



'How to' Guide

- **Candidate or Official Agent Proof of Identification for Section 52 Access (*Form 11*)**
- **Campaign Worker Proof of Identification (*Form 12*)**

Candidates and their official agents must be able to verify their standing with Edmonton Elections for the purposes of campaigning in multi-unit residences, such as apartment buildings, condo buildings and mobile home parks. Similarly, campaign workers must be able to confirm their position when campaigning.

[Form 11: Candidate or Official Agent Proof of Identification for Section 52 Access](#) and [Form 12: Campaign Worker Proof of Identification](#) can be used for this purpose.

Candidates should review section 52 of the [Local Authorities Elections Act](#) and, if possible, seek legal advice to understand the full extent of their obligations.

Which form to use

Form 11: Candidate or Official Agent Proof of Identification for Section 52 Access can be submitted to Edmonton Elections by the candidate and, if one is appointed, a candidate's official agent. *Form 11* is signed by the Returning Officer and can then be used to verify that an individual is an official candidate or a candidate's official agent.

Form 12: Campaign Worker Proof of Identification can be issued to campaign workers by candidates once the authorized *Form 11* has been returned by Edmonton Elections.

How to complete Form 11: Candidate or Official Agent Proof of Identification for Section 52 Access

1. Download the official form from edmonton.ca/elections.

Make sure the Edmonton Elections logo appears in the top left corner.

 Edmonton Elections	FORM 11 CANDIDATE OR OFFICIAL AGENT PROOF OF IDENTIFICATION FOR SECTION 52 ACCESS <i>Local Authorities Election Act (Section 52)</i>
---	--

2. Indicate the ward in which the candidate is seeking election.

VOTING SUBDIVISION OR WARD (if applicable) _____
--

Remember:

- City of Edmonton wards are identified by **name**
- Edmonton Public Schools wards are identified by **letter**
- Edmonton Catholic Schools wards are identified by **number**

Mayoral candidates should add 'Mayor' or 'Chief Elected Official' in this section.

3. Complete the identification section

For the purposes of access authorized under section 52 of the <i>Local Authorities Election Act</i> , this constitutes as identification for _____ (Name)
of _____ (Complete address and postal code)
serving in the capacity of _____ (Office)

Indicate:

- The name of the candidate or official agent. This must match the legal name used on *Form 4: Nomination Paper and Candidate's Acceptance*.
- The complete residential address of the candidate or official agent, including the postal code. This must match the address provided on *Form 4*.
- The individual's standing with Edmonton Elections: candidate or official agent.

4. Sign the form

<hr/> <p>Signature of Returning Officer or Deputy Returning Officer</p>	<hr/> <p>Signature of Enumerator, Candidate, or Official Agent Named above</p>
---	--

Ensure that the signature of the Returning Officer section is left blank.

5. Submit *Form 11* to Edmonton Elections

Submit *Form 11* to Edmonton Elections for review by either:

- E-mail: elections@edmonton.ca
- Mail: 16304-114 Ave NW, Edmonton, AB, T5M 3R8

Please note that in light of public health measures there may be an additional delay in processing forms received via mail.

The Returning Officer will review *Form 11*. Only forms completed in their entirety and submitted by official candidates will be authorized.

Edmonton Elections will return authorized forms to candidates. Please allow up to five business days for processing.

Only *Form 11* needs to be submitted to Edmonton Elections.

How to complete Form 12: Campaign Worker Proof of Identification

1. Download the official form from edmonton.ca/elections.

Make sure the Edmonton Elections logo appears in the top left corner.

 Edmonton Elections	FORM 12 CAMPAIGN WORKER PROOF OF IDENTIFICATION <i>Local Authorities Election Act (Section 52)</i>
---	--

2. Indicate the ward in which the candidate is seeking election.

VOTING SUBDIVISION OR WARD (if applicable) _____

Remember:

- City of Edmonton wards are identified by **name**
- Edmonton Public Schools wards are identified by **letter**
- Edmonton Catholic Schools wards are identified by **number**

Mayoral candidates should add 'Mayor' or 'Chief Elected Official' in this section.

3. Complete the identification section

For the purposes of access authorized under Section 52 of the *Local Authorities Election Act*,
this constitutes as identification for _____
(name)
of _____
(Complete address and postal code)

Indicate:

- The full name of the campaign worker.
- The complete residential address of the campaign worker, including the postal code.

4. Sign the form

_____ Candidate's Full Name (printed)	
_____ Candidate's Signature	_____ Campaign Worker's Signature

Ensure that both the candidate and the campaign worker sign *Form 12*. In addition to signing the form, candidates must print their full name.

Only official candidates (those who have had *Form 4: Nomination Paper and Candidate's Acceptance* and deposit received by the Returning Officer) can sign *Form 12*.

5. Issue Form 12 to campaign workers

Each campaign worker should be issued a signed Form 12 by the candidate, if they are taking on campaign activities.

Form 12 should be shown to any Property Manager or resident who requests to see it.

Form 12 does not need to be submitted to Edmonton Elections.