

# Application to vote by emergency proxy in Scotland based on COVID-19

## FOR OFFICE USE

Polling District:

Elector No:

UPRN:

Only one person can apply to vote by emergency proxy using this form. 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 (see back page for address details).

### 1 About you

Surname

First name(s) (in full)

Your address (where you are registered to vote)

Postcode

Telephone or mobile number (optional)

Email address (optional)

Providing an email and telephone number gives a quick and easy way to contact you about your application.

### 2 About your proxy (the person you have chosen to vote on your behalf)

Full name

Family relationship (if any)

Full address

Postcode

Telephone or mobile number (optional)

Email address (optional)

### 3 Apply for an emergency proxy

Please complete this section if you are applying for an emergency proxy and have no other existing proxy arrangements in place.

I want to vote by proxy at all elections I am eligible to vote in on:

D	D

M	M

Y	Y	Y	Y

Please confirm the below statement is true:

☐ I am unable to vote in person because I am self-isolating as a result of government or medical advice relating to coronavirus.

When did you become aware that you needed to self-isolate? (Only required to be completed for Scottish Parliament and local government elections, where you need to have become aware of the need to self-isolate after 5pm on the sixth working day before the poll).

Time

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Date

D	D

M	M

Y	Y	Y	Y

### 4 Change an existing proxy

Please complete this section if you are applying to change your existing proxy.

Please note that you cannot change an existing proxy for local government by-elections in Scotland so any changes to your proxy will **not** apply to a local government by-election.

I want to change my existing proxy arrangement for all elections I am eligible to vote in on:

D	D

M	M

Y	Y	Y	Y

Please confirm the below statement is true:

☐ My existing proxy is self-isolating as a result of government or medical advice and is unable to vote on my behalf.

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## 5 Your date of birth and declaration

**Declaration:** I have asked the person I have named to be my proxy and confirm that they are willing and capable to be appointed to vote on my behalf.

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 two years and/or a fine.

**Date of birth:** Please write your date of birth in the boxes below, **using black ink**.

D	D

M	M

Y	Y	Y	Y

**Signature:** Sign below **using black ink**, keeping within the grey border.

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If you are unable to sign this form, please contact your local electoral registration office. Address details can be found at the back of this form.

## 6 Date of application

**Today's date**

D	D

M	M

Y	Y	Y	Y

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## Voting by proxy

Proxy voting means that if you aren't able to cast your vote in person, you can have someone you trust cast your vote for you.

Both you and your proxy must be registered and eligible to vote.

A person can only be a proxy for close relatives and up to two other people at an election.

Close relatives are the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the applicant.

## Applying for an emergency proxy

You can use this form to apply for an emergency proxy if you are self-isolating as a result of government or medical advice, or change an existing proxy if they are unable to vote in person on your behalf because they are self-isolating as a result of government or medical advice. **The rules differ depending on the election(s) you intend to vote in. This form and these deadlines only apply for elections in Scotland.**

**If you want to vote in the Scottish Parliament election or a local government by-election you must have become aware of the need to self-isolate after 5pm on the sixth working day before the poll.** For all other elections there is no requirement for you to declare when you became aware that you needed to self-isolate. **You can apply for an emergency proxy until 5pm on the day of the poll.**

**You can also use this form to change an existing long-term proxy or proxy for a particular election** if they are unable to vote in person on your behalf because they are following government or medical advice relating to coronavirus and self-isolating.

**You can apply to change your proxy until 5pm on the day of the poll.** If you have a long-term proxy arrangement, your new proxy **will** remain appointed for future elections unless you apply again to change or cancel your proxy.

You cannot change an existing proxy for local government by-elections in Scotland.

## How do I apply to vote by proxy?

1. You must ask someone who is willing and capable to be your proxy and vote on your behalf.
2. Fill in the emergency proxy vote application form. You must give a reason why you need to vote by proxy.
3. Read the form carefully and complete the sections relevant to your application. You need to give your date of birth and signature on this application form. 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.
4. Return your form to your local electoral registration office. You can find address details at the back of this form.

You must already be registered to vote, before applying for a proxy vote or emergency proxy vote. The deadline to register to vote is **midnight, 12 working days before the poll**. Register to vote online at **[gov.uk/register-to-vote](https://gov.uk/register-to-vote)**

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## What happens after I've returned this form?

- Your proxy must go to your polling station to vote.
- You should tell your proxy how you want them to vote on your behalf, for example, which candidates or parties.
- The elections team at your council will tell your proxy when and where to vote on your behalf.

## 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 not opted-out of the open register your name and address can be bought by anyone and used for lots of purposes, including direct marketing.

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](http://www.saa.gov.uk/h-wi-vjb)**

## More Information

If you have any questions about voting by proxy, go to [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk) or contact your local electoral registration office below.

The Electoral Registration Officer:

Moray House  
16-18 Bank Street  
INVERNESS  
IV1 1QY

Tel: 01463 703360

Robertson House  
Greenhill Street  
DINGWALL  
IV15 9QR

01349 863260

3A Bridge Street  
WICK  
Caithness  
KW1 4AG

01955 602251

42 Point Street  
STORNOWAY  
Isle of Lewis  
HS1 2XF

01851 706262

[www.saa.gov.uk/h-wi-vjb](http://www.saa.gov.uk/h-wi-vjb)

Freephone: 0800 393 783

For general enquiries e-mail [ero@highland.gov.uk](mailto:ero@highland.gov.uk)

To return your completed application form, you scan and send to: [absentvote@highland.gov.uk](mailto:absentvote@highland.gov.uk)