

Application to vote by emergency proxy based on imprisonment in Scotland

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, send it to your local electoral registration office for the address that you are registered to vote at. You can find their details on the back of this form and in the prison library.

1 About you

Surname

First name(s) (in full)

Your address (where you are registered to vote)

Postcode

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 At which election(s) do you want a proxy?

I want to vote by proxy at the election(s) held on:

D	D

M	M

Y	Y	Y	Y

4 Prison details

Name of the prison you are detained at

Prisoner number (optional)

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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.

I am servicing a term of imprisonment of 12 months or less.

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.

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 or in the prison library.

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.

This form is designed for use **if you cannot vote in person at your polling station because of your detention in prison** and you are applying to vote by proxy (someone else voting on your behalf) in a particular election.

You can apply until **5pm on the day of the poll**.

You must have been living in Scotland before your prison sentence and be serving a term of imprisonment of 12 months or less.

You will be eligible to vote in local council elections and Scottish Parliament elections. You cannot vote in elections to the UK Parliament. 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.

Another prisoner cannot be your proxy if they are also detained in prison on the date of the poll.

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.
3. Make sure all sections of the form are complete. 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 for the address that you are registered to vote at. You can find address details at the back of this form and pre-paid addressed envelopes in the prison library. **More information can be found at electoralcommission.org.uk/voter.**

This form must arrive at your local electoral registration office **before 5pm on the day of the poll**.

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. **This form and these deadlines only apply in Scotland.**

What happens after I've returned this form?

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

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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

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

3A Bridge Street
WICK
Caithness
KW1 4AG
01463 575395

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

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