

# **REGISTER OF ELECTORS**

## **(ADMINISTRATIVE FUNCTIONS)**

### **HOW WE PREPARE THE REGISTER**

During the summer months, a form (RFA Form) is delivered to households for completion and return to this office. Where we are unable to establish a person is resident, a letter is sent to the elector informing him/her that we intend to delete them from the Register unless we hear from them within 10 days.

The information compiled is then published as the Draft Register on 1<sup>st</sup> November of each year. It is made available for examination at Post Offices, Public Libraries, Garda Stations and Local Authority offices up until 25<sup>th</sup> November. There is a nationwide campaign to check the draft during this period to make sure that you are correctly registered. Members of the public have an opportunity to submit a claim for amendment to the Draft. All claims must go through a statutory process before being incorporated into the final Register.

Claims for the addition or deletion of names are ruled on by the County Registrar who is a legally qualified court officer. The ruling is made in public and any person may attend and give evidence. Interested parties are notified of the County Registrar's decision. A new Register comes into force on 15<sup>th</sup> February each year and is used at any election and / or referendum held in the following 12 months. In order to vote at an election or referendum, a person's name must be listed on the Register of Electors for the locality in which the elector ordinarily resides. Every resident aged 18 and upwards is entitled to be on the Register. When an election/referendum is called during the life of the Register a supplement is prepared to facilitate those electors who may have changed address, will have reached 18 years of age by polling day or who are not registered to vote. An application form must be submitted to be included on the supplement.

### **INSPECTING THE REGISTER**

The Register for DLRCC is available on-line at; [www.checktheregister.ie](http://www.checktheregister.ie)

You can also phone us at Tel: 2054880 and we can confirm if you are on the Register.

The Register and Draft Register are also available to view during working hours at the Council Offices, public libraries, garda stations and post offices.

A copy of the Edited Register may be purchased from the registration authority for a fee. Copies of the full register (for the relevant area(s)) are provided free to elected public representatives and election candidates.

**It is an offence to use details of the full register for anything other than an electoral or other statutory purpose.**

## **POLLING SCHEMES**

The Polling Scheme outlines the boundaries of the polling districts. The final selection of the Polling Stations (places of vote) is a matter for the County Returning Officer. You can find the location of your polling station on the Register of Electors FAQ page, **but only in the run-up to an election or referendum.**

To locate your polling station check your polling card or you can contact this office at Tel: 2054880.

Polling stations in our area are wheelchair-accessible with the exception of St. Colmcille's National School Ballybrack.

However, if your designated polling station is not suitable for you due to your disability, you will need to contact the County Returning Officer to investigate the possibility of going to an alternative polling station to vote.

In addition to your details (as per your polling card), you may be asked to produce one of the following documents.

- Passport
- A current Driving Licence
- An Employee identity card containing a photograph
- A student identity card issued by an educational institution and containing a photograph
- A travel document containing the name and photograph
- A Bank or Savings or Credit Union book containing address
- A temporary Residence Certificate card
- A cheque card \*
- A credit card \*
- A birth certificate\*
- A Marriage certificate \*

\*These items must be accompanied by a further document which establishes the address of the holder in the constituency or local electoral area.