

# Candidate Nomination Paper (F0400)



## General Information

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### Candidate Qualifications

Under the *Election Act*, every person is qualified to be a candidate who, at the time of signing the consent to nomination:

- is 18 years of age or older,
- is a Canadian citizen,
- has resided in Ontario for the six months preceding polling day, and
- is **NOT** disqualified by the *Legislative Assembly Act* or by any other Act.

### To Become a Candidate

To become a candidate you must complete and submit a **Candidate Nomination Paper (F0400)**.

You may file your **Candidate Nomination Paper (F0400)** either as a standing nomination with the Chief Electoral Officer of Ontario any time before the writ of election is issued (meaning an election is called) or to the Returning Officer of the electoral district where you want to stand for election after an election is called. You can only be a nominated candidate in one electoral district in the Province of Ontario (*EA sec. 27(1)*).

### Standing Nominations (*EA sec. 27.2(1)*)

Your **Candidate Nomination Paper (F0400)** may be filed with the Chief Electoral Officer (CEO) at any time before an election is called. When your nomination is accepted you will receive a **Pre-Certificate of Nomination (F0402)** (*EA sec. 27.2(5)*) from the CEO. When the writ of election is issued you will become a candidate for the particular electoral district and are deemed nominated and registered under the *Election Finances Act (EFA sec. 13(3)(b))*.

### Scheduled (Fixed Date) General Elections (*EA sec. 9.1(4)(a)*)

When the writ of election is issued, your **Candidate Nomination Paper (F0400)** may only be filed with the Returning Officer of the electoral district where you want to stand for election. The nomination period starts on a Wednesday when the government of the day announces an election (which is called writ day) and ends a week later on the Thursday at 2:00 P.M. local time. Prospective candidates must make an appointment with the Returning Officer to file their **Candidate Nomination Paper (F0400)**. Once the Returning Officer issues you a **Certificate of Nomination (F0403)** (*EA sec. 27.1(6)*) you are deemed registered under the *Election Finances Act (EFA sec. 13(3)(b))*. You can find a fixed date general election calendar at [elections.on.ca](https://elections.on.ca), under Political Entities > Information for Candidates.

### By-election or Unscheduled General Election (*EA sec. 9.1(4)(b)*)

For a by-election or an unscheduled general election, the nomination period starts on a Wednesday when the government of the day announces an election (which is called writ day) and ends two weeks later on the Thursday at 2:00 P.M. local time. Prospective candidates must make an appointment with the Returning Officer to file their **Candidate Nomination Paper (F0400)**. Once the Returning Officer issues you a **Certificate of Nomination (F0403)** (*EA sec. 27.1(6)*) you are deemed registered under the *Election Finances Act (EFA sec. 13(3)(b))*. You can find a by-election or unscheduled general election calendar at [elections.on.ca](https://elections.on.ca), under Political Entities > Information for Candidates.

**Note:** As a prospective candidate, you can also securely submit one piece of government-issued photo identification to help Elections Ontario headquarters (HQ) or the Returning Officer verify the information on your **Candidate Nomination Paper (F0400)**.

However, submitting government-issued photo identification is not required.

## Your Responsibility as a Prospective Candidate

It is your responsibility as a prospective candidate to ensure that your **Candidate Nomination Paper (F0400)** is complete and received on time (*EA sec. 27.1(3)*).

## Completion of Nomination Paper

As a prospective candidate it is your responsibility to understand your rights and responsibilities as outlined in the **Candidate's Guide (F0405)**. All documents for prospective candidates can be found at [elections.on.ca](https://elections.on.ca), under Political Entities > Information for Candidates.

Your nomination paper must have all sections completed or it will be refused. The mandatory sections in the **Candidate Nomination Paper (F0400)** are:

- Section 1 - Candidate Information
- Section 2 - Appointment of Chief Financial Officer (CFO)
- Section 3 - Appointment of Auditor (if applicable)
- Section 4 - Place Where Records are Kept
- Section 5 - Principal Officers
- Section 6 - Person(s) Authorized to Accept Contributions
- Section 7 - Financial Institution(s) and Signing Officer(s)
- Section 8 - Endorsement of Candidate
- Section 9 - Electors Consenting to Candidacy

## Submitting your Candidate Nomination Paper (F0400)

You may submit your **Candidate Nomination Paper (F0400)** electronically, in person or by fax. You do not have to be present to submit it. Submitting a Standing Nomination to Elections Ontario HQ before the election starts:

By email: [candidate@elections.on.ca](mailto:candidate@elections.on.ca)

In person: Elections Ontario  
26 Prince Andrew Place  
Toronto ON M3C 2H4

Business hours: Monday to Friday from 8:30 A.M. to 4:30 P.M.

By fax: 1.866.714.2817

Submitting your **Candidate Nomination Paper (F0400)** to the Returning Officer in the electoral district you plan to run in, on or after writ day:

- The local election office contact information will be available on the Elections Ontario website at [elections.on.ca](https://elections.on.ca) when the writ of election is issued.

## Amending the Candidate Nomination Paper (F0400)

You may change the following information on your **Candidate Nomination Paper (F0400)** by completing the **Nomination Statement of Change (F0401)** form which is located at [elections.on.ca](https://elections.on.ca), under Political Entities > Information for Candidates:

- Section 1 - Candidate Information
- Section 2 - Appointment of Chief Financial Officer (CFO)
- Section 3 - Appointment of Auditor (if applicable)
- Section 4 - Place Where Records are Kept
- Section 5 - Principal Officers
- Section 6 - Person(s) Authorized to Accept Contributions
- Section 7 - Financial Institution(s) and Signing Officer(s)
- Section 8 - Endorsement of Candidate
- Section 9 - Electors Consenting to Candidacy

## Withdrawal of a Candidate

Standing Nominations with the Chief Electoral Officer:

- As a prospective candidate you may withdraw your **Candidate Nomination Paper (F0400)** at any time before receiving your **Certificate of Nomination** by delivering a withdrawal letter signed by you to the Chief Electoral Officer.

After receiving your **Certificate of Nomination**:

- As the nominated candidate in an electoral district in Ontario, you must give notice and complete a **Nomination Notice of Withdrawal (F0404)** form if you wish to withdraw your name as a candidate for the election representing the electoral district. The **Nomination Notice of Withdrawal (F0404)** form can be found at [elections.on.ca](https://elections.on.ca), under Political Entities > Information for Candidates.

## Public Inspection

Your **Candidate Nomination Paper (F0400)** will be available for public inspection at the office of the Returning Officer during an electoral event and will be available at the office of the Chief Electoral Officer during regular business hours until one year after the return of the writ for the election (*EA sec. 27.4*).

## Elections Ontario Privacy Collection Statement

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Elections Ontario (EO) is committed to respecting your privacy and protecting your personal information (PI) in accordance with our [Privacy Policy](#). The PI on this form is collected under the authority of the [Election Act](#), [Election Finances Act](#), [Employment Standards Act, 2000](#) and/or other legislation. This information will be used for electoral purposes and may be used to conduct election research. Your PI may be shared internally at EO for the purposes outlined above and will be securely destroyed one year after its last use or later, where legislatively required. Questions about the collection can be directed to: [priv@elections.on.ca](mailto:priv@elections.on.ca).

## Section 1: Candidate Information

### Part A: Personal Information

**Instructions:** Complete **Part A** by entering your full legal name in the First name and Middle name(s) and Last name fields. No occupation, title, honour, degree, brackets or quotation marks can be included as part of your name. Include your residential address and email address.

(Print or type)

#### Name of candidate:

First name

Middle name(s)

Last name

#### Residential address:

Street number

Street name

Unit #

City, municipality or town

Postal code

Email address

### Part B: Delivery and Contact Information

**Instructions:** Complete **Part B** by entering the address where documents will be served or deliveries accepted, and contact details where you can be reached as a prospective candidate (*EA s.27(2)(n)*). If applicable, please enter your campaign website address.

(Print or type)

#### Delivery address:

Street number

Street name

Unit #

City, municipality or town

Postal code

#### Contact information:

Home phone

Cell phone

Website address

Name of candidate:

First name

Middle name(s)

Last name

## Part C: Candidacy Information

**Instructions:** Complete **Part C** by entering the name of the Ontario electoral district in which you are seeking election. You do not have to be a resident of that electoral district to run as a candidate. To have a registered political party affiliation noted on the ballot you must attach an endorsement letter from the leader of the registered political party (see Section 8 of the **Candidate Nomination Paper (F0400)** for endorsement sample letter).

Provincial electoral district for your candidacy

You want to be a:

### Prospective Candidate for a Registered Political Party

Name of registered political party endorsing your candidacy:  
(*Endorsement from registered political party leader required*)

OR

I am an independent candidate and want “Independent” to appear on the ballot below my name.

**Note:** If no checkbox is selected, the candidate will have “no affiliation” and nothing will appear below the candidate’s name on the ballot.

Make sure to check one of the boxes below, whether you will be a candidate in a by-election, an unscheduled general election or a scheduled general election.

The nomination is for:

By-election/Unscheduled General Election

Date

OR

Scheduled General Election

Date

## Part D: Declaration

**Instructions:** Complete **Part D** by declaring that you are qualified to be a candidate by reading and signing the declaration and have someone witness your signature. You must also state how you would like your name to appear on the ballot. You may refer to the **Candidate Name Appearance on the Ballot** section in the **Candidate's Guide (F0405)** before completing this part of the **Candidate Nomination Paper (F0400)** since there are some restrictions as to how your name appears on the ballot. A ballot cannot include a title, honour, degree or other decoration.

I, the undersigned, do hereby state that:

- I am 18 years of age or older, a Canadian citizen, have resided in Ontario for at least six months before polling day, and am not disqualified by the *Election Act* or by any other Act.
- I consent to be a candidate in the pending election of the provincial electoral district, as indicated on page 6.
- I have provided an address and a phone number where I can be contacted to receive documents as required by the *Election Act* (*sec. 27(2)(n)*).
- Subject to the requirements of section 34 of the *Election Act*, I want my name to be shown on the ballot as shown here:

(Please print or type)

### Candidate name as it will appear on the ballot

First name

Last name

---

Name of Witness

X

Signature of Witness

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X

Signature of Person being Nominated

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Date

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I, the undersigned, do hereby state that: I hereby acknowledge receipt of and accept the nomination paper of the person named herein as a candidate of the pending elections.

X

Signature of Returning Officer  
or Election Official

Date

Time

CEO Accepted

RO Certified

A certificate must be issued for an accepted nomination paper.

Name of candidate:

First name

Middle name(s)

Last name

## Commonly Used Last Name

Only complete this section if you are using a commonly used last name, other than your legal last name to appear on the ballot. You may refer to the **Candidate Name Appearance on the Ballot** section in the **Candidate’s Guide (F0405)**.

I, the above named candidate,

Have attached \_\_\_\_\_ (document)  
as proof of evidence of my commonly used last name.

**OR**

Do not have proof of evidence of my commonly used last name and have provided three elector signatures below to confirm my commonly used last name.

**Declaration to confirm:** I, one of the undersigned, am an elector in the electoral district of

\_\_\_\_\_ and do hereby confirm the commonly used last name of the candidate.

An elector is a person who will be 18 years of age by polling day, is a Canadian citizen, and resides in the electoral district where you are seeking election.

(Internal use only)

#	Elector’s Name (print)	Full Address with <u>Postal Code</u>	Elector’s Signature	Confirmed (Initial)
1				
2				
3				



## Name of candidate:

First name

Middle name(s)

Last name

## Section 2: Appointment of Chief Financial Officer (CFO)

**Instructions:** Complete this section by entering the name and contact information for the individual you are appointing as your Chief Financial Officer (CFO). Elections Ontario will use this information to communicate with the CFO before and after the election so it is advisable to provide information that will be valid even after campaigning has ended.

The Chief Financial Officer (CFO) must sign and date this page consenting to their appointment.

The CFO cannot be the candidate or the auditor.

(Print or type)

### Chief Financial Officer contact information:

First name

Last name

Street number

Street name

Unit #

City, municipality or town

Postal code

Phone

Alternate phone

Fax

Email address

I consent to my appointment as Chief Financial Officer (CFO) for the above named individual. I am aware of the duties and responsibilities of this position under the *Election Finances Act* and under clause 27(2)(l) of the *Election Act*.

X

Signature of Chief Financial Officer

Date

**Name of candidate:**

First name

Middle name(s)

Last name

**Section 3: Appointment of Auditor (if applicable)**

**Instructions:** Complete this section by entering the name and contact information for the individual you are appointing as your Auditor.

The Auditor must be licensed under the *Public Accounting Act*.

According to the *Election Finances Act* (s. 40(3)) the Auditor cannot be:

- A returning officer, Deputy Returning Officer or Election Clerk
- A candidate or leadership contestant
- A Chief Financial Officer of a candidate or leadership contestant
- A Chief Financial Officer of a registered party or constituency association

An Auditor must be appointed within 30 days of the candidate's campaign receiving contributions of at least \$10,000.00 or incurring expenses of at least \$10,000.00 with respect to an election.

(Print or type)

**Auditor contact information:**

First name

Last name

Firm name (if applicable)

Street number

Street name

Unit #

City, municipality or town

Postal code

Phone

Alternate phone

Fax

Email address

**Contact person (if different from above)**

First name

Last name

**Name of candidate:**

First name

Middle name(s)

Last name

## Section 4: Place Where Records are Kept

**Instructions:** Complete this section by providing the name of the record keeper and the physical address of the place in Ontario where financial records are kept.

(Check below if applicable)

Designate CFO's address as a location where records are kept.

Designate Candidate's address as a location where records are kept.

If you have selected the CFO and/or Candidate whose addresses are a location where records are kept and there are no additional designates, the following section is considered optional.

(Print or type)

**Place Where Records are Kept:**

First name

Last name

Office held

Street number

Street name

Unit #

City, municipality or town

Postal code

Phone

Alternate phone

Fax

Email address

**Name of candidate:**

First name

Middle name(s)

Last name

## Section 5: Principal Officers

**Instructions:** Complete this section by providing the name(s) and information of the person(s) who are principal officers.

(Check below if applicable)

Designate CFO as a principal officer.

If you have selected the CFO as a principal officer and there are no additional designates, the following section is considered optional.

(Print or type)

**Principal Officer:**

First name

Last name

Office held

Street number

Street name

Unit #

City, municipality or town

Postal code

Phone

Alternate phone

Fax

Email address

**Principal Officer:**

First name

Last name

Office held

Street number

Street name

Unit #

City, municipality or town

Postal code

Phone

Alternate phone

Fax

Email address

**Name of candidate:**

First name

Middle name(s)

Last name

## Section 6: Person(s) Authorized to Accept Contributions

**Instructions:** Complete this section by providing the name(s) and information of the person(s) who are authorized to accept contributions and make deposits. The Candidate is not allowed to accept contributions.

(Check below if applicable)

Make CFO a person authorized to accept contributions.

If you have selected the CFO as a person authorized to accept contributions and there are no additional designates, the following section is considered optional.

(Print or type)

**Person Authorized to Accept Contributions:**

First name

Last name

Office held

Street number

Street name

Unit #

City, municipality or town

Postal code

Phone

Alternate phone

Fax

Email address

**Person Authorized to Accept Contributions:**

First name

Last name

Office held

Street number

Street name

Unit #

City, municipality or town

Postal code

Phone

Alternate phone

Fax

Email address

**Name of candidate:**

First name

Middle name(s)

Last name

**Section 7: Financial Institution(s) and Signing Officer(s)**

**Instructions:** Complete this section by providing the name and address of each financial institution at which the campaign has an account or intends to open an account with, and the signing officer(s) for each account.

Name of institution

Street number

Street name

Unit #

City, municipality or town

Postal code

**Signing Officers for this account:**

(Check below if applicable)

 Make CFO a signing officer for this account. Make Candidate a signing officer for this account.

If you have selected the CFO and/or Candidate as a signing officer and there are no additional designates, the following section is considered optional.

(Print or type)

**Name of Signing Officer:**

First name

Last name

Office held

Street number

Street name

Unit #

City, municipality or town

Postal code

Phone

Alternate phone

Fax

Email address

## Name of candidate:

First name

Middle name(s)

Last name

## Name of Signing Officer:

First name

Last name

Office held

Street number

Street name

Unit #

City, municipality or town

Postal code

Phone

Alternate phone

Fax

Email address

## Section 8: Endorsement of Candidate

**Please note:** If you are an independent candidate you do not require an endorsement.

**Instructions:** The **Candidate Nomination Paper (F0400)** of a prospective candidate who is being endorsed by a registered political party and who wishes the name of that political party to be printed on the ballot **MUST** be accompanied by a signed endorsement form/letter from the leader of the registered political party (*EA sec. 27(2)(h)*). The endorsement form/letter must contain the candidate's name, the registered political party name and the electoral district name where the prospective candidate is being nominated.

The registered political party named on the endorsement form/letter must match **Section 1 - Part C: Candidacy Information of the Candidate Nomination Paper (F0400)**.

## Name of candidate:

First name

Middle name(s)

Last name

## Sample Endorsement Form/Letter

Registered Political Party Letterhead

[Date: Month Day, Year]

To: [Chief Electoral Officer name] or [Returning Officer name]

For the electoral district of: [electoral district name].

I, the undersigned, confirm that [nominated candidate name] is the endorsed candidate representing [registered political party name] in the election to be held on [Month Day, Year].

Sincerely,

\_\_\_\_\_  
[Printed leader's name]

\_\_\_\_\_  
[Leader's signature]

[Registered political party name]

## Section 9: Electors Consenting to Candidacy

**Instructions:** Your nomination requires the signed declaration of 25 names and addresses of electors residing in the electoral district (*EA s. 27(2)(f)*) in which you will be running as a candidate. It is advisable to have more than 25 names and addresses to ensure that you have obtained the required number needed to meet residency requirements.

You may photocopy the **Declaration of Electors** (on page 17) and distribute to multiple individuals who will be assisting you in collecting the names and addresses. It is acceptable to have different witnesses for each sheet of the declaration.

The witness(es) signature(s) must be completed by the individual(s) who witnessed the elector signatures. The witnesses must print their First and Last Name to certify that each elector signed the declaration.



# Candidate Nomination Paper



Name of candidate:

First name

Middle name(s)

Last name

Provincial electoral district

**Declaration of Electors:** I, one of the undersigned, am an elector in the electoral district stated above (*EA s. 27(2)(g)*), and do hereby nominate the person named above, as a candidate at the pending election for this provincial electoral district.

An elector is a person who will be 18 years of age by polling day, is a Canadian citizen, and resides in the electoral district where you are seeking election.

(Internal use only)

#	Elector's Name (print)	Full Address with <u>Postal Code</u>	Elector's Signature	Confirmed (Initial)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Witness to signatures:

First name

Last name



Signature of Witness

Date

# Candidate Nomination Paper



Name of candidate:

First name

Middle name(s)

Last name

Provincial electoral district

**Declaration of Electors:** I, one of the undersigned, am an elector in the electoral district stated above (*EA s. 27(2)(g)*), and do hereby nominate the person named above, as a candidate at the pending election for this provincial electoral district.

An elector is a person who will be 18 years of age by polling day, is a Canadian citizen, and resides in the electoral district where you are seeking election.

(Internal use only)

#	Elector's Name (print)	Full Address with <u>Postal Code</u>	Elector's Signature	Confirmed (Initial)
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Witness to signatures:

First name

Last name



Signature of Witness

Date