

GUIDANCE NOTES**PERMANENT POSTAL VOTE – OWN OCCUPATION, SERVICE OR EMPLOYMENT**

1. You should use this form only if you are applying for a postal vote on the grounds of your occupation, service or employment and these grounds are likely to last for more than two years. If the grounds are likely to last for a shorter period you should apply for an absent vote at each election when it is called. Application forms for absent votes at a particular election will be available from our Helpline or on www.eoni.org.uk as soon as the election is called.
2. Please read these notes carefully and make sure you have completed all relevant parts of the form before you submit it. If it is not completed correctly it will be returned to you for correction. If you have any questions please phone our Helpline on 0800 4320 712 (text phone 0800 3284 502).
3. If you signed your last registration application and cannot now sign this form you should consider applying for a proxy vote instead of a postal vote. That is because at a later stage of the postal vote process you will have to sign a declaration of identity and unless the signature on it corresponds with your signature on your last registration application your vote will not be counted. If you were unable to sign your last registration application you would not have to sign a declaration of identity so you can ask a witness to complete the rest of section 4 for you.
4. The information you give on the form will be checked. It is a serious criminal offence for any person to give false information on the form. If it is suspected that you have given false information the case will be referred to the police for investigation. A person convicted of giving false information could be sent to prison for up to two years or fined an unlimited amount or both.
5. Please either post your completed application, along with any supporting documents, to your local Electoral Office or deliver it, or have it delivered, there. For the address and opening hours of your local office please phone the Helpline or visit www.eoni.org.uk.
6. We will write to you telling you the result of your application normally within 5 working days of receiving it. If you send in your application just before an election it may take us a little longer to deal with it and we may not be able to give you a chance to correct anything in time for that election. Please send in your form as soon as possible.
7. If your application is granted a ballot paper will be posted to you about two weeks before each election. Please remember to tell your local Electoral Office if your circumstances change or if you move house.

PERMANENT POSTAL VOTE**OWN OCCUPATION, SERVICE OR EMPLOYMENT**

- Please fill in this form in CAPITAL LETTERS and **BLACK PEN**
- Please read the Guidance Notes before completing it.
- **Making a false statement on this form is a crime for which you could be sent to prison for two years or fined an unlimited amount or both.**

For office use only		
Ward	Date	Code

SECTION 1 YOUR DETAILS

Surname

Date of birth (DD/MM/YYYY)

First names
(in full)

National Insurance Number (e.g. AB123456D)

Registered Address

House / Flat No.

Street Name

Town or city

Postcode

Tick this box if you have never had an NI Number

Phone Number

email address

We will only use this if we need to check anything

SECTION 2 – ADDRESS FOR POSTAL VOTE

If you want the ballot paper sent to your registered address leave this section blank and go to section 3. Complete this section only if you want the ballot paper sent to another address. It must be in the United Kingdom. You must give the reason for the different address.

House / Flat No.

Street Name

Town or city

Postcode

Reason

SECTION 3 – REASON FOR APPLICATION

I am applying for a permanent postal vote because my occupation, service or employment makes it unreasonable to expect me to go to my allotted polling station.

(a) My occupation or employment.

(b) Employer's full name

(c) Why that makes it unreasonable to expect me to go to my polling station?

(The fact that voting in person would be inconvenient is not, itself, sufficient. Give as much detail as possible. Continue on a separate sheet if necessary)

PERMANENT POSTAL VOTE

OWN OCCUPATION, SERVICE OR EMPLOYMENT

SECTION 4 – SIGNATURE

You must sign this form in the box below, unless you are unable because of blindness or any other disability or because you are unable to read. **No-one else can sign it for you.**

Signature

Date

If you cannot sign this form please read Guidance Note 3 before doing anything else.

The person whose details are given on this form has told me that the information is correct. That person is unable to sign the form because of blindness/ other disability/ he/she is unable to read.* (*delete as appropriate)

Signature of witness

Address of witness

SECTION 5 – ATTESTATION

This section must be signed by your employer or by a person appointed by him/her.

You must not sign it yourself

Full Name

Contact Telephone Number / email address

Work Address

Position held (e.g. employer, HR manager etc)

I certify that-

- the information given in section 3 above and in this section is true
- I am 18 years or over
- I know the applicant but am not his/her spouse, civil partner, parent, grandparent, brother, sister, child or grandchild

Signed

SECTION 6 – NEXT STEPS

Now send your completed form to your local Electoral Office. See Guidance Notes for contact details.

When we process your application we will write and tell you the result..

For official use

Yes No

Name as register	<input type="checkbox"/>	<input type="checkbox"/>
Address as register	<input type="checkbox"/>	<input type="checkbox"/>
DOB corresponds	<input type="checkbox"/>	<input type="checkbox"/>
NINO same	<input type="checkbox"/>	<input type="checkbox"/>
Reason – does it make it unreasonable to vote in person: just being inconvenient is insufficient	<input type="checkbox"/>	<input type="checkbox"/>
Address for postal vote in UK and reason given	<input type="checkbox"/>	<input type="checkbox"/>
Applicant signature corresponds	<input type="checkbox"/>	<input type="checkbox"/>

Yes No

Attestation completed	<input type="checkbox"/>	<input type="checkbox"/>
Qualification of attestor	<input type="checkbox"/>	<input type="checkbox"/>
Attester signature corresponds	<input type="checkbox"/>	<input type="checkbox"/>

As soon as any 'NO' box is ticked enter your name, date and pass form to supervisor

Checked by _____ **name**

Date _____