

# APPLICATION BY PROXY TO VOTE BY POST

Only ONE person per form please. If more forms are required or if you need help filling in this form, please telephone (0131) 344 2500.

Please write in BLACK INK and use BLOCK LETTERS

## 1. ABOUT YOU

Your name (in full)

Your address

Daytime or mobile telephone and e-mail  
(in case of query only)

## 2. ABOUT THE ELECTOR

Elector's first name(s) (in full)

Elector's Surname

Address where the elector is registered to vote

## 3. FOR HOW LONG DO YOU WANT TO VOTE BY POST AS PROXY?

(a) Until further notice

(b) For election(s) on the following date

Day Month Year

(c) For elections between the following dates

From     
Day Month Year

Until     
Day Month Year

## 4. POSTAL VOTE FOR WHICH ELECTIONS?

All elections you are entitled to vote at

Local elections

Parliamentary elections

## 5. ADDRESS FOR POSTAL BALLOT PAPER(S)

My address as stated in Part 1 (opposite)   
or the following address

Reason for sending the ballot paper(s) to an  
alternative address

## 6. YOUR DECLARATION

As far as I know, the details on this form are  
true and accurate.

*You can be fined for making a false statement on this form.*

Date of Birth (eg 02 05 1965)

D D M M Y Y Y Y

D D M M Y Y Y Y

Please SIGN in the box below using BLACK ink

**Important – keep signature within the box.**

*If you fail to do this, this application may not be valid.*

Dated / /

THIS FORM SHOULD BE RETURNED TO:-

Lothian Valuation Joint Board, 17A South Gyle Crescent, Edinburgh, EH12 9FL

## HELPFUL INFORMATION

This form should be used if you have already been appointed as a proxy for a registered elector and you cannot vote in person at the designated polling station for the elector you are acting as proxy for.

This form is a legal document and the vote of the elector may depend on it.

### **PART 1 – ABOUT YOU**

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Please enter your name, address and contact details. Contact details are optional but are helpful if we need to contact you regarding your application. They will not be used or supplied for any other purpose.

### **PART 2 – ABOUT THE ELECTOR**

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Please enter the full name and address of the elector you are acting as proxy for.

### **PART 3 – HOW LONG DO YOU WANT TO VOTE BY POST AS PROXY?**

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Your application to vote by post as proxy can be for an indefinite period, a particular election or a particular period. Please indicate your choice.

### **PART 4 – POSTAL VOTE FOR WHICH ELECTIONS?**

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For all elections tick the first box.

### **PART 5 – ADDRESS FOR POSTAL POSTAL BALLOT PAPER(S)**

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Please tick the box if you wish your ballot papers to be sent to the address you stated in Part 1.

If you will be away from home, then you can choose to have your ballot papers sent to an address other than the one shown in Part 1. In this instance you must state a reason.

### **PART 6 – YOUR DECLARATION**

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Please give your date of birth where requested and sign the form in the box.

**Applications for a postal proxy vote must be received NO LATER than 5.00pm on the ELEVENTH working day before an election.**

Postal Proxy ballot papers are issued approximately one week before the date of an election.

If you need further help, please contact us on the telephone number noted below.

**Electoral Registration Officer, 17A South Gyle Crescent, Edinburgh EH12 9FL**

**HELPLINE ~ 0131 344 2500**

**Fax : 0131 344 2600**

**E-Mail : [enquiries@lothian-vjb.gov.uk](mailto:enquiries@lothian-vjb.gov.uk)**

**Visit our Website : [www.lothian-vjb.gov.uk](http://www.lothian-vjb.gov.uk)**