



# APPLICATION TO VOTE BY POST

This form is for 1 person only. Please complete in **DARK INK** and in **BLOCK LETTERS**. If further assistance is required please telephone 08451 555511.

## 1 Address where you are registered to vote 4 Address for ballot paper(s)

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode | | | | | | | | | |

Please send my ballot paper to (tick one box only)

My address where I am registered to vote (see Part 1)

The following address (reasons required)

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode | | | | | | | | | |

## 2 About you

First Name(s) (in full) \_\_\_\_\_

Surname \_\_\_\_\_

Daytime telephone or mobile number (optional) \_\_\_\_\_

E-mail address (optional) \_\_\_\_\_

The reason I would like my ballot paper(s) sent to this address, rather than my registered address is: \_\_\_\_\_  
\_\_\_\_\_

## 3 How long do you want a postal vote for?

Until further notice (permanent postal vote)

For the election(s) 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

## 5 Your date of birth and declaration

**Declaration:** As far as I know, 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 6 months and / or a fine.

**Date of birth:** Please write your date of birth 'DD MM YYYY' in the black boxes below, **using dark ink**.

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**Signature:** Sign below, keeping within the grey border

## 6 Date of application

Today's Date \_\_\_\_\_  
D D M M Y Y Y Y

If you are unable to sign this form, please contact your Electoral Registration Officer

### How do I apply to vote by post?

Fill in the postal vote application form.

Make sure **you** complete all sections of the form and supply your date of birth and signature.

Please note that your date of birth and signature must be kept within the borders provided.

Failure to do so will mean that this application may not be valid.

This form is a legal document, so complete with care, as your vote may depend on it.

Return your form as soon as possible to: **Electoral Registration Officer, Fife Council, Forth House, Abbotshall Road, Kirkcaldy, Fife, KY1 1RU**

**Please note:** your application form must arrive at the Electoral Registration Office no later than 5pm on the eleventh day before an election

### **Voting by post**

You can apply to vote by post for a particular election, for a set period of time or for all future elections. Postal votes can be sent out to addresses in the UK and abroad. You can change the address to which a ballot paper is to be issued for a particular election by completing a fresh application.

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

- When an election is going to be held, your ballot paper will be sent to you in the post. Remember, it may not be sent out until three working days before Election Day.
- If it does not arrive by this time, contact the Returning Officer at Fife Council for a replacement ballot paper. You must do this by 5pm on Election Day.
- You will need to give your date of birth and signature on this application form, and again when you use your postal vote. This information is needed to tackle fraud.
- Make sure you return your postal vote so that it arrives by Election Day, otherwise it will not be counted. A Freepost envelope is included in your postal ballot pack. But, if you are sending it from overseas, you will need to pay the postage.
- If it is too late to send your vote back by post, you can hand it in on Election Day to the Returning Officer at Fife Council, drop it off at a polling station in your constituency or, if you are voting in a local election, drop it off at any polling station in your ward.

### **More information**

You will need to make a new application if your circumstances change at all i.e if your address or name changes.

If you are unable to provide a signature, are unable to sign in a consistent or distinctive way because of any disability, or unable to read or write, the Electoral Registration Officer may grant you an exemption which will mean you will not be required to provide a signature. For further details please contact the Electoral Registration Officer on 08451 555511.