

*(Electoral  
Registration Office  
logo goes here)*

«Forename»«Surname» «ERO»  
«PostalAddress1» «Address 1»  
«PostalAddress2» «Address 2»  
«PostalAddress3» «Postcode»  
«PostalAddress4» «Phone Number»  
«PostalPostcode» «Email»  
«Ref»

«Date»

Dear «Forename»«Surname»



From 4 May 2023, you must take photo ID with you when you vote at a polling station.



You can find out which elections you need to have photo ID for at [electoralcommission.org.uk/voterID](https://electoralcommission.org.uk/voterID)



You do not need to have photo ID to vote at Scottish Parliament or Scottish council elections.



You can find out what you can use as photo ID at [electoralcommission.org.uk/voterID](http://electoralcommission.org.uk/voterID)



If you do not have any of the ID on the list,



and want to vote in an election where you need photo ID



you can apply for a Voter Authority Certificate.



A Voter Authority Certificate is free.



You will be able to use your Voter Authority Certificate as photo ID when you vote at a polling station.



You can use the form with this letter to apply for a Voter Authority Certificate.



Or you can apply online at [voter-authority-certificate.service.gov.uk](https://voter-authority-certificate.service.gov.uk)



You can only apply for a Voter Authority Certificate if you have registered to vote.



You can register to vote at [gov.uk/register-to-vote](https://gov.uk/register-to-vote)



or contact us for a paper form.



Our contact details are at the top of this letter.



You can also contact us if you are not sure if you are registered to vote.



When you fill in the Voter Authority Certificate form with this letter, it will help if you:

- have a photo you can send with the form
- know your National Insurance number
- know your date of birth



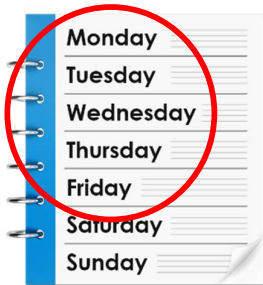
If you do not know this information, you might have to wait longer before we can send you a Voter Authority Certificate.



When you have filled in the form, please send it to the address at the top of this letter.



We must have your form by 5pm, 6 working days before the election you want to vote in.



Working days are usually Monday, Tuesday, Wednesday, Thursday and Friday.



Do not count a day as a working day if it is a public holiday. For example, Good Friday is a public holiday.

Yours sincerely

«Title» «Name»