

HOUSE-TO-HOUSE REGISTRATION

(7th January, 2008 to 4th July, 2008)

INTRODUCTION

The imperative to conduct House-to-House Registration was born out of the need for the creation of an indisputable National Register of Registrants (NRR) which could be used as the basis for the preparation of Electoral Lists that would be commonly acceptable by all stakeholders as being unblemished. With this in mind, the Government of Guyana, Guyana Elections Commission (GECOM) and the Parliamentary Political Parties agreed on June 14, 2007, to the preparation of a new NRR by House-to-House Registration. It is the expectation of GECOM therefore, that the primary outcome of the exercise will be the creation of a pure national Register of Registrants Database (NRRDB) which would lead to the establishment of future Electoral Lists that would be commonly acceptable by and among all Political Parties and other stakeholders.

LAWS FOR NATIONAL REGISTRATION

Article 42 of the Constitution provides entitlement for citizens of Guyana to be so registered. The Guyana Elections Commission is empowered by Election Laws (Amendment) Act No. 15 of 2000 to register persons under the National Registration Act, Chapter 19:08. The passage of the National Registration (Amendment) Act 2007 by the Parliament on 27.12.2007, cleared the way for GECOM to carry out this House-to-House Registration exercise.

REGISTRATION DISTRICTS AND AREA OFFICES, “CLUSTER” OFFICES, DIVISIONS AND SUB-DIVISIONS

Guyana is divided into ten **Registration Districts** which are identical in geographical demarcation to its ten Administrative Regions. Each Registration District is divided into **Registration Areas** depending on geography, accessibility and demography. There are 23 Registration Areas across Guyana. There are 23 permanent Registration Offices corresponding with the 23 Registration Areas, and four permanent Sub-Registration Offices, that are responsible for the registration of eligible persons across Guyana (please see page 8 for a list of these Registration Offices). Each Registration Area is divided into a series of **Registration Divisions** and **Sub-Divisions** depending on geography, accessibility and demography. **“Cluster” Offices** are temporarily established to coordinate the registration of eligible persons in a collection of Divisions/Sub-Divisions .

Each Registration Area Office is managed by a Permanent Registration Officer with permanent supporting staff. For the purpose of House-to-House Registration, the Registration “Cluster” Offices are responsible for the registration of eligible persons within the respective clusters of Divisions/Sub-Divisions. Each Registration “Cluster” Office is staffed with one Assistant Registration Officer (ARO), one Clerk to the ARO, one Clerical Assistant and Teams of Registration Clerks II—the latter being tasked with the responsibility of registering eligible persons at their respective places of residence

METHODOLOGY FOR HOUSE-TO-HOUSE REGISTRATION

The methodology for House-to-House Registration entails Registration Teams of the Guyana Elections Commission (GECOM) visiting persons at their places of residence throughout Guyana to fill out Application for Registration Forms and to take their respective fingerprints and photographs, in the presence of Divisional Scrutineers, providing the potential registrant meets the eligibility criteria for Registration. This being done, all of the information will be forwarded to the GECOM Secretariat via the respective Registration Area Offices for processing.

A comprehensive public information campaign involving the publication of information about the exercise via the media has been developed to ensure that all persons eligible for registration would take every step necessary to become registered. Announcements will be made at the local levels to publicise visits by Registration Teams to the various localities prior to such visits being made.

REGISTRATION OF MEMBERS OF THE DISCIPLINED FORCES (MDF)

Members of the Disciplined Forces (MDF) comprising the Guyana Defence Force (GDF), the Guyana Police Force (GPF), the Guyana Prison Service (GPS) and the Guyana Fire Service (GFS) will generally be registered at their respective places of residence. Special arrangements will be made to ensure that members of any of the Disciplined Forces who are stationed at locations far removed from their places of residence are registered. Under such circumstances, the MDF will be required to provide their respective home addresses .

REGISTRATION HOURS

Teams of Registration Clerks II will be visiting persons at their respective places of residence for the purpose of Registration at the following times:-

MONDAY TO FRIDAY:	3:30 PM – 6:30 PM
SATURDAY & SUNDAY:	10:00 AM – 5:00 PM
HOLIDAYS:	10:00 AM – 3:00 PM

WHO COULD APPLY FOR REGISTRATION

Any person who will be 14 years or over by June 30, 2008, and who is a Guyanese citizen by birth, descent, naturalization or is a citizen from a Commonwealth country living in Guyana for one year or more is eligible for registration during this House-to-House Registration exercise.

SOURCE DOCUMENTS

An **original Birth Certificate** issued by the General Register Office or a **valid Guyana Passport** must be provided in support of an application for registration.

Other source documents which will have to be provided in support of applications for

registration are:-

- **Original Marriage Certificate** and **original Birth Certificate** – in the case of a name change by way of marriage.
- **Original Deed Poll and original Birth Certificate** – in the case of any change of name by **Deed Poll**.
- **Original Naturalization Certificate** issued by the Ministry of Home Affairs and **original Birth Certificate/Valid Passport** – in the case of naturalization.

All persons who are eligible for registration, but who are not in possession of the relevant supporting document(s) above stated are urged to take immediate steps to acquire the said documents in order to facilitate their respective registration during this 6-month House-to-House Registration exercise.

Baptismal Certificates, expired passports, photocopies of relevant documents or letters from Priests, Elders, Head Masters, Village Captains/Touchous and Justices of the Peace nor existing ID Cards will **NOT** be acceptable as source documents for registration.

RESPONSIBILITIES OF PERSONS ELIGIBLE TO REGISTER

Rights always go with responsibilities: Accordingly, if you are eligible for registration, your responsibilities include:

- **Ensuring** that you possess the relevant source document(s) (see above) required for the purpose of your registration.
- **Ensuring** that you make yourself available to apply for registration when the registration Staff visit your residence.
- **Give** only true and correct information to the Registration Staff for the purpose of your registration.
- **Ensuring** that all of your personal data on the Application for Registration Form (RO1) are correct before signing it.

YOUR RESPONSIBILITIES AS A REGISTRANT

You have the **civic responsibility** to:-

- Check the List of Registrants that will be posted in your Registration Area from time to time to ensure that your name is included therein.
- Report any irregularity regarding the Registration process to the Registration Officer responsible for your Registration Area.

REGISTRATION OFFENCES

Registration offences are actions and practices that are prohibited by law.

Please note that:

- **Registering more than once** could be deemed as a registration offence.
- **Giving false information** for the purpose of registration could be deemed as a registration offence.
- **Failure to apply for Registration** could be deemed as a registration offence.

A person found guilty of a Registration offence may be liable on summary conviction to a fine of sixteen thousand two hundred and fifty dollars or to imprisonment for six months. The same shall apply to the parent or guardian of any child of the age of fourteen years, who refuses to make such an application on a child's behalf, if the eligibility of such child for registration at his/her residence in his/her Registration Division on the qualifying date is proven to the satisfaction of the court.

NATIONAL REGISTER OF REGISTRANTS DATABASE

Section 9(1) of the National Registration Act, Chapter 19:08, as amended by Section 7 of the National Registration (Amendment) Act No. 14 of 2005 provides for the establishment of a computerised central register of all persons registered under this Act. Accordingly, the Commission will establish a "National Register of Registrants Database (NRDB) which will consist of the originals of the registration records of all persons registered under the Act as one of the primary outcomes of the House-to-House Registration.

BENEFITS OF HAVING A NATIONAL IDENTIFICATION CARD

The National Identification Card is a legitimate instrument of identification for the person in whose name it is issued. It is convenient to carry around in handbags or pocket wallets.

- National Identification Cards are required for the following:-
- Applying for driver licences, loans, passports or police clearance certificates.
- Transacting business at a Commercial Bank or Post Office
- Arranging hire purchase transactions
- Collecting old age pensions, National Insurance and other benefits
- Identifying the holder for the purpose of voting at elections.

A National Identification Card does not expire every five years like a passport, and if it is lost or damaged, it is much easier and cheaper to get a replacement for it than as is the case with a lost passport.

NOTIFYING THE PUBLIC ABOUT COMPLETED REGISTRATION TRANSACTIONS

In order to facilitate public scrutiny of completed registration transactions , as another measure of transparency, appropriate lists containing the names, addresses, occupations, and identity numbers of the persons registered will be produced by the Secretariat and displayed periodically at the respective Registration Offices .

REGISTRATION OFFICES WITH TELEPHONE NUMBERS

1. **Office of the Elections Commission.** RDC Building, Mabaruma Compound **(777 5070)**
2. **Office of the Elections Commission,** Acquero Community Council Building, Moruca **(771 5000)**
3. **Office of the Elections Commission,** Port Kaituma Waterfront **(to be established)**
4. **Office of the Elections Commission,** RDC Building, Lower Flat, Southern Section, Anna Regina **(771 5372/4387)**
5. **Office of the Elections Commission,** Agriculture Extension Centre, Charity **(771 5370/1)**
6. **Office of the Elections Commission,** Education Resource Centre, , Plantation Walk, West Bank Demerara. **(264 2514/264 2516/264 2256)**
7. **Office of the Elections Commission,** Parika Marketing Centre. **(260 4641-2)**
8. **Office of the Elections Commission,** Former Prime Time Building, Church St & Company Path, Cummingsburg **(225 1100-4)**
9. **Office of the Elections Commission,** 49, Sheriff and William Streets, Campbellville **(226 6272)**
10. **Office of the Elections Commission,** 17, Croal St, (Action Tyre Bldg), Stabroek **(225 1324 1334)**
11. **Office of the Elections Commission** Church of the Transfiguration Annex, Mandela Avenue **(227 8625)**
12. **Office of the Elections Commission,** Area M, Diamond, East Bank Demerara **(265 4209-10)**
13. **Office of the Elections Commission,** Block M, Soesdyke Junction, Soesdyke/Coverden NDC Building **(261 5224)**
14. **Office of the Elections Commission,** Guysuco Compound, Coldingen, ECD **(270 4497/8)**
15. **Office of the Elections Commission,** Sub-Regional Office, Zes Kinderen, Mahaicony **(221 2562/3)**
16. **Office of the Elections Commission,** Fort Wellington, West Coast Berbice **(232 2047-8)**
17. **Office of the Elections Commission,** Kaitano Building, Princess Elizabeth Rd, New Amsterdam **(333 6075-77)**

18. **Office of the Elections Commission** Maida/Tarlogie NDC Office, Tarlogie **(626 4120)**
19. **Office of the Elections Commission**, Former District Commissioner's Office, Corriverton **(335 3245/335 3185)**
20. **Office of the Elections Commission**, Former Lands & Surveys Buildings, Mongrippa Hill, Bartica. **(455 3557-8)**
21. **Office of the Elections Commission**, R Sub-Office, Kamarang **(to be established)**
22. **Office of the Elections Commission**, Paramakatoi Community School **(to be established)**
23. **Office of the Elections Commission**, Eradication Programme Office of the Malaria Division, Mahdia **(to be established)**
24. **Office of the Elections Commission**, RDC Compound, Lethem **(772 2240/2022)**
25. **Office of the Elections Commission**, Regional Development Office, Annai **(to be established)**
26. **Office of the Elections Commission**, 23 Republic Avenue, McKenzie. **(444 6067/444 4323)**
27. **Office of the Elections Commission**, Winifred Gaskin Drive, Wismar, **(444 6847)**