

REVISION OF THE LISTS OF ELECTORS Election or Referendum









A CLASSROOM WORKBOOK FOR Revising Agents





Revising Agent Training Program

Classroom Workbook

EC 40290 (06/09)



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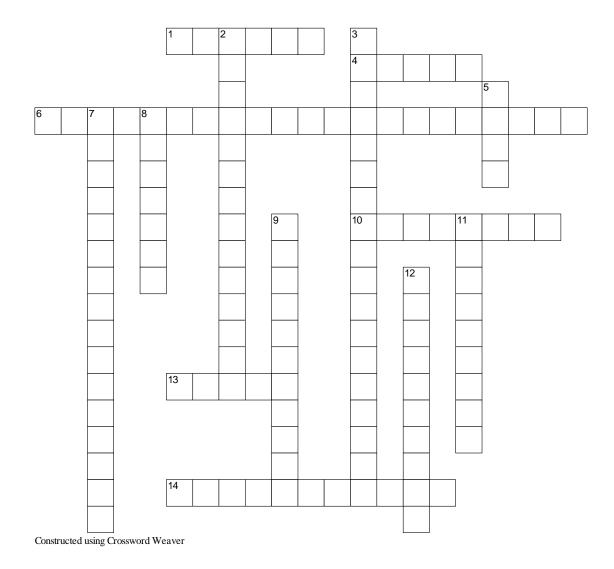
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Note: The masculine gender is used throughout this workbook without bias in the interest of simplicity and ease of reading.

Training Program Objectives

At the end of the Revising Agent Training Program, you will be able to:	
Complete revision tasks	
 Follow the procedures to revise or register an elector 	
 Operate as an effective member of the revision team 	
Resolve problems with electors	
 Provide a positive experience for the elector 	
Module 1: Introduction	
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Module 1: Objectives At the end of this module, you will be able to:	
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The Revising Agent



Across

- 1 Revising agents must _____ each other's work
- 4 Revising agents are required to work in
- 6 The position supports the technology used in the office of the returning officer
- 10 One of the ways revision forms can be processed
- 13 You are required to wear for identification
- 14 First day of revision is usually _____ days prior to polling day

Down

- 2 When revising agents work
- 3 Form required to be carried with you at all times
- 5 One of the ways an elector may contact revising agents
- 7 A key activity for revising agents that involves going places
- 8 Keep a customer service _____
- 9 The total number of days revision activities take place
- 11 What the *Appointment and Oath* gives you
- 12 Some revising agents will work here during what is described in 7 down

Defining "Ordinarily Resident"

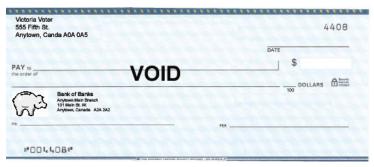
Elector	Qualified to Vote? Y/N	Why or Why Not?
Elector A:		
18 years of age		
Currently living in university residence		
Goes home to visit his parents for holidays and to work during the summer		
Canadian citizen		
Wants to vote at the university, which is in your electoral district		
Elector B:		
65 years of age		
Canadian citizen		
Lives in Marco Island, Florida, as a U.S. resident		
Lives during the summer months in a condominium he owns in Sherbrooke, Que.		
Wants to vote in the electoral district of Sherbrooke		
Elector C:		
• 37 years of age		
Living at the family cottage for the summer		
 Lives and works in another electoral district the remaining 10 months of the year 		
Wants to vote in the electoral district where the cottage is located		

Activity: Identification and Proof of Residency

Elector #1: Victoria Voter

Did the elector provide satisfactory documentation? Why or why not?

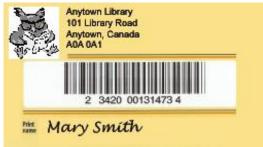


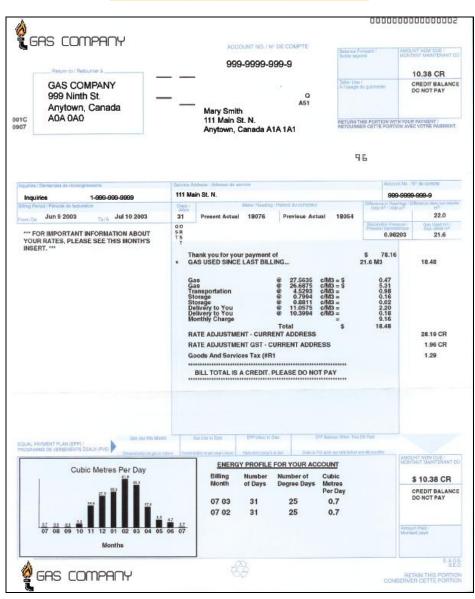


Activity: Identification and Proof of Residency

Elector #2: Mary Smith

Did the elector provide satisfactory documentation? Why or why not?



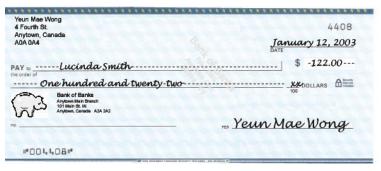


Activity: Identification and Proof of Residency

Elector #3: Yeun Mae Wong

Did the elector provide satisfactory documentation? Why or why not?		





Module 1: Review Questions

1.	Revision lasts: a) Until 6:00 p.m. on day 6 of the electoral calendar b) Until polling day c) Until the day before polling day d) 30 days	
2.	When you are offering the elector every available option to take part in the electoral process, you are: a) Being polite b) Acting in the best interests of the elector c) Violating legislation d) Providing good customer service	
3.	Satisfactory documentation includes:	
	a) One document including name, current address and signature of the elector, such as a driver's licence	
	 Two documents, one showing the name and signature of the elector, and the other showing the name and current address of the elector 	
	c) An affidavitd) Any of the above	
	a) This di the above	
4.	"Ordinarily resident" means:	
	a) The elector has a choice about where he can register to vote	
	b) Electors living in shelters or hostels cannot register to vote	
	c) Canadian Forces electors can't vote in their electoral district	
	d) The person calls that place home and returns there after being away	
	there after being away	
5.	The rights of electors include the right to:	
	a) Bilingual service	
	b) Assistance, if requested or requiredc) Confidentiality	
	d) All of the above	

Module 2: Revision of the Lists of Electors Using the REVISE System

Module 2: Objectives	
At the end of this module, you will be able to:	
 Follow the procedures to update, create or remove an elector record using REVISE 	
Check a <i>Journal Report</i> for errors	
Complete the <i>Transaction Log</i>	

List of Electors #1

#	Name	Street Address	Municipality	P.C.	DOB
1	Brian Paul	1007 Ramsgate	Kimberly	D9E 2J6	April 1, 1980
2	Yvon Deschamps	1009 Ramsgate	Kimberly	D9E 2J7	Oct. 15, 1979
3	Indu Shukla	1110 Ramsgate	Kimberly	D9E 2J6	June 30, 1959
4	Neil Pierce	1113 Ramsgate	Kimberly	D9E 2J7	Jan. 23, 1929
5	Rosemary Dion	1118 Ramsgate	Kimberly	D9E 2J6	Feb. 07, 1925
6	Barry Wood	1123 Ramsgate	Kimberly	D9E 2J7	Mar. 17, 1953
7	Lucas Szalpczynski	1135 Ramsgate	Kimberly	D9E 2J6	July 31, 1948
8	Tom Maranachzi	1138 Ramsgate	Kimberly	D9E 2J7	Sept. 10, 1983
9	Karen Levitt	1140 Ramsgate	Kimberly	D9E 2J6	Nov. 4, 1987
10	Gordon Wong	1050 Ramsgate	Kimberly	D9E 2J7	May 5, 1968
11	Andy Josephs	1053 Ramsgate	Kimberly	D9E 2J6	June 28, 1962
12	Mary Schneider	1054 Ramsgate	Kimberly	D9E 2J7	Aug. 6, 1979
13	Greg McLearn	1056 Ramsgate	Kimberly	D9E 2J6	Nov. 2, 1981
14	Yuan Wang	1058 Ramsgate	Kimberly	D9E 2J7	Dec. 19, 1972
15	Christina George	1059 Ramsgate	Kimberly	D9E 2J6	Jan. 18, 1949
16	Darrell Haack	1060 Ramsgate	Kimberly	D9E 2J7	July 30, 1957
17	Renee Cabot	1061 Ramsgate	Kimberly	D9E 2J6	May 11, 1976
18	Amanda Dunn	1063 Ramsgate	Kimberly	D9E 2J7	Sept. 15, 1952
19	Jamie Renaud	1065 Ramsgate	Kimberly	D9E 2J6	June 25, 1945
20	Gerald Ward	1066 Ramsgate	Kimberly	D9E 2J7	Feb. 1, 1939

Revision Task #1

Scenario: The elector you have been assigned did not receive a voter information card. What actions are required based on the results of the search? **Revision Task #2** Complete the transaction using REVISE.

Answering Validation Questions

Validation Question	What does the revising agent do when answering the validation question and
Will the elector sign the form in your presence?	the elector is on the phone? Manual Reference:
2. Did the elector show ID?	the elector applies by mail, has not attached any identification and registration of the elector is required? Manual Reference:
3. Print a Voter Information Sheet immediately?	the elector is in the office? Manual Reference:
	wallual Nelelelice.
4. Mail a Voter Information Card to the elector?	the elector has applied by mail?
	Manual Reference:

Revision Task #3

MaP late that the constant of the	
Validate the transaction.	
Revision Task #4	
NOVIGION TOOK II T	
SCENARIO: The elector wishes to register.	
What actions are required based on the results of	
the search?	
	,

List of Electors #2

#	Name	Street Address	Municipality	P.C.	DOB
1	Donald Arsenault	1516 4th Ave. N. #101	Nelson	D1V 5B4	May 24, 1947
2	Bertha Mohamed Roy	1516 4th Ave. N. #102	Nelson	D1V 5B4	Sept. 16, 1969
3	Gérald Earl Hachey	1516 4th Ave. N. #103	Nelson	D1V 5B4	Apr. 19, 1940
4	Laurie Christine Hachey	1516 4th Ave. N. #103	Nelson	D1V 5B4	Mar. 26, 1951
5	James Whitney Woods	1516 4th Ave. N. #104	Nelson	D1V 5B4	Apr. 8, 1937
6	Brady Herman Chevarie	1516 4th Ave. N. #105	Nelson	D1V 5B4	Sept. 5, 1952
7	Maria Amélie Roy	1516 4th Ave. N. #201	Nelson	D1V 5B4	Oct. 13, 1957
8	Kathleen Bunyan	1527 4th Ave. N. #202	Nelson	D1V 5B3	Dec. 14, 1959
9	Mae Ann Richard	1537 4th Ave. N. #203	Nelson	D1V 5B3	Mar. 21, 1963
10	Sever Daigle	1548 4th Ave. N. #204	Nelson	D1V 5J1	Sept. 23, 1972
11	Sylvain Daigle	1558 4th Ave. N. #201	Nelson	D1V 5J1	Feb. 9, 1964
12	Georgina See-Yee Vienneau	1558 4th Ave. N. #202	Nelson	D1V 5J1	Feb. 21, 1972
13	Viola Morrison Daigle	1558 4th Ave. N. #203	Nelson	D1V 5J1	Nov. 27, 1935
14	Julie Carol Daigle	1558 4th Ave. N. #204	Nelson	D1V 5J1	May 5, 1943
15	René Alfred	1558 4th Ave. N. #205	Nelson	D1V 5B4	Oct. 17, 1933
16	Wanda Alfred	1558 4th Ave. N. #205	Nelson	D1V 5B4	July 22, 1922
17	Lesa M. Bourgeois	1558 4th Ave. N. #205	Nelson	D1V 5J1	June 15, 1929
18	Donna Elizabeth Robichaud	1558 4th Ave. N. #205	Nelson	D1V 5B4	Nov. 7, 1955
19	Gérald Robichaud	1558 4th Ave. N. #205	Nelson	D1V 5B4	Dec. 22, 1966
20	Michael Manson Robichaud	1558 4th Ave. N. #205	Nelson	D1V 5B4	Aug. 13, 1959

Revision Task #5

Scenario: A family member not living at the same address has come in with an elector's voter information card to inform Elections Canada that the elector is deceased.

What action must the revising agent take?	

Gagnon, Jacques
Mayrand, France
Duchesne, Diane
Marchand, Robert
Gratton, Michel
Lafrenière, Maude
Bélisle, Denis
Girard, Benjamin
Morin, Julie
Bradley, Kyle

Revision Task #6

Scenario: The elector has moved from another province (Quebec) and wants to make sure he is registered to vote in the coming election.

What actions were required based on the results of the search?

Follow-up Activities

•	Print, check and correct the Journal Report.	
•	Complete the Journal Report Control Log.	
•	Give the <i>Journal Report</i> to your partner for verification.	
•	Check your partner's Journal Report.	
•	Complete the <i>Transaction Log</i> (EC 40091), if required.	
•	Mail paperwork, if required.	
•	Check with the revision supervisor for additional follow-up tasks.	
	Tollow up tacker	_
		_
		_

Sample Journal Report

Page 1 c			al Repoi					24076 Mont-Plaisii Mont-Plaisii	District/ 2407	
Adresse physique et adresse postale (si différente)	A	Nom, (Sexe), D. de N.	Iden	RNÉ	N° de Sea	SV	N° de RÉVISE	Jour et heure		V
Physical Address and Mailing Address (if different)	Р	Name, (Gender), D.O.B.	ID	ROE	Seq. No.	PD	REVISE No.	Date and time	V Date a	V
1716 Back RD Lyttleton QC	1	CARTER, KAREN, ALEXANDRA (F) 22/05/1931	1	N		006-0	28731133	003 09:01:03	26/08/2003 09	
10107 Caldwell av/Ave Nelson QC	1	MALEK, DIANE N (F)	- 1	Υ		005-0	90000040	003 09:02:28	26/08/2003 09	
108 Seneca RD McKinleyville QC	1	PEPIN, ANDRE JOHN (M) 02/04/1960	0	Ν		0-800	43278348	003 09:04:46	26/08/2003 09	
75 Chaplin Island Cross MONTÉE Cambridge QC	7	JOHANIS, NATALEI F (Ù)	I	Υ		012-0	90000041	003 09:05:58	26/08/2003 09	
25 1 Arch rue/St Châteauguay QC / PO box 145 Chateaugay QC G5B6V2	2 C	MA, DOMINIC (M)	I	Υ		013-0	90000042	003 09:17:47	26/08/2003 09	
2059 5 Dalhousie rue/St Nelson QC D5B2B5 PO B Nelson QC D5B 2B5	2	HAN, JULIE H (F)	1	Υ		004-0	90000043	003 09:18:28	26/08/2003 09	
2059 5 Dalhousie rue/St Nelson QC D5B2B5 PO B Nelson QC D5B 2B5	2	HAN, JEFF (M)	I	Υ		004-0	90000044	003 09:20:20	26/08/2003 09	
2059 5 Dalhousie rue/St Nelson QC D5B2B5 PO B Nelson QC D5B 2B5	2	HAN, ANGELICA (U)	1	Υ		004-0	90000045	003 09:21:38	26/08/2003 09	
12134 54 St. Patrick's rue/St Langley QC D9E1V1		WHEELER SLOAN, HUIYING ELAINE (F)	I	N	4	007-0	26091364	003 09:23:23	26/08/2003 09	
1228 Banff av/Ave Nelson QC D9E 1L9	1	MONGEON, TERRY EDWARD (M) 08/12/1958	0	N	7	005-0	56431247	003 09:23:50	26/08/2003 09	
112 16 4e av/Ave N Nelson QC D8B5D7	1	LEMAY, JENNNIFER G (F)	I	Υ		003-0	90000046	003 09:25:49	26/08/2003 09	
112 4e av/Ave N Nelson QC D8B5D7	1	LEMAY, ROBERT N (M)	- 1	Υ		003-0	90000047	003 09:27:00	26/08/2003 09	
12 2 Williamstown QC / RR5, Site 13 A Williamstow D1V5E9		FOWLIE, MAARY MARGARET A (F) 27/05/1075	I	N	18	001-0	17651003	003 09:27:40	26/08/2003 09	
12185 St Patrick's rue/St Langley QC D9E1V1	1	LANGLAIS, MARIE-CLAIRE JILL (F) 17/12/1978	0	Ν	11	007-0	13704563	003 09:29:07	26/08/2003 09	
1517 109 Riverside DR Oak Point QC		MCMILLAN, PETRINA NICKI (F) 17/06/1957	I	Ν		015-0	13817809	003 09:30:00	26/08/2003 09	
1792 Back RD Lyttleton QC / PO Box lyttleton QC D5F4R8		DORREL, MARTIN JOSEPH (M)	I	Υ		006-0	90000048	003 09:31:42	26/08/2003 09	
10225 2003 Caldwell av/Ave Nelson QC D9E2H2	1	PILON, ALLEN ALBERT (M) 19/10/1943	0	Ν	40	005-0	34231281	003 09:32:11	26/08/2003 09	
1657 Jasper av/Ave Melfort QC	62 1	MCGUIRE MCCRANK, NAOMI JEAN (F) 18/11/1962	I	N		014-0	34771305	003 09:32:57	26/08/2003 09	

Journal Report for User:

Rapport d'activités pour l'usager: ilabelle

26/08/2003 10:33:35 Electoral District/ 24076 Mont-Plaisir Journal Report No./ Mont-Plaisir Rapport d'activités No: ilabelle 2608 103335 Page 2 of/de 2 Circonscription: N° de Nº de RÉVISE RNÉ Jour et heure SV Ident. Nom, (Sexe), D. de N. Adresse physique et adresse postale (si différente) Seq Date and time Seq. V F REVISE No. PD ROF ID Name, (Gender), D.O.B. Physical Address and Mailing Address (if different) No. T+ 0 26/08/2003 9:34:18 14654637 015-0 Ν HACHEY, GERALD EDWARD (M) 24/01/1954 1045 Baisley RD Wayerton QC D8F2R6 T+ 30850989 015-0 0 HEARTY, SHERRI ANN (F) 16/03/1960 1045 Baisley RD Wayerton QC D8F2R6 26/08/2003 9:35:50 Ν С 26/08/2003 9:36:17 19566757 004-0 28 BRADLEY, MARTINE (F) 08/12/1931 1063 A 2e av/Ave NO/NW Nelson QC D1V5C5 Ν С 26/08/2003 9:37:08 11856432 003-0 28 Ν ARSENAULT. DON (M) 24/05/1947 1516 101 4e av/Ave N Nelson QC D1V 5B4 R1 26/08/2003 9:38:11 14342352 008-0 2 Ν Ω BRUNETTE, JANICE EDITH (F) 30/11/1919 171 Crystal Springs McKinleyville QC D0C1H0 T+ 26/08/2003 9:39:00 51566541 004-0 1004 154 2e av/Ave NO/NW Nelson QC Ν BOYER, RONALD WENDELL (M) 17/06/1975 R3 1833 Keenan av/Ave Cambridge QC D9E2K2 26/08/2003 9:35:47 17213231 012-0 11 0 BRIGHT, IBRAHIM (M) 21/03/1950 Α 26/08/2003 9:41:39 90000049 015-0 GOMEZ, ALEXANDRA N (F) 1028 14 Baisley RD Wayerton QC D5E5E4 1028 Baislev RD Waverton QC D5E5E4 Α 26/08/2003 9:43:15 90000050 015-0 GOMEZ, MARTINA F (F) R2 436 1e rue/St O/W Nelson QC D0C1H0 26/08/2003 9:43:48 11320897 003-0 11 LEGOFF, REBECCA ERNESTINE (F) 02/03/1938 М 12527198 015-0 769 Impala CRES Etobicoke QC 26/08/2003 9:44:14 MURDOCK, DENIS JAMES (M) 25/05/1967 M 26/08/2003 9:45:06 19494532 005-0 REDMAN, ALLAN (M) 09/01/1953 10109 Caldwell av/Ave Nelson QC D5E2F5 M 26/08/2003 9:46:16 16511215 501-0 ZHANG, YUN HONG (F) 08/10/1961 3026 2A Moutain RD Châteauguay QC M 26/08/2003 9:47:40 87491800 002-0 Ν MUNSON, ETIENNE JOSEPH (M) 04/06/1938 195 Gable CRES Red Bank QC D5W2V6 М 195 Gable CRES Red Bank QC D5W2V6 / Boîte 14 Site 26/08/2003 9:47:44 23041801 002-0 Ν MUNSON, PAULINE ANN (F) 26/11/1970 2 Saint-Louis de Kent QC D9E1L3 Ces transactions ont été complétées conformément à la Loi électorale du Canada. These Elector Transactions were completed in accordance to the Canada Elections Act. Agent réviseur / Revising Agent Agent réviseur / Revising Agent Date A = Added / Ajouté C = Corrected / Corrigé 1 Rn = transaction de radiation 6 M = Move in transaction / Déménagement à l'int. de la circ. M- = Move in cancelled / Déménagement à l'int. de la circ. annulé T+ = Transferred from another ED / Transfert entrant UT+ = Transferred from another ED cancelled / Transfert entrant annulé 1 = Deceased elector / Électeur décédé UT- = Transferred to another ED / Transfert sortant annulé 2 = Elector request / Électeur a fait la demande 2 L = Local SVR transaction / RÉS local 3 = No longer at address / N'habite plus à cette adresse 3 L- = Local SVR cancelled / RÉS local annulé 4 = not qualified / Non qualifié 0 N = National SVR transaction / RÉS national 5 = Duplicate / Doublon 0 N- = National SVR cancelled / RÉS national annulé V = Advance Poll transaction / Vote par anticipation 0 Rn- = Removal cancelled / Radiation annulée 0 V- = Advance Poll cancelled / Vote par anticipation annulé Any prohibited use of this information will entail the imposition of penalties Toute utilisation interdite de cette information rend passible des peines Prévues par la Loi électorale du Canada et la Loi référendaire. Under the Canada Elections Act and the Referendum Act.

Sample Transaction Log (EC 40091)

Elections C	Canada			action Log es transactions			EC 40091 Page
1	2	3	4	5	6	7	8
Elector Name Nom de l'électeur	Date of Birth Date de naissance	Address Adresse	Telephone Téléphone	Description of the issue / inquiries Description du problème / demande	Action taken Mesure prise	RA AR	Date sent Date de l'envoi
John Roy	March 23, 1973	526 Willows, St. Albert, BC	521-1234	Elector will come to sign form		DN	
Jane Smith	Sept. 22, 1949	95 Beech Ave St. Albert, BC	523-4567	Elector requested form	Form mailed to Elector	NL	March 4, 2004
Mary Hubert	April 9, 1977	5830 Montcalm St. Albert, BC	534-6789	Elector will send ID		TM	March 5, 2004
Mike Mooney	June 1, 1970	2-10 Deer St. Albert, BC	567-9876	Elector requested a registration form by phone	Form sent	JL	March 8, 2004
Joseph White	December 2, 1950	364 River Road St. Albert, BC	543-7390	Letter of authorization needed. Elector will come		NL	
				erified by the Revision Supervis Vérifié par le superviseur de la			

Module 2: Review Questions

1.	When completing Step 1: Conduct the search, always:	
	a) Conduct the national search first.b) Conduct the local search first.	
	c) Make sure you have the GEO list available.	
	d) Use the person's last address, not their current address.	
	444.000.	
2.	When REVISE finds other electors registered at the	
	same address, when the data is entered:	
	 a) Ask the elector to provide the names of any other qualified electors living at the same address. 	
	b) Immediately remove the electors.	
	c) Get the revision supervisor to verify the data.d) Tell the elector the names you found in REVISE	
	living at the same address so he can tell you if they live at the same address.	
	and, are dame address.	
2	Completing a transaction involves:	
ა.	Completing a transaction involves: a) Registering all electors who live at the same	
	address	
	 b) Only accepting applications for people who are not currently on the list of electors 	
	c) Updating an existing record, removing or creating a record	
	d) Three revising agents signing the form when it is	
	printed	
4.	The Journal Report is:	
	 a) A summary of all the records you have updated, created or removed during that work session 	
	b) A diary you write that tells the revision supervisor what you have done during your shift	
	c) A report to the returning officer that updates him on the revision activities in the office	
	d) Created by the automation coordinator to calculate time spent on the computer	
	•	
5.	REVISE asks validation questions that are relevant	
	to the transaction.	
	a) True b) False	
	2, . s. 60	

Module 3: Revision of the Lists Using Forms

Module 3: Objectives	
At the end of this module, you will be able to:	
 Follow the procedures to register or revise an elector 	
Complete the <i>Transaction Log</i>	

Activity: Revision of the Lists Using Forms

Louis wants to make sure he is on the list of electors. He has received a voter information card (VIC) for someone who does not live at his address. Louis lives alone.	
Current Address: 1052 Ramsgate Kimberly, ON	
D9E 2J7	
Date of Birth: October 19, 1954	
What is the status of the elector?	
What action should the revising agent take?	
Elector B: Gordon Wong	
Gordon wants to register to vote for the first time since becoming a Canadian citizen.	
Current Address: 1050 Ramsgate Kimberly, ON	
D9E 2J7	
Date of Birth: May 5, 1978	
What is the status of the elector?	
What action should the revising agent take?	
What action should the revising agent take?	

Application for Registration on the List of Electors (EC 40100)

Application for Registration (See sections 93, 97, 101, 44, 47 of Entitlement to vote: 1. Canadian citizen 2. 18 years of age by polling day 3. Ordinarily resident in the electoral district 1 Electors requesting registration Family name Given name Tick here and sign if you DO NOT want your name added to the National Register of Electors Tick here and sign if you DO NOT want your name added to the National Register of Electors Tick here and sign if you DO NOT want your name added to the National Register of Electors		Gender M F		of birth
1. Canadian citizen 2. 18 years of age by polling day 3. Ordinarily resident in the electoral district 1 Electors requesting registration Family name Given name Tick here and sign if you DO NOT want your name added to the National Register of Electors Tick here and sign if you DO NOT want your name added to the National Register of Electors	1. Name 2. Address 3. Signature	Gender	Date (of birth th Year V
Family name Given name Tick here and sign if you DO NOT want your name added to the National Register of Electors Tick here and sign if you DO NOT want your name added to the National Register of Electors	Middle name	M F	170.000.00	Year V
☐ Tick here and sign if you DO NOT want your name added to the National Register of Electors ☐ Tick here and sign if you DO NOT want your name added to the National Register of Electors ☐ Tick here and sign if you DO NOT want your ☐ Tick here and sign if you DO NOT want your	Middle name	M F	170.000.00	Year V
☐ Tick here and sign if you DO NOT want your name added to the National Register of Electors ☐ Tick here and sign if you DO NOT want your name added to the National Register of Electors ☐ Tick here and sign if you DO NOT want your		F	Day World	v
☐ Tick here and sign if you DO NOT want your name added to the National Register of Electors ☐ Tick here and sign if you DO NOT want your name added to the National Register of Electors ☐ Tick here and sign if you DO NOT want your				
☐ name added to the National Register of Electors ☐ Tick here and sign if you DO NOT want your name added to the National Register of Electors ☐ Tick here and sign if you DO NOT want your				Пи
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☐ Tick here and sign if you DO NOT want your name added to the National Register of Electors ►				
Tick here and sign if you DO NOT want your				
Tick here and sign if you DO NOT want your		Шм		U
name added to the National Register of Flectors		F		
— Harrie added to the National Hegister of Electors				
		□ M □ F		
☐ Tick here and sign if you DO NOT want your name added to the National Register of Electors				
2 Current address of ordinary residence for electors list	ted in section 1			
D Number Street	ica in scotion i		Apar	tment/Unit
ity, town, village or municipality		Province or territor	ory Posta	al code
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	90			
lome telephone (optional) Business telephone (optional)				
ity, town, village or municipality 4 Previous home address for electors listed in section 1	ı	Province or territo	ory Posta	al code
lector ED/PD	Elector		E	ED/PD
lumber, street, apartment or unit	Number, street, apartment or unit			
ity, town, village or municipality Province or territory	City, town, village or municipality		P	Province or territory
				151
5 Previous residents				
The electors listed in section 1 are the only electors residing at the address listed in section 2.		f previous reside		on the
Yes No				t at Address form
6 Identification of person making the application if not I	listed in section 1			
ame	Home telephone		Letter(s)) of authorization
ddress			provide	d by elector(s) ing a registration
city, town, village or municipality Province or territory	Postal code			cation of applicant
			provide	d
7 Declaration	8 Authorizat	ions		
The personal information you provide is used for federal and provi purposes only. It is protected under the <i>Canada Elections Act</i> and <i>Privacy Act</i> . The information is retained in Personal Information Ba CEO PPU 005 and CEO PPU 037.	the anks			
I, the undersigned, declare that my name appears in either section and I certify that all the above persons are Canadian citizens, will 18 years of age or older on polling day and are ordinarily resident	be	gent		evising Agent
the electoral district.	I accept this reques			
Signature of applicant Date	_	ırning Officer or As		

Activity: Complete the Transaction for Gordon Wong

Elector Information – Gordon Wong

- Does not have a middle name
- Current phone number: (393) 864-5190
- Wants to be on the NRoE
- Mailing address is the same as his address of ordinary residence
- Previous home address and phone:
 10 Overlea Dr., #907
 Winston, Ontario D3E 4J6
- No other people that live at the residence are qualified to vote



1050 Ramsgate Kimberly D9E 2J7		DATI	4408
AY to	VOID		S DOLLARS
Bank of Banks Anytown Main Branch 101 Main St. W. Anytown, Caredia A2A 2A	a		100 DULLARS EDITION
		PEA	

Activity: Validation Questions

Which validation questions apply to Gordon Wong's application for revision? Why?	

Application for Revision (EC 40111)

\mathbf{X}			App	lication for	Revision		ED#				PR	
Electio	ons Canada	a (S	ee sections 93, 9	97, 99, 101, 44, 47 of	the Canada Ele	ections Act)	25 "				França	is au ve
1 Type	e of applica	tion	2 3	100				9835				
and dist	nsfer fron other elec- trict Elector is ordinal esident within the electoral district	toral		e within lectoral ct	2. Th 3. Th thi	e elector is dece e elector wishes e elector does n is address at a qualified ele- uplicate record	to be remove not live at	ed	70 70	Mailii Fami Giver	ent home ng addre ly name n name lle name	
date of b		no match with	home address a date of birth, th		Substant	tiating document	tation			Geno		
2 Elec	tors requiri	ng revisior	,	**								
Sequence	Far	nily name		Given name		Middle nam	ne (Gender	_	Date of b	1000	
number								M F	Day	Month	Year	U VIO
								M F M				
								□ F				
3 Curr	uant addusa	o of ouding	m, rocidonos	e for electors lis	ated in east	ion 0		F				□ ID
D	Number	Street								Apartm	ent/Unit	
ity, town, vi	illage or municipa	lity					Province of	or terri	tory	Postal	code	
4 Mail	iling address		3.556(10Q) 0.506(590)	s telephone (optional) I to another addr	ess, such as	a post office	box or a ru			Postal (code	
4 Mail ity, town, vii	ling address	lity	il is delivered	1						Postal o		
4 Mail ity, town, vii 5 Previector	ling address	address fo	il is delivered	to another addr	uiring revisi		Province of					
4 Mail ity, town, vii Frev lector	ling address	address fo	il is delivered	to another addr	Elector Number, stre	on	Province of			ED/		erritory
4 Mail 5 Previector umber, street	ling address iilage or municipal vious home et, apartment or u	address fo	il is delivered	i to another addr	Elector Number, stre	On eet, apartment or u	Province of			ED/	PD	erritory
4 Mail ity, town, vii 5 Previector umber, street 6 Previector	ling address illage or municipal vious home et, apartment or u illage or municipali vious reside tors listed in sess listed in se	address for a true ection 2 are ection 3.	il is delivered	i to another addr	Elector Number, stre	eet, apartment or u village or municipali	Province of	reside elect	tory	Prov	PD vince or te	25
4 Mail 5 Previector umber, streetity, town, vii 6 Prev The elect the addre	illage or municipal vious home et, apartment or u illage or municipali vious reside tors listed in sess listed liste	address for a treection 2 are ection 3.	or electors in	section 2 requeby/PD Province or territory	Elector Number, stre	eet, apartment or u village or municipali	Province of the province of th	reside elect	tory	Prov	PD vince or te	25
4 Mail 5 Prevelector umber, streetity, town, vii 6 Prevented address 7 Iden	illage or municipal vious home et, apartment or u illage or municipali vious reside tors listed in sess listed liste	address for a treection 2 are ection 3.	or electors in	I to another addr Disection 2 required ED/PD Province or territory Diove) Dors residing at	Liring revision Elector Number, stre City, town, v	eet, apartment or u village or municipali	Province of the province of th	resident Long	ents apports a	Provipear on ident at	PD vince or te	form
4 Mail ity, town, vii 5 Previector umber, street ity, town, vii 6 Previector The elect the addre 'Yes 7 Iden ame	illage or municipal vious home et, apartment or u illage or municipali vious reside tors listed in sess listed liste	address for a true ection 2 are ection 3.	or electors in	I to another addr Disection 2 required ED/PD Province or territory Diove) Dors residing at	Liring revision Elector Number, stre City, town, v	on eet, apartment or u village or municipali Veri pre Corection 2	Province of the province of th	reside elect	Lette	Provided at the state of the st	PD vince or te	form on of addre
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4 Mail 5 Previous proving the street of the	ling address illage or municipal vious home et, apartment or u illage or municipal vious reside tors listed in sess listed in sess No ntiffication of illage or municipal	address for a true ection 2 are ection 3. f person multity ion you provotected under mation is reto O PPU 037. clare that my	ansfer or a me the only elector aking the application of the canada and an electric the canada and an	n section 2 requestion by the section 2 requestion by the section 2 requestion by the section at the section by	liring revisi Elector Number, stre City, town, v listed in set Home te	on eet, apartment or u rillage or municipali Veripre Cor ection 2 elephone Postal code 9 Authori This form was c	Province of the state of the st	reside elect	Lette Letter provi reque ldentile provii	Provident at a string of the s	the Address uthorizatielector(s) change of	form on of addre
4 Mail ity, town, vii 5 Prev lector umber, street the elect the addres 7 Iden ame ddress ity, town, vii 8 Dec The pers purpose Privacy / CEO PPi I, the un-	ling address illage or municipal vious home et, apartment or u illage or municipal vious reside tors listed in sess listed in sess No ntiffication of illage or municipal	address for a true ection 2 are ection 3. f person multity ion you provotected under mation is reto O PPU 037. clare that my	ansfer or a me the only elector aking the application of the canada and an electric the canada and an	Province or territory federal and province or territory	liring revisi Elector Number, stre City, town, v listed in set Home te	eet, apartment or u rillage or municipali rillage or municipali Cor ection 2 elelephone Postal code 9 Authori This form was conserved.	Province of the state of the st	reside elect Long	Lette Letter provi reque ldentile provii	Provident at a string of the s	the Address uthorizati elector(s) change of	form on of addre
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Activity: Complete the Transaction for Louis Pepin

Elector Information – Louis Pepin	
Is requesting a voter information card	
Current address is:	
1052 Ramsgate	
Kimberly, ON D9E 2J7	
His previous address is:	
983 Ramsgate Kimberly, ON	
D9E 2J9	
 Current phone number: (313) 736-4510 	
Date of birth is October 19, 1954	
	_

Activity: Validation Questions

Which validation questions do not apply to Louis Pepin's application for revision? Why?	
	,
	-

Module 3: Review Questions

1.		e applicant has not been found using the GEO . You must:	
	a)	Proceed with a national search using the ESU if it is available or complete an <i>Application for Registration – Targeted Revision at Elector's Residence</i> (EC 40113 or EC 40118)	
	b)	Complete an <i>Application for Registration on the List of Electors</i> (EC 40110 or EC 40115)	
	c)	Take the name of the elector and give it to the returning officer to check the National Register of Electors	
	d)	Advise the elector he cannot vote	
2.	Siç	gn registration and revision forms:	
	b)	Only once, unless you have to make changes When you have received the form back and have checked that it has been properly completed	
	,	Once on the front and once on the back Before you register the elector or revise his information	
3.	Th	e purpose of Step 3: Validate the transaction is:	
	a)	To make sure the elector has met the requirements for a specific transaction after you have completed the correct form	
	,	To legalize the transaction	
	,	To offer voting options for polling day To make sure a VIC is sent to the elector	
4.	be	meone making an application for registration on half of another elector not living at the same dress must provide:	
	a)	A letter of authorization signed by the person on whose behalf the application is being made	
	,	A credit card with his signature	
	,	A voter information card for himself A reference	
_	Do	vising agents should not register alcotors who do	
5.	no	vising agents should not register electors who do to provide a date of birth even when they are alified to vote.	
	•	True	
	b)	False	

Module 4: Targeted Revision

Module 4: Objectives	
At the end of this module, you will be able to:	
Follow the procedures to register an elector	
Complete the Record of Visits	
Targeted Revision	
What?	
 Revising agents work in pairs to go door to door or visit facilities to register electors or revise their 	
information.	
Why?	
 To ensure that all qualified electors in a specific location or area are registered to vote. 	
Where?	
Institutions, nursing homes and chronic care	
facilities • Areas of high mobility	
New residential addresses	
 Other areas designated by the RO 	

MARCH 2010 29

Targeted Revision – Record of Visits (EC 40106)

Ele	ction	s Can	ada	Targ	eted R	evi	ision -	Reco	rd of \	Visits		EC 4010)6 (0 ⁻
Day 2	8			Range:	2		PD: 67			Team:	: 1		
Å	\ddress	s Range			F Units or omes Confirme Landlor	d by	Date of Visit	Un	occupie	ed / Vaca	ant Units	s or Hon	nes
								102	105	204	401	402	
							6 - 6						
308 Th	e Prome	enade		36	5		Monday 6						
							Mo						
					Schedu	le (of Seco	nd Vis	its				
ı	Date to	Return		Wed	Inesday		Betw	9 a.m. and noon Between noon and 6 p.m. 6 p.m. and 9 p.m.			□ ☑		
		ı			Buildin	g c	or Unit N	lumbe	rs				
-101-	203	-301-	-302	404	405	-50		502 -					
	Fi	rst Vis	its		Sub-to	tal		Sec	ond Vi	sits		Sub- total	То
No. of units or homes visited - the revising agents knocked on door (do not include vacant units and confirmed by landlord) No. of units confirmed by landlord			ts knocked on door vacant units and confirmed onfirmed by landlord				(Do not i	No. of units or homes visited (Do not include vacant units and confirmed by landlord)		i	8		
because	e landlor	d confirm nit was va	ed elec		5								
No. of	forms o	omplet	ed		12		No. of fo	rms con	npleted			3	
No. of	second	visits s	chedu	ıled	8		No. of kit	ts left af	ter seco	nd visit		2	

Application for Registration – Targeted Revision at Elector's Residence (EC 40113)

Elec	tions Canada	Application for R at E	Registration Tlector's Res	- Targeted Rev idence	ision	EC 40113 (02/09
			101(1) (d), Canada	El ections Act	Français au	verso ED#:
	on 1 Electors requ	uesting registration				
No.	Family name	Given nam	e	Middle name	Gender	Date of birth Day/Month/Year
1.					□ M □ F	1 1
2.					□ M	1 1
3.					□М	1 1
4.					□ F	, ,
					□F	, ,
Sectio	on 2 Current hor	ne address for electors listed	in section 1			
PD No	Number Street		Apt./Un	it City, town, village or	municipality	Province or territory
	Postal code	Telephone numbers (optional) Home () –	Offi		-	-
1.	Name of elector	Number, stree	et, apt./unit	City, town, village or m	unicipality Provinc Territo	
1.	Name of elector	Number, stree	et, apt./unit	City, town, village or m		
2.	Name or elector	Number, stre	et, apt./unit	City, town, village or m		
2.	Name or elector	Number, stre	et, apt. /unit	City, town, village or m		
2.	Name or elector	Number, stre	et, apt./unit	City, town, village or m		
2. 3. 4.		Number, stree	et, apt./unit	City, town, village or m		
2. 3. 4.	on 5 Oath	Number, stre			Territo	ory ED PL
2. 3. 4. Section I under:	on 5 Oath or solemnly affirm tha 1 is a Canadian citizen stand that the informa	t I am a Canadian citizen, that I will be and will be 18 years of age or over on tion on this form is used for federal ar	18 years of age or ov election day and that id provincial electoral	er on election day, that I trul I (we) am (are) ordinarily re purposes only. It is protected	y believe that any othsident within this elec	er elector listed in total district.
2. 3. Section swear section unders	on 5 Oath or solemnly affirm tha 1 is a Canadian citizen stand that the informa	t I am a Canadian citizen, that I will be and will be 18 years of age or over on	18 years of age or ov election day and that id provincial electoral	er on election day, that I trul I (we) am (are) ordinarily re purposes only. It is protected	y believe that any othsident within this elec	er elector listed in total district.
2. 3. 4. Section I under:	on 5 Oath or solemnly affirm tha 1 is a Canadian citizen stand that the informa	t I am a Canadian citizen, that I will be and will be 18 years of age or over on tion on this form is used for federal ar retained in Personal Information Banl	18 years of age or ov election day and that id provincial electoral	er on election day, that I trul I (we) am (are) ordinarily re purposes only. It is protected	y believe that any othsident within this elec	er elector listed in total district.
2. 3. 4. Section I under:	on 5 Oath or solemnly affirm tha 1 is a Canadian citizen stand that the informa Act. The information is	t I am a Canadian citizen, that I will be and will be 18 years of age or over on tion on this form is used for federal ar retained in Personal Information Banl Signature of elector	18 years of age or ov election day and that id provincial electoral	er on election day, that I trul I (we) am (are) ordinarily re purposes only. It is protected	y believe that any othsident within this elec	er elector listed in total district.
2. 3. 4. Section Section Uniders	on 5 Oath or solemnly affirm tha 1 is a Canadian citizen stand that the informa Act. The information is	t I am a Canadian citizen, that I will be and will be 18 years of age or over on tion on this form is used for federal ar retained in Personal Information Banl Signature of elector	18 years of age or ov election day and that id provincial electoral cs CEO PPU 005 and C	er on election day, that I trul I (we) am (are) ordinarily re purposes only. It is protected EO PPU 037.	y believe that any othsident within this elec	er elector listed in total district.
2. 3. 4. Section Section Uniders	on 5 Oath or solemnly affirm tha 1 is a Canadian citizen stand that the informa Act. The information is	t I am a Canadian citizen, that I will be and will be 18 years of age or over on tion on this form is used for federal ar retained in Personal Information Banl Signature of elector	18 years of age or ov election day and that id provincial electoral cs CEO PPU 005 and C	er on election day, that I trul I (we) am (are) ordinarily re purposes only. It is protected EO PPU 037.	y believe that any othsident within this elec	er elector listed in total district.
2. 3. 4. Section Section Uniders	on 5 Oath or solemnly affirm tha 1 is a Canadian citizen st. Act. The information is on 6 Authorization on has been complete	t I am a Canadian citizen, that I will be and will be 18 years of age or over on tion on this form is used for federal ar retained in Personal Information Banl Signature of elector	18 years of age or ov election day and that id provincial electoral cs CEO PPU 005 and C	er on election day, that I trul I (we) am (are) ordinarily re purposes only. It is protected EO PPU 037.	y believe that any othsident within this elec	er elector listed in total district.
2. 3. 4. Section lunders Privacy Section	on 5 Oath or solemnly affirm tha 1 is a Canadian citizen st. Act. The information is on 6 Authorization on has been complete	t I am a Canadian citizen, that I will be and will be 18 years of age or over on tion on this form is used for federal ar retained in Personal Information Banl Signature of elector ons (for office use only)	18 years of age or ov election day and that id provincial electoral cs CEO PPU 005 and C	er on election day, that I trul I (we) am (are) ordinarily re purposes only. It is protected EO PPU 037.	y believe that any othsident within this elec	er elector listed in toral district.
2. 3. 4. Section lunders Privacy Section	on 5 Oath or solemnly affirm tha 1 is a Canadian citizen stand that the informa Act. The information is on 6 Authorizati orm has been complete Revisin	t I am a Canadian citizen, that I will be and will be 18 years of age or over on tion on this form is used for federal ar retained in Personal Information Banl Signature of elector ons (for office use only) ed in our presence and is in accordar g Agent	18 years of age or ov election day and that id provincial electoral cs CEO PPU 005 and C	er on election day, that I trul I (we) am (are) ordinarily re purposes only. It is protected EO PPU 037.	y believe that any othsident within this elec	er elector listed in toral district.
2. 3. 4. Section lunders Privacy Section	on 5 Oath or solemnly affirm tha 1 is a Canadian citizen stand that the informa Act. The information is on 6 Authorizati orm has been complete Revisin	t I am a Canadian citizen, that I will be and will be 18 years of age or over on tion on this form is used for federal ar retained in Personal Information Banl Signature of elector ons (for office use only)	18 years of age or ov election day and that id provincial electoral cs CEO PPU 005 and C	er on election day, that I trul I (we) am (are) ordinarily re purposes only. It is protected EO PPU 037.	y believe that any othsident within this elec	er elector listed in ctoral district. lections Act and the

Application for Registration – Targeted Revision at Elector's Residence (EC 40113)

		Application for Registration at Elector's R	on - Targeted Revision	า	EC 40113 (02/09
Elect	tions Canada	Section 101(1) (d), Can		Français au	verso ED#:
Sectio	n 1 Electors requestin	g registration			
Seq. Fa	amily name	Given name	Middle name	Gender	Date of birth Day/Month/Year
1.				□ M	1 1
2.				□ F	90. 00.
3.				□ F	/ /
4.				□F	/ /
				□ M □ F	1 1
Sectio	n 2 Current home ad	dress for electors listed in section 1			
PD No.	Number Street	Apt	./Unit City, town, village or munici	pality	Province or territory
	Postal code Telep	hone numbers (optional)			
	Home		Office () –	E .	
Sectio	n 3 Mailing address (i	f your mail is delivered to another a	ddress, such as a post office bo	ox or a rura	ıl route)
PO Box/	/RR	City, town, village or r	nunicipality Province or t	erritory P	ostal code
Sectio	n 4 Previous address	of electors listed in section 1			
	Name of elector	Number, street, apt./unit	City, town, village or municipa	lity Provinc	
1.	Name of elector	Number, street, apt./unit	City, town, village or municipa	lity Provinc	
	Name of elector	Number, street, apt./unit	City, town, village or municipa		
	Name of elector	Number, street, apt./unit	City, town, village or municipa		
2.	Name of elector	Number, street, apt./unit	City, town, village or municipa		
1. 2. 3.	Name of elector	Number, street, apt./unit	City, town, village or municipa		
 3. 4. 		Number, street, apt./unit	City, town, village or municipa		
2. 3. 4.	n 5 Oath			Territo	ory ED PL
2. 3. 4. Section	n 5 Oath or solemnly affirm that I am a 1 is a Canadian citizen and wi	Canadian citizen, that I will be 18 years of age c	or over on election day, that I truly believ that I (we) am (are) ordinarily resident w	e that any other	er elector listed in total district.
2. 3. 4. Section	n 5 Oath or solemnly affirm that I am a 1 is a Canadian citizen and wi tand that the information on	Canadian citizen, that I will be 18 years of age c	or over on election day, that I truly believe that I (we) am (are) ordinarily resident w for al purposes only. It is protected under	e that any other	er elector listed in total district.
2. 3. 4. Section	n 5 Oath or solemnly affirm that I am a 1 is a Canadian citizen and wi tand that the information on	Canadian citizen, that I will be 18 years of age c Il be 18 years of age or over on election day and this form is used for federal and provincial elect	or over on election day, that I truly believe that I (we) am (are) ordinarily resident w for al purposes only. It is protected under	e that any other	er elector listed in total district.
2. 3. 4. Section	n 5 Oath or solemnly affirm that I am a 1 is a Canadian citizen and wi tand that the information on	Canadian citizen, that I will be 18 years of age c Il be 18 years of age or over on election day and this form is used for federal and provincial elect	or over on election day, that I truly believe that I (we) am (are) ordinarily resident w for al purposes only. It is protected under	e that any other	er elector listed in total district.
2. 3. 4. Section l swear care in learning and the swear care i	n 5 Oath or solemnly affirm that I am a 1 is a Canadian citizen and wi tand that the information on	Canadian citizen, that I will be 18 years of age of libe 18 years of age of over on election day and this form is used for federal and provincial elect d in Personal Information Banks CEO PPU 005 at	or over on election day, that I truly believe that I (we) am (are) ordinarily resident w for al purposes only. It is protected under	e that any other	er elector listed in toral district.
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Module 4: Review Questions

1.	The purpose of targeted revision is to:	
	a) Ensure the elderly can voteb) Ensure that all qualified voters in a specific	
	location or area are registered to vote c) Target certain areas for special ballots	
	d) Ensure that people in new residential addresses	
	are taken off the list at their old address	
2.	The three things you should do with your revising agent partner prior to conducting visits are:	
	 a) Go out for coffee, read the manual and prepare your forms 	
	 Review the revision procedures together and decide who will lead each transaction 	
	 Attend training sessions, review the revision procedures and decide what areas you and your partner will target for revision 	_
	partiter will target for revision	
2	When conducting revision at the door, ask the	
ა.	following question to confirm that all eligible electors	
	have been registered.	
	a) Does anyone else who is qualified to vote live at this address?	
	b) Can you please tell me the full name of each person who lives at this address, is 18 years of	
	age or older and is a Canadian citizen?	
	c) I need to confirm that all of the electors on my list	
	live here. Can you please read the list and confirm if they still live at this address?	
	d) Have I missed anyone?	
4.	When you have not made contact with the resident on the first visit, you should conduct a second visit:	
	a) At a different time from your first visit	
	b) The same time next day	
	c) Within the next seven days	
	d) The next time you work	

5.		nen you are conducting door-to-door targeted rision, proof is required for:	
	b) c)	Address Identity Address and identity No proof is required; however, the elector must	
	,	take an oath.	
6.		nen you are satisfied that the form has been mpleted correctly:	
	a)	Ask if the electors listed in Section 1 are the only electors residing at the current home address listed in Section 2.	
	b)	Name the electors on the GEO list to the elector you are registering to make sure they don't live there.	
	,	Add the name of the elector to the GEO list. Cross off the names of the electors not living at	
		the address on the GEO list.	

Review Questions: Answer Key

Module 1 – Introduction

Question	Answer
1	а
2	b
3	d
4	d
5	d

Module 2 – Revision of the Lists of Electors Using the REVISE System

Question	Answer
1	b
2	а
3	С
4	а
5	а

Module 3 – Revision of the Lists Using Forms

Question	Answer	
1	а	
2	b	
3	а	
4	а	
5	b	

Module 4 – Targeted Revision

Question	Answer
1	b
2	b
3	b
4	а
5	d
6	а

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