

**For office use only**  
**PD:**  
**ElectorID:**

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Please write in black ink and use CAPITAL LETTERS. When you have completed the form, send it to your local electoral registration office. Address information can be found at the end of this form.

## Surname

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First name(s) (in full)

Your address (where you are registered to vote)

Postcode

## Telephone no (optional)

\_\_\_\_\_

Email (optional)

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

I want to vote by proxy at the election(s) to be held on:

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D D

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M M

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Y Y Y Y

Please explain why you are not able to go to your polling station on polling day.


I want a proxy vote for (tick any boxes that apply below):

- ☐ Scottish Parliament and council elections
- ☐ UK Parliament elections

If you are applying for a proxy vote for Scottish Parliament and council elections, fill out **section 5A**.

If you are applying for a proxy vote for UK Parliament elections, fill out **section 5B**.

If you are applying for a proxy vote for all election types, fill out **both section 5A and 5B.**

**The rules about who can act as your proxy are different depending on the type of election you want to vote in. Please ensure you have read the notes on page 3 before filling out the rest of this form.**

When you have completed the relevant sections, continue to section 6.

## Who do you want to be your proxy?

Full name

\_\_\_\_\_

Relationship (if any)

\_\_\_\_\_

Full address

Postcode

Email or telephone no. (optional)

\_\_\_\_\_

# Application to vote by proxy in Scotland at a particular election

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## 5B Proxy vote for UK Parliament elections

### Your National Insurance number

Please tell us your National Insurance number below. You can find this on your payslip, P60, or on letters about tax, pensions or benefits.

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If you cannot provide a National Insurance number, please tell us why. You can still submit this form and someone will contact you. It may take longer to process your application.

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### Who do you want to be your proxy?

Full name

--

Full address


Postcode

Email or telephone no. (optional)

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## 6 Your date of birth and declaration

**Declaration:** I have asked the person I have named to be 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 six months and/or a fine.

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

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D D M M Y Y Y Y

**Signature:** Sign below using black ink, keeping within the grey border.

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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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D D M M Y Y Y Y

## Voting by proxy

Proxy voting means that if you cannot vote in person, you can have someone you trust vote on your behalf. You can use this form to apply to vote by proxy for a particular election only.

This form applies only in Scotland.

To vote by proxy, both you and your proxy must be registered and eligible to vote.

The rules about who can be a proxy are different depending on the type of election you want to vote in:

### For Scottish Parliament and council elections:

- A proxy can vote for close relatives and up to two other people at an election. Close relatives are the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the applicant.

### For UK Parliament elections:

- A proxy can vote for a maximum of 4 people. No more than 2 of those people can be domestic electors. Domestic electors are voters who are neither overseas voters nor service voters. UK Parliament elections include UK Parliamentary general elections, by-elections, and recall petitions.

For more information on proxy voting and other ways to apply, visit [electoralcommission.org.uk/proxyvote](https://electoralcommission.org.uk/proxyvote).

## How do I apply to vote by proxy?

- Ask someone who is willing and capable to be your proxy and vote on your behalf.
- Fill in the proxy vote application form.
- Make sure all required sections of the form are complete and provide your date of birth and signature. This information is needed to prevent fraud. If you are unable to sign this form, please contact your local electoral registration office. Contact details can be found at the end of this form.
- If your application has missing or incorrect information, your local electoral registration office will contact you. You may need to provide supporting documents and it may take longer to process your application.
- **Return your form to your local electoral registration office.** You can find address details at the bottom of this form.

When applying for a new proxy vote, you must return your application form by **5pm, 6 working days before the poll**.

When changing or cancelling an existing postal, proxy or postal proxy vote, you must return your application form by **5pm, 11 working days before the poll**.

If you are not already registered to vote, you must apply to register before applying for a proxy vote. The deadline to register to vote is **midnight, 12 working days before the poll**. Register to vote online at [gov.uk/register-to-vote](https://gov.uk/register-to-vote).

## What happens after I have returned this form?

- Your local electoral registration office will confirm if your application has been accepted or rejected.
- Your proxy will be sent a proxy poll card, telling them where and when to vote on your behalf.
- You must let your proxy know how you want them to vote on your behalf, for example, which candidate, party or outcome.
- Your proxy must go to your polling station to vote on your behalf. If your proxy cannot get to the polling station, they can apply to vote on your behalf by post. They can apply to do this until **5pm, 11 working days before the poll**. They can contact your local electoral registration office for more details and to request a postal vote application form. Contact details can be found at the end of this form.
- If 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 on your behalf by post.

# Application to vote by proxy in Scotland at a particular election

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## Privacy statement

This privacy notice tells you what will happen to the personal information you supply with this application form.

The Electoral Registration Officer is the Data Controller for the purposes of data protection legislation. The lawful basis for collecting the personal information is that the processing is necessary in order to perform a task in the public interest as set out in the Representation of the People Act 1983 and related regulations.

The Electoral Registration Officer is legally required to process your personal information securely and comply with data protection legislation. For further information relating to the processing of personal data you should refer to the privacy notice on our website [www.saa.gov.uk/h-wi-vjb](http://www.saa.gov.uk/h-wi-vjb). The Electoral Registration Officer is the Controller.

## More Information

If you have any questions about voting by proxy, go to [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk) or contact your local electoral registration office below.

The Electoral Registration Officer:

Moray House  
16-18 Bank Street  
INVERNESS  
IV1 1QY  
Tel: 01463 575395  
Freephone: 0800 393 783

3A Bridge Street  
WICK  
Caithness  
KW1 4AG  
01463 575395  
0800 393 783

42 Point Street  
STORNOWAY  
Isle of Lewis  
HS1 2XF  
01851 619179  
0800 393 783

Email: [ero@highland.gov.uk](mailto:ero@highland.gov.uk)

Website: [www.saa.gov.uk/h-wi-vjb](http://www.saa.gov.uk/h-wi-vjb)

To return your completed application form, you can scan and send it to: [absentvote@highland.gov.uk](mailto:absentvote@highland.gov.uk)

Alternatively, you can return your completed application form by post to your local electoral registration office (see address details above).