



How to apply to register to vote



an easy read guide

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Introduction



We are the Electoral Registration Office for Clackmannanshire, Falkirk and Stirling.

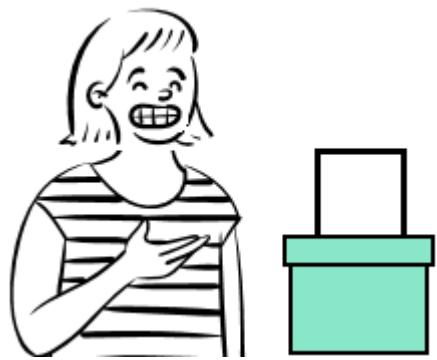
We help people to register to vote.



We work with the councils in Clackmannanshire, Falkirk, and Stirling to maintain the electoral register.



The electoral register is a list of names and addresses .



It is used during elections so that you can vote.



It is also used by credit companies to help decide if someone can receive credit e.g. a loan or a mobile phone contract.



Being on the electoral register means you can vote in elections and you can have a say in what happens in government.



You can register to vote from the age of 14 in Scotland.



Your age and nationality will determine which elections you are allowed to vote in.



You need to register to vote each time you move house.

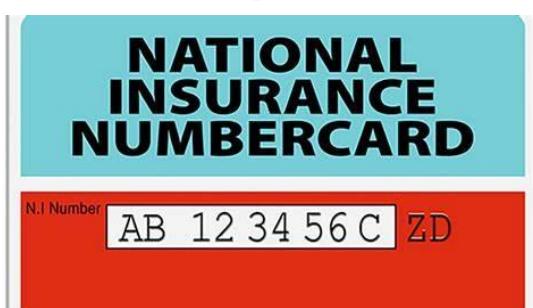
How do I register to vote?



Go to this website to fill in an online form
www.gov.uk/register-to-vote



It should only take around 5 minutes to fill in the online form.

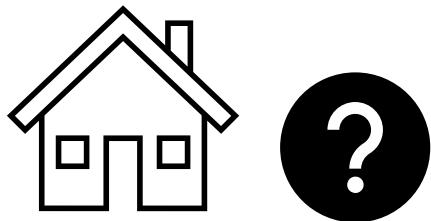


It is helpful if you have a national insurance number but do not worry if you don't have it.



Your national
insurance number is
used to check who
you are.

How to complete the form



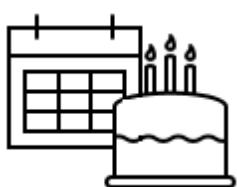
The form will ask where in the UK you live, or if you are a British citizen living in another country.



It will ask your **nationality**, which means which country you legally belong to.



If your nationality is not British or Irish, you can type the name of your country.



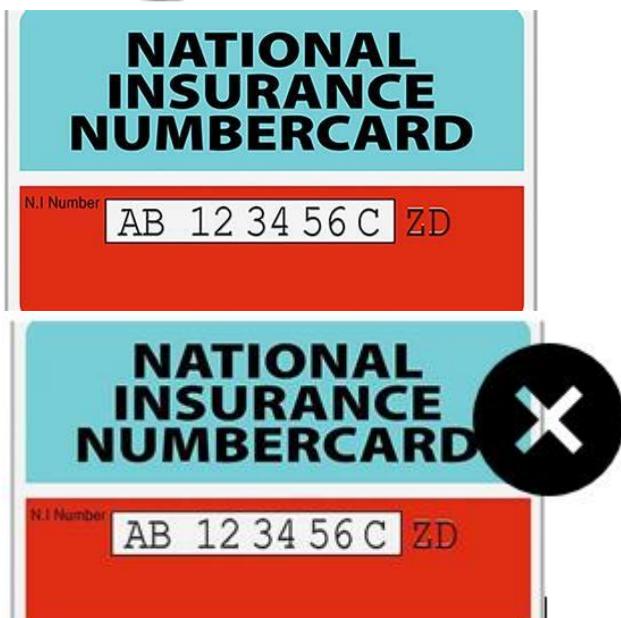
The form will ask your date of birth.



The form will ask your first name, your last name, and if you have any middle names.

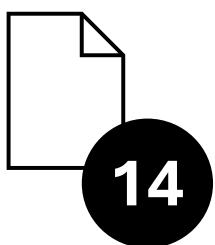


It will ask if you have ever been known by a different name. You don't need to fill in your previous name, but it can help us if you do.

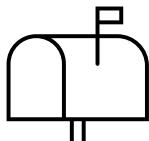


The form will ask your National Insurance number.

If you do not have a National Insurance Number, you can write the reason why.



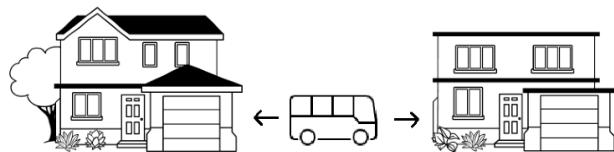
If you do not have a National Insurance Number, you can still register. You can read more about this on page 14 of this guide.



The form will ask your UK postcode.



Next, you can choose your address from a list.



The form will ask if you live at more than one address. If you do, you should register to vote at the place where you spend the most time.



The next question on the form asks if you have changed your address in the last year.



If you have moved home in the last year, you can write your previous address. We will then remove your name from the register at your old address.



The next question asks if you would like to **opt out** of the open register.



Opt out means to choose not to. It is your choice if you would like your details to be on the open register.

The **open register** is a copy of the electoral register which anyone can buy so they can send you mail, like adverts or charity appeals.



You can still vote if you choose not to have your details on the open register.



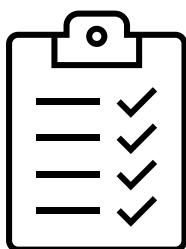
The form asks for your contact details, like an email address or telephone number.



Your email address and phone number are **optional**. This means you do not have to give them if you don't want to.



Your contact details will not be on the electoral register. They are only used by our office to contact you if we need more information about your application.



After you have answered all the questions, you can see a **summary** of your answers.



A **summary** is a list of all the answers you have given on one page so that you can check they are correct before you send your application.

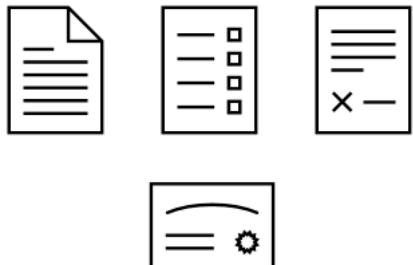
Can I register to vote if I don't have a National Insurance Number?



You can register to vote if you don't have a National Insurance Number.



You still need to fill in the online form, but the form will ask for your contact details so someone from your local electoral registration office can talk to you.



Someone from your local electoral registration office will check who you are in a different way.

They might ask you to send a **copy** of a form of your birth certificate, a bill, or a bank statement. A **copy** means you don't send them the real document.



A visit from a member of our team can be arranged so they can check your documents at your door.



If you don't have any suitable paperwork, our team can help you to arrange for someone you know to complete a form confirming your identity. This is called an **attestation**.



An **attestation** is a form that must be completed by someone who is of good standing in the community, e.g. a support worker or medical professional.



The officer from the electoral office can help you to choose someone to fill in the attestation and can help that person fill in the form.

Do I only have to register once?



You will have to register to vote again if you change your name or address.



If you get British Citizenship, you should register to vote again.

What happens next?



After you complete the form, it is sent to the Electoral Registration Office where we process your application.

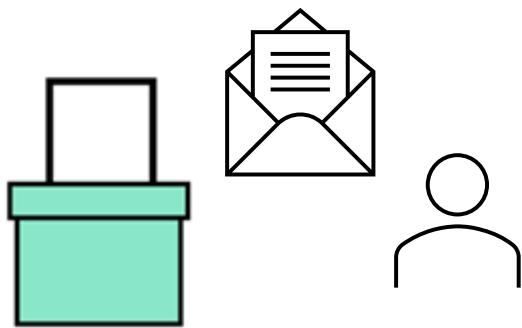
A member of our team will contact you using the details on your form if we need more information.

If you would like our team members to speak with someone else on your behalf, we need you to say it's okay first.

After your application has been accepted, we will send you a letter or an email to tell you the date you will be added to the register.

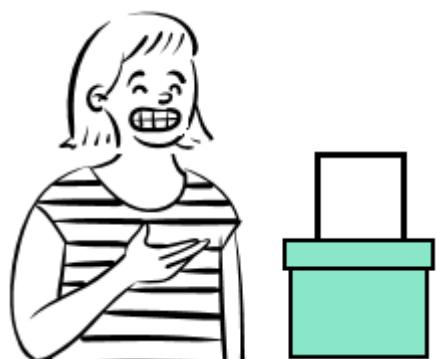
You do not need to register again unless any of your details change.

Ways to Vote



When your name is on the electoral register, you can vote **in person** on the day of the election, **by post**, or by arranging for someone else to vote for you. This is called a **proxy vote**.

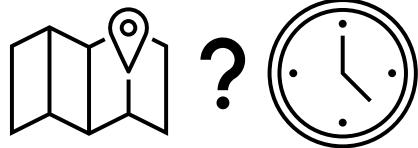
Voting In Person



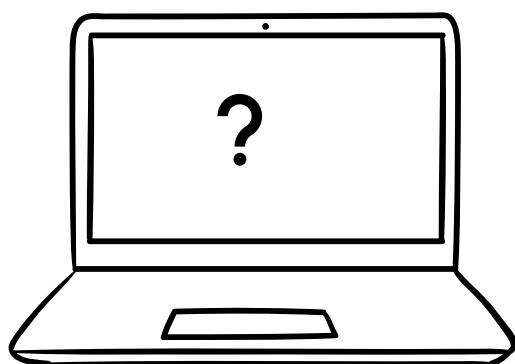
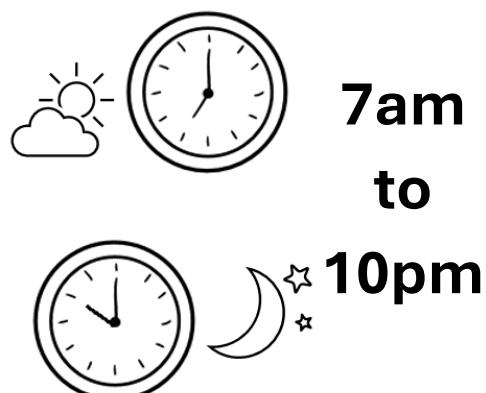
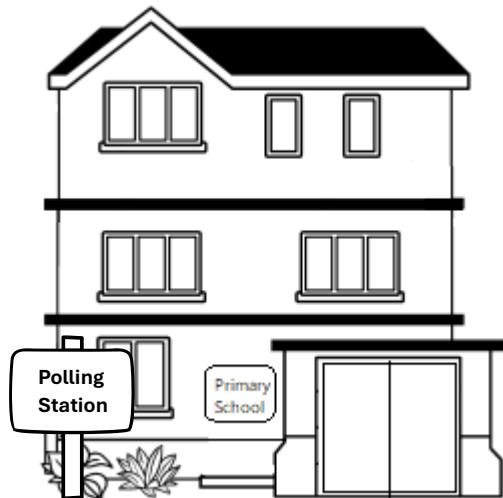
You can vote in person at a polling station.



When your **polling card** is sent to you in the post it will tell you where your polling place is.



A polling card tells you where your **polling station** will be and on what day you can vote.



Your **polling station** could be any public building near you like a school or community centre.

Your polling station will be open from 7am to 10pm on the day you can vote.

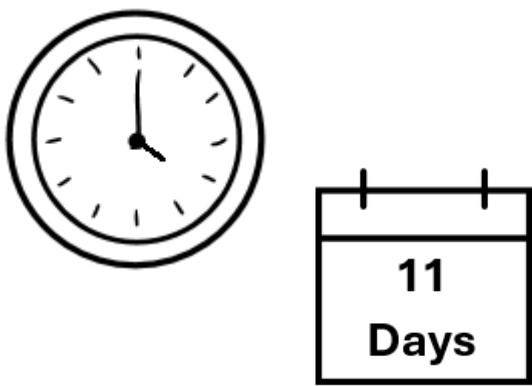
It's okay if you lose your polling card, you can always find your polling station if you go to this website and search for your postcode:
wheredoivote.co.uk/

You do not need to take your polling card with you to the polling station.

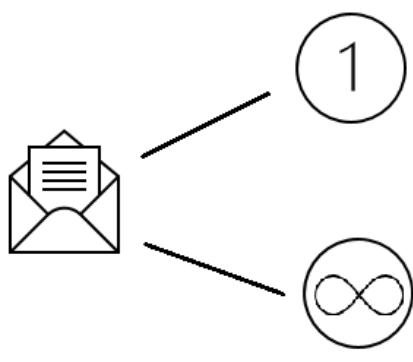
Voting by Post



You can apply to vote by post so that you do not need to attend the polling place on the day of the election.



You can apply to vote by post at any time, but if an election has been called, we must receive your application before 5pm, 11 days before the election day.



You can choose to vote by post all the time, or just in one election.



There are two postal vote application forms.



The application form for Scottish and local government elections needs your date of birth and your signature.

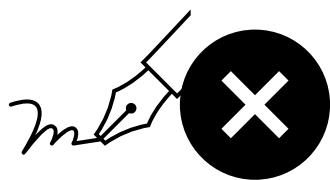
NATIONAL INSURANCE NUMBERCARD

N.I Number AB 12 34 56 C ZD

The application form for UK Government elections needs your National Insurance number too.



If you want to vote by post in all types of elections, you should complete both forms.



If you are unable to sign or if your signature looks different each time, please contact our office and we will send you a form which does not need a signature.

Voting by Proxy



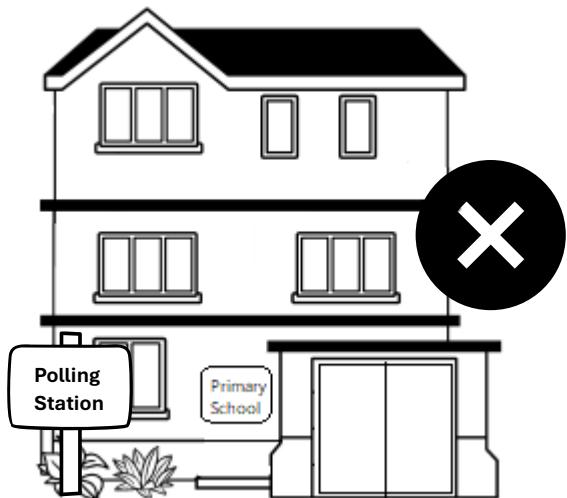
Voting by proxy means that someone else casts your vote for you.



You should choose someone you trust to do this for you.



Anyone can vote by proxy for one election.



A permanent proxy is only allowed if you have a specific reason which means you cannot attend the polling station.



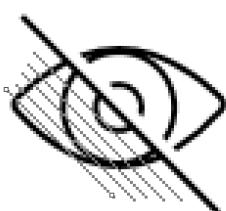
This could be a medical condition or disability that would make it difficult for you to vote there.



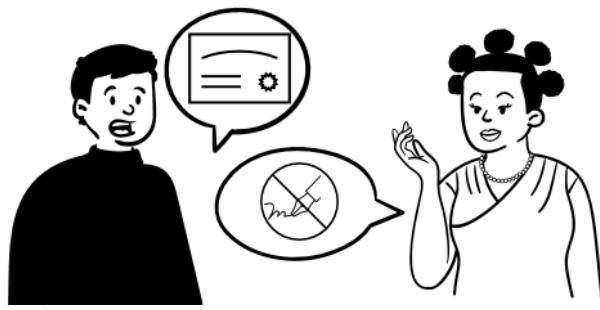
The **permanent proxy** form needs to be signed by someone who cares for you to confirm that you cannot attend the polling station.



Some examples of people who can sign are:
A doctor
A nurse
A social worker
A warden or person who runs a residential care home, if you live in one.



If you would like a proxy vote because you are registered blind, you only need to tell us which council you are registered with. You do not need to get someone to sign the form.



You don't need to get someone to sign your form if you receive certain benefits. These are listed on the application form.

Please contact our office for more information on completing the application to vote by proxy.



How to contact us

Email



You can email our office at
registration@centralscotland-vjb.gov.uk



You will receive an automatic email to say we have received your email.



Someone from our office will then reply to your email.

Telephone



You can telephone our office on this number:
01786 892289.



If you would like us to speak to someone else on your behalf, we need your permission first.

contact
SCOTLAND
BSL

If you require a BSL interpreter, you can visit contactscotland-bsl.org or use the Contact Scotland app to contact us by phone.