

You must print off the forms in this pack before submitting them

The following papers must be delivered by hand:

1a: Nomination paper

1b: Home address form

1c: Consent to nomination

The following papers can be delivered by hand or by post:

2: Certificate of authorisation

3: Request for a party emblem

4: Notification of election agent

5: Notification of sub-agent

The notice of election published by the Returning Officer will specify the times and exact location to which nomination papers must be delivered.

This checklist is designed to assist candidates standing for election to the UK Parliament in preparing to submit their nomination, and should be read alongside the Electoral Commission's [Guidance for candidates and agents](#).

Task	Tick
Nomination paper (all candidates)	
Add your full name – surname in the first box and all other names in the second	
Optional - Use the commonly used name(s) box(es) if you are commonly known by a name other than your full name and want it to be used instead of your full name	
Description – Party candidates can use a party name or description shown on the Electoral Commission's website and supported by a certificate of authorisation from that party; others can use 'Independent' or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper.	
Subscribers – all ten subscribers must sign. Use your copy of the electoral register to make sure the elector number of all subscribers is accurate	
Candidate's home address form (all candidates)	
Add the candidate's full name and home address	
Optional - If you do not want to have your home address printed on the ballot papers, complete part 2 of the form, giving the name of the constituency that your address is in (or country if outside the UK), and sign the form	
Candidate's consent (all candidates)	
Refer to the Commission's guidance on qualifications and disqualifications	
Add your full date of birth	
Sign and date the document in the presence of another person	
Get the other person to complete and sign the witness section	
Certificate of authorisation (party candidates only)	
Ensure the certificate contains the candidate's full name	
Check the certificate allows the registered party name or description given on the nomination paper to be used (or allows the candidate to choose the party name or any registered description)	
Ensure the certificate is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf) and that it is the original copy signed by that person	
Request for party emblem (party candidates only)	
Write the name or description of an emblem registered by the party and published on the Electoral Commission's website	
Ensure the request is made by the candidate	
Appoint an election agent (all candidates)	
Give name, address and office address of the appointed election agent	
Ensure the appointed agent signs the form showing their acceptance	
Deposit (all candidates)	
£500 deposit. The deposit may be made only (a) by the deposit of legal tender; (b) by means of a banker's draft acceptable to the Returning Officer, and (c) by means of a building society cheque, a debit or credit card or the electronic transfer of funds. Payment by a credit card will incur a 2% surcharge which is non-refundable.	

Office Use only	Date received	Time received	Initials	Number

1a	UK Parliamentary election	Nomination paper
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Election of a member to serve in Parliament for the	Caithness, Sutherland and Easter Ross Constituency	Date of election	Thursday 8 June 2017
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We, the undersigned, being electors for the said Constituency, do hereby nominate the under-mentioned person as a candidate at the said election

Candidate's Details	
Candidate's surname	
Other names in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Description (if any) See note 5 overleaf	

Subscribers				
	Signatures	Print name (optional)	Electoral Number	
			Distinctive letter	Number
Proposer:				
Seconder:				
We, the undersigned, being electors for the said Constituency, do hereby assent to the foregoing nomination				
1				
2				
3				
4				
5				
6				
7				
8				

Deliver to the **Depute Returning Officer** by no later than **4pm** on the last day to deliver nominations

Notes

1. The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination contained in the parliamentary elections rules in Schedule 1 to the Representation of the People Act 1983.
2. Where a candidate is commonly known by some title they may be described by their title as if it were their surname.
- 2A. Where a candidate commonly uses a name which is different from any other name they have, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the ballot paper.
- 2B. But the ballot paper will show the other name if the Returning Officer thinks -
 - (a) that the use of the commonly used name may be likely to mislead or confuse electors, or
 - (b) that the commonly used name is obscene or offensive.
3. An elector may not subscribe more than one nomination paper for the same election.
4. A person whose name is entered in the register may not subscribe a nomination paper if the entry gives as the date on which they will become of voting age a date later than the day fixed for the poll.
5. A candidate supported by a certificate of authorisation signed by the Nominating Officer of a political party (or someone on their behalf) may use the party name or a description allowed by that certificate and registered with the Electoral Commission. A candidate may stand on behalf of two or more different parties and use a registered joint description if supported by certificate(s) of authorisation from each of the parties. Any candidate may alternatively use the description of 'Independent', or leave the description box blank.

Office Use only	Date received	Time received	Initials	Number

1b	UK Parliamentary election	Home address form
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Constituency name	Caithness, Sutherland and Easter Ross	Date of election	Thursday 8 June 2017
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You must complete Part 1

Only complete Part 2 if you do not wish your home address to be made public

Part 1: To be completed by all candidates	
Full name of candidate	
Home address (in full)	
Postcode	
End of Part 1	

If you are only completing Part 1 please now deliver this form with the nomination paper to the Depute Returning Officer by no later than 4pm on the last day to deliver nominations

Part 2: To be completed only if you do not wish your home address to be made public	
If you request that your home address is not made public then your address will not appear on the statement of persons nominated or the ballot paper	
If you choose not to make your home address public, the constituency in which your home address is located (or country, if outside the UK) will appear on the statement of persons nominated and the ballot papers	
Statement: I require my home address not to be made public	
The constituency which my home address is located in:	(insert name of parliamentary constituency)
Or	
My home address is outside the UK. My home address is located in:	(insert name of country)
Signature of candidate completing Part 2	
Candidate's signature:	
Date:	

Deliver to the **Depute Returning Officer** by no later than **4pm** on the last day to deliver nominations

Office Use only	Date received	Time received	Initials	Number

1c	UK Parliamentary election	Consent to nomination
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Constituency name	Caithness, Sutherland and Easter Ross	Date of election	Thursday 8 June 2017
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Candidate's details and declaration

I:	(candidate name in full)
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hereby consent to my nomination as a candidate for election as member of the UK Parliament for the constituency named above

I declare that I am not a candidate at an election for any other constituency where the date of poll is the same as for this election

I declare that I am aware of the provisions of the House of Commons Disqualifications Act 1975 (as amended) and to the best of my knowledge and belief I am not disqualified from membership of the House of Commons

My date of birth is:	Day (DD)	Month (MM)	Year (YYYY)
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Note: It is an offence to make a false declaration

Candidate's signature:		Date:	
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Witness details

I confirm the candidate named above signed this declaration in my presence

Witness (name in full):	
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of (address in full):	
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Witness' signature:		Date:	
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Deliver to the **Depute Returning Officer** by no later than **4pm** on the last day to deliver nominations

Office Use only	Date received	Time received	Initials	Number

2	UK Parliamentary election	Certificate of authorisation
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To accompany the nomination of a candidate standing on behalf of a registered political party (Note: candidates standing on behalf of two or more parties require a certificate from each party and each must allow the registered joint description to be used)

Constituency name	Caithness, Sutherland and Easter Ross	Date of election	Thursday 8 June 2017
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This certificate must be issued by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

This certificate authorises the candidate to use a specific registered description or the name of the party as registered with the Electoral Commission, or to use 'any registered description or the party name as registered with the Electoral Commission'.

This authorised party name or description can then be included by the candidate on the nomination form. It is this which will appear as their description on the ballot paper. Party names and registered descriptions are listed on the Electoral Commission's website (www.electoralcommission.org.uk).

Details of candidate to be authorised and the allowed description/party name	
The candidate (name in full):	
Name of political party:	Political party registered with the Electoral Commission
I hereby certify that the candidate may include the following registered description or party name in their nomination form:	
Note: It is an offence to make a false declaration	
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):	
Name of person signing this form:	
Date:	

This form must be delivered to the Depute Returning Officer by no later than **4pm** on the last day to deliver nominations

Office Use only	Date received	Time received	Initials	Number

3	UK Parliamentary election	Request for a party emblem
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This form is for a candidate of a political party who is subject to a certificate of authorisation and who wishes to have a party emblem printed on the ballot paper next to their name

This form must be signed by the candidate

Candidate's request for use of an emblem			
Constituency name:	Caithness, Sutherland and Easter Ross	Date of election:	Thursday 8 June 2017
Candidate name in full:			
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one)			
Emblem to be used (Please use name or description as on Electoral Commission's website):			
Candidate's signature:			
Date:			

This form is only effective if delivered for a candidate standing on behalf of a political party to the Depute Returning Officer by no later than **4pm** on the last day to deliver nominations.

Candidates standing on behalf of more than one political party and using a joint description may choose one emblem from one of the parties that you are standing for. Please indicate the name of the party and the emblem name in the 'Emblem to be used' box above.

Office Use only	Date received	Time received	Initials	Number

4

UK Parliamentary election

Notification of election agent

Constituency name	Caithness, Sutherland and Easter Ross	Date of election	Thursday 8 June 2017
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Candidate's notification of their election agent

I, (Candidate name in full):

Hereby declare that the name and home address of my election agent is

Agent's name:

Agent's address (in full):

The office address of my election agent to which all claims, notices, legal process and other documents may be sent is:

Agent's office address in full:

Candidate's signature (or of person on behalf of candidate):

Date:

Confirmation of acceptance by election agent

I [agent named above] confirm my acceptance as the election agent for the above named candidate. I understand that I must carry out my duties according to law. I understand there are penalties if I fail to fulfil my duties according to law.

Agent's signature

Date

Agent's other details in case of query (optional – will not be published)

Home telephone:

Work telephone:

Mobile telephone:

Email address:

Return to the **Depute Returning Officer** by no later than **4pm** on the last day to deliver nominations

Office Use only	Date received	Time received	Initials	Number

5	UK Parliamentary election	Notification of sub-agent
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Constituency name	Caithness, Sutherland and Easter Ross	Date of election	Thursday 8 June 2017
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This form can only be used in a **county constituency**.

The **election agent** may appoint one or more sub-agents to act within the constituency but each must have a separate area. Sub-agent areas **must not overlap**.

Candidate name:	
Name of election agent:	

Details and extent of sub-agent

Name of sub-agent:	
Sub-agent Address:	
Office address (if different):	
Extent of appointment (describe area):	

Election agent signature

I declare the above named person to be a sub-agent

Signature of election agent:	Date:	
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Confirmation of acceptance by sub-agent

I understand that I must carry out my duties according to law. I understand there are penalties if I fail to fulfil my duties according to law.

I confirm my acceptance as sub-agent for the above named candidate

Signature of sub-agent:	Date:	
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Sub-agent's other details in case of query (optional – will not be published)

Home telephone:	
Work telephone:	
Mobile telephone:	
Email address:	

Return to the Depute Returning Officer by no later than the second day before polling day