

Application to vote by proxy for a Crown servant, British Council employee or their spouse or civil partner and, in Scotland only, their children who are living with them

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 **BLOCK LETTERS**. When you have completed every section and signed the form yourself, return it to your local electoral registration office at the address shown on the back of this form.

1 About you

Surname

First name(s) (in full)

Current address (this address will be used for correspondence)

Postcode

Telephone number (optional). Please include country code

E-mail address (optional)

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

2 UK registration address

Please give your full UK registration address

Postcode

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?

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 as 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

7 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.

You can use this form to apply to vote by proxy if you are a Crown servant, British Council employee or their spouse or civil partner. In Scotland, this form also allows a person aged 14 or over who is registered as a Crown servant or British Council employee because they are living with a parent or guardian who is a Crown servant or British Council employee serving abroad, to vote by proxy in local elections and elections to the Scottish Parliament once they are 16 years old.

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

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.
- Return your form to your local electoral registration office. You can find details on the next page.

Your application form must arrive at your electoral registration office **by 5pm, 11 working days before the poll** when changing or cancelling an existing proxy, postal or postal proxy vote and **by 5pm, 6 working days before the poll** when applying for a new proxy vote.

If you are not already registered to vote, your application to register must have reached the electoral registration office **by midnight, 12 working days before the poll**.

What happens after I've returned this form?

- Your proxy must go to your local polling station to vote. 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**. They can contact the electoral registration office for more details and to request a further application form. For contact details, go to www.yourvotematters.co.uk or see the back page.
- 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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Voting as a proxy

A person can only be 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.

The person you wish to appoint as your proxy can only act as proxy if they are 18 or over (16 or over in Scotland at local elections and elections to the Scottish Parliament) and they are (or will be) registered for that election or referendum.

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:

Moray House
16-18 Bank Street
INVERNESS
IV1 1QY
Tel 01463 703340/20
Fax 01463 703301

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Greenhill Street
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IV15 9QR
01349 863260
01349 865942

3A Bridge Street
WICK
Caithness
KW1 4AG
01955 602251
01955 603982

42 Point Street
STORNOWAY
Isle of Lewis
HS1 2XF
01851 706262
01851 706843

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

Freephone: 0800 393 783