| ELECTION DAY 2-2018 | **REVISING THE VOTERS' LIST PLACEMAT** | | | | | © Toronto Elections 2018 |
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| **Who Can Vote?** | | **Serving Voters** | | | **Identification** | |
| A person who, on voting day:   * Is a Canadian citizen **and** * Is at least 18 years of age **and** * Lives in the city of Toronto **or** * Owns or rents property in Toronto **or** * Is the spouse of a person who owns or rents property in Toronto **and** * Is not prohibited from voting under any law   A person may only vote once in this election.  If a person lives in Toronto and owns or rents another property in Toronto, they must vote in the ward in which they live. | | 1. Ask the voter for identification  2. Search for the voter on the voters' list  3. If the voter:   * **Is on the list**, direct the voter to the Ballot Officer * **Needs to ADD** their name to the list follow the steps below * **Needs to** or **CORRECT** their information on the list follow the steps below * **Needs to REMOVE** their own name from the list follow the steps below | | | Every voter must be asked for identification (**ID**).  **ID must show the voter's:**   * **Name and** * **Toronto address**   Acceptable ID is listed on the back of this placemat.  A voter who is homeless:   * Does not need to show ID * Can be added to the voters' list by the DRO or Revising Officer | |
| **DIFFERENT VOTING SITUATIONS** | | | | | | |
| **Voter Needs to ADD THEIR NAME** | | | | **Voter Needs to CORRECT THEIR INFORMATION** | | |
| 1. Use the street index in your voters' list to confirm the voter's address is in your ward and sub  * If the address is not on the street index, see Voter Is In the Wrong Voting Place in your manual  1. Complete a Voters' List Amendment Application with information provided by the voter 2. Have the voter review and sign the Application 3. On the Application:  * Record the ward and sub * Sign under "Signature of Revising Officer, DRO or MDRO"  1. Give the voter the yellow copy of the Application:  * Tell the voter to keep their ID ready * Direct the voter to the Ballot Officer  1. If you are:  * **Revising Officer -** Place the white copy of the Application face down on your table to be collected by the MDRO and placed in the Critical Items Envelope * **DRO** - Place the white copy of the Application in the Critical Items Envelope | | | | 1. Complete a Voters' List Amendment Application with information provided by the voter 2. Have the voter review and sign the Application 3. On the Application:  * Record the ward and sub * Sign under "Signature of Revising Officer, DRO or MDRO"  1. Give the yellow copy of the Application to the voter  * Tell the voter to keep their ID ready * Direct the voter to the Ballot Officer  1. If you are:  * **Revising Officer** - Place the white copy of the Application face down on your table to be collected by the MDRO and placed in the Critical Items Envelope * **DRO** - Place the white copy of the Application in the Critical Items Envelope | | |
| **Voter Needs to REMOVE THEIR OWN NAME** | | | | **Person asks to REMOVE THE NAME OF A DECEASED PERSON** | | |
| 1. Complete a Voters' List Amendment Application with information provided by the voter 2. Have the voter review and sign the Application 3. On the Application:  * Record the ward and sub * Sign under "Signature of Revising Officer, DRO or MDRO"  1. Advise the voter the voters' list will be updated 2. If you are:  * **Revising Officer** - Place both copies of the Application face down on your table to be collected by the MDRO and placed in the Critical Items Envelope * **DRO** – Place both copies of the form in the Critical Items Envelope | | | | 1. Explain the name can be removed if proof of death is shown (see back of this placemat) 2. Complete a Voters' List Amendment Application with information provided by the applicant 3. Have the applicant review and sign the Application 4. On the Application:  * Record the ward and sub * Sign under "Signature of Revising Officer, DRO or MDRO"  1. Return the supporting document to the person and explain that the voter's list will be revised 2. If you are:  * **Revising Officer -** Place both copies of the Application face down on your table to be collected by the MDRO and placed in the Critical Items Envelope * **DRO -** Place both copies of the Application in the Critical Items Envelope | | |

| **SUPPORTING DOCUMENTS** | |
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| **Identification** | **Proof of Death** |
| **ID must show the voter's:**   * **Name and** * **Toronto address**   **Acceptable ID:**   * Ontario issued photo card, driver’s licence or motor vehicle permit (vehicle portion) * Cancelled personalized cheque, credit card or bank account statement * Utility bill for hydro, telephone or cable TV, water, gas or a bill from a public utilities commission * Cheque stub, T4 statement or pay receipt issued by an employer * Statement of direct deposit for Ontario Works or Ontario Disability Support Program * Property tax assessment, income tax assessment notice, Child Tax Benefit statement * Mortgage statement, lease or rental agreement * Transcript or report card from a post-secondary school * Document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution * Any other document from the government of Canada, Ontario or a municipality in Ontario or a document issued or certified by a court in Ontario * Any document from a Band Council in Ontario established under the Indian Act (Canada) * Insurance policy or insurance statement * Loan agreement or other financial agreement with a financial institution * Statement of Employment Insurance Benefits Paid T4E * Statement of Old Age Security T4A (OAS), Canada Pension Plan Benefits T4A (P), Canada Pension Plan Statement of Contributions * Workplace Safety and Insurance Board Statement of Benefits T5007 * CNIB card or a card from another registered charitable organization that provides services to persons with disabilities * Document showing residence at a long-term care home under the Long-Term Care Homes Act, 2007, issued by the Administrator for the home * Hospital card or record   **Electronic Identification:**   * Identification is accepted in whichever format it was first issued * With documents issued electronically (such as e-statements or e-invoices) a hard copy or online version shown on a mobile device is acceptable * Photocopies or scanned versions of documents that were not issued electronically are not acceptable (such as a passport)   **Note: A Voter Information Card cannot be used as identification** | **The name of a deceased person can be removed from the voters' list if proof of death is submitted.**  **Acceptable Proof of Death:**   * A burial or death certificate * A Medical Certificate of Death * A document /receipt issued by a cemetery/crematorium in Ontario that proves burial or cremation * A statement from a medical doctor, coroner or funeral director * A Registration of Death * A notarial copy of Letters of Probate * A Life or Group Insurance claim along with a statement signed by a medical doctor * An official notification from the Public Trustee * A Memorandum of Notification of Death issued by the Chief of Defence Staff of National Defence * A Statement of Verification of Death from the Department of Veterans Affairs * A program from a funeral ceremony * An obituary from a newspaper   **If a person does not have proof of death with them, advise:**   * The change cannot be made in the voting place * The change can be made by contacting the Municipal Property Assessment Corporation at 1-866-296-6722 |