

Application to vote by post in Scotland

The
Electoral
Commission

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. Your local electoral registration office 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.
- Make sure you complete all required sections of the form and provide your date of birth and signature. This information is needed to prevent fraud. If you are unable to sign this form, please contact your local elections office.
- If your application has missing or incorrect information, your local electoral registration office will contact you. You may need to provide supporting documents and it may take longer to process your application.
- **Return your form to your local electoral registration office.** You can find their details and more information at electoralcommission.org.uk/voter.

Please do not return your form to The Electoral Commission.

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?

- Your local electoral registration office 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

This privacy notice tells you what will happen to the personal information you supply with this application form.

The Electoral Registration Officer is the Data Controller for the purposes of data protection legislation. Their lawful basis for collecting the personal information is that the processing is necessary in order to perform a task in the public interest as set out in the Representation of the People Act 1983 and related regulations.

The Electoral Registration Officer is legally required to process your personal information securely and comply with data protection legislation. For further information you should refer to their privacy notice.

You can find their website address and contact details at electoralcommission.org.uk/voter.

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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 your local electoral registration office. You can find their address at electoralcommission.org.uk/voter.

1 About you

Surname

First name(s) (in full)

Middle name(s) (in full)

Your address (where you are registered to vote)

Postcode

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		

☐ for the period
from

D	D	M	M	Y	Y	Y	Y		

to

D	D	M	M	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 six months 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		

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 local electoral registration office.

5 Date of application

Today's date

D	D	M	M	Y	Y	Y	Y		