

Application to vote by proxy for a member of Her Majesty's Armed Forces, 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 filled in **every** section and signed the form yourself, send 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/BFPO

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 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)

4 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 Service Voter)

for the elections/referendums to be held on

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5 The reason you can't vote in person

Please give the reason you are unable to vote in person

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.

Date of birth: Please write your date of birth in the black boxes below, **using black ink.**

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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:

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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 member of Her Majesty's Armed Forces or their spouse or civil partner. In Scotland, this form also allows a person aged 14 or over who is registered as a service voter because they are living with a parent or guardian who is a member of the Armed Forces, to vote by proxy in local elections and elections to the Scottish Parliament once they are 16 years old. They do not need support for their application.

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 and European Parliament.

For more information, speak to your Unit Registration Officer or contact your local electoral registration office. For contact details, visit www.yourvotematters.co.uk or see details on back page.

How do I apply to vote by proxy?

1. You must ask someone if they are willing and capable to be your proxy and vote on your behalf.
2. Fill in the proxy vote application form. If you are registered as a service voter you do not need support for your application. If you are registered as an ordinary elector, you will need support from your employer or another authorised person at your workplace. For further information contact your local electoral registration office.
3. Make sure you complete all sections of the form, even if you have already given the information on your service voter registration 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 election registration office, details on the back page.
4. Return your completed application form to your local electoral registration office shown on the back of this form.

Your application form must arrive at your local 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 miss the deadline for applying to vote by proxy you can still apply for an emergency proxy in a limited number of circumstances up until 5pm on polling day. Contact your electoral registration office in the area in which you have registered or are registering for advice. Details on the back of this form.

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**.

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What happens after I have applied to vote by proxy?

- Your proxy must go to your local polling station to vote. If they cannot get to the polling station, they can apply to vote for you by post. They must apply to do this by **5pm, 11 working days before the poll**. They can contact their local electoral registration office for more details and to request a further application form. You can find the address at www.yourvotematters.co.uk or on the back of this form.
- Your proxy will be sent a proxy poll card telling them where and when to vote on your behalf.
- You should tell your proxy 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.

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 703320/40
Fax 01463 703301

- Robertson House
Greenhill Street
DINGWALL
IV15 9QR
Tel 01349 863260
Fax 01349 865942

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

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

Freephone 0800 393783

E-mail: ero@highland.gov.uk

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