

## Voting by proxy

Proxy voting means that if you cannot vote in person, you can have someone you trust vote on your behalf. You can use this form to change your proxy for a Scottish Parliament or council election if your existing proxy is unable to vote at the polling station on your behalf.

Both you and your proxy must be registered and eligible to vote.

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

For more information, visit [electoralcommission.org.uk/proxyvote](https://electoralcommission.org.uk/proxyvote).

## How do I apply to change my proxy?

- To change your proxy, you must have an existing proxy arrangement.
- Ask someone who is willing and capable to be your replacement proxy and vote on your behalf.
- Fill in the proxy vote application form. You must give a reason why your existing proxy is unable to vote in person on your behalf.
- Make sure all required sections of the form are complete and provide your date of birth and signature. This information is needed to prevent fraud. If you are unable to sign this form, please contact your local electoral registration office.
- Your form must arrive at your local electoral registration office **before 5pm, on the day of the poll**.
- **Return your form to your electoral registration office.** You can find their details and more information at [electoralcommission.org.uk/voter](https://electoralcommission.org.uk/voter).

**Please do not return your form to the Electoral Commission.**

If you have a long-term proxy arrangement, your new proxy will remain appointed for future elections unless you apply again to change or cancel your proxy.

You cannot change an existing proxy who is voting by post on your behalf.

You must already be registered to vote to apply for a proxy vote or to change a proxy. The deadline to register to vote is **midnight, 12 working days before the poll**. If you are not registered, go to [gov.uk/register-to-vote](https://gov.uk/register-to-vote) for information about registering to vote in future elections.

## What happens after I've returned this form?

- Your local electoral registration office will confirm if your application has been accepted or rejected.
- Your local electoral registration office will tell your proxy when and where to vote on your behalf.
- You must tell your proxy how you want them to vote on your behalf, for example, which candidate or party.
- If it turns out that you are able to go to the polling station on polling day, you can vote in person as long as your proxy has not already done so, or has not applied to vote for you by post.

## Privacy statement

The Electoral Registration Officer is the Controller. Their lawful basis for collecting the personal information in this application form is that the processing is necessary in order to perform a task in the public interest as set out in the Representation of the People Act 1983 and related legislation.

The Electoral Registration Officer is legally required to process your personal information securely and comply with data protection legislation. For further information you should refer to their privacy notice. You can find their website address and contact details at [electoralcommission.org.uk/voter](https://electoralcommission.org.uk/voter).

