

Register of Electors

Application for postal vote due to work or study reasons

It's easier online!

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



www.checktheregister.ie

You may use this form to apply for a postal vote if due to your work **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

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 my occupation/study circumstances.

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

Certification

This section must be completed for students and employees.
Self-employed applicants should go to page 3.

Certifier details

People who due to 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
- a self-employed person, then a statutory declaration is required (see page 3 and ignore this page).

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 is unable to go in person on polling day to vote at their designated polling station because

Certification by education institution

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

Statutory declaration

Statutory Declaration for applicant who is self-employed

This statutory declaration must be completed by a person who is self-employed and 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 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 I am self-employed and that due to my work situation 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.

You can also use 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:

- › due to your work, 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.
- › If you are self-employed you need to 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. You may post using a standard stamp

More information

Contact your local authority.

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