| ELECTION DAY 2-2018 | **REVISING THE VOTERS' LIST PLACEMAT** | © Toronto Elections 2018 |
| --- | --- | --- |
|  |  |
| **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 identification2. Search for the voter on the voters' list3. 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** |
| --- |
| **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
 |