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Information and Guidance

Application for entry to the Register for the Higher Education Constituency

This form should be used by eligible persons to submit their claim to be entered on the Register of Electors for the Seanad Higher Education constituency. The easiest way to register is by completing the application form online at www.SeanadVoter.ie.

Eligibility to register

You must be:

- › a citizen of Ireland, **and**
- › eighteen years of age or older, **and**
- › have received a degree (other than an honorary degree) which is at least at bachelor degree level, from a designated institution (listed overleaf)

Important Dates

Dates are set out in the Seanad Electoral (University Members) (Amendment) Act 2024:

- › Applications for the first register of electors must be received by 23 January 2025.
- › **Late applications will not be considered.**
- › The first register of electors will be published on 1 April 2025.

The forthcoming Seanad General Election (January 2025) will be held on the basis of the existing NUI and University of Dublin (Trinity College) constituencies electing three Senators each. Where vacancies occur among those elected in accordance with that process, NUI and University of Dublin (Trinity College) graduates who are included on the Higher Education constituency register will be eligible to vote in ensuing by-elections. This arrangement will apply only until any dissolution of the Dáil after 21 March 2025, from which point the Higher Education constituency will elect all six Senators.

The first register of electors for the new constituency will be published on 1 April 2025 and will be in force until the first annual revision is complete. A revised register will be published on 1 June 2026 and every 1 June thereafter.

More information is available on SeanadVoter.ie.

Information required

The legal basis for this form, the information sought therein and how your information is used is set out in the Seanad Electoral (University Members) (Amendment) Act 2024. This includes provisions to seek some personal data including name, address, date of birth, Personal Public Service Number (PPSN) and citizenship details. It also sets out the legal basis for sharing data with other designated institutions, the Minister for Social Protection and any Minister of the Government or specified public body where it is necessary and proportionate, including to verify the accuracy of a claim and to identify duplicates.

The Higher Education constituency is a new constituency. Everyone wishing to vote in the Higher Education constituency must first submit a claim (application) either online at SeanadVoter.ie or using this form.

It's easier online!

The easiest way to register to vote is online www.SeanadVoter.ie

You can submit this form by post to:

SeanadVoter.ie
 PO Box 13784
 Dublin 2
 Ireland

Before sending your paper form, please ensure you:

- › Complete sections A and B
- › Complete the declaration, section C
- › Attach proof of citizenship (if required)
- › Attach witness form (section D, if required)

Completing This Form

Section A: Identity details: All applicants are required to complete **Section A** identity details. Your identity may be checked by the Central Registration Authority in line with legislation as referred to above.

Section B: Qualification details: All applicants are required to complete the relevant parts of **Section B**. This information will be shared for verification with the relevant institution.

Section C: Declaration of Truthfulness: All applicants are required to complete the declaration of truthfulness.

Section D: Witness form if required

Designated Institutions

To be eligible to apply, you must have received a degree from a designated institution. "Designated institutions" means the National University of Ireland, the University of Dublin (Trinity College), and institutions that are designated under the Higher Education Authority Act 2022 (listed below). The definition includes institutions that have been dissolved and had their functions transferred to a designated institution. For more information, visit www.SeanadVoter.ie.

- | | |
|---|--|
| - Atlantic Technological University | - Technological University Dublin |
| - Dublin City University | - Technological University of the Shannon Midlands Midwest |
| - Dun Laoghaire Institute of Art, Design & Technology | - Trinity College Dublin |
| - Dundalk Institute of Technology | - University College Cork |
| - Maynooth University | - University College Dublin |
| - Munster Technological University | - University of Galway |
| - National College of Art and Design | - University of Limerick |
| - Royal College of Surgeons in Ireland | |
| - South East Technological University | |

The Higher Education Authority Act 2022 also provides that other institutions may be designated in the future.

Important

If you are already on the register for the NUI constituency or the University of Dublin (Trinity College) constituency a letter will have issued to your address on record in December 2024. If you have received the letter you can use the National University of Ireland (NUI) reference number/ TCD Alumni number contained therein to assist in completing your claim for registration for the new constituency. The NUI reference number/TCD Alumni number will be used to check your details.

For all other applicants the following information is required:

- **PPSN or Witness form:** Providing your PPSN will enable confirmation of your identity details and help to protect the integrity of the register. Alternatively, complete Section D - Witness form to confirm your identity.
- **Evidence of citizenship:** Applicants are asked to provide supporting documentation in relation to their citizenship. This may be a photocopy of the photo page of your valid Irish Passport or a copy of your Certificate of Naturalisation.
- **Details of qualifications:** In this section you are advised to include sufficient information to enable your institution verify your degree qualification(s). If you do not have all of the information requested, you are advised to include any other information that might assist your institution in confirming your record.

Claim form for entry to the Register for the Higher Education Constituency

Fields marked with an * are mandatory.
Complete all sections in BLOCK CAPITALS
Last 3 questions are check boxes.

Section A - Identity details – All applicants must complete this section

| | | |
|---|--|---|
| First Name(s)* | | Your name and surname will be published on the register of electors |
| Surname* | | |
| Former name or other names (if applicable) particularly at the time of graduation | | This information will not be published on the register of electors but may help match your record. |
| NUI reference number/ TCD Alumni number | | Only existing electors should include this number. |
| Date of birth (DoB)* | | Your DoB and PPSN will not be published on the register of electors but may be used to confirm your identity details. See guidance for more detail. |
| PPSN: If you are not providing a PPSN you may need to complete Section D. | | |
| Email address* | | Your email and phone number will not be published on the register of electors but may be used to contact you in relation to your application. |
| Phone number | | |

| | | |
|--|--|--|
| Current Address (at which you are normally resident)* | | This address will be published on the register of electors. |
| Eircode/Postcode* | | |
| Address to which your ballot papers should be sent (if different)* | | This address will be published on the register of electors. |
| Eircode/Postcode* | | |
| Correspondence address at the time of your degree | | This information will not be published on the register of electors but may help your institution to match your record. |
| Eircode/Postcode | | |

| | | |
|--|--------------------------|--|
| Citizenship* | | In order to be registered as an elector in the Higher Education constituency, you must be a citizen of Ireland. Please tick the relevant box. |
| I am on the NUI and/or University of Dublin (Trinity College) Register of Electors and have included my reference number above, or | <input type="checkbox"/> | |
| I am an Irish Citizen and have attached a photocopy of the photo page of my valid Irish passport, or | <input type="checkbox"/> | |
| I am an Irish Citizen and have attached a copy of my Certificate of Naturalisation | <input type="checkbox"/> | |

Section B - Qualification details

- If you are an existing Seanad Elector in the NUI constituency or the University of Dublin (Trinity College) constituency, or both, please complete Table 1.
- If you are a new applicant with a degree from NUI or University of Dublin (Trinity College) or both, please complete Table 2. You may include degrees from both NUI and the University of Dublin (Trinity College) – this is relevant for by-elections that may arise in the existing constituencies.
- If you are a new applicant and have a degree from any other designated institution, please complete Table 3. You only need to include one degree even if you have more than one. Each person will only have **one** vote in the new Higher Education constituency.
- For more information, please go to SeanadVoter.ie

Table 1 NUI and University of Dublin (Trinity College) Graduates – Existing Seanad Electors

| If you are on the Register of Electors for the NUI and/or University of Dublin (Trinity College) constituency and have received the following reference number(s) by post in December 2024, please include them below*: | | | | | | | | | | Consent to be included in the register of electors for by-elections* Please tick the relevant box | |
|---|-----|--|--|--|--|--|--|--|--|--|--|
| NUI Reference No. | NUI | | | | | | | | | Yes | |
| | | | | | | | | | | No | |
| TCD Alumni No. | | | | | | | | | | Yes | |
| | | | | | | | | | | No | |

Table 2 All other NUI Graduates & University of Dublin (Trinity College) Graduates

| Institution you graduated from (Use name of institution as it was known at time of your graduation)* | Year Graduated* | Full Title of Degree* e.g. BA in History, MSc in Nursing, PhD in Biology | Student Number (if known) | Consent to be included in the register of electors for by-elections* Please tick the relevant box | |
|--|-----------------|---|---------------------------|--|--|
| | | | | Yes | |
| | | | | No | |
| | | | | Yes | |
| | | | | No | |

Table 3 Graduates of all other Designated Institutions - Please include the name of the institution as it was known at the time of your graduation

| Institution you graduated from* For full list, see Seanadvoter.ie | Year Graduated* | Full Title of Degree* e.g. BA in History, MSc in Nursing, PhD in Biology | Student Number (if known) |
|--|-----------------|---|---------------------------|
| | | | |
| | | | |

Additional details about your Degree (Optional):

If you do not have all of the information requested, you are advised to include any other information that might assist your institution in confirming your record, for example details of the awarding body.

Section C - Declaration of truthfulness

All applicants must complete this section.
Tick each box to confirm your agreement and sign and date the declaration.

Please tick the relevant box

| | |
|---|--|
| I believe that the details I have provided on this form are true to the best of my knowledge and belief.* | |
| I understand that it is an offence under electoral law to knowingly give false or misleading information.* | |

Signature of Claimant

Date



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Section D - Seanad Éireann Electoral Registration Witness Form

If you have not provided a PPSN or an NUI reference number/TCD Alumni number in your claim form, take this form and your photographic identification (ID) to your local Garda station or any Notary/Notary Public to confirm your identity. If they are satisfied as to your identification, they will witness you signing this form, and then proceed to sign, date, and stamp the form. If you are unable to attend your local Garda station or a Notary/Notary Public due to illness or disability, you must have your form endorsed by a registered medical practitioner in the same manner.

The Chief Registration Officer for the Higher Education constituency may also request you to complete this section and have it witnessed.

Section D - Seanad Éireann Electoral Registration Witness Form

| Witness Details | |
|--|---|
| Witness Full Name | |
| Witness Occupation | |
| Witness Work address | |
| | |
| | Phone number: <input type="text"/> |
| Witnessing at a Garda Station or by Notary or Notary Public | I, _____, declare that I am satisfied that _____, is the person making this application and that they have signed this form in my presence |
| Garda Stamp (if applicable) | Notary ID (if applicable): |
| | |
| Endorsement by a registered medical practitioner (if applicable) | I, _____, confirm that _____ is the person making this application and is unable to attend their local Garda station or Notary/ Notary Public to have this form witnessed and signed due to illness or disability |
| Medical Council number (if applicable) | |

Signature of Claimant

Date

Signature of Witness

Date

(Member of An Garda Síochána/Notary/Notary Public/Medical Practitioner)

If required, this Witness form can be uploaded with your online application at SeanadVoter.ie or submitted by post with your paper application.