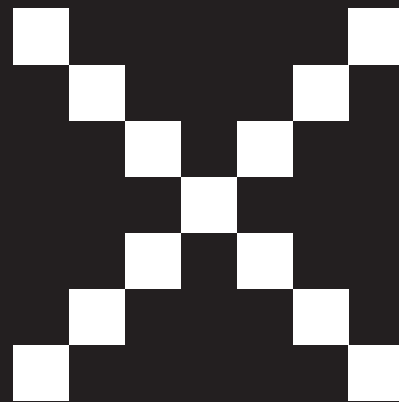


CHECKLIST

Preparing a valid nomination paper



As a candidate in a provincial election, you are responsible for filing a *Nomination paper* (DGE-42) in accordance with the requirements set out in the *Election Act*.



Before filing your nomination paper, you should verify that you have correctly completed all required fields. This checklist will help you do so by clearly explaining what to look for in order to ensure your nomination meets the requirements of the *Election Act*.

STEP 1

Identify yourself and provide your contact information

In addition to the required fields marked with an asterisk (*), you should pay special attention to the following items.

- **Given name and surname:** You must enter your given name and surname **exactly** as you want them to appear on the ballot paper. Pay special attention to accents, hyphens and cedillas. **You will not be able to make any corrections once you receive the notice of conformity.**

Would you prefer not to use your given name and surname as they appear on the identification document you are submitting? **Check** the appropriate box and **complete** the form titled *Affidavit confirming the candidate's usual first and last names* (DGE-42.1).

- **Address:** You must enter your domiciliary address, even if you are running in a different electoral division.
- **E-mail address:** You must include this address if you wish to personally have access to the web portal for political entities.

STEP 2

Indicate your status

- **Party candidate:** Check the appropriate box and, unless you are the party leader, provide the **original** letter from the leader of the political party recognizing you as a candidate.
- **Independent candidate:** Check the boxes corresponding to the information you want to appear on the ballot paper.

STEP 3

Provide your official agent's contact information

The official agent is responsible for:

- Taking the compulsory training
- Authorizing election expenses
- Filing the return of election expenses

- All candidates must provide the name of their official agent on the form. **This person must be a qualified elector.**
- The official agent must take a compulsory training course. He or she undertakes to do so by completing Form DGE-42.6.
- The official agent must provide his or her e-mail address to be able to access the web portal for political entities and take the compulsory training.

STEP 4

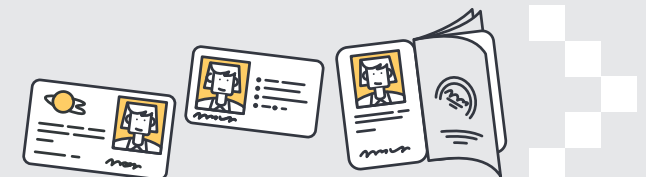
Appoint mandataries and swear in the persons who have collected supporting signatures

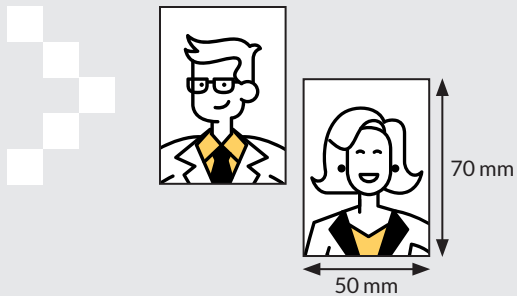
- Provide the names of anyone designated as your mandatory and have them sign the form.
- Ensure that the mandataries who have collected supporting signatures:
 - Specify the number of signatures collected;
 - Initial the page (to confirm the validity of the supporting signatures);
 - Sign the oath before the returning officer, a commissioner for oaths or a person authorized to take oaths.

STEP 5

Sign the nomination paper

- This is where you declare that you wish to run as a candidate in an electoral division.
- Check the box corresponding to the identification document you are providing:
 - Birth certificate
 - Québec health insurance card
 - Certificate of Canadian citizenship
 - Québec driver's licence
 - Canadian Passport
 - Copy of change of name certificate





- You also need to check the box confirming that you are providing a photograph that meets the following specifications:
 - Passport size (50 mm × 70 mm), in colour or black and white
 - Plain light background
 - Full head view from the shoulders up, from the front or slightly to the side, face centered on the photograph
 - Face fully visible, with no tinted glasses or shaded areas (this requirement does not apply to a person who needs to wear sunglasses or tinted glasses for medical reasons)
 - No distinguishing signs (political affiliation, trademark, etc.)
- You thereby declare that you are a qualified elector and that you are not disqualified under section 235 of the *Election Act*.



Sign the back of the photograph to certify its authenticity.

Then print your name and provide your political affiliation or write “independent,” where applicable.

STEP 6 (optional)

Apply for authorization as an independent candidate

Authorization allows you to:

- Solicit and collect contributions
- Take out loans
- Incur expenses

- To apply for authorization:
 - Check the appropriate box
 - Provide the required information
 - Sign this section of the form
- Have you already received authorization or do you not wish to be authorized?
 - Check the box corresponding to your situation

STEP 7

Collect supporting signatures

- Once the writ is issued, you must collect at least 100 supporting signatures from electors entered on the list of electors for the electoral division where you are running.

- When reviewing your file, the returning officer will verify that:
 - The header on each page of signatures has been completed (those signing must know who they are supporting);
 - The Surname, Given name, Address and Municipality fields have been completed. Each signatory must be entered on the list of electors for the electoral division;
 - The person’s signature is present. This signature certifies that the person supports the nomination;
 - The initials of the candidate or of one of his or her mandataries are present. These initials confirm that only authorized persons have collected signatures.



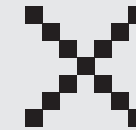
KEEP IN MIND

Some signatures almost always turn out to be invalid. Don’t take any chances. Collect more signatures than you need!

You can file your nomination paper:

- As of 2 p.m. on the second day after the writ is issued.
- No later than 2 p.m. on the Saturday falling 16 days before election day.

TIP: Don’t wait until the last minute to file your nomination paper. That way, if there are any issues, you will have enough time to make the necessary corrections.



Is your nomination file complete?

- ☐ All required fields marked with an asterisk have been completed.
- ☐ You have provided the e-mail of your official agent.
- ☐ You have provided your e-mail address, if you want to have access to the web portal for political entities.
- ☐ The required signatures and initials have been provided.
- ☐ You have enclosed Form DGE-42.1 (*Affidavit confirming the candidate’s usual first and last names*) if you are running under a different name from the one appearing on the identification document you are submitting.
- ☐ You have enclosed the party leader’s letter recognizing you as a candidate.
- ☐ Your photograph meets the requirements.
- ☐ You present the original of one of the accepted identification documents.
- ☐ You have attached a list of just over 100 supporting signatures with the initials of the persons who collected them (you or your mandataries).
- ☐ You have enclosed the following forms:
 - ☐ DGE-42.6, *Agreement to take mandatory training for the official agent* (not required if the person is also an official agent in another electoral division and has already submitted this form);
 - ☐ DGE-17.1, *Agreement form: confidentiality and protection of personal information*.