



GENERAL ELECTIONS, 2025/26

UPDATE OF THE NATIONAL VOTERS REGISTER EXERCISE

(20th January 2025 – 10th February 2025)

OPERATIONAL GUIDELINES FOR UPDATE OFFICIALS

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1.0 LAW APPLICABLE

- a) The Constitution of the Republic of Uganda, 1995;
- b) The Electoral Commission Act, Cap. 176;
- c) The Local Governments Act, Cap 138;
- d) The Registration of Persons Act, Cap 332
- e) Kampala Capital City Authority Act, Cap 195
- f) The National Youth Council Act, Cap. 114;
- g) The National Council for Older Persons Act, Cap 112;
- h) The Persons with Disabilities Act, Cap 115; and
- i) Attendant Rules & Regulations

2.0 UPDATE OF THE NATIONAL VOTERS REGISTER AND COMPILATION OF SPECIAL INTEREST GROUPS REGISTERS

The Electoral Commission will update the Special Interest Group (SIGs) Registers alongside the National Voters Register (NVR). The Update of the Special Interest Groups Register is important for elections involving members of the Special Interest Groups (SIGs).

2.1 Update of the National Voters Register

The Update of the National Voters Register is an important exercise in the conduct of a free and fair election. The Electoral Commission is mandated under Art. 61 (1)(e) of the Constitution of the Republic of Uganda, 1995 to compile, maintain, revise and update the voters register. The Article is operationalized under the Electoral Commission Act, Cap 176.

These guidelines are intended to guide all election officials who will be involved in the Update Exercise. Those involved include, Regional Election Officers, Returning Officers/District Election Administrators, Assistant Returning Officers/Assistant District Election Administrators, Field Data Processors, Sub County and Parish Election Officers, and the Parish Update Teams who will be directly responsible for managing the Update stations countrywide. Other stakeholders in the electoral process may refer to the guidelines as a useful source of information on the update exercise.

It should be noted that for a registration process to be credible, the officials involved must acquaint themselves with the necessary information regarding the exercise. They should all endeavour to demonstrate the highest degree of knowledge on the exercise and efficiency which should lead to the production of an accurate and credible National Voters Register. A credible National Voters Register is one which should include all citizens who are qualified to register as voters in Uganda. These should have their names placed correctly for purposes of voting in the voters rolls of their preferred polling stations.

The voters registers to be updated during the Update Exercise slated for **20th January 2025 to 10th February 2025** are the following:-

- a) The National Voters Register (NVR)
- b) Special Interests Groups (SIGs) Registers:-
 - (i) The Youth Register;
 - (ii) The Register for Persons with Disabilities (PWDs); and
 - (iii) The Register for Older Persons.



Note: These guidelines shall not apply to Women, Workers and the UPDF Registers. Specific Guidelines shall be issued on this category of registers.

2.2 Categories of Special Interest Groups (SIGs)

The SIGs comprise the Youths, Persons With Disability (PWD), Older Persons, Women who are willing to be included on their respective registers. Other categories of SIGs include the Workers and the Uganda Peoples Defence Forces (UPDF), whose registers are compiled by virtue of offices they occupy.

For the purpose of Compilation during the Update Exercise from **20th January 2025 to 10th February 2025**, the categories of SIGs that are targeted are those who have never registered to vote and identifying variables as below shall specifically be indicated on the enrolment/registration forms. For avoidance of doubt the SIG's shall be identified as the following:

- a) **The Youths:** *persons aged 18 years and above but below 30 years at the time of Registration* and they shall be identified by their **DATES of BIRTH (D.O.B)**.
- b) **Older Persons:** these are persons *aged 60 years and above*. They shall be identified by their **DATES of BIRTH (D.O.B)**.
- c) **Persons With Disabilities (PWDs):** these are persons who fall under any number of the categories or types of disability. They shall be identified by capturing, on the application form, the nature/type of the disability. (see Disability Codes Table below)

Table for Categories of Disability

Category of Disability	Disability Code
Physical Disability caused by cerebral palsy, amputation of a limb, paralysis or deformity	PA
Hearing Disability including deafness and hard of hearing disability	HD
Visual disability including blindness and low vision disability	VD
Deaf and blind disability	DB
Mental disability including psychiatric disability and learning disability	ML
Little People	LP
Albinism	AL
Multiple Disability	MD

As per Schedule III of the Persons With Disabilities Act, Cap 115.

2.3 Update of the Register for Special Interest Groups

During the Update exercise, persons comprising the Special Interest Group (SIG) who have not yet registered, will be enrolled for the purpose of compiling the voters roll for SIGs. A person belonging to any of the SIG categories mentioned above who wishes to transfer his/her voting location may do so within the Update period, i.e. between **20th January 2025 to 10th February 2025**.

In each of the above categories of SIGs, the **Sex** field in **PART A** of the Citizenship Form i.e. **FORM 3** **MUST** be **checked** or **ticked** appropriately to indicate whether the applicant is **Male** or **Female**.



Any person belonging to the different SIGs i.e. i) Youth and PWD or ii) Older Person and PWD will be registered on each of the Registers and will be eligible to vote in the respective elections.

2.4 The Definition and Purpose of the Update Exercise

- a) The Update Exercise is an undertaking by the Electoral Commission as required by law before any election or by-election is conducted. During this exercise eligible or qualified persons who desire to register as voters should appear in person to have his/her details captured.
- b) Those individuals who are already registered as voters but wish to transfer their voting locations to new polling stations are also allowed to do so.
- c) During the Update Exercise, the following will take place:

- i. Registration of first time applicants who are eligible to vote and those whose previous attempts to register on the NVR have been unsuccessful due to various reasons;
- ii. Transfer of names of voters who may by their own choice wish to vote at new voting locations on the basis of parish of origin or residence;
- iii. Confirmation by registered voters that their names exist on the voters rolls of their preferred polling stations and that their photographs and names or bio-data match, and
- iv. Assignment of Polling Stations to first time applicants who were registered under the Learners Scheme.

2.5 Eligibility for Inclusion in the National Voters Register

The criteria for inclusion of a person on any of the registers are as follows:-

- i. The National Voters Register:- the applicant must be a citizen of Uganda of eighteen years of age or above at the time of registration and wishes to vote at his/her Parish/Ward of residence or origin;
- ii. The Youth Register:- any person qualified to be on the National Voters Register and is of age 18 years and below 30 years of age at the time of registration;
- iii. The Persons With Disabilities (PWDs) Register: - The persons qualified to be on the register for PWDs are spelt out in the Persons with Disabilities Act, Cap 115. Enclosed herewith are the different categories of disabilities in the specific guidelines for update of the register for PWDs; (see the table on the categories of disability above)
- iv. Older Persons Register: - An Older Person is any person qualified to be on the National Voters Register and is aged 60 years or above.

Note: In all the above categories, the criteria involving age must be confirmed at the time of registration.

2.6 The qualifications for a person to register as a voter in Uganda

Any person who;

- a) is a citizen of Uganda,
- b) is eighteen years of age or above; and
- c) originates from or resides in that Parish or Ward in Uganda.



NB. Any person applying for registration should have been born on or prior to 10th February 2007 or attained the age of 18 years by/during the Update period. He/she must not already be a voter on the NVR.

3.0 HOW THE UPDATE OF THE NATIONAL VOTERS REGISTER WILL BE CONDUCTED

- a) The Update Exercise will be a self-reporting exercise in which a person intending to register as a voter will turn up in person where he/she can access the registration team as shall have been stationed or publicized in the Parish or Sub County. He/She will be issued an *Application Form (Form 3)* to fill. If filled correctly to the satisfaction of the Enrolment Official, the applicant's details will be captured electronically on the voter registration/enrolment equipment. Should the applicant need assistance in filling *Form 3*, the Enrolment Official shall offer the assistance required.
- b) The biometric information of the applicant comprising a digital photograph of his/her straight face shall be taken in addition to the image scans of his/her specimen signature and all available fingerprints.
- c) Before the applicant's details can be saved onto the enrolment kits, the Enrolment Official should grant him/her the opportunity to verify and confirm that his/her particulars have been accurately captured. The applicant should be encouraged to cooperate with the Enrolment Official and have his/her details corrected before they are saved onto the enrolment kits.
- d) The applicant will be issued *a copy of the Application Form (Form 3)* bearing the *Application ID (APP ID)* as confirmation of a successfully concluded enrolment for future reference before leaving the registration centre.
- e) All Update/Enrolment Officials shall record and submit the number of male and female applicants who have been enrolled during the exercise to the Returning Officer.
- f) The Returning Officer shall compile the data referred to in (e) above and aggregate the number of male and female applicants registered and submit the same to the Commission at the end of the Update Exercise.

3.1 How an eligible voter will be identified

The Update Official is enjoined to probe all intending applicants in order to ascertain whether they are already registered as voters or not. Applicants who have never registered before are the ones to be issued *Application Form 3*.



NB: Multiple registrations by a voter is an offence punishable under the law.

3.2 Guiding questions for ascertaining eligibility of an applicant to register as a voter

- a) Whether applicant has registered before and at which polling station.
- b) Whether the applicant has ever voted in a national election, when and where.
- c) Name of the applicant's landlord/landlady or head of family where the applicant resides or originates.
- d) The applicant's Sub-County, Parish and Village of Origin and/or Residence.
- e) The names of the applicant's parents.
- f) Whether the applicant is a citizen of Uganda, *(the applicant must present a Letter signed and stamped by the LC I Chairperson as required by the National Identification Registration Authority (NIRA) for citizenship registration).*
- g) Whether the applicant is a resident in or originates from the Parish/Ward where she/he is applying to be registered.
- h) Whether the applicant has ever taken a photograph for purposes of voting in a previous voter registration exercise.
- i) Have you ever voted before?
- j) Are you going to be registered for the very first time?

3.3 Assistance available to applicants

- a) The Update Exercise will be widely publicized to inform all persons who intend to register as voters for the first time and those who wish to transfer their voting details.
- b) Update Officials will guide the voters through the filling of the registration form (*Form 3*).
- c) Places of registration shall be accessible to all applicants/voters; preferably at a public place.
- d) The elderly, the sick, pregnant and breastfeeding/lactating mothers and PWDs will be accorded priority during the Update Exercise.

3.4 Why an applicant must appear in person at the place of registration

- a) In order for the photograph of the applicant to be taken, she/he must appear at the place of registration in person.
- b) In order for the signature and all available finger prints to be scanned, the applicant must appear for registration in person.



- c) The details required for filling *Form 3* are best provided by the applicant.

NB: An applicant who provides false information for purposes of registration as a voter commits an offence which is punishable under the law.

3.5 Venues, Dates and Times of Update

- a) The Update Exercise for the 2025/2026 General Election is scheduled to take place from **20th January 2025 to 10th February 2025.**
- b) The Update Exercise will take place at centres within the Sub County/Parish/Ward which must be accessible to all as scheduled by the Returning Officer.
- c) In the case of Cities and Municipality Divisions, there shall be a kit allocated and stationed at every Division for the entire Update Period.
- d) The exercise shall take place from **8.00 a.m. to 6.00 p.m. daily, including weekends and public holidays, if any.**
- e) **Any person who wishes to register as a voter or transfer his/her voting location is free to present himself/herself at any of the update centres where a registration kit will be stationed.**

3.6 General guidance during the update exercise

- a) All services, materials issued and information provided during the Update Exercise are free of charge. (LC I Chairpersons should not charge or levy any citizens for any endorsement/certifying or stamping any documents for the Update Exercise).
- b) Any person who solicits money in the execution of the update exercise commits an offence punishable under the law.
- c) All applications for registration **MUST** be recorded in the Parish Register Book indicating clearly whether an applicant is Male (M) or Female (F). The total number of male and female applicants registered in each book must be written on its cover page.
- d) Any person who is already registered as a voter anywhere in Uganda **MUST NOT** register again.
- e) The Update official **MUST** confirm the Polling Station of the applicant.
The Enrolment Official should ask the applicant to restate the name of the village as written on the Application Form (Form 3) in order to reconfirm that the voters' details have been accurately captured against his/her preferred Polling Station.
- f) During the Update Exercise, voters will confirm presence of their names on the register or make corrections to the spellings therein provided the corrections do not significantly



change the name of the voter. The voter may also confirm whether the correct sex, Male (M) or Female (F), has been assigned to his/her particulars.

- g) Where the village name is incorrect or missing against a voter's particulars, the Update Official should indicate the correct code and name of village on the register. The Update Official must ensure that the correction assigns a village which belongs to the parish within which the polling station is located.

3.7. How the transfer of a voter's details will be done

- (i) A voter who wishes to transfer his/her particulars to a new voting location must first present evidence that he/she originates from or is a resident of the parish/ward of that voting location. He/she will be issued the form for Confirmation of Village of Residence/Origin (*Form EC/COR*) to complete. The form **MUST** be signed by the Local Council 1/Village Chairperson of the village of origin or residence as preferred by the voter.
- (ii) Upon confirmation of residence by the LCI Chairperson, the applicant shall return Form EC/COR to the Update Official in order for a Transfer Form to be filled indicating the polling station from which the voter intends to transfer to where he/she wishes to vote from.
- (iii) In order for the particulars of the voter to be transferred successfully from the old voting location to the desired voting location, the eight (8) digit Voter Number/*Perno* or the N.I.N as printed on the National ID Card or the Application ID as recorded on the Application Form (*Form 3*), must be recorded on the Transfer Form. The N.I.N is the fourteen (14) digit number on the National I.D written as and/or starting with the letters "CM****" or "CF****."
- (iv) The original copy of the Transfer Form shall be sent back to the Electoral Commission Regional Offices for processing of the transfer and the applicant will be issued a carbonized copy of the completed Transfer Form which he/she will present as evidence of transfer during Display of the NVR for reference in filling Form CLN 6.

3.8. Handling mismatched particulars of voters

Mismatched particulars will be handled as follows:

- a) A voter whose details are mismatched with that of another will be required to fill *Form 3* and register afresh in order to have his/her particulars corrected.



- b) The *Voter Number/Personal Number (Perno)* of the voter's information to be corrected must be recorded in the Register Book provided.
- c) The incorrect details of the voter appearing on the register availed for the Update Exercise should be struck off by drawing a line across the voter's particulars and an asterisk (*) marked against it.
- d) The voter's mismatched particulars will be deleted from the register at the data processing stage while the freshly enrolled details will be retained.
- e) A copy of the *Application Form (Form 3)* bearing a new *Application ID (APP ID)* as confirmation of a successfully concluded enrolment shall be returned to the applicant for future reference.

Note 1: Correction of Mismatches requiring use of Form 3 is restricted to the voters photograph only. Other mismatches shall be captured in the Corrections Form (UPD 1) provided.

Note 2: The Update Official must ensure consistency of the biodata with the previous record for which a fresh registration has been made. No alterations should be made to the dates of birth.

4.0 DATA CAPTURE AND PROCESSING

- a) The first stage of data capture will be by the Update Officials at the point of registration in the field.
- b) Each Update Official at each registration centre must ascertain whether information provided by the applicant is accurate and relevant for the purpose. The information should be carefully entered on the Application Form and captured electronically onto the enrolment kit.
- c) The Update Official must ensure that all particulars are properly captured according to the guidelines given.
- d) A copy of the Application Form (Form 3) shall be returned to the applicant as evidence of registration for future reference.
- e) The original copy of the Transfer Form shall be sent back to the Electoral Commission Regional Offices for processing of the transfers at the Region.

5.0 Participation of Political Parties/Organizations and Observers

- a) A political party/organization may appoint an agent(s) to observe the Update Exercise in accordance with the law.



- b) Local, National and International Observers who have been duly accredited by the Electoral Commission may observe the Update Exercise in accordance with the Code of Conduct for Election Observers.

5.1 Roles of Political Parties/Organizations

- a) To observe the Update Exercise and, report on the exercise to their respective institutions.
- b) To encourage their members to fully participate in the Update Exercise.
- c) To urge all their supporters to be tolerant to other party supporters.

5.2 Roles of Observers

- a) To observe the Update Exercise and report on the exercise to the Commission through the Returning Officer of the Electoral District of observation.
- b) To submit Observer Reports to the Electoral Commission within 6 (six) months after the Update Exercise.

5.3 Prohibited Acts for Political Parties/Organizations, Observers and Monitors

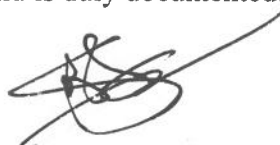
- a) Use of any kind of violence or intimidation against Update Officials, other election officials or the electorate.
- b) Deliberate disruption of the Update Exercise.
- c) Interference with the work of the Update Officials.
- d) Directing the Parish Election Officers or any Update Officials in the execution of their duties.

5.4 Penalty for Prohibited Conduct during the Exercise

Any person who wilfully obstructs or interferes with an election official in the execution of the officers' duty, commits an offence and is liable on conviction to a fine not exceeding seventy-two currency points or imprisonment not exceeding three years or both.

6.0 Instructions to the Update Officials

- a) The Update Official/Enrolment Official **MUST** ensure that voters are posted to their preferred polling stations based on their parishes/wards of origin or residence.
- b) The Update Official **MUST** ensure that transfers are done with proper Location Codes and the Forms for Confirmation of Village of Residence/Village of Origin are duly filled and signed.
- c) In case Registration Forms (*Form 3*) and Transfer Booklets are used up before the end of the Update Exercise, the Update Officer shall inform his/her Supervisor to seek replenishment from the Returning Officer who **MUST** ensure that such a request and/or replenishment is effected as soon as possible and is duly documented.



- d) The Returning Officer **MUST** strictly control and document the distribution of Registration Forms (*Form 3*) and Transfer Booklets within his/her Electoral District.
- e) The Returning Officer shall ensure that the Registration Forms (*Form 3*) and Transfer Booklets are utilised within his/her Electoral District during the Update Exercise as issued by the Electoral Commission.
- f) At the end of the Update Exercise, all Registration Forms (*Form 3*) and Transfer Booklets **MUST** be handed over to the Returning Officer by the Update Officials.

NB: For avoidance of doubt, both unused and used Registration Forms (*Form 3*) and Transfer Booklets **MUST** be accounted for and retrieved to the Commission together with other Update returns.

7.0 Handling complaints during the Update Exercise

All complaints on the Update Exercise shall be addressed to the District/City Returning Officer and handled in accordance with Article 61 (1)(f) of the Constitution and Section 15 of the Electoral Commission Act, Cap 176.



Justice Byabakama Mugenyi Simon
Chairperson, Electoral Commission