

## **Notes on completing the - Application form to Vote by Post**

All applicants for a postal vote must supply their signature and date of birth. This information is needed as a measure which may be used in the prevention and detection of electoral fraud. It is particularly important that you enter your **usual** signature and that you sign all future election material in the same way. **You must not allow any other person to sign on your behalf. It is an offence to provide false information on the form, punishable on conviction by imprisonment of up to 2 years and/or a fine.**

**Your postal vote application form must be received by Kirklees Electoral Services by 5pm, 11 working days prior to any election in which you are eligible to vote.**

You will receive an acknowledgement when your request has been successfully processed. Your postal ballot paper will then be posted out to you at the appropriate time for any election for which you qualify. Along with your ballot paper you will receive a postal vote statement. You will need to sign this statement and give your date of birth and these will be matched electronically with the details you provide on the application form overleaf.

### **Privacy Statement**

We will only use the information you give us for electoral purposes. We will look after personal information securely and we will follow the Data Protection legislation. We will not give personal information about you or any personal information you may provide on other people to anyone else or another organisation unless we have to by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in Representation of the People Act 1983 and associated regulations.

The Electoral Registration Officer is the Data Controller. You should refer to the Privacy Notice at [www.kirklees.gov.uk/electoralprivacy](http://www.kirklees.gov.uk/electoralprivacy) for further information relating to the processing of personal data.

# Application Form to Vote by Post

Please complete in **BLACK INK and BLOCK CAPITALS** and return to Electoral Services, 3-5 Albion Street, Huddersfield, HD1 2NG. If you need help filling in this form please phone 01484 221650.

## Address where you are registered to vote

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## About you

First name(s) (in full)

\_\_\_\_\_

Surname

\_\_\_\_\_

Title (Mr, Mrs, Ms, Miss, Dr, Other)

Tel: (Alternative)

\_\_\_\_\_

## Your Date of Birth

Day		Month		Year	

## Declaration

As far as I know, the details on this form are true and accurate. (You can be fined for making a false statement on this form.)

**Signature: Keep within the border and use BLACK INK.**

I cannot supply a signature because

\_\_\_\_\_

**Date:**

\_\_\_\_\_

## Postal vote for which elections

All elections you are entitled to vote at

Local elections

Parliamentary elections

## For how long do you want a postal vote?

Until further notice

For election(s) on

Day		Month		Year			

For election(s) until

Day		Month		Year			

## Address for postal ballot paper(s)

My address where I'm registered to vote   
or

The following address

\_\_\_\_\_  
\_\_\_\_\_

Reason for sending ballot paper(s) to an alternative address

\_\_\_\_\_  
\_\_\_\_\_

## Have you had help completing this form?

Name and Address of helper

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

For office use only