

Guidelines for accreditation of international observers/international guest:

Who can take part in international observation missions

We encourage the organizations that have experience in observing elections or human rights, democracy and good governance to apply for accreditation so that they can observe the elections. As a general rule, only the observers who are members in the accredited international observation missions will be allowed to observe the electoral process.

The observer nominated by the international observer groups shall fulfill the following conditions:

- Has completed eighteen years of age before the submission of the application.
- Undertakes to comply with the Code of Conduct for International Election Observers.
- Is not a member in more than one international observation mission.

How to apply?

Interested organizations must follow the **accreditation procedures** below (based on the Independent Election Commission's Executive Instructions No 3 on the Accreditation of International Observers):

1. The organization fills in the online form for accreditation of international observation mission,/international guest and submits it (**no later than Wednesday 31/5/2017**).
2. After the completion of the online form, data must be saved and then a PDF form will be automatically created. The information filled in by the officer is reflected in the PDF. In the meantime, the liaison officer will receive an email from IEC with a reference number, which should be retained.
3. The liaison officer prints the PDF form.

4. The liaison officer signs his/her signature field in the form and the representative authorized by the organization signs in his/her signature field.
5. After signing the form, it is scanned and sent via email to: i.observers@entikhabat.jo
6. IEC verifies the accreditation application within seven working days as of the date of its submission.
7. IEC sends a notification of approval of the application via email to the liaison officer of the organization that applied for accreditation. The email includes the user name and password for the organization.
8. In case the data is incomplete, a notification of the required data that should be sent to IEC will be sent via email to the liaison officer of the organization.
9. After the organization is accredited, the liaison officer logs in through the specific link using the user name and password of the organization and fills in all of the required data for the nominated international observers/international guests no later than 21 days before the date of the election (i.e. no later than Monday 24 July 2017).
10. The following documents for each observer should be uploaded as an attachment to the application of the nominated international observer/or the international guest:
 - A photocopy of the valid national or diplomatic passport of the observer (Please send the photocopy in the required size).
 - A personal photo (please send the photo in the required size).
 - A copy of the Code of Conduct for International Election Observers signed by the observer.
11. IEC considers the accreditation applications and notifies the organization that applied for accreditation of the accreditation of the nominated observers or not within seven days following the reception of the application.

12. IEC issues accreditation badges to all accredited observers.
13. The badge of the international observer or the international guest is handed to the liaison officer of the organization, who signs a relevant receipt.
14. The liaison officer of the organization, who is identified in the accreditation application, is the only focal point between IEC and the organization that applied for accreditation for itself and its observers.
15. IEC has the right to reject the accreditation of organizations and individuals, who do not fulfill the abovementioned criteria. It also has the right to terminate the accreditation of organizations and individuals, who violate the Jordanian law, the relevant executive instructions or the Code of Conduct for the International Election Observers.