

## Tips for Using the Am I on the Voters' List? Search Tool

To prevent unauthorized access to your personal information, this search tool only works if the details that you enter are an exact match with what appears on the voters' list. Any deviation will result with a message indicating that a name cannot be found on the voters' list.

Here are some tips to easily find your name on the voters' list:

### 1. Enter your legal name

Enter your legal name when inputting your first name into the search tool. Do not use a short form of your first name or a nickname. For example:

- Enter "Robert", not Rob; or
- Enter "Elizabeth", not Betty.

### 2. Try adding your middle name

Your middle name may be required to provide a positive identification. If a search using only your first and last name returns with "not found on the voters' list", try entering your middle name into the search criteria. When a middle name is present on the voters' list, the search tool requires it to make an identical match.

### 3. Street name – use the drop down menu

When you begin typing your street name, a list of street names will appear. You must select the street name from this list. For example:

- If you begin typing Dwight, "DWIGHT PL" and "DWIGHT CRES" will appear. You must click on the one that matches your street name.

### 4. Address

Have you moved recently? Your name may be associated with your previous address. If so, you can click the "Amend My Information" button located at the bottom of the result screen to submit an application to amend your information on the voters' list.

### 5. Click "Search"

Once all your information has been entered, users must click the "Search" button at the bottom of the screen.

### 6. The CAPTCHA

The CAPTCHA (Completely Automated Public Turing Test to Tell Computers and Humans Apart) is used to protect your personal information. After clicking on "Search", the CAPTCHA may appear. If this occurs, follow the directions on the screen.

This security feature is used to ensure that the user requesting the information is an actual individual and not another computer-operated system trying to acquire information.

**7. Call the Elections Office**

If you are not able to find your name on the voters' list using the online tool, please contact 3-1-1, or the Elections Office at 613-580-2660 or at [elections@ottawa.ca](mailto:elections@ottawa.ca). The City's Call Centre or the Elections Office will provide you with assistance in searching for your name.