

# Register of Electors

It's easier online!

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



[www.checktheregister.ie](http://www.checktheregister.ie)

## Third party request to amend the register

Use this form if you have reasonable grounds to believe that an entry in the register about another person is inaccurate. The local authority will consider your request and decide what, if any, action to take.

Please complete this form in **BLOCK CAPITALS**

### 1 Your details

First name

Surname

Phone number

Address

  
  
  

Eircode

### 2 Details relevant to your request

Use this section to provide details in relation to your request. For example if you are notifying the local authority about a person who has died, you can include their name and address. If you know their date of birth or PPSN, providing it will allow the local authority to confirm the details with An t'Árd Chláraitheoir, the General Registrar.

Name of person (if this applies)

Address (if this applies)

  
  
  

Eircode

Reason for request and any other relevant information the local authority might need.

  

### 3 Sign here:

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

# Information and guidance to fill in this form

## This form and when you should use it

The register is maintained and managed by local authorities (City, County or City and County Councils) by adding, removing or updating details based on information they receive.

This form allows you to submit a request to your local authority for an amendment to an entry on the register other than your own. This might include for example:

- › you notifying the local authority that a person you know has died;
- › a local representative notifying the local authority of new people in the area who are eligible to register so that the local authority can send out relevant information and forms. Nobody will be added to the register without their consent;
- › a person who considers an entry to be incorrect or inaccurate (for example, a place name or street name).

The local authority will make available for inspection requests for amendments it received for the previous month. It does this so that the process is transparent.

## What happens when I submit a claim?

The local authority will consider your request and take action if necessary.

This will include informing any person who may be affected by the request and making any enquiries it considers appropriate to consider the request.

In doing this they may:

- › request any person to provide any information they have which the local authority may require;
- › conduct house-to-house enquiries;
- › invite people to check or update their details; or
- › get information from the General Registrar, An t'Árd Chláraitheoir, for people who have died.

Your local authority will decide within 4 weeks on any action it proposes to take. Any person affected by the decision will be informed of the proposed decision and, if they disagree with it they will be able to appeal the decision to the county registrar.

## Request to add someone to the electoral register

If a request is to add a person or people to the register, the local authority may provide forms and information to support such applications. No one will be added to the register without them having completed a form themselves (either online or on paper).

## Where to send your form

Send your form along with any other information needed to your local authority. On the envelope, write 'Electoral Register' and the address of your local authority. You may post using a standard stamp.

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