

( Local Authority logo goes here )

<<The Resident/Occupier>>

<<PostalAddress1>>

<<PostalAddress2>>

<<PostalAddress3>>

<<PostalAddress4>>

<<PostalPostCode>>

<<Council>>

<<Address 1>>

<<Address 2>>

<<Postcode>>

<<Email>>

<<Web>>

<<Date>>

## Voter registration form

for a Crown servant or British Council employee or their spouse or civil partner or their children who are living with them

 **Go online**

If you are aged 16 or over, you can fill in this form at [gov.uk/register-to-vote](https://gov.uk/register-to-vote).

**You can register to vote as a Crown servant or British Council employee using this form if:**

- you are working outside the UK as a Crown servant (e.g. in the diplomatic service or overseas civil service) or as an employee of the British Council
- you are the spouse or registered civil partner of a Crown servant or British Council employee and you accompany them during their employment abroad
- your parent or guardian is a Crown servant or British Council employee and you are living abroad with them.

### Registering as a Crown servant or British Council employee

- **If you are a Crown servant or British Council employee serving abroad or the spouse or registered civil partner of a Crown servant or British Council employee** and you accompany them during their employment abroad, you can register at a fixed address in the UK even if you move around. You must renew your application every 12 months, but you can cancel it at any time.
- **If you are under 18 and you are living with a parent or guardian who is a Crown servant or British Council employee and you would be living in Scotland if your parent or guardian were not based overseas**, your registration must be renewed each year and will end when you are 18 years of age. Then you will need to make a new application to register reflecting your circumstances at that point. You will be reminded to do so before your eighteenth birthday.

## How to register to vote

- 1 Fill in this voter registration form.
- 2 Make sure you sign the declaration.
- 3 Return your completed form to us at the address shown above.
- 4 Problems with the form? Contact us if you need help understanding or completing this form – or if you need this form in large print or in another format.

**Register to vote as soon as possible**, or it may be too late to vote in the next election.

Yours faithfully

<<Name etc.>>

# Voter registration form for a Crown servant or British Council employee

## Register to vote

### Registering to vote

You can register to vote if you are resident (usually live) in Scotland and aged 14 or over. You will not be able to vote in Scottish Parliament or local council elections until you are 16 and you will not be able to vote in UK Parliament elections until you are 18. You must also be one of the following:

- a British or Irish citizen
- a European Union (EU) citizen
- a Commonwealth citizen who has permission to enter or stay in the UK, Channel Islands or Isle of Man, or who does not need permission
- a foreign national who has permission to enter or stay in the UK, Channel Islands or Isle of Man, or who does not need permission.

Permission to enter or stay in the UK, Channel Islands or Isle of Man (also called Leave to Enter or Remain) refers to a legal immigration status.

### 1 Your name and address

First name(s)

Last name

Your UK registration address   
  
 Postcode

This address is where:

Please tick.

- ☐ I would be living if I or my spouse or civil partner were not working abroad
- ☐ I would be living if my parent or guardian was not a Crown servant or British Council employee working abroad
- ☐ I have lived in the past

Your current address outside the UK   
  
 Postcode

Do you also live at another address? Please tick. ☐ No ☐ Yes

(If yes, you do not have to give us this address now, but we may ask for more information later).

Correspondence address (if different)   
  
 Postcode

We will only use this address to contact you about your registration.

( Barcode goes here )

**(more info on page 6)**

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Y Y Y Y

### 3 Moved house in the last 12 months?

☐ Yes

Postcode

☐ Yes

#### 4 Employment details

My parent or guardian is a British Council employee working outside the UK.

\_\_\_\_\_

Please include the name of the government department or part of the Scottish Administration.

**5 Your date of birth** (more info on page 6)





14-15 ☐ 16-17 ☐ 18 or over ☐

(Don't know your date of birth? Please see section 12).

## 6 Your nationality (more info on page 6)

Please state your nationality. If you have more than one nationality, please include them all.

(Don't know your nationality? Please see section 12).

## 7 Your National Insurance number (If you are aged 16 or over)

You can find this on your payslip, or on official letters about tax, pensions or benefits.

(Don't know your National Insurance number? Please see section 12).

☐ Please tick if you are aged under 16.

## 8 Contact details

Providing a phone or email address helps us to contact you quickly and easily about your application.

Phone number (optional)

Email (optional)

## 9 The open register (more info on page 6)

The open register is an extract of the electoral register, but it is not used for elections. It can be bought by anyone and used for many purposes including direct marketing.

☐ Please tick if you do not want your name and address to be included in the open register.

If you are aged under 16 your details will not be included in the open register.

## 10 Registering anonymously?

☐ Please tick if you have also submitted an application to register anonymously.

## 11 Voting by post or proxy?

If you intend to vote in person at a polling station, you should leave this section blank.

To vote by post or proxy, you must complete a separate application for an absent vote. More information can be found at [gov.uk/how-to-vote](https://www.gov.uk/how-to-vote), or tick how you want to vote below and we will send you information.

☐ By post

☐ By proxy (someone voting on your behalf)

## 12 Don't know your date of birth, nationality or National Insurance number? Please tell us why

If you can't provide these details we may ask you for other evidence before processing your application.

( Barcode goes here )

### 13 Declaration

I confirm that I am a British, Irish, European Union, eligible Commonwealth citizen or eligible foreign national.

(Eligible Commonwealth citizens and eligible foreign nationals are people who have permission to enter or stay in the UK, Channel Islands or Isle of Man, or who do not need permission).

I confirm that I would be living in the UK, if I, my spouse/civil partner or my parent/guardian were not serving as a Crown servant or British Council employee.

To the best of my knowledge, the information in this form is true.

I understand that the information I have given on this form will be used on the electoral register.

I understand that if I knowingly give false information in this form, I could face a fine of up to £5,000 and/or up to six months in prison.

**Signature**

**Today's date**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

### Voting at the polling station

At UK Parliament elections, you will need to show photo ID at your polling station to cast your vote. If you do not have accepted photo ID, you can apply for a free voter ID document, the Voter Authority Certificate. For more information, go to [gov.uk/how-to-vote/photo-id-youll-need](https://www.gov.uk/how-to-vote/photo-id-youll-need) or contact us.

If you need help filling in this form please contact us using the details on page 1.

( Barcode goes here )

## Changed your name?

For example, you may have got married and changed your name. You do not have to give us details of your name change but it will help us identify you. If this information is not given, then you may need to provide additional documentary evidence.

## Your date of birth

If you don't know your date of birth, please give the date you put on official documents (for example, your passport or driving licence) or tick one of the boxes. Your date of birth identifies you and confirms your eligibility to vote.

## Your nationality

We may need additional evidence about your nationality or we may check your nationality or immigration status against government records.

## The open register

### There are two registers. Why?

Using information received from the public, registration officers keep two registers – the electoral register and the open register (also known as the edited register).

**The electoral register** lists the names and addresses of everyone who is registered to vote in public elections. The register is used for electoral purposes, such as making sure only eligible people can vote. It is also used for other limited purposes specified in law, such as:

- detecting crime (e.g. fraud)
- calling people for jury service
- checking credit applications.

**The open register** is an extract of the electoral register, but is not used for elections. It can be bought by any person, company or organisation. For example, it is used by businesses and charities to confirm name and address details. If you are aged 16 or over, your name and address will be included in the open register unless you ask for them to be removed. Removing your details from the open register does not affect your right to vote.

**If you are aged 14 or 15**, you will not be included on the open register. You will be included on the electoral register, but only Electoral Registration Officers and their staff can usually see the details you provide. Your details will not be included in any register that is published. About six weeks before an election certain people need details of everyone who can vote in that election. If you will be 16 on the date of a Scottish Parliament or local council election, your name and address will be given to people who run the elections, and to candidates who want to provide information to voters.

If you are concerned that having your name or address on the register may affect your safety, there could be other options available to you. In certain circumstances, you can register without your name and address showing on the register. To find out more, please contact us. You can find our address on page 1.

You can find out more information about both registers and how they may be used at [gov.uk/register-to-vote](https://gov.uk/register-to-vote).

## 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.

If you opted-out of the open register, your name and address can only be used for electoral purposes (including matching it against other data sources to support the electoral register) and other limited purposes specified in law. The law allows your information to be used for democratic engagement activities (by political parties, candidates, and agents), crime detection, jury summoning, and credit application identity checks.

If you did not opt-out of the open register your name and address can be bought by anyone and used for lots of purposes, including direct marketing.

Please refer to the privacy notice at <<Web>> or contact the Electoral Registration Officer to request a copy.

«ERO name»

«ERO address»

«ERO telephone»

## Problems with the form?

**Contact us if you need help understanding or completing this form – or to request it in large print or another format. Our contact details are on page 1.**