

Northern Ireland Register of Electors

Guidance Notes for completion of Forms RP32/33

A. About the application form

You can vote at elections only if your name appears in the Electoral Register which is published each year. The information requested on this form will enable your name to be included on the register as a service voter or spouse of a service voter. Such voters have special rights eg being able to opt to vote by post or proxy at each election. The personal information which you are required to provide will not appear on any version of the Register nor will your status as a service voter.

Each applicant should complete a separate form and the information should be given with reference to where you/your spouse are living/serving with HM Forces on the date when you complete the form.

B. How to complete the form

If you cannot complete this form, please ask someone else to complete it on your behalf. However you must sign the forms at 10(e) personally.

1. Personal details

Please give full details of your surname, forename(s) and present service address. You do not have to give your telephone number but it is helpful in case we have any queries about your form.

2. Service details

Please give full details as requested in each sub-heading (if you are applying to register as the spouse of a service voter, these must be their details.)

3. Change of surname

Please state your former surname if this has changed within the past two years.

4. Qualifying address or where you are currently registered to vote

Please give these details if this address is different from your present Service address as given at Section 1. This information is required in order to maintain an accurate Register.

5. Other residences

This information is required under legislation. You must give the full postal address of anywhere else in the United Kingdom that you are currently registered to vote or where you have recently applied to be registered.

6. National insurance number

A national insurance number normally begins with two letters, then has six numbers and finishes with one letter only A,B,C, or D. For example AB 123456C.

If as the spouse of a Service voter, you do not have a national insurance number, you can still register to vote provided that you sign the declaration on the Registration form confirming that you do not have such a number. Please note that the law permits the Electoral Office to check that this information is correct.

7. Date of birth

You are required to give this information under the Electoral Fraud Act 2002. You must be 18 or over to vote but you can register as an elector provided that you will become 18 years of age during the next 12 months.

8. Method of voting

You should state on the back of the form whether you wish to vote by post or by proxy. If you provide the appropriate details, your name will be added to the Electoral Office's list of absent voters who receive a postal/proxy vote automatically when an election is called.

9. The two versions of the Register

The Electoral Office maintains two version of the Electoral Register – the full Register and the edited Register.

The full register lists the name and address of everyone who is registered to vote. You can check it by calling at the area electoral office or council office. Anyone can look at it, but it is a criminal offence to supply or use copies for purposes other than those set down in law. More information is available at www.aboutmyvote.co.uk. The main use of the full register is to show who can vote in elections. Credit reference agencies can use it, but only to check your name and address if you are applying for credit and for other purposes specified in law. It can also be used for law enforcement.

The edited register is available for general sale and can be used for any purpose. It can be bought by any person, company or organisation and can be used for commercial activities such as marketing. If you do not want your details to appear on the edited register, please tick the 'edited register' box.

10. Declaration

Read the declaration carefully before signing the form. You are required at 10(b) to confirm the address given in Section 4.

You must date the form and sign at 10(e) **personally** within the perimeter of the box. Failure to sign the form may result in your name not being included in the Electoral Register.

If it is not reasonably practicable for you to sign in a consistent and distinctive manner because of any incapacity or because you are unable to read, you must ask someone to state the reason at 10(g) on the form and to sign that the information given in the application is correct.

C. HOW TO RETURN THE FORM

The form must be returned to the Area Electoral Office (address shown below)within three months of the date on which it was signed.

Address for return of form