

## Purpose

This document establishes and clarifies rules regarding required identification (ID) for receiving a ballot and/or requesting a change to the voters' list in a Markham municipal or school board election.

## Application and scope

This policy applies to all eligible Markham voters who request access to services provided by Elections Markham. It does not apply to services provided by other entities such as Elections Ontario or the Municipal Property Assessment Corporation (MPAC).

## Legislative authority

Section 52 of Ontario's Municipal Elections Act (MEA) establishes the procedure for when a person requests a ballot at a voting place. This includes a requirement that the person receive a ballot only if the ballot-issuing election official is satisfied that the person is entitled to vote at the voting place, and if the person presents prescribed proof of identity and qualifying address or completes a prescribed form affirming that they are a voter who is on the voters' list.

Ontario Regulation (O. Reg.) 304/13 under the MEA prescribes a list of documents that a voter may use as proof of identity and qualifying address, as well as the form that a voter who is already registered on the voters' list but does not have the any of the prescribed ID may complete to receive a ballot at a voting place.

Section 12 of the MEA authorizes Markham's City Clerk to establish and/or clarify any matter of the election process that is not prescribed by law and is necessary or advisable for conducting the election. Section 12(3) of the MEA affirms that this authority includes the power to require a person to, as a condition of having an election official do anything under the MEA, furnish proof that is satisfactory to the election official of the person's identity or qualifications, including citizenship or residency. Section 12(4) clarifies that this does not include the power to require a person to furnish proof of identity and qualifying address in addition to what is prescribed for receiving a ballot at a voting place.

## Policy

### 1. General

- 1.1 An ID document is considered acceptable if it is issued in English or French and it contains:
  - (a) the name of the document holder;

- (b) the name of the document issuer (i.e., organization and/or person certifying the information of the document holder); and,
  - (c) indicators of the issuer's authorization including but not limited to the issuer's seal, logo, unique identification number, bar code, or signature.
- 1.2 ID documents issued in physical copy are accepted when presented to an election official in their original format. ID documents issued electronically are accepted when presented to an election official in printed format or on a mobile device.
- 1.3 Expired ID documents are accepted as long as the information is accurate and current.
- 1.4 International ID documents and permanent resident cards are not accepted.
- 1.5 ID documents do not need to have a photograph. If a voter chooses to provide photo ID, their appearance does not need to match the photograph. A voter is not required to provide any information about their sex or gender expression when registering to vote or requesting a ballot.
- 1.6 A voter is not required to remove a medical or religious face covering when presenting ID to an election official.
- 1.7 An ID document that contains only a person's name is considered proof of identity. Acceptable proofs of identity are listed in Appendix A.
- 1.8 An ID document that contains a person's name and Markham address is considered proof of identity and qualifying address. Acceptable proofs of identity and qualifying address are listed in Appendix B.
- 1.9 An ID document that contains a person's name and Canadian citizenship status is considered proof of Canadian citizenship. Acceptable proofs of Canadian citizenship are listed in Appendix C.
- 1.10 Acceptable proofs that a person has died for the purpose of removing their information from the voters' list are listed in Appendix D.

## 2. Receiving a ballot at a voting place

- 2.1 The following ID is accepted where a person requests a ballot at a voting place in which they are entitled to vote:
  - (a) if their information already appears on the voters' list, one proof of identity from the list in Appendix A.

- i. If a person who appears on the voters' list does not have acceptable proof of identity, a statutory declaration using the prescribed form will be accepted as sufficient proof of identity and eligibility.
  - (b) if their information does not appear on the voters' list, one proof of identity and qualifying address from the list in Appendix B.
- 2.2 If an election official has a reason to believe that a voter has already voted, is attempting to vote under a false name, or is falsely representing their eligibility (e.g., by misrepresenting their age, address, or citizenship status), the election official will require the voter to complete a statutory declaration affirming their eligibility.

### 3. Requesting a change to the voters' list

- 3.1 The following ID is accepted where a person requests to have their information added to the voters' list:
  - (a) if the request is made at a voting place or using Elections Markham's online voter registration service in an election where remote voting options are not available, one proof of identity and qualifying address from the list in Appendix B; or,
  - (b) if the request is made using Elections Markham's online voter registration service in an election where remote voting options are available:
    - i. one proof of identity and qualifying address from the list in Appendix B; and,
    - ii. one proof of Canadian citizenship status from the list in Appendix C.
- 3.2 A request to update or remove a person's information on or from the voters' list is accepted when the person whose information is to be updated or removed presents one proof of identity and qualifying address from the list in Appendix B.
- 3.3 A request to remove a deceased person's information from the voters' list is accepted when the person requesting the removal presents one proof of the deceased person's death from the list in Appendix D.

## 4. Special circumstances

- 4.1 If the spouse of an eligible non-resident Markham landowner or tenant requests to have their information added to the voters' list, their request will be accepted if they:
- (a) provide the following ID:
    - i. one proof of identity from the list in Appendix A; and
    - ii. one proof of name of qualifying address of the eligible non-resident Markham landowner or tenant from the list in Appendix B;
  - (b) complete a statutory declaration of spousal relationship with the non-resident Markham landowner or tenant.
- 4.2 If an eligible person is unable to present acceptable ID because they have no permanent lodging place, a statutory declaration identifying the place where they most often returned to eat or sleep during the previous 5 weeks will be accepted as sufficient proof of their identity and eligibility.
- 4.3 If an eligible person is residing at a long-term care home or other prescribed institution and does not have acceptable ID, an identification bracelet or other document from the facility will be accepted as sufficient proof of identity and eligibility. A statutory declaration will also be accepted as sufficient to prove the person's identity and eligibility when voting at a special voting place located at the facility.
- 4.4 If an eligible person is unable to sign a statutory declaration due to a disability, their verbal affirmation will be documented and accepted by the election official at the voting place.
- 4.5 If an eligible person is residing in Markham in order to attend an educational institution located in Markham, their qualifying address is considered to be:
- (a) their current Markham residence; or,
  - (b) if they are temporarily without a Markham residence but remain in active standing with the educational institution and are scheduled to resume their studies in the upcoming academic term, where they most recently resided in Markham during their most recent academic term.

## 5. Records

- 5.1 ID documents presented at a voting place are immediately returned to the voter upon verification of the voter's identity or eligibility.
- 5.2 ID documents presented through Elections Markham's online voter registration service are retained until the end of the MEA's legislated record retention period, after which they are securely destroyed.

## Roles and responsibilities

Elections Markham periodically reviews and updates this policy to support legislative compliance as well as the principles of transparency, consistency, and accessibility. Updates made during an election period will be communicated to candidates and the public.

**Date approved:** April 2026  
**Approved by:** Markham City Clerk

## Appendix A: Acceptable proof of identity

### Government of Ontario-issued

- Birth certificate
- Marriage certificate
- Ontario health card (OHIP)
- Other document from the Government of Ontario or one of its agencies containing a person's name

### Government of Canada-issued

- Canadian Forces identification card
- Canadian passport
- Certificate of Canadian Citizenship
- Certificate of Indian Status (status card)
- Citizenship card
- Firearms Licence
- NEXUS / FAST (Free and Secure Trade) card
- Old Age Security card
- Social Insurance Number card
- Veteran Affairs health care identification card
- Veteran's Service Card (NDI 75)
- Other document from the Government of Canada or one of its agencies containing a person's name

### Other documents

- Birth certificate from a Canadian province or territory
- Blood donor card
- Credit / debit card
- Diplomatic or special passport
- Employee card
- Hospital records (including hospital bracelets)
- Union card or professional licence
- Student card
- Other document from an Ontario municipality or one of its agencies containing a person's name
- A document from a Band Council in Ontario established under the Indian Act (Canada) containing a person's name
- All documents listed in Appendix B

## Appendix B: Acceptable proof of identity and qualifying address

### Government of Ontario-issued

- Ontario driver's licence
- Ontario motor vehicle permit (plate or vehicle portion)
- Ontario photo card
- Property assessment statement from the Municipal Property Assessment Corporation
- Statement of Direct Deposit for the Ontario Disability Support Program (ODSP)
- Statement of Direct Deposit for Ontario Works
- Workplace Safety and Insurance Board Statement of Benefits T5007
- Other document from the Government of Ontario or one of its agencies containing a person's name and qualifying address

### Government of Canada-issued

- Canada Pension Plan (CPP) Statement of Contributions
- Child tax benefit statement
- Income tax assessment notice
- Social Insurance Number confirmation letter
- Statement of Canada Pension Plan (CPP) Benefits T4A
- Statement of Employment Insurance (EI) Benefits Paid T4E
- Statement of Old Age Security (OAS) T4A
- Other document from the Government of Canada or one of its agencies containing a person's name and qualifying address

### School, college or university-issued documents

- Document showing campus residence issued by the office or officials responsible for student residence at a post-secondary institution
- School admission letter
- School transcript or report card
- Tuition / fees statement

### Financial documents

- Bank account or credit card statement
- Cancelled personal cheque
- Cheque stub, pay receipt or T4 statement issued by a person's employer
- Insurance policy or statement
- Mortgage statement, lease, or rental agreement
- RRSP, RRIF, FHSA, or T5 statement
- Signed loan or other agreement with a financial institution

## Other documents

- Card from a registered charitable organization that provides services to persons with disabilities (e.g., CNIB)
- Hospital card or other record containing a person's name and qualifying address
- Property assessment notice or tax bill
- Property sale agreement
- Residence confirmation letter from an administrator of a seniors residence, long-term care facility, shelter, community-based residential facility or community health care centre.
- Utility bill (hydro, water, gas, telephone, cable TV, public utilities commission)
- Document issued or certified by an Ontario court containing a person's name and qualifying address
- Document from a Band Council in Ontario established under the Indian Act (Canada) containing a person's name and qualifying address
- Other document from an Ontario municipality or one of its agencies containing a person's name and qualifying address

## Appendix C: Acceptable proof of Canadian citizenship

- Birth certificate
- Canadian passport
- Certificate of Canadian Citizenship
- Certificate of Indian Status (status card)
- Certificate of Naturalization (issued between January 1, 1947 and February 14, 1977)
- Citizenship card
- NEXUS / FAST (Free and Secure Trade) card
- Registration of birth abroad (issued between January 1, 1947 and February 14, 1977)

## Appendix D: Acceptable proof of death

- Burial or death certificate
- Document or receipt issued by a cemetery or crematorium
- Life or group insurance claim along with a statement signed by a medical doctor
- Medical certification of death
- Memorandum of notification of death issued by the Chief of the Defence Staff
- Notarial copy of letters of probate
- Obituary from a newspaper
- Official notification from the Public Trustee
- Program or notice from a funeral ceremony
- Registration of death
- Statement from a medical doctor, coroner or funeral director
- Statement of verification of death from the Department of Veterans Affairs
- Other document from a department or agency of the Government of Canada or a Canadian province, territory or municipality acknowledging the person's death