

Application to vote by proxy for a definite or indefinite period (attendance on a course provided by an educational institution)

FOR OFFICE USE ONLY	
Constituency	
Polling District	
Elector Number	

Read the notes below before completing **both sides** of this form in BLOCK LETTERS

Part 1

About yourself

Your Name

Surname _____

Present Address

Forenames in full _____

Address _____

Postcode _____ Telephone Number Daytime: _____ Evening: _____

Address on Register

This might not be your present address – see notes below

_____ Postcode _____

Part 2

Details of course being attended

Course
Educational Institution
Reason for Application

* I am/my spouse is attending a course as follows:

Name of course: _____

Name of educational institution: _____

I cannot reasonably be expected to go to my polling station at elections because: _____

I expect this to continue indefinitely/until (give date)*

* delete as appropriate

Applicant's signature

(

Date

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Now complete the other side of this form)

REGISTER OF ELECTORS

How to fill in this form - Important advice from the Electoral Registration Officer

About this form

This form tells the Electoral Registration Officer that you want to get someone else to vote on your behalf at elections for a definite or indefinite period. It is for registered electors who cannot reasonably be expected to vote in person at their polling station because they (or their spouse) are attending a course provided by an educational institution. This form is a legal document and your vote may depend on it. Fill it in carefully using BLOCK LETTERS throughout – except for your signature. Each elector must apply on a separate form – so for example a married couple who want to apply need two forms. An application form showing more than one elector's name will be rejected.

About Part 1

Fill in your name and present address in the space provided. The Address on Register is the address for which you are entered in the register of electors.

You cannot be given an absent vote unless you are on the register of electors.

Most people who are on the register can vote at all elections. Unless you tell him otherwise, or the register shows that you are allowed to vote only at certain types of election, the Electoral Registration Officer will consider your application for an absent vote to be for all elections (Scottish/UK Parliamentary, European Parliamentary and local government).

If you have changed address recently, it is possible that you are still registered at your previous address and not at your present address.

Contact the Electoral Registration Officer if you are in doubt about what address to give in Part 1. Contact details for the Electoral Registration Officer for the Highland and Western Isles areas are shown overleaf.

About Part 2

Now give details of the course and the name of the educational institution attended by you or your spouse and explain why you cannot vote in person, e.g. "I shall be away from home attending a course of study." Or "My wife's course of study takes her away from home and I accompany her because ..."

Don't lose your right to vote X

Part 3

Proxy Voting

Give the name and address of your proxy below. *You must first make certain that the person is willing, and is allowed, to vote on your behalf.*

Proxy's full name

Proxy's address

Postcode

Proxy's relationship to you (if any)

Now sign the statement below.

The person named above as proxy is able and willing to be appointed to vote on behalf of the applicant

Signature (

If your proxy needs to vote by post, tick here and a separate form will be sent.

Part 4

Declaration in support

Please ask one of the following to attest and sign this application: the director or tutor of the course, the principal or head of the educational institution, or an employee to whom this function is delegated by the head or principal.

I declare that the statements given in Part 2 of this application are true; I know the applicant but am not related to him or her; and I am over 18 years of age.

Declarant's Details

(in BLOCK CAPITALS)

Name

Position

Name of Educational Institution

Address of Educational Institution

Declarant's
Signature (

Date

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Warning

A fine of up to £5,000 can be incurred by anyone who on this application makes a statement he or she knows to be false, or signs an application when not authorised to do so or signs an application which he or she knows contains a false statement.

About Part 3

To apply to vote by proxy you must find someone suitable to agree to act for you before giving his or her name. You must also sign the special statement on the application form. Not everyone is allowed to act as a proxy. Your proxy must:

- Be able to vote in U.K. elections, (he/she need not be currently registered as an elector)
- Not have agreed to act as a proxy for more than two electors including yourself. He/she is however allowed to act as proxy for any number of his/her relatives (husband/wife, parent, grandparent, brother, sister, child or grandchild).

Note that if you are granted a vote by proxy, you may vote in person, but only if your proxy has not already voted on your behalf or has not applied for a postal vote to vote on your behalf.

About Part 4

The rules covering your application say that you must get someone to certify that what you say in Part 2 is true. This person must be the director or tutor of the course, the principal or head of the educational institution, or an employee to whom this function is delegated by the head or principal.

How to return this form

Make sure that all four parts of the form are properly filled in, signed and dated. Then return it to the Electoral Registration Officer for the area in which you are registered to vote.

If your application is granted, you will automatically be allowed a proxy vote at all Scottish/UK Parliamentary, European Parliamentary and local government elections, unless the register shows that you are allowed to vote only at certain types of election.

You should tell the Electoral Registration Officer at once if there is any change in the information given on this form.

Electoral Registration Officer contact details:

Moray House,
16-18 Bank Street,
INVERNESS
IV1 1QY
Tel 01463 703340/20
Fax 01463 703301

Robertson House,
Greenhill Street,
DINGWALL
IV15 9QR
01349 863260
01349 865942

3A Bridge Street,
WICK,
Caithness
KW1 4AG
01955 602251
01955 603982

42 Point Street,
STORNOWAY,
Isle of Lewis
HS1 2XF
01851 706262
01851 706843

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