



# ELECTORAL REGISTRATION FORM

- Providing false information on this form is a criminal offence for which you could be sent to prison for up to six months or fined £5000 or both. If you have been asked to complete this form, not providing the information is an offence for which you could be fined up to £1000.

- Please fill in this form in CAPITAL letters and **BLACK PEN**.

For office use only		
Ward	Date	Code
		01

## YOUR DETAILS

**Surname**

If your surname has changed since you last registered, please give your previous surname here.

**First Names**  
(in full)

**Address**

I apply to be registered at the following address where I am now living

House or  
Flat number

Street name

Town or city

Postcode

**Previous address** If your address has changed since you last registered, please give your old address below

**Other address (with postcode)**

Only fill in this section if you have any other address in the United Kingdom where you are, or have applied to be, registered.

**Nationality** (for example British, Irish, French )

**Date of birth** (DD/MM/YYYY)

**National insurance number**  
(for example AB123456D)

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

**Phone number** we will only use this number if we need to check anything

### EDITED REGISTER (see accompanying notes )

Anyone can buy a copy of the edited register, including companies that send junk mail. If you don't want your details to appear on the edited register tick here.

### ELECTORAL ID CARD (see accompanying notes)

If you require an Electoral Identity Card tick here.

## DECLARATION

The information on this form is correct, and I have lived in Northern Ireland for the last three months. You must sign this form in the box below, unless you are unable because of an incapacity or because you are unable to read. **No-one else can sign it for you.**

\*\*\* Please keep all of your signature inside the white box, otherwise we may return the form to you.

Date

If you cannot sign the form because of an incapacity or because you are unable to read, you must ask a witness to fill in the section below for you.

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 an incapacity/because they are unable to read (\*delete as appropriate)

Signature of witness

Address of witness

# Useful information

- Providing false information on this form is a criminal offence for which you could be sent to prison for up to six months or fined £5000 or both. If you have been asked to complete this form, not providing the information is an offence for which you could be fined up to £1000.
- You can only vote at elections if your name is on the register of electors.
- The register may be used by people to decide whether or not to give you credit. If you are not on the register, you may find it difficult to get a loan, to open a bank account or get credit.

Fill in the form carefully and return it to the Electoral Office (for the addresses of the area offices phone the helpline or check the website - see below for details). Remember that this form contains personal information which could be of interest to criminals. You should return it only to the Electoral Office for Northern Ireland.

- We need one form for each person.
- You must give your date of birth and your National Insurance number and sign the form yourself - no-one else can sign it for you.
- You must be a British, Irish, Commonwealth or European Union citizen, and you must give your nationality on the form.
- You must have lived in Northern Ireland for the last three months.

When we receive the form, we will check the information you have given. We will change or add your details on the register within six weeks if we accept your application. We will send you a letter of confirmation which will also give the date the changes come into effect.

If we need more information we will write to you. We may ask for proof of the information you have given.

## The full and edited electoral registers

**The edited register.** If you tick the 'edited register' box, your name and address will not appear on the edited register, which anyone can buy or use for any purpose. Any person, company or organisation including 'junk-mail' companies can buy a copy of the edited register for business activities such as marketing.

**The full register** lists the name and address of everyone who is registered. By law, certain public organisations and people, including politicians, can receive the full register. Anyone can look at it but it is a crime to supply or use the information for purposes other than those allowed by law. Credit-reference agencies can use the full register, but only to check your name and address if you are applying for credit.

## The electoral identity card

If you do not have a passport, driving licence, Translink Senior SmartPass, 60+ SmartPass, War Disabled SmartPass or Blind Person's SmartPass, you will require an electoral identity card to vote at elections in Northern Ireland. Tick the "Electoral ID Card" box and enclose with your form a colour passport sized photograph (write your name and date of birth on the back of the photo) along with a form of photographic identity. Alternatively you can apply in person at an Area Office where your photo will be taken free of charge and photographic identity will not be required. For further details contact us or visit our website (see below).

## Use of personal information

The information given on your application form may be provided to bodies responsible for auditing and administering public funds for the purposes of preventing and detecting fraud.

For further details please see our website or contact the Information Officer at the address below.

## How to contact us

Our address is:

Electoral Office for Northern Ireland  
St Anne's House  
15 Church Street  
Belfast BT1 1ER

Our Helpline is open weekdays between 9am and 5pm: Freephone number 0800 4320712.

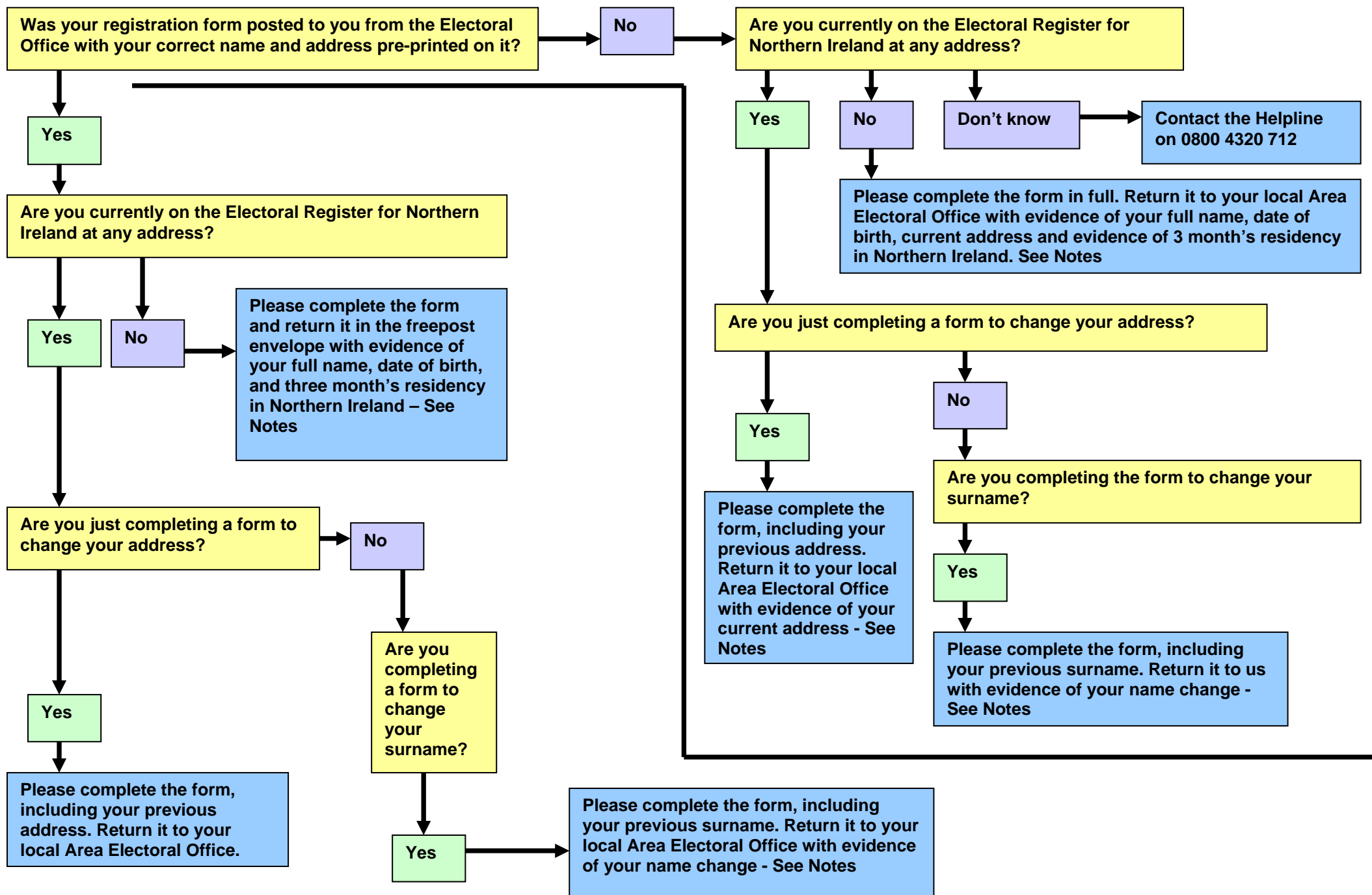
Textphone: 0800 3284 502

Website: [www.eoni.org.uk](http://www.eoni.org.uk)

This form is available in large print, Braille and audio formats and a range of different languages upon request.



## REGISTRATION EVIDENCE REQUIREMENTS – SUMMARY GUIDANCE



## REGISTRATION EVIDENCE REQUIREMENTS – NOTES

You may need to provide documentary evidence to support your application. Any documents you send in **must be originals** - photocopies will not be accepted.

The types of documents required are listed below. If you are unable to provide any of the documents listed please phone the Electoral Office Helpline on 0800 4320 712 (Textphone 0800 3284 502).

### Proof of Address

To prove that you are living at the address stated on the registration form, any of the following documents, which **must be dated within the last three months** prior to the date on your registration form, are acceptable:

- full or provisional NI driving licence showing your current address
- utility or landline (not mobile) telephone bill in your name
- Post Office, bank or building society statement
- Credit or debit card statement
- mortgage statement
- Land and Property Services Agency bill or statement (Rates bill/statement)

### Proof of Residency

To prove that you have been resident in Northern Ireland for at least three months prior to the date on the registration form, any of the documents used to prove your address may also be used to prove your residency, provided they are **more than 3 months and less than 6 months old**.

### Proof of Date of Birth

To prove that you are over 16, any of the following documents are acceptable:

- Birth certificate
- Certificate of Marriage or Civil Partnership
- Driving licence
- Passport issued by a Commonwealth country or Member State of the European Union
- Citizencard, Electoral Identity Card or any card bearing the PASS logo
- Translink SmartPass (Senior, Blind Person's or War Disabled)

### Proof of Name

To prove your name, any of the documents used to prove your date of birth are acceptable, along with the following:

- Certificate of change of name by deed poll
- Death certificate of a spouse
- Decree absolute of divorce
- Adoption certificate