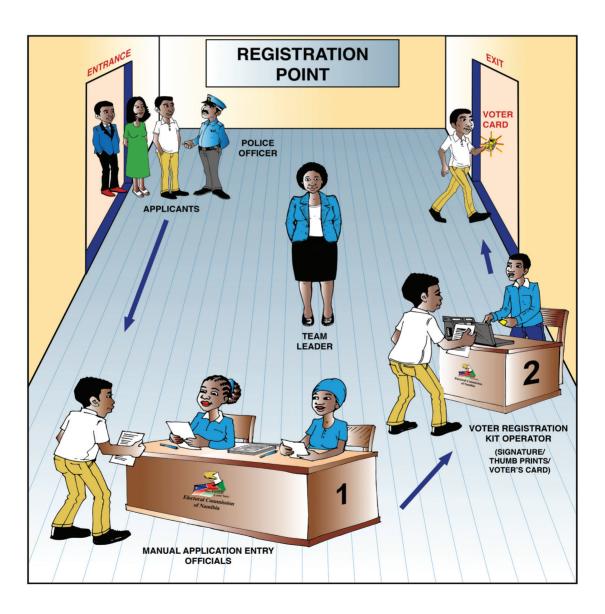


### **VOTER REGISTRATION MANUAL**



To be a centre of excellence in electoral management

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#### **FOREWORD**

#### Welcome to the Team!

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 Namibian citizen gets prepared to stand for elections and vote in candidates of their choice.

The process of voter registration is governed by an elaborate legal framework and administrative procedure. 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 focus on training of staff that is in charge of the voter registration process. This training manual 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 for voter registration.

The Commission has adopted the use of technology in the process of registration. The training programme also contains essential information on the Integrated Mobile Voter Registration system, the components of the kits and its use in capturing voters' details.

The Manual also address the workflows and procedures in a step-by-step manner to make it easy for you, the users, to perform the voter registration effectively. At the same time, it serves as a guide for training purposes. At the end of the full training session a written and practical assessment shall be used to test your competence. 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 training and carry out an efficient voter registration process.

Note that, your role in the electoral process is of vital importance to the deliverance of a credible electoral register. It is your primary duty and responsibility, therefore, to ensure full and inclusive registration of all eligible Namibian Citizens as well as to perform your tasks with the highest sense of integrity and efficiency. You cannot function efficiently and effectively if you do not endeavor to know the rules of the voter registration process. You are, therefore, urged to study this manual carefully and attend diligently during training sessions. Ensure that all questions you have are fully addressed and answered during this training.

It is against this background that I wish to encourage you, dear colleagues and readers, to take your registration training and duties thereafter seriously and to ensure that together we produce credible voters' registers at the end of the day. You should be careful when considering every application for registration in order to ensure that only qualified persons are registered and that they are registered correctly, for the right election and for the relevant local authority area, constituency and region.

I further encourage you to refer to this manual in case of any doubt on how to register voters or to consult the Supervisor of Registration/Team Leader whenever faced with any registration dilemma.

Last, but not least, we would like to acknowledge your support and cooperation during the voter registration process.

My best wishes to you all during the forthcoming registration process.

**Peter Shaama** 

CHIEF ELECTORAL AND REFERENDA OFFICER



### Vision

To be a centre of excellence in electoral management.



### Mission

To conduct and manage electoral and referenda processes for Namibian citizens with a view to uphold electoral democracy.



### **Core Values**

Secrecy of the vote
Accountability
Non-Partisanship
Professionalism
Integrity
Inclusiveness
Innovation
Respect for the rule of law
Service mindness
Accessibility

#### **CHAPTER 1 - OVERVIEW OF VOTER REGISTRATION IN NAMIBIA**

#### 1. Introduction

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, voter registration 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.

#### 1.1 The meaning of voter registration

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. Voter registration can also be defined as a process by which any person who qualifies to vote in a given election is registered to have his/her name included on the voters' register.

It is an important phase in a democratic electoral process.

The sections to follow 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 National Voters Register

#### 1.2 The Commission's mandate in voter registration

The Constitution of the Republic of Namibia mandates the Commission to carry out registration of voters. This mandate is derived from Article 94B of the Constitution of the Republic of Namibia and further expanded on in the Electoral Act, Act No. 5 of 2014, as amended and includes amongst others, the duty and responsibility amongst others to:

- (a) Organise, direct, supervise, manage, and control the conduct of elections and referenda in a free, fair, independent, credible, transparent, and impartial manner.
- (b) Strengthen constitutional democracy.
- (c) Promote democratic electoral and referenda processes.

In fulfilling the above mandate, the Commission must ensure that all eligible Namibians who meet the requirements in terms of the provisions of the law are registered as voters. In doing so, the Commission may establish temporary registration points outside Namibia at any Namibian diplomatic mission, or where possible as contemplated in Section 23 of the Electoral Act.

The Commission must also develop, revise and update voter and civic education materials on a continuous basis to inform eligible Namibians to register. Furthermore, in order to conduct a successful voter registration, the Commission must establish registration venues in all constituencies which are accessible to all eligible Namibians.

#### 1.3 The significance of voter registration

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

- Enable citizens to participate in an election;
- Provides information that assists with election planning and logistics;
- Determines resource allocation to polling stations;
- Assists in computation of electoral participation in an election; and
- Plays a major role in voter education especially for special targeted groups.

#### 1.4 The different types of voter registration in Namibia

Namibia presently uses the following three types of registration of voters:

- **1.4.1 General Registration of Voters (GRV)** [Section 25 of the Electoral Act, Act 5 of 2014 as amended]
  - (a) This registration exercise takes place every 10 years and provides for the total registration of all eligible voters, regardless of whether they had been registered as voters in the past or not.
  - (b) Voters' registers in Namibia are valid for a period not exceeding 10 years. The last GRV was conducted in 2014, preceded by 2003, 1992 respectively.
- **1.4.2 Supplementary Registration of Voters (SRV)** [Section 38 of the Electoral Act, Act 5 of 2014 as amended]
  - (a) Supplementary registration takes place in between the ten-year of the **GRV** period, and is occasioned in a constituency by an occurrence of a vacant representation seat due to:
    - (i) the death, incapacity, vacation or resignation of a sitting councilor; or
    - (ii) the dissolution of a sitting council as provided for under the Local Authorities Act, or
    - (iii) the proclamation of a new local authority area, town or village council.
  - (b) The **purpose** of supplementary registration before the holding of an election is to include in the voters' register persons:
    - (i) who have since turned 18 years of age; or
    - (ii) who have moved from one constituency to another; or
    - (iii) whose voter registration cards are reported lost or destroyed; and
    - (iv) any other applicant who qualify for registration.

- **1.4.3 Continuous Registration of Voters (CRV)** [Section 39 of the Electoral Act, Act 5 of 2014 as amended]
  - (a) Continuous registration takes place throughout the calendar year and allows for inclusion in the voter's register persons:
    - (i) who qualify for registration as voters but were not so registered during any GRV or SRV;
    - (ii) who have since moved from one constituency to another,
    - (ii) whose voter registration cards have since been lost or destroyed
  - (b) Continuous Registration of Voters shall be suspended;
    - (i) when a GRV is proclaimed until the expiry of a period of 30 days from the date of publication in the Gazette of the notice on the final voters' register;
    - (ii) from the date of publication in the Gazette of the proclamation on the conduct of a general or by-election up to sixtieth day after the close of a poll; and
    - (iii) for the whole of Namibia or any constituency by the Commission from time to time for as long as it may think necessary.

#### **CHAPTER 2 - GUIDING PRINCIPLES OF VOTER REGISTRATION**

#### 2.1 Voter registration is guided by the following principles

#### (a) 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.

#### (b) 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.

#### (c) 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 incorporate feedback.

#### (d) Accuracy

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

#### (e) 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 alternation or disclosure.

#### (f) Sustainability

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

#### **CHAPTER 3 - EVOLUTION OF VOTER REGISTRATION IN NAMIBIA**

#### 3.1 The history of voter registration in Namibia

In 1989, after 105 years of colonial rule by various colonial powers, Namibia conducted its first national elections under the supervision of the United Nations in November 1989. In accordance with Article 56 of the Namibian Constitution, the National Assembly of Namibia passed the Electoral Act 24 in 1992. The Electoral Commission of Namibia (ECN) was created by the Electoral Act 1992.

Since then, the legal framework for conducting elections has undergone a number of changes in order to enhance and improve the standard of election operations and administration.

Below is the summary on how the voter registration process has undergone major improvements over time culminating in the introduction of Integrated Mobile Voter Registration System (IMVRS):

• **1992 - 2002:** ECN used a manual voter registration system issuing manual voter registration cards.





2003 - 2010: ECN migrated to a digital system (Optimal mark Recognition)
 issued laminated voter registration cards, completed manually.



- **2010 2013:** ECN started a process of gradual migration from manual paper-based voters' registration system to a digital biometric voters' register referred to as Mobile Voters Register System (MVRS).
- 2014 2023: ECN rolled out MVRS for the first time during the GRV to date. Since inception, the system enabled the ECN to consistently produce and maintain a credible national voter's register and no court challenges about the credibility of the voters' register were observed to date.





 2023 - 2024: ECN conducted a post-election review of the national elections conducted in 2019 and 2020 which culminated in the need to enhance the voter registration system taking into consideration the advancement in electoral technology.



#### **CHAPTER 4 - LEGAL FRAMEWORK**

#### 4. The legal framework that governs the voter registration process

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

- The Constitution of the Republic of Namibia;
- The Electoral Act, (Act No. 5 of 2014) as amended;
- The Regional Councils Act, (Act No 22 of 1992) as amended;
- Citizenship Act, 1990 (Act No. 14 of 1990); and
- Regulations on voters' registration and voting, Government Gazette No. 5735

#### 4.2 Voter registration in practice

#### 4.2.1 Who May Register?

[Section 22 read with section 26 of Electoral Act of 2014, Act no. 5 of 2014 as amended and [Article 111 (3) Constitution of Namibia]

To register as a voter for elections an applicant must meet the following requirements:

- · He or she shall be able to identify him or herself;
- He or she shall be 18 years or older;
- He or she shall be a Namibian citizen;
- He or she shall be a resident of the constituency where an application for registration is applied for; and
- He or she shall reside in the Local Authority Area for at least 12 consecutive months for **Local Authority Elections**.
- 4.2.1.1 An applicant shall <u>IDENTIFY</u> him or herself for registration as a voter, by producing the following documents [Section 26(4) (a) Electoral Act, Act 5 of 2014 as amended]:
  - (i) Any Identity Document bearing his or her photograph issued under the law governing identification of persons in Namibia (including an old or new Namibian Identity Card, and a Valid Ordinary Green Namibian Passport)
  - (ii) A valid Driver's License or permit bearing his or her photograph, issued inside Namibia, or
  - (iii) **A Sworn Statement** (Form **DE 1**) made by two registered persons, having identified themselves to the registration officer, by producing a Voter's Registration Card (VRC) and any of the document referred to in (i) and (ii) above.



- (i) For identification purposes, only prescribed documents **as issued by the Government of Namibia**, and bearing a photograph of the applicant are accepted- Employee cards, sport club membership cards, student cards, are **NOT** accepted.
- (ii) Persons who are not Namibian citizens may not act as deponents for sworn statements regarding identity or citizenship.

## 4.2.1.2 An applicant shall proof his/her <u>AGE</u> by producing the following documents - [Section 26(4) (b) - Electoral Act, Act 5 of 2014]

A voter applicant shall prove that he or she is 18 years or older by producing any officially certified extract from the **Namibia Official Birth Register** by which it is clear that the applicant has reached the age of 18, which includes:

- i) a Birth Certificate;
- ii) a Valid Ordinary (Green) Namibian Passport; and
- iii) an old or new Namibian Identity card.



Only such applicants, who are 18 years of age on the day of registration, may register as voters.

There is no sworn declaration administered in respect of Age

## 4.2.1.3 An applicant shall proof his/her <u>CITIZENSHIP</u> by producing the following documents - [Section 26(4) (c) - Electoral Act, Act 5 of 2014]

- i) A Namibian Citizenship Certificate issued under any provision of the Namibian Citizenship Act (Act 14 of 1990), either by birth, marriage, descent, naturalization or registration; or
- ii) A Valid ordinary **Namibian Passport** (Green Passport only); or
- iii) A New Namibian or Old SWA Identification Card: or
- iv) Any officially certified extract from any official government birth register (such as a birth Certificate clarifying that he or she was born in, and is a citizen of Namibia); or
- v) Sworn statements (Form DE 1) made by the applicant declaring that he or she has voluntarily renounced his or her Namibian citizenship in accordance with the Namibian Citizenship Act,1990.

4.2.1.4 An applicant shall proof his or her place of <u>RESIDENCE</u> for Local Authority Elections for twelve consecutive months - [Section 22 (1)(c) - Electoral Act, Act 5 of 2014 as amended]

To qualify to register as a voter in the LOCAL AUTHORITY ELECTIONS an applicant shall prove that he or she has resided continuously in the Local Authority Area (LAA) for at least 12 months. Further proof of residence may be tendered by show of his or her:

- i) Water, Electricity or Telephone Accounts; or
- ii) A statement under oath or affirmation (DE/1) made by the applicant himself or herself, stating that he or she resides at the place of residence mentioned in the application form.
- 4.2.1.5 Section 26(4)(d)(i) further allows for proof of residence for persons serving as members of Namibian Defence Force, Namibian Police and Namibian Correctional Services as voters

## A registration officer must accept as proof of residence in a particular local authority area the following documents -

- i) Proof of membership of the Namibian Defence Force, Namibian Police Force or Namibian Correctional Services; and
- ii) An affidavit deposed by the commanding officer of a particular battalion, regiment, unit, correctional facility, station or other designation stating that a particular member is stationed at a particular facility or residence situated in a particular constituency or local authority area.

#### **Such affidavit must:**

- a) Partly contain the names, force membership and national identification numbers of member's resident at that particular facility or residence;
- b) Further indicate that the facility or residence concerned is either owned or designated for the purpose of dwellings of or leased by the Namibian Defence Force, Namibia Police Force or Namibian Correctional Service, or either;
- c) **Accounts payable** by the member of Defence Force, Police Force and Namibian Correctional Service to such force or service or to the state; or
- d) **any other document accompanying an affidavit** by any competent official of any institution affiliated to the Namibian Defence Force, Namibian Police Force and Namibian Correctional Services.

#### 4.2.1.6 Registration of persons at Schools and Higher Education Institution as Voters

An applicant shall -

- a) **Produce an official statement or document** attesting to the registration officer that, the particular person as being registered at a school or higher education institution in Namibia within a particular local authority area.
- b) A registration officer must where necessary require an applicant to furnish, in addition to the official statement or document such an explanation, information or further particulars as may be necessary to establish the correctness of the particulars contained in any official statement or document produced.

### 4.2.1.7 Registration of persons without proof of residence in Local Authority Area as voters

A registration officer must accept as proof of residence in a particular local authority area -

- a) A **sworn statement** (DE/1) deposed by such applicant in the presence of a commissioner of oath or justice of peace so designated.
  - (i) A registration officer must where necessary require an applicant to furnish in addition to the official statement or document, such explanation, information or further particulars as may be necessary to establish the correctness of the particulars in any official statement or document so produced.



An applicant living on a farm while also owning property in a given Local Authority Area, shall choose whether to register in the constituency where such farm is located and/or in the Local Authority Area he or she holds the property.

#### 4.3 Who May Not Register?

One may not register if he or she is:

- a) unable to identify him or herself -as outlined in the preceding section; or
- **b)** unable to prove that:
  - (i) he or she is 18 years or older,
  - (ii) he or she is a Namibian citizen as outlined in the preceding section, or
- c) subject to an order of a competent court declaring him or her to be of unsound mind, mentally disordered or mentally defective including one who is currently detained as a mentally ill person under the provision of any law, or
- **d)** For **Local Authority Elections**, he or she did not reside in the **Local Authority Area** continuously for 12 months.



Non-Namibian citizens shall not be allowed to act as deponents for applicants regarding the latters identity or citizenship.

#### 4.4 Completion of manual voter registration form (Form 9)

Registration officers must strictly and carefully read and adhere to the following instructions when assisting applicants to fill the application forms. Note that any deviation may cause the Voter Registration Kits operator(s) to capture incorrect information of the applicant.

- 4.4.1 *In the* **Reason for application** *Field (box)* mark with an X (or tick) for the applicant's given reason of the following:
  - a) New Application for a First time applicant as a voter, or
  - b) Application for duplicate Voter's Card for an applicant whose Original Voters Card is reported lost, or
  - c) Application for change of address for an applicant who has since moved into the Constituency, Local Authority Area, Town or Village Council. (Note that for the GRV all applications will be new applications)

#### 4.4.2 *In the* **Full Name** *Field*; **under Surname**:

Record the full Surname of the applicant, followed by his or her full First names, and the initials or first letters of the applicant's other names.

NB: A space must be left between each name and initials.

#### **Click Language**

For the Click Language names including **Damara-Nama** and **Khoisan and other click languages** *fill in the Surname and First names as provided by the applicant inclusive of the click signs* 

For Example:

Surname of Applicant: //XA

Full names of Applicant: //XA !OBA

#### 4.4.3 For the Place of Birth Field:

- a) If the Applicant was born in Namibia then mark a cross or tick in the box beside **Yes** and **write the name of Place** (Town or Village) **of Birth** in the space provided underneath, and
- b) If 'No' then the applicant shall state his or her Country of Birth, Citizenship Certificate number and the Date of its Issue respectively which you shall record in the alternative spaces as provided.



Where an applicant proves Citizenship with a Namibia Identity Document or Namibia Passport skip the above steps and go to the Gender field

- 4.4.4 For the **Gender** Field:
  - Cross or tick as provided for the applicant's appropriate gender 'Male or Female'.
- 4.4.5 For the **Disability** Field:

Cross or tick as provided for the applicant's appropriate disability 'Yes or No'

4.4.6 *In the* **Identity Number** *Field*:

Fill in the Identity number of the applicant as it appears on the applicant's **tendered** official identity card - including the Namibia Identity Card and old SWA Identity Card.



Remember that the new ID has eleven digits - two less than the old ID which has thirteen digits (see example below)

#### **Example** - Applicant Identity entry appearances

#### **New ID entry**

ID Number	5	9	0	8	1	3	0	0	8	2	1			
Old SWA ID en	try													
ID Number	5	9	0	8	1	3	0	1	0	0	8	2	1	

4.4.7 *In the* **Document Number** *field*:

Fill in the document number only if an applicant presents a valid driver's license or Passport in respect of Identity. i.e. passport number or driver's license number.

4.4.8 For the Date of Birth instead of Identity Number entry in the ID Number Field:

Where an Applicant does not have an ID number, the Registration Officer shall insert his or her date of birth.

#### **Example - Date of Birth** *entry*

|--|

4.4.9 *Under the Fixed* **Residential Address** *field, the recording should include*:

The place within the Constituency or Local Authority Area at which the applicant resides and to which he or she returns regularly after any temporary period of absence (Section 22(3)/EA/2014)

The applicant's **Fixed Residential Address** Field shall be completed as follows:

#### 4.4.9.1 For Communal Land or Rural Areas

the village and/ or area names are very important; **therefore, record** in the space provided the **full name of the village** as well as other related information, such as the area, and the name of the constituency.

#### 4.4.9.2 For **Commercial Farm or Private Land** Areas

If the applicant resides on a commercial farm, record the name of the farm, the area, and where applicable the constituency, in the spaces provided; e.g.: Constantia Farm. Okarukambe.

#### 4.4.9.3 With **Urban Areas**:

If the Applicant lives in an urban or peri-urban area, **record the house** or **Erf Number and** the full street address including the;

- a) Name of Street
- b) Name of Suburb
- c) Name of Town

If the applicant states that he or she resides at house; **Number 20, Alfa Street, Pioneerspark, Windhoek**, then the address as recorded shall appear as below:

Residential address: 20 ALFA ST PIONEERSPARK WINDHOEK

#### 4.4.9.4 With **Urban Squatter Areas** being areas situated on:

- a) Planned Municipal or Town areas
- b) Unplanned Municipal or Town areas, record as follows;

#### a) Planned Areas:

Record the Erf no and name of the squatter area and the name of its town; **Example:** house address **Number 05**, **Five Rand, Okahandja**, would be recorded as below:

Residential address: 05 FIVE RAND OKAHANDJA

#### b) Unplanned Areas:

Record the name of the squatter area and if outside a town area, record the name of its village or area and constituency.

**Example:** if the applicant states that he or she resides at **Likokola village in** the **Onayena Constituency the recording would appear as follows;** 

Residential address: IIKOKOLA ONAYENA

#### 4.4.9.5 Abbreviation of Address:

If an address is too long, abbreviations may be used such as **St**. for **Street**, and Rd. for **Road**.

## 4.4.9.6 With the Continuous residence at fixed residential address for more than 12 months? Field:

- a) Cross in the space as provided for Yes or No, and
- **b)** After 'Since'; fill in respectively the **Year**, **Month**, and **Day** of first arrival by the applicant in the **Local Authority Area**.

Assuming that **Iyambo Thomas has resided at 33 Five Rand Okahandja for the last 18 months** show how the recorded entry on Thomas' application would appear

#### Answer:

#### Residential Address:



The same form will be used regardless of whether it's:

- a) A new application
- b) Application for a duplicate card
- c) Application for change of address.

#### CHAPTER 5 - OFFENCES AND PENALTIES VOTER REGISTRATION

#### 5. Offences committed during voter registration and penalties

#### 5.1. In terms of Section 174 (1) of the Electoral Act, (Act No 5 of 2014) as amended, A person -

- (i) whether himself or herself or through an intermediary and whether directly or indirectly, with intent to dissuade, discourage or prevent any person from causing another person to be registered as a voter, irrespective of whether the other person is qualified for the registration or is not so qualified, or with intent to obtain unlawfully the possession of a voter registration card issued to any other person -
- (ii) during the hours whereupon voters may be registered -
  - being a registered voter in relation to an election or referendum concerned, applies for registration as a voter for the election or referendum in terms of this Act -
  - after having ceased in terms of this Act to be a registered voter knowing himself or herself or the other person is not authorized in terms of this Act to be so registered;
  - obstructs, hinders or interferes with the Chief Electoral Officer, a Director, a
    Regional Electoral Officer, any registration officer, supervisor of registration,
    member of an electoral tribunal or other persons in the performance of his or
    her functions or the exercise of his or her powers under this Act;
  - without being authorized thereto -
  - without good cause fails to comply with a notice furnished to him or her under section 24(11) -
  - in or for the purpose of makes a false statement knowing it to be false or not believing it to be true;
  - obstructs, hinders or interferes with any persons serving or attempting to serve a copy of a notice of objection in terms of this Act;
  - with the intent to defraud, makes a false entry of the particulars of any person in any voters' list or register or on any voter registration card; or
  - willfully issues to any person a voter registration card knowing that the person does not qualify in terms of this Act to be issued with a voter registration card;

#### commits an offence.

## In terms of subsection (2) any person convicted of an offence in in terms of subsection (1) is liable-

- (a) on a first conviction in terms of paragraph (a), (b), (c) or (k) thereof, to a fine not exceeding **N\$ 20 000.00** or **to imprisonment for a period not exceeding four years**, or to both such fine and such imprisonment;
- (b) on a first conviction in the case of any other offence, to a fine not exceeding N\$ 5 000.00 or to imprisonment for a period not exceeding 12 months, or to both such fine and such imprisonment;
- (c) on a second or subsequent conviction referred to in -
  - (i) paragraph (a), to a fine not exceeding N\$ 40 000.00 or to imprisonment for a period not exceeding eight years, or to both such fine and such imprisonment;
  - (ii) paragraph (b), to a fine not exceeding N\$ 10 000.00 or to imprisonment for a period not exceeding two years, or to both such fine and such imprisonment.

## CHAPTER 6 - COMMISSION STRUCTURE RELATING TO VOTER REGISTRATION

#### 6. The roles of various officials in relation to voter registration

#### 6.1 Voter Registration Role Players

The table below lists the different registration officials and the duties which they will perform when registering eligible voters:

	Official (designation)	Duties/Responsibilities
1	TEAM LEADER	<ul> <li>(i) is in charge of the registration venue, and shall be accountable for all registration material assigned to his or her team during and after registration; and:</li> <li>(ii) is responsible for the control, management and efficient running of the registration process at a given registration point,</li> <li>(iii) assist in the setting up, test running, and logging by authorized registration officials into Voter Registration Kits and authorize or confirm processes as required per registration steps;</li> <li>(iv) assist the registration officers and applicants during the registration;</li> <li>(v) serve as a Queue Controller and direct the applicants to the relevant tables;</li> <li>(vi) ensure all the applicants reside in the constituencies or local authority areas in which they seek to register as voters (a map will be provided in this regard),</li> <li>(vii) ensure that all Applicants have the right documentation for Registration and in the absence thereof: <ul> <li>(a) Advise him or her accordingly.</li> <li>(b) Validate non-compliant system processes requirements.</li> </ul> </li> <li>(viii) Ensure the smooth administration of the registration point.</li> </ul>

2	MANUAL APPLICATION ENTRY ASSISTANT	<ul> <li>i) Obtain and verify all relevant documentation presented by the applicant and ensure all applicants meet the requirements to register.</li> <li>ii) Administer the taking of all Sworn Statements where and when applicable and complete all relevant documents</li> <li>ii) Complete the manual application form [Form 9] for the applicant using documents and information as provided by each applicant as required</li> <li>iv) Taking thumbprints of applicants who cannot sign.</li> <li>v) After completing the Application Form and attaching the DE/1 (if required), the Registration Officer shall then direct the Applicant to the Voter Registration Kit Operator</li> </ul>
3	VRK OPERATING OFFICER	The VRK Operator will be the main user of the registration kit to register applicants that qualify to register as voters by capturing their biometric data as per registration steps. He or she shall:  i) prepare and set up the Voter Registration Kit assisted by his or her team leader  ii) enter the geographical details including region, constituency and (in the case the Local Authority Elections) local authority area  iii) enter applicant's details per application form  iv) capture and analyse quality of applicant's fingerprints  v) capture and analyse quality of applicant's photo as per prescribed facial standards  vi) Take applicant's signature  vii) Save all applicant's biometric information  viii) Print voters' cards and conduct card quality analysis  ix) Conduct Card fingerprint verification and issue voters' cards.  x) Record the VRN of each registered voter on the manual registration form, as well as the old VRN number for duplicate registrations, if available.
5	POLICE OFFICERS	One or two police officers are assigned to reach registration team to:  (i) Ensure the safety and security of the registration team and equipment;  (ii) Maintain law and order where necessary.

#### **CHAPTER 7 - VOTER REGISTRATION PROCESS**



All registration venues shall be opened at 08h00 and closed at 19h00.

#### 7. Voter Registration and Closing procedures

#### 7.1 Opening procedures

Setting up a voter registration venue for efficient and effective service delivery to applicants. The Team Leader with the assistance of the Registration Officers undertakes the following tasks:

- Erect the tent first, where applicable;
- Set up the registration venue, by setting up tables and table tags;
- Put up direction signs, posters and banners;
- Ensure that all the necessary registration materials are in place;
- Demarcate the queues for easy flow of people into the registration venue;
- Open the registration venue to the public at 08h00.



Applicants living with disabilities, pregnant women and the elderly should be given priority, if practical, establish two queues.

#### 7.1.1 Setting up the Voter Registration Kit (VRK)

- Remove the VRK from the carrying case;
- Ensure that the tablets and accessories are intact;
- Connect to the VRK to the source of electricity, switch on and test the VRK;
- The Team Leader logs in first and register the registration official (this activity will take place immediately following the training session)
- The venue is now ready to commence with the registration process.

The biometric registration function allows the registration officer to electronically capture an applicant's information from the manual application form (Form 9), capture fingerprints as well as his or her photo, and issue him or her with an instant voter registration card (VRC) in four major steps as below:

Step 1



#### **Manual Application Entry Assistant**

Applicant presents himself or herself with required documents for registration to Manual Application Entry Assistant who completes voter's application form (Form 9) in the presence of the applicant

#### Step 2



#### The VRK Operator:

- Captures the personal details of applicant;
- · Takes a photo;
- Takes fingerprints;
- · Prints the voter registration card; and
- records the VRN on the manual voter register and issues VRC to the voter.

#### Step 3



#### Team Leader:

- Official in charge of registration venue;
- Accountability for registration equipment and materials:
- Responsible for the control, management and efficient running of the registration process at the given registration point; and
- Where an applicant does not qualify as a voter, advise him or her as per the provisions outlined in the Electoral Act.



On a weekly basis as directed, the data on the voter registration kits will be uploaded to the central office.

#### 7.2 Closing procedures

Closing a Voter Registration Venue

- Close registration venue at 19h00 after all applicants in the queue have registered;
- Ensure that all registration materials used and equipment are packed and accounted for:
- Remove all posters, direction signs and banners for secure storage; and
- Dismantle the tents, where applicable.

#### **CHAPTER 8 - REFUSAL TO REGISTER AN APPLICANT**

- 8. Basis for refusal to register a voter
- 8.1 The basic rules on the refusal of an applicant as a voter [Section 28 of the Electoral Act, 2014, Act 5 of 2014]

A Registration Officer shall not accept any application that **does not comply** with the provisions of the Electoral Act as discussed in the previous sections of this manual.



The Team Leader rejecting an application must first attempt to explain his/her reasons to the applicant. He/she must only complete FORM 10 when an applicant insists on being registered but does not comply with the stated provision

The Team Leader must complete **Refusal Form (Form 10)** in duplicate by filling in the particulars of the Applicant and **stating clearly** therein, **the reason(s) for refusal.** 

The Registration Officer shall then **include** (further fill in **the application** Form 9), **his or her full name**, **sign it** and **affix the ECN official date stamp** on the form as provided.

The Team Leader must then write in block the word 'REFUSAL' between DIAGONALLY RULED (cancellation) LINES across Form 9 and hand the form together with the original of FORM 10 to the applicant.

The Applicant shall be informed of his or her right to appeal against the refusal at a Magistrate's Court; and

The Team Leader shall be responsible for keeping record of all daily activities, by completing the manual Voter Register. Remember to **indicate** the nature of the activity in the last column of the register. In case of a disallowed applicant, indicate by writing the word "**Refusal**" in the space where you are required to comment.

The Supervisor of Registration must inform the Chief Electoral and Referenda Officer through the Regional Electoral Officer accordingly.

#### **ANNEXURES**

Annexure A: Form 9 - Manual Application Form

Annexure B: DE/1 - Sworn Statement in terms of the Electoral Act, Identity, Citizenship

and 12 months residence in a Local Authority Area

**Annexure C:** Form 10 - Refusal Form of Registration as a Voter

Annexure D: Manual Voter Register Form

**Annexure E:** Occurrence Book (OB)

**Annexure F:** Regulation governing the administering of an oath or affirmation

Annexure G: Administrative Codes: Regions, Constituencies & Local authorities

Annexure H: Voter Registration Layout



#### **Electoral Commission of Namibia**

### APPLICATION FOR REGISTRATION AS A VOTER

				l				l		
				l				l		
Voter Registration Number										
voier Registration Number										

NOTE: This form to be filled in BLOCK LETTERS. Please use black pen

Reason for application *Mark applicable block with an X	New Application	Application for duplicate card	Application for change of address			
Documentation presented in respect of identity			Driving Affirmed /Sworn statement DE1			
ID number						
Document Number (If not ID)						
Date of birth	Y Y Y Y M M D	D				
Disability	Yes No					
Born in Namibia	Yes No	Gender Female Male				
Mobile Number						
Surname of applicant						
First name(s) of applicant						
Place of birth	In case of applicant born in Nami	bia, state town or village. If not born in	Namibia, state country			
Location	Region	Constituency	al Authority			
Citizenship Certificate Number		Date of Y Y Y Y M M E	D D			
Documentation presented in respect of local authority	Water and electricity accour	Telephone account Affin	rmed/sworn statement (DE/1) Other			
Documentation presented in respect of citizenship	ID Ordinary Gre Document Namibian P		Birth Certificate & DE/1 Affirmed / sworn statement DE1			
Documentation presented in respect of age	ID Ordinary Gre Document Namibian F					
Fixed residential Address						
Erf Number Street	l louis rums.					
Settlement/Village/Town/City/ Farm						
Continuous regidence of fixed						
Continuous residence at fixed address for more than 12 months    Yes						
I hereby affirm or on oath confirm in the presence of the Registration Officer that the above particulars are true and correct and that I'm not disqualified to register as a voter in terms of the Electoral Act.						
Full name of Registration Officer:						
Data Ctorres		Registration Point:				
Date Stamp			ringerprint of Applicant o outside of this box)			



## PRESIDENTIAL, NATIONAL ASSEMBLY, REGIONAL COUNCILS AND LOCAL AUTHORITY ELECTIONS STATEMENTS IN TERMS OF THE ELECTORAL ACT, ACT NO 5 OF 2014

DE:

1. Identity Section 26 (4) (a) and/or							
2. Namibian Citizenship Section 26 (4) (c): and or							
3. Resident in Local Authority area Schedule 3 of the Electoral Act, Act No. 5 of 2014							
Particulars of person who applies for Registration as a voter:							
Surname (in block letters):							
First Names (in full block letters):							
*1. IDENTITY							
(a) I, the undersigned,							
· ·		of deponent)					
	ter Registr	ration Number)					
(Signature of deponent)							
(b) I, the undersigned, (Full names of deponent)							
(Voter Registration Number)							
(Signature of deponent)							
Do hereby declare under oath / affirm: That the applicant is known to me and that he/she is the person who is applying for registration as a voter and whose particulars are stated above							
For use by Registration Officer:		For use by Registration Officer:					
Proof of Identity of deponent (a) furnished by:		Proof of Identity of deponent (b) furnished by:					
<b>Identity Document</b>		Identity Document					
Passport		Passport					
Driving License or permit		Driving License or permit					
*2. CITIZENSHIP  That I, the applicant							
*3. RESIDENT IN LOCAL AUTHORITY AREA I hereby declare under oath/affirm that I have resided in the Local Au	uthority A	rea of					
(Name of Local Authority Area)  (D/M/Y)							
Signature of applicant							
I certify that the deponent has acknowledged that he/she knows and *(a) I duly administered the oath as prescribed by Regulation No. R. *(b) He/she has objected to taking the oath and does not consider the prescribed by Regulation No. R. 1258 of 21 July 1972: and that	1258 of 2 e oath to be	1 July 1972: or e binding on his/her conscience, and that I duly administered the affir	mation as				
	Place	Date:					
Full name (in block letters):							
*Constituency / * Local Authority area for which appointed							

\*Delete whichever is not applicable



#### REFUSAL TO REGISTER APPLICANT AS A VOTER

Form 10 (Regulations 2(2)(a)(ii) and 4

PART A: PERSONAL PARTICULARS OF APPLICANT	
Surname:	
First Names:	
ID Number:	
Date of birth:	
Residential Address:	
Gender: M F	
PART B: FOR REGISTRATION OFFICER'S USE	
The applicant has been refused registration as a voter in the Region of in respect of the -	
- Constituency of	
- Local Authority Area of	
The reason(s) for refusal being:	
Full name of Registration Officer (print)	
Signature of Registration Officer	DATE STAMP
	DATE STAMP
PART C: FOR MAGISTRATE'S USE IN CASE OF APPEAL  Appeal by applicant against refusal of registration: ALLOWED/D	ISMISSED for the following reasons:
Appear by applicant against refusar of registration: ALLOWED/D	isiviissed for the following reasons:
Signature of Magistrate	
-	
Constituency/Local Authority Area	

DATE STAMP

			Electoral Commission of Namibia	is your Voice Ommission nibia			
			REGISTER	H.			
Region: Constituency: Local Authority: Registration Point:	Region: Constituency: Local Authority: Registration Point:						
VOTER REGISTRATION NO.	SURNAME OF APPLICANT		FIRST NAME(S) OF APPLICANT	ID NO./DATE APPLICANT	ID NO./DATE OF BIRTH OF APPLICANT	ADDRESS OF	COMMENT/NEW CARD/DUPL/CATE/CHANGE ADDRESS/REFUSAL
TEAM LEADER:		NAME SIGNA DATE:	NAME IN PRINT: SIGNATURE: DATE:				
CONSTITUENCY SUPERVISOR:	PERVISOR:	NAME SIGNA DATE:	NAME IN PRINT: SIGNATURE: DATE:				



## **Electoral Commission** of Namibia

#### **OCCURRENCE BOOK**

(The Occurrence Book to be kept at every registration point, polling station and collation center in compliance with Section 204 of Electoral Act No.5 of 2014)

Type of Electoral Activity
(e.g Registration, Election or Collection Centre)
Name of Registration/Polling Venue/Collation Centre:
Region:
Constituency:
Local Authority:



#### INCIDENT

Date:	Time:
Name of Complainant:	
Organisation/Institution:	
Contact No:	
INCIDENT (Summary): (who, what, where, when, why, how, etc.)	
(Attach pages if needed)	
ACTION TAKEN:	
Name in print:	Signature:
Rank:	Contact No:

### REPUBLIC OF NAMIBIA ELECTORAL COMMISSION OF NAMIBIA

Elect 4 (a)

Tick in block for the appropriate election

Presidential Election	
National Assembly Election	
Regional Councils Election	
Local Authority Election	

(Section 71 of Act 5 of 2014)

Regulation no. R1258

### AN ADAPTED EXTRACT REGULATION GOVERNING THE ADMINISTERING OF AN OATH OR AFFIRMATION

- 1. (a) An **oath** is administered by causing the deponent to utter the following words:
  - "I swear that the contents of this declaration are true, so help me god"
  - (b) An **affirmation** is administered by causing the deponent to utter the following words:
  - "I truly affirm that the contents of this declaration are true"
- 2. (a) Before a Commissioner Oaths administers to any person the oath or affirmation prescribed by regulation, he/she shall ask the deponent:
  - (i) Whether he/she knows and understands the content of the declaration:
  - (ii) Whether he/she has any objection to taking the prescribed oath, and
  - (iii) Whether he/she considers the prescribed to be binding on his/her conscience.
  - (b) If the deponent acknowledges that he/ she knows and understands the contents of the declaration and informs the Commissioner of oaths that he/she does not have any objection to the taking of the oath and that he/she consider it to be binding on his/her conscience, then the Commissioner of Oaths shall administer the **oath** as prescribed by regulation 1(a)
  - (c) If the deponent acknowledges that he/she knows and understands the contents of the declaration and informs the Commissioner of Oaths that he/she does not consider the oath to be binding on his/her conscience, then the Commissioner of oaths shall administer the **affirmation** as prescribed by regulation 1(b)
- 3. (a) The deponent shall sign the declaration in the presence of the Commissioner of Oaths.
  - (b) If the deponent cannot write, then he/she will affix his/her mark at the foot of the declaration in the presence of the Commissioner of the Oaths provided that if the Commissioner of Oaths has any doubt as to the deponent's inability to write, he/she shall require such inability to be certified at the foot of the declaration by some other trustworthy person.
- 4. (a) Below the deponents signature or mark, the Commissioner of Oaths shall certify that the deponent has acknowledged that he/she knows and understands the contents of the declaration and he/she shall state the manner, place and date of taking the oath.
- (b) The Commissioner of Oaths shall:
  - (i) Sign the declaration and print his/her full name and business address below his/her signature; and
  - (ii) State his/her designation and the area for which he/she holds his/her appointment ex officio.
- 5. A Commissioner of Oaths shall not charge any fees for administering any oath or affirmation or attesting any declaration.
- 6. (a) A Commissioner of Oaths shall not administer an oath of affirmation relating to a matter in which he/she has interest.
  - (b) Sub-regulation (a) shall not apply to an affidavit or a declaration mentioned in the schedule.

#### **ELECTORAL COMMISSION OF NAMIBIA**

**ADMINISTRATIVE CONSTITUENCIES & LOCAL AUTHOURITIES CODES: REGIONS,** 

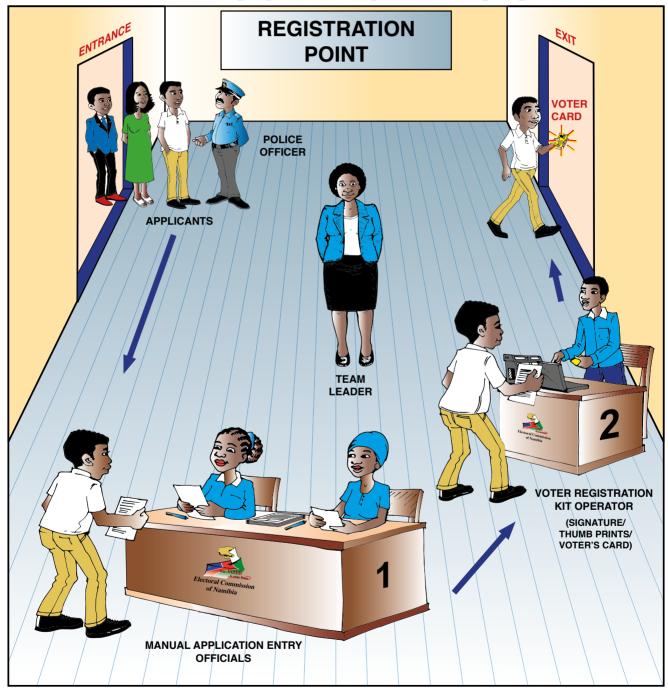
REGION	CONSTITUENCY	CODE	LOCAL AUTHORITY AREA	CODE
01 -//KHARAS	!Nami#nus 001		Luderitz	01
	Berseba	002	Berseba	03
			Bethanie	04
			Tses	09
	Karasburg East	003	Karasburg	05
	Karasburg West	004	-	-
	Keetmanshoop Rural	005	Aroab	02
			Koës	07
			Keetmanshoop	06
	Keetmanshoop Urban	006	Keetmanshoop	06
	Oranjemund	007	Oranjemund	08
02 – ERONGO	Arandis	008	Arandis	10
02 - ERONGO	, it diffuls	000	Henties Bay	11
	Dâures	009	ricinics bay	11
	Karibib	010	Karibib	12
	Katibib	010	Usakos	15
	Omaruru	011	Omaruru	13
	Swakopmund	012	Swakopmund	14
	Walvis Bay Rural	012	Walvis Bay	16
		013	<u>'</u>	16
	Walvis Bay Urban	014	Walvis Bay	10
03 – HARDAP	Aranos	015	Aranos	17
			Gochas	19
	Daweb	016	Maltahöhe	21
	Gibeon	017	Gibeon	18
	Mariental Rural	018	Stampriet	24
			Gochas	19
	Mariental Urban	019	Mariental	22
	Rehoboth Rural	020	Kalkrand	20
	Rehoboth Urban East	021	Rehoboth	23
	Rehoboth Urban West 022		Rehoboth	23
04 – KAVANGO EAST	Mashare	023	1_	1_
04 - KAVANGO EAST	Mukwe	024	Divundu	54
	Ndiyona	025	-	-
	Ndonga Linena	026	-	
	Rundu Rural	027	-	
	Rundu Urban	027	Rundu	25
			Nanda	
05 – KAVANGO WEST	Kapako	029	-	-
	Mankumpi	030	-	-
	Mpungu	031	-	-
	Musese	032	-	-
	Ncamangoro	033	-	-
	Ncuncuni	034	-	-
	Nkurenkuru	035	Nkurenkuru	26
	Tondoro	036	-	-

OC KILOMAS	John Pandeni	037	Windhoek	27
06 – KHOMAS	Katutura Central	037	Windhoek	27
	Katutura East	039	Windhoek	27
	Khomasdal	040	Windhoek	27
	Moses // Garoëb	040	Windhoek	27
			Windhoek	27
	Samora Machel	042		
	Tobias Hainyeko	043	Windhoek	27
	Windhoek East	044	Windhoek	27
	Windhoek Rural	045	Windhoek	27
	Windhoek West	046	Windhoek	27
07 – KUNENE	Epupa	047	-	-
	Kamanjab	048	Kamanjab	28
	Khorixas	049	Khorixas	29
	Opuwo Rural	050	-	
	Opuwo Urban	051	Opuwo	30
	Outjo	051	Outjo	31
	Sesfontein	053	-	-
	Sesionem	033		
08 OHANGWENA	Eenhana	054	Eenhana	32
	Endola	055	-	-
	Engela	056	Helao Nafidi	33
	Epembe	057	-	-
	Ohangwena	058	Helao Nafidi	33
	Okongo	059	Okongo	55
	Omulonga	060	-	-
	Omundaungilo	061	Eenhana	32
	Ondobe	062	Eenhana	32
	Ongenga	063	-	-
	Oshikango	064	Helao Nafidi	33
	Oshikunde	065	-	-
00 01111117		066	l a a manual villa	25
09 – OMAHEKE	Aminuis		Leonardville	35
	Epukiro	067	- Cababia	-
	Gobabis	068	Gobabis	34
	Kalahari	069	Gobabis	34
	Okarukambe	070	Witvlei	36
	Otiinene	071	Otjinene	52
	Otjombinde	072		
40 OMLICATI	Anamulanga	072	Outani	27
10 – OMUSATI	Anamulenge	073 074	Outapi -	37
	Elim			
	Etayi	075	-	-,
	Ogongo	076	- Olyada a -	-
	Okahao	077	Okahao	39
	Okalongo	078	-	-
	Onesi	079	- Oakilaalaa	-
	Oshikuku	080	Oshikuku	38
	Otamanzi	081	-	-
	Outapi	082	Outapi	37
	Ruacana	083	Ruacana	40
	Tsandi	084	Tsandi	56

11 – OSHANA	Okaku	085	-	-
	Okatana	086	-	-
	Okatyali	087	-	-
	Ompundja	088	-	-
	Ondangwa Rural	089	-	-
	Ondangwa Urban	090	Ondangwa	41
	Ongwediva	091	Ongwediva	42
	Oshakati East	092	Oshakati	43
	Oshakati West	093	Oshakati	43
	Uukwiyu	094	-	-
	Uuvudhiya	095	-	-
		·		
12 – OSHIKOTO	Eengodi	096	-	-
	Guinas	097	-	-
	Nehale lyaMpingana	098	-	-
	Okankolo	099	-	-
	Olukonda	100	Oniipa	57
	Omuntele	101	-	-
	Omuthiyagwiipundi	102	Omuthiya	44
	Onayena	103	-	-
	Oniipa	104	Oniipa	57
	Onyaanya	105	-	-
	Tsumeb	106	Tsumeb	45
13- OTJOZONDJUPA	Grootfontein	107	Grootfontein	46
	Okahandja	108	Okahandja	47
	Okakarara	109	Okakarara	48
	Omatako	110	-	-
	Otavi	111	Otavi	49
	Otjiwarongo	112	Otjiwarongo	50
	Tsumkwe	113	-	-
14 – ZAMBEZI	Judea Lyaboloma	114	-	-
	Kabbe North	115	-	-
	Kabbe South	116	-	-
	Katima Mulilo Rural	117	Bukalo	53
	Katima Mulilo Urban	118	Katima Mulilo	51
	Kongola	119	-	-
	Linyanti	120	-	-
	Sibbinda	121	-	-



# THE REGISTRATION PROCESS AT REGISTRATION VENUES



NOTES			



#### **ELECTORAL COMMISSION OF NAMAIBIA**

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