

# Application by a proxy to vote by post

## Voting by post

Voting by post is an easy and convenient way of voting if you are unable to get to the polling station.

You can use this form to apply to vote by post for a particular election or referendum, for a set period of time or for all future polls. Postal votes can be sent to addresses in the UK and abroad.

In Scotland you must be 16 or over on polling day to vote in local elections and elections to the Scottish Parliament. You must be 18 or over to vote in UK Parliament elections.

## How do I apply to vote by post?

- Fill in the postal vote application form.
- Make sure you complete all sections of the form and supply your date of birth and signature. Your date of birth and signature are needed on this application form, and again when you use your postal vote. This information is needed to prevent fraud. **If you are unable to sign this form, please contact your ERO, 17A South Gyle Crescent, Edinburgh, EH12 9FL. Telephone 0131 344 2500. E-mail enquiries@lothian-vjb.gov.uk.**
- You must return your postal vote application form by 5pm, 11 working days before the poll.

If you are not already registered to vote, your application to register must have reached your electoral registration officer by midnight, 12 working days before the poll.

## What happens after I have returned this form?

- When an election or referendum is going to be held, your ballot paper will be sent to you in the post. Please be aware this may be around 7 days before the poll.
- Make sure you return your postal vote so that it arrives by the close of poll, otherwise it will not be counted. A Freepost envelope is included in your postal ballot pack. But, if you are sending it from overseas, you may need to pay the postage.
- If it is too late to send your vote back by post, you can hand it in on polling day to the elections team at your council, or drop it off at certain polling stations. **Ballot papers cannot be handed in to the Electoral Registration Office.**

## Privacy Statement

We collect information under the legal basis of a task carried out in the public interest, as set out in the Representation of the People Act 1983 and related regulations. We will look after personal information securely and follow data protection legislation.

If you opted-out of the open register we will only use the information you give us for electoral purposes, including matching it against other sources of data to support the electoral register. We will not give personal information to anyone else, unless we have to by law. The law requires us to share your information with candidates, political parties and campaigners for democratic engagement purposes and credit reference agencies to check your identity when you apply for credit.

If you have not opted-out of the open register your name and address can be bought by anyone and used for lots of purposes, including direct marketing.

The Electoral Registration Officer is the Data Controller: Michael Wilkie, 17A South Gyle Crescent, Edinburgh, EH12 9FL, 0131 344 2500.

You should refer to the Privacy Notice at [www.lothian-vjb.gov.uk/privacy/](http://www.lothian-vjb.gov.uk/privacy/) for further information relating to the processing of personal data.

# Application by a proxy to vote by post

Only one person can apply to vote by post using this form.

Please write in black ink and use **BLOCK CAPITALS**. When you have completed every section and signed the form yourself, send it to the Electoral Registration Officer, 17A South Gyle Crescent, Edinburgh, EH12 9FL.

## 1 ABOUT YOU

Surname

First name(s) (in full)

Your address (where you are registered to vote)

Postcode

Telephone number (optional).

E-mail (optional)

Providing an e-mail and telephone number gives a quick and easy way to contact you about your application.

## 2 ABOUT THE ELECTOR

Elector's full name

Address where the elector is registered to vote

Postcode

## 3 HOW LONG DO YOU WANT A POSTAL VOTE FOR?

I want to vote by post (tick one box only)

until further notice (while I am registered as a service voter)

for the elections/referendums to be held on

 

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M M

   

Y Y Y Y

for the period

from

 

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**4 ADDRESS FOR BALLOT PAPER (if different to your registration address)**

Please send my ballot paper to (address)

Postcode	

The reason I would like my ballot paper sent to this address, rather than my registered address is:


**5 YOUR DATE OF BIRTH AND DECLARATION**

**Declaration:** 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 two years 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.**

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**6 DATE OF APPLICATION**

Today's Date

D	D	M	M	Y	Y	Y	Y