

INDEPENDENT NATIONAL ELECTORAL COMMISSION
(INEC)



GUIDELINES
FOR CONTINUOUS VOTER REGISTRATION (CVR)

JUNE 2021

TABLE OF CONTENTS

	Page
i. Table of Contents	2
ii. Abbreviations	3
iii. Preamble	4
1. Notice of Continuous Voters' Registration	4
2. Registration Centres	4
3. Period of Registration	5
4. Eligibility for Registration	5
5. Continuous Voters' Registration Guiding Principles	5
6. Conduct of Registration Officials	6
7. Public Conduct	6
8. Presentation for Registration	7
9. Particulars of Registrant	7
10. Procedure for Registration	8
11. Prohibition of Multiple Registration	12
12. Display of Preliminary Register of Voters	12
13. False Information	12
14. Claims and Objections	13
15. Collection of Permanent Voter's Card	14
16. Issuance of Duplicate Voter's Slip/Card	15
17. Transfer of Registered Voters	15
18. Rejection of Application to Register	18
19. Appeal against Rejection	18
20. Party Agents	18
21. Observers and Journalists	19
22. Power of Registration/Electoral Officers	19
23. Security Officials	19
24. Power of the Commission to Appoint Officers and Assign Duties or Functions	19
25. Power of the Commission to Supervise and Control all Voter Registration Exercise	19
26. Power of the Commission to Postpone Registration	20
27. Changes and Alteration of Provisions under the Guidelines	20
28. Non-Compliance	20

ABBREVIATIONS

AREVO:	Assistant Revision Officer
CVR:	Continuous Voter Registration
EO:	Electoral Officer
HOD:	Head of Department
ICT:	Information and Communication Technology
IO:	Issuance Officer
IVED:	INEC Voter Enrolment Device
LGA:	Local Government Area
PU:	Polling Unit
PRV:	Preliminary Register of Voters
PVC:	Permanent Voter's Card
PwD:	Persons with Disability
RA:	Registration Area
RAO:	Registration Area Officer
REVO:	Revision Officer
REC:	Resident Electoral Commissioner
RO:	Registration Officer
VR:	Voter Registry

GUIDELINES FOR CONTINUOUS REGISTRATION OF VOTERS

<p>PREAMBLE:</p> <p>In line with its statutory powers to issue Regulations, Guidelines and Manuals, these Guidelines are issued to guide INEC Officials and the public on the procedure for Continuous Voter Registration (CVR). The CVR is a major statutory task of the Independent National Electoral Commission (INEC) as provided for in Third Schedule, Part I, Section 15 (e) of the Constitution of the Federal Republic of Nigeria 1999 (as amended) and Sections 9-23 of the Electoral Act, 2022.</p> <ol style="list-style-type: none"> 1. The date and modalities for CVR shall be as announced by Commission. 2. <ol style="list-style-type: none"> i. The Continuous registration of voters shall be carried out at specified Offices of the Commission (HQ, States FCT and LGA Offices) or at such other places as may be designated by the Commission from time to time. ii. The list of such centres for each registration exercise shall be announced in the localities at least seven (7) days before the commencement of registration. iii. The Commission may use as registration centres such public places as schools, halls, parks, Town Halls, open spaces, and booths approved by the Commission provided that these registration centres are NOT sited in the premises of churches, mosques, shrines, palaces of traditional rulers, political party offices, club houses, petrol/gas filling stations or private residential premises. 3. <ol style="list-style-type: none"> i. The nationwide CVR exercise shall be all year-round. Each cycle of Continuous Registration of Voters shall be for a period to be determined by the Commission, which may include breaks for claims and objections and data management. 	<p>Notice of Continuous Voter Registration</p> <p>Registration Centres</p> <p>Period of Registration</p>
--	--

<ul style="list-style-type: none"> ii. During this period, registration shall commence by 9.00am and end by 3.00pm daily, excluding weekends and public holidays. iii. Any person on the queue as at 3.00pm during this period shall be accepted for registration. <p>4. To be eligible for registration, a person:</p> <ul style="list-style-type: none"> i. Must be a citizen of Nigeria who is resident in the country. ii. Must have attained the age of 18 years on or before the registration day. iii. Is 18 years or above but could not register during the previous registration exercise. iv. Is resident or works in an LGA/Area Council or RA/Ward covered by a registration centre. v. Not subject to any legal incapacity to vote under any law rules or regulations in force in Nigeria. vi. Must present himself/herself to the Registration Officials for registration and is able to provide proof of identity, age, and nationality, if requested. vii. Has PVC but his/her name is not on the Register of Voters. viii. Has had any problem with accreditation in any previous election 	<p>Eligibility for Registration</p>
<p>5. The registration process is based on the following principles:</p> <ul style="list-style-type: none"> i. Registration is done in person and not by proxy: Anyone who qualifies to register must appear in person at the Registration Centre for registration. ii. Multiple registration is not allowed: A voter can only register once and in one Registration Centre. If the voter resides in more than one constituency, he/she must choose only one location to register. iii. Registration is a pre-requisite for voting in an election: 	<p>Continuous Voters' Registration Guiding Principles</p>

<ul style="list-style-type: none"> i. A person qualified for Registration or who is pre-registered online shall present himself/herself to the Registration Officer of the Commission at a designated Registration Centre for registration or completion of registration. ii. The Registration Officer: <ul style="list-style-type: none"> a) May demand from the prospective registrant any information (e.g., if he/she has registered before, birth certificate, evidence of nationality) as may be required to enable the Officer to ascertain whether the applicant is qualified to register as a voter. b) May require the prospective registrant to surrender any previously issued voters' card or slip to the Registration Officer. c) May require a person who pre-registered online to present a copy of his/her registration slip. d) The prospective Registrant shall comply with any of the provisions of Section 9 and 10 of these Guidelines as may be required by the Registration Officer. 	<p>Presentation of Self for Registration</p>
<p>9.</p> <ul style="list-style-type: none"> i. 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 particulars specified by the Commission in the registration form. These may include: - <ul style="list-style-type: none"> a) The Registrant's name. b) The Registrant's age. c) The Registrant's gender. d) The Registrant's occupation. e) Address within the LGA/Area Council f) The Registrant's contact phone number g) The Registrant's email address (optional) 	<p>Particulars of Registrant</p>

- h) The Registrant's photograph.
- i) The name of the State where Registration is taking place.
- j) The name of the Local Government Area/Area Council of Registration.
- k) Name and Code Number of the Registration Unit.
- l) The Registrant's ten fingerprints; and
- m) National Identification Number (if available).
- n) Disability Status.
- o) Any other information that may be required by the Registration officer

10. The following shall be the procedure for Continuous Voter Registration subject to periodic reviews by the Commission. Any Review of the procedure shall be issued in the form of new guidelines for the continuous voter registration.

Procedure for Registration

i. ONLINE PRE-REGISTRATION

A person qualified for registration may pre-register online. The Online Voter Registration System will allow a prospective voter to submit his/her enrolment information. The information will be accessible at all registration centres at the LGA /Area Council and State/FCT Offices where the biometrics of the prospective voter will be captured to complete his/her registration. Online registration entails the following:

- a) The prospective voter shall access the online voter registration portal and create an account using a computer or mobile device. A confirmation verification email will be sent to the registrant to complete the creation of the account. The prospective voter can also access the online pre-registration platform using his/her social media account as specified in the portal.
- b) The prospective voter fills his/her personal data and other requested information. The portal will capture the prospective registrant's passport photograph.

- c) The prospective registrant then makes an appointment for completion of registration from the.
- d) The generated slip **MUST** be presented at the designated State/LGA/Area Council Centre to complete the registration.
- e) The prospective registrant may save partially completed online form for continuation of the registration, but this will be available for only **14 DAYS**.
- f) The prospective registrant must present himself/herself at the designated registration centre on the date of his/her appointment to complete the registration bringing along a valid means of identification and the online registration slip.
- g) The Registration Officer will retrieve the prospective voters' application using the Unique Identifier on the slip generated.
- h) The Registration Officer will compare the passport photograph from the retrieved application with the prospective voter that presents himself/herself to confirm if he/she is the same person.
- i) If the Registration Officer confirms that the person present is the same as the person on the online application, the Registration Officer will proceed to capture his/her fingerprint and photo. A confirmation email will be sent.
- j) Once the fingerprint and photo are captured and submitted, a registration slip is generated and issued.

ii. REGISTRATION AT STATE/LGA/AREA COUNCIL AND OTHER DESIGNATED CENTRES

There shall be a team of two (2) Registration Officers per Registration Centre for field data capture.

REGISTRATION OFFICER I (ROI)

The Registration Officer (RO I) shall: -

- a) Assist prospective registrants, especially Persons with disability (PwDs) and/ or non-literate persons, as well

as persons seeking transfer by using the PU Guide to ensure that they are assigned to the correct delimitation (Polling Unit, Registration Area and LGA).

- b) Issue all relevant forms.
- c) Assign the Applicant to the nearest Polling Unit (PU) to his/her chosen residence or location.
- d) Issue PVC to registered voters who are yet to collect such PVC.
- e) Handle all documentations on transfers, review/updates of voters and all incidences.

REGISTRATION OFFICER II (RO II)

The Registration Officer (RO I) shall: -

- a) Capture intending registrant Biodata and Biometrics using the IVED.
- b) Enter the data in the manual register.
- c) Effect all documentations on transfers, review/updates of voters and all incidences using the IVED within the same RA.

iii. PROCEDURE

- a) Registration Area Officers (RAOs) and other staff of the Commission may serve as ROs during CVR.
- b) The Commission may recruit additional ROs from outside the Commission if needed
- c) RECs shall ensure that there are adequate Registration Officers based on the policy for their recruitment by the Commission from time to time.
- d) At the end of the specified Registration period, ROs will report to the State/FCT/ Headquarters for data processing and backend activities.
- e) Each Registration team will have one IVED.

<p>f) Each LGA/Area Council should have adequate number of enrolment devices for redundancy.</p> <p>g) The RO I shall issue the Registration Inclusion Form (EC1) to every prospective registrant who is above 18 years to fill and to confirm that he/she has not registered before.</p> <p>h) The Registration Officer II (ROII) operating the IVED Machine will backup Registration Data daily on an external hard drive and ensure that the data is uploaded to the backend server.</p> <p>i) RO I shall issue and receive Form EC 4, for transfer requests and report back to the EO for administrative approval by the REC.</p> <p>j) RO II inputs and processes the transfer request on the IVED.</p> <p>k) ROI retrieves the Registration slip from the registered voters and hands over their PVC to them at the Registration Centre, when they are ready.</p> <p>l) The EO will supervise the ROs and all the equipment and activities within the Registration Centre including fueling of generators.</p> <p>m) VR Department will undertake periodic field monitoring and supervision to ensure that the data collection and uploads are done correctly and to audit the statistics of registrant and utilization of materials.</p> <p>n) The Register of Voters in each State/FCT Office in PDF format shall be kept separate from the (provisional) Registration Data pending the completion of Claims and Objections and final integration into the Database.</p>	
--	--

<p>i. No person shall register in more than one Registration Centre or register more than once in any Registration Centre.</p> <p>ii. Any person who registers in more than one Registration Centre or registers more than once in any Registration Centre commits an offence and is liable to prosecution and on conviction, liable to a period of imprisonment, fine or both as specified by the Section 16(2) of the Electoral Act, 2022.</p>	<p>Prohibition of Multiple Registration</p>
<p>12. Any person who provides false information to a Registration Officer during the CVR maybe liable to prosecution as specified in Section 23 (1) of the Electoral Act, 2022.</p>	<p>False Information</p>
<p>13.</p> <p>i. The Preliminary Register of Voters (PRV) shall be displayed at each Registration Centre. The ROs will print the list of Registered Voters at periodic intervals, preferably quarterly for display at the Registration Centre, clearly marked as Preliminary Register of Voters.</p> <p>ii. The Preliminary Register of Voters (PRV) shall be available on INEC website (www.inecnigeria.org) for any member of the public to verify his/her registration status.</p> <p>iii. The display of Preliminary Register of Voters (PRV) shall be carried out in a manner that ensures easy and unimpeded inspection of the register by members of the public.</p> <p>iv. Members of the public shall be allowed to inspect the register free of charge. The display will last for a number of days as maybe determined by the Commission.</p> <p>v. Any person caught tampering with the displayed Preliminary Register of Voter shall be arrested and prosecuted.</p> <p>vi. At the end of the display period, the Commission shall effect all necessary corrections and proceed to produce</p>	<p>Display of Preliminary Register of Voters</p>

<p>the Final Register of Voters.</p> <p>14.</p> <ul style="list-style-type: none"> i. Any person who is 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/her name inserted or to have any such entry, correction or any other omission inserted. ii. Any person with evidence 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: <ul style="list-style-type: none"> 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. iii. Revision Officers (REVOs) shall be responsible for claims and objections. REVOs will accept claims and objections from members of the public and forward them to the Electoral Officer of the Local Government Area/Area Council who will coordinate the hearing of Claims and Objections. iv. The Registration Officer I (RO I) and Registration Officer II (RO II) will become the Revision Officer (REVO) and Assistant Revision Officer (AREVO) respectively for the Display and Hearing of Claims and Objections at periodic intervals before processing and printing of PVCs. v. The duties of the REVO and AREVO are to: <ul style="list-style-type: none"> a) Display the Preliminary Register of Voter (PRV). b) Hear and determine the outcome of Claims and Objections to any entry in, or omission from the PRV during the display period. c) Submit the report of display and hearing of Claims and Objections to the EO. 	<p>Claims and Objections</p>
---	------------------------------

<p>15.</p> <ul style="list-style-type: none"> i. The Registration Officer I (RO I) will function as PVC Issuance Officer (IO) and shall issue the Permanent Voters' Card (PVC) to a Registered Voter who has not collected his/her PVC. The Officer shall also handle issues of lost, damaged, or unprinted PVCs. ii. A person is eligible to collect PVC if he/she: <ul style="list-style-type: none"> a) Has registered before. b) Is in the displayed Register of Voters. c) Has a Registration Slip. d) Has lost his/her Registration Slip but his/her identity can be confirmed by means determined by the Commission. e) Is physically present at the collection centre; there shall be no collection of PVC by proxy. iii. The Collection of PVC will take place at an INEC LGA Office/Area Council or at such other places as may be designated by the Commission between the hours of 9.00am to 3.00pm daily, excluding weekends and public holidays. iv. The Electoral Officer shall ensure that: <ul style="list-style-type: none"> a) The PVCs are arranged by name in alphabetical order, according to their RAs and Polling Units for ease of collection; b) PVC Collection Centres shall be managed by the Issuance Officer (IO). c) Issuance Officers (IOs) are competent in handling questions concerning PVCs. v. Issuance Officer (IO): The Issuance Officer (IO) shall: - <ul style="list-style-type: none"> a) Take custody of the PVCs. b) Check and confirm that the prospective voter is in the PVC Collection Register. c) If the name of the prospective voter is found on the PVC Collection Register, the Issuance Office (IO) shall search for his/her PVC. d) Requests prospective voter to thumbprint and sign the PVC collection section of the PVC Collection Register. 	<p>Collection of PVC</p>
--	--------------------------

<ul style="list-style-type: none"> e) Retrieves the TVC and hands over the PVC to the prospective voter. f) Where the prospective voter does not have a Registration Slip, he/she shall sign an attestation form and affix his/her passport photograph. g) If the prospective voter is suspected to be under-aged, his/her PVC shall be retained at the LGA Office/Area Council until proven otherwise. h) Makes sure that the retrieved TVCs are properly stored and secured in the bag provided. i) Makes sure that the number of PVCs signed for equals the number of PVCs collected by prospective voters at the end of each day. j) Completes the Card issuance Daily Report Form and ensures that the report tallies. k) Issues Incident Forms for complaints about omitted name, lost PVC, damaged or defaced PVC etc. 	
<p>16.</p> <ul style="list-style-type: none"> i. A person whose PVC is lost, torn or defaced shall, no later than 45 days to the poll(s), apply to the Commission for issuance of a PVC. ii. An application in sub-paragraph (i) of this paragraph shall be accompanied by: <ul style="list-style-type: none"> a) Proof of identity. b) Processing fee as may be determined by the Commission. c) An applicant who satisfies the provision of sub-paragraph (b) and whose name appears in the Register of Voters shall be issued with a duplicate copy of Registration Slip. 	<p>Issuance of Registration Slip</p>
<p>17.</p> <ul style="list-style-type: none"> i. At any time during Continuous Registration of Voters, an applicant may apply through the EO to the Resident Electoral Commissioner in the State where he/she is currently resident to be transferred to a new Constituency, provided that this is done not later than 45 days before the next election. The application shall be made on Form EC 4A and received by RO I during CVR. ii. Procedure for Transfer The person who intends to transfer his/her registration will apply through the Electoral Officer of the Local Government Area where he/she is currently residing to 	<p>Transfer of Registered Voter</p>

the Resident Electoral Commissioner (REC) of the State using the prescribed form which shall be available at all registration centres

Note:

- a) The application shall contain the current address and the telephone number of the applicant as this will assist in assigning him/her to the Polling Unit (PU) nearest to the new address.
- b) No transfers shall be entertained or granted less than **45 days** to the polls.

iii. **Transfer Within A Registration Area (RA)**

STEP 1

The applicant will fill Form EC 4A (Application for Transfer of Registered Voter).

STEP 2

RO II will initiate voter transfer on IVED.

STEP 3

If the Resident Electoral Commissioner is satisfied that the applicant is currently resident in the area, he/she shall approve the application and transfer is effected.

iv. **Transfer Outside A Registration Area (RA)**

STEP 1: The applicant will fill Form EC 4A (Application for Transfer of Registered Voter).

STEP 2: The applicant will attach a photocopy of his/her Permanent Voter's Card (PVC) to the application.

STEP 3: The Electoral Officer of the applicant's Local Government Area (LGA) on receiving the application shall ensure that the transfer is effected electronically;

STEP 4: If the Resident Electoral Commissioner is satisfied that the applicant is currently resident in the area, will approve the application and transfer is effected.

Note:

The Resident Electoral Commissioner MAY demand evidence, such as a Utility Bill for confirmation.

v. **ONLINE TRANSFER**

Procedures for Online Transfer

The applicant can initiate all forms of Transfer using the Online Voter Registration Portal.

Existing voters may transfer their registration to their chosen PU nationwide via the Online Voter Registration System as follows:

STEP 1: Log on to the voter registration portal (<https://cvr.inec.gov.ng> or <https://cvr.inecnigeria.org>)

STEP 2: Click on *Sign in/ Register*

STEP 3: As a new user, fill in required details (Name, email, Phone number, etc) to create an account on the portal or sign in using a Facebook or Gmail account.

STEP 4: Go to your e-mail account and click on the verification link sent to verify your account

STEP 5: Sign-in to the Portal

STEP 6: Click on Transfers

STEP 7: You will be required to review your voter status by taking two pictures of yourself (a neutral and a smiling face). This will verify your identity with your existing picture in the INEC database to prevent unauthorised transfer requests

STEP 8: After verification of your identity; select the Delimitation of the PU you wish to transfer to

STEP 9: Your transfer request slip will be displayed and sent to your email

STEP 10: Print or save your transfer request slip

STEP 11: Your request will be automatically submitted to the EO and REC of the State you requested to be transferred to for approval

STEP 12: You will receive update on your transfer request via email.

<p>18.</p> <p>i. 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 EC 4A stating the reason for rejection.</p> <p>ii. The Registration Officer shall maintain a record showing the names and other particulars of every person whose registration has been rejected pursuant to subparagraph 17 (i) above.</p>	<p>Rejection of Application to Register</p>
<p>19.</p> <p>i. 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.</p> <p>ii. The Commission shall by notice inform the public the time and manner in which appeal against rejections may be made. The Electoral Officer shall determine whether the appeal has merit and if the appeal has merit, a voters' slip or card shall be issued to the appellant and his/her name shall be entered in the Register of Voters.</p> <p>iii. A record shall be kept of all appeals that are rejected by the Electoral Officer and results of the determination of all appeals shall be pasted at the Local Government Area/ Area Council Offices of the Commission.</p>	<p>Appeal Against Rejection</p>
<p>20.</p> <p>i. A Political Party may, by at least a two-week notice in writing signed by the National Chairman or Secretary and addressed to the Electoral Officer of the Local Government Area/ Area Council, appoint not more than two agents as Observers to each Registration Centre.</p> <p>ii. The Notices shall set out the names and addresses of the agents and be given to the Electoral Officer before the date fixed for the Registration.</p> <p>iii. A Party Agent shall only observe but not interfere with</p>	<p>Party Agents</p>

<p>the registration exercise.</p> <p>21.</p> <p>i. Observers and journalists duly accredited by the Commission may be permitted into any Registration Centre by the Registration Officer to observe the registration exercise.</p> <p>ii. All Accredited Observers and journalists shall subscribe to the Code of Conduct for accredited observers and journalist and obey all rules and regulations issued by the Commission.</p>	<p>Observers and Journalists</p>
<p>22.</p> <p>i. The Registration Officer or 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 running of the exercise to leave the Registration Centre and the person so ordered shall comply forthwith.</p> <p>ii. A political party, an accredited observer or media organization may be allowed to replace its representative so ordered to leave the Registration Centre.</p>	<p>Power of Registration/Electoral Officers</p>
<p>23.</p> <p>i. Authorised Police Officers or other Security Personnel 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.</p>	<p>Security Officials</p>
<p>24.</p> <p>i. The Commission may appoint Officers and assign to such Officers any function or duty in relation to the Continuous Registration of Voters.</p> <p>ii. All officers appointed by the Commission for the purpose of the 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.</p>	<p>Power of the Commission to Appoint Officers and Assign Duties or Functions</p>

<p>25.</p> <p>i. Without prejudice to the provision of these Guidelines, the responsibility of registering voters in the Registration Centre shall be vested in the Registration Officer, subject to the direction and supervision of the Electoral Officer of the Local Government/ Area Council and the Resident Electoral Commissioner of the State/FCT.</p>	<p>Power of the Commission to Supervise and Control all Voter Registration Exercise</p>
<p>26.</p> <p>i. 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 the CVR shall be binding on and be complied with by all persons involved therewith.</p>	<p>Power of the Commission to Postpone Registration</p>
<p>26.</p> <p>i. Where there is any 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 convenient time to be appointed by the Commission.</p> <p>ii. The Commission may, at its discretion, change, extend or alter in any manner the period, dates, or time for undertaking any function under these Guidelines.</p>	<p>Changes and Alteration of Provisions Under the Guidelines</p>
<p>27.</p> <p>i. Non-compliance with the provisions of these Guidelines shall not invalidate anything done or steps taken pursuant to the Guidelines if non-compliance is, in the opinion of the Commission, not substantial.</p>	<p>Non-Compliance</p>
<p>29. A help and complaints desk will be established to for the Continuous Voter Registration. Prospective registrants may access the help desk by phone calls and text messages to request help or lodge complaints.</p>	<p>Help and Complaints</p>

Made in Abuja this.....day of June 2021

Professor Mahmood Yakubu
Chairman, INEC