



Identification Requirements for	City Clerk – Election Office
Electors	Policy No.: EO-19-22

1. Policy

- 1.1 The purpose of this policy is to specify identification requirements for electors (or their agents) who wish to obtain a ballot. All electors (or their agents) seeking to obtain a ballot must present identification that verifies their name and qualifying Hamilton address.

2. Authority

- 2.1 Deputy Returning Officers may only provide a ballot to an elector who presents prescribed proof of identity and residence or completes an application in the prescribed form declaring their identity. Ontario Regulation 304/13 made under the MEA lists acceptable pieces of identification for obtaining a ballot. Reference: 52(1) MEA; Ontario Regulation 304/13

3. Acceptable forms of identification

- 3.1 Where an elector is required to present identification to an election official for the purposes of this policy, the City Clerk has elected to use the identification described by Ontario Regulation 304/13, set out in Appendix "A", as proof of the elector's identity and residence.
- 3.2 In a regular election or by-election, an elector that is the spouse of a non-resident owner or tenant of land in the City of Hamilton must provide the following:
- (a) acceptable identification showing their name and address; and
 - (b) one of the following:

(i) a government issued document confirming the elector's marital status to the non-resident owner or tenant of land in the City of Hamilton; or

(ii) in the event that the elector is in a common-law relationship with the non-resident owner, then a government issued document proving that the elector and their spouse:

- (a) have cohabited for at least one year;
- (b) are together the parents of a child; or
- (c) have together entered into a cohabitation agreement under section 53 of the Family Law Act.

3.3 A Voter Identification Card is not considered identification at the voting place.

4. Persons Without Identification

4.1 Electors who do not have identification but who appear on the voter's list may complete a Declaration of Identity.

5. Revision History

Date	Description
March 2022	Policy Approved
January 2026	Policy Reviewed

APPENDIX “A” Identification Requirements for Electors

- As outlined by Ontario Regulation 304/13, an original, certified or notarial copy of a document listed in Schedule 1 which shows the person’s name and qualifying address shall be accepted as prescribed proof of **identity and residence**.
- In the absence of the prescribed proof of identity, a person may complete Declaration of Voter Identification Form (Form 9)

Schedule 1

1. An Ontario driver’s licence.
2. An Ontario Health Card (photo card).
3. An Ontario Photo Card.
4. An Ontario motor vehicle permit (vehicle portion).
5. A cancelled personalized cheque.
6. A mortgage statement, lease or rental agreement relating to property in Ontario.
7. An insurance policy or insurance statement.
8. A loan agreement or other financial agreement with a financial institution.
9. A document issued or certified by a court in Ontario.
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
11. Any document from a Band Council in Ontario established under the *Indian Act* (Canada).
12. An income tax assessment notice.
13. A Child Tax Benefit Statement.
14. A Statement of Employment Insurance Benefits Paid T4E.
15. A Statement of Old Age Security T4A (OAS).
16. A Statement of Canada Pension Plan Benefits T4A (P).
17. A Canada Pension Plan Statement of Contributions.
18. A Statement of Direct Deposit for Ontario Works.
19. A Statement of Direct Deposit for Ontario Disability Support Program.
20. A Workplace Safety and Insurance Board Statement of Benefits T5007.
21. A property tax assessment.
22. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement.
23. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities.
24. A hospital card or record.
25. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution.
26. A document showing residence at a long-term care home under the *Long-Term Care Homes Act, 2007*, issued by the Administrator for the home.
27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.
28. A cheque stub, T4 statement or pay receipt issued by an employer.
29. A transcript or report card from a post-secondary school.