

Electoral registration form for a Crown servant or British Council employee their spouse or civil partner or their children

Register to vote

Registering to vote

You can register to vote if you are:

- Resident (usually live) in Scotland and aged 14 or over (but you will not be able to vote in Scottish Parliamentary or local council elections until you are 16. You will not be able to vote in UK Parliamentary elections until you are 18.

You must also be either:

- A British, Irish or European Union citizen, or
- A Commonwealth citizen or foreign national who has leave to enter or remain in the UK or who does not require such leave.

Only one person can register to vote using this form. Use **black ink** and write in CAPITALS.

All information requested on this form must be provided (unless stated otherwise) or your application may be delayed.

The completed form should be returned to **the Electoral Registration Officer, 17A South Gyle Crescent, Edinburgh, EH12 9FL. Telephone 0131 344 2500. E-mail enquiries@lothian-vjb.gov.uk.**

1 Your name and address

First name(s)	<input type="text"/>
Surname	<input type="text"/>
Your UK registration address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Postcode

This address is where:

- I would be living if I or my spouse or civil partner were not working abroad
- I would be living if my parent or guardian was not a Crown servant or British Council employee working abroad
- I have lived in the past

Your current address outside the UK	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Postcode

Do you live at another address? No Yes

(If yes, you do not have to give us this address now but we may ask for more information later)

Correspondence address (if different)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Postcode

We will only use this address to contact you about your registration

2 Changed your name?

Please give us your most recent previous name (optional)

Please tell us the date you changed your name (optional)

D D M M Y Y Y Y

(More info P5)

3 Moved house in the last 12 months?

No Yes If yes, please give any previous address where you have lived during the last year or your application may be delayed.

.....
.....
Postcode/BFPO

If this address was overseas, were you registered in the UK as an overseas voter? No Yes

4 Employment details

- I work (or am about to start work) as a Crown servant outside the UK
- I work (or am about to start work) as a British Council employee outside the UK
- I am the spouse or civil partner of a Crown servant working outside the UK
- I am the spouse or civil partner of a British Council employee working outside the UK
- My parent or guardian is a Crown servant working outside the UK
- My parent or guardian is a British Council employee working outside the UK

What is your/their post?

What is your/their staff, payroll or other identifying number?

.....

Please include the name of the government department or part of the Scottish Administration

5 Your date of birth

D D M M Y Y Y Y

If you don't know your date of birth please tick if you are:

14-15 16-17 18 or over

(Don't know your date of birth? Please see section 8)

(More info P5)

6 Your nationality

.....

If you have more than one nationality, please include them all.
(Don't know your nationality? Please see section 8)

(More info P5)

7 Your National Insurance number (If you are aged 16 or over)

You may find this on your payslip, or on official letters about tax, pensions or benefits.

(Don't know your National Insurance number? Please see section 8)

(More info P5)

8 Don't know your date of birth, nationality or National Insurance number? Please tell us why

If you can't provide these details we may ask you for other documentary evidence before processing your application.

.....
.....

9 Contact details

Telephone no. (optional)

Email (optional)

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

10 The open register

The open register is an extract of the electoral register, but is not used for elections. It can be bought by anyone and is often used to confirm name and address details.

- Please tick if you do not want your name and address to be included in the open register. If you are aged under 16 your details will not be included in the open register. (More info P5)

11 Registering anonymously?

- I have also submitted an application to register anonymously

12 Can't vote in person?

You will only be able to vote in person at the polling station where you are registered to vote in the UK, if you are there on polling day. Otherwise, please choose how you would like to vote and we will send you an application form, or you can download an application form at yourvotematters.co.uk

- By post By proxy (someone voting on your behalf) (More info P5)

13 Declaration (if you are a Crown Servant or British Council employee, or the spouse or registered civil partner of a Crown Servant or British Council employee)

I confirm that I am a British, Irish, European Union, qualifying Commonwealth citizen or qualifying foreign national.

(Qualifying Commonwealth citizens and qualifying foreign nationals are people who have leave to enter or remain in the UK or who do not require such leave).

I confirm that I would be living in the UK if I or my spouse or civil partner were not serving as a Crown servant or British Council employee.

To the best of my knowledge, the information in this form is true.

I understand that the information I have given on this form will be used on the electoral register.

I understand that if I knowingly give false information in this form, I could face a fine of up to £5,000 and/or up to six months in prison.

Signature

Today's date

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

14 Declaration (if you are aged under 18 and if your parent or guardian is a Crown Servant or British Council employee and you are living with them)

I confirm that I am a British, Irish, European Union, qualifying Commonwealth citizen or qualifying foreign national.

(Qualifying Commonwealth citizens and qualifying foreign nationals are people who have leave to enter or remain in the UK or who do not require such leave).

I confirm that I am living with a parent or guardian who is a Crown servant or British Council employee and would be living in Scotland if my parent or guardian were not working abroad.

To the best of my knowledge, the information in this form is true.

I understand that the information I have given on this form will be used on the electoral register.

I understand that if I knowingly give false information in this form, I could face a fine of up to £5,000 and/or up to six months in prison.

Signature

Today's date

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

Your nationality

If you have more than one nationality, please include them all. You can only register to vote in the UK if you are a British, Irish or European Union citizen, or a Commonwealth citizen or foreign national who has leave to enter or remain in the UK or does not require such leave. We may need additional evidence about your nationality or we may check your nationality or immigration status against government records.

Your date of birth

If you don't know your date of birth please give the date you put on official documents (for example, your passport or driving licence) or tick one of the boxes. Your date of birth identifies you and confirms your eligibility to vote.

Changed your name?

For example, you may have got married and changed your name. You do not have to give us details of your name change but it will help us identify you. If this information is not given then you may need to provide additional documentary evidence.

The open register

There are two registers. Why?

Using information received from the public, registration officers keep two registers – the electoral register and the open register (also known as the edited register).

The electoral register

The electoral register lists the names and addresses of everyone who is registered to vote in public elections. The register is used for electoral purposes, such as making sure only eligible people can vote. It is also used for other limited purposes specified in law, such as:

- detecting crime (e.g. fraud)
- calling people for jury service
- checking credit applications.

The open register

The open register is an extract of the electoral register, but is not used for elections. It can be bought by any person, company or organisation. For example, it is used by businesses and charities to confirm name and address details. If you are aged 16 or over your name and address will be included in the open register unless you ask for them to be removed. Removing your details from the open register does not affect your right to vote.

If you are aged 14 or 15, you will not be included on the open register. You will be included on the electoral register, but only Electoral Registration Officers and their staff can usually see the details you provide. Your details will not be included in any register that is published. About six weeks before an election certain people need details of everyone who can vote in that election. If you will be 16 on the date of a Scottish Parliamentary or local council election, your name and address will be given to people who run the elections, and to candidates who want to provide information to voters. You can find out more information about both registers and how they may be used at [gov.uk/register-to-vote](https://www.gov.uk/register-to-vote)

If you are concerned that having your name or address on the register may affect your safety, there could be other options available to you. In certain circumstances, you can register without your name and address showing on the register. To find out more, please contact the **Electoral Registration Officer, 17A South Gyle Crescent, Edinburgh, EH12 9FL. Telephone 0131 344 2500. E-mail enquiries@lothian-vjb.gov.uk**

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/ for further information relating to the processing of personal data.