

Electoral registration and postal/proxy application form for prisoners

You can still register to vote if you are a person who usually lives in Scotland and you are serving a term of imprisonment of 12 months or less.

You are eligible to vote in local council elections and Scottish Parliament elections. You cannot vote in elections to the UK Parliament.

You can apply to vote by post or proxy (someone casts your vote on your behalf). You cannot vote in person at a polling station.

To register, you need to give:

- an address in Scotland where you would be living if you were not in prison, or
- an address in Scotland where you have lived in the past.

If you can't give either of these addresses because you were homeless or are not allowed to return to your previous address, you can give the address of the prison in Scotland where you are detained.

Part A - How to register to vote

- 1 Fill in part A of the form.
- 2 Make sure you sign the registration declaration.

Part B - How to apply to vote by post or proxy

You will not be able to vote unless you apply for either a postal or proxy vote.

- 1 Fill in either section 15 (postal vote) or section 16 (proxy vote).
- 2 Make sure you complete all sections of the form and supply your date of birth and signature.

Return both part A and part B of the form to the local electoral registration office for the address that you are registering to vote at. You can find their contact details and pre-paid and addressed envelopes in the prison library, ask a prison officer for one or one may have been supplied with this form.

Problems with the form?

If you have a query, or need further information, please contact the electoral registration office which covers the address at which you are registering to vote at. Telephone contact details are available in the prison library or ask a prison officer for the details.

What happens after I have returned this form?

Electoral registration form (Part A)

Your Electoral Registration Officer will write to confirm when you've been added to the electoral register.

Postal vote application (Part B)

When an election or referendum is going to be held, your ballot paper will be sent to you, or to another address which you nominate. Make sure you return your postal vote so that it arrives by the close of poll, otherwise it will not be counted.

A Freepost envelope is included in your postal ballot pack.

Proxy vote application (Part B)

When an election or referendum is held your proxy must go to your polling station to vote. If your proxy cannot get to the polling station, they can apply to vote for you by post. They can apply to do this by **5pm, 11 working days before the poll**. They can contact the electoral registration office for more details and to request a further application form. For contact details, they can go to **electoralcommission.org.uk/voter**

Your proxy will be sent information, telling them where and when to vote on your behalf.

You should let your proxy know how you want them to vote on your behalf, for example, which candidate, party, or outcome.

If you are no longer detained in prison then you can register to vote online at **gov.uk/register-to-vote**

Registering to vote

You can register to vote if you are:

- Resident (usually live) in Scotland and aged 14 or over (but you will not be able to vote in Scottish Parliament or local council elections until you are 16).

You must be:

- A British, Irish or European Union citizen, or
- A Commonwealth citizen or foreign national who has leave to enter or remain in the UK or who does not require such leave.

You cannot register to vote if you are only resident in Scotland because of your prison sentence.

All information requested on this form must be provided (unless stated otherwise) or your application may be delayed.

1 Your full name

First name(s)

Surname

2 Changed your name?

Please give us your most recent previous name (optional).

Please tell us the date you changed your name (optional).

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y

3 Your prisoner number

Prisoner number

4 Your date of birth

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y

5 Your nationality

If you have more than one nationality, please include them all.

(More info page 7)

6 Your National Insurance number (if you are aged 16 or over)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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7 Don't know your nationality or National Insurance number? Please tell us why

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8 Your address for registration

You should normally register to the address in Scotland where you would be residing if you were not detained. If that is not possible, you can give the address in Scotland where you were resident immediately before you came into prison (but not the address of a prison). If you were homeless, you can register to the address of a place in Scotland where you commonly spent a substantial part of your time. If you cannot provide any of these addresses, you can register to the prison unless your only connection to Scotland is your residence in a prison. Please tick ONE of the statements about your address for registration.

- I am applying to register at the address in Scotland where I would be living if I were not detained.
- I cannot provide an address where I would be living if I were not detained. I am applying to register at the address which I lived at immediately before I came into prison.
- I cannot provide an address where I would be living if I were not detained. I am applying to register at the address of the prison in Scotland where I am detained (only give this address if you can't give either of the addresses above because you were homeless or are prohibited from returning to your previous address).

Address

	Postcode
--	----------

9 Moved house in the last 12 months?

Please tick. No Yes If yes, please give any previous address where you have lived during the last year or your application may be delayed.

	Postcode
--	----------

If this address was overseas, were you registered in the UK as an overseas voter? Please tick. No Yes

10 Name and address of prison in Scotland

Correspondence will be sent to this address:

	Postcode
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11 The open register

The open register is an extract of the electoral register, but it is not used for elections. It can be bought by anyone and used for many purposes including confirming name and address details.

Please tick if you do not want your name and address to be included in the open register.

If you are aged under 16 your details will not be included in the open register. (More info page 7)

12 Registering anonymously?

Please tick if you have also submitted an application to register anonymously.

13 Registration declaration

I confirm that I am a British, Irish or European Union citizen or a Commonwealth citizen or foreign national who has leave to enter or remain in the UK or who does not require such leave.

I am serving a term of imprisonment of 12 months or less.

To the best of my knowledge, the information in this form is true.

I understand that the information I have given on this form will be used on the electoral register.

I understand that it is an offence to knowingly give false information in this form, and that I could face a fine up to £5,000 and/or up to six months in prison.

Signature

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Today's
date

D	D	M	M	Y	Y	Y	Y

Postal or proxy vote application form

Part B

You will not be able to vote unless you apply for either a postal or proxy vote.

14 Postal vote (only complete if you are applying for a postal vote)

14A If you would like to cast your vote by post

Please tick.

14B How long do you want your postal vote for?

I want to vote by post for the period

From To
D D M M Y Y Y Y D D M M Y Y Y Y

Please note that the end date cannot exceed your Earliest Date of Liberation.

14C Your full name

First name(s)

Surname

14D Address at which you are registered to vote (or are applying to be registered to vote)

Postcode

14E Address for ballot paper if different to correspondence address

Please send my ballot paper to

Postcode

The reason I would like my ballot paper sent to this address is

(More info page 7)

14F Date of birth and declaration (only complete if you have applied for a postal vote)

Declaration:

As far as I know, the details on this form are true and accurate.

I understand that to provide false information on this form is an offence, punishable on conviction by imprisonment of up to two years and/or a fine.

Date of birth:

Please write your date of birth in the boxes below.

D D M M Y Y Y Y

Signature:

Sign below, keeping within the grey border

Today's date:

D D M M Y Y Y Y

If you are unable to sign this form, please contact your electoral registration office. You can find their contact details in the prison library or ask a prison officer for the details.

15 Proxy vote (only complete if you are applying for a proxy vote)

15A If you would like to cast your vote by proxy (someone voting on your behalf)

Please tick

15B How long do you want a proxy vote for?

I want to vote by proxy for the period

From To
D D M M Y Y Y Y D D M M Y Y Y Y

Please note that the end date cannot exceed your Earliest Date of Liberation.

15C Your full name

First name(s)

Surname

15D Address at which you are registered to vote (or are applying to be registered to vote)

.....
Postcode

15E Name of prison in which you are detained

15F About your proxy

Full name

Family relationship (if any)

Full address
.....
Postcode

Email (optional) Phone number (optional)

(More info page 7)

15G Date of birth and declaration (only complete if you have applied for a proxy vote)

Declaration: I have asked the person I have named as my proxy and confirm that they are willing and capable to be appointed to vote on my behalf.

I am eligible to vote by proxy due to my detention in prison.

As far as I know, the details on this form are true and accurate. I understand that to provide false information on this form is an offence, punishable on conviction by imprisonment of up to two years and/or a fine.

Date of birth:

Please write your date of birth in the boxes below.

D D M M Y Y Y Y

Signature:

Sign below, keeping within the grey border

Today's date:

D D M M Y Y Y Y

If you are unable to sign this form, please contact your electoral registration office. You can find their contact details in the prison library or ask a prison officer for the details.

Nationality

If you have more than one nationality, please include them all. You can only register to vote if you are a British, Irish, European Union citizen, or a Commonwealth citizen or foreign national who has leave to enter or remain in the UK or does not require such leave. We may need additional evidence about your nationality or we may check your nationality or immigration status against government records.

Changed your name?

For example, you may have got married and changed your name. You do not have to give us details of your name change but it will help us identify you. If this information is not given then you may need to provide additional documentary evidence.

The open register

There are two registers. Why?

Using information received from the public, registration officers keep two registers – the electoral register and the open register (also known as the edited register).

The electoral register lists the names and addresses of everyone who is registered to vote in public elections. The register is used for electoral purposes, such as making sure only eligible people can vote. It is also used for other limited purposes specified in law, such as:

- detecting crime (e.g. fraud)
- calling people for jury service
- checking credit applications.

The open register is an extract of the electoral register, but is not used for elections. It can be bought by any person, company or organisation. For example, it is used by businesses and charities to confirm name and address details. If you are aged 16 or over your name and address will be included in the open register unless you ask for them to be removed. Removing your details from the open register does not affect your right to vote.

If you are aged 14 or 15, you will not be included on the open register. You will be included on the electoral register, but only Electoral Registration Officers and their staff can usually see the details you provide. About six weeks before an election certain people need details of everyone who can vote in that election. If you will be 16 on the date of a Scottish Parliamentary or local council election, your name and address will be given to people who run the elections, and to candidates who want to provide information to voters. You can find out more information in the prison library about both registers and how they may be used.

Voting by post

What happens if I choose to vote by post?

When an election or referendum is going to be held, your ballot paper will be sent to you in the post. Make sure you return your postal vote so that it arrives by the close of polls, otherwise it will not be counted. A freepost envelope is included in your postal ballot pack.

Some people, including political parties, have access to the list of postal voters. This list will show where your postal vote is being sent to which may be the prison address.

Voting by proxy

About your proxy

A person can only be a proxy for close relatives and up to two other people at an election or referendum. Close relatives are the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the applicant.

Convicted prisoners currently serving a sentence are not eligible to be appointed as a proxy.

Your proxy must be registered to vote for that election or referendum.

Your proxy must be 16 or over on polling day to vote on your behalf in local council and Scottish Parliament elections.

What happens if I choose to vote by proxy?

Your proxy must go to your polling station to vote. If your proxy cannot get to the polling station, they can apply to vote by post for you. They can apply to do this by 5pm, 11 working days before the poll. They can contact electoral registration office for the address you are registering at for more details and to request a further application form.

Your proxy will be sent information telling them where and when to vote on your behalf.

You should let your proxy know how you want them to vote on your behalf, for example, which candidate, party or outcome.

Privacy statement

We collect information under the legal basis of a task carried out in the public interest, as set out in the Representation of the People Act 1983 and related regulations. We will look after personal information securely and follow data protection legislation. If you opted-out of the open register we will only use the information you give us for electoral purposes, including matching it against other sources of data to support the electoral register. We will not give personal information to anyone else, unless we have to by law. The law requires us to share your information with candidates, political parties and campaigners for democratic engagement purposes and credit reference agencies to check your identity when you apply for credit.

If you have not opted-out of the open register your name and address can be bought by anyone and used for lots of purposes, including direct marketing.

The Electoral Registration Officer is the Controller. They must have a policy document known as a privacy notice setting out how they process personal data. Copies of their privacy notices are available in the prison library.