

APPLICATION TO VOTE BY PROXY FOR A BRITISH CITIZEN LIVING OVERSEAS

Voting by Proxy

Proxy voting means that if you aren't able to cast your vote in person, you can have someone you trust cast your vote for you.

You can use this form to apply to vote by proxy if you are a British citizen living overseas. You can apply to vote by proxy for a particular election or referendum, for a set period of time or for all future elections or referendums. You must be aged 18 or over on polling day to vote at an election or referendum.

How do I apply to vote by Proxy?

- You must ask someone who is willing and capable to be your proxy and vote on your behalf.
- Fill in the proxy vote application form.
- Make sure you complete all sections of the form and supply your date of birth and signature. This information is needed to prevent fraud. If you are unable to sign this form, please contact your electoral registration office.
- Return your form to
Electoral Registration Officer, 17A South Gyle Crescent, Edinburgh, EH12 9FL.
Telephone 0131 344 2500.
E-mail enquiries@lothian-vjb.gov.uk.

Your application form must arrive at your electoral registration office by **5pm, 11 working days before the poll** when changing or cancelling an existing proxy, postal or postal proxy vote and by **5pm, 6 working days before the poll** when applying for a new proxy vote.

If you are not already registered to vote, your application to register must have reached your Electoral Registration Office by **midnight, 12 working days before the poll**.

What happens after I have returned this form?

- Your proxy must go to your polling station to vote. If your proxy cannot get to the polling station, they can apply to vote for you by post. They can apply to do this by **5pm, 11 working days before the poll**. They can contact the electoral registration office for more details and to request a further application form. For contact details, go to yourvotematters.co.uk.

- Your proxy will be sent a proxy poll card, telling them where and when to vote on your behalf.
- You should let your proxy know how you want them to vote on your behalf, for example, which candidate, party or outcome.

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.

Voting as a Proxy

A person can only be a proxy for close relatives and up to two other people at an election or referendum. Close relatives are the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the applicant.

The person you wish to appoint as your proxy can only act as proxy if they are 18 or over and they are (or will be) registered for that election or referendum.

Privacy Statement

We will only use the information you give us for electoral purposes. We will look after personal information securely and we will follow the data protection legislation. We will not give personal information about you or any personal information you may provide on other people to anyone else or another organisation unless we have to by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in Representation of the People Act 1983 and associated regulations.

Some of the information that is collected in this form is classified as special category personal data. This is processed for reason of substantial public interest as set out in Representation of the People Act 1983 and associated regulations. To process this type of information the Data Controller must have a relevant policy document that sets out how this information will be handled.

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

You should refer to the Privacy Notice at www.lothian-vjb.gov.uk/privacy.html for further information relating to the processing of personal data.

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Only one person can apply to vote by proxy 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)

Current address (this address will be used for correspondence)

Postcode

Telephone number (optional). Please include country code

E-mail (optional)

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

2 UK REGISTRATION ADDRESS

Please give the full address where you were last registered to vote in the UK:

Postcode

3 ABOUT YOUR PROXY (THE PERSON YOU HAVE CHOSEN TO VOTE ON YOUR BEHALF)

Full name

Family relationship (if any)

Full address

Postcode

E-mail or telephone number (optional)

4 WHY DO YOU WANT TO VOTE BY PROXY

5 HOW LONG DO YOU WANT A PROXY VOTE FOR?

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

until further notice (while I am registered as an overseas voter)

for the elections/referendums to be held on

D	D	M	M	Y	Y

for the period

from							
	D	D	M	M	Y	Y	Y
to							
	D	D	M	M	Y	Y	Y

6 YOUR DATE OF BIRTH AND DECLARATION

Declaration: I have asked the person I have named as my proxy and confirm that they are willing and capable to be appointed to vote on my behalf.

Date of birth: please write your date of birth in the boxes below using black ink.

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.

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 OFFICER.

7 DATE OF APPLICATION

Today's Date							
	D	D	M	M	Y	Y	Y