

Factsheet on access and supply of the electoral register for political parties

Political parties, elected representatives and candidates are entitled to be supplied with a copy of the full electoral register for particular purposes specified in legislation as described below.

You can request (unless otherwise stated in the legislation):

- relevant parts of the full register
- any notice setting out an alteration to the register
- the list of overseas electors
- lists of people voting by post or proxy (lists of absent voters).

You will need to contact the Electoral Registration Officer (ERO) for the relevant local electoral area to request this information. We have created a template request form for [England and Wales](#) and for [Scotland](#) which you may use for this purpose.

EROs have a legal responsibility to make sure that they only supply this information to those who are entitled to receive it for the particular purposes specified in legislation.

To help ensure you receive the information you want as quickly as possible, it is important that your request to the ERO is clear and complete. This will help avoid delays and reduce the need for EROs to ask follow-up questions.

The legislation in this area is complex and there are certain rules that you must follow when requesting this information. This factsheet summarises the legislative requirements and restrictions, depending on your role, but you should seek your own legal advice if you are unsure of your entitlement or the permitted uses of the information.

You must securely destroy the information when it is no longer needed for the permitted purpose. There is a criminal penalty for misuse of the information.

Registered political party

What can be requested

Regulation 106, Representation of the People (England and Wales) Regulations 2001.

Regulation 105, Representation of the People (Scotland) Regulations 2001.

The electoral register for the whole, or any part, of the constituency which falls within the relevant electoral registration area including any notice(s) of alteration, the list of overseas electors (where relevant) and absent voting lists.

When and how it can be requested

You may request the register from the relevant ERO at any point during the year.

A request must be made in writing and specify:

- the document(s) being requested
- whether the request is for the published register only, or whether it includes notices of alteration.

Unless you request otherwise, the document(s) will be supplied in data format.

To help the ERO with processing your request, you should specify that you are requesting the register on behalf of a registered political party under Regulation 106 (in England and Wales) or Regulation 105 (in Scotland). You should confirm the registered name of the political party, your role in relation to that party and the purpose for which you need the information.

Restrictions on access

Any person appointed by the party may request supply of the electoral register. The ERO may request evidence to confirm you are permitted to request the register on behalf of the party.

Permitted uses of the register

Under this entitlement the register may only be used for electoral purposes and for the purpose of complying with the control of donations. If you are unsure you should seek your own legal advice.

Local constituency party

What can be requested

Regulation 105, Representation of the People (England and Wales) Regulations 2001.

Regulation 104, Representation of the People (Scotland) Regulations 2001.

The electoral register for the whole or any part of the constituency which falls within the relevant electoral registration area including any notice(s) of alteration, the list of overseas electors (where relevant) and absent voting lists.

When and how it can be requested

You may request the register from the relevant ERO at any point during the year.

A request must be made in writing and specify:

- the document(s) being requested
- whether the request is for the published register only or whether it includes notices of alteration

Unless you request otherwise, the document(s) will be supplied in data format.

To help the ERO with processing your request, you should specify that you are requesting the register on behalf of a local constituency party under Regulation 105 (in England and Wales) or Regulation 104 (in Scotland). You should confirm the registered name of the political party, your role in relation to that party and the purpose for which you need the information.

Restrictions on access

Only **one person** may be nominated to request the register for a particular constituency by the registered nominating officer of a registered political party. The ERO may request evidence to confirm you are the nominated person permitted to request the register on behalf of the party.

Any subsequent requests made by a different person for the same political party may be rejected by the ERO if a nominated person has already requested the register. If the nominated person changes, you should contact the ERO.

Permitted uses of the register

Under this entitlement the register may only be used for electoral purposes and for the purposes of electoral registration. If you are unsure you should seek your own legal advice.

Elected representatives

This includes: MPs, MSPs, MSs, local councillors, the Mayor of London, London Assembly members, elected mayors and combined authority/combined county authority mayors and Police and Crime Commissioners.

What can be requested Regulation 103, Representation of the People (England and Wales) Regulations 2001.

Regulation 102, Representation of the People (Scotland) Regulations 2001.

The electoral register for the relevant part of the electoral area that you represent, any notice(s) of alteration, the list of overseas electors (where relevant) and absent voting lists relevant to the area.

For Members of the Scottish Parliament:

Paragraph 3, Schedule 1, Scottish Parliament Order

A revised version of the register and any notice of alteration (for as much as relates to your constituency or, for regional members, for the whole of the registration area).

For Police and Crime Commissioners:

Paragraph 3, Schedule 1, Police and Crime Commissioner Elections Order 2012

The relevant part of the register, any notice of alteration, and absent voting lists for the police area that you represent.

When and how it can be requested You may request the register from the relevant ERO at any point during the year.

A request must be made in writing and specify:

- the document(s) being requested
- whether the request is for the published register only or whether it includes notices of alteration

Unless you request otherwise, the document(s) will be supplied in data format.

To help the ERO with processing your request, you should specify that you are requesting the register under your entitlement as an elected representative and the relevant provision as outlined above and which type of elected representative you are.

Restrictions on access Only the elected representative or someone they have appointed may request the register.

Permitted uses of the register

Under this entitlement the register may only be used for purposes in connection with the office by virtue of which you are entitled to the register or for electoral purposes. If you are unsure you should seek your own legal advice.

Candidates

What can be requested

Once you officially become a candidate¹ you are entitled to receive a free copy of the electoral register and the lists of absent voters for the electoral area you are contesting.

When and how it can be requested

You may request the electoral register and lists of absent voters from the ERO once you officially become a candidate.

A request must be made in writing and specify:

- the document(s) being requested
- whether the request is for the current lists only, or whether it includes a request for the final lists

Unless you request otherwise, the document(s) will be supplied in data format.

The version of the electoral register and lists supplied will be the ones current at the time of your request. You may also request the updates to the electoral registers and lists that are published in the lead-up to the poll, including the list of newly registered electors when it is published five working days before the poll.

Some elections/referendums cover more than one registration area so you may need to apply to each area.

Restrictions on access

The request must be completed by the candidate, except in the case of party lists such as at GLA London Member, Scottish Parliament regional or Senedd elections where this form must be completed by the election agent.

¹ The earliest you can officially become a candidate is on the last date for publishing the notice of election. You will officially become a candidate on this day if, on or before this date, you have already declared yourself a candidate at the election (or another person has declared that you are a candidate).

Permitted uses of the register Under this entitlement the register may only be used for electoral purposes and the control of donations. If you are unsure you should seek your own legal advice.

More information, including a [template request form](#), can be found in our guidance for [candidates and agents](#).

The marked register and marked absent voting lists

The marked electoral registers and marked lists of absent voters show who has been issued with a ballot paper, who has returned their postal ballot paper, and who has had a proxy vote cast on their behalf at a particular election.

What can be requested Regulation 117, Part VII, Representation of the People (England and Wales) Regulations 2001

Regulation 117, Part VII, Representation of the People (Scotland) Regulations 2001

When and how it can be requested You can obtain copies of the marked register of electors and marked lists of absent voters after the election if you make a request in writing to the ERO.

The requested document(s) will be supplied for a fee of £10 plus £2 for printed and £1 for data versions per 1,000 entries.

Restrictions on access The ERO will only retain the marked registers and marked absent voting lists for one year after the election, after which time they will be destroyed.

Permitted uses of the marked register A person who obtains a copy of any part of a marked register or list under this regulation may use it only for the permitted purposes specified in the relevant regulations, and any conditions which apply to the use of the full register. These restrictions also apply to anyone to whom the register has been supplied by the person who obtained a copy or part of the marked register.
