

# Register of Electors

It's easier online!

The easiest way for you to register to vote or update your details is online.



## Application for postal vote due to work/service or study reasons

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

You may use this form to apply for a postal vote if, 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.

To process your application, we need to gather some personal information about you. We tell you how and why we use your personal information on page 4. Please read this information to help you fill out this form.

Please complete this form in **BLOCK CAPITALS**

### 1 Your details

First name

Surname

PPSN

Date of birth

D	D	M	M	Y	Y	Y	Y
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Phone number

Email address

Nationality

Address

  
  

Eircode

### 2 Sign here and arrange for certification

I confirm that I cannot attend my designated polling station in person on polling day, because of the circumstances of my work/service/study.

I believe that to the best of my knowledge the information I have provided:

- > is truthful, and
- > complete.

I understand that it is a legal offence under electoral law to knowingly give false or misleading information to a local authority.

Signature

Date

D	D	M	M	Y	Y	Y	Y
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# Certification

This section must be completed for students and employees.  
All other applicants should go to page 3.

## Certifier details

People who due to the circumstances of their occupation, service or employment, are unable to go in person on polling day to vote at their polling station may apply for a postal vote. Students pursuing study on a full-time basis at an educational institution in the State may also apply.

If the applicant is:

- an employee, then their employer must certify this form
- a student, then the registrar or secretary of the relevant educational institution must certify this form
- all other applicants must complete the statutory declaration on page 3

## Details of person certifying

Full name

Address

  
  
  
Eircode 

Insert the address of the work place or the educational institution here

Occupation or role

This relates to the person certifying this form

Phone number

Email address

## Certification by employer if applicant is an employee

I, , certify that ,

(the applicant) is employed as a  and, due to the circumstances of their employment, is unable to go in person on polling day to vote at their designated polling station because

## Certification by educational institution

I, , Registrar/Secretary, certify that ,

(the applicant), is taking part in a full time course of educational study in the State at  and, due to the circumstances of their studies, is unable to go in person to vote at their designated polling station because:

# Statutory declaration

## Statutory Declaration for applicant who is not an employee or full time student

This statutory declaration must be completed by a person who because of the circumstances of their occupation/service and who wishes to apply for a postal vote because they cannot attend their designated polling station on polling day to vote. A statutory declaration may be made before a notary public or commissioner for oaths or a peace commissioner or a practising solicitor. It is a legal document. You will need to make and sign this declaration in the presence of one of the above.

### Applicant completes this section.

I, \_\_\_\_\_, do solemnly and sincerely declare that, due to the circumstances of my occupation/service as \_\_\_\_\_, I will be unable to attend my polling station on polling day to vote and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Print Name \_\_\_\_\_

### Notary public or commissioner for oaths or peace commissioner or practising solicitor completes this section.

Where the applicant establishes their identity using one of the documents below, you should include the document number, the date it was issued and the name of the authorities that issued it in the relevant spaces.

Declared before me \_\_\_\_\_ [print name] a notary public/  
commissioner for oaths/peace commissioner/practising solicitor by \_\_\_\_\_  
\*who is personally known to me,

**Or**

\*who is identified to me by \_\_\_\_\_ who is personally known to me,

**Or**

\*whose identity has been established to me before the taking of this Declaration by the production to me of

passport no. \_\_\_\_\_ issued on \_\_\_\_\_ by the authorities of \_\_\_\_\_, which is an authority recognised by the Irish Government

**Or**

National identity card no. \_\_\_\_\_ issued on \_\_\_\_\_ by the authorities of \_\_\_\_\_ which is an EU Member State, the Swiss Confederation or a Contracting Party to the EEA Agreement

**Or**

Aliens Passport no. (document equivalent to a passport) \_\_\_\_\_ issued on \_\_\_\_\_ by the authorities of \_\_\_\_\_ which is an authority recognised by the Irish Government

**Or**

Refugee travel document no. \_\_\_\_\_ issued on \_\_\_\_\_ by the Minister for Justice

**Or**

Travel document (other than refugee travel document) no. \_\_\_\_\_ issued on \_\_\_\_\_ by the Minister for Justice

at \_\_\_\_\_ in the City/ County of \_\_\_\_\_

on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature \_\_\_\_\_

\*Practising Solicitor / Commissioner for Oaths/ Notary Public / Peace Commissioner \* Delete as appropriate

# Information and guidance to fill in this form

## This form and when you should use it

In order to vote you must be on the electoral register. You can check if you are registered at [www.checktheregister.ie](http://www.checktheregister.ie).

You can also use [www.checktheregister.ie](http://www.checktheregister.ie) to:

- › register to vote;
- › complete your existing record with your details such as PPSN, date of birth and Eircode; or
- › make any changes to your name or address.

You can use this form to apply for a postal vote if because of the circumstances of:

- › your work/service, or
- › your full-time study in an educational institution in the state

you are unable to go to your set polling station on polling day.

## How your information is used

In order to vote you must be on the electoral register.

Your local authority needs some personal data (including your name, address, date of birth, PPSN and nationality) to process your application.

This information may be shared with other local authorities where necessary to manage and maintain the electoral register.

To protect the accuracy of the register your identity data can be cross checked with the Department of Social Protection on a limited basis to confirm identity details (name, date of birth, PPSN). While the register is a public document, your PPSN and date of birth will not be published.

This helps to ensure that:

- › only eligible people are registered to vote, and
- › the register is kept up to date, and
- › no person is on the register twice or has incorrect details.

The legal basis for this is set out in the Electoral Reform Act 2022.

## Supporting information

To complete your application, you will need to have your form certified or accompanied by a statutory declaration.

- › If you are an employee your employer will need to complete the relevant section of page 2.
- › If you are a student in full-time education you need to get the registrar or secretary of your education institution to complete the relevant section of page 2.
- › All other applicants including self employed must make the declaration on page 3 in the presence of one of the following: a practising solicitor or a Commissioner for Oaths or a Notary Public or a Peace Commissioner.

## Latest date for receipt of application

You can send this form to your local authority at any time. **Where an election or referendum has been formally called**, the form must be received by the local authority no later than:

Electoral event	Latest date for receipt of application by your local authority
Dáil election	Two days after the date of dissolution of the Dáil
Dáil bye-election	Two days after the polling day order is made in the case of a Dáil bye-election
Presidential, European or local election or a referendum	At least 22 days before polling day (not including Sundays, Good Friday or Public Holidays)

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

## Where to send your form

Send your form to your local authority. On the envelope, write 'Electoral Register' and the address of your local authority.

## More information

Contact your local authority.

You can look up your local authority's address online or ask your local Citizens Information Centre.