

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



How do I apply to vote by proxy?

- 1** You must ask someone if they are willing and able to be your proxy and vote on your behalf. Please note that a person can only be the proxy for close relatives and up to two other people at the same election or referendum.*
- 2** Fill in the proxy vote application form.
- 3** Make sure **you** complete all sections of the form and supply your date of birth and signature.
- 4** Return your form to your local electoral registration office. You can find their details at [yourvotematters.co.uk](https://www.yourvotematters.co.uk)

Please **do not** return your form to the Electoral Commission. **Please note:** your application form must arrive at your electoral registration office by 5pm, **11 working days** before an election or referendum when changing or cancelling an existing proxy, postal or postal proxy vote and by 5pm, **6 working days** before an election or referendum when applying for a new proxy vote. If you are not already registered to vote, your application to register must have reached the Electoral Registration Officer by midnight, **12 working days** before the poll.

This form and these deadlines do not apply in Northern Ireland. Visit eoni.org.uk for more information.

* By referendum we mean Neighbourhood Planning Referendums, Council Tax Referendums and Mayoral & Governance Arrangements Referendums. If you wish to apply to vote by post for a different type of referendum, please contact your Electoral Registration Officer.

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Voting by proxy

In England and Wales you must be aged 18 or over on polling day to vote at an election or referendum.

In Scotland, you must be aged 16 or over on polling day to vote in Scottish Parliamentary and local government elections, and must be 18 or over on polling day to vote in and UK Parliamentary or European Parliamentary elections.

You can apply to vote by proxy for a particular election or referendum, for a set period of time or for all future electoral events. This form allows you to vote by proxy for as long as you remain registered as 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 service voter 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 Scottish Parliamentary and local government elections once they are 16 years old.

What happens after I've returned this form?

- Your proxy must go to **your** local 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 polling day. They should contact the electoral registration office for more details.
- 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.
- You will 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 your Electoral Registration Officer.

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 Scottish Parliamentary and local government elections) and they are (or will be) registered for that election or referendum.

More information

If you have any questions about voting by proxy, go to **yourvotematters.co.uk** or contact your electoral registration office. This is the office responsible for the address where you would be living if you were not posted abroad or where you were last registered to vote in the UK.

In England and Wales, the electoral registration office is based at your local council. In Scotland, it may be a separate office.

For contact details, go to **yourvotematters.co.uk**

Electoral Registration Officers will only use the information you provide for electoral purposes. They will look after personal information securely and will follow the Data Protection Act 1998. Electoral Registration Officers will not give personal information about you to anyone else or another organisation unless they have to by law.

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Only one person can apply to vote by proxy using this form. Please write in black ink and use **BLOCK letters**. When you have filled in every section and signed the form yourself, send it to your local electoral registration office. You can get the address at yourvotematters.co.uk

1 About you

Surname _____

First names (in full) _____

Current address
(this address will be used for correspondence)

Postcode _____

Daytime telephone or mobile number (optional
including country code)

E-mail address (optional)

2 Please give your full UK registration address

Please give the **full** address where you were registered to vote in the UK:

Postcode _____

3 How long do you want a proxy vote for?

I want to vote by proxy at all elections or referendums (tick one box only):

until further notice (while I am registered as a CrownServant, British Council employee or spouse or civil partner)

for the elections or referendum to be held on

_____ D D M M Y Y Y Y

For all elections and referendums held in the period

from _____ D D M M Y Y Y Y
to _____ D D M M Y Y Y Y

4 Why do you want to vote by proxy?

5 About your proxy

Full name _____

Relationship to you (if any) _____

Full address _____

Postcode _____

6 Your date of birth and declaration

Declaration: I have asked the person I have named as my proxy and confirm that he/she is willing and able 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 2 years and/or a fine.

Date of birth: Please write your date of birth 'DD MM YYYY' in the black boxes below, **using black ink**.

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Signature: Sign below, keeping within the grey border

If you are unable to sign this form, please contact your Electoral Registration Officer.

7 Date of application

Today's date _____ D D M M Y Y Y Y