

1 Nomination process

Publication of the notice of election

1.1 The publication of the notice of election triggers the start of the nomination period. For the 4 June 2009 European Parliamentary election in the UK, the notice of election has to be published not later than Tuesday 28 April.¹ The nomination period begins the day following the publication of the notice, and this fact should be stated in the notice.

1.2 Publish means, as a minimum, posting in a conspicuous place within the electoral region (e.g. council offices, libraries and other public buildings).² The Regional Returning Officer should also use other means, including the council's website, to facilitate easier access to election notices for any interested persons, including disabled people. A link should also be made from the front page of the council website to those pages containing election information. A copy of the notice of election must be sent to each Local Returning Officer who must also display a copy in their area.³

1.3 The notice of election is a statutory notice and for European Parliamentary elections must include the following information:⁴

- the place and times at which nomination papers can be delivered, and that nomination papers may be obtained at that place and these times
- the date of the poll if there is a contest
- the arrangements by which the payment of the deposit may be made by electronic transfer of funds
- the date by which applications for absent votes (including emergency proxies) must reach the relevant Electoral Registration Officer in order to be effective for the election

1.4 The Commission recommends that, when giving an address for the delivery of nomination papers, an exact address, including any room number, is given. This will avoid any doubt when nominations are brought in close to the deadline.

Nomination pack

1.5 The Regional Returning Officer should prepare a nomination pack for any individual candidate or registered political party that expresses an interest in standing for election to the European Parliament, and should also make this available to any person who attends at the address for the delivery of nominations and asks for one.

¹ Rule 1, Schedule 1, European Parliamentary Elections Regulations 2004 (as amended) (hereafter referred to as 'EPE Rules').

² Regulation 123, European Parliamentary Elections Regulations 2004 (as amended) (hereafter referred to as 'EPE Regulations').

³ Rule 3(4), EPE Rules.

⁴ Rule 3, EPE Rules

1.6 The nomination pack for registered political parties should contain:

- nomination papers
- a form for providing the list of candidates for the party
- consents to nomination
- a form to be used to make a request for an emblem to be used
- the Commission's guidance for parties and candidates, *Guidance on standing for election to the European Parliament*⁵
- a print out of or a link to the Commission's guidance on party election spending, *Campaign Expenditure, Guidance for party treasurers and campaigns officers*⁶
- details of how the deposit should be paid, including full details of acceptable methods of payment
- details of how the party can obtain the electoral register and the absent vote lists, including contact details of Electoral Registration Officers in the electoral region
- any other relevant information

1.7 The nomination pack for individual candidates should contain:

- nomination papers
- consent to nomination
- the commissions guidance for parties and candidates, *Guidance on standing for election to the European Parliament*⁷
- a print out or a link to the Commission's guidance on individual candidate election spending, *European Parliamentary election 2009: Guidance on election expenses and donations for individual candidates and agents*⁸
- details of how the deposit should be paid, including full details of acceptable methods of payment
- details of how to obtain the electoral register and the absent vote lists, including contact details of Electoral Registration Officers in the electoral region
- any other relevant information

The register of political parties

1.8 For up-to-date information about political parties including their Nominating Officers, registered descriptions and registered emblems, Regional Returning Officers should check the register of political parties on the Commission's website at the following address:

⁵www.electoralcommission.org.uk/__data/assets/electoral_commission_pdf_file/0003/71661/2009-EPE-Candidates-and-Agents-GB-WEB.pdf

⁶ www.electoralcommission.org.uk/__data/assets/pdf_file/0017/71252/Campaign-Expenditure-2009-Guidance.pdf

⁷www.electoralcommission.org.uk/__data/assets/electoral_commission_pdf_file/0003/71661/2009-EPE-Candidates-and-Agents-GB-WEB.pdf

⁸ www.electoralcommission.org.uk/guidance/candidates-agents/candidates-and-agents

<http://registers.electoralcommission.org.uk/regulatory-issues/regpoliticalparties.cfm>

1.9 Even if the registered political party is well known, it is vital to check the register for the exact party name, descriptions and emblems registered with the Commission by that party.

1.10 The deletion or amendment of any registered descriptions can take effect up to and including the day before the date of publication of the notice of election for any particular election. After that point, any changes or deletions do not apply for that election.⁹

1.11 The Regional Returning Officer should check the details shown on the Commission's website, which will give the date that a change or deletion became effective. If a nomination paper is submitted with a description that was registered by the time the notice of election was published, then the description is valid.

1.12 A final check of the details of all registered parties standing for election in the constituency is recommended to be undertaken immediately following the close of nominations and before the ballot paper proofs are sent to print. Any alterations of registered details will be marked on the Commission's register as indicated below:

1.13 All changes to registered descriptions will be shown as indicated below:

Vote party Candidate [note – replaced 'Election and Vote Party' on 19/4/09]

Qualifications for candidature

1.14 Candidates or party representatives may approach the Regional Returning Officer to seek advice about their eligibility to stand for election to the European Parliament or to enquire about any possible disqualifications which may affect their candidature.

1.15 Matters of eligibility or disqualification are for the candidate/party themselves and not for the Regional Returning Officer. The candidate or party should be directed to the Commission's guidance on standing for election. Should they have any further concerns, the candidate/agent should be advised to seek their own independent legal advice.

Delivery of nomination papers

1.16 Nomination papers must be delivered to the location specified and at the times and dates specified on the notice of election.

⁹ Section 30(6A), PPERA.

1.17 There should be clear signage from the entrance of the building to the room set aside for delivery. This route, or an appropriately signed alternative, should be fully accessible.

1.18 The Regional Returning Officer, or an appointed Deputy, must be present at the place for nominations for the entire period that nominations are open (i.e. 10am to 4pm on the relevant days) and during the period for objections.¹⁰

1.19 Only the Regional Returning Officer and their staff should deal with nominations. Council staff, such as reception staff, should be given details of what to do should they have a person try to deliver a nomination paper to them, for example making it clear that they should not handle them and should not offer to deliver them as they would other communications to the local authority.

Times when nomination papers may be delivered

1.20 All nomination papers must be delivered between the hours of 10am and 4pm. The first day that nomination papers may be delivered is the day after the publication of the notice of election; this date should be specified in the notice of election.

1.21 The Regional Returning Officer has no discretion as to the last day for delivery of nomination papers. The deadline for delivery of nomination papers, including all other documents required to be delivered by the close of nominations is 4pm on Thursday 7 May 2009. This deadline must not be extended for any reason whatsoever.

1.22 Delivery should be determined as when it is physically handed to the Regional Returning Officer or an appointed deputy at the place mentioned in the notice of election. No appointment is required to deliver a nomination paper, but the Regional Returning Officer may consider establishing an appointment system to enable them to offer 'informal checks' of nomination papers prior to them being formally submitted. Further consideration is given to the issue of informal checks below..

1.23 On receipt, the Regional Returning Officer or their staff should endorse the documents with the date and time of delivery.

Who may deliver a nomination paper

1.24 Nomination papers for a registered political party may only be delivered by the following:¹¹

- The party's registered Nominating Officer
- A person authorised in writing by the Nominating Officer to deliver the nomination paper

¹⁰ Rule 11, EPE Rules.

¹¹ Rule 6(1), EPE Rules.

1.25 Nomination papers for an individual candidate may only be delivered by the following:¹²

- The individual candidate
- A person authorised in writing by the individual candidate to deliver the nomination paper

1.26 Nomination papers must be delivered by the Nominating Officer or their appointee in person. If they are delivered by anyone else or it cannot be determined who has delivered the nomination papers, they should not be accepted.

1.27 There is no provision to post, fax or use other electronic means of delivery, and so any nomination papers received in this way should not be accepted. The only exception to this occurs when a candidate is overseas, in which case their consent to nomination may be sent electronically (further information on this can be found in Candidate's consent to nomination, below).

1.28 A party is deemed to be validly nominated only if the Regional Returning Officer has, before 4pm on Thursday 7 May, received:

- a nomination paper
- a list of candidates
- the deposit of £5,000

1.29 The party will remain validly nominated unless and until the Regional Returning Officer determines that the nomination paper is invalid. The candidates on the party list are deemed to be validly nominated unless and until the Regional Returning Officer determines that any particular one of them is invalidly nominated.

1.30 An individual candidate is deemed to be validly nominated only if the Regional Returning Officer has, before 4pm on Thursday 7 May, received:

- a nomination paper
- a consent to nomination
- the declaration and certificate for those citizens of other EU member states
- the deposit of £5,000

1.31 The individual candidate will remain validly nominated unless and until the Regional Returning Officer determines that their nomination is invalid.

1.32 The Nominating Officer of the party as registered with the Commission must either deliver the nomination paper or have given written authorisation to allow some other person to deliver it.

¹² Rule 4(1), EPE Rules.

1.33 The Regional Returning Officer should accept the fact that a person delivering a nomination paper is who they claim to be at face value.

1.34 There is no provision for the Regional Returning Officer to require identification to be shown.

Attendance at the delivery of nomination paper

1.35 Only certain people have the right to attend the delivery of nomination papers other than the Regional Returning Officer and people assisting them with the nominations. This right extends to attendance from the times set out below which depend on how they qualify to attend, and then throughout the period of nominations, and not just for the nomination of their own party or candidate.

1.36 The eligible people are:¹³

- a candidate, either a validly nominated individual candidate or a person named as a candidate on a party list from the time their nomination papers and deposit are received (although this right to attend ends if the nomination papers are determined as invalid at the time of that determination)
- an election agent, of either an individual candidate or a party that has submitted a nomination in that electoral region regardless of the validity of those nominations
- any person given the authority to deliver a nomination paper, of either a party or individual candidate, regardless of whether or not the nomination has been delivered in that region
- a person appointed by any of the candidates, both individual and party list to attend¹⁴
- Commission representatives, but not accredited observers

1.37 Any person mentioned in the above paragraph may inspect and object to any nomination paper, except for those categories of persons listed in the final two bullet points..

Form of nomination

1.38 There is no prescribed form for nomination of a party or individual candidate at a European Parliamentary election. Any nomination paper must, however, contain certain details¹⁵ and each Regional Returning Officer must prepare a blank nomination paper that must be supplied to any person who wishes to have a copy during the nomination period.¹⁶ The Commission has produced a form of nomination paper that the Regional Returning Officer may use as a template for their own form. This can be found in the appendix of this

¹³ Rule 12, EPE Rules.

¹⁴ Rule 12(4), EPE Rules.

¹⁵ Rules 4 and 6, EPE Rules.

¹⁶ Rule 3(1), EPE Rules.

guidance, along with a selection of other template forms developed in consultation with the European Parliamentary elections working group.

1.39 Parties and candidates do not have to use a nomination paper, consent to nomination or any other required form that has been provided by the Regional Returning Officer, but whatever forms are used must contain the required details and information.

1.40 It should be noted that some parts of the nomination paper contained in the appendix do not require to be completed on that particular form as long as all of the necessary information is provided to the Regional Returning Officer. This is explained further in the section 'Registered political party – adjudication' below.

Registered political party nominations

Nomination paper

1.41 Nomination papers for registered political parties must:¹⁷

- state the party name, exactly as registered with the Electoral Commission
- if the party wishes, contain a description exactly as registered with the Commission as a registered description of that party
- include a statement that the party is nominated by or on behalf of the nominating officer of the party
- include a statement that the party is nominated by or on behalf of the nominating officer and be signed by the person making the statement
- be accompanied by a list of candidates

1.42 Nomination papers delivered by anyone other than the Nominating Officer of the party must be accompanied by a written authorisation from the Nominating Officer which allows the person delivering the nomination paper to do so.¹⁸

List of candidates

1.43 Each registered party nomination paper must be accompanied by a list of candidates. The list must:¹⁹

- state the full names and home addresses in full of each candidate
- may also, where a candidate on the list commonly uses a different surname and/or forename, contain a commonly used surname and/or forename to be used instead of their full name.
- contain no more candidates than there are MEPs to be elected in the electoral region

Individual candidates

¹⁷ Rule 6, EPE Rules.

¹⁸ Rule 6(1), EPE Rules.

¹⁹ Rule 7, EPE Rules.

Nomination paper

1.44 Nomination papers for individual candidates must:²⁰

- state the full names of the individual candidate, with the surname followed by their other names
- give their home address in full
- be signed by the person delivering the nomination paper

1.45 Every individual candidate has the option of whether or not to use a description, but this description can only consist of the word 'Independent' and/or, in Wales, 'Annibynnol'. A candidate that chooses not to use that word, or words, will have no description. No other words may be used. If any other word is submitted as a description, the whole nomination paper is invalid.

1.46 Nomination papers delivered by anyone other than the individual candidate themselves must be accompanied by a written authorisation from the individual candidate allowing the person who is delivering the nomination paper to do so.

Candidate's names

1.47 Individual candidates' full names must be listed with their surname first followed by their other names. Although party list candidates also need to give their full names, there is no need for party list candidates to be listed with their surnames first. All candidates will be shown on the statement of parties and individual candidates nominated with their other names first followed by their surname.

1.48 Where a candidate commonly uses a different surname or forename, they may request that instead of their full names, the commonly used name(s) appear on the statement of parties and individual candidates nominated and the ballot paper.²¹

1.49 The Regional Returning Officer should accept as face value that the candidate does commonly use the name given on the nomination paper or list of candidates.

1.50 The Regional Returning Officer may, however, decide not to allow the commonly used name to be used. Where the Regional Returning Officer thinks that the name may be likely to mislead or confuse electors, or that it is obscene or offensive, they are not required to show that name on the statement of parties and individual candidates nominated or the ballot paper.

1.51 If the Regional Returning Officer decides that a commonly used name is invalid for one of the above reasons, only the use of the commonly used name is invalidated, not the nomination paper or the place of that candidate on a party list.

²⁰ Rule 4, EPE Rules.

²¹ Rules 4(3) and 7(3), EPE Rules.

1.52 Where the Regional Returning Officer determines that a commonly used name is invalid, they must give notice in writing to the candidate of their reasons for refusing to allow the use of the commonly used name and that their actual name will be used instead.

1.53 Occasionally, a potential candidate may have a frivolous or unlikely sounding name that they claim to be their full name. The Regional Returning Officer should take any such nomination paper or name on a party list at face value. However unusual the name, it may well be the candidate's real name, perhaps changed by deed poll. Even if a Regional Returning Officer has personal knowledge that the name stated is not the candidate's real name, they have no power to reject it on this basis. If the Regional Returning Officer has any concerns about a name that is submitted, they may wish to remind the individual candidate or party about the offence of making a false statement in a nomination paper (further details on this are provided below).

Candidate's home address

1.54 The candidate's home address must be included in full.²² If, however, any detail is wrong or omitted, Regulation 18 of the EPE Regulations mean that the nomination paper is not invalid so long as the description of the place is such as to be commonly understood.

Description

1.55 For an individual candidate standing in England or Scotland, the choice of description is limited to either having no description or the word 'Independent'. In Wales, individual candidates can choose whether to have no description or to use 'Independent' and/or 'Annibynnol'.

1.56 Registered political parties must use their full party name and may, in addition, use one of their registered descriptions. In the statement of persons nominated and on the ballot papers, the registered party name must appear first, followed by any description requested.

1.57 The Commission's register of party names often contain the party name in a search friendly format such as Purple Party [The]. The actual party name is The Purple Party and this is the name that should be used by the party, appearing on the statement of persons nominated and the ballot paper before any description that may be requested.

1.58 In the event that a candidate or agent attends an informal check and attempts to submit their nomination paper with the party name in the form shown on the website, e.g. 'Purple Party [The]', then it is suggested that the candidate/agent be advised to amend the party name to the correct form before they formally lodge the papers with the Regional Returning Officer.

²² Rules 4(2)(b) and 7(2), EPE Rules.

1.59 If the nomination paper contains a party name in the format as shown on the website, e.g. 'Purple Party [The]', the Regional Returning Officer need not amend it, but should read it as 'The Purple Party'.

1.60 Alternatively, the Regional Returning Officer may consider using the power to correct minor errors to amend the nomination paper so that it matches the registered party description/name (in the example given, this would be 'The Purple Party'). The Regional Returning Officer should exercise great care in using this power.

1.61 Registered political parties may register up to 12 descriptions with the Commission.²³ Any description provided on a nomination paper must match exactly one of the descriptions registered with the Commission: no alteration to a registered party name or registered description is permitted. If a nomination paper contains a description that is not registered with the Commission, the nomination does not comply with a legal requirement,²⁴ and so the whole nomination paper would have to be rejected.²⁵

1.62 In Wales, the party may use the English version, the Welsh version or both of either or both of the party name and registered description. Translations of the party name are listed on the website under 'other name' and translations of descriptions are listed to the right of the description under 'translation(s)'. If the party has not registered the translation, the translation of that party name or description cannot be used.

1.63 Parties may only use one description (and/or its corresponding registered translation in Wales) and this must appear after the party name on the statement of parties and individual candidates nominated and on the ballot paper...

Subscribers

1.64 No subscribers are required at European Parliamentary elections.

Nominations in other languages

1.65 In England and Scotland, nominations may only be submitted in English. In Wales, nominations may be submitted in English or Welsh.

1.66 Although other election documentation may be translated into other formats including languages other than English (and, in Wales, Welsh), nomination papers (which include the consent to nomination and, for party nominations, the list of candidates) and ballot papers may only be produced in English and, in Wales, in Welsh.²⁶

Candidate's consent to nomination

²³ Section 28A, PPERA

²⁴ Rule 6(4), EPE Rules.

²⁵ Rule 13(4)(a), EPE Rules.

²⁶ The European Parliamentary Elections (Welsh Forms) Order 2009

1.67 An individual candidate is not validly nominated unless their consent to nomination is also given by the time of the close of nominations. A candidate on a party list of candidates must have their particular nomination rejected and their name removed from the party list of candidates if their consent to nomination is not given by the time of the close of nominations..

1.68 The consent for all candidates must be given in writing. There is no prescribed form for the consent to nomination but the Regional Returning Officer should produce a blank form for use. The Commission has produced a template form that the Regional Returning Officer may wish to adapt for their use, this can be found in the appendix to this guide.

1.69 The consent must:²⁷

- be signed and dated by the candidate and the date must be on or within one month before the close of nominations
- be attested by a witness - while it is good practice for the witness to sign it and provide their name and address the only requirement is that the witness 'attest' it
- for a candidate on a party list, identify the party in question
- be delivered at the place and within the time for the delivery of nomination papers

1.70 The requirement to give a written consent is waived if the Regional Returning Officer is satisfied that the candidate is outside of the UK or Gibraltar and that, due to this absence, it is not reasonably practicable for them to provide it in writing.²⁸

1.71 In such cases, it is permissible for candidates to consent by telegram, or similar means such as email, fax, or scanned document sent electronically. In these cases the consent is deemed to have been made in writing on the date it is sent. Such electronic consent to nomination does not need to be attested.

Citizens of other EU Member States standing for election in the UK

1.72 Candidates who are European Union member state citizens but are not also British, Irish or qualifying Commonwealth citizens²⁹ are entitled to stand for election as a Member of the European Parliament (MEP) but must deliver a declaration and certificate during the nomination process, in addition to the other required documentation.

1.73 The declaration and certificate must be delivered to the same place and within the time for the delivery of all other nomination papers.³⁰

²⁷ Rule 8, EPE Rules.

²⁸ Rule 8(2), EPE Rules.

²⁹ Qualifying Commonwealth citizens are Commonwealth citizens that either do not need leave to remain in the UK or have indefinite leave to remain in the UK.

³⁰ Rule 9, EPE Rules.

Declaration

1.74 The declaration must be made by or on behalf of the candidate and state:³¹

- their name
- their nationality
- their home address in the UK or Gibraltar in full
- that they are not standing as a candidate for election to the European Parliament in any other country
- where their name has been entered in a register of electors in the member state of which they are a national, the locality or constituency where they were last registered, as far as they know

1.75 Copies of declarations must be sent to the Secretary of State as soon as practicable after the statement of parties and individuals nominated is published. The copies should be sent to: Peter Richardson, Elections and Democracy Division, 7th Floor, 102 Petty France, London, SW1H 9AJ..

Certificate

1.76 The certificate must be made from the 'competent administrative authorities' in the European Union member state in which the candidate is a national.

1.77 The certificate must state that the candidate has not been deprived of their right to stand for election in that member state and that no known disqualification is known to the authority making the certificate.

1.78 The offices from the EU member states that are 'competent administrative authorities' have been confirmed by the Ministry of Justice and are listed in an appendix of this guide. Certificates need not be translated into English by the candidate.

Deposit

1.79 Along with the documentation set out above, in order to be validly nominated, an individual candidate or a registered political party must also deposit £5,000 with the Regional Returning Officer.³² This sum must be paid by the close of nominations.

1.80 Payment must be accepted where it is made by legal tender, or a banker's draft from a drawer (bank / building society) who carries on business as a banker in the United Kingdom.³³

³¹ Rule 9(2), EPE Rules.

³² Rule 10, EPE Rules.

³³ Rule 10(3), EPE Rules.

1.81 The Regional Returning Officer also has a discretionary power to accept alternative forms of payment, including payment by credit or debit card or the electronic transfer of funds.

1.82 Modern banking systems allow the transmission of funds very quickly. The Regional Returning Officer should allow such bank transfers into their account. Such payment can, however, only be made with the consent of the Regional Returning Officer but pre-authorisation should be given if the individual candidate or party meet certain requirements.

1.83 The requirements for bank transfers may include asking the person making the payment to identify themselves in a certain way on the transaction. This must be accompanied by the person making the payment giving their name and address to the Regional Returning Officer if not already given as an agent or sub-agent. Most such bank transfers allow a label to be attached and this should contain the payers name and/or a reference number given by the Regional Returning Officer.

1.84 The Regional Returning Officer should consider how they will ensure that such payments have indeed reached their account. Any bank transfer payment of the deposit must appear in the Regional Returning Officers account before the close of nominations. The Regional Returning Officer should consider how payments can be authenticated, for example through internet access to their account or the taking of a hard copy of their account transactions. If payments do not show at the close of nominations the Regional Returning Officer should deem that the deposit has not been delivered correctly.

1.85 Payment by credit or debit card should also be considered. Again, the Regional Returning Officer may decide to allow this method only if particular conditions are met, such as the giving of the name and address of the payer, the transaction takes place by a particular time and authorisation by the credit card merchant has been received.

1.86 Credit and debit card transactions normally attract a fee for the payee, which in this instance will be the Regional Returning Officer. As the Regional Returning Officer requires to be in receipt of the full £5,000 themselves, the person making the payment may be required to pay an additional fee to ensure that the full deposit is received by the Regional Returning Officer. Different methods of payment may attract different fees and the Regional Returning Officer should inform the payer of the total payment required for each type of payment as part of their consent to receiving a payment made in this way.

1.87 Payments of the deposit may be by a combination of any method either required to be accepted by the Regional Returning Officer or by which they have consented to receive payment. For example, if a payment by bankers draft has a mistake and less than the £5,000 is stated on the document, the balance may be made up by another method.

1.88 Any registered party or individual candidate that withdraws from the election must have their deposit returned. If an individual candidate dies at any time, even after the last date for withdrawals, their deposit should also be returned as soon as practicable after the Regional Returning Officer is satisfied as to the candidate's death..³⁴

Request for party emblem

1.89 Registered political parties may request that one of their party emblems is displayed on the ballot paper.³⁵ To do so, the Nominating Officer of the party, or someone acting on their behalf, must apply in writing to the Regional Returning Officer before the close of nominations.³⁶

1.90 The person making the request should identify which of the emblems of the party they wish to be used as parties can register up to three emblems with the Commission.

1.91 If there is more than one emblem and the person requesting the emblem has not indicated which one should be used the Regional Returning Officer must choose one of the emblems registered by the relevant party for use. The Regional Returning Officer should, however, attempt to contact the party for clarification as to which emblem they wish to use if this is the case.

1.92 A registered party can only choose an emblem that has been registered by that party with the Commission. No alterations of these designs are allowed.

1.93 The party can either provide a copy of the emblem for use in the printing of ballot papers, or they can request that the Regional Returning Officer downloads the emblem from the Commission's website. The Regional Returning Officer should ensure that whatever copy is used is a precise copy of the registered emblem, and that the quality is sufficiently good for reproduction on the ballot papers.

1.94 Some registered parties have a colon ':' as part of their party name. Due to a temporary technical problem with the register of political parties on the Commission's website, the emblems for these parties cannot be displayed in the normal place on the register. Instead, emblems for the affected parties can be found at and downloaded from:

<http://registers.electoralcommission.org.uk/templates/search/document.cfm/7101>

Informal checks

1.95 The Regional Returning Officer should offer all registered parties and individual candidates the facility of informally checking their nomination papers before they are formally submitted. This may help to uncover any errors in

³⁴ Rule 62(4), EPE Rules.

³⁵ Rule 22(3), EPE Rules.

³⁶ Rule 22(4), EPE Rules.

completing the nomination form. Any such checks could be done on an appointment basis. There is no requirement to allow a party or individual candidate an informal check, particularly if the party or candidate leaves their nomination until the last day, but all parties and candidates should be given an equal opportunity to have an informal check made if such checks are being offered by the Regional Returning Officer.

1.96 It should be made clear that the nomination papers are being looked at informally, and the Regional Returning Officer should give no indication as to the probable result of the eventual determination. The informal check is simply to assist the party or individual candidate by identifying where any issues with the nomination may be.

1.97 The Regional Returning Officer should make it clear that they cannot be held responsible if they fail to identify an error or omission – the correct completion of the nomination form remains the responsibility of the registered party or individual candidate.

1.98 It should be clear when the nomination papers are being submitted formally. At this point the Regional Returning Officer should endorse the paper with the date and time of delivery and after this point there must be no alteration, deletion or addition to the paperwork other than by the Regional Returning Officer in the exercising of their power to correct minor errors.

Minor errors

1.99 The Regional Returning Officer is permitted to correct minor errors made on a nomination paper such as obvious spelling errors in a candidate's details, at any time before publication of the statement of parties and individual candidates nominated.³⁷ However, it is not a minor error where required information has been omitted altogether, and in such cases the particulars are not as required by law, and so the nomination paper must be rejected as invalid.

1.100 Dealing with 'obvious' errors of spelling may be more difficult, as what is obvious to one person may not be so to another. **Care should be taken in exercising this power.**

Changing a nomination

1.101 A registered party or individual candidate may decide that they want to make changes to a nomination paper that has been formally delivered. This can only be done if they withdraw the nomination in accordance with the process and timescales set out below, and then submit a new nomination paper within the statutory timeframe.

Decision as to validity of nomination papers

³⁷ Rule 16, EPE Rules.

1.102 When making a decision as to the validity of a nomination paper, the Regional Returning Officer should disregard any personal knowledge they may have of any candidate or party and should not undertake any investigation or research into any party or candidate. The Regional Returning Officer should adjudicate the nomination on the basis of the information provided on the nomination paper.

1.103 There is case law which states that the Regional Returning Officer's duty does not go beyond seeing that the form is 'correct on its face'³⁸ The Regional Returning Officer cannot be expected to embark on an enquiry as to where every candidate lives,³⁹ or to be in a position to know whether the name given by a candidate is their real name or their commonly used name..

1.104 If all the necessary documentation and the required deposit is not delivered then the nomination is not deemed to have been made and so cannot be ruled to be valid or invalid. Only once all of the documentation and the deposit have been delivered can the Regional Returning Officer rule the nomination valid or invalid.

1.105 For example, if a nomination paper is delivered without the deposit the Regional Returning Officer must not rule it to be invalid. Even if the deadline for delivery passes without a valid deposit being delivered there is no need to rule the nomination to be invalid as in this instance the nomination is deemed not to have been delivered at all.

Registered political party - adjudication

1.106 The only grounds the Regional Returning Officer has for adjudicating a nomination paper from a registered party to be invalid are:⁴⁰

- that the contents of the nomination paper are not as required by law; and
- the accompanying list contains more candidates than there are seats available in that electoral region

1.107 It is not a requirement for the person delivering the nomination paper to sign the form, although a space is provided for this on the form in the appendix in case of a query.

1.108 It is not a requirement for the Nominating Officer to sign the authorisation for another person to deliver the nomination paper on the same form as the nomination paper, and a separate form may be used. However, the Nominating Officer themselves (no delegation is allowed) must sign such an authorisation:⁴¹ no delegation of this responsibility is permitted.

1.109 A statement is required to be made that either the Nominating Officer or someone authorised by them is nominating the party.⁴²

³⁸ Pritchard v Mayor of Bangor, 13 App Cases at pp 252, 257.

³⁹ R v Election court, ex parte Sheppard [1975] 2 All ER 723.

⁴⁰ Rule 13(4), EPE Rules.

⁴¹ Rule 6, EPE Rules.

⁴² Rule 6, EPE Rules.

1.110 The following situations will require the Regional Returning Officer to adjudicate that the nomination of a candidate on a list delivered by a registered party to delete the name of the candidate from the party list: ⁴³

- the particulars of the candidate as given in the list of candidates is not as required by law;
- the consent to nomination is not delivered as required by law; or
- that any candidate who is an EU citizen but who is not also a British, Irish or qualifying Commonwealth citizen has not delivered a declaration and certificate as required by law

1.111 In cases where a valid consent to nomination or, if required, a valid certificate and declaration are not delivered the candidate should not be deleted from the list until the close of nominations as only at that point will those documents not have been delivered as required.

1.112 If the candidature of a candidate on a party list must be deleted, only that candidate must be deleted from the party list. The party itself remains validly nominated and all the other candidates on the list remain nominated. Any candidate below the deleted candidate moves up the order of candidates for that list so that no gaps remain.

1.113 If there is time before the close of nominations, both a new nomination paper and list of candidates can be submitted by the party to correct the errors that would lead to the removal of any candidate. A list of candidates cannot be delivered without a new nomination paper. ⁴⁴

1.114 The submission of another nomination paper and list of candidates by the same party acts to supersede any and all previously delivered nomination papers and lists of candidates. ⁴⁵

Individual candidate - adjudication

1.115 The only grounds the Regional Returning Officer has for adjudicating the nomination of an individual candidate to be invalid are: ⁴⁶

- that the particulars of the candidate are not as required by law
- that the candidate is disqualified by the Representation of the People Act 1981 (convicted offenders sentenced to more than a year in prison and currently serving their sentence in prison) or that they have been ordered or sentenced to be imprisoned or detained in Gibraltar either for an indefinite period or for a period of a year or more either in Gibraltar or elsewhere⁴⁷

1.116 If an individual candidate does not deliver a consent to nomination or does not deliver a consent to nomination in accordance with law the

⁴³ Rule 13(5), EPE Rules.

⁴⁴ Rule 6(7), EPE Rules.

⁴⁵ Rule 6(7), EPE Rules.

⁴⁶ Rule 13(3), EPE Rules.

⁴⁷ Article 3(e), The European Parliament (Disqualification)(United Kingdom and Gibraltar) Order 2009

nomination is not invalid but is instead treated as not having been made. Where an invalid consent is submitted the nomination paper is not invalidated and, as long as a valid consent is submitted before the deadline, the nomination can be adjudicated as valid.

Information on decisions

1.117 If the Regional Returning Officer decides to adjudicate that a party or individual candidate's nomination is invalid or that a party list candidate be deleted they should contact them after making the decision. This should be in writing but may also be by whatever other means the Regional Returning Officer determines.

1.118 The Regional Returning Officer should send a copy of the statement of parties and individual candidates nominated to each registered political party standing nominated (to the Nominating Officer and any election agents and sub-agents), candidates on a party list and individual candidate as confirmation that they are validly nominated. A copy of the statement must also be sent to the Commission via your local devolved or English office.

Result of determination

1.119 Once the Regional Returning Officer has made a decision that a nomination paper is valid, it cannot be challenged during the election, although the validity of a nomination can be challenged by way of a petition after the election.⁴⁸ A decision that a nomination paper is invalid can also only be challenged by a petition. If a prospective individual candidate or party has submitted an invalid nomination paper (or the nomination of one of the candidate's on a party list is deleted), a fresh nomination can subsequently be submitted if there is sufficient time to do so before the close of nominations. The last delivered nomination paper (and list of candidates for a party nomination) takes precedence over any submitted previously.

Objections to nomination papers

1.120 There are certain persons who are entitled to make an objection to a nomination.⁴⁹ These people are:

- a candidate, either a validly nominated individual candidate or a person named as a candidate on a party list from the time their nomination papers and deposit are received (but ends if the nomination papers are determined as invalid at the time of that determination)
- an election agent, of either an individual candidate or a party that has submitted a nomination in that electoral region regardless of the validity of their nominations
- any person given the authority to deliver a nomination paper, of either a party or individual candidate, regardless of whether or not the nomination has been delivered in that region

⁴⁸ Rule 13(10) and (11), EPE Rules.

⁴⁹ Rule 12(1) and (2), EPE Rules.

1.121 The time during which objections can be made to a particular nomination varies depending on when the nomination paper in question is delivered.⁵⁰ For any nomination delivered before the last day for nominations (Wednesday 6 May or before), any objection has to be made between 10am and 12noon on the last day for the delivery of nominations (Thursday 7 May). For any nomination made on the last day for nominations (Thursday 7 May), any objection has to be made by 5pm on that day, except for any objection to the sufficiency or nature of the particulars of the candidate which must be made immediately after the paper is delivered.⁵¹

1.122 If an objection is made, the Regional Returning Officer must resolve this objection.⁵² The determination of an objection must be based only on the available grounds that a nomination paper may be held invalid.⁵³ The Regional Returning Officer should not undertake any investigation or hear any representations in support of or challenging any fact or statement given on the nomination paper.

1.123 The Regional Returning Officer should limit the objection process to re-examining the nomination papers, consents to nomination and, where relevant, any declarations and certificates. Only if the Regional Returning Officer had made an error in determining the nomination papers can the objection be successful. Where the objection is upheld, the nomination will be held to be invalid..

Candidates alleged to be in prison

1.124 A person is disqualified from standing for election to the European Parliament if they have been found guilty of an offence and have been given an indefinite sentence or a sentence of more than one year anywhere in the world and they are still serving that sentence in a prison within the United Kingdom, the Channel Islands and the Isle of Man⁵⁴ or the Republic of Ireland.⁵⁵

1.125 It would be an offence for any individual candidate or a candidate on a party list to sign a consent to nomination if they were disqualified for this reason.⁵⁶ The Regional Returning Officer may, however, only make a determination that an individual candidate's nomination is invalid due to this disqualification: the Regional Returning Officer cannot make a determination to delete a candidate from the list of party candidates for this reason.

1.126 The process for publication of the statement of parties and individual candidates is altered if it appears to the Regional Returning Officer that an individual candidate might be disqualified under the Representation of the People Act 1981. In this case, the statement of parties and individual

⁵⁰ Rule 1, EPE Rules.

⁵¹ Rule 1, EPE Rules.

⁵² Rule 13(6), EPE Rules.

⁵³ Rule 13, EPE Rules.

⁵⁴ 'British Islands' as defined by Schedule 1, Interpretation Act 1978.

⁵⁵ Section 10(1)(a), European Parliamentary Elections Act 2002.

⁵⁶ Section 10(1)(a), European Parliamentary Elections Act 2002 and Regulation 28, EPE Regulations.

candidates nominated must be accompanied by the publication of a 'draft statement of individual candidates nominated' that will contain those who at that point stand nominated as individual candidates.⁵⁷ The draft statement must also state that any of these individual candidates may be subject to an objection from 10am until 4pm on the day following the close of nominations.

False statements in nomination papers

1.127 It is an offence for any person to knowingly include false information in a nomination paper.⁵⁸ A Regional Returning Officer cannot investigate any statement given in a nomination paper, consent to nomination, declaration or certificate. They can, however, highlight to parties and potential individual candidates the need for accurate statements to be given and the consequences of a breach of those provisions.

1.128 The maximum penalty for a false statement on a nomination paper is one year imprisonment. The maximum penalty for making a false statement in the consent to nomination or the declaration to be made by citizens of other EU countries is a fine of £5,000.

Withdrawal of a nomination paper

1.129 It is possible for a validly nominated registered party or individual candidate to withdraw their nomination papers, which in the case of a party, includes their list of candidates.⁵⁹

1.130 In order to be effective, withdrawals must be delivered to the Regional Returning Officer at the place for the delivery of nomination papers before the deadline for the delivery of nominations (4pm, Thursday 7 May).

1.131 An individual candidate may withdraw their candidature by delivering to the Regional Returning Officer a notice of withdrawal, signed by the individual candidate and attested by one witness.⁶⁰

1.132 For a registered party nomination and list of candidates to be withdrawn, the Nominating Officer of the party, or a person authorised in writing by them, must sign and deliver a notice of withdrawal to the Regional Returning Officer.⁶¹

1.133 If a registered political party or an individual candidate has not withdrawn by the deadline for delivery of notices of withdrawals (the deadline for the close of nominations, 4pm, Thursday 7 May), their details must go forward onto the statement of parties and individual candidates nominated and the ballot paper even if they subsequently change their mind and wish to withdraw.

⁵⁷ Rule 18, EPE Rules.

⁵⁸ Regulations 27 and 28, EPE Regulations.

⁵⁹ Rule 14, EPE Rules.

⁶⁰ Rule 14(1), EPE Rules.

⁶¹ Rule 14(2), EPE Rules.

Altering or changing a nomination

1.134 Altering or changing a nomination including, for example, amending the order of candidates on a party list, is only possible if a new nomination is made before the close of nominations.

Statement of parties and individual candidates nominated

1.135 The Regional Returning Officer must publish a statement of parties and individual candidates nominated by no later than 5pm on the last day for the delivery of nomination papers if there are no objections. If there are objections, the statement must be published by 4pm on the day after the last day for nominations. The statement must include the parties and individual candidates that stand validly nominated and those who no longer stand nominated (that is, invalid and withdrawn candidates, if any) with the reason why they no longer stand nominated.⁶²

1.136 This statement will show the names of all registered parties standing nominated, followed by any requested descriptions of those parties and the names of the candidates on each party list in the order that they are given on the list. The statement will also show the individual candidates that stand nominated.

1.137 The parties must be arranged in alphabetical order of their party names. This must be followed by the names of the individual candidates, arranged alphabetically in order of their surnames and, if there is more than one individual candidate with the same surname, alphabetically by their other names.

1.138 The rule for creating the statement of parties and individual candidates nominated demands that it contains the names of the registered parties in alphabetical order.⁶³ There are no further guides to this procedure and no mention of the exclusion of any word, including the word 'The'. In the absence of such a provision, the Regional Returning Officer should include all the words in the registered party name when conducting the procedure. A party named 'The Party' must therefore appear under 'T' rather than 'P' when creating the alphabetical list.

1.139 The order of parties and individual candidates on the statement is how they will also appear on the ballot paper. It is important to note that where a candidate wishes to use their commonly used name rather than their full name, the commonly used name should appear on the statement of parties and individual candidates nominated, not their full name. This means that where an individual candidate uses a commonly used surname, their alphabetical position on the statement of parties and individual candidates nominated and on the ballot paper must be made by reference to their commonly used surname.

⁶² Rule 15, EPE Rules.

⁶³ Rule 15, EPE Rules.

1.140 Publish means, as a minimum, posting in a conspicuous place within the electoral region (e.g. council offices, libraries and other public buildings).⁶⁴ The Regional Returning Officer should also use other means, including the council's website, to facilitate easier access to the statement for any interested persons, including disabled people. A link should also be made from the front page of the council website to those pages containing election information. A copy must be sent to each Local Returning Officer who must display a copy in their area.⁶⁵

1.141 The Commission must also be sent a copy of the statement. This should be sent to the relevant English or devolved office...

Uncontested elections

1.142 If the European Parliamentary election in any electoral region is uncontested, the Regional Returning Officer must, when publishing their statement of parties and individual candidates nominated, also declare in a separate declaration that all of the candidates shown have been elected. A copy of both the statement and declaration should be sent to the secretary of state via the Ministry of Justice.⁶⁶ No poll is necessary.

Appointment of election agents

1.143 There are three types of election agent at a European Parliamentary election: national election agents, election agents and sub-agents.

1.144 National election agents are for parties standing in more than one electoral region. Appointments are made to the Secretary of State rather than the Regional Returning Officer. The Secretary of State, via the Ministry of Justice, will publish a list of these agents. The Regional Returning Officer should take note of these appointed national election agents as they act as election agents in every electoral region where that party is nominated.

1.145 Election agents are for parties standing in only one electoral region. These appointments are made directly to the Regional Returning Officer and a list of these must be published in the electoral region.

1.146 Sub-agents act as election agents in the area to which they are appointed. Appointments are made directly to the Regional Returning Officer and the list of these must be published in the electoral region.

1.147 A party may appoint one sub-agent for the entire electoral region and sub-agents for parts of the electoral region, but the areas that the sub-agents appointed for parts of the electoral region are appointed to must not overlap.

1.148 For example, a party standing in more than one region will appoint a national election agent by giving notice to the Secretary of State and can then

⁶⁴ Regulation 123, European Parliamentary Elections Regulations 2004.

⁶⁵ Rule 17, EPE Rules.

⁶⁶ Rule 61(2), EPE Rules.

appoint one sub-agent for the whole electoral region plus one sub-agent for each local counting area within the electoral region.

Appointment process

Type of agent	How appointed
National election agent	The party sends the appointment to the Secretary of State. Regional Returning Officer obtains details from the Secretary of State.
Election agent (party)	The name, address and office address (if different) of the election agent has to be notified in writing to the Regional Returning Officer by the registered Nominating Officer of the party by 4pm on Thursday 7 May. The office address must be within the UK or, for the South West electoral region, in the UK or Gibraltar
Election agent (individual candidate)	The name, address and office address (if different) of the election agent has to be notified in writing to the Regional Returning Officer by the individual candidate or someone appointed by the individual candidate by 4pm on Thursday 7 May. The office address must be within the UK or, for the South West electoral region, in the UK or Gibraltar
Sub-agent (whole electoral region)	The name, address and office address must be given in writing by the election agent to the Regional Returning Officer and the office address must be within the UK or, for the South West region, in the UK or Gibraltar. The deadline for appointing a sub-agent is 28 May 2009
Sub-agent (part of electoral region)	The name, address and office address must be given in writing by the election agent to the Regional Returning Officer and the office address must be within the UK or, for the South West region, in the UK or Gibraltar. The deadline for appointing a sub-agent is 28 May 2009

1.149 Once a sub-agent has been appointed for the whole electoral region they can then act as agent to appoint sub-agents for parts of that electoral region. A form for appointing election agents is included in the appendix of form attached to this guidance.

1.150 Further details on the appointment of election agents can be found in our guidance to candidates and parties, Guidance on standing for election to the European Parliament.

Appendix of forms.

The forms for nomination have been circulated to the Regional Returning Officers for the electoral regions.

To obtain a nomination pack for any electoral region please contact the Regional Returning Officer using the contact details listed in the Commission's guide for standing at this election:
www.electoralcommission.org.uk/__data/assets/electoral_commission_pdf_file/0003/71661/2009-EPE-Candidates-and-Agents-GB-WEB.pdf



Ministry of JUSTICE

Elections and Democracy Division
Ministry of Justice
7.35
102 Petty France
London SW1H 9AJ
T 020 3334 3885
E peter.richardson@justice.gsi.gov.uk
www.justice.gov.uk

To Regional Returning Officers

31 March 2009

Dear Colleague,

I am writing concerning the procedure for EU citizens who may wish to stand as a candidate at the European Parliamentary elections in the UK on 4 June 2009.

The nomination procedure in relation to EU citizens who wish to stand in a region as an individual candidate or be included on the list of candidates for a registered party is broadly the same as that for other candidates. However, importantly, EU citizens standing as candidates must deliver to the Regional Returning Officer the following additional details within the time for the delivery of nomination papers⁶⁷:

1. A declaration made by or on behalf of the candidate stating:

- his name;
- his home address in the UK or Gibraltar in full;
- that he is not standing as a candidate for election to the European Parliament in any other Member State at elections held in the same period; and
- where his name has been entered in a register of electors in a locality or constituency in the candidate's Home State (that is the Member State of which he is a national), the name of the locality or constituency where, so far as he knows, his name was last entered.

2. The candidate must also produce a certificate made by the competent administrative authorities in their Home State stating either that he has not been deprived of his right to stand as a candidate in that State or that no such disqualification is known to those authorities.

I attach a list compiled by the European Commission of the competent administrative authorities in each Member State. It is the responsibility of the candidate to obtain the certificate. If you receive a query from an EU citizen wishing to stand as a candidate in the

⁶⁷ This is required in Great Britain by rule 9, Schedule 1 to the European Parliamentary Elections Regulations 2004, and in Northern Ireland by rule 7, Schedule 1 to the European Parliamentary Elections (Northern Ireland) Regulations 2004.

UK about obtaining a certificate then please refer them to the relevant contact in their Home State as shown on the list.

As soon as practicable after publication of the statement of parties and individual candidates nominated, you are required to send to the Secretary of State a copy of the declaration made by any EU citizen standing as a candidate at the election. Please can you send copies of any declarations to:

Peter Richardson
Elections and Democracy Division
Ministry of Justice
7.35
102 Petty France
London SW1H 9AJ

Please let me know if you have any queries on this matter.

Yours sincerely,

Peter Richardson

European Elections 2009

Tools for the Member States for implementing Directive 93/109

(participation of Union citizens in the European elections)

Competent Authorities, Article 10(2)

*Authorities competent for delivering an attestation to candidates
required by Article 10(2)*



European Commission

Austria

Directorate General DIRECTORATE-GENERAL JUSTICE, FREEDOM AND SECURITY
European Commission - B-1049 Bruxelles / Belgium.
Telephone: (32-2) 295.85.07 and (32-2) 296.43.39
E-mail: tibor.vaszi@ec.europa.eu

The Competent Authority	Bundesministerium für Inneres Abteilung III/6
Address	Postfach 100 A-1014 Wien
Contact details	Tel: + (43-1) – 53126/2464 Fax: (43-1) – 53126/2110 Email: wahl@bmi.gv.at www.bmi.gv.at

Belgium

<i>The Authority</i>	<i>Service Public Fédéral Intérieur, Direction générale Institutions & Population / Federale Overheidsdiens Binnenlandse Zaken Algememene Directie Instellingen & Bevolking</i>
Address	Park Atrium Rue des Colonies, 11 B – 1000 Bruxelles
Contact details	Tel: + (32-2) – 518.22.11 GSM : + (32-2) – 473.94.93.26 Fax: + (32-2) – 518.27.11 Email: stephan.demul@ibz.fgov.be www.ibz.rrn.fgov.be

Bulgaria

The Authority	Execution of Punishments Directorate General / Chief of sector "Regime task"
Address	21, Gen. N. Stoletov Boulevard 1309 Sofia,
Contact details	Tel: +359 (0) 2 8139234 Fax: +359 (0) 2 9311574 Email: gdin@abv.bg www.justice.government.bg

Cyprus

The Authority	Ministry of Interior Central Electoral Service
Address	CY – 1453 Nicosia
Contact details	Tel: + (357) 22867714 Fax: + (357) 22678486 Email: elections@moi.gov.cy www.moi.gov.cy www.elections.gov.cy

Czech Republic

The Authority	Ministry of the Interior
Address	Náměstí Hrdinů 3 CZ 140 21 Praha 4
Contact details	Tel: + 420 974 817 371 Fax: + 420 974 816 873 Email: volby@mvcr.cz www.mvcr.cz

Denmark

The Authority	Velfærdsministeriet
Address	Holmens Kanal 22 DK - 1060 København K
Contact details	Tel: + (45-33) - 92 93 00 Fax: + (45-33) - 92 94 41 Email: valg@vfm.dk www.vfm.dk/valg

Estonia

The Authority	National Electoral Committee
Address	Lossi plats 1A 15165 Tallinn Estonia
Contact details	Tel: + 372 631 6540 Fax: + 372 631 6541 Email: val@riigikogu.ee www.vvk.ee

Finland

The Authority	Oikeusministeriö/vaaliyksikkö
Address	PL 25 FIN - 00023 Valtioneuvosto (Helsinki)
Contact details	Tel: + (358-9) - 16.06.75.72 Fax: + (358-9) - 16.06.77.50 Email: vaalit@om.fi http://www.vaalit.fi

France

The Authority	Ministère de l'intérieur
Address	Place Beauvau, F – 75800 Paris – Cedex 08
Contact details	Tel: + (33-1) – 40 07 27 96 Fax: + (33-1) – 40 07 60 01 Email: Xavier.peneau@interieur.gouv.fr ; mathieu.duhamel@interieur.gouv.fr www.interieur.gouv.fr

Germany

The Authority	Bundesministerium des Innern/ Referat V I 5
Address	D – 11014 Berlin
Contact details	Tel: + 49-(0)30 / 18681 45522 Tel: +49-(0)30 / 18681 0 Fax: + 49-(0)30 / 18681 45889 Email: VI5@bmi.bund.de www.bmi.bund.de

Greece

The Authority	Ministry of Interior, Directorate of Elections
Address	2 Evagelistrias Street Gr – 10183 Athens
Contact details	Tel: + (30 210) 3741300 Fax: + (30 210) 3741129, 3741140 Email: te.ekloges@ypes.gr www.ypes.gr/ekloges/content/gr/default.htm

Hungary

The Authority	Ministry of Local Government
Address	Budapest, Pf. 314, HU – 1903 Hungary
Contact details	Tel: +36 1 441 1600 Fax: +36 1 441 1729 Email: rytko.emilia@otm.gov.hu www.election.hu

Ireland

The Authority	Department of the Environment Heritage and Local Government
Address	Custom House, Dublin 1, Ireland
Contact details	Tel: + (353 - 1) - 8882420 Fax: + (353 - 1) - 8882690 Email: patricia_curran@environ.ie www.environ.ie

Italy

The Authority	Ministero dell'Interno Dipartimento Affari Interni e Territoriali Direzione Centrale dei Servizi Elettorali
Address	Piazza del Viminale, 1 00184 Roma, Italia
Contact details	Tel: + (39) - 0646527220 Fax: + (39) - 064883756 Email: paolo.guglielman@interno.it www.interno.it

Latvia

The Authority	Centrālā vēlēšanu komisija
Address	Smilšu iela 4 Rīga, LV-1050 Latvija
Contact details	Tel: + 371 67322688 Fax: + 371 67325251 Email: cvk@cvk.lv www.cvk.lv

Lithuania

The Authority	Central Electoral Commission
Address	Gedimino ave. 53, 01109 Vilnius, Lithuania
Contact details	Tel: +370 5 2396963 Fax: +370 5 2396960 Email: rinkim@vrk.lt www.vrk.lt

Luxembourg

The Authority	Ministère d'Etat
Address	4, rue de la Congrégation L-1352 Luxembourg
Contact details	Tel. +(352)2478 2100 FAX . + (352) 46 17 20

Malta

The Authority	Kummissjoni Elettorali (Electoral Commission)
Address	Evans Building Pjazza Sant Iermu Valletta VLT 2000 Malta
Contact details	+ (356) 21 24 74 98 + (356) 21 24 84 57 joseph.a.calleja@gov.mt

Netherlands

The Authority	Ministerie van Justie Dienst Justis Mr. C. de Roo
Address	Postbus 20300 2500 EH Den Haag, Nederland
Contact details	Tel: + (31) – 70-3707357 Email: c.de.roo@minjus.nl

Poland

The Authority	Ministry of Interior and Administration
Address	MSWiA Dep.CEP Ul. Pawińskiego 17/21 02-106 Warszawa
Contact details	Tel. +(48) – 22 – 6028304 Fax. +(48) – 22 – 6028006 Email:euelection@pesel.mswia.gov.pl

Portugal

The Authority	Ministério da Justiça Direcção-Geral da Administração da Justiça (DGAJ)
Address	Av. 5 de Outubro, n.º 125 1069-044 LISBOA - PORTUGAL
Contact details	Tel: (+351) 217906200 Fax: (+351) 217906459/60; Email: correio@dgaj.mj.pt

Romania

The Authority	Autoritatea Electorală Permanentă
Address	Str. Stavropoleos nr. 6 CP.030084, Sector 3, Bucureşti, România
Contact details	Tel: + (40-21) - 310 13 85 Fax: + (40-21) - 310 13 85 Email: office@roaep.ro www.roaep.ro

Slovakia

The Authority	Ministry of Interior of the Slovak Republic Section of Public Administration Election and Referendum Department
Address	Drieňová 22 Bratislava 826 86 SLOVAKIA
Contact details	Tel.: +421 2 4333 8662 Fax: +421 2 4333 3552 Email: ovr.svs@mvsr.vs.sk www.civil.gov.sk

Slovenia

The Authority	Ministry of the Interior, Internal Administrative Affairs Directorate
Address	Beethovnova ulica, 3 SI - 1000 Ljubljana
Contact details	Tel: + (386 - 1) - 428 49 34 Fax: + (386 - 1) - 472 42 53 Email: vep.mnz@gov.si ; alenka.colja@gov.si ; mojca.hrustel@gov.si ; katarina.sturm@gov.si http://www.mnz.gov.si/en/

Spain

The Authority	Ministerio del Interior. Subdirección General de Política Interior y Procesos Electorales.
Address	Amador de los Ríos 7, 28071 Madrid
Contact details	Tel: + (34-91). - 537 15 56 Fax: + (34-91). - 537 14 63 Email: pcolmenares@mir.es ; aclopez@mir.es www.elecciones.mir.es

Sweden

The Authority	Valmyndighet
Address	Box 4210 SE - 17104 Solna
Contact details	Tel: + (46-8) - 635.69.13 Fax: + (46-8) - 635.69.20 Email: lars.siljedahl@val.se www.val.se