

# Application to vote by proxy for a Crown servant, British Council employee or their spouse or civil partner and, in Scotland only, their children who are living with them

## 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 Crown servant, British Council employee or their spouse or civil partner. In Scotland, this form also allows a person aged 14 or over who is registered as a Crown servant or British Council employee because they are living with a parent or guardian who is a Crown servant or British Council employee serving abroad, to vote by proxy in local elections and elections to the Scottish Parliament once they are 16 years old.

In England and Wales you must be 18 or over on polling day to vote

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

## 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.
- 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](http://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 (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 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: Gary Elliott, 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.



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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)

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

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 your full UK registration address:

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

## 3 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 a Crown Servant or British Council employee)

for the elections/referendums to be held on

<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

for the period

from

<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

to

<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

**4 WHY DO YOU WANT TO VOTE BY PROXY**


**5 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)

--

**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.

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.

D	D

M	M

Y	Y	Y	Y

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

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**IF YOU ARE UNABLE TO SIGN THIS FORM, PLEASE CONTACT YOUR ELECTORAL REGISTRATION OFFICE.**

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

**7 DATE OF APPLICATION**

Today's Date

D	D

M	M

Y	Y	Y	Y