

Deadlines to Register and to Return your Ballot

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

Deadline to Register

Your completed application form and accompanying 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;**
- OR**
- 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 cannot 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.

How to Complete the Application Form

Complete the following information on the application form prior to printing:

1. Your family name, given name and middle name(s)
2. Your daytime and evening telephone numbers, including country code, city code and/or area code, where you can be reached (optional fields)
3. Your gender
4. Your date of birth (year/month/day)
5. Your preferred language for communicating with Elections Canada (English or French)
6. Your e-mail address (optional field)
7. Your place of ordinary residence, which means your home address for voting purposes. This should be a **physical address, not a mailing address**. It determines your electoral district. You cannot use a post office box or rural route, except in areas where no other physical address is available. **Your proof of identity and home address must correspond to the information provided.**
8. The mailing address where you want to receive your special ballot voting kit. You can use the address of a Canadian diplomatic or consular office (embassy, high commission or consulate). Ensure to make arrangements with that office **before** submitting your application and to provide them with your contact information.
9. If you know, indicate whether your name appears on the voters list.
10. If your personal information is not already in the *National Register of Electors* (NRoE) and you do not want it to be added, check the box.

Read, sign and date the declaration.

Optional fields: Elections Canada may use this information to contact you if your application is not complete or to help ensure the timely delivery of your voting kit.

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.

Proof of Identity and Home Address

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

1. Provide a copy of **one** piece of government-issued ID, which must have your photo, name and home address;

OR

2. Provide a copy of **two** pieces of identification:

- one piece showing your name + one piece showing your name and home address;

OR

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 only to electors voting by mail.**

Only pieces of ID authorized by the Chief Electoral Officer will be accepted (visit our web site for the complete list). You must photocopy or scan your documents and ensure they are LEGIBLE. Do not send original documents.

How to Return Your Completed Application

In person - in Canada: You can return your application form and accompanying documents to any local Elections Canada office, where you will be asked to show proof of identity and home address or perform an oath to attest to your residence (along with another elector who resides in the same polling division as you). You will receive a voting kit immediately and you may cast your vote there 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 can return your application form and accompanying documents to any Canadian diplomatic or consular office for forwarding to Elections Canada. Please note that they 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

By mail or courier:

Elections Canada

(440 Coventry Road)

P.O. Box 9830, Station T

Ottawa, ON K1G 5W7

Canada

Privacy Notice Statement

Your personal information on this form is collected under the *Canada Elections Act* (Act) and (except for information in the optional fields) will be used to register you to vote and to determine your electoral district. We will only use information provided in the optional fields to contact you if your application is not complete or to help ensure the timely delivery of your voting kit. Your personal information (except for information in the optional fields) will be included in the National Register of Electors, pursuant to the Act, unless you have chosen otherwise (see section 10 of the instructions). Inclusion in the National Register is optional. Personal information contained in the National 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 also disclose personal information in the National 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 *Canada Elections Act* and the *Referendum Act* are complied with and enforced. If you wish to be removed from the National 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 ballots. You have the right to access and correct your personal information, to have your information protected under the *Privacy Act* and the *Canada Elections 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. A detailed description can be found at www.infosource.gc.ca.

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 e-mail:

svreng@elections.ca

Please note that e-mail is not a secure method of communication.

Visit the Elections Canada Web site at www.elections.ca.

Application for Registration and Special Ballot

For Canadian electors residing in Canada
(See sections 232 and 233 of the Canada Elections Act)

EC 78510-W
(2015/08)

Full Name and Contact Information

1	Family Name	Given Name
Middle Name(s)		2 Daytime Phone Number (optional)
		Evening Phone Number (optional)
3	Gender	4 Date of Birth (yyyy-mm-dd)
Male <input type="checkbox"/> Female <input type="checkbox"/>		5 Language
		English <input type="checkbox"/> French <input type="checkbox"/>
6	E-mail address (optional)	

Home Address (It determines your electoral district)

7	Number and Street, or Lot and Concession, or Township and Range	Apt./Unit
City, Town, Village or Municipality		Province/Territory
		Postal Code

Present Mailing Address (Where you want to receive your voting kit)

If same as Home Address, check here: ☐

8	Number and Street, Apt. or Unit, Rural Route (RR), Post Office (PO) Box or General Delivery (GD)		
		City, Town, Village or Municipality	
Province, Territory or State		Country	
		Postal / Zip Code	

Declaration

9	Is your name on the list of electors?	Don't know <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
10	If you do not want your personal information to be added to the National Register of Electors, check here: <input type="checkbox"/>	
<ul style="list-style-type: none">I am a Canadian citizen and will be at least 18 years old on election day.I have not previously requested a special ballot for this election nor have I already voted in this election, and I understand that I may vote only once.If the electoral event underway is a by-election, my place of ordinary residence was in the electoral district on the first day of the revision period and will remain there until election day.All of the statements made in this application are true and correct.		
Signature and date		Date

Office use only

Affix barcode (if applicable)

5-digit ED Code	Outer envelope N°
Polling division N°	Sequence N°

Authorized officer signature:

Date:

Y	Y	Y	Y	M	M	D	D