

Application to vote by post in Scotland (signature waiver)

Voting by post

This form applies only in Scotland.

You must be eligible to vote, and registered, to get a postal vote.

You can use this form to apply to vote by post for a particular election, for a set period of time or for the maximum period of time allowed.

The maximum duration of your postal vote depends on the type of election you are applying for:

- For **Scottish Parliament and council elections**, you can choose to have a permanent postal vote.
- For **UK Parliament elections**, the maximum period is three years. We will confirm the duration of your postal vote. When your postal vote expires, you will need to apply for a new one to continue voting by post.

UK Parliament elections include UK Parliamentary general elections, by-elections, and recall petitions.

For more information on postal voting and other ways to apply, visit electoralcommission.org.uk/postalvote.

Postal votes can be sent to addresses in the UK and abroad.

How do I apply to vote by post?

- Fill in the postal vote application form.
- If your application has missing or incorrect information, we will contact you. You may need to provide supporting documents and it may take longer to process your application.
- **Return your form to us.**

The deadline for returning your postal vote application is **5pm, 11 working days before the poll**.

If you are not registered to vote, you must apply to register before applying for a postal 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.

What happens after I have returned this form?

- We will confirm if your application has been accepted or rejected.
- When an election is going to be held, your ballot paper will be sent to you in the post. For more information on the delivery of the postal ballot pack, you can contact your local elections office.
- Your postal ballot pack will contain instructions for voting by post and returning your postal vote.
- Make sure you return your postal vote so that it arrives by the deadline, otherwise it will not be counted.

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 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. If you are currently registered, where applicable, we have processed your data correctly. 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/ for further information relating to the processing of personal data.

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

Please write in black ink and use CAPITAL LETTERS. When you have completed the form, send it to: 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)

Phone number (optional)

Email (optional)

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

2 Address for ballot paper (only required if different from the address where you are registered to vote)

Please send my ballot paper to (address):

Postcode

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

3 Which elections do you want a postal vote for?

I want a postal vote for (tick any boxes that apply below):

- Scottish Parliament and council elections
- UK Parliament elections

If you are applying for a postal vote for Scottish Parliament and council elections, fill out **section 3A**.

If you are applying for a postal vote for UK Parliament elections, fill out **section 3B**.

If you are applying for a postal vote for all elections, fill out **both sections 3A and 3B**.

When you have completed the relevant sections, continue to **section 4**.

3A Postal vote for Scottish Parliament and council elections

How long do you want a postal vote for?

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

until further notice (permanent postal vote)

for the Scottish Parliament/council elections to be held on

D D
M M
Y Y Y Y

for the period

from
D D

M M

Y Y Y Y

to
D D

M M

Y Y Y Y

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3B Postal vote for UK Parliament elections

Your National Insurance number

Write your National Insurance number in the boxes below. You can find this on your payslip, P60, or on letters about tax, pensions or benefits.

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If you cannot provide a National Insurance number, please tell us why.

If you cannot provide a National Insurance number you can still submit this application form and someone will contact you. It may take longer to process your application.

How long do you want a postal vote for?

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

for the maximum period (up to three years)

for the UK Parliament election to be held on

D	D	M	M	Y	Y	Y	Y	Y	Y

for the period

from

D	D	M	M	Y	Y	Y	Y	Y	Y

to

D	D	M	M	Y	Y	Y	Y	Y	Y

4 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	Y	Y

The reason I require a signature waiver is:

Full name of the person assisting you

--

Address of the person assisting you

Postcode

5 Date of application

Today's date

D	D	M	M	Y	Y	Y	Y	Y	Y