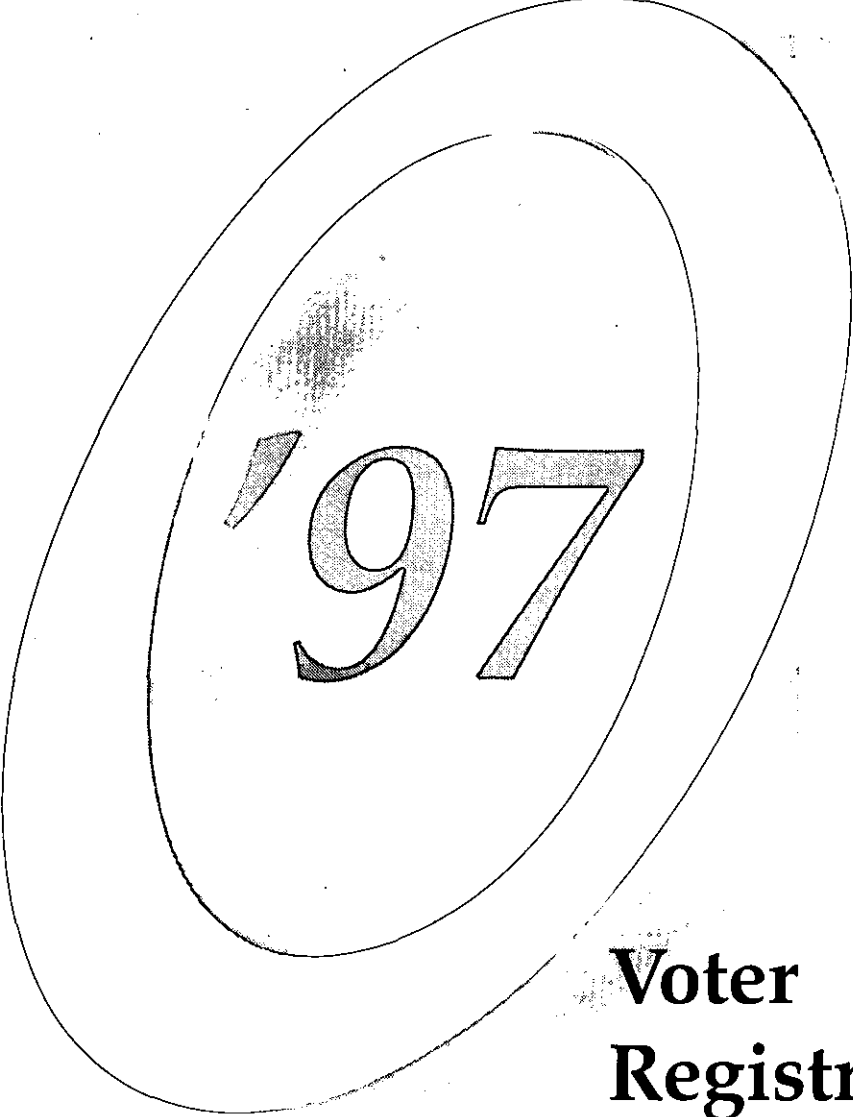


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'97

**Voter  
Registration  
Manual**

**O S C e**

Developed and Produced by Voter Education and Training April 1997

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Chapter

Section

**Annex A**  
instructions for Completing the 1997 Voter Registration Form

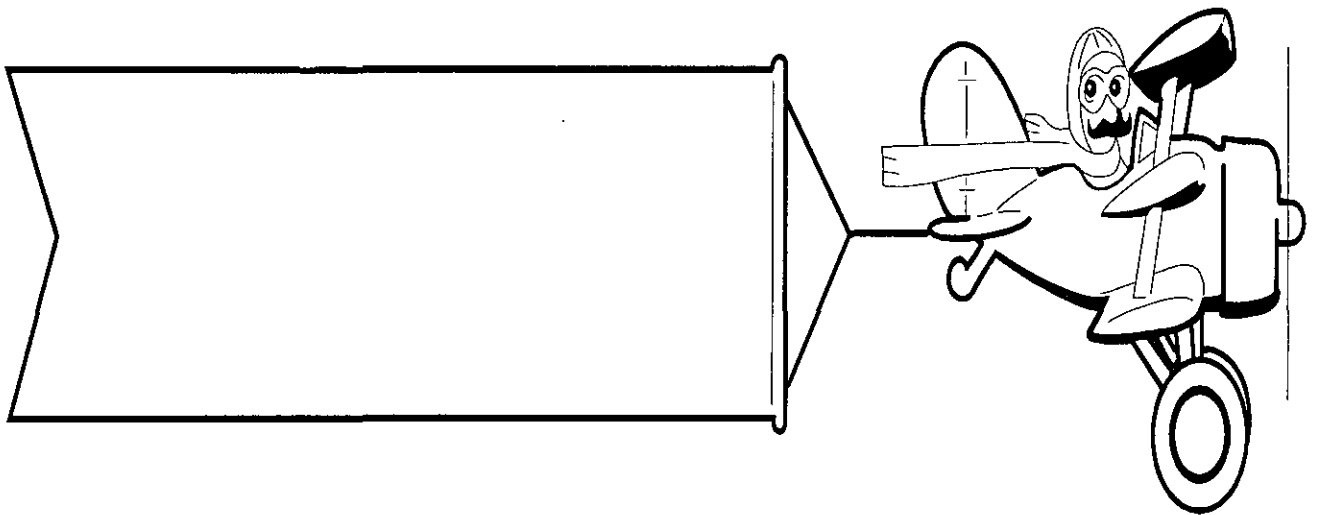
**Annex B**  
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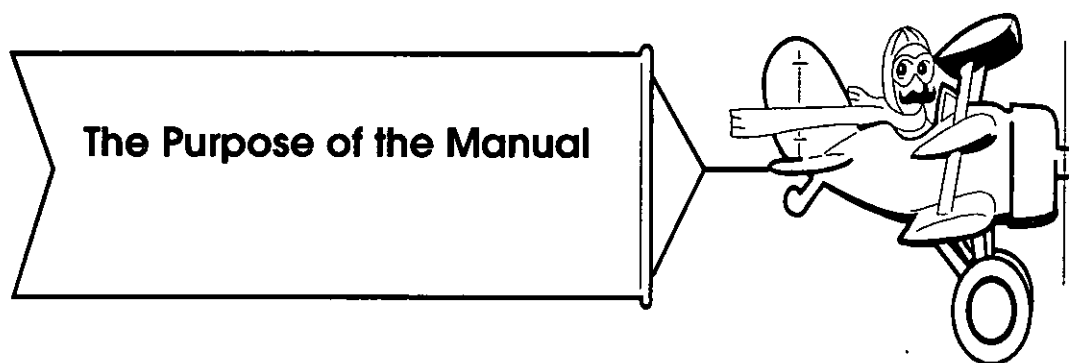
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**Annex E**  
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# Purpose of Manual



**Chapter 1**



This manual is the **official** Registration Manual for Bosnia and Herzegovina. It has been developed to provide all personnel involved in the registration process with background and working knowledge necessary to enable them to carry out their assigned responsibilities at Voter Registration Centres.







#### **Who is the target audience?**

This manual will be used, by all trainers, as the basis for training International and local registration staff who will be the primary users of this manual. In addition, Regional Centre and Field Office personnel will use this manual as a reference tool.

#### **A little information about the manual content**

The Registration Manual begins with a **broad view** of the registration process and works down to a very **specific detailed** explanation.

Some of the **key elements** in this manual are:

-  step-by-step Voter Registration Centre operational procedures
-  simplified functional flow diagrams
-  laptop computer procedures
-  the Rules and Regulations of the Provisional Election Commission governing the registration process



### Knowledge you will walk away with

A **clear understanding** of the guiding rules and principals of the registration process which should enable users of the Registration Manual to carry-out voter registration functions at all levels.

Upon completion of training and review of this manual, Voter Registration Centre personnel will be able to:

- ☺ **instruct** registrants as to what documentation is necessary for them to successfully register
- ☺ **follow** the step-by-step guidance to fulfil their mission to assist voters to successfully register for the 1997 Municipal Elections
- ☺ **determine** the eligibility of registrants and their options

The Registration Manual may not contain specific guidance for all possible situations, but should provide a strong basis for properly handling situations which may arise.



# What is A Voter Registration Center



**Chapter 2**



## What Is A Voter Registration Centre ?

A Voter Registration Centre is a location where people register to vote for the 1997 Municipal Elections.



## Locations of Voter Registration Centres

There will be **420 Voter Registration Centres** located throughout Bosnia and Herzegovina, both in the Federation and the Republika Srpska, with additional centres located in the Federal Republic of Yugoslavia (FRY) and Croatia.



## Allocation of Voter Registration Centres

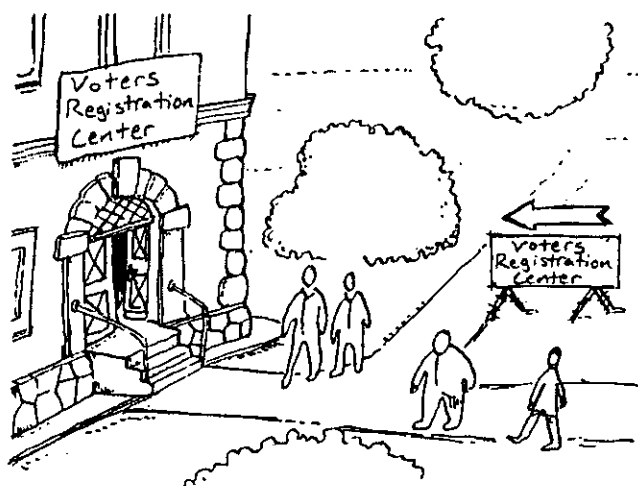
Bosnia and Herzegovina has been divided into administrative units referred to as municipalities.

Each municipality is assigned a certain number of Voter Registration Centres based on:

- ✎ a calculation of the estimated voting age population

## What are the Functions of the Voter Registration Centres?

A Voter Registration Centre is designed to register BiH citizens who meet established criteria to exercise their right to vote and assign these voters specific polling stations.



### How are the functions of the Voter Registration Centre Fulfilled?

In order to fulfil the function of a Voter Registration Centre, "functional areas" have been determined as follows:



#### Control Station

- \* control the queue
- \* maintain order
- \* inform registrants to have identification available



#### ID / Census Verification Station

- \* check personal identification for each registrant
- \* ask registrant for name, date of birth, ID. number
- \* inform registrant whether or not they appear on the 1991 Census
- \* complete Section 6 of the Voter Registration Form



#### Registration Form Station

- \* complete registration form
- \* issue receipt portion of registration form to registrant
- \* assign voting station
- \* remind registrant to keep his/her receipt until election day



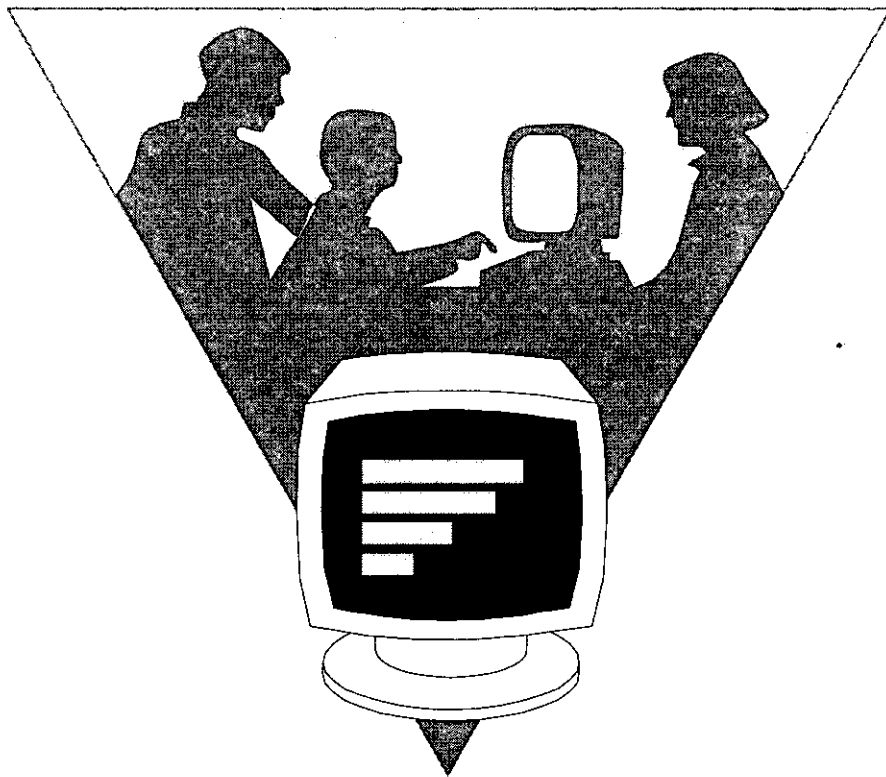
#### Voter Registration Timeline

Voter registration will begin on **5 May, 1997** and run for a **period of 6 weeks**. The PEC has the option to extend the registration period for up to two additional weeks.

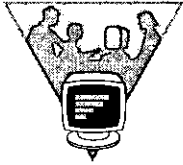
After the period for **registration** is **complete**, there will be a **2 week period** during which registrants will be able to **review** the **Preliminary Voters Register**, which will be created, to ensure that they have been included properly. During this period, registrants will have the opportunity to request that corrections be made, if necessary.

**After the claims period is concluded**, a **Final Voters Register** will be **produced** indicating all persons registered to vote in the 1997 Municipal Elections.

# Who Operates the Voter Registration Center



**Chapter 3**



## Who Operates The Voter Registration Centre?

The Local Election Commission in each municipality shall appoint a Voter Registration Committee for each Voter Registration Centre. For the 1997 Municipal Election each Voter Registration Centre will also be assigned an International Registration Supervisor.

### Committee Member Staffing at Voter Registration Centres

Each Voter Registration Centre will have a Voter Registration Committee consisting of a **Committee Chairperson**, and **2 or more local registration staff**. Whenever possible, staff members will work in pairs.

The number of local registration staff that a Voter Registration Centre is allocated is determined by the estimated number of people that will come to that particular Voter Registration Centre to register.

### For Example

A Voter Registration Centre with 1 pair of Local Registration Staff would be comprised of 4 people:

- ☺ Committee Chairperson
- ☺ International Registration Supervisor
- ☺ 2 local registration staff

A Voter Registration Centre with 3 pairs of Local Registration Staff would be comprised of 8 people:

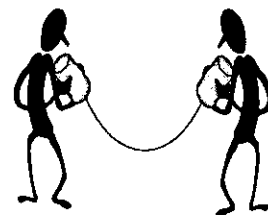
- ☺ Committee Chairperson
- ☺ International Registration Supervisor
- ☺ 6 local registration staff



Committee Chairperson



International  
Registration  
Supervisor



Local Registration Staff

## What are the Roles of the Voter Registration Staff?

The following section will provide detail on the roles and responsibilities of the Voter Registration Staff.



### Voter Registration Committee Chairperson

The Committee Chairperson of the Voter Registration Centre who is located at the Registration Officials table is the Presiding Officer of the Voter Registration Centre and his/her **decision** in all matters regarding the operation of the centre is **final**.

The Committee Chairperson performs the following duties:

#### ***Compliance with the Rules and Regulations***

- ✧ **upholds** the integrity of the registration process within the Voter Registration Centre
- ✧ **ensures** that the Rules and Regulations adopted by the Provisional Election Commission are uniformly and fairly applied
- ✧ **confers** with the International Registration Supervisor regarding procedures to be followed
- ✧ makes **final decisions** when questions or controversies arise

#### ***Management of Tasks***

- ✧ **reports** to the LEC
- ✧ **appoints** a deputy to step in, when needed, as acting Chairperson in his or her absence
- ✧ **organises** the Voter Registration Centre layout and operations
- ✧ **assigns** duties among the Voter Registration Staff members
- ✧ **ensures** the staff are ready to conduct the registering of registrants
- ✧ **supervises** the work of the committee members
- ✧ **ensures** staffing levels are maintained and seeks assistance from the LEC as required
- ✧ **maintains** peace and order at the Voter Registration Centre
- ✧ **ensures** the Voter Registration Centre is opened at the appropriate times
- ✧ **ensures** all applicants in the queue, at the time of closing, are processed before closing procedures of the Voter Registration Centre commence
- ✧ **secures** all unused registration forms and all registration supplies
- ✧ **co-signs** the Daily Accounting Forms with the International Registration Supervisor

### ***Maintaining the Voter Registration Centre Book***

- ✧ **records** the time and circumstances of any unusual occurrence or significant event at the Voter Registration Centre
- ✧ **records** any formal complaints or objections received from the International Registration Supervisor or accredited observer and documents how they were received
- ✧ **records** any registration process irregularities and/or confrontations
- ✧ **records** tallies and notes completion of Daily Accounting Form

### ***Processing of Appeals***

- ✧ **informs** registrant of the right to appeal if he or she has been denied registration
- ✧ **assists** the registrant in completing the Appeal Form
- ✧ **ensures** that all registration regulations are followed and that any irregularities are addressed and corrected in an efficient manner



### **Local Registration Staff**

The Local Registration Staff are key to the actual administration of the Voter Registration Process. They are positioned at various stations within the Voter Registration Centre i.e., Control Station, Identification check, 1991 Census data check and Registration Form Station.

The Local Registration Staff performs the following duties:

### ***Maintaining order***

- ✧ **instructs** registrants to maintain an orderly queue
- ✧ **guides** registrants through the various work stations for processing

### ***Confirming Registrant Eligibility***

- ✧ **reviews** and **examines** identification documentation
- ✧ **locates** registrants name on the 1991 Census data
- ✧ **explains** eligibility criteria
- ✧ **determines** options the registrant may exercise

### ***Processing Registrants***

- ✧ **advises** applicant on registration process
- ✧ **fills out** registration forms and issues receipts to the registrant
- ✧ **assigns** registrant to the appropriate polling or absentee station
- ✧ **instructs** registrant to keep registration form receipt for polling day



## International Registration Supervisor

The International Registration Supervisor confers with and advises the chairperson of the Voter Registration Committee on adherence to the Rules and Regulations of the Provisional Election Commission and the OSCE Administrative Procedures (Article 5.2a). He or she is positioned at the Officials Registration station.

One safeguard against the perception of any inappropriate actions is the presence of the International Registration Supervisors at both registration centres and polling stations. The International Registration Supervisor monitors and presents an independent confirmation that registration procedures are being followed in an impartial and appropriate manner.

The International Registration Supervisor performs the following duties:

### **Oversees Operations**

- ✧ **observes** that the Rules and Regulations of the Provisional Election Commission and OSCE Administrative Procedures are followed (Article 5.2b)
- ✧ **advises** and **assists** the Committee Chairperson
- ✧ **assists** the Committee Chairperson with upholding the integrity of the registration process
- ✧ **facilitates communication** between the Voter Registration Centre and the OSCE Election Officers
- ✧ **provides guidance** pertaining to the steps in the voter registration process
- ✧ **assists** the Committee Chairperson in maintaining peace and good order
- ✧ ensures the Voter Registration Centres have the **necessary registration materials**
- ✧ **ensures** the safekeeping of the laptop computer and the completed registration forms
- ✧ **reports** irregularities not corrected by the Voter Registration Chairperson to the Senior Election Officer

### **Creates**

- ✧ **creates and co-signs** daily accounting forms to report on the daily activity of the Voter Registration Centre in conjunction with the Chairperson of the Voter registration Committee (Article 5.2e)

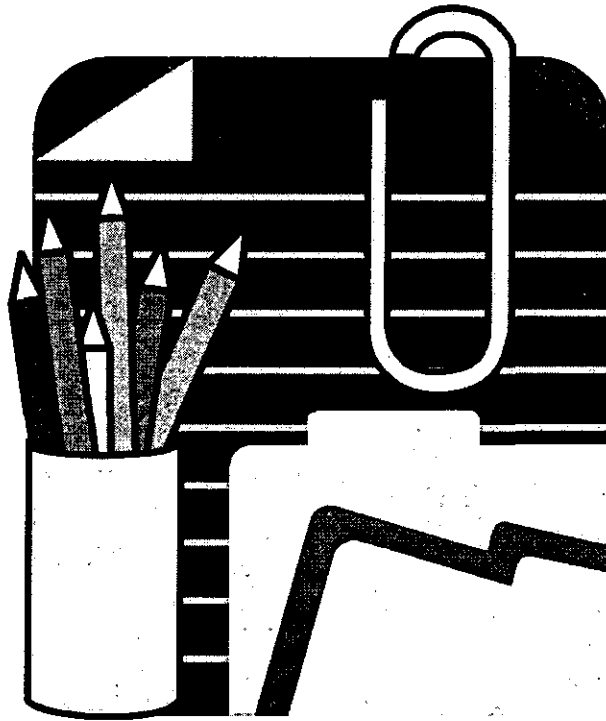


### *Contributes to the Voter Registration Centre Book*

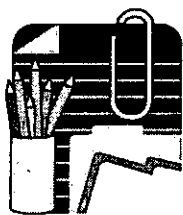
- ❖ **records** any instances of emergency closing and reopening
- ❖ **records** all instances of any person who is denied an opportunity to register due to a deficiency in documentation
- ❖ **records** time, date, and nature of complaint(s) submitted and manner in which they were resolved
- ❖ **records** any laptop failure or down-time
- ❖ **lists** date and time of any additional registration materials requested from the OSCE



## What You Need to Know Before You Start



## Chapter 4



## What you need to know before your start?

### Overview of the General Framework Agreement for Peace in Bosnia and Herzegovina

The **General Framework Agreement for Peace** (GFAP), commonly referred to as the Dayton Peace Accords, was **initialled** on **21 November 1995** in Dayton Ohio, and **signed** in Paris, France, on **14 December 1995** by the Republic of Bosnia Herzegovina, the Republic of Croatia and the Federal Republic of Yugoslavia. The GFAP **provided** the framework for preparation, supervision and conducting of **national** and **local elections** by the OSCE.

### What are the Two Entities?

**Bosnia and Herzegovina** is now a **unified state** composed of **two political entities**: a Bosniac-Croat Federation called the **Federation of Bosnia and Herzegovina** and a Bosnian Serb republic called the **Republika Srpska**.

### What does IEBL mean?

As part of the GFAP an **Inter-Entity Boundary Line** (IEBL) was drawn through the Republic which **separates** the country into **two entities**, Republika Srpska and the Federation of BiH. This line has divided some municipalities into two or more parts. While there were 109 municipalities before the war, there are now considerably more municipalities

### What is a split municipality?

A split municipality is a municipality that was **split by the IEBL**. A split municipality may also be referred to as a "divided municipality".

### What is the significance of the 1991 Census?

The war caused massive displacement of people and there are not easily accessible records of Bosnian citizenship. The participants at the GFAP talks decided that, **as a general rule, any citizen of BiH aged 18 or over**, whose name appears on the 1991 Census **can register to vote**. Under the general rule, voters are expected to vote in the municipality where they resided at the time of the 1991 Census.

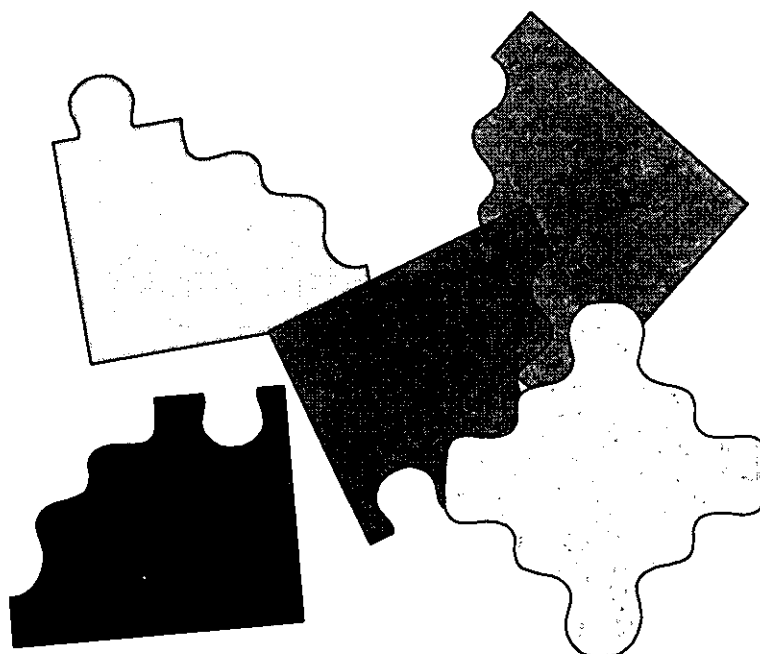
### **What is a Displaced Person?**

A person in BiH **residing voluntarily or involuntarily** after **6 April 1992** in a municipality that is different than the municipality where he or she was residing as of the 1991 Census is considered "displaced". Under certain circumstances, a Displaced Person may be eligible to vote in the municipality in which he or she currently resided instead of their 1991 municipality.

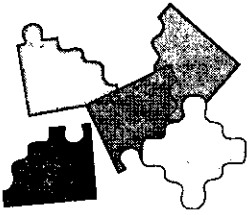
### **Why is 31 July 1996 Significant?**

Displaced Persons are eligible to vote in their **current municipality** if they have **documentation** that demonstrates that they have **lived continuously** in that **same municipality** since **31 July 1996**. This date was set by the Provisional Election Commission.

# Preparation Before the First Day of Registration



**Chapter 5**



## Preparation Before the First Day of Registration

### Making Contact with the Local Election Commission

There are a number of tasks that must be performed before the first day of voter registration. The following list of tasks should be assigned by the Chairperson of the Registration Committee:

- ✧ **make contact** with the Local Election Commission
- ✧ **make contact** with the other members of the **registration staff**
- ✧ **confirm location** of the Voter Registration Centre and access to the building
- ✧ **review voter registration proforma sheet** to familiarise yourself with the information about the centre and people to contact if there are problems at the centre

If there is a problem preparing the Voter Registration Centre or if any of the above items require attention, please contact the Local Election Commission for further assistance.

### Inspecting Your Voter Registration Centre

Before the first day of registration begins, the Chairperson of the Registration Committee, or someone from the Registration Committee (assigned by the Chairperson), should visit the polling station and:

- ✧ **make arrangements** about **entry into the building** and locking the building at the end of the day
- ✧ **determine** which **room** will be used for the voter registration activities
- ✧ **determine** if there is a room that can be used for **secure storage** of the registration materials and equipment during the afternoon rest period and at night
- ✧ **ensure** that **adequate tables** and **chairs** are at the Voter Registration Centre
- ✧ **consider** where **signs** should be placed that identifies the station as a Voter Registration Centre and directs registration applicants to Voter Registration Centre

### Checking Your Inventory

There are a number of items that are necessary to set up the Voter Registration Centre. This inventory includes:

1. Voter Registration Centre Kit
2. Supplementary Materials Envelope
3. Laptop computer

### IMPORTANT!

The registration forms are **important** and **sensitive documents**. You are expected to know where your completed and un-used registration forms are at all times. The Voter Registration Forms are **serially numbered**. Remember to ensure:

- ✧ that the serial numbers of your registration forms are **in sequential order**
- ✧ that all registration forms are **accounted for** on either the Daily Accounting Form or in the Voter Registration Centre Book
- ✧ that **no registration form is missing**. If forms are missing, record the missing serial numbers in the Voter Registration Centre Book
- ✧ that forms are incorrectly filled out or **spoiled** in some other way, that the number of forms spoiled and the **serial number** of the spoiled registration form are entered in the Voter Registration Centre Book



**The Voter Registration Centre Kit** should have the following items:

- ✓ 1991 Census paper list
- ✓ boxed Voter Registration Forms (serially numbered)
- ✓ Daily Accounting Forms
- ✓ Appeal Forms
- ✓ a large notebook (A4) to be used for the Voter Registration Centre book
- ✓ return blue envelopes for completed, batched Voter Registration Forms
- ✓ two (2) ball point pens
- ✓ sixteen (16) pencils
- ✓ four (4) pencil sharpeners
- ✓ ten (10) rulers
- ✓ two (2) scissors
- ✓ three (3) small notebooks
- ✓ two (2) directional arrows
- ✓ one (1) black marker
- ✓ two (2) OSCE stamps and ink pads
- ✓ string
- ✓ tape
- ✓ tags

**The Supplementary Voter Registration Materials Envelope** should have the following items:

- ✧ a municipalities list
- ✧ polling station lists, including:
  1. list of all polling stations and the "555" absentee polling station within your municipality
  2. list of "999" returning voter polling stations in other municipalities
- ✧ voter registration centre proforma sheet which gives you information about your site, including emergency contact information

### **The Laptop Computer**

The laptop computer will arrive with the International Registration Supervisor.



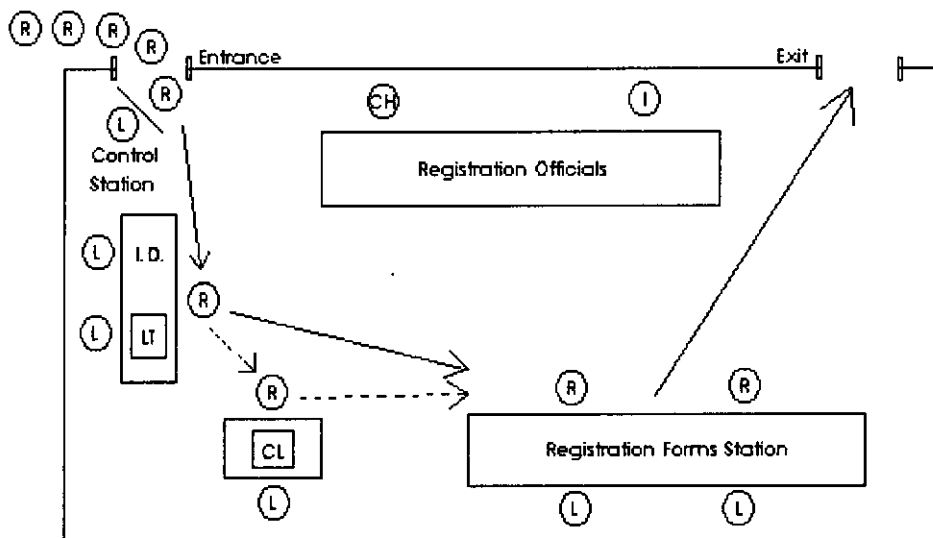
### Voter Registration Centre Lay-out

This sample Voter Registration Centre set-up depicts a medium sized centre with 3 pairs of Local Registration Staff.

The set-up may vary from centre to centre depending on the number of personnel assigned, accommodation limitations in size, and the number of entries and/or exits.

The Voter Registration Committee Chairperson may wish to vary the steps of the "basic registration" in order to better control the flow of persons in and out of the centre.

### Voter Registration Centre Lay-Out



**R** = Registrant, **CH** = Committee Chairperson, **I** = International Reg. Supervisor  
**L** = Local Registration Staff, **LT** = Laptop Database Computer, **CL** = Census List

### BASIC REGISTRATION STEPS

- ✓ Enter VRC
- ✓ Check ID.
- ✓ Check name on 1991 Census data
- ✓ Fill Out Registration Form
- ✓ Voter Registration Complete

**Note:** Dashed arrows indicate additional or alternate step

### Security at the Voter Registration Centre

Security arrangements will vary for each Voter Registration Centre, depending on local circumstances:

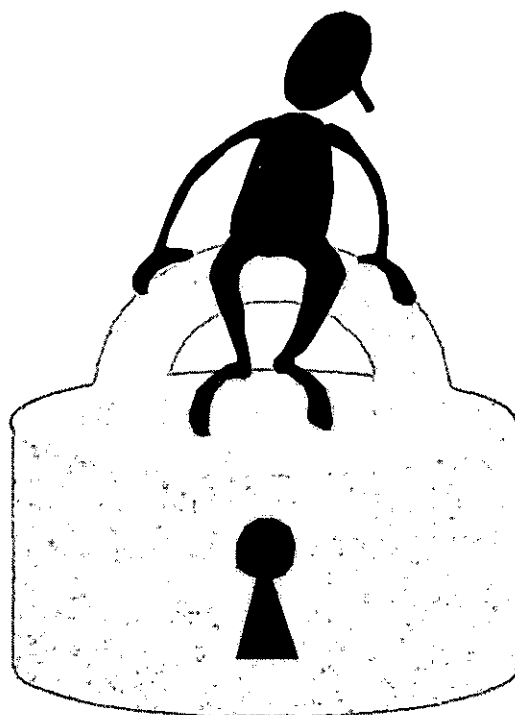
- ✧ some centres located in government buildings will have an office or room that can be locked
- ✧ other centres are located in buildings that will not have a room that can be secured

In these instances, special arrangements will need to be made for the security of:

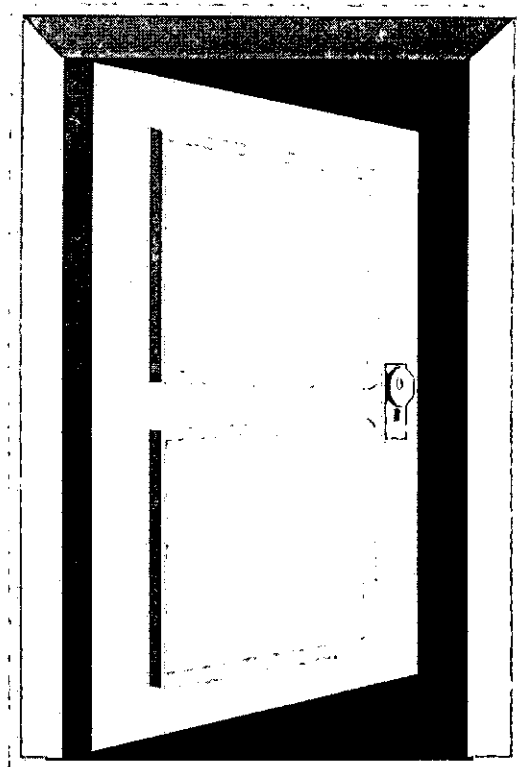
- ✧ the laptop computer
- ✧ the Voter Registration Centre materials
- ✧ the sealed envelope containing the used registration forms
- ✧ the appeals forms
- ✧ the daily accounting forms

### Collection of Forms

Twice a week the sealed envelopes will be picked up at the Voter Registration Centres by the OSCE Field Election Officers, then shipped to Sarajevo for scanning and processing.



# Before the Doors Open on Registration Day



## Chapter 6



## Before the Doors Open on Registration Day

### Opening Procedures

The Chairperson will be responsible for opening the office at the appropriate times, ensuring the Voter Registration Centre and its staff are ready to conduct the registration process when the centre opens.



### Days and Hours of Operation for Voter Registration Centres

Voter Registration Centres will operate **Monday through Saturday, except on national holidays. The hours of operation will be from 0800 – 1200 hours and 1500 – 1900 hours.** While these are the normal hours of operation, an individual Voter Registration Centre may adjust the hours to fit special conditions only after conferring with the Local Elections Commission or the Senior Election Officer.

### Staffing Assignments

The registration committee chairperson will determine appropriate staffing assignments for the Control Station, the 1991 Census Station, and the Registration Form Station at the Voter Registration Centre.

The Voter Registration Centre staff should **arrive** at least **one-half hour before the centre is scheduled to open.** There are a number of tasks that must be performed before the first registrant arrives.

Tasks that are not assigned in the following lists should be assigned by the Chairperson of the Registration Committee:

- ✍ **count** the number of staff that are present
- ✍ **contact** the Local Election Commission for a replacement staff member if any staff are missing
- ✍ **arrange working materials** for each work station, making sure that registration forms and accounting forms can be controlled by the staff. They should not be accessible to anyone other than the registration staff
- ✍ **record** in the Voter Registration Centre Book any **Observers present** at the Voter Registration Centre
- ✍ **turn on** the laptop **computer** to make sure it is functioning
- ✍ work with the International Registration Supervisor to make sure that the **serial numbers** of the **registration forms are in sequential order**

☞ **check to see that no registration forms are missing**

- ⌚ If an irregularity is discovered, record it in the Voter Registration Centre Book, as well as on the Daily Accounting Form

☞ **determine** which **staff** will **remain** at the Voter Registration Centre **during** the **afternoon 'rest period'** for safekeeping of the voter registration and daily accounting forms

☞ **disclose** the plan for the keeping of the registration forms and materials safe and secure overnight

☞ **post signs** directing citizens into the Voter Registration Centre

### Initiating the Voter Registration Centre Book

The Voter Registration Centre Book is a record of all significant events which occur at the centre:

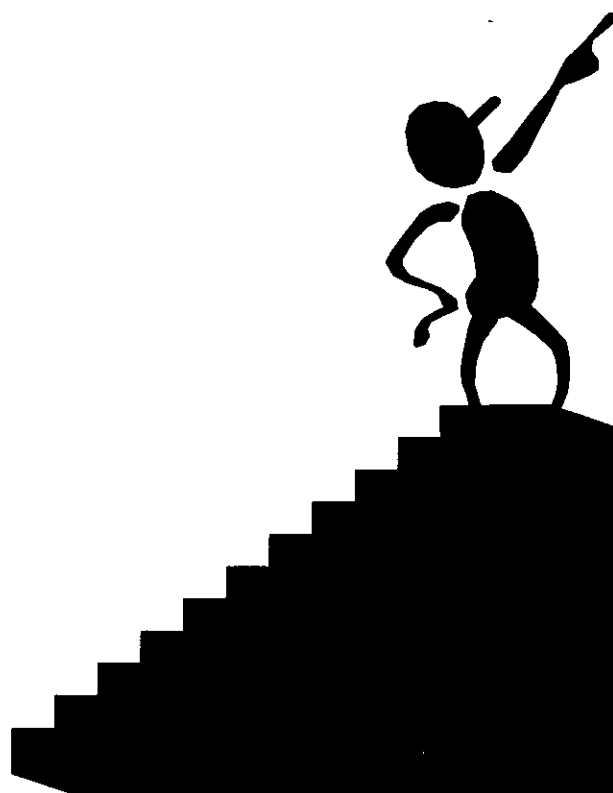
- 📖 **significant events** should be recorded by the voter registration committee chairperson and/or by the OSCE International Registration Supervisor
- 📖 the **date and time** of the event should be recorded and signed by the person noting the event
- 📖 any other member of the Voter Registration Committee or any member of a political party or coalition or any independent candidate representative may **record opinions** or **observations** about an event that has been recorded

The Chairperson should **also record any comments or objections received from the OSCE** Supervisors, OSCE International Observers, or any other person who is accredited to enter the centre (Article 5.3 of the Provisional Election Commission *Rules and Regulations*).

### Posting Signs

Before registration begins, you should **post signs** and **directional arrows** at the **Voter Registration Centre**. The voter registration centre kit provides you with a black marker to create the signs and two arrow signs are included in the VR kit. The signs will identify your station as the Voter Registration Centre and the arrows will help direct the flow of traffic within the centre.

# **Operating the Voter Registration Center and Processing Applicants**



**Chapter 7**

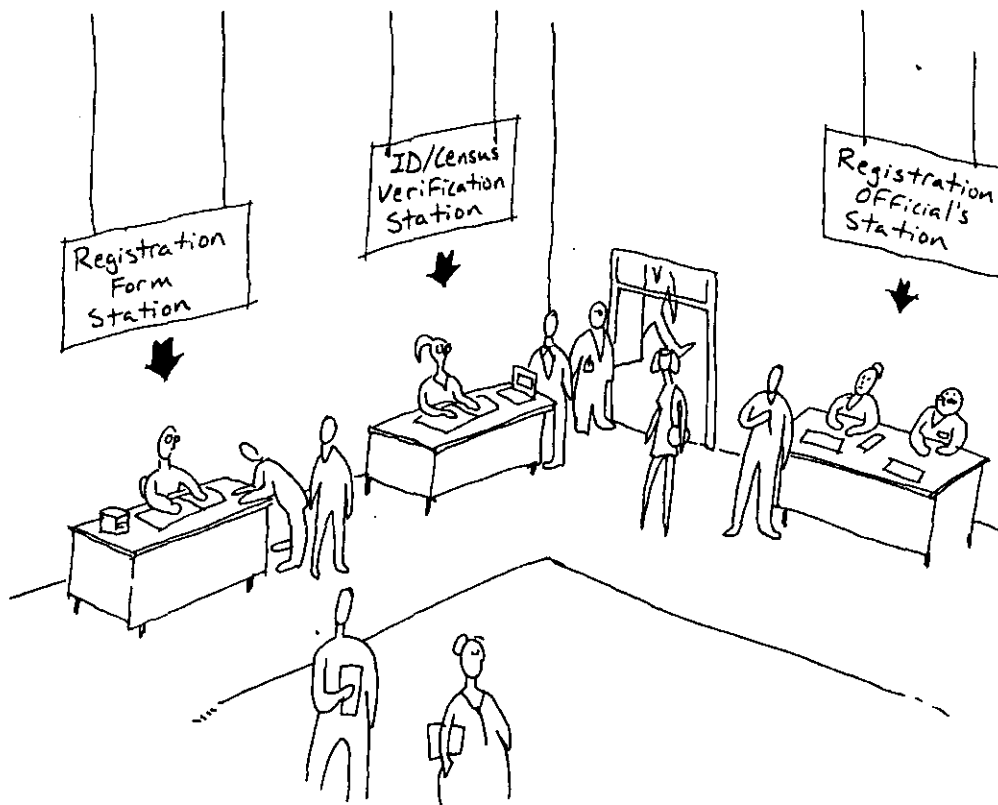


## Operating the Voter Registration Centre and Processing Applicants

### Process Overview

Assisting an applicant in registering to vote involves the following steps:




- ✓ **checking** the applicant's identification documents
- ✓ **checking** the applicant's name against the 1991 Census
- ✓ **determining** the municipality in which the applicant is eligible to vote
- ✓ **assigning** the voter to the appropriate polling station or absentee station
- ✓ **issuing** a registration receipt to the voter
- ✓ **completing** a Voter Registration Form



## Registration Tasks at the Work Stations

### Station 1: The Control Station




As registrants enter the centre, they come to a **Control station**. The Control station will:

-  ensure a **steady flow** of registrants
-  remind registrants to have **ID ready**
-  **prevent overcrowding** in the Voter Registration Centre



### Station 2: ID/Census Verification Station

The registrant will proceed to the ID Check / Laptop database station where registration personnel will:








-  **check** applicant's **identification**
-  **confirm name** on 1991 Census data
-  **initiate** registration form





### Station 3: Registration Form Station

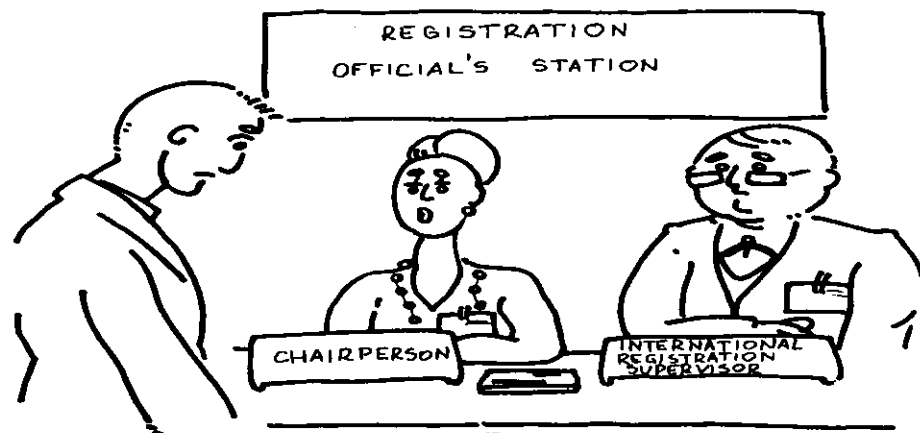
Once the registrant's name is confirmed and Section 6 of the Voter Registration Form is completed, the registrant will proceed to the Registration Station. They will hand the Voter Registration Form and personal ID to the Registration personnel who will be at the registration station to:

-  **complete** the registration form in chronological order
-  **fill out** the **top line** of each field **only** at this time (do not fill in the bubbles)
-  **assign** an appropriate **polling station** in approved municipality
-  **instruct** registrant to **sign registration form**
-  **sign** and **stamp** the registration form
-  **issue** the **receipt** portion of the registration form to the registrant
-  **instruct** the registrant to keep the receipt and bring it with them to the polling station on election day



### Station 4: Registration Official's Station

If during any point in the registration there is a **problem**, a citizenship certificate, marriage license, or other documentation needs to be confirmed, or an appeal is required, the registrant should be directed to the Registration Official's Station.



### Who is Eligible to Vote?

A person is eligible to vote if he or she is:

- ✧ a citizen of Bosnia and Herzegovina
- ✧ 18 years of age or older
- ✧ and is listed on the 1991 Census

Under the Rules and Regulations of the Provisional Election Commission a person whose name is not included on the 1991 Census may also be eligible to vote if they can provide proof of citizenship.

### In Which Municipality is a Citizen Eligible to Vote?

According to the general rule cited in Annex III of the General Framework Agreement for Peace:

- ✧ a citizen who no longer resides in the municipality in which he or she resided in 1991 is expected to vote in person or by absentee ballot in that municipality

However, as an **exception to the general rule**:

- ✧ a citizen can apply to the Provisional Election Commission to cast his or her ballot elsewhere. The opportunity to exercise this option is provided to displaced persons who have moved voluntarily or involuntarily inside the country and to refugees living outside the country

The Provisional Election Commission has adopted **special rules** to **define** the **choices** available to a citizen in choosing the municipality in which he or she wants to vote.

These **choices** are based on the individual's **specific circumstances** including where he or she resided:

- ✧ at the time of the 1991 Census
- ✧ between the 1991 Census and the start of hostilities on 6 April 1992
- ✧ after 6 April 1992
- ✧ since 31 July 1996

## Residency/Municipality Table

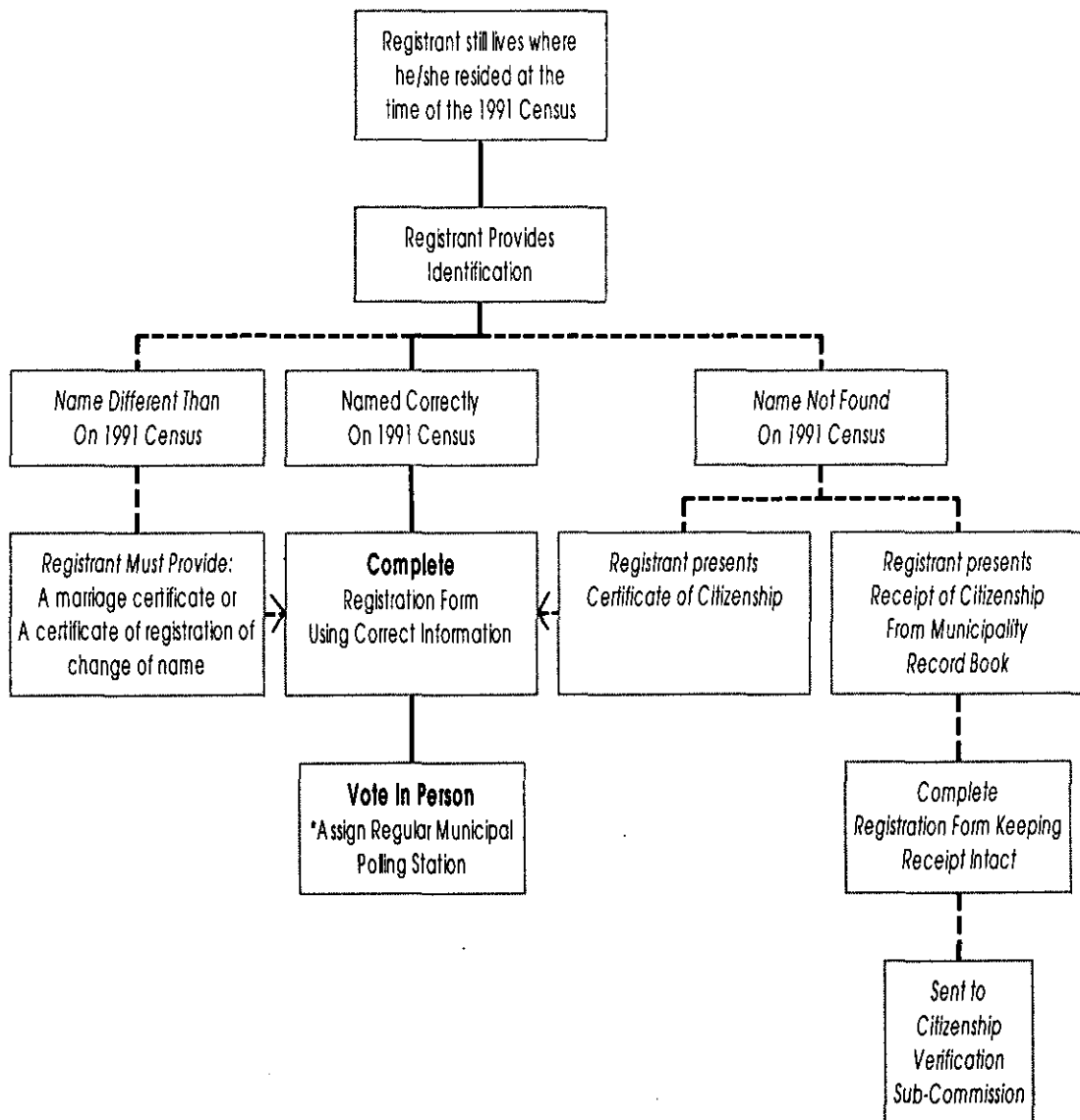
The table below describes the choices available to a voter based on his or her residency during these specific periods.

Circumstances Related to Voter's Residency	Municipality in which Voter May Register to Vote
still lives where he or she resided at the time of the 1991 census	1991 municipality
still lives in the municipality to which he or she moved between the 1991 census and start of hostilities 6 April 1992	1991 municipality or municipality of residence between 1991 census and 6 April 1992
lives in municipality to which he or she moved after 6 April 1992	1991 municipality or municipality of residence between 1991 census and 6 April 1992 or current municipality with proof of continuous residence since 31 July 1996 or before
still lives in 1991 municipality but in a segment separated from that municipality by the IEBL	in the existing municipality in which the separated segment has been merged or in the new municipality, if the segment has become a new municipality <b>however</b> if the status of the segment remains undecided, there is no Municipal Assembly or Council to be elected. therefore, no election will be held and no registration is necessary at this time

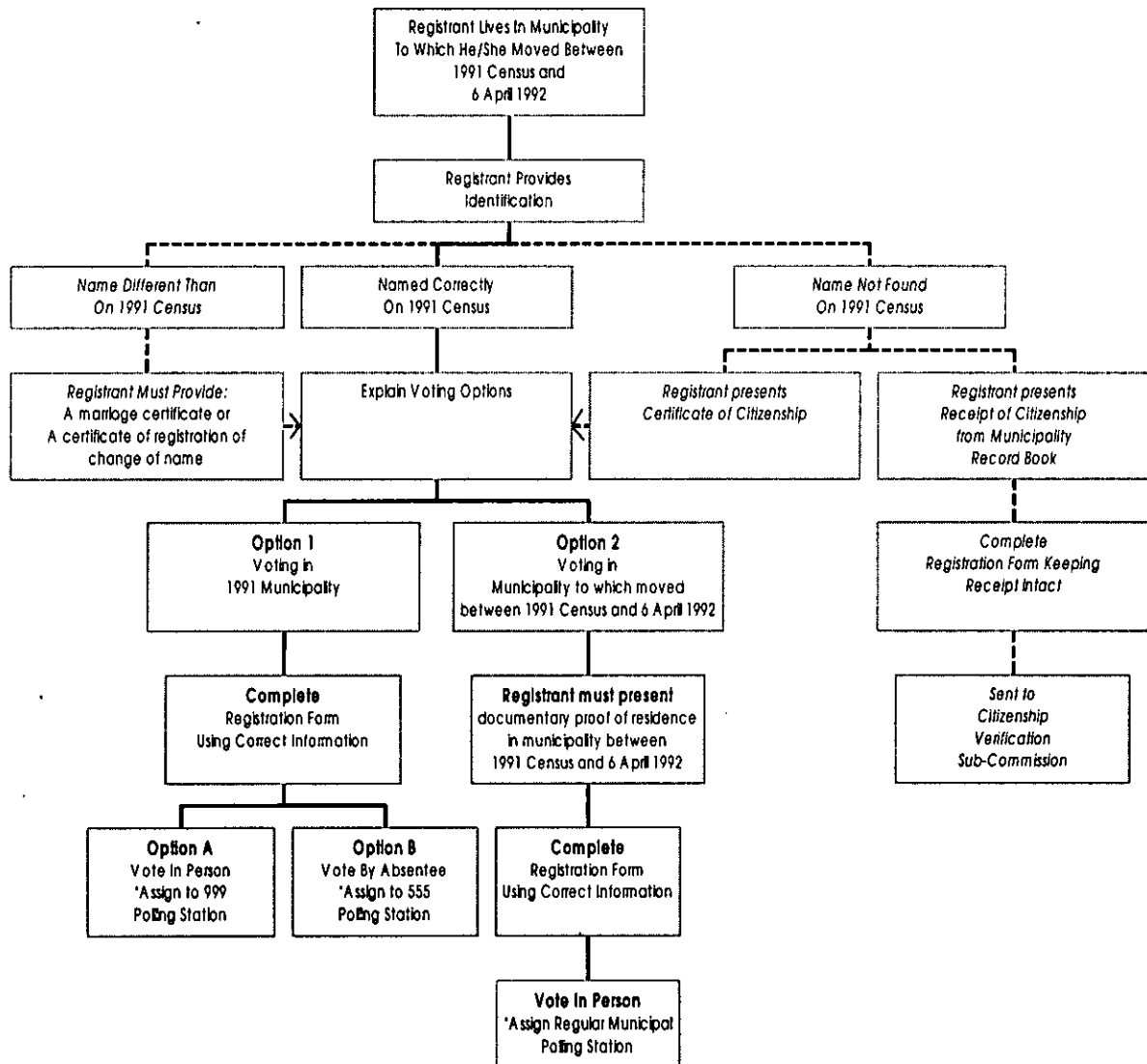
## Residency / Municipality Flow Chart Diagrams

The following four flow diagrams show the choices available to a voter based on his or her residency during these specific periods.

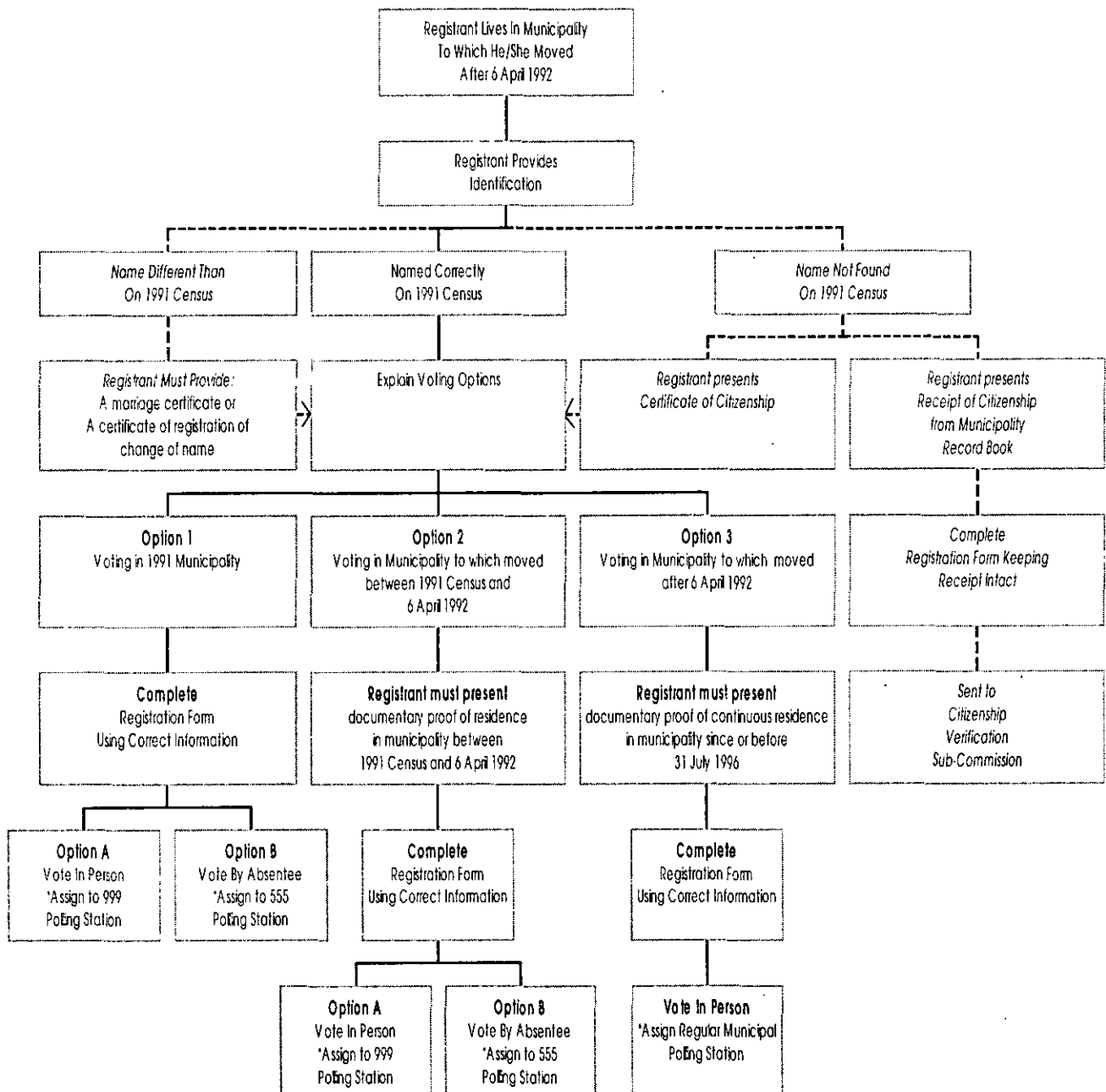
### Registrant still Lives where he or she Resided at the Time of the 1991 Census



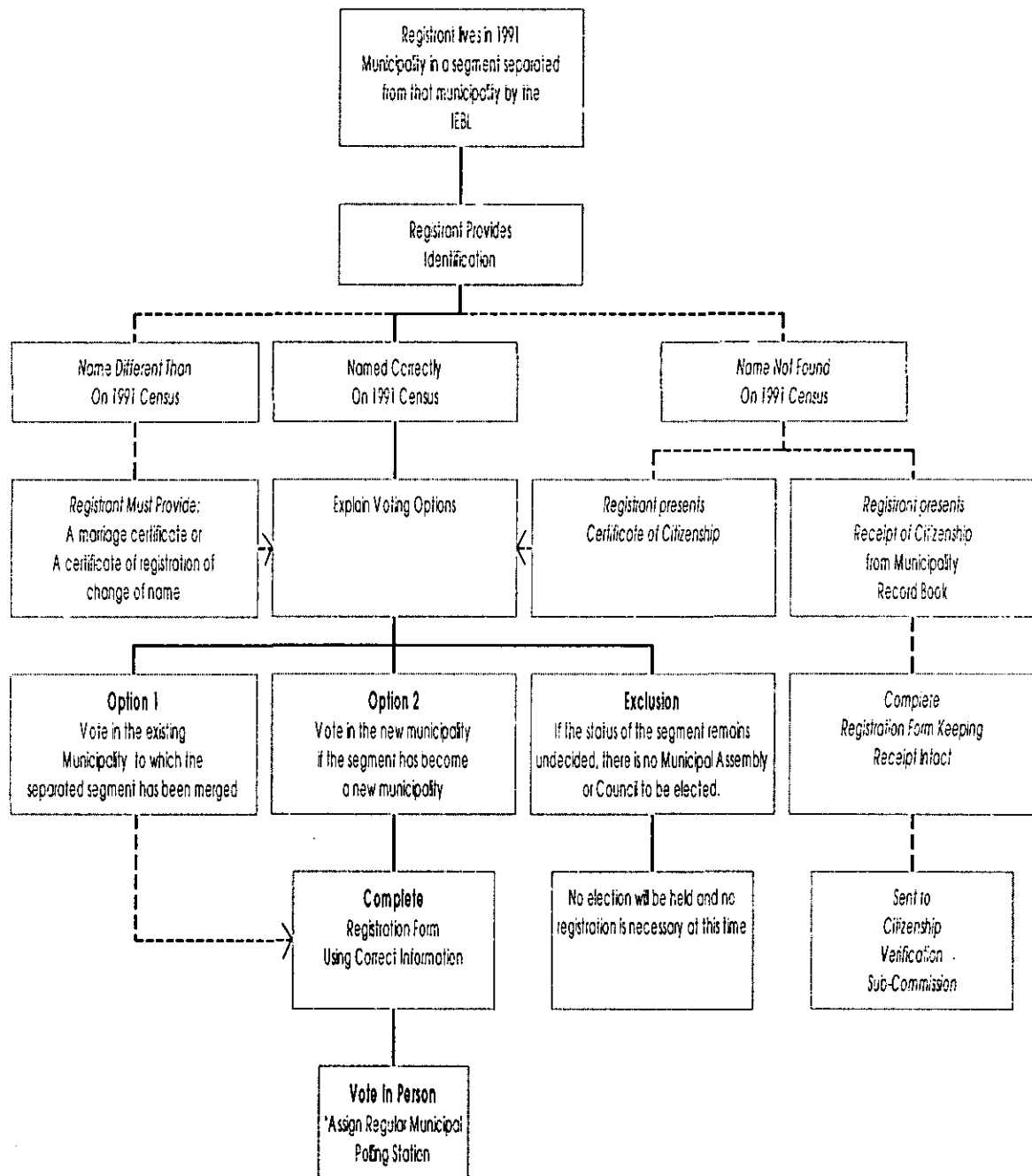
**Registrant Still Lives in the Municipality to Which He/She Moved  
between the  
1991 Census and the Start of Hostilities 6 April 1992**



## Registrant Lives in Municipality to Which He/She Moved after 6 April 1992



**Registrant Lives in 1991 Municipality but in a Segment Separated from that Municipality by the Inter-Entity Boundary Line (IEBL)**



### **Identifying the Municipality by Code Number**

In 1991 there were 109 Municipalities in BiH. Most of those municipalities have remained unchanged since 1991. However, others have been divided by the Inter-Entity Boundary Line (IEBL). In some instances it means that a segment separated by the IEBL from its former municipality is now merged with a different municipality. In other instances the separated segment has become a new municipality. In a few cases the status of the separated segment has not yet been decided.

Citizens who currently live in the affected areas or who have lived there at the time of the 1991 Census may find that their eligibility status has changed.

### **Use Of the Municipality List**

To assist voters in **determining** their **eligibility** and **voting options**, it has been necessary to:

- ❖ identify and assign a number code to each of the unchanged municipalities
- ❖ identify those segments that have been separated from their former municipalities by the IEBL

Each of them are identified on the Municipalities List which will be used in helping voters register. The Municipalities List includes the code number and brief information about the current status of each municipality or segment.

When filling out the sections of the Voter Registration Form which identify an applicant's current or former residence, it is important to:

- ❖ accurately select the specific code number for that location reflected on the Municipalities List, regardless of the status information given for that particular municipality or segment

Based on the Municipality code number, the OSCE computer system is programmed to ensure that the voter will be assigned to the correct municipality and will receive the correct ballot.



### **Verifying Applicants Identity**

Every **applicant MUST present identification documents** in order to register to vote. Under the Rules and Regulations the following documents are acceptable if they have been issued by Bosnia and Herzegovina authorities in the Federation, in the Republika Srpska or by former Yugoslav authorities in BiH:

- ❖ **ID Card**
- ❖ **Citizenship Certificate**
- ❖ **Passport**
- ❖ **Birth Certificate**
- ❖ **Resident Certification**
- ❖ **Driver's License**
- ❖ **Military Booklet**
- ❖ **Health Booklet**
- ❖ **Certificate of Registration of Change of Name**
- ❖ **Passport issued by a foreign government which permits dual citizenship**

A person with none of these Identification documents can prove his or her identity by providing a declaration which includes:

- ❖ **name**
- ❖ **address at the time of the 1991 Census**
- ❖ **identity number**
- ❖ **current address**

The declaration should be witnessed by:

- ❖ **a regular court judge**
- ❖ **a religious authority**
- ❖ **a municipal authority**
- ❖ **two persons whose names are on the 1991 Census**

### Finding the Person's Name on the 1991 Census and Initiating the Voter Registration Form

At the Database Work Station **two tasks** must be **accomplished**:

- ❖ to see if the applicant was included in the 1991 Census
- ❖ make the first entries on the Voter Registration Form that will be completed for the applicant

Each Voter Registration Center has been provided a laptop computer which has been loaded with the 1991 Census data as adjusted for use in the September 1996 elections. **Instructions** for use of the computer are included as **Annex C** of this manual.

In the event the **computer cannot be used** due to power failure or malfunction or when the line of applicants waiting to be registered is long.

The **computer**:

- ❖ should be used as the **first source for verifying** that the person is included on the 1991 Census
- ❖ has a **printed copy** of the Census will also be on hand as a **back up** source

When the person's name has been located on the 1991 Census, the staff member should make the **first entries on the Voter Registration Form**. The fields on the form to be filled in should include:

- ❖ whether or not the person's name was included in the 1991 Census
- ❖ the applicant's identification number as it appears on the Census data
- ❖ the applicant's 1991 municipality

The applicant should be **directed to the Registration Station** where:

- ❖ the municipality in which the voter is eligible to vote will be determined
- ❖ the Voter Registration Form will be completed
- ❖ the voter will be assigned to the appropriate polling station or absentee station

### Assigning Polling Stations and Absentee Stations

At the time the applicant is registered to vote, a **decision** will be made about which **polling station or absentee station** he or she will be assigned for the purposes of casting a ballot on election day. The decision will be based on:

- ❖ the option the applicant has chosen in selecting the municipality in which he or she wishes to vote
- ❖ whether the voter wants to vote by absentee ballot or in person

To **accommodate** these **choices**, there are generally **2 types** of voting stations in each municipality:

- ❖ polling stations that will only have ballots for the municipality in which the station is located
- ❖ absentee stations that will have ballots available for other municipalities

**Each voting station** will be identified by a:

- ❖ number which includes the code number for the municipality in which it is located
- ❖ unique number assigned to that particular station

Sometimes, the **unique number** will tell you the **type of voting station** it is and which voters are eligible to be assigned there. **For example:**

- ❖ a regular polling station serving voters who are residents of a municipality in which they will also vote will be assigned a 3 digit unique number that is in sequence with the other polling stations in the municipality
- ❖ a polling station which will serve voters who reside in another municipality but want to return to vote in person in the municipality in which the station is located will be assigned the number "999"
- ❖ an absentee station which will serve voters who reside in the municipality in which the station is located but wish to vote for other municipalities will be assigned the number "555"

The table below describes the types of voting stations, the types of ballots they will have on hand on election day, and the voters who may be assigned to them.

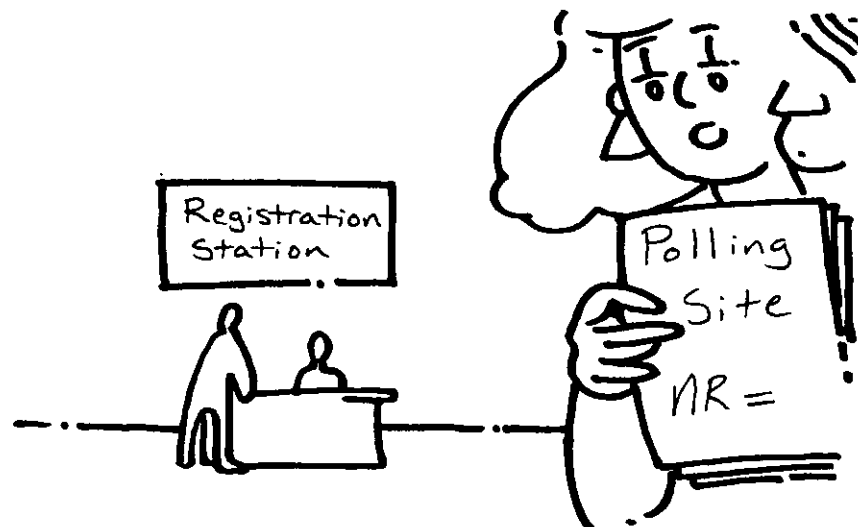
TYPE OF STATION	BALLOTS ON HAND	VOTERS ASSIGNED
Regular Polling Station	Ballots Only for the Municipality in Which Station Is Located	Serves the voter who resides in the same municipality in which the station is located and is registered to vote in that municipality
"999" Polling Station	Ballots Only for the Municipality in Which Station Is Located	Serves the voter who resides in another municipality but who chooses to return to vote in person in the municipality in which the station is located
"555" Absentee Station	Ballots for Other Municipalities	Serves the voter who resides in the municipality in which the station is located, but who chooses to cast an absentee ballot for some other municipality

### Issuing of Registration Receipt

When all steps in the processing of an applicant have been complete, the person will receive a receipt that serves as proof that he or she has registered to vote. The receipt is the portion at the bottom of the Voter Registration Form below the perforation. Every attempt should be made to write the necessary information on the receipt portion in ink to ensure that no changes or alterations can be made to the receipt after the applicant leaves the Voter Registration Center.

When all entries on the applicant's registration form have been completed:

- ✓ ask the applicant to review the entries for correctness
- ✓ sign the form as the registering official
- ✓ ask the applicant to also sign the form
- ✓ affix the OSCE stamp to both the top part of the form and the receipt at the bottom
- ✓ carefully tear the applicant receipt along the perforation and give it to the applicant
- ✓ advise the applicant to retain the receipt and to bring it to the polling station on election day
- ✓ invite the voter to write the address of his or her polling station or absentee station on the back of the receipt



### A Note About Military Voters

Some Voter Registration Centers will serve military voters stationed at a base located in the municipality. For the purpose of voter registration, **military voters must meet the same qualifications and eligibility requirements as any other voter.** However, there are **two exceptions** to the general rules regarding processing of these individuals.

1. Military voters stationed at a base within the municipality are to be **assigned to the "555" absentee station** within the municipality in which the base is located, regardless of the municipality in which the person will vote.
2. If a military voter presents order or documents indication that he or she will be discharged or transferred between the date of registration and election day, the voter should be assigned to the **"999" station** in the **municipality** where he or she will be **on voting day.**

### What If .....?

#### What if a person has no identification?

- ? unable to present any identification may not register to vote
- ? forgotten to bring identification, advise the applicant that he or she may register upon their return with the appropriate documentation

#### What if a person's name has changed since it was recorded in the 1991 Census?

- ? **name changed due to marriage:**
  - he or she must present a marriage certificate
  - Prepare the Voter Registration Form using the person's current name
- ? **legally changed name:**
  - the person must provide a copy of a certificate of registration of change of name at the time the person registers to vote
  - prepare the Voter Registration Form using the person's current name

**What if an applicant is not on the 1991 Census?**

? not included in the 1991 Census, there are only 2 Options

**Option 1:**

- provide a certificate of citizenship in BiH issued prior to 1991
- with this document the person may be registered following the same procedures which apply to any other voter

**Option 2:**

? unable to present a certificate of citizenship in BiH issued prior to 1991

- he or she may present a receipt issued by the appropriate municipal authority that he or she was recorded as a citizen in one of the official BiH municipal record books prior to the 1991 Census

**NOTE:** At any time this type of documentation is provided it is mandatory that it be verified by the Citizenship Verification Sub-Commission in Sarajevo before the applicant's registration can be approved.

If this is the documentation that the applicant presents, the following steps must be taken:

- ☐ **complete** a Registration Form for the applicant, following all the general guidelines
- ☐ **do not** detach the receipt
- ☐ **attach** a copy of the applicant's documents to the completed registration form
- ☐ **advise** applicant that documents will be reviewed by Citizenship Verification Sub-Commission who will make a determination as to the applicant's eligibility to register
- ☐ **advise** the applicant to return to Voter Registration Center during claims period to learn about the status of his or her application

Place the completed registration form with the receipt portion still intact, plus the applicant's documentation in the plastic envelope in which the Daily Accountability Form and the completed forms will be packaged at the end of the day.

**What if a Registration Form is damaged, spoiled, or is mismarked?**

- ? All forms must be accounted for. **Do not destroy or dispose** of the form. Instead:
- 📄 **register** the applicant using another registration form
- 📄 **keep** the **spoiled** or **damaged form** with the **receipt** still **intact** and set it aside so that it can be packaged with properly completed forms at the end of the day
- 📄 **account for** all the **spoiled forms** on the Daily Accounting Form at the end of the day

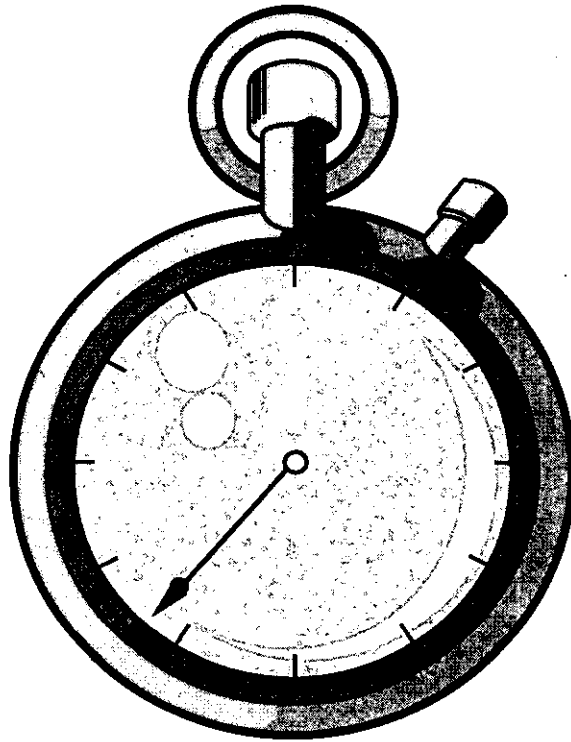
**The Appeal Process**

An applicant's application to register to vote will be rejected if he or she:

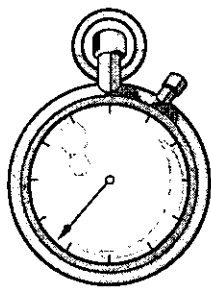
- ❖ cannot provide identification or a proper declaration, or
  - ❖ if they are not on the Census list **and** cannot provide proof of citizenship
1. Any applicant whose voter registration application has been rejected has the right to appeal the decision. Appeal Forms are available at every Voter Registration Centre.
  2. A member of the registration committee will assist the applicant in completing the Appeal Form, and when completed, the applicant should receive one of the triplicate copies of the Appeal Form.
  3. The Appeal Form will be shipped to Sarajevo and forwarded to either the Elections Appeals Sub-Commission or the Citizenship Verification Sub-Commission for a decision. Both Sub-Commissions are appointed by the Provisional Election Commission and have been created to ensure compliance with the electoral *Rules and Regulations*.
  4. Once a decision is made about the appeal, the decision will be forwarded to the Registration Committee at the Polling Station, who must inform the person of the decision. If the appeal is approved, the applicant will also receive their Registration Receipt, verifying that they are registered to vote.



# Daily Closing Procedures



**Chapter 8**



### Daily Closing Procedures

The Voter Registration Center should be **closed at 19:00**. However, the Chairman should ensure that all applicants who are present inside the Registration Center at that time, including **those** who may be **in the queue**, are **allowed to register**.

Any accredited observer who is present at the Voter Registration Center is allowed to remain to observe the close-out procedures. The close-out procedures at the end of each day involve a number of steps including the following:

- ✧ a **review** of all Voter Registration Forms used during the day to ensure that they have been completed properly
- ✧ **counting** the registration forms used throughout the day
- ✧ **counting** the registration forms that have been spoiled during the day
- ✧ **completing** the Daily Accountability Form
- ✧ **packaging** the completed registration forms for transmittal to Sarajevo
- ✧ making **final entries** in the Voter Registration Center Book
- ✧ **securing** the remaining unused registration forms and related materials
- ✧ **securing** the Laptop computer

### The Daily Accountability Form

Each sequentially numbered registration form issued to the Voter Registration Center must be accounted for. At the end of each day, the **Voter Registration Committee must:**

- ☐ **count** the number of **valid registration forms** that have been **completed**
- ☐ **count** the number of **forms** that have been **spoiled** or **damaged** during the day

The **International Registration Supervisor is responsible** for creating the Daily Accountability Form. The purpose of this form is to:

- ☐ **report** the **daily activity** at the Voter Registration Center
- ☐ **account** for the **number** of **forms** which were used on a specific day

The form shall be co-signed by the International Registration Supervisor and the Chairperson.

This **form** is **scannable** and the manner in which it is to be marked is the same as for filling out a Voter Registration Form. It is also a **two part**, self-carbon form for distribution as follows:

- ☐ the **white copy** of the form will accompany the completed Registration Forms that will be sent to **Sarajevo for scanning**
- ☐ the **yellow copy** is to be retained by the **Voter Registration Center**

### Batching the Completed Forms

When the Daily Accountability Form has been prepared, all completed Registration Forms as well as those that have been spoiled or damaged in the course of the day are to be "batched" and packaged for transport to Sarajevo where they will be scanned into the registration database. The special plastic envelopes which came with the inventory of supplies are to be used for this purpose.

On the outside of the plastic envelope write:

- ☐ the **date**
- ☐ the **identification number** of your Voter Registration Center

Packaged inside the plastic envelope should be:

- ☐ the **completed forms** for the voters who registered on that day
- ☐ all **registration forms** that were spoiled, damaged and or mismarked on that day
- ☐ the **white copy** of the **Daily Accountability Form**
- ☐ **original copy** of the the Appeal Form completed by those whose applications for registration were denied

**The envelope should be sealed properly and readied for transport.**

### Transmittal of Forms

Depending on the specific instructions given by the Senior Election Officer, the envelopes are to be **delivered to or collected by the OSCE Field Office on a regular basis**. The Swiss Battalion will be responsible for providing secured transport of the envelopes containing the Registration Forms completed at each Voter Registration Center to Sarajevo.

### Security of Unused Materials and Laptop Computer

It is the responsibility of the **Chairperson** of the Voter Registration Committee to ensure that:

- ✧ all registration forms
- ✧ Registration Log Book
- ✧ other materials

are **safeguarded** and **secured** until they are needed again when the Voter Registration Center opens the next day.

It is the responsibility of the **International Registration Supervisor** to **ensure** the **safeguard** and **secure** safe keeping of the following:

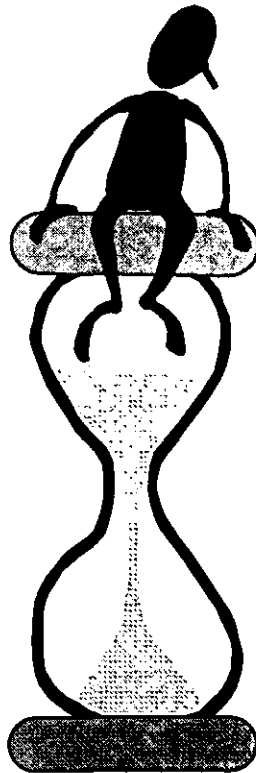
- ✧ the laptop computer
- ✧ the sealed envelopes containing the used
  - registration forms
  - the appeals forms
  - the daily accounting forms

If any of these forms are not delivered to or collected by the OSCE Field Office, the International Registration Supervisor is responsible for:

- ✧ maintaining security of forms
- ✧ recording the event in the Voter Registration Center Book

**Security decisions should be made by the Voter Registration Chairperson, consultation with the International Registration Supervisor.**

# When the Registration Period is Over



Chapter 9



### When the Registration Period is Over

Once the registration period is over and the forms from all Voter Registration Centers have been processed at the **Statistical Institute** in Sarajevo, **Preliminary Voters Registers (PVR)** will be produced. A PVR will be produced for each Voter Registration Center which **includes** the names of all the voters **who registered** at that location.

### The Claims Period

The Preliminary Voters Register will be **available** for **public scrutiny** for a **period of 2 weeks**. During that time voters will have the opportunity to **review** the register to make sure that his or her name and information has been **included correctly**.

A voter who finds that his or her name has been **omitted** from the register may **apply** to have the error **corrected**. To do so, the voter must be able to **present** his or her **stamped receipt** of registration. The voter may apply to:

- ✧ the Local Election Commission
- ✧ the Voter Registration Committee

Any person or organization may also apply to have a name deleted from the voter register on the basis that:

- ✧ the person has died
- or**
- ✧ the person did not have citizenship of BiH at the time of the 1991 Census

Application to remove the name of a person from the Voters Register the person or organization must be submitted to:

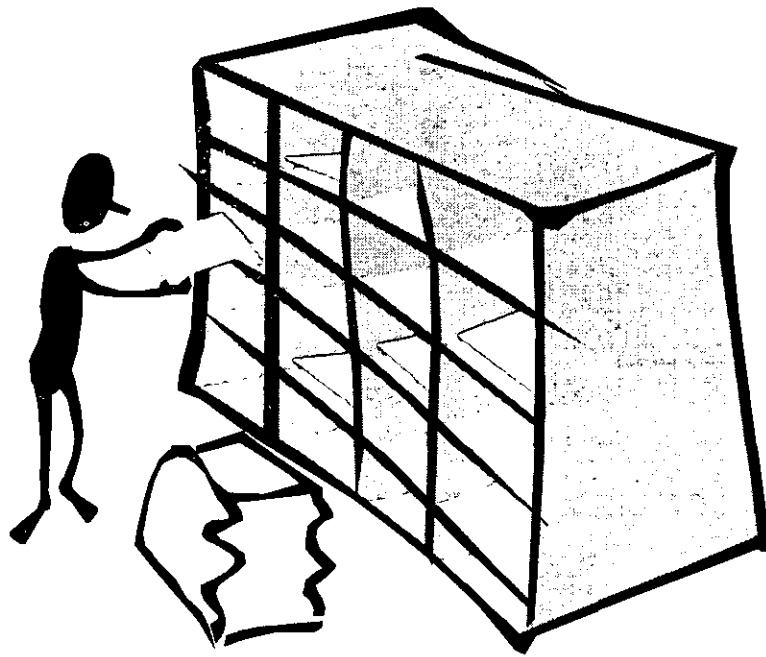
- ✧ the Provisional Election Commission

A person whose name has **been removed** from the **register** based on a claim that he or she did not have citizenship of BiH at the time of the 1991 Census **may appeal** the decision of the Provisional Election Commission.

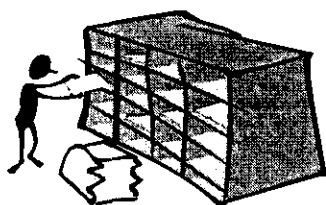
### The Final Voters Register

**After** the **claims period closes** and final corrections have been made, a **Final Voters Register (FVR)** will be produced for each **polling station and absentee stations**. These registers will contain only the names of voters who have been assigned to vote at the specific location during the two days of polling.

# Out of Country Registration Overview



Chapter 10



## Out-of-Country Voting

**Voter registration** of and balloting for BiH citizens living outside of BiH borders will be conducted by the OSCE Out-of-Country Voting Program (OCV). In order to carry out these tasks, OCV works in conjunction with the International Organisation for Migration (IOM), an OSCE contracted international organisation.

To advise OSCE and IOM in implementing the Out-of-Country Voting programme, the **OCV Steering Board** has been established.

The Steering Board is chaired by Dr Jorgen Elklit, a representative of the OSCE Chairman-in-Office. Other members will be representatives from the office of the OSCE Secretary General, OSCE BiH, IOM, as well as other participating organisations.

### International Organisation for Migration (IOM)

OSCE has signed a **Memorandum of Understanding (MOU)** with IOM to manage the voter registration and balloting programme for BiH citizens living outside of Bosnia and Herzegovina.

IOM will **provide operational and management expertise**. In general, IOM is responsible for operating OCV offices in Vienna, Austria and Bonn, Germany as well as Voter Registration Centres in Belgrade, The Federal Republic of Yugoslavia (FRY), Zagreb, Croatia and Bonn, Germany.

In addition, IOM manages the **By Mail Registration** and **voting programme** for Out-of-Country Voters in **other countries**.






### Municipal Election Phases

The **administration** of the municipal election and registration process for Out-of-Country Voting is composed of two phases:

- 1 **Pre-Registration Phase**
- 2 **Registration Phase**



### Pre-Registration Phase - Key Points:

-  establishment of program infrastructure
-  negotiations with host governments of refugees, concerning their participation
-  establishment of Out-of-Country Voter Registration Centres in Vienna, Bonn, Belgrade and Zagreb (currently planned are 25 Voter Registration Centres in Croatia, 35 Voter Registration Centres in FRY and one Voter Registration Centre in Austria and Germany)
-  distribution of voter education, training and election information materials; coordination and training of Registration Supervisors
-  recruitment and training of Future Municipality Adjudicators who will determine the eligibility of Out-of-Country voters to vote in municipalities where they intend to reside when they return to BiH

### Registration Phase - Key Points:

The purpose of the Out-of-Country Voter Registration programme is to register citizens of Bosnia and Herzegovina currently residing outside the borders of BiH to vote in the 1997 Municipal Elections.



#### Organisation

OCV **registration** will **occur in-person** at Out-of-Country Voter Registration Centres in FRY and Croatia for BiH citizens residing in those countries and **by mail** through OCV offices in Austria and Germany for all other countries.

Whether stationary or mobile, **all Out-of-Country Voter Registration Centres** will be supervised by international staff.



#### Mail-In Registration (All Countries With the Exception of FRY And Croatia)

Any eligible voter **wishing to cast a ballot** must **first register** to vote. Voter registration applicants who register by mail can obtain Out-of-Country Voter Registration Forms at various NGO/IO offices and government offices located in their host countries. In many cases, Out of County Registration Forms will also be sent, by the host government, directly to BiH citizens residing abroad.

Applicants should fill out the **voter registration forms** and submit them **by mail** with any required identification documentation (**photocopies, not originals**) to the OCV office in Vienna. BiH citizens residing in Germany should mail their Voter Registration Form and documentation to the OCV office in Bonn. Those who are **deemed ineligible** according to PEC Rules and Regulations will be **informed of this status**. Those who are **deemed eligible**, according to the Rules and Regulations, will be **issued an OCV Registration Receipt by mail**.



### In-Person Registration In FRY And Croatia

The voter registration process in FRY and Croatia will essentially **parallel the registration process** conducted within the borders of BiH. Applicants will complete scannable registration forms **in person** at Out-of-Country Voter Registration Centres and Voter Registration Committee staff will verify voter eligibility.

Eligible voters will be issued an **OCV Voter Registration Receipt**. Those who are deemed ineligible according to PEC Rules and Regulations will be informed of this status.

**Scannable OCV registration forms** will be **tracked and collected** at Out-of-Country Registration Centres **in FRY and Croatia**. These will be **bulk-shipped** to **Sarajevo** on a regular basis for **cross checking** and eventual compilation for a **Final Voters Register**.



### Voter Eligibility For Both Mail-In And In-Person Registration

Out-of-Country Voter Registration Staff working in the Out-of-Country Voter Registration Centres are responsible for **verifying voter registration** applicants' voter eligibility, as well as informing registrants of their eligibility.

Those whose names have been located on the 1991 Census or who have provided other types of proof of citizenship, will be issued an **OCV Voter Registration Receipt** and instructions concerning the upcoming balloting process.

Those whose names **cannot be verified** as eligible voters will be informed of their ineligibility.

### **Future Municipality**

Only BiH citizens residing outside of BiH are eligible to apply to vote in a Future Municipality. Eligible voters who wish to vote in a **Future Municipality** of intended residence **must first complete** a registration form, specifying their **request** to apply to vote in a **municipality of intended residence**, and **submit it in person** to an OCV Voter Registration Centre, in **FRY and Croatia or by mail**, if residing **outside of FRY and Croatia**.

Applicants whose voter eligibility **has been verified** will be issued a receipt verifying their **status as an Out-of-Country Future Municipality applicant**. These applicants must then submit this receipt and the required documentation in person to a designated Future Municipality Voter Registration Centre located in their municipality of intended residence in BiH.

### **Adjudication and Appeals**

Applications for registering in a municipality of future residence will be reviewed by an Adjudicator.

Eligible voters whose Future Municipality **application is denied** by an Adjudicator have the option to appeal this decision to the Future Municipality Sub-Commission and may choose to vote in their 1991 municipality, as designated on their initial registration form.

### **Processing of Out-of-Country Voter Registration Forms**

The OCV office in Vienna **will develop and maintain** computerised records of all registered voters and will forward this information on a regular (weekly) basis to OSCE BiH in order to cross check the out-of-country data with in-country data for double registrations.

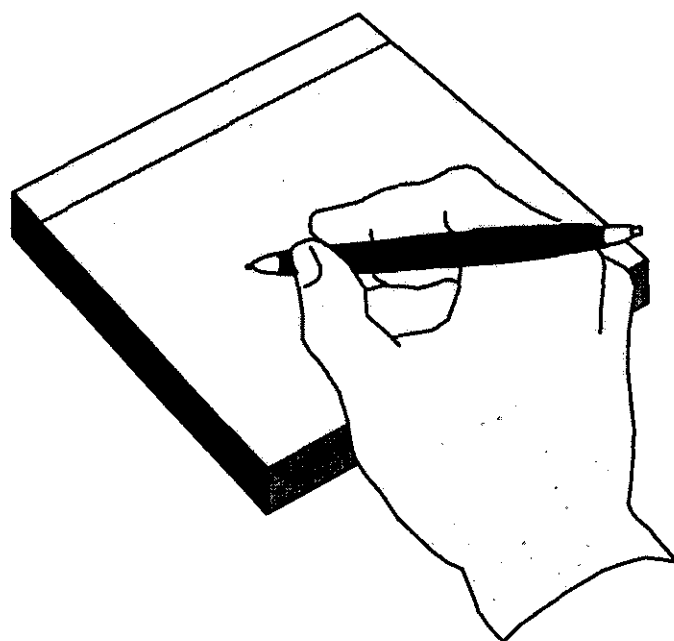
### **Training**

**All OCV staff will receive training.** Five OCV trainers will be contracted by IOM and formally trained by the OSCE Voter Education and Training Department in Sarajevo. These trainers will then train international supervisors and OCV Voter Registration Centre core and support staff out in the field.

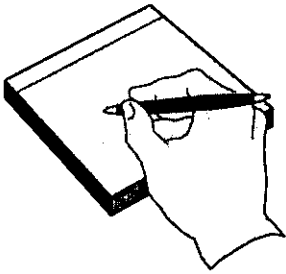
### **Supervision**

There will be 100% international supervision at all Out-of-Country Voter Registration Centres located in FRY, Croatia, Austria and Germany.

# **Instructions for Completing the 1997 Voter Registration Form**



**Annex A**

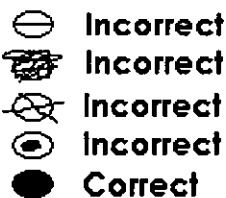


## Instructions for Completing the 1997 Voter Registration Form

*These instructions should be **read in conjunction with the attached Voter Registration Form** that has the various **sections** of the form **numbered for easy reference**.*

### How To Properly Shade Ovals

- ✎ Shade **one form at a time** on a firm and smooth surface.
- ✎ Shade each letter or number in the appropriate oval. Be careful to shade the correct letter or number.
- ✎ It is important to shade the oval correctly.
- ✎ Take care to keep the shading **WITHIN** the oval. Be careful to avoid making any stray marks. The scanning machine will **NOT** be able to read when you shade outside the oval.
- ✎ Erase a shading error thoroughly before making a correction.
- ✎ Use **ONLY** black lead pencils for shading.
- ✎ Place the shaded form in the storage box.



1997 Registration Form Key

**BOSNA I HERCEGOVINA**  
**PRIVREMENA IZBORNA KOMISIJA (PIK)**  
**OBRAZAC ZA REGISTRACIJU BIRAČA U ZEMLJI**

The diagram shows a registration form with the following fields and sections labeled:


- 1. Surname**: Points to the 'Prezime' field at the top left.
- 2. First Name**: Points to the 'Ime' field at the top right.
- 3. Gender**: Points to the 'Pol' field below the name fields.
- 4. National ID Number**: Points to the 'Jedinstveni matični broj' field.
- 5. Date of Birth**: Points to the 'Datum rođenja' field.
- 6. On 1991 Census**: Points to the 'Na popisu iz 1991. godine' field.
- 7. Voting Municipality**: Points to the 'Općina za glasanje' field.
- 8. Absentee Ballot**: Points to the 'Učesnik u izbornom postupku' field.
- 9. 1991 Municipality**: Points to the 'Općina iz 1991. godine' field.
- 10. 1996 Municipality**: Points to the 'Općina iz 1996. godine' field.
- 11. Polling Station**: Points to the 'Biračko mjesto' field.
- 12. Voter Registration Centre ID Number**: Points to the 'Centar za registraciju' field.
- 13. Date**: Points to the 'Datum' field.
- 14. Registration Office Signature**: Points to the 'Potpis službenika zaduženog za registraciju' field.
- 15. Voter's Name - Printed**: Points to the 'Ime i Prezime' field at the bottom.
- 16. Voter's ID Number**: Points to the 'BOSNA I HERCEGOVINA' and 'PIK' fields at the bottom right.
- 17. Voter's Gender**: Points to the 'Pol' field at the bottom.
- 18. Voter's Signature**: Points to the 'Potpis' field at the bottom.
- 19. Polling Station Number**: Points to the 'Biračko mjesto' field at the bottom.
- 20. & 21. OSCE Stamp**: Points to the 'Pečat' field at the bottom left.

Additional text on the form includes: 'SAČUVAJTE OVAJ ODREZAK, MORATE GA DONJETI KA BISTE GLASALI/GLASOVALI' and 'CENTAR ZA REGISTRACIJU BIRAČA'.

## Section 1

### Surname

This section is for the voter's surname or last name.

-  Print the surname in the series of blocks at the top of section 1, in this example "SMITH".
  - \* Underneath each letter in the word SMITH fill in the appropriate letter in the respective column.
  - \* In column one underneath the letter "S" go down the column and cross out the letter "s".
  - \* In column two underneath the letter "M" go down the column and cross out the letter "m", and the same for letters "l", "T" and "H" in columns three, four and five.
  - \* It is mandatory that each letter be crossed out in the respective column since these are the letters that the scanners will be "reading".
  - \* **Ensure** that the crossed out letter in the column corresponds to the letter in the box at the top of the column.
- 

## Section 2

### First Name

This section is for the voter's first name.

- \* Repeat the same process for the name "ROBERT" as you did for the surname "SMITH" in section 1.
- 

## Section 3

### Gender


This section denotes the voter's gender.

- \* Fill in the appropriate box that will indicate whether the voter is male or female.
- 

## Section 4

### National I.D. Number

Section 4 is for the voter's national ID number.

-  Print the number in the horizontal boxes
  - \* Cross out the respective digit in the columns below.
-

**Section 5**

**Date of Birth**

- ✍ The voter's date of birth will be recorded here.
- \* The birth date in the sample is 05 Dec. 1964.
- \* The birth date will be written in the first and second horizontal boxes as a two digit day ,i.e., 05; in the second and third boxes as a two digit month, ie, 12; and in the fifth and sixth boxes as a two digit year, i.e., 64.
- \* The respective numbers will be crossed out in each of the columns below the boxes.

**Section 6**

**On 1991 Census "Yes" or "No"**

This section asks if the voter is on the 1991 Census.

- \* Fill in the appropriate "yes" or "no" box.

**Section 7**

**Voting Municipality**

Section 7 asks whether the voter wishes to vote in his '91 or '96 municipality.

- \* Fill in the appropriate box.

**Section 8**

**Absentee Ballot**

This section asks if the voter wishes an absentee ballot.

- \* Fill in the appropriate "yes" or "no" box.

**Section 9**

**1991 Municipality**

This is the voter's 1991 municipality.

- \* Ensure that the new three digit municipal number is used to indicate his municipality, e.g., 004 is Bosanska Krupa in the FBiH.
- \* Fill in the respective digits in the columns.

**Section 10**

**1996 Municipality**

The same instruction as in Section 9 above applies to the voter's 1996 municipality, e.g., 007B is Bosanski Novi in the RS.

- \* Note that this section has four columns.
- \* The fourth box and column is for an "A" or "B" choice denoting the FBiH and the RS respectively.



## Section 11

**Polling Station**

Each Voter when registering will be assigned a specific polling station at which he will cast his ballot on election day. This station will be designated by a seven digit number as follows:

- \* the first three digits will denote the municipality (by its new number )
- \* the fourth digit will denote the FBiH as an "A", or the RS as a "B";
- \* the last three digits will denote the specific polling station in that municipality.

The registration official will choose the polling station that is most convenient for the voter to cast his ballot on election day.

**Regular Polling Stations**

**Example 1** A resident voter wishes to register to vote in Bosanski Brod (FBiH). He lives near polling station # 014. The correct identification of his polling station would be 015A014. Bosanski Brod is a municipality divided by the IEHL. For a resident voter who lives in the RS part and lives near polling station # 004, the correct identification is 016B004.

**Special Polling Stations****Example 2. Absentee Polling Stations—Regular & Twin**

A regular or dedicated absentee polling station will be established in each municipality where 200 or more absentee voters are expected and will be identified by the # 555. In cases where there is more than one absentee station the sequence will continue ,i.e., 556, 557, 558, etc. An absentee station in Sipovo RS, for example, will be denoted by the number 088B555.

- \* Where it is anticipated there will be less than 200 absentee voters, one of the regular stations will be chosen to handle both regular and absentee voters. The twin station will be denoted by its regular number but that number will be preceded by the figure "7". For example if regular station #10 in Bugojno FBiH is chosen as the twin station, the correct designation is 109A710.
- \* An absentee or twin polling station will always indicate the municipality in which the voter will actually cast his ballot, and not where this ballot will be counted .

**Example 3 Special stations for voters travelling on election day**

If a voter applies to register in a municipality other than his 1991 municipality, but wishes to vote in person in his 1991 municipality, say Sipovo (RS), he will be assigned to a polling station in Sipovo (RS), where on election day he will travel to cast his ballot.

A special polling station will be established for voters who will travel to a municipality, other than the one in which they currently reside. Such a polling station will be defined by the *serial number 999*. The correct identification for the above noted polling station is 088B999.

- \* Print the number in the boxes and fill in the appropriate figures in the columns for the appropriate polling station.

**Section 12**      **Voter Registration Centre Identification Number**

Each Voter Registration Centre will be given an identification number to be inserted in section 12.

- \* Once again the first three digits represent the municipality (new number).
- \* The fourth digit represents the FBiH ("A") or RS ("B").
- \* The last two digits represents the specific Voter Registration centre.
- \* Print the number in the boxes.
- \* Fill in the respective figures in the columns. For example, the number 002A05 represents the fifth centre in Cazin ( FBiH).

**Section 13**      **Date**

-  Record date of application.

**Section 14**      **Registration Officer Signature**

-  The registration officer will sign here.

**Section 15**      **Voter's Name Printed**

-  Print the voter's name.

**Section 16**      **Voter's I.D. Number**

-  Record the voter's ID number.

**Section 17**      **Voter's Gender**

-  Record the voter's gender.

**Section 18**      **Voter's Signature**

-  The voter will sign in this section.

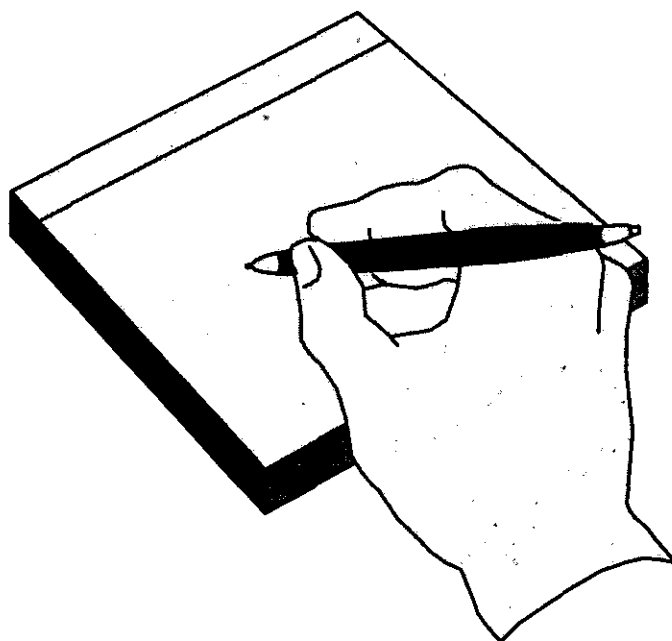
**Section 19**      **Polling Station Number**

- \* Assign and record the voter's polling station number.

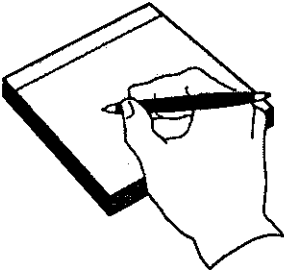
**Section 20 & 21    OSCE STAMP**

- \* When the form is completed the registration officer will stamp the form in both of these sections with the OSCE Stamp.
  - \* After the form is stamped the registration officer will tear along the perforated line near the bottom of the form and give the voter the bottom or smaller portion.
  - \* This is the voter's registration receipt which he will keep and take to his designated polling station on election day.
  - \* The top or larger portion of the form will be retained for shipment to Voter Registration Centre.
-

# **Instructions for Completing the Voter Registration Daily Accounting Form**



**Annex B**

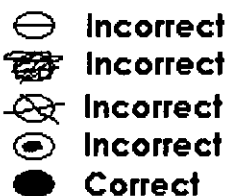


## Instructions For Completing Voter Registration Centre Daily Accounting Form

*These instructions should be **read in conjunction with the attached Daily Accounting Form** that has the various **sections** of the form **numbered for easy reference**.*

### How To Properly Shade Ovals

- ✎ Shade one form at a time on a firm and smooth surface.
- ✎ Shade each letter or number in the appropriate oval. Be careful to shade the correct letter or number.
- ✎ It is important to shade the oval correctly.
- ✎ Take care to keep the shading **WITHIN** the oval. Be careful to avoid making any stray marks. The scanning machine will **NOT** be able to read when you shade outside the oval.
- ✎ Erase a shading error thoroughly before making a correction.
- ✎ Use **ONLY** black lead pencils for shading.
- ✎ Place the shaded form in the storage box.





BOSNIA AND HERZEGOVINA  
BOSNA I HERCEGOVINA  
БОСНА И ХЕРЦЕГОВИНА  
PROVISIONAL ELECTION COMMISSION (PEC)  
PRIVREMENA IZBORNA KOMISIJA (PIK)  
ПРИВРЕМЕНО ИЗБОРНО ПОВЈЕРЕНСТВО (ПІП)  
ПРИВРЕМЕНА ИЗБОРНА КОМИСИЈА (ПІК)



DAILY ACCOUNTING FORM / OBRAZAC DNEVNOG STANJA / ОБРАЗАЦ ДНЕВНОГ СТАЊА

1.  
Registration  
Number

**INSTRUCTIONS / UPUTE / УПУТСТВА**  
Please mark like this —. DO NOT USE RED INK.  
Означајте овако —. НЕМОЈТЕ КОРИСТИТИ ЦРВЕНУ ТИНТУ.

**REGISTRATION NUMBER  
REGISTRACIJSKI BROJ  
РЕГИСТРАЦИОНИ БРОЈ**

**DATE  
DATUM/NADNEVAK  
ДАТУМ**

2. Date

3. & 4. Serial  
Numbers

**REGISTRATION CENTRE NAME  
NAZIV CENTRA ZA REGISTRACIJU  
НАЗИВ ЦЕНТРА ЗА РЕГИСТРАЦИЈУ**

01	02	03	04	05	06	07	08	09	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	00

01	02	03	04	05	06	07	08	09	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	00

**SERIAL NUMBERS OF FORMS USED TODAY  
SERIJSKI BROJEVI OBRAZACA ISKORIŠTENIH DANAS  
СЕРИЈСКИ БРОЈЕВИ ОБРАЗАЦА ИСКОРИШТЕНИХ У ТОКУ ДАНА**

First Form Prvi obrazac Први образац	Last Form Posljednji obrazac Последњи образац
01	02
03	04
05	06
07	08
09	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
27	28
29	30
31	32
33	34
35	36
37	38
39	40
41	42
43	44
45	46
47	48
49	50
51	52
53	54
55	56
57	58
59	60
61	62
63	64
65	66
67	68
69	70
71	72
73	74
75	76
77	78
79	80
81	82
83	84
85	86
87	88
89	90
91	92
93	94
95	96
97	98
99	00

**HAND COUNT OF FORMS USED TODAY  
BROJ RUCNO PREBROJANIH OBRAZACA  
ISKORIŠTENIH DANAS  
БРОЈ РУЧНО ПРЕБРОЈАНИХ ОБРАЗАЦА  
ИСКОРИШТЕНИХ У ТОКУ ДАНА**

Spolno Uniferno Учестено	Valid Vagani Важно	Total Укупно
01	02	03
04	05	06
07	08	09
10	11	12
13	14	15
16	17	18
19	20	21
22	23	24
25	26	27
28	29	30
31	32	33
34	35	36
37	38	39
40	41	42
43	44	45
46	47	48
49	50	51
52	53	54
55	56	57
58	59	60
61	62	63
64	65	66
67	68	69
70	71	72
73	74	75
76	77	78
79	80	81
82	83	84
85	86	87
88	89	90
91	92	93
94	95	96
97	98	99
00	01	02

5. 6. & 7.  
Numbers of  
Used Forms

10.  
OSCE  
Stamp

**STAMP  
PEČAT  
ПЕЧАТ**

**REGISTRATION CHAIRMAN/PREDSJEDNIK CENTRA ZA  
REGISTRACIJU/ПРЕДСЈЕДНИК ЦЕНТРА ЗА РЕГИСТРАЦИЈУ**

Signature/Potpis/Потпис:

**OSCE SUPERVISOR/OSCE/OESS NADGLEDNIK/OECS НАДГЛЕДНИК**

Signature/Potpis/Потпис:

8.  
Registration  
Chairpersons  
Signature

9.  
International  
Registration  
Supervisor  
Signature

ORS Dec 2 & Research Services PC/024000297 BOLD

COPY 1 (WHITE): RETURN WITH ALL REGISTRATION FORMS USED TODAY TO OSCE  
КОПИЈА/ПРЕСЛИК 1 (БИЈЕЛА): ВРАТИТИ ОСЦЕ/ОЕСС-у СА СВИМ ОБРАСЦИМА ЗА РЕГИСТРАЦИЈУ КОЈИ СУ ИСКОРИШТЕНИ/УПОТРЕЂЕНИ ДАНАС  
КОПИЈА 1 (БЕЛА): ВРАТИТИ ОЕБС-у СА СВИМ ОБРАСЦИМА ЗА РЕГИСТРАЦИЈУ КОЈИ СУ ИСКОРИШТЕНИ ДАНАС

COPY 2 (YELLOW): RETAIN AT VOTER REGISTRATION CENTRE  
КОПИЈА/ПРЕСЛИК 2 (ЖУТА): ЗАДРЖАТИ У ЦЕНТРУ ЗА РЕГИСТРАЦИЈУ ГЛАСАЧА  
КОПИЈА 2 (ЖУТА): ЗАДРЖАТИ У ЦЕНТРУ ЗА РЕГИСТРАЦИЈУ ГЛАСАЧА

**Section 1**

**Voter Registration Center Number**

This section denotes the Voter Registration Centre (VRC).

- \* The first three digits represents the municipality..
- \* The next figure represents the FBH with an "A", or the RS with a "B".
- \* The last two digits represents the VRC in that municipality.
- \* The sample number 124A03 identifies the third centre in Tomislavgrad (FBH).
- \* Enter the number in the horizontal boxes.
- \* Fill in the appropriate numbers in the respective columns.

**Section 2**

**Date**

- \* Record the date by way of a two digit day in the first and second boxes.
- \* Record a two digit month in the third and fourth boxes. Note that the year 1997, is preprinted.
- \* The sample 0605 1997 represents 06 May 1997.
- \* Enter the date in the horizontal boxes.
- \* Fill in the appropriate numbers in the respective columns.

**Section 3 and 4**

**Serial Numbers**

- \* In section 3 record the serial number of the first VR form used that day. Refer to the sample Daily Accounting Form and note that the form number in section 3 is "00011215(67)". For purposes of checking the sequence or addition the two digit in (BRACKETS) are to be ignored.
- \* In section 4 record the serial number of the last VR form used that day. Note that the serial number is an eight digit number plus the last two digits which are control numbers. (Please refer to the attached VR form and note that the numeric serial number is "00011218" and the control numbers are "91").

## Sections 5, 6, and 7      Numbers of Used Forms

In these sections the number of Forms used in a day are accounted for as follows:

- \* Section 5 records the number of spoiled forms
- \* Section 6 records the number of valid forms used
- \* Section 7 records the total of sections 5 and 6 i.e. 1 plus 32 equals 33.

Note that the number 33 must equal the number of forms utilised each day and must be compatible with the serial numbers recorded in sections 3 and 4

- \* Record and fill out the appropriate numbers

---

## Section 8

### Chairperson Signature

-  The Registration Chairman signs here.

---

## Section 9

### International Registration Supervisor Signature

-  The OSCE Supervisor signs here.

---

## Section 10

### OSCE Stamp

When the form has received both signatures in sections 8 and 9 respectively, section 10 will be stamped with the OSCE stamp.

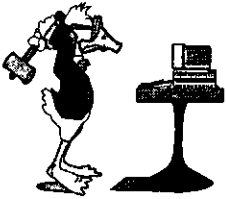
- \* The yellow copy of the form will be detached and retained in the VCR.
- \* The white copy will be placed in an envelope with all the Registration forms completed during that day for shipment to Voter Registration.



# Laptop Database Computer Instructions



**Annex C**



## Laptop Computer and 1991 Census Database Operation Guide

### Turning the computer on

1. **Plug** in the **power cord** in a **power outlet**.
2. **Plug** in the **other end** of the power cord in the jack located at the **right side of the unit**.
3. Flip the top of the unit by sliding to the right the tab located at the front.
4. **Press** the **button labeled** Power located on the right above the keyboard. None of the other buttons located above the keyboard should be used.
5. You will see the computer automatically perform a test on the hard drive. If the computer finds any problems on the hard drive it will show the problem. To correct the problem, left click on the button marked O.K.
6. **Move your pointer** to the **icon marked Census Navigator** and **left double click**.
7. Wait until the Census database main menu appears.

### Indicator Lights

Below the screen, you will see five indicator lights:

- ⓘ the **first light** on the **left** should show solid green to indicate that the computer is **turned on**

- ⓘ the **second light** indicates **battery charge**

If the light is **solid**, the **battery is charging**

! If the light is **turned off**, the **battery** is either **full** (so not charging), or the computer is **not plugged into AC power**

! If the **light flashes six times** and you **hear a beep**, the **batteries are very low**.

At this point you **must** either **plug the computer into AC power**, or **properly shut it down** until you have AC power again.

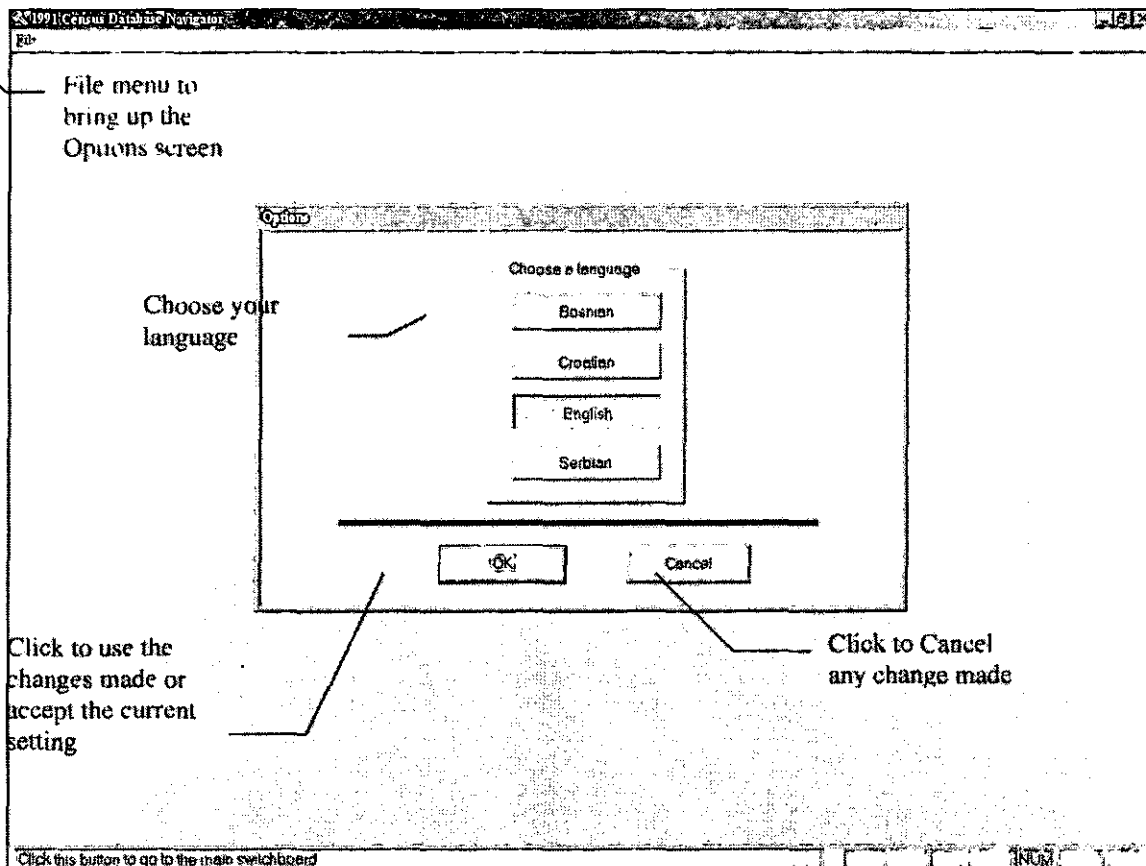
- ⓘ The third light shows solid green when CAPS LOCK has been activated.

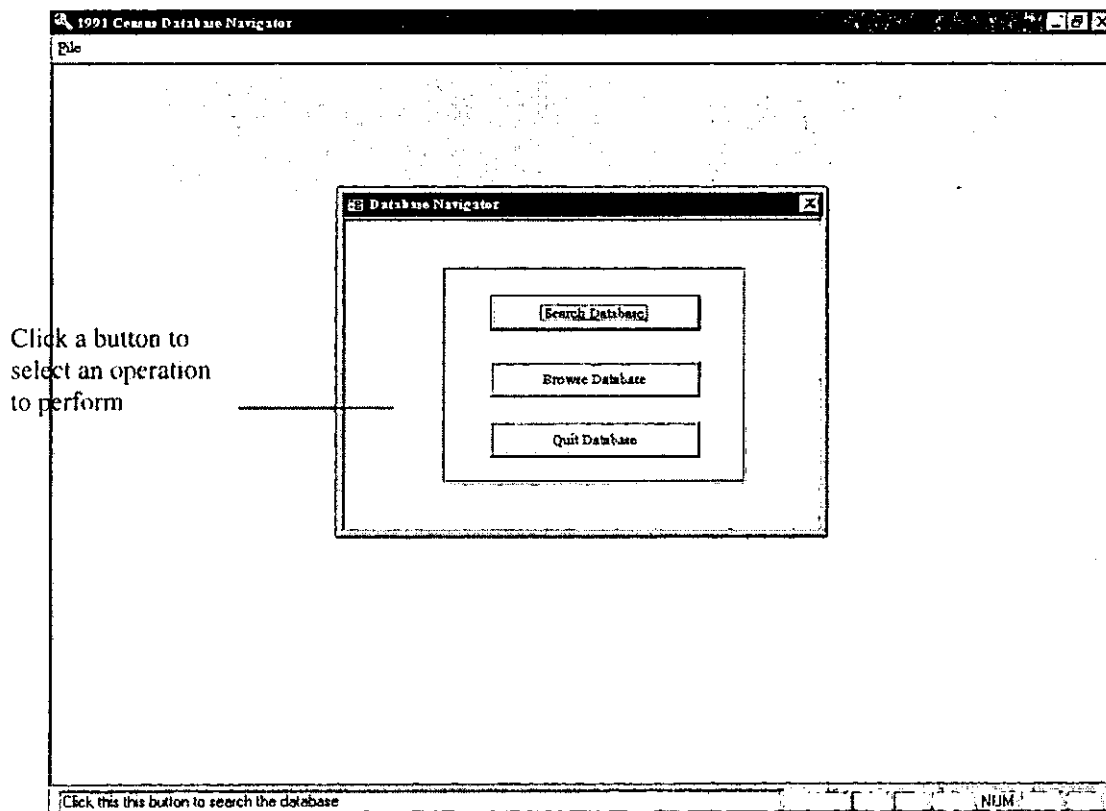
- ⓘ The third and fifth lights will not normally be used.

## Using Census Navigator Application

The following screen should appear on the display:

1. **Select the operating language** of the 1991 Census Navigator application (Bosnian, Croatian, Serbian or English).
2. **Click left mouse button** once, on OK.
3. The user can change the language at any moment by **selecting Options from the FILE menu** on the upper left-hand side of the screen.





After the **language setting**, this screen (above) appears:

1. **Search Database** option - normally this one will be seen.
2. The **Browse** option will be used to see a global view of the information of all the persons living at a particular address and opstina.
3. **Quit Database**, is used to terminate the program.

The **Search Database** option will be the most used part of the program.

It has been designed to facilitate the location of eligible voters. To ensure the best chances of finding an eligible voter, please use the following steps (**ONLY ENTER THE INFORMATION THAT IS REQUESTED IN EACH STEP**).

**IMPORTANT:** You can move to any field on the form by:

1. **Moving the pointer** there with the touch-pad and then left clicking once.  
or
2. **Press Tab** to move forward one field at a time, and Shift+Tab to move back one field at a time.

**IMPORTANT:** If you make a **MISTAKE** while typing pressing the key marked Backspace will erase the last letter that you typed.

**VERY IMPORTANT:** AT THE BEGINNING OF EACH NEW SEARCH, CLICK ON THE **CLEAR** BUTTON TO BE SURE THAT ALL THE DATA FROM THE PREVIOUS SEARCH HAS BEEN REMOVED FROM THE FORM

1991 Census Database Navigator

File

Search Database

Select one or more sort criteria

☐ Sort by Address
 ☐ Sort by House #
 ☐ Sort by ID Number
 ☐ Sort by Birth Date
 ☒ Sort by Name

Select an Opstina: Sarajevo-Centar
   
 Select an Address: ZMAJ JOVINA
   
 KB1: 
   
 KB2: 
   
 Enter an ID Number: 
   
 Enter a Birth Date: 
   
 Enter a Name: S\*

Click here to proceed with the search
   
 Click here to select an opstina
   
 Click here to select an address
   
 Click here to select an address
   
 Click here to start a new search
   
 Click here to abort search

Click this button to see the matching records

NUM

## Search By ID Number

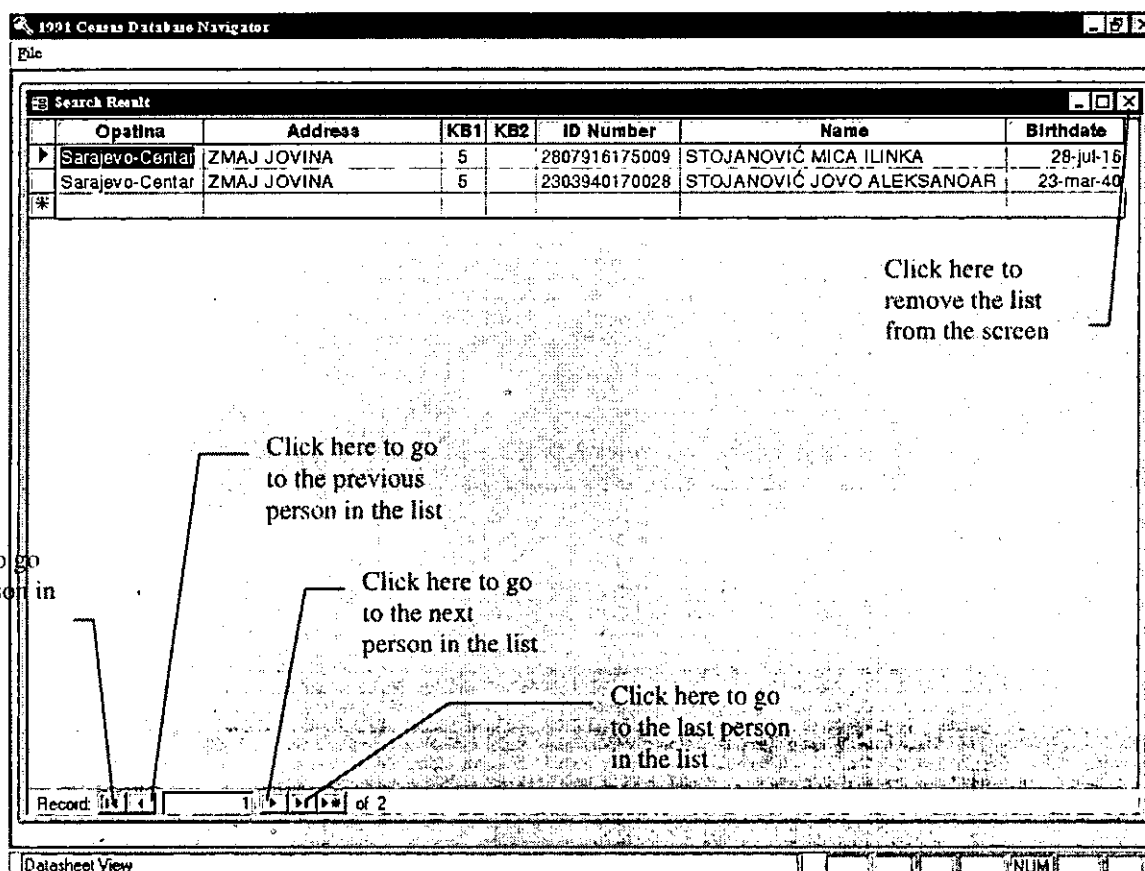
1. **Move** to the field marked **"Enter an ID Number"** and enter the 13-digit citizen ID number
2. Click on **Search**.
3. You will quickly see a new screen called **Search Results**.

If the computer found the ID # that you entered, the eligible voter's name and other information will appear here.

If the Search Result screen is empty, then you must go on to the next step.

**IMPORTANT:** To close the Search Results screen:

1. **Move your pointer** to the X in the upper right corner of the Search Results screen and **left click once**.
2. If the X is not visible, you can also double left click on the small box in the upper left hand corner of the Search Results screen.
3. When you return to the Search Database screen appears, **click on the CLEAR button** to remove the ID # from the form.



### Search By Opstina / Address

IT IS VERY IMPORTANT THAT YOU REMEMBER TO ASK THE PERSON FOR THE OPSTINA AND ADDRESS WHERE THEY LIVED IN 1991. THIS DATA WAS COLLECTED IN 1991 AND SO DOES NOT REFLECT ANY CHANGES MADE TO OPSTINAS AND ADDRESSES SINCE THEN.

1. **Locate the field** marked **Select an Opstina**.
2. **Move your pointer** to the arrow at the right side of the field and left click once on it. This will cause a list of all 1991 Opstinas to appear (you may type in the first few characters of the Opstina name to help you locate the opstina).
3. You can move through the list by positioning your pointer on the **up or down arrows** located to the right of the list and holding down the left click button until the desired Opstina appears.
4. When you have found the correct Opstina, move your pointer to it and **left click once**.
5. This will select the Opstina and move you to the next field marked **Select an Address**. **IMPORTANT:** that you choose from the list and not try to type in the name yourself.
6. **Select** an address using the same procedure that you used to select an Opstina.

**IMPORTANT:** Due to problems with the original 1991 Census data, there are many addresses that appear more than once. For example, the following five street names from Bihac:

29. NOVEMBRA  
 29.NOVEMAR  
 29.NOVEMBAR  
 29.NOVEMBRA  
 29.NOVENBAR

These are actually all the same street, but each has a slightly different spelling or number of spaces between words. Even though they are all the same street, the computer sees them as being different streets. Because of this, you must look carefully at the Address List when you choose an address. If you see a situation like the example, where there are two or more streets that could be the same one, you should search on each similar street name until you find the name that you are looking for.

**IMPORTANT:** Because of the way that the computer handles the Bosnian, Croatian, and Serbian alphabets, letters with accents such as Ž, Š, Č,Ć, Đ (insert Bosnian and Serbian characters as examples) will always appear at the beginning of the list. This is normal. Following these letters, you will see the A,B,C,D,E, etc..

7. Once you have **selected the address**, move your pointer to the top of the screen where you see the Sort By options.
8. **Click on Sort** By Birth Date,Click on Search. You can move through the list by using the arrow keys, the Pg Up and Pg Dn keys, or by left clicking on the arrows as you did for the Opstina and Address list.
9. If you do not find the eligible voter that you are searching for, Close the Search Results screen as you did before (X).
10. Once you are back to the Search Database screen, **move your pointer to Sort** by Name and **left click once**.
11. **Click on Search button**. This will show the same list of people but now sorted by name.

**IMPORTANT:** Normally the last name will appear first. Sometimes, however, the order in which the name is presented will appear differently. If you don't find the last name that you are looking for, look again at the names more carefully to see if you can find the name in a different order.

**If you do not find the eligible voter that you are searching for:**

1. **Close the Search** Results screen as you did before (X). You are back to the Search Database screen.
2. **Move your pointer** to Sort by House ,click once.
3. **Click on Search** button.
4. This will show the same list of people but now sorted by their house number.

**To close the Search Results screen:**

1. **Move your pointer to the X** in the upper right corner of the Search Results screen and left click once. If the X is not visible, you can also double left click on the small box in the upper left hand corner of the Search Results screen.
2. The Search Database screen appears
3. **Click on the CLEAR button** to remove the information from the form.



### Search By Birthdate

1. **Locate the field** marked Select an Opstina.
2. When you have found the correct Opstina, move your pointer to it and **left click once**.
3. Using the **TAB key**, **move to the field** marked Enter A Birth Date.
4. **Type in** the birth date of the person that you are searching for in this way DD/MM/YY. For example, January 28, 1964 would be 28/01/64.

**NOTE:** As an alternative to typing in the date, you can also left click on the picture of the calendar located to the right of the Birth Date field. Due to limitations in the database software, it was not possible to provide translations of the days of the week or the months of the year. These are only in English.

5. **Move your pointer** to the top of the screen where you see the Sort By options.
6. **Click** on Sort By Name,
7. **Click** on Search.
8. **To close** the Search Results screen, **move your pointer to the X** in the upper right corner of the Search Results screen and left click once.
9. When the Search Database screen appears **click on the CLEAR button** to remove the information from the form.

### Search By Name

1. **Locate the field** marked Select an Opstina.
2. **Move your pointer** to the arrow at the right side of the field and left click once on it. This will cause a list of all 1991 Opstinas to appear.
3. When you have found the correct Opstina, **move your pointer to it and left click once**.

It is **important** that you **choose from the list** and not try to type in the name yourself. Using the **TAB key**, move to the field marked **Enter A Name**.

**VERY IMPORTANT:** Due to the large number of spelling errors contained in the names in the database, it is best to use only the first few letters of a person's last name followed by an \*. For example, to find the last name of ARNAUTOVIC, you would just type ARN\*. This instructs the computer to search for every name that begins with ARN. If you believed that perhaps this name was not at the beginning of the name field, but rather in the place of the first name or the father's name, you could type \*ARN\*. This would instruct the computer to search for any combination of names in which ARN appears anywhere. This is slower though than the first option.

1. **Move your pointer** to the top of the screen where you see the Sort By options.
2. **Click on Sort By Address** (or you might choose Sort by Birth Date
3. **Click on Search.**

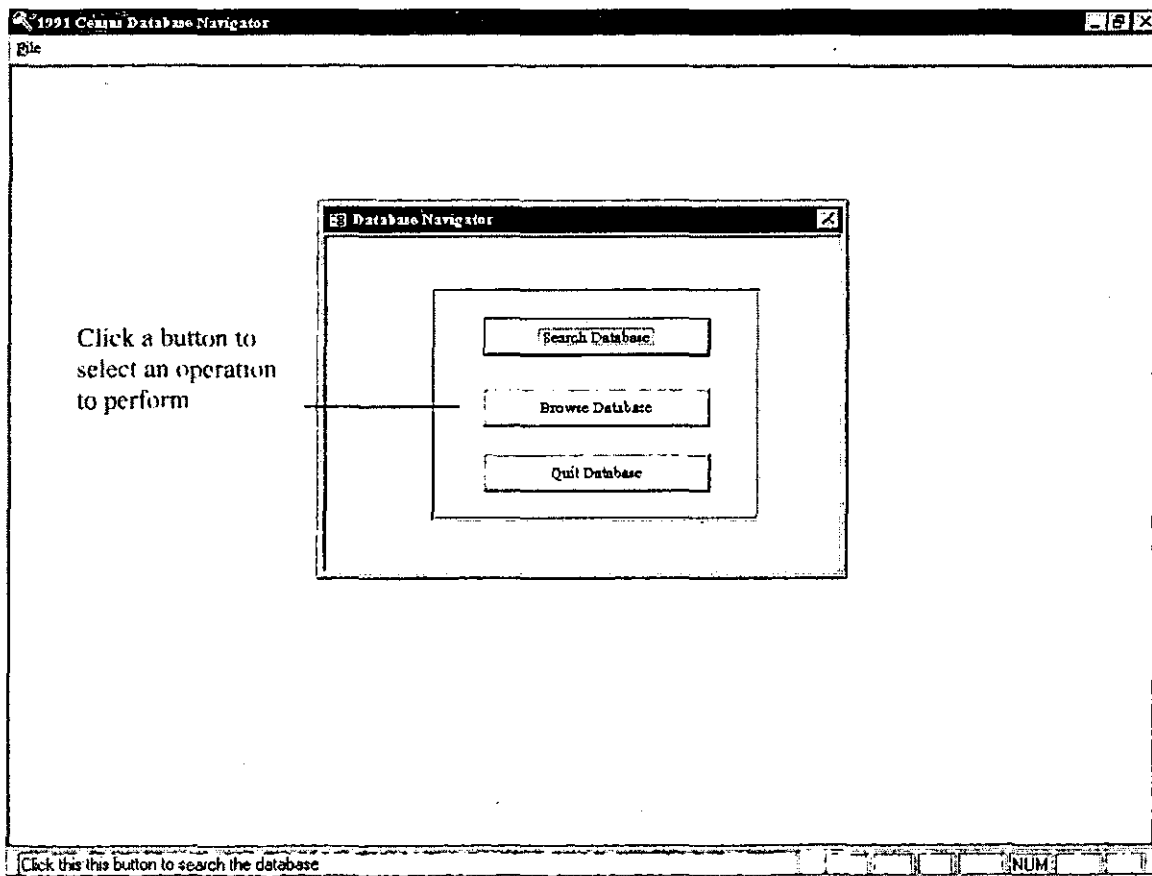
**To close the Search Results screen:**

1. **Move your pointer** to the X in the upper right corner of the Search Results screen and **left click once**.
2. If the X is not visible, you can also double left click on the small box in the upper left hand corner of the Search Results screen.
3. When the **Search Database screen appears**,
4. **Click on the CLEAR button** to remove the information from the form.

When you have spare time, feel free to experiment with different combinations of search techniques. The key to effectively using the database is to realize that much of the data is missing or incorrect and you must learn many different ways to look for a voter's information. If you don't find the ID Number, you try the address. If you don't find the address, you try the birth date and so on.

**Browse Option**

The Browse form provides a quick way to find all people living in a particular address of a given opstina. Be aware, however, that certain addresses might be misspelled in the list and that it might be necessary to look in more than one place to find a particular group of person. The fact that people have been changing addresses may increase the time required to find the requested list of individuals. This option can be accessed from the screen that follows your language selection.



Like the Search Results screen, it is possible to navigate through the results by using the same buttons described previously.

1991 Census Database Navigator

File

Browse Database

Select an Opstina

Select an Address

Click here to select an opstina

Click here to select an address

ID Number	Birthdate	Name	KB1	KB2
2310946176504	23-okt-46	ŠERO ALIJA VASVIJA	7	
1107951170030	11-jul-51	DIGALO FRANJO JOSIP	9	
2404925175022	24-apr-25	DIGALO IVAN JANJA	9	
1202951127146	12-feb-51	DIGALO MEHMEGALJA ZINETA	9	
2212956175016	22-dec-56	PAZLIĆ ALIJA BAHRA	9	
	29-avg-19	HADŽALIĆ AHMED ALIJA	9	
2512925175003	25-dec-25	HADŽALIĆ IBRAHIM VAHIDA	9	
0309955170017	03-sep-55	HADŽALIĆ ALIJA EUAD	9	
0210949170009	02-okt-49	HOUEK BORIS MIRKO	11	
1309922175009	13-sep-22	JOZIC JOHAN KATARINA	5	

Record: 14 of 23

Select an address from the list

Search Database

Cancel

Click here to go to the search form

Click here to close this form

### Leaving the program

1. In the Search Database Screen, **left click Cancel**.
2. In the Database Navigator screen, **left click on Quit**. **Left click on Yes** when asked if you want to exit.

### Turning the laptop off

- \* THE **COMPUTER** SHOULD BE **TURNED OFF EVERY NIGHT**.
  - \* YOU MUST FOLLOW THESE INSTRUCTIONS FOR PROPERLY TURNING OFF THE COMPUTER, **OR DATA CAN BE DAMAGED**.
1. Move the mouse pointer on the **Start button** located at the lower left on the screen.
  2. **Left click** the Start button.
  3. **Left click** on Shutdown... (the last choice in the menu).
  4. **Click on Yes** in the Shut Down Window.
  5. When the computer screen has gone blank, **close the laptop**.

### Troubleshooting

If you think that the program has stopped responding, first check to see if a database search is in progress. The mouse pointer has the shape of an hourglass when a search is in progress. If a search is in progress, you can stop it by pressing Ctrl + Fn +Break at the same time. This should stop the search and give you control of the application.

If there is no search in progress, and you think that the **computer is frozen**:

1. **Press Ctrl + Alt + Delete** at the same time. A window called Close Program will appear.
2. **Left click on 1991 Census Database Navigator** and then left click on End Task.

If Ctrl + Alt + Delete does nothing, then you must turn off the computer by pushing the Power button. This should be avoided if possible.

To **restart the database**:

1. **Find the icon** called Census Navigator.
2. **Double Left click** on the **icon** and the database will restart.

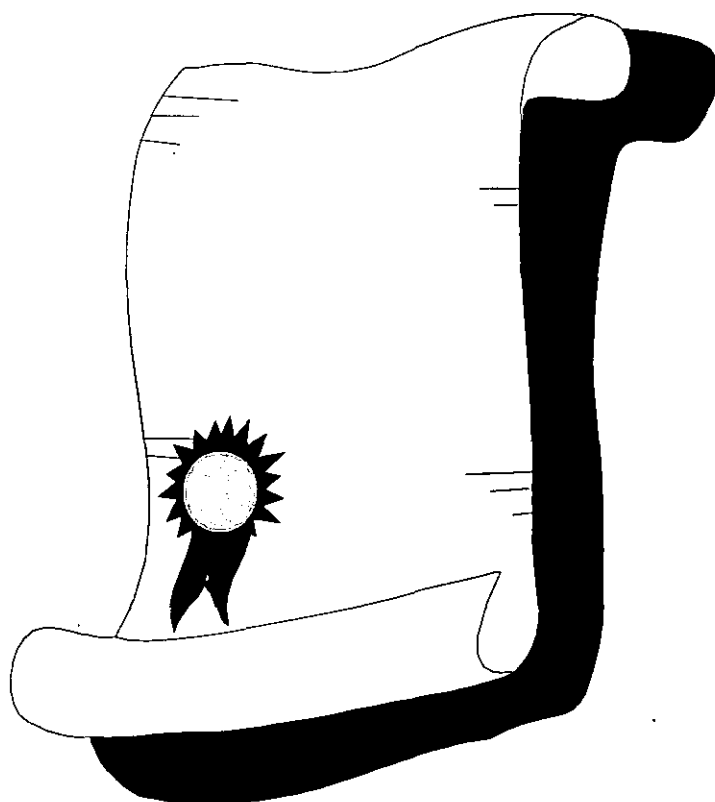
If you continue to have the same problem, when you go to Close Program, choose Shut Down instead of End Task. This will turn off the computer. Simply turn it back on and the database will restart.

If the unit does not turn it self off at that point, turn it off manually by pressing the Power button located at the far right on the front panel.

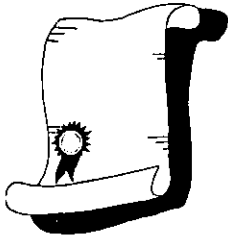
If you are **still experiencing problems**:

1. Contact your International Registration Supervisor. If he/she can't solve the problem.
2. Contact your Regional Center and ask for the IT Officer. If he/she can't resolve the problem.
3. Contact Sarajevo HQ IT Department. They will either solve the problem or authorize the Regional Center to provide you with a replacement laptop.

## Rules and Regulations



Annex D



## Rules And Regulations

*Rules and regulations adopted by the Provisional Election Commission (PEC) for the 14 September 1996 elections remain in force for the Municipal Election to be held in 1997, supplemented by amendments which will allow each voter to be assigned to a specific polling station. The following Articles will govern registration. Amendments as are adopted in the "500 Series" included.*

### The Right to Elect and to Be Elected/Voters Register

#### Article 5 - Voter Eligibility

Any citizen of Bosnia and Herzegovina aged 18 or older whose name appears on the 1991 census for Bosnia and Herzegovina shall be eligible, in accordance with the electoral *Rules and Regulations*, to vote. To exercise his or her right to vote, a voter as defined in this article must register to vote during the voter registration period in accordance with the *Rules and Regulations*. (As adopted on 11 February 1997)

#### Article 5.1 - Voter Registration

- a) Pursuant to Article 5, voter registration will begin and end on dates to be determined by the Provisional Election Commission. Refugees, applying to vote in a municipality of future residence, must request a receipt at an OSCE Out-of-Country Voter Registration Centre that will permit them to apply in person in the municipality in which they intend to reside within a period to be determined by the Provisional Election Commission. (See also Articles 10(c) and 505.1)
- b) Voter Registration shall take place at Voter Registration Centres. These Voter Registration Centres shall be designated by each Local Election Commission according to their requirements and in close co-ordination with the OSCE.
  - 1) A voter currently residing within Bosnia and Herzegovina shall register to vote at a Voter Registration Centre in the municipality in which he or she is currently residing, regardless of the municipality in which he or she intends to vote.
  - 2) A voter currently residing within a segment of a split municipality in which there is no municipal authority subject to election during the 1997 Municipal Elections and eligible to vote under Article 7 or 10(a), may register to vote at the Voter Registration Centre in an adjacent municipality, regardless of the municipality in which he or she intends to vote.
- c) The registration process will be carried out at Voter Registration Centres by Voter Registration Committees under the supervision of the OSCE. Each Local Election Commission shall appoint a Voter Registration Committee for each Voter Registration Centre. Each Voter Registration Committee shall consist of a chairman



and at least two members. The Voter Registration Committee shall be responsible for ensuring the integrity of the process of voter registration and for carrying out voter registration in accordance with the *Rules and Regulations* of the Provisional Election Commission.

- d) All members of Voter Registration Committees must be suitably qualified individuals who are eligible to vote in the elections. In addition, no person shall be appointed as a member of or be employed by or participate in the functions of a Voter Registration Committee if he or she is:
- 1) ineligible to run as a candidate for office under the General Framework Agreement for Peace in Bosnia and Herzegovina;
  - 2) prohibited under any of the provisions of the *Rules and Regulations* of the Provisional Election Commission;
  - 3) elected to or holds a politically appointed office or is seeking an elective office;
  - 4) in a leadership position of a political party or coalition or intends to seek such a position; or
  - 5) shown to lack the impartiality necessary to be a member of the Committee.
- e) All Voter Registration Committees, in close co-ordination with the Local Election Commissions shall carry out their respective responsibilities under the supervision of the OSCE which will provide and ensure international supervision for each Voter Registration Centre and shall execute other actions as instructed by the Provisional Election Commission.

(As adopted on 11 February 1997 and amended on 2 April 1997 and 15 April 1997; see also Articles 29 and 30)

#### **Article 5.2 - Voter Registration Centre Supervisor's Role**

An OSCE International Supervisor at a Voter Registration Centre shall:

- a) confer with and advise the Chairman of the Voter Registration Committee on adherence to the *Rules and Regulations* of the Provisional Election Commission and OSCE Administrative Procedures;
- b) observe that the *Rules and Regulations* of the Provisional Election Commission and OSCE Administrative Procedures are followed;
- c) make a record in the Voter Registration Centre Book of any significant events;
- d) verify that forms and materials are properly handled and stored in a secure manner; and
- e) create and co-sign daily accounting forms to report on the daily activity of the Voter Registration Centre, in conjunction with the Chairman of the Voter Registration Committee. (As adopted on 8 April 1997)

#### **Article 5.3 - Voter Registration Centre Book**

A record shall be made of all significant events which occur at the Voter Registration Centre, and entered into the Voter Registration Centre Book by the Voter Registration Committee Chairman and/or the OSCE International Supervisor. Any other member of

the Voter Registration Committee or political party, coalition, or independent candidate representative may also enter his or her opinion or make observations regarding entries in the Voter Registration Centre Book of any comments or objections received from OSCE Supervisors, OSCE International observers or other persons who are accredited to enter the Voter Registration Centre. (As adopted on 8 April 1997)

**Article 6 - Voter Eligibility Verification**

- a) The 1991 Census as adjusted for use in the 14 September 1996 Elections will be used as the basis for voter registration and will be available at all Voter Registration Centres during the voter registration period. To exercise his or her right to vote, every voter must register to vote at a Voter Registration Centre.
- b) Voter registration personnel will verify that the voter's name appears on the 1991 Census as adjusted for use in the 14 September 1996 Elections and will register that individual. Every voter will be assigned to a specific Polling Station and will be given a stamped receipt which will be retained until election day indicating his or her name, sex, voter identification number and Polling Station number. (As adopted 11 February 1997)

**Article 6.1 - Preliminary and Final Voters Register**

- a) After the period for voter registration ends, a Preliminary Voters Register will be created for each Voter Registration Centre showing each voter who has been registered at that specific Voter Registration Centre.
- b) The Provisional Election Commission shall set a period of time during which voters who have registered at the Voter Registration Centre can verify the accuracy of the Preliminary Voters Register created for that Voter Registration Centre. This Preliminary Voters Register will be displayed publicly. A registered voter who is omitted from the Preliminary Voters Register, and who can produce the stamped receipt referred to in Article 6, may apply to the Local Election Commission or to the Voter Registration Committee to be added to the Final Voters Register.
- c) Following the period referred to in Article 6.1(b), any person or organisation may lodge with the Provisional Election Commission an application to have a name deleted from the Preliminary Voters Register either because the person concerned has died or because he or she did not have citizenship of Bosnia and Herzegovina at the time of the 1991 Census. In the latter case, if the Provisional Election Commission decides to grant the application, the person concerned shall have a right of appeal.
- d) Prior to the commencement of voting, each Polling Station will receive a Final Voters Register specifying which voters have the right to vote at that particular Polling Station.
- e) At each Polling Station and absentee Polling Station the Final Voters Register will enumerate all voters who have registered to vote and have been assigned to that Polling Station. This Final Voters Register may include:
  - 1) registered voters living in their 1991 municipality;
  - 2) displaced persons who have been registered to vote in person in their municipality of 1991 residence;
  - 3) displaced persons voting by absentee ballot in their municipality of 1991 residence;

- 4) displaced persons who have been registered to vote in their current municipality;
- 5) refugees who have been registered to vote in their municipality of 1991 residence; and 6) refugees who have registered to vote in person in their future municipality.

**f) Each Local Election Commission will be provided with a Final Voters Register listing all eligible voters who have been registered to cast their ballots in the municipality for which that Local Election Commission has responsibility.**

- g) On polling days, a registered voter who is omitted from the Final Voters Register, and who can produce the stamped receipt referred to in Article 6, will be added to a supplemental voters register at the Polling Station and be permitted to cast his or her ballot. The voters receipt will be retained by the Polling Committee and attached to the supplemental voters register. (As adopted on 25 February 1997)

#### **Article 7 - Voting in 1991 Municipality**

A citizen who no longer lives in the municipality in which he or she resided in 1991 shall, as a general rule, be expected to vote, in person or by absentee ballot, in that municipality, provided that the person is determined to have been registered in that municipality as confirmed by the Local Election Commission and the Provisional Election Commission. (As adopted on 13 February 1997)

#### **Article 8 - Absentee Voting**

Every effort will be made by the OSCE and the other international organisations concerned to facilitate the return of citizens to the municipality where they were registered in 1991 to vote in person. Those who cannot do so will be provided, on application, with an absentee ballot. In the event of a dispute between the Local Election Commission and the Provisional Election Commission on the question of registration, the decision of the latter shall be final. (As adopted on 13 February 1997)

#### **Article 9 - Exception to 1991 Municipality Voting**

Such a citizen may, however, apply to the Provisional Election Commission to cast his or her ballot elsewhere. (As adopted on 13 February 1997)

#### **Article 10 - Changed Place of Registration**

As exceptions to the general rule, the Provisional Election Commission will grant the right to change the place of registration in the following circumstances:

- a) Citizens of Bosnia and Herzegovina who changed their place of residence between the 1991 Census and 6 April 1992 may be registered to vote in the municipality in which they lived on 6 April 1992, and may cast their votes either in person or by absentee ballot, only if they present documentary proof of residence in the municipality on or before 6 April 1992. Such documentation shall be a resident receipt issued between the 1991 Census and 6 April 1992 by the appropriate municipal authority;

- b) Displaced Persons who were citizens of Bosnia and Herzegovina on 6 April 1992, but who have changed their place of residence within Bosnia and Herzegovina since that date, either forcibly as a result of the war or voluntarily, may apply during the voter registration period to vote in person in the municipality in which they now live and intend to continue to live, only if they present documentary proof of continuous residence in the current municipality since 31 July 1996 or before. Such documentation shall be either a resident receipt issued on or before 31 July 1996 by the appropriate municipal authority or a Refugee/Displaced Persons card issued on or before 31 July 1996; and
- c) 1 The General Framework Agreement for Peace in Bosnia and Herzegovina, Annex 3, Article IV states that: "A citizen who no longer lives in the municipality in which he or she resided in 1991 shall, as a general rule, be expected to vote, in person or by absentee ballot, in that municipality as confirmed by the local election commission and the Provisional Election Commission. Such a citizen may, however, apply to the Commission to cast his or her ballot elsewhere. The exercise of a refugee's right to vote shall be interpreted as confirmation of his or her intention to return to Bosnia and Herzegovina."
- 2) A Refugee Voter may apply to vote in person in the municipality in which he or she intends to live (hereinafter "future municipality") provided that he or she satisfies the requirements set forth in Article 505(a). In the event such an application is approved, all successful applicants residing in Croatia and the Federal Republic of Yugoslavia may vote in person, but not by absentee ballot. All other successful applicants may vote either in person or by absentee ballots. (As adopted on 13 February 1997 and amended on 27 March 1997, 2 April 1997 and 15 April 1997)

**Article 11 - Intention to Return to BiH**

The exercise of a refugee's right to vote shall be interpreted as confirmation of his or her intention to return to Bosnia and Herzegovina. By Election Day, the return of refugees should already be underway, thus allowing many to participate in person in elections in Bosnia and Herzegovina. (As adopted on 18 February 1997)

**Article 12 - Refugee Status**

Refugees have the right to vote in the election without losing their status as refugees and without being obliged to return immediately to Bosnia and Herzegovina. Every effort will be made to facilitate the return of refugees to vote in person, without their forfeiting the right to go back after the election to the countries where they are now living. (As adopted on 13 February 1997)

**Article 14 - Proving Eligibility**

- a) Individuals not listed in the 1991 Census as adjusted for use in the 14 September 1996 Elections shall be registered by a Voter Registration Committee if they:
- 1) can prove that they were omitted from the list; or
  - 2) have attained the age of 18 since the 1991 census.

(As adopted on 18 February 1997; see also Article 17)

**Article 15 - Persons Under Indictment by the ICTY**

No person who is serving a sentence imposed by the International Criminal Tribunal for the Former Yugoslavia, and no person who is under indictment by the Tribunal and who has failed to comply with an order to appear before the Tribunal, may stand as a candidate or hold any appointive, elective or other public office in the territory of Bosnia and Herzegovina. (As adopted on 18 February 1997)

**Article 16 - Voter Identification**

a) In the electoral process, the following documents are acceptable for proving identity of a voter:

1. ID-Card
2. Citizenship-Certificate
3. Passport
4. Birth-Certificate
5. Resident-Certification
6. Driving-License
7. Military-Booklet
8. Health-Booklet
9. Certificate of registration of change of name.
10. These documents deemed valid if they were issued by Bosnia-Herzegovina authorities either in the Federation or in the Republika Srpska or by former Yugoslav authorities in the state.
11. A passport issued by a foreign government which permits dual citizenship shall be valid to prove the identity of the owner
12. Declaration:

Persons with no identification papers should submit a declaration of:

- i) Name
- ii) Address at the time of Census 1991
- iii) Identity number
- iv) Current address

This declaration should be made in presence of one of the following:

- A) regular court judge
- B) religious authority
- C) municipal official
- D) two reputable persons whose names are on the 1991 Census as adjusted for use in the 14 September 1996 Elections.

(As adopted on 18 February 1997)

**Article 17 - Changes to Listed Name**

- a) Some applications for registration require specific documentation:
  - 1) if a listed name is now incorrect because of marriage, a marriage-certificate must be produced;
  - 2) if a listed name is now incorrect due to legal change of name, a certificate of registration of change of name must be produced; or
  - 3) if an individual's name is not found on the 1991 Census as adjusted for use in the 14 September 1996 Elections during the voter registration period, proof of citizenship in 1991 will require the individual to present during the voter registration period either:
    - i) a certificate of citizenship issued prior to 1991, or
    - ii) a receipt issued by the appropriate municipal authority to establish that he or she was recorded as a citizen in one of the official municipal record books prior to the 1991 Census. All such receipts shall be subject to verification in accordance with practices and procedures established under the authority of the Provisional Election Commission. (As adopted on 18 February 1997)

**Article 17.1 - Citizenship Verification Sub-Commission**

- a) The Provisional Election Commission shall establish a Citizenship Verification Sub-Commission to verify all receipts referred to in Article 17(a)(3). The Citizenship Verification Sub-Commission shall be composed of one international member who shall be appointed by the Chairman of the Provisional Election Commission and who shall chair the Citizenship Verification Sub-Commission, and the deputies of the representatives of Bosnia and Herzegovina, the Federation of Bosnia and Herzegovina and the Republika Srpska of the Provisional Election Commission. All decisions of the Citizenship Verification Sub-Commission shall be made by consensus. Where consensus cannot be reached, the Chairman shall make the final and binding decision.
- b) In those cases where an individual has difficulty obtaining a receipt from a municipality, a representative of the OSCE is given the authority to make a written request for a receipt to the municipality on the individual's behalf. In those cases, the municipality shall, within five days of the request, produce either the receipt or full written reasons why the receipt cannot be produced. Any municipality issuing false receipts or statements will be subject to appropriate penalties imposed by the Provisional Election Commission. (As adopted on 18 February 1997)

**Article 505 Voting in a Future Municipality**

- a) A Refugee Voter who intends to vote in a future municipality must obtain a receipt validating his or her status as a refugee voter at an OSCE Out-of-Country Voter Registration Centre. A Refugee Voter who applies to vote in a municipality in which he or she intends to live shall, during a period to be determined by the Provisional Election Commission, submit to a Voter Registration Centre in the municipality in which he or she intends to reside, the following:
  - 1) his or her registration form and future municipality documentation (hereinafter *application*), which shall include a statement of intent to return

to Bosnia and Herzegovina and to take up residence in the specified future municipality. The Refugee Voter also shall include a statement indicating whether he or she wishes to vote in person or by absentee ballot in his or her 1991 municipality in case his or her application is not approved; and

- 2) clear and convincing documentation to demonstrate the Refugee Voter's pre-existing, legitimate, and non-transitory nexus with the future municipality. The burden of production and proof of such documentation shall rest with the Refugee Voter and shall be limited to the following:
  - i) lawful title to real property, including occupancy rights to socially owned domiciles, but not such title obtained under legislation or procedures which the Office of the High Representative, the Human Rights Commission, the Commission for Real Property Claims of Refugees and Displaced Persons, or any domestic court determines to be in violation of the General Framework Agreement for Peace in Bosnia and Herzegovina or the Constitution of Bosnia and Herzegovina;
  - ii) official documentation establishing the Refugee Voter's ownership of twenty-five percent (25%) or more of a substantial business located in the future municipality, or other evidence of significant holdings in companies or businesses;
  - iii) an invitation to the Refugee Voter from a member of his or her immediate family to reside in the family member's domicile in Bosnia and Herzegovina. The immediate family member extending the invitation may only be a marital partner, child born in and out of wedlock, an adopted child, a marital partner of the children, a parent of the marital partners, a brother, sister, or a grandchild without parents. The invitation shall be accompanied by a resident receipt issued by the appropriate municipal authority verifying that the person extending the invitation has lived in the specified municipality since 6 April 1992 or before;
  - iv) an official letter to the Refugee Voter confirming an appointment for legitimate employment in the future municipality and a notarized copy of a certificate of registration validating the employer's business; or
  - v) other documentation, only if deemed appropriate by the Future Municipality Sub-Commission which is established under Article 505(c)(1). This section is to be narrowly construed.
- b) The application of a voter under this section shall be used solely for the purpose of determining the voter's eligibility to register to vote in a future municipality without prejudice or affect on any other claim and entitlement.
- c) 1) The Provisional Election Commission shall establish the Future Municipality Sub-Commission, which shall be composed of one international member who shall be appointed by the Chairperson of the Provisional Election Commission and who shall chair the Future Municipality Sub-Commission, and the deputies of the representatives of Bosnia and Herzegovina, the Federation of Bosnia and Herzegovina and the Republika Srpska of the Provisional Election Commission. All decisions of the Future Municipality Sub-Commission shall be made by consensus. Where consensus cannot be reached, the Committee Chairperson shall make the final and binding decision.

- 2) A Refugee Voter shall submit his or her receipt validating his or her status as a refugee voter obtained at an OSCE Out-of-Country Voter Registration Centre and application to OSCE voter registration personnel at a Voter Registration Centre in the municipality in which he or she intends to reside during a period to be determined by the Provisional Election Commission.
- 3) OSCE voter registration personnel shall review all applications to ensure compliance with the criteria set forth in 505(a).
- 4) OSCE voter registration personnel shall forward without delay to the Future Municipality Sub-Commission all applications that fall within Article 505(a)(2)(v). The Future Municipality Sub-Commission shall render decisions on all 505(a)(2)(v) applications without delay. These decisions shall be final and may not be appealed.
- 5) Where OSCE voter registration personnel fail to approve an application filed within 505(a)(2)(i) through (iv), the Refugee Voter has a right of appeal. In countries where in-person registration is conducted, Refugee Voters whose applications are not approved may submit an appeal by the last day of the out-of-country voter registration period. In countries where mail-in voter registration is conducted, Refugee Voters whose applications are not approved may submit an appeal within four (4) weeks of the close of the out-of-country voter registration period. OSCE voter registration personnel shall forward the appeals and relevant documents to the Future Municipality Sub-Commission for appellate review without delay upon receipt of the appeal.
- 6) The Future Municipality Sub-Commission shall review the appealed applications and shall issue a final and binding decision without delay. The Future Municipality Sub-Commission shall send notice of the decision to the Refugee Voter without delay. (As adopted on 28 January 1997 and amended on 11 March 1997)



# Security Overview



Annex E



## Security Overview

### Local Police

Responsible for maintaining peace and good order in the immediate area surrounding the Voter Registration Centres:

- ✧ **ensure the freedom of movement** of voters to and from the Voter Registration Centre
- ✧ **strictly** prohibit any campaigning, intimidation or harassment near the Voter Registration Centre
- ✧ in the event of **any disturbance inside** a Voter Registration Centre, the Committee **Chairperson** may **request** their **assistance**
- ✧ **monitored** and advised by the International Police Task Force (IPTF)

### The International Police Task Force (IPTF)

Responsible, throughout registration, to monitor and advise upon request the security situation at the Voter Registration Centre:

- ✧ **monitor**, and advise upon request, the local law enforcement agencies in providing security at the Voter Registration Centre
- ✧ **monitor** that the electoral regulations concerning registration security are strictly followed in the vicinity of the Voter Registration Centre, particularly those regulations dealing with political activity, freedom of movement and access, and the posting of signs
- ✧ **attempt** to remedy violations of election security regulations by bringing them to the attention of local police officials, the LEC and other appropriate authorities

### The Stabilisation Force (SFOR)

Responsible for helping to provide a secure environment for those registering:

- ✧ **facilitate freedom of movement** throughout the registration period
- ✧ normally they will **operate outside** a one hundred (100) meter radius of the Voter Registration Centre
- ✧ in the event of **any disturbance inside** a Voter Registration Centre, the **Committee Chairperson** may **request** their **assistance**

### Security Forces at the Voter Registration Centre

Local Police will be present at each Voter Registration Centre throughout the hours of operation of that centre:

- ✧ **maintain peace and order** outside of the Voter Registration Centre
- ✧ **remove all weapons** found in the vicinity of the Voter Registration Centre
- ✧ when requested, by the Voter Registration Centre Committee Chairperson they will **assist** him in **preserving order**
- ✧ may **NOT interfere** with the conduct of Registration
- ✧ will **NOT enter** the Voter Registration Centre except to register or at the request of the Committee Chairperson

### Prohibitions at the Voter Registration Centre

- ✗ **No person shall interfere** or attempt to interfere with a registrant who is registering, nor provide an inducement to register in a particular manner.
- ✗ **No person shall attempt to obtain** any information at a Voter Registration Centre regarding where a registrant has registered to vote. i.e. exit surveys are not allowed.
- ✗ **No person shall prevent** or attempt to prevent a person from exercising the right to register, nor influence the way in which they shall register. No person shall communicate any information obtained at a Voter Registration Centre regarding where a registrant has decided to exercise their right to vote.

### Disruption of the Voter Registration Process

If there is a **threat to peace and order, an outbreak of violence or the presence of weapons** within a Voter Registration Centre, the Committee Chairperson of the Voter Registration Centre shall ensure that the threat to peace, outbreak of violence or presence of weapons is removed from the Voter Registration Centre immediately.

If the **threat**, outbreak of violence or presence of weapons **cannot be removed immediately**, the Committee Chairperson of the Voter Registration Centre shall:

- ✧ **suspend registration** for as long as it takes to restore peace and order to the Voter Registration Centre
- ✧ if the Committee Chairperson deems it necessary, he may call upon the **assistance of the police or security forces** outside the Voter Registration Centre to restore peace and order within the Voter Registration Centre

If **peace and order have not been restored within a reasonable time** and it appears to the Committee Chairperson that the possibility of peace and order being restored within a reasonable time is not likely, then:

- ✧ Committee Chairperson **may halt** registration until the next day if possible

**if that is not possible**

- ✧ Committee Chairperson of the LEC, in conjunction with the senior OSCE representative in the area, **must designate another day** when registration can recommence, but no later than 7 days from the day of interruption

**if the registration cannot recommence within seven days**

- ✧ Provisional Election Commission shall decide **when registration shall re-commence**

### **Closing the Voter Registration Centre Under Emergency Conditions**

If registration is suspended until the next day or for longer periods, the Committee Chairperson's first responsibility is the safety of everyone inside the Voter Registration Centre. The following actions should be taken, if practical, and they can be accomplished without the risk to life or limb:

- ✧ the Committee Chairperson should collect and secure all Registration documentation. If possible, details of the incident including relevant times should be recorded in the Voter Registration Centre Book
- ✧ transport materials with security forces or police and observers to the LEC or OSCE office or another safe place until peace can be restored

