successful lamination.

- (a) Place the **laminate** on a flat surface such as a **table**.
- (b) Carefully fold the laminate in half along the **seam**.
- (c) Open the **laminate** and carefully remove the **BOTTOM backing**. The adhesive of the bottom portion of the laminate will then be **exposed**. Make sure that the TOP portion does not touch the **bottom**.
- (d) **Carefully** place the Voter ID Card in the **MIDDLE** of the **BOTTOM laminate**. You should have a **5 mm** edge all the way around the **card**.
- (e) **DO NOT** place the card on the laminate until you have it correctly lined **up**. Once the card is on the **laminate**, it **cannot** be **removed**.

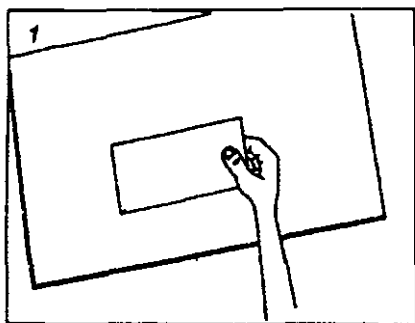
Remember:

*You only get one chance at lamination. If the card is damaged during lamination the applicant **MUST** re-register using new form.*

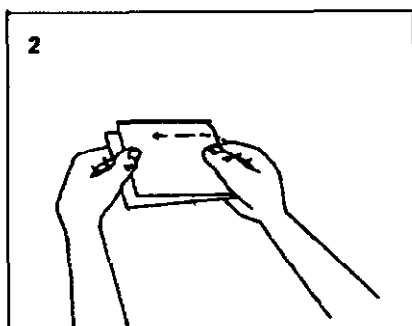
- (g) Remove the backing of the TOP portion of the laminate. **CAREFULLY** align the top edge of the two laminate sides (top and bottom).
- (h) Press the two laminates together.
- (i) Using the roller/sealer, make sure you have a secure seal all the way around the card. If the laminate is not sealed properly, it can come apart.
- (j) If you did not make a perfect match along the edges of the laminate and one edge overlaps the other, use the scissors to remove the sticky overlap.
- (k) Hand the ID card to the applicant.
- (l) Remind the voter to keep the card safe until election day and to bring the card to the polls.

*If the card is damaged in the process of lamination, the applicant **MUST** re-register using a new form. The first form must be marked spoiled.*

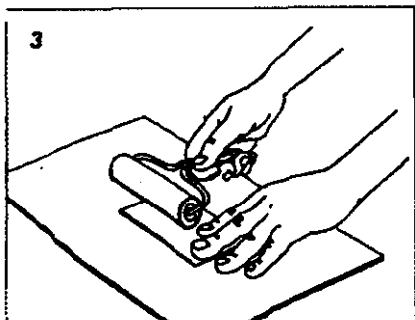
The Steps of a Successful Lamination



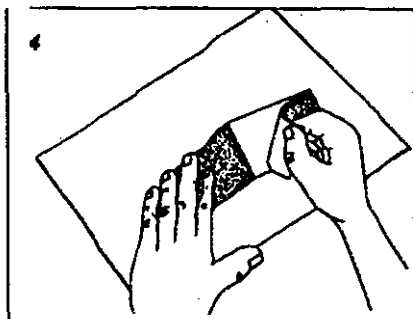
Place the laminate on a flat surface



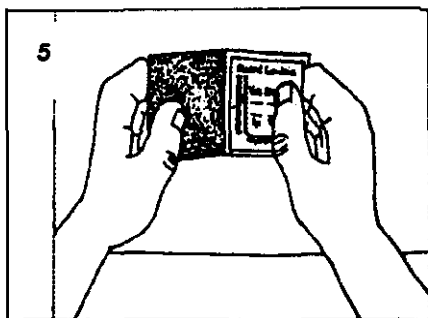
Fold the laminate in half



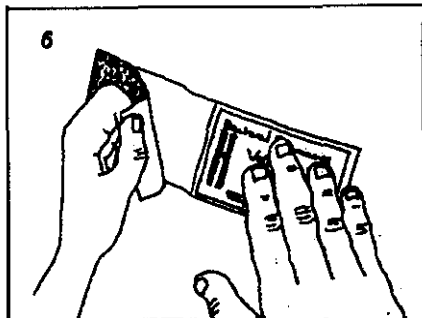
If necessary, roll the roller to ensure a sharp fold



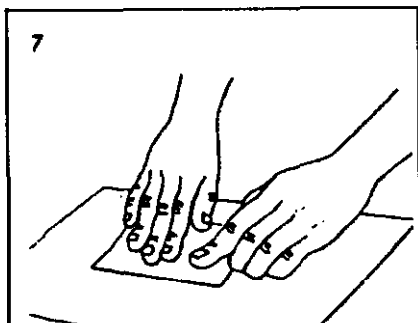
Remove the bottom backing



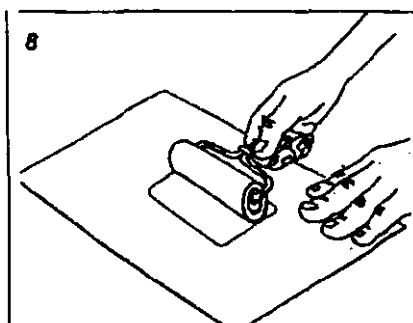
Place the ID card in the middle



Remove the backing of the top portion



Press the two laminates together



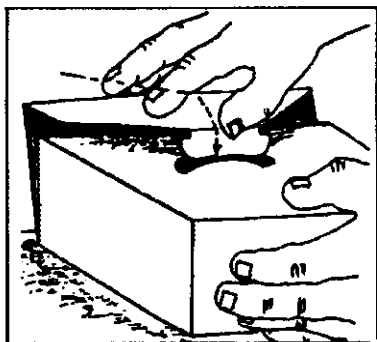
Use the roller to ensure a good seal

Section 9:

Daily Closing of the Registration Centre

Registration should close at **6:00 PM** each **day**. You should not close the registration before **6:00 PM** even if no one is coming to **register**. Immediately after you close registration on each day of the registration **period**, do the following in the presence of **the party agents**:

- ◆ Account for **all** registration **forms**, challenge **forms**, and irregularity forms by completing the Daily Registration Form Accounting Sheet provided by the **Commission**. Please see Section 10 for instructions on how to **fill** out his **form**.
- ◆ Two cardboard storage boxes will be provided by the **Commission**. Place completed forms in the voter registration form storage box.
- ◆ Place unused registration forms and **irregularity report, challenged**, and spoiled forms in the other storage box.
- ◆ Seal the boxes each day after registration in the presence of other registration officials and party **agents**. Special seals will be provided by the Commission for the sealing of storage boxes. Do the **following**:
 - a. Fold the storage box and put the tab into the **slot**.
 - b. Place the seal over the tab in the slot
 - c. Put your signature on the **seal**.
 - e. Have two party **agents**, one from the government **party**, one from the non-government **party**, also sign the **seal**. If one party agent is not **present**, do not wait. Go on with the closing.

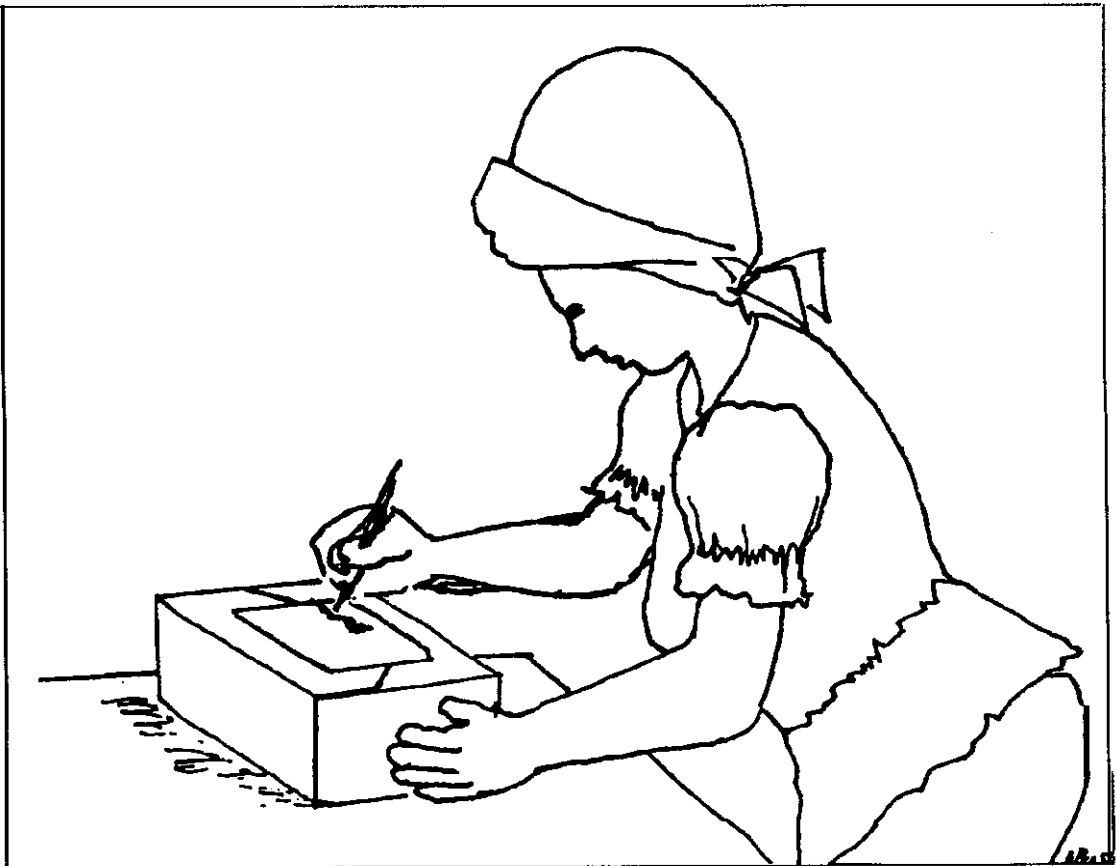


A different seal will be provided for the seal of the storage boxes on the last day of voter registration. This seal has a special adhesive. The Registration Officer and the party agents must **sign** this seal in such a way that part of the signature is on the seal and part of it is on the **box**.

At the end of the last day of registration, send the sealed boxes and the remnants of all other materials to the District Office.

Registration Officers are to ensure the proper handling of these forms. The registration forms are scannable they must not:

- * Be folded
- * Be crumpled
- * Be torn
- * Be tattered
- x Have damaged edges or oily stains



Signing the Seal

Section 11:

The Photo ID Card Process

The Commission has purchased 600 cameras for the issuance of photo ID cards. Voters registering within the ten regional centres will receive a Voter ID card with a picture. Outside the regional centres, voters will receive a Voter ID Card with a thumb print. Special training in how to use the cameras and produce the ID cards will be provided to 600 camera teams. During the period of voter registration, these camera teams will be in 600 registration centres. Photos of the voters will be taken and the ID cards will be issued on the spot, just as in the centres where people will receive thumb print ID's. At all other registration centres in the Regional Centres, where camera teams will NOT be available during the registration period, the process will be as follows

- ✓ The registration officer *will take* the information from the applicant as described in section 6 of this manual, except that the voter DOES NOT place his or her thumb print on the ID Card. The thumb print goes on the form only. The ID card is, however, filled out with the voter's information.
- ✓ The Registration Assistant (shading) removes the ID card from the bottom of the form and hands it to the Registration Assistant (lamination) and proceeds as described in section 7 of this manual.
- ✓ The Registration Assistant (lamination) separates the Voter ID Card from the receipt. He or she then writes on the receipt the following:
 1. The registration centre number.
 2. The name of the voter.
 3. The *dates* between which the voter may return to have his or her photo taken and receive the photo ID card. At the time the registration officer takes delivery of the registration materials, he or she will be

told what dates go on the receipt.

4. The **receipt** is handed to voter -- NOT the ID Card.
5. The ID card is placed in the designated envelope.
6. At the end of the day, the voter ID card envelope is placed in the "unused" registration form storage box.

After registration closes, camera teams will travel to all regional centres to take the photos. Voters must return to the registration centres to have the photos taken and receive the Voter ID Card. It is expected to take about three months to cover all the regional centres. Therefore, the dates the camera team will be in each regional centre will be different.

Electoral Commission of Ghana

Voter ID Number: 12345678

Polling Station Number: _____

Name of Voter: _____

During the period below:

☒ **Return to this registration centre with this receipt to have your photo taken.**

☒ **At that time you will be issued a Voter ID Card**

FROM _____ **TO** _____

Section 12:

The Role of Party Agents

Potentially, 80,000 party agents will take part in the training programme. There will be four party agents for each registration centre with two agents from parties supporting the government and two supporting the opposition.

The Electoral Commission, in consultation with an Inter-Party Advisory Committee, has established the following guidelines for party agents at registration centres. The party agents:

- ☑ **MAY** observe the registration process. They are to act as observers to the process and witnesses to its adherence to the regulations.
- ☑ **MAY** maintain a constant presence in the registration centre. They can aid in observing the process and noting whether the exercise is going on smoothly as required by law.
- ☑ **MAY** challenge a person if they believe the applicant is not qualified to register. However, in a challenge, the challenger must be able to prove the challenge.. See Section 13 for more information.
- ☑ **MAY** take note about who registers to vote and anything observed in the centre.
- ☑ **MAY** inspect the seals each morning and sign the seals in the evening. See Section 5 and Section 9.
- ☑ **MAY** file a report of irregularity if something is not as it should be during the registration. See Section 14 for examples. Party agents must, however, be mindful of the fact that they should not allow alleged irregularities to hold up the registration process.

Party Agents have a right to be in the registration centre but they must also obey the rules and act responsibly.

- **May NOT interfere in the registration process.** A party agent can be asked to leave the registration centre if the Registration Officer feels he or she is obstructing the registration process.
- ☒ **May NOT be disruptive or cause a disturbance in the centre.**
- ☒ **May NOT talk directly to persons registering.**
- ☒ **May NOT recruit people or campaign for their party while in the registration centre.**
- ☒ **May NOT touch any registration document without approval of the registration officer.**

Like anyone else, party agents are subject to the law; therefore, if they commit any offence at the registration centre they can be arrested. .

Party agents must also sign the daily accounting sheet at the end of each registration day to signify their presence at the registration centre, to verify the activities being reported, and become eligible for the daily party agent stipend.

Section 13:

Challenges to Voter Registration

Occasionally, somebody may believe an applicant is not qualified to register as a voter on one or more of the following grounds. The applicant:

- ⇒ is not a citizen of Ghana.
- ⇒ is below eighteen (18) years old.
- ⇒ does not reside in the area he/she wants to register as a voter.
- ⇒ is not of a sound mind.
- ⇒ has been registered already.
- ⇒ is not the person he/she claims to be (This is termed as impersonation).

It is important to understand that at the time the challenge is made, the charge that a person is not qualified to register to vote is only an allegation. The allegation cannot prevent the person from completing a voter registration form. At the appropriate time the challenger will be required to present **proof** that the applicant is not qualified to register.

The filing of a challenge does not prevent the person from completing a registration form.

Both the challenge form and the registration form are completed. A decision will be made later on whether the challenge is correct.

Registration officials must be careful not to let a challenge to an applicant unduly disrupt registration. There is no need to attack the applicant, or have the applicant try to defend his or her case, focusing the attention of all the people at the registration centre on the dispute. This could bring the registration exercise at the centre to a stand still.

The challenger needs only announce to the Registration Officer that he/she challenges the qualification of an applicant. The Officer should give a challenge form to the challenger and have him or her fill it out. Remind the challenger to clearly write the name and address of the person challenged, the name and address of the person making the challenge, and the reason for the challenge. After the

form is filled out, the challenger appends his or her signature to the form.

The Registration Officer should fill out the form for the challenger if he or she cannot read and **write**. After **filling** the form, however, the Registration Officer prints the challenger's name neatly and clearly, on top of the left thumbprint of the challenger.

After the challenger has finished **filling** and signing the form, the registration officer signs the **form**.

The registration officer next completes the voter registration form for the person who has been challenged. This application is then placed with the challenge. Both forms are then placed in the unused forms storage box. DO NOT remove the ID Card from the form.

The Registration Officer must inform the applicant that his/her registration has been challenged and that a date and time for the hearing of the case **will** be established by the Electoral Commission and will be communicated to him or her at a later **time**.

At the end of the **day**, the registration officer will have to record the challenge on the Voter Registration Form Daily Accounting **sheet**. This recording is the final and last stage of **filing** a challenge at a registration **centre**.

Section 14:

Voter Registration Irregularities

An irregularity is anything that is not according to the law or to the procedures set down by the Electoral Commission.

The Electoral Commission will do **all** it can to ensure a **smooth**, and peaceful registration exercise giving an opportunity to **all eligible Ghanaians to register**. **Nevertheless**, it is impossible to **rule out** the possibility that **not all** will go as **planned**.

If **something** happens **outside** the normal registration routine, it must be **noted**. **Hopefully**, an irregular event will be quickly **remedied**; **however**, this may not always be **possible**.

An irregularity in the registration process is anything that is not as it should be. Below is a list of possible irregularities that may occur:

- * The seal of the storage box for the completed forms is **broken**.
- * The **forms** are not used in an ascending order of aerial **numbers**.
- * The seal of the storage box of unused forms is **broken**.
- * The forms meant for one registration **centre** are sent to another without **documentation**.
- * The **forms** meant for one registration **centre** are used by another **centre** without **documentation**.
- * A registration official leaves the **centre** earlier than normal (before 6:00 p.m.).
- * A registration official arrives late to the **centre** (after 7.00 a.m.).
- * The registration procedure is not followed in the proper order. (Registration, then **shading**, then **laminating**).
- * The **centre** runs short of supplies (of any of the items needed at the **centre**).

application

An irregularity form notes what happened and when.

- * An official unnecessarily delays the registration process.
- * An official fails to listen to the complaints of a party agent.
- * An official is rude or discourteous to the public.
- * A party agent disrupts the registration process.

Any behavior or incident that affects the smooth running of the registration process could be considered as an irregularity. It does not have to appear on the list of irregularities noted on the form.

Once an incident is classified as an irregularity the one who makes the observation collects an Irregularity Form from the Registration Officer and fills it out. He/she has to write the:

- ❖ Centre number on the Form
- ❖ Type of irregularity
- ❖ Time in case of early closure or late arrival at centre
- ❖ Date the alleged irregularity occurred.
- ❖ Badge number of the Registration Officer
- ❖ Name of the person reporting the irregularity
- ❖ Signature of the person reporting the irregularity

If the reporter is illiterate, a registration official must print the reporter's name neatly below their left thumbprint. Then, the registration official must append his/her signature. Because any of the three registration officials can accept a report of irregularity, the official who accepts the report must also append his or her signature to the Irregularity Form. In addition, the Registration Supervisor or District Electoral Officer may accept a report if the registration officials do not do so.

Section 15:

Commonly Asked Questions

Below are **answers** to some questions you are likely to hear during the voter registration **period**.

- 1) **Why are photo ID cards being issued only in the regional capitals?**

Last year all the political parties of Ghana agreed that, because of lack of funds, photo IDs should be issued only in the regional capitals where it was believed that impersonation was most likely to take place on election day. They also agreed that if money was made available, the photo ID process would be expanded to cover the entire country. The Electoral Commission has not been given funds by either the Ghana Government or international donors to expand the photo IDs outside the regional capitals.

- 2) **What if I lose my card?**

You MUST report the loss to the District Electoral Office nearest where you live. You will be issued a new ID card. Your lost ID card will be cancelled so that no one else may use it.

- 3) **Can I give my card to someone else?**

No! If you give your ID card to someone else you cannot vote on election day. If the person to whom you give the card tries to vote, he or she will be committing the offense of impersonation and both of you will be subject to arrest.

- 4) **What if I move before Election Day?**

You can apply for the transfer of your vote ii-em where you registered to a polling station near your new residence. The period for applying for the transfer will be announced by the Electoral Commission.

Can I vote with a thumb print as well as a photo ID card area?

Yes, but only if you have properly applied for a transfer of your vote. The same holds true for a person from an photo ID area voting at a thumb print ID card polling station:

- 6) I'm 17 years old now, but will be 18 years old by Election Day, can I register to vote?**

No. The law allows only citizens 18 years or older to register to vote. This is true even if they are 17 now but will be 18 years old by Election Day.

- 7) Can I register away from where I normally reside such as my village or home town?**

Yes. But remember you will be electing people to represent you where you currently live — not some other place. In addition, if you attempt to register where you do not currently reside, you may be challenged. You may also be challenged during the exhibition period or on Election Day.

- 8) My grandfather (or some other elderly or disabled person) can't go to the registration centre to be registered. Can I register for him?**

No. The applicant must be assisted to come to the registration centre. The Commission will develop a programme to register persons who are too ill to go to register.

- 9) What about persons in hospital during the registration period?**

The Commission will establish a programme to visit all hospitals and register voters during the registration period.