

# Application to vote by proxy for Crown Servants and British Council employees

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 you have completed every section and signed the form yourself, return it to your local electoral registration office. You can find their address at the back of this form.

## 1 About you

Surname

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First name(s) (in full)

---

Current address (used for correspondence)

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---

Postcode

---

Telephone number (optional) include country code

---

E-mail address (optional)

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

## 2 UK registration address

The address where you are registered to vote in the UK

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Postcode

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## 3 How long do you want a proxy vote for?

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

until further notice

(while I am registered as a Crown servant or British Council employee)

for the elections/referendums 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

## 4 Why do you want to vote by proxy?

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## 5 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)

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## 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 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.

## 7 Date of application

**Today's date:**

D	D

M	M

Y	Y	Y	Y

# Application to vote by proxy for Crown servants and British Council employees

## 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 are a Crown servant, British Council employee or a spouse or civil partner of someone who is.

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

A proxy 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?

- You must ask someone who is willing and capable to be your proxy and vote on your behalf.
- Fill in the proxy vote application form. You must give a reason why you want to vote by proxy.
- Make sure you complete all sections of the form 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 your local electoral registration office. You can find address details at the back of this form.
- 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 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](http://www.gov.uk/register-to-vote)

## 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 by **5pm, 11 working days before the poll**. Your proxy can contact your local 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.

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

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

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