

# electoral administration bulletin

The  
Electoral  
Commission



Issue 342 (England) – 18 November 2022

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### Elections Act: guidance update

Information on and a link to our guidance for EROs on the Voter Authority Certificate application process, as well as a link to our updated key planning considerations guidance.

EA Bulletins are issued on a regular basis. They are one of our key channels for communicating with Returning Officers, Electoral Registration Officers and their staff. Past issues of Bulletins for England, Scotland and Wales are available [here](#). You can also [subscribe to the EA Bulletins](#).

Please [keep us informed](#) of any staff changes within your team. This will help us to keep our mailing lists up-to-date.

We are sending you this newsletter as it contains important information about the Electoral Commission's work which is relevant to you. The newsletter forms part of the Electoral Commission's public task which has its basis in the Political Parties, Elections and Referendums Act 2000. We will manage your personal information and contact details in line with the General Data Protection Regulation and UK data protection legislation as outlined in our privacy notice (<https://www.electoralcommission.org.uk/privacy-notice>)

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### Elections Act: guidance update

Further to [Bulletin 341](#), we have now published new [core guidance for EROs](#) to support the Voter Authority Certificate application process, which we expect to be launched in January 2023.

The guidance covers the requirements for electors to apply for a Voter Authority Certificate or an Anonymous Elector's Document, how you should process and determine applications, and information on the production and delivery of Certificates and Documents.

It has been developed in close consultation with colleagues from across the electoral community, including the Association of Electoral Administrators (AEA), Scottish Assessors Association (SAA), Society of Local Authority Chief Executives (Solace), the Department for Levelling Up, Housing and Communities (DLUHC) and the Elections, Registration and Referendums Working Group (ERRWG).

We have also published an updated version of [our key planning considerations guidance](#). The latest updates cover the allocation of electors and staff to polling stations, our public awareness campaign and the production of covering envelopes for poll card letters.

Full details of the changes can be found in the change log at the start of the guidance. We will continue to keep this guidance under review as more details about the implementation of the Elections Act emerge, and will update you through the Bulletin when any further updates are made.

If you have any questions about any of this, please contact your [local Commission team](#) who will be happy to help.

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The Electoral Commission  
3 Bunhill Row, London EC1Y 8YZ  
Tel England: 0333 103 1928

[infoengland@electoralcommission.org.uk](mailto:infoengland@electoralcommission.org.uk)

[www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

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