

Application by a proxy to vote by post

FOR OFFICE USE

Polling District:

Elector No:

UPRN:

Please write in black ink and use **BLOCK LETTERS**. When you have filled in 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 Name and address of applicant

Surname

First name(s) (in full)

Address

Postcode

Daytime telephone or mobile number (including country codes) (optional)

2 Address for ballot paper

Please send ballot paper to (tick one box)

my address as stated in Part 1 above

the following address

Postcode

3 How long do you want to vote by post as proxy?

I want to vote by post as proxy at all elections or referendums (tick one box)

until further notice

for the elections or referendum to be held on

for the period

from

to

For office use only

Date Stamp

4 Full name of elector and their registration address

Full name

Address

Postcode

5 Your date of birth and declaration (proxy)

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 6 months and/or a fine.

I confirm that I am eligible to vote in the type of elections or referendums for which I have been appointed to act as a proxy.

Date of birth: Using the order 'DD MM YYYY' enter your date of birth in the boxes below, **using black ink**.

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Signature: Please sign in the box below **using black ink**, keeping within the grey border.

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6 Date of application

Today's date

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If you are unable to sign this form, or if you need assistance, call the helpline on **freephone 0800 393783**

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 depending on how long the elector has requested their proxy for. 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, entering the full name of the person who has appointed you as their proxy and the address where they are registered to vote.
- 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.

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01349 863260
01349 865942

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Caithness
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HS1 2XF
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