

**ELECTORAL REGISTRATION FORM FOR
A CROWN SERVANT OR BRITISH COUNCIL EMPLOYEE ABROAD
(OR SPOUSE OR CIVIL PARTNER OF SUCH AN EMPLOYEE)**

Only ONE person can register using this form. Please read the notes carefully before filing in this form.

Please write in BLACK INK and use BLOCK LETTERS.

1. ABOUT YOU

First name(s) (in full)

.....

Surname

.....

Present postal address ~ This address will be used for correspondence

.....

.....

Tick here if you do **NOT** want your name to be included on the **Edited Register**, which is available for general sale. Read the accompanying notes for more information.

You do not have to give the following information, but it will help us to contact you if there is a query about your form.

Daytime telephone or mobile number (including country codes)

.....

E-mail address

.....

2. YOUR REGISTRATION ADDRESS

Please give the full address where you would be living in the UK if you were not working abroad. If you cannot say where you would be living, give your last address before you took up your post.

.....

.....

.....

.....

3. EMPLOYMENT

Please tick **one** statement that applies to you.

I am employed (or am about to take up employment) as a Crown Servant

I am employed (or am about to take up employment) as a British Council employee

I am the wife, husband or civil partner of a Crown Servant

I am the wife, husband or civil partner of a British Council employee

Description of you/your wife's/your husband's/your civil partner's post. If you are a Crown Servant, please include the name of your government department.

.....

.....

4. DECLARATION

I declare that:-

I am/my spouse or civil partner is employed in a post outside the United Kingdom in the service of the Crown/British Council

I am a citizen of (please state nationality)

.....

I am 18 or over/I am under18 and my date of birth is

.....

YOUR SIGNATURE

Each person is required to sign their own form. If it is not signed, the form will be sent back to you.

Signature

.....

Date

.....

Cont'd Over/....

**APPLICATION TO VOTE BY PROXY
FOR A CROWN SERVANT OR BRITISH COUNCIL EMPLOYEE ABROAD
(OR SPOUSE OR CIVIL PARTNER OF SUCH AN EMPLOYEE)**

5A. UK REGISTRATION ADDRESS

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

About you

First name(s) (in full)
.....
Surname

Current address (outside the UK)
.....
.....
.....

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

For how long do you want to vote by proxy?

(a) Until further notice

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

<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>
Day	Month	Year

(c) For elections between the following dates

From

<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>
Day	Month	Year

Until

<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>
Day	Month	Year

Proxy vote for which elections?

All elections you are entitled to vote at

Local elections

Parliamentary elections

**5B. NAME AND ADDRESS
OF APPOINTED PROXY**

First name(s) (in full)
.....
Surname
.....
Address
.....
.....
Relationship to you (if any)
.....

**5C. YOU MAY IF YOU WISH,
ASK YOUR PROXY TO SIGN**

You may if you wish, ask your proxy to sign.

I can confirm that I am capable of being and willing to be appointed to vote as the applicant's proxy.

Proxy Signature
.....

5D. YOUR DECLARATION

As far 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)

		1	9		
D	D	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 / /

APPLICATION TO VOTE BY POST FOR A CROWN SERVANT OR BRITISH COUNCIL EMPLOYEE ABROAD (OR SPOUSE OR CIVIL PARTNER OF SUCH AN EMPLOYEE)

6A. UK REGISTRATION ADDRESS

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

About you

First name(s) (in full)

Surname

Current address (outside the UK)

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

For how long do you want a postal vote?

(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			

Postal vote for which elections?

All elections you are entitled to vote at

Local elections

Parliamentary elections

6B. ADDRESS FOR POSTAL BALLOT PAPER(S)

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

6C. 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)

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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 / /

**ELECTORAL REGISTRATION FORM FOR A CROWN SERVANT OR BRITISH COUNCIL EMPLOYEE
ABROAD (OR SPOUSE OR CIVIL PARTNER OF SUCH AN EMPLOYEE)
NOTES ABOUT THE FORM**

This form should be used if you are employed in the Service of the Crown/British Council in a post outwith the United Kingdom or if you are the spouse/civil partner of such an employee.

ABOUT PART 1

Fill in your name and present **postal** address in the space provided.

Who Has My Personal Details?

There are two versions of the Electoral Register – the **Full** version and the **Edited** version. The Full Register is used for elections and referendums, preventing and detecting crime, and checking applications for credit. The Edited Register is available for general sale and can be used for commercial activities such as marketing.

Your details will appear on the Full version of the Register, but you can **choose** whether or not your details appear on the Edited Register.

ABOUT PART 2 – UK REGISTRATION ADDRESS

Please give the **UK** address where you would like to register. This can be the address where you are currently living or where you would be living if you were not working abroad. If you cannot say where you would be living, give your last UK address before you took up your post.

ABOUT PART 3

Enter your employment details. If you are the husband, wife or civil partner of a Crown Servant or British Council employee give their employment details and tick the box provided.

ABOUT PART 4

All applicants must complete, sign and date the declaration.

ABOUT PARTS 5 AND 6

On polling day unless you are able to return to the area in the UK where you are registered as an elector, you will need to apply for an absent vote if you wish to vote.

- If you wish to appoint a **proxy** to vote on your behalf, please complete **Parts 5A, 5B, 5C (if appropriate) and 5D**. Your proxy must be a) willing and able to vote on your behalf, b) living in the UK, c) entitled to vote at the type of election concerned, d) old enough to vote, e) not subject to any legal incapacity to vote.

(If you are not sure your chosen proxy is willing to act for you, please forward the form to him/her, and ask him/her to sign **Part 5C – Proxy's Signature**. The form should then be sent to the Electoral Registration Officer for consideration.)

- If you wish to vote by **post**, please complete **Parts 6A, 6B and 6C**. A postal ballot paper will be issued to you at the address you give. Before choosing this option, please bear in mind that postal ballot papers are issued approximately one week before the day of the election, and must be in the hands of the Returning Officer by close of poll.

YOUR REGISTRATION

The Electoral Registration Officer will write to tell you if he is satisfied that you qualify and will be included in the Register of Electors. If he has doubts about your age or citizenship, he may ask for further evidence or documentation. If he rejects your application, he will return the form and explain why.

Your application will need to be renewed annually. At the appropriate time the Electoral Registration Officer will send a reminder to the present address you have given in your application. He will enclose another application form.

HOW TO RETURN THIS FORM

You should send the completed form to the Electoral Registration Officer for the area in which you would like to register.

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

Visit our Website : www.lothian-vjb.gov.uk