



المفوضية العليا المستقلة للانتخابات  
كۆمىسيونى بالى سە ربه خۆي هە لېژارد نە كان  
**The Independent Electoral Commission**

UN Unofficial Translation

## **Voter Registration Update Procedures**

### **Parliament of Kurdistan of Iraq elections**

**March 2009**

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## INTRODUCTION

The Independent High Electoral Commission is an independent, neutral, governmental and professional institution. It is supervised by the Council of Representatives (CoR).

The Independent High Electoral Commission performs its work according to article no.102 of the Iraqi Constitution in terms of Law no.11 of 2007. It has all the authorities relevant to electoral events, such as:

Setting the rules, regulations and instructions to implement elections and referenda Iraq-wide, as well as announcing the implementation of all elections, organizing elections and ensuring fair and transparent implementation of elections.

According to the Law, Independent High Electoral Commission is composed of a Board of Commissioners; consisting nine (9) members including a non-voting one, the Chief Electoral Officer.

The Board of Commissioners issues regulations, procedures and instructions relevant to the electoral processes. The Electoral Administration (EA) is the administrative part of the Independent High Electoral Commission. It is headed by the Chief Electoral Officer. It is tasked with developing strategies of the electoral processes and submits them to the Board of Commissioners for approval.

The Electoral Administration consists of National Office and nineteen (19) Governorate Electoral Offices distributed all over Iraq in addition to the Kurdistan Regional Office.

Voter Registration Centers are linked to the governorate electoral offices, their number and location will be specified by IHEC and will be published. These centers perform the update of registration of voters to prepare a complete and transparent voter register to carry out electoral processes and referenda.

In addition to that, IHEC will exhibit the PVL and the Forms 111 that will be filled for the citizens during the Period of Voter Registration. Then, the Exhibition Period will be extended with an additional 3 days.

# CHAPTER ONE

## Procedures for the Voter Registration Process

### Procedural Guidelines

1. IHEC will update the voter register using the updated Voter List of 2008.
2. IHEC will open VRCs to reach an updated voter list prepared to held an Parliament Election of Kurdistan Region.
3. Most persons on the voter register are grouped by family and are listed under the name of the head of family.
4. Citizens, who live in Kurdistan, be will be required to go VRCs, where their name are listed on to make sure that their names are included in the VL in addition to checking if their data is correct.
5. Form 111 will be used either for addition (voters' information who their names are not fount at the VL), or changing the Polling Unit, correction or deletion.
6. Call Center of IHEC will provide general information about registration, time and location for voters who ask for information; telephone number will be published through IHEC media campaign. Information also can be accessed on website: [www.ihec.iq](http://www.ihec.iq).
7. Special helpdesk will be established in GEOS of Kurdistan for use of VRC staff only, for the purpose of provides Polling Unit Number and Voter Number of registrants – when it is needed.

### ***First: Voter Registration Centers***

VRCs will be opened by IHEC at all of the Governorates of the Kurdistan Region.

#### **1/ The VRC Duties**

- Provides information for each voter comes to visit the VRC about the inclusion his/her data in the VL.
- The persons will be able to include their information, changing their Polling Unit, correcting their data or deleting the information of died people from the VL after checking the submitted demonstrative documents.
- Receives the challenges submitted during the VRU under the Form 151. (detailed description in chapter 3)
- Distributes informational pamphlets and provide technical information (where, when and how to register).
- Reports the number of visits to the VRC for those who did not require form 111 (correct data), as well as the number of additions, changes, corrections and deletions on a regular basis.
- Completed forms will be packed and delivered to governorate electoral offices on a regular basis.

## **2/ VRC Staff**

The VRC staff consists of (10) staffs and as the following:

- 1 Manager
- 1 Deputy Manager
- 1 Queue Controller
- 5 Registration Clerks
- 1 Registration clerk responsible for Exhibition and Challenges process only
- 1 Packing and Batching Clerks

## **3/ Duties of VRC Staff:**

### **A. Manager**

- Follows-up and evaluates the security situation and coordinates with the relevant authorities.
- Plans and designing the layout of the VRC.
- Checks that all the materials of the VRC had been received.
- Supplies the VRC with required logistic materials on every morning.
- Supervises staff to ensure that correct procedures are followed.
- Submits the recommendation to the GEO Manager concerning the leaves, absences or the breaks.
- Arranges a schedule of meal breaks for staff outside of busy times.
- Reports daily figures to the governorate electoral office.
- Supervises the processes of collecting, counting and packing of Forms, which will be sent to the GEO Office to make sure that the sending of the Forms is achieved according to the given times at the decided timetable,
- Supervises the processes of collecting, counting and packing the materials that will be sent to the GEO Office at the end of the Registration.
- Everyday makes sure that the materials were packed and well prepared at the time of VRC closing. Then, he ensures that these materials were stored at the relevant boxes at a safe place during the night and seals these boxes on a daily base; opens them on the next day and record this in the respective Form.
- Maintains a daily journal to record the relevant information including the visitors such as (observers, political entities) where the time of their arriving, leaving will be recoded as well as their ID numbers and their organization and their concerns and any comments that could be raised by them.
- Instructs and trains the new staff.
- Gets sure that the Form (111) and Form 151 was filled correctly and all the 3 copies must be stamped.
- Give the authority to his deputy at the time of his absence.
- Contacts the GEO Office to inform about any incidents.
- Tasks the registration clerk to contact GEO special helpdesk to obtain voters' number and polling unit number, when it is needed.
- Performs any other duty as assigned by the governorate electoral office manager.

## B. Deputy Manager

- Acts as manager if and when necessary.
- Performing the duties of HR and deals with political entities and the Observers at the center.
- Assists in the duties of the manager.
- Performs any other duties as necessary and as requested by the manager of the voter registration center.

## C. Queue Controller

- Organizes the main queue at the entrance to the voter registration centre
- Ensures that there are small queues of two to three people at each registration clerk and smooth flow of persons in and outside the voter registration center
- Advises the manager if the main queue is too long for security reasons.
- Asks persons to leave after they have been to a registration clerk.
- Ensures that registrants copy of the Form 111 and 151 us stamped before the registrants leave the voter registration centre.
- Performs any other duties as necessary and as requested by the manager of the voter registration center.

## D. Registration Clerk

- Records the number of the people who their names are already found on the VL so they don't need any addition or correction or etc ... in their notebook, according to the below table:

No.	The day	The date	The number (symbolically)	The number (digitally)
1	Sunday	15 - 5	III	5

- Checks documents to confirm citizen's eligibility.
- Writes down the processes of additions, changes, corrections and deletions on the Registration Form no (111).
- Presents info pamphlets to persons who need information regarding registration and the type of documents to be presented.
- Performing any other duties specified by the voter registration centre manager regarding (training, logistics, media and security, etc...) within the framework of the voter registration centre.

## E. Packing and Batching Clerk

- Batches, counts and packs materials to be sent to the governorate electoral office under the close supervision of the manager.
- Records and informs the manager of the number of people found on the voter register who did not require any additions, changes or deletions based on the report provided by clerks during forms collection.
- Dispatches forms to the governorate electoral office according to the time specified.
- Stores materials in a secure location at the end of the working day.
- Performs any other duties as necessary and as requested by the voter registration centre manager.

## **Second: Observers and Political Entity Agents**

- The accredited observers who represent their NGOs or any other national and international organizations and the agents of the political entities are permitted to enter the VRC and monitor the process of updating the PVL.
- Observers and political entities agents have an important role to help ensure that the registration process is transparent and fair.
- Observers and political entities agents will be accredited by IHEC and they agree to be committed with the Code of Conduct, which is prepared by IHEC.
- Observers and political entity agents must wear a badge at all times and carry another photo identity document to verify from their identity.
- They must introduce themselves to the manager of the VRC. Observers and political entity agents can enter the VRC at the moment of the VRC staff arrival and they have the right to move among the VRCs and also they can stay at the VRC till the time of VRC closing at the end of each day.
- Observers and political entity agents may witness all processes in the voter registration centre including packing also they have the right to record the serial numbers of the seals of the storing boxes.
- Observers and political entity agents must respect the privacy of the applicants.
- They may make their own record of seal numbers, of the number of applicants, forms or of any other relevant information. Inside the voter registration center.
- Observers and political entity agents inside the voter registration centre may not communicate with applicants in any way.
- Observers and political entity agents may raise any concerns with the managers, but they cannot insist on any Independent High Electoral Commission staff member taking any particular action.
- ONLY political entity agents can submit a formal complaint inside the voter registration centre by using the Complaints Form designed for this purpose
- In addition to that Political entities agents have right to see the provisional voter list as well as the Forms 111 which are exhibited for check and to submit challenge.

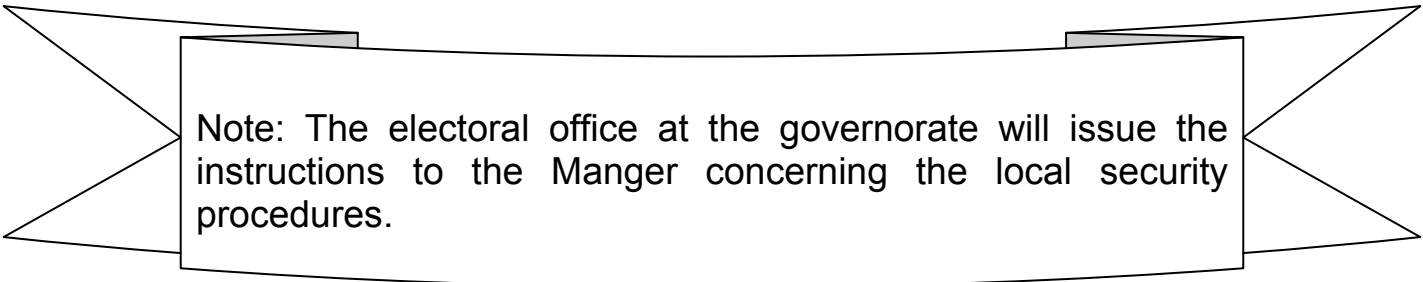
**Note:** The VRC manager will record any concerns that could be raised by the observers and the agents of the political entities at the journal of the Center Manager and he undertakes, where possible, the responsibility of solving the raised issues.

## **Third: Media**

While the media have an important role to promote and report on the conduct of free and fair elections, it is even more important that applicant do not feel intimidated or their identities exposed in the media. Separate instructions will be issued concerning the presence of media inside the voter registration centers.

#### ***Fourth: Security Personnel***

- Iraqi security forces are responsible for the security of the voter registration centre. However, police officers and other security personnel should generally station themselves outside the voter registration centre during working hours of the voter registration centre.
- They should not be within the voter registration center unless their presence is needed in an emergency, or is requested by the manager or a voter registration center staff.
- The manager should obtain contact details and coordinate with local chief of police prior and during the Registration Period.



Note: The electoral office at the governorate will issue the instructions to the Manger concerning the local security procedures.

## CHAPTER TWO

# Registration Form – No. (111)

### ***Introduction:***

If a voter came to the VRC to check his/her data, the registration clerk will ascertain the person's submitted documents then he will check the following:

1. The citizens, who are visiting the VRC, must bring documents to prove identity to be allowed to check if their name is listed in that VRC.
2. The Registration Clerk will check that the voter is correctly recorded in the PVL.
3. Informs the registrant that he/she can vote at the assigned polling centre at the next election, according to the index book of food Ration Agents.
4. Put a mark in the worksheet indicates that the name of the person, who visited the VRC, is already found in the PVL that is why he/she didn't fill any form.

**Note:** The person has the right of checking the information of one of his/her family members, also to correct, delete or change the Polling Unit included at the same Governorate or from another Governorate after submitting the official documents in spite of having one Form for each person. While, the case of adding, it must be done only by the person him/her-self.

### ***First: General Description for the Form 111:***

The Form (111) will be the same one that was used during the previous VRU in 2008.

#### ***1: Form description:***

- ❖ form designed on A4 size paper
- ❖ each form consists of an original plus two carbon copies
- ❖ each copy is of a different color

#### ***2: Usage:***

- Only one Form will be used for each single person to handle his/her case whether it is (addition, changing, correction or deletion).
- There is an exceptional case (change + correction). In this case, the two cases will be marked within one form not two forms.
- The Form 111 will be written down using a clear font by the Registration Clerk exclusively.

- The clerk should cut-off the Form from the other copies before filling the Forms 111 to avoid its damage during the writing since the forms are carbonic.
- Form will be in Arabic and Kurdish but the data will be written only in Arabic due to the technical requirements of the Data Base.
- The scratching and crossing out is absolutely prohibited on the Forms 111.
- The clerk will write down the name of the request applicant `who will sign the Form later to certify that the provided information is right and true. About the illiterate person, the clerk will read what is written to him/her and he/she will fingerprint on the 3 copies of the Form. While the disabled persons (without hands), the clerk will record his/her information in the down in the name & signature Box and the Manager will sign in stead of the disable and make the approval by stamped it.
- The clerk will write down his/her name and sign the Form.
- The Manager will stamp the 3 copies of the Form and the stamp must be by the Manager and by his/her Deputy at the Manager's absence.

Note: The registration clerks will personally fill the forms for each person clearly by using the alphabetic letters included at the top of the Form as well as Arabic numbers. There are some names (Kurdish) have the below attached letters; therefore, the registration clerk must fill the Form 111 using the regular Arabic letters, which represent the Kurdish Letter and as follows:

No	letter in Kurdish	The Arabic letter which stands for Kurdish
1	ڤ	ف
2	چ	ج
3	ز	ز
4	ک	ك
5	ب	ب

The use of the alphabetical letters, as it was clarified at the top of the Form, is -a necessary matter- without it, some mistakes maybe done at the data-entry process while there will be no way to update the data of a specific person again.

### **Second: Content of the Form 111 and how it is filled"**

- The Form 111 has several fields and sections which the registration clerk will fill up with the person's information, which will be taken from his/her official documents, and the clerk will ask the person to present one of the identification cards, which are enlisted below, in addition to another official document and according to the required one at each section of the Form. The Identification Documents are:
  - ❖ Civilian Identification Card.
  - ❖ Iraqi Nationality Card.
  - ❖ Iraqi Passport that is not expired
  - ❖ Residence Card (for the Head of the Family).

Note: the service of the fifth section of the Form will be not be provided (IDP Absentee Voting).

### **Content of the Form (111):**

- ❖ The Form includes the Arabic Alphabetic Letters and the Arabic Numbers in order to be used by the clerk when s/he is filing the Form. There is a Bar Code, and Serial Number at the side of the Form and they are found at the bottom of the Form also.
- ❖ At the right hand side of the sections of the Form, there is a Note points out to place the mark (√) in the suitable box, this means, the person should mark the box that s/he wants to use it to make an addition, changing, correction, deletion.
- ❖ The Form has an upper section in which there is a note states that it must be filled in all conditions and has the following fields:
  1. (Name, father's name, grandfather's name): each field consists of 14 fields.
  2. Name of the Governorate.
  3. Code of the Governorate: consists of two numbers.
  4. Date of birth (DD/MM/YYYY).
  5. Gender: consists of 2 fields, each one of them includes one gender (M or F).
  6. Family number (7 digits) to be filled in by clerk using food ration card.
  7. Number of the VRC: it consists of 3 fields.
  8. Full name of head of family: First name, father's name, grandfather's name in regards to the PDS and each field consists of 14 fields.
  9. Required documents: this field consists of 2 lines. In each line, the information of one of the required documents will be recorded to demonstrate the identity of the applicant such as (Name of document, place of issuance, its number, and its date of issuance)

***Note:*** *fields containing numbers will be filled by using the Arabic numbers and start writing from the right hand-side as it was clarified at the top of the Form.*

*Note: The items of the PDS and what they refer to according to the Registration Form:*

- *Number of the Food Ration Card = number of the family*
  - *Name of the head of the family = the first 3 names of the head of the family*
  - *Number of the Food Ration Center = Number of the Voter Registration Centre*
  - *Number of the Food Ration Agent = Number of the Polling Unit.*
- ❖ *The Form (111) contains sections in which the following cases will be treated (Addition, Changing, Correction, Deletion).*

- 1- **Addition section**: this section will be used to add a new person to PVL. So, If a person came to the VRC and s/he did not find his/her name, the clerk will ask her/him to present his/her eligibility documents to be registered and in order to do that he/she will be in need to provide one of his/her photo identification documents together with the food ration card.

For Iraqis, who returned to Iraq for the first time, they will required to provide their passport with an entry visa after 31 March 2009 to prove the date of their returning and a confirmation letter from the local council or residence card (if it was the head of the family), this required to prove their residence at the Governorate. The documents must include enough information to prove the following:

- Identity.
- Iraqi nationality.
- Date of birth (before and on 31 December 1991)
- Residency at the Governorate in which the VRC is occurred.
  
- Clerk will fill the upper section of the Form.
- Marking the addition field.
- Filling the field concerns the number of the current polling unit.

2 – **Changes section**: This section has three fields: the first is voter's number, the second is number of the previous Polling Unit (if available), and the third is number of the current Polling Unit.

As this section deals with three types of changes as clarified below, the clerk will perform the following actions:

1. **Changing Polling Unit within the same VRC**: the registration clerk must request the registrant to submit one of the identification documents with one of the other required documents.

The clerk will fill the upper part of the form and marks the change box with the tick (√), writes down the voter number at the concerned box of this section as well as the number of the previous Polling Unit, which is taken from the PVL, and the number of the current Polling Unit.

**Note**: If someone would like to make a change in the data of one of his/her family member (delegation), s/he must submit a document that states relationship to that member.

2. **Changing from one VRC to another one within the same Governorate**: before filling the form, clerk must ask the citizen to present:

- A. One of the identification documents with another required document.
- B. The registration clerk will ask the citizen to bring the (voter number) from the old VRC or by calling the GEO special helpdesk.

Then the clerk will start filling the upper part of the Form in total; mark the changing field with (√); write down the number of the previous Polling Unit (if possible) and the field of the number of the current Polling Unit.

Note: If someone would like to make a change in the data of one of his/her family member (delegation), s/he must submit a document that states relationship to that member.

3. Changing the Polling Unit from one Governorate to another: Before filling the form, the citizens must be requested to submit:

A. Change from a Governorate outside of Kurdistan Region

Document that proves her/his residence at the Governorate for which the citizen we'd like to move his/her Polling Center. In this case, the reliable documents are the food ration card only that is issued executively before (01/04/2009)

B, Change form a Governorate to another one within the Region

In case when the change is from a governorate to another of the 3 Regional Governorates, registrant should present PDS card issued from any of the three Governorates of Kurdistan-Iraq in anytime.

a, One of the identifications Documents:

b, Voter Number from the citizen's old VRC.

Or the assigned IHEC staff will call the special helpdesk at GEO. Then, the clerk will fill the upper part of the Form; sign the change field with the tick (√); record the number of the previous Polling Unit in the respective field (if it is available) as well as the number of the current Polling Un.

Note: it is not allowed to change polling unit to the governorate into the Kurdistan Region to those who changed their polling unit to outside of Kurdistan Region in previous VRU in 2008.

Note: If someone would like to make a change in the data of one of his/her family member (delegation), s/he must submit a document that states relationship to that member:

3- **Correction section:** his section stats that the tick (√) must be put at the desired box, which is required to be corrected, that has the following:

- ❖ Boxes for (Name, Father's name, Grandfather's name and the date of Birth), the tick (√) should be put next to required box for correction.
- ❖ Also, this section has a box for the Voter's number and the number of the current Polling Unit as well.

This section is used to correct the inclusion of a person who is not related to a specific family and the clerk will follow the followings:

- ❖ Ask the citizen to submit one of the identification in addition to one of the other required documents. Then, the clerk will:
- ❖ Fill the upper section of the registration form in total (as mentioned before).
- ❖ Mark the correction box of with the (√) tick.
- ❖ Put the (√) tick in the (non-family member) box.
- ❖ Fill the box of the voter's number field and the number of the current Polling Unit, which is found at the PVL.

**Note (1)** If a family's member found that there is a person added to his/her family while the person is not a member of that family. In this case, the family's member doesn't have the right to make any change, any amendment.

**Note (2)** Only the family's member, who's name is mentioned within a different family, has right to make the correction so that his/her information will be moved to his/her original family.

Besides, this section is used when there is a committed mistake in the PVL either in the voter's\_name, his/her Father's name, his/her Grandfather's name or in his/her date of Birth. The treatment will be as follows:

- Ask the citizen to submit one document proving his/her identity with another document. Afterwards the clerk will:
- Fill in the top section of the registration form (as mentioned before).
- Mark the box of corrections with a √ sign.
- Mark the box of relevant box with a √ sign.
- Fill in voter number field and current Polling Unit, the clerk will transcript from provisional voter list.

**Note:** If someone would like to correct the data for one of his/her family members (delegation), s/he must submit a document that proves the relationship to the member of the family.

**4. Deletion Section:** This section has three fields: voter number field, current Polling Unit, field of required document for deletion, a case of death, or ineligibility.

This section is used when the name of a deceased person is deleted from the provisional voter list, as follows:

- ❖ The clerk will ask the citizen to submit a document proving family relationship and the death certificate.
- clerk fills in the top section of the form (the died person's information).
- marks the deletion box
- fills in voter number field
- fills in current Polling Unit
- writes the document type, date and place of issue

**Note:** Documents of the applicant who is a family member is to be stated in the upper section of form 111 in the documents field.

### **Exceptional cases (multiples)**

There may be two cases for a registrant using form 111 and conducting multiple registration activities. In this case, one form is to be used, and the two activities are to be marked in the form. It must be stressed not to use two forms, these cases are:

#### Change with correction

This case applies if the change is going to be for the Polling Unit within the same VRC only. It does not include to outside the VRC (whether it is within the same Governorate or outside it), the clerk deals with two cases:

- Change with correction (errors in the citizen's data).

The citizen will be requested by the clerk to present one of the identification documents with another one, and then the clerk will:

- fill in the top section with complete and correct data
  - mark the change box and fill its fields (voter number, previous Polling Unit, current Polling Unit)
  - mark correction box
  - mark with a √ in the box to be changed
- ❖ At the bottom of the Form 111, there are 4 fields used in all above cases as follows:
- ❖ Field with name and signature of applicant.
  - ❖ Field with name and signature of registration clerk.
  - ❖ A field for the date when the form was processed.
  - ❖ The clerk directs the applicant to go to the voter registration centre manager after providing him/her with the three copies of form 111 in order to be stamped.
  - ❖ The voter registration centre manager stamps the three copies and gives the citizen the last copy. The middle and first copies will be kept in a tray (a folder).

### ***Third: Spoiled Form no. (111):***

The form will be considered spoiled if:

- It is unreadable.
- Not properly filled in.
- It is torn or dirty.

If the form was spoiled, then the clerk will do the following:

- Draw two diagonal lines across the form and write “spoiled” on the form.
- Put the form in the tray (folder) which will be emptied regularly by the manager.
- Fill in a new form for the citizen.

***Note: same procedures apply for spoiled Challenge Form 151***

### ***Fourth: The Complaints Procedures for Voters’ Registration Process:***

1. • Citizens and the agents of political entities have the right to file a complaint according to complaints form 110. As for observers, they do not have the right to file a direct complaint. They can only report the incident to their organizations. These organizations, in their turn, will file a report to the Independent High Electoral Commission.
2. • The complaint must be written and signed, according to complaints form 110, by the person who witnessed the incident.
3. • The complaint must be filed within 3 days as from the date of the incident.
4. • Voter registration complaints are divided into two sections:

- **First category:** General Complaints concerning the VR Process such as (illegal electoral media campaign at a VRC, the interference of the observers and political entity agents in the registration process, a complaint against the staff of IHEC, etc...).
- **Second category:** voter registration complaints (applications) regarding addition, change, correction and deletion on form 111 for pending cases.

The first category (General Complaints):

- 1- The citizens and agents will have the right to submit a complaint during the registration period and according to the specified periods mentioned below
- 2- The complaint must be submitted within 3 days from the date of incident according to complaints form 110.
- 3- It will be submitted to the VRC Manager who will write down his/her comment about the incident in the concerned field of the Complaint Form (only if the complainant requested it) then the complaint will be put in a paper envelop sized A5.

**Note: The citizen will seal that envelop and give it to the Manager, who will sign and stamp it with the date.**

- 4- The GEO should send the general complaints within two days starting from the date of receiving the complaint from the VRC, the National Office of IHEC.
- 5- The Complaint and Consultation Department investigate the complaint and submit recommendation to BoC. The decision of BoC could be appealed at the Judicial Panel within three days starting from the next day of publication.
- 6 The decision will be published in three daily local newspapers for three days.

About the second category: (complaints of the voters registration "Requests" that include "addition, change, correction, deletion" and related with the Form (111)).

- Citizens have the right to ask voter registration centre, during the voter registration update period, to do any addition, change, correction or deletion.
- The concerned employee must take an immediate decision.
- If the concerned employee refused the application, then the citizen will have the right to submit a complaint according to complaints form 110. The clerk will fill in Form 111 and write down the phrase "pending form" on it and attach it with the complaints form. (The first copies of the forms.)
- It will be submitted to the VRC Manager who will write down his/her comment about the incident in the respective field at the Complaint Form (only if the complainant requested it). Then the complaint will be put in a paper envelop sized A5.

Note: The citizen will seal that envelop and give it to the Manager, who will sign and stamp it with the date and write the word `pending`.

- ❖ The complaint will be registered in a special record book with the following;
  - ❖ The serial number of each complaints (number will be provided by the GEO)
  - ❖ Name of complainant
  - ❖ Date of receiving at GEO
  - ❖ Serial number of the complaint form
  - ❖ Type of attached documents
- 
- The GEO Manager must adjudicate the complaint with pending form within two days from the date of receiving.
  - The decision will be sent to voter registration centre and will be published within 3 days inside the voter registration centre.
  - Citizens have the right to appeal against the governorate electoral office manager's decision before the Board of Commissioners within 3 days, starting from the next day of publishing. The Board of Commissioner's decisions can be appealed against before the Electoral Judicial Panel according to article 8 of Law number 11 of 2007.

# CHAPTER THREE

# Exhibition and Challenges

**First:** purpose of exhibition and challenges

IHEC will display PVR and Form 111 in VRC to allow all eligible persons and PE Agents:

1. challenging listing any person in VR from 111 believed to be ineligible

**Second:** Locations of Exhibition and Challenges  
These will be in the same VRC.

**Third:** who may challenge

Registered eligible voter and accredited PE agents may challenge using form 151. Accredited observer or media may observe but cannot challenge or complain.

- Conditions for voter who submits challenges
  - a. present ID with photo
  - b. Eligible to vote and his name is listed in the displayed VR at the VRC or has added his data during VRU.
- Conditions for PE that submit challenges
  - a. present ID with photo
  - b. present accreditation card as PE Agents issued by IHEC.

**Fourth:** subject of challenges

It is to challenge the inclusion of any person at the PVL and in the Form 111 who is thought to illegible because of the following:

- not Iraqi citizen
- he is not resident at any of the governorates of Kurdistan Region of Iraq.
- DoB after 31/12/1991
- Dead

**Fifth:** proof of challenge

The onus of proving the challenge falls on the challenger, by providing copies of documents supporting the challenge and proving that the person challenged does not comply with above conditions.

- Documents require for proof of challenge
  - a. Official documents showing the person is not Iraqi citizen
  - b. Iraqi documents showing that the person is a resident another governorate, other than the three governorates belong to Kurdistan Region of Iraq.
  - c. Official document that the person is born after 31/12/1991.
  - d. Death certificate

VRC manager may accept other documents and if the documents are not complete, he will inform the challenger that his challenge may be rejected for lack of evidence.

**Sixth:** Items to be displayed during E&C period

IHEC will display:

1. PVR for each VRC: this is the PVR used during VRU and contains eligible voter data for a specific VRC and available for all to check and challenge
2. forms 111 filled during VRU

**Seventh:** E&C process

- PE agents and eligible voters may demand checking PVR and forms 111 with possibility of challenging listing any ineligible voter
- VR may be checked during a sufficient period of time, taking into account the number of people waiting. VRC manager may try to avoid congestion
- Challenges must be on form 151 signed by challenger and VRC manager and stamped.
- Supporting documents or copies must be presented and attached to form 151

Note: copies will not be returned.

Note: challenges will be recorded at Challenges Log book of the GEO by legal section as follows:

1. serial no, for each challenge
2. name of challenger
3. name of person challenged
4. date of receiving of the challenge
5. attachments with challenge

Challenges on VR are divided into 2 types:

A, Challenges on missing or inaccurate data on the PVL

To challenge missing or wrong data on PVL is not possible during the period of voter registration update; those cases should be processed as per the voter registration procedures on the regular way.

B, Challenges on listing any person believed to be ineligible:

Challenges on data of another person in PVL or form 111 after following procedures listed below and providing these documents:

- ID with photo and his name present at PVL in that VRC
- PE agents must provide accreditation issued by IHEC plus ID with photo.
- VRC staff will check eligibility of challenger and data of person challenged through displayed PVL or forms and write down details in form 151.

Note: challenger must provide proper contact details otherwise, challenges will not be accepted.

- VRC staff will copy data of person challenged to form 151 exactly as in PVL or in Form 111
- Challenger must provide documentary proof to be attached to form 151.
- Form 151 will be signed by challenger and VRC manager who will sign it and stamp it in 3 copies.
- Copy 3 will be given to challenger; copy 2 sent to VRC, copy 1 sent to GEO.

Note: VRC manager has no authority to adjudicate the challenges.

- Form will be delivered to GEO according to GEO manager instructions.
- GEO manager will send challenges to N.O. for decisions without adjudicating it. A copy of form 151 will be sent to N.O. Complaint Section who will send it to BoC
- BoC will make a decision with 7 days of receipt at N.O.
- BoC decisions can be appealed to EJC (paragraph 5 of article 8 of law 11/2007) within 3 days of publication of decisions
- BoC decision will be published in 3 local newspapers for 3 days in Arabic and Kurdish
- If the appeal is accepted, the voters challenged will be excluded from FVR, and cases, for which form 111 are filled in during VRU, will not be accepted.

## Chapter four

# Processes of Collection and Preparing the Reports and Packing at the VRC

Below is a list included all of the Forms types that are used at the Registration Process and the function of each of one

Table of the RC Forms					
Form No.	Form Type	Quantity for each VRC	Quality	Security	Packing
110	Complaint	25	3 copies: 1 original & 2 carbonic with 3 colors (white-Blue-Yellow)	Serial no.	Packs, each one has 25 Forms
111	Registration	2500	3 copies: 1 original & 2 carbonic with 3 colors (white-Blue-Yellow)	Serial no.	Boxes: each one contains 10 packs, & each pack has 50 Forms.
151	Challenge		3 copies: 1 original & 2 carbonic with 3 colors (white-Blue-Yellow)		
152	Daily Report of the VRC	30	1 copy		
113	VRC Sending Form	10	3 copies: 1 original & 2 carbonic with 3 colors (white-Blue-Yellow)		
116	Box Seals of the storing the registration materials (Journals, Forms & stamps & etc...)	2	1 copy/ 5 pages		
Table of the GEO Forms					
Form No.	Form Type	Quantity for each VRC	Quality	Packing	
154	GEO Daily Report	GEO Office	Electronic Copy		
115	GEO Sending Form	GEO Office	3 copies: 1 original & 2 carbonic with 3 colors (white-Blue-Yellow)	Packs, each one has 50 Forms	
117	Distribution from stores of the GEO to VRC etc...)	GEO Office	3 copies: 1 original & 2 carbonic with 3 colors (white-Blue-Yellow)	Packs, each one has 10 Forms	
158	Appeal Adjudication	For the GEO			

## ***First Section: Collecting and packing***

- ❖ The manager will give the last copy of the Form 111 or the Form 151 or the pending Form no. 111 with the Form 110 or the Form of the General Complaint no. 110 to the citizen and keeps the two copies (the first and the second) in the collecting tray.

At the end of the day, the manager will have the following forms and information:

- Registration Form no. 111 (the first and the middle copies).
- Challenge Form no. 151 (the first and the middle copies).

Note: the documents, which support the submitted challenge, will be attached with the Challenge Form no. 151 (the first copy).

- Spoiled forms no. (111) & no. (151) (all the copies).
- Envelopes sized A5 that contains the pending forms with the Complaints Forms with the middle copies.
- Envelopes sized A5 that contains the General Complaints Forms with the middle copy.
- Number of visitors who's no any correction was made to their data at the VRC because their information was included correctly.

- ❖ At the end of day, the manager will collect forms as follows:

- The Middle Copy: of the Registration Form 111, but each case will be kept in a different box file that will be kept at the VRC.
- The Middle Copy: of the Challenge Form 151 and it will be kept in a box file.
- The Middle Copy: of the Pending Form no. 111 and it will be kept at the Complaints File.
- General complaints forms (the middle Copies) that will be kept at the Complaints File.
- Spoiled Forms no. 111 and no. 151 (all copies) will be put in a file box to keep the Forms at the VRC.

**Note:** *In case, Form 111 is treating two cases, which are: (change + correction), this means it has 2 ticks; therefore, VRC manager must collect it with the change cases.*

- Under the supervising the VRC Manager, the Packing Clerks will archive the Middle copies of all the mentioned Forms then the manager will have only the first copies of the Forms; therefore, he will do the following:

### 1. First copy of form 111:

- Manager will divide form 111 into 4 groups depending on the part used:
  - Addition.
  - Change.
  - Correction.
  - Deletion.
- Manager will count forms used for each section which will be kept each case with a clip.
- He will put the groups together in a tamper evident bag (A3) at the end of day and leave the bag open.

- This is to be repeated every day, and to keep the bag open for putting forms of next day, until being sent at the end of week.
- At the end of week, there will be 4 tamper evident bags (A3) size, a bag for each section. Each bag contains forms of section (addition, change, correction, deletion)
- Manager will write on each tamper evident bag (A3) size the following:
  1. Voter registration centre name and code
  2. Name and number of the Governorate.
  3. Number of forms 111 in each bag.
  4. The date.

## 2. The First Copy of Challenge Form no. 151:

- The First Copy of Challenge Form no. 151 will be put in its special envelopes sized A3 and all the supported documents will be attached with it. It should be written on the envelope clearly: Complaint Committee Copy.
- The (Collection and Packing) will be repeated on a daily base and making sure that the respective envelope is kept open since the Forms of the next day will be put inside it also and so on or it means, the envelope will be kept open till the end of the week when it is the time of sending.
- At the end of the week, the Manager will record the following information on the A3 Envelope:
  1. Voter registration centre name and code
  2. Name and number of the Governorate.
  3. Number of forms 151 in the envelope.
  4. The date.

The Manager will sign and stamp on the open slots after closing them.

## 3. Pending form 111 with the complaints form 110 is to be put as the following:

- A5 size envelope includes first copy of form 111 and the first copy of the complaints form are to be put in a paper envelope (A3) size and keep the envelope open. This process (collecting and packing) is to be repeated daily and make sure that the envelope is kept open till the end of the week.
  - At the end of the week, the Manager will record the following information on the A3 Envelope:
    1. Voter registration centre name and code
    2. Name and number of the Governorate.
    3. Number of forms 111 (Pending) in the envelope.
    4. The date.
    5. The Manager will sign and stamp on the open slots after closing them.

#### 4. Complaint form 110, to be packed as follows:

- The first copy to be put in a paper envelope A3 size and keep the envelope open. This process (collecting and packaging) is to be repeated daily and make sure that the envelope is kept open to put until the end of the week.
- At the end of the week, the Manager will record the following information on the A3 Envelop:
  1. Voter registration centre name and code
  2. Name and number of the Governorate.
  3. Number of the Complaints Forms.
  4. The date.
  5. The Manager will sign and stamp on the open slots after closing them.

#### **Second: storage at the end of each day (seals form no. 116):**

- ❖ At the end of each day, the Manger will undertake the following:
  - white tamper evident bag A3 size, including form 111 (4 bags).
  - A box file include middle copy of form 111 (4 box files).
  - voter lists (7 registries).
  - A box file for the spoiled forms (1 box file).
  - A box file including the pending form 111 and complaints forms, and general complaints forms (one folder).
  - Paper Folder that contains Packing & Sending Forms (one folder).
  - Envelope of pending registration form 111, and complaints form (one envelop).
  - Envelope of general complaints forms (one envelop).
  - Envelope of form 152 for the daily report form (one envelop).
  - Unused forms.
  - T.E.B & the un-used paper envelops
  - Stamp.
  - office-instruments.
- ❖ Manger will pack the materials in the storage box; he/she will seal it with 5 seals and fill the Form (116) that consists 5 pages and used for 30 days.
- ❖ filling mechanisms of the Form no. 116:
  - Governorate code.
  - Governorate name.
  - Voter registration centre code.
  - Voter registration centre name.
  - Day.
  - Date.
  - Manager's signature.
  - Numbers of 5 seals for the first box.
  - Numbers of 5 seals for the second and third boxes (if used).
  - This way the form will be filled in on daily basis over thirty days.

- ❖ Manager will use one box for storage, in case box is not enough, manager will use boxes number 2 and 3 and make sure to seal them with seals and record the seal numbers on form number 116.
- ❖ Manager will store the boxes in a safe place every night.
- ❖ Manager will choose a secured place according to the local security circumstances, provided that it is inside the voter registration centre.
- ❖ Manager and his/her assistant will open the 4 aside seals the following day after making sure that their numbers are stated in form 116, and sign the form, (sign before the first day items on the left side of the form when opening), for acknowledgment he will leave the upper opening seal closed).

**Note:** if box seals are broken, manager will state this in the notes field at the bottom of the form and in his/her journal. He/she will inform the governorate electoral office to adjudicate this issue.

**Note:** if the manager opened the box after closing it at the end of the day and before leaving, then he/she must reseal the box again and write the new seals numbers in the notes field at the bottom of form plus mentioning the reasons, and also in the journal.

### ***Third: Daily Reports and weekly packing***

- ❖ The governorate electoral office will fill in the governorate electoral office's Daily report form of on the opening of voter registration centers. Governorate electoral office will contact voter registration centers between 08:00 am to 09.30 am for the voter registration centers opening report.

#### **1: Reporting Process, form 152**

From **152** is a daily report form of the voter registration centre.

The governorate electoral office will contact the voter registration centre manager by phone between 04:00 pm to 5:30 pm, to receive the data registered in form **152**.

Manager will report the data on form **152** of previous days after recording the following information on it:

- Governorate code and its name.
- Voter registration centre name and its code.
- Date.
- Number of forms 111 used for additions on that day.
- Number of forms 111 used for changes that day including forms for (change and correction together).
- Number of forms 111 used for corrections that day.
- Number of forms 111 used for deletion that day
- Total number of forms used for all above sections.
- Number of pending forms 111 with complaints form.
- Number of spoiled forms 111 for that day.
- Total number of forms 111 used that day.
- Total number of the Complaint form 110 used at the day in which the report was written.

- Total number of Challenge form 151 used at the day in which the report was written.
  - Total number of Spoiled Challenge form 151 used the day in which the report was written.
- 
- Number of voters who visited the voter registration centre for checking and did not make any amendment.
  - Total number of the observers who visited the voter registration centre at the day in which the report was written.
  - Total number of the agents who visited the voter registration centre at the day in which the report was written.
  - Mark the field, which is specialized for the existence of the security forces.
  - Mark the field of voter registration centre closing time, and write the reasons for not closing it in time.
  - Write down name and signature of voter registration centre manager.
  - Write down name of report receiver at governorate electoral office.

Data recorded on form **152** will be used to fill in the daily report form 154 of the governorate electoral office. Form **152** will be in one copy only. It will be kept in the voter registration centre. It will be sent with the weekly dispatch to the governorate electoral office in an A3 size paper envelope.

## **2. Packing for weekly shipment sending**

### **A. T.E.B A2:**

- ❖ The voter registration centre manager will close the non-transparent tamper evident bags (A3) size in order to be packed and sent every week to the governorate electoral office warehouse, on the bag the following will be written.
- ❖ Name and code of governorate.
- ❖ Name and code of voter registration centre.
- ❖ Number of forms for each section (addition, change, correction, deletion).
- ❖ Date of dispatching the bag.

### **B. T.E.B (A2) size:**

There will be 4 paper envelopes of A3 size:

- First envelope: contains pending 111 forms with the complaints form no. 110.
- Second envelope: contains daily reporting forms 152.
- Third envelope: contains general complaints forms.
- Fourth envelope: contains Challenge Forms 151.
- After putting all these envelopes in the T.E.B (A2), the following information will be written:-
- Name and code of governorate.
- Name and code of voter registration centre.
- Date of dispatching the bag.

#### ***Fourth: Packing and Dispatch Processes at the VRC – Form 113***

- VR Forms no. (111) from the VRC to the warehouses of the Governorates in term of the Form no. 113.
- ❖ Form 113 is the form specified for dispatch of registration forms 111 from voter registration centers to governorate electoral office warehouse.

#### ❖ The manager will record the following information on form 113:

- Code of the Governorate.
- Name of the Governorate.
- Voter registration centre code.
- Voter registration centre name.
- Number of the weekly sent T.E.B (A2) to the warehouse of the GEOs.
- Serial number of tamper evident bag (A2) size.
- Number of forms for each section in tamper evident bag 1, and 2 (in case more than one bag is used).
- Number of pending forms with complaints forms.
- Number of general complaints forms.
- Number of forms 152.
- Register the notes if there are comments.
- Name and signature of the VRC manager.
- The name and signature of the postman in addition to the date.
- The field of the received person's name will be left blanked in order to be filled as soon as the envelope will be received at the warehouses of the Governorate.
- Writes down the date of receiving the package.

#### ❖ **There will be three copies of the Form no. 113:**

- First and middle copies are to be sent to the governorate electoral office warehouse together with TEB A2. The recipient will sign on the 2 copies and keep the first copy in the governorate electoral office and use the middle copy as a receipt and give it back to the transporter who will return it back to the voter registration centre.
- The last copy will be kept in a box file in the voter registration centre.

C. **Note:** if there is no serial number on the T.E.B A2, the manager will seal the bag and punch it with two punches from the upper part (place assigned for closing) and close it with one of the seals (the plastic seal that is used for sealing the boxes) and writing the number of the seal at the Form no. 113 instead of the serial number of the T.E.B A2 size.

#### ***Fifth: Packing at the End of the Registration Update Process***

- ❖ The manager will pack the following:
  - Tamper evident bags A2 and A3 (unused).
  - Paper envelopes A3 (unused).
  - Forms (111, 152, 113, complaint form) (unused).
  - Box files containing Form 111 second copy.
  - Box files containing Packing Form 113 (second and third copy).
  - Box files containing spoiled Forms 111.
  - Box files containing pending forms 111, complaints forms and general complaints forms.

- Stamp.
- Stationary.
- ❖ The governorate electoral office will arrange to collect all voter registration centre materials.
- ❖ The governorate electoral office will notify the manager of the collection process arrangements.

## **CHAPTER Fifth**

### **VRC Management**

#### **First: Working Hours**

The hours of work will be 8 hours a day, from 0800 a.m. to 04:00 p.m. The voter registration centre will not close during lunch break. Nevertheless, the manager will arrange a schedule of breaks for the staff according to work requirements.

#### **Second: Opening Procedures**

- The manager and staff will arrive to the voter registration centre at least 30 minutes before opening time.
- The voter registration center will be set up in a way that allows for smooth flow of persons who visit it.
- Manager will provide staff with registration kits as required before the opening of the voter registration center every day.

#### **Third: Closing Procedures**

- The manager will close the doors at the closing time.
- Any body standing at the queue will be allowed to wait inside the VRC. The queue controller will observe the last person on the queue at the time of closing when nobody else will be allowed to join the queue.

Queue controller will accompany the persons to the exit.

#### **Fourth: Samples for the Teamwork**

There will be a weekly-record book for the attendance of the staff at the VRC.

- The Manager has to check the attendance sheet (weekly-record book) on a daily base.
- The members of the teamwork as well as the manager must sign the attendance sheet. Then, the supervisor at the GEO will check the attendance sheet and sign on.

#### **Fifth: Send the weekly-record book of the work of VRC staff and Administration**

- The Manager will put the weekly-record book in an envelop.

- Then, he will stamp the envelop.
- The envelop could be collected on a weekly base by coordinating this matter with the GEO.
- The envelop will be sent to electoral office at the Governorate.

**Sixth:** Journal

VRC Manager will keep a daily record book for registering:

- The date of the VRC opening time.
- The date of the VRC closing time.
  
- Information about any incident or (name & accreditation number) of the observers, agents of the PEs and media representatives whom were watching the VRU.
- The number of the visitors who did make any correction for their information (correct information).
- The number of the daily storing steals.

# CHAPTER SIX

## Duties of the Governorates Electoral Offices

### ***First: Training Unit staff***

Trainers will support voter registration centre operations through visiting these centers to:

- Check, that staff is following the correct procedures.
- Assist managers to train new staff.
- Assist in collecting forms.
- Deliver and receive forms from governorate electoral offices warehouses in the governorates.
- Liaise between the governorate electoral office and voter registration centers.

### ***Second: Reporting***

- Governorate electoral office will contact voter registration centers between 04:00 to 5:30 pm to get the data of form 152 which the voter registration centre prepared. Its data will be written in the daily reporting form 154 of the governorate electoral office.

### **❖ Daily Report of the GEOs - Form no. 154**

Form 154 is the governorate electoral office daily reporting form. It will be used to record the information received from each voter registration centre. It will be electronically filled in and to be sent by e-mail to the Independent High Electoral Commission national office to submit a report on the voter registration update and the forms used in the voter registration centers.

- The report recipient in the governorate electoral office will record the following on Form 154:
  - Governorate code.
  - Governorate name.
  - Reporting date.
  - Code of voter registration centre.
  - Name of voter registration centre.
  - Number of Forms used for additions.
  - Number of Forms used for changes.
  - Number of Forms used for corrections.
  - Number of Forms used for deletions.
  - Total number of forms of above sections.
  - Number of pending forms attached with the complaints form.
  - Number of spoiled forms.
  - Total number of forms used during the day.
  - Number of persons who visited for checking.
  - State if the voter registration centre was closed in time (yes, no).
  - Reasons for not closing the voter registration centre in time (security, logistic, etc...).
  - Number of general complaints forms (if any).
  - Total number of the above fields.

The form 154 will be electronically sent to the national office.

***Third: Packing and Dispatch from the GEO warehouse to the regional warehouse – Form 115***

Form 115 is the dispatch form. It is in 3 copies. The governorate electoral office will dispatch the TEBs (A2) received from voter registration centers to regional warehouses, according to form 115. The following will be recorded on it:

- Governorate code
- Name of governorate
- Date of dispatch.
- Code of each voter registration center.
- Name of each voter registration center.
- Number of dispatch bags from each voter registration centre.
- Serial number of the dispatch bags.
- Name and Signature of the governorate electoral office manager.
- The courier will write and sign Form 115 as well.
- The third copy (last) of form 115 is to be kept in the governorate warehouse.
- The manager will leave the field of the recipient's name and signature empty to be filled in by the recipient upon receipt of package.

Recipient in the regional warehouse will record the following on the first and middle copy of Form 115:

- ✓ His or her name and signature
- ✓ Date package was received
  
- The recipient in the warehouse will keep the first copy of Form 115 and return back the second copy to the transportation officer, who will return it back to the governorate electoral office.

## CHAPTER SEVEN

### Registration Kits, Identification Documents and List of Governorate names and their numbers

	Item	Quantity	Description
Sensitive Materials (they must be protected in all times)	Form no. 111	2,500	Voter Registration Form
	VL	7 packages	
	VRC Stamp	1	
Forms	Forms no. 110	25	Complaint Form
	Forms no. 151	50	Appeal Form
	Forms no. 152	25	VRC Daily Report Form
	Forms no. 113	10	VRC Packing & Sending Form
	Forms no. 116	2 Packages of 5 pages	Daily Recording for the Serial Numbers of the Seals
Material Storage	<b>Ballot Boxes to store the materials</b>	3	<b>For transporting &amp; storing the sensitive materials</b>
3. The Printed Materials	Poster 1	7	For Form of Addition (T.E.B. A3 no. 1)
	Poster 2	7	For Form of Change (T.E.B. A3 no. 2)
	Poster 3	7	For Form of Correction (T.E.B. A3 no. 3)
	Poster 4	7	For Form of Deletion (T.E.B. A3 no. 4)
	Poster 5	7	For Form of Appeal (Envelop A3 no. 5)
	Poster 6	7	For Form of Pending Complaints (Envelop A3 no. 6)
	Poster 7	2	For the Spoiled Form no. 7
	Poster 8	7	For the Envelop of the Complaint Form (Envelop A3 no. 8)
	Poster 9	12	For the T.E.B. A2 to transport the Registration Form
	Poster 10	12	For the T.E.B. A2 to transport the Envelops
	Poster 11	2	For Ballot Box 1
	Poster 12	2	For Ballot Box 2
	Poster 13	2	For Ballot Box 3
	Poster 14	2	For the VRC Manager's Jurnal
	Secrecy Envelops for Complaints	25	Envelops A5 for Complaints

	Box File	10	To collect the filled Forms according to the categories
	T.E.B A2	10	T.E.B A2 to transport the Forms
	T.E.B A3	30	T.E.B A3 for packing the filled Forms according to the categories to transport them
	Roll of Adhesive Tape	5	Multiple usages
	Roll of Wide Adhesive Tape	2	Multiple usages
	Tape for arranging the queue	2	length is 50 yards to arrange the queue
	Pencils	50	To fill the Form with blue color
	Note-book A5	1	Multiple usages sized A5
	VRC VL	1	Note-book, A4 with 100 badges
	Holder for the Badges	12	hold the IDs of the VRC staff
	Garbage bags	10	To put the rubbish
	First Aid Box	1	Emergencies
	Paper clips	4 boxes	To clip the Forms
	Manual Calculator	1	/
	Markers Pens	4	To write on the stickers, marks, etc
	Lightening Lamps	1	/
	Batteries	12	For the lightening lamp
	Scissor	1	Multiple usages
		2	VRC Slogan to identify the VRC
	White paper A1	2	Multiple usages
	Seals with serial numbers	350	Plastic seals with serial numbers to protect the materials during the storage process at day and night
	Paper Envelop A3	21	For packing the Forms
	Paper Puncher	1	Multiple usages
	Containers for keeping the Forms	7	To arrange the Forms in a manner of Packs
	inkstand	3	For fingerprinting
GEOs Forms	Form no. 117	Specifically for the GEOs	Delivery Form from the GEOs to the VRCs
	Form no. 158	Specifically for the GEOs	Decisions Display Form
	Form no. 154	Electronically	GEOs Daily Report

## **Second: List of Reliable IDs documents at the Registration Process:**

The citizen must present two of the following documents; one of them must contain his/her photo. Necessary documents will be adopted in accordance with the type of registration (addition, deletion correction or change).

### **Identification Documents:**

To prove the identity of the citizen, he/she must present one of these four documents at least:

1. Identification card.
2. Iraqi Nationality card.
3. Valid Iraqi passports.
4. Residence Card (for the head of family).

### **Iraqi official documents (original ones only):**

1. Retirement card.
2. Marriage contract.
3. Scientific certificates issued by Iraqi universities and the official institutes.
4. Property Bond.
5. PDS issued before (01/04/2009).
6. Residence Card.
7. Death certificate.

### **Foreign or international documents (originals only):**

- 1- Refugee certificate issued by the United Nations.
- 2- Certificates issued by the Red Cross organization.
- 3- Foreign passports, identity cards, or any other international document that may confirm his/her right to own Iraqi citizenship.

### **Documents necessary for each case:**

A- Addition:

One of the identification documents + PDS.

B- Change of Polling Unit from governorate outside of Kurdistan region to any of the regional Governorates:

(One of the identification documents + PDS issued before (01/04/2009).

C- Change

To change the Polling Unit to another one that is within the same VRC, or from one VRC to another one that is within the same Governorate,

One of the identification documents + one of the other reliable Documents

Note: Change from one Governorate to another one that is inside the region:

One of the identification documents + PDS issues in of the three governorates

D- Correction:

One of the identification documents + one of the other reliable Documents

E- Deletion:

Death certificate + one of the other reliable applicant's Documents.

(he/she must be a family member)

Governorate Name	Code
Dohuk	4
Erbil	5
Sulaymania	6

**Third: The following table shows the cases recorded in form 111 and the cases of proxy as well as the required documents for each category**

No.	Cases	Applicants	The approved case by the person	The required Documents	Comments
1-A	Addition (existed in Iraq)	By him/her-self executively	identity, eligibility, residency	PDS + ID Document	PDS issued in Governorate where the VRC is located
1-B	Addition (Coming back from abroad to Iraq)	By him/her-self executively	identity, eligibility, residency	Passport with entry stamp after 31 March 2009+ PDS or a confirmation letter from the local council to prove the residence	PDS issued in Governorate where the VRC is located
2-A	Changing the Polling Unit within a, the same VRC b, from one VRC to another in same governorate	By him/her-self or by proxy	Identity	One of the identification documents + one of the other reliable Documents	In Proxy, the applicant must submit a document that proves his/her being a family member
	c, from one governorate to another within the same Region	By him/her-self or by proxy	Identity, Residency in the region	One of the identification documents + PDS issued in one of the three governorates regardless of date of issuing	In Proxy, the applicant must submit a document that proves his/her being a family member
2-B	Changing governorate from outside the region to the region	By him/her-self or by proxy	Identity, Eligibility, Residency	PDS (issued before (01/04/2009) in the governorate where the VRC is located + one of identification documents	In Proxy, the applicant must submit a document that proves his/her being a family member
3-	Correct Information	By him/her-self or by proxy	Identity, demonstrate the correction	One of the identification documents + one of the other reliable Documents	In Proxy, the applicant must submit a document that proves his/her being a family member
4	Deletion	By proxy	s/he a family member + Death Certificate	Death certificate + one of the identification documents of requester	

