# Application to vote by proxy in Scotland due to attendance on an educational course

When you have completed the form, send it to your electoral registration office.
To find their details, go to **electoralcommission.org.uk/voter** and enter your postcode.
You'll find their address for returning your form and contact details if you need help.

## Voting by proxy

Proxy voting means that if you cannot vote in person, you can have someone you trust (your proxy) vote on your behalf. To vote by proxy, you must be registered to vote.

This form applies only in Scotland. You can use it to apply to vote by proxy if you cannot vote in person because you or your spouse or civil partner will be attending an educational course.

You must confirm with your proxy that they are eligible to vote on your behalf. They must be registered to vote and eligible to vote in the type of election taking place.

There are also rules about how many people someone can be a proxy for and who they can be a proxy for.

For **Scottish Parliament and council elections:**

a person can be a proxy for any number of close relatives and up to 2 people who are not close relatives at an election. Close relatives are the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the applicant.

For **UK Parliament elections:**

a person can be a proxy for up to 4 people. No more than 2 of those people can be living in the UK and the rest must either be overseas or service voters. UK Parliament elections include UK Parliamentary general elections, by-elections, and recall petitions.

You can complete this form to appoint one proxy for all elections you are entitled to vote in. You can choose to apply for a permanent proxy vote, appoint a proxy for a particular period, or appoint a proxy for one or more elections held on the same day.

If you want to appoint different proxies for different types of election, please contact your electoral registration office.

For more information on proxy voting and other ways to apply, visit **electoralcommission.org.uk/proxyvote**

## How do I apply to vote by proxy?

- Ask someone who is willing and capable to be your proxy and vote on your behalf.
- Fill in the proxy vote application form. You must give details of why you cannot vote in person due to an educational course. You must get someone to support your application. See notes below on who can support the application.
- Make sure all required sections of the form are complete and supply your date of birth and signature. This information is needed to prevent fraud. If you are unable to sign this form, please contact your electoral registration office.
- If your application has missing or incorrect information, your electoral registration office will contact you. You may need to provide supporting documents and it may take longer to process your application.
- Return your form to your electoral registration office.

When applying for a new proxy vote, you must return your application form by **5pm, 6 working days before the poll.**

When changing or cancelling an existing postal, proxy or postal proxy vote, you must return your application form by **5pm, 11 working days before the poll.**

If you are not registered to vote, you must apply to register before applying for a proxy vote.
The deadline to register to vote is **midnight, 12 working days before the poll.** Register to vote online at **gov.uk/register-to-vote** or contact your electoral registration office to request a paper form.

## Who can support my application?

Your application can be supported by:

- the director or tutor of the course
- the principal or head of the educational establishment where the course is taking place
- an employee of the educational establishment where the course is taking place who is authorised to support your application.

Your supporter must be aged 18 or over, except where your application relates only to Scottish Parliament or Scottish council elections, when your supporter must be aged 16 or over.

**Your supporter must give their details in section 9 and complete the relevant declaration.**

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## What happens after I have returned this form?

- Your electoral registration office will confirm if your application has been accepted or rejected.
- Your proxy will be sent a proxy poll card, telling them where and when to vote on your behalf.
- You must let your proxy know how you want them to vote on your behalf, for example, which candidate, party or outcome.
- Your proxy must go to your polling station to vote on your behalf. If your proxy cannot get to the polling station, they can apply to vote on your behalf by post. They can apply to do this until **5pm, 11 working days before the poll.** They can contact your electoral registration office for more details and to request a postal proxy vote application form.
- If 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 on your behalf by post.

## Privacy statement

This privacy notice tells you what will happen to the personal information you supply with this application form.

The Electoral Registration Officer is the Data Controller for the purposes of data protection legislation. Their lawful basis for collecting the personal information 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 regulations.

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**

# Application to vote by proxy in Scotland due to attendance on an educational course

## Only one person can apply to vote by proxy using this form

Please write in black ink and use CAPITAL LETTERS. When you have completed the form, send it to your electoral registration office. You can find their address at **electoralcommission.org.uk/voter**

## 1 About you

First name(s) (in full)

Middle name(s) (in full)

Last name

Your address (where you are registered to vote)

Postcode

Phone number (optional)

Email (optional)

## 2 Educational course details

Please tick one box below.

- ☐ I am applying to vote by proxy due to my attendance on an educational course
- ☐ I am applying to vote by proxy due to my spouse/civil partner's attendance on an educational course

Please give the details of the course that you or your spouse/civil partner is attending below.

Name of educational establishment

Course title

Course dates

from D D M M Y Y Y Y

to D D M M Y Y Y Y

## 3 Your National Insurance number

Please tell us your National Insurance number below. You can find this on your payslip, P60, or on letters about tax, pensions or benefits.

If you cannot provide a National Insurance number, please tell us why. You can still submit this form and someone will contact you. It may take longer to process your application.

## 4 Why do you want a proxy vote?

Please give details of why you cannot vote in person due to an educational course.

## 5 Who do you want to be your proxy?

Full name

Family relationship (if any)

Full address

Postcode

Phone number (optional)

Email (optional)

# Application to vote by proxy in Scotland due to attendance on an educational course

## 6 How long do you want a proxy vote for?

I want to vote by proxy in all elections I am entitled to vote in (tick one box only):

☐ until further notice (permanent proxy vote)

☐ to be held on

D D M M Y Y Y Y

☐ for the period

from D D M M Y Y Y Y

to D D M M Y Y Y Y

## 7 Your date of birth and declaration

**Declaration:** I have asked the person I have named as my proxy and confirm that they are willing and capable to be appointed to vote on my behalf.

To the best of my knowledge and belief, the details on this form are true and accurate. I understand that to provide false information on this form is an offence, punishable on conviction by imprisonment of up to six months and/or a fine.

**Date of birth:** Please write your date of birth in the boxes below using black ink.

D D M M Y Y Y Y

**Signature:** Sign below using black ink, keeping within the grey border.

If you are unable to sign this form, please contact your electoral registration office.

## 8 Date of application

**Today's date** D D M M Y Y Y Y

## 9 Support for this application

Read the notes to see who can support your application.

Please ask the person who supports your application to give their name, address and position.

Supporter's full name

Supporter's address

Postcode

Supporter's position

Phone number (optional)

Email (optional)

**Your supporter should now complete the relevant declaration on page 5.**

# Application to vote by proxy in Scotland due to attendance on an educational course

Complete only the declaration that matches the option selected in section 2.

## 9A Supporter's declaration if the applicant is attending an educational course

Please tick one box:

- ☐ I am aged 18 years or over
- ☐ I am aged 16 or 17 years old and can support an application for Scottish Parliament or Scottish council elections only.

- I am the director or tutor of the course referred to in section 2, or the principal or head of the institution, or an employee with authority to act for the institution
- I know the applicant but am not their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- I confirm that to the best of my knowledge and belief, the applicant's statements in sections 2 and 4 are true.

Signature

Today's date D D M M Y Y Y Y

## 9B Supporter's declaration if the applicant is the spouse/civil partner of a person attending an educational course

Please tick one box:

- ☐ I am aged 18 years or over
- ☐ I am aged 16 or 17 years old and can support an application for Scottish Parliament or Scottish council elections only.

- I am the director or tutor of the course referred to in section 2, or the principal or head of the institution, or an employee with authority to act for the institution
- I know the spouse/civil partner of the applicant, but I am not their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- I confirm that to the best of my knowledge and belief, the applicant's statement in section 2 is true.

Signature

Today's date D D M M Y Y Y Y