



**Elections
Ontario**

Identification Guide

Office of the Chief Electoral Officer
Elections Ontario

July 2017

Uncontrolled Document When Printed

Effective Date: 02/06/2017

Revision #: 3.0

Status: Approved

Print Date: 8/15/2017

Page 1 of 16

Document History

Revision Number	Revision Date	Effective Date	Description of Changes	Approved By
3.0	July 24, 2017	July 24, 2017	Revision from provisional register to Ontario Register of Future Voters	Greg Essensa, CEO
2.0	June 02, 2017	July 01, 2017	Revision <ul style="list-style-type: none"> Revising guide to accommodate establishment of provisional register Allow for the use of digital ID 	Greg Essensa, CEO
1.0	January 01, 2012	February 01, 2012	Original	Greg Essensa, CEO

Table of Contents

Identification Guide	1
Document History	1
Section 1: Introduction	4
Section 2: Definitions	5
Section 3: Important Information about Identification	8
Section 4: Identification Requirements	9
4.1 Identification Requirements for Electors during an Electoral Event.....	9
4.2 Types of Identification Required by Electors during an Electoral Events.....	12
4.3 Types of Identification Required by Electors outside an Electoral Event.....	13
4.4 Identification Requirements for Future Voters	14
4.5 Removal of Names of Deceased Electors from the Permanent Register	15
Section 5: Approval	16

Section 1: Introduction

The *Election Act* requires the Chief Electoral Officer (CEO) of Elections Ontario to determine the identification requirements to be used by Ontario electors and future voters to provide proof of their identity and/or place of residence.

Electors require proof of identity and place of residence when performing the following activities:

- Applying to be added, removed or updated in the Permanent Register of Electors for Ontario (permanent register or PREO).
- Applying to be added or updated to the list of electors during an electoral event.
- Obtaining a certificate to vote during an electoral event.
- Receiving a ballot to vote during an electoral event.

Proof of identity must be provided in order to be named on the Register of Absentee Electors.

Additionally, future voters (youth aged 16 or 17) require proof of identity and place of residence when applying to have their personal information added, removed and updated in the Ontario Register of Future Voters.

In order to be consistent with the ID requirements determined by the CEO for electors, and because the personal information of future voters named in the Ontario Register of Future Voters will be transferred to the Permanent Register when they turn 18 years old as required by the *Election Act*, in order to be added to the Ontario Register of Future Voters, future voters must follow the same identification requirements as electors who wish to be added to the Permanent Register.

Consequently, the guide has been drafted to create awareness of the examples of documents determined by CEO that can be used by electors and future voters to prove identity and when these documents are required. The guide also serves to ensure that electors and future voters are enabled by Elections Ontario to freely participate in the democratic process.

Section 2: Definitions

The following table defines applicable terminology used in this document.

Term	Definition
Absentee Register	<p>The Absentee Register is a register of electors who are temporarily resident outside of Ontario, but are entitled to vote in an electoral district. Electors are eligible for inclusion on the Absentee register or to vote if they ceased to reside in the electoral district within the two years prior to the polling day, if they lived in Ontario for at least 12 consecutive months prior to ceasing to reside in Ontario, they intend to reside in Ontario once again, and if the last Ontario residence was in the electoral district.</p> <p>Individuals are exempt from the two year limitation if they are on active military duty with the Canadian Armed Forces, if they are absent in the service of the Government of Ontario, if they are attending an educational institution, of if they are absent as a family member of someone serving with the Canadian Armed Forces, or absent in service to the Government of Ontario.</p>
Certificate to Vote	<p>A certificate to vote is a document that can be obtained by eligible electors whose names do not appear on the list of electors, or whose information may need to be updated. A certificate to vote is not considered proof of identity (name) for the purposes of obtaining a ballot on election day.</p>
Chief Electoral Officer	<p>The Chief Electoral Officer (CEO) refers to the officer appointed by the Lieutenant Governor and is responsible for the administration of the <i>Election Act</i> and provincial by-elections, general elections and referenda as required by the <i>Election Act</i>.</p>
Elector	<p>An elector is person who is a Canadian citizen, at least 18 years old on election day, and who resides in the electoral district in which the election or by-election is being held and is not disqualified by the <i>Election Act</i> or otherwise prohibited by law from voting; also known as a voter.</p>
Electoral Event	<p>Election or Electoral Event refers to the provincial by-election, general election or referenda Elections Ontario is mandated to administer under the <i>Election Act</i>.</p>
Future Voter	<p>A person who is 16 or 17 years old, a Canadian citizen, and resides in Ontario. Future voters are not entitled to vote until they become an elector (as above).</p>
Identification	<p>The documents used in determining an individual's identity and residence.</p>

Term	Definition
Identity	Identity is a set of information about an individual that distinguishes that individual from others in a particular context. Identity can be thought of as “how a person is known” to another person or organization. In the context of this policy, proof of identity means proof of name.
List of Electors	The list of electors is a copy of elector information obtained from the Permanent Register of Electors for Ontario, which consists of elector and address information. It is prepared by the CEO following the writ being issued for a general election or by-election.
Name	In the context of this policy, has the same meaning as identity (defined above).
Ontario Register of Future Voters	Ontario Register of Future Voters is a provisional register of youth aged 16 and 17 year olds who reside in Ontario and have provided their information to Elections Ontario through a written request. When a person in the Ontario Register of Future Voters reaches 18 years of age, or when the Chief Electoral Officer is aware that the person will be 18 during the period that begins when a writ of election is issued and ends on polling day, the Chief Electoral Officer shall transfer the information about the person from the Ontario Register of Future Voters to the Permanent Register of Electors.
Personal Information	Personal or Elector Information refers to recorded information about an identifiable individual, including his or her, names, age, date of birth, addresses, gender, telephone number, email and other information.
Permanent Register of Electors for Ontario (PREO)	The Permanent Register of Electors for Ontario (Permanent Register) is an up-to-date database of eligible Ontario voters who are resident. The Permanent Register contains the names, residential and mailing addresses, gender, date of birth of each elector as well as an unique identifier. It is maintained for electoral purposes only.

Term	Definition
Residence	<p>Refers to a person’s permanent lodging place to which, whenever absent, he or she intends to return. Residence refers to the address used to indicate a person’s residence, and usually consists of a building number, street name, municipality name, province and postal code. (A mailing address, which may or may not be the same as a person’s residential address, is the address used to indicate where a person receives mail, and may include a post office box number, rural route or other specific mailing information). In the context of this policy, proof of place of residence means proof of residential address.</p> <p>For the purposes of the <i>Election Act</i>:</p> <ol style="list-style-type: none"> a. A person can have only one residence at a time; b. The place where a person’s family resides is also the person’s residence, unless the person moves elsewhere with the intention of changing his or her permanent lodging place; c. If a person has no other permanent lodging place, the place where he or she occupies a room or part of a room as a regular lodger or to which he or she habitually returns is his or her residence; d. If a person is an inmate in a penal or correctional institution under sentence of imprisonment, the place where he or she last resided before being imprisoned shall be deemed to be his or her residence. e. If a person has no permanent lodging place as described above, the place to which the person most frequently returned to sleep or eat during the five weeks preceding the determination is his or her residence; f. If the person returns with equal frequency to one place to sleep and to another to eat, the place to which he or she returns to sleep is his or her residence; g. A person’s affidavit regarding the places to which he or she returned to eat or sleep during a given time period is conclusive, in the absence of evidence to the contrary.
Residential Address	<p>Residential address refers to the address used to indicate a person’s residence, and usually consists of a building number, street name, municipality name, province and postal code.</p>
Voter Information Card (VIC)	<p>The Voter Information Card is an event-specific document sent to electors on the List of Electors to confirm the event registration and notify them of voting times, locations, electoral districts and polls. It is prepared by Elections Ontario following the writ being issued for a general election or by-election.</p>

Uncontrolled Document When Printed

Section 3: Important Information about Identification

The following information has been identified as critical in promoting and maintaining the balance between the integrity of the electoral process and the right for Ontarians to participate in the democratic process.

1. To prove name and residential address, an elector or future voters is required to show one piece of identification that includes both name and residential address.
2. To verify residence, an elector or future voter must use identification that contains his or her residential address.
3. An elector or future voter is permitted to use an original piece of acceptable identification or a photocopy of a piece of acceptable identification. The photocopy is NOT required to be certified or notarized, and may be presented as a paper copy, or as an electronic copy displayed on a mobile device.
4. Photo identification is NOT required to participate in Ontario's electoral system.
5. Electors who wear coverings over their faces are NOT required to remove them.
6. Electors may present e-statements and e-invoices corresponding to the categories in Schedules A and B. These e-documents may be printed or displayed on a mobile device.

Section 4: Identification Requirements

This section presents electors and future voters with information regarding when proof of name and/or residence is required and the examples of documents that can be used to prove identity.

4.1 Identification Requirements for Electors during an Electoral Event

Electors are advised to follow the instructions in the table below to determine the identification requirements they need during an electoral event and understand how these requirements vary in different situations.

Identification requirements to vote during an election or to be included in the Permanent Register of Ontario

An elector shall provide proof of identity in the following situations:		Identification Requirements	
		Name	Residence
1. To add your name to the list of electors 2. To change your information on the list of electors 3. To remove your name from the list of electors		✓	✓
4. To obtain a ballot during an election	If the elector is on the list of electors	✓	✗
	If the elector is <u>not</u> on the list of electors (and does <u>not</u> have a certificate to vote)	✓	✓
	If the elector has a certificate to vote	✓	✗
5. To obtain a certificate to vote		✓	✓
Special Rules			
Special Ballot Voting			
6. To vote by special ballot during an election	If application is made in person at the returning office, the elector is on the list of electors, and the elector will vote immediately	✓	✗
	If application is made in person at the Returning office, the elector is on the list of elector, and the elector will take the ballot away	✓	✓

An elector shall provide proof of identity in the following situations:		Identification Requirements	
		Name	Residence
	If application is made in person at the Returning office and the elector is <u>not</u> on the list of electors	✓	✓
	If application is for voting by mail	✓	✓
7.	To submit an application for a special ballot if the application is made by an eligible elector who is temporarily in a hospital during a general election NOTE: The elector's hospital patient identification bracelet is acceptable proof of name and the statutory declaration on the Special Ballot Application (F1000) form is sufficient as proof of residential address	✓	✓
8.	To submit an application for a special ballot if the application is made by an eligible elector who is incarcerated in a federal or provincial institution NOTE: An incarcerated elector's Certificate of Identity and Residence application must be signed by a federal or provincial institutional administrator or representative to be accepted as proof of name and residential address.	✓	✓
9.	To obtain a ballot for home-visit voting		
	If the elector is on the list of electors	✓	✗
	If the elector is <u>not</u> on the list of electors	✓	✓
10.	Electors who are absent from Ontario: a) On active military duty as a member of the armed forces of Canada b) In the service of the Government of Canada or Ontario c) Attend an educational institution d) Is a family member of a, b or c	Electors in this category may apply to be named to the Register of Absentee Electors ✓	

An elector shall provide proof of identity in the following situations:		Identification Requirements	
		Name	Residence
Voting by Electors Who Are Resident in Hospitals and Other Institutions			
11. To obtain a ballot at a polling place in a hospital, etc.	If the elector is on the list of electors	✓	✗
	If the elector is <u>not</u> on the list of electors	✓	✓
Name Changes			
12. To add a name to, change information in, or remove a name from PREO / list of electors, where the elector has made a legal name change		✓	✓
To obtain a ballot, where the elector has made a legal name change	If the elector is on the list of electors	✓	✗
	If the elector is <u>not</u> on the list of electors	✓	✓
<i>Additional requirement: if the PREO / list of electors still shows the elector's former name, in addition to providing acceptable identification with their new name, the elector must also show acceptable identification with their previous name, or a legal change-of-name certificate that includes former legal name and current legal name.</i>			
13. To add a name to, change information in, or remove a name from PREO / list of electors, where the elector has assumed (or unassumed, e.g., due to dissolution of relationship) the use of a spouse's or partner's surname		✓	✓
To obtain a ballot, where the elector has assumed (or unassumed) the use of a spouse's or partner's surname	If elector is on the list of electors	✓	✗
	If elector is <u>not</u> on the list of electors	✓	✓
<i>Additional requirement: if the PREO / list of electors still shows the elector's former name, in addition to providing acceptable identification with their new name, the elector must also show acceptable identification with their previous name, <u>or</u> a valid marriage certificate.</i>			

4.2 Types of Identification Required by Electors during an Electoral Events

During an electoral event, to prove name, an elector must show one piece of identification with name. **Schedule A** contains examples of identification authorized by the Chief Electoral Officer that can be used to prove name. To prove name and residence, an elector must show one piece of identification that includes both name and residential address. **Schedule B** contains examples of identification authorized by the Chief Electoral Officer that can be used to prove both name and residence.

Electors may present e-statements and e-invoices corresponding to the categories in Schedules A and B. These e-documents may be printed or displayed on a mobile device.

Note: the Voter Information Card (VIC) may NOT be used as proof of name; the VIC may be used as proof of residence ONLY. An elector must show a second piece of identification to prove name.

<u>Schedule A</u>	<u>Schedule B</u>
<p>Show <u>one</u> piece of identification that proves your name (<i>your name must match a name on the voters list</i>).</p>	<p>Show <u>one</u> piece of identification that includes both your name <u>and</u> residential address.</p>
<p>Examples:</p> <p><u>Government-issued documents</u></p> <ul style="list-style-type: none"> • Birth Certificate • Canadian Forces Identification Card • Canadian Passport • Certificate of Canadian Citizenship (Citizenship Card) • Certificate of Indian Status (Status Card) • Old Age Security Card • Ontario Health Card (<i>with or without address</i>) • Social Insurance Number Card • Veterans Affairs Canada Health Card • Any document: <ul style="list-style-type: none"> ○ issued by the Government of Canada, Ontario or a municipality in Ontario or from an agency of such a government ○ issued by a Band Council in Ontario (established under the <i>Indian Act</i>) <p><u>Other documents</u></p> <ul style="list-style-type: none"> • Credit/Debit Card • Employee Card • Hospital Card or Bracelet • Student Card • Union Card or Professional Licence <p><u>Any document in Schedule B</u></p>	<p>Examples:</p> <p><u>Government-issued documents</u></p> <ul style="list-style-type: none"> • Ontario's Driver's Licence • Ontario Photo Card • Ontario Health Card (<i>with address</i>) • Ontario Motor Vehicle Permit • Statement of Government Benefits (child tax benefit, old age security, etc.) • Any document: <ul style="list-style-type: none"> ○ issued by the Government of Canada, Ontario or a municipality in Ontario or from an agency of such a government* ○ issued by a Band Council in Ontario (established under the <i>Indian Act</i>) <p><u>Other documents</u></p> <ul style="list-style-type: none"> • Cellular Phone Bills • School Admissions Letter • School Transcript/Report Card • School Tuition/Fees Statement • Bank/Credit Card Statement • Cancelled Personalized Cheque • "Certification of Identity and Residence" form signed by authorized administrator • Cheque stub, T4 tax slip or pay receipt issued by an employer • CNIB Identity Card • Hospital Record/Document • Insurance Policy/Statement



- Loan/Agreement with a Financial Institution
- Residential Lease, Rental or Mortgage Agreement/Statement
- Utility Bill (gas, hydro, etc.)

4.3 Types of Identification Required by Electors outside an Electoral Event

Outside an electoral event, electors can request to have their personal information added, removed or updated in the Permanent Register. To apply to be added; removed; or updated in the Permanent Register, an elector must prove name and residential address. To prove name and residential address, an elector must show one piece of identification that includes both name and residential address. Examples of pieces of identification are provided in **Schedule B**.

<u>Schedule B</u>
Show <u>one</u> piece of identification that includes both name <u>and</u> residential address
<p>Examples:</p> <p><u>Government-issued documents</u></p> <ul style="list-style-type: none"> • Ontario’s Driver’s Licence • Ontario Photo Card • Ontario Health Card (<i>with address</i>) • Ontario Motor Vehicle Permit • Statement of Government Benefits (child tax benefit, old age security, etc.) • Any document: <ul style="list-style-type: none"> ○ issued by the Government of Canada, Ontario or a municipality in Ontario or from an agency of such a government* ○ issued by a Band Council in Ontario (established under the <i>Indian Act</i>) <p><u>Other documents</u></p> <ul style="list-style-type: none"> • Cellular Phone Bills • School Admissions Letter • School Transcript/Report Card • School Tuition/Fees Statement • Bank/Credit Card Statement • Cancelled Personalized Cheque • Certification of Identity and Residence form signed by authorized administrator • Cheque stub, T4 tax slip or pay receipt issued by an employer • CNIB Identity Card • Hospital Record/Document • Insurance Policy/Statement • Loan/Agreement with a Financial Institution • Residential Lease, Rental or Mortgage Agreement/Statement • Utility Bill (gas, hydro, etc.)

4.4 Identification Requirements for Future Voters

To apply to be added; removed; or updated in the Ontario Register of Future Voters, a future voter must submit their own request in writing, or another acceptable format, and, prove name and residential address. To prove name and residential address, a future voter must show one piece of identification that includes both name and residential address. Examples of pieces of identification are provided in **Schedule B**.


<u>Schedule B</u>
Show <u>one</u> piece of identification that includes both name <u>and</u> residential address
<p>Examples:</p> <p><u>Government-issued documents</u></p> <ul style="list-style-type: none"> • Ontario's Driver's Licence • Ontario Photo Card • Ontario Health Card (<i>with address</i>) • Ontario Motor Vehicle Permit • Statement of Government Benefits (child tax benefit, old age security, etc.) • Any document: <ul style="list-style-type: none"> ○ issued by the Government of Canada, Ontario or a municipality in Ontario or from an agency of such a government* ○ issued by a Band Council in Ontario (established under the <i>Indian Act</i>) <p><u>Other documents</u></p> <ul style="list-style-type: none"> • Cellular Phone Bills • School Admissions Letter • School Transcript/Report Card • School Tuition/Fees Statement • Bank/Credit Card Statement • Cancelled Personalized Cheque • Certification of Identity and Residence form signed by authorized administrator • Cheque stub, T4 tax slip or pay receipt issued by an employer • CNIB Identity Card • Hospital Record/Document • Insurance Policy/Statement • Loan/Agreement with a Financial Institution • Residential Lease, Rental or Mortgage Agreement/Statement • Utility Bill (gas, hydro, etc.)

4.5 Removal of Names of Deceased Electors from the Permanent Register

To apply on behalf of a deceased elector for removal from permanent register, the applicant must show proof of death and may use one of the following documents to meet this requirement.

- a) A Memorandum of Notification of Death issued by the Chief of the National Defence Staff
- b) A Statement of Verification of Death from the Department of Veterans Affairs
- c) A notarial copy of Letters of Probate
- d) An official notification from the Public Trustee
- e) A Registration of Death
- f) A burial or death certificate
- g) A document/receipt issued by a cemetery/crematorium in Ontario that proves burial or cremation
- h) A Medical Certification of Death
- i) A Life or Group Insurance claim along with a statement signed by a medical doctor
- j) A statement from a medical doctor, coroner or funeral director
- k) A program or notice from a funeral ceremony
- l) An obituary from a newspaper

Section 5: Approval

Identification Guide	
Authorization	Chief Electoral Officer Date:  July 24, 2017
Effective Date	July 24, 2017
Date Last Amended	July 24, 2017
Date of Next Review <i>(Once per election cycle)</i>	Post 2018 election cycle
Contact Officer	Francesca Romano Manager, Election Infrastructure francesca.romano@elections.on.ca Gabriel Romanescu Manager, Permanent Register of Electors for Ontario gabriel.romanescu@elections.on.ca