

# Application to vote by proxy at a particular election or referendum

## 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 for one particular election or referendum only.

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 elections to the UK Parliament and European Parliament.

## 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. You must give a reason why you want to vote by proxy, for example you may be abroad on holiday on polling day.
- Make sure you complete all sections of the form. You need to give your date of birth and signature on this application form. This information is needed to prevent fraud. If you are unable to sign this form, please contact us.
- 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.**

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](http://yourvotematters.co.uk).
- Your proxy will be sent a proxy poll letter, 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 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 (16 or over in Scotland at local elections and elections to the Scottish Parliament) 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](http://www.lothian-vjb.gov.uk/privacy.html) for further information relating to the processing of personal data.

# Application to vote by proxy at a particular election or referendum

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)

Your address (where you are registered to vote)

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Postcode	<input type="text"/>

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 your proxy (the person you have chosen to vote on your behalf)

Full name

Family relationship (if any)

Full address

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Postcode	<input type="text"/>

E-mail or telephone number (optional)

## 3 At which election(s) and referendum(s) do you want a proxy vote?

I want to vote by proxy at the election(s) and referendum(s) held on:

<input type="checkbox"/>	<input type="checkbox"/>
D	D

<input type="checkbox"/>	<input type="checkbox"/>
M	M

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Y	Y	Y	Y

## 4 Why do you want a proxy vote?

Please explain why you are not able to go to your polling station on polling day:

<input type="text"/>
<input type="text"/>
<input type="text"/>

## 5 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.

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.

<input type="text"/>	<input type="text"/>
D	D

<input type="text"/>	<input type="text"/>
M	M

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Y	Y	Y	Y

**Signature:** Sign below using black ink, keeping within the grey border.

<input type="text"/>
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If you are unable to sign this form, please contact your electoral registration office.

## 6 Date of application

Today's Date

<input type="text"/>	<input type="text"/>
D	D

<input type="text"/>	<input type="text"/>
M	M

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Y	Y	Y	Y