

Electoral Roll Access (ERA)

Submitting a request form in ERA to access electoral roll data

USER GUIDE

December 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.

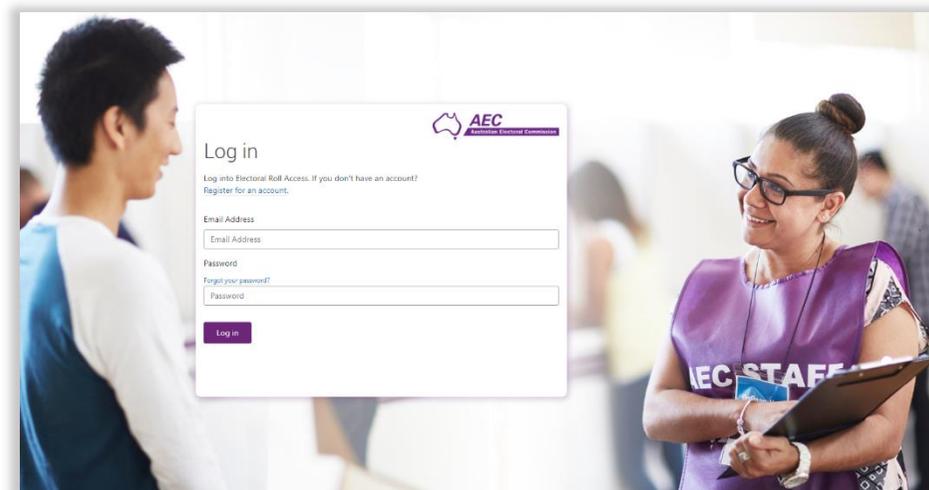
This involves:

- 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](#).

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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

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.

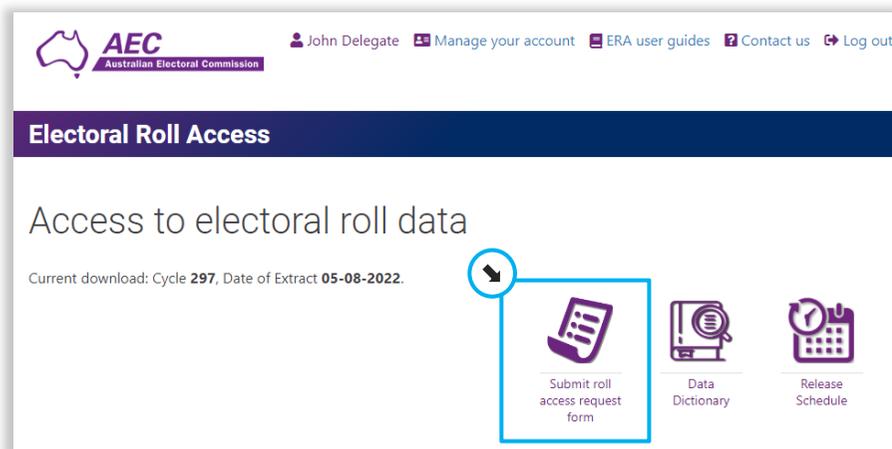
Only the ERA user may create an ERA account and submit the form. Another person cannot create an ERA account and submit a form on behalf of the ERA user.



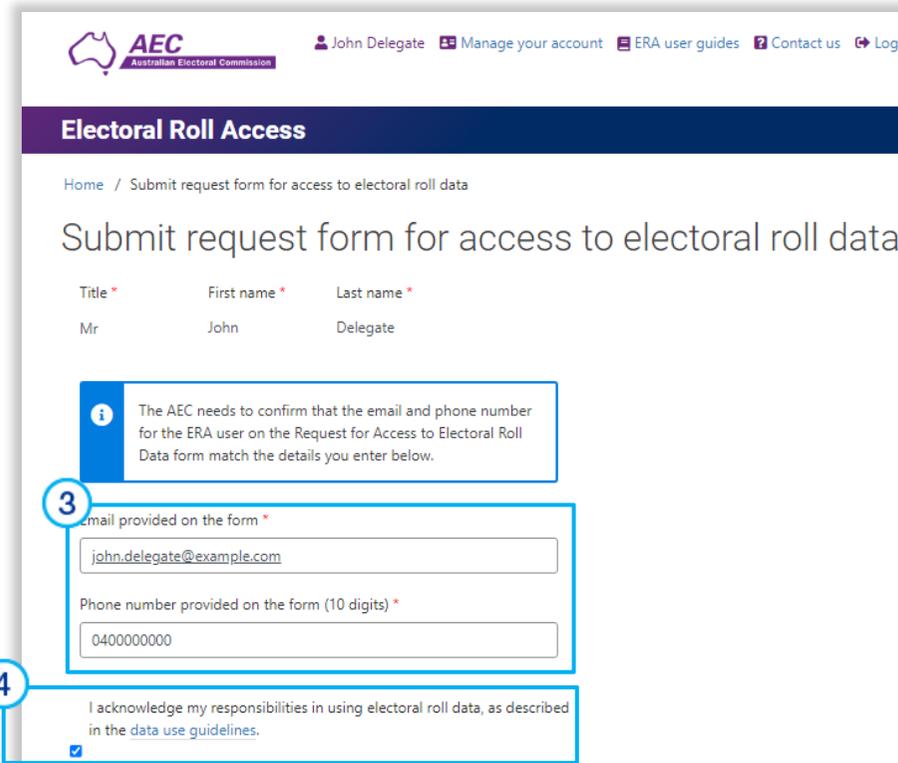
Note: The ERA user will need to create an ERA user account, if they don't already have one. See the guide [Creating an ERA account](#).

Submitting the form

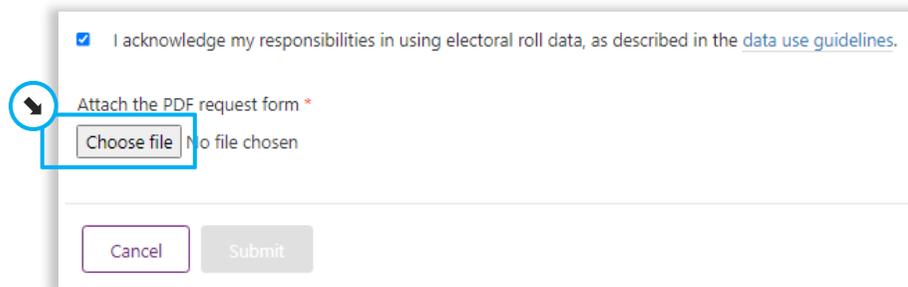
1. Log into ERA.
2. Click **Submit roll access request form**.



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**.



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

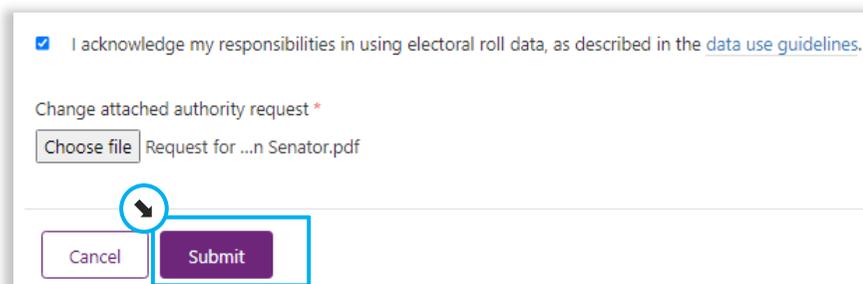


I acknowledge my responsibilities in using electoral roll data, as described in the [data use guidelines](#).

Attach the PDF request form *

Choose file No file chosen

6. Click **Submit**.

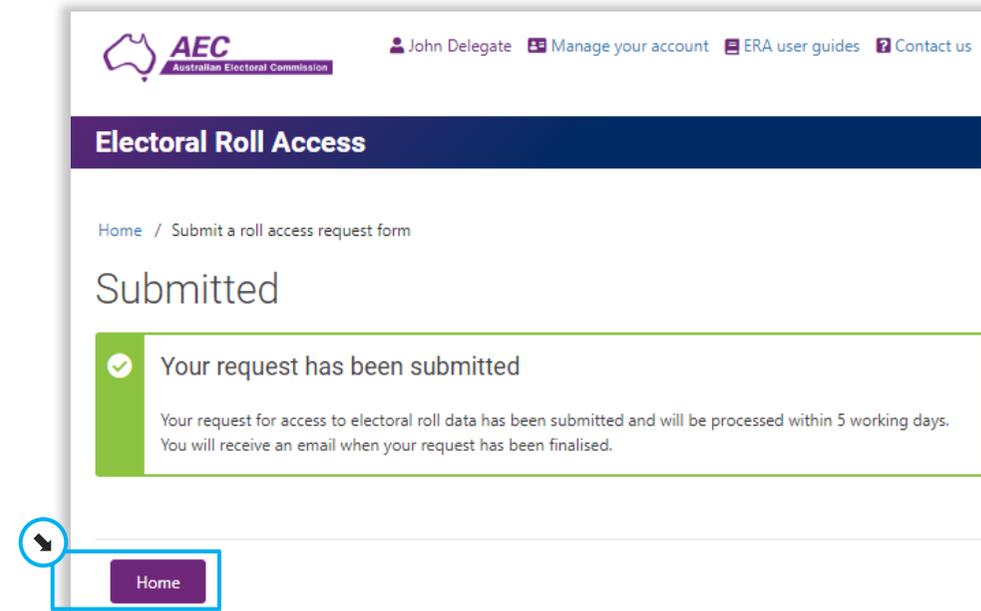


I acknowledge my responsibilities in using electoral roll data, as described in the [data use guidelines](#).

Change attached authority request *

Request for ...n Senator.pdf

7. Click **Home**.



 John Delegate [Manage your account](#) [ERA user guides](#) [Contact us](#)

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.