

# Electoral Roll Access (ERA)

Submitting a request form in ERA to access electoral roll data

USER GUIDE

July 2022

## 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.

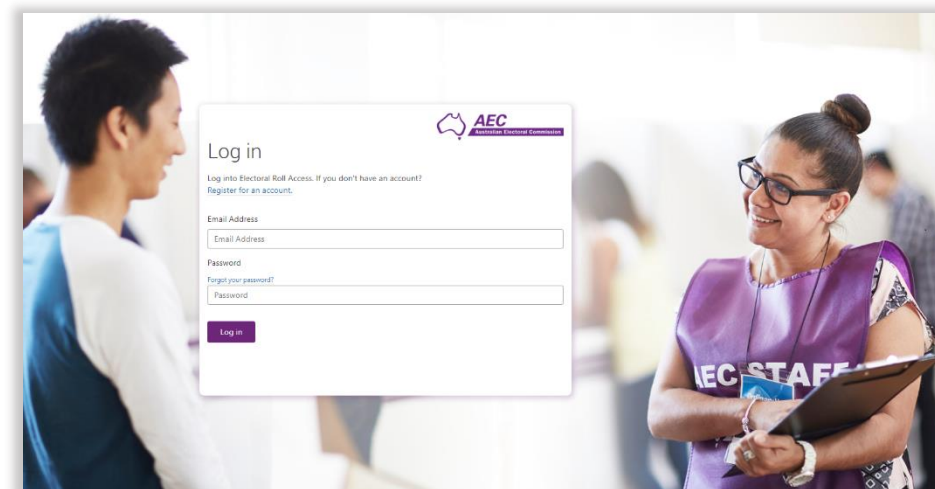
This involves:

- 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](#).

### Topics

<b>Finding and completing the form</b> .....	<b>2</b>
Downloading and completing the form.....	2
<b>Submitting the form in ERA</b> .....	<b>3</b>
Submitting the form .....	3



### Finding and completing the form

#### Downloading and completing the form

1. On the [AEC website](#), select either:
  - the Request to Access Electoral Roll Data (MP or Senator) form or
  - the Request to Access Electoral Roll Data (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 in ERA

The person who submits the form in ERA must be the same person who will be downloading and using the data (the **ERA user** on the form) – who is often a delegate.

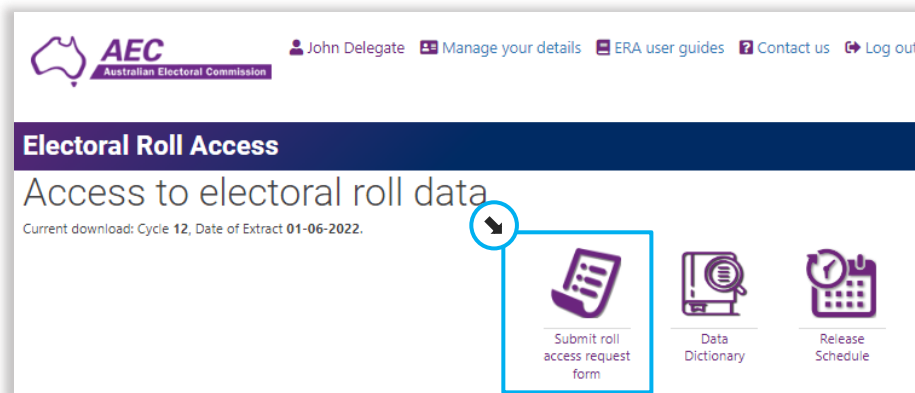
You cannot create an ERA account and submit a form on behalf of the ERA user – only the ERA user may submit the form.



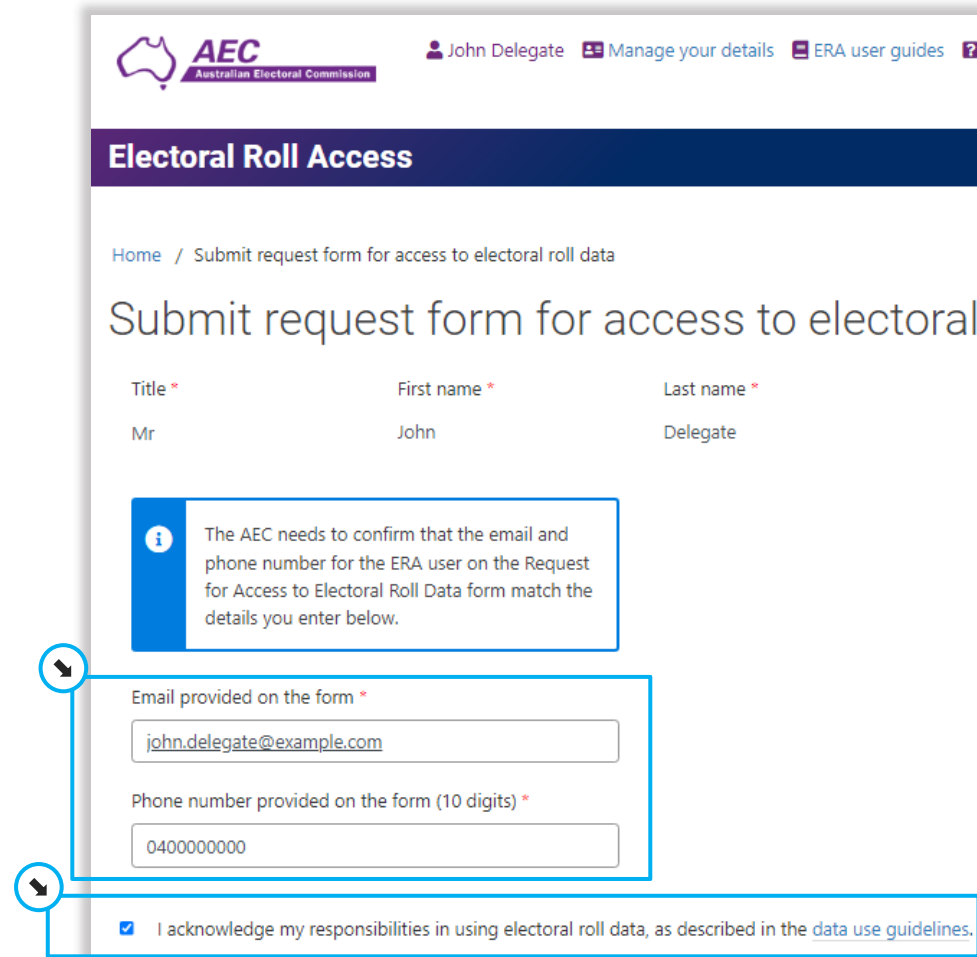
**Note:** The ERA user will need to create an ERA user account, if they don't already have one. See the guide [Creating an ERA account](#).

## Submitting the form

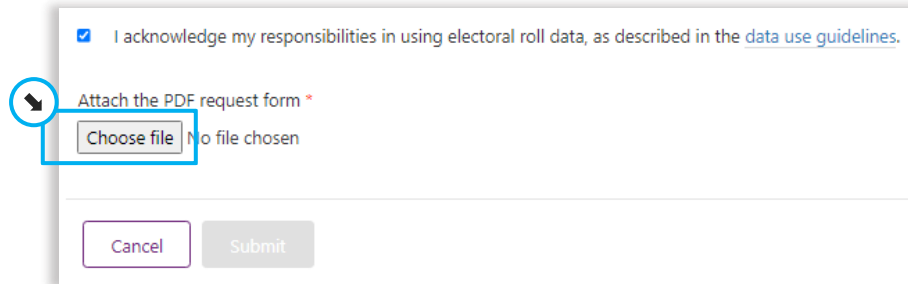
1. Log into ERA.
2. Click **Submit roll access request form**.



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 tick **I acknowledge**.



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

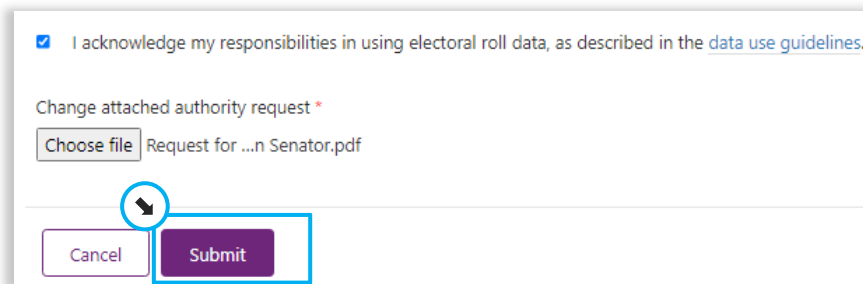


I acknowledge my responsibilities in using electoral roll data, as described in the [data use guidelines](#).

Attach the PDF request form \*

**Choose file** No file chosen

6. Click **Submit**.



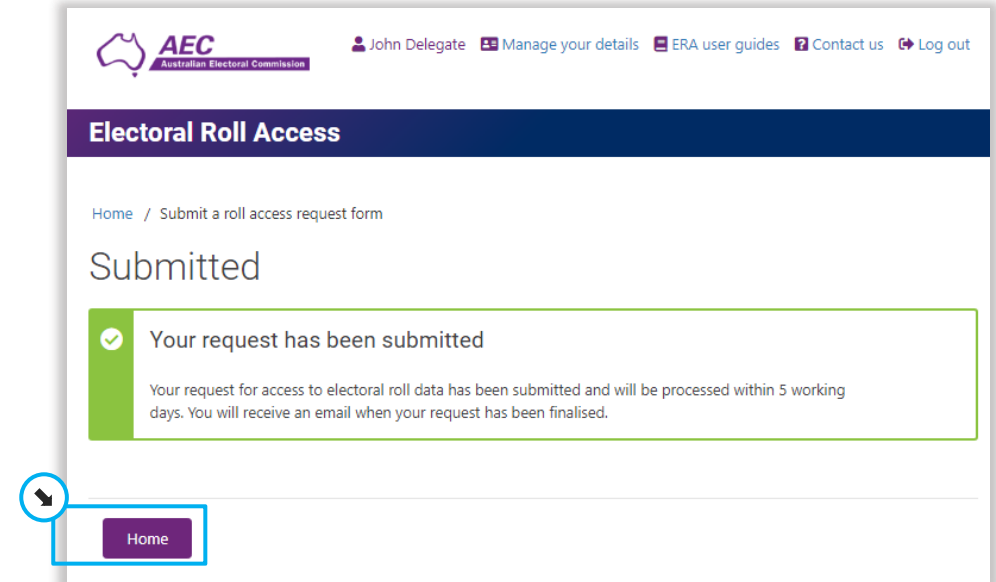
I acknowledge my responsibilities in using electoral roll data, as described in the [data use guidelines](#).


Change attached authority request \*

Request for ...n Senator.pdf

**Submit**

7. Click **Home**.



 **AEC**  
Australian Electoral Commission

John Delegate

## Electoral Roll Access

Home / Submit a roll access request form

### 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.