# HOW TO COMPLETE A POSTAL VOTE APPLICATION FORM

**This step-by-step guide is designed to help you complete your postal vote application as quickly and as accurately as possible, especially if this is the first time you are applying to vote by post.**

**Stop!** Is a postal vote right for you? You would normally receive your ballot paper approximately 6 to 10 working days before polling day. If you think you are going to be away and unable to complete your postal ballot paper before polling day then you should appoint a proxy voter (someone you trust to go to the polling station and vote on your behalf).

## *Step 1* ABOUT YOU

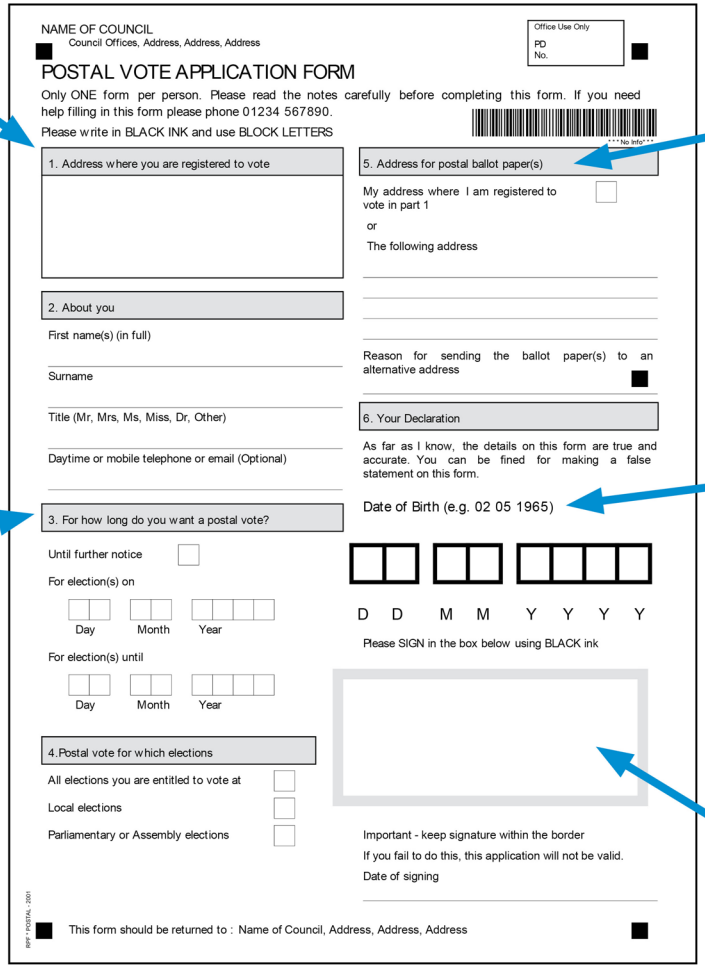
The first stage is to complete your personal details. You will need to complete a separate application form for each person who requires a postal vote.

## *Step 2* HOW LONG DO YOU WANT A POSTAL VOTE?

You have three options when you apply for a postal vote:

1. *Until further notice* – This means you will automatically be sent your ballot paper by post for every election you are entitled to vote in until you instruct your Local Authority otherwise.
2. *For an election to be held on a particular date* – This allows you to sign up for a postal vote for one particular polling day only. After this election you will revert to voting in person at the polling station.
3. *For a specified period* – You will be able to vote by post for any election that takes place within a time period that you have decided. You need to specify exact dates on the form.

*Please note that this is a template form. Forms may vary in design depending on the Local Authority but the information required to complete the form is standard.*



NAME OF COUNCIL
Council Offices, Address, Address, Address

Office Use Only
PD No.

POSTAL VOTE APPLICATION FORM

Only ONE form per person. Please read the notes carefully before completing this form. If you need help filling in this form please phone 01234 567890.

Please write in BLACK INK and use BLOCK LETTERS

1. Address where you are registered to vote

2. About you

First name(s) (in full)

Surname

Title (Mr, Mrs, Ms, Miss, Dr, Other)

Daytime or mobile telephone or email (Optional)

3. For how long do you want a postal vote?

Until further notice

For election(s) on

Day Month Year

For election(s) until

Day Month Year

4.Postal vote for which elections

All elections you are entitled to vote at

Local elections

Parliamentary or Assembly elections

5. Address for postal ballot paper(s)

My address where I am registered to vote in part 1

or

The following address

Reason for sending the ballot paper(s) to an alternative address

6. Your Declaration

As far as I know, the details on this form are true and accurate. You can be fined for making a false statement on this form.

Date of Birth (e.g. 02 05 1965)

D D M M Y Y Y Y

Please SIGN in the box below using BLACK ink

Important - keep signature within the border

If you fail to do this, this application will not be valid.

Date of signing

This form should be returned to : Name of Council, Address, Address, Address

## *Step 3* ADDRESS FOR BALLOT PAPER

It is possible to have your ballot paper sent to another address but you will need to give a reason, e.g. staying with friends. It is an offence to give misleading information or cause a postal vote ballot paper to be sent to an address that has not been agreed by the applicant.

## *Step 4* YOUR DATE OF BIRTH AND DECLARATION

You need to provide your date of birth and your signature on the application form. When you receive your ballot paper during the election you will again be asked to provide your signature and date of birth on a 'personal identifier form'. This can then be checked against your original application to prevent electoral fraud.

## *Step 5* RETURN YOUR FORM

Once you have completed the application form you need to return it to your local Conservative office or you can send it direct to the Council. Your application form must be received by the Council at least 11 working days before polling day for your application to be successful.

Promoted and printed by Ron Wood, on behalf of Telford Conservatives, both of RBR House, Hawksworth Road, Central Park, Telford TF2 9TU