

# Application for an emergency proxy change in Scotland

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)

Giving your email and phone number helps us to contact you quickly and easily about your application.

### 2 About your proxy (the person you have chosen to vote on your behalf)

Full name

Relationship (if any)

Full address

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

Email or Phone (optional)

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

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

D D M M Y Y Y Y

Please note, if your existing proxy is appointed on a 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 Why do you want to change your existing proxy?

Please explain why your existing proxy is not able to go to your polling station on polling day.

.....  
.....

Please confirm the following statement is true:

My existing proxy is unable to go to the polling station to vote on my behalf.

### 5 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 6 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 electoral registration office.

### 6 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 change your proxy for a Scottish Parliament or council election if your existing proxy is unable to vote at the polling station on your behalf.

Both you and your proxy must be registered and eligible to vote.

For Scottish Parliament and council elections, a person can only be a proxy 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 more information, visit [electoralcommission.org.uk/proxyvote](http://electoralcommission.org.uk/proxyvote).

## How do I apply to change my proxy?

- To change your proxy, you must have an existing proxy arrangement.
- Ask someone who is willing and capable to be your replacement proxy and vote on your behalf.
- Fill in the proxy vote application form. You must give a reason why your existing proxy is unable to vote in person on your behalf.
- 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.
- 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 at the bottom of this form.

If you have a long-term proxy arrangement, your new proxy will remain appointed for future elections unless you apply again to change or cancel your proxy.

You cannot change an existing proxy who is voting by post on your behalf.

You must already be registered to vote to apply for a proxy vote or to change a proxy. The deadline to register to vote is **midnight, 12 working days before the poll**. If you are not registered, go to [gov.uk/register-to-vote](http://gov.uk/register-to-vote) for information about registering to vote in future elections.

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## 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 or party.
- If it turns out that 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 for you 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](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).