

Application to vote by proxy due to attendance on an educational course

FOR OFFICE USE

Polling District:

Elector No:

UPRN:

Only one person can apply to vote by 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, send it to your local electoral registration office. You can find their address on the back of this form.

1 About you

Surname

First name(s) (in full)

Your address (where you are registered to vote)

Postcode

Telephone number (optional)

E-mail address (optional)

Providing an email address 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

Email address or telephone number (optional)

3 How long do you want a proxy vote for?

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

until further notice

for the period

from
D D

M M

Y Y Y Y

to
D D

M M

Y Y Y Y

4 Why do you want a proxy vote?

Please complete either **4A** or **4B**.

4A – I am attending an educational course at (give name of educational establishment):

Course title

from
D D

M M

Y Y Y Y

to
D D

M M

Y Y Y Y

4B – I am the spouse/civil partner of (enter their name)

My spouse/civil partner is attending an educational course at (give name of educational establishment)

Course title

from
D D

M M

Y Y Y Y

to
D D

M M

Y Y Y Y

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5 The reason you can't vote in person.

Please give the reason relevant to the educational course

6 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 2 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.

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

7 Date of application

Today's date

D	D	M	M	Y	Y	Y	Y

8 Support for this application

Read the notes to see who can support your application. Please ask the person who supports your application to give their name, address and position.

They should then complete either:

- **9A** if the applicant is the person attending an educational course; or
- **9B** if the applicant is the spouse/civil partner of a person attending an educational course.

If you are in Scotland, 16 and 17 year olds can also support your application, but their support is only valid for local elections and elections to the Scottish Parliament. For these elections, 16 and 17 year olds should complete:-

- **9C** if the applicant is the person attending an educational course; or
- **9D** if the applicant is the spouse/civil partner of a person attending an educational course.

If you are in Scotland and your supporter is 18 or over, please complete 9A or 9B detailed above.

Supporter's full name

Supporter's address

Postcode

Telephone number (optional)

Email address (optional)

Supporter's position

Your supporter should now complete the relevant declaration.

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9A Supporter's declaration if the applicant is attending an educational course

I am the director or tutor of the course referred to at 4A, or the principal or head of the institution, or an employee with authority to act for the institution

I am aged 18 years or over

I know the applicant

I am not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the applicant

I confirm that to the best of my knowledge and belief, the applicant's statements at 4A and 5 are true.

Signature

Today's date

D	D	M	M	Y	Y	Y	Y

9B Supporter's declaration if the applicant is the spouse/civil partner of a person attending an educational course

I am the director or tutor of the course referred to at 4B, or the principal or head of the institution, or an employee with authority to act for the institution

I am aged 18 years or over

I know the person named at 4B who, is the spouse/civil partner of the applicant, but I am not their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild

I confirm that to the best of my knowledge and belief, the applicant's statements at 4B and 5 are true.

Signature

Today's date

D	D	M	M	Y	Y	Y	Y

Declaration by 16 or 17 year old supporter in Scotland (In Scotland, only valid for local elections and elections to the Scottish Parliament)

9C Declaration by 16 or 17 year old supporter if the applicant is attending an educational course

I am the director or tutor of the course referred to at 4A, or the principal or head of the institution, or an employee with authority to act for the institution

I am 16 or 17 years old

I know the applicant

I am not the spouse, civil partner, brother, sister, child or grandchild of the applicant

I confirm that to the best of my knowledge and belief, the applicant's statements at 4A and 5 are true.

Signature

Today's date

D	D	M	M	Y	Y	Y	Y

9D Declaration by 16 or 17 year old supporter if the applicant is the spouse/civil partner of a person attending an educational course

I am the director or tutor of the course referred to at 4B, or the principal or head of the institution, or an employee with authority to act for the institution

I am 16 or 17 years old

I know the person named at 4B who is the spouse/civil partner of the applicant, but am not their spouse, civil partner, brother, sister, child or grandchild

I confirm that to the best of my knowledge and belief, the applicant's statements at 4B and 5 are true.

Signature

Today's date

D	D	M	M	Y	Y	Y	Y

Application to vote by proxy due to attendance on an educational course

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.

You can use this form to apply to vote by proxy if you or your spouse or civil partner will be attending an educational course that means that you cannot vote in person.

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 or referendum.

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

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 proxy vote application form. You must give a reason why you need to vote by proxy. You must get someone to support your application. See notes on who can support your application.
3. Make sure all sections of the form are complete and supply your date of birth and signature. 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 the electoral registration office. You can find address details at the back of this form.
4. Return your form to the electoral registration office. You can find address details at the back of this form.

When applying for a new proxy vote, you must return your proxy vote application form by **5pm, 6 working days before the poll**.

When changing or cancelling an existing proxy, postal or postal proxy vote, you must return your proxy vote application form by **5pm, 11 working days before the poll**.

If you are not already registered to vote, you must register before applying for a proxy 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

Who can support my application?

Your application can be supported by:

- The director or tutor of the course
- The principal or head of the educational establishment where the course is taking place
- An employee of the educational establishment where your course is taking place who is authorised to support your application.

In Scotland, your supporter must be 16 or over to support your application for local elections and elections to the Scottish Parliament. They must be 18 or over to support your application for elections to the UK Parliament.

Your supporter must give their details in section 8 and complete the relevant declaration in section 9.

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What happens after I've returned this form?

- Your proxy must go to your polling station to vote on your behalf. If your proxy cannot get to the polling station, they can apply to vote for you by post. They can apply to do this up to **5pm, 11 working days before the poll**. Your proxy can contact the electoral registration office for more details and to request a further application form. Contact details can be found below.
- Your proxy will be sent a proxy poll card, telling them where and when to vote on your behalf.
- You should let your proxy know how you want them to vote on your behalf, for example, which candidate, party or outcome.
- If it turns out that you are able to go to the polling station on polling day, you can vote in person as long as your proxy has not already done so or has not applied to vote for you by post.

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

More Information

If you have any questions about voting by proxy, go to 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

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

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

Email: ero@highland.gov.uk

Website: www.saa.gov.uk/h-wi-vjb

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