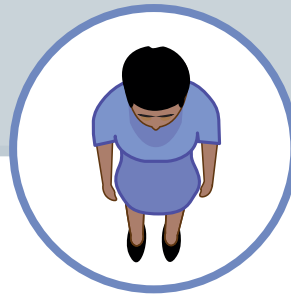


CANDIDATES

GUIDE



Filing a nomination online

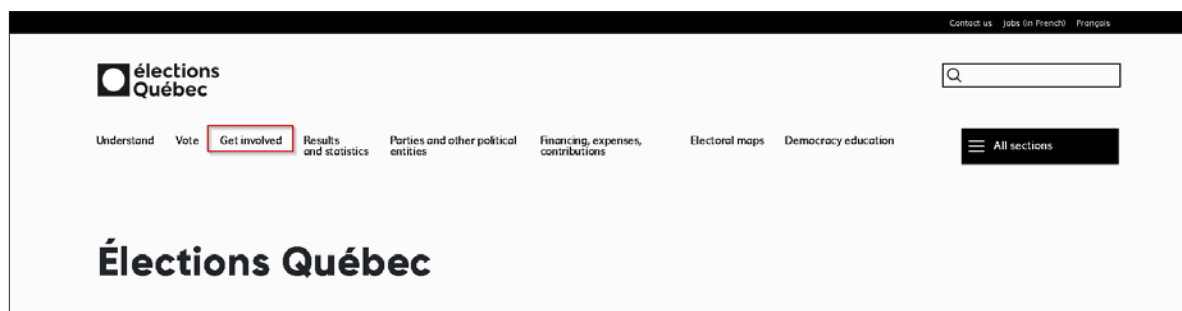
Guide for candidates

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Accessing the online service for filing a nomination paper

If you want to file your nomination online, visit the Élections Québec website and click on the **Get involved** tab.



Then click on the **Running for office** section. You'll find the link for filing a nomination paper online under **Running for office**.

In this section	
Running for office	>
Election contributions	>
Election expenses	>
Independent candidates	>
Withdrawal of candidacy	>

A person may run as a political party candidate or as an independent candidate. The process is the same, with one difference: independent candidates must **obtain authorization** from the Chief Electoral Officer if they want to solicit and collect contributions, contract loans, or incur expenses, even if these expenses are minimal and are paid for with their own money.

Running for office

With a few exceptions, if you are eligible to vote, you can run for office. You may run in only one electoral division per election.

Nomination paper forms are available from the head office of the returning officer in your electoral division. You can also [use the online service to file a nomination paper](#). In addition to your name and contact information, you must provide the following information on the form:

Creating a new file

When accessing the online service, you can choose between creating a new file and opening an existing file.

Filing a nomination paper

The filing period for nomination papers runs from **May 23, 2022 02:00 PM** to **July 10, 2022 02:00 PM**.

This service allows you to submit your nomination papers online. If you do not have an account to access our online services, please create a new file.

New file

To start a new file.

Create a new file

Existing file

To access your nomination file.

Continue filling out or view an existing file



The period for opening and submitting a nomination file begins at 2 p.m. on the 2nd day after the date of the election order. It ends at 2 p.m. on the 16th day before election day. **To use the service, you must be entered on the list of electors.**

Registering for the service

To create a new file, you need to identify yourself and provide contact information. This will allow us to confirm that you are properly entered on the list of electors. The returning officer will use this information to communicate with you.

Your contact information

Your current domiciliary address

?

Email address

Confirm your email address

Home phone number

Other phone number (optional)

Extension (optional)

Once you have entered the required information, click on **Validate your registration**. If you are properly entered on the list of electors, you will see a page showing your information. Next, click on **Submit**. You should then receive an account activation email.

Your identity

Correct

First name
Alexandre

Last name
Alexandre

Date of birth
1989-03-10

Your contact information

Correct

Your current domiciliary address
3460, Rue de La Pérade, Québec (Québec), G1X 3Y5

Email address
jfournier@electionsquebec.qc.ca

Home phone number
418 456-0000


Submit

Check your inbox and click on the link in the activation email. It will take you to a new web page where you can create a password. You can then access the online nomination paper service by clicking on **Register**.

TIP

The email address you provided when creating your file will serve as your **user code**. You will need to use this address and the **password** you just created to access the service in the future.

If you forget your password, you can click on **Forgot your password?**



The screenshot shows a web form titled "Change password". It includes a "Username" field with the text "abmarier@electionsquebecqc.ca". Below this is a section titled "Please choose a new password" with two input fields: "New password:" and "Confirm new password:". At the bottom, there is a list of criteria for the password: "Your password must meet the following criteria:" followed by three bullet points: "Be at least eight characters long.", "Contain at least one letter.", and "Contain at least one numeral."

Change password

Username
abmarier@electionsquebecqc.ca

Please choose a new password

New password:
[input field]

Confirm new password:
[input field]

Your password must meet the following criteria:

- Be at least eight characters long.
- Contain at least one letter.
- Contain at least one numeral.

Candidate's status

Before opening your file, you need to select the electoral division where you intend to run as a candidate. You also need to indicate if you are an independent candidate or if you will be running for a political party.

[← Back](#)

Your nomination

Electoral division where you are running for office

Select the electoral division

Status

☐ Independent candidate

☐ Party candidate

Specify the name of the party:

Save

Nomination file

You can use your nomination file to submit the nomination paper documents along with the required supporting documents.

You can download the required forms by clicking on the **Upload your documents** button. You will need to print them and fill them out by hand.

Documents to submit

Upload

DGE-42 Nomination paper
This document was not submitted.

DGE-42.1 Affidavit Confirming the Candidate's Usual First and Last Names
This document was not submitted.

DGE-42.6 Agreement to Take Mandatory Training (Official Agent and Deputy Official Agent)
This document was not submitted.

DGE-17.1 Agreement Form – Confidentiality and Protection of Personal Information
This document was not submitted.

Original letter from the political party leader recognizing you as a candidate, unless you are the party
This document was not submitted.

DGE-42.4 Identification Certified True Copy
This document was not submitted.

Documents at the request of the returning officer
This document was not submitted.

Documents at the request of the returning officer
This document was not submitted.

Identification document

Upload

Identification document
This document was not submitted.

Upload your documents

Please keep the original version of all documents you submit online as part of your application for one year.

Accepted file formats: JPG, JPEG, GIF, PNG, TIF and PDF. The file name may not contain accented characters.
Maximum file size: 20 megabytes

Reference tools

- DGE-42.2 Supplemental Information on Filing a Nomination Paper
- DGE-43 Checklist – Preparing a Valid Nomination Paper
- DGE-44 Les responsabilités d'un agent officiel et d'un représentant officiel (in French only)
- Code of ethics and conduct of the Members of the National Assembly

Forms

- DGE-17.1 Agreement Form – Confidentiality and Protection of Personal Information
- DGE-42 Nomination paper
- DGE-42.1 Affidavit Confirming the Candidate's Usual First and Last Names
- DGE-42.4 Identification Certified True Copy
- DGE-42.6 Agreement to Take Mandatory Training (Official Agent and Deputy Official Agent)
- DGE-208 Application for Authorization of an Independent Candidate or an Elector Who Undertakes to Run as an Independent Candidate



The **Upload your documents** section also includes **Reference tools**. Documents DGE-42.2 and DGE-43 provide additional information on completing the nomination paper and related documents.

Mandatory and optional documents

You must submit the following documents:

- DGE-42, *Nomination paper*;
- DGE-42.4, *Identity document: Certified copy*;
- A letter from the leader of your political party recognizing you as a party candidate (if you are running for a political party).

You also need to submit the following supporting documents:

- Identity document;
- Front of the photograph;
- Back of the photograph.

The following forms are optional:

- DGE-42.1, *Sworn declaration confirming a candidate's usual given name and surname* (only if you checked the corresponding box on form DGE-42);
- DGE-42.6, *Undertaking to complete the compulsory training*, for the official agent or the official agent's deputy (not required if the official agent or the official agent's deputy has already completed the form for a candidate in another electoral division);
- DGE-17.1, *Confidentiality and protection of personal information undertaking form*.

Submitting the nomination file

Identification document
This document was not submitted.

Picture (front)
This document was not submitted.

Picture (back)
This document was not submitted.

Consent and declarations

You must file your nomination yourself.

☐ I consent to the information I provide being shared with Élections Québec staff and used to process my request.

☐ I declare that I am 18 years of age or older, that I am a Canadian citizen, that I have been domiciled in Québec for at least six months, that I am not under curatorship and that I have not lost my election rights.

☐ I declare that I am applying on my own behalf and that the information I provide will be accurate.

Code provided by the returning officer

To obtain a code, please contact the Returning Officer.

Submit declaration

You need to scan the completed forms and required supporting documents before uploading them to your online nomination file. If necessary, you can contact the returning officer of the electoral division where you will be running as a candidate. He or she will be able to provide additional information.



You should keep, for a period of **one year**, the originals of any forms and supporting documents you submit.

Once you have uploaded all the forms and supporting documents to your online file, you need to complete the **Consent and declarations** section and enter a security code. To obtain the code, contact your electoral division's returning officer by telephone. The returning officer's contact information is listed on the Élections Québec website.

Within a few minutes of submitting your nomination, you will receive a confirmation email.

Following up on the nomination file

Request for nomination

Status of the request for nomination

Your request for nomination was transmitted. Élections Québec staff may contact you to verify certain information or obtain additional information. If you need to make any changes to your application, please contact the returning officer.

Last name	Date	Follow-up
Alexandre Alexandre	2022-06-17 14:46:55	Transmitted
Alexandre Alexandre	2022-06-17 14:35:35	In progress
Alexandre Alexandre	2022-05-24 13:30:16	Transmitted
Alexandre Alexandre	2022-05-24 13:24:04	In progress

The returning officer should contact you shortly regarding the processing of your application. You can also check the status of your file in the **Nomination application status** section.

Application status

Your nomination application will have one of three statuses.

- **In Progress:** You have started preparing an online application, but you have not yet submitted your file.
- **Submitted:** You have submitted your nomination paper online.
- **Received:** The returning officer has received your application and it includes all the required documents.

Submitting additional documents

The returning officer may contact you to request additional documents or corrections to your nomination file.



In this situation, the returning officer will change the application status from **submitted** to **in progress**, so you can make the required changes.

You may need to:

- Submit a missing document in the appropriate location.
- Replace an existing form by uploading an entire document to the appropriate location.
- Submit a partial document by uploading it to one of the two locations labelled **Additional documents requested by the RO**.

TIP

By uploading a partial document to one of the **Additional documents requested by the RO** locations, you do not have to completely replace the previously submitted document. For example, this option can be useful if you only need to submit a few pages of the nomination paper.

Confirming the nomination

When the submitted file is complete and has been verified, the returning officer will sign the notice of conformity and email you a scanned copy of the notice.



Once a notice of conformity has been signed, no one can make changes to the nomination paper. At this point, the nomination file becomes public. Any errors it contains could serve as grounds for contesting the nomination. You are responsible for ensuring that the information in your file is accurate and complete.