

Information notice Multipurpose enhanced registration exercise

**Ghana Refugee Board & UNHCR
03 August 2016**

1. The Government of Ghana, through the Ghana Refugee Board (GRB) and the Office of the United Nations High Commissioner for Refugees (UNHCR) in Ghana, wishes to announce the roll out of a multipurpose enhanced registration exercise **from 22 June 2016 to 26 August 2016** for **refugees and asylum-seekers** registered with the Ghana Refugee Board. The exercise will take place **in the four camps**, and **in Accra** at the GRB premises.
2. The multi-purpose exercise contains four components and each component corresponds to a specific objective:
 - I. Verify and update the bio-data of each person of concern, as well as his/her family composition, and record the individual documents each person of concern has in his/her possession;
 - II. Gain a better understanding of the intentions for durable solutions;
 - III. Issue a new individual registration certificate to each person registered as refugee or asylum-seeker in Ghana;
 - IV. After the completion of the three first components of the exercise at the registration center, and at a later stage in July or August, visit each household of persons of concerns in their place of effective residence in Ghana in order to better understand the particularities of each household.
3. The schedule of this multipurpose exercise for the Urban Areas is as follows :

At GRB premises, Dzorwulu in Accra, for out-of-camp persons of concern living in urban areas (i.e. Accra): 15-18 August 2016 and 22 -26 August 2016 (only working days from Monday to Friday).

Additionally, refugees and asylum-seekers in the urban are encouraged to observe the below schedule:

Country of Origin	Scheduled Date	# of days
Côte d'Ivoire	15-Aug - 17-Aug	3 days
Sudan	18-Aug - 19-Aug	2 days
Syrian Arab Republic/ Somalia/ Chad	22-Aug - 23-Aug	2 days
Central African Republic / Democratic Republic of the Congo	24-Aug - 25-Aug	2 days
Others*: NIG, MLI, PAK, GAM, CAM, ETH, PAL, ERT	26-Aug	

*Other nationalities concerned by the exercise, can participate in any day during 18-26 August

4. Each refugee or an asylum-seeker registered in Ghana – irrespective of age or effective place of residence (place of living) in Ghana (camp, rural or urban area) - is required to participate in the exercise in one of the five proposed locations (registration center). Each person is invited to come along with all their family members to one of the above registration centers.
5. For facilitating the roll out of the desk registration exercise in each of the location, the day that the families are invited to come to the registration center will be displayed on a notice board with their respective registration number. This being said, the proposed dates and place for participating to the registration exercise are only indicative.
6. If the person of concern was originally registered in a camp and is no longer living in a camp in Ghana, the person is invited to come directly to the registration center located in Accra at the proposed dates (15-26 August 2016). The new address of the person will be updated accordingly.
7. For four refugee groups of **Togolese**, **Liberian** (exempted refugees), **Sierra Leonean** (exempted refugees) and **Rwandan** origins, only the population living in Krisan camp is invited to participate in the multipurpose exercise. A specific exercise will be held for these refugee groups at later stage. Therefore the refugees belonging to one of the four groups living outside of Krisan are not required to attend this exercise.
8. Since the multipurpose exercise is an enhanced registration phase, it is very important to bring along all the documents that you possess, regardless of the language and whether or not the persons acquired them here in Ghana or in your country of origin at the registration center. Copies of the most important documents will be made.

Documents to bring include:

- NHIS card (even if it has expired)
 - Passport or CTD (if any)
 - Refugee ID Card and/ Refugee Certificate
 - Birth Certificate for any person born in Ghana
 - Birth Certificate or Substitute birth certificate for those born outside Ghana (if any) – (*Jugement supplétif tenant lieu d'acte de naissance ou Extrait d'acte de naissance*)
 - Marriage certificate if any (even if issued abroad),
 - National ID card from Country of origin if any and even if expired,
 - Nationality Certificate if any from country of origin,
 - Death Certificate (if any)
9. In principle, after the completion of the desk registration exercise (part 1 to 3), all households will be visited in their effective place of residence in Ghana (camp, urban areas or rural areas). Because each family is different and lives in different circumstances, a home visit will be conducted as part of the multipurpose exercise to get a better

understanding of the capacities and particularities that the persons of concern face while residing in Ghana. More information will be provided, including on the exact dates of that visit in the weeks coming. Please ensure to be at the house and avoid absence.

10. Please note that the services, the information provided by UNHCR and its partners, and the documents issued by GRB and UNHCR in the context of this exercise are free of charge. Any individual who offers to verify your personal data in return for money or other forms of compensation is committing fraud contrary to the law and policy applicable in Ghana. Misrepresenting facts about yourself and your family during this exercise is a form of fraud and may prevent you from being assisted by GRB and UNHCR. Any individual found misrepresenting the facts in the context of this exercise towards an official from the government or UNHCR, will be reported to the authorities and will be dealt with according to the full force of the law.

***Ghana Refugee Board and UNHCR Ghana
03 August 2016, Accra***