

Electoral Roll Access (ERA)

Submitting a request form in ERA to access electoral roll data

USER GUIDE

January 2026

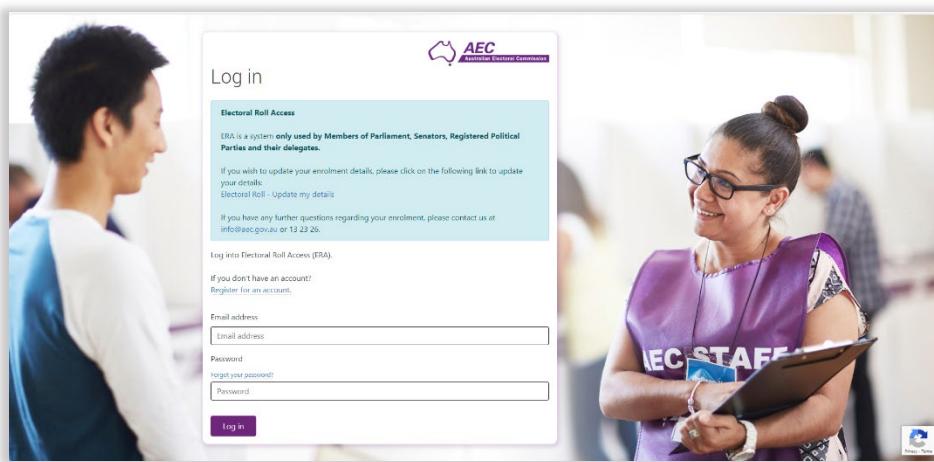
Submitting a request form

This guide describes how to submit a request form to access electoral roll data in Electoral Roll Access (ERA) for members of the House of Representatives (MPs), Senators or federally registered parties.

This involves:

- Downloading a copy of the form on the AEC website.
- Completing the form and saving it as a PDF.
- Submitting the form in ERA.

Information about electoral roll data is on the [AEC website](#).



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Finding and completing the form

Downloading and completing the form

1. On the [AEC website](#), select either:
 - the Roll Access Request form (MP or Senator) form or
 - the Roll Access Request form (Registered Political Party) form
2. Download and complete the form.
3. After being signed, the form needs to be saved as a PDF.

Submitting the form to RPS

A separate form must be submitted to RPS by the entitled person/party for each person who is going to download electoral roll data.

Submitting the form

The entitled person/party will need to email the completed and signed PDF form to rps@aec.gov.au

 **Note:** The email will need to be sent from the entitled themselves and come from their verified email address.

Once manual verification is complete the form will need to be submitted in the ERA portal as below.

Submitting the form in ERA

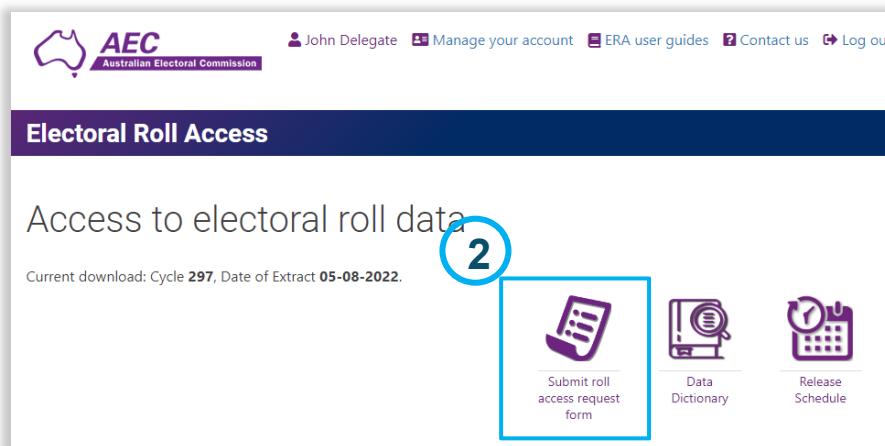
A separate form must be submitted in ERA by each person who is going to download electoral roll data (the **ERA user** on the form) – who is often a delegate.

Only the ERA user may create an ERA account and submit the form. Another person cannot create an ERA account and submit a form on behalf of the ERA user.

 **Note:** The ERA user will need to create an ERA user account (if they don't already have one). See the guide [Creating an ERA account](#).

Submitting the form

1. Log into ERA.
2. Click **Submit roll access request form**.



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Electoral Roll Access

Access to electoral roll data

Current download: Cycle 297, Date of Extract 05-08-2022.

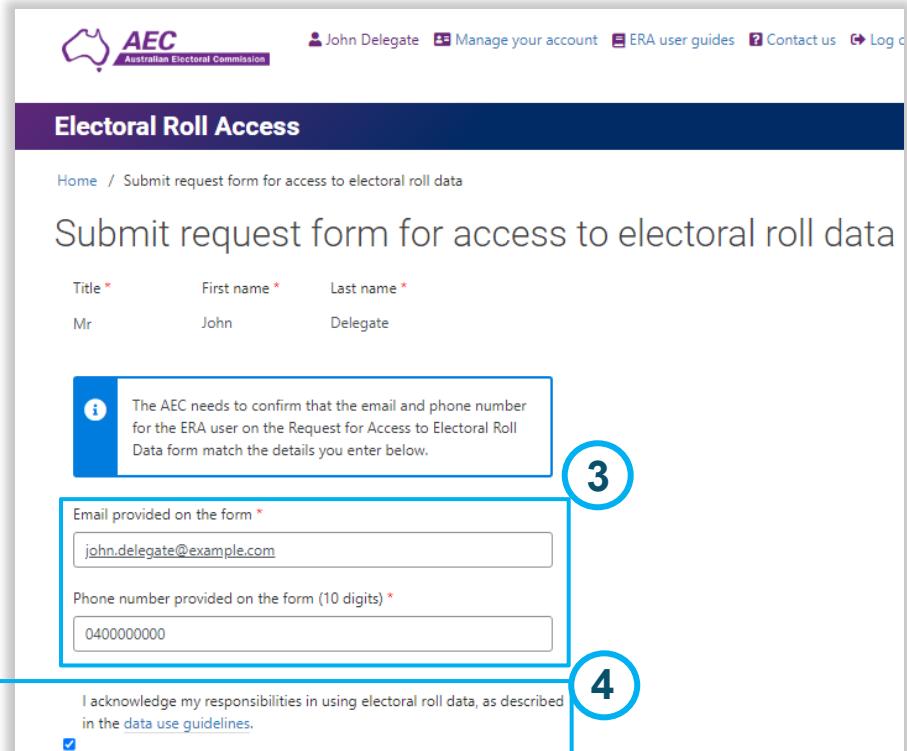
2

Submit roll access request form

Data Dictionary

Release Schedule

3. Enter the same email address and phone number that is on the form for the ERA user.
4. Read the data use guidelines and then tick **I acknowledge**.



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Electoral Roll Access

Home / Submit request form for access to electoral roll data

Submit request form for access to electoral roll data

Title * First name * Last name *

Mr John Delegate

3

The AEC needs to confirm that the email and phone number for the ERA user on the Request for Access to Electoral Roll Data form match the details you enter below.

4

Email provided on the form *

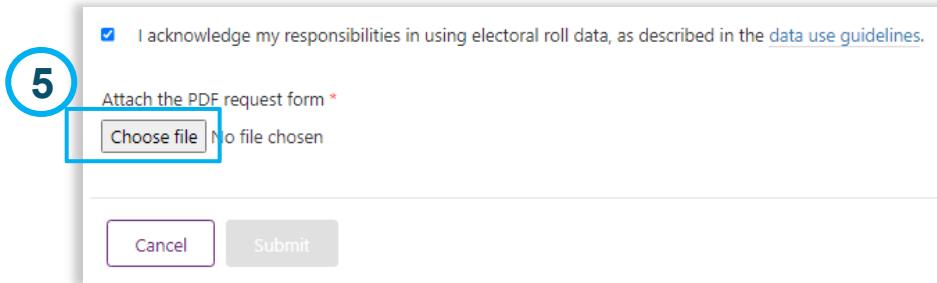
john.delegate@example.com

Phone number provided on the form (10 digits) *

0400000000

I acknowledge my responsibilities in using electoral roll data, as described in the data use guidelines.

5. Click **Choose file** and find and select the completed PDF.



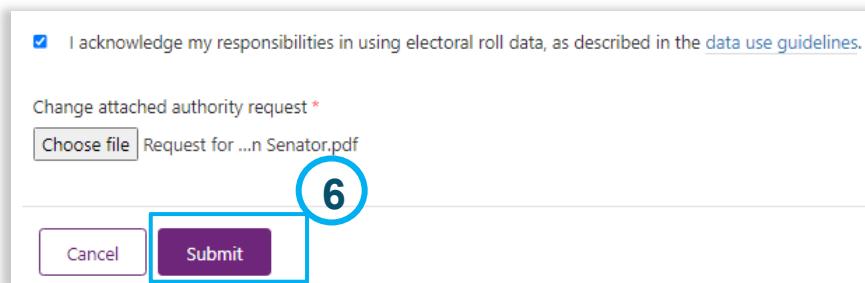
I acknowledge my responsibilities in using electoral roll data, as described in the [data use guidelines](#).

Attach the PDF request form *

Choose file No file chosen

Cancel Submit

6. Click **Submit**.



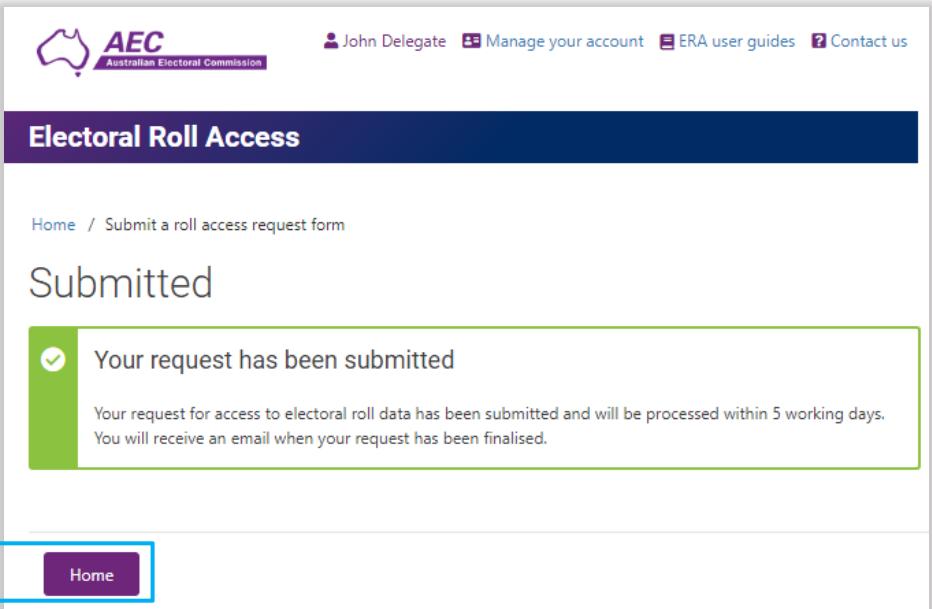
I acknowledge my responsibilities in using electoral roll data, as described in the [data use guidelines](#).

Change attached authority request *

Choose file Request for ...n Senator.pdf

Cancel Submit

7. Click **Home**.



 **AEC**
Australian Electoral Commission

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Electoral Roll Access

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Submitted

 Your request has been submitted

Your request for access to electoral roll data has been submitted and will be processed within 5 working days. You will receive an email when your request has been finalised.

Home

You will be sent an email when the request has been finalised.

 **Note:** It may take up to 5 working days to process the form.