

## REGISTER OF ELECTORS

### Civil Servants serving outside the State Application for inclusion in Supplement to Postal Voters List

Please read the notes carefully before completing the form.

#### Part A

I am a civil servant and a qualified person to whom section 12 of the Electoral Act 1992 applies and, but for the requirements of my duties as such civil servant, I would be resident at –

Insert full postal address of premises in the State in which, but for the requirements of your duties, you would be resident: <b>(block letters)</b>								
Eircode:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>							

I request that my name/and that of my spouse/civil partner who is residing with me/be entered on the register of electors in respect of those premises. I confirm that the following particulars in relation to me/and my spouse/civil partner who is residing with me/are correct.<sup>#</sup>

Particulars of Civil Servant	
Name: <b>(block letters)</b>	
Date of Birth:	
Daytime/Mobile Phone Number:	
E-Mail:	
Are you a citizen of Ireland?	

Particulars of Spouse/Civil Partner	
Name: <b>(block letters)</b>	
Date of Birth:	
Daytime/Mobile Phone Number:	
E-Mail:	
Are you a citizen of Ireland?	

<sup>#</sup> Delete what does not apply.

<b>Edited Register:</b> If you wish to be <b>excluded</b> from the edited Register, please tick (✓) the opt out box:	Opt out box <input type="checkbox"/>
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Signature of Civil Servant:	
Date:	

## Part B

### Certificate

**To be completed by the Secretary General of the Department of Foreign Affairs.**

I certify that the person who has made the above statement is a qualified person within the meaning of section 12(1) of the Electoral Act 1992.

Signature:	
Date Stamp of Department:	

## **NOTES TO FORM SVS 5**

### **Civil Servants serving outside the State Application for inclusion in Supplement to Postal Voters List**

- 1.** The purpose of this form is to enable civil servants serving outside the State as members of diplomatic missions or consular posts and their spouses/partners who are not on the postal voters list to apply for inclusion in the supplement to that list. While there are no restrictions on when the form may be completed and sent to the registration authority, the latest date for receipt of an application by a registration authority is two days after the date of dissolution of the Dáil in the case of a general election and two days after the polling day order is made in the case of a Dáil bye-election in order to be considered for that election. In the case of a Presidential, European or local election or a Referendum an application must be received by the registration authority at least 22 days before polling day (not including Sundays, Good Friday or Public Holidays) in order to be considered for that election or referendum.
- 2.** Civil servants who are serving outside the State as members of diplomatic missions or consular posts may only vote by post. Under section 12 of the Electoral Act 1992, the normal residence requirement for registration as an elector is modified in relation to such civil servants who may, for the purpose of registration as electors, be deemed to be ordinarily resident in the premises in the State in which, but for the requirements of their duties, they would be resident. The address of the premises must be notified to the registration authority concerned. This arrangement applies also to the spouse/civil partner of such a civil servant, if residing with him or her, but not to any other member of his or her household.
- 3.** If you are a person as described above but you are not included in the current postal voters list as a civil servant serving outside the State, you may apply for entry in the supplement to the postal voters list.
- 4.** To apply, complete Part A of this form. The premises in the State would normally be the home or former home of the applicant and spouse/civil

partner. The full postal address of the premises must be given. The certificate at Part B of the form must be completed by the Secretary General of the Department of Foreign Affairs, and the completed form forwarded to the registration authority (the City, County or City and County Council) for the area in which the premises is situated.

**5. Eircode**

Eircode is the national postcode system for Ireland and comprises a unique 7-digit postcode which has been allocated to every address in Ireland.

**6. Contact details**

Your contact details are being sought in case the registration authority needs to contact you to clarify any details of the application.

**7. Edited Register - Two versions of the Register**

Registration authorities are required to publish two versions of the Register - the full Register and the edited Register. The full Register lists everyone who is entitled to vote and can only be used for an electoral or other statutory purpose.

The **edited Register** contains the names and addresses of persons whose details can be used for a purpose other than an electoral or other statutory purpose, e.g. for direct marketing use by a commercial or other organisation. If you do not want your details and those of your spouse/civil partner to be included on the edited Register, you should tick (✓) the **opt out box** on the form. If you want these details to be included (i.e. available for non-statutory uses), you should leave the opt out box blank.

**8.** It is an offence to apply for entry in the postal voters list, as a civil servant serving outside the State, in the name of another person or knowingly to give false or misleading information in relation to an application.