



# Canvassing and Voter Registration

The Electoral Reform Act 2022 has changed voter registration processes.

The following will assist candidates while canvassing and can be used to inform electors.

## Contents

Electoral Reform Act 2022, and GDPR.....	1
Online process .....	2
When does somebody need to use a hard copy form? .....	2
Deadlines .....	4
Returning hard copy forms .....	4
Candidates Accessing the Register of Electors .....	5
Making representations to the Council .....	7
Assisting Voter Registration.....	8
Further resources for voter registration. ....	13
Candidate spending limits and disclosure of spending and donations.....	14
Local Election Posters.....	14
Summary of key dates.....	14

## Electoral Reform Act 2022, and GDPR

Personal data is involved in registration of voters, and any person processing this data, assumes the legal responsibilities of a data controller under the General Data Protection Regulation.

Registration must occur **by the elector themselves**, and a **declaration must be signed by the person themselves** when completing their registration.

Remember, **the applicant** is responsible for their registration, and if information is **incomplete or inaccurate** this may result in **failure** of a voter's registration.

### **Common mistakes that can lead to rejection include:**

Providing wrong **PPSN**, wrong **DOB**, failing to provide copy **supporting document** where **name or nationality has changed** since birth, **failure to sign** declaration on the form...

*Candidates are strongly advised to consult the website of the Data Protection Commission, and especially the [News Feed of the Commission](#) for guidance regarding data protection obligations associated with canvassing and managing personal data.*

## **Online process**

**Most people** registering for the first time as an elector **can do so online** and we encourage you to ask people to use the online option. People can use [www.checktheregister.ie](http://www.checktheregister.ie) to:

- **register** to vote;
- check if you are **already registered**, including checking your polling station;
- **update their existing record** with details such as PPSN, date of birth and Eircode; or make any **changes to your name or address**.

*\*It is noted there is significant movement of electors from Dublin. **Please note if moving from/to Dublin, electors must complete a hardcopy form ERF1. Available here:***

*[www.checktheregister.ie/en-IE/forms](http://www.checktheregister.ie/en-IE/forms)*

## **When does somebody need to use a hard copy form?**

Below are **circumstances where a hard copy form** must be completed and returned. Electors should **read the form in full** before completing as **some forms** must be **certified by Gardai or GPs**, depending on circumstances.

These forms are available here: [www.checktheregister.ie/en-IE/forms](http://www.checktheregister.ie/en-IE/forms) and available at [kildarecoco.ie/Forms/RegisterofElectors/](http://kildarecoco.ie/Forms/RegisterofElectors/) (This includes a form for Defence Forces registration as postal voters).

What form?	What the form is for.
ERF1	Use this if you do not want to use the online system or if <ul style="list-style-type: none"> <li>• You have <b>not provided your PPSN</b></li> <li>• You wish to update <b>your nationality</b> information</li> </ul>
ERF 2	Register to vote or update details <b>for people who have no address – persons with no fixed abode.</b>
SV1	<b>Application for name to be added to the special voters list – if you <i>live</i></b> in a nursing home, hospital, or similar institution, and due to illness or disability you cannot go to your polling station to vote, you may apply for a postal vote.
PV2	<b>Application for postal vote due to illness or disability</b> to apply for a postal vote if you have an illness or disability which prevents you from going to your polling station to vote <b>on polling day</b> . These are subject to deadline of Saturday 11 May and require Medical Practitioner certification, <b>please advise any person you believe may be entitled to this form of vote to apply as early as possible.</b>
PV4	Application for <b>postal vote due to work or study</b> reasons - to apply for a postal vote if due to your <b>work or your full-time study</b> in the State, you cannot go to your polling station <b>on polling day</b> . These are subject to deadline of Saturday 11 May and require approval by employer or education institute (as applicable). <b>Please advise any person you believe may be entitled to this form of vote to apply as early as possible</b>
PV7	Application to be an anonymous elector. If the publication of your name and address would be <b>prejudicial (harmful) to your personal safety or to that of a member</b> of your household.
TPC 1	Third party request to amend the register - if you have <b>reasonable grounds</b> to believe that an entry in the register <b>about another person is inaccurate</b> (including, for example the <b>death of a family member</b> ).

Please note **deadlines apply** to the registration process, **see below**.

These will be **advertised on ChecktheRegister.ie, our website, social media, and local newspapers** over the coming weeks.

**Apply as early as possible** to ensure that you can join the Register and vote.

## Deadlines

Eligible voters who are **not on the register**, or not on the register at their current address, can register by submitting an online application at [www.checkthereigster.ie](http://www.checkthereigster.ie) or by submitting a form to Kildare County Council.

Completed applications whether online or hard copy must be received by Kildare County Council by **Monday, 20 May 2024**.

If a person is eligible to vote by post or is unable to vote in person due to an illness or disability and is resident in a hospital, nursing home, mental health facility or similar institution, and they are not on the Postal Voters List or Special Voters List, as appropriate, they can apply up to **Saturday, 11 May 2024** for inclusion in those lists. **However please encourage any such applicants to apply as soon as possible, given that their applications must be certified by third parties.**

## Returning hard copy forms

Applicants are strongly advised to **always check their form** before returning it, to avoid disappointment in registration. Ensure it's **completed, signed, and legible**.

### **By Email:**

If returning a form by email, please send to [register@kildarecoco.ie](mailto:register@kildarecoco.ie)

### **By Post:**

Freepost to Register of Electors, Corporate Services, Kildare County Council, Áras Chill Dara, Devoy Park, Naas, Co Kildare, W91 X77F

### **Opening Hours** (Please note if returning forms in person)

9:00 – 17:00 Monday – Friday inclusive

(Closed bank holidays and Good Friday)

If Council offices open outside these hours in the period leading up to the deadline dates, this will be advertised.

## Candidates Accessing the Register of Electors

### Existing Councillors

The Register of Electors now updates on a rolling basis and Kildare County Council manages access to the Register as follows:

- In fulfillment of the statutory right of existing Councillors to receive a copy of the Register, the Register is provided on a Quarterly basis, by email with secure, 30-day time-limited link. Members are strongly advised to download this within this period.
- Requests for the Register outside these timeframes cannot be facilitated.
- The email shall include obligations of the Data Protection Act 2018 and Guidance of the Data Protection Commission, that all Councillors shall have regard to.
- As has been custom for many years, due to environmental, data protection and cost factors, copies will not be provided in hard copy.

### Non-Elected Candidates

Please note that a person is not considered a candidate in accordance with electoral legislation until completion and approval resulting from the formal candidate nomination process under the Electoral Acts and Regulations thereunder. **This is scheduled to take place between 11 and 18 May 2024** and will be advertised online and in local newspapers. Access will be managed as follows thereafter.

1. Written confirmation to be provided as follows:
  - a. Party candidate – written confirmation from Party HQ confirming that the person named is a selected candidate for the party for the local elections.
  - b. Non-party – written and signed affidavit from a Peace Commissioner or solicitor that the person named is a candidate for the local elections.
2. On receipt of confirmation regarding candidacy, the candidate shall complete and return a signed data protection declaration and advise the email address to which they wish the register to be sent.

3. Upon receipt of the documentation at 1 & 2 above, the candidate will receive the electronic copy of the Register by secure, time limited link. The Register shall not be provided in a format capable of manipulation, given the legal restriction of its use for electoral purposes only.
4. There shall be no charge for the provision of the first instance of the Register.  
As the Register is now Rolling and constantly updating, any further requests for that Register shall incur a charge.

*Under the Electoral Acts, any person who uses or causes to be used, or permits without lawful authority or excuse another person to use, information contained in the register for a purpose other than electoral or other statutory purposes shall be guilty of an offence.*

#### **Charges for the Register**

Area	Cost by LEA		Area	Cost by LEA
Celbridge	€24.08		Athy	€30.06
Clane	€15.11		Clane	€14.34
Leixlip	€20.58		Kildare	€26.51
Maynooth	€29.60		Naas	€2.67
Naas	€40.39		Newbridge	€34.43
<b>Kildare North (Dáil)</b>	<b>€129.76</b>		<b>Kildare South (Dáil)</b>	<b>€109.26</b>

#### **All other requests for the Register:**

Until such time as any prospective candidate is approved (See above re: nomination dates) any request for the register must:

1. Be made in writing confirming what area you require a copy of.
2. A declaration regarding use must also be signed.
3. Once payment is made a link to a copy of the register will be sent to you by email.

All persons should be aware that in accordance with Section 13A (3) of the Electoral Act 1992 (as amended) use for a purpose other than electoral or other statutory purposes, of information on the Register of Electors, that is not part of the Edited Register, is an offence. In addition, Section 133 of the Electoral Act 1992 (as amended by Section 4 of the Electoral (Amendment) Act, 2001) makes it an offence to so use such information.

## Making representations to the Council

Existing Councillors will be familiar with the processes related to the making of representations on behalf of constituents, in accordance with their legal basis and obligations under [Section 40 of the Data Protection Act 2018](#).

For candidates who are not existing Councillors, the legal position is different and such persons do not have legal basis to make representations. Therefore, if you wish to represent the customer in this matter you must obtain and provide to the Council, the explicit written consent of the customer named in your letter.

This signed consent must state that they consent to you acting on their behalf and must be accompanied by adequate identification information (such as address or other information as required) to enable the Council to confirm the identity of the customer.

Please note on receipt of such consent that the Council will issue a reply to the customer directly.

If you cannot provide this consent, you can direct the customer to contact the Council as follows:

**Email:** customerservice@kildarecoco.ie

**Phone:** 045 980 200      **Out of Hours:** 1800 500 444

**Post:** Kildare County Council, Áras Chill Dara, Devoy Park, Naas, Co. Kildare, W91 X77F.

**Contact Us Portal:** [www.kildarecoco.ie/YourCouncil/CustomerService/ContactUs/](http://www.kildarecoco.ie/YourCouncil/CustomerService/ContactUs/)

## Assisting Voter Registration

In recent years misinformation has circulated regarding voter registration.

Below are instances you may encounter, along with a helpful response.

### 1. That you were added to the Register of Electors as part of Census 2022.

**Response:** In Ireland there is no link between the Census and voter registration. To be able to vote a person must take action to register themselves. This can now be easily done online for almost everyone.

Even if you are 16 or 17 you can pre-register and your name will be added to the register when you turn 18. Log on to

[checktheregister.ie](https://www.checktheregister.ie)

### 2. That the fact you are registered for income tax or LPT means you are automatically added to the Register.

**Response:** In Ireland there is **no link** between the LPT, income tax or other such taxation processes and voter registration.

To be able to vote a person **must take action to register themselves.**

### 3. That a parent or partner can update or add your registration, including removing you from the Register.

**Response:** Each person is responsible for their own registration and can easily check it online at [ChecktheRegister.ie](https://www.ChecktheRegister.ie)

Under the Electoral Reform Act 2022, using the online system, you must have a significant amount of your personal data to complete your registration.

It is possible for someone to seek their own removal from the Register.

These requests are very rare and are subject to extensive validation regarding the request made in writing, before removal takes place.



**4. That the Council remove people from the Register based on phonecalls received or unvalidated third party contacts.**

**Response:** This is untrue.

The Electoral Reform Act 2022 requires that the Council, as the Registration Authority, **must make three documented attempts** to contact you regarding your registration before removing someone from the address at which they are registered.

The last documented attempt will inform you of your rights of appeal.  
In any event, rejoining the Register has never been easier, given the new online options.

Typically, the Council initiate a process of contacting a person regarding removal from the Register if An Post return Polling Cards from the address at which the person is registered. The Polling Card may be marked “Not at this address”, “Unknown at this Address”.

The Council checks the Death Register for the County on a monthly basis to validate death and removal from the Register.

However, please note that if a death is registered outside Ireland or outside County Kildare, deletion may not occur, and given that this is outside the control of the Council, may unfortunately lead to the person remaining on the Register, unless a Third-Party request brings the person’s death to our attention.

If a family member is deceased and needs to be removed from the Register a family member may complete a Third-Party form – see form TPC1 here:

[www.checktheregister.ie/en-IE/forms](http://www.checktheregister.ie/en-IE/forms)

**5. That the Council will know you’ve moved address, and you don’t need to do anything and can vote in the new area where you live.**

**Response:** Regardless of whether you live in Council-provided or private housing, the individual themselves is responsible for managing their registration.

If you are already registered and **you move address you must update your registration** by following the change of address process online at ChecktheRegister.ie

Applicants should use the option below and follow the steps.

**I'm already registered**

**Check your details**

This will ensure you are removed from the Register at your old address and added at your new address.

*Please note if moving **from/to Dublin**, that you must complete a hard copy form **ERF1**.*


**Available here:** [www.checktheregister.ie/en-IE/forms](http://www.checktheregister.ie/en-IE/forms)

**6. That you can just turn up and vote in any election if you bring your passport and proof of address.**

**Response:** You cannot vote unless you are on the Register of Electors.

People should also pay attention (by checking their registration at [ChecktheRegister.ie](http://ChecktheRegister.ie)) as to **what Elector type they are registered as**, because this determines what elections they are eligible to vote in.

This is determined by your citizenship.

<p>I'm already registered</p> <p><a href="#">Check your details</a></p>	<p>In this case the elector finds their details and sees they are</p> <p><b>Election Type</b></p> <p>Presidential </p>
-------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

When they select the “i” button it tells them they may vote in the events below:

YOU ARE ENTITLED TO VOTE AT THE FOLLOWING ELECTION TYPE				
REFERENDUM OR PRESIDENTIAL DÁIL EUROPEAN LOCAL				
Irish Citizens (P)*	YES	YES	YES	YES

[Close](#)

In this regard **if your citizenship changes** its extremely important that **you take action** to change your registration. See next question.

**7. That the Irish Citizenship process automatically changes your citizenship status on the Register of Electors.**

**Response:**

There is no connection between the citizenship or naturalisation process and the Register of Electors.

If you are on the Register but have failed to update your registration with your new citizenship, this can seriously impact your ability to vote in different electoral events.

If you are already on the Register of Electors, you can check your eligibility to vote in different electoral events, see previous question.

If your citizenship has changed you must update it using the hard copy form ERF1, available here: [www.checktheregister.ie/en-IE/forms](http://www.checktheregister.ie/en-IE/forms)

The table below sets out eligibility based on citizenship, but you must, as stated above, update your citizenship if it has changed since first registering.

Citizenships	Electoral Events
<b>Irish Citizens</b>	Dáil, Local, European Parliament Elections and Referendums
<b>British Citizens</b>	Dáil and Local Elections
<b>EU Citizens</b>	European and Local Elections
<b>Other</b>	All others can vote in Local Elections Only

**8. If I don't get a Polling Card, I can't vote.**

**Response:** Polling Cards are issued by the Postal Service at the request of the Returning Officer.

If you are registered for an electoral event, a Polling Information Card will issue to you telling you the date, time and place at which you may vote.

However, if you don't receive this card, **but are on the Register**, you can still present to vote.

When you attend to vote, ensure you bring a valid form of personal identification. **Your polling card is not a valid form of identification.**

You can use the following documents to prove your identity:

- A passport (either a passport card or passport book)
- A driving licence
- A workplace identity card (it must have a photograph)
- A student identity card (it must have a photograph)
- A travel document (it must have a photograph)
- A Public Services Card
- A bank or credit union account book with your name and address in the local electoral area

If you do not have any of the documents listed above, you can use one of the following, along with evidence of your address in the local electoral area:

- A cheque book or card
- A credit card
- A birth or marriage certificate

**9. That the Council will delete you from the Register of Electors if you don't update your registration with PPSN, Eircode.**

**Response:** This is untrue.

While adding your details such as PPSN, and Eircode to your existing registration can assist with the overall accuracy of the Register and can increase the likelihood of successful delivery of Polling Cards, failing to add these details to an existing registration will not result in removal from the Register.

If you are registering online for the first time or moving address you must provide your PPSN.

**10. That anyone can get a postal vote if they need it, whenever they need it.**

**Response:** This is not true.

There are restricted circumstances where this is possible, and it is **subject to application and stringent deadlines, and in certain cases certification by a Medical Practitioner, an educational institution, or your employer, depending on the case.**

If you live in a nursing home, hospital, or similar institution, and due to illness or disability you cannot go to your polling station to vote, you may apply to be added to the special voters list.

This is **subject to certification by a Medical Practitioner, and the relevant form is SV1**, which can be accessed here: [www.checktheregister.ie/en-IE/forms](http://www.checktheregister.ie/en-IE/forms)

You can also apply for a postal vote if you have an illness or disability which prevents you from going to your polling station to vote **specifically on polling day**. This is also **subject to certification by a Medical Practitioner and is time limited. The relevant form is PV2** , which can be accessed here: [www.checktheregister.ie/en-IE/forms](http://www.checktheregister.ie/en-IE/forms)

Finally, a postal vote can be sought where due to the circumstances of your work/service or your full-time study in the State, you cannot go to your polling station on polling day. This must be **certified by the relevant employer or educational institution and is subject to strict deadlines set out on the form.**

The relevant form is **PV4** , which can be accessed here: [www.checktheregister.ie/en-IE/forms](http://www.checktheregister.ie/en-IE/forms)

If your local authority does not get your form on time, it can't consider it for that election.

If a person has received a postal vote, they cannot vote in person at Polling Stations.

**11. That when I turn 18 years of age I am automatically added by the Council to the Register of Electors.**

**Response:** This is not the case.

The first step is that the person must apply to join the Register of Electors themselves.

However, persons aged 16 and 17 can “pre-register”. This can be done online on [checktheregister.ie](http://checktheregister.ie). The system will automatically detect when you turn 18 and will move you from what is known as the Pending Electors Register, onto the Register of Electors.

Please note that to pre-register online you will need your PPSN and Eircode.

**12. That if I don't provide my PPSN I can't register to vote.**

**Response:** This is not the case.

If you wish to register online on [Checktheregister.ie](http://Checktheregister.ie) you must use your PPSN, and other information.

If you do not wish to provide your PPSN you can register using the hard copy form **ERF1**.

This is a slower process and requires that you attend in person to get the form witnessed or certified. In most cases this means going to your local Garda station or your local authority with your form. Bring photographic identification (ID) with you. This ID could be, for example, your passport or driving licence. You will need to sign the form in the presence of a member of the Garda Síochána or a member of the civilian staff of the Garda Síochána or a member of staff of your local authority.

If you have an illness or disability that prevents you from going to your local Garda station or local authority to have your identity confirmed, you must have your form certified by a registered medical practitioner, for example a general practitioner (GP).

## Further resources for voter registration.

Candidates can also help voter registration by sharing related social media information from the Council's official social media accounts.

The Council has digital leaflets (in 15 languages) which summarises the application process for various applicant types. The Council also has a range of digital posters and social media videos in English and Irish to assist voter registration.

- Existing Councillors can access these materials in the Microsoft Teams channel for Full Council Meetings.
- Candidates who are not Councillors can request these digital materials by emailing: [localelections2024@kildarecoco.ie](mailto:localelections2024@kildarecoco.ie)

All Candidates are responsible for their own print, design and distribution costs associated with these resources.

Finally on the Council’s website there is also official information regarding:

- [Ireland’s PR-STV Voting System](#)
- [How the Register of Electors works](#)
- [Voter guides including how local elections operate](#)

## Candidate spending limits and disclosure of spending and donations.

Please see the document entitled **“Guidelines for Candidates on the Disclosure of Donations and Expenditure, Spending Limits and Political Donation Accounts”**, available on the Candidate pages on the Council’s website: [www.kildarecoco.ie](http://www.kildarecoco.ie)

## Local Election Posters

A separate guide to election posters is available on the Candidate pages on the Council’s website: [www.kildarecoco.ie](http://www.kildarecoco.ie)

## Summary of key dates

Key Dates	Date	Time
First day to erect election poster	08/05/2024	
Last date to apply for Postal Vote	11/05/2024	

Opening of candidate nomination period	11/05/2024	10am
Closure of candidate nomination period	18/05/2024	12pm
Last date for withdrawal of candidacy	20/05/2024	by 12pm
Last date for voter registration	20/05/2024	
Issuing of Postal Votes	23/05/2024	4pm
Election Date	07/06/2024	Polls open 7am - 10pm
Opening of Postal Ballot Boxes	07/06/2024	4pm
Last day to remove election poster	14/06/2024	
Statutory Council and Municipal District Meetings	<a href="#">See link to Meetings Calendar</a>	
Expenses Period	08/04/24 - 07/06/24	
Written Statement of all Election Expenses	Not later than 05/09/24	