



INDEPENDENT NATIONAL  
ELECTORAL COMMISSION

## **GUIDELINES**

**FOR**

**PERMANENT VOTER CARD DISTRIBUTION**

**2014**

INDEPENDENT NATIONAL ELECTORAL COMMISSION

## **INTRODUCTION**

Guidelines made pursuant to section 16 of the Electoral Act 2010 (as amended).

Issuance of voters' Cards is the responsibility of the Independent National Electoral Commission. The proprietary right in the voters' cards is vested in INEC.

### **2.0 ABOUT THE PVC**

- Smart card-based Voter ID;
- Stores voter's information such as bio-data, biometrics and facial image;
- The card technology provides adequate security features to reduce vulnerability to counterfeiting
- The PVC shall be used for identification and authentication of voters during elections

### **3.0 WHO IS ELIGIBLE TO COLLECT PVC?**

A person is eligible to collect PVC if he/she:-

- (a) has registered before
- (b) is in the register of voters displayed.
- (c) has a temporary voter card (TVC)
- (d) has lost his/her TVC but his/her identity can be confirmed.
- (e) Is physically present at the collection centre. There shall be no collection of PVC by proxy.

### **4.0 WHERE TO COLLECT PVC**

- (i) PVC distribution will be at the Polling Unit.
- (ii) Those who are unable to collect their PVC during the specified period shall, therefore, collect theirs from the INEC office in the LGA.

## **5.0 HOURS OF COLLECTION**

The PVC distribution will take place at designated venues between the hours of 8.00am to 4.00pm for the specified period.

## **6.0 Guidelines for the distribution of PVC**

### **6.1 The Electoral Officer**

The Electoral Officer shall be in charge of the Local Government Area and shall coordinate all the activities in the local government area, with the assistance of the Assistant Electoral Officer(s) (AEO).

The Electoral Officer shall ensure that:

- The PVCs are arranged according to their RA and polling units.
- The PVCs are arranged in alphabetical order.
- Each distribution center /polling unit is manned by the Distribution Officer (DO).
- DOs should be competent in handling questions concerning the pre-CVR display.

### **6.2 The Supervisory Distribution Officer / (SDO)**

The SDO shall manage a registration area and all the polling units within the registration area, supervises the distribution officers and also performs the following tasks:

Collects the PVCs by RA/polling units at the LGA office

- He/She makes sure there are PVC cards for all PUs in his/her RA.
- Signs for the collection of these cards.
- Distributes PVC cards to the DOs.
- Distributes daily distribution report forms to the DOs.
- Distributes Electronic Voter Register (EVR) for display to the DOs.
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- Goes round the PUs to ensure:
  - that the Electronic Voter Register (EVR) is displayed
  - that the DOs are working
  - that the distribution is going on as scheduled and planned.
- Collects the daily report forms at the end of the day.

- Ensures the security of all materials collected.
- Submits the daily report forms at the end of the day to the Electoral Officer.
- Retrieves all materials from the DOs at the end of the exercise.
- Returns all materials to the L.G.A at the end of the exercise.
- Provides technical support to the DOs.
- Reports all activities at the RA to the E.O.

### **6.3 Distribution Officer**

- This officer takes custody of the PVC cards
- Pastes the register of voters for display at the PU and makes sure it is on display for the period of the distribution.
- Checks and confirms that the prospective voter is in the distribution register of voters.
- If the name of the prospective voter is found on the distribution register of voters, he/she shall search through the PVC cards for his/her PVC.
- He/she requests prospective voter to thumbprint and sign the PVC collection section of the distribution register of voters.
- Retrieves the TVC from the prospective voter and hands over to prospective voter his/her PVC
- Where the prospective voter does not have a TVC, the prospective voter is made to sign an attestation form and affix his/her passport photograph.
- If the prospective voter is suspected to be under-age, his/her PVC shall be retained at the LGA office.
- Makes sure that the retrieved TVCs are properly stored and secure in the bag provided.
- At the end of each day he/she will make sure that the number of PVCs signed for equals the number of PVCs he/she has handed over to prospective voters.
- Completes the card issuance daily report and makes sure that the report tally

### **6.4 Security Agents**

A Security Agent is any person duly assigned to a polling unit from the Nigerian Police Force (NPF) or Nigeria Security and Civil Defense Corps (NSCDC) or any other Security Agency mandated to enforce and maintain law and order throughout the exercise.

- (i) There shall be only one security agent assigned to each PU (unless a security assessment recommends more than one)
- (ii) The security agent assigned shall be responsible for security, law and order at the PU
- (iii) He/she shall be responsible for security and protection of the Distribution officer, materials and equipment at the PU.

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