

ELECTIONS USER GUIDE



VOTER REGISTRATION - CITIZEN OF A MEMBER STATE OF THE EUROPEAN UNION(1)

Basic Requirements

- ▶ **Be 18 years old** at the time of application submission
- ▶ **Prove your identity** (Valid national identity card, passport, residence permit)
- ▶ **Prove your nationality** – Complete CERFA form declaration on her/his honour of nationality of an EU State
- ▶ **Justify your connection to the municipality**

1. Member States: Germany, Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Spain, Estonia, Finland, France, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Czech Republic, Romania, Slovakia, Slovenia, and Sweden.

LIST OF ALL DOCUMENTS ACCEPTED FOR VOTERS WHO ARE MEMBERS OF THE EUROPEAN UNION TO JUSTIFY YOUR IDENTITY, NATIONALITY, AND CONNECTION TO THE MUNICIPALITY

PROOF OF NATIONALITY:

- **CERFA form: declaration** on his/her honour of nationality of an EU Member State

PROOF OF IDENTITY:

- **Valid National ID card or valid passport** issued by the State of which the holder possesses the nationality
- **or, Valid residence permit**

PROOF OF CONNECTION WITH THE MUNICIPALITY (PRINCIPAL RESIDENCE, SECONDARY RESIDENCE, TAXPAYER, COMPANY MANAGER):

Principal Residence, Secondary Residence (6+ months), or Personal Situation: Actual residence, residence of more than 6 months, personal circumstances (civil servant with mandatory residence, persons under 26 living with parents, French career military, persons without stable housing, traveling merchants, travelers, detainees, French nationals residing abroad), taxpayer, manager or sole/majority associate, etc. **N.B. Residence is personal (does not apply to both spouses) / A company office does not constitute a residence**

Under Principal Residence Title:

- **Attestation or invoice less than 3 months old** (electricity, water, gas, fixed telephone, home insurance) – not mobile phone Tax notice or non-tax notice
- **Salary slip or pension statement**
- **Typed rent receipt**
- **Most recent EOM** (= household waste collection) payment

Under Effective and Continuous Residence for More Than 6 Months:

- **Any proof capable of convincing the Mayor** (excludes leisure residence for vacations or weekends)

Under Taxpayer Status

Important: It is not sufficient to be the owner, heir, or listed in the cadastre.

Taxpayer status also applies to spouses but not PACS partners or children

At time of application, be listed under your personal name for the 2nd time without interruption on the roll of one of the direct municipal contributions: property tax or business tax):

- **Tax notices for 2 years** (even if different indirect taxes apply each year) without interruption or tax certificate

Under Manager or Sole/Majority Associate Status

(For the 2nd consecutive time) of a company listed on the roll:

- **Statutory declaration as manager or majority associate** for at least two years and document confirming company registration on the roll for at least 2 years

- **As applicable:**

- For manager/director: Appointment decision or register of board decisions or company bylaws
- For majority or sole associate of SARL, SNC, SCS, civil company: Copy of constitutive bylaws or deed of share transfer
- For majority or sole associate of SA, SCA, or SAS: Company attestation of share or equity ownership
- In all three cases, also provide a declaration on your honour of continuity of status (2nd time without interruption) and proof of company registration on the roll for at least two consecutive years

VOTER REGISTRATION – HOW TO APPLY?

► **Deadline:** No later than the 6th Friday before the election (Friday, February 6, 2026 for municipal elections)

Submission methods:

1. In person at the town hall or by an authorized third party with written proxy and copy of applicant's identification
2. By mail using the appropriate CERFA form
3. Online: [service-public.gouv.fr](https://www.service-public.fr/particuliers/vosdroits/R16396) – Search for «élections» (elections) Link: <https://www.service-public.fr/particuliers/vosdroits/R16396>

VOTING BY PROXY – WHO CAN USE IT?

If you are absent or unable to travel to your polling station, you can give a proxy to an elector of your choice. Important! They can only hold one proxy issued in France. On election day, the elector you designate will vote in your place at your polling station. For municipal and European elections, you can give a proxy to a European citizen voting in France.

VOTING BY PROXY – HOW TO ARRANGE IT?

Online Form:

► **Complete the CERFA form online and print it, or print it first then complete it by hand**

Online: <https://www.service-public.gouv.fr/particuliers/vosdroits/F1604>

IMPORTANT: You must then travel to the police station, national police headquarters, or district court to have the proxy CERFA form validated.

For dependent persons unable to travel: Submit a written request for police or gendarme personnel to collect the proxy at your home. You must provide a declaration on your honour of your inability to travel; a medical certificate may be required. Many facilities now organize this service before each election to collect proxies from all residents wishing to vote.

For persons registered on the Mougins electoral list but residing abroad: You must visit the French consulate or embassy nearest your residence.

VOTING BY PROXY – PROTECTED ADULTS?

► **Every person, whether under guardianship, trusteeship, or family authorization, retains the right to vote.**

If necessary, a protected adult may give a proxy to a person of their choice to vote on their behalf, except:

To the judicial representative for their protection;

To persons who are owners, managers, administrators, or employees of the social, healthcare, or medical facility that accommodates and cares for them, as well as volunteers acting within these structures or exercising responsibility;

To home service providers assisting the protected adult

VOTING BY PROXY – USING 'FRANCE IDENTITÉ' (DIGITAL IDENTITY)

► **From November 8, 2025 onwards, it is possible to establish or cancel a proxy online** using the certified digital identity through France Identité. If you have this identity, you no longer need to travel to have your proxy validated.

Important: To benefit from this new system, you must have had your digital identity certified by an authorized town hall.

VOTER TRANSPORTATION

► **Contact the City services which organize voter transportation upon reservation. Contact: 04 92 92 50 00.**