

Application to vote by emergency proxy based on photo ID

FOR OFFICE USE

Polling District:

Elector No:

UPRN:

Please write in black ink and use CAPITAL LETTERS. Make sure you fill in all required sections. You must complete either section 3A or 3B (not both sections) depending on your circumstances.

1 About you

Surname

First name(s) (in full)

Your address (where you are registered to vote)

Postcode

Telephone number (optional)

Email 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)

3A Apply for an emergency proxy

Please complete this section if you do not have an existing proxy.

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 tick the statement below which explains why you are applying for an emergency proxy.

I am not able to vote in person because:

my ID has been lost, stolen, or damaged to the point it is no longer usable and the loss, theft or damage took place after 5pm, 6 working days before the election I want to vote in.

I sent my ID to someone else to prove my identity after 5pm, 6 working days before the election I want to vote in and I think it is unlikely that my ID will be returned to me before the election.

I applied for ID in the last three months but did not receive it by 5pm, 6 working days before the election I want to vote in and my application has not been refused.

I am an anonymous elector and do not have a valid Anonymous Elector's Document.

I had a temporary Voter Authority Certificate for a specific date but the election was adjourned.

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3B Apply to change an existing proxy

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

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 tick the statement below which explains why you are applying to change an existing proxy.

My existing proxy is not able to vote in person because:

their ID was lost, stolen, or damaged to the point it is no longer usable and the loss, theft or damage took place after 5pm, 6 working days before the election.

they sent their ID to someone else to prove their identity after 5pm, 6 working days before the election I want to vote in and they think it is unlikely that their ID will be returned to them before the election.

they applied for ID in the last three months but did not receive it by 5pm, 6 working days before the election and their application has not been refused.

they are an anonymous elector and do not have a valid Anonymous Elector's Document.

they had a temporary Voter Authority Certificate for a specific date but the election was adjourned.

Please note, if your existing proxy is appointed on a permanent or long-term arrangement, your new proxy will replace them and remain appointed for future elections unless you apply again to change or cancel your proxy.

4 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. They have given consent for their personal details contained on this form to be passed to the Electoral Registration Officer for the purpose of this application.

As far as I know, the details on this form are true and accurate. I understand that to deliberately provide false information on this form is an offence, punishable on conviction by imprisonment 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.

5 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 to vote. Your proxy must be eligible to vote in the type of election(s) you are appointing them for and they must have an accepted form of photo ID.

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.

Applying for an emergency proxy

You can use this form to apply for an emergency proxy if the photo ID you intended to use becomes unavailable after 5pm, on the sixth working day before the election and you do not have a different form of accepted photo ID you can use.

See section 3A for the full list of reasons you can apply for an emergency proxy. If you are an anonymous elector or have been issued with a temporary Voter Authority Certificate, there are different reasons why you can apply.

You can also use this form to change an existing proxy if the photo ID your proxy intended to use becomes unavailable after 5pm, on the sixth working day before the election and they do not have a different form of accepted photo ID they can use.

See section 3B for the full list of reasons you can apply to change a proxy.

If your existing proxy is appointed on a permanent or long-term arrangement, your new proxy will replace them and remain appointed for future elections unless you apply again to change or cancel your proxy.

How do I apply to vote by proxy?

- Make sure you are registered to vote before starting this application.
- Ask someone who is willing and capable to be your proxy. Check they are registered to vote and have their own accepted form of photo ID to take to the polling station when they vote on your behalf.
- Read this form carefully and fill in the relevant sections. You need to give 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. You can find address details at the back of this form.
- Return your form to your local electoral registration office. **You can find address details at the back of this form. Your form must arrive at your local electoral registration office by 5pm on the day of the election.**

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What happens after I've returned this form?

- You should tell your proxy how you want them to vote on your behalf, for example, which candidate or party.
- Your local electoral registration office will tell your proxy when and where to vote on your behalf.
- Your proxy must go to your polling station to vote with their photo ID.

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 can scan and send it to: absentvote@highland.gov.uk