

For office use only
PD:
ElectorID:

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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Postcode

Please tick one box below.

- ☐ I am applying to vote by proxy due to my attendance on an educational course
- ☐ I am applying to vote by proxy due to my spouse/civil partner's attendance on an educational course

Please give the details of the course that you or your spouse/civil partner is attending below.

from

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D D M M Y Y Y Y

to

D	D	M	M	Y	Y	Y	Y

Phone number (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.

Please explain why you cannot 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 elections, fill out **both sections 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 5 before filling out the rest of this form.

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Today's date

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D D M M Y Y Y Y

Your supporter should now complete the relevant declaration on page 4.

Application to vote by proxy in Scotland due to attendance on an educational course

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8A Supporter's declaration if the applicant is attending an educational course

- I am the director or tutor of the course referred to in section 2, or the principal or head of the institution, or an employee with authority to act for the institution
- I am aged 18 years or over
- I know the applicant
- I am not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the applicant
- I confirm that to the best of my knowledge and belief, the applicant's statements in sections 2 and 4 are true.

Signature

Today's date

D D
M M
Y Y Y Y

8B Supporter's declaration if the applicant is the spouse/civil partner of a person attending an educational course

- I am the director or tutor of the course referred to in section 2, or the principal or head of the institution, or an employee with authority to act for the institution
- I am aged 18 years or over
- I know the spouse/civil partner of the applicant, but I am not their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- I confirm that to the best of my knowledge and belief, the applicant's statement in section 2 is true.

Signature

Today's date

D D
M M
Y Y Y Y

Declaration by a 16 or 17 year old supporter Only valid for Scottish Parliament and council elections

8C Declaration by 16 or 17 year old supporter if the applicant is attending an educational course

- I am the director or tutor of the course referred to in section 2, or the principal or head of the institution, or an employee with authority to act for the institution
- I am 16 or 17 years old
- I know the applicant
- I am not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the applicant
- I confirm that to the best of my knowledge and belief, the applicant's statements in sections 2 and 4 are true.

Signature

Today's date

D D
M M
Y Y Y Y

8D Declaration by 16 or 17 year old supporter if the applicant is the spouse/civil partner of a person attending an educational course

- I am the director or tutor of the course referred to in section 2, or the principal or head of the institution, or an employee with authority to act for the institution
- I am 16 or 17 years old
- I know the spouse/civil partner of the applicant, but am not their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- I confirm that to the best of my knowledge and belief, the applicant's statements in section 2 is true.

Signature

Today's date

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 if you or your spouse or civil partner will be attending an educational course that means that you cannot vote in person.

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.

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. You must give a reason why you want to vote by proxy. You must get someone to support your application. See notes below on who can support the application.
- Make sure all required sections of the form are complete and supply 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.
- 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 the address details at the end 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 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.

Who can support my application?

Your application can be supported by:

- the director or tutor of the course
- the principal or head of the educational establishment where the course is taking place
- an employee of the educational establishment where the course is taking place who is authorised to support your application.

Your supporter must be 16 or over to support your application for Scottish Parliament and council elections. They must be 18 or over to support your application for UK Parliament elections.

Your supporter must give their details in section 8 and complete the relevant declaration.

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. For contact details, go to **electoralcommission.org.uk/voter**.
- 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.

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**. The Electoral Registration Officer is the Controller.

More Information

If you have any questions about voting by proxy, go to 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

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

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

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