Application by a proxy to vote by post

FOR OFFICE USE	
Polling District:	Elector No:
UPRN:	

Please write in **black ink** and use **CAPITAL LETTERS**. When all sections are complete and you have signed the form yourself, return it to your local electoral registration office. You can find their address details at the back of this form.

1 Name and address of applicant

Surname

First name(s) (in full)

Address

Postcode

Daytime telephone or mobile number (including country codes) (optional)

2 Address for ballot paper

Please send ballot paper to (tick one box)

☐ my address as stated in Part 1 above

☐ the following address

Postcode

3 How long do you want to vote by post as proxy?

I want to vote by post as proxy at all elections or referendums (tick one box)

☐ until further notice

☐ for the elections or referendum to be held on

D D M M Y Y

☐ for the period

from D D M M Y Y

to D D M M Y Y

For office use only

Date Stamp

4 Full name of elector and their registration address

Full name

Address

Postcode

5 Your date of birth and declaration (proxy)

Declaration: As far as I know, the details on this form are true and accurate. I understand that to provide false information on this form is an offence, punishable on conviction by imprisonment of up to 6 months and/or a fine.

I confirm that I am eligible to vote in the type of elections or referendums for which I have been appointed to act as a proxy.

Date of birth: Using the order 'DD MM YYYY' enter your date of birth in the boxes below, **using black ink**.

D D M M Y Y Y Y

Signature: Please sign in the box below **using black ink**, keeping within the grey border.

6 Date of application

Today's date D D M M Y Y

If you are unable to sign this form, please contact your local electoral registration office (see back page for details)

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Voting by post

Only one person can apply to vote by post using this form. Voting by post is an easy and convenient way of voting if you are unable to get to the polling station.

You can use this form to apply to vote by post for a particular election or referendum, for a set period of time or for all future polls depending on how long the elector has requested their proxy for. Postal votes can be sent to addresses in the UK and abroad. You must be registered and eligible to vote.

How do I apply to vote by post?

- Fill in the postal vote application form, entering the full name of the person who has appointed you as their proxy and the address where they are registered to vote.

- Make sure you complete all sections of the form and supply your date of birth and signature. Your date of birth and signature are needed on this application form, and again when you use your postal vote. This information is needed to prevent fraud. If you are unable to sign this form, please contact your local electoral registration office. You can find address details at the back of this form.

- Return your form to your local electoral registration office. Address details can be found at the back of this form.

The deadline for returning your postal vote application may vary depending on which county you live in. Please visit **electoralcommission.org.uk/postalvote** for more information about deadlines.

If you are not already registered to vote, you must register before applying for a postal vote. The deadline to register to vote is **midnight, 12 working days before the poll**. Register to vote online at **www.gov.uk/register-to-vote**

What happens after I've returned this form?

- When an election or referendum is going to be held, your ballot paper will be sent to you in the post. To find out when your ballot paper will be issued you can contact your elections team at your council.
- Make sure you return your postal vote so that it arrives by the close of poll, otherwise it will not be counted. A freepost envelope is included in your postal ballot pack. But, if you are sending it from overseas, you will need to pay the postage.
- If it is too late to send your vote back by post, you can hand it in on polling day to the elections office at your council, or drop it off at certain polling stations.

Privacy Statement

We collect information under the legal basis of a task carried out in the public interest, as set out in the Representation of the People Act 1983 and related regulations. We will look after personal information securely and follow data protection legislation.

If you opted-out of the open register we will only use the information you give us for electoral purposes, including matching it against other sources of data to support the electoral register. We will not give personal information to anyone else, unless we have to by law. The law requires us to share your information with candidates, political parties and campaigners for democratic engagement purposes and credit reference agencies to check your identity when you apply for credit.

If you have <u>not</u> opted-out of the open register your name and address can be bought by anyone and used for lots of purposes, including direct marketing.

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The Electoral Registration Officer is the Controller. For further information relating to the processing of personal data you should refer to the privacy notice on our website **www.saa.gov.uk/h-wi-vjb**

More Information

If you have any questions about voting by post, go to www.electoralcommission.org.uk or contact your local electoral registration office below.

The Electoral Registration Officer:

Moray House	Robertson House	3A Bridge Street	42 Point Street
16-18 Bank Street	Greenhill Street	WICK	STORNOWAY
INVERNESS	DINGWALL	Caithness	Isle of Lewis
IV1 1QY	IV15 9QR	KW1 4AG	HS1 2XF
Tel: 01463 703360	01349 863260	01955 602251	01851 706262

www.saa.gov.uk/h-wi-vjb Freephone: 0800 393 783

For general enquiries e-mail ero@highland.gov.uk

To return your completed application form, you scan and send it to: absentvote@highland.gov.uk