

Application to vote by emergency proxy in Scotland based on occupation, service or employment

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/BFPO

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

Relationship (if applicable)

Full address

.....
.....
.....

Postcode

Phone number (optional)

Email (optional)

.....
.....

3 At which election(s) do you want a proxy?

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

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

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4 Your employment details and reason you can't vote in person

Complete only one of the relevant sections.

4A – I am self-employed as (give job title):

I am not able to go to the polling station on polling day for the following reason related to my occupation:

4B – I am employed by (give employer's name and address):

Postcode

As (give job title):

I am not able to go to the polling station on polling day for the following reason related to my employment:

4C – Tick the type of service voter that applies:

- I am a member of the armed forces
- I am a Crown servant
- I am a British Council employee I am the spouse or civil partner of a service voter
- I am the child of a service voter

I am not able to go to the polling station on polling day for the following reason related to my service (or that of my spouse/civil partner or parent/guardian):

5 When did you become aware of the reason?

Time:

Date:
D D M M Y Y Y Y

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.

To the best of my knowledge and belief, 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.

D D M M Y Y Y Y

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

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

7 Date of application

Today's date

D D M M Y Y Y Y

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Support for your application

Read the notes to see who can support your application.
Your supporter should now complete the relevant declaration.

8 Supporter's declaration (if the applicant is self-employed)

Supporter's full name

Supporter's address

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

Phone number (optional)

Email (optional)

Declaration:

- 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 Parts 4A and 5 are true

Signature

Today's date

D	D	M	M	Y	Y	Y	Y

9 Employer's declaration (if the applicant is employed)

Supporter's full name

Supporter's address

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

Phone number (optional)

Email (optional)

Supporter's position with the employer

Declaration:

- I am the applicant's employer or an employee with authority to act for the employer
- I confirm that to the best of my knowledge and belief, the applicant's statements in Parts 4B and 5 are 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.

If you are not able to go to the polling station in person for reasons relating to your occupation, service or employment, and you only become aware of this after 5pm, on the sixth working day before the poll, you can apply to vote by emergency proxy.

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

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 or referendum. 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, **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 need to vote by proxy.
- You must get an appropriate person to support your application. See notes below for information on who can support your application.
- 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 the address details at the end of this form.**

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**

Who can support my application?

Your application can be supported by:

- an employer or another authorised person at the place of work (if employed)
- a person who knows you and is not related to you (if self-employed).

If you are self-employed, 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 all other applications.

Your supporter must complete the relevant declaration in section 8, 9 or 10.

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 must 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.

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).