

**Application for inclusion in Supplement to 2012/2013 Register of Electors
Change of Address**

Please Read The Notes Carefully Before Completing The Form

1. Name (**BLOCK LETTERS**): _____

[Please include other details such as Snr., Jnr., other name or an initial if there is another person with the same first name and surname living at the same address].

2. Current address (**BLOCK LETTERS**): _____

3. Previous Address (**BLOCK LETTERS**): _____

4. When did you take up residence at No. 2 above: _____

5. Daytime phone number: _____

6. Date of birth: _____

7. Please tick (✓) one box only to indicate whether you are:

a Citizen of Ireland

A British citizen

a National of another EU State (other than UK)

A National of non-EU country

8. **Change of address**

I hereby authorise (name of registration authority) _____ City/County Council to delete my name from the register of electors in respect of the address at (3) above and, where appropriate*, to forward this form to the registration authority for the address indicated at (2) above.

9. **Edited Register**

If you wish to be **excluded** from the edited register, please tick (✓) the opt out box below (see note 4).

Opt Out Box

10. **Declaration**

This section must be signed in the presence of a member of the Garda Síochána at your local Garda Station (section 11(a) – note 5) or in the presence of a Registration Authority Official (section 11(b) – note 5).

I believe the information I have supplied to be true and I apply to be included in the Supplement to the Register of Electors as a result of the change of residence indicated above.

Signature of Applicant: _____

Date: _____

*(Where the change of address is being made within the same registration authority area (i.e. from one local electoral area to another or from one constituency to another in that registration authority area), that authority will make the necessary changes in its Register.)

11. **Certificate of Identity**

- (a) Please have this section completed at a Garda Station by a member of the Garda Síochána - see note 5.

I certify that I have satisfied myself as to the identity of the applicant who has signed section 10 in my presence or I certify that I have satisfied myself that the applicant who has signed section 10 in my presence is known to the immigration authorities in Ireland as:

_____ (first name) _____ (surname)

Signature of Garda: _____ Name (BLOCK LETTERS): _____ Rank: _____ Garda Number: _____ Telephone: _____ Date: _____	Station Stamp
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- (b) Please have this section completed **ONLY** if you are unable to comply with 11(a) above.

Reason why form could not be completed at local Garda Station:- _____ Signature of Registration Authority official: _____ _____ Name: (BLOCK LETTERS): _____ Grade: _____ Date: _____	Registration Authority Stamp
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- (c) Please have this section completed by a medical practitioner **ONLY** if you are unable to comply with 11(a) or 11(b) above due to physical illness or physical disability.

Medical Certificate

Nature and extent of physical illness or physical disability: _____ _____ Expected duration of illness or disability: _____ Signature of Registered Medical Practitioner: _____ Address: _____ Date: _____

Notes

PLEASE READ THE NOTES CAREFULLY BEFORE COMPLETING THE FORM

Supplement to 2012/2013 Register of Electors *Change of Address*

1. A person who is on the register of electors and moves residence from one Dáil or local authority constituency to another can apply for entry to the supplement at their new address, provided they have authorised the registration authority to delete their name from the register in respect of their previous address.
2. To be included in the supplement following a change of address, you must be:
 - already on the register in respect of your previous address; and
 - ordinarily resident at the address at which you now wish to be registered.
3. A separate form must be completed and signed by each person applying for inclusion in the supplement as a result of a change of address. To avoid delay in processing your application, make sure to complete it fully and return it by post or deliver it to the appropriate City or County Council (see part 8 of the application form)
4. **Two versions of the Register**
Since 2004, registration authorities are required to publish two versions of the Register - the full register and the edited register.

The full Register lists everyone who is entitled to vote and can only be used for an electoral or other statutory purpose.

The **edited register** contains the names and addresses of persons whose details can be used for a purpose other than an electoral or other statutory purpose e.g. for direct marketing use by a commercial or other organisation. If you do not want your details to be included on the edited register, you should tick (✓) the **opt out box** at section 9 of the form. If you want your registration details to be included (i.e. available for non-statutory uses), you should leave the opt out box blank.

5. **Declaration/Certificate of Identity**

- (a) The declaration at section 10 of the application form must be signed in the presence of a member of the Garda Síochána at your local Garda Station. If the Garda is satisfied as to your identify, they will sign, date and stamp section 11(a) of the form. If necessary, photographic identification may be required and you should bring some such identification and other supporting identification to assist the Garda.
 - (b) If you are unable to attend your local Garda Station, the form may be witnessed at the offices of the Registration Authority and in such cases section 11(b) of the form must be completed. You must state, in writing, why you cannot attend your local Garda Station. Photographic identification and other supporting identification documentation should be brought to the Registration Authority.
 - (c) If you cannot attend your local Garda Station or Registration Authority Offices due to physical illness or physical disability you must have section 11(c) of the form completed by a medical practitioner.
6. If you are applying after an election or referendum has been called, please note that the application must reach the City or County Council concerned **before the fourteenth day (Sundays, public holidays and Good Friday excluded) before polling day** in order to be considered for inclusion in the supplement for that election or referendum. Late applications will not be processed until after polling day.
7. You will be notified as quickly as possible of the ruling on your application. Where your application is refused, you will have the right to appeal against the ruling to the county registrar. The supplement will be published in the period immediately before the polling day at an election or referendum.
8. It is an offence to fail to give the registration authority or county registrar any information required for the purpose of their duties or to knowingly give false information.

Further queries contact Franchise Office:

Phone: (021) 4924107, (021)4924108, (021)4924109.