



STATUTORY INSTRUMENTS.

**S.I. No. 104 of 2025**

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SEANAD ELECTORAL (UNIVERSITY MEMBERS) (AMENDMENT) ACT  
2024 (PRESCRIBED MATTERS) REGULATIONS 2025

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2024 (PRESCRIBED MATTERS) REGULATIONS 2025

I, JAMES BROWNE, Minister for Housing, Local Government and Heritage, in exercise of the powers conferred on me by section 4 of the Seanad Electoral (University Members) (Amendment) Act 2024 (No. 40 of 2024), hereby make the following regulations:

1. These Regulations may be cited as the Seanad Electoral (University Members) (Amendment) Act 2024 (Prescribed Matters) Regulations 2025.

2. The Seanad Electoral (University Members) (Prescribed Matters) Regulations 1938 to 2024 and these Regulations shall be construed as one and may be cited together as the Seanad Electoral (University Members) (Prescribed Matters) Regulations 1938 to 2025.

3. In these regulations “the Act” means the Seanad Electoral (University Members) (Amendment) Act 2024 (No. 40 of 2024).

4. Every form set forth in the Schedule to these Regulations is the form prescribed for the purposes for which the form is expressed in the said Schedule at the head of such form.

5. The fee to be paid under Section 15(2)(d) of the Act or Rule 24 in the Schedule of the Act by an applicant for a copy of the register of electors or part thereof shall be €100.



GIVEN under my Official Seal,  
31 March, 2025.

JAMES BROWNE,  
Minister for Housing, Local Government and Heritage.

**Schedule**  
**PART 2**  
**LIST OF FORMS IN SCHEUDLE.**

*Forms to be used in relation to registration*

<b>Form Number</b>	<b>Title</b>	<b>Schedule reference</b>
SV01	Claim form for entry to the register for the Higher Education Constituency	Rules 2 to 8, 14
SV03	Claim form for correction of entry in the register of electors	Rule 21
SV04	Notice of appeal to Chief Registration Officer of a decision made	Rule 25

**RULE 2**

**Form SV01**

**FORM OF CLAIM TO BE REGISTERED AS AN ELECTOR IN  
REGISTER OF ELECTORS OF THE HIGHER EDUCATION  
CONSTITUENCY (Referred to/provided for in Rules 2-8 and 14)**



### Information and Guidance

#### **Claim 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](http://www.SeanadVoter.ie).

<b>Important: Eligibility to Register</b>	<b>Important Dates</b>
<p>You must be:</p> <ul style="list-style-type: none"> <li>➤ a citizen of Ireland, <b>and</b></li> <li>➤ eighteen years of age or older, <b>and</b></li> <li>➤ have received a degree (other than an honorary degree) which is at least at bachelor degree level, from a Designated Institution (list below).</li> </ul>	<ul style="list-style-type: none"> <li>➤ Applications must be received by the 26 February annually.</li> <li>➤ <b>Late applications will not be considered.</b></li> <li>➤ The revised register of electors will be published and come into force on 1 June annually from 2026.</li> </ul>

**The current (27<sup>th</sup>) Seanad includes the Senators elected on the basis of the NUI and University of Dublin (Trinity College) constituencies, with three Senators elected by 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 bye-elections if they opted-in to do so when making their application. This arrangement will apply only until any dissolution of the Dáil, from which point the Higher Education constituency will elect all six Senators.

The first register of electors for the Higher Education constituency runs from 1 April 2025 until 31 May 2026. A revised register will be published on 1 June 2026 and every 1 June thereafter. If you are entered on the register in force you do not need to reapply to be included on the revised register. You must inform the Central Registration Authority of any changes to your address details or you may not receive your ballot.

#### **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 confirmation that you are an Irish citizen. It also sets out the legal basis for sharing data with other designated institutions, the Minister for Social Protection (to cross-check your PPSN for identity purposes) and any Minister of the Government or specified public body (for example An tArd-Chláraitheoir – in

connection with death events), where it is necessary and proportionate, including to verify the accuracy of a claim and to identify duplicates.

### **Important**

If you were previously on the register for the NUI constituency or the University of Dublin (Trinity College) constituency you will not be automatically added to the register for the Higher Education constituency. You will need to register if you have not already done so.

### **Completing this Form**

#### **Sections A, B and C must be completed by all applicants**

**Section A: Identity Details:** All applicants are required to complete **Section A** identity details, including providing their PPSN. Providing your PPSN will enable confirmation of your identity details and help to protect the integrity of the register.

**Evidence of citizenship:** Applicants are also asked to provide supporting documentation in relation to their citizenship. This may be a copy of the photo page of your valid Irish Passport or a copy of your Certificate of Naturalisation.

**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 designated institution. In this section you are advised to include sufficient information to help your institution to 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.

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

**Section D: Witness Form:** Only required if the applicant does not provide their PPSN or if they are requested to do so by the Chief Registration Officer.

<b>Designated Institutions</b>		
To be eligible to apply, you must have received a degree from a designated institution.		
Designated institution means each of the following:		
<ul style="list-style-type: none"> <li>• the National University of Ireland,</li> <li>• the University of Dublin (Trinity College), and</li> <li>• institutions that are designated under the Higher Education Authority Act 2022 (listed below).</li> </ul>		
The definition includes institutions that have been dissolved and had their functions transferred to a designated institution. For more information, visit <a href="http://www.SeanadVoter.ie">www.SeanadVoter.ie</a> .		
Atlantic Technological University Dublin City University (DCU) Dun Laoghaire Institute of Art, Design & Technology (IADT) Dundalk Institute of Technology (DkIT) Maynooth University Munster Technological University (MTU)	National College of Art and Design (NCAD) Royal College of Surgeons in Ireland (RCSI) South East Technological University Technological University Dublin	Technological University of the Shannon Midlands Midwest University of Dublin (Trinity College) University College Cork University College Dublin University of Galway University of Limerick
The Higher Education Authority Act 2022 also provides that other institutions may be designated in the future.		

It's easier online! The easiest way to register to vote is online <a href="http://www.SeanadVoter.ie">www.SeanadVoter.ie</a>	
You can submit this form by post to:  SeanadVoter.ie PO Box 13784 Dublin 2 Ireland	<b>Before</b> sending your paper form, please ensure you: <ul style="list-style-type: none"> <li>➤ Complete sections A and B,</li> <li>➤ Sign and date the declaration (Section C),</li> <li>➤ Attach proof of citizenship,</li> <li>➤ Attach witness form (Section D, if required).</li> </ul>

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

Fields marked with an \* are mandatory.

**Complete all sections in BLOCK CAPITALS**

**Section A: Identity Details – All applicants must complete this section**

First name(s)*			<b>Your name and surname will be published on the register of electors.</b>
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 find your record.
Date of birth*			Your date of birth 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 do not provide a Personal Public Service Number (PPSN) you may need to complete Section D-			
Email address*			Your email address and phone number will not be published on the register of electors but may be used to contact you in relation to your application or Seanad registration.
Phone number			
Current and complete address (at which you are normally resident)*			<b>This address and Eircode/Postcode will be published on the register of electors.</b>
Eircode/Postcode*			
Complete address to which your ballot papers should be sent (if different)*			<b>This address and Eircode/Postcode will be published on the register of electors.</b>
Eircode/Postcode*			
Correspondence address at the time of your degree (if applicable)			This information will not be published on the register of electors but may help your institution to match your record.
Eircode/Postcode			
<b>Citizenship*</b> <i>In order to be registered as an elector in the Higher Education constituency, you must be a citizen of Ireland.</i>			
I am an Irish Citizen and have attached a copy of the photo page of my valid Irish passport	<input type="checkbox"/>		Please check the relevant box to confirm which supporting information applies to you.
<b>OR</b>			
I am an Irish Citizen and have attached a copy of my Certificate of Naturalisation	<input type="checkbox"/>		

### Section B: Qualification Details – All applicants must complete this section

- If you have a degree from NUI or University of Dublin (Trinity College) or both, please complete Table 1 **only**. This is relevant if you want to be able to vote in bye-elections that may arise in the existing constituencies in the 27<sup>th</sup> Seanad.
- All other applicants should complete **Table 2**. You only need to include one degree in Table 2 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 Graduates and 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 register for bye-elections*
				Yes
				No
				Yes
				No

**Table 2: 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(s) (Optional):

Providing additional information relevant to your degree(s) may help your institution to match your records. Helpful information could include for example, the name of the institution you attended, the location of the campus where you studied, the name of the awarding body that awarded your degree, or any other relevant information.

**Section C: Declaration of Truthfulness - All applicants must complete this section**

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.*	
I understand it is my responsibility to inform the Chief Registration Officer of any changes to my name or address details.	

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Signature of Applicant

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Date

### Section D: Seanad Éireann Electoral Registration Witness Form

If you have **not** provided a PPS Number in your application, 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 identity, 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.

Witness Details	
Witness Full Name	
Witness Occupation	
Witness Work Address	
Phone number:	
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 Applicant:  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.

**RULE 21**

**Form SV03**

**CLAIMS FOR CORRECTION OF ENTRIES IN A REGISTER**

 <b>SeanadVoter.ie</b> <b>Vótálaí Seanad.ie</b>	<b>It's easier online!</b> The easiest way to register to vote is online <a href="http://www.SeanadVoter.ie">www.SeanadVoter.ie</a>	
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**Claim form for correction of entry in the register of electors.**

This form should be used if you wish to update or make an amendment to your entry in the electoral register for the Higher Education constituency. You are asked for your PPSN below so that we can check your identity details.

<b>To the Chief Registration Officer,</b> I wish to inform you that the following entry in respect of my particulars in the Register of electors for the Higher Education constituency is incorrect			
<b>Your details as they currently appear on the register of electors</b>			
First name(s)			
Surname			
Address		Eircode/Postcode	
Address to which your ballot papers are to be sent		Eircode/Postcode	
<b>Other personal details (to help us to accurately identify your current record)</b>			
PPSN*		Date of birth*	
<b>Your details as you wish them to appear on the register of electors</b>			
First name(s)			
Surname			
Current Address		Eircode/ Postcode	
Address to which the ballot papers are to be sent		Eircode/ Postcode	

\* Your PPSN/Date of birth will not appear on the published register- it is required so that your identity data can be confirmed.

Signature:  Date:

**RULE 25**

**Form SV04**

**NOTICE OF APPEAL TO CHIEF REGISTRATION OFFICER OF A  
DECISION MADE**



This form should be used by a person who wishes to appeal against a decision of the chief registration officer. The appeal must be made within five days of the decision of the chief registration officer. Notice of this appeal must also be given by the person making the appeal to any other party affected.

The chief registration officer shall transmit this appeal to the county registrar in the manner directed by rules of court, together with a statement of the material facts, which in the opinion of the chief registration officer, have been established in the case, and of his or her decision upon the whole case and on any point which may be specified as a ground of appeal.

**To the Chief Registration Officer**

I, **(Insert your name)**, of

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ **(Insert your address)**

hereby give notice of appeal against your decision *(Insert details of decision here)*

The grounds for my appeal are as follows *(Insert the reason for the appeal here)*

Signature:  Date:

Print name

Note: Where it appears to the chief registration officer that any two or more notices of appeal from his or her decisions are based on similar grounds, he or she shall inform the county registrar for the county of that fact for the purpose of enabling the judge hearing such appeals (if he or she so thinks fit) to consolidate such appeals or to select one of such appeals as a test case.

#### EXPLANATORY NOTE

*(This note is not part of the Instrument and does not purport to be a legal interpretation.)*

These regulations prescribe three forms associated with the registration process for the Seanad Higher Education constituency: the claim form for entry on to the register of electors, the claim form for the correction of an entry on the register of electors; and the notice of appeal form to the chief registration officer in relation to a decision made by the chief registration officer. They also prescribe the fee to be charged for the provision of a copy of the register of electors or part thereof.

Provision for the forms and fees is included in the Seanad Electoral (University Members) (Amendment) Act 2024.

BAILE ÁTHA CLIATH  
ARNA FHOILSIÚ AG OIFIG AN tSOLÁTHAIR  
Le ceannach díreach ó  
FOILSEACHÁIN RIALTAIS,  
BÓTHAR BHAILE UÍ BHEOLÁIN,  
CILL MHAIGHNEANN,  
BAILE ÁTHA CLIATH 8,  
D08 XAO6

Tel: 046 942 3100  
E-mail: publications@opw.ie

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