

1.0

INTRODUCTION

Registration of persons in Guyana is stipulated by the Constitution of the Republic of Guyana and the National Registration Act: Chapter 19:08 of the Laws of Guyana. Hitherto, registration in Guyana was only conducted:

When a national house-to-house registration exercise was ordered; and

Immediately prior to the conduct of elections for the President, Members of the National Assembly and Members of Regional Democratic Councils (General and Regional Elections), or for elections for Members of [Municipalities and](#) Local Authorities (Local Government Elections).

However, it has been the international experience that the continual registration of persons provides the populace with easier access to registration and enables better conduct of elections. Consequently, Continuous Registration is becoming the international norm.

GECOM, the political parties and other stakeholders in Guyana have all agreed that the continual registration of persons is the way forward and consequently, Continuous Registration will now be implemented in Guyana.

This manual is intended for use in preparing Registration Officers and other Field Registration Staff for the implementation and conduct of Continuous Registration in Guyana. It seeks to provide an understanding of how Continuous Registration is organised to function and the duties and responsibilities of various categories of persons who are directly involved in its conduct (registration officers and their staff, scrutineers of the political parties, and members of the general public).

2.0 BACKGROUND

2.1 Responsibility for the Conduct of Registration

The responsibility for the registration of persons in Guyana is vested in GECOM by law (The Constitution and the National Registration Act: Chapter 19:08). The constitution also stipulates that GECOM:

Is responsible for the efficient functioning of the permanent Secretariat which comprises the officials and employees of the Secretariat;

Appoints all permanent and temporary staff; and

Exercises disciplinary control, including [dismissal](#), over such staff.

2.2 Reference to Registration Laws

Registration of persons must be conducted within the [provisions](#) of the constitution, which is the supreme law of Guyana, and in accordance with the Registration Act and related Subsidiary Legislation (Regulations and Orders) as updated by Amendments.

2.3 Registration Districts

In order to provide all eligible persons with access to registration, Guyana has been statutorily divided into ten (10) Registration Districts corresponding to the ten (10) Administrative Regions. (See *Appendix A* for the map of Guyana and Registration Districts).

To enable manageable and effective registration of persons, each Registration District is statutorily divided into smaller units described as Registration Areas, each of which is further statutorily divided into Registration Divisions. If necessary, GECOM can administratively divide a Registration Division

into Registration Sub-Divisions. There are currently twenty-three (23) Registration Areas. (See *Appendix B* for the list of Registration Locations/Offices).

3.0 THE REGISTRATION SYSTEM

Registration of persons in Guyana is conducted continually through the process of Continuous Registration. To achieve the desired effectiveness and output of Continuous Registration there must be definitive answers to the following questions:

3.1 Why Must People Register?

In order to establish a system for good governance the constitution provides for persons to be registered as the primary prerequisite for the production of electoral lists for the conduct of elections for the President, Members of the National Assembly, Members of Regional Democratic Councils and Members of **Municipalities and Local Authorities**.

To provide the basis for ensuring that persons who are eligible to vote at elections in accordance with the constitution, are allowed to vote.

To be provided with a National Identification (ID) Card.

3.2 Who Can Register Now?

All persons/resident in Guyana who are eighteen (18) years and over at a date specified by GECOM, provided they are:

Guyanese (by birth, descent or naturalisation); or

Citizens of Commonwealth Countries **who are** resident in Guyana for a period of no less than one (1) year (examination of the passport of such persons will be required to determine the duration of their residency). See *Appendix C* for the List of Commonwealth Countries.

Each registered person is described as a Registrant.

3.3 What is used for the Registration of Persons?

Registration documentation (forms and ledgers) and the Register of Registrants, which is a computerized database known as the *National Register of Registrants Database (NRRDB)*, are the means used for recording the registration of persons.

3.4 Where Can Persons Register?

GECOM has established at least one (1) office in each Registration District for the registration of persons.

Currently, there are *twenty-three (23) Registration Offices* throughout Guyana and this number may be increased after GECOM's assessment of the outreach and effectiveness of the current registration process.

3.5 How Can Persons Be Registered?

Persons eligible to register, who are not on the 2001 Official List of Electors (OLE), must visit the registration office for their respective registration areas and apply to be registered using the appropriate registration form, thereby initiating a registration transaction.

Registrants seeking to change or correct their biographic data in the records of GECOM, must also visit the office and initiate a registration transaction to have such changes or corrections completed using the relevant registration forms. The registration staff at the office will facilitate the completion of all applications by registrants and persons seeking to be registered.

Registration offices will make arrangements on request for their staff to visit residences to facilitate registration transactions by persons, who, by virtue of being physically or otherwise challenged, are unable to visit the registration office in person to initiate the required registration transaction.

4.0 Establishing & Staffing of Registration Offices

Each registration office is [allocated staff as](#) determined by:

The size of the population which the office has to service;

The geographical size of the registration area where the office has to provide registration services; and

The transportation network (roads, usable waterways etc) existing in the registration area which persons can use to go to the registration office.

A Registration Officer is responsible for the registration of persons within a registration area and is therefore responsible for all aspects of the functioning of the registration office. The other staff positions of the registration office are:

Assistant Registration Officer

Registration Clerk 111

Registration Clerk 11

Registration Clerk 1

Office Assistant

5.0 List Of Responsibilities And Duties Of The Staff At Registration Offices

5.1 Registration Officer

Ensures the efficient conduct of registration within the registration area of responsibility

Ensures the smooth functioning of the registration office in keeping with managerial and behavioural responsibilities

Establishes workload priorities in consultation with the Assistant Registration Officer and Clerk III

Certifies all registration transactions within the Registration Area.

Conducts field verification of residency.

Recommends to the Chief Election Officer changes or adjustments to sub-divisional boundaries

Delivers completed work to the GECOM Central Office and the exchange of specific documents with other Registration Offices.

Updates transaction ledgers at the offices.

Extracts of information from death registers/reports from stipulated agencies.

Certifies all financial transactions related to his office.

Liaises with Scrutineers with respect to the conduct of registration.

Ensures all activities undertaken by subordinates confirm strictly to the legal requirements of GECOM's policy including the security and proper maintenance of registration records and related documents.

5.2 Assistant Registration Officer

Determines the validity of registration applications and the relevant registration division with respect to transactions.

Assists the Registration Officer in the conduct of staff development sessions.

Assists the Registration Officer in the management of the office.

Assists the Registration Officer in the submission and receipt of registration transactions and reports.

Assists the Registration Officer in the maintenance of transaction ledgers.

Conducts periodic reconciliation of records

Undertakes the functions of the Registration Officer in his/her absence.

Performs other duties assigned by the Registration Officer

5.3 Registration Clerk 111

Supervises the day to day custody of the office records.

Verifies work done by counter staff

Supervises the entire clerical staff

Verifies records received and dispatched, and monitors the flow of documentation.

Updates the List of Electors for the Registration Area.

Records and circulates correspondence to staff members

Computes financial and overtime benefits and leave when necessary

Assists the Registration Officer in the preparation of reports.

Codes and batches transaction forms for submission to GECOM Central Office

Checks registration documents before **registrants** leave the office.

Prepares Residence Verification Forms for field investigation as required

5.4 Registration Clerk 11

Conducts preliminary checks for validity of documents presented by applicants.

Enters information on registration documents.

Delivers completed National Identification Cards to registrants.

Assists the Registration Clerk 111 in the preparation of Residence Verification Forms.

Takes photographs of registrants.

Maintains records of photographs taken and films used.

Maintains cameras and ensuring adequate supply of films and batteries

5.5 *Registration Clerk 1*

Types documents as required.

Files documents as required.

Maintains records of transactions received and dispatched.

Prepares registration transaction forms as required.

Assists in the updating of the transaction ledgers.

Advises registrants on how to collect their national identification cards.

Delivers completed work to the Clerk III for submission to the GECOM central office.

Assists the Clerk II with all aspects of work as required.

Prepares records on the delivery of National Identification Cards.

5.6 *Office Assistant*

Lodges and retrieves keys for the office at Police Station or other designated depository.

Opens and closes the office

Secures office machines and other office property

Takes mail to the post office

Makes official errands

Performs related duties

6.0 **Locating Registration Offices**

To assist persons in locating the registration office for the area in which they reside:

Each office will be identified by a sign-board placed on the offices.

Each office will conspicuously display, a map demarcating all of the registration areas in Guyana and the list of registration divisions in each registration area.

A copy of a GECOM booklet, which describes each registration area and lists the registration divisions contained therein, will be available for public information at the office of each Neighbourhood Democratic Council.

7.0 TRANSPARENCY

To engender acceptance and confidence in the critical output of the registration process – the list of electors – scrutiny of the registration process is facilitated. One (1) nominated representative from each of the relevant stakeholders – the governing party and the combined opposition in Parliament – referred to as a scrutineer, is allowed to verify registration documents at registration offices and the conduct of field investigations.

7.1 *Role of Scrutineers*

The law provides for appointment of scrutineers by political parties. These scrutineers are part of the registration process and they are entitled to inspect and make copies of information on electors, in their respective divisions or sub-divisions.

The four (4) categories of scrutineers from each political party are as follows:-

1. Chief Scrutineers
2. Deputy Chief Scrutineers
3. Assistant Chief Scrutineers
4. Divisional Scrutineers

Following is a brief description of the role of each category of Scrutineers.

- ◆ The Chief Scrutineers are empowered to solicit information from the Commissioner of Registration, Registration Officers, or Assistant Registration Officers in the absence of the Registration Officer.

- ◆ The Deputy Chief Scrutineers are appointed to specific registration districts. They are empowered to solicit information from [Registration Officers and Assistant Registration Officers of the](#) respective [districts](#) to which they are appointed. They are also authorized to inspect registration forms relating to registrants in the entire district.
- ◆ The Assistant Chief Scrutineers are appointed to registration areas. They are empowered to solicit information from Registration Officers and Assistant Registration Officers of the respective registration area to which they are appointed. They are also authorized to inspect registration forms relating to the particular registration area.
- ◆ The Divisional Scrutineers are appointed to registration divisions/sub-divisions and can inspect and make copies of information recorded on registration forms if so desired. At no time should Scrutineers be allowed to remove forms from the registration office. Further, a scrutineer must carry out his/her inspection and recording of information from the forms in full view of registration officials.
- ◆ A Divisional Scrutineer can make claims and objections in the Registration Division to which he/she has been appointed. In the case where his/her name appears on the Preliminary Voters' List in another division, he/she is entitled to make claims and objections as an elector in that division.
- ◆ Registration staff reserves the right to request identification cards before giving information on electors to any Scrutineer.
- ◆ The necessary courtesies and co-operation must be extended to all scrutineers in all spheres of the registration exercise so long [as](#) they do not interfere with the execution of your duties.
- ◆ Any difficulties you encounter with scrutineers in performing your duties must be reported promptly.

8.0 PROCESSING TRANSACTIONS OF APPLICANTS & REGISTRANTS

8.1 Transactions

The process of Continuous [Registration](#) addresses the following categories of transactions as part of its daily operations. These transactions are as follows:

New registration of applicants;

Transfers (change to registrant's address);

Change/Correction to Elector's particulars;

Replacement of registrants' identification cards;

Renewal of registrants' identification cards;

Retaking of registrants' photographs

All forms relating to applicants' and registrants' transactions at registration offices will be prepared and completed in duplicate with the exception of the Registration Record (*R 01*) and the Notice of a Public Enquiry into a Claim or Objection (*R 11*). These two forms will be completed in triplicate.

8.2 New Registrations – Form *R 01*

8.2.1

Making the Application

A [person](#) who is qualified to register is required to make his/her registration [application](#) in person at the registration office which services the registration area within which he/she resides. The procedures for such registration to be effected are as follows:

8.2.2 Requirements

The applicant must present at the registration office:

A valid passport or, a birth certificate issued by the Registrar General to verify completely the name and date of birth stated by the applicant. If the applicant is a naturalized Guyanese, proof of naturalisation (Naturalisation Certificate) is required (*See Appendix D*). If the applicant is a Commonwealth citizen, a passport bearing the relevant evidence must be presented. A Commonwealth Citizen must satisfy a statutory period of residency in Guyana before being considered for registration.

A marriage certificate or deed poll together with the birth certificate, if the name given by the applicant differs in any way from that stated on the passport or birth certificate. The marriage certificate or deed poll must establish the change of the name given by the applicant.

8.2.3 *Processing the Application*

*The registration official who is treating with the **application**:*

Checks the document(s) presented by the applicant for authenticity and for reconciliation with the information stated by the applicant.

Checks the register of registrants - copy of the Official List of Electors' (OLE) held at the office – to verify that the applicant was not previously registered;

Prepares Registration Record (*Form R 01*) in triplicate and secures applicant's signature as verification of the correctness of the stated particulars.

Makes photocopies of all documents presented to verify particulars.

Takes directions from the applicant for locating his/her residential address and enters these directions in the Residence Verification Form (*Form R 02*).

Captures the required **finger-prints** of the applicant using the procedure prescribed.

Takes a photograph of the applicant, which is obligatory.

Submits to the authenticating registration official the completed *Form R 01* and the photocopies made of the documents that were presented by the applicant.

N/B: If at any time during the completion of *Form R 01* the Registration Officer observes that the applicant is not eligible to be registered a Notice of Disallowance of Registration (*Form R 06*) is prepared by the Registration Officer and issued to the applicant. If upon receipt of *Form R 06* the applicant is dissatisfied, a Notice of Appeal Against Disallowance of a Registration (*Form R 07*) may be completed by the applicant and submitted to the Registration Officer.

8.2.4 Authenticating and Recording the Application

The authenticating registration official:

Verifies the accuracy of the completed *Form R 01*, and enters the application particulars into the relevant ledger.

Submits the verified application through the Assistant Registration Officer (ARO) to the Registration Officer (RO). The application is entered into the electors' ledger and the related residence verification form is submitted with the application to facilitate preparations for the conduct of the field investigation.

N/B: The Registration Officer checks R 01 and ensures completion of the “**declaration**” then give the triplicate of the *R 01* to the applicant for presentation when collecting his/her **national identification card**.

8.2.5 Conducting Field Investigation – Form R 02

Field investigation to verify the residence and identity of an applicant is conducted by the RO or, the ARO, if authorised by the RO. Form R 02 is used for this purpose. The field investigation comprises a maximum of three (3) visits to the residence (address) given by the applicant. The first visit will be conducted within seven (7) days from the date of the application and subsequent visits will be conducted within seven (7) days from the date of the previous visit.

If the applicant is not located on the first visit, which is conducted on the agreed date stated on R 01, a form “Notification of Visit(s)” is filled and left at the residence notifying the applicant that registration officials had visited and a date for the next visit is proposed. If the residence

is not located, a similar form notifying the applicant to this effect is sent by express post to the address given by the applicant.

If the applicant is still not located on the second visit, a second notification form is left at the residence given by the applicant. If the residence is again not located a second notification to this effect is sent by express post to the address given by the applicant.

If on the third visit, the applicant or the given address is not located, a written notification to this effect, "Notification of Visit(s)" which also requests the applicant to present himself/herself to the RO within fourteen (14) days, is sent by express post to the address given by the applicant. If after fourteen (14) days the applicant does not present himself/herself, the application is put on hold. At the end of each month the names and other relevant particulars of all persons who do not present themselves will be published in the media. If the person does not present himself/herself within twenty-one (21) days of publication *Forms R 01 and R 02* will be cancelled.

8.3 Procedures for conducting Field Investigation:

The RO notifies the scrutineers of the arrangements for the conduct of the investigation (date, time, place etc) on the appropriate administrative form.

At the appropriate time, the scrutineers apprise themselves of the details of the investigation.

Just prior to the commencement of the investigation, the investigating officer (RO or ARO) signs the field investigation ledger as having uplifted *Form R 02* for the conduct of the investigation. The Registration Clerk 111 then signs in the field investigation ledger as witnessing the **uplifting** of the documentation.

The field investigation is undertaken to verify:

- accuracy of address (residence) stated by the applicant and consequently, accuracy of the registration division;

- confirmation of applicant's identity.

The results of the field investigation are recorded on *Form R.02* and then reconciled with the application *Form R.01* which is then validated or invalidated by the Registration Officer. If the investigation is invalidated *Form R.02* is returned to the Clerk 111 for entry into the Field Investigation Ledger and filing. If the investigation is validated [Form R 02 \(original\)](#) and related *Form R.01 (original and duplicate)* are prepared at the office for despatch the Secretariat.

8.4 Despatch of Validated Applications

The originals and duplicates of the applications verified by the registration office are despatched to the Secretariat for processing. The applications and supporting documentation – photocopies made of documents presented by the applicants - are placed in batches of twenty-four (24) in the order in which the applicants were entered into the electors' ledger, as appropriate. The batches are then sent to the Secretariat for editing, final validation and entry to the NRRDB, and for the production of [national identification cards](#). The duplicate application forms are returned to the registration office for permanent filing, while the [originals are](#) filed and kept at the Secretariat after the [identification numbers are](#) inserted in the section provided. The [identification numbers](#) generated for the new applicants are then listed and forwarded to the area offices. A list of the names, addresses, occupations and the [identification numbers](#) of the new registrants in each division within the Registration Area is generated and forwarded to the relevant office.

9.0 Change/Correction to Particulars – Form R 03

A registrant requesting change to particulars in his/her registration record is required to produce to the registration officer, satisfactory documentation supporting the request for the change/and or correction. *Form R.03* is completed by the registration official and the registrant may [be required to](#) surrender his [national identification card](#) to the registration official before the request is processed if the request entails change(s) to any field on the [identification card](#).

The registration official is required to ensure the authenticity of all documentation presented by the registrant in support of the request for change to particulars

Documentation may be any of the following:

- 1) Birth Certificate
- 2) Marriage Certificate
- 3) Passport
- 4) National ID Card
- 5) Deed Poll along with birth certificate

Documentation submitted in support of request for changes are photocopied at the office. The photocopies are held at the office and the originals are returned to the registrant.

Form R 03 is completed by the registration official and the registrant signs the form as verification of the accuracy of the stated changes.

Two (2) photographs are taken; one each is attached to the original and one to the duplicate R 03.

The registrant is then given the perforated bottom of the duplicate of *Form R 03* as his/her receipt/record of the transaction.

An entry of the change is also made in the relevant transaction ledger at the office.

The photocopies of the documents submitted and the retrieved national identification card (if surrendered) are submitted to the Registration Officer. They are then batched and sent to the Secretariat for editing, final validation, adjustment to the registrant's record on the NRRDB and the production of a new identification card which will contain the same number of the surrendered national identification card. (See procedures for Batching under the section Editing and Validating Transactions).

Upon notification by the Secretariat that the change has been validated, the registration office accordingly adjusts the registrant's record held at the office. The relevant existing entry in the master file is cancelled and a new entry containing the requested changes is entered into the master file. This is done upon the receipt of the duplicate R 03 which was signed and stamped at the Secretariat indicating that the relevant change(s) has/have been made on the specific records kept there. The national identification card is produced and dispatched to the respective Registration Offices.

Recording is done and the registrant is informed to collect the national identification card by sending a notification to collect national identification card on the appropriate administrative form.

10.0 Transfers – Form R 04

Transfers relate to the change of residential address of registrants who are electors. Transfers are internal if the change of address is within the same registration division/[sub-division](#), and they are external if the change of address is from one registration division/[sub-division](#) to another within the same registration area or, from one registration area to another.

10.1 Completing a Transfer Transaction

To initiate and complete a transaction for transfer:

The registrant giving notice of change of address must visit the registration office of the registration area within which the new address is located and completes *Form R 04*, except in special circumstances for which there is provision in the Registration Act or Regulation of the proposed Registration Regulations.

The registration official checks the record available at the office to ensure that the applicant is listed at the old address stated by him/her.

[Form R 04](#) is then completed.

The registrant is given a receipt (the perforated section of the duplicate of *R 04*).

The registrant then provides directions for locating the new address. These directions are written on a *Residence Verification Form (Form R 02)* for use towards the verification of the new address. For external transfer, two photographs of the registrant are taken at the registration office for the purpose of identifying the registrant during the field investigation. One photograph is attached to the *Form R 02* and the other is affixed to the original of the *R 04*.

The registration official recording the transaction must ensure that all requirements for effecting the transfer are fully satisfied before the registrant leaves the office. These include:

- 1) Correct address of residence;
- 2) Directions to locate address;
- 3) Photographs where applicable;
- 4) Previous address;
- 5) ID Number

The transaction is entered into the transfer ledger and *Form R 04*, the photographs of the registrant and the prepared Form R 02 are submitted through the Registration Clerk 111 to the Registration Officer for the conduct of the field investigation.

10.2 Field Investigation of Transfers

Field investigations with respect to transfers are conducted by the Registration Officer or, by the Assistant Registration Officer if authorised by the Registration Officer. **The field investigation is undertaken in a similar manner to that for the new registrant (See page 13, paragraph 8.2 .5).**

10.3 Despatch of Validated Transfers

Transfers validated at the office are separated into two (2) categories: *Internal* and *External*. The transfers in each category are batched – batch size of twenty-four (24) - and are sent with the related field investigation reports to the Secretariat for editing, and amendment to the registrant's record in the Official List of Electors' (OLE).

10.4 Internal Transfers

The **old address** of the registrant **in the registration area's master registration file** is cancelled and an entry containing the new address **of the registrant** is inserted.

An entry is also made in the *internal transfer ledger*.

10.5 External Transfers

A change of address within the same registration area:

Where the registrant changes address from one registration division to another within the same registration area the registration record of the registrant **is appropriately adjusted and** removed from the division of the old address and filed in the new division.

A Change of address from one registration area to another:

The RO for the registration area in which the new address is located (office at which the notification of change of address is made) completes a *Request for Transfer – Form*

R 04 in duplicate and sends the duplicate to the RO of the registration area from which the registrant has moved.

The Registration Officer who receives the duplicate of Form *R 04* **deletes the registrant's entry in the master registration file and records the transfer in the External Out Transfer Ledger.** He **then** sends the registrant's record to the Registration Officer who had previously made the request.

The Registration Officer receiving the registrant's record enters the registrant's particulars in his master registration file and enters the registrant's information into his *External Transfer In ledgers*.

Lists of transfers completed at the Secretariat are compiled monthly and forwarded to the various Registration Offices. The relevant changes are also made to the Divisional Lists.

11. REPLACEMENT OF IDENTIFICATION CARDS

Replacement of **national identification cards** is effected for registrants whose cards have been lost, stolen, destroyed, **or damaged**. Request for replacement cards must be made in person at the registration office, except in circumstances provided for in the Registration Act **and its** Regulation.

11.1 Lost, Stolen or Destroyed [National Identification Cards](#)

Registrants requesting replacement of national identification cards for reasons stated above are required to make a prior report on the matter to the police and to produce a certified copy of that report to the registration office when requesting the replacement. Such registrants are also required to make a statutory declaration on (*Form R 05*) at the registration office with respect to the loss, theft, or destruction of the ID Card.

11.2 [Damaged National Identification Cards](#)

Registrants requesting replacement of a [damaged national identification card](#) are required, when making the request, to submit the said card for inspection at the registration office for confirmation of the reported condition. If the reported condition of the card is confirmed, the registrant must surrender the card to the registration office before action for its replacement is initiated.

11.3 [Effecting the Replacement of a National Identification Card](#)

The registrant makes a request in accordance with paragraphs [11.1 and 11.2](#).

The registration official attending to the registrant ensures that *Form R 05* is properly completed. The form is then signed by the registrant as verification of its correctness.

The registrant is given the duplicate of the perforated section at the bottom of the completed *Form R 05* as his/her receipt/record of the transaction.

Two (2) photographs of the registrant are taken by the registration official. One (1) is affixed to the original and [the other to the](#) duplicate of *Form R 05*.

The registration official then makes an entry of the transaction in the *National Identification Card Replacement Ledger* at the registration office.

The completed *Form R 05* with the affixed photographs (including the original of the perforated bottom section, the duplicate of which was given to the registrant, and the certified copy of the

report from the police are submitted to the Registration Officer in the case of *11.1*. In the case of paragraph 11:2 the damaged national identification card is also submitted to the Registration Officer.

11.4 Batching & Editing Identification Card Replacement Documents

At the registration office the completed *Form R 05* and their related photographs and national identification cards (if applicable) are batched – batches of 24 - and submitted to the Secretariat for editing and production of the new national identification cards.

The national identification cards produced are then forwarded with the original and the duplicate of the *R 05*. Both the original *R 05* and its duplicate are signed as having been received on a date stated and the original is re-routed to the Secretariat after entering the identification number on both copies of the *R 05*. The signed receipt on the original *R 05* remains undetached.

12.0 Renewal of National Identification Cards

In order to renew national identification cards registrants must visit the registration office responsible for the registration area in which they reside to effect renewal transactions, except in special circumstances provided for in the Registration Act or its Regulation.

12.1 Notification to Renew National Identification Cards

The registration office is required to notify registrants within its registration area whose national identification cards will expire three (3) months hence, that they should visit the registration office within six (6) weeks of receiving notification to effect renewal transactions. If notifications are not received by registrants they should visit the registration office within two (2) months of the expiry dates of the cards to effect renewal transactions.

Upon a visit to the registration office to effect a renewal transaction the following may be done:

The registration official attending to the registrant requests to check the registrant's [national identification card](#) in order to confirm the expiry date and returns the card to the registrant.

If the expiry date is within two (2) months hence, the perforated section of the *Notification to Renew National Identification Card (R 13)* is completed and two (2) new photographs of the registrant are taken.

The registrant is then given the perforated section at the bottom of the duplicate of *Form R 13* as his/her receipt/record that a renewal transaction has been effected.

The completed *Form R 13* and the two (2) photographs are submitted by the registration official to the RO for processing at the office. An entry of the transaction is then made into the *Identification Card Renewal Ledger* at the office, in numerical sequence.

12.2 *Batching & Editing of Documents*

At the registration office the set of *Form R 13* and their related photographs are batched – batches of 24 - and submitted to the Secretariat for editing and production of the new [national identification cards](#).

Upon the delivery of the renewed ID Cards, the previously held ID Cards are surrendered. These are recorded and kept at the office of the Registration Officer until such time as convenient for onward transmission to the Secretariat.

13.0 **Producing & Uplifting National Identification Cards**

The details of [the production of the new national identification cards](#) are entered in the *Identification Card Production Ledger* at the Secretariat. The cards are checked for accuracy (reconciled with the relevant transaction forms) before being recorded on a shipping form and shipped along with the relevant transaction forms to the national identification card Distribution Section.

All reconciled national identification cards along with duplicate transaction forms are returned to the registration office where the national identification cards are recorded in the [National Identification Card](#) Distribution Ledger before being uplifted by the respective registrants. The duplicate transaction forms are stored in the relevant files at the office.

When visiting the registration office to collect their new national identification cards, registrants who changed their particulars or, who sought to replace or renew their [national identification cards](#) present their receipt as having effected such transactions (the duplicate of the perforated sections of *Forms R 03, R 05 and R 13* respectively). In the case of renewed national identification cards, the registrants also surrender their expired [national identification cards](#) to the registration official.

New registrants when collecting their national identification cards present the triplicate of Form R 01 or the notification they received from the registration office.

All registrants collecting [national identification cards](#) sign the ledger as having collected their [national identification cards](#).

13.1 Notification to Collect [National Identification Card](#)

National identification cards produced at the Secretariat for validated applicants (new registrants) are returned to the registration office. Upon receipt of such [national identification cards](#), the registration office is obliged to notify the new registrant that the [national identification card](#) is available to be collected at the registration office. Each registration office will compile and publish at the office, a list of registrants who have not collected their [national identification cards](#) within a reasonable period of being notified to do so. To complement such publications at registration offices, the GECOM Secretariat will periodically publish in the print media, a national list of registrants who have not collected their [national identification cards](#).

14.0 RETAKING OF PHOTOGRAPHS (FORM R 14)

Retaking the photograph of a registrant will be required if the existing photograph of the registrant has been misplaced for whatever reason or, has been spoilt or, if its quality has naturally degraded due to age.

To effect the [retaking](#) of a registrant's photograph:

The registration office will notify the registrant of the need for the retake, and request him/her to visit the registration office for such purpose.

The Notification to **retake** photograph (*Form R.14*) is prepared in **duplicate** with the duplicate sent to the registrant, will also request the registrant to bring an identity document –**national identification card** or passport when visiting the office for the retake in **order to** confirm the identity of the registrant.

Upon the registrant's visit to the office for the retake:

- The registrant presents the notification sent to him/her.
- The registration official requests the registrant to produce his identity document
If, the registrant cannot produce this, the registration official interviews the registrant to establish identity.

- Two photographs of the registrants are taken

- The registrant is then requested to affix his/her signature to the original of *Form R.14*, which is held at the registration office, as confirmation that his/her photograph was taken.

- The two photographs are placed in envelopes and attached to the duplicate *Form R.14*.
- The registration official then submits the signed original of *Form R.14* and the related photographs to the Registration Officer.

- The Registration Officer enters all **originals of** *Form R.14* on relevant batch forms and .
forward them along with photographs to the Secretariat for processing

15.0 Processing Information Pertaining to Deceased Registrants – R 12

Information on the death of registrants must be supported by certified documentation provided by the General Register Office (GRO) and/or, particularly in hinterland areas, certified

documentation (*Form R 12*) provided by hospitals, medical centres or police stations. Such information, if not confirmed by documentation from the GRO, is then verified by registration officials.

Upon receipt of Form R 12 the Registration Officer arranges for a visit to the hospital, medical centre, health clinic or police station that provided documentation (*Form R 12*) on the death of a registrant.

The Registration Officer takes the duplicate *R 01 and R 12* to the relevant official and interviews him/her to verify that the person whose particulars and photograph are contained in *Form R 01* is the person whose death has been reported.

The Registration Officer then visits the address of the deceased to have final confirmation of the death of the registrant.

Once satisfied *Form R 12* the Registration Officer signs *Form R 12* and the relevant information is recorded in the Record of Death Ledger. The *Form R 01* of the deceased registrant is placed in a separate file for that Division.

The entries in the Registration Ledger pertaining to the deceased registrant and his/her record in the Master Registration File are cancelled using red ink and initialled by the Registration Officer. *Form R 12* is then recorded on the relevant batch form and forwarded to the Secretariat at the appropriate time for processing.

The registration records of deceased persons are removed from the records held at the registration office and sent to the Secretariat.

The record is administratively removed from the NRRDB.

16.0 PROCESSING REGISTRATION OF MEMBERS OF THE DISCIPLINED SERVICES

Since registration is continuous, members of the disciplined services are expected to register at the respective registration offices. If necessary, special arrangements as had existed under periodic/episodic registration will be put in place. The requirements and procedures to be used under these special arrangements will be the same as those used at registration offices.

17.0 NOTIFYING THE PUBLIC ON ELECTION RELATED TRANSACTIONS

In order to facilitate public scrutiny of transactions effected at registration offices which have an immediate bearing on the list of electors, lists of eligible electors whose transactions have been validated are generated at the Secretariat for public display at the relevant registration offices and registration divisions on a monthly basis. The lists will contain the names, addresses, occupations and identity numbers of those electors who completed transactions.

18.0 EDITING & VALIDATION OF TRANSACTIONS

The registration forms related to the transactions submitted to the Secretariat by the registration offices are received in batches of twenty-four (24) as far as practicable for each category of transaction. Each batch is in numerical order consistent with the order in which the transactions were entered into the relevant transaction ledger at the registration office. The forms for each batch are reconciled with the batch certificate.

A check is made to confirm that each form has the required photocopies of documents where necessary. Each form is then reconciled for accuracy with the photocopies of the related submitted documents, and the form is checked for completeness, that is all required information, signatures, photographs, fingerprints and documented residency verification are in place. A notation is made on the batch certificate with respect to transactions (forms and/or accompanying photocopies of documents) that are deficient, and the deficient forms are returned to the registration office for corrective action. Where there is only the absence of supporting documents the registration office is notified accordingly for corrective action.

All batch certificates are photocopied and each batch certificate number is entered in the respective registration area's ledger, held at the Secretariat, which has been created for that category of transaction.

Transactions verified as complete and accurate are submitted through the respective registration area supervisors at the Secretariat for the Voter Registration Manager's validation (signature) and approval for data entry.

19.0 CLAIMS AND OBJECTIONS

The Claims and Objection exercise within the Continuous Registration process will be conducted at the registration offices for a specified period of time. **This exercise provides eligible electors who did not register the opportunity to gain entry to the list of electors or to update their particulars** (transfers and changes). The Claims and Objections exercise will be conducted consequent on the publication of the Preliminary List of Electors (PLE) at the registration offices.

19.1 Claims

A person eligible to be an elector, whose name **does not** appear on the Preliminary List of Electors (PLE) may visit the registration office for the registration area within which **his/her residence is** located and **requests** to make a claim for entry to the list of electors. **Such person will** be required to complete a registration application. The application is processed at the registration office in the normal manner and is then submitted to the Secretariat for validation and data entry. Once entered into the NRRDB, the applicant (new registrant) will be provided with a National Identification Card and, his/her name, address and other relevant particulars are then ready for entry to the list of electors.

19.2 Objections

An elector may visit the appropriate registration office to register an objection to the entry in the Preliminary List of Electors (PLE) of a person whom the elector (objector) believes is not qualified to be an elector. The objection is documented on *Form R 09* which is signed by the objector and then submitted to the registration officer. An investigation of the objection is conducted and a hearing is held by the Registration Officer. The resulting report is submitted in a timely manner to the

Secretariat, in order that, if the objection is upheld, all particulars of the [objectee](#) are removed from the list of electors to be used for polling.

20.0 GENERAL ADMINISTRATION OF THE REGISTRATION OFFICE

20.1 Reports & Reporting

Registration Officers are required to submit reports to the **Assistant Commissioner National Registration/Assistant Chief Election Officer** at specified periods. These reports help to keep the Commission and Staff of the Secretariat informed on various aspects of the work in the field.

Reports should not be hurriedly done. Registration Officers must ensure that reports are [accurate and submitted promptly](#).

Inaccurate [and late](#) reporting must be avoided at all times. Registration Officers will be held accountable for any report that does not provide accurate information.

21.0 Finance & Accountability

The Registration Officer is responsible for the prudent management of funds allocated for the conduct of registration activities in his/her Registration Area. He/She is required to adhere strictly to the following guidelines. He/She:

- (a) Prepares a budget for [registration](#) in his/her district;
- (b) Receives [advances from the Election Commission](#) and accounts properly for these by attaching documents such as receipts, bills, payment and summary vouchers, along with the necessary certificates attached [for retirement](#);

- (c) Sets up **accounting** similar systems within his/her **registration area and exercises** proper control at all times over funds allocated;
- (d) Avoids extravagant spending and keeps expenditure to the minimum in his/her **registration area**;
- (e) Stays within the limits of Georgetown at a reasonable Guest House when required to travel to Georgetown to transact **registration** business;
- (f) Uses public transport when travelling on official duties except in cases where permission must be sought **or in case of emergencies**
- (g) **Maintains** time-keeping records of all staff members;
- (h) **Obtains receipts for all expenditure incurred**;
- (i) Ensures that all payments are made on official Government documents;
- (j) Ensures that white out or liquid paper **is not used** on any accounting document;
- (k) **Errors on documents must be crossed out and initialed.**
- (l) Utilises black **ink** when completing any document.

21.1 Stores & Supplies

The supply function, which ensures the procurement and utilization of all goods and services, demands strict accountability by all Registration Officers.

The Government Finance & Stores regulations provide guidance to ensure that accountability for all items procured with Public Funds are properly accounted for.

The following records/procedures must be maintained/implemented at each Registration Office.

21.2 Inventory

The inventory is a record which depicts all office equipment, furniture and fittings located in the Section, Division or Office. It is the fastest means by which management can determine its

fixed assets. It is prepared in triplicate. One copy is remained in the Section/Division office and two copies are kept by the stores.

21.3 Stores Ledger

This is a replica of the Bin Card. Its main purpose is to exercise control over the stores accounting system. **Control** will be exercised by periodic checks to ascertain the accuracy of stores accounting records.

21.4 Marking of Assets

All permanent stores are to be properly marked so that they can be readily identified as Government Property.

21.5 Register of Stores On Loan

A register of all stores on loan should be kept to indicate the article, date of issue, period of loan and date of return.

21.6 Loss of Stores

Losses of Government Stores **must** be reported in writing to the Accounting Officer by the officer who discovers the loss.

21.7 Requisition to Purchase

A requisition to purchase is initiated by a Division/Department requiring certain items for use which are not available in the stores. The requisition is channeled to the DCEO (Admin) who approves and channels it to the Accounts Division for further action.

21.8 Internal Stores Requisition (ISR)

When stores are required by a Division or Department an ISR is raised. The ISR after being certified by the Division/Department Head is forwarded to the Superintendent of Stores for issuance of the stores.

21.9 Log Book

A logbook shall be maintained for all vehicles, plant, machinery and equipment. Details of operation and defects must be entered in the logbook.

21.10 Transport

21.10.1 First Parade

A driver is required to carry out certain precautionary checks on a vehicle before it is used for any journey. These checks (First Parade) include:-

- (a) Engine checks
 - Water level in the radiator
 - The engine oil level
 - The transmission oil level
 - The brake fluid level
 - The power steering oil level
 - The battery water level

- (b) Auto Electrical checks
 - The main beam and dip-lights
 - The park, brakes and number plate light
 - The air condition unit
 - The starter and horn
 - The power window switches
 - Wiper blades

- (c) Transmission
 - The clutch system
 - The braking system
 - The accelerator
 - The gear selection

- (d) Accessories
 - Tyre pressure
 - Jack and spanner
 - Spare wheel
 - Rear view & side view mirrors
 - VHF radio/commercial radio
 - Odometer
 - Fuel gauge

21.10.2 Last Parade

Before a vehicle is parked at the end of the work day, the following must be done (Last Parade): -

- (a) The logbook is written up to reflect the Odometer reading at the time of parking and the number of miles/kilometers covered in the last journey undertaken.
- (b) The vehicle is cleaned (dusted and washed) internally and externally.
- (c) The vehicle is checked by the Supervisor in the presence of the driver.
- (d) The driver writes up his logbook indicating in the remarks column the state of the vehicle and the accessories left in it.
- (e) The Supervisor verifies the entry, and countersigns the logbook and leaves it in the vehicle.
- (f) The driver locks the vehicle and hands over the keys to the Supervisor.

21.10.3 Accidents

Accidents involving GECOM's vehicles must be reported in writing to the Accounting Officer through [the Sectional Head](#).

The following is a step-by-step procedure, which should be followed if an accident involving GECOM's vehicle occurs.

- (a) Driver notifies his immediate [supervisor](#) who in turn notifies his [manager](#) who notifies the CEO.
- (b) Driver records name(s) of the other party involved in the accident, the vehicle number and the name(s) and address(es) of witness(es).
- (c) The Supervisor visits the scene (if possible) and arranges for the Police Traffic Department to intervene.
- (d) The Supervisor arranges for the driver to submit a written statement to the Police Traffic Department.
- (e) The Supervisor prepares a report for submission to the CEO through the established channel.
- (f) If prosecution is proffered by the Police Traffic Department, the Department concerned will ensure that the driver attends Court.

21.10.4 Preparation Of Log Book

Each motor vehicle, plant and equipment shall be issued with a log book. It is the duty of the Supervisor to ensure that the logbook is properly maintained at all times.

The driver/operator shall indicate all details of journey undertaken or operational hours by/of the motor vehicle, plant and equipment.

Any defects observed or maintenance work done on the vehicle plant or equipment must be noted in the log book.

The Supervisor shall inspect and initial the log book daily or as often as is felt necessary.

21.10.5 Replacement Of Vehicle Parts

Defective vehicles or equipment parts, when replaced, must be returned to the stores and accounted for accordingly.

The stores are required to maintain a ledger for all spare parts returned.

21.10.6 Lodging Of Vehicles

Vehicles assigned to District Offices shall be lodged in the office compound or at the nearest Police Station, which ever is more convenient.

The keys shall be lodged in the logbook provided or handed over to the Security Officer on duty.

22.0 SECURITY OF BUILDINGS

All buildings **must** be closed and secured at the end of the workday.

The keys to the building shall be lodged with the Security Officer on duty.

The Security Officer shall ensure the safety of the building and all items in the compound, during his/her tour of duty.

23.0 FIRE PREVENTION

Fire fighting equipment shall be placed in every office at strategic points. These are to be clearly marked.

Fire drills **must** be held at least once monthly. A record is to be maintained of each drill and the time taken to evacuate the office.

24.0 IDENTIFICATION BADGE

All staff members must wear their staff identification badges whenever they are on duty.

25.0 SECURITY

25.1 The Importance of Security in Registration

Registration is a confidential transaction between the individual member of the public and GECOM (represented by the registration office), the details of which are available for perusal by the scrutineers, who are the representatives of the political stakeholders.

Security in registration seeks to guarantee the confidentiality of the registration transaction and to protect its integrity so as to facilitate its accurate completion. Security in registration therefore minimizes the potential for conflict between the registration office and the individual or the scrutineers, thereby protecting the image of GECOM.

As in any undertaking, security in registration must protect the property and assets of the registration office and facilitate their accountability.

25.2 Organising Security – The Security Scheme/System

In order to protect the confidentiality and integrity of transactions, a security scheme must be established to protect transaction related information that is not available to the public (publicised). Such information is contained in completed registration forms and in registration ledgers both of which are stored in cabinets or, the information may be stored electronically in computers.

The security scheme must also seek to prevent unauthorized disclosure of information related to transactions and safeguard the transmission of such information among the registration offices and the Secretariat.

Consequently, the security scheme for registration has four (4) components:

- ◆ Physical security which protects against damage to the property of the registration office and theft or loss of its assets (furniture, equipment and registration materials inclusive of blank registration forms);
- ◆ Security of documents and computers which protects against unauthorized access to registration information or theft or willful destruction to such information;
- ◆ Security of transmission of information (physical movement of documents by post or hand, and radio or telecommunications).
- ◆ The administering of oaths of confidentiality to prevent the unauthorized disclosure of registration information, breach of which may result in prosecution before the courts (*Section 27 of the Registration Act*).

25.3 Security Measures

The security scheme comprises a combination of measures to protect against the threats of damage to property, theft or loss of assets, unauthorized access to, or theft, or willful destruction of information, and unauthorized disclosure of information. These measures are:

- ◆ A perimeter fence and external lighting complimented by a system of security guards which together provide the required physical security.
- ◆ Control of access to work areas and storage areas (file cabinets etc) which utilises a key(s) control system, and control of access to computers, these control measures, in combination with secure transmission of information protect against unauthorized access to information; and
- ◆ Enforcement of oaths of confidentiality and the penalties for related breaches.

26.0 COMMUNICATIONS

26.1 The Importance of Communications in Registration

Registration of persons in any country requires a network of field registration units that is controlled and monitored by the central body responsible for registration. In Guyana that central body is the Elections Commission with its Secretariat, and the field registration units are the registration offices.

Guyana's large geographic area and the difficult terrain of some localities necessitate an expansive network of registration offices, if all persons in Guyana are to be provided with reasonable access to registration.

To control and monitor this expansive network of registration offices, the Commission and its Secretariat require a reliable communications network for the timely flow of information (routine and incident reports etc) among the offices and between each office and the Secretariat, which is necessary to aid decision making.

26.2 Components of the Communications Network

The GECOM communications network for registration comprises:

Telephone linkage (primary communications); and

A radio communications network which either complements the telephone linkage or, is the only means of wireless communications in areas where there is no telephone facility.

26.3 Importance of Adherence to Communication Policies and Procedures

For the registration communications network to be effective and reliable, it is imperative that the telephones and radios are properly used (including communication/voice procedure) and maintained. Therefore, it is necessary to train the users of the communications equipment and network, and to establish communications policies and procedures governing the use and maintenance of all communications network and equipment (telephone, radio, batteries and other ancillaries). It is even

more necessary that telephone and radio users adhere to the communications policies and procedures, and that Registration Officers and their senior staff enforce such adherence.