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UK Parliamentary election

Candidate check list

This check list 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	
Add your full name, surname in the first box and all other names in the second	
Optional - Use the common name(s) boxes 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 Commission's website and supported by a certificate of authorisation from that party; others can use Independent (and/or Annibynnal in Wales) or leave this blank	
Subscribers – all ten subscribers must sign. Use your copy of the electoral register to make sure the elector number is accurate	
Candidate's home address form	
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 (or country if outside the UK) that your address is in, and sign the form	
Candidate's consent	
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)	
Candidate's full name	
Check certificate allows the registered party name or description used on nomination paper to be used (or allows any to be chosen)	
Issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf)	
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	
Request to come from the candidate	
Appoint an election agent	
Give name, home and office address of the appointed election agent	
The appointed agent to sign the form showing their acceptance	
Deposit	
£500 deposit (to be submitted in legal tender, by a banker's draft or in any other way permitted by the (Acting) Returning Officer)	

Office Use only	Date rec'd	Time rec'd	Initials	No.

1a	UK Parliamentary election	Nomination paper
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Election of a member to serve in Parliament for the	Constituency	Date of election	
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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 7 overleaf	

Subscribers				
	Signatures	Print name (optional)	Electoral Number	
			Polling district	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 **(Acting) Returning Officer** 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 he may be described by his title as if it were his surname.
3. Where a candidate commonly uses a name which is different from any other name he has, 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
4. 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.
5. An elector may not subscribe more than one nomination paper for the same election.
6. A person whose name is entered in the register may not subscribe a nomination paper if the entry gives as the date on which he will become of voting age a date later than the day fixed for the poll.
7. 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 of authorisation from each of the parties. Any candidate may alternatively use the description of 'Independent' (and/or 'Annibynol' in Wales), or leave the description box blank.

Office Use only	Date rec'd	Time rec'd	Initials	No.

1b	UK Parliamentary election	Home address form
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Constituency name	Date of election
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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 (Acting) Returning Officer by the close of 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 **(Acting) Returning Officer** no later than **4pm** on the last day to deliver nominations.

Office Use only	Date rec'd	Time rec'd	Initials	No.

1c	UK Parliamentary election	Consent to nomination
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Constituency name	Date of election
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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.
Maximum penalty one year imprisonment.**

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 **(Acting) Returning Officer** no later than **4pm** on the last day to deliver nominations.

Office Use only	Date rec'd	Time rec'd	Initials	No.

2

UK Parliamentary election

Certificate of authorisation

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		Date of election	
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This certificate must be authorised by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

In the relevant section below, the candidate may be allowed to use any registered description or the name of the party as registered with the Electoral Commission. Party names and registered descriptions are listed on the Electoral Commission's website (www.electoralcommission.org.uk). The candidate may also be allowed to choose to use 'any registered description or the party name as registered with the Electoral Commission'.

Details of candidate to be authorised and the allowed description/party name	
I hereby certify that	
The candidate (name in full):	
Is authorised to stand for:	Political party registered with the Electoral Commission
The candidate may include the following registered description/party name in their nomination paper:	
Note: It is an offence to make a false declaration. Maximum penalty one year imprisonment.	
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):	
Date:	

This form must be delivered for candidates standing on behalf of a political party to the (Acting) Returning Officer no later than **4pm** on the last day to deliver nominations.

Office Use only	Date rec'd	Time rec'd	Initials	No.

3

UK Parliamentary election

Request for a party emblem

Constituency name		Date of election	
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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	
Candidate's 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 (Acting) Returning Officer no later than **4pm** on the last day to deliver nominations.

Office Use only	Date rec'd	Time rec'd	Initials	No.

4	UK Parliamentary election	Notification of election agent
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Constituency name		Date of election	
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Candidate's notification of their election agent

I, (Candidate name in full):	
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Hereby declare that the name and home address of my election agent is

Agent's name:	
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Agent's home address (in full):	
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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:	
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Candidate's signature (or of person on behalf of candidate):	
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Date:	
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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	
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Date	
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Agent's other details in case of query (optional – will not be published)

Home telephone:	
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Work telephone:	
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Mobile telephone:	
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Email address:	
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Deliver to the **(Acting) Returning Officer** no later than **4pm** on the last day to deliver nominations.

Office Use only	Date rec'd	Time rec'd	Initials	No.

5	UK Parliamentary election	Notification of sub-agent
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Constituency name		Date of election	
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This form can only be used in a **county constituency**. For information if the constituency is a borough/burgh or county constituency please contact the (Acting) Returning Officer.

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:	

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:	

This form should be delivered to the (Acting) Returning Officer no later than the second day before polling day.