

Application to vote by post – Completing your form

Please read these notes carefully before completing and returning your form. If you have any queries please contact our **Helpline on (01484) 221650** or email electoral.registration@kirklees.gov.uk.

Part 1 Address where you are registered to vote

Enter the address where you are registered to vote or where you are registering to vote.

Part 2 About you

Please write your surname and first name in full and initial if any.

You do not have to give your telephone number or email address but it will help us to contact you if there is a query or a problem with your application.

Part 3 – For how long do you want a postal vote?

You can choose how long you want a postal vote, for example if you want to vote by post at all future elections tick box (a). If you only want to vote by post at a particular election put the date of the election in box (b), or alternatively you can request to vote by post until a particular date in box (c).

Part 4 – Address for ballot paper

If you want us to send your postal ballot papers to an address other than where you are registered to vote please give an address here. Remember you need to state the reason for sending your ballot papers to a different address.

Part 5 – Your declaration

New regulations which came into force on 1st January 2007 require us to obtain 'Personal Identifiers' from anyone applying to vote by post. These are the applicant's date of birth and signature. The example below shows how to correctly complete Part 6. If you are unable to sign or sign in a consistent way you may be granted an exemption. Please contact us for further information.

Kirklees COUNCIL
Application To Vote By Post
Only one person for each form. If you need help filling in this form please phone 01484221650.
Please write in BLACK INK. Please return this application form to us at the following address: Electoral Services, 3-5 Alton Street, Huddersfield, HD1 2NG.

1 Address where you are registered to vote

2 About you
First name (in full) and initial if any
Surname
Daytime or mobile telephone or email (Optional)

3 For how long do you want a postal vote?
* please choose either (a), (b) or (c)
(a) Until further notice
(b) For election(s)/referendum(s) on
Day Month Year
(c) For election(s)/referendum(s) until
Day Month Year

4 Address for postal ballot paper(s)
If you wish your Postal Vote to be sent to an address OTHER than your registered address shown in box 1, please give the address here:
Reason for sending ballot paper(s) to an alternative address

5 Your declaration
As far as I know, the details on this form are true and accurate.
Please write your date of birth, in figures, in the format "06 05 1972" in the boxes below.
Sign in box using black ink. Important – KEEP WITHIN THE GREY BORDER. If you fail to do this, the application will not be valid.

Date of signing / /
You can be fined for making a false statement on this form.

Date of birth

The information entered in the date of birth boxes will be read by a computer and matched to the date of birth you enter when you complete your postal vote at the time of an election. It is important you enter your date of birth in DD MM YYYY format.

Example

If your date of birth is 6 May 1972 you would enter your date of birth as:

0	6	0	5	1	9	7	2
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Signature

Your signature will be read by a computer and matched to the signature you enter when you complete your postal vote at the time of an election. It is important you sign well within the grey box.

Example

Please ensure that your application is dated, in the box underneath your signature

Completed applications should be returned to: Electoral Services, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY.

Your application must arrive at the above address at least 11 working days before an election, in order for it to be in place for that Election. Your postal vote will be posted out around a week before any Election for which you qualify.