(*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**.

SAMPLE

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 Wales 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 Wales and aged 14 or over. You will not be able to vote in local council or Senedd elections until you are 16 and you will not be able to vote in UK Parliament or Police and Crime Commissioner (PCC) elections until you are 18. You must also be one of the following:

- a British or Irish citizen
- a Commonwealth citizen (including Maltese and Cypriot) 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
- a European Union (EU) citizen.

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)

Middle 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)

SAMPLE

2 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 13).

3 Your immigration status (more info on page 6)

Only complete this section if you are an EU citizen from one of the following countries:
Austria • Belgium • Bulgaria • Croatia • Czech Republic • Estonia • Finland • France • Germany • Greece • Hungary • Italy • Latvia • Lithuania • Netherlands • Romania • Slovakia • Slovenia • Sweden

Since 31 December 2020 have you continuously had permission to enter or stay in the UK, Channel Islands or Isle of Man, or not needed permission?

Answer 'Yes' if one or more of the following applied to you on or before 31 December 2020 and has continued without a break:

- settled or pre-settled status under the EU settlement scheme, except if you applied as a joining family member
- indefinite or limited permission to enter or stay in the UK, Channel Islands or Isle of Man
- resident in the UK, Channel Islands or Isle of Man but exempt from immigration controls.

If your answer to the question is 'Yes' and you have been absent from the UK for a period of time that is allowed under the terms of your immigration status, then you should still tick the 'Yes' option.

Please tick. ☐ No ☐ Yes

SAMPLE

(Barcode goes here)

4 Changed your name? (more info on page 6)

Please give us your most recent previous name (optional).

Please tell us the date you changed your name (optional). D D M M Y Y Y Y

5 Moved house in the last 12 months?

Please tick. ☐ No ☐ Yes If yes, please give any previous address where you have lived during the last year or your application may be delayed.

Postcode

If this address was overseas, were you registered in the UK as an overseas voter?

Please tick. ☐ No ☐ Yes

6 Employment details

Please tick.

- ☐ I work (or am about to start work) as a Crown servant outside the UK.
- ☐ I work (or am about to start work) as a British Council employee outside the UK.
- ☐ I am the spouse or civil partner of a Crown servant working outside the UK.
- ☐ I am the spouse or civil partner of a British Council employee working outside the UK.
- ☐ My parent or guardian is a Crown servant working outside the UK.
- ☐ My parent or guardian is a British Council employee working outside the UK.

Name of the organisation (Crown servant only)

What is your/their post?

What is your/their staff, payroll or other identifying number?

7 Your date of birth (more info on page 6)

D D M M Y Y Y Y

If you don't know your date of birth, please tick if you are:

14-15 ☐ 16-17 ☐ 18-75 ☐ aged 76 or over ☐

(Don't know your date of birth? Please see section 13).

8 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 13).

☐ Please tick if you are aged under 16.

9 Contact details

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

Phone number (optional)

Email (optional)

(Barcode goes here)

SAMPLE

10 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.

In Wales, the open register is an extract of the electoral register that is used for UK Parliament and Police and Crime Commissioner elections. There is no open register of the electoral register that is used for Senedd and local council elections.

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.

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

11 Registering anonymously?

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

12 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,** or tick how you want to vote below and we will send you information.

☐ By post ☐ By proxy (someone voting on your behalf)

13 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.

14 Declaration

I confirm that I am a British, Irish or European Union citizen, or an eligible Commonwealth citizen or eligible foreign national (see 'Registering to vote' on page 2 for eligibility criteria).

I confirm that I would be living in the UK if I, my spouse/civil partner or 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 an unlimited fine and/or up to six months in prison.

Signature

Today's date

D D M M Y Y Y Y

Voting at the polling station

At UK Parliament and Police and Crime Commissioner 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** or contact us.

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

(Barcode goes here)

SAMPLE

Your nationality and immigration status

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.
We may need additional evidence about your nationality or we may check your nationality or immigration status against government records.
Section 3 'Your immigration status' determines your eligibility to vote in Police and Crime Commissioner elections only. It does not determine your eligibility to register to vote, or to vote in Senedd or local council elections in Wales. If this section applies to you, we may check your historical nationality or historical immigration status against government records.

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, confirms your eligibility to vote and can be used to call you for jury service.

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.

In Wales, the open register is an extract of the electoral register that is used for UK Parliament and Police and Crime Commissioner elections. There is no open register of the electoral register that is used for Senedd and local council elections.

If you are aged 14 or 15, you will be included on the electoral register, but your details will not be included in any register that is published. Electoral Registration Officers and their staff can see the details you provide.

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 the Senedd or local council elections, 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**.

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.

SAMPLE