



Electoral registration form for a Crown Servant or British Council employee (or spouse)



Am I eligible to vote?

If you are working outside the UK as a Crown Servant or as an employee of the British Council, you can still register to vote. You can also register if you are married to a Crown Servant or British Council employee and you are accompanying them during their employment abroad.

You need to be registered at the address where you would be living if you were in the UK, or at your last registered address.

British citizens, Irish citizens and citizens of the Commonwealth countries (including Cyprus and Malta) can vote at all elections.

Citizens of other EU countries can vote in local government elections but cannot vote in UK parliamentary elections. If you are an EU citizen and want to vote in European parliamentary elections you must fill in a separate form. Contact your electoral registration office to ask for one.

How do I register to vote?

- 1 Fill in the electoral registration form.
- 2 Make sure **you** sign the declaration.
- 3 Get your completed form authorised by the relevant officer in your post or department.
- 4 Return your form as soon as possible to your electoral registration office. You can find their contact details at www.aboutmyvote.co.uk

Register to vote as soon as you can, or it may be too late to vote in the next election.

Who has my personal details?

There are two versions of the electoral register – the **full** version and the **edited** version. The full register is used for elections and referendums, preventing and detecting crime, and checking applications for credit. The edited register is available for general sale and can be used for commercial activities such as marketing.

Your details will appear on the full version of the register, but you can **choose** whether or not your details appear on the edited register.

How can I vote?

You can vote in one of **three** ways.

- **By post** if you want your ballot paper sent to you. You should be aware that it will be sent to you about a week **before** the election. So, you need to consider whether there is enough time to receive your ballot paper, mark your vote and return it before voting closes on election day. Ballot papers that arrive after this time will **not** be counted.
- **By proxy** if you want someone else to vote on your behalf. Your proxy must be aged 18 or over, a British, Irish or Commonwealth citizen and be living in the UK. Your proxy can either vote at the polling station for the area where you are registered, or by post.
- **In person** if you are in the UK on election day. You can only vote at the polling station where you are registered to vote in the UK. You **cannot** vote at your local embassy or consulate. You can not vote in person if you, or your proxy, have applied to vote by post. If you have appointed a proxy, you can still vote in person, provided your proxy has not already voted for you.

If you want to vote by post or by proxy, you need to fill in one of the application forms that accompany this form.

More information

If you have any questions about registering to vote or about postal or proxy voting, contact your electoral registration office. This is the office responsible for the area where you would be living if you were not posted abroad or where you were last registered to vote in the UK.

In England and Wales, the electoral registration office is based at your local council. In Scotland, it may be a separate office.

For contact details, go to www.aboutmyvote.co.uk

This form does not apply to Northern Ireland. Visit www.eoni.org.uk for more information.



Electoral registration form for a Crown Servant or British Council employee (or spouse)



Only one person can register using this form. Please read the notes carefully before filling in this form. Please write in black ink and use **BLOCK LETTERS**. When you have filled in **every** section and signed the form personally, send it to your electoral registration office.

1 About you

Surname

First names (in full)

Current address (outside the UK)

This address will be used for correspondence.

Postcode

Tick here if you **do not** want your name to be included on the **edited** register, which is available for general sale.

You do not have to give the following information, but it will help us to contact you if there is a query about your form.

Daytime telephone or mobile number (including country codes)

Email address

2 Employment

Please tick the **one** statement that applies to you.

- I am employed (or am about to take up employment) as a Crown Servant
- I am employed (or am about to take up employment) as a British Council employee
- I am the wife, husband or civil partner of a Crown Servant
- I am the wife, husband or civil partner of a British Council employee

Description of your/your wife's/your husband's/your civil partner's post. If you are a Crown Servant, please include the name of your government department.

3 UK registration address

Please give the **full** address where you would be living in the UK if you were not working abroad. If you cannot say where you would be living, give your last address before you took up your post.

Postcode

4 Declaration

You must sign the declaration yourself. If the form is not signed, it will be sent back to you. This declaration cancels any previous declaration you may have made.

I am a British, Irish or Commonwealth citizen. If you are a citizen of another European Union country, please state which country you are from.

I am aged 18 or over. If you are under 18, please give your date of birth.

Day Month Year

As far as I know, the details on this form are true and correct.

Signature

Date

Official stamp of government department or British Council.

FOR OFFICE USE ONLY

Polling district:

Date received:

Elector number:

Date added:



How do I apply to vote by post?

- 1 Fill in the postal vote application form.
- 2 Make sure **you** complete all sections of the form and supply your date of birth and signature.
- 3 Return your form as soon as possible to your local electoral registration office.

You can find their address at www.aboutmyvote.co.uk.

Please **do not** return your form to The Electoral Commission.

Please note: your application form must arrive at your electoral registration office at least 11 working days before the 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. But, you must be registered to vote first. Postal votes can be sent out to addresses in the UK and abroad.

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 four working days before election day, or three working days in Scotland. This may not allow enough time for you to return your ballot paper before voting closes, so voting by post may not be the best way for you to vote. You may want to consider voting by proxy (someone else voting for you).
- If it does not arrive by this time, contact your electoral registration office for a replacement ballot paper. In Scotland, contact the returning officer at your local council. 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. 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 your local 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.
- Your postal vote will be mixed with all the others before counting begins, so your vote will be kept secret.

More information

If you need more forms or have any questions about voting by post, go to www.aboutmyvote.co.uk or contact your electoral registration office. This is the office responsible for the address where you would be living if you were not posted abroad or where you were last registered to vote in the UK.

In England and Wales, the electoral registration office is based at your local council. In Scotland, it may be a separate office.

For contact details, go to www.aboutmyvote.co.uk

This form does not apply in Northern Ireland. Visit www.electorlofficeni.gov.uk for more information.



Only one person can register using this form. Please write in black ink and use BLOCK LETTERS. When you have filled in every section and signed the form yourself, send it to your local electoral registration office. You can get the address at www.aboutmyvote.co.uk

1 About you

Surname

First names (in full)

The address where you were registered to vote in the UK

Postcode

Daytime telephone or mobile number (including country code)

E-mail address (optional)

2 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

DD MM YYYY date input boxes

- for the period

from DD MM YYYY date input boxes

to DD MM YYYY date input boxes

3 At which election(s) do you want a postal vote?

Please tick the appropriate box:

- Parliamentary or Assembly elections
Local elections
All elections

4 Address for ballot paper

Please send my ballot paper to the following address:

Postcode

I would like my ballot paper sent to this address (tick one box only):

- because this is my current home address
for another reason specified below

5 Your date of birth and signature

Please write your date of birth 'DD MM YYYY' in the black boxes below. Then sign, using black ink, keeping within the grey border.

DD MM YYYY date input boxes

Declaration: As far as I know, the details on this form are true and accurate.

Large grey border for signature

Today's date

DD MM YYYY date input boxes

For office use only

Polling district:

Date received:

Elector number:

Date added:



How do I apply to vote by proxy?

- 1** You must ask someone you know to be your proxy and vote on your behalf. Please note that a person can only be the proxy for close relatives and up to two other people at the same election.
- 2** Fill in the proxy vote application form.
- 3** Make sure **you** complete all sections of the form and supply your date of birth and signature.
- 4** Return your form as soon as possible to your local electoral registration office.

You can find their address at www.aboutmyvote.co.uk.

Please **do not** return your form to the Electoral Commission. **Please note:** your application form must arrive at your electoral registration office at least **11 working days** before the election when changing or cancelling an existing postal or postal proxy vote and at least **6 working days** before the election when applying for a new proxy vote.

Voting by proxy

You can apply to vote by proxy for a particular election, for a set period of time or for all future elections. This form allows you to vote by proxy for as long as you remain registered as a Crown Servant, British Council employee or their husband, wife or civil partner.

What happens after I've returned this form?

- Your proxy must go to **your** local polling station to vote. If your proxy cannot get to the polling station, they can apply to vote for you by post. They can apply to do this up to 11 days before election day. Contact your electoral registration office for more details.
- 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 or which party.
- If it turns out that you are able to go to the polling station on election day, you can vote in person as long as your proxy has not already done so and has not applied to vote for you by post.
- You will need to give your date of birth and signature on this application form. This information is needed to tackle fraud.

More information

If you have any questions about voting by proxy, go to www.aboutmyvote.co.uk or contact your electoral registration office. This is the office responsible for the address where you would be living if you were not posted abroad or where you were last registered to vote in the UK.

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For contact details, go to www.aboutmyvote.co.uk

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1 About you

Surname

First names (in full)

Current address

(this address will be used for correspondence)

Postcode

Daytime telephone or mobile number (including country code)

E-mail address (optional)

2 UK registration address

Please give the **full** address where you were registered to vote in the UK:

Postcode

3 How long do you want a proxy vote for?

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

until further notice (while I am registered as a Crown Servant, British Council employee or husband, wife or civil partner)

for the elections to be held on

for the period

from

to

4 About your proxy

Full name

Relationship to you (if any)

Full address

Postcode

5 Your date of birth and signature

I have asked the person I have named as my proxy and confirm that he/she is willing and able to be appointed to vote on my behalf.

Please write your date of birth 'DD MM YYYY' in the black boxes below. Then sign, **using black ink**, keeping within the grey border. This application cancels any proxy voting arrangements you may have made before.

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Declaration: As far as I know, the details on this form are true and accurate.

Today's date

For office use only

Polling district:

Elector number:

Date received:

Date added: