



INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION

VOTER REGISTRATION MANUAL

SOURCE BOOK



“Making the Vote count for our common prosperity”

Our Vision

“A credible electoral management body committed to strengthening democracy in Kenya.”

Our Mission

“To conduct free and fair elections and to institutionalize a sustainable electoral process.”

Our Core Values

Integrity

Team work

Independence

Innovativeness

Respect for the rule of Law

“Making The Vote Count For Our Common Prosperity”

Your Vote Your Future

STRATEGIC PILLARS



ABBREVIATIONS

ARO	Assistant Registration Officer
BVR	Biometric Voter Registration
CEDAW	Convention on Elimination of Discrimination Against Women
CEO	Chief Executive Officer
CRPWD	Convention on the Rights of Persons with Disabilities
DPP	Director of Public Prosecutions
ECK	Electoral Commission of Kenya
EVID	Electronic Voter Identification Device
EVR	Electronic Voter Registration
GPRS	General Packet Radio Service
GPS	Global Positioning System
ICCPR	International Covenant on Civil and Political Rights
ICT	Information and Communication Technology
ID	Identity Card
IEBC	independent electoral and boundaries commission
IPOA	Independent Policing Oversight Authority
IREC	Independent Review Commission
NCIC	National Cohesion and Integration Commission
NPSC	National Police Service Commission
NVK	National Vision Party of Kenya
OMR	Optical Marker Register
ORPP	Office of the Registrar of Political Parties
PC	Personal Computer
PPLC	Political Parties Liaison Committees
PPOA	Public Procurement Oversight Authority
REC	Regional Elections Coordinator
RICT	Regional Information and Communication Technology
RO	Registration Officer
RTS	Results Transmission System
SD Card	Secure Digital Card
SMS	Short Message Service
USB	Universal Service Bus
VR	Voter Registration
VRA	Voter Registration Assistant

FOREWORD



focus on training of staff that is in charge of the voter registration process.

This Source Book contains critical information that the Commission staff require, to successfully undertake the important task of voter registration. The manual highlights the Commission's Constitutional mandate and its link to the integrity of the entire elections, discusses the legal provisions that govern registration of voters, details the key procedures and steps to be followed from planning, registration, inspection to preparation of the voter's register.

The integrity of an election is based on how well all the composite parts in the electoral cycle are undertaken.

The Registration of voters is a fundamental aspect of every electoral cycle. Through the registration of voters every eligible Kenyan gets prepared to exercise their constitutional rights to stand for elections and vote in candidates of their choice. The process of registration in Kenya is continuous throughout the electoral period, only being brought to a halt immediately prior to a by-election or the General Election.

The Commission has adopted the use of technology in the process of registration. This publication also contains essential information on Biometric Voter Registration, the components of the kits and its use in capturing voters' details. Another key issues relates to registration of citizen's residing in the diaspora, for which the Commission has adopted a detailed Policy.

The process of voter registration is governed by an elaborate legal framework and administrative procedures. It is important that all those involved in voter registration are familiar with and follow these carefully. It is for this reason that the Commission put heavy

This Manual discusses the processes of registering citizens outside Kenyan and underscores that except for registration centers and elections for which they may vote, the rest of the issues are similar to the registration of citizens within the country.

This sourcebook was developed by a technical team composed of IEBC staff from the Headquarters and the regions. Thereafter the manual went through the Commission's internal validation.

This manual is a reference sourcebook for all registration officials and all stakeholders who may be interested in acquiring knowledge or train on the voter registration process.

The Commission is therefore confident that the information in this manual will equip all our staff and key stakeholders with the information needed to monitor, train and carry out an efficient voter registration process.

Thank You

Ahmed Isaack Hassan

Chairman

Independent Electoral and Boundaries Commission



ACKNOWLEDGEMENTS



1 CHAPTER ONE

OVERVIEW OF VOTER REGISTRATION IN KENYA

1.1 Introduction

Voter registration is the process of recording personal particulars of eligible citizens in the register of voters for the purpose of voting in an election and referenda. It is an important phase in a democratic electoral process.

The Constitution mandates the Commission to carry out the registration of voters. Once registered as a voter an individual is eligible to vote in an electoral area. The electoral areas in Kenya are County Assembly Ward, Constituency and County.

Conduct of voter registration is the foundation of a free and fair election and builds public confidence in the electoral process. It should be conducted on the basis of integrity and inclusivity. According to international best practice, a register of voters makes it possible to separate two of the most important functions of the election authority: verifying voter eligibility and controlling the legitimacy of the ballot.

This manual discusses the process of voter registration. It provides information on the procedures, legal and administrative

framework for the conduct of voter registration in the entire process leading to the production of a certified Principal Register of Voters.

1.2 Importance of Voter Registration

Voter registration is a prerequisite for participation in elections and referenda and it is significant in the following ways:

- Enables one to vie or participate in an election
- Provides information that assists with election planning and logistics
- Determines voter allocation to polling stations
- Assists in computation of electoral participation in an election
- Plays a major role in voter education especially for special groups.

1.3 Frequency of voter registration

Voter registration can either be carried out periodically or continuously. In periodic voter registration, a new register of voters is prepared every time there is an election and is used only for purposes of that election. Continuous Voter registration involves updating an existing register of voters. This is the process that is practiced in Kenya.

During continuous voter registration, the commission updates the Principal Register of voters by regularly adding names of eligible voters, effecting transfers of registered voters, deleting names of deceased voters, voters declared legally incompetent, and double registered voters and rectifying particulars of voters. In addition, the Commission occasionally undertakes mass voter registration to enhance continuous voter registration.

1.4 Guiding Principles of Voter Registration

Voter registration process is guided by the following principles;

- **Inclusivity**

Registration must be accessible to all groups and categories of eligible citizens. This involves registering all qualified persons, including the marginalized such as women, youth, minority and persons with disability. The international standards stipulate that a register of voters has at least 90% of all eligible voters.

- **Accessibility**

Voter registration processes should be physically and geographically accessible as well as readily understandable by all persons qualified to register. Any locations used for voter registration purposes and which require the public to attend to provide or check

information should be readily accessible and located within reasonable distance of all eligible voters in its catchment area.

- **Public participation**

Effective public participation requires that the public has access to accurate and comprehensive information and are involved in the registration process. Voter registration information and processes should be shared with citizens and stakeholders regularly. The Commission should carryout public awareness on voter registration and in corporate feedback.

- **Accuracy**

All voter registration information should be recorded accurately and maintained properly so that the register of voters used for elections is up to date.

- **Credibility**

The voter registration process must be conducted in a transparent and accountable manner. It must be fair, honest, and free from political and other manipulation or intimidation.

The process should allow for internal and external audit. Voter registration information stored in both paper and electronic formats must be sufficiently secured to prevent unauthorized access, to protect it against unauthorized alteration or disclosure.

• Sustainability

Voter registration process should be implemented in a cost effective manner with minimal or no reliance on external funding in the medium to long term.

1.5 Evolution of Voter Registration in Kenya

Registration of voters can be traced back to 1962. According to The Kenya Gazette of 23rd November 1962, The Kenya (Electoral Provisions) Registration of Voters Regulations provided for the compilation a new register of voters for the purpose of elections of members to:

- A new Lower House of Legislature;
- A new Upper House of Legislature;
- A new Regional Assemblies; and
- Local Government Authorities.

All persons who wished to be registered were required to present themselves before the registration officer or the assistant registration officer for the registration.

In the late 1980s and early 1990s, eligible voters were enlisted in a black book by electoral officials appointed by the executive arm of Government. There were several challenges associated with this type of voter registration. In order to address these challenges, the Electoral Commission of Kenya (ECK) was formed in 1992 as an Independent body mandated to carry out voter registration and election.

In 1996 ECK compiled a register of voters within a period of three months using Optical Mark Recognition (OMR) forms and the Optical Mark Reader (scanners). This register was in use up to the 2007 general elections. Following the disputed results of the Presidential Elections in 2007 E.C.K. was disbanded and the voters' register discarded for being incomplete and inaccurate.

In 2009, the Interim Independent Electoral Commission (IIEC) was formed and mandated to conduct a fresh registration of voters. In 2010 IIEC registered 12.5 million voters within two months. This was done both using OMR and Electronic Voter Registration (EVR) technology. EVR was piloted in 18 sampled constituencies.

Following the promulgation of the Constitution of Kenya, 2010, Independent Electoral and Boundaries Commission (IEBC) was established and mandated to carry out continuous voter registration. In 2012 IEBC conducted fresh voter registration using Biometric Voter Registration (BVR) technology which was identified for its efficiency and effectiveness. A total of 15,000 BVR kits were deployed to 24,614 registration centers. IEBC registered 14,388,781 voters in 30 days.

1.6 Biometric Voter Registration

This is a process of capturing both alphanumeric and unique biometric features of a voter. Biometric features captured include retina, fingerprints and facial image.

“

The Constitution mandates the Commission to carry out the registration of voters.

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2 CHAPTER TWO

LEGAL AND ADMINISTRATIVE FRAMEWORK

2.1 Legal Framework

Registration of voters is governed by a comprehensive legal framework comprising of the following laws:

- The Constitution of Kenya; Elections Act 2011;
- Independent Electoral and Boundaries Commission Act 2011;
- Political Parties Act 2011;
- The Kenyan Citizenship and Immigration Act 2011; and
- Elections (Registration of Voters) Regulations 2012.

2.1.1 The Constitution of Kenya

The Constitution provides the basic framework and guiding principles for the registration of voters. It specifically provides for:

- Mandate of the Commission in the registration of citizens as voters (Art 88(4)(a)(b))
- Political Rights of citizens (Art 38)
- Qualification for registration of citizens as voters (Art 83)
- Right of access to information (Art 35)
- Registration of citizens residing outside Kenya (Art 82)

- Application of international treaties and Conventions that form part of the law of Kenya (Art 2).

The Commission is responsible for the continuous registration of citizens and the regular revision of the register of voters. The Commission is also mandated to ensure that the administrative arrangements for the registration of voters are designed to facilitate and not deny any eligible citizen their right to register. This also includes provision for persons with disabilities, marginalized and minorities and for citizens residing outside Kenya.

Under the Bill of Rights, every adult citizen has the right, without unreasonable restrictions to be registered as a voter. A person qualifies to be registered as a voter at only one registration center if the person is: an adult citizen, not declared to be of unsound mind, and has not been convicted of an election offence during the preceding five years. In addition, every person enjoys the right of access to information held by the Commission and to the correction or deletion of their information during inspection of the register.

The constitution also recognizes general principles of international law and conventions ratified by Kenya as forming part of Kenyan law. There are several international declarations and conventions on elections that are relevant to Kenya. These include:

- Universal declaration on Human Rights
- The International Covenant on Civil and Political Rights (ICCPR)
- Convention on the Elimination of all forms of Discrimination Against Women (CEDAW)
- African Charter on Human Rights
- Convention on the Rights of Persons with Disabilities (CRPWD).

2.1.2 *The Elections Act, 2011*

The Elections Act provides for the conduct of registration of citizens as voters. The registration of voters is carried out at all times except during an election period, where there is an election petition or such other time that the Commission may declare.

During this period a citizen is required to present a national identity card or a valid passport as evidence of eligibility upon application for registration for which purpose a preliminary register of voters is then produced. The preliminary register is subjected to inspection for purposes of

correcting errors, determination of claims and disputes and updating before the Principal Register of voters is compiled.

The Act stipulates various offences related to Voter Registration and the penalties as follows:

a. Offences by Registration Officer

It's an offence to:

- Make, prepare, print or possess a document or paper purporting to be a register of voters without authority;
- Make, prepare or print a document or paper purporting to be a voter's registration acknowledgement slip;
- Without authority destroy, damage, deface or make any alteration on a voter registration material and equipment;
- Knowingly make any false statement on, or in connection with any application to be registered in any register of voters;
- Knowingly make any false statement on, or in connection with any application to be registered in any register of voters; or
- Aid, abet, counsel or procure the commission of or attempts to commit any of the offences referred to above.

The penalty for the above is a fine not exceeding one million shillings or imprisonment for a term not exceeding six years or to both.

b. Offences by Member of the public/ eligible voter

It's an offence to:

- Ask to be registered as a voter in the register of voters when one is already registered as a voter;
- Make two or more applications to be registered as a voter; or
- Apply to be registered as a voter when he/she had been disqualified by an election court.

The penalty for the above is a fine not exceeding one hundred thousand shillings; or imprisonment for a term not exceeding one year; or both. In addition, the person shall not be eligible to vote in that election or in the next election.

c. Offences by Politician/Candidate

It is an offence for a politician/candidate to aid a person to register as a voter more than once.

The penalty for the above is a fine not exceeding one hundred thousand shillings; or Imprisonment for a term not exceeding one year; or to both, In addition, one shall not be eligible to contest in the ongoing general election.

d. Offences by member of Commission or staff

It is an offence to:

- Make, in any record, return or other document which they are required to

keep or make under such written law, an entry which they know or have reasonable cause to believe to be false, or do not believe to be true;

- Without reasonable cause do or omit to do anything in breach of his official duty;
- Collude with any political party or candidate for purposes of giving an undue advantage to the political party or candidate;
- Fail to prevent or report to the Commission and any other relevant authority, the commission of an electoral malpractice or offence committed under this Act.

The penalty for the above is a fine not exceeding one million shillings or to imprisonment for a term not exceeding three years or to both.

2.1.3 Elections (Registration of Voters) Regulations, 2012

The Regulations prescribes the procedure for registration of voters, appointment of registration personnel and the facilities to be provided during registration. The Commission is required to designate and Gazette registration centers where registration will be carried out. The regulations empower the Commission to use public facilities as registration centers free of charge.

The Commission appoints a registration officer in respect to each registration area who is responsible for compilation of the register of voters.

The roles of the registration officer are;

- Mapping of voter registration facilities.
- Enrolment of eligible voters
- Updating the register by deleting names of deceased voters and those who have lost eligibility due legal prohibition
- Compilation and submission of voter registration data to the regional office
- Determination of claims and objections
- Preparation of list of changes to the register
- Publication of notices, circulars, posters and other publicity materials regarding the voters' registration.

The regulations also prescribe applicable forms to facilitate the registration process.

2.1.4 Independent Electoral and Boundaries Commission Act, 2011

The Act provides for the functions of the Commission and appointment of the Commission staff. The Commission has created units and divisions both regionally and nationally for effective administration of its functions. In addition, the Commission from time to time employs temporary personnel to assist in discharging its functions.

Every member and employee of the Commission is required to perform their

functions impartially and without undue influence as prescribed by the Code of Conduct (Appendix 1). Each member and employee of the Commission must subscribe to the Code of Conduct and any breach of the Code shall be treated as misbehavior for a member and misconduct for an officer.

2.1.5 Political Parties Act, 2011

The Act provides for the registration, functions, roles and regulation of Political Parties. Registration of voters is important to political parties for purposes of their registration, recruitment of members, nomination and participation in an election. All registered Political Parties contesting in an election are entitled to access the Register of Voters.

2.1.6 The Kenyan Citizenship and Immigration Act, 2011

The Act provides for the process by which persons are recognized as citizen of Kenya and the issuance of national identification documents to eligible persons. The identification documents issued under this Act are used by citizens as proof of citizenship during application for registration as voters.

2.2. Administrative Framework

The Commission comprises of a Chairperson and eight other members and is responsible for policy direction on voter registration. The secretariat which is headed by the Commission Secretary (CEO) assisted by two deputies executes the decisions of the Commission. .

The Commission secretariat is structured into eight directorates, seventeen regional offices and 290 constituency offices. Voter

registration is undertaken by Registration Officers at constituency level under the supervision of the Regional Elections Coordinators. In addition appoints temporary staff as voter registration assistants.

The secretariat undertakes formulation of voter registration strategies, budgets, implementation guidelines and overall voter registration operations through the various established units.

‘ The Constitution provides the basic framework and guiding principles for the registration of voters ’



3

CHAPTER THREE

VOTER REGISTRATION PLANNING

3.1. Planning

Proper planning coupled with timely availability of resources is necessary in order to ensure effective and efficient voter registration process. Before commencing the voter registration exercise the following activities should be carried out:

- Voter registration needs assessment
- Holding of voter registration planning meetings at national, regional and constituency levels
- Gazettement of ROs and Assistant Registration Officers (AROs) who will be in charge of registration of voters in the constituencies after training
- Holding of consultative meetings between the Commission, political parties and other key stakeholders
- Publishing in the Kenya Gazette a notice of the intended registration centers
- Publicity and voter education.

3.2. Mapping

Mapping of registration centers involves visiting existing and potential registration centers to determine their appropriateness, accessibility and suitability. The following

information is gathered in regard to each registration center during mapping:

- Physical location of the registration center
- Distance of the registration center from the constituency office
- Terrain of the registration center
- Road network
- Availability of Global System for Mobile (GSM) network
- General Packet Radio Services(GPRS) network coverage
- Global Positioning System (GPS) coordinates
- Availability of Electricity supply
- Security
- Available physical structures e.g. buildings.
- Type of facility; school, social hall,
- Water and Sanitation
- Accessibility to persons with disability
- Migration patterns of pastoral communities

The data collected enables the Commission to coordinate voter registration logistics.

3.3. Materials & Logistics

The following materials are essential for conducting voter registration:

'REGISTRATION OFFICER' rubber stamp	Registration Center Reference Book	Acknowledgement booklets	Glue stick
'DUPLICATE' rubber stamp.	Stapler	Signs and Posters	Plastic rulers
Sisal twine	Printing paper A4	Staple pins	
File covers	Ballpoint pens -black or blue	Registration Center Banner	Bottle of water
Fasteners	Toners & cartridges	Mutton cloth	Hand soap
Stamp pads	Bulldog clips	Adhesive tape 1'x 50m	Marker Pens
Stamp pad ink	Paper pins	Finger print pads	Badges
A3 size and A4 size Envelopes	Paperclips	Cold Laminating pouches	Cotton tape
Field Notebooks	BVR kits		

Forms Essential for Registration

Statutory Forms	Administrative forms
• Form A	Handover-takeover form
• Form C	Templates for monitoring registration
• Form J	Checklist of materials and equipment
• Form D	Retrieval of voter registration materials form Data export form

3.4 The BVR Kit

The registration officials should be familiar with the components, set up and operation of the BVR kit. The diagram below shows a complete view of the BVR kit and its accessories.

3.4.1 The BVR Kit is Composed of:



The registration kit is composed of a laptop, fingerprint scanner, webcam, hub, two rechargeable batteries and two flash disks. The kit stored in a waterproof and shockproof storage case. The fingerprint scanner, the webcam, the hub and the two flash disks are stored in a separate movable container (plate) within the case. This container also contains power connections to the batteries and the laptop.

The fingerprint scanner is used to capture the fingerprints of the voter into the voter registration software. The webcam is used to capture the facial image of the voter into the software. The USB hub has four ports to connect the webcam and the two flash disks.

The two flash disks are identified as flash A and B. Flash disk A is used for continuous back-up during registration. It should be connected to the hub at all times during a registration session. Flash B is for data export at the end of a registration session.

3.4.2 Configuration

The BVR kit will be configured prior to any voter registration exercise to make sure that the kits are ready for the exercise. This includes installing the registration laptops with

the most recent operating systems updates, the most recent mapping (polling registration) updates, testing of the fingerprints scanner, connecting/testing of the flash disks, testing of the webcam camera and where necessary the locking of the BVR kit to specific registration centre(s) by the Registration Officer.

3.4.3 Password Generation

Each BVR kit has a unique password that allows only authorized registration officials to log into the system to register voters. The initial and subsequent passwords are generated using a special software application by the Registration Officer or the Regional ICT officer (RICT). The passwords expire after sometime and should be updated.

3.5 Procurement

Procurement is undertaken by the Commission to acquire goods and services to effectively undertake voter registration.

These include:

- i. Transport,
- ii. Training venues
- iii. Catering and accommodation
- vi. Tents and furniture where applicable
- vii. Power supply
- viii. Casual laborers.

3.6 Storage

The commission procures adequate, secure storage facilities for the registration equipment and materials. The storage facility must have access to reliable power supply for charging the batteries.

3.7 Distribution

The following are expected of the RO prior to the commencement of the registration of voters exercise:

- Receive the registration materials and equipment early enough from the Regional warehouse for registration centers within his/her constituency
- Inspect all the materials and equipment received for all registration centers within the constituency, in order to ensure that they are in sufficient quantities and of the set standards
- Fill in the materials control sheets that indicate the material quantities received
- Prepares, publishes and publicizes a schedule of the movement of the BVR kits
- Ensure the security and proper care of all registration materials and equipment entrusted to them.

3.7.1 Procedures and steps to follow during BVR kit distribution:

a) Issuance and Retrieval procedure

ij) Constituency to Ward

The RO/ARO/VRA

- Confirms all components of the BVR kit are present.
- Records serial numbers of all the equipment issued in the issuance and retrieval form provided.
- Signs the form.

ii) Ward to constituency

- The VRA returns all equipment issued
- The RO/ARO confirms all components of the BVR kit are present and working properly. The RO/ARO Compare serial numbers of all the equipment issued against what has been received
- The RO/ARO and VRA sign the material retrieval form

iii) Ward to Registration center

- The VRA/Clerk confirms all components of the BVR kit are present.
- Records serial numbers of all the equipment issued in the issuance and retrieval form.
- Signs the form

NOTE: Components of the kits MUST not be interchanged with other kits. In case of replacement due to damage or loss, this should be indicated in the form.

3.7.2 Procedure during damage or loss of equipment

Whenever there is a loss or damage to BVR kit;

- Clerk notifies the VRA and RO who notifies the REC
- In case of a stolen or lost item report to the police and obtain a police abstract detailing the missing equipment
- Fill the appropriate control forms

3.8 Security

The commission will procure security for the BVR kits, materials and officials during registration period, storage and while on transit.

3.9 Safety of the BVR kit

For the voter registration exercise to be successful, proper safety measures for the BVR kits must be put in place. The registration officials must ensure that:

- i. Secure means of transport are used to move kits from one point to another.
- ii. Kits are kept in their cases and stored in dry and secured places e.g. strong rooms, armories and guarded stores

- iii. The flash disks 'B' and 'A' are safeguarded and stored separately.
- iv. The kits are operated by authorized personnel and ensure safety of passwords.
- v. The kits are charged with recommended chargers.
- vi. The kits are used for registration purposes only.

3.10 Recruitment and Training

3.10.1 Recruitment

The commission recruits temporary staff to assist the Registration Officer to undertake voter registration. The staff must have relevant qualifications and ICT skills.

3.10.2 Training

Recruited staff are trained on voter registration process and use of the BVR.

3.10.3 Deployment

The registration officials are deployed to their respective registration centers to undertake their duties for the period they are contracted in accordance with their terms of appointment.

4

CHAPTER FOUR

REGISTRATION OF VOTERS

4.1. Opening procedures

4.1.1. Setting up the registration station

The Registration Officer undertakes the following tasks:

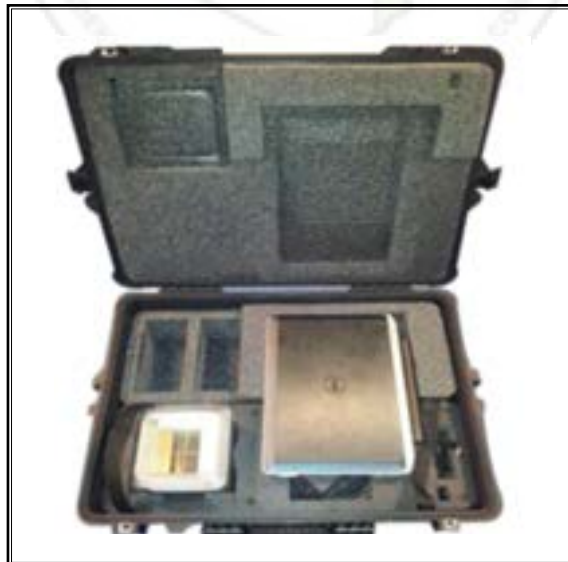
- Sets up the registration station.
- Puts up direction signs and posters
- Ensures that all the necessary registration materials are in place
- Demarcates queues for easy flow of people into the registration station.
- Opens the registration station to the public at 8:00 a.m.

NOTE: Applicants with disabilities and special needs should be given priority.

4.1.2. Setting up The BVR Kit

4.1.2.1. Installation and start-up

Step 1: Put the storage case on a table or a clean plain surface and open it.



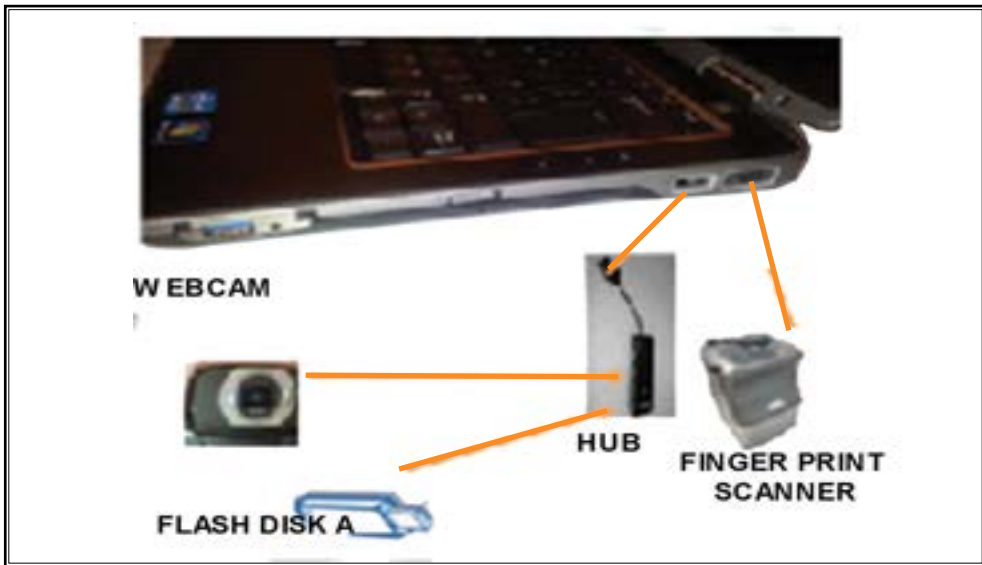
Step 2: Take the plate out of the devices out of the container by using the straps on each side



Step 3: Clip the webcam on top of the laptop's screen and connect it to the HUB.

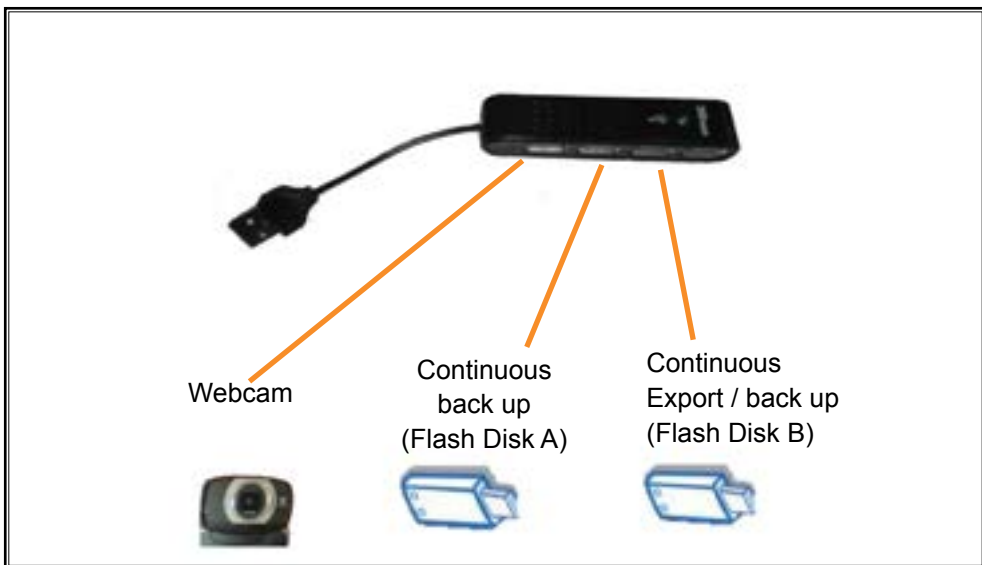


Step 4: Connect the USB cable of the Fingerprint scanner to USB port Number1 of the Laptop.

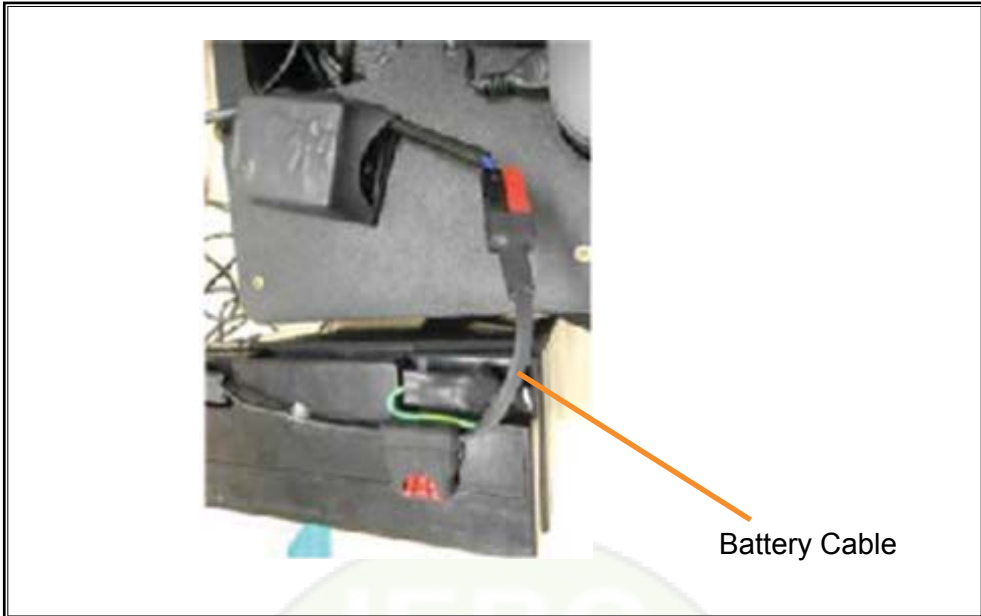


Step 5: Connect the Hub to the Laptop as above

Step 6: Connect the USB Flash disk used for the continuous Backup(flash disk 'A') to the HUB



Step 7: Connect the power cable to the battery, OR



Step 8: Connect laptop to the source of electricity



Step 9: Counter check that all devices with exception of flash disk B are connected.

Step 10: Hang the backdrop appropriately behind the applicant's seat.

Step 11: Turn on the Laptop



4.1.2.2. Encryption Password log-in

ENCRYPTION SOFTWARE : LOGIN AND PASSWORD

INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION

Password Only Token

Select a token to logon

Fill in the User name

Fill in the Password

Click the OK button

Your password has expired and must be changed

For the first login it is necessary to change the password
Don't forget the password

Fill in the new password

Confirm the new password

Click the OK button

4.1.2.3 log-in and password windows

The first screenshot shows the Windows 10 login screen. Annotations point to the 'User name' field (filled with 'ope1...ope10'), the 'Password' field, and the 'OK' button.

The second screenshot shows a 'Logon Message' dialog box with the text: 'You are required to change your password at first login.' An annotation points to the 'OK' button.

The third screenshot shows the 'User Information' dialog box for password change. Annotations point to the 'New Password' field (filled with asterisks), the 'Confirm New Password' field, and the 'OK' button.

Additional text annotations include: 'Fill the User name: ope1...ope10 only', 'Fill the Password received from IEBC', 'Click the OK button', 'The operator password must be changed at first logon', 'Click the OK button', 'Fill the new password (don't forget it)', 'Confirm the New Password', and 'Click the OK button'.

4.1.2.4 Starting the registration application

The screenshot shows the registration application interface. On the left, there are two status indicators: 'Number of records stored in the local database of the kit' and 'Number of records already exported (incremental)'. The main area contains several icons for 'Registration (14 records)', 'View And Update', 'Database Export (8 exported)', 'Flash Eject', 'Help', and 'Exit'. On the right, there is a hardware status panel with four indicator bars (two green, two red) and a display showing 'BVRK000001 (V 1.6)', '19/10/2012', and '01:33:09 PM'.

Annotations include: 'Click OK to start Devices test', 'All bars must be green!', 'USB 1 can be red depended On the type of the Flash disk', 'USB Disk 2 must be red', 'USB disk 2 is used for export The flash disk export is not connected', 'BVR Kit number', and 'BVR Kit Software version'.

Other annotations include: 'Number of records stored in the local database of the kit', 'Number of records already exported (incremental)', and 'Application Features'.

Features of the BVR start window



4.2. Enrolment Procedures

4.2.1. Enrolment of a new voter

The enrolment of a voter is done at any of the gazetted registration centers by the use of the BVR kit. Both the alphanumeric-data and the biometric data of the potential voter are captured. Correct procedure should be used in the capture of this data.

The following steps should be followed during enrolment;

Step 1: Receive and welcome the applicant

Step 2: Request for applicant's original national Identification card or a valid Kenyan passport.

Step 3: Confirm the ownership and validity of the identification documents

Step 4: Probe whether the applicant has applied for fresh registration elsewhere

Step 5: Issue an application form (Form A or J) to the applicant to fill in where the applicant is unable to read and write or any other justifiable reasons, assist applicant to fill in the form.

Step 6: Start the software application to embark on the registration process. To do this log in using a given operator username and password.

Step 7: Click on the registration icon to open the enrolment window. The following screen appears.

Click the **Registration** button (Main menu)

1

- Select the type of identity document,
- Fill in the type of identity document, date of expiry and document serial number

Use the **TAB** and **SHIFT + TAB** key combinations to navigate through data fields

2 Click the **Search** button

Yellow fields are mandatory

New Enrolment Data Capture Screen

Step 8: Search the registration status of the applicant using text

This window is open on the previous window

Fill in the document serial number

Click the **Search** button to initiate a search against an existing electoral database

If the person record is found in the database, alphanumeric person data are automatically retrieved, the operator can modify data.

See next slide for finger and portrait acquisition

If the person is unknown in the existing electoral database (see following slide)

Result after text searching an applicant

Step 9: Capture the applicant's biometric features (finger prints, face) and alpha numeric details into the BVR system.

a) Fingerprint Acquisition



Click the Fingerprint acquisition button

The fingerprint acquisition is composed by the capture of 4 fingers of right hand, 4 fingers of left hand and both thumbs



Applicant places Right slap fingers on the Fingerprint sensor



Bad quality, bandaged or amputated finger capture is detailed in next chapter




The capture process is automatic, after you hear a beep sound, the fingers become green on screen, the applicant is prompted to place left slap fingers on the sensor plate

Click the Abort button to exit from the capture process

If the fingerprint indicator turns green, the capture of the right hand finger prints is complete. Repeat the same procedure to capture the left hand fingerprints.

Acquisition of Both Thumb prints

Applicant places right and left thumbs on the Fingerprint sensor



Bad quality, bandaged or amputated finger capture is detailed in next chapter

Please put both thumbs

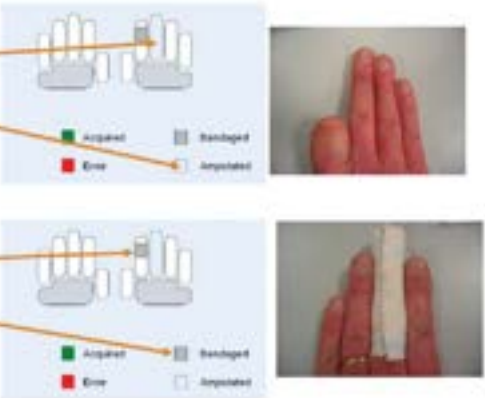
Both thumbs remain in yellow as long as thumbs capture is not complete

Fingerprint Exception Processing

Before starting fingerprint capture of the applicant, Check the applicant's hands and declare exception(s) if necessary.

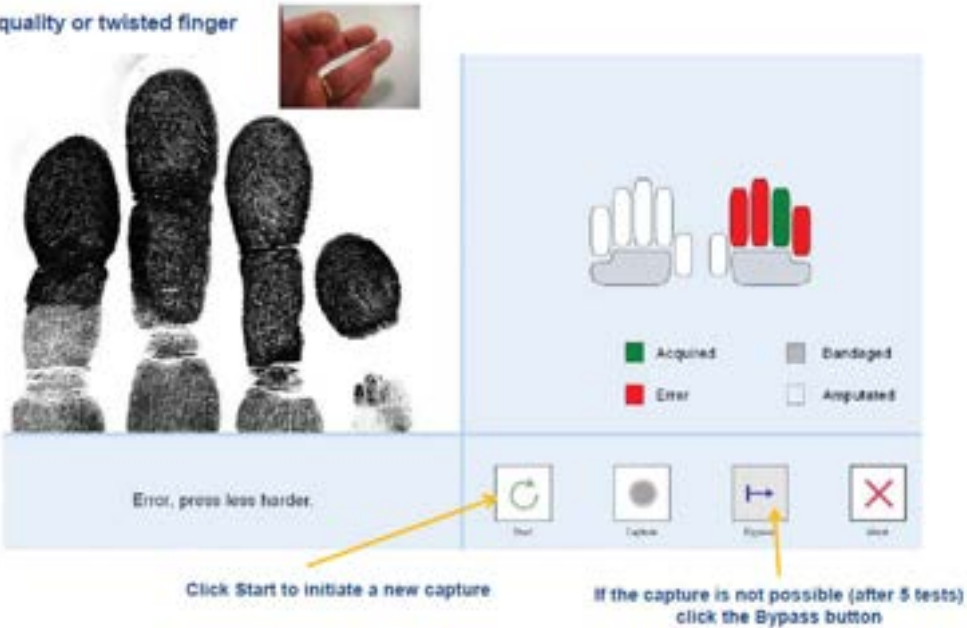
→ Check the applicant's hands:

- If the applicant has an **amputated** finger
 - Select the amputated finger
 - Click the **Amputated** icon
 - Click the **OK** button
 - Place the applicant's finger on the fingerprint sensor
 - Click the **Capture** button
- If the applicant has a **bandaged** finger
 - Select the finger
 - Click the **Bandaged** button
 - Click the **OK** button
 - Place the applicant's finger on the fingerprint sensor
 - Click the **Capture** button



Fingerprint Exception Bad Quality

Bad quality or twisted finger




Fingerprint Capture

The screenshot shows a software interface for fingerprint enrollment. The title bar reads "Enrollment". On the left, there are fields for "Full name" (JASON), "Date of Birth" (01/01/1975), "Registration Status" (ACTIVE), and "Light intensity" (Medium). The main area displays two rows of five fingerprint images each, labeled "Thumb", "Index", "Middle", "Ring", and "Little". Below the images is a "Registration progress" bar. On the right, there are "Back" and "Next" buttons. The bottom section contains various form fields: "Type of Identity Document" (PASSPORT), "Identity Document Number" (9876543210), "Date of Expiry" (31/12/2015), "Registration Point Number" (0123456789), "Type of Issue" (Passport), "Issuing Authority" (UK Border Agency), "Country" (United Kingdom), "County" (London), "County Assembly Area" (Greater London), "Passport Status" (Valid), "Date of Issue" (01/01/2015), "Expiry Date" (31/12/2015), "Age" (40), "Gender" (Male), "Place of Birth" (London), "Full Address" (10 Downing Street, London, SW1A 2AA), "Phone No" (020 7777 7777), "Registration Status" (Active), and "Registration Point" (0123456789). There are also "Back", "Next", and "Cancel" buttons.

When the fingerprint capture process is complete, fingerprints are displayed on screen as shown above.

Difficult Cases During Fingerprint Capture

- Error Message 'Too dark'




Too dark

Hands too moist

Wipe the applicant's fingers with a clean piece of cloth (cotton)

Place the applicant's finger on the sensor without pressure

Click the  button

- Error Message 'Too bright'



Too Bright

Hands too DRY or fingerprint damaged (case of an elderly person)

Apply pressure on the fingers to enhance ridge contrast

Ask the applicant to rub his/her hands over his/her face



Click the  button


If Low Quality message:

Click the  button


In this case: 4 low quality fingers


- Error Message 'Low Quality'

Low quality mark for AFIS




This finger is concerned by the low quality

- Apply pressure on the finger to enhance ridge contrast
- Ask the applicant to rub his/her hands over his/her face
- Click the  button to capture


If Low Quality message: click the  button

Low quality mark for AFIS



This finger is concerned by the Low quality

- This finger is damaged

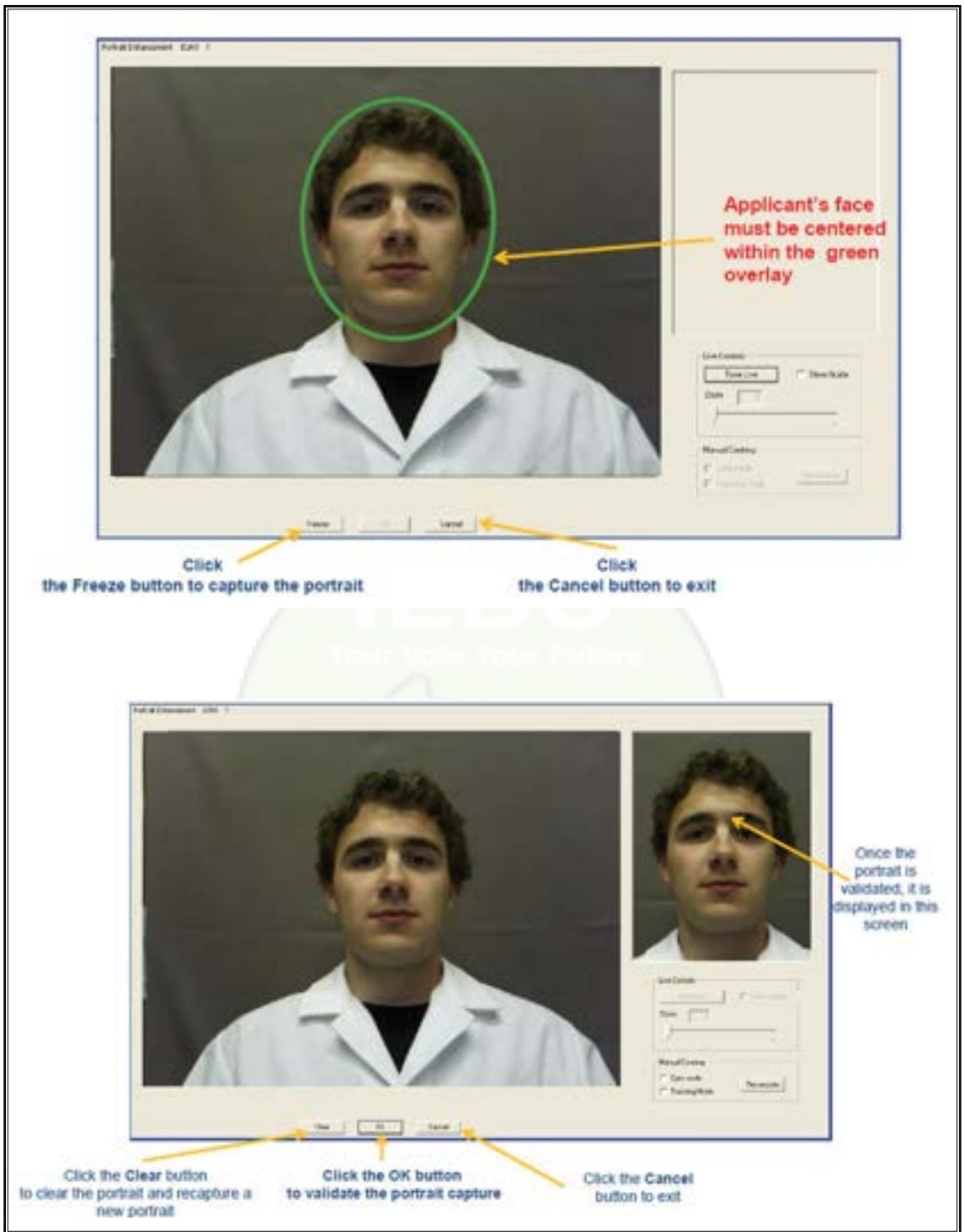
If Low Quality message: click the  button

b) Portrait Capture

Press the TAB key to proceed to portrait acquisition



Click the Portrait button to initiate the portrait acquisition process



NOTE: Only freeze the photo if the applicant has confirmed that the photo is his/hers

c) Alphanumeric Data Capture

1 → Press the Tab key to enter Polling Center information

- The yellow fields are mandatory. Grey fields are not mandatory
- Press the TAB key to activate the fields
- The information stays filled in as long as the operator stays on the same polling center

2

Fill in all person data-entry fields

Use the TAB key to activate a field and go to the next field

Click the Cancel button to exit

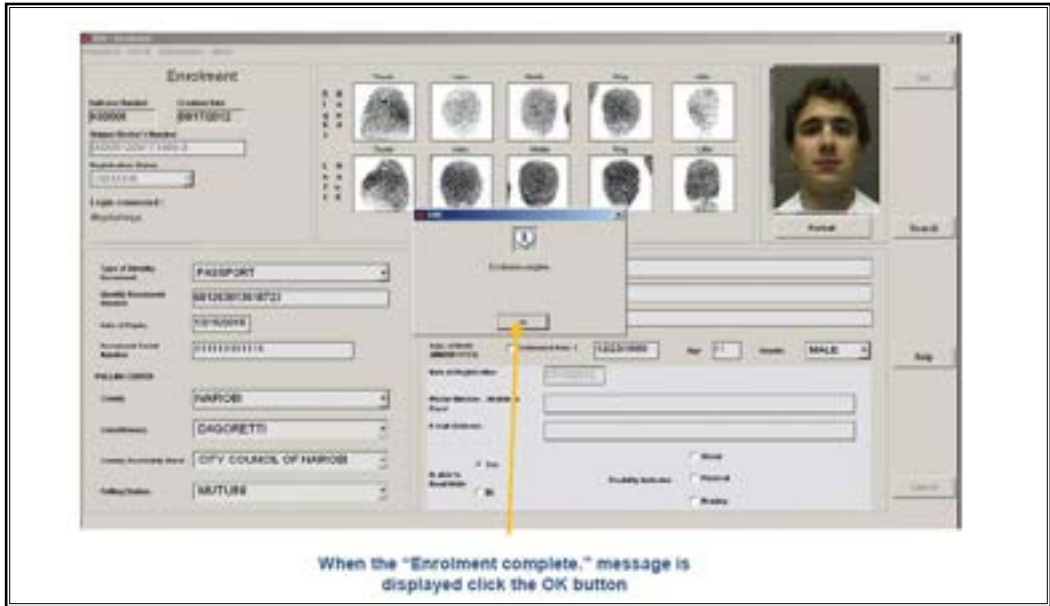
Step 10: Confirm that all fields are filled

Step 11: Invite the applicant to confirm the data captured and correct any identified errors

Step 12: Fill the acknowledgement slip and capture the unique reference number generated by the system as voter's elector's number

Step 13: Click the 'completion icon' to complete the enrolment of the applicant.

When all alphanumeric data-entry fields are filled in, click the OK button



Step 14: Retrieve duly filled Form A/J from the applicant

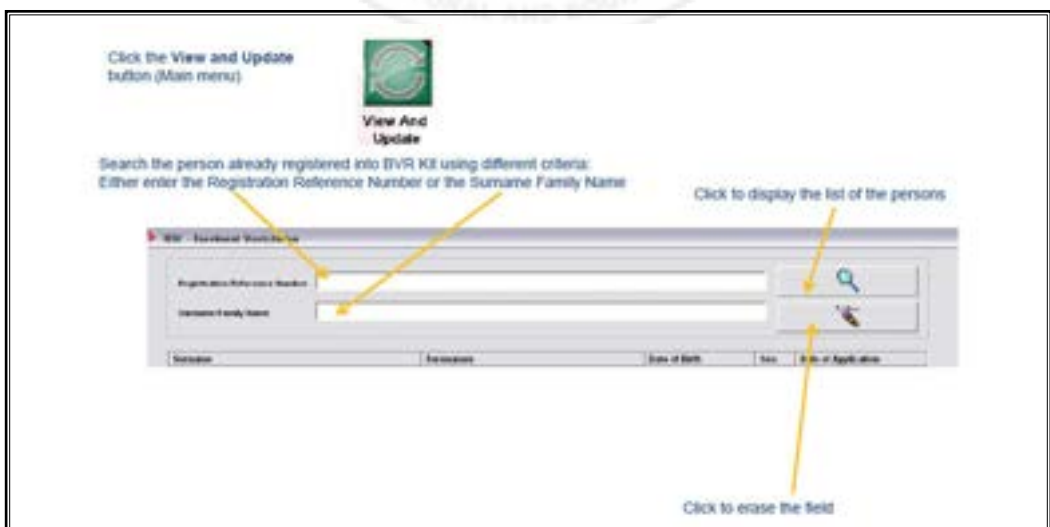
Step 15: Fill the Registration Center Reference book

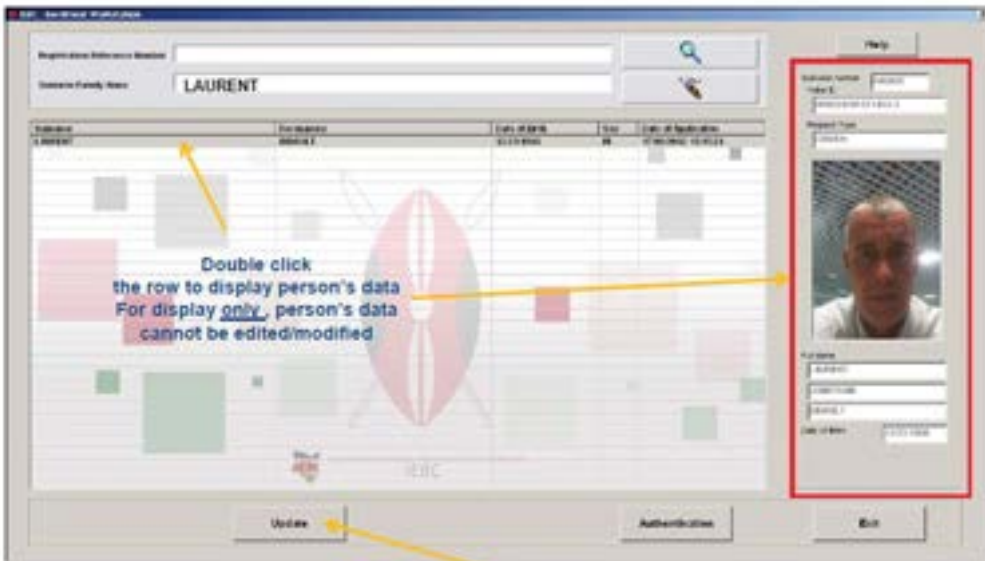
Step 16: Issue a laminated acknowledgment of voters' registration slip to the applicant.

Step 17: Inform the applicant where he/she will vote

Step 18: Inform the applicant that Inspection of the voter's register will follow sometime after the close of registration

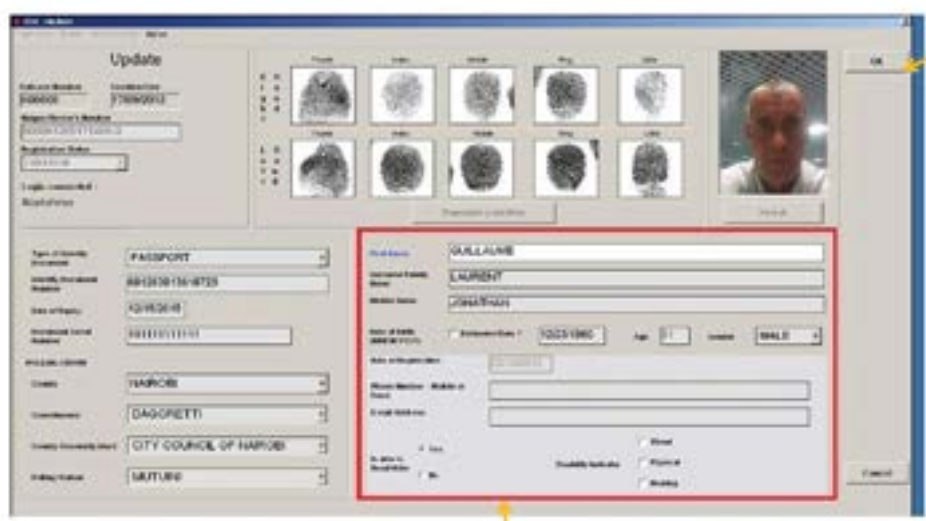
4.2.2. View & Update an Existing Enrolment





Double click the row to display person's data
For display only, person's data cannot be edited/modified

Click the Update button to edit/modify person's data



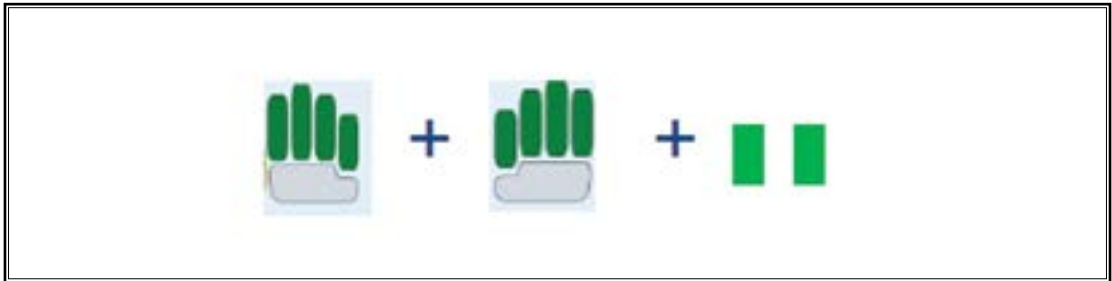
Click the OK button

Fingerprints and portrait **CANNOT** be updated!

Modify person's data

Update Authentication

Step 1: After the update proceed to person authentication (same process as for fingerprint capture)



Step 2: If the authentication is OK the message “Enrolment completed” is displayed

Step 3: If the authentication is NOT OK the message “NO authentication” is displayed - and the modification is not accepted

Points to Consider

- ◇ During voter search, use the ID/Passport number as the query string
- ◇ Applicants with expired passports MUST not be registered
- ◇ During existing voter update, make sure you separate the first name containing two names.
- ◇ During registration of an applicant, avoid clicking multiple times as this will slow down or hang the system. Once a click is executed, wait for the system to respond.
- ◇ You cannot update an applicant’s details unless he is physically present to authenticate using his right hand

4.3. Closing Procedures

4.3.1 Daily Closing Procedures

Step 1: Close registration station at 5:00pm after all applicants on the queue have registered.

Step 2: Exit the enrolment window.

Step 3: Eject the continuous back-up flash disk (Flash Disk ‘A’) by clicking on the Flash Eject button on the home screen.

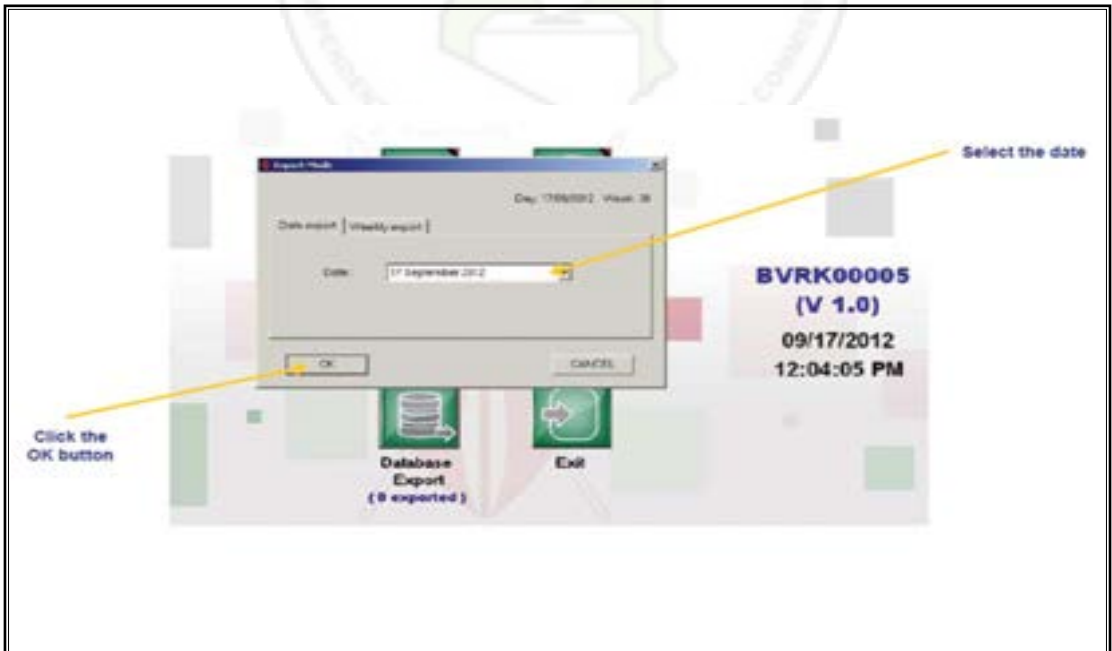
Step 4: Select the ‘management tab’ and click on the ‘data base export’ icon on the initial screen



Step 5: Insert the flash disk B into the USB hub to export the data.

Step 6: Click on the 'Database Export' icon on the home screen. A pop up screen appears. Enter the serial number of Flash Disk B.

Step 7: A dialog box as shown below appears. Select 'Data Export' tab.



Step 8: Select the date of export from the drop down menu and click the OK button. The number of records exported appears below the Database Export icon and is automatically updated to show the cumulative number of records exported.

Step 9: Eject the Export flashdisk 'B' by clicking the Flash Eject button

Step 10: Close the registration system by clicking on the Exit button on the home screen.

Step 12: Log off and close the BVR Kit .

Step 13: Store the BVR kit into the storage case

Step 14: Fill the Daily Accounting Forms

Step 15: Pack all correctly filled Application for Registration Forms A/J together and spoilt ones separately.

Step 15: Reconcile the records; the number of correctly filled form A/J, the number exported and the entries in the Registration Center reference book are equal

Step 16: Compile the day's report indicating the total number of registered voters for the day, those transferred and those whose particulars have been changed

Step 17: Account for and properly secure all materials and equipment at the registration center.

4.3.2 Weekly Export

At the end of a voter registration week data must be exported to the backup flash disk 'B'.

The procedure is as below:

Step 1: Exit the enrolment window.

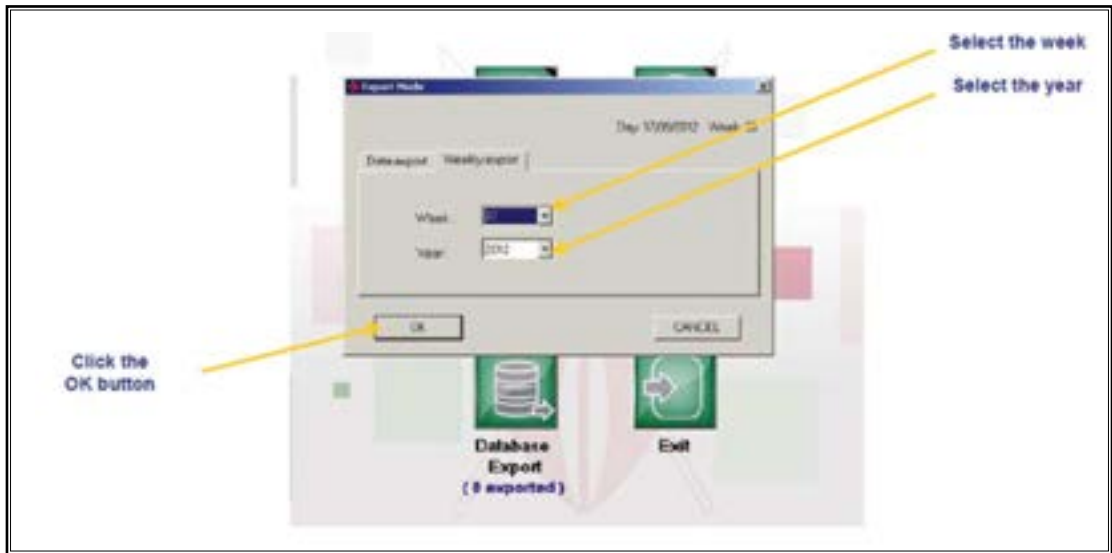
Step 2: Eject the continuous back-up flash disk (Flash Disk 'A') by clicking on the Flash Eject button on the home screen.

Step 3: Select the 'management tab' and click on the 'data base export' icon on the initial screen

Step 4: Insert the flash disk B into the USB hub to export the data. .

Step 5: Click on the 'Database Export' icon on the home screen. A pop up screen appears. Enter the serial number of Flash Disk B.

Step 6: A dialog box as shown below appears. Select 'Weekly Export' tab.



Step 7: Select the week and year of export from the drop down menu and click the OK button. The number of records exported appears below the Database Export icon and is automatically updated to show the cumulative number of records exported.

Step 8: Eject the Export flashdisk 'B' by clicking the Flash Eject button.

Step 9: Close the registration system by clicking on the Exit button on the home screen to log off and close the BVR Kit.

Step 10: Store the BVR kit into the storage case.

Step 11: Fill the weekly Accounting Forms.

Step 12: File all correctly filled Application for Registration Forms A/J serially in a box file.

Step 13: Reconcile the records; the number of correctly filled form A/J, the number exported and the entries in the Registration Center reference book are equal

Step 14: Compile the week's report indicating the total number of registered voters for the

week, those transferred and those whose particulars have been changed

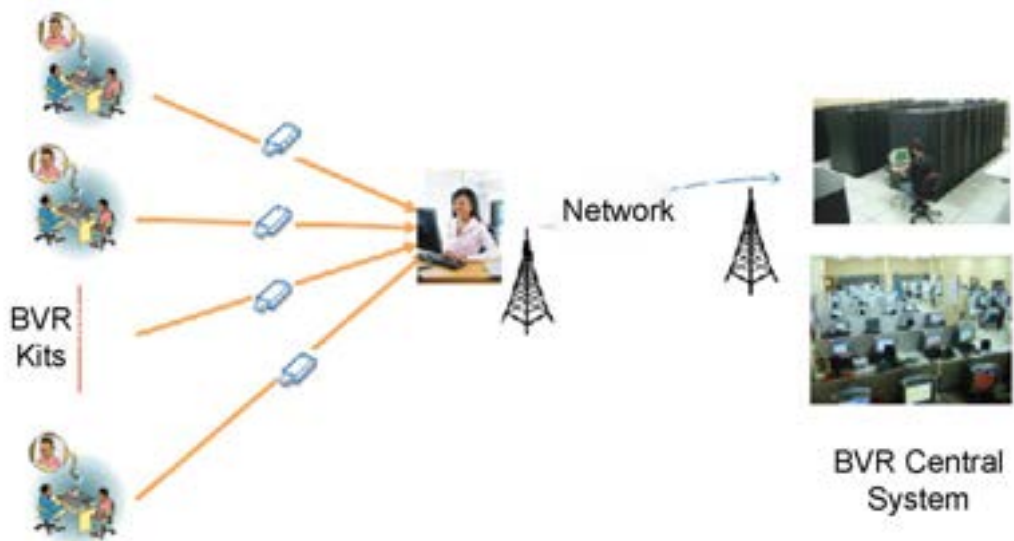
Step 15: Hand over the Flash Disk 'B'.(Clerk to VRA to RO). VRA submits the form to the RO

Step 16: Account for and properly secure all materials and equipment at the registration center.

4.3.3. Upload and Transmission of Data

- Upload data on all flash disk 'B' to the regional server
- Transmit the data from the regional server to central site at HEADQUARTERS
- The system generates a message confirming successful upload indicating the number of files.
- Once upload is successful the system automatically cleans the Flash disk 'B'
- Return the flash disk 'B' to the registration center.

Schematic view of the BVR process



4.3.4. Final day closing procedures

- At the close of the registration period, Follow normal daily and weekly closing procedures, indicated in 4.3.1 and 4.3.2 above.
- Conduct final backup by;
- Fill and sign the Material Transfer Sheet.
- Collect and store the Registration center Banner in a secure place.
- Close the Registration Center Reference book by:
 - Drawing a line immediately after the last entry
 - Writing 'closed'
 - Signing/counter signing
 - Stamping
 - Writing the date
- File all the filled Form A/J in a box file
- Compile close of registration data and fill the final Accounting Summary Sheet.
- Account for used and unused acknowledgement slips.

4.4. Voter Registration of Citizens Residing Outside Kenya

4.4.1. Rationale

The constitution provides for the progressive registration of citizens residing outside Kenya as voters and their participation in elections. The Elections (Registration of voters) Regulations 2012 provides the procedures for the registration of the citizens residing outside Kenya.

In the case of Independent Electoral and Boundaries Commission vs New Vision Kenya (NVK Mageuzi) and others, the Supreme Court ordered the Commission to effect progressive voter registration for Kenyan citizens living in the Diaspora and file annual reports on such registration for review by the National Assembly and the Senate, The Court further ordered the Commission to put in place the necessary infrastructure for such registration.

In 2015, The Commission developed the Policy on Voter Registration and Voting for Citizens Residing Outside Kenya(Diaspora) in a bid to institutionalize a sustainable electoral process for Kenyan citizens residing outside Kenya. The policy provides for the establishment of registration centers based on official data of Kenyan Citizens in Countries outside Kenya. For cost effectiveness, the policy proposes that a registration center will be established in each country where Kenya has a diplomatic presence and a population of at least 3,000 eligible Kenyan citizens registered with the Mission or with the Commission.

4.4.2 Mapping of Diaspora registration centers

The Commission will map Kenyan citizens residing outside Kenya in order to establish the number, their distribution in foreign nations, age, gender and embassy/consulate.. This information will aid in planning and logistics for voter registration.

4.4.3 Process of Diaspora Voter Registration

- The commission gazettes identified registration centers in Kenyan Embassies, High commissions and Consulates.
- An eligible Kenyan citizen residing outside Kenya applies for registration at designated registration centers by filling the prescribed form J.
- To qualify to register as a voter the applicant is required to produce a valid Kenyan Passport.
- The procedure to be followed for registration is similar to the process of registration in Kenya.

All voter registration returns will be transmitted to the Commission within the period that the Commission will put in place. For effective and efficient registration, the Commission may deploy appropriate method or technology in registration of voters subject to the Kenyan law.

4.5. Preparation of Preliminary Register

A preliminary register of voters forms the basis for inspection of the register. It is generated from the voter registration database and subjected to additional verification and validation by the registration officers. The validated register is then compiled centrally in readiness for inspection by voters. The preliminary register is loaded into Electronic Voter Identification Devices (EVID).



INSPECTION OF VOTERS' REGISTER

5.1 Introduction

Inspection of the register of voters enables registered voters and other interested persons to verify registration particulars.

The process involves:

- Publishing information on availability of register for inspection
- Planning
- Availing Preliminary Register to registration officers for inspection
- Displaying the Preliminary Register to the public for inspection
- Verification of registration particulars by voters and the registration officer
- Receiving claims from the public
- Determination of claims and/ or objections
- Identification and removal of deceased voter's from the register.
- Verification and removal of multiple registered voters
- Correction of clerical or other errors
- Updating of the register

5.2. Planning

Planning is critical in successful conduct of voter register inspection. Planning involves the preparation and identification of tasks and resources required to undertake the inspection.

5.2.1 Materials and Services

In preparation for inspection the Commission procures materials and services required for inspection which include the following:

- Short Messaging Services (SMS)
- Online platforms
- Transport
- Power supply
- Security
- Personnel
- Printed Preliminary Register of Voters
- Preliminary Register of Voters loaded in Electronic Voter identification device(EVID)
- Registration center reference book
- Form G (notice of register of voters to be revised)
- Form I (notice of availability of register for inspection)
- Form F (applications for claims)
- Form C (application to change particulars of registration; only used during continuous voter registration)
- Form D (application for transfer of registration in which a person is registered which is only used during inspection outside election periods)
- Form 2 for initiation of a complaint on registration(Rules and procedures for settlement of electoral disputes)

5.2.2 Logistics

At least two weeks to start of inspection all the materials must be at the constituency in time for distribution to inspection stations. The RO ensures that the location of each inspection station is safe and accessible to the public. He/she monitors stocks of inspection materials and any shortages are reported for timely replenishment.

5.2.3 Publication of Notices

The Commission publishes two notices of inspection of register.

In Form I on availability of the principal register of voters for inspection in the Kenya gazette at least two newspapers of national circulation and other accessible medium. This notice sets out:

- A statement calling on the public to inspect the register
- A statement specifying where and within which period the inspection will be carried out
- The hours during which inspection may be carried out.
- In Form G which set out the purpose for inspection of the register as to:
- Ensure that no person is incorrectly registered
- Ensure that no person is registered more than once
- Ensure that no registered person is omitted from the register

- Ensure that no deceased person is in the register
- To correct clerical errors.

5.2.4 Selection and Training

The Registration Officer is responsible for continuous inspection of the register of voters. However, for inspection of register of voters within a general election period requires, the Commission recruits, trains and deploys additional personnel in accordance with the criteria set by the Commission.

5.2.5 Voter Education

Voter education helps in sensitization and awareness creation regarding register inspection. The Commission communicates information on the start of the inspection, period and venues for inspection.

5.3 Inspection Process

5.3.1 Set up of the Inspection Venue

The Registration Officer must complete the following tasks before opening the venue for inspection:

- Put up the notice of inspection of voters register (Form I and Form G) at conspicuous places within the constituency. If for some justifiable reason, the station for public inspection is varied during the inspection period, the registration officer must widely publicize the new inspection station in the constituency

- Arrange the layout of the inspection station to ensure that there is easy flow of people in one direction from the entry point to the exit within the inspection station
- Open the inspection station to voters.
- Inspect all the materials and equipment received for all inspection centers to ensure they are in sufficient quantities.
- Fill in the materials and equipment control sheets, indicating the quantities received.
- Secure and properly handle all inspection materials and equipment

5.3.2 Who qualifies to inspect the Register of Voters?

It is the responsibility of each registered voter to inspect the register. In addition, accredited observers, political parties, agents, media personnel and other citizens have a right to inspect the register of voters.

5.3.3 Modes of Inspection of the Register of Voters

Inspection of the register is done by either confirmation of enrolment by the RO or a voter appearing personally at the inspection station, sending an SMS to the Short Code provided by the Commission or through the Commission website.

a) Confirmation of enrollment by registration officer

Steps:

- Identify the venue
- Recruit, train and deploy personnel
- Collect all inspection materials and equipment early enough

- Compare the preliminary register of voters with the registration centers reference book to ensure every person appearing in the reference book also appears in the preliminary register
- Where a voter in the reference book is missing from the Preliminary register,
- Record the details of the person in the template provided for that purpose;
- Invite the voter to start the process of claim; and
- If the voter's name is appearing more than once fill the provided template and submit for de-duplication

Template for Capturing Missing Names

Registration Center Name				
code.....				
CAW NameCAW code				
Constituency Name.....code				
Full Name	ID/PP No.	RRN/serial No. in the registration center reference no.	Date of registration	Serial no.

Template for listing out names of persons who appear more than once

Registration Center Name				
code.....				
CAW NameCAW code				
Constituency Name.....code				
Full Name	ID/PP No.	RRN/serial No. in the registration center reference no.	Date of registration	Serial no.

After the making the changes, the Registration officer uploads the changes at the regional site for onward transmission to headquarters.

b) Personal Appearance at the inspection station

Steps

- The voter presents themselves at the inspection venue with their identification document used for registration and requests to inspect the register.
- The voter checks the registration particulars in the respective register and if correct, signs against their name to confirm.
- If the particulars are not captured correctly, give the voter Form C to fill.
- If the voter's name and/or particulars are missing from the register, the voter makes a claim, by filing Form F.
- Assist voters who are unable to read and write or for justifiable reasons are unable to fill the claim form.
- Allow qualified persons to check the entire voters' register if they so require.

After the making the changes, the Registration officer uploads the changes at the regional site for onward transmission to headquarters

c) SMS Platform

- Qualified persons may send an SMS to the Commission through the provided Short Code querying registration status.
- The person receives feedback via SMS indicating the registration particulars.
- Where the particulars are incorrect, the SMS feedback advises the voter to report to their constituency for further assistance

by the Registration Officer. Correction of particulars or claims then follows the process of personal appearance outlined above.

d) Online Commission Web Portal

A person wishing to inspect the register of voters online undertakes the following;

- Visit the Commission voter register inspection web Portal;
- Access portal for inspection of the register;
- Fill in passport or ID number; Receive feedback on voter registration particulars and
- If details are missing or incorrect, the voter follows the procedure for claims or correction of particulars by visiting their respective registration centers.

5.4 Close of inspection of voters' register

Upon close of inspection;

- All retrievable materials and equipment must be returned and secured in the warehouses within 7 days
- All voter register inspection returns must be submitted to the regional and national data uploading and processing centers within 72 hours of close of inspection,
- Detailed inventory of materials and equipment must be undertaken within 30 days of close of inspection and a report made in this regard.

5.5 Claims

5.5.1 Making a claim

A claim is a complaint submitted in Form F to the Registration Officer by a person who applied to be registered as an elector but whose name is not included in the published Register of voters. This takes place at the constituency or registration center at the Kenyan Mission abroad where registration is alleged to have taken place.

5.5.2 Processing a claim

- Within seven days of receipt of a claim, the registration officer publicizes the claim in conspicuous places at the constituency.
- The registration officer proceeds to determine each claim, in so doing may require a claimant to attend before him or her. The Registration Officer checks for documentary evidence in the registration reference book and application for registration form A:
- The Registration Officer determines the claim and issues a written notice of the determination to the claimant. If documentary evidence of the claim is found, the voter is issued with a claim form F to fill
- The claimant is enrolled based on the documentary evidence
- The Registration officer records claimant's telephone contact and commits to call the voter to confirm inclusion in the register of voters.

- The registration officer submits the enrollment data arising from the claim to the regional office for uploading
- Where a decision has been made not to have the claimant registered, the registration officer shall inform the claimant of the reasons for rejecting
- Advise the voter of their right to appeal to a Principal Magistrate Court within 14 days.

5.5.3 Appeals on Rejected Claims

a) How to appeal

A person whose claim has been rejected by the RO may appeal to a Principal Magistrate Court within fourteen days from the date of the decision by delivering a written request to the court stating the grounds of the appeal.

b) How Registration Officer should deal with appeals.

Whenever an appeal to the Principal Magistrate Court is filed, the RO is required to forward to the court the following:

- A copy of the claim and new application
- A copy of the notice of the determination of the claim
- Written reasons for the determination.

If the appeal is successful, the RO enrolls the claimant, uploads the enrollment data to the regional site and publicizes a list of the changes made to the register.

5.5.3 Determination of Disputes or Complaints arising from Objection

Any person objecting to the registration of a voter may file a complaint with the Commission in form 2, on any of the following grounds:

- That the person has registered in more than one registration centre
- That the person has been convicted of an election offence in the preceding five years
- That the person is not qualified to be registered under any law.

5.5.4 Processing an objection

In processing an objection, the RO:

- Decides on any objection arising from the inspection of the register of voters
- Summons any person to appear before him/her for the purpose of receiving testimony
- Orders the production of any documentary evidence relevant to the objection

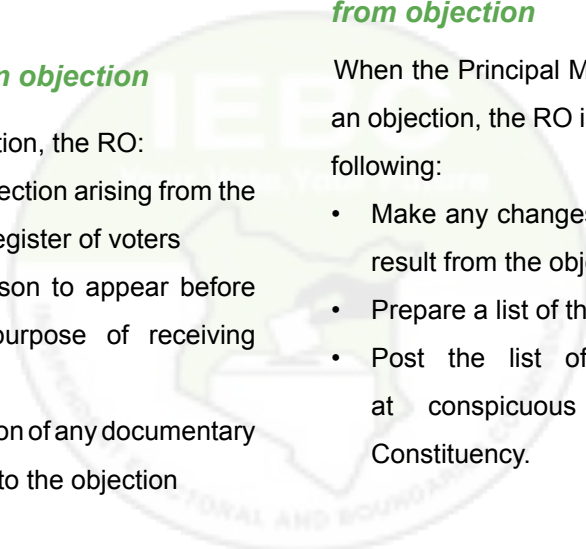
- Examines facts and documents, listen to witnesses
- Makes a written decision within seven days from the date of objection to either uphold the status in the register of voters or make the necessary amendments.

A complainant who is not satisfied with the decision of the RO may appeal to the Commission and or to a principal magistrate court.

5.5.5 Changes made to register arising from objection

When the Principal Magistrates Court allows an objection, the RO is bound to carry out the following:

- Make any changes to the registers which result from the objection
- Prepare a list of the changes made
- Post the list of the changes made at conspicuous places within the Constituency.



6

CHAPTER SIX

PRODUCTION OF PRINCIPAL REGISTER

6.1. The Principal Register

The Principal Register of voters means a current list of names and particulars of persons entitled to vote in an election or referendum. It comprises of:

- A poll register in respect of every Polling Station;
- A ward register in respect of every Ward;
- A constituency register in respect of every Constituency;
- A county register in respect of every County; and
- A register of voters residing outside Kenya.

In order for a person to participate in an election or referendum as a voter or a candidate, his/her particulars must be in the Principal Register of Voters.

The particulars in the register of voters are:

- Name as it appears in the ID or passport
- ID number or Passport number

- Place of issue of passport and expiry date
- Electors Number
- Gender
- Date of birth
- Finger Print
- Facial Image
- Elector's address, telephone number and/or email
- Country name
- Country code
- County name
- County code
- Constituency name
- Constituency code
- County Assembly Ward name
- County assembly ward code
- Polling station name
- Polling station code
- Disability Status
- Ability to read and write
- Date of registration



There is only one Principle Register of Voters in Kenya



6.2 Qualities Of A Good Register

A good register of voters should have the following qualities:

- **Complete:** This refers that all persons who should be in the register are in that register. . The completeness of the Principal registers refers to the percentage of eligible persons who are registered at their preferred registration centers and by extension the polling station at which they intend to vote. The proportion of eligible people who are not included on the register at their current location constitutes the rate of non-completion.
- **Current:** a voter's register should contain the latest particulars about a voter. This means that any change of a voter's particulars, change of station, and change of disability status should be captured in the register through regular update.
- **Accurate:** Accuracy of the principal register means that the entries on the voters register are correct. Inaccurate register entries may relate to entries which have become redundant (for example, due to home movement), which are ineligible and have been included unintentionally, or which are fraudulent.
- **Inclusive:** The register has all eligible voters notwithstanding creed, ethnicity, gender, culture, region and special groups. However, appropriate exclusions may occur, if a citizen is:

- Convicted of an electoral offence and therefore struck off from the register,
- Declared bankrupt
- Is of unsound mind

6.3 Compilation of the Principal Register

The Commission compiles the principal register from registration information gathered and transmitted to a centralized database. From the principal register, county, constituency, ward and poll registers are generated and distributed to the respective constituencies for safe custody awaiting utilization in elections. The registration returns are compiled, cleaned, sorted and incorporated into the preliminary register to produce the final Principal Register of Voters

6.4 Certification of the Register

This involves the validation and approval of the principal register by the Commission as ready for use in an election or referendum. The Commission prints, seals and certifies the Principal Register under Form B and notifies the public in a gazette notice that the register is complete and available for use.

6.5 Storage and Distribution

6.5.1 Storage and Security of the register

The principal register of voters is a secured and a protected document at all times. Access to the voters register is guarded against unauthorized alterations or deletion of information on the register. The right of access to the register is limited to the nature and extent of confidentiality requirements specified by the Commission so as to ensure that any legal requirements on information privacy are met.

6.5.2 Distribution of Register

After certification of the Principal Register, the respective parts are distributed to respective electoral areas for safe custody by the respective Registration Officers.

6.5.3 Maintenance of the Register.

The commission regularly updates the register to ensure that no person is incorrectly registered; no person is registered more than once; no registered person is omitted in the register; no deceased person is in the register and to correct clerical errors. However, no changes to the principal register can be made ninety days prior to elections or referendum and in case of a by-election, from the date of the declaration of the vacancy until after the by-election.

‘ A valid register of voters is the foundation of credible, fair and transparent elections ’

7 CHAPTER SEVEN

STAKEHOLDER ENGAGEMENT

7.1. Categories of Stakeholders

Stakeholders are those individuals, groups and organizations that have an interest or ‘stake’ in the commission’s operations. They can be classified as primary or secondary stakeholders.

Primary stakeholders are those directly affected by the voter registration process or its outcome. They include: citizens, Political

Parties, candidates, legislators, Commission staff, electoral dispute resolution and supervisory bodies, the media, observers and monitors, state and non - state actors, Development Partners and service providers.

Secondary stakeholders are those indirectly affected but have an interest in the exercise. They include: the academia, research institutions, regional and international bodies and organizations.

7.2 Roles of Stakeholders

Category	Stakeholder	Role
State	The Registrar of Political Parties	<ul style="list-style-type: none"> • Liaise with the Commission and political parties in the registration of voters
State	Treasury	<ul style="list-style-type: none"> • Provide timely funding • Provide guidelines for Financial Management • Support external fundraising initiatives of the Commission
State	Parliament	<ul style="list-style-type: none"> • Approve budgetary allocations for voter registration • Enact new laws and regulations for management of registration of voters.
State	Kenya Law Reform Commission	<ul style="list-style-type: none"> • Draft and review laws on voter registration
State	Attorney General	<ul style="list-style-type: none"> • Provide legal advice, judicial interpretation and offer legislative direction to facilitate amendment to existing laws and publication of new laws on voter registration

State	Courts	<ul style="list-style-type: none"> • Interprets the law on voter registration • Handling voter registration disputes • Determine electoral offences relating to voter registration
State	Office of Director of Public Prosecution	<ul style="list-style-type: none"> • Prosecution of offenders.
State	Auditor General	<ul style="list-style-type: none"> • Continuous audit and reporting of the voter registration expenditure process.
State	Security Agencies	<ul style="list-style-type: none"> • Provide security for voter registration equipment and personnel • Secure commission assets and installations • Act on citizen and electoral staff reports on voter registration malpractices
State	National Registration Bureau	<ul style="list-style-type: none"> • Issue National IDs which is a requirement in the registration of voters
State	Department of Civil Registration	<ul style="list-style-type: none"> • Provide information on dead voters for the purpose of updating the Register of voters
State	Ministry of Education, Science and Technology	<ul style="list-style-type: none"> • Provide venues and infrastructure for both voter registration and conduct of voter education in schools.
State	Ministry of Foreign Affairs	<ul style="list-style-type: none"> • Provide venues for registration for citizens residing outside Kenya • Negotiate voter registration agreements with countries hosting Kenyan citizens.
State	Prison Department	<ul style="list-style-type: none"> • Facilitate the registration of prisoners.
State	Ministry of Health	<ul style="list-style-type: none"> • Provide venues and infrastructure for voter registration • Liaise with the registrar of births on information and statistics on dead adults
State	Public Procurement Oversight Authority (PPOA)	<ul style="list-style-type: none"> • Provide oversight on procurement of voter registration equipment and materials
State	County Government	<ul style="list-style-type: none"> • Complement civic and voter education for voter registration • Mobilize eligible voters to register

State	National government structure (County Commissioners, Chiefs, elders etc.)	<ul style="list-style-type: none"> • mobilize eligible voters to register • Support voter education and voter registration exercise
State	Commissions and independent offices, NCIC, IPOA, NPSC, ORPP)	<ul style="list-style-type: none"> • Support the voter registration and inspection process by exercising their constitutional mandate.
Non state	Political Parties	<ul style="list-style-type: none"> • Participate in the voter registration process within the established legal framework • Observe voter registration • Mobilize eligible voters to register
Non state	Service providers	<ul style="list-style-type: none"> • Supply goods and services for the voter registration exercise
Non state	Citizens	<ul style="list-style-type: none"> • Comply with the laws governing the voter registration process. • Eligible citizens register as voters
Non state	International Organizations and Development Partners	<ul style="list-style-type: none"> • Provide financial and technical support for registration of voters;
Non state Organization	Civil Society	<ul style="list-style-type: none"> • Provide advocacy on citizens' rights • Conduct civic education and voter education on voter registration • Conduct civic education and voter education on voter registration • Observe registration processes and give reports
Non state	Media	<ul style="list-style-type: none"> • Inform, educate and sensitize the public on voter registration processes and activities • Observe the voter registration process

7.3 Engagement Processes

The Commission regularly engages stakeholders on voter registration process and takes into consideration their input. Involvement of stakeholders enhances confidence in and support for the voter registration process.

The following are some of the ways by which the Commission engages stakeholders in the voter registration process:

- Holding of regular stakeholders meetings to discuss voter registration issues
- Establishment of formal liaison mechanisms between the Commission and Political Parties
- Inter agency collaboration on dispute resolution during voter registration
- Proactive sharing information with stakeholders on voter registration
- Acknowledging feedback from stakeholders on timely basis. .
- Involving political parties, government and non governmental agencies in mobilization of eligible citizens to register as voters
- Facilitating qualified persons and groups to observe the voter registration process.
- Training stakeholders on the voter registration process
- Holding media briefings .on voter registration



Appendix 1

Code of Conduct for Registration Officials

Impartiality and independence of members

1. (1) Every member and employee of the Commission shall impartially and independently perform the functions of the Commission in good faith and without fear, favour or prejudice, and without influence from—

- (a) any arm of the Government;
- (b) any State officer;
- (c) any public officer;
- (d) any political party;
- (e) candidate participating in an election; or
- (f) any other person, authority or organization.

(2) The provisions of subparagraph (1) shall apply without prejudice to the principle of public participation and requirement for consultation with all stakeholders.

Independence from political or public office

2 (1) A member or employee of the Commission shall not, during tenure of office be eligible for:

- (a) appointment or nomination to a political office; or
- (b) appointment to another public office.

(2) A member of the Commission may not—

- (a) whether directly or indirectly, in any manner support or oppose any party or candidate participating in an election or any side participating in a referendum, or any of the issues in contention between parties, candidates or sides;
- (b) make private use of or profit from any confidential information gained as a result of being a member of the Commission; or
- (c) divulge any information to any third party, save in the course of official duty.

Disclosure of conflicting interests

3. (1) If a member or an employee is directly or indirectly interested in any contract, proposed contract or other matter before the Commission and is present at any meeting of the Commission at which the contract, proposed contract or other matter is the subject of consideration, the member or employee shall, at the meeting and as soon as practicable after the commencement thereof, disclose the fact and shall not take part in the consideration or discussion of, or vote on, any questions with respect to the

contract or other matter or be counted in the quorum of the meeting during consideration of the matter.

(2) A member or employee whose personal interest conflicts with their official duties shall—

(a) in writing, declare the personal interests to their supervisor or other appropriate person or body and comply with any directions given to avoid the conflict; and

(b) refrain from participating in any deliberations with respect to the matter.

Professionalism

4. A member or employee of the Commission shall

(a) perform their duties in a manner that maintains public confidence in the Commission;

(b) treat the public and colleagues with courtesy and respect;

(c) discharge all their duties in a professional, timely and efficient manner and in line with the rule of law; and

(d) respect the rights and freedom of all persons that he may interact with.

Improper enrichment

5. A member or employee of the Commission shall not

(a) use their office or organization to improperly enrich themselves or others;

(b) accept or request gifts or favours from any person who may have a commercial interest

with the Commission or any other interest that may be affected by the normal business of the Commission; or

(c) use information that is acquired during the course of their duties or connected to their duties for their benefit or for the benefit of others.

Integrity in private affairs

6. A member or employee shall conduct their private affairs in a manner that maintains public confidence in the integrity of their office and the Commission as a whole and shall—

(a) not evade paying taxes;

(b) not neglect their financial obligations;

(c) submit an annual declaration of their income, assets and liabilities to the Commission responsible for such declarations from public officers;

(d) not engage in political activity that may compromise or be seen to compromise the neutrality of their office, or the Commission; and

(e) not preside over or play a central role in the organization of a fundraising activity.

Sexual harassment

7. A member or employee shall not sexually harass a member of the public or colleague.

Sexual harassment includes—

(a) making a request or exerting pressure for sexual activity or favours;

(b) making intentional or careless physical

contact that is sexual in nature; or
(c) making gestures, jokes or comments, including innuendoes regarding another person's sexuality.

Nepotism

8. A member or employee shall not practice favouritism on the grounds of tribe, race, kin, culture, sex or acquaintance or otherwise in performance of their duties.

Privileged information and security of interests of the State

9. A member or employee shall
(a) not act for foreigners in a manner detrimental to the security interest of Kenya; and
(b) safeguard privileged information that comes into their possession and protect it from improper or inadvertent disclosure.

Application of the Public Officers Ethics Act

10. This code is in addition to the provisions of the Public Officers Act and where there is a conflict between the Code and the Act, the provisions of the Act shall prevail.

Breach of the Code

11. Any breach of the Code by a member or an officer of the Commission shall be treated as misbehavior for a member and misconduct for an officer.



Appendix 2
Statutory Forms

Declaration

I.....ID.....
No.....having been trained and appointed to work as a registration official for purposes of registering voters do hereby agree to abide by the prescribed Code of Conduct that I have read/has been read to me. I further understand that any breach of this Code shall be treated as misconduct and may attract legal sanctions and/or cancellation of my contract with the Commission.

Name.....Designation.....
Phone No.....Email.....
Constituency..... County Assembly Ward.....
Signature..... Date.....



FORM A

(r. 8)

APPLICATION FOR REGISTRATION AS A VOTER

To the Registration Officer

Constituency.....County.....

Ward.....Registration centre.....

SurnameOther names.....

Identity card no./Kenyan passport no:.....

Date of birthSex.....

Residential address

Contact Telephone.....

Postal address

Email

Disability (if any)

Whether you will require to be assisted by any one during voting.....

I, the above named applicant, hereby apply to be registered in the Principal Register of Voters in accordance to the Constitution and the Elections Act.

Declaration

Ideclare that at the date of this application:

(i) I am qualified to be, and not disqualified from being, registered as a voter under the law in respect of the classes of election for which I now apply for registration.

(ii) I am in possession of a national identity card or Kenyan passport with the number indicated in this application.

(iii) The particulars entered on this Form or submitted to the Commission (which I have entered, read or have had read to me) are true to the best of my knowledge.

Dated20

Signature or thumbprint of applicant.....

Witnessed by:

Registration Officer/Assistant Registration Officer

Official stamp



FORM B

(r. 12) (1))

CERTIFICATION OF REGISTER OF VOTERS

I hereby certify the document or documents described as follows as the Principal Registers of Voters or part of components of the register relating to the.....

WardConstituency.....County.....

Dated the.....20

Registration Officer.....

Constituency.....

APPLICATION TO CHANGE PARTICULARS OF REGISTRATION

I, (the applicant), am registered in the register of voters as follows—

Name of Constituency.....

Constituency code.....

Name of Ward.....

Ward code.....

Name of Registration centre.....

Registration centre code.....

SurnameOther Name(s).....

Identity card/Kenyan passport number.....expiry date.....

Telephone number.....

I wish to change the particulars of my registration as follows:

Surname..... Other names.....

Identity card/Kenya passport number.....

Voter's number..... Sex

Date of birth.....

Dated: 20.....

Signature or thumbprint of applicant.....

Witnessed by.....

Registration Officer/Assistant Registration Officer

Official stamp

APPLICATION FOR TRANSFER OF REGISTRATION IN WHICH A PERSON IS REGISTERED

Current Constituency.....

Surname..... Other Name(s).....

Identity card No./Kenyan passport No:.....

Date of birthSex.....

Residential address.....

Contact Telephone.....

Postal address.....

Tel:Email:

I, the applicant, am registered in the register of voters for the constituency noted above. I wish to be registered in the register of voters for the following:

New Constituency.....

County Assembly Ward.....

New Polling Station.....

Contact (postal) address.....

Physical address.....

Telephone.....

Dated.....20.....

Signature or thumbprint of the applicant.....

Witnessed by.....

Registration Officer/Assistant Registration Officer

(Official stamp)

VOTER’S ACKNOWLEDGEMENT SLIP

Electors No.....

Elector’s Full Names.....

Voter’s Identity Card / Kenyan Passport Number:

Identity Card Serial No.....

Constituency.....

County.....

Ward:

Polling Station.....

Voter is entitled to vote in Presidential/Parliamentary/County/Ward/Referenda

Note: You must produce your identity card or valid Kenyan passport in order to vote.

You are not entitled to vote unless your name appears in the register of voters.



CLAIM UNDER SECTION 12 OF THE ELECTIONS ACT

To the Registration Officer Constituency

Particulars of claimant.....

Surname.....Other Name(s).....

Identity Card Number / Kenyan Passport Number.....

Physical Address.....

Postal Address.....

Telephone.....Email.....

I.....the claimant, applied to be registered in the register of voters but have not been so registered. I hereby make a claim under section 12 of the Act to be registered.

Dated.....20.....

Signature or thumbprint of Claimant.....

NOTICE—REGISTER OF VOTERS TO BE REVISED

NOTICE is hereby given that the Principal Register of Voters/part of the Principal Register of Voters relating to..... will be open for inspection fordays.

The purpose of the inspection shall be to—

- (a) ensure that no person is incorrectly registered;
- (b) ensure that no person is registered more than once;
- (c) ensure that no registered person is omitted from the register;
- (d) ensure that no deceased person is in the register; and
- (e) to correct clerical errors.

Inspection may be made on or after 20 but not later than 20.....

Inspection may be made at the places listed in the Schedule to this notice. If a place listed in the Schedule is closed before the last day for inspection, a notice will be posted at that place indicating the other places where applications may be made.

Forms for application may be obtained at any place of registration, while it is open.

SCHEDULE

PLACES WHERE APPLICATION MAY BE MADE

1.
2.
3.

Dated the 20.....

Chairperson
Independent Electoral and Boundaries Commission

(Official stamp)

NOTICE—REGISTER OF VOTERS TO BE REPLACED

NOTICE is hereby given that a new register of voters will be compiled for the following constituency / county / ward:

All persons who wish to be registered as voters should apply.

Applications may be made on or after.....20.....but not later than20.....

Applications may be made at the places listed in the Schedule to this notice.

If a place listed in the Schedule is closed before the last day for making applications, a notice will be posted at that place indicating the other places where application may be made.

NB: Take note that registration shall be done where one wishes to vote.

Any person who wishes to vote in any other place other than where he or she is registered shall apply at the nearest constituency office.

SCHEDULE

PLACES WHERE APPLICATIONS MAY BE MADE

- 1.
- 2.
- 3.

Dated the 20

Chairperson
Independent Electoral and Boundaries Commission

(Official stamp)

NOTICE OF AVAILABILITY OF REGISTER FOR INSPECTION

Date of posting notice:
NOTICE is hereby given that the new preliminary register of voters for the.....
.....Constituency has been completed and is
available for inspection fordays. The register may be
inspected at the places listed in the Schedule.

How to make a claim:

A person who claims that he or she should be included in the register may make a claim
to the registration officer within the period prescribed for inspection.

The claim must be made in the prescribed Form.

How to make an objection:

A person who is registered and who wishes to object to his or her own registration or
the registration of another may make an objection within the period prescribed for
inspection.

A person who is registered and who wishes to object to a claim of another may make
an objection to the Court within the prescribed inspection period after the claim was posted.

An objection must be made in the prescribed form.

Dated the 20

Registration Officer.....

(Official stamp)

SCHEDULE:

Places where register may be inspected:

- 1.
- 2.
- 3.

APPLICATION FOR REGISTRATION BY A KENYAN CITIZEN RESIDING OUTSIDE KENYA

Surname.....Other Name(s).....

Passport Number.....Date of issue.....

Place of issue.....Passport expiry date.....

ID Number.....Date of issue.....

Place of issue.....Date of birth

CITIZENSHIP:

Country of Birth.....Citizen by birth/ registration.....

If by registration, date of registration (dd mm yyyy).....

Country of Residence.....

Physical Address.....

Contact Address.....

(a) Telephone (country code, Phone number)

(b) Email.....

(c) Postal Address.....

APPLICANT’S LAST RESIDENCE IN KENYA

(a) Constituency.....

(b) Ward.....

(c) Address.....

(d) Cell phone number.....

DURATION OF STAY IN COUNTRY OF RESIDENCE

Years.....Months.....Days.....

DISABILITY (if any)

Indicate whether you will require to be assisted by any one during voting

I, the applicant, hereby apply to be registered in the register of voters for the following: (a) Presidential election and (b) Referenda

DECLARATION

I declare that:

(i) I am qualified to be, and not disqualified from being, registered as a voter under the Law in respect of the class or classes of election for which I now apply for registration.

(ii) I am in possession of a valid Kenyan passport with the number indicated in this Application Form.

(iii) The particulars entered on this form (which I have entered, read or have been read to me) are in every respect true and correct.

Dated: 20

Signature or thumbprint of Applicant

Declared before me:

Registration Officer/Assistant Registration Officer

(Official Stamp)

SCHEDULE

Places where application may be made:

1.....

2.....

3.....

Form 2

(r. 7(2))

INITIATION OF A COMPLAINT

Registration inCounty/ Constituency/

Ward The Complaint ofComplainant(s) state

that the registration was improper due to (state the facts and grounds on which the complainant(s) rely). Wherefore Complainant(s) pray that

.....does not qualify to be registered

and that the registration was void (or as the case may be).

Dated20..... (Signed).....

Appendix 3:
Administrative Templates

3 (a) Independent Electoral and Boundaries Commission

Notice of BVR Kit Movement Schedule

ConstituencyCounty Assembly Ward.....

This is to inform the general public, especially potential eligible applicants for registration as voters, that the Biometric Voter Registration Kit will be availed for registration of voters withinWard as follows:

Date	Day	Venue	Time

You only need an original copy of your national ID or a valid Kenyan passport in order to register as a voter.

Signed: (RO/ARO/VRA)

Date:Official Stamp:

3(b) Independent Electoral and Boundaries Commission

Materials Issuance and Retrieval Template

Region Constituency

Ward Registration Station.....

The Registration Officer will need the following registration materials for each of the Registration Stations before commencement of the exercise:

	Items Description	Units of issue	Quantity received	Quantity returned	Official Remarks
1	BVR Kit				
2	'Registration Officer' rubber stamp				
3	Duplicate rubber stamp				
4	File covers				
5	Fasteners				
6	Stamp pads				
7	Stamp pad ink				
8	A3 size and A4 size Envelopes				
9	Field Notebooks.				
10	Glue stick.				
11	Plastic rulers.				
12	Paperclips.				
13	Paper pins.				
14	Bulldog clips.				
15	Toners & cartridges				
16	Ballpoint pens - black or blue				
17	Sisal twine				
18	Printing paper A4.				
19	Stapler.				
20	Staple pins.				
21	Paper punch.				
22	Acknowledgement booklets				
23	Cold Laminating pouches.				

24	Finger print pads.				
25	Adhesive tape 1"x 50m				
26	Mutton cloth.				
27	Signs and Posters.				
28	Cotton tape.				
29	Badges.				
30	Marker Pens				
31	Hand soap				
32	Bottle of water				
33	Registration center banner				
34	Registration Center Reference Book				
35	Administrative forms/templates				
36	Statutory Forms (A,C,D,J)				
37	Box File				

Issued by: Designation.....

Signature..... Date.....

Received by..... Designation.....

Signature..... Date.....

Verified by..... Designation.....

Signature..... Date.....

3(c) Independent Electoral and Boundaries Commission

Data Export Form

Instructions:

This Form must be filled by the registration officer who is exporting the registration data: Data can either be exported into flash disk B Daily or Weekly.

Once the data is exported, flash disk B plus this Form must be taken to the Registration Officer for onward upload at the Regional site.

Region.....
Constituency.....
County/Assembly Ward.....
Polling Station(s).....
Serial No of Data Export Flash B.....
Date of Data Export Time.....
Number of Voters exported.....
Name of the officer exporting.....
Date..... Signature.....
Name of the uploading officer.....
Date..... Signature.....



3(d) Independent Electoral and Boundaries Commission

Inspection Materials Control Sheet

Region Constituency

Ward Inspection Station.....

The following materials will be needed by the Registration Officer for the purposes of inspecting the Voters' Register in an electoral area:

	Items Description	Units of issue	Quantity received	Quantity returned	Official Remarks
1	Preliminary Printed Register of Voters				
2	Preliminary Electronic Register of Voters (EVID)				
3	Registration Center Reference Book				
4	Form G (notice of register of voters to be revised)				
5	Form I (Notice of availability of register for inspection)				
6	Form F(Applications for Claims)				
7	Form C (Application to change particulars of registration; only used during CVR)				
8	Form D (Application for transfer of registration; only used during inspection outside election periods)				
9	Form 2 (Rules and procedures for settlement of electoral disputes - For initiation of a complaint on registration)				
10	Blue/Black ball point pens				

Issued by: Designation.....

Signature..... Date.....

Received by..... Designation.....

Signature..... Date.....

3(e) Independent Electoral and Boundaries Commission

Summary Accounting Sheet (SAF)

By the end of Registration/Inspection exercise, every registration officer/assistant must account for all the items issued to them.

	Description of materials	Units of issue	Quantity issued	Quantity retrieved
1	BVR Kit			
2	'Registration Officer' rubber stamp			
3	Duplicate rubber stamp			
4	File covers			
5	Fasteners			
6	Stamp pads			
7	Stamp pad ink			
8	A3 size and A4 size Envelopes			
9	Field Notebooks.			
10	Glue stick.			
11	Plastic rulers.			
12	Paperclips.			
13	Paper pins.			
14	Bulldog clips.			
15	Toners & cartridges			
16	Ballpoint pens -black or blue			
17	Sisal twine			
18	Printing paper A4.			
19	Stapler.			
20	Staple pins.			
21	Paper punch.			
22	Acknowledgement booklets			

23	Cold Laminating pouches.			
24	Finger print pads.			
25	Adhesive tape 1"x 50m			
26	Mutton cloth.			
27	Signs and Posters.			
28	Cotton tape.			
29	Badges.			
30	Marker Pens			
31	Hand soap			
32	Bottle of water			
33	Registration center banner			
34	Registration Center Reference Book			
35	Administrative forms/templates			
36	Statutory Forms (A,C,D,E,J)			
37	Box File			
38	Preliminary Printed Register of Voters			
39	Preliminary Electronic Register of Voters (EVID)			
40	Registration Center Reference Book			
41	Form G			
42	Form I			
43	Form F(Applications for Claims)			
44	Form C			
45	Form D			
46	Form 2			

Constituency.....

Ward.....

Name.....

Signature.....

Date.....

**TECHNICAL TEAM ON THE DEVELOPMENT OF THE VOTER
REGISTRATION MANUAL, REVIEW OF VOTER REGISTRATION QUICK
GUIDE AND FACILITATORS' GUIDE**

	NAME	DESIGNATION
1	BETTY NYABUTO	DEPUTY COMMISSION SECRETARY –(OPERATIONS)
2	IMMACULATE KASSAIT	DIRECTOR-VOTER REGISTRATION & ELECTORAL OPERATIONS
3	ANN NDERITU	MANAGER- ELECTORAL TRAINING
4	SIDNEY NAMULUNGU	MANAGER-VOTER REGISTRATION
5	KAMWATI MWAURA	MANAGER-ELECTORAL OPERATIONS & FIELD SERVICES
6	DR. COLLINS ODOTE	CONSULTANT / FACILITATOR
7	CHRISPINE OWIYE	MANAGER INVESTIGATION & PROSECUTION
8	SALOME OYUGI	MANAGER-POLITICAL PARTIES
9	ODAME PATRICK	REGIONAL ELECTIONS CO-ORDINATOR -BUNGOMA
10	DAVID TOWETT	REGIONAL ELECTIONS CO-ORDINATOR - CENTRAL RIFT
11	NANCY KARIUKI	REGIONAL ELECTIONS CO-ORDINATOR - LOWER EASTERN
12	ALBERT GOGO	REGIONAL ELECTIONS CO-ORDINATOR - SOUTH COAST
13	CHARLES MAINA	CONSTITUENCY ELECTIONS CO-ORDINATOR- MATHIRA

14	ROSELYNE A. ONYANGO	CONSTITUENCY ELECTIONS CO-ORDINATOR- NAIVASHA
15	PETER RESA	CONSTITUENCY ELECTIONS CO-ORDINATOR - KABONDO- KASIPUL
16	JOHN COX LORIONOKOU	CONSTITUENCY ELECTIONS CO-ORDINATOR- KAPENGURIA
17	HABIBA HALIMA	CONSTITUENCY ELECTIONS CO-ORDINATOR - ISIOLO
18	AGNES MUTISYA	CONSTITUENCY ELECTIONS CO-ORDINATOR -MASINGA
19	JACQUELINE OSIEMO	CONSTITUENCY ELECTIONS CO-ORDINATOR - BOBASI
20	AMOS OBONYO	CONSTITUENCY ELECTIONS CO-ORDINATOR - AWENDO
21	MOHAMED ARESS	CONSTITUENCY ELECTIONS CO-ORDINATOR – FAFI
22	JACKSON NYONJE	CONSTITUENCY ELECTIONS CO-ORDINATOR – TESO NORTH
23	LAWRENCE BARASA	VOTER EDUCATION CO-ORDINATOR
24	ROSEMARY LEKASI	ADMINISTRATION CO-ORDINATOR
25	RONALD CHAMWADA	DATABASE ADMINISTRATOR
26	REBECCA WAHU	LEGAL OFFICER
27	BENJAMIN KIMWEI	VOTER REGISTRATION OFFICER
28	ABDIDAHIR MAALIM	VOTER REGISTRATION OFFICER
29	RONNEL ONCHAGWA	COMMUNICATIONS OFFICER





INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION (IEBC)

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