

# Application to vote by emergency proxy based on photo ID

For office use only  
PD:  
ElectorID:

## Only one person can apply to vote by proxy using this form

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.

### 1 About you

Surname

First name(s) (in full)

Your address (where you are registered to vote)

.....  
.....  
.....  
Postcode .....

Phone number (optional)

Email (optional)

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

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

Full name

.....

Full address

.....  
.....  
.....  
Postcode .....

Phone number (optional)

Email (optional)

.....

### 3A Apply for an emergency proxy

**Please complete this section if you do not have an existing proxy.**

I want to vote by proxy at all elections I am eligible to vote in on:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	D	M	M	Y	Y	Y	Y

**Please tick the statement below which explains why you are applying for an emergency proxy.**

I am not able to vote in person because:

- My ID has been lost, stolen, or damaged to the point it is no longer usable and the loss, theft or damage took place after 5pm, 6 working days before the election I want to vote in.
- I sent my ID to someone else to prove my identity after 5pm, 6 working days before the election I want to vote in and I think it is unlikely that my ID will be returned to me before the election.
- I applied for ID in the last three months but did not receive it by 5pm, 6 working days before the election I want to vote in and my application has not been refused or withdrawn.
- I am an anonymous elector and do not have a valid Anonymous Elector's Document.
- I had a temporary Voter Authority Certificate for a specific date but the election was adjourned.

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## 3B Apply to change an existing proxy

Please complete this section if you are applying to change your existing proxy.

I want to change my existing proxy arrangement for all elections I am eligible to vote in on:

D	D	M	M	Y	Y	Y	Y

Please tick the statement below which explains why you are applying to change an existing proxy.

My existing proxy is not able to vote in person because:

- Their ID was lost, stolen, or damaged to the point it is no longer usable and the loss, theft or damage took place after 5pm, 6 working days before the election.
- They sent their ID to someone else to prove their identity after 5pm, 6 working days before the election and they think it is unlikely that their ID will be returned to them before the election.
- They applied for ID in the last three months but did not receive it by 5pm, 6 working days before the election and their application has not been refused or withdrawn.
- They are an anonymous elector and do not have a valid Anonymous Elector's Document.
- They had a temporary Voter Authority Certificate for a specific date but the election was adjourned.

Please note, if your existing proxy is appointed on a permanent or long-term arrangement, your new proxy will replace them and remain appointed for future elections unless you apply again to change or cancel your proxy.

## 4 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 and they have given consent for their personal details contained on this form to be passed to the Electoral Registration Officer for the purpose of this application.

To the best of my knowledge and belief, the details on this form are true and accurate. I understand that to deliberately provide false information on this form is an offence, punishable on conviction by imprisonment and/or a fine.

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

D	D	M	M	Y	Y	Y	Y

If you are unable to sign this form, please contact your local electoral registration office.

## 5 Date of application

Today's date

D	D	M	M	Y	Y	Y	Y

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## 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 for an emergency proxy if the photo ID you intended to use becomes unavailable **after 5pm, on the sixth working day before the poll** and you do not have a different form of accepted photo ID you can use.

You can also use this form to change an existing proxy if the photo ID your proxy intended to use becomes unavailable **after 5pm, on the sixth working day before the poll** and they do not have a different form of accepted photo ID they can use.

You can apply until **5pm on the day of the poll**.

To vote by proxy, both you and your proxy must be registered and eligible to vote. Your proxy must have an accepted form of photo ID.

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. For more information, 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. Check they have their own accepted form of photo ID to take to the polling station when they vote on your behalf.
- Fill in the proxy vote application form. You must give a reason why you need to vote by proxy.
- Make sure all 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.
- This form can only be used **after 5pm, on the sixth working day before the poll**.
- Your form must arrive at your local electoral registration office **before 5pm, on the day of the poll**.
- **Return your form to your local electoral registration office**. You can find their details and more information at [electoralcommission.org.uk/voter](https://electoralcommission.org.uk/voter).

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 local electoral registration office will tell your proxy when and where 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.
- Your proxy must go to your polling station to vote on your behalf.

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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).