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| Identification requirements for third party advertisers | City Clerk's Office – Toronto Elections |
| | Policy No.: POL-CFPS-002 |

1. Policy

All persons filing or withdrawing a Notice of Registration to become a registered third party advertiser, whether on their own or on behalf of an individual, corporation or trade union, must present current documentation to an election official that verifies their identity.

Individual registrants filing or withdrawing must present identification containing their name, qualifying Ontario address, and signature to an election official at the time of filing.

Official representatives who are authorized to act on behalf of a corporation or trade union registrant must present identification containing their name and signature.

2. Application

This policy applies to persons filing or withdrawing a Notice of Registration on their own or on behalf of an individual, corporation or trade union to become a registered third party advertiser in a Toronto municipal election or by-election.

3. Authority/Legislative reference(s)

Section 12(3) of the Municipal Elections Act, 1996 authorizes the City Clerk to require a person to furnish proof that is satisfactory to the election official of the person's identity or qualifications.

Section 88.6 of the Municipal Elections Act, 1996 outlines the eligibility requirements for filing and withdrawing a Notice of Registration to become a registered third party advertiser.

4. Acceptable forms of identification

A person may present one piece of identification showing name, qualifying address and signature. Alternatively, a person may present two pieces of identification, with one showing name and qualifying address and another showing name and signature.

In the case of a person filing as the official representative for a corporation or trade union, the person must also present a minute of a board resolution from the corporation or trade union authorizing them to act on their behalf.

The identification presented may be an original, or a certified or notarized copy, of the document, or combination of documents. See Appendix "A" and "B" for acceptable identification.

5. Administration

The City Clerk requires the following documentation of an individual and/or an official representative of a corporation or trade union to establish a person's identity:

(1) Individual registrant:

- (a) Individual registrants filing a Notice of Registration to become a registered third party advertiser or withdrawing their registration must provide acceptable identification that shows proof of their name, qualifying address within the Province of Ontario, and signature.
- (b) Where an agent is acting on behalf of an individual registrant to file a Notice of Registration to become a registered third party advertiser or withdrawing their registration, the agent must provide their own acceptable identification as well as acceptable identification belonging to the individual registrant for whom the Notice of Registration is being filed or was previously filed.
- (c) The individual registrant's last name or single name on the Notice of Registration must match the name shown on the identification provided. However, the individual registrant's first name may be shortened or modified subject to agreement by the City Clerk (e.g., Mike for Michael).
 - Exception – middle names: If the individual registrant filing the Notice of Registration provides acceptable identification that shows their middle name(s), then their middle name(s) may replace their first name as displayed on the Notice of Registration.

- (d) The name of the individual appearing on the certified Notice of Registration is the legal name of the registered third party advertiser. The name of the individual registrant will appear on the list of registered third party advertisers posted on the City of Toronto website.

(2) Official representative of a corporation or trade union:

- (a) An official representative filing a Notice of Registration on behalf of a corporation or trade union registrant to become a registered third party advertiser, or withdrawing a registration, must provide their own acceptable identification that shows proof of their name and signature.
- (b) The name and signature on the identification document(s) must match the official representative's name and signature as it appears in the Notice of Registration and the name on the board resolution that authorizes the official representative to act on its behalf.
- (c) The name of the corporation or trade union registrant appearing on the certified Notice of Registration is the legal name of the registered third party advertiser. Along with the name of the registered third party advertiser, the official representative's name will appear on the list of registered third party advertisers, which is posted on the City of Toronto website.

6. Related policies and procedures

Retention of election records

Date Approved: April 2026

Appendix “A” – Acceptable identification for an individual registration

Acceptable Identification

1. One piece of ID showing Name, Ontario Address, and Signature

- Ontario driver’s licence
- Ontario Health Card (photo card with address)
- Ontario motor vehicle permit (plate portion)
- Cancelled personalized cheque
- Mortgage, lease or rental agreement
- Insurance policy
- Loan or financial agreement with a financial institution
- Document issued or certified by a court in Ontario
- Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
- Any document from a Band Council in Ontario established under the Indian Act (Canada).

OR Two pieces of ID:

| 2. First piece of ID showing Name and signature | 3. Second piece of ID showing Name and Ontario address |
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| <ul style="list-style-type: none"> • Ontario driver’s licence • Ontario Health Card • Ontario motor vehicle permit (plate portion) • Canadian passport • Certificate of Canadian Citizenship • Certificate of Indian Status • Veterans Affairs Canada Health Card • Social Insurance Number Card • Old Age Security Card • Credit card • Debit card • Employee Identification card • Student Identification card issued by a post-secondary institution • Union Identification card or professional licence card • Cancelled personalized cheque • Mortgage, lease or rental agreement for property in Ontario • Insurance policy • Document issued or certified by a court in Ontario • Any other document issued by the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government • Any document from a Band Council in Ontario established under the Indian Act (Canada) | <ul style="list-style-type: none"> • Ontario motor vehicle permit (vehicle portion) • Income tax assessment notice • Child Tax Benefit Statement • Statement of Employment Insurance Benefits Paid T4E • Statement of Old Age Security T4A (OAS) • Statement of Canada Pension Plan Benefits T4A (P) • Canada Pension Plan Statement of Contributions • Statement of Direct Deposit for Ontario Works • Statement of Direct Deposit for Ontario Disability Support Program • Workplace Safety and Insurance Board Statement of Benefits T5007 • Property tax assessment • Insurance statement • Mortgage, lease or rental statement for property in Ontario • Credit card, bank account, RRSP, RRIF, RHOSP or T5 statement • CNIB Card or a card from another registered charitable organization which provides services to persons with disabilities • Hospital card or record • Document showing campus residence issued by the office or officials responsible for student residence at a post-secondary institution • Utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission • Cheque stub, T4 or pay receipt issued by an employer • Transcript or report card from a post-secondary school • Document issued or certified by a court in Ontario • Any other document issued by the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government • Any document from a Band Council in Ontario established under the Indian Act (Canada) |

Appendix "B" – Acceptable identification for an official representative

Acceptable Identification

One piece of ID showing Name and Signature

- Any of the documentation listed in Appendix "A", #1 and/or #2.