



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. You must give a reason why you want to vote by proxy. You must get someone to support your application. You can find out who can do this below.
- 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](https://www.eoni.org.uk) for more information.

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 UK Parliamentary or European Parliamentary elections.

If you cannot vote at an election or referendum in person, you can apply to vote by proxy (someone else voting on your behalf). You can use this form to apply to vote by proxy if you or your spouse or civil partner will be attending an educational course that means you cannot vote in person on election day.

*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.



Who can support my application?

- the director or tutor of your course
- the principal or head of the educational establishment where your course is taking place
- an employee of the educational establishment where your course is taking place who is authorised to support your application

Your supporter must also be aged 18 or over, and will need to give their details in section 8 of the form. They must also complete either:

- Section 9A if you are applying because you are attending an educational course; or
- Section 9B if you are applying because your spouse/civil partner is attending an educational course

In Scotland, your supporter can also be 16 or 17 years old for Scottish Parliamentary and local government elections only. If your supporter is 16 or 17 years old, they need to give their details in section 8 of the form and complete either:

- Section 9C if you are applying because you are attending an educational course; or
- Section 9D if you are applying because your spouse/civil partner is attending an educational course.

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 up to **11** working days before election 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 election 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 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.

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.

Application to vote by proxy due to attendance on an educational course



Only one person can apply to vote by proxy using this form. 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) _____

Your address (where you are registered to vote) _____

Postcode _____

Daytime telephone or mobile number (optional) _____

E-mail address (optional) _____

2 About your proxy

Full name _____

Relationship to you (if any) _____

Full address _____

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 (permanent proxy vote)

for 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 a proxy vote?

Please complete **either 4A or 4B**.

4A – I am attending an educational course at (give name of educational establishment):

Course title _____

from _____
D D M M Y Y Y Y

to _____
D D M M Y Y Y Y

4B – I am the spouse/civil partner of (enter their name)

My spouse/civil partner is attending an educational course at (give name of educational establishment)

Course title _____

from _____
D D M M Y Y Y Y

to _____
D D M M Y Y Y Y

5 I am not able to go to the polling station on election day for the following reason relevant to my course or that of my spouse or civil partner:

Application to vote by proxy due to attendance on an educational course



Only one person can apply to vote by proxy using this form. 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

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**.

--	--	--	--	--	--	--	--

Signature: Sign below, keeping within the grey border.

7 Date of application

Today's date

D	D	M	M	Y	Y	Y	Y

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

Read the notes to see who can support your application. Please ask the person who supports your application to give their name, address and position.

They should then complete either:

- **9A** if the applicant is the person attending an educational course; or
- **9B** if the applicant is the spouse/civil partner of a person attending an educational course.

If you are in Scotland, 16 and 17 year olds can also support your application, but their support is **only** valid for Scottish Parliamentary and local government elections. For these elections, 16 and 17 year olds should complete:

- **9C** if the applicant is the person attending an educational course; or
- **9D** if the applicant is the spouse/civil partner of a person attending an educational course.

8 Support for this application

Supporter's full name

Supporter's address

Postcode

Supporter's position

Application to vote by proxy due to attendance on an educational course



9A Supporter's declaration if the applicant is attending an educational course

- I am the director or tutor of the course referred to at 4A, or the principal or head of the institution, or an employee with authority to act for the institution
- I am aged 18 years or over
- I know the applicant
- I am not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the applicant
- I confirm that to the best of my knowledge and belief, the applicant's statements at 4A and 5 are true.

Signature _____

Date

D	D	M	M	Y	Y	Y	Y

9B Supporter's declaration if the applicant is the spouse/civil partner of a person attending an educational course

- I am the director or tutor of the course referred to at 4B, or the principal or head of the institution, or an employee with authority to act for the institution
- I am aged 18 years or over
- I know the person named at 4B who is the spouse/civil partner of the applicant, but am not their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- I confirm that to the best of my knowledge and belief, the applicant's statement at 4B is true.

Signature _____

Date

D	D	M	M	Y	Y	Y	Y

Scotland only: declarations by 16 or 17 year olds (valid for Scottish Parliamentary and local government elections only)

9C Declaration by 16 or 17 year old supporter: if the applicant is attending an educational course

- I am the director or tutor of the course referred to at 4A, or the principal or head of the institution, or an employee with authority to act for the institution
- I am 16 or 17 years old
- I know the applicant
- I am not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the applicant
- I confirm that to the best of my knowledge and belief, the applicant's statements at 4A and 5 are true.

Signature _____

Date

D	D	M	M	Y	Y	Y	Y

9D Declaration by 16 or 17 year old supporter: if the applicant is the spouse/civil partner of a person attending an educational course

- I am the director or tutor of the course referred to at 4B, or the principal or head of the institution, or an employee with authority to act for the institution
- I am 16 or 17 years old
- I know the person named at 4B who is the spouse/civil partner of the applicant, but am not their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- I confirm that to the best of my knowledge and belief, the applicant's statements at 4B is true.

Signature _____

Date

D	D	M	M	Y	Y	Y	Y