



Application for Registration and Special Ballot

For Canadian electors residing in Canada and applying outside their electoral district

EC 78510-W
(08/2019)

Instructions and general information

Deadlines to register and to return your ballot

You may apply to vote by special ballot after a federal election is called. When your application and supporting documents have been processed and accepted, a special ballot voting kit will be issued to you either in person or by mail. **Once your application to vote by special ballot has been accepted, you may only vote in this way.** You may not vote at the ordinary or advance polls or apply for another special ballot.

Deadline to register

Your completed application form and supporting documents must be received by the Tuesday before election day at:

- any local Elections Canada office **no later than 6:00 p.m., local time**
- Elections Canada in Ottawa **no later than 6:00 p.m., Eastern Time.**

Deadline to return your ballot

Your completed ballot must be received at Elections Canada in Ottawa **no later than 6:00 p.m., Eastern Time, on election day.**

By law, we do not accept application forms or count ballots that are received late. Submit your application as early as possible and allow enough time to receive, complete and return your special ballot.

Important notes for completing the application form

Family name, given name and middle name(s)

These must match the names on your proof of identity and home address.

Telephone number and email address

We recommend providing both a telephone number and an email address. The contact information you provide will be used only in the event that there are issues with your application or ballot kit.

Home address

Your home address is the place that you consider your primary home. It determines the electoral district in which you are voting. Your proof of identity and home address must match the information provided on your application. It must be a physical address, not a mailing address. You may not use a post office box or rural route address, except in areas where no other physical address is available.

Mailing address

The mailing address is where you want to receive your special ballot voting kit. If this address is the same as your home address, simply check the box to indicate so. You may provide a mailing address for anywhere in Canada or abroad. You have the option of using the address of a Canadian embassy or consulate as your mailing address, if you make arrangements beforehand and give them your contact information.

Declaration

If your personal information is not already in, and you do not want it to be added to, the National Register of Electors, check the box provided. If you check this box, you will not receive a voter information card during future electoral events. Read, sign and date the declaration.

Checklist

Remember to:

- ✓ Complete and print the application form.
- ✓ Read, sign and date the declaration.
- ✓ Include copies of the required proof of identity and home address.
- ✓ Submit the application form using the quickest method to you (by mail, fax or in person).

Proof of identity and home address

You must include proof of identity and home address with your application. There are three ways to do so:

1. Provide a copy of one piece of government-issued ID, which must contain your photo, name and home address.
2. Provide a copy of two pieces of identification, one piece showing your name and one piece showing your name and home address.
3. Provide an affidavit, signed before a person authorized to receive oaths in the province or territory, showing your name and home address. **Note: This option only applies to electors who are not applying in person.**

Only pieces of ID authorized by the Chief Electoral Officer will be accepted (visit elections.ca for the complete list). If you are not submitting your documents in person, you must photocopy or scan them and ensure they are legible. Do not send original documents.

How to return your completed application

In person in Canada: You may return your application form and supporting documents to any Elections Canada office. Once your application is accepted, you will receive a voting kit immediately, and you may cast your vote at that office or take the kit with you to complete later. Visit www.elections.ca or contact us to find the office nearest you.

In person outside Canada: You may return your application form and accompanying documents to any Canadian diplomatic or consular office in order to be forwarded to Elections Canada. Please note that such offices do not process applications or issue special ballot voting kits on behalf of Elections Canada.

By fax:

613-998-8393
1-800-363-4796
toll-free in Canada and the United States

Please note that faxing is not a secure method of communication.

By mail:

Elections Canada
PO Box 9830, Stn. T
Ottawa, ON K1G 5W7
Canada

By courier:

Elections Canada
100-440 Coventry Rd
Ottawa, ON K1K 2Y5
Canada

Privacy notice statement

Your personal information on this form (except in the optional fields) is collected under the *Canada Elections Act* (the Act) and will be used to register you to vote and determine your electoral district. We will use the information provided in the optional fields to contact you only if your application is incomplete or to help ensure the timely delivery of your voting kit. Your personal information (except in the optional fields) will be included in the National Register of Electors, pursuant to the Act, unless you have chosen otherwise. Inclusion in the Register is optional. Personal information contained in the Register, excluding your date of birth, is used to prepare lists of electors shared with members of Parliament, political parties and candidates for uses authorized by the Act. In accordance with information-sharing agreements, also authorized under the Act, we may disclose personal information in the Register to provincial and territorial electoral agencies and municipalities. Some of this information may be shared with the Commissioner of Canada Elections for purposes of the Commissioner's duty to ensure that the Act and the *Referendum Act* are complied with and enforced. If you wish to be removed from the Register or do not wish to have your information shared with your provincial or territorial electoral agency or municipality, please contact us in writing. We use the services of third parties, who are also required to protect your personal information, to deliver applications and special ballot voting kits. You have the right to access and correct your personal information, to have your information protected under the *Privacy Act* and the Act, and to file a complaint with the Privacy Commissioner of Canada regarding Elections Canada's handling of your personal information. Your personal information is retained under personal information banks Elections PPU 037 and Elections PPU 040. See www.elections.ca for details.

How to contact us

By telephone:

613-993-2975 (collect calls are accepted)
1-800-463-6868 toll-free in Canada and the United States
001-800-514-6868 toll-free in Mexico
TTY 1-800-361-8935 toll-free in Canada and the United States

By email:

svrenq@elections.ca

Please note that email is not a secure method of communication.

Visit us at www.elections.ca



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Full name and contact information

Family name

Given name

Middle name(s)

Primary phone number

Secondary phone number

Gender

Male Female Gender X

Date of birth (yyyy-mm-dd)

Language

English French

Email address

Home address (determines your electoral district)

Number and street, or lot and concession, or township and range

Apt. / Unit

City, town, village or municipality

Province / Territory

Postal code

Mailing address (where you want to receive your voting kit)

If same as home address, check here:

Number and street, apt. or unit, rural route (RR), post office (PO) box or general delivery (GD)

(Please use the second address line below only if required)

City, town, village or municipality

Province, territory or state

Country

Postal or Zip code

Declaration

If you **do not** want your personal information to be added to the National Register of Electors, check here:

- I am a Canadian citizen and will be at least 18 years old on election day.
- I have not already voted in this election, and I understand that I can only vote once.
- All of the statements made on this form are true.
- If this application is for a by-election: I also declare that I have lived at the address above since the start of the election and will continue to live there until election day.

Signature

Date

If you make a false declaration, you could be fined and/or imprisoned.