



GUIDELINES FOR THE MANAGEMENT AND COLLECTION OF PERMANENT VOTERS CARDS (PVCs)

November 2022

www.inecnigeria.org

Abbreviations

CR	-	Collection Register
EO	-	Electoral Officer
ICT	-	Information and Communication Technology
IO	-	Issuance Officer
LGA	-	Local Government Area
PVC	-	Permanent Voter's Card
RA	-	Registration Area
RO	-	Registration Officer
VIN	-	Voter Identification Number
VR	-	Voter Registry

Table of Contents

PREAMBLE	4
Printing of PVC	4
Receipt of PVC from the Printer	5
Delivery of PVC to State/FCT Offices	7
Printing of PVC Collection Register	8
Sorting of PVC	8
Delivery and Receipt of PVCs to LGAs/Area Councils	9
Display of Collection Register and Setup for Collection	9
Management of Uncollected PVCs from 2019 at the State/FCT Offices	10
Collection Process at the LGA/Area Council Office	12
Collection Process at Registration Area (RA) Level	12
Help Desk Process	14
Close of Daily Collection and Reporting	14
Update of PVC collection on CVR portal	15
Weekly Reporting	15
Public Outreach and Enlightenment	16
Security	17
<hr/>	
Chart 1: PVC Production Process Flowchart	6
Chart 2: Uncollected PVC Inventory Module Process Flowchart	11
Chart 3: PVC Collection Process Flowchart	13
Chart 4: PVC Collection Process Flowchart	14
Chart 5: Weekly Reporting Process	16
<hr/>	
ANEXURE I: Roles and Responsibilities of PVC Management Officials	
ANNEXURE II: PVC Management and Collection Forms	

PREAMBLE

In the exercise of the powers conferred by the 1999 Constitution of the Federal Republic of Nigeria (as amended) and the Electoral Act, 2022, the Independent National Electoral Commission (INEC) herein referred to as “the Commission” issues the following guidelines for the management and collection of voter cards. These guidelines are issued pursuant to Section 148 of the Electoral Act, 2022. They supersede all other regulations on the management and collection of voter cards issued by the Commission and shall remain in force until replaced by new guidelines or updated by way of revisions supported by

Decision Extracts of the Commission.

The guidelines contain a harmonized procedure to guide the staff of the Commission in handling issues associated with the production, delivery and collection of PVCs during the electoral cycle. It streamlines and standardizes the PVC management and collection process to ensure efficiency, transparency and good record keeping.

The guidelines are basic requirements and are applicable to the four following stages of the PVC management and collection. These are:

PRODUCTION AND DELIVERY OF PVCs

1 Printing of PVC	Lead: ICT, INEC Headquarters Collaboration: EMSC/Planning and Monitoring Directorate
---------------------------------	-------------------------------------------------------------------------------------------------------

Section 16(1) of the Electoral, Act 2022 empowers INEC to print and issue Permanent Voters Card to every voter whose name appears on the register of voters. The PVC is a prerequisite for voting. The PVC is issued following a Continuous Voter Registration (CVR) which is subjected to a de-duplication process through the Automated Biometric Identification System (ABIS), to establish the validity of the registrant.

The Information and Communications Technology (ICT) Department following established processes and procedures is responsible for transmitting the registration data of validly registered voters to the approved printer for the production of the PVC. The data contains the Biodata, Photo and Voter Identification Number (VIN) of validly registered voters. In doing this, there will be strict adherence to data management rules of the Commission and compliance

with other legal requirements for public data management policies.

1.1 Key Actions

- i. ICT Department shall transfer the validated voter registration data to the approved printer for printing. The data will include the following:
 - a. Voter’s biodata
 - b. Photograph
 - c. Voter Identification Number (VIN)
 - d. Any other data as directed by the Commission.
- ii. ICT Department shall keep a log of the data transmitted to the printer, including date and time of transmission, number transmitted

and receipt from the printer, indicating that the data was received.

- iii. The ICT Department shall make available to the Chairman of the Commission such logs every time a new set of data is transmitted or at the request of the Chairman.
- iv. With the approval of the Chairman of the Commission, the logs shall be sent to the Election Monitoring and Support

Centre (EMSC) to log into its tracking and monitoring dashboard.

1.2 Requirements

- i. Develop the format of the transmission log
- ii. Develop the format of the receipt from the printer
- iii. EMSC to develop a dashboard for tracking and monitoring the printing of PVCs

2 Receipt of PVC from the Printer	Lead: ICT, INEC Headquarters Collaboration: Stores Department, INEC Headquarters
-------------------------------------------------	---------------------------------------------------------------------------------------------------

The vendor (printer) shall deliver the printed PVCs with a list containing the Voter Identification Numbers (VIN) to the ICT Department at the stipulated period. Upon receipt of the printed PVCs and list, the ICT Department shall compare the list of VINs of printed PVCs with the Voter Registration data sent to the vendor for the production of the requested PVCs. Where any shortfall or defect is detected, the ICT Department will transfer the data of such shortfall or defect to the vendor for production or reprint. The process flow of the PVC production process is represented in Chart 1.

2.1 Key Actions

- i. Produce list of printed and unprinted PVCs with their VINs arranged according to each State of the Federation and FCT.

- ii. Generate list of printed PVCs for tracking purpose.
- iii. Regenerate list of unprinted PVCs and send back to Vendor for printing.
- iv. Integrate the list of printed PVCs to the CVR portal and voter verification portal to enable registered voters check their registration status the location of their PVCs.
- v. Notify voters that their PVCs are ready and specify the location via email and SMS.
- vi. Commence voter publicity and sensitization activities.



PVC PRODUCTION PROCESS FLOWCHART

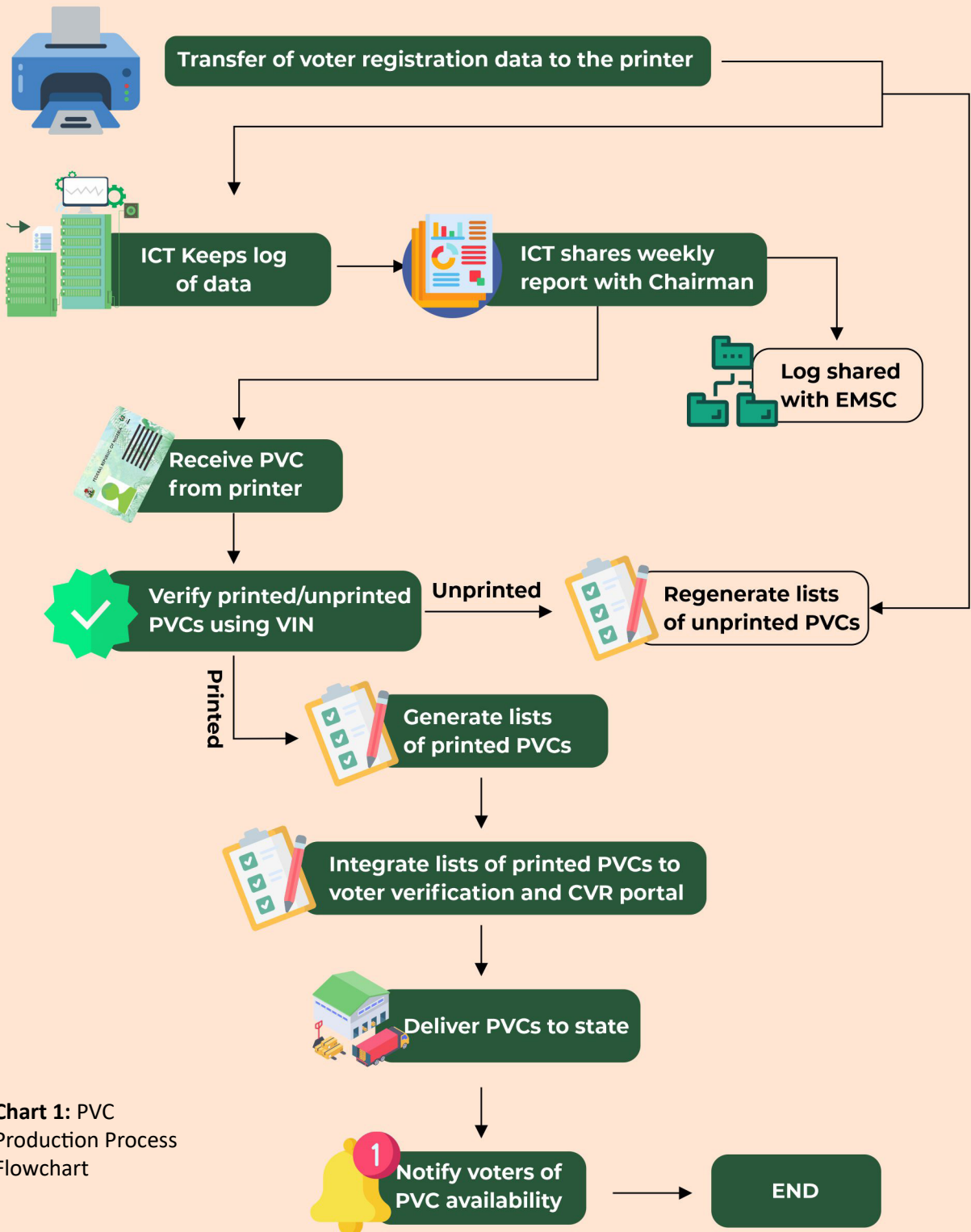


Chart 1: PVC Production Process Flowchart

3

Delivery of PVC to State/ FCT Offices

Lead: Voter Registry, INEC Headquarters

Collaboration: ICT, State/FCT Offices and Commission Secretariat

- 3.1. The ICT Department shall deliver the printed PVCs and the list generated by the vendor/printer to the Voter Registry Department which will issue an acknowledgement receipt for the PVCs received, including the numbers received and the officer who received them.
- 3.2. The ICT Department shall produce a PVC collection register based on the list of printed PVCs and handover the register to the Voter Registry Department which in turn shall produce the Commission approved PVC management forms. The name and number of the forms designed for the purpose of the PVC management and collection process are listed below:
 - i. PVC Collection Complaint Form – EC 4C
 - ii. State PVC Collection Complaint Summary Form – EC4C I
 - iii. LGA PVC Collection Complaint Summary Form – EC 4C II
 - iv. RA PVC Collection Complaint Summary Form – EC 4C III
 - v. State PVC Delivery/Receipt Form – EC 4C IV
 - vi. LGA PVC Delivery/Receipt Form – EC 4C V
 - vii. RA PVC Delivery/Receipt Form – EC 4C VI
 - viii. Weekly Summary of PVC Report at State level – EC 4C VII
 - ix. Weekly Summary of PVC Report at LGA level – EC 4C VIII
 - x. Weekly Summary of PVC Report at RA level – EC 4C IX
 - xi. Daily PVC Collection at PU level – EC 4C X
- 3.3. The Voter Registry Department shall make necessary arrangements to deliver the PVCs alongside the soft copies of the PVC Collection Register and Collection Complaint Forms to the State and FCT offices of the Commission. The State/FCT office shall fill the State PVC Delivery/Receipt Form (EC 4C IV) indicating the number of PVCs delivered.
- 3.4. The State/FCT Offices under the direction of the Resident Electoral Commissioner shall appoint a Desk Officer who shall be responsible for receiving, coordinating and reporting on all matters concerning PVC collection. Such State Desk Officer should be from the ICT/VR Department.
- 3.5. Under the direction of the Resident Electoral Commissioner, there shall be appointed for every Local Government Area/Area Council the required number of PVC Issuance Officers and a Help Desk Officer. Each PVC Issuance Officer shall be responsible for the management of PVC collection in two Registration Areas/Wards of the LGA/ Area Council and one Local Government Area/Area Council in the State.

3.6 Key Actions

- i. Generation of the PVC Collection Register
- ii. Generation of the PVC Collection Complaint Form (EC 4C)

- iii. Acknowledgement receipt for transmission of printed PVCs from ICT Department to Voter Registry Department
- iv. Acknowledgement receipt for transmission of printed PVCs from Voter Registry Department to State and FCT Offices
- v. Delivery of printed PVCs to the State and FCT Offices
- vi. Delivery of the Soft copy of the PVC Collection Register and Complaint Form to the State and FCT Offices

<div style="display: flex; align-items: center;"> <div style="background-color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;"> 4 </div> <div> <h3 style="margin: 0;">Printing of PVC Collection Register</h3> </div> </div>	<p>Lead: Voter Registry, State/FCT Offices Collaboration: State/FCT Offices</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------

Prior to making PVCs available for collection by registered voters, a register of all the printed PVCs generated by the ICT Department will be printed by the State/FCT Offices. The register shall be displayed at the LGA and Area Council offices and for the issuance and collection of PVCs by registered voters.

4.1 Key Actions

- i. The State/FCT Offices shall print four (4) hard copies of PVC Collection Register per LGA/Area Council (Three (3) sets in black and white and one (1) set in colour.
- ii. The PVC Collection Register shall be issued to:
 - a. The Electoral Officer (Black and White)
 - b. The Issuance Officer (Colour)
 - c. The Help Desk Officer (Black and White)
 - d. Display Copy (Black and White)

<div style="display: flex; align-items: center;"> <div style="background-color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;"> 5 </div> <div> <h3 style="margin: 0;">Sorting of PVC</h3> </div> </div>	<p>Lead: State/FCT Offices, State/FCT Desk Officers</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------

At the State/FCT Office, the PVCs shall be sorted on the basis of LGAs/Area Councils. Any shortfall or issues discovered during sorting process shall be reported on Complaint Form and on the PVC Complaint Module on the CVR portal created by the ICT Department.

5.1 Key Actions

- i. Sorting of PVCs according to LGAs/Area Councils
- ii. Reporting of any issue(s) identified during sorting using the State PVC Delivery/Receipt Form (EC 4C IV)
- iii. Development of a checklist of complaints related to PVCs
- iv. Login the details of the checklist on the Complaint Module on the CVR Portal
- v. Transmit physical copies of the PVC Complaint Forms to Headquarters

5.2 Requirements

- i. PVC Complaint Form
- ii. PVC Complaint Module

6

Delivery and Receipt of PVCs to LGAs/Area Councils

Lead: Electoral Officers

- 6.1** At the State/FCT Office, the Electoral Officers take delivery of the PVCs for their respective Local Government Areas/Area Councils and sign the acknowledgement receipt indicating the number of PVCs collected and the date of collection.
 - 6.2** The Electoral Officers collect and sign for the four (4) copies of the Collection Register and Complaint Form.
 - 6.3** At the LGA/Area Council Office, the PVCs shall be sorted first on the basis of Registration Areas and then on according to Polling Units. Any shortfall in the numbers of PVCs received or issues discovered during sorting process such as damaged, defaced or blurred PVCs shall be reported using the LGA PVC Delivery/Receipt Form – (EC 4C V) and on the PVC Complaint Module.
- ii. Setup a Help Desk to record issues identified during the sorting process
 - iii. Fill the LGA PVC Delivery/Receipt Form – (EC 4C V) to report issues identified during sorting process
 - iv. Transmit PVC Delivery Forms to the Desk Officer at the State/FCT Office

6.5 Requirements

- i. Appointment of an Issuance Officer at the LGAs/Area Councils Office on the basis of at least one IO for two RAs/Wards.
- ii. Appointment of an Help Desk Officer at the LGAs/Area Council.
- iii. Training of the Issuance and Help Desk Officers by the Electoral Officer and State Desk Officer

6.4 Key actions

- i. Sorting of PVCs by RAs/PUs

7

Display of Collection Register and Setup for Collection

Lead: LGA/Area Council Office

At the LGA/Area Council Office, a copy of the PVC collection register will be displayed to ease the PVC collection process as registered voters who come to pick up their PVCs will be able to check the availability status of their PVCs before proceeding to the collection point.

7.1 Key Actions

- i. Pasting of the black and white collection register at the LGA/Area Council office.
- ii. Setting up of the collection points at

LGA/Area Council Office according to RAs/Wards on the basis of at least one IO for two RAs/Wards.

- iii. Establishment of a Help Desk for filing

of complaints.

7.2 Requirements

Canopies, tables and chairs

8

Management of Uncollected PVCs from 2019 at the State/FCT Offices

Lead: State/FCT Offices, Electoral Officers

Collaboration: ICT and Voter Register Departments

In order to have a comprehensive record of all PVCs, an inventory of all existing uncollected PVCs from 2019 will be carried out. This record will be harmonized with that of the new PVCs and used to generate the collection register. To achieve this, a PVC Inventory module will be added to the CVR portal. The module will be used to log the record of uncollected PVCs in all LGAs nationwide. On completion of this process, the record of all uncollected PVCs down to Polling Unit level will be available and can be generated using the dashboard of the CVR portal. Subsequently, the PVC Inventory Module will be used to log and manage the records of uncollected PVCs in the states.

The module will be designed to capture the following data on the PVCs:

- i. Any combination of the Voter's biodata, or
- ii. The Voter Identification Number (VIN).

8.1 Key Actions

- i. Creation of database for recording uncollected PVCs by ICT Department.
- ii. Deployment of staff by the EOs to enter records of each uncollected PVC in the LGA into the database.

- iii. The procedure for carrying out the inventory on the portal will be as follows:

- a. The staff logs into the CVR portal and selects the PVC inventory module.
- b. The staff retrieves the voter record for each uncollected PVC using such parameters as VIN, DOB, Name, etc
- c. The staff logs the PVC as uncollected.
- d. Record of PVC is added to the list of uncollected PVCs.
- e. If the record of the PVC does not show up when the detail is entered, it means the card has been transferred and no longer belongs to that LGA/State.

- iv. Generation of the Collection Register from the database of uncollected PVCs and the list of PVCs supplied. The record will be disaggregated by year of production of the PVC.

- v. Printing of the Collection register and transmission from State/FCT Offices LGAs/Area Councils.

The PVC inventory module process is shown in Chart 2 below.



UNCOLLECTED PVC INVENTORY MODULE PROCESS FLOWCHART



Login to CVR Portal



Select PVC
Inventory Module



Enter last 6 digits of
VIN and Surname of
uncollected PVC



Select "Log uncollected
PVC record"



Select "Log PVC
as uncollected"



PVC Record is
automatically added to
uncollected PVC list

Chart 2: Uncollected PVC Inventory Module Process Flowchart

9

Collection Process at the LGA/Area Council Office

Lead: LGA/Area Council Office

This process involves the collection of PVCs by registrants at the LGA/Area Council Offices.

9.1 Key Actions

- i. Voters to check the displayed collection register at the LGA office of the availability status of their PVC.
- ii. If his/her name is on the collection register, registrant proceeds to the Issuance Officer.
- iii. If his/her name is not of the collection register, registrant proceeds to the Help Desk to file a complaint.
- iv. The registrant with his/her name on the collection register will present his/her registration slip to the Issuance Officer.
- v. In case he/she has no registration slip, he/she can present any means of identification that matches the registrants' details on the Collection Register to the Issuance Officer.
- vi. The Issuance Officer will check and confirm that the registrants' detail is in the PVC Collection Register and proceed to search for the PVC
- vii. If the PVC is found, the Issuance Officer shall request the registrant to thumbprint the Collection Register and issue the PVC to the voter.
- viii. If the PVC is NOT found, the Issuance Officer shall refer the registrant to the Help Desk to file a complaint and fill the PVC Collection Complaint Form – (EC 4C).

10

Collection Process at Registration Area (RA) Level

Lead: LGA/Area Council Office

This process is similar to the collection process at the LGA/Area Council Office. Two Issuance Officers shall be deployed per RA to issue the PVC and send daily reports to the Supervisory Issuance Officers (SIOs) located at the LGA office. The process flow of the PVC collection process is depicted in Chart 3 and Chart 4.

10.1 Key Actions

- i. Setting up of the collection point at the RA/Ward
- ii. The Electoral Officer shall designate a Supervisory Issuance Officers (SIOs) for the RA/Wards to collect the PVCs and Collection Registers and transmit same to the Issuance Officers under his/her supervision
- iii. The Supervisory Issuance Officers shall monitor and record the daily reporting (manual and electronic) of PVCs collected, returned and complaints using the Weekly Summary of PVC Report at RA level – (EC 4C IX)



PVC COLLECTION PROCESS FLOWCHART

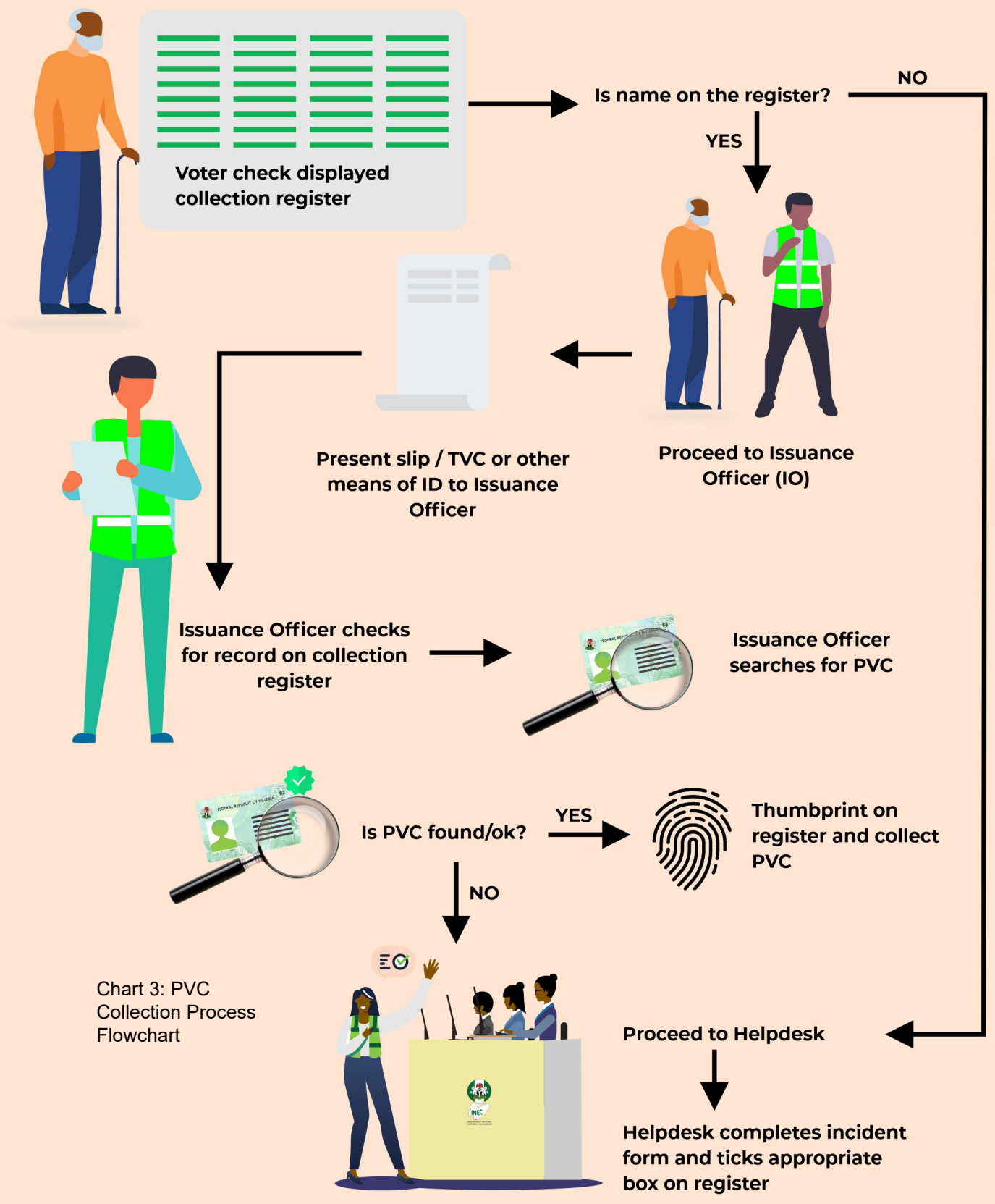


Chart 3: PVC Collection Process Flowchart

PVC COLLECTION PROCESS FLOW DIAGRAM

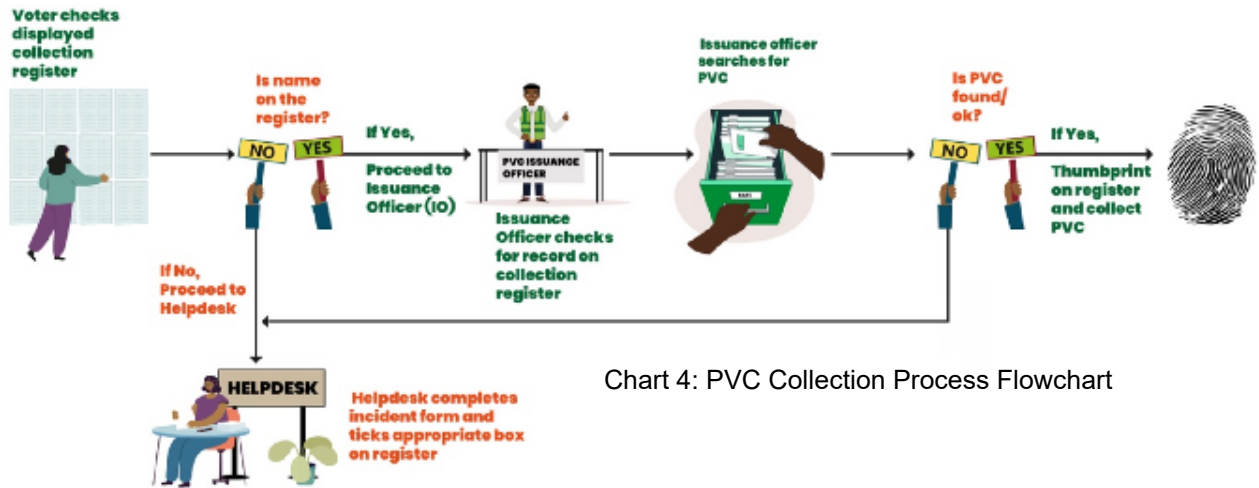


Chart 4: PVC Collection Process Flowchart

11 Help Desk Process

Lead: LGA/Area Council Office

There would be a dedicated Help Desk officer at the LGA/Area Council Offices to provide necessary assistance and information on all registration and PVC related issues. The Help Desk Officer would engage with all persons with complaints and unresolved issues.

11.1 Key Action

- Establish a Help Desk at all PVC collection points
- Help Desk Officers shall receive complaints for registrants, complete the Complaint Form (EC 4C), check appropriate boxes on Collection Register and report all complaints on the PVC Complaint Module.

12 Close of Daily Collection and Reporting

Lead: LGA Office

At the end of each day, Issuance Officers are required to re-sort the PVCs and fill the daily reporting form (Weekly Summary of PVC Report at LGA level – EC 4C VIII). The Help Desk Officer shall harmonize and report all the recorded complaints.

12.1 Key Actions

- The Issuance Officer shall re-sort the PVCs by RA/PU and return to Electoral Officer
- The Issuance Officer shall complete the daily PVC collection register form and

present to EO for validation

- iii. The Electoral Officer shall transmit the consolidated report to State/FCT Desk Officer at the end of every week

12.2 Requirements

- i. Carbonated booklet for weekly reporting to State/FCT Office

13

Update of PVC collection on CVR portal

Lead: LGA/Area Council Offices

In order to maintain an electronic record of collected cards, the CVR portal would be updated on a daily basis with the record of collected PVCs using the manual register. This will ensure the automation of the reporting process and the generation of the disaggregated PVC collection records from the State/FCT to the LGA/Area Council down to the RA/Ward and PU level. This online update should be done concurrently during issuance of PVC to avoid backlog and to ensure records are updated on time.

13.1 Key Actions

- i. The Issuance Officer shall log into the CVR Portal
- ii. He/she should select the PVC Issuance Module
- iii. He/she should retrieve the voter record for each PVC issued using parameters such as VIN, DOB, Name, etc
- iv. He/she should indicate the number of PVCs issued and report complaints as recorded on the daily PVC collection form

14

Weekly Reporting

Lead: Electoral Officer, State/FCT Desk Officer

In order to properly audit the PVC collection record, the Electoral Officers shall validate and endorse the weekly report form of collected PVCs and complaints from the Issuance Officers and transmit same to the State/FCT Desk Officer. The weekly report forms will be validated and endorsed by the HOD ICT/VR and REC before transmitting to the Headquarters. An overview of the reporting process is illustrated in Chart 5.

14.1 Key Actions

- i. The Electoral Officer shall validate and endorse the weekly reporting form (Weekly Summary of PVC Report at LGA level – EC 4C VIII) from the Issuance Officers.
- ii. The Electoral Officer shall transmit the validated and consolidated report to Desk Officer at the end of every week.
- iii. The Desk Officer shall harmonize all the LGA/Area council reporting forms and transmit to the HOD ICT/VR for validation and endorsement
- iv. The HOD ICT/VR shall transmit the reports to the REC for endorsement and return the endorsed reports to the Desk Officer
- v. The Desk Officer shall harmonize the endorsed reports and transmit same to Voter Registry Department at Headquarters at the end of every week.

14.2 Requirements

i. Carbonated booklet for weekly reporting to State/FCT Office

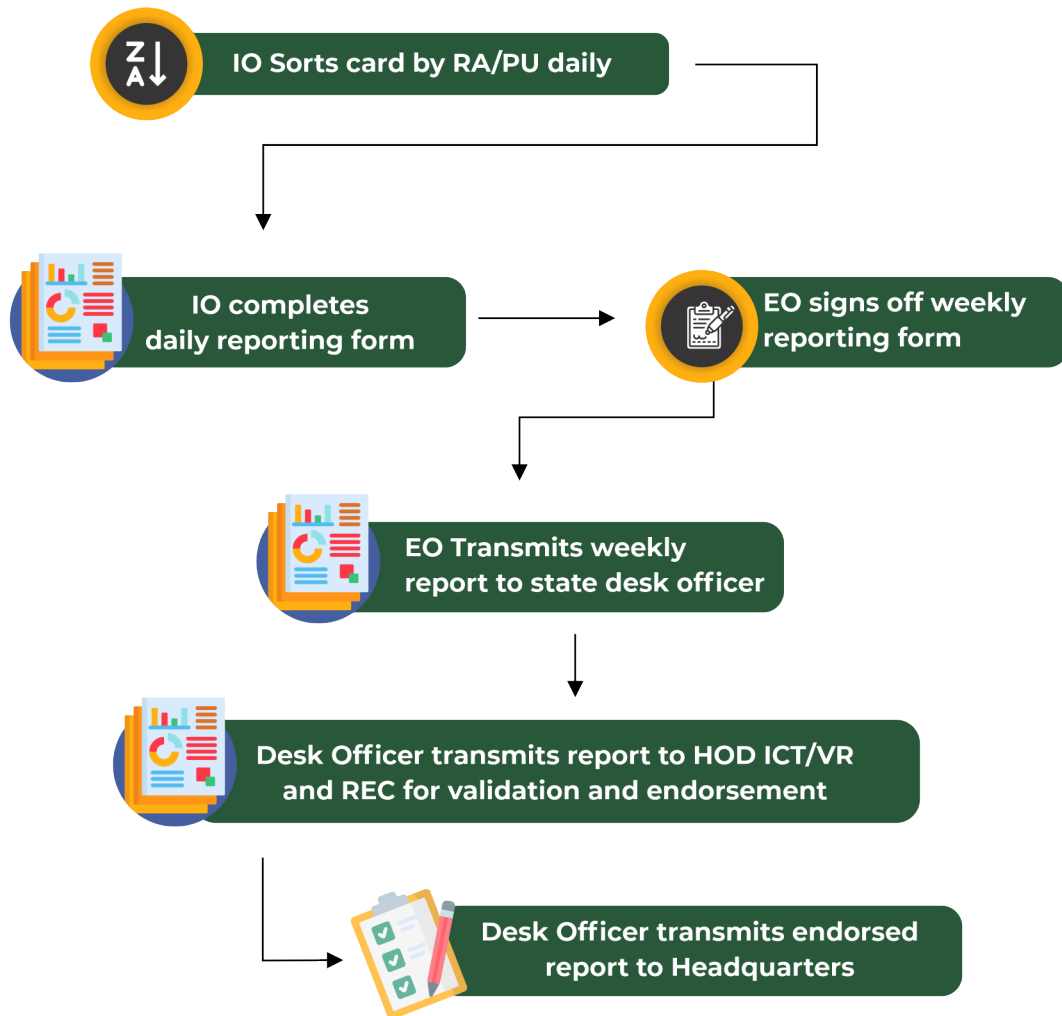


Chart 5: Weekly Reporting Process

15 Public Outreach and Enlightenment

The Commission shall ensure that citizens receive adequate, relevant and timely information through traditional and news media platforms on the availability of their PVC and the point of collection. The Voter Education and Publicity (VEP) Department through the INEC Citizens Contact Centre (ICCC) shall periodically notify citizens of

the availability, schedule and location for the collection of their PVCs. In doing this, VEP shall collaborate with stakeholders including Civil Society Organisations, Media, Traditional Rulers, Religious Leaders, Development Partners, Market Organisations, Professional Associations etc. in carrying out public outreach and sensitization for PVC collection.

S/N	Activities	Responsibility
1.	Press statement on the schedule and process of PVC collection	INEC Headquarters
2.	Graphics with information on the schedule and process of PVC collection	INEC Headquarters
3.	Radio announcements on the schedule and process of PVC collection	INEC Headquarters
4.	Training of Complaint Desk Officers	INEC Headquarters
5.	Media appearances on various platforms and channels sensitizing citizens on the schedule and process of PVC collection	INEC Headquarters State/FCT Offices LGA/Area Council Offices

16 Security

The security of the Commission's personnel and properties as well as of all stakeholders involved in the PVC management and collection process is of paramount importance. In order to ensure safety and public order at all the PVC collection points, the Commission shall rely on the Security agencies through the Inter-agency Consultative Committee on Election Security as well as collaboration with communities and groups to promote a conducive environment

and the opportunity for every registrant to collect his/her PVC and to exercise their civic responsibility on Election Day. All cases of theft or loss of PVC and disruptive conduct or behaviour during the PVC collection exercise should be promptly reported to the Security Agencies with appropriate action taken by the concerned official to inform the applicable superior officer.

ANNEXURE I

ROLES AND RESPONSIBILITIES OF PVC MANAGEMENT OFFICIALS

Issuance Officer

- i. Responsible for the management of PVC collection in his/her assigned RA
- ii. Take custody of PVCs from the Electoral Officer/Supervisory Issuance Officer before commencement of daily PVC collection
- iii. Issue PVC to prospective voters using the manual register
- iv. Re-sort and return all PVCs for his/her assigned RA after close of daily collection
- v. Update record of all collected PVCs on the CVR portal
- vi. Submit daily/weekly report of all collected PVCs in his/her LGA or designated centre

Supervisory Issuance Officer

- i. Coordinate all Issuance officers under his/her area of supervision
- ii. Take custody of PVCs from Electoral Officer and distribute to Issuance officers under his/her supervision
- iii. Collect PVCs from Issuance Officer after close of daily collection and return to Electoral Officer for safekeeping.
- iv. Manage reports of all Issuance Officers in his/her assigned area of supervision

LGA Help Desk Officer

- i. Handle all registrants' PVC complaints reported at the LGA
- ii. Handle documentation of all PVC complaints at the LGA
- iii. Update all PVC complaints on the CVR portal
- iv. Escalate all PVC complaint report to the Electoral Officer
- v. Assist registrants who are unable to complete their complaint form

Electoral Officer

- i. Coordinate the PVC inventory process for their respective LGA
- ii. Take delivery of the PVCs for their respective Local Government Areas/Area Councils

- iii. Appoint the required number of PVC Issuance Officers and a Help Desk Officer for that Local Government Area/Area Council
- iv. Coordinate the counting and sorting of PVCs at their respective LGA
- v. Report issues discovered during sorting process using the provided complaint form and PVC complaint module
- vi. Ensure PVCs are arranged by name in alphabetical order, according to their RAs and Polling Units for ease of collection
- vii. Endorse the LGA weekly report and transmit to Desk Officer at the State/FCT Office
- viii. Coordinate training of the Issuance and Help Desk Officers
- ix. Coordinate the entire PVC collection process in their respective Local Government Areas/ Area Councils

State Desk Officer

- i. Coordinate and report on all matters concerning PVC collection in the State/FCT Office
- ii. Coordinate the sorting of PVCs at State/FCT Office
- iii. Transmit report of all PVC issues identified during sorting to the Headquarters

Headquarters Desk Officer

- i. Liaise with State desk officers on all PVC related matters in the States
- ii. Compile and report on all PVC complaints reported from States
- iii. Make available all nationwide PVC related reports on request

ICT Department

- i. Transfer the validated voter registration data to the approved printer for printing
- ii. Keep a log of the data transmitted to the printer, including date and time of transmission, number transmitted and receipt from the printer, indicating that the data was received.
- iii. Make printed PVC log available to the Chairman of the Commission every time a new set of data is transmitted or at the request of the Chairman
- iv. Generation of list of printed PVCs and Collection Register
- v. Integrate the list of printed PVCs to the CVR portal and voter verification portal
- vi. Handover printed PVCs to Voter Registry department

Voter Registry Department

- i. Take custody of printed PVCs and soft copy of PVC collection register from ICT
- ii. Make necessary arrangements to deliver PVCs alongside the soft copies of the PVC Collection Register and Collection Complaint Forms to the State and FCT offices of the Commission
- iii. Design and produce all necessary acknowledgement receipts, complaint forms and reporting booklets
- iv. Coordinate the printing of Collection Register at State/FCT Offices
- v. Coordinate the entire PVC collection process
- vi. Produce and present management report on PVC collection to the Commission

State Offices

- i. Issue an acknowledgment receipt indicating the number of PVCs delivered and for receiving the soft copies of the collection register and complaint forms.
- ii. Sorting of delivered PVCs according to LGAs/Area Councils
- iii. Reporting of any issue(s) identified during sorting
- iv. Appoint a Desk Officer who shall be responsible for receiving, coordinating and reporting on all matters concerning PVC collection under the direction of the Resident Electoral Commissioner
- v. The State/FCT Offices shall print four (4) hard copies of PVC Collection Register per LGA/Area Council.

ANNEXURE II

PVC MANAGEMENT AND COLLECTION FORMS

1. PVC Collection Complaint Form – EC 4C



EC 4C

INDEPENDENT ELECTORAL COMMISSION

PVC COLLECTION COMPLAINT FORM

(To be completed by Registrant)

SECTION 1: REGISTRANT'S DETAILS

Voters Identification Number (VIN)-----

Surname-----

First name -----

Other names-----

Sex-----Date of Birth-----

Residential Address-----

Phone Number ----- Email Address-----

(Tick as Appropriate Box). CARD LOSS PVC NOT AVAILABLE CORRECTIONS
(Fill section 2)

DEFACED CARD WRONG IMAGE OTHERS Please specify below

SECTION 2: CORRECTIONS AND REPLACEMENT (Registrant fill in the correct details below)

Surname-----

First name -----

Other names-----

Sex-----Date of Birth-----

Residential Address-----

Phone Number ----- Email Address-----

Signature of the Application Signature of the Issuance Officer

Date: _____ Date: _____

(Tear Off)

ACKNOWLEDGEMENT SLIP

Vin Number-----
Name:-----
Sate Code----- LGA Code----- RA Code----- PU Code-----
<input type="checkbox"/> CARD LOSS <input type="checkbox"/> PVC NOT AVAILABLE <input type="checkbox"/> CORRECTION <input type="checkbox"/> DEFACED CARDS
<input type="checkbox"/> WRONG IMAGE CARD <input type="checkbox"/> OTHERS Please specify below

2. State PVC Collection Complaint Summary Form – EC 4C I

EC 4C I



INDEPENDENT ELECTORAL COMMISSION

Plot 436 Zambezi Crescent Maitama, Abuja

STATE PVC COLLECTION COMPLAINT SUMMARY FORM

(TO BE COMPLETED BY STATE DESK OFFICER)

STATE-----CODE-----

S/N	LGA NAME	VIN	WRONG CARDS	DEFACED CARDS	DAMAGED CARDS	OMITTED CARDS	OTHERS	REMARK
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27	TOTAL							

ELECTORAL OFFICER

STATE DESK OFFICER

3. LGA PVC Collection Complaint Summary Form – EC 4C II

EC 4C II



INDEPENDENT ELECTORAL COMMISSION
 Plot 436 Zambezi Crescent Maitama, Abuja
LGA PVC COLLECTION COMPLIANT SUMMARY FORM
 (TO BE COMPLETED BY ELECTORAL OFFICER)

STATE-----CODE-----

LGA-----CODE-----

S/N	RA NAME	VIN	WRONG CARDS	DEFACED CARDS	DAMAGED CARDS	OMITTED CARDS	OTHERS	REMARK
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27	TOTAL							

 ELECTORAL OFFICER

4. RA PVC Collection Complaint Summary Form – EC 4C III

EC 4C III



INDEPENDENT ELECTORAL COMMISSION

Plot 436 Zambezi Crescent Maitama, Abuja

RA PVC COLLECTION COMPLAINT SUMMARY FORM

(TO BE COMPLETED BY ISSUANCE OFFICER)

STATE-----CODE-----

LGA-----CODE -----

RA-----CODE -----

S/N	PU NAME	VIN	WRONG CARDS	DEFACED CARDS	DAMAGED CARDS	OMITTED CARDS	OTHERS	REMARK
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27	TOTAL							

ISSUANCE OFFICER

7. RA PVC Delivery/Receipt Form – EC 4C VI

EC 4C VI



INDEPENDENT ELECTORAL COMMISSION

Plot 436 Zambezi Crescent Maitama, Abuja

RA PVC DELIVERY/RECEIPT FORM

(TO BE COMPLETED BY ELECTORAL OFFICER)

STATE-----CODE-----

LGA-----CODE-----

RA-----CODE-----

SUMMARY OF COMPLAINTS

S/N	PU	TOTAL CARDS RECEIVED FROM OTHER RA	WRONGLY DELIVERED PVCs FROM OTHER PU OTHER PU	SHORTFALLS (IF ANY)	REMARK
TOTAL					

.....
ISSUANCE OFFICER

11. Daily PVC Collection at PU level – EC 4C X



EC 4C X

**INDEPENDENT ELECTORAL COMMISSION
DAILY PVC COLLECTION AT PU LEVEL**

(TO BE COMPLETED BY ISSUANCE OFFICER)

STATE-----CODE-----

LGA-----CODE-----

RA NAME-----CODE-----

DAY	DATE	PVC RECEIVED	PVC ISSUED	PVC RETURNED	NO OF INCIDENTS	REMARK
DAY 1						
DAY 2						
DAY 3						
DAY 4						
DAY 5						
WEEKLY TOTAL						

.....
ELECTORAL OFFICER

.....
ISSUANCE OFFICER

Collection of Permanent Voters' Cards (PVCs)

for the 2023 General Election



Starting from
Monday
**12th Dec
2022**

and will end on
Sunday
**22nd Jan
2023**



Time/Days for collection

9am - 3pm

Daily (including Saturdays
& Sundays)

The Commission also resolved to devolve PVC collection to the 8,809 Registration Areas/Wards from Friday 6th to Sunday 15th January 2023.

Those that are unable to collect their PVCs at the Local Government Offices of the Commission can do so at the Registration Areas/Electoral Wards.



iccc@inec.gov.ng
@inecnigeria
www.inecnigeria.org
www.inecnews.com



0700-CALL-INEC (0700-2255-4632)
09050858629, 08180958715,
09025038466, 07062896047
Download 'MyInec' Mobile App



INEC, Making your votes count...Consolidating our democracy.