



# Request for permission to be a candidate in an election

Make sure you're using the [latest version](#) of this form and:

- open and complete in **Adobe Acrobat Reader or Pro** for desktop (not Foxit PDF)
- public servants must sign using **Entrust** (not Acrobat's Fill & Sign tool)

**All fields are mandatory.**

## Privacy notice statement

The Public Service Commission of Canada (PSC) is committed to protecting the privacy rights of individuals, including safeguarding personal information. Providing your personal information is voluntary. However, if you refuse to provide it, the PSC will be unable to process your request. The PSC will use the information in this form to assess your request for permission. The information is collected pursuant to the *Public Service Employment Act* and the *Political Activities Regulations*. It may also be used for follow-up and investigations under Part 7 of the act, as well as for statistical purposes.

The information provided is protected under the *Privacy Act* and will be disclosed only in accordance with that act. It is retained in Personal Information Bank number PSC PCE 763. Under the *Privacy Act*, you may request to have information about yourself corrected or annotated if you believe there is an error or omission. The recorded information will be retained for 15 years after the request was made, then retained indefinitely by Library and Archives Canada. Note that you have the right to file a complaint with the Office of the Privacy Commissioner of Canada about the PSC's handling of your personal information. For more information, consult: [Information about programs and information holdings](#).

## What you need to know

### Important information

You must request and obtain permission from the PSC **before** you seek nomination as, or become, a candidate in a municipal, provincial, territorial or federal election in Canada. You can only make public your intention to seek nomination as, or to be, a candidate, or undertake activities that support your nomination or candidacy **after** the PSC has granted you permission.

For a **federal, provincial or territorial** election, you will be on leave of absence without pay during the election period, and if you're elected, you will no longer be an employee of the public service. For a **municipal** election, the PSC may make your permission conditional on being on leave of absence without pay before or during the election period, and if you're elected, for the duration of your mandate. To mitigate any risk to political impartiality, the PSC may also impose other conditions.

You must request permission **each time** you wish to seek nomination as, or to be, a candidate in an election, even if the PSC has previously granted you permission for another election.

**If your circumstances change** (for example, change of position or duties, municipality or electoral district, or elected position sought), you must inform the PSC as it could impact your ability, real or perceived, to perform your duties in a politically impartial manner.

The PSC will render a decision in writing within **30 calendar days of receiving a request for permission with complete information**. If your request is incomplete, the PSC's decision may be delayed and you may not receive a decision in time for the nomination or registration deadline.

### Reminders

Your political activities must not be conducted during your working hours, nor on work premises, nor using government resources.

Casual workers and part-time workers (who work less than a third of regular full-time hours) do not need to request PSC permission to seek nomination as, or to be, a candidate in an election. However, they remain subject to values and ethics provisions and should consult their values and ethics office for more information.

At all times, you remain subject to the [Values and Ethics Code for the Public Sector](#), your organizational code of conduct and applicable policies.

### For more information

Consult the [PSC's political activities website](#).

## Instructions

### How to fill out this form

Include a **work description** and an **organizational chart** with this form.

For a **municipal** election, this form must be completed by the employee, the immediate supervisor and an executive (EX or equivalent).

For a **provincial** or **territorial** election, this form must be completed by the employee, the immediate supervisor and an assistant deputy minister (or equivalent).

For a **federal** election, this form must be completed by the employee, the immediate supervisor and the deputy head.

**Part A (Employee information)** must be completed by the employee.

**Part B (Immediate supervisor information)** must be completed by the immediate supervisor.

**Part C (Senior management information)** must be completed by senior management (an executive, assistant deputy minister (or equivalent) or deputy head), as indicated above.

If you're performing the duties of **another position** (acting, assignment, secondment), you must complete this form **twice** (for your **current position** and your **substantive position**), and include a work description and an organizational chart for each.

If you have already requested or received PSC permission and there is a **change in your public service position or duties** (for example, acting, assignment, secondment, deployment), you must complete this form anew, and include a work description and an organizational chart. There is no need to fill out the "Election information" section.

If you have already requested or received PSC permission and there is a **change in your circumstances other than a change of position or duties** (for example, a change in municipality or electoral district, or elected position sought), you must provide detailed information about the change **by email**.

Consult your [designated political activities representative](#) to find out about your department or agency's process for requesting permission to seek nomination as, or to be, a candidate in an election, or leave of absence without pay. You may also consult your representative for help in completing this form, including obtaining senior management input. Note that the PSC may request more information from your representative, your immediate supervisor or senior management.

### Where to send the information

Submit your completed form(s), along with the work description(s) and organizational chart(s), or information on change of circumstances (other than change of position or duties), by email to [CFP.ActivitesPolitiques-PoliticalActivities.PSC@cfp-psc.gc.ca](mailto:CFP.ActivitesPolitiques-PoliticalActivities.PSC@cfp-psc.gc.ca) and to your [designated political activities representative](#).

## Part A: Employee information

### Employee home contact information

Last name		First name(s)		
Number and street	Apartment/unit	City	Province/Territory	Postal code
Email	Telephone	In which official language do you prefer to receive correspondence? <input type="radio"/> English <input type="radio"/> French		

### Public service position information

Department or agency	Branch, directorate, division
Position title	Group-level
Employment status <input type="radio"/> Indeterminate <input type="radio"/> Acting <input type="radio"/> Term <input type="radio"/> Seasonal <input type="radio"/> Student	Employment period (if acting, seasonal, student or term) (YYYY/MM/DD) From _____ To _____

Office address		
Number and street	City	Province/Territory
Telephone	Email	
This form is for: <input type="radio"/> your substantive position <input type="radio"/> another position (for example, acting, assignment, secondment) <input type="radio"/> a change of position or duties (for example, acting, assignment, secondment, deployment)		
Are you currently on leave of absence without pay?	If yes, provide the start and end dates (if known) (YYYY/MM/DD)	
<input type="radio"/> No <input type="radio"/> Yes	From	To
Indicate how you became aware of the requirement to request and obtain PSC permission. Select all that apply.		
<input type="checkbox"/> Returning candidate	<input type="checkbox"/> Your colleagues	
<input type="checkbox"/> PSC website	<input type="checkbox"/> Letter of offer	
<input type="checkbox"/> Your department or agency's internal communications	<input type="checkbox"/> PSC information session	
<input type="checkbox"/> Your designated political activities representative	<input type="checkbox"/> Orientation as a new public service employee	
<input type="checkbox"/> Your supervisor	<input type="checkbox"/> Other (please specify): _____	
Election information		
Provide information related to the elected position you're seeking. This section does not need to be filled out when reporting a change in your public service position or duties.		
Election	Municipality or electoral district	
<input type="radio"/> Municipal <input type="radio"/> Provincial		
<input type="radio"/> Territorial <input type="radio"/> Federal	Province/Territory	
Title of elected position sought		
Date of election (if known) (YYYY/MM/DD)	Deadline to file nomination for your political party (if applicable) (YYYY/MM/DD)	
Date of nomination meeting (if applicable) (YYYY/MM/DD)	Deadline to register as a candidate for the election (if known) (YYYY/MM/DD)	
If you're running for a councillor position (or equivalent) in a municipal election, indicate if you're interested in the deputy mayor position (or equivalent). <input type="radio"/> No <input type="radio"/> Yes	Indicate the name of the regional municipality, if applicable (for example, regional county municipality, metropolitan area).	
Municipal elected office commitment, if applicable: <input type="radio"/> Full-time <input type="radio"/> Part-time    ►    Number of hours per week		
		If elected, when do you plan to work as an elected official (for example, evenings, weekdays, weekends)?

## Activities in support of nomination or candidacy

### Nomination

Do you plan to undertake activities to become the nominated candidate for a political party?

- No       Yes - list and provide details about these activities (for example, social media, obtaining signatures, public announcements) and indicate when you plan to undertake them:

### Candidacy

As a candidate in the election, it is understood that you will undertake activities to raise your profile and visibility. Therefore, you do not need to list these activities.

## Nature of duties and visibility of your public service position

This section collects information on possible risk factors that may impair your ability to perform your public service duties in a politically impartial manner, or be perceived as such. In assessing your request, the PSC will consider factors such as:

- the nature of the election
- the nature of your public service duties
- the level and visibility of your public service position
- the heightened profile and visibility that running for elected office may entail

**The following questions relate solely to your public service position and duties.** Provide detailed information on the nature, scope and frequency of your duties. Define acronyms, where applicable.

1. In your own words, list your main duties and provide detailed information about your position. Give concrete examples of your duties.

2. Provide information about your interactions with employees **within your department or agency** (for example, colleagues, management, other branches). Specify the nature and frequency of these interactions. Provide detailed information about your role and give concrete examples. Indicate whether these interactions are in person, by email, telephone, MS Teams or other means.

3. Provide information about your interactions with employees **from other federal departments or agencies** (if applicable). Specify the nature and frequency of these interactions. Provide detailed information about your role and give concrete examples. Indicate whether these interactions are in person, by email, telephone, MS Teams or other means.

4. Provide information about your interactions with people **outside the federal public service**. Specify the nature and frequency of these interactions. Provide detailed information about your role and give concrete examples. Indicate whether these interactions are in person, by email, telephone, MS Teams or other means.

5. Are you involved in staffing activities (for example, do you have delegated staffing authority, supervise staff, have influence in the hiring process, review applications, participate in selection committees or perform assessments)?

No       Yes - Provide detailed information about your role and give concrete examples:

6. Are you involved in financial activities (for example, do you have delegated financial authority; do you influence, review, recommend, approve or monitor contracts, grants, contributions, or subsidies; do you purchase goods or services or select suppliers)?

No       Yes - Provide detailed information about your role and give concrete examples:

7. Do you have the authority to enforce laws (for example, do you seize goods, arrest or detain people)?

- No       Yes - Provide detailed information about your role and give concrete examples:

8. Do you have regulatory enforcement responsibilities (for example, do you enforce regulations in energy, financial, environment, immigration, industry, public health; do you enforce compliance with policies, laws, regulations or ethical standards)?

- No       Yes - Provide detailed information about your role and give concrete examples:

9. Do you have the authority or influence to grant benefits, licences or permits (for example, employment insurance or pension benefits, broadcasting licences, firearms licences, natural health product licences, hunting or fishing permits)?

- No       Yes - Provide detailed information about your role and give concrete examples:

10. Are you involved in oversight activities (for example, audits, investigations or inspections)?

- No       Yes - Provide detailed information about your role and give concrete examples:

11. Do you deal with your minister, other ministers or their staff (for example, do you contribute to briefing notes; do you provide advice, guidance or recommendations; do you attend meetings or deliver presentations)?

No  Yes - Provide detailed information about your role and give concrete examples:

12. Do you deal with elected officials or their staff at the federal, provincial, territorial or municipal level?

No  Yes - Provide detailed information about your role and give concrete examples:

13. Do you have access to information concerning residents, businesses, associations or groups in the municipality or electoral district where you seek to be elected?

No  Yes - Provide detailed information about your role and give concrete examples:

14. Do you deal with residents, businesses, associations or groups in the municipality or electoral district where you seek to be elected?

No  Yes - Provide detailed information about your role and give concrete examples:

15. Are you involved in activities (for example, do you prepare news releases, or respond to enquiries, or act as spokesperson) with the media (for example, social media, newspapers, television, radio)?

No       Yes - Provide detailed information about your role and give concrete examples:

16. Are you involved with internal or external policy or program development?

No       Yes - Provide detailed information about your role and give concrete examples:

17. Do you have access to classified or sensitive information (for example, Memoranda to Cabinet, Treasury Board submissions, national security)?

No       Yes - Provide detailed information about your role and give concrete examples:

18. Do you appear before parliamentary committees or support your department or agency for these appearances?

No       Yes - Provide detailed information about your role and give concrete examples:



19. Do you participate in other types of external committees?

No  Yes - Provide detailed information about your role and give concrete examples:

20. Provide any additional information that may be relevant for the assessment of your request for permission.

### Employee declaration

I have responded to the questions in this form to the best of my knowledge, and I understand that I may be contacted by the PSC to provide more information. I understand that the PSC may impose conditions to the permission to mitigate any risk to political impartiality. I must inform the PSC of any change to my circumstances (for example, to my public service position or duties, municipality or electoral district, elected position sought) or to the information provided in this request, as it may impact the PSC's decision.

I also understand that I cannot make public my intention or undertake political activities in support of my nomination or candidacy without PSC permission.

\_\_\_\_\_  
Employee's signature  
(Sign with Entrust. Right-click to clear your signature)

\_\_\_\_\_  
Date (YYYY/MM/DD)

### Part B: Immediate supervisor information

Name of immediate supervisor	Position title	Group-level
<b>Office address</b>		
Number and street	City	Province/Territory
Telephone	Email	

The following questions concern the assessment of the risk to political impartiality related to the employee's public service position and duties. They are not about their professional integrity.

1. Do you agree with the information provided by the employee in Part A?

No - Provide detailed information       Yes

2. Briefly describe the mandate of your work unit (that is, what are its functions and the services it provides).

3. With respect to the employee's public service position and duties, what is the scope and impact of their decision-making responsibilities (for example, visibility, influence, discretionary power, delegated authorities)?

4. Are there operational or other considerations for your work unit or department or agency that could affect this employee running as a candidate in the election?

5. If the employee runs in the election, they will express political views and take position on a number of issues. As a result, they may become politicized and risk being associated with their political party (if applicable). If they are not elected and continue working, or return to work in your department or agency, there could be a risk, real or perceived, that they would be unable to perform their public service duties in a politically impartial manner.

How would the employee, in running in an election, expressing political views and taking position on a number of issues, be perceived by the various parties (colleagues, management, senior management, professional associations, other groups, general public) they deal with in the course of their public service duties if they were to continue working, or return to work in your department or agency?

The employee's partisan political activities could influence how they perform their public service duties or how business is conducted in your department or agency, or be perceived as such. The employee may be unable to perform their public service duties in a politically impartial manner, or be perceived as such, before or during the election period, or if they withdraw as a candidate or are not elected, and continue working or return to work in your department or agency. Do you have any concerns in this regard?

No       Yes - Provide detailed information:

6. Provide any additional information that may be relevant for the assessment of this request for permission.

**Immediate supervisor declaration**

I have responded to the questions in this form to the best of my knowledge, and I understand that I may be contacted by the PSC to provide more information, including the feasibility of implementing operational measures to mitigate a risk to political impartiality.

\_\_\_\_\_  
Immediate supervisor's signature  
(Sign with Entrust. Right-click to clear your signature)

\_\_\_\_\_  
Date (YYYY/MM/DD)

### Part C: Senior management information

- For a **municipal** election, this section must be completed by an executive (EX group or equivalent)
- For a **provincial or territorial** election, this section must be completed by an assistant deputy minister (or equivalent)
- For a **federal** election, this section must be completed by the deputy head

Name of senior manager	Position title	Group-level
<b>Office address</b>		
Number and street	City	Province/Territory
Telephone	Email	

1. If the employee runs in the election, they will express political views and take position on a number of issues. As a result, they may become politicized and risk being associated with their political party (if applicable). If they are not elected and continue working, or return to work in your department or agency, there could be a risk, real or perceived, that they would be unable to perform their public service duties in a politically impartial manner.

How would the employee, in running in an election, expressing political views and taking position on a number of issues, be perceived by the various parties (colleagues, management, senior management, professional associations, other groups, general public) they deal with in the course of their public service duties if they were to continue working, or return to work in your department or agency?

The employee's partisan political activities could influence how they perform their public service duties or how business is conducted in your department or agency, or be perceived as such. The employee may be unable to perform their public service duties in a politically impartial manner, or be perceived as such, before or during the election period, or if they withdraw as a candidate or are not elected, and continue working or return to work in your department or agency. Do you have any concerns in this regard?

No       Yes - Provide detailed information:

2. Provide any additional information that may be relevant for the assessment of this request for permission.

### Senior management declaration

I have responded to the questions in this form to the best of my knowledge, and I understand that I may be contacted by the PSC to provide more information.

\_\_\_\_\_ Date (YYYY/MM/DD)

Senior management's signature  
(Sign with Entrust. Right-click to clear your signature)