

# Application to vote by post in Scottish Parliament and council elections

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

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

### 1 About you

Surname

First name(s) (in full)

Your address (where you are registered to vote)

Postcode

Phone number (optional)

Email (optional)

Providing an email and telephone number gives a quick and easy way to contact you about your application.

### 2 Address for ballot paper (only required if different from the address where you are registered to vote)

Please send my ballot paper to (address):

Postcode

The reason I would like my ballot paper sent to this address, rather than my registered address is:


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

I want to vote by post (tick one box only):

until further notice (permanent postal vote)

for the elections to be held on

D	D	M	M	Y Y Y Y

for the period

from

D	D	M	M	Y	Y Y Y Y

to

D	D	M	M	Y	Y Y Y Y

### 4 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 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 local electoral registration office.

### 5 Date of application

Today's date

D	D	M	M	Y	Y Y Y Y

# Application to vote by post in Scottish Parliament and council elections

## Voting by post

This form applies only in Scotland.

You must be eligible to vote, and registered, to get a postal vote.

You can use this form to apply to vote by post in Scottish Parliament and council elections.

You can apply to vote by post for a particular election, for a set period of time or until further notice. You will need to use a different form to apply for a postal vote in UK Parliament elections.

For more information, or to find out if you can apply to vote by post using a different method, visit [electoralcommission.org.uk/postalvote](http://electoralcommission.org.uk/postalvote).

Postal votes can be sent to addresses in the UK and abroad.

## How do I apply to vote by post?

- Fill in the postal vote application form.
- Make sure you complete all required sections of the form 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. Contact details can be found at the end of this form.
- **Return your form to your local electoral registration office.** You can find address details at the end of this form.

The deadline for returning your postal vote application is **5pm, 11 working days before the poll.**

If you are not registered to vote, you must apply to register before applying for a postal 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](http://gov.uk/register-to-vote)**

## What happens after I have returned this form?

- Your local electoral registration office will confirm if your application has been accepted or rejected.
- When an election is going to be held, your ballot paper will be sent to you in the post. For more information on the delivery of the postal ballot pack, you can contact your local elections office.
- Your postal ballot pack will contain instructions for voting by post and returning your postal vote.
- Make sure you return your postal vote so that it arrives by the deadline, otherwise it will not be counted.

## Privacy statement

We collect information under the legal basis of a task carried out in the public interest, as set out in the Representation of the People Act 1983 and related regulations. We will look after personal information securely and follow data protection legislation.

If you opted out of the open register, we will only use the information you give us for electoral purposes, including matching it against other sources of data to support the electoral register. We will not give personal information to anyone else unless we have to by law. The law requires us to share your information with candidates, political parties and campaigners for democratic engagement purposes and credit reference agencies to check your identity when you apply for credit.

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

The Electoral Registration Officer is the Controller. For further information relating to the processing of personal data you should refer to the privacy notice on our website [www.saa.gov.uk/h-wi-vjb](http://www.saa.gov.uk/h-wi-vjb)

# Application to vote by post in Scottish Parliament and council elections

## More Information

If you have any questions about voting by post, go to [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk) or contact your local electoral registration office below.

The Electoral Registration Officer:

Moray House  
16-18 Bank Street  
INVERNESS  
IV1 1QY  
Tel: 01463 575395  
Freephone: 0800 393 783

3A Bridge Street  
WICK  
Caithness  
KW1 4AG  
01463 575395  
0800 393 783

42 Point Street  
STORNOWAY  
Isle of Lewis  
HS1 2XF  
01851 619179  
0800 393 783

Email: [ero@highland.gov.uk](mailto:ero@highland.gov.uk)

Website: [www.saa.gov.uk/h-wi-vjb](http://www.saa.gov.uk/h-wi-vjb)

To return your completed application form, you can scan and send it to: [absentvote@highland.gov.uk](mailto:absentvote@highland.gov.uk)

Alternatively, you can return your completed application form by post to your local electoral registration office (see address details above).