

[barcode]

Elector ID: [elector ID]

[elector name]

[elector address]

Dear [elector salutation] [elector last name]

Apparent failure to vote – [election year] ACT Legislative Assembly

According to my records, it appears that you did not vote at the [election year] ACT Legislative Assembly election. Voting was available to all electors between [election voting period].

It is an offence under the *Electoral Act 1992* to fail to vote at an ACT election without a valid and sufficient reason.

Please follow the instructions on the back of this notice to resolve this matter, if you:

- **DID VOTE**; or
- **DID NOT VOTE**, but believe you have a valid and sufficient reason for not voting; or
- **DID NOT VOTE**, and wish to pay the \$20 penalty to finalise the matter.

If applicable the penalty for failing to vote is \$20 if paid to the ACT Electoral Commission, or a maximum fine of \$80 (plus any court costs) if the matter is dealt with by the Court.

If you do not respond to this notice by [reply date], I may be obliged to have the matter dealt with by the Court.

If you believe you have a valid and sufficient reason for not voting or wish to advise that you did vote, you must provide your response in writing. **Responses cannot be taken over the phone.** To respond to this notice refer to the options detailed on the reverse side of this notice.

If the elector to whom this notice is addressed is absent or incapacitated, another person may respond on their behalf.

Please note that giving false or misleading information in replying to this notice is a serious offence.

Yours sincerely

[Electoral Commissioner signature]

[Electoral Commissioner name]

[mailing date]

**Elector's reply regarding apparent failure to vote at the
[election year] ACT Legislative Assembly election**

Your enrolment as of election day was:

Given name:	[elector first name]	[elector ID]
Surname:	[elector last name]	[barcode]
Enrolled Address:	[elector enrolled address]	

Please choose one of the following options to respond to this apparent failure to vote notice.

Respond or pay the penalty online

Go to **elections.act.gov.au** to reply to this notice. Click on the failure to vote button on the home page and follow the prompts to the online response form. Use the **Elector ID** provided above to access the form.

The form will provide you with the option to:

- Provide a reason for your failure to vote; or
- Provide details on the location and time that you did vote; or
- Pay the \$20 penalty. Payments accepted by credit/debit card (Mastercard or Visa) only.

Respond by email or mail

If you are unable to use the online response form, responses can be accepted by email or mail. All emails and letters should include your full name, enrolled address and the **Elector ID** provided above.

- If you did vote, provide details of the voting location, the date and the approximate time that you voted; or
- If you did not vote and believe you have a valid and sufficient reason for not voting, provide a clearly stated reason.

You will be notified if the Electoral Commissioner does not consider your reason to be valid and sufficient.

Respond by email to:

electionsFTV@act.gov.au

Respond by mail to (no stamp necessary):

ACT Electoral Commission
Reply Paid 83416
Canberra ACT 2601

Alternate ways to pay the \$20 penalty

Pay by phone:

Contact Elections ACT
on 6205 0033 during business
hours:
Monday to Friday: 9am to 5pm,
excluding public holidays.
Provide the **Elector ID** printed
above.
Payments accepted by
credit/debit card (Mastercard or
Visa) only.

Pay in person:

Visit Elections ACT's office:
Nara Centre
3 Constitution Avenue
Canberra City ACT 2601
Business hours:
Monday to Friday: 9am to 5pm,
excluding public holidays.
Bring a copy of this notice with
you.
Payments accepted by cash,
cheque/money order, eftpos and
credit/debit card.

Pay by post:

Return the payment by
cheque/money order (made out to
the ACT Electoral Commission).
Send to:
ACT Electoral Commission
Reply Paid 83416
Canberra ACT 2601
(no stamp necessary)
If sending by mail, return with a
copy of this notice.
Do not send cash in the mail.

Note: Payment of the \$20 penalty fully discharges any liability in relation to your apparent failure to vote. No further proceedings can be taken against you and you will not be regarded as having been convicted of an offence. However, if for any reason your cheque is not honoured by your bank, or the credit or debit card details provided are rejected, it will be deemed that payment of the penalty has not been made.