



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.

You are eligible to vote in all UK elections. If you are a citizen of an EU country, other than Britain, Ireland, Cyprus or Malta, you are only eligible to vote in UK local elections.

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. This is the office responsible for the address where you were last registered to vote in the UK. You can find their contact details at www.aboutmyvote.co.uk

Please note: the deadline for registering to vote can be up to two months before an election.

Who has my personal details?

There are two versions of the electoral register – the **full** version and the **edited** version. 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.

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.

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 are **not** able to vote at your local embassy or consulate. You cannot 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.

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

Please contact your electoral registration office if you have any questions about:

- registering to vote;
- postal and proxy voting; or
- the candidates standing at an election.

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, your electoral registration office is based at the local council. You can find the contact details for offices in England, Scotland and Wales at www.aboutmyvote.co.uk

This form does not apply to Northern Ireland. Visit www.electoralofficeni.gov.uk for more information.



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



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

1 About you

First name(s) (in full)

Surname

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.
Read the accompanying notes for more information.

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

2 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

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Polling district: _____ Date received: _____

Elector number: _____ Date added: _____

3 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 spouse of a Crown Servant

I am the spouse of a British Council employee

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

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.

I am 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.



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.

How do I apply to vote by post?

- 1** Fill in the postal vote application form.
- 2** Make sure **you** sign the form.
- 3** Return it to your electoral registration office so it arrives at least six working days before the election.

What happens after I've returned this form?

- Your ballot paper will be sent to you about one week before the election. It may be issued as late as four working days before election day.
- If it does not arrive, contact your electoral registration office (in Scotland, contact the returning officer at your local council) for a replacement ballot paper. You must do this by 5pm on the day **before** the election at the latest.
- When you have received your ballot paper, mark your vote, sign the declaration of identity and get someone to witness your signature.
- Make sure you return your postal vote so it arrives by election day. You will need to pay the postage. If it arrives after voting closes, it will not be counted. If it is too late to post it back, and you are in the UK, you can hand it in at your polling station or to the returning officer at your local council on election day.
- Your postal vote will be mixed with all the others before counting begins, so your vote will be kept secret.

More information

Please 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, your electoral registration office is based at the local council. You can find the contact details for offices in England, Scotland and Wales at www.aboutmyvote.co.uk

This form does not apply to Northern Ireland. Visit www.electoralofficeni.gov.uk for more information.



Application to vote by post



Only one person for each form. Please read the notes carefully before filling in this form.

When you have completed every section and signed the form personally, send it to your electoral registration office. Please write in black ink and use **BLOCK LETTERS**.

1 About you

First name(s) (in full)

Surname

Your address (where you are registered to vote in the UK)

Postcode

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 code)

Email

4 Address for ballot paper

Please send my ballot paper to (tick one box)

my address where I am registered to vote (see part 1)

the following address

Address

Postcode

5 Your signature

Each person has to sign their own form. The form will be returned if it is not signed. You can be fined for making a false statement on this form.

Signature

Date

2 For how long do you want a postal vote?

I want to vote by post (tick one box)

for the elections held on
Day Month Year

for the period from
Day Month Year
to
Day Month Year

until further notice (permanent postal vote)

3 At which elections do you want a postal vote?

Please tick the appropriate box.

Parliamentary or Assembly elections

Local elections

All elections

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Polling district: _____ Date received: _____

Elector number: _____ Date added: _____



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 apply to vote by proxy for as long as you remain registered as a Crown Servant, British Council employee (or spouse).

How do I apply to vote by proxy?

- 1** Fill in the proxy vote application form.
- 2** You must ask your proxy if they are willing to vote on your behalf.
- 3** Your proxy must be eligible to vote in the elections at which you wish to vote.
- 4** Make sure **you** sign the form. Your proxy can also sign the form, but they do not have to.
- 5** Return your completed form to your electoral registration office so it arrives at least six working days before the election.

What happens after I've returned this form?

- Your proxy must go to **your** polling station to vote. If your proxy cannot get to the polling station, they can apply to vote for you by post. Your electoral registration office can give you more details about this.
- Your proxy will be sent a proxy poll card before the election telling them which polling station they have to go to.
- You must let your proxy know how you want them to vote on your behalf, for example, which candidate or which party.
- If you are able to go to the polling station on election day, you can vote provided your proxy has not already done so or has not applied to vote by post.

More information

Please 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, your electoral registration office is based at the local council. You can find the contact details for offices in England, Scotland and Wales at www.aboutmyvote.co.uk

This form does not apply to Northern Ireland. Visit www.electoralofficeni.gov.uk for more information.



Application to vote by proxy



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

1 About you

First name(s) (in full)

Surname

Current address (outside the UK)
This address will be used for correspondence.

Postcode

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

2 UK registration address

Please give your full UK registration address.

Postcode

3 For how long do you want a proxy vote?

I want to vote by proxy (tick one box)

at the elections held on Day Month Year

for the period from Day Month Year

to Day Month Year

at all future elections (while I am registered as a Crown Servant, British Council employee or spouse in the UK)

4 About your proxy

First name(s) (in full)

Surname

Relationship to you (if any)

Full address

Postcode

5 Your signature

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

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

Signature

Date

6 Proxy's signature (if your proxy is also signing the form)

I confirm that I am able and willing to be appointed as the applicant's proxy.

Signature

Date

Please tick the box if, as the applicant's proxy, you would like to vote by post.

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