

Application to Amend Voters' List (EL 15)

Filing Instructions

2026 Municipal Election – Vote by Mail – Voting Day October 26, 2026

How to File This Form

This form must be filed in one of the following two ways:

In person — at the Clerk's Department, Town of Ingersoll Municipal Office, 130 Oxford Street, 2nd Floor, during regular business hours, Monday to Friday, 8:00 a.m. to 5:00 p.m., or during scheduled extended hours. Extended hours are posted at ingersoll.ca and published in accordance with the 2026 Election Procedures.

By mail — to Clerk's Department, Town of Ingersoll, 130 Oxford Street, 2nd Floor, Ingersoll, ON N5C 2V5, with the original piece of qualifying identification enclosed.

Photocopies are not accepted. A certified or notarial copy of an acceptable document may be submitted in place of an original. Scanned or emailed identification cannot be accepted.

Before mailing: Do not send a document you may need during the election period. You may send an original document that you do not need to be returned. Any original document containing personal information will be securely destroyed following the election.

Required Identification

One document is required. It must show BOTH your name AND your qualifying Ingersoll address, and must be an original, or a certified or notarial copy, of a document listed in Schedule 1 of O. Reg. 304/13. Common examples are listed on page 2 of this form.

Deletions. When requesting the removal of a deceased family member or a person who has moved out of the household, identification for that person is not required. However, proof of death is required when requesting the removal of a deceased person.

When you will receive your Voting Kit

Applications approved on or before September 9, 2026: your Voting Kit will be mailed to your current mailing address, or to your qualifying address if no separate mailing address is provided. Voting Kits begin mailing on or about September 24, 2026. Before that date the Town is not in possession of the ballots and cannot issue a Kit. Between September 24 and October 26, you may also collect a Kit in person at the Municipal Office.

After September 9, 2026: you must attend the Municipal Office in person and present original proof of identity and qualifying address before a Voting Kit will be issued. Copies of identification are not accepted.

If you cannot attend in person: an agent may attend on your behalf with the required authorization and identification. Electors who are unable to leave their residence may request a home visit under the Town's Home-Assisted Vote Retrieval Program until 4:30 p.m. on October 21, 2026. Contact the Clerk's Department to make arrangements.

Deadline

Applications to amend the Voters' List are accepted from September 1, 2026, until the close of voting at 8:00 p.m. on Voting Day, Monday, October 26, 2026. An application filed after September 9 will still amend the Voters' List, but a Voting Kit will only be issued in person as set out above.

Questions

Clerk's Department, Town of Ingersoll, 130 Oxford Street, 2nd Floor, Ingersoll, ON N5C 2V5

Telephone: 519-485-0120

Email: clerks@ingersoll.ca

Website: ingersoll.ca

This document will be made available in an alternate format upon request.



Application to Amend Voters' List (EL 15)

Municipal Elections Act, 1996 (s. 17 s. 24 s. 25)

This form will be provided in an alternate format upon request

Applications to amend the Voters' List will be accepted as of September 1 until the close of Voting Day

Applications to Add or Correct information MUST be accompanied by acceptable proof of identity and qualifying address showing your name and Ingersoll address (in accordance with O. Reg. 304/13). Applications submitted without valid ID cannot be processed.

- Check only One (1):
- ☐ **Add** applicant's name to list (last day October 26, 2026)
 - ☐ **Correct** applicant's information on list (last day October 26, 2026)
 - ☐ **Delete** applicant or a deceased family member's name from the list
- Reason for deletion:** ☐ deceased ☐ applicant moved ☐ other

Voter Information

Name:			
	Last Name	First Name	Middle Name
Date of Birth:			
	Year	Month	Day

Qualifying Address on Voting Day

☐ Commercial/Industrial Property

☐ Residential Property

Street # and Name	Apt./Mailbox #	City
Roll #	If house apt., floor #	Postal Code

At qualifying address, voter is:

☐ Owner ☐ Tenant ☐ Spouse of Owner or Tenant ☐ Unqualified (deleted name only)

Previous Address within Ingersoll (if applicable)

Street # and Name	Apt./Mailbox #	City
Roll #	If house apt., floor #	Postal Code

At previous qualifying address voter was:

☐ Owner ☐ Tenant ☐ Spouse of Owner or Tenant

Current Mailing Address of Applicant (if different than qualifying address above)

Street # and Name	Apt./Mailbox #	City
Roll #	If house apt., floor #	Postal Code

School Support (check only one)

- ☐ English Public (anyone can support English Public)
- ☐ English Separate (I confirm that I am Roman Catholic – includes Greek and Ukrainian Catholic)
- ☐ French Public (I confirm that I have French Language Education Rights)
- ☐ French Separate (I confirm that I am Roman Catholic and have French Language Education Rights)

Acknowledgement and Direction

I, the undersigned, hereby declare that I am a Canadian citizen, that I have attained the age of eighteen (18) on or before Voting Day, and that on Voting Day, I am entitled to be an elector in accordance with the facts or information submitted on this form, and that I understand the effect thereof. I hereby apply to have my name included or amendments made on the Voters' List in accordance with such facts or information; **OR**

I hereby declare that the person named above as entered on the Voters' List for the Town of Ingersoll is deceased and hereby apply to have the above-named person removed from the Voters' List.

Signature of Applicant

Date

This information is collected under the authority of s.17, s.24 and s.25 of the *Municipal Elections Act, 1996* and s.15 and s.16 of the *Assessment Act* and will be used to determine voter eligibility.

Acceptable Identification – Quick Reference (O. Reg. 304/13)

One document is required. It must be an original (or a certified or notarial copy) of a document listed in Schedule 1 of O. Reg. 304/13, and it must show BOTH your name AND your qualifying Ingersoll address.

Common examples: Ontario Driver's License; Ontario Photo Card; Ontario Motor Vehicle Permit (portion showing name and address); a utility bill for hydro, water, gas, telephone, cable or internet; a bank or credit card statement; a property tax assessment; a residential lease or mortgage statement; an insurance policy or statement; an income tax assessment; a statement of government benefits; or any other document issued by the Government of Canada, the Government of Ontario, a municipality in Ontario, or an agency of one of those governments.

Please note: a document that does not show your qualifying Ingersoll address, such as an Ontario Health Card or a Canadian passport, cannot be used. If you do not have acceptable identification, contact the Clerk's Department.

Deletions: proof of identity and qualifying address is required for additions and corrections only. An application to delete a deceased family member, or a person who has moved out, does not require voter ID for that person.

Certificate of Approval (to be completed by the Clerk or Designate)

☐ Approved I hereby certify that the Voters List for the Town of Ingersoll shall be amended in accordance with the statement of facts or information contained herein.	☐ Refused (state reason for refusal)
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_____ Signature of Clerk or designate	_____ Date
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Notes:

See the Filing Instructions on the cover page before submitting this form.