

# **Registering Electors**

**A Guide for Candidates, Campaign Workers  
and  
Community Relations Officers**

# Important Information

Election Day	<b>May 30<sup>th</sup>, 2017</b>
Date of Writ	<b>April 30<sup>th</sup>, 2017</b>
Six Months Prior to Date of the Writ (elector eligibility) rules)	<b>October 30<sup>th</sup>, 2016</b>
18 years of age on election day (elector eligibility)	<b>May 30<sup>th</sup>, 1999</b>
Campaign Chair Name	
Campaign Office Phone Number	
Elections Nova Scotia Phone Number	<b>1 866-565-1504</b>
Name of Electoral District	
Returning Officer Name	
Returning Office Phone Number	<b>1 844-831-_____</b>

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## Message from Chief Electoral Officer

You are about to play a very important role in the 40th provincial general election in Nova Scotia by assisting Nova Scotians who are qualified electors to be added to the list of electors and ultimately, the permanent Register of Electors for future electoral events.

Elections Nova Scotia maintains this Register of about 750,000 Nova Scotians eligible to vote in a Nova Scotia provincial general election or by-election.

To be eligible to vote, a person must be a Canadian citizen, 18 years or over on election day and have lived in Nova Scotia at least six months by the date the election is called.

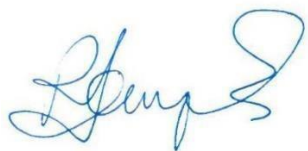
Though being registered before arriving at a polling station to vote is not required, those who are registered in advance, will be eligible to receive a Voter Information Card, informing them of the polling location where they are to vote on election day and the five closest early voting opportunities by travel time from their place of residence.

There are several ways to be added to the list of electors. This is the first time we are extending the right to candidates, their campaign team members and community relations officers, to assist people to register. Historically, this process has been restricted to workers hired by Elections Nova Scotia or to the elector or an immediate family member. The reason for this has centered on privacy concerns with the handling of the individual's personal information.

The requirements to be added to the list outside of a returning office or a polling location are straightforward but necessarily precise. The process laid out in this guide must be adhered to in each case. If not, the person cannot be added to the list.

If you encounter any unusual situations or have any questions please contact us or your local returning officer directly at the numbers listed in the important information table on the first page of this guide.

We appreciate your efforts and invite your suggestions to improve the initiative.



Richard Temporale  
Chief Electoral Officer

## General Guidelines

From time to time when campaigning door to door or when a community relations officer (CRO) holds an information session on Reserve to inform people of the voting process, you will encounter a person who is eligible to vote but hasn't registered with Elections Nova Scotia. It's important to inform them that this isn't an impediment to vote. They can register at any early voting opportunity in the province or at their assigned polling location on election day.

Registering in advance has its advantages. These include:

- If they register early enough in the writ period, they will receive a personal Voter Information Card (VIC). The VIC contains a lot of important information including:
  - the times and location of their election day polling location;
  - the times and 5 closest locations by travel time where they can vote before election day;
  - the address and phone number of their local returning office in case they have any questions; and
  - an indication of each voting opportunity that has wheelchair accessibility
- Taking their VIC with them to the poll will also reduce the time it takes to be processed to vote and therefore, makes the trip more palatable.
- If they register closer to election day (later in the writ period), their returning officer will mail them a Letter of Confirmation which essentially outlines the same information contained on the VIC. The later they register the less likely they will receive this letter before election day.
- Copies of our Form 100B - Elector Pre-Registration Form – Pre-Election Day can be found in the Appendix A.

You must explain to the person that to register with your assistance requires the following:

1. They understand that they are permitting you to make a copy of the documents they are submitting to prove their identity to the local returning officer.

2. They must sign and date a letter to this affect and you must declare and sign the same letter in the appropriate space acknowledging that you will only use the information provided to you to register them.
3. You will destroy your copy of the same once you have delivered a copy to the local returning officer.
4. The local returning officer will keep a copy of the eligible elector's identification and application and forward the same to Elections Nova Scotia for their permanent records.
5. As the agency responsible for maintaining the provincial Register of Electors, Elections Nova Scotia has strict protocols and standards in place for the protection of individual's personal identity files.
6. Lastly, if they have any concerns or questions, provide them with the numbers contained in the Important Information table at the front of this guide for their local returning office and for Elections Nova Scotia head office.

Please note that this guide contains copies of all the information and forms you will need to assist an eligible elector to register.

## Step 1 - Do you qualify to be an eligible elector?

During the course of campaigning door to door or at an information session at a community or friendship centre on or off Reserve you may encounter a prospective eligible elector who believes they are not registered on the electoral district's list of electors. The following steps should help you ascertain whether they meet the eligibility criteria:

The answer to the following questions must be **yes**.

1. Will you be 18 years of age or older on election day? (see box four in the Important Information chart)
2. Are you currently a Canadian Citizen?
3. Have you lived in Nova Scotia for the past six months prior to date of the Writ? (see box three in the Important Information chart)

If the answer to question 3 is no, there is one circumstance that must be considered before deciding the person does not qualify to be an eligible elector. Many Nova Scotian residents travel outside the province to work. They may have been out of the province for an extended period of time and have returned within the past six months. If the individual you are talking to has recently returned home and has lived for more than six months in the province in the past and considers Nova Scotia to be the place to which they intended to return to live, then under Section 40(1) and 40(3) of the *Elections Act*, this person is deemed to be a resident of Nova Scotia.

4. Do you consider this address to be your current place of residence?

There is one unusual circumstance that must be considered when discussing this question with the person. Section 40(10) of the *Elections Act* states:

*A person does not reside in a residence that is generally occupied by a person only between the beginning of May and the end of October but that is generally unoccupied between the beginning of November and the end of April unless the person does not have another residence in the Province where the person resides between the beginning of November and the end of April.*


If you encounter this unusual situation proceed with the registration process but inform the individual that you will be informing Elections Nova Scotia head office of this situation and expect a follow up conversation with us before the registration will be authorized.

If the answers to these four questions are yes, proceed to Step 2.

## Step 2 - Choosing & Copying Acceptable Elector ID

Here is a copy of Form 300 – Acceptable Identification.

2017/04




Acceptable Identification | **Form 300**

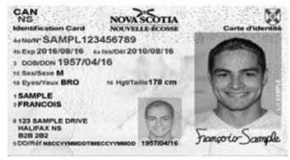
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**ONE of these documents**


**Nova Scotia  
Driver's License<sup>1</sup>**



**Nova Scotia  
Identification Card<sup>1</sup>**



**Certificate of  
Indian Status Card**



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**or TWO of these documents**  
(both documents containing the elector's name and at least one containing their current civic address<sup>2</sup>)

- Voter Information Card
- Letter of Confirmation
- University/college/school
  - Student Card
  - Admissions letter
  - Statement of tuition fees
- Health card
- Canadian passport

- Canadian citizenship card
- Canadian Forces ID
- Birth certificate
- Social insurance card
- Old age security card
- Vehicle or residence insurance policy
- Vehicle registration
- Personalized cheque printed by bank

- Credit card
- Library card
- Hospital bracelet (worn by patient in hospital)
- Statement of account (telephone, power bill, credit card)
- Statement of benefits (Canada Pension, Old Age Security, Employment Insurance)

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**Other documents, showing your name and current civic address, may be accepted.**  
**Both hard copy and/or electronic documents are acceptable.**

<sup>1</sup> These documents must contain your current civic address, if not then one other document must be provided with your current civic address.

<sup>2</sup> Civic address is the address where you reside and includes unit number, civic number and suffix, street name, street type, street direction, and community name.



The following steps should help you with this process:


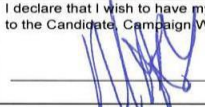
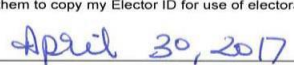


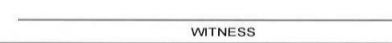


1. Show the person the Acceptable ID chart;
2. If they have any one of the three top tier forms of identification (Nova Scotia Driver's License with a civic address, Nova Scotia Identification Card or a Certificate of Indian Status Card) that's all they need to show to be registered.

***Note of Caution:*** Some Nova Scotia Drivers Licenses still only have rural routes or post office box numbers for addresses. **We do not accept either of these as proof of place of residence.** In this case, we will need a second piece of documentation that shows the person's name and current address before we can add them to the list of electors.

3. If the person does not have a top tier piece of identification, we need two pieces of identification from the examples shown in the second tier. Both pieces of identification must show their name and at least one must show their name and the current civic address where they reside.
4. If the person cannot produce acceptable ID that meets our criteria, inform them you cannot pre-register them at this time; but, they can register and vote at any early voting opportunity offered in the province or at their election day poll location, **with or without identification**, provided they are prepared to sign a declaration to their eligibility to vote.

## Step 3 - Filling out Form 100B – Elector Pre-Registration Form – Pre-Election Day

Here is an example of a filled out and signed copy of Form 100B.

17/05				
		<b>Elector Pre-Registration Form – Pre-Election Day   Form 100B</b>		
PLEASE PRINT IN BLOCK LETTERS				
<b>1. Elector ID (If Known)</b>		<b>2. Type of Application</b>		
ELECTOR ID		<input checked="" type="checkbox"/> ADDITION <input type="checkbox"/> CHANGE OF ADDRESS <input type="checkbox"/> OPT OUT OF LIST <input type="checkbox"/> CHANGE OF NAME (ENTER PREVIOUS FULL NAME)		
<b>3. Current Elector Information</b>				
<b>FULL LEGAL NAME OF ELECTOR</b>				
LAST NAME		FIRST NAME		MIDDLE NAME
SAMPLE		MARY		JANE
<b>CURRENT CIVIC ADDRESS OF ELECTOR</b>				
BLDG NO & SUFFIX	UNIT	STREET/ROAD NAME	COMMUNITY	POSTAL CODE
7037	6	MUMFORD ROAD	HALIFAX	B3L2J1
MAILING ADDRESS (IF DIFFERENT FROM CIVIC ADDRESS) INCLUDE COMMUNITY AND POSTAL CODE				
PO BOX 2246, HALIFAX, NS BEJ 3C8				
PRIMARY PHONE NUMBER		SECONDARY PHONE NUMBER		EMAIL ADDRESS
902-424-8584		902-424-8585		mary.sample@webmail.com
<b>LOCATED IN ELECTORAL DISTRICT</b>				
DISTRICT				POLL NO.
HALIFAX ARMDALE				HALIFAX
<b>DATE OF BIRTH (IF THE ELECTOR IS BEING ADDED TO THE LIST OF ELECTORS YOU MUST COMPLETE THE FOLLOWING)</b>				
YEAR	MONTH	DAY	SEX	
1999	OCT	01	<input type="checkbox"/> MALE <input checked="" type="checkbox"/> FEMALE	
NOTE: IF THE ELECTOR DOES NOT PROVIDE THEIR DATE OF BIRTH, THE ELECTOR IS NOT PERMITTED TO VOTE				
<b>4. Elector Opt In and Consent</b>				
I declare that I wish to have my name added to the List of Electors and automatically added to the Registrar of Electors. I also declare that I consent to provide my Elector ID to the Candidate, Campaign Worker or Community Returning Officer, as the case may be, and authorize them to copy my Elector ID for use of electoral purposes only.				
				
SIGNATURE OF ELECTOR			DATE (YYYY/MM/DD)	
<b>5. Declaration</b>				
I am a qualified elector because I am a Canadian citizen, am 18 years of age or older on election day and have lived in Nova Scotia for 6 months preceding the date of the writ of election. I further declare that to the best of my knowledge, the information contained herein is true and accurate and is of the same force and effect as if made under oath.				
				
SIGNATURE OF ELECTOR				
<b>6. Declaration – Candidate, Campaign Worker, or Community Relations Officer</b>				
I declare that I have copied the Elector's ID, will only use and disclose it for electoral purposes only with the Elector's local Returning Office. I further declare that I will destroy all copies of the Elector's ID under my custody and control, including destruction of any copies from my personal communications device, immediately after providing it to the local Returning Office and in the presence of Returning Office staff.				
				
SIGNATURE OF CANDIDATE, CAMPAIGN WORKER, COMMUNITY RELATIONS OFFICER				WITNESS
<b>6. For Use by the Election Officer</b>				
ACCEPTABLE IDENTIFICATION PROVIDED		APPROVED <input type="checkbox"/> REJECTED <input type="checkbox"/>		
<input type="checkbox"/> NO <input type="checkbox"/> YES				
TYPE OF IDENTIFICATION		REASON FOR REJECTION		
				
SIGNATURE OF ELECTION OFFICER		DATE (YYYY/MM/DD)		

1. **Printing clearly in block letters**, complete the required fields with the person who has agreed to be added to the list of electors.
2. Note: Ask the person to provide a phone number where they can be reached in case the election officer adding their name to list has questions or requires additional information. Print the number(s) in the space immediately below the box for the mailing address.

## Step 4 - Informed Consent

At this point, you must explain to the elector that to complete the registration process you will be required to take a copy of their identification as proof to Elections Nova Scotia that they are an eligible elector.

1. They will read, and sign the consent portion of Form xxx agreeing to permit you to make a copy of their identification;
2. You will, in the person's presence, take and sign the declaration that you will not share copies of the person's identification with anyone other than staff of their local returning office and further;
3. You will inform them that, in the presence of the returning office staff, you will be required to destroy your copy of their identification once you have transferred the same to the staff member.
4. You will inform the person that the returning office staff will keep a copy of their identification and forward it to Elections Nova Scotia head office staff with other elector registration forms after the election.

If the person agrees to these conditions, complete Parts 4 and 5 of Form XXX.

**Note:** If the person is unsure, tell them they are free to call their local returning officer at the number in box 10 or Elections Nova Scotia head office staff in box 7 of the Important Information chart for further information.









Finally, if the person is reluctant to complete this process, inform them they can register and vote at any early voting opportunity offered in the province or at their election day poll location, **with or without identification**, provided they are prepared to sign a declaration of their eligibility to vote.

## Step 5 - Receiving their VIC or Letter of Confirmation

Inform the elector that the sooner you can submit their form to their local returning office, the better the chances they will receive either a personalized Voter Information Card or Letter of Confirmation informing them of the various opportunities they will have to vote.

Show them this sample copy of a VIC and explain the contents.

It will enhance the chances that they will understand their options to vote and exercise them.

  87654321	<b>This Voter Information Card (VIC) is for:</b>		Bring your <b>VIC</b> and <b>ID</b> for faster service	
	<b>JANE SAMPLE</b> APT 4 5768 HARBOURVIEW DR Electoral District: <b>Halifax Needham</b>		<b>Poll: 28</b>	
<b>ELECTION DAY</b>		<b>Tuesday May 30</b>		<b>8am-8pm</b>
The Reddish Building, 5431 Doyle St, Unit 104, Halifax				
<b>ADVANCE VOTING</b> (nearest locations)		Saturday May 20 to Saturday May 27 Thursday May 25 and Friday May 26		9am-6pm 9am-8pm
Halifax-Needham,* 123 Barrington St, Halifax		* This poll open the same hours as your local returning office		 3 km 7 min
Acadia Square Lodge North, 2158 Gottingen St, Halifax				6 kms 14 min
Acadia Square Lodge North, 2158 Gottingen St, Halifax				8 kms 17 min
Acadia Square Lodge North, 2158 Gottingen St, Halifax				20 km 45 min
<b>COMMUNITY POLL</b>		Friday May 12 to Saturday May 27 Thursday May 25 and Friday May 26		9am-6pm 9am-8pm
Acadia Square Lodge North, 2158 Gottingen St, Halifax				45 km 180 min
<b>YOUR LOCAL RETURNING OFFICE 1-800-123-4567</b>		Monday to Saturday Thursday May 25 and Friday May 26		9am-6pm 9am-8pm
Halifax-Needham, 123 Barrington St, Halifax				Closed Sunday

## **Step 6 - Submitting Documents to the Returning Office**

It is important that you submit the forms you collect as quickly as possible to your local returning office. The sooner you submit the required forms the better the chances the eligible elector will receive either a personalized Voter Information Card or Letter of Confirmation.

Plan to set aside a few minutes of your time while the revision assistant in the returning office reviews the forms and be available to answer any questions they may have. It could make the difference between the eligible elector being registered or not.

## **Step 7 - Destruction of your copies of elector ID**

You will be asked to delete the copies of each elector's identification you have stored on your personal communication device. This is a critical step. Failure to do so would put the program at risk by undermining the integrity of the information gathering process.

After the election, Elections Nova Scotia intends to conduct a random audit of those candidates and campaign workers who participated in this program to verify that the requirement for the destruction of identification documents was complied with.

## **Step 8 – Notes on lessons learned**

This is a new process, It was designed and implemented based on feedback from candidates and campaign workers who were frustrated that they have met people while campaigning door to door who they believed to be eligible to vote and said they were willing to vote but were missing from their copy of the district's list of electors. Campaign workers know from past experience that some of these potential voters ultimately would not exercise their right to vote. Reasons vary from not knowing where or when to vote to not wanting to go through the process of registering while voting.

If they were to receive their personalized Voter Information Card (VIC) or a Letter of Confirmation from their local returning officer informing them of where and when they could vote, the chance of them voting is much greater. Pre-registering them at their home increases the likelihood they will vote.

We'd like to hear from you about how well this process worked or didn't work. Take some notes on how we did and email them to us any time at: [ELECTIONS@novascotia.ca](mailto:ELECTIONS@novascotia.ca)

With your feedback together we can make this a better program for future electoral events.

## **Appendix A**



# Elector Pre-Registration Form – Pre-Election Day | Form 100B

PLEASE PRINT IN BLOCK LETTERS

## 1. Elector ID (If Known)

ELECTOR ID

## 2. Type of Application

- ☐ ADDITION
 ☐ CHANGE OF ADDRESS
 ☐ OPT OUT OF LIST  
☐ CHANGE OF NAME (ENTER PREVIOUS FULL NAME)

## 3. Current Elector Information

### FULL LEGAL NAME OF ELECTOR

LAST NAME

FIRST NAME

MIDDLE NAME

### CURRENT CIVIC ADDRESS OF ELECTOR

BLDG NO & SUFFIX

UNIT

STREET/ROAD NAME

COMMUNITY

POSTAL CODE

MAILING ADDRESS (IF DIFFERENT FROM CIVIC ADDRESS) INCLUDE COMMUNITY AND POSTAL CODE

PRIMARY PHONE NUMBER

SECONDARY PHONE NUMBER

EMAIL ADDRESS

### LOCATED IN ELECTORAL DISTRICT

DISTRICT

POLL NO.

### DATE OF BIRTH (IF THE ELECTOR IS BEING ADDED TO THE LIST OF ELECTORS YOU MUST COMPLETE THE FOLLOWING)

YEAR MONTH DAY SEX ☐ MALE ☐ FEMALE

NOTE: IF THE ELECTOR DOES NOT PROVIDE THEIR DATE OF BIRTH, THE ELECTOR IS NOT PERMITTED TO VOTE

## 4. Elector Opt In and Consent

I declare that I wish to have my name added to the List of Electors and automatically added to the Registrar of Electors. I also declare that I consent to provide my Elector ID to the Candidate, Campaign Worker or Community Returning Officer, as the case may be, and authorize them to copy my Elector ID for use of electoral purposes only.

SIGNATURE OF ELECTOR

DATE (YYYY/MM/DD)

## 5. Declaration

I am a qualified elector because I am a Canadian citizen, am 18 years of age or older on election day and have lived in Nova Scotia for 6 months preceding the date of the writ of election. I further declare that to the best of my knowledge, the information contained herein is true and accurate and is of the same force and effect as if made under oath.

SIGNATURE OF ELECTOR

## 6. Declaration – Candidate, Campaign Worker, or Community Relations Officer

I declare that I have copied the Elector's ID, will only use and disclose it for electoral purposes only with the Elector's local Returning Office. I further declare that I will destroy all copies of the Elector's ID under my custody and control, including destruction of any copies from my personal communications device, immediately after providing it to the local Returning Office and in the presence of Returning Office staff.

SIGNATURE OF CANDIDATE, CAMPAIGN WORKER, COMMUNITY RELATIONS OFFICER

WITNESS

## 6. For Use by the Election Officer

ACCEPTABLE IDENTIFICATION PROVIDED ☐ NO ☐ YES

☐ APPROVED ☐ REJECTED

TYPE OF IDENTIFICATION

REASON FOR REJECTION

SIGNATURE OF ELECTION OFFICER

DATE (YYYY/MM/DD)