

The Highland and Western Isles Electoral Registration Office



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

← **FIRST NAME(S)** followed by **SURNAME** (in full)

← Your **ADDRESS** (where you are registered to vote)

FOR OFFICE USE	
Polling District:	Elector No.:

APPLICATION TO VOTE BY POST

1. How long do you want a postal vote for? (tick one box only)

until further notice (permanent postal vote)

for the elections or referendums to be held on

Date

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

2. Address for ballot paper (if different to your registration address)

Address: _____

Postcode: _____

The reason I'd like my ballot paper sent to this address, rather than my registered address is:

3. 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 2 years and/or a fine.

4. Date of birth

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Please write your date of birth **DD MM YYYY** in the boxes above using **BLACK INK**

5. Your signature



This must be the same signature that will be used on your postal vote.

This must only be signed by the elector.

If you are unable to sign the form, please contact us.

6. Today's date

Date

D	D	M	M	Y	Y	Y	Y

Please sign inside the box in **BLACK INK**

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.

Please see notes on the back of this page

Voting by post

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

Voting by post is an easy and convenient way of voting if you are unable to get to the polling station.

You can use this form to apply to vote by post for a particular election or referendum, for a set period of time or for all future polls. Postal votes can be sent out to addresses in the UK and abroad.

In Scotland, you must be aged 16 or over on polling day to vote in local elections and elections to the Scottish Parliament. You must be 18 or over on polling day to vote in elections to the UK Parliament and European Parliament.

How do I apply to vote by post?

- Fill in the postal vote application form.
- Make sure you complete all sections of the form and supply your date of birth and signature. Your date of birth and signature are needed on this application form, and again when you use your postal vote. This information is needed to prevent fraud. If you are unable to sign this form, please contact your local electoral registration office.
- Return your form to your local electoral registration office. You can find their details at the bottom of this page.

Please note: You must return your postal vote application form by **5pm, 11 working days before the poll**. If you are not already registered to vote, your application to register must have reached your local electoral registration office by **midnight, 12 working days before the poll**.

What happens after I've returned this form?

- When an election or referendum is going to be held, your ballot paper will be sent to you in the post. To find out when your ballot paper will be issued you can contact your elections team at your local council.
- Make sure you return your postal vote so that it arrives by the close of poll, otherwise it will not be counted. A Freepost envelope is included in your postal ballot pack. However, if you are sending it from overseas, you will need to pay the postage.
- If it is too late to send your vote back by post, you can hand it in on polling day to the elections team at your local council, or drop it off at certain polling stations.

Privacy Statement

The Electoral Registration Officer will only use the information you give them for electoral purposes. They will look after personal information securely and will follow data protection legislation. They will not give personal information about you or any personal information you may provide on other people to anyone else or another organisation unless they have to by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in the Representation of the People Act 1983 and associated regulations.

The Electoral Registration Officer is the Data Controller. For further information relating to the processing of personal data you should refer to the privacy notice on our website at www.saa.gov.uk/h-wi-vjb

More Information

If you have any questions about voting by post, go to www.yourvotematters.co.uk or contact your local electoral registration office below.

The Electoral Registration Officer:

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