



Election Canada Compliance Information

As you know, since 2015 Elections Canada has adopted new regulations for campaigns and service providers to remain in full compliance.

PrimeContact now requires a notarized copy of your Official Agent's ID or Candidate's ID to register calling on behalf of your campaign with Elections Canada. You will also be required to provide this notarized ID as a digital upload when you register with the CRTC.

To find a notary public in your area please visit: www.redsealnotary.com

If you are in driving distance of Burlington, Ontario, PrimeContact's in-house counsel can notarize your ID at no extra charge. Please reach out and we will setup a time for you to come by.

To find out more about what's required by law please visit: <https://crtc.gc.ca/eng/phone/rce-vcr/guidepol.htm>

Notarization of ID to Order Election Services

Notarization is the authentication of a document by a notary; it certifies that the copy of identification in question is a true copy of the original. Canadian notaries may vary slightly from province to province in their roles or powers, but are usually regulated by a governing body, typically under provincial jurisdiction. In Quebec, Commissioners of Oaths (Commissaires à l'assermentation) serve to authenticate legal documents.

All copies of identification must be accompanied by an attestation by a notary, or a Commissaire à l'assermentation in Quebec (the Attestor). The Attestor should photocopy the document that will be used as identification for the purpose of the Voter Contact Registry, ensure that it is legible, valid (i.e. not expired), and shows the name of the person whose identification is being copied, the identification number, the name of the issuing authority, the date of issue, and a photograph of the person.

Sample for the Notary

The Attestor will provide an attestation on the photocopy and date and sign the attestation. The Attestor must provide a statement that he/she certifies that the document is a true copy of the original piece of identification produced. The following is an example of an acceptable statement:

I, the Notary named below, hereby certify that this document is a true copy of a document produced, shown to me, and purporting to be a/an [name of document] dated _____.
I have signed my name and affixed my notarial seal of office to this copy at _____, on _____, 20XX.

Signature of Attestor: _____

Title or profession of Attestor: _____

Examples of identification

The following is a non-exhaustive list of the types of identification that will be accepted:

- Driver's License
- Provincial/Territorial Identification
- Canadian Passport
- Provincial Health Card
- Secure Certificate of Indian Status (SCIS)
- Permanent Resident Card (provided by Citizenship and Immigration Canada)
- Citizenship Certificate prior to 1 February 2012 (provided by Citizenship and Immigration Canada)
- Foreign Passport
- U.S. Passport
- NEXUS Card
- Canadian Forces Identity Card

For more details on the ID requirements, please visit: <https://crtc.gc.ca/eng/archive/2015/2015-110.htm#identification>

Registration with the CRTC

The Federal Election is now in underway! An urgent task required from Official Agents is **to register your campaign with the CRTC and add PrimeContact** as your voter contact calling provider.

Please register today by visiting the CRTC [here](https://crtc.gc.ca/eng/phone/rce-vcr/reg3.htm) (<https://crtc.gc.ca/eng/phone/rce-vcr/reg3.htm>).

The site says it will take 20 minutes, but in our experience it takes less than 5 minutes

If you need any help at all with the registration process, we have setup a **CRTC Help Hotline** with our Compliance Team here at PrimeContact. We can help guide you through the process and assist you with any questions you might have with regard to the registration process. They can be reached by phone at **1-866-607-6171** or by email at elections@primecontact.ca

You will need the following information in order to complete your registration:

What You Will Need:

Item 1) A digital copy of your Notarized ID. (PDF files and image files are accepted.)

Item 2) The name of your candidate.

Item 3) The name and address of your Official Agent / Official Representative.

Item 4) The name of the Service Provider -- PrimeContact Inc.

Registration Step-by-Step:

Step 1: Visit <https://crtc.gc.ca/eng/phone/rce-vcr/reg3.htm> and click start registration.

Step 2: Login using your GC-Key (You can create a GC-Key on that page in about a minute if you don't have one. Just click on "Register for GC-Key")

Step 3: Fill out the online registration form using the details listed below.

Step 4: Forward the confirmation email that you received to elections@primecontact.ca

See Next Page for Details to Fill Out

Details to fill out:

Are you a Calling Service Provider?

--No

On whose behalf are the voter contact calls being made?

--Candidate

Who is making the voter contact calls?

--Calling Service Provider

What types of calls are being made?

--Both

Information about the Calling Service Provider:

Name: *PRIMECONTACT INC.*

Who has entered into an agreement with the Calling Service Provider?

--Person

Given Name of Person: *The Official Agent's first name as it shows on their ID.*

Family Name of Person: *The Official Agent's last name as it shows on their ID.*

On behalf of whom?: *Candidate's First and Last Name as how it will be with registered with Elections Canada.*

Website: *Your Campaign Website Address (optional)*

Registrant (Official Representative) Information:

Given Name: *The Official Agent's first name as it shows on their ID.*

Family Name: *The Official Agent's last name as it shows on their ID.*

Title: *Official Agent*

Email Address: *The Official Agent's email. (This is where the confirmation will be sent.)*

Phone Number: *The Official Agent's Phone Number*

Address: *The Official Agent's address as it shows on their ID.*

City: *The Official Agent's city as it shows on their ID.*

Postal Code: *The Official Agent's postal code as it shows on their ID.*

Country: *Canada*

Province: *The Official Agent's province as it shows on their ID.*

Official Language: *The language you wish to be contacted in by the CRTC.*

Copy of Notarized ID

Attach the digital file of your Notarized ID and check the declaration.

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