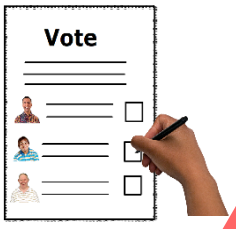
Easy read: How to apply online for a proxy vote



There are different ways you can vote in an election.



1 of the ways you can vote is a proxy vote.



A proxy vote is when you can not go to the polling station to vote and you choose someone you trust to go to the polling station to vote for you.



A polling station is where you go to vote in an election.



You must tell the person who you want them to vote for with your proxy vote.

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You can apply for a proxy vote by:



- contacting your local Electoral Registration Office and asking them to send you a paper form
- downloading the proxy vote application form from the Electoral Commission's website, filling it in and sending it back in the post
- applying online for a proxy vote using the Government's website

GOV.UK

This guide will help you to apply online for a proxy vote using the Government's website.



If you live in the UK, you can only apply online for a proxy vote for 1 election day.



If you live in the UK and vote by proxy most of the time, you should



contact your local Electoral Registration Office and ask them to send you a paper form, or

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download the form from the Electoral Commission's website, fill it in and send it back in the post.



You can only apply for a proxy vote if you are registered to vote



or if you have applied to register to vote.



If you are not sure if you are registered to vote, contact your local Electoral Registration Office.



You can find the details of your Electoral Registration Office at [contact-electoral-registration-office]

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Before you start to apply for your proxy vote, you will need to know:

- your date of birth
- the address where you are registered to vote
- your National Insurance number (if you have one)
- the date of the election day that you want to have a proxy vote



Your National Insurance number should be on your payslip, or on any letters you have about tax, pensions or benefits.



If you can sign your name, you will need a photo of your signature that you can upload.



You will need to write your signature in black ink on plain white paper and then take a photo of it.



You will need to decide who will go to your polling station to vote for you. This person is called your proxy.

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It is a good idea to choose someone who you know and trust.



They must say that they will go to your polling station and vote for you.



They must be registered to vote, or have applied to register to vote.



The person you choose to go and vote for you must not be a proxy for more than 4 people.



You will need to know their:

- full name
- date of birth
- address where they are registered to vote

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Click the link below to go to the Government's website to apply online for a proxy vote
www.gov.uk/apply-proxy-vote

Start now

Click the green 'Start now' button to start to apply for your proxy vote.



The sentences or questions **in bold** are what you will see on the screen.



Are you registered to vote?



Click on the answer which applies to you.

Continue

Then click on the green 'Continue' button.

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If you are not registered to vote and you have not applied to register to vote,



you will get a link to a page where you can register to vote.



Have you changed your name since you last registered to vote?



If you had a different name when you registered to vote, you will need to register again with your new name.



Click on the answer which applies to you.

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Continue

Then click on the green ‘Continue’ button.



Where are you registered to vote?

Click on the name of the country where you live.

Continue

Then click on the green ‘Continue’ button.



If you live in Scotland, you can only use this form to apply for a proxy vote in UK Parliament elections.



If you live in Wales, you can only use this form to apply for a proxy vote in UK Parliament elections and Police and Crime Commissioner elections.



Why are you applying for a proxy vote?

Click on the answer which applies to you.

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Then click on the green 'Continue' button.



How long do you need a proxy vote?

Click on the answer which applies to you.



If you click on **For a specific date** you will have to type in the date of the election day that you want to vote by proxy.



If there will be more than 1 election that you can vote in on that date, you will be able to vote by proxy in all of the elections taking place on that day.



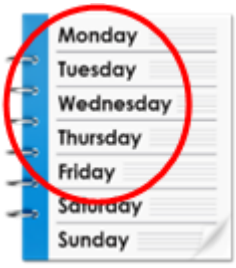
Then click on the green 'Continue' button.



You must apply for a proxy vote by 5pm, 6 working days before the election you want to vote in.

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Working days are usually Monday, Tuesday, Wednesday, Thursday and Friday.



Do not count a day as a working day if it is a public holiday. For example, Good Friday is a public holiday.



If you click on **A set period of time** or **The maximum length of time allowed or until I cancel it** you will be told



You cannot continue your application online.

This means you will need to apply for a proxy vote by:



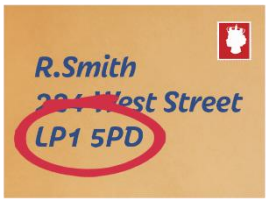
- contacting your local Electoral Registration Office and asking them to send you a paper form, or
- downloading the proxy vote application form from the Electoral Commission's website, filling it in and sending it back in the post

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What is the postcode for your current registered UK address?



Type your postcode in the box.



Click 'Find Address'.



Click on the arrow in the box and choose your address from the list.



If your address is not on the list, click 'I cannot find my address in the list' and type your address.



Then click on the green 'Continue' button.



What is your name?

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Type your first name in the 'First name' box.



If you have any middle names, type them in the 'Middle names' box.



Type your last name in the 'Last name' box.



Then click on the green 'Continue' button.



Have you had any previous names?



Click on the answer which applies to you.

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Then click on the green 'Continue' button.



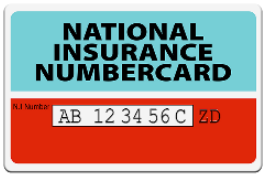
What is your date of birth?

Type:

- the day of your birthday
- the month of your birthday
- the year you were born



Then click on the green 'Continue' button.

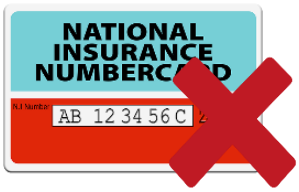


What is your National Insurance number?

Write your National Insurance number in the box.



Then click on the green 'Continue' button.



If you can not write your National Insurance number in the box, click on **I cannot provide my National Insurance number**

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Write why you can not write your National Insurance number in the box.

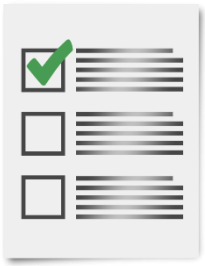


Then click on the green 'Continue' button.



If you could not write your National Insurance number, you will be asked

Can you upload one of these documents?



Choose which document you can upload. You only have to choose 1 document from the list.



Then click on the green 'Continue' button.



Upload the document into the upload box.

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Then click on the green 'Continue' button.



If you could not upload 1 of the documents from the list, you will be asked

Can you upload any of these documents?



Choose which documents you can upload. You can upload up to 3 documents from the list.



Upload the documents into the upload box.



Then click on the green 'Continue' button.



If you can not upload any of the documents,

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or can only upload 1 or 2 from the list



you will be asked to upload some more documents.



Click on the arrow in the **Select an option** box and choose which document you want to upload.



x 4

You can upload 4 of the same type of document from the list on this page.



For example, you can upload 4 bank statements from different months.



Then click on the green 'Continue' button.



Can you write your signature?

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Click on the answer which applies to you.



Then click on the green 'Continue' button.



If you chose **Yes**, you will be asked

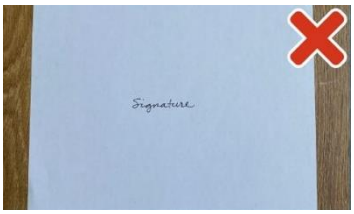
Create your signature photo



There are rules about your signature and the photo of your signature.



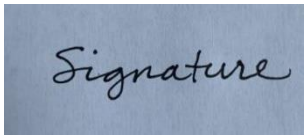
Your signature must be in black ink on plain white paper.



The white paper must take up all of the photo. You should not be able to see anything behind the paper, like a desk or table.

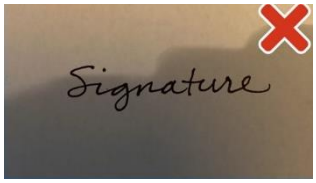
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The photo must be:

- clear and in focus
- the right way up



The photo must not have a shadow across it.

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Continue

If you have a photo of your signature which follows all of these rules, click on the green 'Continue' button.



Upload your signature

You will need to upload the photo of your signature.

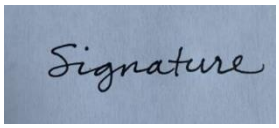
Continue

Then click on the green 'Continue' button.



If the photo of your signature follows all of the rules, you will be asked **Check and submit your signature**

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You will see the photo you have uploaded and you will be asked **Do you want to submit this signature?**



Click on the answer which applies to you.



Then click on the green 'Continue' button.



If you are told **There is a problem** you can choose to:



- upload a different photo of your signature, or



- download an application form from the government's website, or

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- contact your local Electoral Registration Office and ask them to post you a paper copy of the form.



If you choose to download an application form from the government's website you can:

- fill in the form and then print it out and sign it, or
- print out the form and then fill it in and sign it



If you chose **No** when asked **Can you write your signature?** you will be told



You might not need to provide a signature



You might not have to upload a photo of your signature if:

- you can not read or write, or
- you have a disability which means you can not write your signature

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You will be asked **Explain why you cannot sign your name**



Click on the answer which applies to you.



If you chose **I have a disability**, you will be asked to write about your disability in the box.



Then click on the green 'Continue' button.



You will also be asked **Is someone helping you complete this application?**



Click on the answer which applies to you.



Then click on the green 'Continue' button.

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If you choose **Yes**, you will be asked **What is your helper's name?**



Type your helper's first name in the 'First name' box.



If they have any middle names, type them in the 'Middle names' box.



Type your helper's last name in the 'Last name' box.



Then click on the green 'Continue' button.

Where can we contact your helper?

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Click on the answer which applies to your helper.



Then click on the green 'Continue' button.



If your helper lives in the UK, you will be asked

What is your helper's UK postcode?



Type the postcode of the address where your helper lives in the box.



Your local Electoral Registration Office will decide if you have to sign your name.



What are your contact details?

Choose which ways you want your Electoral Registration Office to contact you if they have any questions about your form.

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Type your email address or phone number if you want to be contacted by email or phone.

Continue

Then click on the green 'Continue' button.

Withdrawn



Has your proxy confirmed they're eligible?

You must have checked that the person who is going to vote for you:

- has registered to vote, or has applied to register to vote and
- is not a proxy for more than 4 people.



Click on the answer which applies to you.

Continue

Then click on the green 'Continue' button.

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Has your proxy agreed to vote for you?

You must have checked that the person who is going to vote for you has said they will vote for you.



Click on the answer which applies to you.



Then click on the green 'Continue' button.



The next few questions are about your proxy. This is the person who is going to vote for you.



What is your proxy's full name?



Type your proxy's first name in the 'First name' box.

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If they have any middle names, type them in the 'Middle names' box.



Type your proxy's last name in the 'Last name' box.



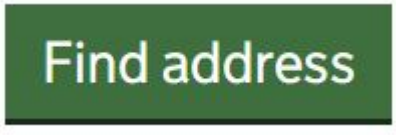
Then click on the green 'Continue' button.



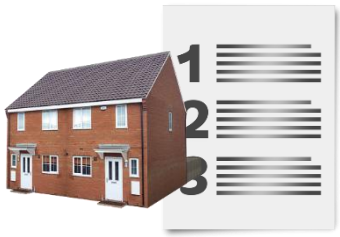
What is your proxy's UK address?



Type the postcode of the address where your proxy is registered to vote in the box.



Click 'Find Address'.



Click on the arrow in the box and choose their address from the list.

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If their address is not on the list, click 'I cannot find my proxy's address on the list' and type their address.



Then click on the green 'Continue' button.

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What are your proxy's contact details?



Choose which ways your proxy is happy for the Electoral Registration Office to contact them if they have any questions about being your proxy.



Type their email address or phone number if they want to be contacted by email or phone.



Check your answers before you send your application

You will see a list of all of the questions and your answers.



If you want to change any of your answers, click on the 'Change' box next to the answer you want to change.

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This will take you to a new page where you can change your answer.



You will need to go through the rest of the form and choose if you want to change any other answers.



When you finish checking your answers, you have to say that all of the information on the form is true.



Click 'I agree – send my application'.



When you click 'I agree – send my application' you have finished your application.



Your local Electoral Registration Office will contact you about your application.

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This guide was co-written by Mencap and the Department for Levelling Up, Housing and Communities.

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