

How to Complete the Authorization for Administrators

Authorized administrators or representatives of shelters, food banks/programs, or community healthcare facilities may issue a Certificate of Identity and Residence (form E0824) to serve as proof of identity and residence for individuals who wish to vote, but who are without a permanent address. The client named on each certificate issued must vote in the electoral district in which the facility is located and providing services. Each certificate must be signed by the authorized administrators or representatives of the facility.

For the certification of each client's identification and place of residence, in accordance with the *Election Act*, a client is an individual who returns to sleep or eat at the facility during the five weeks preceding an election.

To complete the Authorization for Administrators, the authorized administrator or representative of the facility must:

1. Enter the facility's name, full mailing address with postal code, email, and telephone number.
2. Provide their first and last names, title, email, and direct telephone line or extension if applicable.
3. Each certificate issued must be signed by the facility's authorized administrator or representative. Digital signatures are not accepted.

Please print and scan the completed Authorization for Administrators and return the form via email to outreach@elections.on.ca. Once Elections Ontario receives the completed form, a confirmation receipt will be emailed including a copy of the **Certificate of Identity and Residence**, along with instructions on how to fill out the certificate.

Elections Ontario recognizes and appreciates the ongoing support by community organizations in facilitating the voting process for their clients, and for helping to make casting one's ballot accessible for all Ontarians.