What is Voter Registration

VOTER REGISTRATION is a requirement for any qualified Filipino citizen who wishes to vote in any Philippine election.

It has been defined by Republic Act No. 8189 as "the act of accomplishing and filing of a sworn application for registration by a qualified voter before the election officer of the city or municipality wherein he [or she] resides and including the same in the book of registered voters upon approval by the Election Registration Board."

Elements of the Registration Application Process

1. Accomplishing an Application Form for Registration (AFR) does <u>NOT</u> automatically make an applicant a registered voter.

He (or she) needs to file the accomplished Application Form <u>by going to the local COMELEC office to personally file it</u> before the Election Officer (EO), who is the COMELEC's local representative in each city and municipality.

2. Filing the accomplished AFR before the EO still does <u>NOT</u> make an applicant a registered voter.

His (or her) Application has to be approved by the Election Registration Board (ERB), which meets once every quarter only.

3. When the filed accomplished AFR is approved by the Election Registration Board (ERB), the process of becoming a registered voter is almost complete.

The ERB has to approve the applications of all qualified applicants during its scheduled quarterly hearings.

By law, these ERB hearings happen only four (4) times a year -- on the third Monday of April, July, October and January of every calendar year.

4. The inclusion of the ERB-approved AFR in the Book of Voters (BOV) of the city/municipality/district completes the process of voter registration.

After the ERB hearing, the EO has to include the approved AFR in the Book of Registered Voters, together with all the other registered voters in the city, municipality or HUC district.

The concerned voter registration applicant is finally considered a registered voter of the concerned locality.

Registration Requirements

There are certain requirements from applicants who want to file an application for registration as a voter. These requirements are embodied in Section 9 of Republic Act No. 8189, and stated by the Commission in Section 13 of COMELEC Resolution No. 10963.

Qualifications to Register

Any Filipino citizen who is not yet a registered voter, may apply for registration, provided he/she possesses the following qualifications for:

- 1. National and Local Elections:
 - 1. At least eighteen (18) years of age on or before the day of the National and Local Elections;
 - 2. A resident of the Philippines for at least one (1) year and in the place wherein he/ she proposes to vote, for at least six (6) months immediately preceding the National and Local Elections; and
 - 3. Not otherwise disqualified by law.

Disqualifications to Register

The following are disqualified to register as a voter:

- 1. Any person who has been sentenced by finaljudgment to suffer imprisonment for not less than one (1) year, such disability not having been removed by plenary pardon or amnesty;
- Any person who has been adjudged by final judgment by a competent court or tribunal of having committed any crime involving disloyalty to the duly-constituted government, such as, rebellion, sedition, violation of the firearms laws, or any crime against national security unless restored to his/her full civil and political rights in accordance with law; and
- 3. Insane or incompetent person as declared by competent authority unless subsequently declared by proper authority that such person is no longer insane or incompetent.

Any person disqualilied to register under paragraphs (a) and (b) above shall automatically reacquire the right to vote upon expiration of five (5) years after service of sentence.

Documentary Requirements

A person has to establish his (or her) identity upon filing his (or her) application. The following are valid identification documents:

1. National identification (ID) card under the philippine Identification System (PhilSys);

- 2. Postal ID card;
- 3. PWD ID Card:
- 4. Student's ID card or library card, signed by the school authority;
- 5. SC's ID card;
- 6. Land Transportation Office (LTO) Driver's license/Student Permit;
- 7. National Bureau of Investigation (NBI) clearance;
- 8. Philippine Passport;
- 9. Social Security System (SSS)/Government Service Insurance System (GSIS) or other Unified Multi-Purpose ID card;
- 10. Integrated Bar of the Philippines (IBP) ID card;
- 11. License issued by the Professional Regulatory Commission (PRC);
- **12.** Certificate of Confirmation issued by the National Commission on Indigenous Peoples (NCIP) in case of members of ICCs or Ips;
- 13. Barangay Identification / Certification with photo; and
- 14. Any other Government issued valid IDs

In the absence of any of the above-mentioned identification documents, the applicant may be identified under oath by any registered voter of the precinct where he/ she intends to be registered, or by any of his/her relatives within the fourth civil degree of consanguinity or affinity. No registered voter or relative shall be allowed to identify more than three (3) applicants.

Community Tax Certificates (*cedula*) and PNP clearance **shall not be honored** as valid identification documents for purposes of registration.

If the applicant fails to establish his/her identity by any of the aforementioned methods/documents, he/she shall not be issued an application form, nor shall his/her pre-accomplished application form be accepted.

Registration Schedule

Pursuant to Section 3 (Chapter I Filing of Application) of COMELEC Resolution No. 10963:

Section 3. Schedule and Conduct of Registration of Voters - Reception of applications for registration shall be from February 12, 2024 to September 30, 2024, except on March 28, 29 and 30, 2024 (Maundy Thursday, Good Friday and Black Saturday). Applications for:

- 1. Registration, transfer, change/corrections of entries in the registration records, reactivation of registration records, inclusion of registration records and reinstatement of name in the list of voters, and transfer of registration records from foreign service post (foreign post) to local; and
- 2. Updating of records of Persons with Disabilities (PWDs), Senior Citizens (SCs) and members of Indigenous Peoples' (IPs) or Indigenous Cultural Communities (ICCs) and Persons Deprived of Liberty (PDL).

shall be personally filed at the Office of the Election Officer (OEO) of the city/municipality/district where the applicant resides, during office hours, from 8:00 AM to 5:00 PM from Mondays to Fridays, including Saturdays and Holidays, except when declared otherwise by the Commission.

Online filing of application for reactivation; reactivation with transfer of registration within or with correction of entries; reactivation with transfer within and correction of entries; and reactivation with updating of records of SCs and PWDs, pursuant to Resolution No. 10715, shall be continuously received by the OEOs, through their official email addresses until Septembet 7. 2024.

When oecessary, the Commission may adopt a modified registration work week schedule, adjust or suspend the registration period.

Registration Centers

By law, the registration centers are the local COMELEC offices or the Offices of the Election Officer (OEO). There is one in every district, city or municipality. Most of the time, it is located at or near the city or municipal hall.

Location of the Local COMELEC Office

For most of the cities and municipalities in the rural areas, where addresses are not as specifically indicated as those in the cities or those in urban areas, only a general description of the location of the OEO is indicated.

For further inquiries related to satellite registration, you may inquire with the following offices:

- 1. your local government unit (LGU);
- 2. the concerned provincial COMELEC office which has jurisdiction over your city/municipality; and
- 3. the concerned regional COMELEC office which has jurisdiction over your city/municipality and province.

Satellite Registration / Register Anywhere Program Schedule

Consolidated Schedule on RAP/Satellite Registration of Voters

ERB Approval Schedule

All applications for registration and other voter-related applications are not automatically approved. These applications have to be approved or disapproved by the Election Registration Board (ERB) in every applicable district, city and municipality.

The ERB is mandated by RA 8189 to hear registration applications every quarter of every year for the registration period.

Pursuant to COMELEC Resolution No. 10963, the ERB is set hear all applications in the following schedules:

Period to file applications	Last day to post Notice of Hearing with Lists of Applicant	Last day to file opposition to applications	Hearing and Approval/ Disapproval of applications
February 12, 2024 to March 27, 2024	April 5, 2024	April 12, 2024	April. 15,20124
April 1, 2024 to June 30, 2024	July 5, 2024	July 12, 2024	July 15, 2024
July 1, 2024 to September 30, 2024	October 4, 2024	October 11, 2024	October 14, 2024

Registration Procedures

Pursuant to Section 16 of Resolution No. 10963:

- 1. A qualified applicant need only to appear personally at the Office of the Election Officer (OEO), the local COMELEC office.
- 2. The applicant's identity and residence will be verified. (Bring a valid ID with photograph and signature.)
- 3. The applicant's status of registration will also be verified.

This may be done using a computer application at the OEO.

4. After a successful verification of the applicant's identity, he (or she) shall be given three (3) copies of the application forms to fill up.

A blank Application Form is also available for download from this Website. This form may be downloaded and printed. It may be accomplished before proceeding to the OEO to save on time. However, it should only be signed and thumbmarked before the EO.

5.

- **6.** The applicant's biometrics will then be digitally captured using the Voter Registration Machine (VRM) by an authorized VRM Operator.
- 7. An Acknowledgment Receipt will be given to the applicant afterwards.

Biometrics Data Capture

It is the policy of the Commission to establish a clean, complete, permanent and updated list of voters through the mandatory taking of photograph, fingerprints and signature (biometrics) in the registration process. This is declared in R.A. 10367.

For this purpose, when a person comes in to apply for registration, his (or her) biometrics will be captured digitally. This simply means digital images (or pictures) of his (or her) photograph, fingerprints and signature will be taken (or captured) using COMELEC's Voter Registration Machine (VRM).

The VRM is simply a desktop computer, with a digital camera, fingerprint scanner and signature pad attached to it. Biometrics capture becomes possible with the use of these high-tech equipment, and the Voter Registration System (VRS).

There is at least one (1) VRM for each local COMELEC office nationwide. Depending on the number of registered voters in the district, city or municipality, there may be more than one (1) VRM.

Here are simple steps on how the biometrics capture procedure would basically go using the VRM:

Photograph Capture

1. For **photograph capture**: Just look at the camera lens until after the flash appears.

Ask the VRM Operator to show you that your photograph has been captured correctly. This photograph will show on the Voter ID.

Fingerprints Capture

2. For **fingerprints capture**: Just place your right and left thumbs and index fingers one at a time on the fingerprint scanner, as instructed by the VRM operator.

The fingerprint images of all registered voters are subjected to a computerized fingerprint-matching process using the Automated Fingerprint Identifications System (AFIS) in the COMELEC Central Office in Intramuros, Manila. The objective of this is to identify whether there are registered voters who are registered in more than one location, which should not be the case and is prohibited by law.

Voter ID Card

The voters' identification card was being issued to the registered voter pursuant to Section 25 of Republic Act No. 8189. It shall serve as a document for his identification. In case of loss or destruction, no copy thereof may be issued except to the registered voter himself and only upon the authority of the Commission.

The Voter ID card is a valid ID that is recognized by all government offices and banks for a person's identification purposes. It is, however, not a requirement for a person to vote.

However, due to the approval by the House of Representatives of a bill seeking to establish a National Identification System, which proposes only one ID for all government transactions, the generation and distribution of Voter ID cards have been put on hold by the Commission.

Registration FAQs

We have accumulated the most frequently asked questions (FAQs, which may be pronounced as "F. A. Qs" or "facks", which sounds like "facts") concerning voter registration. These are questions which have been asked of us over the years over the phone or by e-mail. We have listed them here in order to provide our web visitors with ready answers.

These are general answers to the listed questions. For more specific queries on voter registration, please send an e-mail to the Election and Barangay Affairs Department (EBAD) at ebad@comelec.gov.ph or give them a call at telephone number (02) 8525-9298.

FAQs and Answers

What is voter registration?

Registration refers to the act of accomplishing and filing of a sworn application by a qualified voter before the Election Officer of the city or municipality, where the applicant resides, and including the record in the book of voters upon approval by the Election Registration Board.

Why should I register myself as a voter?

If a person is not a registered voter, he cannot vote in an election. This means that you cannot participate in choosing who your next public officials will be. You also would not be able to run for public office if you are not a registered voter.

See Art. XII, Sec. 115, Batas Pambansa Blg. 881

What are the requirements for registration?

The basic requirements for any Filipino citizen to register as a voter are simple: he must be at least 18 years old, and a resident of the Philippines for at least one year and of the city/municipality wherein he intends to vote for at least 6 months prior to an election.

There are also certain disqualifications prescribed by law which you should not possess.

Where should I go to register?

By law, filing of applications for registration shall be conducted at the Office of the Election Officer (OEO), your local COMELEC office. That happens during regular office hours.

The COMELEC has allowed the setting up of at least one satellite registration center for every barangay. There are also satellite registration centers for Person with Disabilities (PWDs),

Indigenous Cultural Communities (ICCs/IPs), Senior Citizens (SCs) and Internally Displaced Persons (IDPs), subject to certain conditions.

How often do I need to register?

Under the present system of continuing registration, a qualified person needs to register only once. This registration is permanent, unless declared otherwise by law. Registering more than once constitutes an election offense.

However, in cases when a voter transfers residence, he needs to apply for the transfer of his registration record.

There are also instances when a registration record may become deactivated due to some reasons stated by law, the most common of which is the failure to vote in two successive regular elections. When this happens, the concerned voter needs to apply for the reactivation of his registration record.

I am already a registered voter. I voted in the last 2023 Barangay and SK Elections. Do I need to register again in order to vote in the 2025 National and Local Elections (NLE)?

No. As stated in the previous FAQ, registration needs to be done only once. Your registration is good for further elections as long as you keep it active by participating in the elections by voting.

If your registration record gets deactivated, that's another story.

When is the next schedule for registration?

By law, any qualified registrant may file an application for registration on any day until 120 days before a regular election and 90 days before a special election.

However, for operational and logistical reasons, the COMELEC schedules the period for the conduct of this activity before a scheduled election. For the 12 May 2025 National and Local Elections, it has been scheduled to take place from **12 February 2024** to **30 September 2024**

When is the registration schedule for the 2025 National and Local Elections?

The period for filing applications for registration for the 2025 NLE will be from 12 February 2024 to 30 September 2024 pursuant to Section 3 of Resolution No. 10963.

How can I change my civil status in my registration record?

Voters who have gotten married after registering as a single person, or married voters whose marriage has been annulled or declared a nullity by a competent court, including those married voters whose spouses have died, may apply for a correction of entry in their registration voters.

Concerned female voters whose family name may have been affected by such events may also file for a change of their name in their registration record.

My registration record/voter ID has typographical or clerical errors. How do I go about having the incorrect information corrected?

A registered voter whose registration record contains incorrect entries, including wrong or misspelled name, birth date, birth place or typographical errors, may request for its correction at the concerned local COMELEC office.

I have already moved residence to another city/municipality. How do I transfer my registration record to my new place of residence?

During the scheduled registration period, an application for the transfer of the concerned registration record may be filed with the local COMELEC office of the new place of residence.

If a record was deactivated, how can a voter have it reactivated again?

During the next scheduled registration record, a voter with a deactivated registration record may file for the reactivation of his (or her) registration record with the local COMELEC office of the city/municipality where he (or she) is registered.

iRehistro

Online Application Form for Voter Registration - Local Voters/Applicants: LINK(https://irehistro-local.comelec.gov.ph/cef1)

Online Application Form for Voter Registration - for Overseas Voters/Applicants: LINK(https://irehistro.comelec.gov.ph/ovf1)

Compliance and Other Requirements

Take note that using this online facility only attempts to facilitate the process of accomplishment of the Application Form. It **DOES NOT** automatically mean approval of your application. **Accomplishing the online form does not automatically make you a registered voter.**

You still have to personally appear before your local COMELEC office (or the concerned Philippine embassy or consulate) together with the printed online application forms (3 copies) for QR scanning and biometrics capture to complete the filing process.

AND THEN... the Election Registration Board (ERB) still has to approve your application on the scheduled date for the next ERB hearing.

Biometrics Capture Appointment Scheduling

For Metro Manila and Baguio City residents, together with overseas Filipinos, appointment for biometrics capture *may* be scheduled online also after the online accomplishment of the Form.

Biometrics Capture at Your Own Time

The applicant may choose *not* to set an appointment for biometrics, and just go for biometrics capture at his (or her) available time, as long as it happens before the deadline for registration.

Biometrics Capture

Biometrics capture may be done only at the local COMELEC offices (or at Philippine embassies and consulates) during office hour. at your barangay during scheduled satellite registration, or at selected malls located at your district during scheduled satellite registration.

Application Forms

Pursuant to Section 15 of COMELEC Resolution No. 10963 The Following forms shall be available at the OEO, **FREE OF CHARGE:**

- CEF-1 Registration/Application
- Supplementary Data Form
- Certification
- Affidavit of Identification
- OVF No. 1

Persons with Disabilities and Senior Citizens

The **COMELEC** (Commission) is the constitutional body mandated to conduct an honest, orderly, peaceful and credible elections in the country. For almost a decade now, the Commission has continuously and tirelessly adopted a policy of inclusivity towards the vulnerable sectors of our society particularly to the members of the sectors of Persons with Disabilities, Senior Citizens, and even to pregnant voters.

In 2008, COMELEC formed a Technical Working Group (**TWG**) with the Commission on Human Rights (**CHR**) and *other* non-government organizations to study the issues being experienced by Persons with Disability in their exercise of their right to suffrage.

In 2010, COMELEC began extending preferential treatment to Senior Citizens, Pregnant Voters and Persons With Disabilities, by designating *polling places* located at the ground floor of the *voting centers* or by providing them express lanes (Min. Res. 10-0326). The Commission also designated focal persons for the sector of Persons With Disabilities (Min. Res. 10-1134).

In 2011, reaching out further, COMELEC established a stronger linkage by being a part of the Inter-agency and NGO Network on Empowering of Persons with Disabilities. The sectoral challenges in the exercise of the right to vote were pointed out during the various focus group discussions, researches, and meetings. Basic problems faced by the sector during registration and voting were then identified.

As a result, Resolution 9220 or the Guidelines for Registration of Persons with Disabilities was promulgated and Minute Resolution 11-0708 was issued amending the existing *Certification/Attestation* by *Assistor* to have a portion called "*Supplementary Data (Persons with Disabilities/Sr. Citizens with Disabilities*)." In the said supplementary data, the applicant shall identify and tick-off their disability and the assistance they need to enable the COMELEC to respond with particularity. Both were first implemented and used respectively during the National PWD Registration Week held on 18-23 July 2011 (Min. Res. 11-0623).

Also, apart from the field offices, more accessible place which included SM Malls, plaza, barangay centers and other public places were utilized as registration centers. As a result, some 5,553 Persons with Disabilities were accommodated for registration.

In 2012, due to the success of the registration efforts, COMELEC has conducted focused registrations for persons with disabilities by regions per month. These Special Registrations highlighted the *preparations* done and showcased how this advocacy for the right to suffrage of Persons with Disability was adopted by our field officials. From 18 July 2011 to 31 October 2012 where there were then 65,926 persons with disabilities voters.

On 29 June 2012, **COMELEC Resolution 9485** or the *Rules and Regulations for Voting of Persons with Disability and for the Establishment of Accessible Polling Places in Connection with the May 13, 2013 Elections* was promulgated.

Determined to flesh out the provisions of Resolution 9485, Project **EASE** (Ensuring Accessibility of Schools on Elections) which aims to ensure that public schools used as voting centers for the 2013 Elections are user-friendly to all persons most specially to persons with disabilities was born. Audit Teams composed of the COMELEC, DPWH, DepEd, NCDA (National Council on Disability Affairs), LGU, UAP and PWD sector conducted of an *initial accessibility audit*. The observations during the audit were used in a write shop conducted by the Commission with technical guidance from the International Foundation for Electoral Systems (IFES) for the drafting of the guidelines for accessibility requirements.

COMELEC saw to it that on Election Day (May 13, 2013) clustered precincts assigned for Persons with Disabilities voters were located at the ground floor of polling places for greater accessibility.

The 2013 elections were lauded by several organizations as more inclusive of persons with disability compared to past elections, but also noted that much more needs to be done.

It was also in 2012 when COMELEC expanded its efforts in championing inclusivity on the world wide web. After a workshop hosted by IFES in tandem with the NCDA and Philippine Web Accessibility Group (PWAG) the official COMELEC website was reformatted with the objective of making the electoral information accessible for Persons with Disabilities in accordance with the rules on website accessibility.

Verily, COMELEC was one of the recipients of the PWD-friendly Website Awards during the 34th National Disability Prevention and Rehabilitation Week.

With the enactment of Rep. Act No. 10366 (An Act Authorizing the COMELEC to Establish *Precincts* Assigned to *Accessible Polling Places* Exclusively for PWDs and Senior Citizens), COMELEC promulgated Res. No. 9763 which served as the Implementing Rules and Regulations therefor.

In 2014, not only did COMELEC *set* another Special Registration Day for persons with disability and senior citizens and *ordered* that Express Lanes be established during regular registration days (Res. No. 9853), the Commission also *exempted* them from payment of legal fees for the issuance of the certified true copy of *Voter Registration Records* (CVL Form 1-B) or the *Certification* as a registered voter (Min. Res. 14-0837).

Moreover, the COMELEC, in close coordination with the CHR, NCDA, Senior Citizens and Persons with Disability organizations, designed and implemented *sensitivity trainings* to persons performing electoral duties, including COMELEC field officers, members of the BEI and accredited Citizen's Arms, to familiarize them with the needs and to address the attitudinal barriers faced by the members of these sectors (Resolution No. 9763).

With the success of previous special registration days, the Commission has consistently followed through the years 2015 to 2018 the setting of a Special Registration Days for Persons with Disabilities and Senior Citizens via the following mandates: COMELEC Min. Res. Nos. 15-0448 and 15-0454 in 2015, Res. No. 10166 in 2016, Res. No. 9853 in 2017 and Res. 10417 in 2018.

In 2016, in addition to the established APPs, the Commission piloted-tested the Emergency Accessible Polling Places (EAPPs) to ensure maximum participation of Persons with Disabilities and Senior Citizen voters including heavily pregnant voters was pilot-tested. This project shall be fully implemented in the forthcoming 2019 elections.

During the recently concluded Barangay and Sangguniang Kabataan Elections (BSKE), the Commission promulgated Res. 10211 (General Instructions for the Electoral Board and Barangay Board of Canvassers) directing the Electoral Board members that Persons with Disability and Senior Citizens shall vote in Accessible Polling Places (APPs) located at the ground floor for easy access and at express lanes or priority lanes with *proper* signage *inside* the polling place.

Looking beyond these needs, on 07 May 2018, COMELEC signed a Memorandum of Understanding with DILG, DOH and PHIL RED CROSS to provide voters, specially Persons with Disability, Senior Citizens, Pregnant Women and persons rendering election-related services with free, timely and effective basic first aid assistance, essential medicines and access to emergency medical services.

To date, COMELEC is positive that with its policy of inclusivity it can continue to maximize the participation of Persons with Disabilities and Senior Citizens in the conduct of electoral exercises in the future. The Committee on Persons with Disabilities and Senior Citizens and its Technical Working Group are continuously studying and crafting new policies and projects towards the achievement of goal.

In support of the **Convention on the Rights of Persons with Disability** (**CRPD**), particularly their voting rights, the Commission joins hand with other government agencies and the United Nations today (December 03) in celebrating the INTERNATIONAL DAY OF PERSONS WITH DISABILITIES.

Persons with Disability and Senior Citizens Registration for 2020 Barangay and SK Elections

Pursuant to its mandate to devise systems and procedures that will enable Persons with Disability and Senior Citizens to register and vote by themselves, the Commission on Elections encourages eligible members of these sectors to register as voters. Those who are already registered are likewise encouraged to update their registration records.

Through the **Supplementary Data Form (Annex B)**, both new registrants and those who are already registered may notify the COMELEC of **(1) their type of disability** and **(2) the form or assistance needed on Election Day.**

Using the same form, Persons with Disability and Senior Citizens may also signify **their intent to vote in an Accessible Polling Place (APP).** Unlike a regular polling place, an APP is a separate polling place <u>exclusively</u> for Persons with Disabilities and Senior Citizens <u>who have manifested their intent to vote in this facility.</u> It is located at the ground floor and near the entrance of the building, if possible. It is also free of any physical barriers and provided with necessary services, including assistive devices. On Election Day, voters in an APP will have the chance to cast their vote and personally feed their ballots to a Vote-Counting Machine or VCM assigned to the APP.

Those who choose not to avail of this option may vote in a regular polling precinct, where they will be prioritized through an Express Lane and also be able to personally feed their ballots into the VCM

However, those who did not fill out a Supplementary Data Form, did not update their records, or choose not to vote in an APP or a regular polling precinct may instead be accommodated in an **Emergency-APP** (E-APP). This type of polling place is distinct from an APP. Although the voter is still provided with the necessary services and facilities, an E-APP does not have a VCM assigned to it; hence, voters will be asked to entrust their ballots with the Electoral Board for batch-feeding to the VCM at a later time.

The following are eligible to update their registration records:

- 1. Those who are not yet registered voters;
- 2. Those who are already registered, but have not indicated their type of disability when they applied for registration; and
- 3. Those who are already registered, but have developed or manifested their disability after having been registered.

The registration records of Persons with Disabilities and Senior Citizens will be treated with utmost confidentiality.

Persons with Disability and Senior Citizens may go to the Office of the Election Officer (OEO) from **Mondays to Saturdays**, **8:00 A.M. to 5:00 P.M.**, including holidays, or in satellite registration centers until **September 30**, **2019**. Assistors are available for those who cannot by themselves accomplish applications for registration by reason of illiteracy or physical disability, subject to the provisions of COMELEC Resolution No. 9763.###