

# Application by a proxy to vote by post in Scotland

For office use only  
PD:  
ElectorID:

## Only one person can apply to vote by post using this form

Please write in black ink and use CAPITAL LETTERS. When you have completed the form, send it to your local electoral registration office. You can find their address at the end of this form.

### 1 Name and address of applicant

Surname

First name(s) (in full)

Middle name(s) (in full)

Your address (where you are registered to vote)

Phone number (optional)

Email (optional)

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

### 2 Address for ballot paper

Please send my ballot paper to the following address:

Postcode

### 3 Full name of elector and their registration address

Full name

Address

Postcode

### 4 Which elections do you want a postal vote for?

I want a postal vote for (tick any boxes that apply below):

Scottish Parliament and council elections

UK Parliament elections

If you are applying for a postal vote for Scottish Parliament and council elections, fill out **section 4A**.

If you are applying for a postal vote for UK Parliament elections, fill out **section 4B**.

If you are applying for a postal vote for all elections, fill out **both sections 4A and 4B**.

When you have completed the relevant sections, continue to section 5.

#### 4A Postal vote for Scottish Parliament and council elections

##### How long do you want a postal vote for?

I want to vote by post (tick one box only):

until further notice

for the Scottish Parliament/council elections to be held on

<input type="text"/>							
D	D	M	M	Y	Y	Y	Y

for the period from

D D

M M

Y Y

to

D D

M M

Y Y

Y Y

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## 4B Postal vote for UK Parliament elections

### Your National Insurance number

Write your National Insurance number in the boxes below. You can find this on your payslip, P60, or on official letters about tax, pensions or benefits.

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If you cannot provide a National Insurance number, please tell us why.

.....  
.....

If you cannot provide a National Insurance number you can still submit this application form and someone will contact you. It may take longer to process your application.

### How long do you want a postal vote for?

I want to vote by post (tick one box only):

for the maximum period (up to three years)  
 for the UK Parliament election to be held on

D	D	M	M	Y	Y	Y	Y

for the period

from 

D	D	M	M	Y	Y	Y	Y

to 

D	D	M	M	Y	Y	Y	Y

## 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 six months 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.

.....

If you are unable to sign this form, please contact your local electoral registration office.

## 6 Date of application

Today's date

D	D	M	M	Y	Y	Y	Y

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## Voting by post

This form applies only in Scotland.

You must be eligible to vote, and registered, to get a postal vote.

You can use this form to apply to vote by post for a particular election, for a set period of time, or for the maximum period of time allowed depending on how long the elector has requested their proxy for.

The maximum duration of your postal vote depends on the type of election you are applying for:

- For **Scottish Parliament and council elections**, you can choose to have a permanent postal vote.
- For **UK Parliament elections**, the maximum period is three years. Your local electoral registration office will confirm the duration of your postal vote. When your postal vote expires, you will need to apply for a new one to continue voting by post as a proxy.

UK Parliament elections include UK Parliamentary general elections, by-elections, and recall petitions. For more information on postal voting and other ways to apply, visit [electoralcommission.org.uk/postalvote](http://electoralcommission.org.uk/postalvote).

Postal votes can be sent to addresses in the UK and abroad.

## 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 required sections of the form and provide your date of birth and signature. This information is needed to prevent fraud. If you are unable to sign this form, please contact your local electoral registration office. Contact details can be found at the end of this form.
- If your application has missing or incorrect information, your local electoral registration office will contact you. You may need to provide supporting documents and it may take longer to process your application.
- **Return your form to your local electoral registration office.** You can find their details and more information at the end of this form.

The deadline for returning your postal vote application is **5pm, 11 working days before the poll**.

If you are not registered to vote, you must apply to 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 [gov.uk/register-to-vote](http://gov.uk/register-to-vote).

## What happens after I have returned this form?

- Your local electoral registration office will confirm if your application has been accepted or rejected.
- When an election is going to be held, your ballot paper will be sent to you in the post. For more information on the delivery of the postal ballot pack, you can contact your local elections office.
- Your postal ballot pack will contain instructions for voting by post and returning your postal vote.
- Make sure you return your postal vote so that it arrives by the deadline, otherwise it will not be counted.

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## 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 post, 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 575395  
Freephone: 0800 393 783

Email: [ero@highland.gov.uk](mailto:ero@highland.gov.uk)

3A Bridge Street  
WICK  
Caithness  
KW1 4AG  
01463 575395  
0800 393 783

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

42 Point Street  
STORNOWAY  
Isle of Lewis  
HS1 2XF  
01851 619179  
0800 393 783

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

Alternatively, you can return your completed application form by post to your local electoral registration office (see address details above).