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
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 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.
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 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

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
The 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 programme 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 programmes 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, programmes 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.
A new voter registration process will commence in September, 1996. 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:

- 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 accompanying chart illustrates the different steps each voter will go through to register at the registration centre.
Voter Registration Process

1. Applicant arrives at Registration Centre
2. Applicant's thumb is checked for electoral stain
3. If no stain, registration officer takes registration information
4. Applicant puts left thumb print on form to complete the registration
5. Registration officer applies electoral stain to signify the person has registered
6. Registration form is handed to the registration assistant for sorting
7. ID card portion of registration form is handed to the registration assistant for lamination
8. ID card is laminated and handed to the applicant
9. Applicant leaves Registration Centre

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.
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.
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.

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.
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**. You 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**.

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**ORGANIZATIONAL CHART**

**Electoral Commission Registration Centres**

1. **Regional Director**
   - Organises and coordinates the whole registration exercise
   - Responsible for getting materials to the districts

2. **District Electoral Officer**
   - Coordinates registration in the district
   - Supplies registration materials to the centres

3. **Registration Supervisor**
   - Supervises registration in all centres
   - Assists Registration Officer by answering questions

4. **Registration Officer**
   - Oversee Registration Centre
   - Fills out registration forms for applicants
   - Talks to applicants, applies electoral seal

5. **Party Agents**
   - Observe the registration process

6. **Registration Assistant (Handling)**
   - Tapes ID Card portion off form
   - SHides information on accessible part of form

7. **Registration Assistant (Laminating)**
   - Seals ID card in laminate
   - Hands card to applicant
- 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 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.
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

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)
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.

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.

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.
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, houseowners, 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 father's name.

- Ask the applicant's mother's name.

- Ask the applicant's age.

- Record the applicant's sex.

- Ask the applicant's home town.
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 applicant's thumb.

- Place the thumb on the appropriate spot on the form.
- Use a gentle rolling motion to ensure the entire thumbprint 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.

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:

1. Place the laminate on a flat surface such as a table.
2. Carefully fold the laminate in half along the seam.
3. 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.
4. 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.
5. 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.
(g) Remove the backing of the TOP portion of the laminate. CAREFULLY align the top edge of the two laminate sides (top and bottom).

(b) 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

1. Place the laminate on a flat surface
2. Fold the laminate in half
3. If necessary, roll the roller to ensure a sharp fold
4. Remove the bottom backing
5. Place the ID card in the middle
6. Remove the backing of the top portion
7. Press the two laminates together
8. Use the roller to ensure a good seal
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
* Have damaged edges or oily stains
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 IDs. 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
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.

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 ______________________
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.
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.

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.
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 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:

- 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.
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-erwhere you registered to a polling station near your new residence. The period for applying for the transfer will be announced by the Electoral Commission.
6) Can I vote with a thumb print ID card in 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.