

# Application to vote by post or proxy for an indefinite period on the grounds of attendance at an educational institution

If you are unable to go to your polling station to vote at an election because of the attendance of you or your spouse at a course at an educational establishment and that is likely to last for at least two years, you can use this form to apply to vote by post or to appoint a proxy to vote on your behalf. Please read these notes carefully before completing the form. If you have any questions please phone the Electoral Office Helpline on 0800 4320 712.

## Completing the application form

**1** Complete your personal details. The information you provide and your signature will be compared with the information previously given on your registration form to check that they correspond. **If you are unable to sign this form you should consider appointing a proxy as your signature will be needed at a later stage in the processing of a postal vote.**

**2** Provide the reason for the application and tick the relevant box.

**Please ensure you provide sufficient detail to support your application or your application may be refused.**

**3** Choose to vote by post or proxy.

**Voting by post.** Tick the box if you want your ballot paper sent to you at your registered address given at Section 1. If you want your ballot paper to be sent to a different address than your registered address, you must provide a reason for this.

Note: If you apply to vote by post and your application is approved you will **not** be able to vote at a polling station unless you cancel your postal vote.

**4** **Voting by proxy.** If you want someone else to vote on your behalf you must appoint him/her and provide his/her details. Your proxy must be aged 18 or over and a British, Irish, European or Commonwealth citizen.

A person can only vote as proxy for close relatives and up to two other people at an election. Your proxy can go to your polling station to vote, or they can apply to vote by post. If your proxy requires a postal vote please contact us for guidance.

**5** Sign the form to verify that the information provided is correct. If you are unable to sign please see note 1.

**6** The form must be attested by a qualified person to verify that the reason you have given for requiring a postal or proxy vote is correct.

**The only persons who by law are qualified to attest section 6 are listed below:**

- a Director or tutor of the course attended
- a principal or head of the institution attended
- an employee delegated by the head or principal of that institution

## Returning the form

Return the completed form with any supporting documents to your local Area Electoral Office. A list of offices can be found on our website or contact the Helpline who will provide the address (see below).

## More information

You can contact us in one of the following ways:

Helpline: 0800 4320 712  
Email: [info@eoni.org.uk](mailto:info@eoni.org.uk)  
Website: [www.eoni.org.uk](http://www.eoni.org.uk)

# Application to vote by post or proxy for an indefinite period on the grounds of attendance at an educational institution

Please read the notes carefully before filling in this form.  
Please write in black ink and use BLOCK LETTERS.

**Making a false statement on this form is a criminal offence.**

## 1 About you

Surname

First Name

Middle Name(s)

Address where you are currently registered in Northern Ireland:

Post Code

Date of Birth   /   /

National Insurance No.

Tick this box if you have never had a National Insurance Number

Telephone Number (in case of query)

Email address (in case of query)

## 2 Reason for this application

I am applying for an indefinite postal/proxy vote because of (tick appropriate box):

my attendance at a course at an educational institution

OR

the attendance of my spouse/civil partner at a course at an educational institution

and I cannot reasonably be expected to go to my allocated polling station because (give reason below)

### Details of the course

Name of institution

Title of course

Duration of course – give the date the course will end

### FOR OFFICE USE ONLY

PD/ENO

DATE

## 3 Application to vote by post

Tick this box if you wish to vote by post and you want the ballot paper sent to the address at Section 1.

If you wish to receive the ballot paper at a different address complete the following section. You must provide a reason for this. The address must be in the UK.

Address

Post Code

Reason why postal vote is to be sent to a different address:

## 4 Application to vote by proxy

I wish to appoint the following person to act as my proxy (see note 4 on who can be appointed as a proxy). I confirm that I have consulted this person and he/she is willing and able to be appointed to vote on my behalf.

Surname

First Name(s)

Address

Post Code

Proxy's relationship to you (if any):

## 5 Signature

You must sign this form in the box below. **No one else can sign it for you.** If you cannot sign the form you should consider appointing a proxy.

Signature

Date

**THIS FORM CONTINUES ON THE NEXT PAGE**

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**6 NOTE (see also note 6 of the guidance notes):** This section must be completed by the director or tutor of the course you are attending or by the principal or head of the educational institution or an employee to whom this is delegated by the head or principal. They must attest that the information you have given is correct. **If you do not get your application attested it will be refused.**

## Declaration

I, (full name of attestor)

certify that:

I am aged 18 or over.

I know (give applicant's name)

but am not his/her spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.

To the best of my knowledge and belief the information in Section 2 is true.

Work address

Post Code

Qualification (post held at institution e.g. tutor – see note 6 of the guidance notes)

Telephone number (in case of query)

Signature

Date

## FOR OFFICE USE ONLY

If a 'No' box is ticked initial the relevant section(s) and pass to a supervisor. If all 'Yes' boxes are ticked sign and date the form.

Name as register  Yes  No

Address as register  Yes  No

DOB corresponds  Yes  No

NINO corresponds  Yes  No

Valid reason for absent vote  Yes  No

Applicant signature corresponds  Yes  No

Attestation completed  Yes  No

Qualification of attestor  Yes  No

### POSTAL VOTE APPLICATION ONLY

Address for postal vote in UK and if not registered address reason given (if applicable)  Yes  No

Signature

Date