

Council logo

«The Resident/Occupier»

«PostalAddress1»

«PostalAddress2»

«PostalAddress3»

«PostalAddress4»

«PostalPostcode»

«Date»

«Council»

«Address1»

«Address2»

«PostalPostcode»

«PhoneNumber»

«Email»

«Web»

Reference number

«Ref.»

Dear «Resident/Occupier»

Is the electoral register information for this property up to date?

We need to know who lives at this address to check who is eligible to register to vote. Being registered to vote gives you the right to vote in elections and could improve your credit rating.

Has there been a change in who lives at this address? This might include:

- New occupiers of the property
- Someone moving into the property with you
- Someone moving out of the property

We want to keep the electoral register up to date by inviting any new residents to register to vote, and removing people from the register if they no longer live at the property.

You can respond by:

- Phone: Call <<enter phone number and response details>>
 - Post: Complete and post the attached form
- <<Add any further response channels>>

If you have a query, or need further information, please contact us using the details above.

Yours faithfully

«Name»

«Title»

(Barcode goes here)

Registration Enquiry Form

«Street»

«Town»

«County»

«Postcode2»

1 Check who is eligible to register to vote

We want to know who lives at this address in order to check who is eligible to register to vote. Information on who is eligible to register to vote can be found on page 3.

The easiest way to respond is «**enter available response channels**». 

You can also respond by post using this form.

A People we have registered to vote at this address

- Cross out anyone who has moved out
- Add new people to section B
- Use black ink and CAPITALS

Full Name

«Full Name»

«Full Name»

«Full Name»

«Full Name»

«Full Name»

B Add the details of anyone eligible to register to vote at this address who is not listed above. This includes anyone over the age of 14

Full Name	Nationality	If aged 14 or 15, supply DOB	Phone (optional)	Email (optional)

Providing an email and phone number gives a quick and easy way to contact you about your registration.

Not enough space? Please write further names on a separate sheet of paper.

If you add any new people they will also need to complete a registration application. They can do this at gov.uk/register-to-vote. We will send each new person a form if they do not apply online.

(Barcode goes here)

2 Fill in this section if there is no one at this address who is eligible to register to vote

Please tick.

☐

The property is empty

☐

This is a second home

☐

This is solely a business premises

Other reason (please state)

Who is eligible to register 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 Parliamentary or local council elections until you are 16. You will not be able to vote in UK Parliamentary elections until you are 18).

You must also be either:

- A British or Irish 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.

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 look after personal information securely and follow data protection legislation.

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. Refer to the privacy notice at «Web 2» or contact us to request a copy. «ERO name» «ERO address» «ERO telephone»

(Barcode goes here)