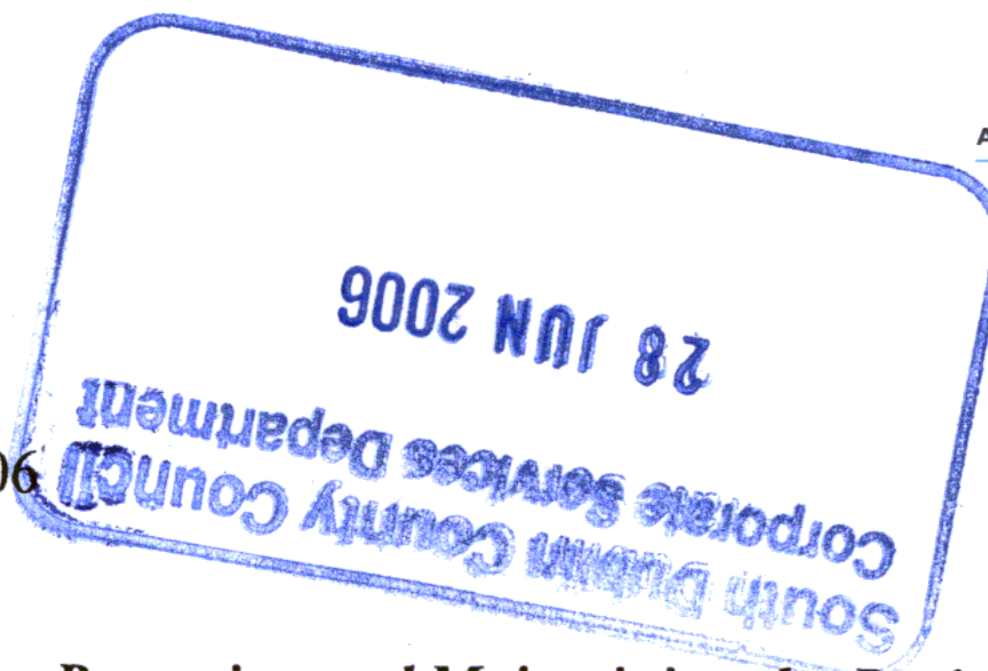


AN ROINN COMHSHAOIL, OIDHREACHTA AGUS RIALTAIS ÁITIÚIL
DEPARTMENT OF THE ENVIRONMENT, HERITAGE
AND LOCAL GOVERNMENT

23 June 2006

Circular F.06/06



***Preparing and Maintaining the Register of Electors
Guidance for Registration Authorities***

A Chara,

I am directed by the Minister for the Environment, Heritage and Local Government to refer to the preparation and maintenance of the Register of Electors.

In November 2005, new draft Guidance on Preparing and Maintaining the Register of Electors, and associated Appendices, were circulated for comment to all registration authorities (circular F 21/05), Returning Officers and members of the Joint Oireachtas Committee on Environment and Local Government. The Guidance and Appendices have now been finalised and copies are enclosed for your attention.

The main changes to the draft Guidance arising from the consultation are as follows:

- the table setting out examples of particular cases when deciding where a person is ordinarily resident has been amended to state, as in earlier Guidance, that a person who normally returns to their parents' home at weekends and for holidays should be registered where they live for work purposes (section 3.2),
- periodic reviews of procedures by registration authorities should take place at least once every three years (section 6.1),
- authorities should arrange for calling back to premises where no initial response is received (section 6.2),
- authorities should consult with other organisations who have experience in door to door data collection, e.g. CSO, to identify procedures and approaches that may be of value in work on the Register (section 6.2),
- authorities should liaise with other relevant statutory authorities and utilities who deal with households to explore opportunities for assistance in compiling the Register (section 6.2),
- authorities should make maximum use of, and cross-check with, the various sources of information and databases available within their own organisations, including planning permission records and information concerning local authority tenants (section 6.2).

The aim of the Guidance is to support registration authorities in working to secure significant improvement in the accuracy and comprehensiveness of the Register. It has been prepared in the context of the current policy and legislative framework relating to the Register and is without prejudice to any future developments in these regards. In particular, circulars F. 02/06 and 05/06 of 5 and 25 May 2006 respectively advised registration authorities of a package of measures announced by the Minister



