



## Instructions to Complete Application to Amend Voters' List – Form EL15

Please check only ONE box to indicate the purpose of the form:

- ADD** applicant's name to list,
- CORRECT** applicant's name on list, or
- DELETE** applicant's name from list (moved, other)

### Ensure the Applicant Completes the Following Information:

- ✓ Full name (last, first, middle)
- ✓ Date of birth (year, month, day)
- ✓ Indicate if it is a commercial property (check box if yes)
- ✓ Qualifying address on voting day (**including apt # if applicable**)
  - this is the property address where the person wants to be added on the voters' list
- ✓ Previous qualifying address (if the person has moved in the past 4 years)
  - ensures their name was removed from their previous property
- ✓ Indicate if applicant is occupying **only a portion of a house** (i.e.: basement apartment, 2nd floor, rear apartment etc.)
  - these properties tend to have multiple units / households
- ✓ Current mailing address of applicant (if different from the qualifying address)
- ✓ Indicate whether the applicant is an owner, tenant, spouse of an owner / tenant, other (i.e.: child) or the name is unqualified (for removal of a name)
- ✓ School support & school board
- ✓ Sign & date the form

### School Support:

A person **must be** Roman Catholic to support the Separate School Board (Includes Greek and Ukrainian Catholics)

A person **must have** French Language Education Rights to support a French School Board. If a person does not indicate, they are Roman Catholic or have French Language Education rights **the only school board they can support is English-Public.**

### Important Reminders:

All addresses for apartments need the unit number or apartment location (i.e.: basement, upper, rear, 2nd floor etc.) or the name cannot be added to the property. **All forms must be signed and dated by the applicant.**

### Items to be Completed by Municipal Staff:

Roll Number:

The roll number **must** be included on every EL15 form submitted to MPAC.

A roll number is a unique identifier of a property / unit. It consists of 19 digits and should look like

1241-567-890-1234-0000.

- the first 4 digits are the municipality - which is 1241
- the next 10 digits describe the location of the property and;
- the last 4 digits indicate the unit on the property (i.e. an apartment unit will be something other than '0000').

### **THE FINAL STEP PRIOR TO SUBMITTING FORM TO MPAC:**

Please ensure all forms are signed and dated by the applicant.

CERTIFICATE OF APPROVAL (to be completed by Clerk or designate)

Please check APPROVED or REFUSED

Sign and date the form.